

A G E N D A

CANBY PLANNING COMMISSION REGULAR MEETING City Council Chambers Monday, June 28, 1993

7:30 p.m.

I. ROLL CALL

II. MINUTES

May 10, 1993
June 14, 1993

III. CITIZEN INPUT ON NON-AGENDA ITEMS

IV. COMMUNICATIONS

Parking for Johnson Controls

V. FINDINGS

SUB 93-02 - Valley Farms, Phase 3
MLP 93-01 - Lindig
LLA 93-03 - Tatone

VI. NEW BUSINESS

VII. PUBLIC HEARINGS

VIII. DIRECTOR'S REPORT

IX. ADJOURNMENT

The City of Canby Planning Commission welcomes your interest in these agenda items. Please feel free to come and go as you please.

Kurt Schrader, Chair
Linda Mihata, Vice-Chair
Tamara Maher
Bob Gustafson

Henry Fenske
Wade Wiegand
Stan Elliot



MEETING TIMELINES AND PROCEDURES

- *In order not to restrict any person from testifying but, rather, to encourage everyone to do so, the Canby Planning Commission shall try to adhere as closely as possible to the following timelines:*

Applicant (or representative[s]) - not more than 15 minutes

Proponents - not more than 5 minutes

Opponents - not more than 5 minutes

Rebuttal - not more than 10 minutes


- *Everyone present is encouraged to testify, even if it is only to concur with previous testimony. For more complete presentations, Proponents and Opponents may "buy" time from one another. In so doing, those either in favor, or opposed, may allocate their time to a spokesperson who can represent the entire group.*
- *All questions must be directed through the Chair.*
- *Any evidence to be considered must be submitted to the hearing body for public access.*
- *All written testimony received, both for and against, shall be summarized by staff and presented briefly to the hearing body at the beginning of the hearing.*

Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven (7) days after the hearing.



MEMORANDUM

TO: *Planning Commission*

FROM: *Bob Hoffman, Planning Director* 

RE: *Parking for Johnson Controls*

DATE: *June 18, 1993*

Johnson Controls is involved in a major expansion of their facility to gain greater efficiency in their operation. Employment is *not* being expanded, but may actually shrink a little, compared to their employment peak. Tom Kotzian's letter of June 10, 1993 spells out their employment projections and starting time pattern.

The new ordinance amendments which were approved on 2nd reading by City Council on June 16th (and becomes effective 30 days later) have a provision within ***Section 16.10.010, Off-Street Parking - Exceptions***, which reads as follows:

" . . . A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section . . . "

Basically, I have stated to Johnson Controls that the City of Canby wants only that the parking "needs" be met. Currently, there are 233 parking spaces on-site, and the maximum shift employment is 163. The additional "need" over the 163 is due to "overlap" at shift change times, plus visitors, less car poolers, bicyclers, walkers, people driven to work, and people sick or on vacation.

Because the company "stagger" starting and leaving times (with 7 different starting times) as described in the June 10th letter from Tom Kotzian, the "overlap" time of the 2 shifts is minimized. The maximum number of employees scheduled on-site during any one period occurs at approximately 7:30 a.m. (209 employees), 3:45 p.m. (222 employees), and 4:15 p.m. (207 employees). Thus, if visitors are scheduled outside of these hours, conflicts are minimized, and the current 233 spaces appears to be adequate.

The new ordinance parking standards for Office and Warehousing Space requires that for structural additions 1.50 spaces per 1000 gross square feet of non-office wholesale place, plus 3.50 spaces per 1000 gross square feet of office space be provided. Thus, the proposed additions to the Johnson Control buildings, of 197,000 square feet of warehousing space and 5,390 square feet of office space ($197 \times 1 + 5.39 \times .5$), requires that 216 *new* parking spaces be provided, unless the Commission determines otherwise. The original buildings were built under a standard which required 1 space/employee. No adjustments are described in any of the standards for recognizing multiple shifts. This old standard would require the existing plant to have $(79 + 163 + 74)$ 316 spaces.

Rusty Klem and Bob Godon have related that, during their visits to the site, one had to *hunt* for a parking space. There are no designated visitor parking spaces. Also, Mr. Kotzian has stated to me that no distinctions are made between salaried and hourly employees, and that spaces are available on a "first-come, first-served" basis.

Mr. Kotzian has also stated that Johnson Controls will provide for the "need" and that they will have an asphalt area (#8) which they could use partially for parking, as needed. Their current plans are to use this space for parking trucks and trailers. The new paved area is 67,000 square feet and, based on 350 square feet per space, could provide up to 191 additional parking spaces. As you may be aware, Johnson Controls has also purchased the land immediately to the north of their current site and rents space across Baker.

