

PLANNING COMMISSION

Meeting Agenda

Monday, May 14, 2018

7:00 PM

City Council Chambers – 222 NE 2nd Avenue

Commissioner John Savory (Chair)

Commissioner Larry Boatright (Vice Chair)

Commissioner John Serlet

Commissioner Derrick Mottern

Commissioner Tyler Hall

Commissioner Shawn Varwig

Commissioner Andrey Chernishov

-
1. **CALL TO ORDER**
 - a. Invocation and Pledge of Allegiance
 2. **CITIZEN INPUT ON NON-AGENDA ITEMS**

(This is an opportunity for audience members to address the Planning Commission on items not on the agenda. Each person will be given 3 minutes to speak. You are first required to fill out a testimony/comment card prior to speaking and hand it to the Recording Secretary. These forms are available by the sign-in podium. Staff and the Planning Commission will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)
 3. **MINUTES**
 - a. Approval of Planning Commission Minutes for April 23, 2018.
 4. **NEW BUSINESS**
 - a. Consider a Minor Modification requesting a change to a condition of approval in Northwood Estates, Phase 3 Subdivision (**SUB 17-01**) in order to construct a two-story home instead of a single-story home (**MOD 18-01**).
 5. **PUBLIC HEARING** *(To testify, please fill out a testimony/comment card and give to the Recording Secretary.)*
 - a. Consider a request for Site & Design Review/Conditional Use Permit for warehouse space in the Canby Pioneer Industrial Park (**Clark/Piedmont DR 18-02/CUP 18-01**).
 - b. Consider a request for a Minor Land Partition of an existing lot on SW 8th Place into two parcels, and sell the newly created parcel. (**MLP 18-02 Mathiesen**).
 6. **FINAL DECISIONS - None**

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

 - a. Final Findings **Clark/Piedmont DR 18-02/CUP 18-01**
 - b. Final Findings **Mathiesen MLP 18-02**
 7. **ITEMS OF INTEREST/REPORT FROM PLANNING STAFF**
 - a. Next regularly scheduled Planning Commission meeting on Monday, May 28, 2018 is cancelled due to the Memorial Day Holiday.
 8. **ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**
 9. **ADJOURNMENT**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting at 503-266-7001. A copy of this agenda can be found on the City's web page at www.canbyoregon.gov. 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.

PUBLIC HEARING FORMAT

The public hearing will be conducted as follows:

- **STAFF REPORT**
 - **QUESTIONS** (If any, by the Planning Commission or staff)
 - **OPEN PUBLIC HEARING FOR TESTIMONY:**
 - APPLICANT** (Not more than 15 minutes)
 - PROPONENTS** (Persons in favor of application) (Not more than 5 minutes per person)
 - OPPONENTS** (Persons opposed to application) (Not more than 5 minutes per person)
 - NEUTRAL** (Persons with no opinion) (Not more than 5 minutes per person)
 - REBUTTAL** (By applicant, not more than 10 minutes)
 - **CLOSE PUBLIC HEARING** (No further public testimony allowed)
 - **QUESTIONS** (If any by the Planning Commission)
 - **DISCUSSION** (By the Planning Commission)
 - **DECISION** (By the Planning Commission)
- All interested persons in attendance shall be heard on the matter. If you wish to testify on this matter, please be sure to complete a Testimony Card and hand it to the Recording Secretary. When the Chair calls for Proponents, if you favor the application; or Opponents if you are opposed to the application please come forward and take a seat, speak into the microphone so the viewing public may hear you, and state your name, address, and interest in the matter. You may be limited by time for your statement, depending upon how many people wish to testify.

EVERYONE PRESENT IS ENCOURAGED TO TESTIFY, EVEN IF IT IS ONLY TO CONCUR WITH PREVIOUS TESTIMONY. All questions must be directed through the Chair. Any evidence to be considered must be submitted to the hearing body for public access.

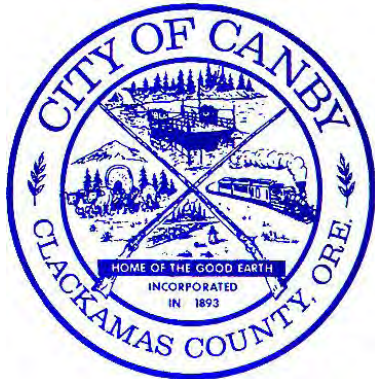
Testimony and evidence must be directed toward the applicable review criteria contained in the staff report, the Comprehensive Plan, or other land use regulations which the person believes to apply to the decision.

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision-maker and interested parties an opportunity to respond to the issue, may preclude appeal to the City Council and the Land Use Board of Appeals based on that issue.

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue may preclude an action for damages in circuit court.

Before the conclusion of the initial evidentiary hearing, any participant may ask the hearings body for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing. The Planning Commission shall grant such requests by continuing the public hearing or leaving the record open for additional written evidence or testimony. Any such continuance or extension shall be subject to the limitations of the 120-day rule, unless the continuance or extension is requested or agreed to by the applicant.

If additional documents or evidence are provided by any party, the Planning Commission may, if requested, allow a continuance or leave the record open to allow the parties a reasonable opportunity to respond. Any such continuance or extension of the record requested by an applicant shall result in a corresponding extension of the 120-day time period.



City of Canby

Development Services

May 2, 2018

Curt McLeod
2KRMT, Inc
1120 NW 12th Ave
Canby, OR 97013

RE: Minor Modification Application – Type I (MOD 18-01) at 590 NW 11th Ave, Northwood Estates, Phase 3, Lot 94 to modify the condition to limit this lot development to a one story home.

Introduction:

City planning staff received a minor modification application to modify a Planning Commission decision condition of approval that limits home construction on Lot 94 of Northwood Estates, Phase 3 (SUB 17-01) to a single-story home.

Project Overview & Existing Conditions:

Location: 590 NW 11th Ave,

Tax Map/Lot: 31E33BB01520

Lot Size: 7405 sq. ft.

Zoning: R-1 Low Density Residential

Approved Use: Single Family Residence

Owner: Roger Toth

Applicant: Curt McLeod, 2KMRT, Inc.

Representative: Curt McLeod

Application Type: Minor Modification (Type I – with 10-day notification to nearby property owners provided)

City File Number: MOD 18-01/SUB 17-01

Site Condition: Proposed Single Family Residence on Vacant Lot

Proposed Modification: The applicant requests to remove one of nine lots from a voluntary agreed upon condition of approval that limits home construction to a one-story

City of Canby ■ Development Services ■ 222 NE 2nd Avenue, Canby, OR 97013 ■ (503) 266-7001

www.canbyoregon.gov

home. This conditions was meant to apply to the new lots within the Phase 3 subdivision that backed up to existing homes that previously existed along NW 12th Ave and North Birch Street.

Applicable Review Criteria (Canby Municipal Code Chapters):

The Planning Director considers this application as a minor modification to the previously approved land use application (SUB 17-01). Modification applications are evaluated based on the applicable criteria pertaining to the original application being modified. More specifically this application is reviewed for conformance to the intent and circumstances relating to Condition #24 of the Subdivision Final Findings, Conclusion & Final Order for SUB 17-01.

16.89.090 Modifications

Any proposed modification to previously approved land use applications, including site plans, elevations, or conditions of approval, shall be reviewed by the Planning Director to determine if they are minor, intermediate, or major. Factors to be considered in this determination include the date of the original application, the impact on neighboring properties, and the impact on public service provision. Modifications shall be processed as indicated in subsections A through D below. Modification applications shall be made on forms provided for the purpose by the Planning Director.

- A. Minor Modification.** Minor modifications have a negligible impact on an approved site plan, land use decision, or condition of approval. The Planning Director will review all minor modifications under the Type I process.
- B. Intermediate Modification.** Intermediate modification are those that do not fit the definitions in 16.89.090.A or C. The Planning Director will review intermediate modifications under the Type II process. Individuals noticed may obtain a public hearing on the issue within 10 days of a decision by the Planning Director.
- C. Major Modification.** Any modification that would result in a substantial impact to an approved site plan, land use decision, or condition of approval is a major modification. Major modifications shall be processed using the procedure type of the original application.
- D. Modification criteria.** Modification applications shall be evaluated based on the criteria pertaining to the original application being modified. (Ord. 1111, 2003; Ord 1237, 2007)

Process/Case History:

Process. The Planning Director determined that the limited scope of this proposed modification it qualifies for the minor modification review process as a Type I application. However, because the condition of approval was voluntarily brought forth, approved by the Planning Commission, and previous concern was recently voiced about a two story home slipping through on a restricted lot; staff has chosen to bring this decision directly to the Planning Commission and have chosen to provide 10-day notice to nearby property owners of this matter. It is not a true public hearing, but public input it encouraged prior to a decision being made.

Major Considerations/Findings:

- The proposed change would allow a two-story home to be built on Lot 94 in Northwood Estates 3. Applicant states that Lot 94 should not have been included in the original condition of approval because the new home on Lot 94 would only back up to Lot 60 in Northwood Estates, Phase 2 and not to any of the previously existing homes on NW 12th Ave and therefore, should not have been included in the original condition. He has consulted with the new homeowner which abuts this lot and reports that they have no concerns with the 2-story house plan proposed. It was pointed out that the limitation to single-story homes is related to the City's "infill ordinance standard that requires certain homes built on new lots that abut two homes that have existed for 5 or more years that are single-story to utilize a "step up height code provision" but that the restriction to limit such lots to a single story was above and beyond the City code requirement in response to desires of surrounding home owners at the public hearing.

Summary/Conclusions:

Staff supports the findings of the applicant with regard to excluding Lot 94 from Condition #24 of the Planning Commission final order for (SUB 17-01) as not necessary to begin with for the intended purpose of original Condition of Approval and with benefit of public input at this time that those property owners intended to be protected by the limitation appear to be supportive of the modification. Therefore, we conclude that the application may be found to meet the standards and approval criteria associated with a minor modification.

Staff Recommendation:

Based on the application submitted and the facts, findings, and conclusions reached and provided in this report, the Planning Director recommends that the Planning Commission **APPROVE** Modification File MOD 18-01 that will remove Lot 94 of Northwood Estates, Phase 3 from the restriction to only build a single-story home.

Prepared By: _____

Bryan C. Brown
Planning Director

Attachments:

- Applicant's Submittal
- Lot Location Maps
- Final Order Containing Condition #24 for SUB 17-01

Applicant's Narrative

Northwood Estates Phase 3, MLP 17-01
Proposed Modification for Lot 94 Narrative
April 10, 2018

BACKGROUND:

Prior to 2005, the developers of Northwood Estates held numerous neighborhood meetings in an effort to incorporate neighborhood concerns into the design, and to share plans for the four-phased development. Although not required in the Municipal Code, one of the agreements informally made with the abutting property owners was to construct single story homes where they would back up to existing homes along NW 12th Avenue and North Birch Street.

This condition was listed in our master plan submittal in 2005 and again in our more recent application MPL 17-01 for Phase 3. This condition was listed to apply to lots 75, and 87 through 94 in Phase 3. Lot 88 is the only lot where infill requirements per the CMC 16.21.050 would have applied, however, the developers offered to limit the stories for homes backing up to the existing single story homes on NW 12th Avenue and Birch Streets.

This condition of approval was incorporated into the Development Agreement, and into the conditions of approval for MLP 17-01 for Phase 3 of Northwood Estates.

PROPOSED MODIFICATION:

As we buildout Phase 3, it became apparent that we had listed this condition to apply to Lot 94 in error. Only recently was it brought to our attention by the Planning Department that this lot was included in the limitation. Lot 94 only backs up to lot number 60 in Phase 2 of Northwood Estates, and does not back up to any of the existing homes on NW 12th Avenue, so should not have been included in our original submittal.

As a result of the neighborhood meetings, we made commitments to build single story where the new homes backed up to existing single story homes on NW 12th Avenue and North Birch Street. We did not make any commitments to any existing property owners, to specifically limit construction of Lot 94 to single story.

The modification we are requesting is to permit construction of a two story home on Lot 94. This home complies with all development standards excepting the limitation to a single story.

SUPPORT INFORMATION:

A new home plan was submitted to us for approval that has proposed a two story home on Lot 94, which is enclosed with this modification request. The home owner was unaware of the limitation of a single story when they had the plans prepared.

The proposed home has a second story limited to a game room and two bedrooms along the front of the home. The second story is offset from the back wall of the house by 16 feet, the depth of the first floor great room. The first floor great room has tall vaulted ceiling with multiple windows facing the back of the house. The overall height of the home is 27 feet.

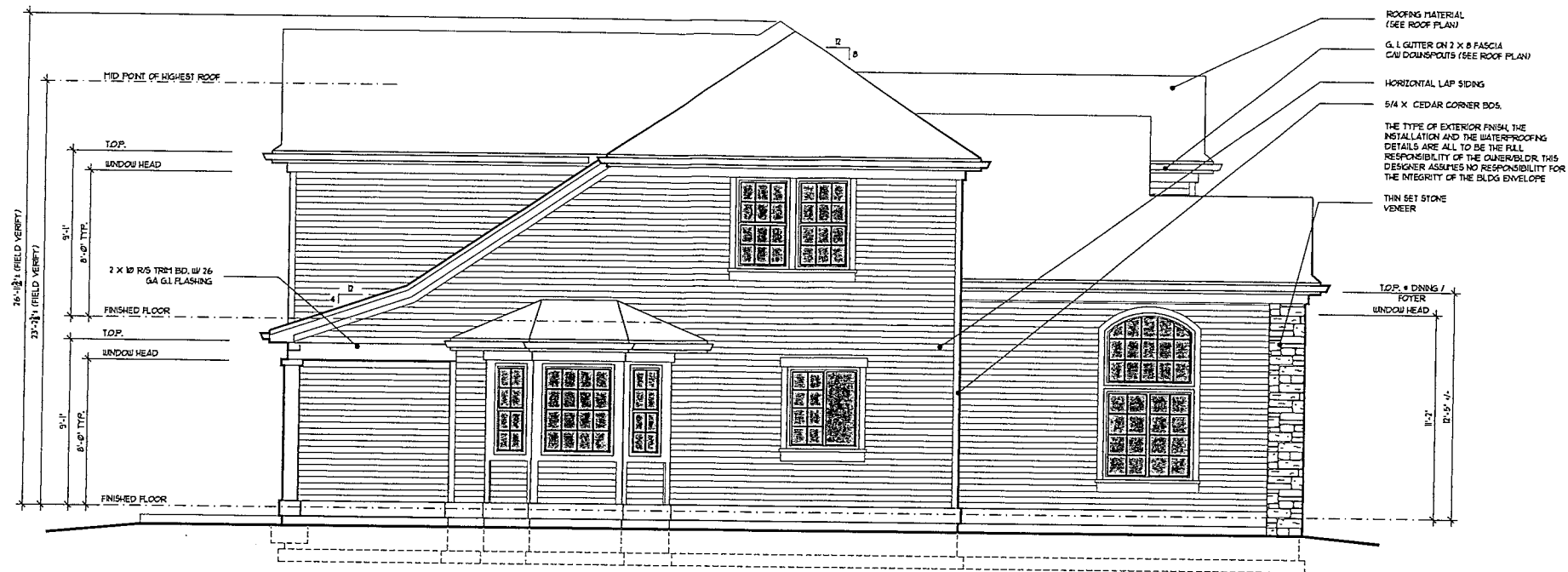
Although not in attendance at any of our neighborhood meetings, we have met and provided plans to Jessica Romaine who purchased the home built on Lot 60 in Phase 2, and shares a common back lot line with Lot 94. The home on Lot 60 was an infill home and is 24'6" tall with no second story. The home owner, who is also the owner of Fir Point Farms in Canby, confirmed she had no objection to construction of the proposed new home behind her property.

Northwood Investments is approaching construction of our 80th home in Northwood Estates and has had very few problems related to the development. There was a concern raised earlier this year regarding a home on Lot 74, which upon review included one room on a second floor, on a lot that was designated as single story.

Our role as the developers is limited to the sale of land. We do not build the homes and many times do not even receive copies of the plans. In regards to Lot 74, we misunderstood our role in reviewing the floor plans to ensure compliance with the approval requirements. We have revised our process to ensure all homes abutting the designated neighbors are reviewed by our partnership before being submitted for building permits.

The neighbors contacted the City regarding the home on Lot 74; however, their concerns were on the height of the home, apparently expecting the second story room increased the building height. The second story room actually does not impact the overall height of the structure on Lot 74. Current homes designs are using very steep roof slopes which result in very tall single story homes.

We are not disputing that the home on Lot 74 is in conflict with the planning commission approval, but it was simply not recognized during the permit process. We can ensure that situation will not occur again for any remaining lots.



ROOFING MATERIAL (SEE ROOF PLAN)
 G. I. GUTTER ON 2 X 8 FASCIA
 CAI DOWNSPOUTS (SEE ROOF PLAN)
 HORIZONTAL LAP SIDING
 5/4 X CEDAR CORNER BDS.
 THE TYPE OF EXTERIOR FINISH, THE
 INSTALLATION AND THE WATER-PROOFING
 DETAILS ARE ALL TO BE THE FULL
 RESPONSIBILITY OF THE OWNER/BUILDER. THIS
 DESIGNER ASSUMES NO RESPONSIBILITY FOR
 THE INTEGRITY OF THE BLDG ENVELOPE

LEFT SIDE ELEVATION

SCALE: 1/4" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"

THE CONTRACTOR ASSUMES FULL RESPONSIBILITY
 FOR THE CORRECT INSTALLATION OF ALL
 EXTERIOR FINISHES AND WEATHER-PROOFING.

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Mascord
 COLLECTION

ALAN MASCORD DESIGN ASSOCIATES, INC.
 10515 W. 10TH AVE., PORTLAND, OR 97209 503/225-9181 FAX 503/225-0533

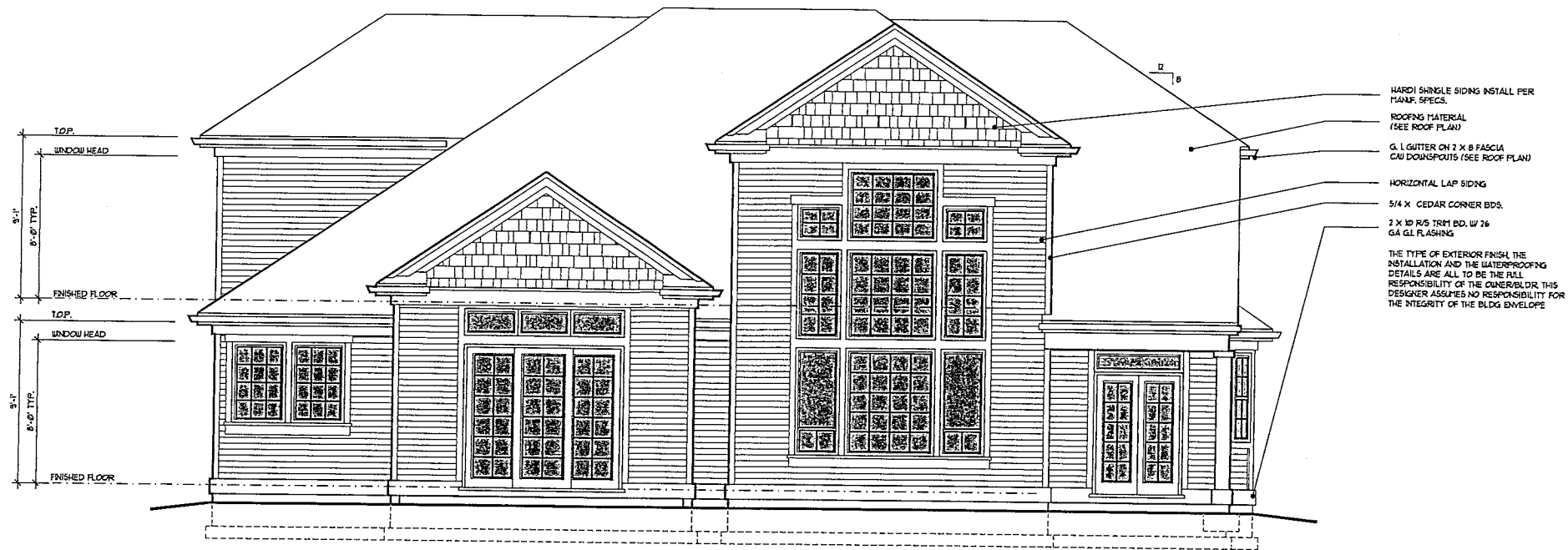
2270AC-1-TOTL
 DRAWN 03/28/18 LAW

RESIDENCE FOR ROGER & HEATHER
TOTLH
 LOT 94, NORTHWOOD ESTATES/
 CANBY, OREGON

25# SNOW LOAD

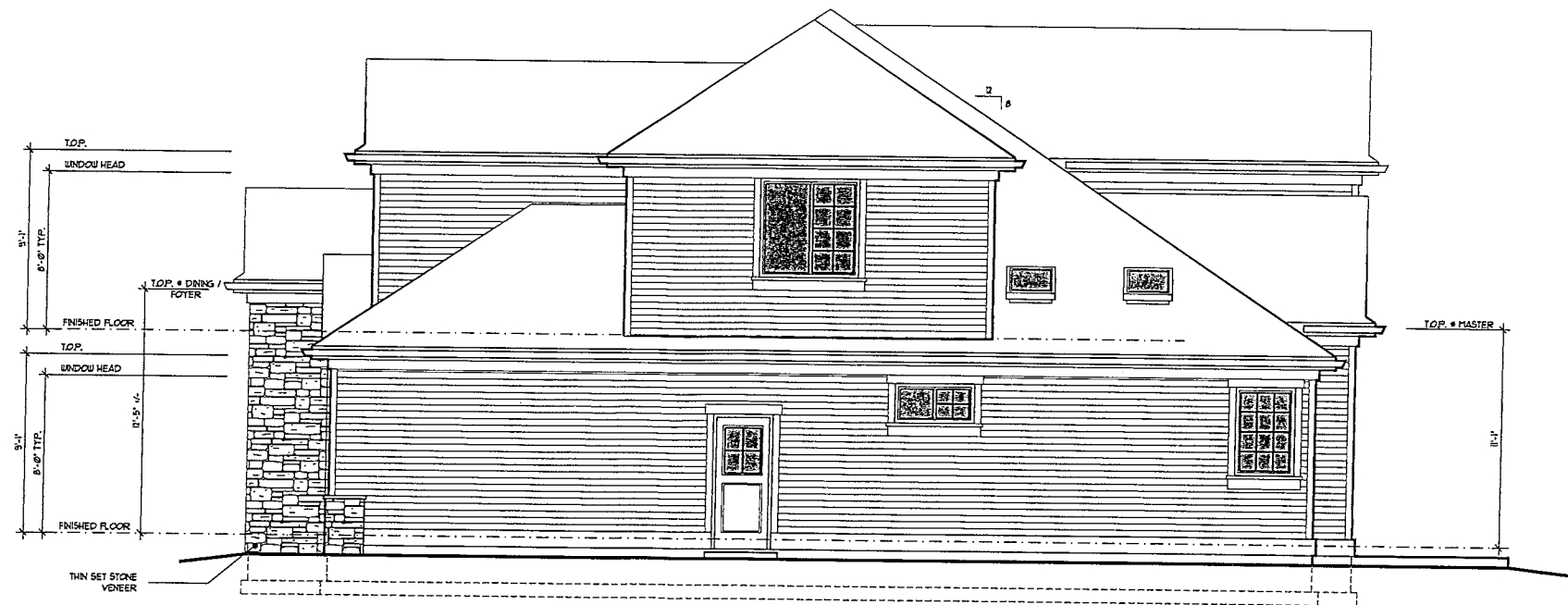
UPPER FLOOR	1067 SQ. FT.
MAIN FLOOR	2843 SQ. FT.
TOTAL AREA	3910 SQ. FT.
GARAGE AREA	592 SQ. FT.

2270AC
 1



REAR ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"

THE CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR THE CORRECT INSTALLATION OF ALL EXTERIOR FINISHES AND WEATHERPROOFING.

- LEGEND**
- RECESSED LIGHT
 - RECESSED DIRECTIONAL LIGHT FIXTURE
 - WALL-MOUNT LIGHT
 - SURFACE-MOUNT LIGHT
 - FLOOD LIGHT
 - SURFACE MOUNTED FLUORESCENT
 - RECESSED EXHAUST FAN VENTED TO THE EXTERIOR
 - CEILING FAN
 - DUPLEX OUTLET
 - CEILING MOUNTED DUPLEX OUTLET
 - ZIOY OUTLET
 - FLUSH FLOOR MOUNTED OUTLET (VERIFY LOC)
 - TELEPHONE OUTLET
 - DATA OUTLET
 - TELEVISION OUTLET
 - SPEAKER LOCATION
 - SMOKE / CO DETECTOR (SEE GENERAL NOTES FOR OTHER SPECS)
 - BEARING POINT LOCATION (PROVIDE SOLID BEARING - MIN. OF MEMBER WIDTH)
 - POINT LOAD FROM ABOVE
 - 4 X 4 POST FROM ROOF HIP, VALLEY OR RIDGE DOWN TO BEARING POINT ON WALL BELOW (MAX. OF 4' FROM VERT)
 - BEARING WALL SUPPORTING STRUCTURE ABOVE
 - 4 X 10 HDR + BEARING WALL INT. DOOR + OPENINGS W/ MIN (2) 2 X SUPPORT EA END (AND)
 - DROPPED STRUCT. MEMBER BEARING + WALL
- S-FLOOR 07/18/16

ENERGY ENVELOPE KEY

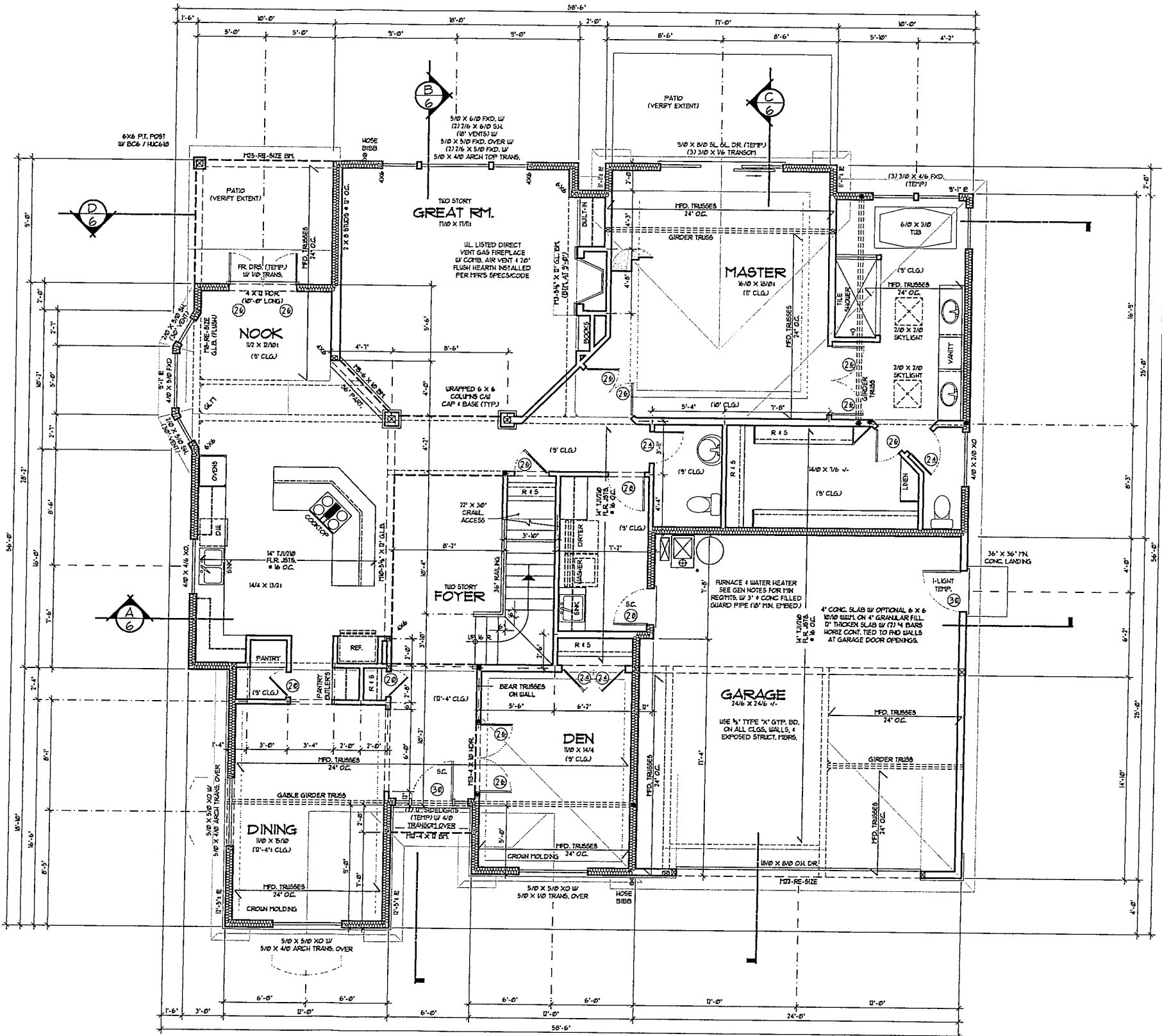
- WALL/ROOFS/CLS. INSUL
- FOUNDATION INSUL

(SEE SHEET 13 FOR INSULATION VALUES)

CO. DET LOCATION

CARBON MONOXIDE ALARMS SHALL BE LOCATED IN EA. BEDROOM OR WITHIN 10 FEET OUTSIDE OF EA. BEDROOM DOOR, AT EVERY FLOOR LEVEL W/ BEDROOMS

(SEE SHEET 13 FOR ADD'L INFO)



MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"

REFER TO ENGINEERING SHEETS FOR LATERAL SPECIFICATIONS PRIOR TO CONSTRUCTION

2270AC-3-TOT
 DRAWN 03/28/18 LAW

RESIDENCE FOR ROBER & HEATHER

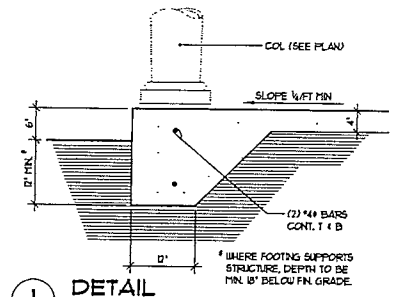
FLOTH

LOT 94 NORTHWOOD ESTATES
 CANTON, OREGON

25# SNOW LOAD

UPPER FLOOR 1087 SQ. FT.
 MAIN FLOOR 2243 SQ. FT.
 TOTAL AREA 3310 SQ. FT.

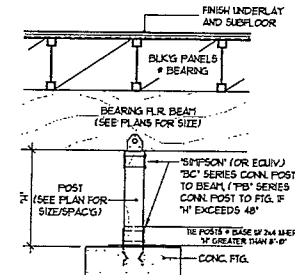
GARAGE AREA 582 SQ. FT.



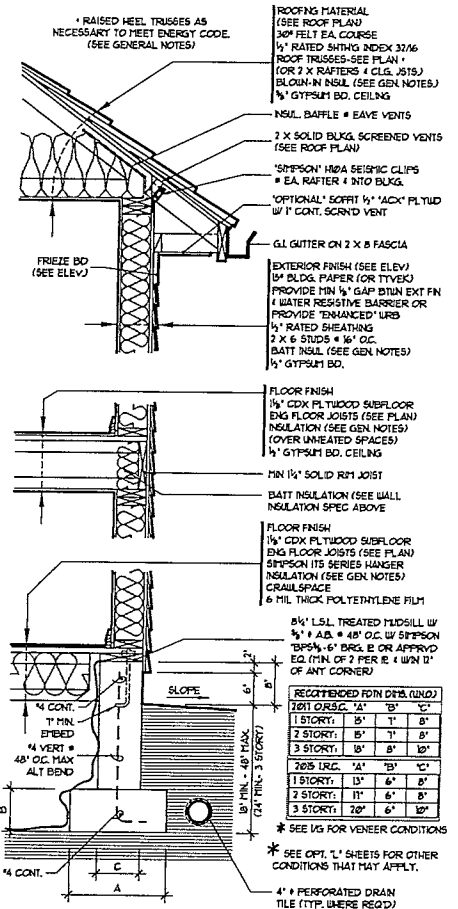
TAG	PAD SIZE	REINFORCING	MAX BRG
F20	24" DIA. x 1'	N.A.	2,474 *
F21	24" x 24" x 12"	N.A.	3,879 *
F24	24" x 24" x 12"	N.A.	5,400 *
F28	28" x 28" x 14"	N.A.	7,121 *
F30	30" x 30" x 15"	N.A.	8,263 *
F36	36" x 36" x 18"	(4) #4 BARS # 1' O.C. E/W	11,031 *
F42	42" x 42" x 21"	(5) #4 BARS # 8' O.C. E/W	16,531 *
F48	48" x 48" x 24"	(6) #4 BARS # 9' O.C. E/W	21,600 *
F54	54" x 54" x 27"	(6) #4 BARS # 9' O.C. E/W	27,331 *
F60	60" x 60" x 30"	(7) #4 BARS # 9' O.C. E/W	33,750 *

ASSUMED MIN. 4x4 2" D.F. COLUMN (UNO. - SEE PLANS)
 6x6 2" D.F. COLUMN FOR MAX. BRG.
 #1 3/4" x 3/4" PSL COLUMN FOR MAX. BRG. (OR 6x6 TO 18,571 *)
 #1 5/4" x 5/4" PSL COLUMN FOR MAX. BRG. (SEE POST-CONN. DETAIL.) SOIL B.P. 1,500 PSF

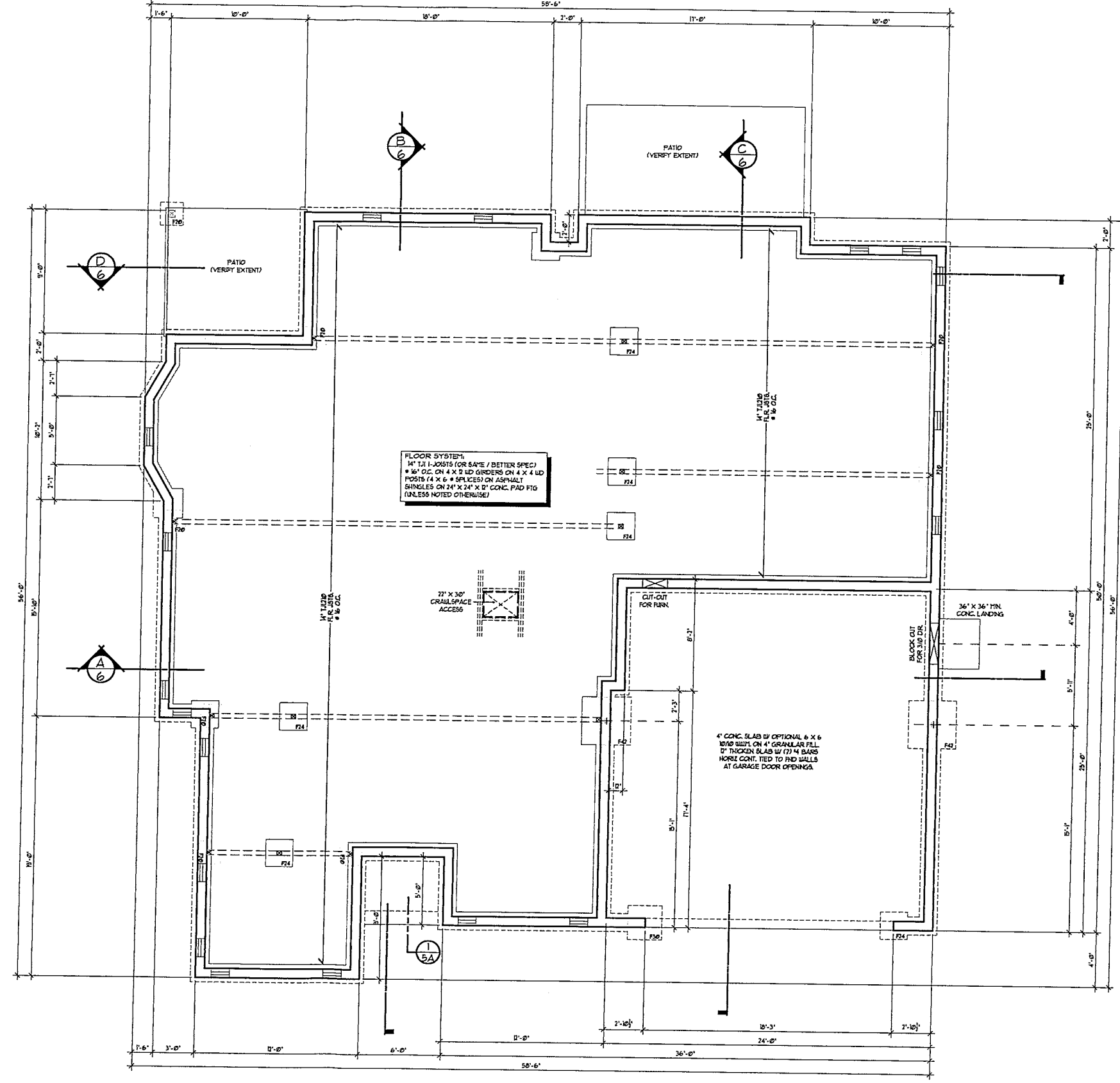
1 DETAIL
SCALE: 3/4" = 1'-0"



JOIST FLR. CONN.
SCALE: 3/4" = 1'-0"



TYP. WALL SECTION
SCALE: 3/4" = 1'-0" REV. 01/04/19 21A65WS000



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

REFER TO ENGINEERING SHEETS FOR LATERAL SPECIFICATIONS PRIOR TO CONSTRUCTION

Masco COLLECTION

ALAN MASCO DESIGN ASSOCIATES, INC.
 1025 W. 94th Ave., Portland, OR 97225-5861 FAX: 503/225-0533

2270AC-SA-TOTD
 DRAWN 03/28/18 LAW

RESIDENCE FOR ROBERT & HEATHER

100TTH

LOT 94 NORTHWOOD CSTATES
 CARBUT, OREGON

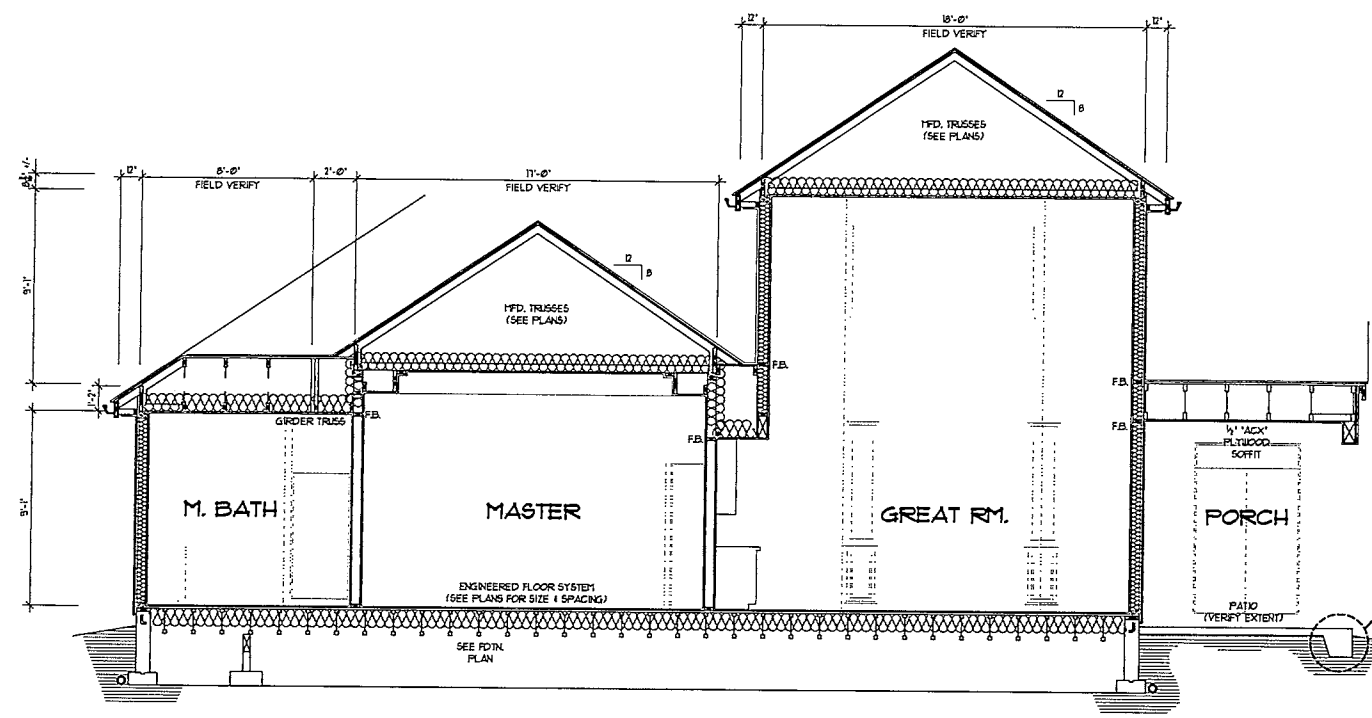
25# SNOW LOAD

UPPER FLOOR 1087 SQ. FT.
 MAIN FLOOR 2243 SQ. FT.
 TOTAL AREA 3330 SQ. FT.

