

**CITY OF HUBBARD PLANNING COMMISSION
STAFF REPORT**

REPORT: January 14, 2022

HEARING: January 18, 2022

FILE No.: Site Development Review, file #DR 2021-04

OWNER: Robert and Kemper Harden

LOCATION: 4074 Pacific Highway 99E. Tax lot 041W34B001200 (related to 1203, 1204)
Also referenced as: Parcel 1 of Marion County P.P. 93-50

ZONE: C – Commercial Zone

SIZE: 17,080 SF (0.39 acres). All three properties total 1.30 acres.

REQUEST: Site Development Review approval for a change of occupancy to convert an existing 1,502 square foot house into commercial office use. Remodeling is proposed to interior and exterior of structure. No changes are proposed to existing site amenities including paved parking, driveway, stormwater control, and landscaping.

CRITERIA: Hubbard Development Code (HDC) 2.106 C-Commercial Zone, Section 2.200 General Development Standards, and Section 3.105 Site Development Review, 3.110 – Non-Conforming Uses.

EXHIBITS A: Application submitted by applicant

I. PROCEDURE & AUTHORITY

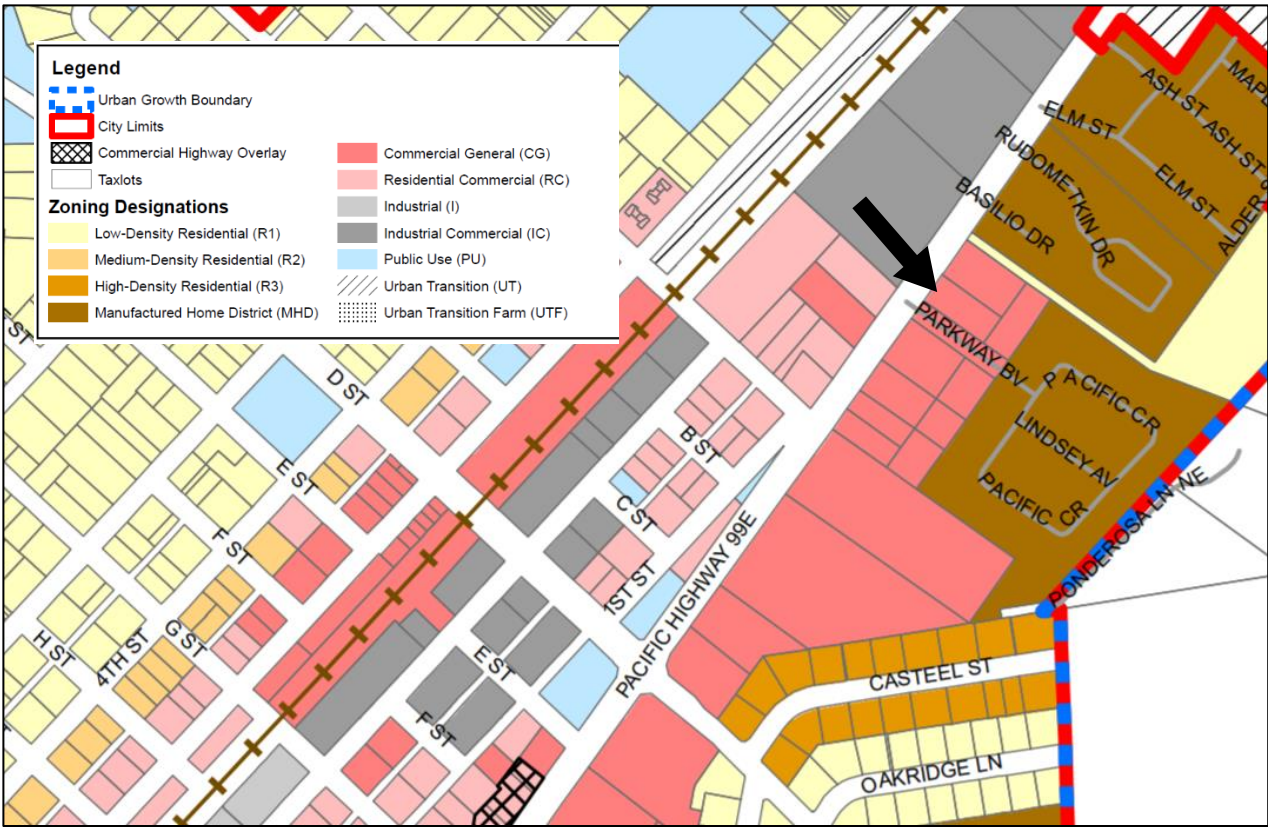
A Site Development Review is a Type II Action. A Type II action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Public notice and a public hearing are provided. An appeal of a Type II decision is to the City Council.

II. BACKGROUND

A. PROPERTY HISTORY

The applicant reports that the subject house is 1,502 square feet (SF) in size. Marion County Assessor reports that the house was constructed in 1933. There are three parcels under common ownership, referenced as Parcels 1-3 of Partition Plat # 93-50, tax lots 1200, 1203, 1204. All three parcels were involved in prior Site Development Review land use approval from the City of Hubbard with file #DR 06-04 which approved the development of 6,600 SF of warehouse plus 3,000 SF of office space, currently occupied by Kemper Drywall on Parcels 2 and 3. The house was not proposed for business use in the 2006 site development review. Shared site amenities include a gated driveway on Pacific Highway 99E, a gated driveway on Parkway Boulevard, parking lot, landscaping, and stormwater facility.

B. VICINITY MAP:



C. EXISTING CONDITIONS (Source: Marion County Survey GIS aerial imagery, 2021)



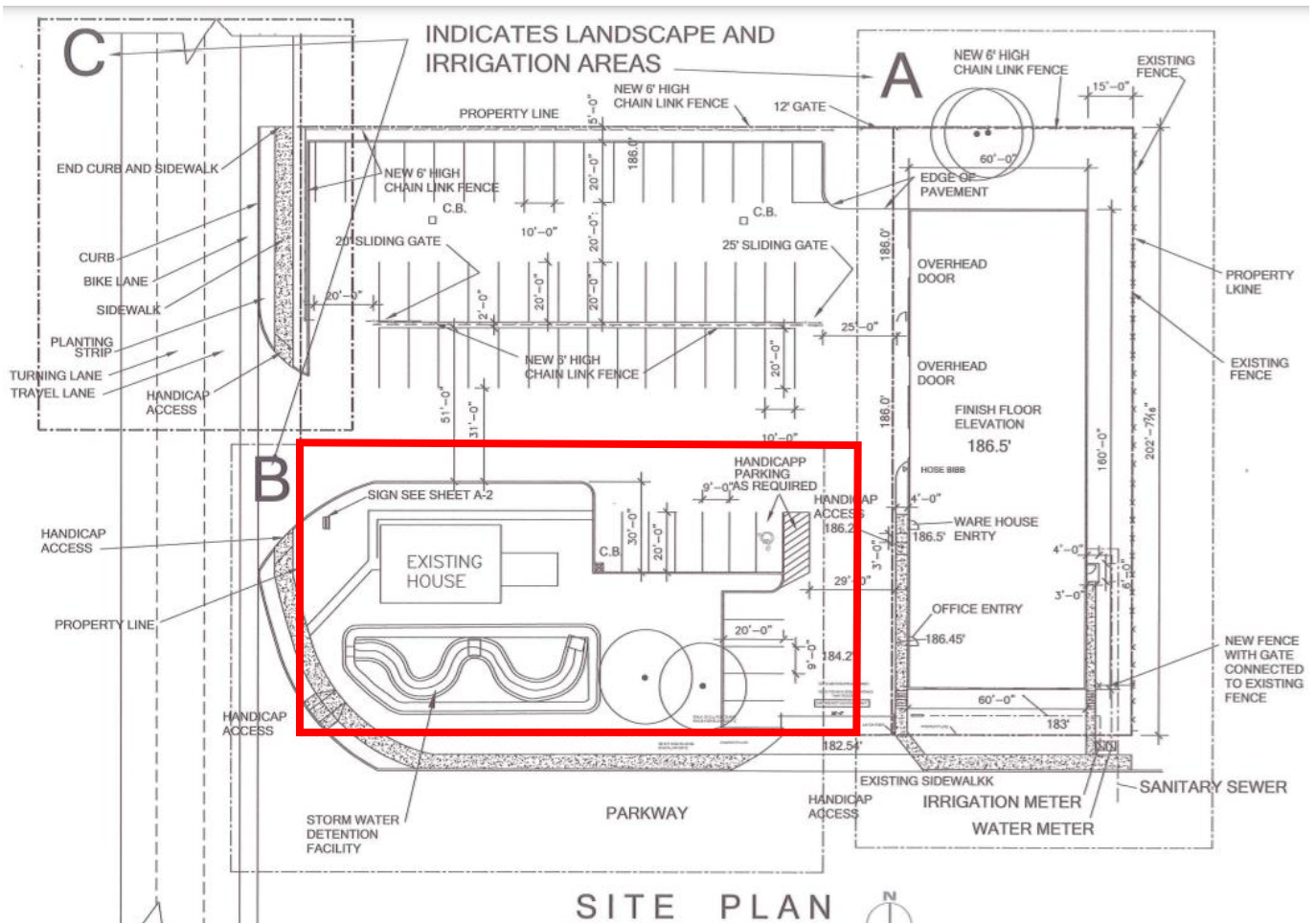
D. STREET VIEW (Google Streetview 2019, from Pacific Highway 99E)



