

**MEETING NOTICE FOR THE  
CITY OF HUBBARD**

**TUESDAY**

**JUNE 16, 2015**

.....  
**PLANNING COMMISSIONERS: HOLUM, ANDERSON, NICHOLS, ESTES, NELSON**  
.....

The Hubbard Planning Commission will meet for a planning meeting at the Hubbard City Hall at 6:30 p.m.

The City will, upon request, endeavor to arrange for the following services to be provided. Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 4:00 p.m. on the Monday preceding the meeting date.

- X     **Qualified sign language interpreters for persons with speech or hearing impairments; and**
  
- X     **Qualified bilingual interpreters; and**
  
- X     **Assisting listening devices for persons with impaired hearing.**

Additional agenda items may be accepted until 4:00 p.m. on the Monday the week prior to the meeting. Please contact the Director of Administration/City Recorder, Vickie L. Nogle, MMC, at 981-9633. (TTY / Voice 1-800-735-2900)

**SEE ATTACHED AGENDA**

**Posted 6/10/2015  
4:00 p.m.**

**Vickie L. Nogle, MMC  
Director of Admin/City Recorder**

**CITY OF HUBBARD  
PLANNING COMMISSION  
MEETING AGENDA**

**TUESDAY, JUNE 16, 2015 - 6:30 PM  
LOCATION: HUBBARD CITY HALL  
3720 2<sup>ND</sup> STREET, HUBBARD**

- 1) **CALL TO ORDER.**
  - a) **Flag Salute.**
- 2) **APPROVAL OF THE MARCH 17, 2015, PLANNING COMMISSION MINUTES.**
- 3) **PUBLIC HEARINGS.**
  - a) **Mike Holleman – SDR #2015-04 for construction of 13,000 SF, pre-engineered metal building for manufacturing of custom wood cabinets. (41W33DD00303).**
- 4) **ADJOURNMENT.** (Next Planning Commission meeting July 21, 2015)

**CITY OF HUBBARD PLANNING COMMISSION MINUTES  
MARCH 17, 2015**

**CALL TO ORDER.** The Hubbard Planning Commission meeting was called to order at 6:30 p.m. by the Planning Commission Chairman Glenn Holum at the City Hall, 3720 2<sup>nd</sup> Street, Hubbard.

**Planning Commission Present:** Glenn Holum, Harold Anderson, Dan Estes, Kevin Nelson, Byron Nichols.

**Staff Present:** City Recorder Vickie Nogle; City Planner Joseph Shearer, MWVCOG.

**FLAG SALUTE.** Planning Commission Chairman Glenn Holum led the group in reciting the Pledge of Allegiance.

**SWEARING IN OF PLANNING COMMISSION MEMBER.** Director of Administration/City Recorder Vickie Nogle swore in Planning Commissioner Glenn Holum, with term ending December 31, 2017.

**APPOINT CHAIR.** Planning Commissioner Byron Nichols/Planning Commissioner Dan Estes moved to appoint Glenn Holum as Planning Commission Chairman. Planning Commissioners Glenn Holum, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Planning Commissioner Kevin Nelson was not present. Motion passed.

**APPOINT VICE-CHAIR.** MSA/Planning Commissioner Dan Estes/Planning Commissioner Byron moved to appoint Harold Anderson as Planning Commission Vice-Chair. Planning Commissioners Glenn Holum, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Planning Commissioner Kevin Nelson was not present. Motion passed.

**APPROVAL OF THE SEPTEMBER 16, 2014, PLANNING COMMISSION MEETING MINUTES.** MSA/Planning Commissioner Dan Estes/Planning Commissioner Harold Anderson moved to approve the minutes as presented. Planning Commissioners Glenn Holum, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Planning Commissioner Kevin Nelson was not present. Motion passed.

**PUBLIC HEARING.**

**DEVELOPMENT REVIEW 2015-01 AND VARIANCE 2015-01 TO CONSTRUCT 52 UNIT MOTOR HOME STORAGE FACILITY AND VARIANCE REQUEST TO SIDE AND REAR SETBACK REQUIREMENTS. (41W34BB0600) – SOJOURN PROPERTIES.** Planning Commission Chairman Glenn Holum opened the Public Hearing.