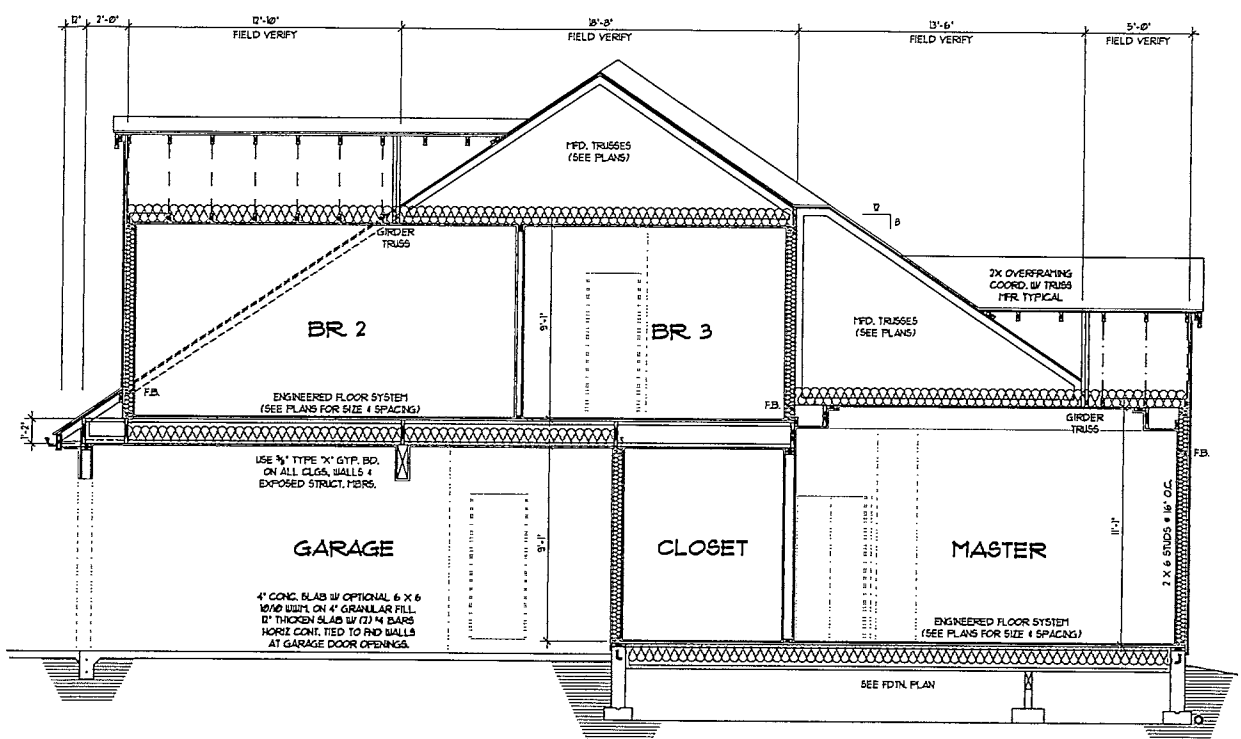
GARAGE AREA - 592 SQ. FT.

2270AC

5 A



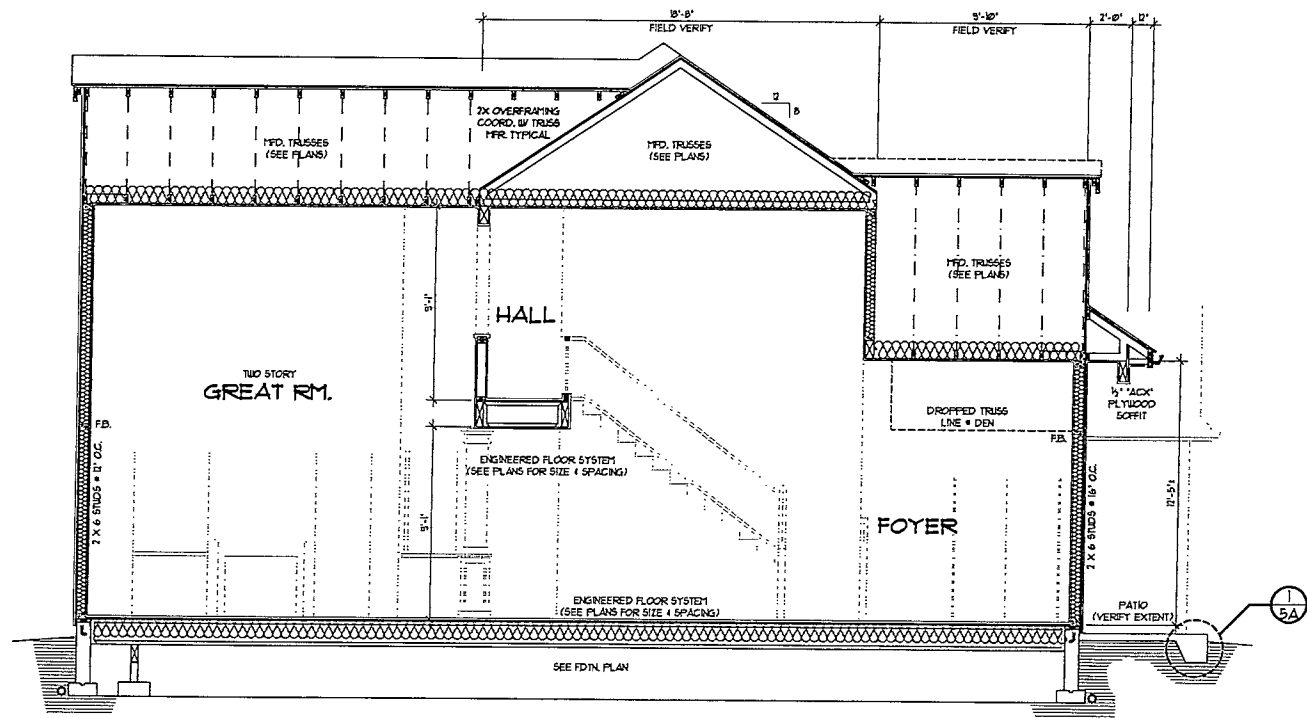
D BUILDING SECTION
SCALE: 1/4" = 1'-0"



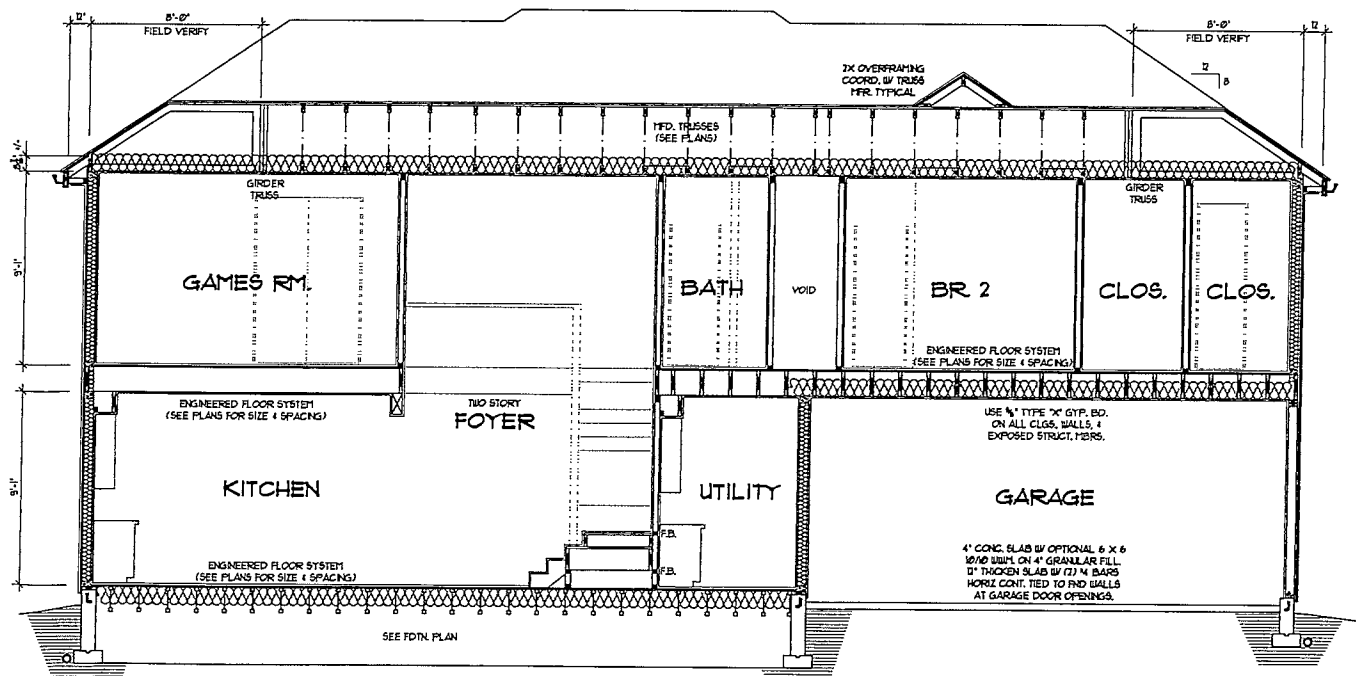
C BUILDING SECTION
SCALE: 1/4" = 1'-0"

ENERGY ENVELOPE KEY

	WALL, FLOOR, CEILING INSUL.
	FOUNDATION INSUL.
(SEE SHEET 'S' FOR INSULATION VALUES)	



B BUILDING SECTION
SCALE: 1/4" = 1'-0"



A BUILDING SECTION
SCALE: 1/4" = 1'-0"

Mascord
COLLECTION

ALAN MASCORD DESIGN ASSOCIATES, INC.
1305 SW 80th AVE. PORTLAND, OR 97205 503.253.9361 FAX 503.253.9233

270AC-8-TOTY
DRAWN 03/28/18 LAY

RESIDENCE FOR ROGER & HEATHER
TOTTY
LOT 94, NORTHWOOD ESTATES
CANDY, OREGON

25# SNOW LOAD
UPPER FLOOR 1957 SQ. FT.
MAIN FLOOR 2243 SQ. FT.
TOTAL AREA 3310 SQ. FT.
GARAGE AREA + 592 SQ. FT.

2270AC
6

ROOF DESIGN NOTES

THIS ROOF HAS BEEN DESIGNED TO SUPPORT CEDAR SHAKE ROOFING MATERIALS AND COMPOSITION ROOFING OF VARIOUS TYPES. THE TABLE BELOW DESCRIBES IN DETAIL THE ASSUMPTIONS MADE IN THE DESIGN OF THE ROOF STRUCTURE OF THIS BUILDING.

ROOF LIVE LOAD (SNOW)	20 PSF	325 PSF	AVE/NET
FRAMING MATERIALS	20 PSF	3325 PSF	ACTUAL REQ'D
SHEATHING MATERIALS	15 PSF	6.75 PSF	SAFETY FACTOR
MISC. MATERIALS	15 PSF		
ROOFING TYPE	DRY / WET	400	PSF TL
MED SHAKES	2.0 / 3.25 PSF		
HVT SHAKES	3.0 / 4.0 PSF		
SHINGLES	2.0 / 3.25 PSF		
COMPOSITION	2.5 / 3.0 PSF		

NOTE: HIP, VALLEYS & RIDGES SHALL NOT BE LESS IN DEPTH THAN THE END CUT OF THE RAFTERS (FIELD VERIFY ALL CONDITIONS)

COMP/SHAKE ROOF

PER 2004 IBC/IBC, TBL. RR-20
9 D.F. L/R/W
25' LL, 4 5/8" DL

SIZE	SPACING	SPAN
2x6	12" O.C.	14'-0"
	16" O.C.	21'-1"
	24" O.C.	5'-10"
2x8	12" O.C.	17'-8"
	16" O.C.	15'-4"
	24" O.C.	12'-6"
2x10	12" O.C.	21'-1"
	16" O.C.	18'-3"
	24" O.C.	15'-3"
2x12	12" O.C.	25'-1"
	16" O.C.	21'-8"
	24" O.C.	17'-9"

LEGEND

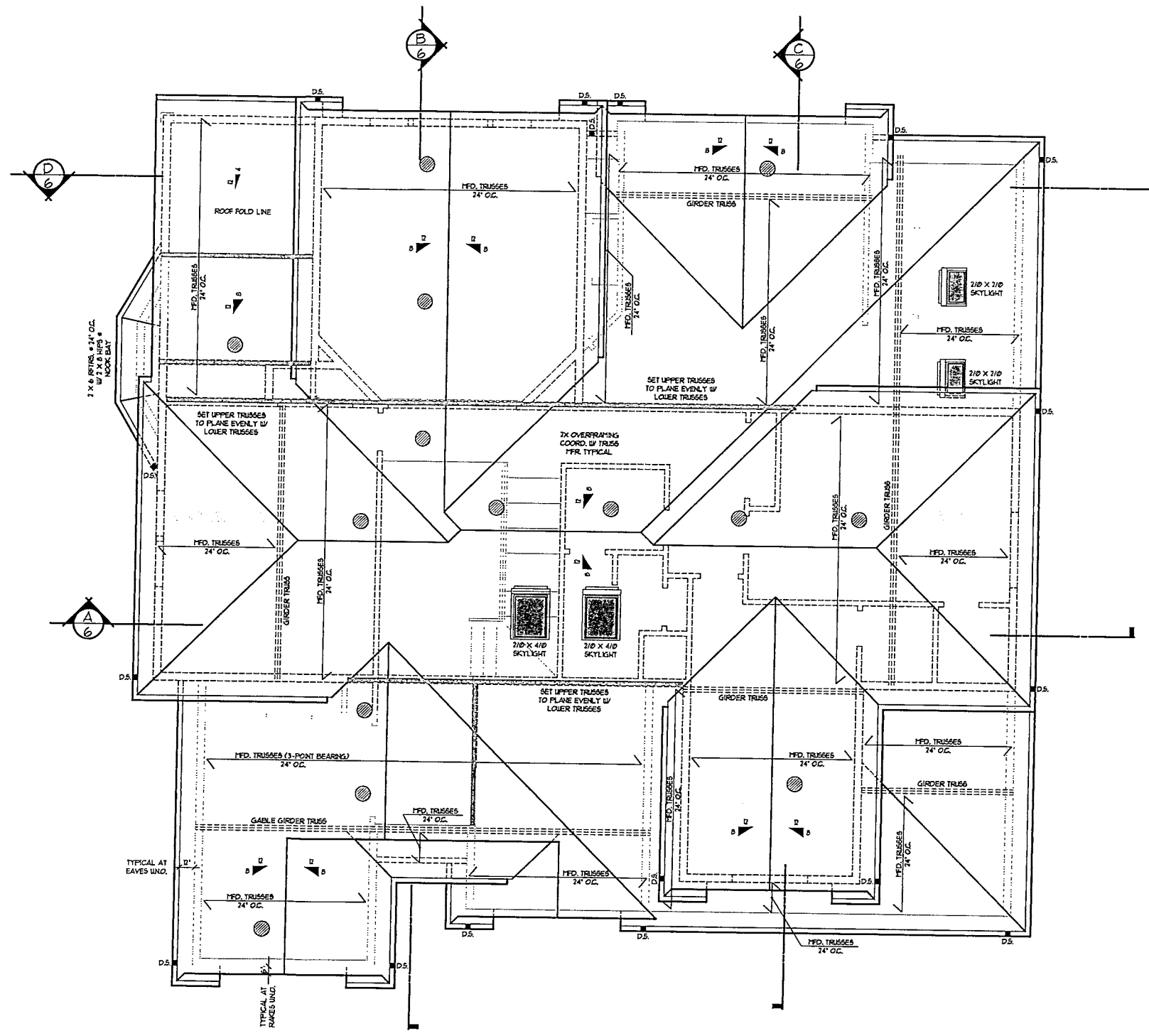
- 4 x 4 WOOD POST FROM RIDGE TRIP OR VALLEY TO WALL BELOW (MIN. 22' x 4 REQ'D AT WALL BEARING POINT) NOTE: SPLICES IN HIP & VALLEYS CAN ONLY OCCUR @ POST DOWN LOCATIONS
- 45 SQ. IN. ROOF VENTS (SEE VENT TABLE FOR CITY - 50%/20% SHOWN)
- 2x4 FURL IN WALL TO EYE OR WALL BELOW (FRAMING AT 24" O.C.)
- SHADED AREA DENOTES ROOF FRAMED OVER RAFTERS BELOW
- DOWNSPOUTS

ROOF VENTS			EAVE-BLOCKS			ROOF VENTS		
% EAVE	AREA (ft ²)	% ROOF	AREA (m ²)	3-VENT	4-VENT	45 IN ²	3-VENT	4-VENT
6.0	845.9	4.0	563.9	30	67	12		
56.3	7953	43.3	6804	95	64	12		
53.3	7514	46.7	6584	80	60	13		
50	7043	50	6243	15	56	14		

PER 2003 IBC - 2006.2 PERMITTED AREA. THE TOTAL NET FREE VENTILATION AREA SHALL NOT BE LESS THAN 1/60th OF THE AREA OF THE SPACE VENTILATED, PROVIDED AT LEAST 40% AND NOT MORE THAN 50% OF THE REQUIRED VENTILATION AREA IS PROVIDED WITH VENT OPENINGS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE THE EAVE OR CORNICE VENTS WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS. IN CLIMATE ZONE 3, 4, 5, A CLASS 1 OR 2 VAPOR RETARDER SHALL BE INSTALLED ON THE WARM-INSIDE SIDE OF THE CLG.

EAVE BLOCKING

3-VENT BLOCK (13" H HOLES (1543 H' EA))
4-VENT BLOCK (17" H HOLES (1756 H' EA))



ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"

REFER TO ENGINEERING SHEETS FOR LATERAL SPECIFICATIONS PRIOR TO CONSTRUCTION

Mascord
COLLECTION

ALAN MASCORD DESIGN ASSOCIATES, INC.
1335 NW 8th AVE., PORTLAND, OR 97209, 503.725.9861 FAX: 503.725.9823

2270AC-75-TOTL
DRAWN 03/25/18 LAM

TOTTH
RESIDENCE FOR ROGER & HEATHER
LOT 94, NORTHWOOD ESTATES
CALIBY, OREGON

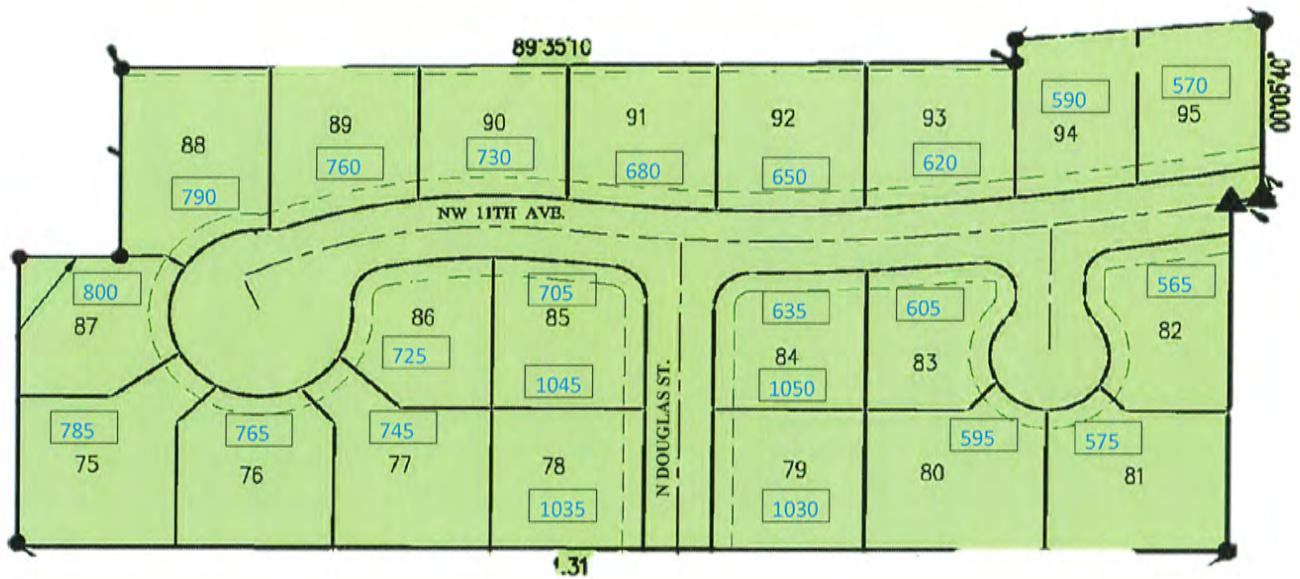
25# SNOW LOAD

UPPER FLOOR	1087 SQ. FT.
MAIN FLOOR	2243 SQ. FT.
TOTAL AREA	3310 SQ. FT.
GARAGE AREA	592 SQ. FT.

2270AC
7

NORTHWOOD ESTATES No. 3

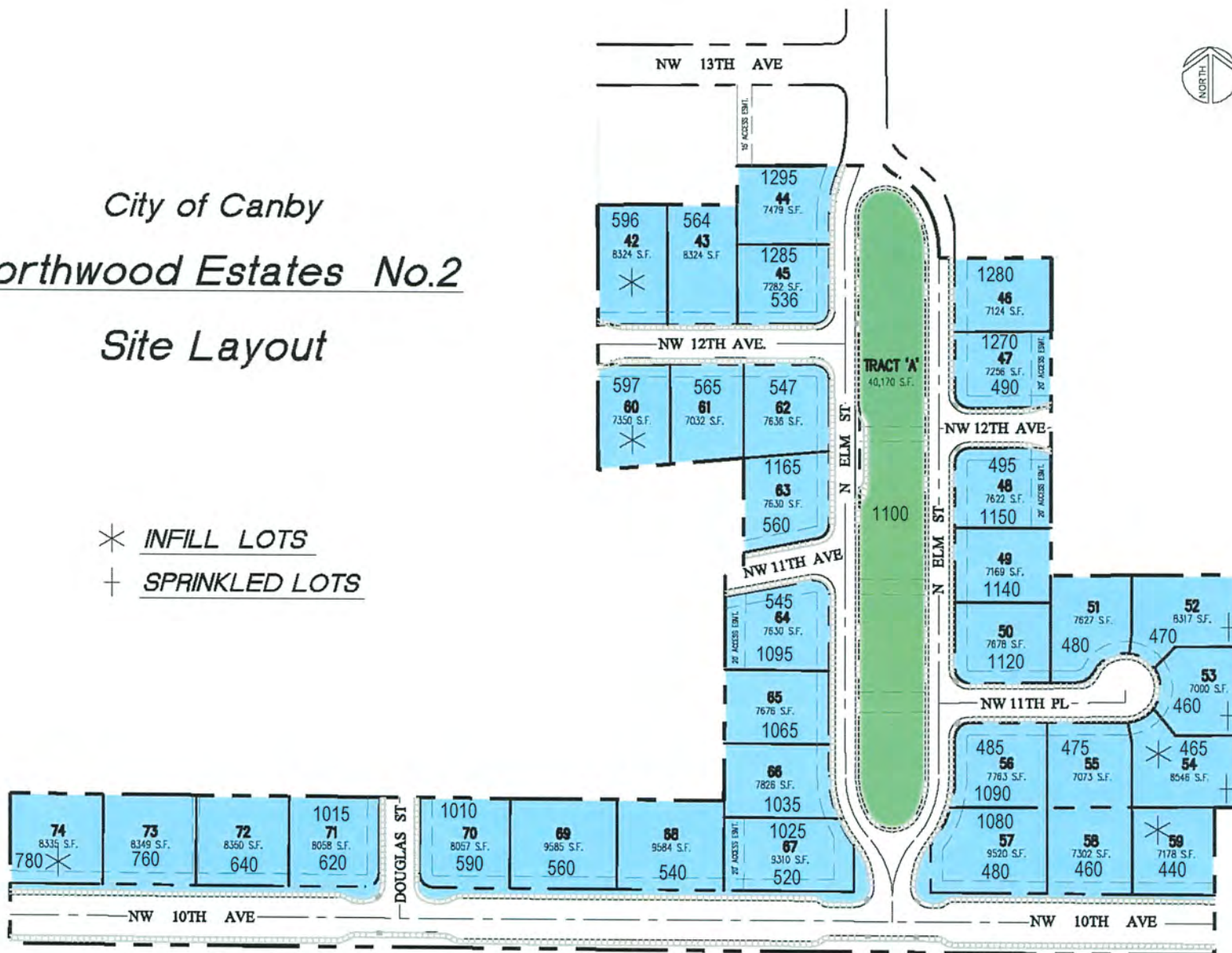
ADDRESSING MAP





City of Canby
Northwood Estates No.2
Site Layout

- * INFILL LOTS
- + SPRINKLED LOTS





City of Canby

Planning and Development Services

February 28, 2017

RE: Notice of Decision/Final Order for SUB 17-01 Northwood Estates Phase III Subdivision


The Planning Commission of the City of Canby hereby provides notice that a decision to approve SUB 17-01 has been rendered. The enclosed Findings, Conclusions and Final Order is your notice of the official action of the City of Canby Planning Commission.

According to Section 16.89.50 (I) of the Canby Municipal Code, this decision may be appealed to the City Council within ten (10) days of the date this notice was mailed. To do so, you must file an application for appeal with the Planning Director. If no appeal is taken within the specified period, and if no appeal is initiated by action of the City Council, the decision of the Planning Commission shall be final.

The application for appeal shall clearly state the nature of the decision being appealed and the reasons why the appellant is aggrieved. A \$1,920 fee must be enclosed with your appeal application.

If you have any further questions or concerns, please contact the Planning office at 503-266-7001.

Sincerely,


Bryan C. Brown
Planning Director

Attachment: Signed Final Findings

CERTIFICATE OF MAILING

This Notice of Decision was postmarked and placed in the mail and/or emailed on February 28, 2017 and sent to all parties with standing.
Bryan Brown, Planning Director



BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY

A REQUEST FOR A SUBDIVISION)	FINDINGS, CONCLUSION & FINAL ORDER
NW 11 TH AVENUE)	SUB 17-01
ON THE WEST OF N ELM STREET)	NORTHWOOD ESTATES III SUBDIVISION

NATURE OF THE APPLICATION

The Applicant has sought approval for a 21 lot Subdivision (SUB 17-01) on a 5.04 acre site. This is the third phase of the Northwood Estates Subdivision. A Master Plan and Development Agreement for the entire four phases of the Subdivision was approved in 2005 (SUB 05-12). Phase II was approved in 2013. This third phase of development abuts portions of previously developed Phase II on the north, east and south sides, and portions abuts the back of existing residential development along N. Birch Street to the west and NW 12th Ave. to the North.

HEARINGS

The Planning Commission considered application SUB 17-01 after the duly noticed hearing on February 27, 2017 during which the Planning Commission approved SUB 17-01. These findings are entered to document the approval.

CRITERIA AND STANDARDS

In judging whether or not a Subdivision Application shall be approved, the Planning Commission determines whether criteria from the *City of Canby Land Development and Planning Ordinance* are met, or can be met by observance of conditions. Applicable code criteria and standards were reviewed in the Staff Report dated February 27, 2017 and presented at the February 27, 2017 meeting of the Canby Planning Commission.

FINDINGS AND REASONS

The Staff Report was presented, and written and oral testimony was received at the public hearing. Staff recommended approval of the Subdivision Application and applied Conditions of Approval in order to ensure that the proposed development will meet all required *City of Canby Land Development and Planning Ordinance* approval criteria.

After accepting public testimony, the Planning Commission closed the public hearing and made no additional findings beyond those contained in the staff report to arrive at their decision and support their recommended Conditions of Approval and the exact wording thereof.

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the additional findings concluded at the public hearing and noted herein, concluding that the residential Subdivision Application meets all applicable approval criteria, and recommending that File #SUB 17-01 be approved with the Conditions of Approval reflected in the written Order below.

ORDER

The Planning Commission concludes that, with the following conditions, the application meets the requirements for Subdivision approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **SUB 17-01 Northwood Estates III Subdivision** is approved, subject to the following conditions:

General Public Improvement Conditions:

1. Prior to the start of any public improvement work, the applicant must schedule a pre-construction conference with the city and obtain construction plan sign-off from applicable agencies.
2. The development shall comply with all applicable City of Canby Public Works Design Standards.
3. Public improvements such as sidewalk and street improvements are required during development.

Fees/Assurances:

4. All public improvements are normally installed prior to the recordation of the final plat. If the applicant wishes to forgo construction of any portion of the public improvements until after the recordation of the final plat, then the applicant shall provide the City with appropriate performance security (subdivision performance bond or cash escrow) in the amount of 110% of the cost of the remaining public improvements to be installed.
5. If the applicant chooses to provide a subdivision performance bond for some or all of the required public improvements, the applicant shall obtain a certificate from the city engineer that states:
 - a. The applicant has complied with the requirements for bonding or otherwise assured completion of required public improvements.
 - b. The total cost or estimate of the total cost for the development of the subdivision. This is to be accompanied by a final bid estimate of the subdivider's contractor, if there is a contractor engaged to perform the work, and the certificate of the total cost estimate must be approved by the city engineer.
6. The applicant must guarantee or warranty all public improvement work with a 1 year subdivision maintenance bond in accordance with 16.64.070(P).
7. The applicant must pay the city Master Fee authorized engineering plan review fee equal to 0.4% of public improvement costs prior to the construction of public improvements (approval of construction plans) as each phase of development occurs.

Streets, Signage & Striping:

8. All proposed streets shall conform to the TSP and Public Works standards as indicated by the city engineer.
9. A roadway striping plan shall be submitted by the applicant and shall be approved by city engineer and by the Public Works street department prior to the construction of public improvements.
10. A roadway signage plan shall be submitted by the applicant and shall be approved by the city engineer and by the Public Works street department prior to the construction of public improvements.
11. The applicant shall be responsible for installing all required street signage and striping at the time of construction of public improvements, unless other arrangements are agreed to by the City.

Sewer:

12. The applicant shall submit documentation of DEQ approval of the sewer plans to the City Engineer prior to the construction of this public improvement with each phase of development.

Stormwater:

13. Stormwater systems shall be designed in compliance with the Canby Public Works Design Standards as determined by the City Engineer.
14. The applicant shall construct DEQ approved drywells within the subdivision.

Grading/Erosion Control:

15. The applicant shall submit grading and erosion control plans for approval by Canby Public Works in conjunction with construction plan approval prior to the installation of public improvements and start of grading with each phase of development.
16. The applicant shall grade all areas of the site, including the proposed lots, to minimize the amount of soil to be removed or brought in for home construction.

General Final Plat Conditions:

17. The applicant shall apply for final plat approval at the city and pay any applicable city fees to gain approval of the final subdivision plat. Prior to the recordation of the final plat at Clackamas County, it must be approved by the city and all other applicable agencies. The city will distribute the final plat to applicable agencies for comment prior to signing off on the final plat if deemed necessary. All public improvements or submittal of necessary performance security assurance shall be made prior to the signing and release of the final plat for filing of record.
18. The final plat shall conform to the necessary information requirements of CMC 16.68.030, 16.68.040(B), and 16.68.050. The city engineer or county surveyor shall verify that these standards are met prior to the recordation of the subdivision plat.

19. All "as-builts" of City public improvements installed shall be filed with Canby Public Works within sixty days of the completion of improvements.
20. Clackamas County Surveying reviews **pending subdivision plat documents for Oregon Statutes and County requirements. A subdivision final plat for Phase III prepared in substantial conformance with the approved tentative plat must be submitted to the City for approval** within one year of approval of the tentative plat or formally request an extension of up to 6-months with a finding of good cause.
21. The applicant shall record the final plat at Clackamas County within 6 months of the date of the signature of the Planning Director.
22. The applicant shall assure that the city is provided with a copy of the final plat in a timely manner after it is recorded at Clackamas County, including any CC&Rs recorded in conjunction with the final plat.
23. The City shall assign addresses for each newly created subdivision lot and distribute that to the developer, and other agencies that have an interest
24. Development on lots 75, 87, 88, 89, 90, 91, 92, 93 and 94 shall restricted to one story dwelling units and be so noted on the final plat.

Easements:

25. A 12 foot utility and planting easement along all of the lot street frontages shall be noted on the final plat. This easement may be combined with other easements and shall be measured from the property boundary.

Street Trees:

26. A Street Tree Plan shall be submitted with the final plat, and street tree fees paid prior to release of the final plat. The plan will allow the city to establish street trees per the Tree Regulation standards in Chapter 12.32 of the Canby Municipal Code. The total per tree fee amount is calculated at one tree per 30 linear feet of total street frontage on both sides of all internal streets and the adjacent side of external streets or as determined by an approved Street Tree Plan on a per tree basis.