STREET VIEW (Google Streetview 2013, from Parkway Boulevard)



III. SITE PLAN APPROVED WITH #DR 06-04



IV. PROPOSED DEVELOPMENT



V. REVIEW STANDARDS/CRITERIA

The purpose of this section is to assist the Planning Commission in their analysis of the applicable decision criteria for the proposed development. The following standards and criteria are found in the Hubbard Development Code (HDC).

3.105 SITE DEVELOPMENT REVIEW

3.105.03 Applicability of Provisions

A. Site Development Review shall be applicable to all new developments, major remodeling of existing developments, and change of occupancy, as defined by the Uniform Building Code, and/or change of use for commercial and industrial developments except:

- 1. single-family detached dwellings;***
- 2. a duplex;***
- 3. any commercial or industrial remodel, (including reconstruction), or expansion that does not exceed 25% of the total square footage of the existing or pre-existing structure;***
- 4. any new development, change of occupancy, or commercial or industrial remodel or reconstruction, that does not intensify the use of the property by increasing the number of customers, vehicle and pedestrian traffic to the site, parking requirements, etc.; or***
- 5. accessory dwelling units (ADU)***

STAFF FINDINGS: The applicant initially approached the City with an inquiry of whether the house could be used for residential or commercial office use. Staff reviewed the Hubbard Development Code and determined that the property is zoned C – Commercial. In this zone, dwelling units are only allowed when developed “accessory to a permitted use or above a permitted use.” When a permitted dwelling pre-dates a zone code, it is generally permitted to remain (grandfathered) as a non-conforming use, however, there is a limit to how long a non-conforming use or structure can sit vacant. Non-conforming uses are addressed in HDC 3.110 regarding alterations, restoration, or replacement, but discontinuations are addressed in HDC 2.403.02 as follows:

2.403.02 Discontinuation of Use

If a non-conforming structure and/or use is discontinued for a period of more than twelve (12) consecutive months, the structure and/or use shall not be resumed unless the resumed structure and/or use conforms with the requirements of the Ordinance and other regulations applicable at the time of the proposed resumption.

The applicant reports that the house has not been occupied as a residence for more than 10 years. For this reason, staff determined that the vacant house could not be resumed in residential use. The applicant is proposing to convert the house to a commercial office building. No business tenant has been identified with this application. Remodeling is proposed to both the interior and exterior.

HDC 3.105.03 above requires a Site Development Review when a remodel exceeds 25% of the total square footage and when a change of occupancy intensifies the use of a property through the number of vehicle trips or similar. For this reason, the owners have made a Site Development Review application to the City of Hubbard.

Following land use review and approval at the City of Hubbard, the applicant will be working with Marion County for permitting and inspections. Marion County Building Department staff Troy Wheeler responded to a request for comments with the following notes:

“This project will need to apply for a Change of Use structural permit. The Change of Use and the interior alterations can be applied for under the same structural permit. The interior changes will need to meet Accessible requirements, since this is being proposed as a commercial structure. The building plans will need to show enough information for the layout and room identification, along with structural members of the load bearing system, such as the floor joist, to ensure that the structure is not being overloaded for the proposed use. If there will be mechanical, plumbing or electrical work performed those will be permitted individually. The Applicant will need to apply for the structural permit through the City.”

Section 3.105.06 Evaluation of Site Development Plan

The review of a Site Development Plan shall be based upon consideration of the following:

A. Characteristics of adjoining and surrounding uses;

STAFF FINDINGS: The subject property is zoned C – Commercial. A professional office is an outright permitted use in the C zone. No specific business tenant has been identified for the building.

Adjoining Parcels 2 and 3 contain the warehouse/office building and parking lot used by the Kemper Drywall business. Surrounding properties along this section of Pacific Highway 99E are a mix of C - Commercial, RC - Residential Commercial, I – Industrial, and MHD – Manufactured Home District.

HDC 2.207.03 (B) Landscaping Minimum Area Requirements, states that commercial developments shall provide a minimum of 10 percent of the site for landscaping. The existing house is surrounded by lawn and trees. The landscaped area exceeds the minimum. The applicant states that some landscaping was lost in the last severe winter weather event, but no plans for replacement plantings have been identified.

No changes to lighting or signage are proposed with this application.

In consideration of the existing house structure footprint remaining unchanged with the remodel and change of occupancy, staff concludes that the subject property will not be made less compatible with the various other land uses in the vicinity.

B. drainage and erosion control needs;

STAFF FINDINGS: HDC 2.204 addresses Storm Drainage. Parcels 1-3 under common ownership share a stormwater facility shown in the southwest corner of the house which was sized to accommodate the full development in file #DR 06-04. This application does not propose to add additional impervious surface. Consequently, no additional storm water review is required. It is not known whether there is a shared stormwater facility access and maintenance easement between the three parcels. Staff has included a condition of approval for the applicant to record a shared stormwater facility access and maintenance easement to protect rights to the current stormwater facility in the event that one or more of the properties are sold out of common ownership. This standard can be met through compliance with the recommended condition of approval.

C. public health factors;

STAFF FINDINGS: The house structure has existing water and sewer public utility connections. The floor plan shows fixtures in two restrooms and a former kitchen. No upsizing is proposed. In response to a request for comments, City Public Works staff did not express concerns about the City's ability to serve the proposed commercial office. Private water and sewer service connections are reviewed by Marion County with a plumbing permit. Staff finds that the applicant can meet the public health factors through compliance with the recommended conditions of approval regarding Hubbard Public Works standards and procedures.

D. traffic safety, internal circulation and parking;

STAFF FINDINGS: HDC 2.203 addresses off-street driveways, parking, and loading. Required off-street parking is calculated as a sum of all land uses on a site. The 1,500 SF office will require $1,500 \text{ SF} / 200 \text{ SF} = 7.5 = 8$ vehicle parking spaces of minimum dimension 8.5 ft x 20 ft to serve future employees and customers. The 2006 site plan shows that Parcel 1 has a total of 12 paved 9 ft x 20 ft parking spaces, include one ADA space. To confirm that the full development will not be shorted on parking through this office conversion, the parking analysis for the warehouse building is: $6,600 \text{ SF} / 2,000 \text{ SF} = 4$ spaces for the warehouse storage use + $3,000 \text{ SF} \text{ office use} / 200 \text{ SF} = 15$ spaces for office use, totaling 18 required spaces for the drywall business. Parcels 2 and 3 containing the warehouse and large parking lot have 45 parking spaces measuring 10 ft x 20 ft. The drywall business will not be shorted on parking as a result of the proposed office conversion. The minimum two-way driveway width of 20 feet is met by the existing paved driveways and drive aisles.

HDC 2.203 (A) states that all driveways, parking, maneuvering, and loading areas shall have a durable hard surface. This standard is met by the existing pavement.

HDC 2.203.06 establishes off-street loading requirements. Commercial buildings under 5,000 SF are not required to provide loading zones.