City Planner Joseph Shearer asked if there were any declarations of bias, conflict of interest, or ex parte contact. There were none. J. Shearer read the legislative hearing statement.

J. Shearer summarized the staff report, saying the request is for the construction of 52 RV storage units, with a variance to the setbacks.

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He said staff finds compliance with the setback standards does not create a hardship based on any of the three variance criteria. He said staff concludes the request does not meet the standards of a Major Variance, and urged the Planning Commission to add a condition of approval the Applicant submits a final site plan which meets the setback standards listed in Section 2.108.04.

J. Shearer reported the landscaping requirements should be able to be met and recommended a condition of approval the applicant submit a final landscaping plan, and requiring the posting of the address with six (6) inch numbers at the main entrance, and Police Chief recommends a security system to monitor the facility and lighting to deter criminal activity.

J. Shearer also added Staff recommends a fire safety plan, approved by Hubbard Fire District; fire line public easement be recorded prior to the issuance of a building permit; a detailed plan for the trailer dump/sewer drop station be submitted with all necessary approvals from the City and DEQ; conformance to City of Hubbard Design and Construction standards; and installation of a sewer monitoring manhole.

J. Shearer reported Staff recommends a condition three (3) marked parking spaces be provided near the entrance, and the exact location shown on a final site plan; and the applicant is required to construct a sidewalk along the frontage of the subject property, which shall be constructed to ODOT (Oregon Department Of Transportation) standards. He also mentioned any proposed improvements within the Pacific Highway 99E right- of-way (ROW) be submitted to ODOT for review and permit issuance prior to commencement of construction.

Planning Commissioner Kevin Nelson arrived at the meeting at 6:55 p.m.

J. Shearer said Staff recommends approval of Development Review 2015-01, subject to the Conditions of Approval.

Joe Bando, 2586 Grand Vista Drive, Springfield, OR, applicant, said there is a need for RV storage. He said regarding the setbacks with the Variance, they would add a firewall with the five (5) foot setback.

Planning Commissioner Harold Anderson asked about the frontage road, and if it was going to be built.

J. Shearer responded he believes the frontage road is a road on the site, running along the front of the property.

J. Bando mentioned the existing office would be used, and very little water is used. He added they may drop the dump station, because there is one located in Woodburn.

G. Holum asked if there were any proponents or opponents. There were none.

G. Holum closed the public comment portion of the meeting.

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In regards to the Variance request, H. Anderson said he didn't notice anything in the staff report regarding fire protection between the two buildings.

J. Shearer said he followed up regarding the fire wall, and didn't get any comments back from Hubbard Fire District. He said his concern is the risk of fire spreading from one large building to another.

Planning Commissioner Dan Estes said he is also concerned with it. He stated he is inclined to support the Variance request on the West side of the property, but not one on the North side.

Joe Bando Jr, manager who lives on the property, said there will be a fire hydrant on the property, as well as cameras so they know what is going on at the site.

J. Bando said without the Variance of the setbacks on the North side of the property, they would probably lose three (3) units.

Planning Commissioner Byron Nichols asked about building code issues regarding the setbacks.

J. Shearer reported the setback variance wouldn't meet the criteria, but does understand the situation and doesn't disagree with the current discussion.

D. Estes said he wants to find a way to make it work for the applicant.

MSA/Planning Commissioner Dan Estes/Planning Commissioner Harold Anderson moved to approve Development Review #2015-01 and Variance #2015-01 as requested by the applicant, and would like to see something affirmative from the Fire Chief that the variance regarding the setback is acceptable. Planning Commissioners Glenn Holum, Dan Estes, Kevin Nelson, Harold Anderson, and Byron Nichols were in favor. Motion passed.

**DISCUSSION TO RENAME A PORTION OF 9<sup>TH</sup> STREET.** City Planner Joseph Shearer made the recommendation to rename a portion of 9<sup>th</sup> Street to 10<sup>th</sup> Street, as it extends the north end of 10<sup>th</sup> Street.