Monumentation/Survey Accuracy Conditions:

28. The county surveyor and/or city engineer shall verify that the lot, street, and perimeter monumentation shall meet the requirements set forth in Oregon Revised Statutes and conform with the additional survey and monumentation standards of 16.64.070(M)(1-3) prior to recordation of the final plat.

Residential Building Permits Conditions:


29. Construction of all required public improvements and recordation of the final subdivision plat must be completed prior to the construction of any homes.
30. The homebuilder shall apply for a City of Canby Site Plan Permit and County Building Permit for each home and satisfy the residential design standards of CMC 16.21.


31. The homebuilder shall apply for a City of Canby Erosion Control Permit.
32. All residential construction shall be in accordance with applicable Public Works Design Standards.
33. On-site stormwater management shall be designed in compliance with the Canby Public Works Design Standards.
34. Clackamas County Building Codes Division will provide structural, electrical, plumbing and mechanical plan review and inspection services for home construction per contract with the City. The applicable County building permits are required prior to construction of each home.
35. Per the Canby Public Works Design Standards, minimum residential driveway widths at the inside edge of the sidewalk shall be 12 feet and the maximum residential driveway widths shall be 24 feet with an allowed exception for 28 feet for a home with 3 or more garages.
36. Sidewalk shall be constructed by the homebuilder as shown on the approved tentative plat.
37. All usual system development fees shall be collected with each home within this development except as otherwise indicated within the Park Land Dedication and Improvement Agreement associated with this subdivision.

I CERTIFY THAT THIS ORDER approving SUB 17-01 Northwood Estates III was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 27th day of February, 2017


Larry Boatright
Planning Commission Vice Chair


Bryan Brown
Planning Director


Laney Fouse, Attest
Recording Secretary

ORAL DECISION: February 27, 2017

Name	Aye	No	Abstain	Absent
John Savory				✓
John Serlet	✓			
Larry Boatright	✓			
Derrick Mottern	✓			
Tyler Hall				✓
Shawn Varwig	✓			
Andrey Chernishov	✓			

WRITTEN DECISION: February 27, 2017

Name	Aye	No	Abstain	Absent
John Savory				✓
John Serlet	✓			
Larry Boatright	✓			
Derrick Mottern	✓			
Tyler Hall				✓
Shawn Varwig	✓			
Andrey Chernishov	✓			



City of Canby

SITE AND DESIGN REVIEW STAFF REPORT

FILE #: DR 18-02/CUP 18-01

Prepared for the May 14, 2018 Planning Commission Hearing

LOCATION: 142 S. Hazel Dell Way

TAXLOT: 31E34 03900 (Bordered in map below)

LOT SIZE: 1.99 acres

ZONING: M-1 Light Industrial Zone/IO Canby Industrial Area Overlay Zone

OWNER: Piedmonte Group, LLC



APPLICANT: Clark Products

REPRESENTATIVE: Aric DeBraie – Greenbox Architecture

APPLICATION TYPE: Site & Design Review/Conditional Use Permit (Type III)

CITY FILE NUMBER: DR 18-02/CUP 18-01

APPLICANT'S REQUEST:

The subject parcel is located on the north and west side of S. Hazel Dell Way approximately 700 feet east of S. Sequoia Parkway and approximately 700 feet south of SE 1st Avenue. The applicant is seeking site and design approval to construct two buildings of 12,000 and 13,000 square feet each that will

total 25,000 square foot of industrial space. The buildings will be constructed in two phases and are proposed as Phase 1 construction of a 12,000 square foot building with 3,500 square foot of the space used for lease space and the remainder as warehouse and office space. The Phase 2 building is planned at a later date. The buildings will be used as warehouse and industrial space with some of the space used as “flex-space” type activities for various industrial uses permitted in the M-1 zone. The structures will be designed as one-story buildings with concrete masonry construction as generally utilized within the Canby Industrial Park. The applicant proposes two driveway accesses for the public onto SE Hazel Dell Way located at the southwest and northeast corners of the property. The driveways are intended as a shared access easements with properties bordering to the west and north. The subject parcel is zoned M-1, Light Industrial, and is correspondingly designated Light Industrial in the Canby Comprehensive Plan. The property is bordered on the west, east, and north by the M-1 zone that is either developed in a mixture of industrial uses or vacant land. Property to the south is within the M-2 zone and contains industrial uses. The applicant also applied for a conditional use to allow less than 12 employees per acre as required in the I-O zone.

The blue-line stream that is identified as a portion of Foster Creek is delineated across the southwest corner of the property. It appears that the stream has been compromised to the point that it is no longer recognizable as a drainage feature.

SECTION I APPLICABLE REVIEW CRITERIA:

City of Canby Land Development and Planning Ordinance Chapters:

- 16.08 General Provisions**
- 16.10 Off-Street Parking and Loading**
- 16.32 M-1 Light Industrial Zone**
- 16.35 I-O Canby Industrial Overlay Zone**
- 16.42 Signs**
- 16.43 Outdoor Lighting Standards**
- 16.46 Access Limitations**
- 16.49 Site and Design Review**
- 16.50 Conditional Uses**
- 16.89 Application and Review Procedures**
- 16.120 Parks, Open Space, and Recreational Land**

SECTION II REVIEW FOR CONFORMANCE WITH APPLICABLE APPROVAL CRITERIA:

16.08 General Provisions:

16.08.070 Illegally Created Lots

In no case shall a lot which has been created in violation of state statute or city ordinance be considered as a lot of record for development purposes, until such violation has been legally remedied. (Ord. 740 section 10.3.05(G), 1984)

Findings: Based on available information, it appears that the property was created as Parcel 4, Burgen No. 2 Subdivision. The subject property can be considered a legal lot for land use purposes.

16.08.090 Sidewalks Requirements

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

B. The Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews. (Ord. 740 section 10.3.05(I), 1984)

Findings: The project is a phased development of a vacant lot. Sidewalks and curbs on the street frontage along SE Hazel Dell Way shall be improved to Canby Public Works standards. Sidewalks shall be 6 foot wide with a 5 foot planter strip between the sidewalk and the curb. All sidewalks within the development area must meet required standards.

16.08.150 Traffic Impact Study (TIS)

A. Purpose. The purpose of this section of the code is to implement Section 660-012-0045(2)(b) of the State Transportation Planning Rule, which requires the city to adopt a process to apply conditions to development proposals in order to minimize adverse impacts to and protect transportation facilities. This section establishes the standards to determine when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities: what information must be included in a Traffic Impact Study; and who is qualified to prepare the Study.

B. Initial Scoping. During the pre-application conference, the city will review existing transportation data to determine whether a proposed development will have impacts on the transportation system. It is the responsibility of the applicant to provide enough detailed information for the city to make a determination. If the city cannot properly evaluate a proposed development's impacts without a more detailed study, a transportation impact study (TIS) will be required to evaluate the adequacy of the transportation system to serve the proposed development and determine proportionate mitigation of impacts. If a TIS is required, the city will provide the applicant with a "scoping checklist" to be used when preparing the TIS.

C. Determination. Based on information provided by the applicant about the proposed development, the city will determine when a TIS is required and will consider the following when making that determination.

1. Changes in land use designation, zoning designation, or development standard.
2. Changes in use or intensity of use.
3. Projected increase in trip generation.
4. Potential impacts to residential areas and local streets.
5. Potential impacts to priority pedestrian and bicycle routes, including, but not limited to school routes and multimodal street improvements identified in the TSP.
6. Potential impacts to intersection level of service (LOS).

Findings: Based on criteria listed in **16.08.150 (C)** above, staff determined that a TIS is required for this particular proposal. Subsequently, a TIS was performed by DKS, and their study concluded that Phase 1 of the proposal would generate an additional 6 net new trips in the morning peak period and 32 new trips in the evening peak period. Phase 1 and Phase 2 will generate a total of 141 peak trips. The study also stated that the proposed site access meets access spacing requirements and adequate connectivity, but prior to occupancy, existing access point site distance must be verified, documented, and stamped by an engineer. Mitigations are not recommended for the project.

16.10 Off Street Parking

16.10.030 General requirements

A. Should the owner or occupant of a structure change the use to which the building is put, thereby increasing parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.

C. In the event several uses occupy a single structure, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately. If the applicant can demonstrate that the uses do not have overlapping parking needs (based on days and hours of operation) and can share parking, the total requirement for combined uses may be reduced by up to 60 percent.

Findings: In this particular case, the applicant is not changing the existing use on the property but building on a vacant parcel. All uses that will occupy the structures in the future must be

consistent with uses permitted in the M-1 zone and meet appropriate standards in the M-1 and I-O zones.

16.10.050 Parking standards designated

Parking for the proposed building can be calculated with the standard for industrial buildings listed in *Table 16.10.050*. This standard states the following:

Warehousing and Manufacturing: 2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.

Findings: The applicant referred to the table in 16.10.050 to include parking information in the submitted narrative that calculated the square footage of the two buildings and the number of proposed parking spaces based on the same formula. The applicant stated a square footage of 12,000 square feet for warehouse/manufacturing use and 3,300 square feet of office space that results in a calculation of parking spaces for warehouse/manufacturing area and space for office use that totals 15 parking spaces required for both uses. The applicant stated that a total of 26 spaces would be provided for Phase 1 of the project and another 28 spaces for Phase 2. Staff concurs with these numbers.

16.10.060 Off-street loading facilities

A. The minimum number of off-street loading berths for commercial and industrial uses is calculated using the table listed in 16.10.060(A).

Findings: Based on the table and total square footage of the proposed buildings, one loading berth is required for the proposed use. As shown on the submitted site plan the proposal includes two loading areas for the building in phase 1 of the development. It appears that the proposal meets this standard as well as size and screening requirements.

16.10.070 Parking lots and access

16.10.100 Bicycle Parking

Findings: Staff finds that applicant's response adequately addresses this criterion. The submitted narrative indicates that the provisions for bicycle parking listed in 16.10.100 can be met. However, the applicant did not delineate or identify the location of the bicycle parking spaces on the submitted site plan. As a condition of approval, a revised site plan must be submitted that identifies the location of bicycle spaces. The information provided addressed provisions for parking space size, number, and type listed in 16.10.070 and other requirements for parking lot and access standards. Site accesses will be developed during the construction process. The proposal must meet the driveway spacing distance of 200 feet as indicated in the Development Standards of the Canby Industrial Overlay Zone which supersedes the usual 100 foot driveway separation listed in the Public Works Design Standards for a collector street.

16.32 M-1 (Light Industrial Zone)

Findings: The underlying zoning of the property is M-1. The property is not located within the DCO (Downtown Canby Overlay Zone) or the (OHC) Outer Highway Commercial sub-area, but is situated in the I-O Canby Industrial Area Overlay zone (Pioneer Industrial Park) which permits uses in the underlying M-1 zone. The M-1 Zone states in *16.32.010* that uses permitted outright in the M-1 Zone includes (A) “Manufacturing,” (T) “Warehouse,” and (X) “Business or Professional Office, When Related and Incidental to the Primary Industrial Uses of the Area.” Staff concludes that the proposal meets the uses permitted outright in the zone. Additionally, because the site is within the Industrial Overlay (I-O) zone, the development standards of 16.35 supersede 16.32.030 A-E, and the standards in 16.35 must be addressed.

16.35 Canby Industrial Overlay Zone (I-O) - Applicable Criteria:

16.35.25 Pre-application review and conditions of approval

Findings: A pre-application meeting was held and the meeting notes are included with this application.

16.35.30 Uses Permitted Outright

Findings: The proposed uses are permitted outright in the M-1 zone and subsequently in the I-O zone as allowed under Section 16.35.30.

16.35.040 Conditional Uses

A. Any proposed site development, change in use, land division, or other action that results in any of the following requires conditional use approval in the I-O zone:

1. Less than 12 employees per developed acre. For the purposes of this section only, “developed” means all areas used for buildings, landscaping, vehicle maneuvering and parking areas, outdoor storage, and other areas occupied by the use. For the purposes of this section only, employees mean full-time equivalents unless the City specifically allows other interpretations;

Findings: The criterion listed in this section under “A” above is applicable to this case, because the proposal is not expected to meet the 12 employees per developed acre. Subsequently, the proposed use requires conditional use review and approval under the I-O zone. The applicant filed a Conditional Use Application in conjunction with this application.

B. To approve a conditional use in the I-O zone, the Planning Commission shall find that each of the following additional criteria are either met, or can be met by observance of conditions, unless it is not applicable:

1. The proposed use is compatible with the industrial nature of the park and will have minimal negative impact on the development and use of surrounding properties;
2. The proposed use does not pose a threat to public health or safety; and
3. The proposed use is beneficial to the overall economic diversity and vitality of the City.

Findings: Based on the submitted information, staff is supportive of the applicant's findings with regard to the above I-O zone conditional use permit criteria. The concrete masonry construction is consistent with other industrial buildings in the industrial park, and the proposal can provide opportunity for a number of industrial uses to establish successful businesses. Staff determines that the above criteria can be met.

16.35.50 Development Standards

Findings: The standards listed in this section focus mostly on the orientation of the building to the roadway and property lines and covers access, right-of-way plantings, lighting, and the type of buildings. The applicant submitted a detailed site plan, landscape plan and lighting plan and adequately addressed conformance with all criteria in this section.

16.35.60 Design Guidelines

16.35.70 I-O Design Review Matrix

Findings: Criteria for the buildings, such as building setbacks, placement of new parking spaces, building materials and architectural detail was discussed in the applicant's narrative and design matrix, and staff concludes that the new development meets design criteria.

16.42.040 Signs

Findings: The applicant is not proposing a new sign at this time. Any future signs will be reviewed with submittal of a Sign Permit Application at the time of construction and must be placed outside any vision clearance area.

16.43 Outdoor Lighting Standards

Findings: The applicant states that all lighting for this project will be constructed to meet requirements listed in this section and submitted a detailed description and Site Lighting Plan with the application material that supports their conclusion.

16.46 Access Limitations on Project Density

Findings: As previously mentioned, ingress and egress for the project is from SE Hazel Dell Way. Based on available information, the proposed driveways will meet spacing standards listed in the Section but must be reviewed with the filing of a driveway opening permit with Canby Public Works prior to construction.

16.49.040 Site and Design Review - Criteria and Standards

- B. In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:
 - 1. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and
 - 2. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
 - 3. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.
 - 4. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID storm water management facilities, and retaining native vegetation.
 - 5. The Board shall, in making its determination of compliance with this Ordinances, shall use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible with the standards of Table 16.49.040 if the following conditions are met:
 - a. The development accumulates a minimum of 60 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and
 - b. At least 10 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040. (Ord. 1338, 2010).
- D. In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the INTENT of the design review standards set forth in this ordinance.

Findings: The applicant filed a Type III application, and provided a detailed response to Table 16.35.040 in the I-O zone to demonstrate compliance with the total point menu and meets criterion in “B” above. The table in 16.49.040 is superseded by the I-O zone. Information provided to the file established that the proposal meets the above criteria.

16.49.065 Bicycle and pedestrian facilities

Developments coming under design review shall meet standards listed in this section.

Findings: Staff concludes that the applicant adequately addressed this criterion. However, a condition of approval must be added to delineate the proposed bicycle spaces on the final site plan.

16.49.070 Landscaping provisions, Authority and intent

The purpose of this section is to establish standards for landscaping within the City of Canby in order to enhance the environmental and aesthetic quality of the city

16.49.080 General provisions for landscaping

Findings: The applicant provided scaled landscape plans and comments to address planting and landscape provisions listed in this section. The information contained specifics on LID storm water management, controls during construction, specification of tree and plant materials and other information required in this section and contained in the landscape calculation form provided with the application. After a review of all information provided, staff concluded that the project meets these standards.

16.50 Conditional Uses:

16.50.010 Authorization to grant or deny conditional uses.

A conditional use listed in this title shall be permitted, altered, or denied in accordance with the standards and procedures of this chapter. In the case of a use existing prior to the effective date of the ordinance codified in this title as a conditional use, a change in the use, or reduction in lot area, or an alteration of the structure, shall require the prior issuance of a conditional use permit. In judging whether or not a conditional use permit shall be approved or denied, the Planning Commission shall weigh the proposal's positive and negative features that would result from authorizing the particular development at the location proposed and to approve such use, shall find that the following criteria are either met, can be met by observance of conditions, or are not applicable.

- A. The proposal will be consistent with the policies of the Comprehensive Plan and the requirements of this title and other applicable policies of the city;
- B. The characteristics of the site are suitable for the proposed use considering size, shape, design, location, topography, existence of improvements and natural features;

C. All required public facilities and services exist to adequately meet the needs of the proposed development;

D. The proposed use will not alter the character of the surrounding areas in a manner which substantially limits, or precludes the use of surrounding properties for the uses listed as permitted in the zone. (Ord. 740 section 10.3.75 (A), 1984)

Findings: In addition to the criteria listed in Section 16.35.040 for conditional uses in the I-O zone, the above criteria should also be addressed to assure consistency of the use within the zone based on the employment density factor. Staff has reviewed the proposed use and the criteria in 16.35.040 that resulted in the necessity for a Conditional Use Application against the above criteria. Staff determined that:

There are no policies in the Canby Comprehensive Plan or other policies that would be inconsistent with the applicant's proposed use or request for an exception to the outright permitted minimum employment density.

The site is suitable for the proposed use which will offer warehouse/manufacturing wages to a limited number of employees. However, there is the possibility of future growth and expansion of the smaller businesses which will further enhance the economic benefit to Canby and bring the investment and use closer to the employment density desired in the Pioneer Industrial Park. There is no evidence that the use proposed conflicts with future or current industrial uses in the industrial park.

Based on comments from City agencies at the Pre-Application Conference, all public utilities are available and adequate to serve this proposed use on this site.

The applicant states that some of the building space will be divided into individual units to accommodate different enterprises. It is impossible to determine the actual number of employees that could be employed at any one of the future businesses that may occupy the facility. The parcel is 1.99 acres in size and would require 24 employees to meet the standard of 12 employees per acre. If the proposed project is considered for the overall square footage of the buildings and future businesses that will be located on the property, it is possible that the combined number of employees working for all the future small industrial uses could meet the correct number of employees for the acreage at some time in the future. It does not appear that the initial employment density of the project will adversely impact surrounding uses or limit or preclude the surrounding properties from the uses listed as permitted outright in the zone.

16.89 Application and Review Procedures

16.89.020 Description and Summary of Processes

All land use and development applications shall be decided by using the procedures contained in this Chapter. Specific procedures for each type of permit are contained in Sections 16.89.030 through 16.89.060. The procedure type assigned to each permit governs the decision-making process for that permit. Additional requirements may be found in the individual chapters governing each permit type. The four types of procedure are described below. Table 16.89.020 lists the City's land use and development applications and their required procedures.

C. Type III Procedure (Quasi-Judicial/Legislative). Type III decisions are made by the Planning Commission after a public hearing, with appeals reviewed by the City Council. Type III procedures generally use discretionary approval criteria.

Finding: The proposed project is subject to a Type III Site and Design Review procedure along with a Conditional Use Permit to approve an employment density per acre which is less than what is permitted outright within the Industrial Overlay zone. The required land use application process has been followed. Both a pre-application meeting and a neighborhood meeting were held prior to formal public hearing application. Meeting notes for both meetings were included with the applicant submittal. The proposed project is subject to a Type III Site and Design Review procedure as set forth in Chapter 16.89 and subject to criteria and standards in the appropriate Sections of the CMC. Therefore, this proposal is subject to Planning Commission review and decision.

16.89.050 Type III Decision

Findings: Requirements under this section are included in the application materials. The Pre-application was held on December 6, 2017. The neighborhood meeting was held February 23, 2018.

16.120 Parks, Open Space, and Recreation Land

Findings: The applicant accepts the application of a parks SDC fee prior to issuance of a building permit in lieu of park land dedication with this development project. This standard is met.

Public Comments:

No public comments were received at the time this staff report was written.

Agency Comments:

No comments concerning the proposal were received from service providers beyond input from the pre-application meeting.

City Engineer provided comments in a memo dated April 30, 2018

SECTION III STAFF CONCLUSION/RECOMMENDATION:

Staff concludes that the use is in conformance with the City's Comprehensive Plan and the Zoning Ordinance. Additionally, the relevant site and design standards and minimum acceptable compatibility scores are met, and the site can accommodate the proposed use. The public service and utility provision to the site is available or can be made available through future improvements. Staff recommends **approval** of DR 18-02/CUP 18-01 subject to meeting the conditions of approval listed below.

Approval of this application is based on submitted application materials. Approval is strictly limited to the submitted proposal and is not extended to any other development of the property. Any modification of development plans not in conformance with the approval of application DR 18-02/CUP 18-01, including all conditions of approval, shall first require an approved modification in conformance with the relevant sections of the Canby Municipal Code.

SECTION IV CONDITIONS OF APPROVAL:

Conditions Unique to this Proposal

1. The applicant shall file a sign permit for any future planned signs that shall be limited to the size and height standards applicable to the I-O (Canby Industrial Area Overlay Zone) as indicated in Section 16.42.050, Table 7, of the sign ordinance. The proposed signs, after been found to conform to the sign ordinance, must secure a building permit from Clackamas County Building Inspection prior to their installation.
2. **The project must be in conformance with the applicable findings and recommendations outlined by the City Engineer in his memorandum dated April 30, 2018.**
3. At the time of construction, a final revised site plan must be submitted that identifies the location of at least 12 bicycle spaces.

Procedural Conditions

Prior to Issuance of a Building Permit the following must be completed:

4. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled. Any drainage plan shall conform to an acceptable methodology for meeting adopted storm drainage design standards as indicated in the Public Works design standards.
5. A Sediment and Erosion Control Permit will be required from the City prior to commencing site work.
6. Prior to the issuance of a building permit, the installation of public or private utilities, or any other site work other than rough site grading, construction plans must be approved

and signed by the City and all other utility/service providers. A Pre-Construction Conference with sign-off on all final construction plans is required. The design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, natural gas, telephone, storm water, cable television, and emergency service provisions is subject to approval by the appropriate utility/service provider. The City of Canby's preconstruction process procedures shall be followed.

7. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
8. Clackamas County will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project.

Prior to Occupancy of the Facility:

9. Prior to occupancy of the facility, all landscaping plant material indicated on the submitted landscape plan shall either be installed and irrigated with a fully automatic design/build irrigation system as proposed, or with sufficient security (bonding, escrow, etc.) pursuant to the provisions of CMC 16.49.100 (B).

Section V Attachments/Exhibits:

1. Application
2. Applicant narrative
3. Proposed Site Plan
4. Combined Plan Set
5. Neighborhood Meeting Comments
6. Pre-application Conference Summary
7. Storm Drainage Report
8. Traffic Impact Statement
9. Agency Comments



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

LAND USE APPLICATION

SITE AND DESIGN REVIEW

Conditional Use Type III

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

Applicant Name: ARIC DEBBIAE Phone: 503.207.5557
 Address: 1300 JOHN ADAMS ST SUITE 106 Email: aricd@greenboxpa.com
 City/State: OREGON CITY OR Zip: 97045

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: Piedmonte Group LLC Phone: 503-266-2904
 Signature: Jennett, Member
 Address: 138 NE 22nd Email: jennett@canby.com
 City/State: Canby Or Zip: 97013

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

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

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

PROPERTY & PROJECT INFORMATION: 142 S Hazel Dell Way

SE 1st AVE & HAZELDELL WAY 1.99 ACRES 31E3403900
 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers

VACANT LOT (WILLOW CREEK HISTORICAL RELEMENT) M-1 M-1 L-1 (LIGHT INDUSTRIAL)
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

PROPOSED DEVELOPMENT CONSISTS OF 12,000 SF WAREHOUSE SPACE
3,500 SF. TO BE LEASABLE
 Describe the Proposed Development or Use of Subject Property TENANT SPACE

STAFF USE ONLY				
<u>CUP18-01</u>	<u>3/14/18</u>	<u>JS</u>		
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE



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

LAND USE APPLICATION

SITE AND DESIGN REVIEW General Type III

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

Applicant Name: ARIC DEBELAE Phone: 503.207.5537
 Address: 1300 JOHN ADAMS ST. SUIT 106 Email: aricd@greenboxpdx.com
 City/State: OREGON CITY OR Zip: 97045

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: Piedmont Group LLC Phone: 503-266-2904
 Signature: J. Semmitt, Member
 Address: 138 NE 23rd Email: jsemmitt@canby.or.gov
 City/State: Canby, OR Zip: 97013

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

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

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

PROPERTY & PROJECT INFORMATION:

142 S Hazel Dell Way

SE 1st AVE & HAZEL DELL WAY 1.99 ACRES 31E3403900
 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers

VACANT LOT (WELLOW CREEK HISTORICAL) M-1 M-2, L-2 (LIGHT INDUSTRIAL)
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

PROPOSED DEVELOPMENT CONSISTS OF 12,000 SF WAREHOUSE SPACE
 Describe the Proposed Development or Use of Subject Property 3,500 S.F. TO BE LEASABLE TENANT SPACE.

STAFF USE ONLY				
<u>DR 18-01</u>	<u>3/14/18</u>	<u>J</u>		
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE



Clark Products

Canby, Oregon

Application for:
Conditional Use Review
Submitted March 14, 2018

Applicant:
Greenbox Architecture, LLC
1300 John Adams Street, Suite 106
Oregon City, Oregon 97045
Phone: (503) 207-5537

Application Type:
Site & Design Review/Conditional Use Permit (number of employees)

Prepared by:
Greenbox Architecture, LLC.
1300 John Adams Street, Suite 106
Oregon City, Oregon 97045
Phone: (503) 207-5537
Contact: Aric DeBriac
aricd@greenboxpdx.com

Project Number: 4680-17



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SUMMARY OF PROPOSAL

Narrative description of the proposed development	4
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REVIEW CRITERIA

Response addressing each applicable section	5
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Attachments

1. Complete Application Form and fee
2. Site Plan with erosion control
3. Landscaping Plan
4. Architectural Drawings
5. Exterior Lighting Plan
6. Pre-Application Conference Summary Sheet
7. Summary of Neighborhood Association Meeting
8. Preliminary Title Report
9. Mailing Labels for Owners Within 500 Feet of the Subject Site
10. 12 physical copies and 1 electronic copy of all materials

SUMMARY OF PROPOSAL

The subject parcel is located on the north and west side of SE Hazel Dell Way. The applicant is seeking site and design approval for the construction of two separate structures. The first structure is a proposed masonry building intended for about 8,500 s.f. of warehouse use. The building will be constructed with CMU, as required within the I-O (Industrial Overlay) and measure 150' x 88' and reach 24' in height. A 3,500 s.f. portion of the building will be used as rental/lease space to house various industrial and retail uses permitted in the M-1 Zone and I-O overlay. The second, Phase 2 building, may be built at a later date. The proposal does not meet the required 12 employees per acre provision stated in the I-O overlay, and the applicant filed a Conditional Use Application to request approval of the reduction in the number of employees. The applicant proposes to construct two driveway accesses for the public onto S. Hazell Dell Way. Both driveways will be shared with the adjacent lots to the North and West, and will meet the 200' minimum separation standard for designated parkway and collector streets.

SECTION I APPLICABLE REVIEW CRITERIA:

City of Canby Land Development and Planning Ordinance Chapters:

16.08 - General Provisions, Sidewalk Requirements

16.10 - Off-Street Parking and Loading

16.32 - M-1 Light Industrial Zone

16.35 - I-O Canby Industrial Overlay

16.42 - Signs

16.43 - Outdoor Lighting Standards

16.46 - Access Limitations

16.49 - Site and Design Review

16.50 - Conditional Uses

16.89 - Application and Review Procedures

16.120 - Parks, Open Space, and Recreational Land

16.08: General Provisions

16.08.090 - Sidewalk Requirements

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

B. The Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews. (Ord. 740 sections 10.3.05(l), 1984)

Response: The project is a development of vacant lots. Sidewalks and curbs on the street frontage along SE Hazell Dell Way (south and east sides of the parcel) shall be improved to Canby Public Works standards. The sidewalks must be 6' wide with 5' of clearance between the sidewalk and curb. All sidewalks within the development area must meet required standards.

16.08.150 - Traffic Impact Study (TIS)

A. Purpose. The purpose of this section of the code is to implement Section 660-012-0045(2)(b) of the State Transportation Planning Rule, which requires the city to adopt a process to apply conditions to development proposals in order to minimize adverse impacts to and protect transportation facilities. This section establishes the standards to determine when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities: what information must be included in a Traffic Impact Study; and who is qualified to prepare the Study.

B. Initial Scoping. During the pre-application conference, the city will review existing transportation data to determine whether a proposed development will have impacts on the transportation system. It is the responsibility of the applicant to provide enough detailed information for the city to make a determination. If the city cannot properly evaluate a proposed development's impacts without a more detailed study, a transportation impact study (TIS) will be required to evaluate the adequacy of the transportation system to serve the proposed development and determine proportionate mitigation of impacts. If a TIS is required, the city will provide the applicant with a "scoping checklist" to be used when preparing the TIS.

C. Determination: Based on information provided by the applicant about the proposed development, the City will determine when a TIS is required and will consider the following when making that determination.

1. Changes in land use designation, zoning designation, or development standard.
2. Changes in use or intensity of use.
3. Projected increase in trip generation.
4. Potential impacts to residential areas and local streets.
5. Potential impacts to priority pedestrian and bicycle routes, including, but not limited to school routes and multimodal street improvements identified in the TSP.
6. Potential impacts to intersection level of service (LOS).

Response: Based on criteria listed in **16.08.150 (C)** above, a TIS was completed by DKS. The study was to evaluate possible transportation impacts with the proposed development. The report determined, "Based upon our preliminary review of the proposed project, the proposed warehousing and office facility would not result in an increase in site trip generation significant enough to warrant an on-off-site impact evaluation."

Access to the site will be provided by SE Hazel Dell Way, which is classified as a collector roadway by the City of Canby. This street currently meets the City's cross-section requirements for standard collector streets (34-50 feet paved with 50-80 feet of ROW), therefore the existing roadway should safely accommodate additional vehicle, pedestrian, and bicycle traffic. Since the proposed development is proposing new driveways, intersection sight distance and access spacing will be evaluated at the site accesses to ensure sight triangles are clear from any obstructions. Additionally, review of parking supply and demand along with on-site circulation for motor vehicles, trucks, and pedestrians will be completed.

16.10 - Off Street Parking

16.10.030 - General Requirements

A. Should the owner or occupant of a structure change the use to which the building is put, thereby increasing parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.

16.10.050 - Parking standards designated

Parking for the proposed building can be calculated with the standard for industrial

buildings listed in *Table 16.10.050*. The standard states the following:

Warehousing and Manufacturing: 2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.

Response: The applicant is not changing the existing use on the property but building on a vacant parcel. All uses that will occupy the structures in the future must be consistent with uses permitted in the M-1 Zone and meet appropriate standards in the I-O overlay.

The applicant prepared parking calculations using the table listed Section 16.10.050.

The proposal meets and exceeds these standards. The applicant proposes a 12,000 square foot building and calculated 3,300 square foot for office space and 8,700 square feet for warehousing for a total of 15 spaces. The intent is to build 26 spaces at construction and add an additional 28 spaces at a later date. The parking requirements for warehousing that the applicant used are identical to manufacturing uses that could occur at a later date.

16.10.060 - Off-street loading facilities

A. The minimum number of off-street loading berths for commercial and industrial uses is calculated using the table listed in 16.10.060(A).

Response: Based on the table and total square footage of the proposed buildings, only one loading berth is required. Two loading docks are proposed and are shown on the submitted site plan. The proposal also meets the standard as well as size and screening requirements.

16.10.070 Parking lots and access

16.10.100 - Bicycle Parking

Response: The submitted plans and narrative indicate that the provisions for bicycle parking listed in 16.10.100 can be met. Using the in 16.10.100, we've calculated the placement of 12 spaces based on the square footage of the building, and 12 spaces are provided with all spaces located on the outside of the building.

The information provided addressed provisions for parking space size, number, and type listed in 16.10.070 and other requirements for parking lot and access standards. Site accesses will be developed during the construction process. The proposal meets the driveway spacing distance of 200 feet as listed in the CMC for a collector street within the I-O overlay.

16.32 - M-1 (Light Industrial Zone)

Response: The underlying zoning of the property is M-1 and is situated in the I-O (Canby Industrial Area Overlay). The M-1 Zone states in 16.32.010 that uses permitted outright in the M-1 Zone includes (A) "Manufacturing," (T) "Warehouse," and (X) "Business or Professional Office, when Related and Incidental to the Primary Industrial Uses of the Area." The proposal meets the uses permitted outright in the zone. Additionally, because the site is within the I-O overlay, the development standards of 16.35 supersede 16.32.030, 16.34.030, and the standards in 16.35 must be addressed.

Canby Industrial Overlay (I-O) - Applicable Criteria:

16.35.25 Pre-application review and conditions of approval

Response: A pre-application meeting was held for this proposal and the meeting notes are included with this application.

16.35.30 - Uses Permitted Outright

Response: The proposed uses are permitted outright in the M-1 Zone and subsequently in the I-O overlay, as described in Section 16.35.30.

16.35.040 - Conditional Uses

A. Any proposed site development, change in use, land division, or other action that results in any of the following requires conditional use approval in the I-O overlay:

1. Less than 12 employees per developed acre. For the purposes of this section only, “developed” means all areas used for buildings, landscaping, vehicle maneuvering and parking areas, outdoor storage, and other areas occupied by the use. For the purposes of this section only, employees mean full-time equivalents unless the City specifically allows other interpretations;

Response: The criteria listed in this section under “A” above are applicable to this case. The proposal does not meet the 12 employees per developed acre, as stated by the Applicant. Subsequently, the proposed use requires conditional use review and approval under the I-O overlay. The Applicant filed a Conditional Use Application in conjunction with this application.

B. To approve a conditional use in the I-O overlay, the Planning Commission shall find that each of the following additional criteria are either met, or can be met by observance of conditions, unless it is not applicable:

1. The proposed use is compatible with the industrial nature of the park and will have minimal negative impact on the development and use of surrounding properties;
2. The proposed use does not pose a threat to public health or safety; and
3. The proposed use is beneficial to the overall economic diversity and vitality of the City.

Response: The proposal meets development requirements in regard to the above I-O Conditional Use Permit criteria. The CMU masonry construction is consistent with other industrial buildings in the industrial park, and the proposal can provide opportunity for a number of industrial uses to establish successful businesses.

16.35.50 - Development Standards

Response: The standards listed in this section focus mostly on the orientation of the building

to the roadway and property lines and covers access, right-of-way plantings, lighting, and the type of buildings. Submitted is a detailed site plan, landscape plan and lighting plan that adequately address conformance with all criteria in this section.

16.35.60 - Design Guidelines

16.35.70 – (I-O) Design Review Matrix

Response: Criteria for the building, such as building setbacks, placement of new parking spaces, building materials and architectural details has been met to complete the design matrix.

16.42.040 - Signs

Response: The applicant is not proposing a new sign at this time. Any future signs will be reviewed with submittal of a Sign Permit Application. During construction there will be adequate signage which will be placed outside any vision clearance area.

16.43 - Outdoor Lighting Standards

Response: All lighting for this project will be constructed to meet dark skies society requirements in addition to the listed requirements in this section. Submitted is a detailed description and Site Plan.

16.46 - Access Limitations on Project Density

Response: As previously mentioned, ingress and egress for the project is from SE Hazel Dell Way. Based on available information, the proposed driveways will meet width standards listed in the section.

B. In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

1. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development involved; and

2. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and

3. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.

4. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID storm water management facilities, and retaining native vegetation.

5. The Board shall, in making its determination of compliance with this Ordinances, shall use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible with the standards of Table 16.49.040 if the following conditions are met:

A The development accumulates a minimum of 60 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and b. At least 10 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040. (Ord. 1338, 2010). D. In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the INTENT of the design review standards set forth in this ordinance.

Response: The Applicant filed a Type III Application, and provided a detailed response to Table 16.35.040 in the I-O overlay to demonstrate compliance with the total point menu and

meets criteria in “B” above. The table in 16.49.040 is superseded by the I-O overlay. Information provided to the file established that the proposal meets the above criteria.

16.49.065 Bicycle and Pedestrian Facilities

Response: Decorative bike parking is provided. Adequate pedestrian access will be provided to adjacent right of ways.

16.49.070 - Landscaping provisions, Authority and intent

The purpose of this section is to establish standards for landscaping within the City of Canby in order to enhance the environmental and aesthetic quality of the city

16.49.080 - General provisions for landscaping

Response: Submitted is a scaled landscape plan and detailed comments to address planting and landscape provisions listed in this section. The information contains specifics on LID storm water management, controls during construction, specification of tree and plant materials and other information required in this section and contained in the landscape calculation form provided with the application.