HDC 2.203.09 establishes bicycle parking standards. The applicant states that bicycles are allowed to be parked in the adjacent warehouse. To make bicycle parking more accessible to future office employees and customers, staff has included a recommended condition of approval that the applicant install one bicycle rack with parking for two bicycles adjacent to the office building.

HDC 2.201.03 requires street frontage improvements with a Site Development Review. There are existing improved street, sidewalk, curbs, and gutters for the full length of both frontages of Parcel 1; Pacific Highway 99E and Parkway Boulevard. No additional public improvements are required.

At this frontage, the Pacific Hwy 99E right-of-way is currently shown as 80 feet wide according to the Marion County Assessor map, and 40 feet from centerline on Partition Plat 93-50 which created Parcels 1-3. Pacific Highway 99E is classified as a major arterial in the Hubbard Transportation System Plan (TSP). The adopted TSP and HDC 2.202.04 state that the right-of-way width for a major arterial should be 101 feet. Consistent other recent Site Development Reviews along the 99E corridor, staff is recommending a condition of approval for a 10-foot right-of-way dedication along the 86-foot wide frontage of Parcel 1 only, to bring the public right-of-way width from center line from 40 feet to 50 feet.

Pacific Highway 99E is an Oregon Department of Transportation (ODOT) jurisdiction facility. ODOT Region 2 Staff Casey Knecht reviewed the development application and had no comments.

Staff finds the proposed development can meet all traffic safety, internal circulation, and parking requirements through compliance with the recommended condition of approval.

E. provision for adequate noise and/or visual buffering from non-compatible uses;

STAFF FINDINGS: HDC 2.207 addresses screening and buffering. Screening is used to eliminate or reduce visual impacts of services areas, outdoor storage, parking areas, etc. Buffering is used to mitigate adverse visual impacts, dust, noise, pollution, and to provide compatibility between dissimilar adjoining uses. The applicant has not detailed the location of the garbage and recycling bins serving the office building. Screening this service area is included as a standard condition of approval. Staff finds this criterion can be met by compliance with the conditions of approval addressing screening.

F. retention of existing natural features on site;

STAFF FINDINGS: No changes are proposed to the existing mature trees on site. No other natural features exist on site.

G. connectivity of internal circulation to existing and proposed streets, bikeways, and pedestrian facilities; and

STAFF FINDINGS: HDC 2.203.08(E) addresses pedestrian accessways within off-street parking areas. It states: “Accessways through parking lots are usually physically separated from adjacent vehicle parking or parallel vehicle traffic by curbs or similar devices including landscaping, trees, and lighting. Where accessways cross driveways, they are generally raised, paved, or marked in a manner that provides convenient access for pedestrians.”

The applicant states that there is a dedicated pedestrian pathway from Parkway Boulevard to the warehouse building, across the crosswalk to the office building. That pedestrian access has a short set of stairs up to the warehouse. It is not convenient for foot traffic traveling along the 99E to access the front of the building. Staff recommends a condition of approval for the applicant to pave the pedestrian pathway shown in the 2006 site plan or similar accessible connection from the public sidewalk on 99E, if one is not already present. It is not clear whether the existing chain link fence is proposed to remain in place, along the perimeter of the property. This would complicate safe dedicated pedestrian access to the office building. This standard can be met through compliance with the recommended condition of approval.

H. problems that may arise due to development within potential hazard areas.

STAFF FINDINGS: No hazard areas are identified, although drainage is always a concern with hydric soils in the area. Poor area drainage increases the importance of an engineered and functional drainage plan for all local development.

VI. STAFF CONCLUSIONS & RECOMMENDATION

Based on the findings contained in this report, Staff concludes that the application (File DR 2021-04) can be found to comply with the applicable criteria, subject to compliance with the recommended conditions of approval listed below.

VII. RECOMMENDED CONDITIONS OF APPROVAL

Staff recommends APPROVAL of the application, subject to the following conditions of approval:

A. It is the responsibility of the applicant to obtain copies of and be familiar with all applicable codes and standards. Conformance to City of Hubbard Design and Construction standards is required. Compliance with Conditions of Approval shall be the sole responsibility of the applicant.

B. **COST OF IMPROVEMENTS:** Applicant shall be responsible for all costs of improvements associated with the development.

C. **REVISED SITE PLAN:** Prior to building permits, the applicant shall submit a final site plan which demonstrates compliance with these conditions of approval, including bicycle parking, pedestrian connectivity, and screening (if applicable).

D. **BUILDING PERMITS:** A copy of all Marion County Building Permit(s) shall be furnished to the City.

E. **FRONTAGE DEDICATION:** Prior to final occupancy of the commercial office, applicant shall dedicate 10 feet of public right-of-way along Parcel 1 Pacific Highway 99E frontage (measured as 50 feet from center line), pursuant to ODOT's procedures.

F. **STORMWATER EASEMENT:** Prior to final occupancy of the commercial office, applicant shall provide the City a copy of a stormwater facility access easement and maintenance agreement recorded to Parcels 1-3.

G. **RECIPROCAL DRIVEWAY AND PARKING EASEMENT:** Prior to final occupancy of the commercial office, applicant shall provide the City a copy of a reciprocal access easement and maintenance agreement recorded to Parcels 1-3 for the shared driveways and parking lot areas. This agreement may be combined with the stormwater easement described above.

H. UTILITIES:

1. Private water, sanitary sewer and storm drain systems on private property are reviewed and approved by Marion County (Plumbing Permit).
2. All utility work must be in accordance with the Oregon Health Authority (OHA) and the Oregon Department of Environmental Quality (DEQ).

I. **BICYCLE PARKING:** Prior to final occupancy, the applicant shall demonstrate installation of a minimum of two bicycle parking spaces (one double-sided rack).

J. PEDESTRIAN ACCESS: Prior to final occupancy, the applicant shall install pedestrian access connecting the office to the public sidewalk on the Pacific Highway 99E frontage.

K. SCREENING: Prior to final occupancy, the applicant shall demonstrate screening of garbage service area if located on Parcel 1.

L. FENCES: All fences shall be constructed in compliance with the HDC 2.401.09 Fences, Walls, and Hedges.

M. SIGNS: The applicant is advised that signs must comply with Section 2.206, and may require a building permit prior to installation. Applicant shall submit renderings and plans for all signs to the City, and must receive all applicable approvals prior to installation.

N. SECURITY: Hubbard Police Department general recommendations for site security and emergency response: 6-inch address numbers, adequate perimeter lighting, and monitored security system. Lighting shall be directed entirely onto the subject property, shall not cast a glare or reflection onto moving vehicles on public rights-of-way.

O. EXPIRATION OF APPROVAL: Site Development Review approvals shall be effective for a period of two (2) years from the date of written approval. If substantial construction of the approved plan has not begun within the two (2) year period, the approval shall expire. The applicant may request an extension of the approval for a period of one (1) year. A request for an extension of approval shall be submitted in writing at least thirty (30) days prior to the expiration date of the approval period. The project shall be constructed according to all approved plans. The approval shall be voided immediately if construction is a departure from the approved plan.

VII. PLANNING COMMISSION OPTIONS

- A. Motion to APPROVE Site Development Review file #DR 2021-04, and adopt the recommended findings and conditions of approval contained in the Staff Report dated January 14, 2022, as presented.
- B. Motion to APPROVE Site Development Review file #DR 2021-04, and adopt the recommended findings and conditions of approval contained in the Staff Report dated January 14, 2022, as REVISED by the Planning Commission (stating those revisions).
- C. DENY Site Development Review file #DR 2021-04 with amended findings that the application does not meet the applicable approval criteria.
- D. CONTINUE the hearing, to a date and time certain, if additional information is needed to determine whether applicable standards and criteria are sufficiently addressed.

EXHIBIT A:
APPLICATION MATERIALS SUBMITTED BY APPLICANT

SITE DEVELOPMENT REVIEW APPLICATION

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)

Hubbard, OR 97032

Phone: (503) 981-9633; Fax: (503) 981-8743

<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: _____

DATE: _____

FEE: _____

RECEIPT NO: _____

APPLICANT: Robert Harden and Kemper Harden

MAILING ADDRESS: PO Box 1389, Tualatin, OR 97062

PHONE: 971-570-5929 EMAIL

ADDRESS: robert@indigo-construction.net

OWNER(S) (If different from above): _____

PHONE: _____ EMAIL

ADDRESS: _____

ADDRESS: _____

PROPOSED STRUCTURE/IMPROVEMENT: Remodel the interior and exterior of the existing structure.