My opinion is that the current 233 parking spaces is currently adequate and functioning because of the staggered starting times. No additional employment is expected. The additional paved area is better used for truck and trailer parking, but is available for parking, should a need arise.

The total site is 702,480 square feet; and
The landscaped area is 217,500 square feet, or 31%

Under the Site and Design Review Ordinance, the proposal is exempt from full review since the expansion does not exceed 60% of the value of the current building. Therefore, this review is, instead, being done under Section 16.40.

Recommendation

Since there is no increase in employment and the site appears to adequately function with 3 shifts and 7 overlapping starting times, the current 233 spaces is adequate, and additional auto parking should ***not*** be required. However, visitors should be scheduled at times ***other*** than peak shift changes (7:30 a.m., 3:45 p.m., and 4:15 p.m.). Should employment ever increase beyond the 316 previous peak number of employees, additional parking should be provided within 500 feet of the current site. The City Planner should occasionally check the site at peak overlap times, and monitor adjacent streets regarding off-site parking. If problems become apparent, Johnson Controls should be notified.

Johnson Controls, Inc.
Battery Group
800 N.W. Third Avenue
Post Office Box 1230
Canby, OR 97013
Tel. 503/266 2051

RECEIVED

JUN 01 1993

DUWELLEN / LOIJENGA
MCGARRIGLE / KNAUF

JOHNSON
CONTROLS

City of Canby
City Planner
Attention : Bob Hoffman
P.O. Box 930
Canby, Oregon 97013

May 27, 1993

Bob Hoffman:

JCI is adding additional square footage to its existing facility for the purpose of:

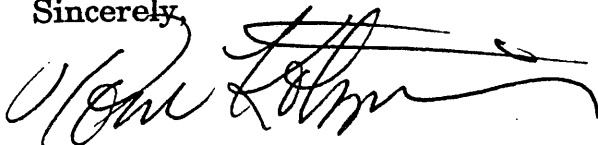
- A. Increased warehouse space will allow us to have all our supplies and product under one roof. For the last several years we had to rent off-site storage.
- B. Increased office space. This will allow us to eliminate some of the cramped quarters we have endured over the past several years.
- C. Increased shower and locker space for our employees. This current space has not been adequate for the last few years and we have more of our employees desiring to take showers.

This expansion is not designed to change our employment needs, in fact it will allow us to become more efficient.

We have adequate employee parking now and do not expect there to be any changes in the employment picture for the foreseeable future.

If I can answer any further questions, please call.

Sincerely,



Tom Kotzian



VAN DOMELEN / LOOIJENGA / McGARRIGLE / KNAUF
Consulting Engineers

3933 SW KELLY AVE. / PORTLAND, OREGON 97201-4393 / (503) 222-4453 / FAX 248-9263

PRINCIPALS

ALFRED H. VAN DOMELEN
DIRK N.M. LOOIJENGA
ROGER W. McGARRIGLE
JAMES E. KNAUF

ASSOCIATES

CHRIS C. VAN VLEET
GARY J. LEWIS
GORDON VAN TYNE

June 2, 1993

Bob Hoffman
City of Canby
P.O. Box 930
Canby, Oregon 97013

RE: Johnson Controls Project

Dear Mr. Hoffman:

Per our discussion last week, I understand there are proposed changes to the City's parking requirements. These changes would reduce the parking spaces required per square footage of development and also allow the Design Review Board to further reduce parking requirements, based on actual employee counts, on a case-by-case basis.

You and I discussed how to proceed with Johnson Controls' parking layout. I understand that our submittal would define actual parking needs. Enclosed is a letter from Tom Kotzian with Johnson Controls that addresses this issue. To expand on Tom's letter the employee count (maximum to date) is as follows:

Day Shift	163
Swing Shift	74
Night Shift	79

The revised site plan, also enclosed, shows the available parking. The site provides 233 parking spaces, 70 spaces over the maximum shift load. As stated in Tom's letter, there are no plans for additional employees, therefore there are adequate spaces not only for the largest shift, but also for some overlap between shifts and visitor parking.



MEMBER



JUN 10, 1993

Bob Hoffman:

Per request, I am enclosing the following review of our actual history of parking spaces and future needs. Letter of June 2, 1993 states that our maximum peak employment was 316 employees. Johnson Controls has not, and never will require the need for all employees to work on the same shift. The expansion this is only providing us with more warehousing space. The maximum number of spaces needed at any one time would be for shift overlaps.