CONDITIONIAL USE

16.50 - Conditional Uses:

16.50.010 - Authorization to grant or deny conditional uses

A conditional use listed in this title shall be permitted, altered, or denied in accordance with the standards and procedures of this chapter. In the case of a use existing prior to the

effective date of the ordinance codified in this title as a conditional use, a change in the use, or reduction in lot area, or an alteration of the structure, shall require the prior issuance of a conditional use permit. In judging whether or not a conditional use permit shall be approved or denied, the Planning Commission shall weigh the proposal's positive and negative features that would result from authorizing the particular development at the location proposed and to approve such use, shall find that the following criteria are either met, can be met by observance of conditions, or are not applicable.

A. The proposal will be consistent with the policies of the Comprehensive Plan and the requirements of this title and other applicable policies of the city;

B. The characteristics of the site are suitable for the proposed use considering size, shape, design, location, topography, existence of improvements and natural features;

C. All required public facilities and services exist to adequately meet the needs of the proposed development;

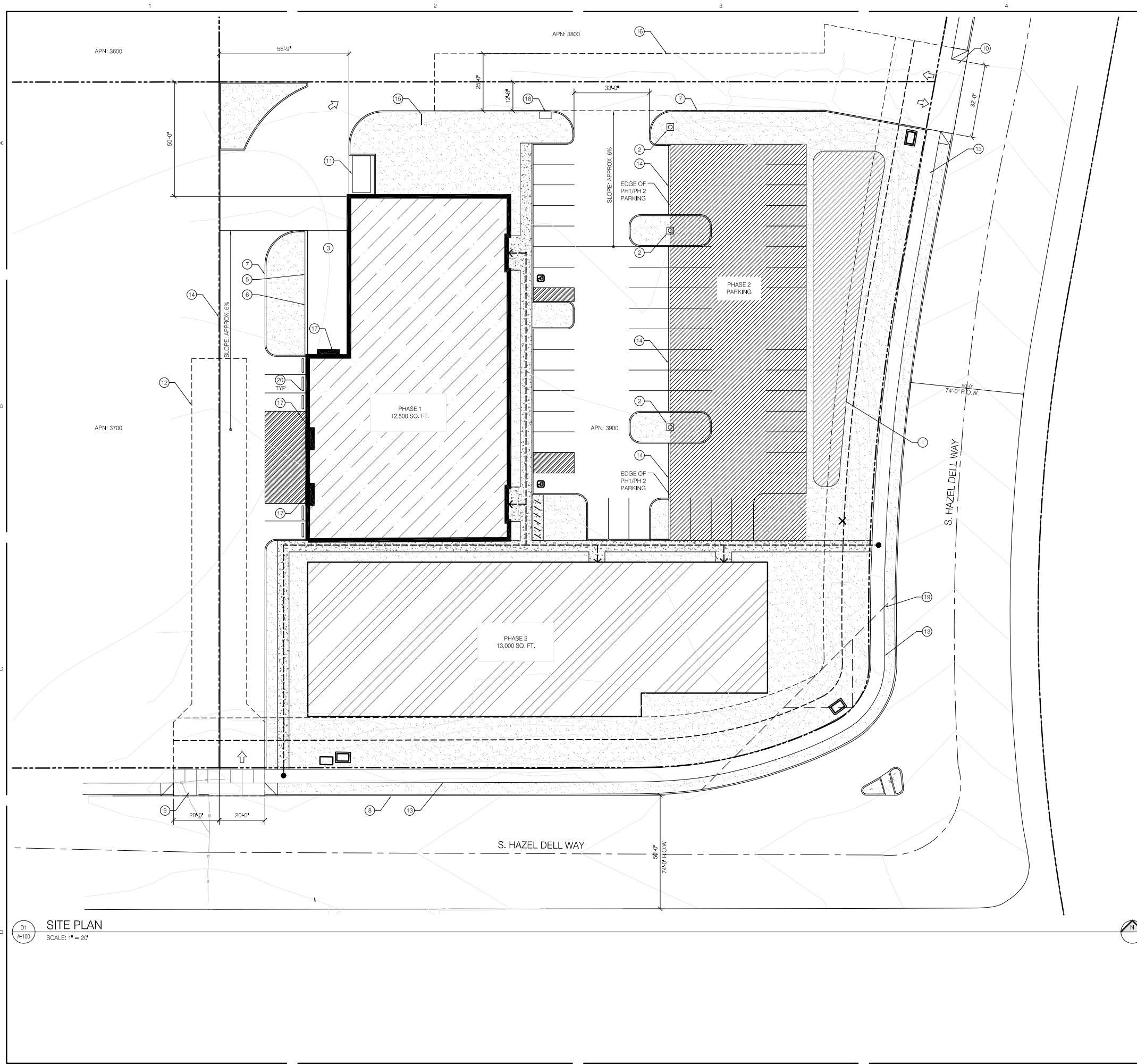
D. The proposed use will not alter the character of the surrounding areas in a manner which substantially limits, or precludes the use of surrounding properties for the uses listed as permitted in the zone. (Ord. 740 section 10.3.75 (A), 1984)

Response: A Conditional Use Application had been submitted requesting a reduction in the employment density factor of 12 employees per acre listed in Section 16.35.040.

The site is suitable for the proposed use which will offer manufacturing wages to a limited number of employees. However, the Applicant proposes lease options for a portion of the building. It appears there is the possibility of future growth and expansion of the smaller businesses which will further enhance the economic benefit to Canby and bring the investment and uses closer to the employment density desired in the Pioneer Industrial Park. There is no evidence that the use proposed conflicts with future or current industrial uses in the industrial park.

Based on comments from City agencies at the Pre-Application Conference, all public utilities are available and adequate to serve this proposed use on this site.

The Applicant indicates that the building space will be divided into individual units to accommodate different enterprises. It is impossible to determine the actual number of employees that could be employed at any one of the future businesses that may occupy the facility. The parcel is 4.37 acres in size and would require over 52 employees to meet the standard of 12 employees per acre. If the proposed project is considered for the overall square footage of the buildings and future businesses that will be located on the property, it is possible that the combined number of employees working for all the future small industrial uses could come closer to meeting the correct number of employees for the acreage at some time in the future. It does not appear that the initial employment density of the project will adversely impact surrounding uses or limit or preclude the surrounding properties from the uses listed as permitted outright in the zone.



VICINITY MAP

SCALE: 1" = 400'

GENERAL INFORMATION

APPLICANT: GREENBOX ARCHITECTURE; ARIC DEBRIAE.
 SITE ADDRESS: NOT ASSIGNED (S. HAZEL DELL WAY)
 ZONING: M1 (LIGHT INDUSTRIAL) NO PROPOSED CHANGE OF ZONING
 APN ACCOUNT NUMBER: APN: 309-271-04-00-8
 LEGAL DESCRIPTION: LOT 4, BURDEN #2 SUBDIVISION, TAX LOT 3900
 LOT SIZE: 1.99 AC
 LANDSCAPING: EXISTING: 0%
 PROPOSED: (.28%) 25,500 SQ FT
 BUILDING AREA: 25,500 S.F.
 LOT COVERAGE: 15.1%
 BUILDING TYPE: III-B
 OCCUPANCY: S-1, B

PARKING AND TRAFFIC

MINIMUM PARKING SPACES REQUIRED:
 TOTAL PARKING SPACES: 52 SPACES
 TOTAL ADA PARKING SPACES: 2 SPACES
 TRAFFIC IMPACT STUDY: COMPLETED

SITE CONDITIONS

SITE CURRENTLY A VACANT LOT. WILLOW CREEK IS IDENTIFIED ON SITE BUT IS CONSIDERED A HISTORICAL REMNANT.

PLAN LEGEND

- PHASE 1 BUILDING
- PHASE 2 BUILDING
- LANDSCAPING
- BIOSWALE
- CONCRETE
- 20' BUILDING SETBACK
- 12' UTILITY EASEMENT

KEYED NOTES

- | | |
|---|------------------------------------|
| 1. BIOSWALE / RETENTION | 12. SHARED DRIVE ACCESS EASEMENT |
| 2. SIGHT LIGHTING ___ OR EQUAL | 13. SIDEWALK |
| 3. RAMP | 14. EXTRUDED CURB ON PROPERTY LINE |
| 4. NOT USED | 15. DO NOT ENTER SIGN |
| 5. RETAINING WALL | 16. EXISTING SHARED DRIVE ACCESS. |
| 6. FALL PROTECTION | 17. ROLL UP DOOR |
| 7. TYPE 'C' CURB, TYP. | 18. MAIL BOX |
| 8. NEW SIDE WALK, EXISTING CURB TYPICAL | 19. REQUIRED VISION CLEARANCE |
| 9. NEW CURB CUT | 20. WHEEL STOPS |
| 10. EXISTING CURB CUT | |
| 11. TRASH BIN | |

D1 SITE PLAN
 A-100 SCALE: 1" = 20'

Greenbox ARCHITECTURE, LLC
 1300 JOHN ADAMS STREET, SUITE 105
 OREGON CITY, OREGON 97043

NOT FOR CONSTRUCTION

CLARK PRODUCTS

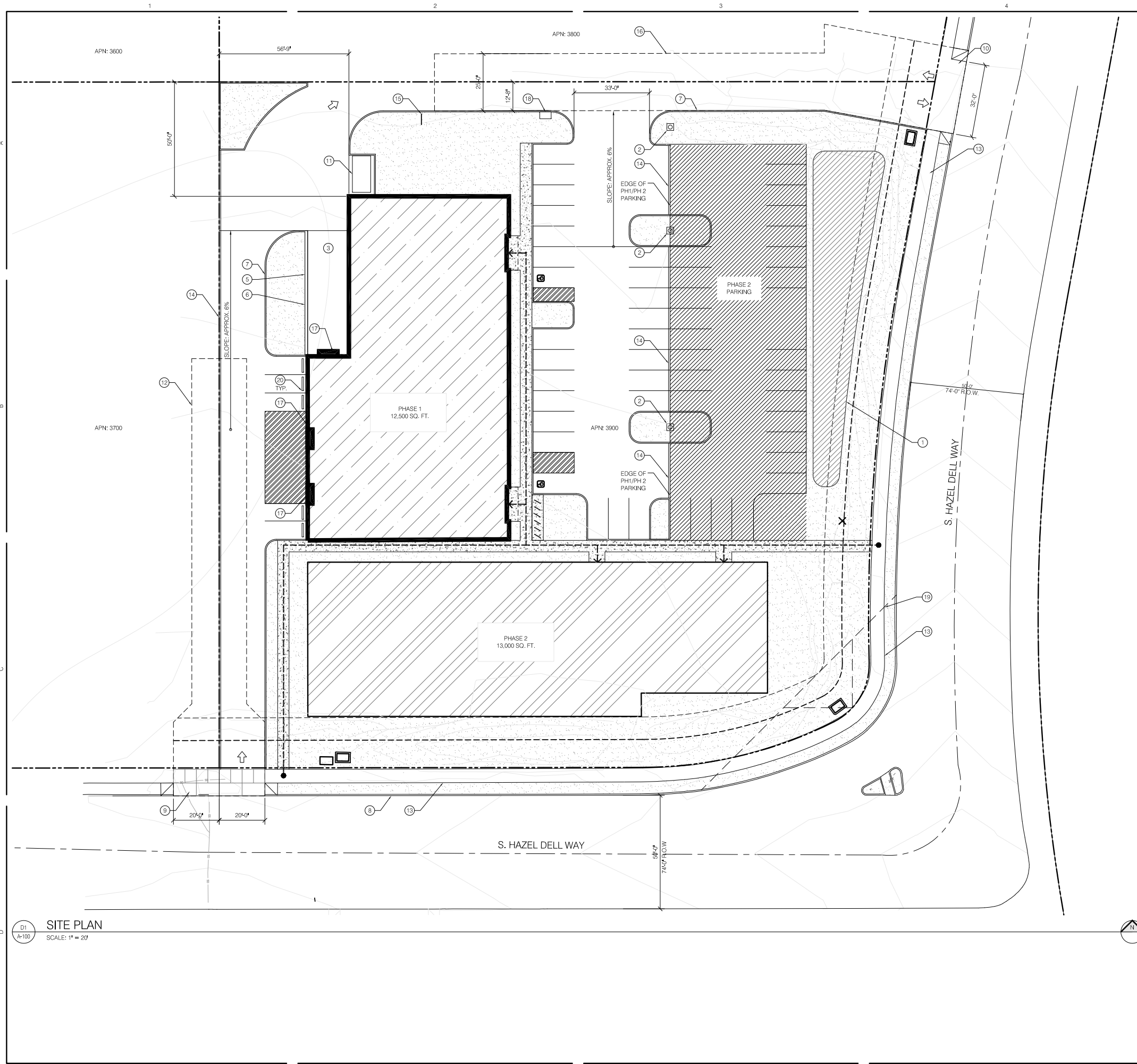
SEE HAZEL DELL WAY
 CANBY, OREGON 97013
 01/25/2018

SITE & DESIGN REVIEW

SITE PLAN

PROJECT NO.: 4460-17
 DRAWN BY:
 DATE: MARCH 13, 2018

A-100



VICINITY MAP

SCALE: 1" = 400'

GENERAL INFORMATION

APPLICANT: GREENBOX ARCHITECTURE; ARIC DEBRIAE.
 SITE ADDRESS: NOT ASSIGNED (S. HAZEL DELL WAY)
 ZONING: M1 (LIGHT INDUSTRIAL) NO PROPOSED CHANGE OF ZONING
 APN ACCOUNT NUMBER: APN: 309-271-04-00-8
 LEGAL DESCRIPTION: LOT 4, BURDEN #2 SUBDIVISION, TAX LOT 3900
 LOT SIZE: 1.99 AC
 LANDSCAPING: EXISTING: 0%
 PROPOSED: (.28%) 25,500 SQ FT
 BUILDING AREA: 25,500 S.F.
 LOT COVERAGE: 15.1%
 BUILDING TYPE: III-B
 OCCUPANCY: S-1, B

PARKING AND TRAFFIC

MINIMUM PARKING SPACES REQUIRED:
 TOTAL PARKING SPACES: 52 SPACES
 TOTAL ADA PARKING SPACES: 2 SPACES
 TRAFFIC IMPACT STUDY: COMPLETED

SITE CONDITIONS

SITE CURRENTLY A VACANT LOT. WILLOW CREEK IS IDENTIFIED ON SITE BUT IS CONSIDERED A HISTORICAL REMNANT.

PLAN LEGEND

- PHASE 1 BUILDING
- PHASE 2 BUILDING
- LANDSCAPING
- BIOSWALE
- CONCRETE
- 20' BUILDING SETBACK
- 12' UTILITY EASEMENT

KEYED NOTES

- | | |
|---|------------------------------------|
| 1. BIOSWALE / RETENTION | 12. SHARED DRIVE ACCESS EASEMENT |
| 2. SIGHT LIGHTING ___ OR EQUAL | 13. SIDEWALK |
| 3. RAMP | 14. EXTRUDED CURB ON PROPERTY LINE |
| 4. NOT USED | 15. DO NOT ENTER SIGN |
| 5. RETAINING WALL | 16. EXISTING SHARED DRIVE ACCESS. |
| 6. FALL PROTECTION | 17. ROLL UP DOOR |
| 7. TYPE 'C' CURB, TYP. | 18. MAIL BOX |
| 8. NEW SIDE WALK, EXISTING CURB TYPICAL | 19. REQUIRED VISION CLEARANCE |
| 9. NEW CURB CUT | 20. WHEEL STOPS |
| 10. EXISTING CURB CUT | |
| 11. TRASH BIN | |

D1 SITE PLAN
 A-100 SCALE: 1" = 20'

Greenbox ARCHITECTURE, LLC
 1300 JOHN ADAMS STREET SUITE 105
 OREGON CITY, OREGON 97043

NOT FOR CONSTRUCTION

CLARK PRODUCTS

SEE HAZEL DELL WAY
 CANBY, OREGON 97013
 01/25/2018

SITE & DESIGN REVIEW

SITE PLAN

PROJECT NO.: 4460-17
 DRAWN BY:
 DATE: MARCH 13, 2018

A-100

**PRELIMINARY
NOT FOR
CONSTRUCTION**
03/14/18

CLARK PRODUCTS

SE HAZEL DELL WAY
CANBY, OREGON 97013
31E34 03900

EXISTING CONDITIONS PLAN

PROJECT NO.: 4480-17
DRAWN BY:
DATE: MARCH 16, 2018

C-101

TOPOGRAPHIC SURVEY

FOR:
WDY, INC.

BEING LOT 4
"BURDEN NO.2"
IN THE NW 1/4 OF SECTION 34
T.3S, R.1E, W.M.
CITY OF CANBY
CLACKAMAS COUNTY, OREGON

TAX MAP 31E 34
FEBRUARY 5, 2018

NOTES:

1. VERTICAL DATUM IS NAVD 88, BASED ON OPUS SOLUTION OF STATIC GPS OBSERVATION.
2. THE BOUNDARIES AS SHOWN ON THIS MAP ARE BASED ON RECORD DATA AND FOUND MONUMENTS. THIS MAP DOES NOT REPRESENT A SURVEY TO BE RECORDED, BUT WAS DONE FOR SITE/TOPO INFORMATION ONLY.
3. THIS SURVEY IS MADE FOR THE ORIGINAL PURCHASER OF THE SURVEY ONLY. ANDY PARIS & ASSOCIATES, INC. ASSUMES NO LIABILITY FOR INFORMATION SHOWN HEREON TO ANY OTHER INSTITUTIONS OR SUBSEQUENT PURCHASERS OF THE PROPERTY.
4. SURVEY IS VALID ONLY IF PRINT HAS SEAL AND SIGNATURE OF SURVEYOR.
5. THE LOCATION AND OR EXISTENCE OF UTILITY SERVICE LINES AS SHOWN ON THIS MAP ARE BASED ON FIELD OBSERVATION ONLY. THERE MAY EXIST ADDITIONAL SERVICE LINES NOT SHOWN ON THIS SURVEY.
6. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SURVEY. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONTAINERS OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS TRACT.
7. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY SURVEYOR. THERE MAY EXIST EASEMENTS, CONDITIONS, OR RESTRICTIONS THAT COULD AFFECT THE TITLE OF THIS PROPERTY. NO ATTEMPT HAS BEEN MADE IN THIS SURVEY TO SHOW SUCH MATTERS THAT MAY AFFECT TITLE.

LEGEND:

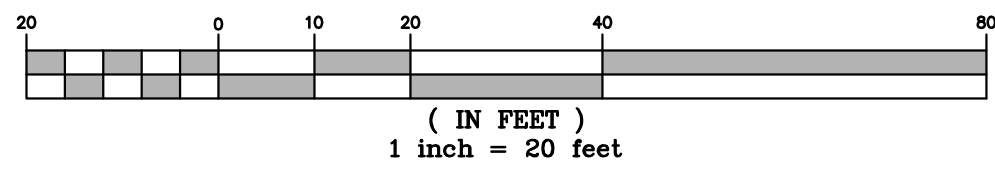
- SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE
- WATER METER
- FIRE HYDRANT
- STREET LIGHT
- SOIL TEST PIT
- SIGN
- CATCH BASIN
- ⊗ WATER VALVE
- COMMUNICATION MANHOLE
- ELECTRIC RISER
- XE— UNDERGROUND POWER LINE
- XG— UNDERGROUND GAS LINE
- XSTM— UNDERGROUND STORM LINE
- XSAN— UNDERGROUND SANITARY LINE
- XT— UNDERGROUND COMMUNICATION LINE
- XWTR— UNDERGROUND WATER LINE
- 000.0 GRD X GROUND SHOT - SPOT ELEVATION
- 000.00 EC X EDGE OF CONCRETE - SPOT ELEVATION
- 000.000 TC X TOP OF CURB - SPOT ELEVATION
- 000.00 GUT X GUTTER FLOWLINE - SPOT ELEVATION
- 000.00 EG X EDGE OF GRAVEL - SPOT ELEVATION
- 000.00 AC X AC PAVEMENT - SPOT ELEVATION

REGISTERED
PROFESSIONAL
LAND SURVEYOR

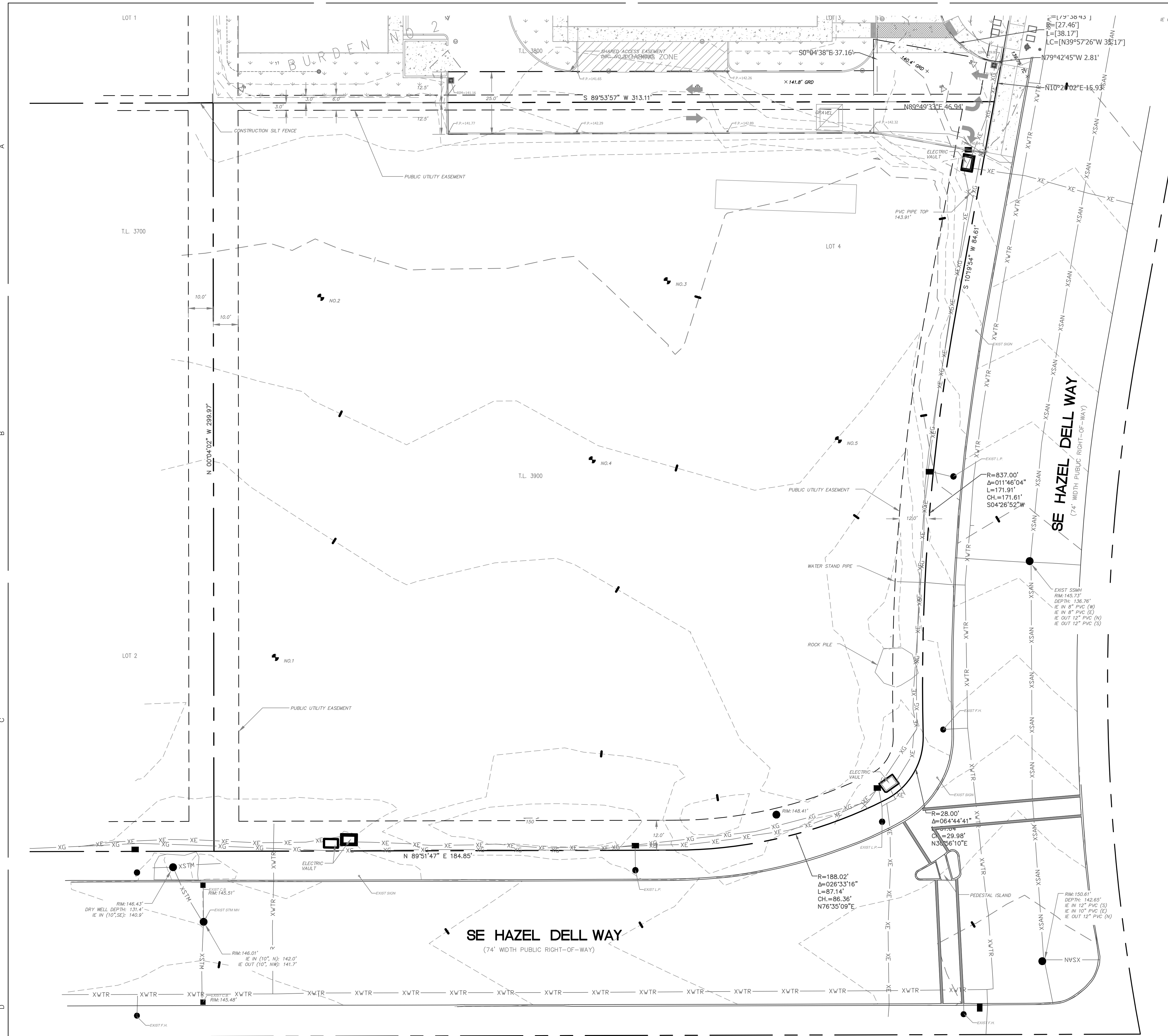
OREGON
JANUARY 15, 1987
HAROLD P. SALO
2264
EXPIRES: JUNE 30, 2018

(SINCE 1952)
ANDY PARIS AND ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS
16057 BOONES FERRY ROAD
LAKE OSWEGO, OREGON 97035
PH: 503-636-3341
www.andyparis.com
PROJECT: 18013
DRAWING: 18013TP1.DWG
DRAFTED: AH 02/5/18

GRAPHIC SCALE



1 EXISTING CONDITIONS PLAN
C-101 SCALE: 1" = 20'-0"



P:\2018\18013_01_Clarck_Manual_Civil\Prod\18013.dwg, 3/14/2018 12:14:08 PM, Kibryama

**PRELIMINARY
 NOT FOR
 CONSTRUCTION**
 03/14/18

CLARK PRODUCTS
 SE HAZEL DELL WAY
 CANBY, OREGON 97013
 31E34 03900

**PRELIMINARY SITE UTILITY
 PLAN**

PROJECT NO.: 4480-17
 DRAWN BY:
 DATE: MARCH 16, 2018

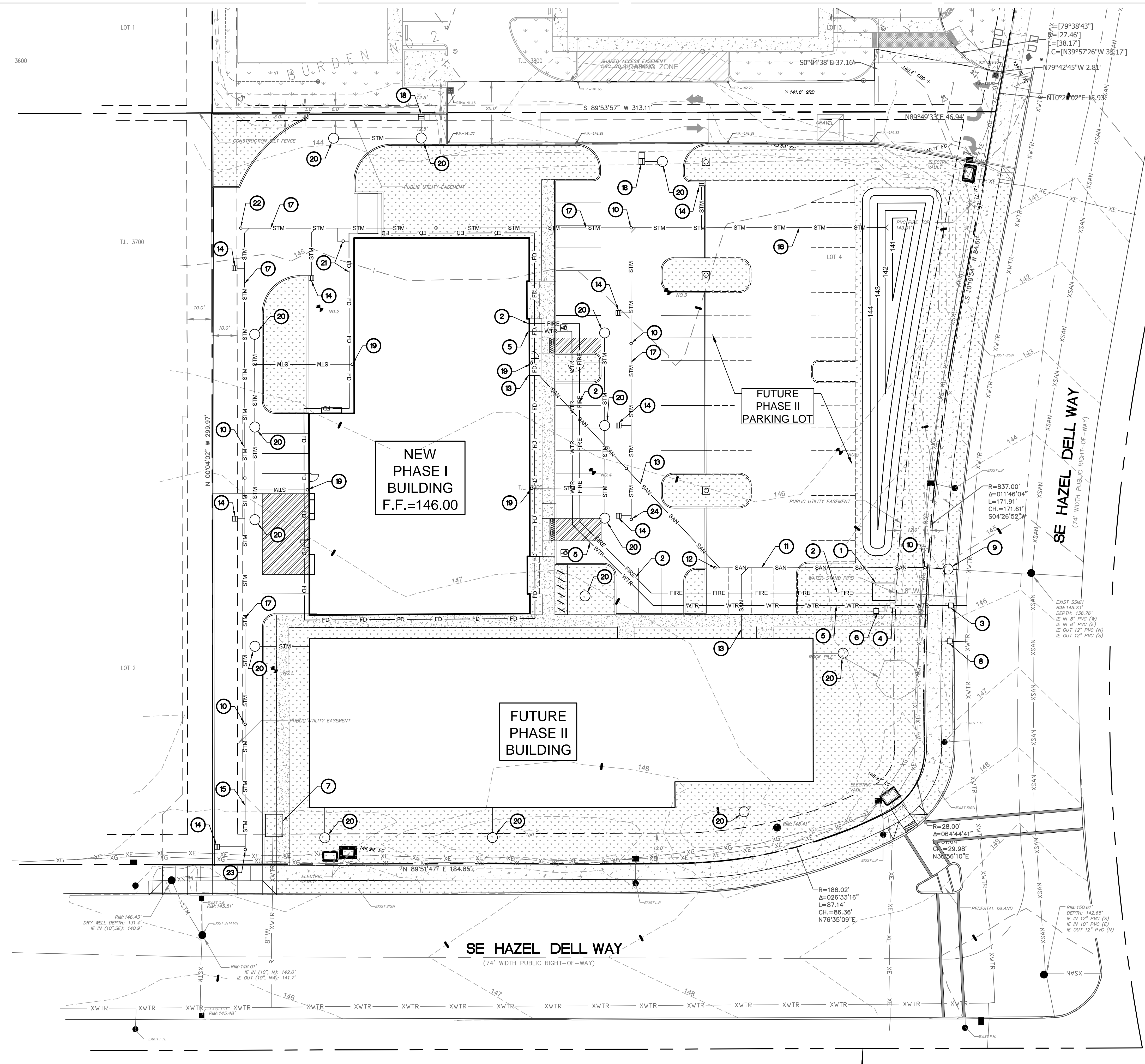
C-200

SITE & DESIGN REVIEW

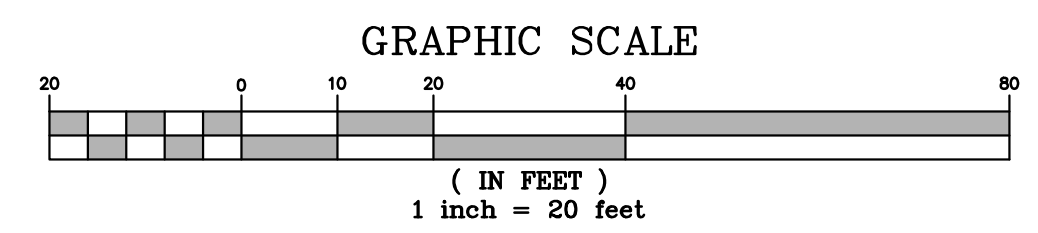
KEYNOTES FOR THIS SHEET

MARK	DESCRIPTION
1	NEW PRIVATE FIRE SERVICE VAULT FOR PHASE I BUILDING. SEE DETAIL X ON C-30X.
2	NEW PRIVATE FIRE SERVICE TO PHASE I BUILDING.
3	NEW DOMESTIC WATER METER FOR PHASE I BUILDING. SEE DETAIL X ON C-30X.
4	NEW PRIVATE DOMESTIC DOUBLE CHECK VALVE ASSEMBLY FOR PHASE I BUILDING. SEE DETAIL X ON C-30X.
5	NEW PRIVATE DOMESTIC WATER TO PHASE I BUILDING.
6	NEW LANDSCAPE IRRIGATION DOUBLE CHECK VALVE ASSEMBLY. SEE LANDSCAPE DRAWINGS.
7	FUTURE PRIVATE FIRE SERVICE VAULT FOR PHASE II BUILDING.
8	FUTURE DOMESTIC WATER METER FOR PHASE II BUILDING.
9	NEW PUBLIC SANITARY MONITORING MANHOLE. SEE DETAIL X ON C-30X.
10	TYPICAL STORM DRAIN OR SANITARY CLEAN OUT ASSEMBLY. SEE DETAIL X ON C-30X.
11	NEW 8" DIA. PVC S.S. AT 1.0% SLOPE.
12	NEW S.S. C.O. ASSEMBLY, SEE DETAIL X ON C-30X. I.E.(8") = 138.75
13	NEW 6" DIA. PVC S.S. AT 1.0% SLOPE.
14	NEW CATCH BASIN PER DETAIL X ON C-30X. SEE GRADING PLAN FOR RIM ELEVATION.
15	INSTALL 8" D.I. STM PIPE AT 0.5% SLOPE.
16	INSTALL 10" PVC STM PIPE AT 0.5% SLOPE.
17	INSTALL 8" PVC STM PIPE AT 0.5% SLOPE.
18	NEW SINGLE CARTRIDGE 'STORMFILTER' CATCH BASIN.
19	NEW ROOF DRAIN DOWNSPOUT. SEE DETAIL X ON C-30X.
20	NEW STORM DRYWELL.
21	PHASE I BUILDING PERIMETER FOUNDATION DRAIN WITH BACKWATER VALVE.
22	NEW STM C.O. ASSEMBLY, SEE DETAIL X ON C-30X. I.E.(8") = 142.30
23	NEW STM C.O. ASSEMBLY, SEE DETAIL X ON C-30X. I.E.(8") = 143.50
24	NEW STM C.O. ASSEMBLY, SEE DETAIL X ON C-30X. I.E.(8") = 142.20

STORM WATER NARRATIVE:
 ALL STORM WATER RUNOFF FROM IMPERVIOUS AREAS WILL BE DISPOSED OF ONSITE. ALL PHASE I AND PHASE II BUILDING ROOF DRAIN RUNOFF IS PROPOSED TO ROUTE TO ONSITE DRYWELLS. MOST RUNOFF FROM PARKING LOT AND DRIVES IS ROUTED TO THE NEW ONSITE VEGETATED STORM WATER INFILTRATION FACILITY. A SMALL AREA OF PARKING LOT AREA ALONG THE NORTH EDGE OF THE SITE WILL BE ROUTED TO CONTECH STORMFILTER CATCH BASINS AND THEN TO ONSITE DRYWELLS. THE FUTURE PHASE II PARKING AREA SHOWN WILL SURFACE FLOW TO THE VEGETATED STORM WATER INFILTRATION FACILITY.



1 PRELIMINARY SITE UTILITY PLAN
 SCALE: 1" = 20'-0"



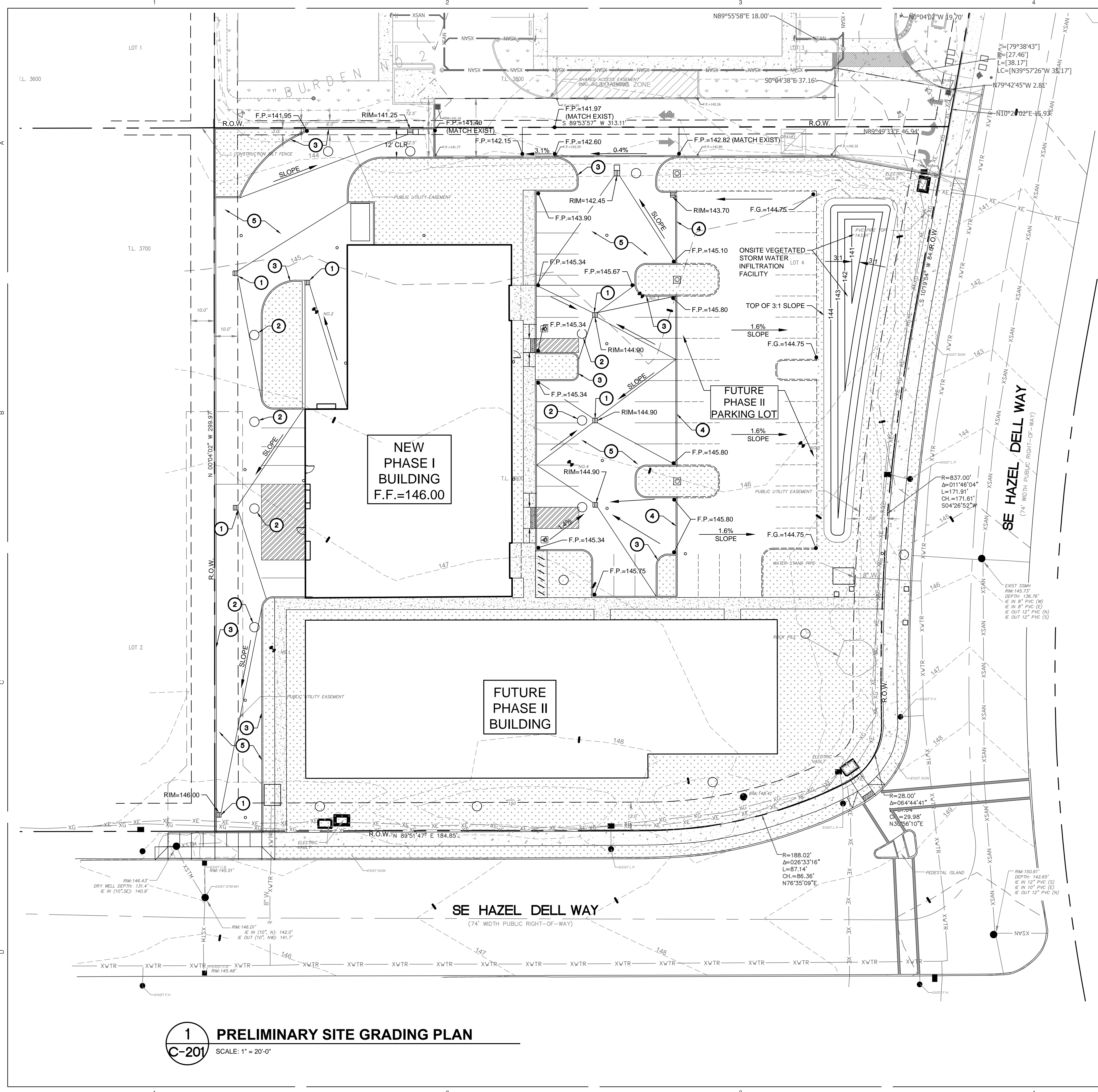
**PRELIMINARY
 NOT FOR
 CONSTRUCTION**
 03/14/18

CLARK PRODUCTS
 SE HAZEL DELL WAY
 CANBY, OREGON 97013
 31E34 03900

**PRELIMINARY SITE GRADING
 PLAN**

PROJECT NO.: 4480-17
 DRAWN BY:
 DATE: MARCH 16, 2018

C-201



- GRADING NOTES:**
- CONTRACTOR IS RESPONSIBLE TO PERFORM CUT AND FILL EARTH WORK IN SUCH A MANNER TO PROTECT NATIVE SOILS FROM BEING OVER WORKED AND FROM BECOMING SATURATED DURING WET WEATHER. DURING WET WEATHER PERFORM WORK IN AREAS SMALL ENOUGH TO CUT AND ROCK SITE AREAS UNDER PAVEMENT AND BUILDING TO PREVENT AREAS OF NATIVE SOIL BEING EXPOSED TO WET WEATHER.
 - REFER TO ARCHITECTURAL SITE PLANS FOR ALL SITE LAYOUT DIMENSIONS INCLUDING WALKWAYS, BUILDING, AND RETAINING WALLS.
 - CONTRACTOR TO REMOVE AND DISPOSE OF OFFSITE ALL EXCESS SOIL, DEBRIS AND MATERIALS NOT REUSABLE FOR THIS PROJECT.
 - ON-SITE HANDICAP/DISABILITY ACCESS ROUTES SHALL COMPLY WITH THE FEDERAL AMERICANS WITH DISABILITIES ACT (ADA), STATE AND LOCAL REGULATIONS. IN GENERAL:
 - MAXIMUM CROSS SLOPE OF ANY PAVEMENT PERPENDICULAR TO DIRECTION OF TRAVEL IS 2.0%.
 - MAXIMUM SLOPE OF WALKWAYS WITHOUT HANDRAILS IN DIRECTION OF TRAVEL IS 5.0%.
 - FOR RAMPS, THE MAXIMUM SLOPE IS 8.33% AND MAXIMUM RISE BETWEEN LANDINGS IS 30 INCHES. HANDRAILS ARE REQUIRED EACH SIDE OF ALL RAMPS WITH SLOPE GREATER THAN 5%.
 - MAXIMUM SLOPE OF CURB RAMPS AND WINGS OF CURB RAMPS IS 8.33%. THE MAXIMUM LENGTH OF A CURB RAMP IS 6 FEET WITH A MAXIMUM 6-INCH RISE.
 - PROVIDE FINISH PAVEMENT SURFACE TEXTURES IN ACCORDANCE WITH ADA.
 - STRAIGHT GRADE FINISH SURFACES BETWEEN GIVEN ELEVATION POINTS, BLEND FINISH GRADES BETWEEN GIVEN POINTS AND AT GRADE BREAKS.
 - SEE SHEET C-100, SECTION 12.0 FOR CONSTRUCTION TESTING, INSPECTIONS, AND OBSERVATION REQUIREMENTS.