Square footage will stay the same.

SQUARE FOOTAGE: 1502

ESTIMATED VALUE OF STRUCTURE/IMPROVEMENT: \$150,000

PROPERTY DESCRIPTION:

ADDRESS: 4074 Pacific HWY 99E, Hubbard, OR 97032

MAP PAGE AND TAX LOT NO: Reel 1076 Page 339 041W34B001203 ZONE: _____

CURRENT USE/STRUCTURES: None SQUARE FOOTAGE OF SITE: 17080

ZONE: _____

SUBMITTAL REQUIREMENTS:

Please submit one (1) legible copy, drawn to scale on 8 ½ x 11 or 11 x 17 inch paper and one (1) electronic copy (PDF format preferred); OR eight (8) full-size copies (typically 18 x 24-inch or larger paper), one (1) reduced-size copy (8 1/2 x 11 or 11 x 17-inch), and one (1) electronic copy (PDF format preferred) of the following application materials:

Revised: 9/19/08

1. Site Analysis

- ☐ Existing site topography;
- ☐ Identification of areas exceeding 10% slopes;
- ☐ Site drainage, areas of potential flooding;
- ☐ Areas with significant natural vegetation;
- ☐ Classification of soil types;
- ☐ Existing structures, roadway access and utilities; and
- ☐ Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.

2. Site Plan

- ☐ Proposed grading and topographical changes;
- ☐ All proposed structures including finished floor elevations and setbacks;
- ☐ Vehicular and pedestrian circulation patterns, parking, loading and service areas;
- ☐ Proposed access to public roads and highways, railroads or other commercial or industrial transportation systems;
- ☐ Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Inverse elevations may be required for all underground transmission lines;
- ☐ Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
- ☐ Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks; and
- ☐ A schedule of expected development.

EVALUATION CRITERIA

In addition to compliance with the standards of the Development Code, the review of a Site Development Plan shall be based upon consideration of the following:

1. Characteristics of adjoining and surrounding uses;
2. Drainage and erosion control needs;
3. Public health factors;
4. Traffic safety, internal circulation and parking;
5. Provision for adequate noise and/or visual buffering from non-compatible uses;
6. Retention of existing natural features on site; and
7. Problems that may arise due to development within potential hazard areas.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)

11-18-21
Date

11-18-2021
Date

11-18-21
Date

[Signature]
Applicant

[Signature]
Owner(s)

[Signature]
Owner(s)

Date

Owner(s)

SITE DEVELOPMENT REVIEW INFORMATION SHEET

The purpose of the site development review process is to guide future growth and development in accordance with the Hubbard Comprehensive Plan and Development Code, provide an efficient process and framework to review development proposals, and resolve potential conflicts that may arise between proposed developments and adjacent uses.

☒ SITE DEVELOPMENT REVIEW REGULATION

Site development review is required for all new developments, major remodeling of existing developments, and change of occupancy, as defined by the Uniform Building Code, and/or change of use for commercial and industrial developments, except:

- 1) single-family detached dwellings;
- 2) a duplex;
- 3) any commercial or industrial remodel that does not exceed 25% of the total square footage of the existing structure, or
- 4) any new development, change of occupancy, or commercial or industrial remodel, that does not intensify the use of the property by increasing the number of customers, vehicle or pedestrian traffic to the site, parking requirements, etc.

Site development review procedures are listed in Section 3.105 of the Development Code.

☒ APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness, and if additional material is necessary, you will be contacted. Once the application is determined to be complete, a public hearing at the Planning Commission will be scheduled. Staff will prepare a report for Planning Commission review. The staff report is available seven days prior to the Planning Commission meeting. You will have the opportunity to testify on behalf of your application at the Planning Commission meeting. The Planning Commission decision can be appealed to the City Council.

☒ EFFECTIVE DATE OF APPROVAL

The site development review shall be effective 12 days after the date of the notice of the decision by the Planning Commission unless the decision is appealed to the City Council.

☒ ADDITIONAL INFORMATION

For additional information, call Hubbard City Hall at (503) 981-9633.

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 2/11/2020 (attachment to Resolution No. 686-2020)

Resolution No. 685-2020 requires land use applications to reimburse the City for the actual costs associated with their applications. The City requires a deposit for land use application as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the Director of Administration/City Recorder may require an additional deposit for costs that may be incurred to complete the project. At the end of the project a final bill will be prepared, and the City will either request additional funds or issue a refund check.

The following are examples of the most common types of charges and amounts per hour that will be incurred for land use projects in the City. These rates are provided for example purposes only, and you will be charged the actual costs incurred by the City as required by Resolution 685-2020. These example rates will therefore be reviewed annually and updated as necessary. You may request a copy of the most recent example rates at any time by contacting the Director of Administration/City Recorder.

City Planner **\$85.00**
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer **\$165.00**
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Director of Admin/Recorder **\$90.00**
Admin Assistant **\$45.00**
(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)

Public Works Director/Superintendent **\$84.00**
Public Works Admin Manager **\$68.00**
Utility Worker II **\$58.00**
Utility Worker I **\$37.00**
Admin Assistant **\$20.00**
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief **\$83.00**
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney **\$235.00**
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page
Color .35 per page
(Black & White 11X 17) .50 per page
Color .70 per page