Graveyard	79	Dayshift	163	Swingshift	74
Dayshift	163	Swingshift	74	Graveyard	79
TOTAL	242		237		153

Parking Times:

1ST	6:45 - 8:15 A.M.
2ND	2:45 - 5:15 P.M.
3RD	10:45P.M. - 12:15 A.M.

START TIMES FOR DAY SHIFT

7:00 A.M.	-	Approx. 15 Employees
7:30 A.M.	-	115
8:00 A.M.	-	33

TOTAL 163

GRAVEYARD EXITS

7:30 A.M.	-	28 Employees
8:00 A.M.	-	51 Employees

79

SWING SHIFT STARTS

3:00 P.M.	-	10 Employees
3:30 P.M.	-	64

TOTAL 74

DAY SHIFT EXITS

3:30 P.M.	-	15 Employees
4:00 P.M.	-	115
5:00 P.M.	-	33

163

-Page 2-

RE: Johnson Controls Project

Please review the site plan and let me know if you need additional information.

Sincerely,

A handwritten signature in black ink that reads "Kim McMillan". The signature is written in a cursive, flowing style.

Kim McMillan, P.E.

cc: Tom Kotzian, Johnson Controls
Roger Cummings, Johnson Controls

KSM:kmc

GRAVEYARD STARTS

SWING EXITS

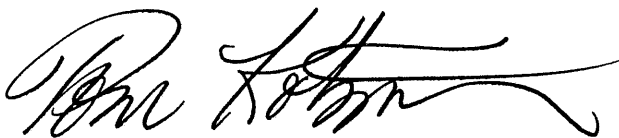
11:00 P.M. -	28 Employees	11:30 P.M.-	10 Employees
11:30 P.M. -	51	12:00 A.M.-	64
TOTAL	79		74

These numbers are total employees and have not been reduced to reflect carpoolers, 2 member families, employees driven to work by family members, bicyclers, motorcycles, or walkers.

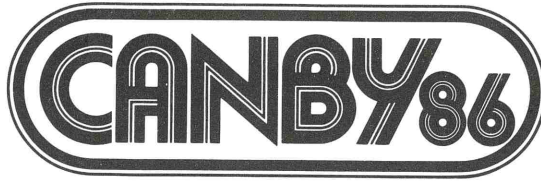
However, if it becomes necessary and Johnson Controls expands its employment beyond this peak in the future, we will provide up to the necessary level needed or the maximum level of 404. We have the asphalt area #8 to expand on as shown on the site plan dated 06-02-93.

In addition, during the construction phase to prepare for expansion it was necessary to load stocking material on rented trailers. We apologize for the inconvenience and have rented space to store these trailers until construction is complete. Johnson Controls will then unload material from rented trailers and store it in our expanded warehouse.

Sincerely,



Tom Kotzian



ELEMENTARY SCHOOL DISTRICT 86
Canby, Oregon 97013

June 23, 1993

Bob Hoffman
City Planner
City of Canby
182 N Holly
Canby, OR 97013

Dear Bob,

As per your request, I would like to provide the following information regarding the modular classroom situation in the Canby Elementary School District.

Effective June 21, 1993:

- Lee School -** Double-wide permanent modular will remain.
Three single-wide modulares will be removed.
- Knight School -** Two single-wide modulares will remain.
- Eccles School -** Two double-wide modulares will be removed.
One single-wide modular from Lee School will be installed.

Approved
1/90

Please let me know if you need further information. Thank you for your continued assistance.

Sincerely,

Milt Dennison
Superintendent

lb

CVI

June 18, 1993

**CYPRESS
VENTURES
INC.**

P.O. Box 223459
Carmel, CA 93922
FAX 408 / 626-4585
408 / 626-4287

7155 S.W. Varns St.
Suite 100
Portland, OR 97223
FAX 503 / 598-7966
503 / 624-1333

Robert G. Hoffman, AICP
Planning Director
City of Canby
PO Box 930
Canby, OR 97013

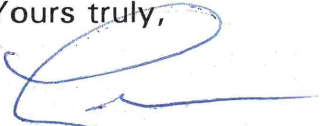
Dear Bob:

Thank you for your letter of June 4, 1993, regarding the Cedar Ridge Tot Lot.

I have reviewed our files and the landscape and Tot Lot plan approved by the city and I find that bark (wood chips) was approved. I don't know who the "representative of the developer" was who said wood chips would be avoided.

As you know, I must be very careful to do what was approved. As you also know, I will always try to be cooperative with the City. Please advise if you want me to get bids to see what it would cost to remove the bark and replace it with "pea gravel".

Yours truly,



Lowell W. Morse, Chairman
CYPRESS VENTURES, INC.

LWM/jm
hoffman.ltr