MSA/Planning Commissioner Byron Nichols/Planning Commissioner Kevin Nelson moved to make a recommendation to City Council to rename 9<sup>th</sup> Street to 10<sup>th</sup> Street. Planning Commissioners Glenn Holum, Dan Estes, Kevin Nelson, Harold Anderson, and Byron Nichols were in favor. Motion passed.

**ADJOURNMENT. (The next scheduled Planning Commission Meeting will be April 21, 2015, at 6:30 p.m.)** MSA/Planning Commissioner Byron Nichols/Planning Commissioner Dan Estes moved to adjourn the meeting. Planning Commissioners Glenn Holum, Kevin Nelson, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Motion passed. Meeting was adjourned at 7:26 p.m.

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Glenn Holum, Planning Commission Chairman

**ATTEST:**

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Vickie L. Nogle, MMC, Director of  
Administration/City Recorder, Recording

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Lucy T. Astorga, Admin Asst.  
Transcribing

**CITY OF HUBBARD PLANNING COMMISSION  
STAFF REPORT**

**REPORT DATE:** June 8, 2015

**FILE NUMBER(S):** SDR-2015-04

**HEARING DATE:** June 16, 2015

**APPLICANT:** Mike Holleman, 26810 Bolland Rd, Canby, OR 97013

**OWNER:** Holleman Property LLC, 26810 Bolland Rd, Canby, OR 97013

**REQUEST:** Construction of 13,000 SF, pre-engineered metal building for manufacturing of custom wood cabinets. The structure will include 12,250 SF of manufacturing area and 1,500 SF of office and show room space across two floors.

**PROPERTY:** The subject property is Parcel 2 of Partition Plat 2014-014. More specifically described as:

<u>Taxlot</u>	<u>Acct</u>	<u>Acres</u>	<u>Zoning</u>
041W33DD00303	R351481	1.73	Industrial (I)

2690 Industrial Ave, Hubbard, OR 97032

**CRITERIA:** **Hubbard Development Code (HDC)**

Section 2.107	Industrial District (I)
Section 2.200	General Development Standards
Section 3.105	Site Development Review

**ATTACHMENTS:** Exhibit A: Application (May 13, 2015)  
Exhibit B: Public Works Superintendent Comments (May 21, 2015)  
Exhibit C: Fire Chief Comments (May 26, 2015)  
Exhibit D: AKS Engineering Comments (May 29, 2015)

**I. BACKGROUND**

HDC Section 3.105.04 outlines the review procedure for the request. Site Development Review is a Type II Action requiring a public hearing before the Hubbard Planning Commission as stated in Section 3.201.02

The subject parcel was configured as a flag parcel through Partition 2014-01 and Partition Plat 2014-14. The subject parcel is relatively flat and currently undeveloped. Aerial photographs indicate that the only sizable vegetation is located at the southeast corner of the property.

The proposed project involves the construction of a 13,000 SF pre-engineered metal building used for manufacturing of custom wood cabinets for homes and offices. 12,250 SF will be devoted to manufacturing, and a two-story, 1,500 SF area will be built out to accommodate an office and show room. Access to Industrial Avenue will be provided by a 550' long driveway 20' wide down the pole of the flag parcel. Industrial Avenue is designated as a local street by the Hubbard Transportation System Plan (TSP).



(Taxlot lines are off-set against aerial imagery and are not precise)

The zoning and current uses surrounding the subject property are as follows:

- NORTH: Developed industrial property
- SOUTH: Developed industrial property
- EAST: 20' undeveloped alley ROW (Trullinger Tracts, 1911) and residentially zoned properties which front Dunn Road NE (outside City limits, inside UGB)
- WEST: Industrial Avenue and developed industrial property

## II. REVIEW STANDARDS/CRITERIA

### 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;*

**FINDING:** Manufacturing is listed as a permitted use in the Industrial District. The property is located in the Hubbard Industrial Park east of Pacific Hwy 99E and is surrounded on three sides by developed industrial uses. Residential properties are located to the east, outside of City limits but inside the urban growth boundary. The proposed development includes a 13,000 SF pre-fab metal building on a 100' x 130' building pad. Approximately 0.53 acres (30.6%) of the 1.73 acre parcel will be paved. Though the proposed scale of development and impact on the land is significant, the proposed use will be compatible with existing uses along Industrial Avenue.