Long Distance Phone Calls \$3.00 per call
Fax \$2.00 per fax + .50 per page

I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

Applicants Signature

Date

11-18-21

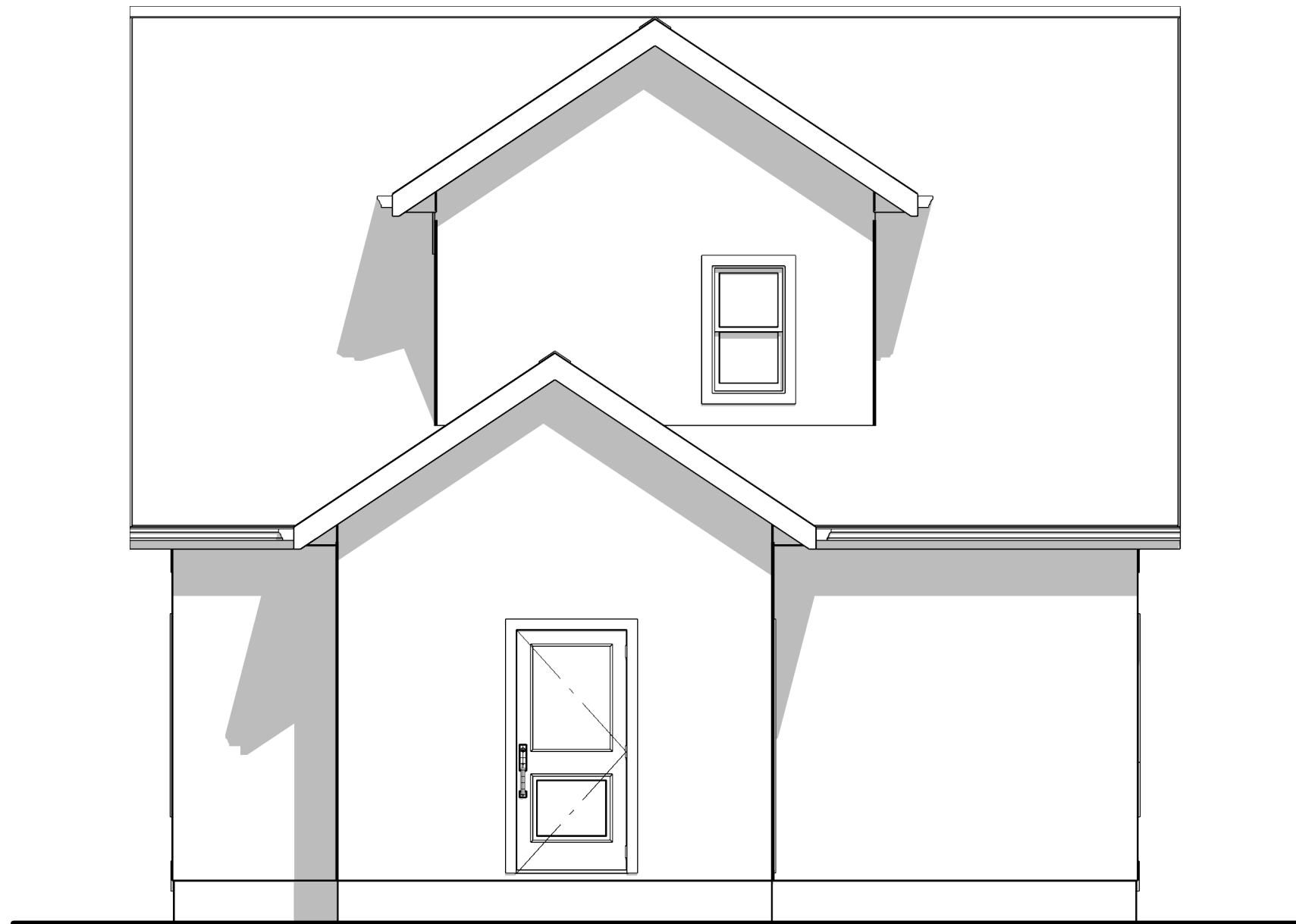


APPLICANT RESPONSES TO STAFF QUESTIONS

1. Land use: What is the proposed use of the building? The application does not state what the building will be used for. In prior correspondence, staff determined that the non-conforming residence in the C zone cannot be resumed for use as a residence due to the time spent vacant. It therefore must be used for a commercial use (office, retail, café, etc). Please provide a statement about the proposed use of the building. The building plans still have the “bedroom” labels which is confusing for the purposes of this commercial use review. **Yes, when we had the plans drawn, our intent was to use it for commercial or residential. Now that we know we cannot use it for residential, we are going to use it for office space. It will be a commercial property, and the rooms labeled “bedroom” will be offices.**
2. Utilities: Are existing water & sewer connections proposed to be used? Are the sizes sufficient for the proposed use? **Yes, the existing water / sewer will be used. The sizes will be sufficient for the proposed use.**
3. Stormwater: What are the on-site stormwater facilities? Were they sized to capture this building? Are they still performing as designed? Please provide copy of the stormwater report. **I have attached the site plans from the original development. There is a retention pond on the property, that never gets more than 1 or 2 inches in it, even during the heaviest of rains. Most of the time it is dry.**
4. Access: Are any changes proposed to the directional ingress/egress of the site either from Pac Hwy 99E or Parkway Blvd? **No changes.**
5. Shared facilities: If there are shared access and maintenance agreements/easements for the three parcels, please provide a copy of those. **There are none.**
6. Right of way: Are any changes proposed in the public right-of-way (sidewalks, driveway drops)? **None.**
7. Parking: Please explain what parking is available for use by this building’s employees and customers. Is ADA parking provided and still striped as such? **Yes, there are 2 ADA parking spots, and plenty of parking as per plans. We have more parking spots than we need. Which is nice.**
8. Bike Parking: Is bike parking proposed? If so, where? **We allow bike parking inside the warehouse on the property.**
9. Landscaping: It appears that the current landscaping does not match what was approved with the last Site Development Review. **Due to the last freeze and previous harsh winter conditions, we lost some trees and many of the small shrubs and bushes.**
10. Lighting plan: Is any new lighting proposed for the site? **No, there is plenty of lighting onsite.**
11. Pedestrian connection: Are there safe pedestrian connection(s) from the sidewalk to the building? **Yes, there is a path from the sidewalk to the warehouse, then to the building.**
12. Storage: Is any outdoor storage proposed with this development? **No.**
13. Storage: Are the storage containers shown in the Google aerial view occupying nearby parking for this building only temporary? **Temporary.**
14. Signage: Is any new signage proposed? **Not at this time.**

2021 ORSC

THESE DRAWINGS ARE INTENDED FOR ARCHITECTURAL REFERENCE ONLY. DRAFTSMAN IS NOT AN ARCHITECT OR ENGINEER. ALL FEDERAL, STATE AND LOCAL CODES, ORDINANCES, REGULATIONS ETC. SHALL BE CONSIDERED AS PART OF SPECIFICATIONS FOR THIS BUILDING AND SHALL TAKE PREFERENCE OVER ANYTHING SHOWN, DESCRIBED OR IMPLIED IN THESE PLANS. COORDINATE ALL APPLICABLE MODIFICATIONS TO THESE DRAWINGS AS REQUIRED. WAVRA DESIGN CO. IS IN NO WAY RESPONSIBLE FOR THIS BUILDING NOT COMPLYING WITH APPROPRIATE BUILDING CODES OR STANDARDS AND ASSUMES NO LIABILITY FOR THE PLANS IN PART OR WHOLE AND/OR THE CONSTRUCTION OF THE WORK CONTAINED HEREIN. A QUALIFIED PROFESSIONAL SHOULD REVIEW PLANS FOR ERRORS AND OMISSIONS.

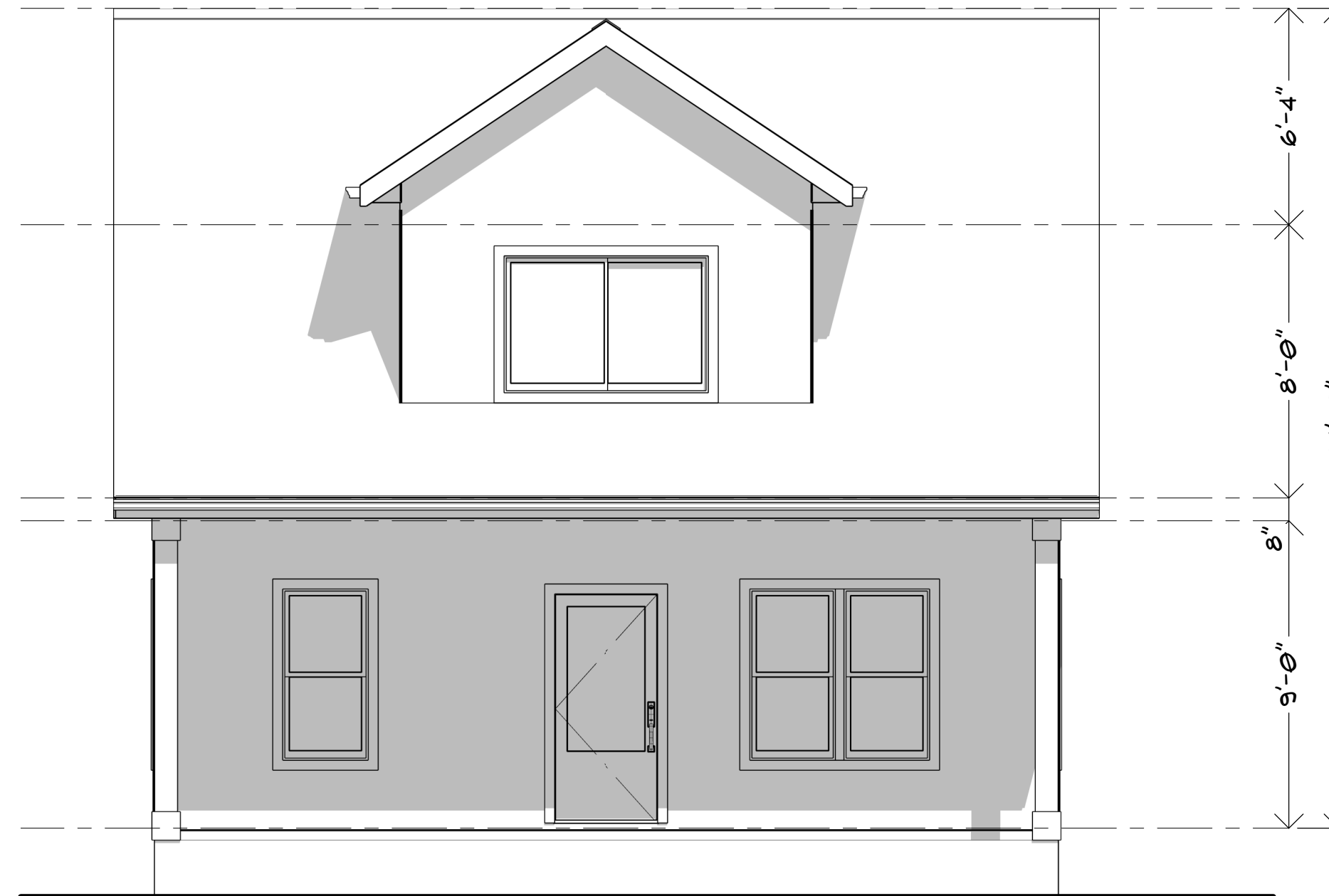


PROPOSED REAR ELEVATION

SCALE 1/4" = 1'0"