KEYNOTES FOR THIS SHEET

MARK	DESCRIPTION
1	TYPICAL ONSITE CATCH BASIN
2	TYPICAL ONSITE STORM WATER DRYWELL
3	NEW FULL DEPTH CONCRETE CURB
4	NEW EXTRUDED CONCRETE CURB
5	NEW TYP AC PAVEMENT SECTION

1 PRELIMINARY SITE GRADING PLAN
 C-201 SCALE: 1" = 20'-0"

SITE & DESIGN REVIEW

P:\2018\18015_50 Clark, Main Civil\Civil\Plan\Onsite\201 - Grading Plan\201 - 18015.dwg, 3/14/2018 12:10:00 PM, Kobyama

NOT FOR CONSTRUCTION

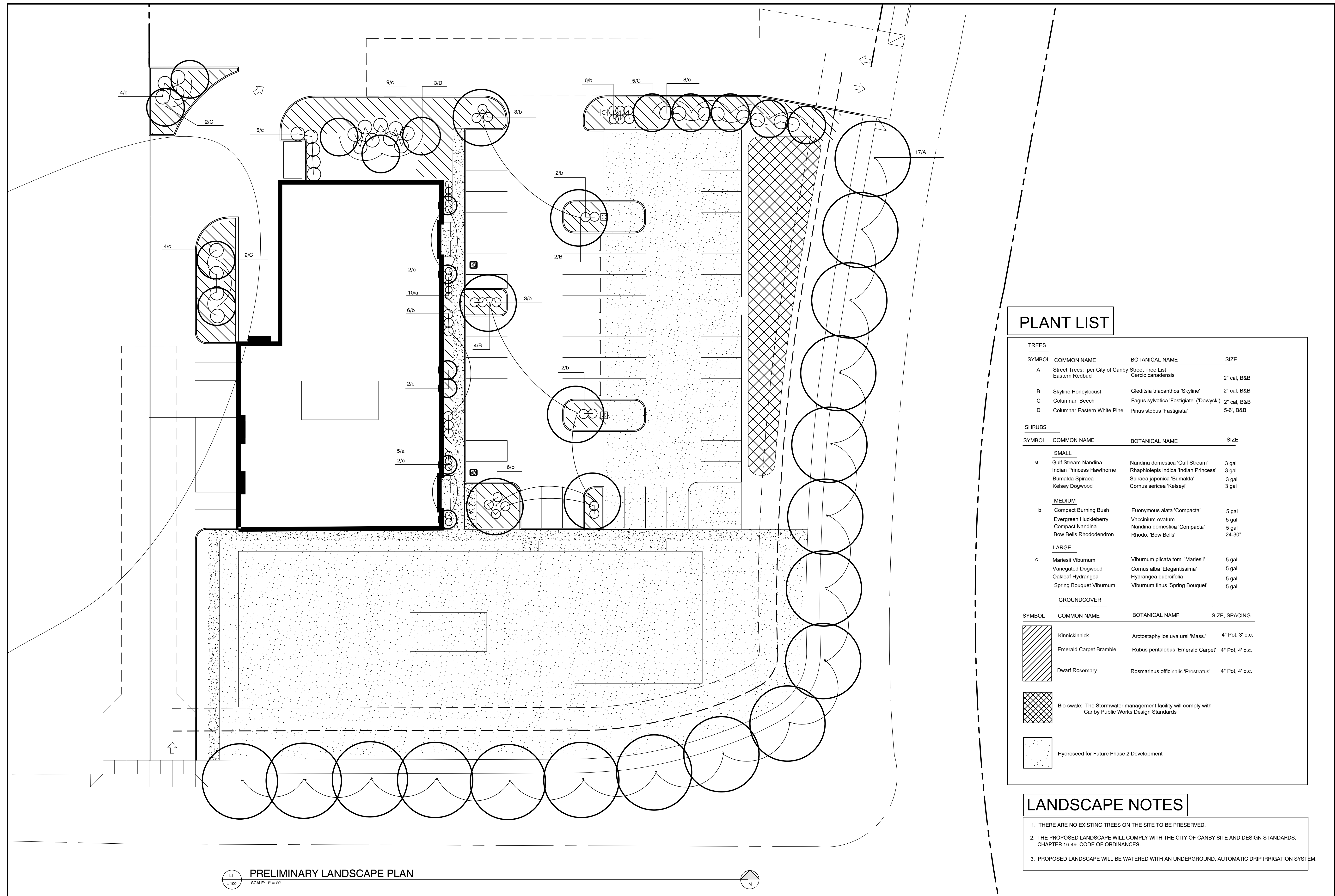
CLARK PRODUCTS

95 HAVEL BELL LANE
 CANBY, OREGON 97013
 503.264.0300

SITE & DESIGN REVIEW

PROJECT NO.: 4480-17
 DRAWN BY: DA
 DATE: MARCH 13, 2018

L-100



PLANT LIST

TREES			
SYMBOL	COMMON NAME	BOTANICAL NAME	SIZE
A	Street Trees: per City of Canby Street Tree List	Street Tree List	
	Eastern Redbud	<i>Cercis canadensis</i>	2" cal, B&B
B	Skyline Honeylocust	<i>Gleditsia triacanthos 'Skyline'</i>	2" cal, B&B
C	Columnar Beech	<i>Fagus sylvatica 'Fastigiata' ('Dawyck')</i>	2" cal, B&B
D	Columnar Eastern White Pine	<i>Pinus strobus 'Fastigiata'</i>	5-6', B&B
SHRUBS			
SYMBOL	COMMON NAME	BOTANICAL NAME	SIZE
SMALL			
a	Gulf Stream Nandina	<i>Nandina domestica 'Gulf Stream'</i>	3 gal
	Indian Princess Hawthorne	<i>Rhampholepis indica 'Indian Princess'</i>	3 gal
	Bumalda Spiraea	<i>Spiraea japonica 'Bumalda'</i>	3 gal
	Kelsey Dogwood	<i>Cornus sericea 'Kelsey'</i>	3 gal
MEDIUM			
b	Compact Burning Bush	<i>Euonymus alata 'Compacta'</i>	5 gal
	Evergreen Huckleberry	<i>Vaccinium ovatum</i>	5 gal
	Compact Nandina	<i>Nandina domestica 'Compacta'</i>	5 gal
	Bow Bells Rhododendron	<i>Rhodo. 'Bow Bells'</i>	24-30"
LARGE			
c	Mariesii Viburnum	<i>Viburnum plicata tom. 'Mariesii'</i>	5 gal
	Variegated Dogwood	<i>Cornus alba 'Elegantissima'</i>	5 gal
	Oakleaf Hydrangea	<i>Hydrangea quercifolia</i>	5 gal
	Spring Bouquet Viburnum	<i>Viburnum tinus 'Spring Bouquet'</i>	5 gal
GROUND COVER			
SYMBOL	COMMON NAME	BOTANICAL NAME	SIZE, SPACING
	Kinnickinnick	<i>Arctostaphylos uva ursi 'Mass.'</i>	4" Pot, 3' o.c.
	Emerald Carpet Bramble	<i>Rubus pentalobus 'Emerald Carpet'</i>	4" Pot, 4' o.c.
	Dwarf Rosemary	<i>Rosmarinus officinalis 'Prostratus'</i>	4" Pot, 4' o.c.
	Bio-swale: The Stormwater management facility will comply with Canby Public Works Design Standards		
	Hydroseeded for Future Phase 2 Development		

LANDSCAPE NOTES

1. THERE ARE NO EXISTING TREES ON THE SITE TO BE PRESERVED.
2. THE PROPOSED LANDSCAPE WILL COMPLY WITH THE CITY OF CANBY SITE AND DESIGN STANDARDS, CHAPTER 16.49 CODE OF ORDINANCES.
3. PROPOSED LANDSCAPE WILL BE WATERED WITH AN UNDERGROUND, AUTOMATIC DRIP IRRIGATION SYSTEM.

L-100 PRELIMINARY LANDSCAPE PLAN
 SCALE: 1" = 20'





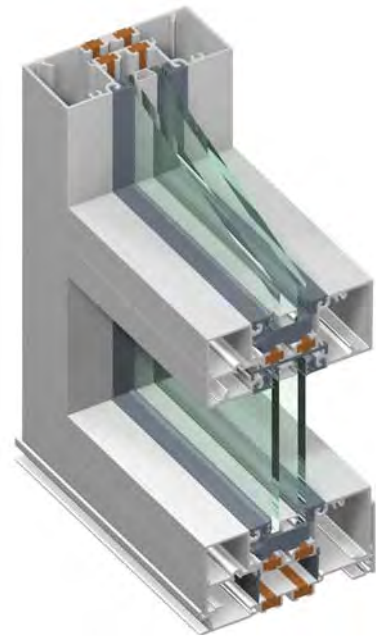
MUTUAL MATERIALS COLOR - NATURAL
 TEXTURE - GROUND FACE AND SPLIT FACE ACCENTS
 ALTERNATES: COLORS WINTER SKY OR BIRCH



ACCENT AND TRIM
 FINISH - CAVIAR SW 6990
 ALTERNATES: IRON ORE OR GRIZZLE GRAY
 AS DETERMINED AFTER FEILD APPLICATION



EXTERIOR SOFFIT- CORRIGATED METAL
 FINISH - ACCENT COLOR



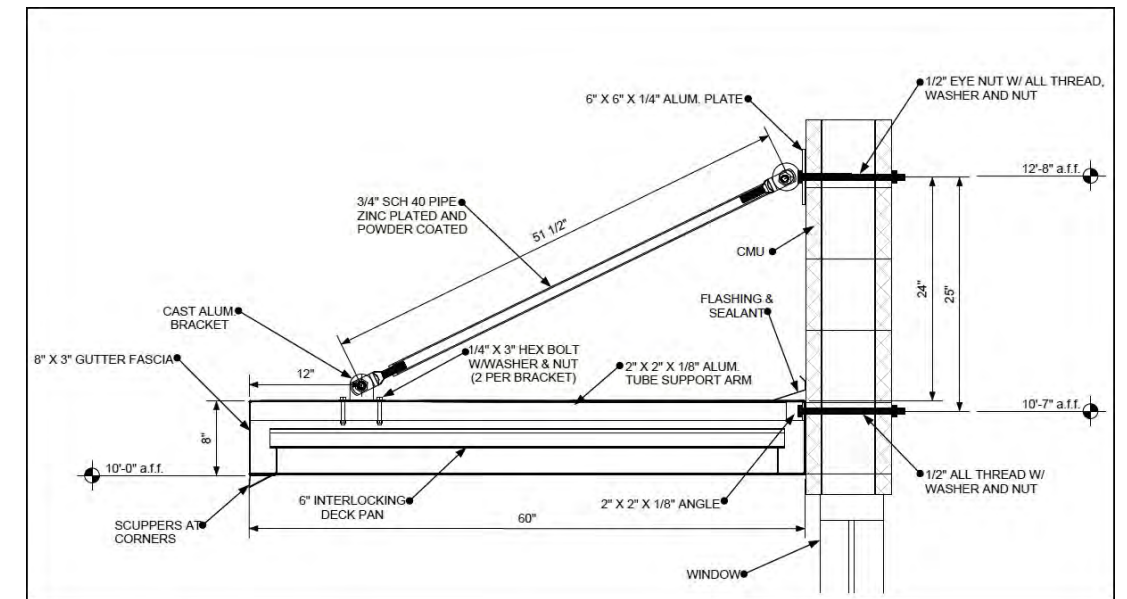
STOREFRONT WINDOW
 KAWNEER OR SIMILAR
 DARK BRONZE



PARKING LOT LIGHT
 LITHONIA D SERIES 0



LITHONIA LIGHTING
 BRONZE OUTDOOR INTEGRATED
 LED 5000K WALL PACK LIGHT
 TWH LED 10C 50K



METAL AWNING AT MAIN ENTRY AND LOADING AREAS



EXISTING PHOTOS

PROJECT NUMBER: 4680-17

Greenbox^{Architecture}
1300 John Adams St, Ste 106 Oregon City, Oregon 97045



February 6, 2018

Re: *Neighborhood Meeting Schedule for February 23rd, @ 3:30 pm 2018; Located at the fire department training room @ 221 S. Pine St. Canby, Oregon 97013*

Dear Neighbor,

You are cordially invited to an informational meeting intended to answer any questions you have related to the Land Use Review and concurrent Conditional Use for the property located at SE Hazel Dell Way and SE Hazel Dell Way. This site is currently an undeveloped lot located on Hazel Dell Way as it bends from east/west to north/south. See attached site plan and County assessors map.

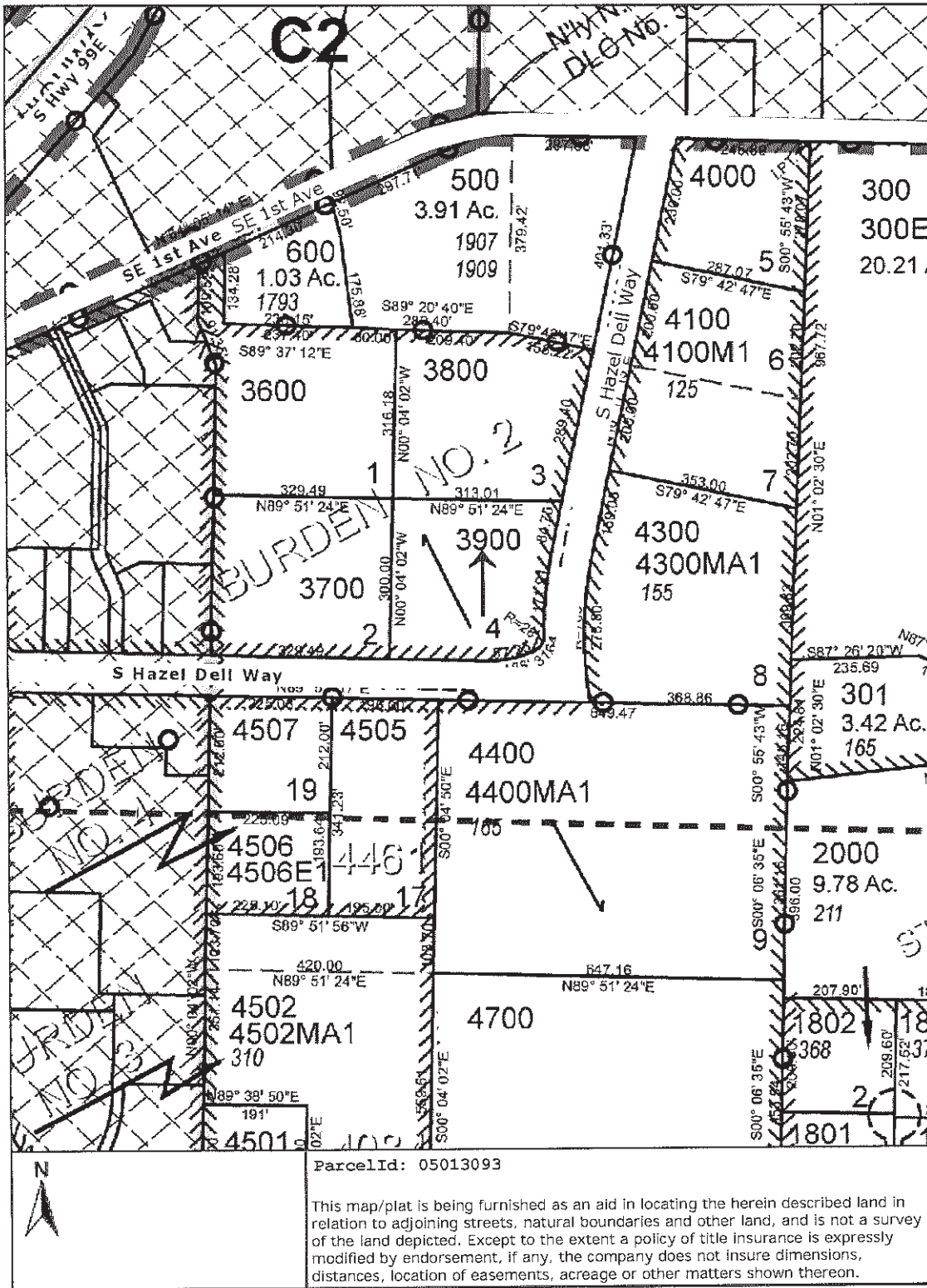
The site being considered for the proposal consists of Tax Lot 03900, Lot 4, **Burden 2** Subdivision. The Land Use Application for this 1.99-acre lot is for the construction of 2 buildings. The first building will be a 12,000 SF single story, CMU masonry warehouse space, with 3,500 SF for leasable office space. The second structure will also be a 13,500 SF single story, masonry structure for future development. The warehouse spaces will feature a sunken grade loading bay and 2 at-grade loading doors. The conditional use permit is required because the property is located in the industrial overlay zone and the City of Canby has a required minimum of 12 employees per acre within the overlay.

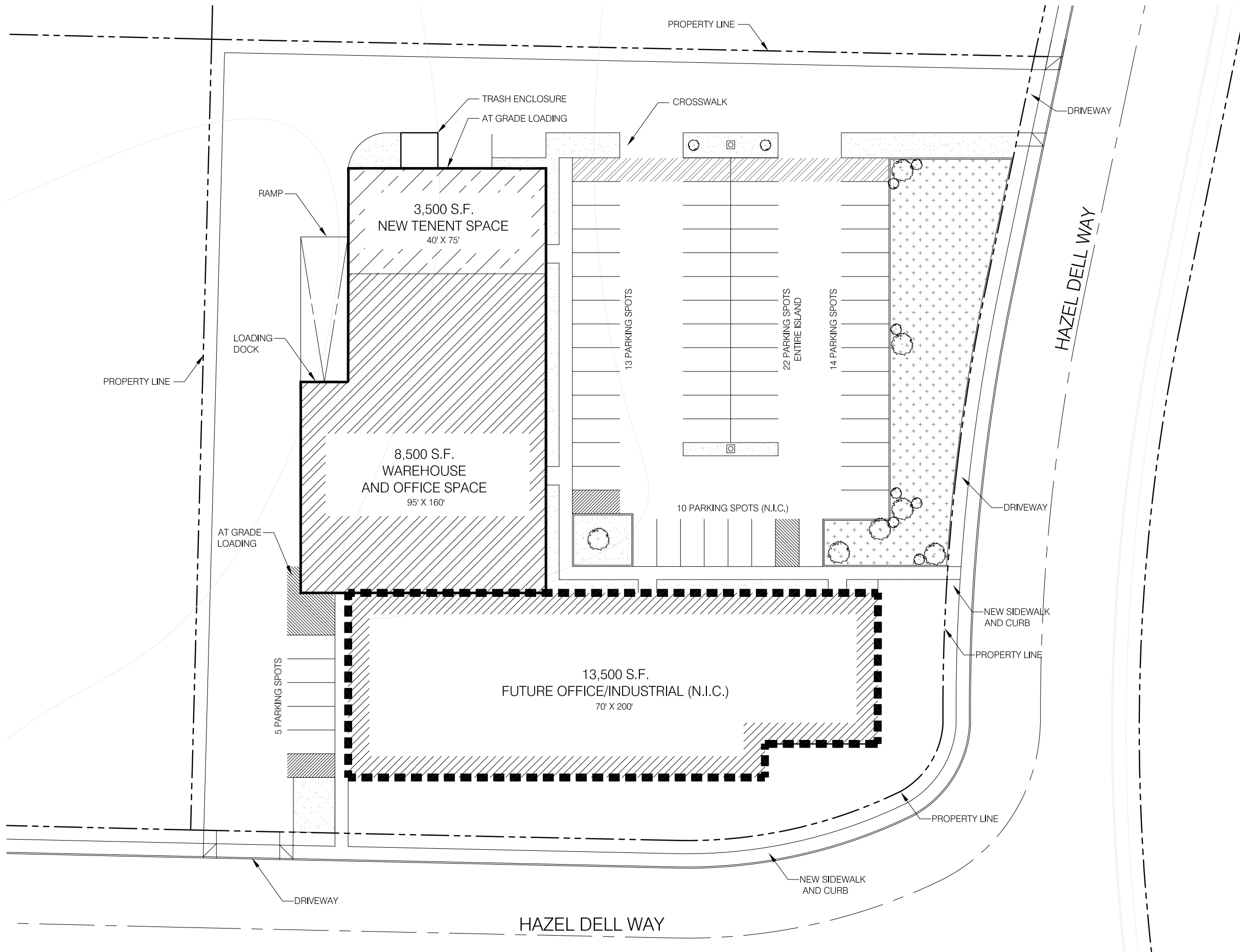
For further questions, please call us at 503.207.537; or email me at derekm@greenboxpdx.com . Or write to me at 1300 John Adams Street, Suite 106 Oregon City, Oregon 97045.

Sincerely,

A handwritten signature in blue ink, appearing to read "Derek Metson", written over a horizontal line.

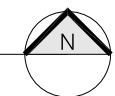
Derek Metson, AIA, NCARB
Principal

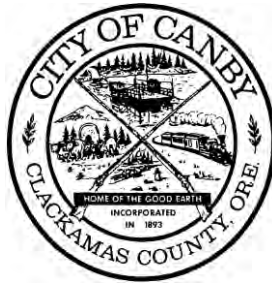




SK-02

CONCEPT SITE PLAN
 SCALE: 1:200





Pre-Application Meeting

Commercial Warehouse Clark Meat Processing Products December 6, 2017 10:30 am

Attended by:

Hassan Ibrahim, Curran-McLeod Engineering, 503-684-3478
Bryan Brown, Planning Department, 503-266-0702
Jim Stuart, Canby Utility, Operations Manager, 503-263-4322
Aric DeBriave, Green Box Architects, 503-207-5537
Derek Metson, Green Box Architects, 503-380-7114

Karen Clark, Clark Meat Proc. Products, 503-975-1811
Shane Hester, Public Works, Erosion, 503-266-0698
Gary Stockwell, Canby Utility, Electric, 503-263-4307
Daryll Hughes, Waste Water Treatment Plant, 503-266-0647

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

CLARK MEAT PROCESSING PRODUCTS, Karen Clark

- Clarks Meat Processing Products has been in business for 25 years and we are wanting to expand our business and build a warehouse in Canby. Our business is wholesale for the meat and seafood industry doing seasonings, packaging and cutlery.

CURRAN-MCLEOD ENGINEERING, Hassan Ibrahim

- This phase of the Canby Pioneer Industrial Park was built in approximately 2005. The curbs and the streets are already established and your development has two frontages and you will need to build two 6 ft sidewalks, 1/2 ft inside the right-of-way (ROW). We have a 74 ft ROW, 37 ft on one side on your property and 37 ft on the other side from center line. If you go from the curb it is 25 ft on each side and basically the sidewalk will be 11-1/2 ft from the face of the curb that is the back of the sidewalk.
- Since you are at the corner you will have to do an ADA ramp.
- There are two 8 inch water services and one service is to the east and one to the west approximately 50 to 70 ft from the intersection. There is also an 8 inch sewer lateral in this vicinity and they should be marked and if they are not visible the city can locate them for you.
- You mentioned a bio-swale for the storm drainage system in your narrative and I do not see where it is located on your drawing. Karen said the architect can answer that question. Hassan said all the stormwater has to be discharged on site and you can have a drywell if you want and it has to be rule authorized by DEQ. You may also do a rain garden, pond or another type of facility on site and your engineer will design the stormwater system and has to prove the facility will be able to take all the stormwater from the pervious area you are creating and rain drains. They will have to make sure your stormwater you are creating will not impact any of the adjacent properties as well.

- You will need to show on your plans where the driveways will be located because there is a 200 ft spacing requirements in the industrial park. If it becomes hard to get the spacing we will entertain the idea and Karen asked if they had it right now. Bryan said no, but the northern driveway will be a shared driveway and I am concerned about the other proposed driveway because the lot next to them is vacant and they would never be able to make the 200 ft separation, unless they do a shared driveway with you also. Hassan said then both driveways will have to be shared. Karen said we have to use our property for the shared driveway? Bryan said you can negotiate with this property owner to see if a shared driveway could be constructed on both sides. Karen said it will need to be big enough for semi's to move around. Bryan said the other property owners to the north has proposed to pave part of it on this property because they have an easement agreement to go across the property. They will develop ahead of you and you will have a driveway on part of your property. Karen asked if there will be a joint maintenance agreement and Bryan said usually there is a maintenance aspect to the final agreement. Hassan said you may have to mimic what they have done here and approach the property owner to the west and get an easement to build the shared driveway. Bryan said what you need to do when you approach the property owner is get them to understand when their property develops they will face the same problem of the 200 ft driveway spacing requirements.
- On the 8 inch sewer lateral we will need to have a monitoring manhole at the end of the line, it can be located at the property line or they can do what the property to the north did and put it in an easement and place the manhole in the parking area. It was for easy access for the city to monitor.
- Derek asked if we had a standard detail for the monitoring manhole and Hassan stated different engineers have been proposing them and we do not per say have a standard detail, but we are open to anything comparable to Clean Water Services. Derek asked if we wanted it at the ROW and Hassan stated yes, whatever is accessible to the city and it can be in the sidewalk as well. If it encroaches beyond the ROW you will have to provide an easement and Derek asked if there were any other type of permits for this and Hassan said it will be a part of your approval.

CANBY UTILITY, OPERATIONS MANAGER, Jim Stuart

- For the water requirements your engineering firm will determine where you plan on placing your fire protection system and the meter. The meters have to be 18 inches off the curb and it is where our responsibility ends and yours begins. We do have a 12 inch water main on both the south and east sides of the property and access is not an issue. Hassan said there are already two 8 inch lines stubbed to the property and Jim said we probably will not use them for the services. Hassan said the fire protection could come off the 8 inch and Karen asked why we would not use the 8 inch stubs. Jim stated we do not generally tap for new services on an 8 inch line, unless it is the only thing available. It is a lot more feasible for us to tap the 12 inch line. We did tap the 8 inch line on the new construction site to the north of you for the fire protection system and back flow devices. We will work with you to accommodate your needs.
- We have primary electric on both sides of the property as well and we just need to get your load requirements from your engineer and the location of your gear. Our process is pretty simple for all your needs.

- What is your anticipated start of construction and Karen said as soon as we get building permits in hand. I have a contractor in mind and he is set and ready to go, but I am getting a few more bids. Jim said he assumed it would be the first quarter of 2018 and Karen said she thought so. Jim asked who is the engineering firm and Karen said our architect firm is Greenbox Architecture.
- The cost of the installation of the electric and water will be a good faith estimate and you will be required to pay the prepayment of that estimate and once the prepayment is made for both electric and the water, we will go out and construct the services and once it is complete, prior to energizing the electrical or providing the water meter we will have to have the balance of the payment. You also have the option of paying 100% up front if you wish to and if you have any questions, feel free to contact me at any time.

CITY OF CANBY, PUBLIC WORKS, EROSION CONTROL, Shane Hester

- As far as erosion control you will need to pull a permit if you have not already and turn it in. They will hand it to me and I will go out and look at the site and as long as you got your sediment fence and keep dirt and water on site, I go out and check the sites a couple times a week. As long as there is no mud or water running off the site we are golden and you will not hear from me.

CITY OF CANBY, PLANNING DEPARTMENT, Bryan Brown

- You will be doing a Type III Site and Design Review application and they are reviewed by the planning commission and it involves a two month process along with the appeal period.
- Bryan gave Karen the review criteria in the code to prepare a narrative for submission with the attached application form and you can also access the application form on our website and it is a fillable form. You can send the application to us electronically if you want and you can make payments for your land use application or pay by credit card.
- You are in the M-1 industrial and industrial overlay zones and there are some review standards listed on the street provided. Some of the designed streets in our industrial park, which have the industrial overlay do have the 200 ft separation for driveways. In our industrial zone it states Sequoia Parkway and other designated collector streets and I do not know what the other designated ones are and it is either the minimum 100 ft separation but probably 200 ft separation on the collector streets and S Hazeldell Way is a collector street. That is why we are encouraging you to work with the adjacent property owner who we believe is the same as the property you are building on. When that property develops we are trying to alleviate them with the same problem facing you on the driveway separations. We definitely want to see evidence of you working towards some shared driveway and whether it is all on yours or half and half like the other driveway on the north side of your property is half on yours and half on the other landowner's property. This is what we would like to see and it would help to meet the city's standards.
- We probably need to do a traffic study and the way our traffic studies work is you provide the city with a \$500.00 deposit and it is usually enough to develop a scope of work. I will work with our traffic consultant, DKS Associates to develop a scope of work to determine what we think needs to be studied at this location. I am not anticipating it to be anything extensive because we just completed one for the neighboring property. All of these things are cumulative and we want to keep a handle on the developments as they occur and one of

the nearby issues is the intersection at S Hazeldell Way and Sequoia Parkway. It has already been decided for a future signal light and we just do not know how soon or if it warrants erecting the signal today, but with four or five more of these type of developments in the industrial park it will. It can take up to three weeks to get the scope done and it will tell you what tasks need to be done for a study and it will give an estimate of the cost if you hire DKS to do that. You have a choice to hire someone else if you do that though the study has to be reviewed by our traffic engineers and they will also tell you what it will cost. Studies usually take 4 to 5 weeks and you may be looking at 6 to 8 weeks to get a traffic study complete. In an idea scenario you would have your traffic study done and submitted with your land use application to go to the planning commission and we will let you submit the application as long as we know the traffic study is in the works and near completion. We do give you a little leeway and we really cannot schedule the public hearing until we are positive the study is in and we need to know the results of it. The whole purpose is if there is some need to do mitigation for some adverse impact to our traffic system and the only thing we can think of right now is meeting the driveway separation requirement, other than that I doubt there will be any issues with the street being able to handle your capacity and you will be contributing to the future intersection signal.

- Bryan gave Karen an estimate of the system development charges and it is missing some information, but this is our spread sheet and one of the missing items we need is what is your average daily volume of waste water discharge for this 12,000 sq ft building. We understand you will not know at this time who will be leasing the section of your building, but you should have knowledge of your own facility and we do not have any set adopted methods right now for calculating it and some people use plumbing fixtures and their average flow for their type of land use. Think about what your current building is doing now and the number of employees and give us your best estimate of what you might think your average daily discharge will be. Ninety-five percent of the time your water usage can tell and sometimes there is a difference in water in and water out. Karen said where they are now they do not pay the water, the leasing company does and it will be hard for me to tell. Bryan said your architects may be able to help you with it. Aric said he would be able to help with it.
- Prior to issuance of the building permits you will need to pay your SDC's and Canby Utility will collect your water SDC before they connect and Jim concurred. We also have an onsite construction engineering cost review and it is an estimate from a contractor basically what it will cost you for site work without the structure. We charge .02% fee based upon that information and here are the other SDC estimates on this sheet.
- Our parks SDC is based upon the number of employees, but we have a methodology for calculating it, but if you feel it is way off we can take some documentation on your business and the number of employees. Are not expecting any significant increase because of the new building or since you are expanding it might mean you are expanding employees as well. Current estimate from warehouse space by square footage is 4.8 employees and if you are planning on hiring more employees the fee will be slightly higher.
- Karen said the main cost for SDC's looks like transportation and Bryan said it is based upon warehousing classification. We need to work on some of the items I mentioned to get a more accurate costs because the sheet I handed to you is an estimate. You can go to our website and look up our master fee schedule and it will show you all of our SDC's.

- I did not get a chance to do a thorough review of your site plan, but it looks like you have addressed most of the items. Karen said you wanted us to have more information about storm drainage and Bryan said your narrative indicated you were going to use a surface storm water retention and Hassan said a bio-swale and we did not know where it will be on this site plan. Aric said it was this portion of the site close to S Hazeldell Way on the NE side of the property. Hassan asked if this would meet the landscape requirement and Bryan said we allow them to include the square footage of the bio-swale. Hassan said this swale will have to convey the 10 year storm event and Aric said it will have a storm rating on it and the volume. Hassan said his experience in this area does not percolate very well, just for your information. You can get a geo-tech to get a sample of this area to see what the percolation rates are. Your neighbor can give you the data and it should not vary too much from their site to yours as a basis of your design.
- If you have any questions as you are trying to prepare your narrative for submittal to the planning commission on how you meet the review criteria you can call me.
- What are the minimum number of employees for parks SDC? Bryan said it has been a problem for us in the industrial overlay zone because we have a standard we try to aspire to a minimum of 12 employees per acre and you have a 2 acre site. Karen said you put down 4.8 and Bryan said he understood and it does not match, but the requirement in code is to achieve the minimum and we know it is aspirational and the majority of the businesses in the industrial park do not meet it. Technically the code states you are supposed to do a conditional use permit if you are not going to meet the standard. We have been having people do a conditional use permit to address the standard and Karen said it says within the first two years you are hoping to meet it and Bryan said it does not give a time frame. Discussion ensued.
- This is good you are doing the entire site design as a master plan and have your future parking figured out and when you do a minor or moderate amendment you do not have to go through the planning commission again. It was asked how long was the approval good for and Bryan said as far as we are concerned right now it is good forever unless for some reason the code is massively changed and changes the process.

CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

- Gary handed Karen the scope of work.
- I overlaid your project in accordance with what we have in place to serve you.
- Once you get further into your project supply me with the site and electrical needs and we can come up with a cost.
- Derek asked if a transformer would be required and Gary said absolutely. It was asked if the spaces could be measured separately and Gary said certainly in the design stage and I am thinking it will be a multi-metered pack installation for the rental space. It was asked if Gary had a preference which side of S Hazeldell Way the power comes off of? Gary said it would seem more logical to use the vault by the entrance and come off of that and set a transformer on the site. We can accommodate with the substructure for growth and build it for economy up front and expand later. It was asked if the vault will be next to our driveway would be a problem and Gary said we do not want it in the driveway and as long as it corresponds with the ADA needs for walkways and/or not in the traffic areas and we are fine with its location. Derek said he would like more information on the shared driveway. Bryan said to our

knowledge on the driveway to the north is already arranged and there has been an easement filed on this property requiring a shared access with the adjacent property to the north and they got approval and to our knowledge they are proposing to construct a full service driveway and half of it will be on this property. We are proposing you visit with the property owner of this property and the adjacent property to the west side. The reason we say this is because the driveways will not meet the driveway spacing standards.

- In regards to the bio-swale, keep in mind there are existing utilities in the easements along the street and please design the bio-swale so it does not compromise the depth requirements for those existing utilities. Bryan said the utility easement is 12 ft wide and Gary said correct and I do not have a profile of the street and cannot tell you where the property line starts in relation to the curb line. It was asked if after the 12 ft wide easement they could start the down slope and Gary said yes.