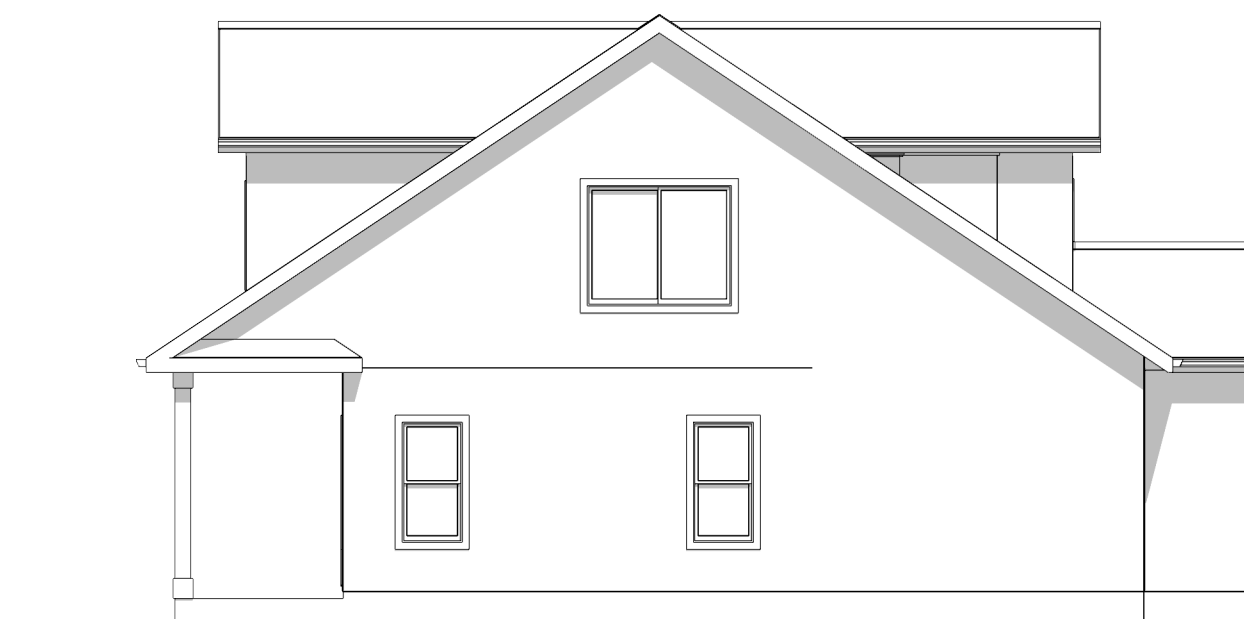
TABLE N101.2 EXISTING BUILDING COMPONENT REQUIREMENTS

- WALLS - R15
- FLAT CEILINGS - R49
- VAULTED CEILINGS - R25
- UNDER FLOOR - R30
- WINDOWS - U-0.30
- EXTERIOR DOORS - U-0.20



PROPOSED FRONT ELEVATION

SCALE 1/4" = 1'0"



RIGHT ELEVATION

SCALE 1/8" = 1'0"



LEFT ELEVATION

SCALE 1/8" = 1'0"



{DRAFTING BY}

ALYSSA WAVRA, DRAFTSMAN
111 S. FIRST STREET
(P.O. BOX 641)
SILVERTON, OREGON 97131

503.932.4134

WAVRADESIGNCO@GMAIL.COM

HARDEN RESIDENCE
ROBERT HARDEN
4074 PACIFIC HWY 99E
HUBBARD, OREGON 97032
ROBERT@INDIGO-CONSTRUCTION.NET
911-241-1553

THESE PLANS HAVE BEEN LICENSED TO THE CUSTOMER FOR USE IN CONSTRUCTION OF ONE BUILDING ONLY AND ARE SUBJECT TO THE CONDITIONS OF LICENSE ACCEPTED BY THE CUSTOMER. MULTI-USE LICENSE OPTIONS ARE AVAILABLE UPON REQUEST. USE OF ANY PART OF THE PLANS BY ANY PARTY OTHER THAN THE CUSTOMER EXCEPT ON LOAN BY THE CUSTOMER TO THIRD PARTIES IS STRICTLY PROHIBITED. THE PLANS MAY NOT BE REPRODUCED OR COPIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION FROM WAVRA DESIGN CO. L.L.C. WAVRA DESIGN CO. RETAINS COPYRIGHT TO AND OWNERSHIP OF THESE PLANS. WAVRA DESIGN CO. PREPARED ITS PLANS CAREFULLY FOR USE BY ITS CUSTOMERS. HOWEVER, ADAPTATION OF THE PLANS TO MEET SPECIFIC STATE AND LOCAL BUILDING CODES, REGULATIONS AND SPECIFIC SITE CONDITIONS IS THE RESPONSIBILITY OF THE CONTRACTOR/USER. IN ADDITION, WAVRA DESIGN CO. WILL NOT BE RESPONSIBLE FOR ANY DAMAGES RELATING TO THE ACCURACY AND OVERALL INTEGRITY OF THE PLANS IN EXCESS OF THE LICENSE FEE PAID FOR THEIR USE. THE CONTRACTOR THEREFORE MUST CAREFULLY INSPECT ALL DIMENSIONS AND DETAILS IN THE PLANS FOR ERRORS AND/OR OMISSIONS. UNAUTHORIZED USE OR COPYING OF THESE PLANS FOR THE DESIGN THEY DEPICT INFRINGES RIGHTS UNDER THE COPYRIGHT ACT.

ROBERT HARDEN
OCT. 2021

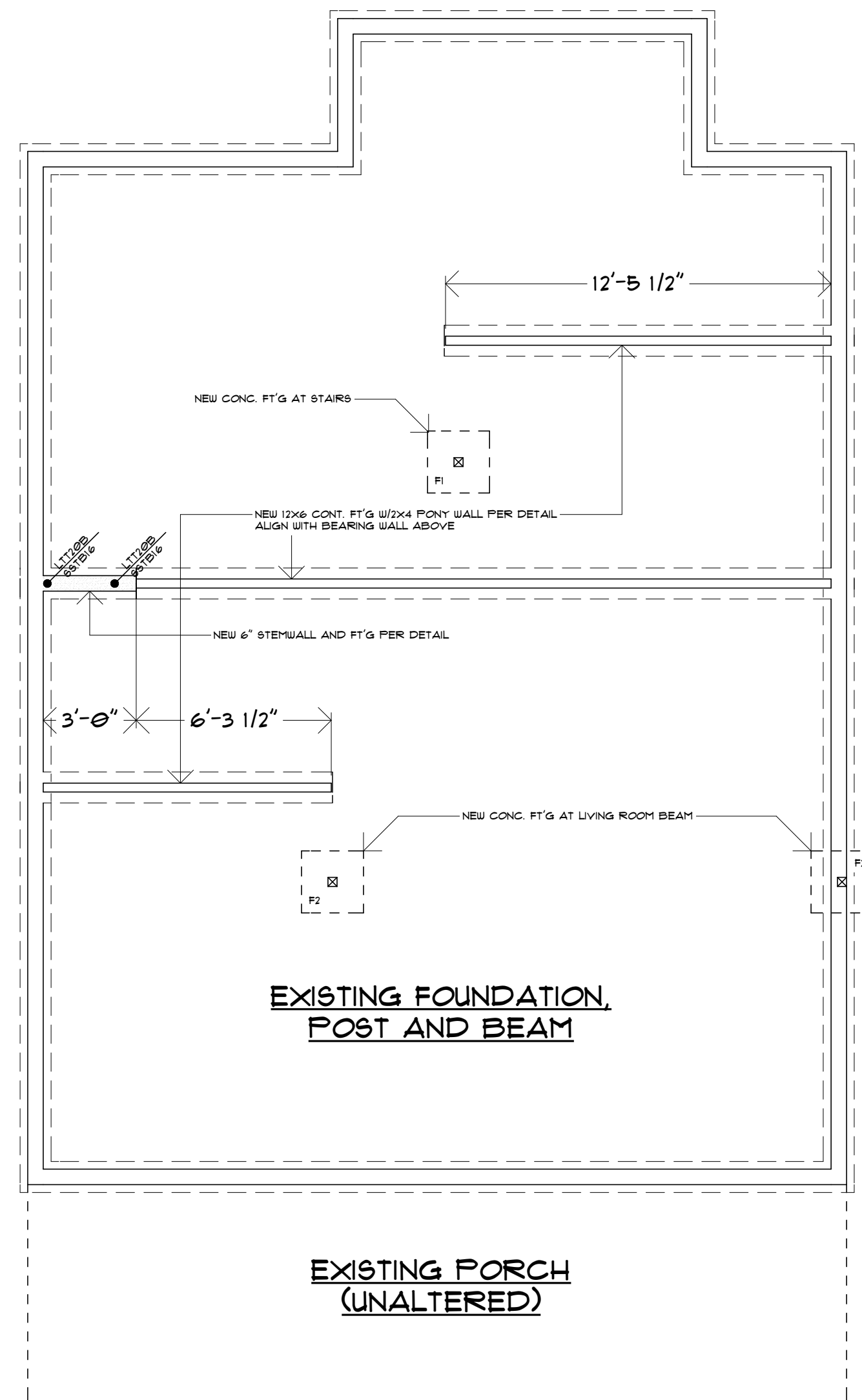
PAGE (NO.)

1

3

3

Floor plan of the second floor showing three bedrooms, a bathroom, a staircase, and a central hallway. Dimensions are provided for each room and hallway section. The plan includes a bathroom with a toilet, sink, and bathtub. A staircase labeled 'DN' leads down. The rooms are labeled 'BEDROOM 1', 'BEDROOM 2', and 'BEDROOM 3'. Dimensions include 10'-9", 9'-8", 3'-8 1/2", 10'-9 1/2", 11'-8 1/2", and 10'-6".

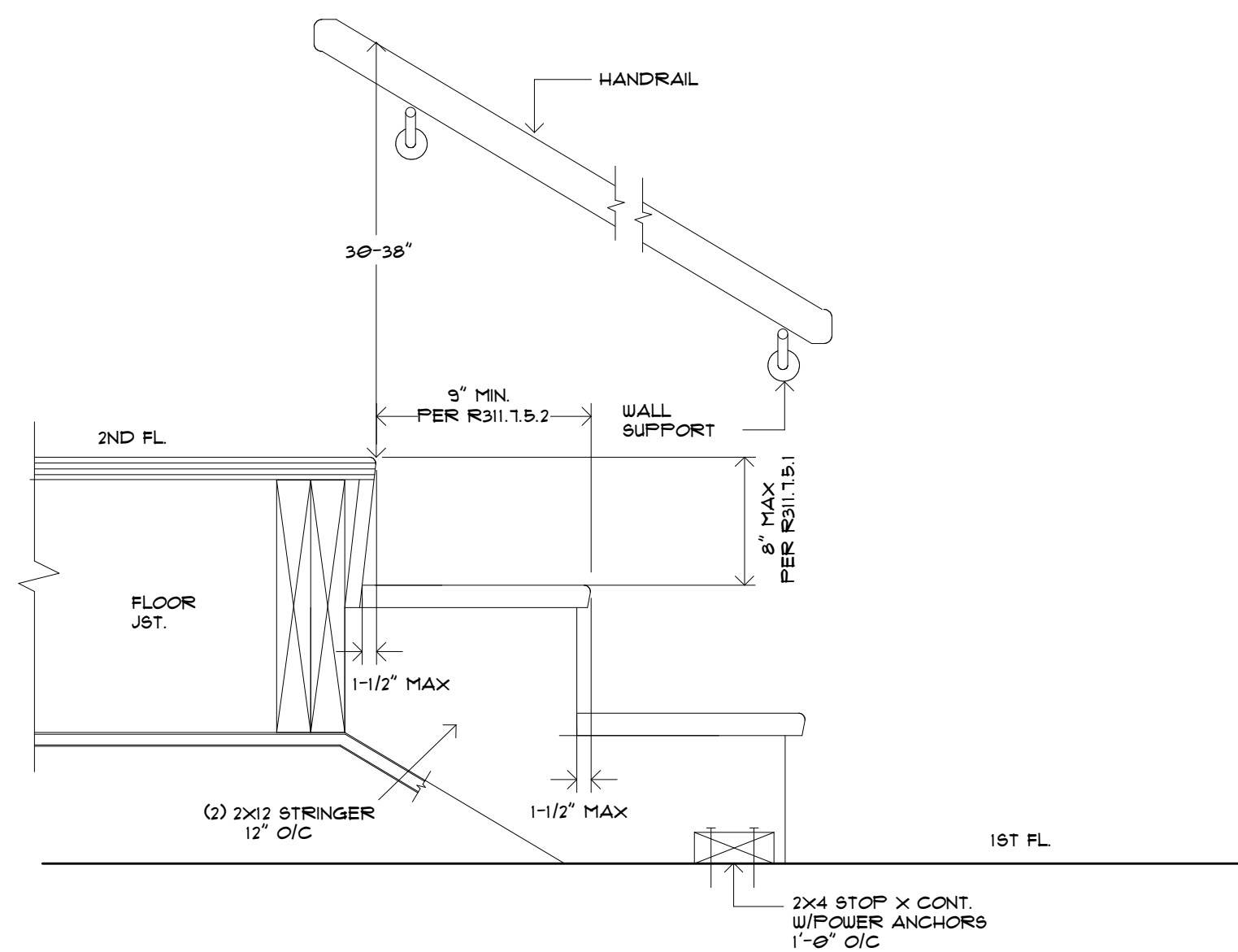


FOUNDATION PLAN

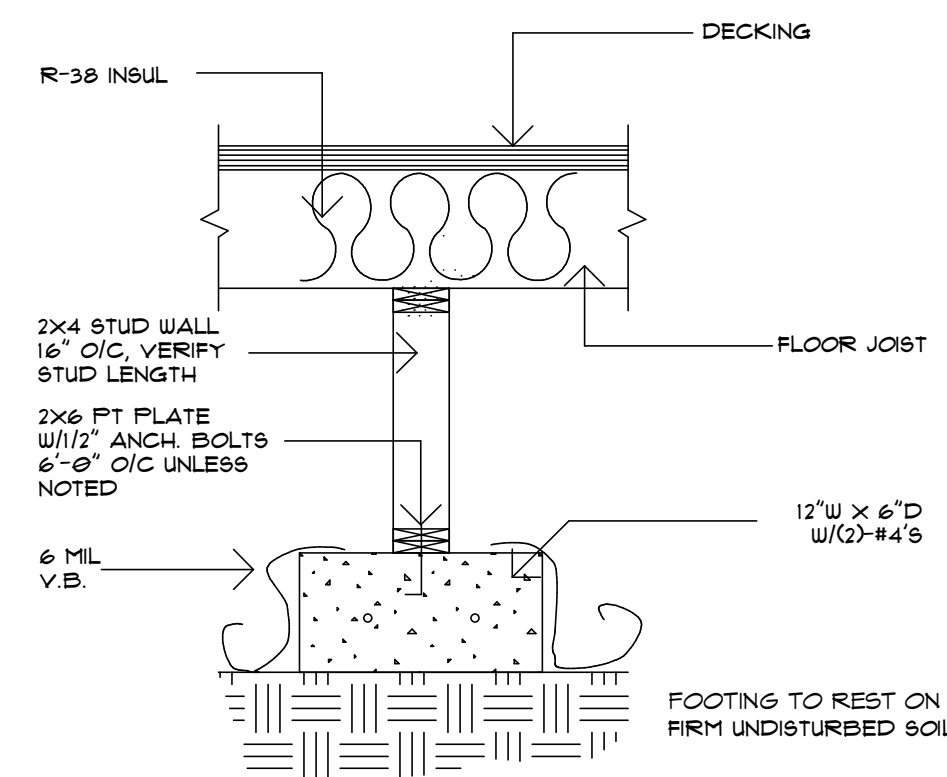
SCALE 1/4" = 1' 0"