WASTE WATER TREATMENT PLANT, Daryll Hughes

- Do you have any idea what will be going into the building and Karen said our business is a wholesale meat and seafood industry with a lot of distribution. Daryll asked if there was going to be any treatment system or any waste water discharge and Karen said we only use toilets and sinks. Daryll said simply domestic and just a distribution warehouse and Karen said yes.
- Once you get up and running I will come out to the site and do an environmental survey and when do you plan on occupancy and Karen said depending on how things go we would like to be there in one year.



PRELIMINARY ONSITE STORM WATER CALCULATIONS

FOR THE

CLARK MEAT PROCESSING PRODUCTS
PRIVATE IMPROVEMENTS
SE Hazel Dell Way
Canby, Oregon

March 14, 2018



RENEWS: 12-31-2018

TABLE OF CONTENTS/INCLUSIONS:

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Tributary Area Maps:.....ST.D.-2 to ST.D.-3
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HydroCAD & Calculations Print-Outs:..... ST.D.-7 to ST.D.-10
Vegetated Infiltration Basin Section:.....ST.D.-11



Greenbox Architecture, LLC
1300 John Adams Street, Suite 106
Oregon City, OR 97045
Attn: Derek Metson

March 14, 2018

RE: Clark Products "Storm Drainage Narrative"

Dear Mr. Metson,

At your request, WDY, Inc. has completed the following preliminary storm drainage design calculations for the new Clark Products development. The purpose of this report is to show the storm water plan to provide concept storm water quality treatment and 100% onsite disposal of storm water by infiltration into the site's storm water basin facility. The stormwater design includes all of the proposed impervious areas for Phase I and Phase II construction.

Site Existing Conditions

The existing site is approximately 1.99 acres (86,715 sf) in size, is currently undeveloped and slopes south to north. The lot directly north is currently being developed and will be paved before the Clark Products construction begins. The two sites will share a driveway access along the north end of the property.

Proposed New Site Development:

The proposed development includes two phases. Phase I includes a 11,939 sf building, with drive aisles, landscape and a Phase I parking lot. Phase II will include an approximate 13,006 sf building and an extension to the Phase I parking lot.

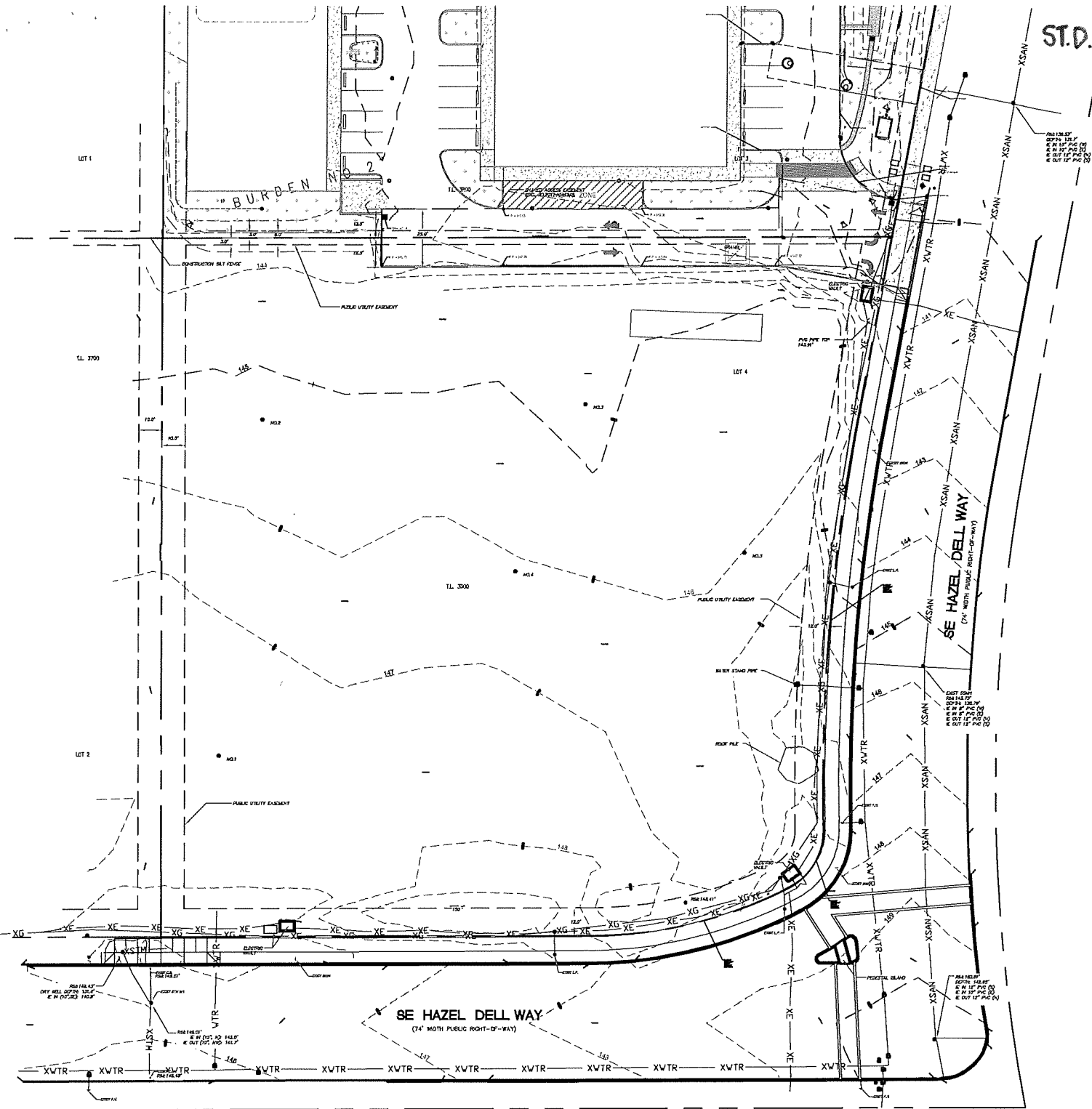
The stormwater mitigation plan is for all stormwater runoff from impervious areas to be disposed of onsite. The roof runoff for both proposed buildings will be routed to onsite private Class V U.I.C. drywells. The runoff from the walkways and parking lot will discharge to a new onsite vegetated stormwater infiltration basin either through catch basins or surface flow. A small area of parking lot along the north edge of the site not going to the basin will be routed to Contech Stormfilter catch basins and then to onsite drywells. Roof runoff will be directly routed to onsite drywells. See Tributary Area Map on St.D.-3.

Per the geotechnical report, an infiltration rate of 9 inches per hour was measured. Using a design factor of 3, a design infiltration rate of 3 inches per hour is used for the vegetated infiltration basin and drywell sizing. The drywells will be registered with DEQ by the project owner.

HydroCAD version 10.00 was used to analyze all stormwater runoff quantities. The simulation uses a Santa Barbara Urban Hydrograph in conjunction with the SCS Type 1A 24-hour model storm. The 25 year, 24 hour storm was used for the design of the basin. See the enclosed area maps, detailed calculations, and HydroCAD printouts for supporting information.

Sincerely,

Cole Presthus, P.E.



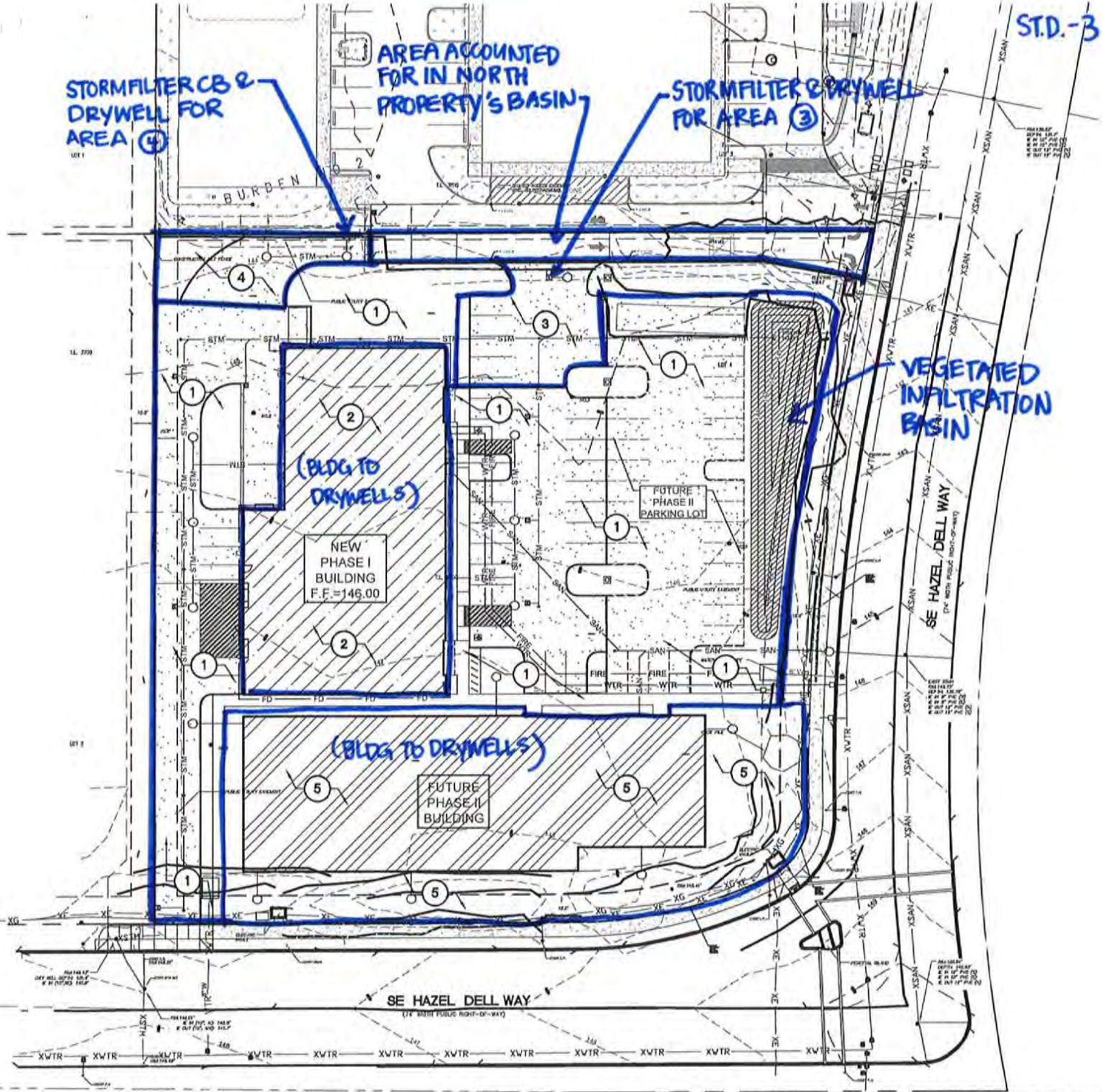
DETAIL: EXISTING SITE
SCALE: 1" = 60'-0"

Job Name: CLARK MANUFACTURING	Date: 03/14/2018
Job No.: 18015.50	Drawn: KK
Client: Greenbox Architecture LLC.	Sheet:



Structural · Civil Engineers

6443 SW Beaverton-Hillsdale Hwy, suite 210 Portland, OR 97221
 ph:503.203.8111 fx:503.203.8122 www.wdyi.com



DETAIL: NEW SITE TRIBUTARY AREA
SCALE: 1" = 60'-0"

Job Name: CLARK MANUFACTURING

Date: 02/20/2018

Job No.: 18015.50

Drawn: KK

Client: Greenbox Architecture LLC.

Sheet:



Structural · Civil Engineers

6443 SW Beaverton-Hillsdale Hwy, suite 210 Portland, OR 97221
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Job Name: Clark Meat Processing Products

Job No: 18015_5

Sheet No: ST.D.-4

Client: Greenbox Architecture LLC

Date: 03-14-2018

By: kk

Project Areas

Pre-Developed

Total Area = 86,715 sf = 1.99 ac

Σ Impervious = 0 sf = 0 ac

Σ Pervious = 86,715 sf = 1.99 ac

Post-Developed

- Total Area of New Development = 79,935 sf = 1.835 ac

Σ Impervious = 58,169 sf = 1.335 ac

Σ Pervious = 21,766 sf = 0.50 ac

Area 1:

Impervious = 28,830 sf = 0.662 ac

Parking Lot West = 9,525 SF = 0.219 ac

Parking Lot East & Future = 16,171 sf = 0.371 ac

Sidewalk = 3,134 SF = 0.0726 ac

Pervious = 11,504 sf = 0.264 ac

Area 2:

Impervious = 11,939 SF = 0.274 ac

Phase I Roof = 11,939 SF = 0.274 ac

Pervious = 0 sf = 0 ac

Area 3:

Impervious = 2,788 sf = 0.064 ac

Parking Lot = 2,788 sf = 0.064 ac

Pervious = 0 sf = 0 ac

Area 4:

Impervious = 1,606 sf = 0.0369 ac

Parking Lot = 1,606 sf = 0.0369 ac

Pervious = 604 sf = 0.139 ac

Area 5:

Impervious = 13,006 sf = 0.299 ac

Phase II Roof = 13,006 sf = 0.299 ac

Pervious = 9,658 sf = 0.222 ac

- Note: An existing 3,036 sf of impervious in the shared access drive is collected and treated by the existing adjacent development to the north.



Job Name: Clark Meat Processing Products
Client: Greenbox Architecture LLC

Job No: 18015_5
Date: 03-14-2018

Sheet No: ST.D.-5
By: kk

Rainfall Depths for 24 Hour Storms

Per NOAA Volume X – Oregon:

- 2 year = 2.4 in
- 5 year = 3.0 in
- 10 year = 3.5 in
- 25 year = 4.0 in
- 100 year = 4.5 in

Time of Concentration Calculations

Typical Time of Concentration Equations

- Sheet Flow: $T_c = \frac{0.42 (n * L)^{0.8}}{(I)^{0.5} (S)^{0.4}}$;
 - Where n = Manning's Roughness Coefficient; L = Length; I = Intensity; S = Slope
- Shallow Flow: $T_c = \frac{L}{(V) (60 \text{ sec/min})}$;
 - Where V = Velocity = $k (S)^{0.5}$; k = time of concentration velocity factor

Pre-Developed Time of Concentration

- Sheet Flow:
 - L = 250 ft; S = 1.8%; n = 0.24; I = 2.4"/hr
 - $T_{c1} = 35.8 \text{ min}$
- Shallow Flow
 - k = 11; L = 88 ft; S = 6.25%
 - $T_{c2} = 0.5 \text{ min}$
- $T_{\text{Pre-Dev}} = 36.3 \text{ min}$; **Use 36 min for design**

Post Developed Time of Concentration

- Parking Lot Sheet Flow:
 - L = 180 ft; S = 2%; n = 0.011; I = 2.4"/hr
 - $T_{c1} = 2.2 \text{ min}$
- Shallow Flow – Pipe to Basin
 - k = 42; L = 300 ft; S = 2%
 - $T_{c2} = 0.85 \text{ min}$
- $T_{\text{Post-Dev}} = 3.05 \text{ min}$; **Use 5 min for Onsite design**



Job Name: Clark Meat Processing Products

Job No: 18015_5

Sheet No: ST.D.-6

Client: Greenbox Architecture LLC

Date: 03-14-2018

By: kk

Vegetated Infiltration Basin Design

• Water Quantity

Per Geotech Report, the observed infiltration rate at 9 feet deep is 9 in/hr. Using a design factor of 3, the design infiltration rate will be 3 in/hr. The infiltration basin will have a clean drain rock storage layer below the wetted bottom. The square footage of the bottom of the rock layer is 1,976 square feet, which corresponds to the surface area of the 145 contour.

$$\frac{3 \text{ in} \times 1,976 \text{ sf}}{(60 \text{ min}) \times (60 \text{ sec}) \times (12 \text{ in})} = 0.137 \text{ cfs (constant rock storage outflow)}$$

Per HydroCad Print-out, the peak elevation of the vegetated infiltration basin, based on the tributary area and the storage size of the pond and below grade gravel bed, is 143.75. A 12" freeboard will also be added to the top of the basin.

• Water Quality Treatment

For Stormwater Quality Design, the City of Canby follows the design criteria for Clean Water Services (CWS). Per CWS R&O 17-5:

$$\text{Water Quality Volume (WQV)} = \frac{(0.36 \text{ in}) \times (28,830 \text{ sf})}{(12 \text{ in/ft})} = 864.9 \text{ ft}^3 = \text{Volume of Water produced by the water quality storm}$$

Cumulative Storage Capacity of Pond = 2,472 ft³ **OK – Water Quality Requirement Met**

Drywell Design

Based on the design infiltration rate of 3" per hour, a 48" diameter drywell with a 6" wall thickness within a 2.5 foot thick drain rock all around, each 10 foot deep drywell can drain 3,400 square feet of impervious area. See HydroCad Print Outs on Sheets ST.D.-9 and ST.D.-10.

StormFilter Catch Basin Design

Sizing the Treatment Cartridges: Total Impervious Area

Per CWS, the Water Quality Flow (WQF) can be calculated as:

$$\text{WQF} = \frac{(0.36 \text{ in}) \times (\text{Impervious Area in sf})}{(12 \text{ in/ft}) (4 \text{ hr}) (60 \text{ min/hr}) (60 \text{ sec/min})} = 0.019 \text{ cfs}$$

$$\# \text{ of Cartridges} = \frac{(\text{WQF}) \times (60 \text{ sec/min}) \times 7.48 \text{ gal/ft}^3}{15 \text{ GPM/cartridge}}$$

Rearranging the formula, the maximum square feet of impervious area a single 18" deep cartridge can treat up to 15,882 sf of impervious area.

VEGETATED INFILTRATION BASIN

18015_Full Build Out

Type IA 24-hr 25 yr Rainfall=4.00"

Prepared by {enter your company name here}

Printed 3/14/2018

HydroCAD® 10.00 s/n 07105 © 2011 HydroCAD Software Solutions LLC

Summary for Pond 33P: Infiltration Basin + rock (3"/hr)

Inflow Area = 0.926 ac, 71.48% Impervious, Inflow Depth = 3.42" for 25 yr event
 Inflow = 0.79 cfs @ 7.89 hrs, Volume= 0.264 af
 Outflow = 0.14 cfs @ 7.85 hrs, Volume= 0.195 af, Atten= 82%, Lag= 0.0 min
 Primary = 0.14 cfs @ 7.85 hrs, Volume= 0.195 af

↑ 3"/hr

Routing by Dyn-Stor-Ind method, Time Span= 0.00-26.00 hrs, dt= 0.01 hrs

→ Peak Elev= 143.75' @ 11.58 hrs Surf.Area= 3,717 sf Storage= 4,964 cf

Plug-Flow detention time= 456.6 min calculated for 0.195 af (74% of inflow)
 Center-of-Mass det. time= 290.7 min (971.4 - 680.7)

Volume	Invert	Avail. Storage	Storage Description
#1	136.00'	2,964 cf	Custom Stage Data (Conic) Listed below (Recalc) 9,880 cf Overall x 30.0% Voids
#2	141.00'	4,924 cf	Custom Stage Data (Irregular) Listed below (Recalc)
		7,888 cf	Total Available Storage

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
136.00	1,976	0	0	1,976
137.00	1,976	1,976	1,976	2,134
138.00	1,976	1,976	3,952	2,291
139.00	1,976	1,976	5,928	2,449
140.00	1,976	1,976	7,904	2,606
141.00	1,976	1,976	9,880	2,764

Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
141.00	88	68.3	0	0	88
141.25	147	89.5	29	29	355
141.50	223	111.6	46	75	710
141.75	315	134.9	67	142	1,168
142.00	425	159.5	92	234	1,745
142.25	555	185.8	122	356	2,469
142.50	704	214.3	157	513	3,378
142.75	877	245.7	197	710	4,529
143.00	1,074	281.6	243	954	6,037
143.25	1,293	296.2	295	1,249	6,712
143.50	1,517	301.3	351	1,600	6,965
143.75	1,745	306.1	407	2,008	7,210
144.00	1,976	310.8	465	2,472	7,453
144.25	2,211	315.5	523	2,996	7,700
144.50	2,450	320.2	582	3,578	7,951
144.75	2,692	324.9	643	4,220	8,205
145.00	2,937	329.6	703	4,924	8,463

Device	Routing	Invert	Outlet Devices
#1	Primary	136.00'	0.14 cfs Exfiltration when above 136.00'
#2	Device 1	141.00'	2.000 in/hr Exfiltration over Wetted area from 141.00' - 144.00'

18015_Full Build Out

Type IA 24-hr 25 yr Rainfall=4.00"

Prepared by {enter your company name here}

Printed 3/14/2018

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Excluded Wetted area = 2,852 sf

Primary OutFlow Max=0.14 cfs @ 7.85 hrs HW=142.44' (Free Discharge)

└─1=Exfiltration (Exfiltration Controls 0.14 cfs)

└─2=Exfiltration (Passes 0.14 cfs of 0.14 cfs potential flow)

MAXIMUM IMPERVIOUS AREA PER DRYWELL

STD-9

18015_Full Build Out

Type IA 24-hr 25 yr Rainfall=4.00"

Prepared by {enter your company name here}

Printed 3/14/2018

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Summary for Subcatchment 34S: Largest Drywell Area

Runoff = 0.07 cfs @ 7.88 hrs, Volume= 0.024 af, Depth= 3.77"

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-26.00 hrs, dt= 0.01 hrs
Type IA 24-hr 25 yr Rainfall=4.00"

	Area (sf)	CN	Description
*	3,400	98	Impervious
	3,400	98	100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
5.0					Direct Entry,

PRINT-OUT FOR 3,400 SF OF IMPERVIOUS AREA

ST.D.-10

18015_Full Build Out

Type IA 24-hr 25 yr Rainfall=4.00"

Prepared by {enter your company name here}

Printed 3/14/2018

HydroCAD® 10.00 s/n 07105 © 2011 HydroCAD Software Solutions LLC

Summary for Pond 38P: 10' Drywell

Inflow Area = 0.078 ac, 100.00% Impervious, Inflow Depth = 3.77" for 25 yr event
Inflow = 0.07 cfs @ 7.88 hrs, Volume= 0.024 af
Outflow = 0.03 cfs @ 8.46 hrs, Volume= 0.024 af, Atten= 61%, Lag= 35.3 min
Primary = 0.03 cfs @ 8.46 hrs, Volume= 0.024 af

Routing by Dyn-Stor-Ind method, Time Span= 0.00-26.00 hrs, dt= 0.01 hrs

→ Peak Elev= 10.59' @ 8.46 hrs Surf.Area= 79 sf Storage= 193 cf

Plug-Flow detention time= 82.8 min calculated for 0.024 af (100% of inflow)

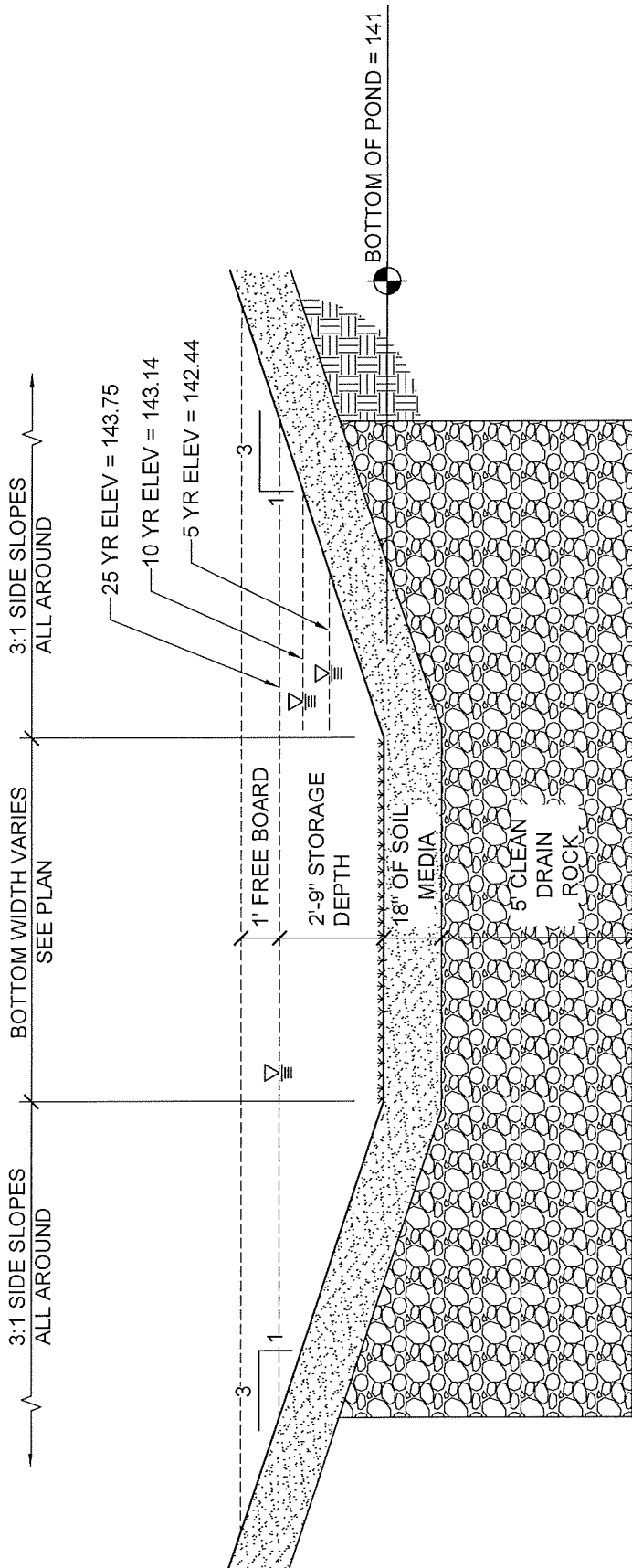
Center-of-Mass det. time= 82.8 min (742.4 - 659.5)

Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	200 cf	10.00'D x 11.00'H Drainage Field 864 cf Overall - 196 cf Embedded = 668 cf x 30.0% Voids
#2	1.00'	0 cf	4.00'D x 10.00'H Vertical Cone/Cylinder Inside #1 196 cf Overall - 6.0" Wall Thickness = 126 cf x 0.0% Voids
		200 cf	Total Available Storage

Device	Routing	Invert	Outlet Devices
#1	Primary	0.00'	3.000 in/hr Infiltration over Wetted area

Primary OutFlow Max=0.03 cfs @ 8.46 hrs HW=10.59' (Free Discharge)

↑ 1=Infiltration (Exfiltration Controls 0.03 cfs)



2 VEGETATED INFILTRATION BASIN
C301 N.T.S.



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Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

MEMORANDUM

DATE: February 12, 2018
TO: Bryan Brown, City of Canby
FROM: Chris Maciejewski, PE, PTOE
Jordin Kelly, EIT



SUBJECT: Canby Clark Warehouse Traffic Impact Study (TIS)

P#11010-094

This memorandum describes the evaluation of the transportation impacts associated with the proposed development of a warehousing facility on tax lot 31E34 03900 off SE Hazeldell Way in Canby, Oregon. The 2 acre lot is currently undeveloped. The proposed development site will house a 12,000 square foot warehouse of which 3,500 square feet will be leasable to tenants as part of the Phase I improvements. Phase II improvements include an additional 13,500 square foot building for office or industrial space. The site is zoned Light Industrial (M-1).

Access to the site will be provided by SE Hazeldell Way, which is classified as a collector roadway by the City of Canby. The proposed development was determined during study scoping to not likely generate enough traffic to warrant an off-site transportation impact analysis. Therefore, the following sections describe the limited transportation impact analysis focused on documenting estimated project trip generation and a review of the proposed site access (spacing and sight distance).

Project Trip Generation

The amount of new vehicle trips generated by the proposed land use was estimated using trip generation estimates published in the ITE Trip Generation Manual for reasonable worst case land uses for Phase I and Phase II based on what was proposed in the site plan.¹ The General Light Industrial land use (ITE land use code 110) was assumed to be the reasonable worst case land use for the additional 3,500 square feet of leasable space in Phase I, as well as for the 13,500 square foot building proposed in Phase II since the general light industrial land use data already assumes a portion of office use.

¹ Trip Generation Manual, Institute of Transportation Engineers, 10th Edition.



Trip generation estimates for the proposed development are provided for daily, morning, and evening peak hours, and are summarized in Table 1. Since the additional morning and evening peak hour trip generation is relatively low, no off-site impacts were evaluated.

Table 1: Vehicle Trip Generation Estimate

Land Use (ITE Code)	Units (KSF)	Total Daily Trips	AM Peak Hour Trips			PM Peak Hour Trips				
			Rate	In	Out	Total	Rate	In	Out	Total
Phase I										
Warehouse (150)	8.5	15	0.17	1	0	1	0.19	0	2	2
General Light Industrial (110)	3.5	17	ITE Equation	3	1	4	ITE Equation	1	3	4
Total Phase I Trips		32	-	4	1	5	-	1	5	6
Phase II										
General Light Industrial (110)	13.5	109	ITE Equation	9	1	10	ITE Equation	1	8	9
Total Trips (Phase I and Phase II)		141	-	13	2	15	-	2	13	15

The following sections discuss the evaluation of the site plan and sight distance.

Site Plan Review

Two accesses to the site are proposed off SE Hazeldell Way; one on the southwest corner, and the other on the northeast corner. This street currently meets the City's cross-section requirements for standard collector streets (34-50 feet paved with 50-80 feet of ROW), therefore the existing roadway should safely accommodate additional vehicle, pedestrian, and bicycle traffic.

It is our understanding that the location of the northeast driveway is set by a recorded easement document, that requires this driveway to be a shared use driveway with the future Reimer's Industrial property to the north with one lane in each parcel. This allows both properties to maintain the 200-foot access spacing requirements on collector streets within the Industrial Overlay District and still maintain access to both properties.

It would be ideal to locate the shared driveway in alignment with the existing driveway across SE Hazeldell Way serving Anderson Quality Spring Manufacturing, Inc to reduce collision conflict points. However, if this alignment is not possible, it is recommended that the proposed driveway and the access to the development across the street are offset such that left turns from Hazeldell Way into either driveway would not conflict and thus, the offset configuration results in a lower safety risk.



It is also recommended that the developer work with the neighboring property owner to the west to agree to a shared access easement on the property line to increase the flexibility of another possible driveway on the western property that meets the 200' minimum access spacing requirement.

The pedestrian and bicycle improvement plans provided in the city's TSP² do not identify any pedestrian or bicycle projects in the site vicinity. The proposed on-site pedestrian facilities and their connection to facilities along SE Hazeldell Way appear to be adequate.

Sight Distance Evaluation

Preliminary sight distance evaluation at the proposed site driveways on SE Hazeldell Way indicated that sight lines at both intersections will meet the 280 foot of sight line requirement (posted speed of 25mph).³ Prior to occupancy, sight distance at any existing access points will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.

FINDINGS

Phase I of the proposed development is estimated to generate an additional 5 net new trips in the morning peak period, 6 net new trips in the evening peak period and 32 daily trips. Phases I and II are estimated to generate a total of 15 morning peak period, 15 pm peak period, and 141 net new daily trips.

Granted the approval of a shared access agreement for the proposed access on the northeast site corner, both proposed accesses meet City access spacing requirements and provide adequate connectivity to the site. Therefore, no mitigations are recommended for the proposed project.

It would be ideal to locate the shared driveway in alignment with the existing driveway across SE Hazeldell Way serving Anderson Quality Spring Manufacturing, Inc to reduce collision conflict points. However, if this alignment is not possible, it is recommended that the proposed driveway and the access to the development across the street are offset such that left turns from Hazeldell Way into either driveway would not conflict and thus, the offset configuration results in a lower safety risk.

It is also recommended that the developer work with the neighboring property owner to the west to agree to a shared access easement on the property line to increase the flexibility of another possible driveway on the western property that meets the 200' minimum access spacing requirement.

² *Canby Transportation System Plan (TSP)*, December 2010; Figure 5-1 (Pedestrian Improvements) and Figure 6-1 (Bicycle Improvements).

³ *AASHTO – Geometric Design of Highways and Streets, 2004. Exhibit 9-55. Design Intersection Sight Distance – Case B1 – Left Turn from Stop, and Exhibit 9-58. Design Intersection Sight Distance – Case B2 – Right Turn from Stop and Case B3 – Crossing Maneuver.*



Preliminary sight distance evaluation indicated that adequate sight lines will be provided for the proposed driveways. However, prior to occupancy, sight distance at any existing access points will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.

If you have any questions, please feel free to call or email.

April 30, 2018

MEMORANDUM

TO: Public Comments
City of Canby

FROM: Hassan Ibrahim, P.E.
Curran-McLeod, Inc.

**RE: CITY OF CANBY
CLARK PRODUCTS DR 18-02/CUP 18-02**

We have reviewed the submitted plans on the above mentioned project and have the following comments:

1. A 6-foot wide concrete sidewalk shall be constructed along the entire site frontage with Hazel Dell Way. The sidewalk shall be separated from the existing curb with a 5-foot planter strip. The planter strip shall contain street trees from the City approved list.
2. An ADA ramp shall be constructed to current ADA guidelines at the site NE corner.
3. The industrial park master plan requires 200-foot access spacing between driveways. The two proposed common driveways as shown on the attached plans are acceptable. The City shall be provided with a copy of the recorded access easement document.
4. An erosion control permit will be required from the City of Canby prior to any on-site disturbance.
5. All private storm drainage shall be disposed on-site, no private storm runoff will be allowed to discharge on to the public street (Hazel Dell Way).
6. The submitted preliminary storm drainage analysis appears to meet the City of Canby Public Works Design Standards dated June 2012. A final report shall be submitted to the City for review and approval during the final design phase.
7. We recommend the stormwater infiltration facility is designed to full buildout as part of phase one development to avoid disturbance to the existing facility.

8. All proposed private drywells shall be Rule Authorized by DEQ. The developer shall provide the City with documentation to that effect from DEQ prior to their construction and approval of the final construction plans.
9. As required by the Traffic Impact Study, sight distance evaluation needs to be verified at both driveways prior to occupancy. The sight distance line of sight in each direction shall be 280-feet based on posted speed of 25 MPH.

Should you have any questions or need additional information, please let me know.



City of Canby

NOTICE OF PUBLIC HEARING & REQUEST FOR COMMENTS

The purpose of this Notice is to invite you to a Public Hearing at a Planning Commission meeting on Monday, May 14, 2018 at 7 pm in the City Council Chambers, 222 NE 2nd Avenue to review a Site & Design Review application and a Conditional Use Permit. The subject parcel is located on the west side of S Hazel Dell Way approximately 700 feet south of SE 1st Avenue. The applicant is seeking site and design approval to construct two buildings totaling 25,000 SF of industrial space.



Comments due– If you would like your comments to be incorporated into the City’s Staff Report, please return the Comment Form by **Thursday, May 3, 2018**.

Location: 142 S Hazel Dell Way

Tax Lot: 31E34 03900 (Hatched in red on map at left.)

Lot Size and Zoning: 1.99 acres, M-1 Light Industrial Zone, IO Canby Industrial Area Overlay Zone

Owner: Piedmonte Group, LLC

Applicant: Greenbox, PDX

Representative: Aric DeBriac

Application Type: Site & Design Review Type III & Conditional Use Permit

City File Number: DR 18-02/CUP 18-02

Contact: Bryan Brown, Planning Director, 503-266-0702 or BrownB@canbyoregon.gov

What is the Decision Process? The Planning Commission will make a decision after the Public Hearing. The Planning Commission’s decision may be appealed to the City Council.

Where can I send my comments? Written comments can be submitted up to the time of the Public Hearing and may also be delivered in person to the Planning Commission during the Public Hearing. (Please see *Comment Form*). Comments can be mailed to the Canby Planning Department, P O Box 930, Canby, OR 97013; dropped off at 222 NE Second Avenue; or emailed to PublicComments@canbyoregon.gov.

How can I review the documents and staff report? Weekdays from 8 AM to 5 PM at the Canby Planning Department. The staff report to the Planning Commission will be available for inspection starting **Friday, May 4, 2018** and can be viewed on the City’s website: <http://www.canbyoregon.gov> Copies are available at \$0.25 per page or can be emailed to you upon request.