MARK	FOOTING SIZE			REINFORCING	DTL/MAX. LOAD
	LENGTH	WIDTH	DEPTH		
F1	2'-0"	2'-0"	10"	(3)-#4'S E.W.	5500
F2	2'-6"	2'-6"	10"	(3)-#4'S E.W.	8600
F3	3'-0"	3'-0"	10"	(4)-#4'S E.W.	12000
F4	3'-6"	3'-6"	10"	(5)-#4'S E.W.	17800
F5	4'-0"	4'-0"	12"	(4)-#5'S E.W.	22000
F6	4'-6"	4'-6"	12"	(4)-#5'S E.W.	27600

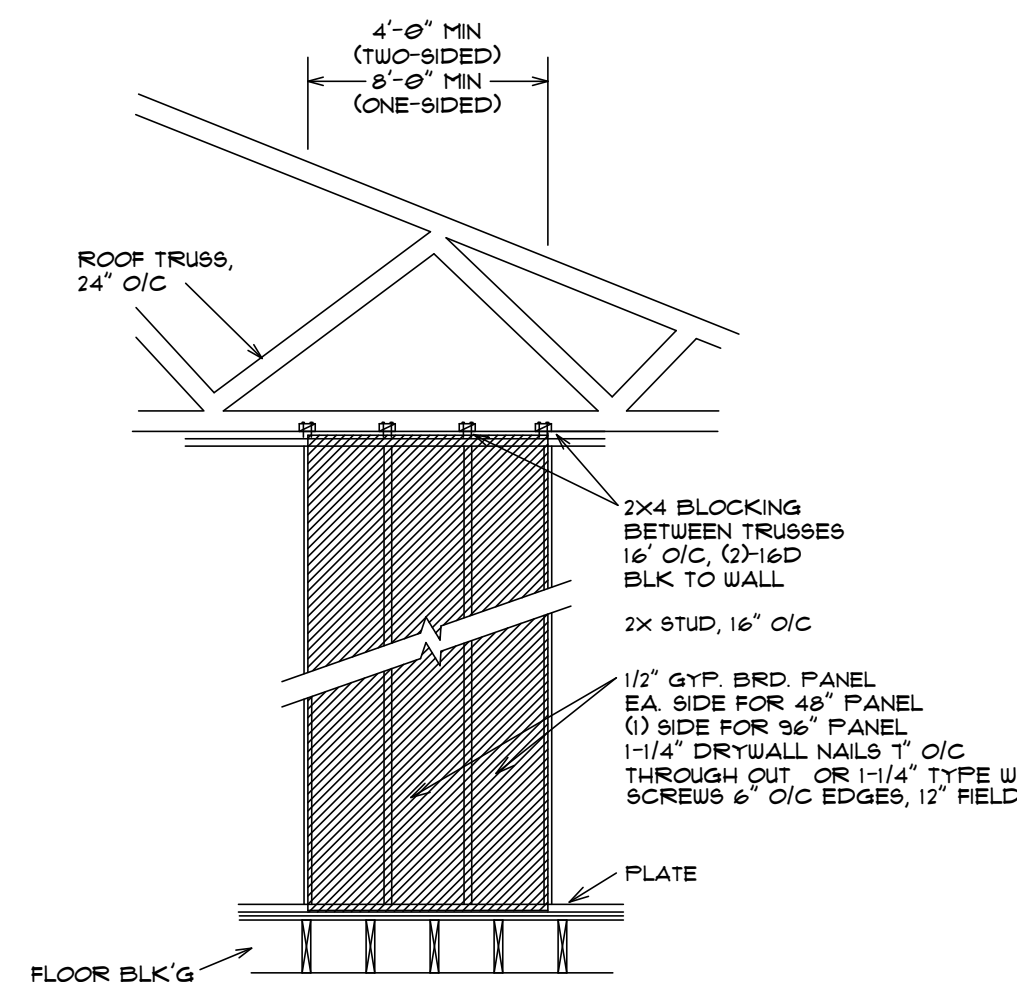
NOTES:
- CONCRETE 3000 PSI
- STEEL F.Y. = 60 KSI
- ALLOWABLE SOIL BEARING 1500 PSF



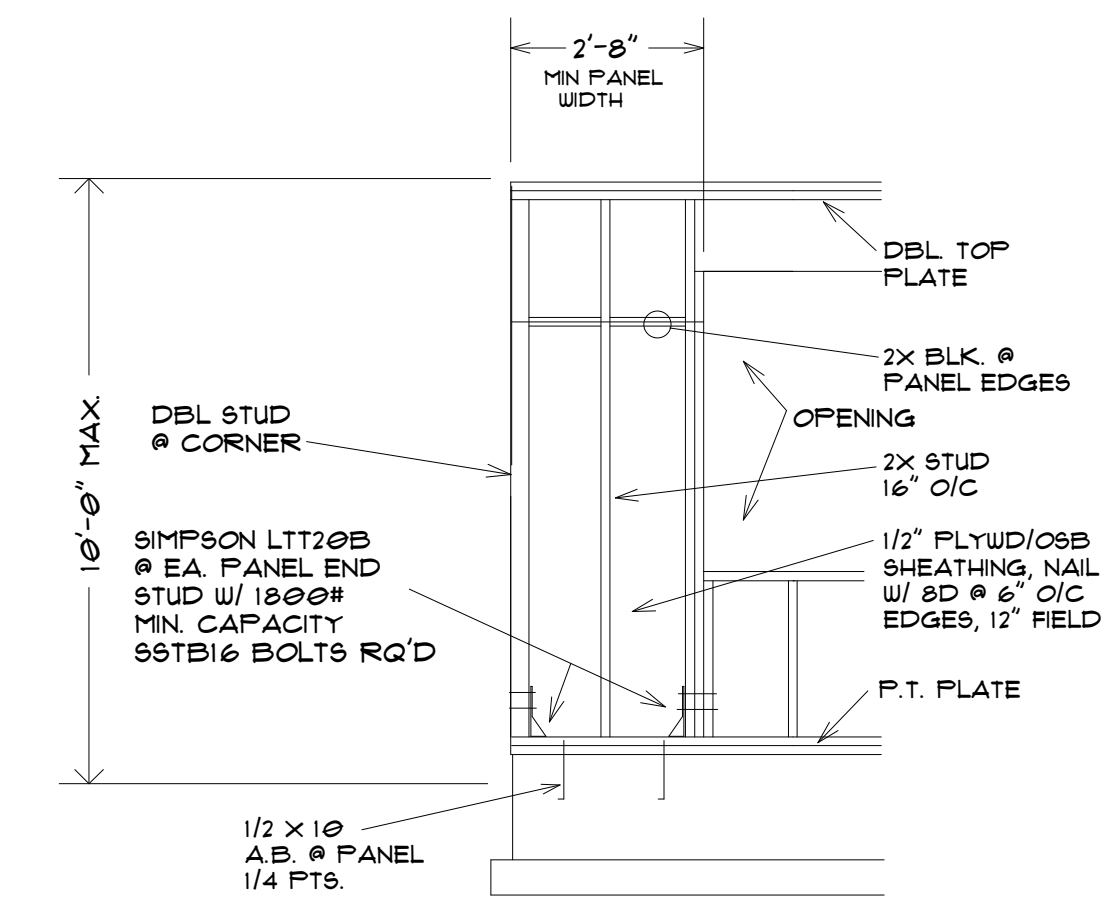
TYPICAL STAIR DETAIL



FND. DETAIL @ PONY WALL



GB BRACE PANEL



ALT. BRACE PANEL (ABW)