Applicable Criteria: Canby Municipal Code Chapters:

- Chapter 16.08 General Provisions
- Chapter 16.10 Off Street Parking & Loading
- Chapter 16.32 M-1 Light Industrial Zone
- Chapter 16.35 IO Canby Industrial Area Overlay Zone
- Chapter 16.42 Signs
- Chapter 16.43 Outdoor Lighting Standards
- Chapter 16.46 Access Limitations on Project Density
- Chapter 16.49 Site & Design Review
- Chapter 16.50 Conditional Uses
- Chapter 16.89 Application & Review Procedures
- Chapter 16.120 Parks, Open Space, & Recreation Land

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



City of Canby

MINOR PARTITION STAFF REPORT

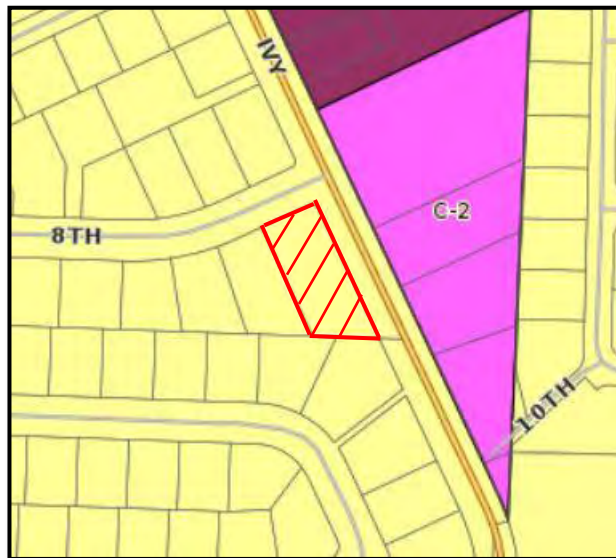
FILE: MLP 18-02

Prepared for the May 14, 2018 Planning Commission Hearing

LOCATION: 115 SW 8th Avenue

ZONING: R-1 Low Density Residential

Tax lots: 41E04AB03218 (Red Bordered/Hatched Property in Map Below)



LOT SIZES: 17,070 SQUARE FEET (.39 AC)

OWNERS: Amber Mathiesen

APPLICANT: Amber Mathiesen

APPLICATION TYPE: Minor Partition (Type III)

CITY FILE NUMBER: MLP 18-02

I. PROJECT OVERVIEW & EXISTING CONDITIONS

The applicant proposes to partition an existing 17,070 square foot lot into two parcels of approximately 9,968 square feet and 7,102 square feet each. The existing parcel is a corner lot and proposed Parcel 1 will contain an existing dwelling and front on SW 8th Avenue while proposed Parcel 2 will front on SW Ivy Street. All utilities to serve the new lots will be accessed from SW 8th Avenue or SW Ivy Street. SW Ivy Street is under Clackamas County jurisdiction and additional access is not permitted onto that street. Subsequently, access to the newly created Parcel 2 is proposed from a single private 12 foot easement along the west side of the property to access onto SW 8th Avenue.

II. **APPLICABLE CRITERIA & STAFF FINDINGS**

Applicable criteria used in evaluating this application are found in Chapter 16 of the *City of Canby's Land Development and Planning Ordinance* (Zoning Code) as follows:

- 16.08 General Provisions
- 16.10 Off-street Parking and Loading
- 16.16 R-1 Zone
- 16.21 Residential Design Standards
- 16.46 Access Limitations on Project Density
- 16.60 Major or Minor Partitions
- 16.64 Subdivisions-Design Standards
- 16.89 Application and Review Procedures

Chapter 16.08 General Provisions

16.08.070. Illegally created lots

In no case shall a lot which has been created in violation of state statute or city ordinance be considered as a lot of record for development purposes, until such violation has been legally remedied. (Ord. 740 section 10.3.05(G), 1984)

Findings: Based on available information, the property was created as Lot 7, Bristol-Gage Addition Subdivision. The property can be considered legally created for land use purposes.

16.08.160 Safety and Functionality Standards

The City will not issue any development permit unless the proposed development complies with the city's basic transportation safety and functionality standards, the purpose of which is to ensure that development does not occur in areas where the surrounding public facilities are inadequate. Upon submission of a development permit application, an applicant shall demonstrate that the development property will meet the standards listed in A-E of this section.

Findings: The standards listed in the section are determined to be met as follows:

- a. Adequate street drainage exists.
- b. The street intersection has safe access and clear vision
- c. Public utilities are available and adequate to serve the new home

Chapter 16.10 Off Street Parking & Loading

Table 16.10.050 Off-street Parking Provisions

Findings: Two Parking spaces are required for each single-family dwelling, and adequate parking will be reviewed during the building permit process. Because Parcel 2 has a driveway access easement, it should be noted that that adequate onsite turnarounds be provided so vehicles exit forward onto the public street.

16.10.070 Parking lots and access

B. Access

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards.... Section 16.08.08.090 states: "The Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews. (Ord 740 section 10.3.05(l) 1984)"

Findings: The City Engineer asked for street improvements along the SW 8th Avenue frontage and the comments are listed as conditions of approval. A new driveway and curb cut is necessary. Clackamas County provided comments concerning road improvements along SW Ivy Street that will be made conditions of approval.

16.10.070(10) (f): Distance between Driveways and Intersections for Single-family Residential Houses...:

Findings: It appears by the submitted site plan that access for the newly created lot will be able to comply with the required 50 foot separation from the nearest street intersection. The proposed driveway easement shall maintain a 5 foot driveway setback from the property line at the curb frontage, and a 10 foot separation from the nearest driveway.

Table 16.10.070: Minimum dimensional Standard for Parking:

Findings: Parking standards will be verified during the building permit process. Minimum driveway width is 12' with a maximum of 24' at the inside edge of the sidewalk for a home with a 2 car garage.

16.16 R-1 Low Density Residential Zone

16.16.010 Uses permitted outright: Uses permitted outright in the R-1 zone shall be as follows:
B. Single family dwelling; one single-family dwelling per lot.

Findings: The proposed and existing single-family homes are permitted outright in the zone.

16.16.030 Development standards: The required development standards of the R-1 zone are listed in this section.

Findings: The proposed additional lot meets the 7,000 square foot minimum and 10,000 square foot maximum lot sizes. In this case, the access easement onto SW 8th Avenue for Parcel 2 can function as a utility easement across Parcel 1 or utilities can be from the SW Ivy Street frontage. The existing dwelling will meet the minimum rear setback to the proposed new property boundary, and both parcels will comply with the minimum 60 foot lot width. Verification of maximum impervious area will be addressed during the building permit process for new dwelling construction on Parcel 2.

16.46 Access Limitations on Project Density

Findings: There is no evidence that the additional lot will impact the suitability of the existing access to lots within the neighborhood. No new roads are proposed to trigger minimum access standards.

16.60 Major or Minor Partitions

16.60.020 Standards and criteria

The same improvements shall be installed to serve each building site of a partition as is required of a subdivision, and the same basic design standards shall apply. If the improvements are not constructed or installed prior to the filing of the signed partition plat with the county, they shall be guaranteed in a manner approved by the City Attorney. However, if the commission finds that the nature of development in the vicinity of the partition makes installation of some improvements unreasonable, the commission shall except those improvements. In lieu of excepting an improvement, the commission may recommend to the council that the improvement be installed in the area under special assessment financing or other facility extension policies of the city.

Findings: As indicated above, the standards of Chapter 16.64, Subdivision Design Standards, are applicable to this proposal. The above section also gives the Planning Commission the authority to be flexible with public improvement requirements that may be unique to this case.

16.60.030 Minor partitions.

Application for a minor partition shall be evaluated based upon the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan;
- B. Conformance with all other applicable requirements of the Land Development and Planning Ordinance;
- C. The overall design and arrangement of parcels shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties;
- D. No minor partitioning shall be allowed where the sole means of access is by private road, unless it is found that adequate assurance has been provided for year-round maintenance sufficient to allow for unhindered use by emergency vehicles, and unless it is found that the construction of a street to city standards is not necessary to insure safe and efficient access to the parcels;
- 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 land division.

Findings: The application meets the provisions of a partition as stated in Section 16.60.040, and more specifically as a Minor Partition in that the applicant intends to divide a single parcel into two separate lots and does not propose any new street or roadway. Public facilities and services are presently available to serve the proposed lot by extending individual service laterals, and in the case of sanitary sewer a new sewer main, from adjacent SW 8th Avenue or SW Ivy Street. Both proposed parcels have street frontage, Parcel 1 on SW 8th Avenue and Parcel 2 on SW Ivy Street. Access to the newly created Parcel 2 will occur from a new driveway easement across Parcel 1 and directly onto SW 8th Avenue. A condition of approval shall be placed to establish that any possible utility easement needed across the frontages by utility service providers shall be made a part of the recorded partition plat.

16.60.060 Final procedures and recordation.

- A. Following the action of the city in approving or conditionally approving a tentative plat for a partition, the applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the city engineer prior to the transfer of title of any of the parcels involved.
- B. Recordation of an accurate survey map (Partition Plat), prepared by a registered engineer or licensed surveyor, must be completed within one year of the approval of the tentative map. One

- copy of the recorded survey map shall be filed with the City Planner for appropriate record keeping.
- C. The applicant shall bear full responsibility for compliance with applicable state and city regulations regarding the recordation of documents and subsequent transfer of ownership.
 - D. The Planning Director may approve a single one-year extension to the original one-year period. Applicants must file a request for such extension in writing, stating the reasons the request is needed. The Planning Director shall review such requests and may issue the extension after reviewing any changes that may have been made to the text of this title and any other pertinent factors, including public comment on the original application.

Findings: A condition of approval shall state that a surveyed partition plat prepared by a licensed surveyor or engineer shall be recorded at Clackamas County after City review. The proposed final plat must be submitted to the city for review within one year of Planning Commission approval, or the applicant must request that the Planning Director approve a one-year extension for submittal. The applicant or county shall provide the city with a copy of the final plat in a timely manner after it is recorded at Clackamas County. Additionally, a condition of approval shall list criteria in "A" above.

16.64 Subdivisions-Design Standards

16.64.010 Streets

- M. **Planting Easements.** The Planning Commission may require additional easements for planting street trees or shrubs.

16.64.070

- C. **(3) Street Trees.** Street trees shall be provided consistent with the provisions of Chapter 12.32.
- K. Street tree planting is required of the sub divider and shall be according to city requirements.

Findings: Generally, a condition of approval would require the applicant to submit a Street Tree Plan applicable to the parcel fronting on SW 8th Avenue and SW Ivy Street. However, street tree easement standards have not been applied to partitions with flag lots and developed frontage parcels. Subsequently, the street tree criterion is not applicable to this particular application.

16.64.030 Easements

- A. **Utility Lines.** Easements for electric lines or other public utilities are required, subject to the recommendations of the utility providing agency. Utility easements twelve feet in width shall be required along all street lot lines unless specifically waived. The commission may also require utility easements alongside on rear lot lines when required for utility provision. The construction of buildings or other improvements on such easements shall not be permitted unless specifically allowed by the affected utility providing agency.

Findings: A condition of approval shall require that all provisions of applicable utility agencies are met prior to the recordation of the partition plat.

16.64.040 Lots

- A. **Size and Shape.** The lot size, width, shape and orientation shall be appropriate for the location of the subdivision and for the type of development and use contemplated. To provide for proper site design and prevent the creation of irregularly shaped parcels, the depth of any lot or parcel shall not exceed three times its width (or four times its width in rural areas) unless there is a topographical or environmental constraint or an existing man-made feature such as a railroad line.

Findings: The proposed lots meet the above size, width, and shape criteria.

- C. Lot Frontage. All lots shall meet the requirements specified in Division III for frontage on a public street, except that the Planning Commission may allow creation of flag lots...upon finding that access and building areas are adequate.
- E. Lot Side Lines. The side lines of lots shall run at right angles to the street upon which the lots face...

Findings: The proposal meets the above criteria.

- J. Designation of Lots as 'Infill Home' Sites. The Planning Commission may require that homes built on one or more lots adjacent to existing development be subject to any or all of the requirements of 16.21.050 - Infill Homes. Furthermore, for subdivisions where the parent parcel(s) is less than two acres in size, the Planning Commission may require that all homes built on lots in the subdivision be subject to any or all of the requirements of 16.21.050. These requirements are to be shown on the subdivision plat or included in the deed restrictions.

Infill Lots are defined in Section 16.04.255 as follows: "Infill homes mean existing and new single family dwellings, manufactured homes, two-family dwellings, duplexes and triplexes on lots that are located in an R-1 or R-1.5 zoning district, and that have existing homes on two adjacent sides. Each adjacent home must be within 25 feet of the common lot line with the infill homes and have pre-existed for at least 5 years (dated from the existing homes final building permit approval). (Ord. 1107, 2002; Ord 1237, 2007; Ord 1323, 2010)"

Findings: It appears that proposed Parcel 2 may meet the definition of an infill lot. As a condition of approval, the applicant must address criteria in 16.21.050 during the building permit site plan review process.

16.64.060 Grading of Building Sites

The commission may impose bonding requirements, similar to those described in section 16.64.070, for the purpose of ensuring that grading work will create no public hazard nor endanger public facilities where either steep slopes or unstable soil conditions are known to exist.

Findings: The subject parcel is situated on level property without any indication of hazard to public facilities. Staff does not recommend a bonding requirement for grading purposes.

16.64.070 Improvements

- A. Improvement Procedures. In addition to other requirements, improvements installed by a land divider either as a requirement of these regulations, or at his own option, shall conform to the requirements of these regulations and improvement standards and specifications followed by the city, and shall be installed in accordance with the following procedure:
 1. Improvement work shall not be commenced until plans have been checked for adequacy and approved by the city. To the extent necessary for evaluation of the proposal, the plans may be required before approval of the tentative plat of a subdivision or partition. No work shall commence until the developer has signed the necessary certificates and paid the subdivision development fees specified elsewhere in this division.
 2. Improvement work shall not commence until after the city is notified and if work is discontinued for any reason it shall not be resumed until after the city is notified.

3. Improvements shall be constructed under the inspection and to the satisfaction of the City. The city may require changes in typical sections and details in the public interest if unusual conditions arise during construction which warrants the change.

Findings: Public Works department through the City's Engineer has recommended street improvements associated with this partition. A paved driveway approach to city standards is required for the new access onto SW 8th Avenue as well as a sidewalk along SW 8th Avenue and also the SW Ivy Street frontage which must be constructed to County standards.

5. A map showing public improvements "as built" shall be filed with the city engineer within sixty days of the completion of the improvements.

Findings: Public improvement plans are not required so as-built plans would not be needed for this project except for the public sewer main to serve the new lot.

- B.** The following improvements shall be installed at the expense of the sub divider unless specifically exempted by the Planning Commission:
1. Streets, including drainage and street trees;
 2. Complete sanitary sewer system;
 3. Water distribution lines and fire hydrants;
 4. Sidewalks and any special pedestrian ways;
 5. Street name and traffic-control signs;
 6. Streetlights;
 7. Lot, street and perimeter monumentation;
 8. Underground power lines and related facilities;
 9. Underground telephone lines, CATV lines, natural gas lines, and related facilities;

Findings: As previously discussed, staff recommends that improvements be limited to comments from the City Engineer and Clackamas County and compliance with building and erosion control standards with development of Parcel 2. As stated above, all improvements are at the expense of the applicant.

C. Streets

2. ...monuments shall be reestablished and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street centerlines as required by Oregon Revised Statutes Chapter 92.
4. Prior to city approval of the partition plat, all perimeter and back lot line monumentation shall be installed and the installation of the front lot monumentation (along and within street rights-of-way) shall be guaranteed. Any monuments destroyed during improvement installation shall be replaced at the developer's expense.

Findings: A condition of approval addresses monumentation requirements.

9. Improvements such as paving, curbing, installation or contribution to traffic signals, construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use where the existing transportation system may be burdened by the proposed use.

Findings: There is no evidence that the existing transportation system may be burdened by the proposal.

D. Surface Drainage and Storm Sewer System.

3. All new subdivisions in Canby are required to treat storm water on site. Storm water management using LID practices is required where feasible, pursuant to requirements of this chapter and other applicable sections of this code. LID facilities shall be constructed in accordance with Canby Public Works Design Standards.

Findings: All residential storm water must be retained onsite per Chapter 4 of the Canby Public Works Design Standards.

- G. Sidewalks.** Sidewalks shall be required on both sides of a public street and in any special pedestrian way within the subdivision, except that in the case of identified arterials, or industrial districts, the commission may approve a subdivision without sidewalks if alternative pedestrian routes are available. Sidewalk construction may be postponed until the actual construction of buildings on the lots, provided that adequate assurance is given that such sidewalks will be installed.

Findings: Construction of sidewalks along SW 8th Avenue and SW Ivy Street is necessary.

K. Other Improvements.

1. Curb cuts and driveway installation are not required of the sub divider but, if installed, shall be according to city standards.
2. Street tree planting is required of the sub divider and shall be according to city requirements.
3. The developer shall make necessary arrangements with utility companies or other persons or corporations affected, for the installation of underground lines and facilities....

Findings: A condition of approval states that, prior to home construction, a City Street Opening Permit is required when curb cuts are proposed as part of development. Otherwise access spacing requirements will be reviewed during the building permit process, but would appear to be met based on distance to the intersection and to the nearest adjacent driveway. Street trees are not required for this case. Any existing overhead utility lines are not proposed to be placed underground with a single new lot creation.

- M. Survey Accuracy and Requirements.** In addition to meeting the requirements as set forth in Oregon Revised Statutes relative to required lot, street and perimeter monumentation, the criteria listed in **Section 16.64.070** shall be required.

Findings: A condition of approval states that the City Engineer or County surveyor shall verify that the above standards are met prior to the recordation of the partition plat.

- N. Agreement for Improvements.** Before commission approval of a subdivision plat or partition map, the land divider shall either install required improvements and repair existing streets and other public facilities damaged in the development of the property, or execute and file with the city engineer, an agreement specifying the period within which required improvements and repairs shall be completed and provided that, if the work is not completed within the period specified, the city may complete the work and recover the full cost and expense, together with court costs and reasonable attorney fees necessary to collect the amounts from the land divider. The agreement

shall also provide for reimbursement to the city for the cost of inspection by the city which shall not exceed ten percent of the improvements to be installed.

O. Bond.

1. The land divider shall file with the agreement, to assure his full and faithful performance thereof, one of the financial choices listed in this section and meet stated provisions of the section.

P. Guarantee. All improvements installed by the sub divider shall be guaranteed as to workmanship and materials for a period of one year following written notice of acceptance by the city to the developer.

Findings: Any public improvements required by the Commission shall meet the above criteria. Necessary improvements are noted by the City Engineer for the partition and will be installed prior to recording the partition plat, and if not, bonding will be necessary.

16.89 Application and Review Procedures

Findings: This application is being processed in accordance with Chapter 16.89. Notice of the public hearing was mailed to owners and residents of lots within 200 feet of the subject development and to applicable agencies. Notice of the meeting was posted at City Hall, Library and published in the Canby Herald. This chapter requires a Type III process for minor partitions. A neighborhood meeting is not required for minor partitions. A pre-application conference was not held for this application. The review procedures have been met.

III. PUBLIC TESTIMONY/COMMENTS

Notice of this application and opportunity to provide comment was mailed to owners and residents of lots within 200 feet of the subject properties and to all applicable public agencies. All citizen and agency comments/written testimony will be presented to the Planning Commission.

Canby City Engineer, Clackamas County Public Works, Direct Link

Comments received from the public and agencies by the time the staff report was written are included as part of the file.

IV. Decision

Based on the application submitted and the facts, findings, and conclusions of this report, staff recommends that the Planning Commission **approve** Minor Land Partition File MLP 18-02 subject to the following conditions of approval:

V. CONDITIONS OF APPROVAL

Minor Partition Conditions Unique to This Request:

1. The new home on Parcel 2 may be subject to the residential infill standards. The home builder must meet applicable infill home evaluation criteria listed in

Section 16.21.050 that shall be addressed to assure code compliance at the time of submittal of a building permit and site plan review.

2. Any possible utility easement needed across the frontage on SW 8th Avenue or SW Ivy Street by utility service providers shall be made a part of the recorded partition plat.
3. The driveway easement shall meet the 12 foot paved minimum width standard stated in the Public Works Design Standards unless otherwise specified by the Planning Commission.
4. At the required pre-construction meeting for developing the parcels, the applicant must provide approved improvement plans that show any public water and sewer main extensions and a 5 foot separation between driveways.
5. **The applicant shall meet the provisions stated by the City Engineer in comments dated April 25, 2018.**
6. **The applicant shall meet the provisions stated by Clackamas County in comments dated April 27, 2018.**

Final Partition Plat Conditions:

7. A surveyed partition plat prepared by a licensed surveyor shall be recorded with Clackamas County after application and review of a Final Partition Plat by the City. The partition plat must be submitted to the city within one year of Planning Commission approval of the partition or the applicant must request, in writing, a one year extension from the Planning Commission. The applicant or county shall provide the city with a recorded copy of the plat in a timely manner.
8. The applicant shall bear full responsibility for compliance with applicable State or county regulations regarding the recordation of deed documents and subsequent transfer of ownership related to the newly established lot(s).
9. All provisions of applicable utility agencies shall be met prior to the recordation of the partition plat. Any possible utility easement needed across the frontages by utility service providers shall be made a part of the recorded partition plat.
10. The applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the city engineer prior to the transfer of title of any of the parcels involved.

Monumentation/Survey Accuracy Conditions

11. The county surveyor shall verify that the survey accuracy and monumentation requirements set forth in Oregon Revised Statutes and CMC 16.64.070(M) are met prior to the recordation of the partition plat. Installation of the front lot monumentation (along and within street rights-of-way) and the replacement of any existing monuments destroyed during improvement installation shall be confirmed by the city engineer or county surveyor prior to the recordation of the partition plat.
12. Monuments shall be reestablished and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street centerlines as required by Oregon Revised Statutes Chapter 92. The county surveyor shall verify compliance with this condition prior to the recordation of the final plat.

Residential Building Permits Conditions:

13. All work associated with the required paved driveway or utility installations associated with the new vacant Parcel 2 shall secure a street opening and/or driveway

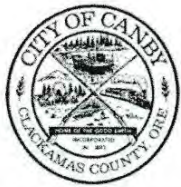
construction permit and comply with the City's current Public Works Design Standards.

14. Construction of all required public improvements and the recordation of the partition plat must be completed prior to the issuance of building permits and comply with all applicable City of Canby Public Works Design Standards.
15. The homebuilder shall apply for a City of Canby Site Plan Permit and County Building Permit for any proposed home.
16. Per the Canby Public Works Design Standards, minimum residential driveway widths at the inside edge of the sidewalk shall be 12 feet and the maximum residential driveway widths shall be 24 feet with an allowed exception for 28 feet for a home with 3 or more garages doors that face the street in a row.
17. The homebuilder for Parcel 2 shall apply for a City of Canby Erosion Control Permit prior to construction of a dwelling.
18. On-site storm water management shall be designed in compliance with the Canby Public Works Design Standards when development is proposed for Parcel 2.
19. Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for home construction. The applicable county building permits are required prior to construction of each home.

Attachments:

Partition Tentative Site Plan

Applicant's Narrative



City of Canby
 Planning Department
 222 NE 2nd Avenue
 P.O. Box 930
 Canby, OR 97013
 Ph: 503-266-7001
 Fax: 503-266-1574

LAND USE APPLICATION

MINOR PARTITION Process Type III MAJOR PARTITION Process Type III

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

Applicant Name: Amber Mathiesen Phone: 503-709-7991
 Address: 115 SW 8th Ave Email: Amber Mathiesen@outlook.com
 City/State: Canby Or Zip: 97013

Representative Name: Same as above Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: Same as above Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: Same as above Phone: _____
 Signature: Amber Mathiesen
 Address: _____ Email: _____
 City/State: _____ Zip: _____

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

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

PROPERTY & PROJECT INFORMATION:

115 SW 8th Ave _____ Total Size of Property _____ Assessor Tax Lot Numbers 41E04AB03218
 Street Address or Location of Subject Property

Residential Home _____ R1 _____ LDR _____
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

Vacant lot to sell
 Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
MLP 18-02	4-8-18	If		
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

PARTITION (MINOR OR MAJOR) – TYPE III–INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email: PlanningApps@canbyoregon.gov

Applicant City
Check Check

- One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – cash, check or credit card. Refer to the city’s Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
 “Major” Partition – includes the creation of a road or street.
 “Minor” Partition – does not include the creation of a road or street.
- Please submit one (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT** for all property owners and all residents within 200 feet of the subject property. **If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to “Occupant.”** A list of property owners may be obtained from a title insurance company or from the County Assessor’s office.
- One (1) copy of a written, narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria. **Ask staff for applicable Municipal Code chapters and approval criteria.**
 Applicable Code Criteria for this application includes:

I am not proposing any development
 I want to partition to create a
 vacant lot to sell. lot size will
 be conforming for R 7 zone.
- Three (3) copies of a Traffic Impact Study (TIS), conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City before the traffic engineer will conduct or review a traffic impact study.)
 Ask staff to determine if a Traffic Impact Study is required.
- No Neighborhood Meeting is required
- One (1) copy in written format of the minutes of the pre-application meeting
- One copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates how and when legal property lines were established and where the boundaries of the legal lot(s) of record are located. If the property is a lot or parcel created by plat, a copy of the recorded plat may be obtained from the Clackamas County Surveyor’s office. If the property is a legal lot of record created by recorded deed or land sales contract at a time when it was legal to configure property lines by deed or contract, then those recorded deeds may be obtained from the Clackamas County Office of the Clerk, or a Title Company can also assist you in researching and obtaining deeds.

Applicant City
Check Check

NA

If the development is located in a Hazard ("H") Overlay Zone, submit one (1) copy of an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one (1) copy of a grading plan and/or tree-cutting plan.

Two (2) 11" x 17" paper copies of the proposed plans, printed to scale no smaller than 1"=50'. The plans shall include the following information:

- Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
- Name of Proposed Partition Plat (subject to review and approval by Clackamas County).
- Partition boundary, parcel lines, parcel dimensions, gross area in square feet of each parcel (excluding the square footage of access ways for flag lots), and proposed public and private easements;

NA If any undevelopable tract is proposed to be created, the dimensions, gross area, and purpose of the tract shall be included.

NA If any oversized parcels are proposed, which in the opinion of the Planning Director are likely to be further divided in the future, provide an illustration of how the parcel could be further divided in conformance with all CMC standards in a manner which provides for continuation of streets and provides adequate building envelopes.

Site Plan-the following general information shall be included on the site plan:

- Property lines (legal lot of record boundaries);
- NA Location of all proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways;
- NA Callouts to identify dimensions and distances between structures and other significant features, including property lines, yards and setbacks, building area, building height, lot area, impervious surface area, lot densities and parking areas;
- NA Location of vision clearance areas at all proposed driveways and streets.
- NA Location and description of all existing structures (i.e., buildings, signs, fences, mechanical or utility structures, etc.) on the property, including those under construction or pending under an issued building permit. Indicate which structures are to remain and which are to be removed. For structures to remain, call out the distance between the structure and all proposed boundaries of the parcel upon which the structure is located.
- NA Location and proposed disposition of all existing: driveways, wells, septic tanks, drain fields, easements, drainage ways, and jurisdictional watercourses or wetlands on or abutting the property.
- NA Location, names, right-of-way width, improvement dimensions, curve radius, and grades of all existing and proposed streets and public access ways within the proposed partition and abutting the partition.
- NA Identify the classification of all streets in accordance with the Canby Transportation System Plan. Show typical cross-sections of proposed street improvements, including identification of proposed street trees. Provide street center profiles showing the finished grade of all streets as approved by the City Engineer, including extensions for a reasonable distance beyond the limits of the proposed subdivision.
- NA Location and type of existing and proposed transit facilities.
- NA Location of all proposed utilities, including sewer, water, storm water, electric, telephone, and natural gas; including utility sizes and grades.

PARTITION, MAJOR / MINOR – TYPE III: APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City, or the City Planner may determine that a pre-application meeting is necessary after an application has been discussed or upon receipt of an application by the City. To schedule a pre-application meeting, an applicant must submit a completed pre-application form and set of preliminary plans in written and electronic form to the Planning Department. Electronic submittals may be made on a CD or thumb drive or submitted via email to PlanningApps@canbyoregon.gov.
2. Prior to submitting an application, all applicants must hold a neighborhood meeting with surrounding property owners and any recognized neighborhood association representative, pursuant to the procedures described in Canby Municipal Code Section 16.89.070. In certain situations, the Planning Director may waive the neighborhood meeting requirement.
3. At the time an application is submitted to the City, payment of all required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.
4. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
5. Staff investigates the application, writes a staff report, issues public notice, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.
6. Prior to the public hearing, the City will prepare notice materials for posting on the subject property. This material will be posted **by staff** at least ten (10) days before the public hearing.
7. The staff report will be available to all interested parties at least seven (7) days prior to the hearing.
8. The Planning Commission holds a public hearing. The staff report is presented to the Commission. Testimony is presented by the applicant, proponents and opponents, followed by rebuttal from the applicant.
9. The Commission then issues findings of fact which support approval, modification, or denial of the application. A decision may be appealed to the City Council.
10. If an approval or a denial is appealed, City Council holds a public hearing. The staff report is presented and testimony taken, as at the original hearing(s). Unless the City Council decides to hear the appeal de novo, only testimony regarding items already in the record is permitted, and no new information may be entered. In the case of an appeal, the Council may affirm, revise or reverse the action of the Planning Commission in all or in part. The Council may also remand the matter back to the hearing body for further consideration.
11. Prior to construction of any of the subdivision improvements required pursuant to CMC 16.64.070, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held before issuance of any permits.

PARTITION, MAJOR / MINOR – TYPE III: STANDARDS AND CRITERIA

Under Section 16.60.030 of the Canby Municipal Code, an application for MINOR PARTITION approval shall be evaluated based on the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan;
- B. Conformance with other applicable requirements of the Land Development and Planning Ordinance;
- C. The overall design and arrangement of parcels shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties;
- D. No minor partitioning shall be allowed where the sole means of access is by private road, unless it is found that adequate assurance has been provided for year-round maintenance sufficient to allow for unhindered use by emergency vehicles, and unless it is found that the construction of a street to city standards is not necessary to insure safe and efficient access to the parcels; and
- 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 land division.

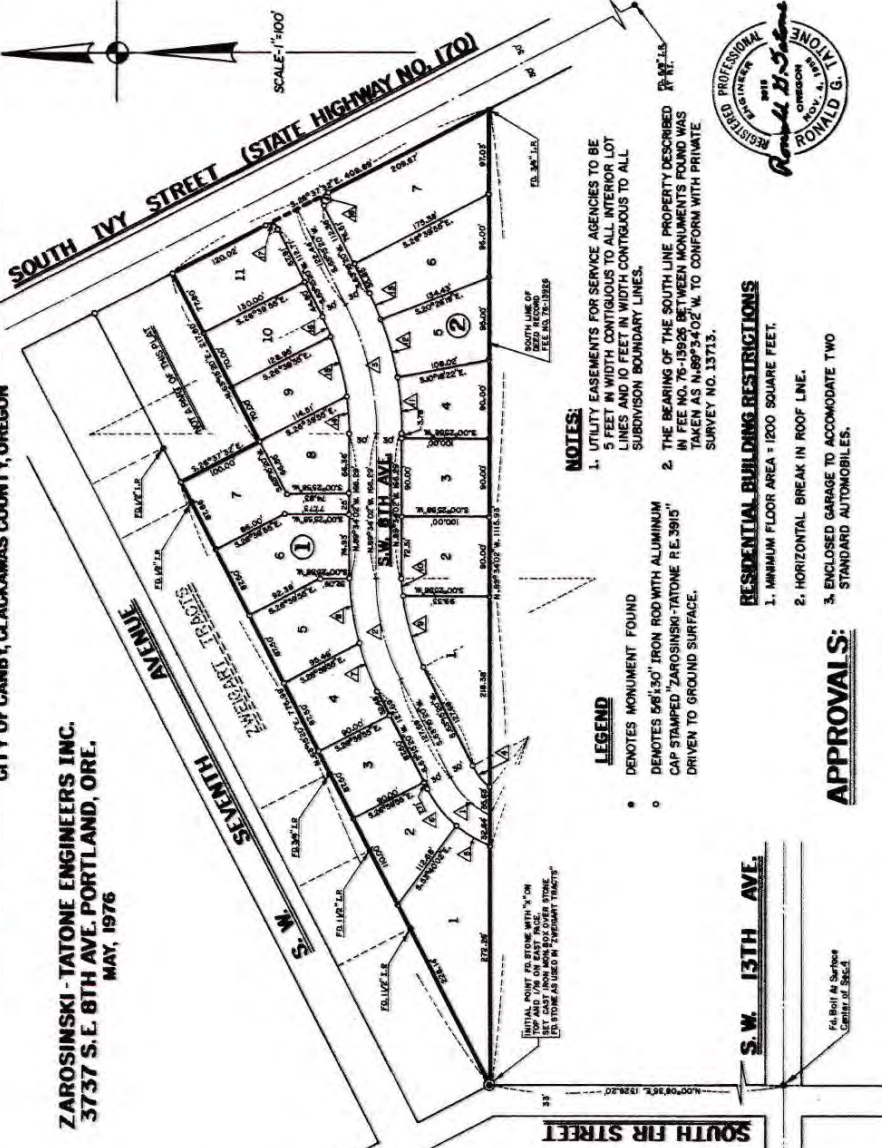
Under Section 16.60.040 of the Canby Municipal Code, an application for MAJOR PARTITION approval shall be evaluated based on the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan;
- B. Conformance with other applicable requirements of the Land Development and Planning Ordinance;
- C. The overall design and arrangement of parcels shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties;
- D. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed land division;
- E. In no case shall the use of a private road be approved for partitioning unless it is found that adequate assurance has been provided for year-round maintenance sufficient to allow for unhindered use by emergency vehicles, and unless it is found that the construction of a street to city standards is not necessary to insure safe and efficient access to the parcels; and
- F. The creation of a public street and the resultant separate land parcels shall be in conformance with requirements for subdivisions, except however, the Commission shall approve the creation of a public street to be established by deed without full compliance with the regulations applicable to subdivisions provided any of the following conditions exist:
 - 1. The establishment of the public street is initiated by the Council and is declared essential for the purpose of general traffic circulation and the partitioning of land is an incidental effect rather than the primary objective of the street.
 - 2. The tract in which the street is to be dedicated is a major partition within an isolated ownership of not over one acre or is of such size and characteristic as to make it impossible to develop building sites for more than three dwelling units.

"BRISTOL-GAGE ADDITION"

LOCATED IN THE NORTHEAST 1/4 OF SECTION 4, T-4S, R-1E OF THE WILLAMETTE MERIDIAN
CITY OF GANBY, CLACKAMAS COUNTY, OREGON

ZAROSINSKI-TATONE ENGINEERS INC.
3737 S.E. 8TH AVE. PORTLAND, ORE.
MAY, 1976



NOTES:

- UTILITY EASEMENTS FOR SERVICE AGENCIES TO BE 5 FEET IN WIDTH CONTIGUOUS TO ALL INTERIOR LOT LINES AND 10 FEET IN WIDTH CONTIGUOUS TO ALL SUBDIVISION BOUNDARY LINES.
- THE BEARING OF THE SOUTH LINE PROPERTY DESCRIBED IN FEE NO. 76-19925 BETWEEN MONUMENTS FOUND WAS TAKEN AS N-89°34'02" W. TO CONFORM WITH PRIVATE SURVEY NO. 13713.

LEGEND

- DENOTES MONUMENT FOUND
- DENOTES 5/8" x 3/4" IRON ROD WITH ALUMINUM CAP STAMPED "ZAROSINSKI-TATONE R.E. 7915" DRIVEN TO GROUND SURFACE.

RESIDENTIAL BUILDING RESTRICTIONS

- MINIMUM FLOOR AREA = 1200 SQUARE FEET.
- HORIZONTAL BREAK IN ROOF LINE.
- ENCLOSED GARAGE TO ACCOMMODATE TWO STANDARD AUTOMOBILES.

APPROVALS:

James L. Reed DATE 5-26-76
CHAIRMAN GANBY PLANNING COMMISSION
THAT THE ABOVE IS A TRUE AND CORRECT COPY OF THE ORIGINAL
JUDANITA ORR DATE
COUNTY ASSESSOR
Rod Peterson DATE 6-25-76
DEPUTY CO. ASSESSOR
Robert E. Mabe DATE 6-1-76
COUNTY SURVEYOR
Thomas D. Stuebel DATE 6-1-76
DEPUTY CO. SURVEYOR
James L. Reed DATE 6-1-76
CHAIRMAN CO. COMMISSIONERS
Ellen S. Reed DATE 6-1-76
COUNTY COMMISSIONER

No.	Radius	Cent. Ang.	Length	Chord	Bearing
1	1000.00	30°00'00"	653.19	324.66	S45°00'00" W
2	2500.00	27°00'00"	118.58	60.43	S72°00'00" W
3	3300.00	27°00'00"	156.93	79.77	S72°00'00" W
4	7000.00	18°00'00"	220.07	142.32	S72°00'00" W
5	13000.00	18°00'00"	444.57	284.64	S72°00'00" W
6	13000.00	23°00'00"	523.53	331.17	S72°00'00" W
7	13000.00	19°00'00"	524.31	274.60	S72°00'00" W
8	28000.00	19°00'00"	774.00	387.00	S72°00'00" W
9	28000.00	22°00'00"	868.85	440.00	S72°00'00" W
10	22000.00	04°00'00"	1751.00	6.76	N72°00'00" W
11	36000.00	04°00'00"	664.48	33.32	S72°00'00" W
12	36000.00	17°00'00"	701.11	35.17	S72°00'00" W
13	36000.00	04°00'00"	34.19	17.11	S72°00'00" W
14	30000.00	04°00'00"	46.45	22.77	S72°00'00" W
15	30000.00	04°00'00"	71.62	35.98	S72°00'00" W
16	30000.00	04°00'00"	25.33	12.67	S72°00'00" W
17	10000.00	89°00'00"	15.68	9.88	S11°15'00" W
18	10000.00	90°00'00"	10.73	10.02	N75°15'00" W

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT JACK BRISTOL AND CURTIS L. GAGE DO HEREBY MAKE, ESTABLISH AND DECLARE THE MAP OF "BRISTOL-GAGE ADDITION" AS DESCRIBED IN THE ACCOMPANYING SURVEYORS CERTIFICATE TO BE A TRUE AND CORRECT MAP AND PLAT THEREOF. ALL LOTS BEING OF THE DIMENSIONS SHOWN AND ALL STREETS AND AVENUES BEING OF THE WIDTHS HEREIN SET FORTH AND THAT WE DO HEREBY DEDICATE TO THE USE OF THE PUBLIC AS PUBLIC WAYS FOREVER ALL STREETS AND AVENUES SHOWN ON SAID PLAT.

WITNESS OUR SIGNATURES THIS 24th DAY OF May 1976
Jack Bristol CURTIS L. GAGE
JACK BRISTOL

ACKNOWLEDGEMENT:

STATE OF OREGON SS
COUNTY OF CLACKAMAS
BE REMEMBERED THAT ON THIS 24th DAY OF May 1976, BEFORE ME, THE PUBLIC NOTARY FOR THE STATE OF OREGON, PERSONALLY APPEARED JACK BRISTOL AND CURTIS L. GAGE KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE ON THE FOREGOING DOCUMENT, WHO BEING FIRST DULY SWORN DID ACKNOWLEDGE TO ME THAT THEY EXECUTED THE FOREGOING DOCUMENT FREELY AND VOLUNTARILY, IN TESTIMONY WHEREOF I HAVE HERETO SET MY HAND AND AFFIXED MY OFFICIAL SEAL, THE DAY AND YEAR FIRST IN THIS CERTIFICATE WRITTEN.
Notary Public for the State of Oregon MY COMMISSION EXPIRES 17 June, 1977

SURVEYOR'S CERTIFICATE:

I, RONALD G. TATONE, BEING FIRST DULY SWORN, DEPOSE AND SAY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS THE LAND REPRESENTED ON THE ADJOINING MAP TO BE KNOWN HENCEFORTH AS BRISTOL-GAGE ADDITION LOCATED IN THE NORTHEAST ONE QUARTER OF SECTION 4, T-4S, R-1E OF THE WILLAMETTE MERIDIAN, IN THE CITY OF GANBY, CLACKAMAS COUNTY, OREGON. THAT SAID TRACTS ARE BOUND BY THE WESTERLY LINE OF SAID TRACTS WITH AN "X" ON TOP AND "1/8" ON THE EAST FACE AS USED IN "ZWEIGART TRACTS" AND RECORDED IN RECORD OF PLATS CLACKAMAS COUNTY, OREGON. I SET A CAST IRON MONUMENT BOX WITH A COVER OVER THE STONE, WITH THE TOP OF THE MONUMENT BOX AT GROUND SURFACE AT A POINT THAT BEARS NORTH 00°08'35" EAST A DISTANCE OF 1,326.20 FEET FROM A BOLT SET AT THE CENTER OF SAID SECTION 4.

THENCE FROM SAID INITIAL POINT, NORTH 63°12'20" EAST ALONG THE SOUTHERLY LINE OF SAID "ZWEIGART TRACTS" AND SAID SOUTHERLY LINE EXTENDED WESTERLY AND EASTERLY A DISTANCE OF 775.98 FEET TO THE NORTHWESTERLY CORNER OF THAT PARCEL OF LAND CONVEYED TO JAMES L. HUIRAS CLACKAMAS COUNTY AND RECORDED SEPTEMBER 25 1967 IN BOOK 697, PAGE 618 RECORD OF DEEDS, CLACKAMAS COUNTY, OREGON, TO THE POINT OF BEGINNING OF SAID WESTERLY LINE OF SAID HUIRAS PROPERTY, A DISTANCE OF 10,000.00 FEET EAST ALONG THE WESTERLY LINE OF SAID PROPERTY, THENCE NORTH 63°12'20" EAST ALONG THE SOUTHERLY LINE OF SAID WESTERLY LINE OF SAID HUIRAS PROPERTY, THENCE SOUTH 28°37'32" EAST ALONG SAID SOUTHERLY LINE OF SAID HUIRAS PROPERTY A DISTANCE OF 408.69 FEET TO THE SOUTHEASTERLY CORNER OF THAT PARCEL OF LAND CONVEYED TO JACK BRISTOL AND CURTIS L. GAGE AND RECORDED MAY 3, 1976 BY FEE NO. 76-19926 RECORD OF DEEDS, CLACKAMAS COUNTY, OREGON; THENCE NORTH 89°34'02" WEST ALONG THE SOUTHERLY LINE OF SAID BRISTOL AND GAGE PROPERTY A DISTANCE OF 115.83 FEET TO THE INITIAL POINT OF BEGINNING OF THE ABOVE DESCRIBED "BRISTOL-GAGE ADDITION".
I HEREBY CERTIFY THE ACCOMPANYING TRACING TO BE AN EXACT COPY OF THE ORIGINAL.

SUBSCRIBED AND SWORN BEFORE ME THIS 24th DAY OF May 1976
Ronald G. Tatone MY COMMISSION EXPIRES 17 June, 1977
NOTARY PUBLIC FOR THE STATE OF OREGON

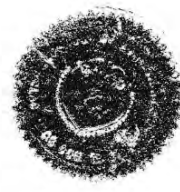
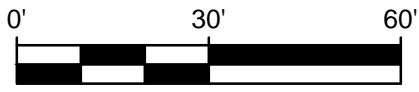




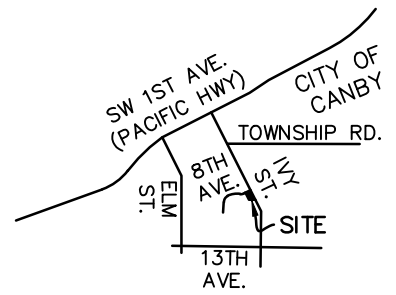
EXHIBIT MAP

IN THE NE 1/4 OF SECTION 4, T.4S., R.1E., W.M.
CITY OF CANBY, CLACKAMAS COUNTY, OREGON

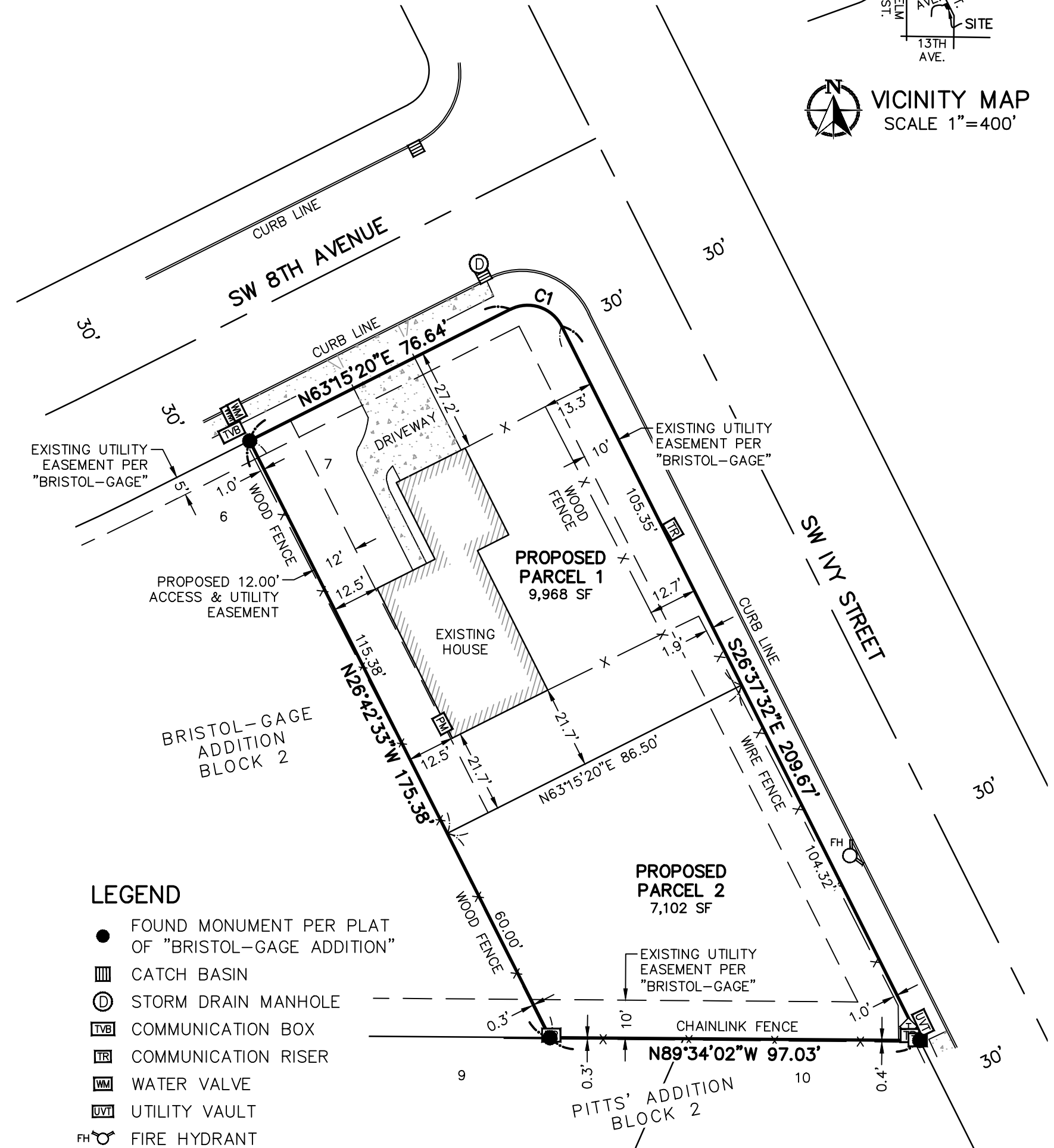
DATE: APRIL 4, 2018



SCALE: 1 INCH = 30 FEET



VICINITY MAP
SCALE 1"=400'



LEGEND

- FOUND MONUMENT PER PLAT OF "BRISTOL-GAGE ADDITION"
- ▣ CATCH BASIN
- ⊙ STORM DRAIN MANHOLE
- TVB COMMUNICATION BOX
- TR COMMUNICATION RISER
- WM WATER VALVE
- UVI UTILITY VAULT
- FH FIRE HYDRANT
- PM POWER METER
- x — FENCE LINE

CURVE TABLE

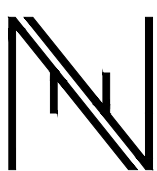
CURVE	RADIUS	LENGTH	DELTA	CHORD DIR.	CHORD LEN.
C1	10.00'	15.73'	90°07'08"	S71°41'06"E	14.16'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
SEPTEMBER 12, 2017
STEVEN LEE HOWELL
91569

RENEWAL: 6-30-2019

SURVEYED FOR: AMBER MATHIESEN



**FORTY FIVE NORTH
SURVEYING, LLC**

1583 COUNTRY GLEN AVE. NE, KEIZER, OR 97303
P: (503) 558-3330 E: info@ffnsurveying.com

JOB NO. 18-004

SHEET 1/1

Amber Mathiesen
115 SW 8th Ave
Canby Oregon 97013

4/4/2018

RE: Minor Partition at 115 SW 8th Ave

I would like to partition my lot to create a new lot to be sold.

The current lot is an irregular rectangle with the far rear property line being angled which creates a longer rear lot line. The newly created parcel (proposed parcel 2) will be facing SW 8th Ave and will have a front lot line of 86.50ft, the southwest side line be 60ft wide on the interior lot line, the rear/south lot line will be 97.03ft, the east lot line along Ivy will be 104.32 ft. The total proposed square ft will be 7102 SF. Access will be provided through an access easement through the south west side of Parcel 1. SW 8th Ave is in good condition and has curb and sidewalk along the length of the south side of the street.

The 17,070 sq foot site is zones R1 which allows lots to be 7,000 to 10,000 square feet. Parcel 1, the lot that contains a 1232 sq ft. Parcel 2, the newly created lot is intended to be sold vacant for future development with any use that meets zoning and design requirements.

Parcel 1 will use the same utilities currently used and accessed via SW 8th Ave. Parcel 2 will also access water, sewer, and electricity all located in SW 8th Ave.

Sincerely,

Amber Mathiesen

MEMORANDUM

TO: David Epling
FROM: Chris Hass, Traffic Engineering and Development Review
DATE: April 27, 2018
RE: MLP 18-02
41E04AB03218

Engineering staff has reviewed the submitted materials. This office has the following comments pertaining to this proposal:

FACTS AND FINDINGS

1. The applicant has proposed a two-parcel partition of an approximately 0.39 acre property with approximately 76 feet frontage on the southerly side of SW 8th Avenue and approximately 209 feet of frontage on SW Ivy Street. Parcel 1 is proposed to be approximately 10,000 square feet in area and contains an existing single family residence. Parcel 2 is proposed to be approximately 7,000 square feet in area and will be a new home site.
2. SW 8th Avenue is governed by the city of Canby but SW Ivy Street is governed by Clackamas County. Partitions within Clackamas County are required to provide frontage improvements per the Clackamas County Roadway Standards. SW Ivy Street is considered a major arterial and frontage improvements should follow standard drawing C140.
3. Pursuant to ZDO Section 1007, partition applications are required to improve the street along the project site frontages to current County standards. The minimum improvements on the SW Ivy Street frontage consistent with County requirements include, but are not necessarily limited to, a six-foot wide unobstructed sidewalk behind a five-foot wide landscape strip with street trees and an appropriate road taper.

Some sidewalk improvements exist on SW Ivy Street to the south. To make the connection to the existing sidewalk improvements, Clackamas County would be willing to forgo the planter strip requirement and allow curb tight sidewalk.

4. Under ZDO Subsection 1007.10, payment of a *Fee-in-Lieu-of* constructing sidewalk an acceptable alternative for the proposed partition. Under this code section, a fee can be paid based on estimated construction costs of sidewalk, curb, pavement widening, and storm system on the project site frontage. The funds are placed in a

pedestrian improvement fund to be used for pedestrian projects on the County's Essential Pedestrian Network.

CONCLUSION

If the Planning Section approves the request, the following conditions of approval are recommended. If the applicant is advised to or chooses to modify the proposal in terms of access location and/or design following the preparation of these comments this office requests an opportunity to review and comment on such changes prior to a decision being made.

The following items are project requirements from the Department of Transportation and Development's Development Engineering Division. These conditions of approval are not intended to include every engineering requirement necessary for the successful completion of this project, but are provided to illustrate to the applicant specific details regarding the required improvements that may prove helpful in determining the cost and scope of the project. These conditions are based upon the requirements detailed in the County's Comprehensive Plan (Comp Plan), the County's Zoning and Development Ordinance (ZDO) and the County's *Roadway Standards*. Additional requirements beyond those stated in the conditions of approval may be required. The applicant may discuss the requirements of the project with staff at any time.

The requirements specifically required by the Comp Plan and the ZDO cannot be modified by the Development Engineering Division. However, the requirements detailed in these conditions of approval, derived from the Development Standards, are based upon nationally accepted standards and engineering judgment and may be modified pursuant to Section 170 of the Roadway Standards. The applicant is required to provide sufficient justification to staff in any request. Staff shall determine if a modification is warranted.

RECOMMENDED CONDITIONS OF APPROVAL:

1. **Prior to final plat approval:** a Development Permit is required from the Engineering Division for review and approval of frontage improvements. The Permit shall be obtained prior to commencement of site work and recording of the partition plat. To obtain the permit, the applicant shall submit construction plans prepared and stamped by an Engineer registered in the State of Oregon, or plans acceptable to the Engineering Division, provide a performance guarantee equal to 125% of the estimated cost of the construction, and pay a plan review and inspection fee. The fee will be calculated as a percentage of the construction costs if it exceeds the minimum permit fee. The minimum fee and the percentage will be determined by the current fee structure at the time of the Development Permit application.
2. **Prior to final plat approval:** all required improvements shall be designed constructed, inspected and approved or financially guaranteed.
3. All required street, street frontage and related improvements shall comply with the standards and requirements of the Clackamas County Zoning and Development

Ordinance and the Clackamas County *Roadway Standards* unless otherwise noted herein.

4. The applicant shall either design and construct improvements along the entire site frontage of SW Ivy Street, or pay a Fee-In-Lieu-of amount for sidewalk, consistent with ZDO subsection 1009.10. The payment of Fee-In-Lieu-of for sidewalk shall be made prior to final plat approval. The improvements requiring design and construction if a FILO option is not chosen by the applicant shall consist of:
 - a. A six-foot wide unobstructed sidewalk behind a five-foot wide landscape strip. To accommodate storm drainage, the landscape strip may be used as a part of the storm drainage system. The applicant shall relocate mailboxes, fire hydrants, utility poles, etc, when they are located within the limits of the sidewalk, or if deemed an acceptable alternative by the Engineering Division, construct an eyebrow so that the full width of the sidewalk is provided around the obstruction. Mailboxes shall be relocated or replaced in accordance with United States Postal Service standards. Additional easement, as necessary, shall be granted to provide for any sidewalk eyebrows.
 - i) If the applicant chooses to forgo the landscape strip, curb tight sidewalk shall be provided meeting the requirements above in 4a.
 - b. Install one ADA compliant ramp on the southwest corner of SW 8th Avenue and SW Ivy Street to promote ADA access across SW8th Avenue and SW Ivy Street.
 - c. Drainage facilities in conformance with Clackamas County Service District #1, ZDO section 1008 and Clackamas County *Roadway Standards* Chapter four.
5. A Utility Placement Permit shall be required for any utility work required within the right-of-way of SW Ivy Street.
6. The applicant's attorney and/or surveyor or engineer shall provide written verification that all proposed parcels have legal access and utility easements as required prior to recording of the plat.
7. The applicant shall furnish sanitary sewer, storm drainage and domestic water easements as deemed necessary by the DTD Engineering Division and the City of Canby after final plans reviews. All such easements shall be shown and properly referenced upon the final partition plat.



City of Canby

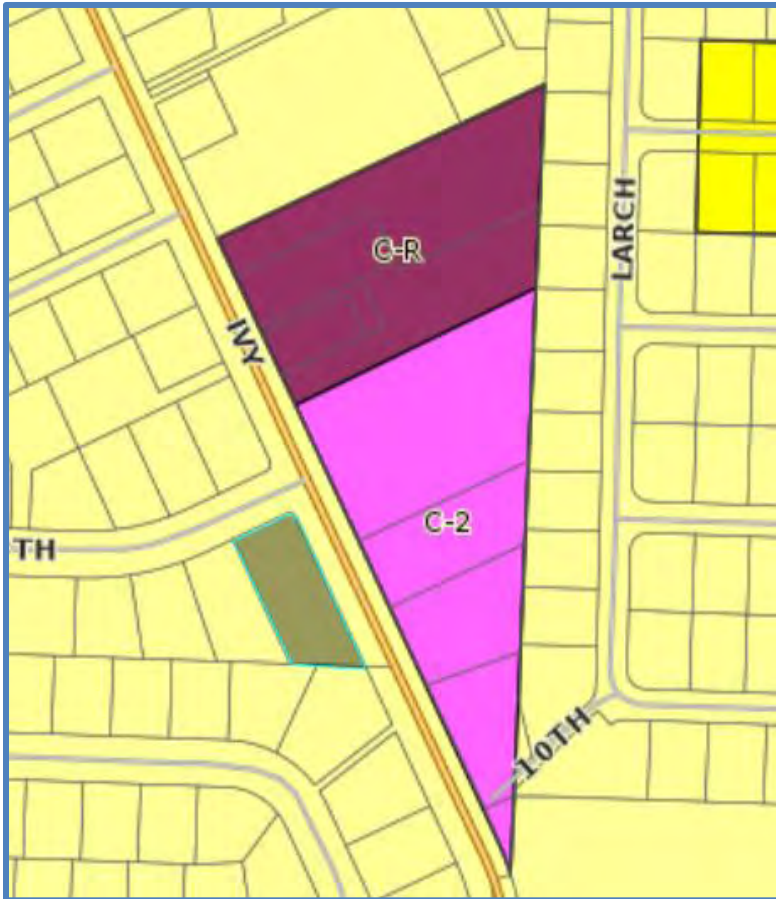
PUBLIC HEARING NOTICE & REQUEST FOR COMMENTS FORM

City File No.: **MLP 18-02**

Project Name: **115 SW 8th Ave**

PUBLIC HEARING DATE: MAY 14, 2018

The purpose of this Notice is to invite you to the Planning Commission Public Hearing on Monday, May 14, 2018, at 7 pm in the City Council Chambers, 222 NE 2nd Ave, to consider a Minor Land Partition application (MLP 18-02) and provide comments. Applicant proposes to partition an existing 17,070 square foot parcel, located at 115 SW 8th Ave, into two parcels and create a new 7,102 SF parcel to sell.



Location: 115 SW 8th Ave (See property shaded in gray on map at left).

Tax Lot: 41E04AB03218

Lot Size & Zoning: .16 acres, zoned R-1 Low Density Residential Zone

Property Owner: Amber Mathiesen

Applicant: Amber Mathiesen

Application Type: Minor Partition (Type III)

City File Number: MLP 18-02

Contact: David Epling 503-266-0686 or

eplingd@canbyoregon.gov

Comments due – If you would like your comments to be incorporated into the City’s Staff Report, please return the Comment Form by **Wednesday, May 2, 2018**. Written and oral comments can also be submitted up to the time of the Public Hearing and may also be delivered in person during the Public Hearing.

What is the Decision Process? The Planning Commission will make a decision after the Public Hearing. The Planning Commission’s decision may be appealed to the City Council.

Where can I send my comments? Prior to the Public Hearing comments may be mailed to the Canby Planning Department, PO Box 930, Canby, OR 97013; delivered in person to 222 NE 2nd Ave; or emailed to PublicComments@canbyoregon.gov.

How can I review the documents and staff report? Weekdays from 8 AM to 5 PM at the Canby Planning Department. The staff report will be available for inspection starting **Friday, May 4, 2018** and can be viewed on the City’s website: www.canbyoregon.gov. Copies are available at \$0.25 per page or can be emailed to you upon request.

Applicable Canby Municipal Code Chapters:

- 16.08 General Provisions
- 16.10 Off-Street Parking and Loading
- 16.16 R-1 Low Density Residential Zone
- 16.21 Residential Design Standards
- 16.46 Access Limitations on Project Density
- 16.60 Major or Minor Partitions
- 16.64 Subdivisions-Design Standards
- 16.89 Application and Review Procedures

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



City of Canby

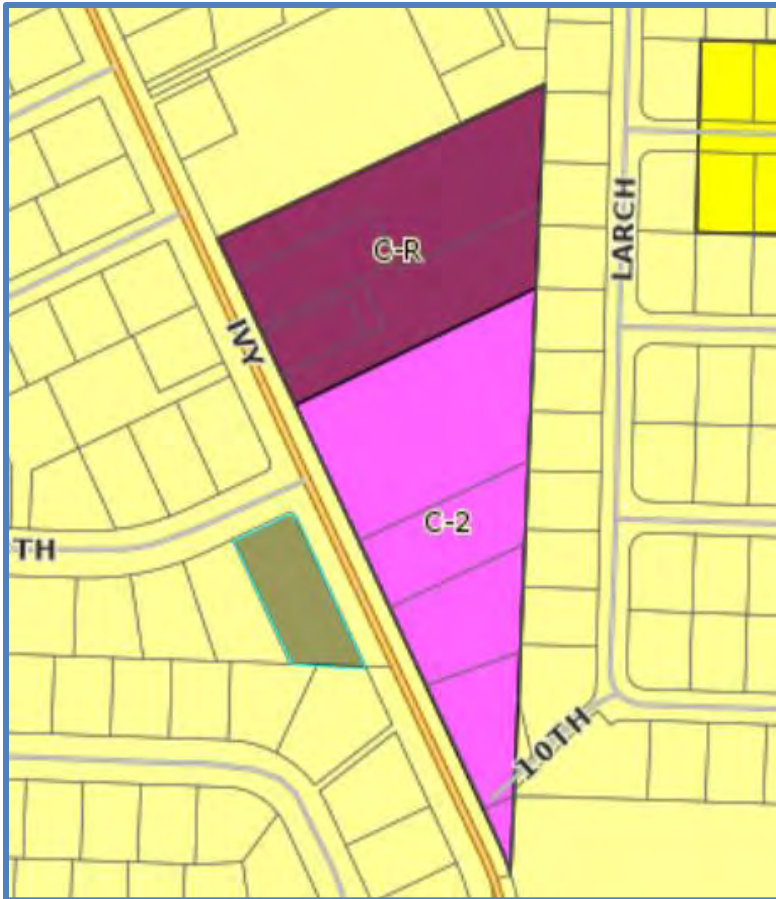
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Lot Size & Zoning: .16 acres, zoned R-1 Low Density Residential Zone

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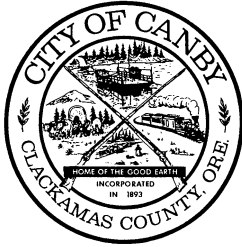
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**BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY**

A REQUEST FOR SITE AND DESIGN) FINDINGS, CONCLUSION & FINAL ORDER
REVIEW AND CONDITIONAL USE) DR 18-02 & CUP 18-01
PERMIT FOR CLARK/PIEDMONTE)
WAREHOUSE/FLEX SPACE FACILITY)
142 S. HAZEL DELL WAY)

NATURE OF THE APPLICATION

The Applicant has sought an approval for a Site and Design Review DR 18-02 and Conditional Use Permit CUP 18-01 to construct a two industrial Buildings with a total of 25,000 square feet for a flex space type of facility to provide work space for various industrial businesses on property addressed as 142 S. Hazel Dell Way otherwise described as Tax Lot 31E34 03900, City of Canby, Clackamas County, Oregon. The property is zoned Light Industrial (“M-1”) and Canby Industrial Area Overlay (I-O) Zone under the Canby Municipal Code (“CMC”).

HEARINGS

The Planning Commission considered application **DR 18-02 & CUP 18-01 Clark Products/Piedmonte Group** after the duly noticed hearing on May 14, 2018 during which the Planning Commission by a / vote approved **DR 18-02 & CUP 18-01**. These findings are entered to document the specifics of the approval.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review and Conditional Use Permit application shall be approved, the Planning Commission determines whether criteria from the Code are met, or can be met by observance of conditions, in accordance with Chapter 16.49.040 Site and Design Review, 16.50 Conditional Uses and other applicable code criteria and standards reviewed in the Staff Report prepared for and presented at the May 14, 2018 meeting of the Canby Planning Commission.

FINDINGS AND REASONS

The Staff Report was presented by staff with a recommendation for approval of the Site and Design Review and Conditional Use Permit applications (without benefit of the public hearing) along with Conditions of Approval in order to ensure that the proposed development will meet all required City of Canby Land Development and Planning Ordinance approval criteria.

After holding the public hearing where written and oral testimony was received from the applicant, other proponents, those who were neutral, and opponents in attendance; the Planning Commission closed the public hearing and moved into deliberation where they utilized the findings and conditions listed in the staff report along with the overall presentation record at the public hearing to make the following findings beyond those contained in the staff report to arrive at their decision and support their

recommended conditions of approval and the exact wording thereof:

-

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the modifications indicated above, concluded that the Site and Design Review and Conditional Use Permit application meets all applicable approval criteria, and recommended that File DR 18-02 and CUP 18-01 be approved with the Conditions of Approval stated below. The Planning Commission decision is reflected in the written Order below.

ORDER

The Planning Commission concludes that based on the record on file including testimony of the applicant and public at the public hearing, that the application will meet the requirements for Site and Design Review and Conditional Use Permit approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **DR 18-02 & CUP 18-01** is approved, subject to the following conditions of approval:

Conditions of Approval

Staff concludes that, with conditions, the application will meet the requirements for site and design review and conditional use permit approval. The city will not approve the building permit until all applicable conditions of approval are either met or shown to be met on the final construction plans. Staff has concluded the following conditions of approval are appropriate to assure conformance with applicable review criterion:

Conditions Unique to this Proposal

1. The applicant shall file a sign permit for any future planned signs that shall be limited to the size and height standards applicable to the I-O (Canby Industrial Area Overlay Zone) as indicated in Section 16.42.050, Table 7, of the sign ordinance. The proposed signs, after been found to conform to the sign ordinance, must secure a building permit from Clackamas County Building Inspection prior to their installation.
2. **The project must be in conformance with the applicable findings and recommendations outlined by the City Engineer in his memorandum dated April 30, 2018.**
3. At the time of construction, a revised site plan must be submitted that identifies the location of at least 12 bicycle spaces.

Procedural Conditions

Prior to Issuance of a Building Permit the following must be completed:

4. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled. Any drainage plan shall conform to an acceptable methodology for meeting adopted storm drainage design standards as indicated in the Public Works design standards.

5. A Sediment and Erosion Control Permit will be required from the City prior to commencing site work.
6. Prior to the issuance of a building permit, the installation of public or private utilities, or any other site work other than rough site grading, construction plans must be approved and signed by the City and all other utility/service providers. A Pre-Construction Conference with sign-off on all final construction plans is required. The design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, natural gas, telephone, storm water, cable television, and emergency service provisions is subject to approval by the appropriate utility/service provider. The City of Canby's preconstruction process procedures shall be followed.
7. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
8. Clackamas County will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project.

Prior to Occupancy of the Facility:

9. Prior to occupancy of the facility, all landscaping plant material indicated on the submitted landscape plan shall either be installed and irrigated with a fully automatic design/build irrigation system as proposed, or with sufficient security (bonding, escrow, etc.) pursuant to the provisions of CMC 16.49.100 (B).

I CERTIFY THAT THIS ORDER approving DR 18-02/CUP 18-01 which was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 14th day of May, 2018

John Savory
Planning Commission Chair

Bryan Brown
Planning Director

Laney Fouse, Attest
Recording Secretary

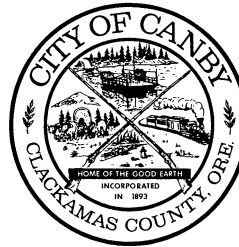
ORAL DECISION: May 14, 2018

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>John Savory</i>				
<i>John Serlet</i>				
<i>Larry Boatright</i>				
<i>Derrick Mottern</i>				
<i>Tyler Hall</i>				
<i>Shawn Varwig</i>				
<i>Andrey Chernishov</i>				

WRITTEN DECISION: May 14, 2018

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>John Savory</i>				
<i>John Serlet</i>				
<i>Larry Boatright</i>				
<i>Derrick Mottern</i>				
<i>Tyler Hall</i>				
<i>Shawn Varwig</i>				
<i>Andrey Chernishov</i>				

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



**A REQUEST FOR A MINOR LAND)
PARTITION)
115 SW 8th Avenue)**

**FINDINGS, CONCLUSION & FINAL ORDER
MLP 18-02
AMBER MATHIESEN**

NATURE OF THE APPLICATION

The Applicant has sought approval for Minor Land Partition Application MLP 18-02 to partition an existing lot containing 17,070 square foot into two parcels of approximately 9,968 square feet and 7,102 square feet each. Parcel 1 will contain an existing dwelling. The properties are described as Tax Map/Lot 41E04AB03218 Clackamas County, Oregon. The property is zoned Low Density Residential (“R-1”) under the Canby Municipal Code (“CMC”) and correspondingly designated Low Density Residential in the Canby Comprehensive Plan. All utilities to serve the new lot will be accessed via SW 8th Avenue or SW Ivy Street.

HEARINGS

The Planning Commission considered application MLP 18-02 after the duly noticed hearing on May 14, 2018 during which the Planning Commission approved MLP 18-02. These Findings are entered to document the approval.

CRITERIA AND STANDARDS

In judging whether or not a Minor Land Partition application shall be approved, the Planning Commission determines whether criteria from the *City of Canby Land Development and Planning Ordinance* are met, or can be met by observance of conditions. Applicable code criteria and standards were reviewed in the Staff Report dated May 2, 2018 and presented at the May 14, 2018 meeting of the Canby Planning Commission.

FINDINGS AND REASONS

The Staff Report was presented, and written and oral testimony was received at the public hearing. Staff recommended approval of the Minor Partition application and applied Conditions of Approval in order to ensure that the proposed development will meet all required *City of Canby Land Development and Planning Ordinance* approval criteria.

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the additional findings concluded at the public hearing and noted herein, concluding that the Minor Land Partition application meets all applicable approval criteria, and recommending that File MLP 18-02 be approved with the Conditions of Approval reflected in the written Order below.

ORDER

The Planning Commission concludes that, with the following conditions, the application meets the requirements for Minor Land Partition approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **MLP 18-02** is approved, subject to the following conditions:

CONDITIONS OF APPROVAL

Minor Partition Conditions Unique to This Request:

1. The new home on Parcel 2 may be subject to the residential infill standards. The home builder must meet applicable infill home evaluation criteria listed in Section 16.21.050 that shall be addressed to assure code compliance at the time of submittal of a building permit and site plan review.
2. Any possible utility easement needed across the frontage on SW 8th Avenue or SW Ivy Street by utility service providers shall be made a part of the recorded partition plat.
3. The driveway easement shall meet the 12 foot paved minimum width standard stated in the Public Works Design Standards unless otherwise specified by the Planning Commission.
4. At the required pre-construction meeting for developing the parcels, the applicant must provide approved improvement plans that show any public water and sewer main extensions and a 5 foot separation between driveways.
5. **The applicant shall meet the provisions stated by the City Engineer in comments dated April 25, 2018.**
6. **The applicant shall meet the provisions stated by Clackamas County in comments dated April 27, 2018.**

Final Partition Plat Conditions:

7. A surveyed partition plat prepared by a licensed surveyor shall be recorded with Clackamas County after application and review of a Final Partition Plat by the City. The partition plat must be submitted to the city within one year of Planning Commission approval of the partition or the applicant must request, in writing, a one year extension from the Planning Commission. The applicant or county shall provide the city with a recorded copy of the plat in a timely manner.
8. The applicant shall bear full responsibility for compliance with applicable State or county regulations regarding the recordation of deed documents and subsequent transfer of ownership related to the newly established lot(s).
9. All provisions of applicable utility agencies shall be met prior to the recordation of the partition plat. Any possible utility easement needed across the frontages by utility service providers shall be made a part of the recorded partition plat.
10. The applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the city engineer prior to the transfer of title of any of the parcels involved.

Monumentation/Survey Accuracy Conditions

11. The county surveyor shall verify that the survey accuracy and monumentation requirements set forth in Oregon Revised Statutes and CMC 16.64.070(M) are met prior to the recordation of the partition plat. Installation of the front lot monumentation

(along and within street rights-of-way) and the replacement of any existing monuments destroyed during improvement installation shall be confirmed by the city engineer or county surveyor prior to the recordation of the partition plat.

- 12.** Monuments shall be reestablished and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street centerlines as required by Oregon Revised Statutes Chapter 92. The county surveyor shall verify compliance with this condition prior to the recordation of the final plat.

Residential Building Permits Conditions:

- 13.** All work associated with the required paved driveway or utility installations associated with the new vacant Parcel 2 shall secure a street opening and/or driveway construction permit and comply with the City's current Public Works Design Standards.
- 14.** Construction of all required public improvements and the recordation of the partition plat must be completed prior to the issuance of building permits and comply with all applicable City of Canby Public Works Design Standards.
- 15.** The homebuilder shall apply for a City of Canby Site Plan Permit and County Building Permit for any proposed home.
- 16.** Per the Canby Public Works Design Standards, minimum residential driveway widths at the inside edge of the sidewalk shall be 12 feet and the maximum residential driveway widths shall be 24 feet with an allowed exception for 28 feet for a home with 3 or more garages doors that face the street in a row.
- 17.** The homebuilder for Parcel 2 shall apply for a City of Canby Erosion Control Permit prior to construction of a dwelling.
- 18.** On-site storm water management shall be designed in compliance with the Canby Public Works Design Standards when development is proposed for Parcel 2.
- 19.** Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for home construction. The applicable county building permits are required prior to construction of each home.

I CERTIFY THAT THIS ORDER approving **MLP 18-02 Mathiesen** which was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 14th day of May, 2018.

John Savory
Planning Commission Chair

Bryan Brown
Planning Director

Laney Fouse, Attest
Recording Secretary

ORAL DECISION: May 14, 2018

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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<i>Shawn Varwig</i>				
<i>Andrey Chernishov</i>				

WRITTEN DECISION: May 14, 2018

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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