The submitted site plan states Applicant will provide 8,102 SF of landscaping, and the accompanying narrative elaborates that storm water detention facilities will incorporate landscaping and irrigation will be provided for newly established landscaped areas. Required landscaping is outlined in Section 2.207. For commercial and industrial development, at least 10% of the gross land area shall be devoted to landscaping. Based on the approx. 1.73 acre (75,400 SF) site, at least 7,540 SF of the property must be landscaped. Staff recommends a **condition** of approval that Applicant submit a final landscaping plan, prepared by a licensed landscape architect, which complies with Section 2.207 and shows the total area landscaped, the location and type of proposed planting, and the location and water source of automated irrigation systems for landscaped areas larger than 400 SF. If the public water source is used for irrigation, then a backflow prevention device shall be required. In lieu of irrigation, Xeriscaping may be used. Applicant shall provide the City a written guarantee for all landscape materials extending one (1) year from the date of installation. The size of all plant materials installed shall comply with the minimum standards of Section 2.207.06. No outdoor storage or service areas are proposed, but if developed in the future, these facilities must be screened.

Signs impact the visual appearance of a property. The preliminary site plan did not indicate any signage planned for the development. Applicant is advised that signs must comply with Section 2.206 and may require a permit from the City prior to installation. Per comments from the Police Chief, a **condition** of approval requires the posting of the address (minimum six inch numbers) at the entrance from Industrial Avenue and the main entrance to the facility. The Police Chief also recommends security systems to monitor the facility and requests perimeter lighting to deter criminal activity and aid nighttime patrols. Staff recommends a **condition** of approval that a lighting plan be submitted to, and approved by, Public Works.

Based on surrounding uses, required and proposed setbacks are as follows:

	<b>Required (2.107.04)</b>	<b>Proposed</b>
Front Yard (west)	20'	150+'
Side Yard (north)	10'	20'
Side Yard (south)	10'	~60'
Rear Yard (east)*	25'	30'

\*Because the rear yard adjoins a 20' alley, the setback distance is measured from the centerline of the alley to the nearest part of the structure.

In consideration of the proposed development, the characteristics of surrounding uses, and conditions of approval related to landscaping, screening, lighting, and signage, Staff concludes the proposed use is compatible with other uses in the vicinity.

*B. drainage and erosion control needs;*

**FINDING:** The proposed development significantly increases the amount of impervious surface on the property. The site plan shows that storm water will be detained at the southeast corner of the property. Based on comments from Public Works, Staff recommends a **condition** of approval that Applicant submit a drainage plan prepared by a licensed engineer for Public Works and City Engineer approval. The drainage plan shall show erosion and sediment control, full storm drainage calculations, and detention facilities. Per City Engineer comments, catch basins shall be outfitted with approved

turndowns and sumps for oil water separation and sedimentation control. Storm water quality manholes shall be installed in all proposed storm drains outletting into existing drainage facilities.

The Oregon Department of Environmental Quality (DEQ) may require an erosion and sediment control plan permit (NPDES Permit #1200C). A **condition** of approval requires the use of existing surveying benchmarks within the City of Hubbard to establish elevations on the subject property.

Public Works Supervisor comments, dated May 21, 2015, are attached as Exhibit B. City Engineer comments, dated May 29, 2015, are attached as Exhibit C.

*C. public health factors;*

**FINDING:** Based on comments from the Public Works Superintendent, a **condition** of approval requires submittal of detailed drawings for all utilities and a written estimate of water consumption. Applicant shall provide specific information, including but not limited to, the location and size of the existing and proposed utilities, size of the water meter, the location and size of all water lines, Uniform Plumbing Code calculations, and the extent of landscape irrigation. The City requires this information in order to evaluate impacts of potential uses on the system and assess Systems Development Charges (SDCs).

Comments submitted by the City Engineer require fire flows, private fire hydrant, and Fire Department Connection (FDC) locations in accordance with the International Fire Code and Fire Marshal requirements. Based on comments from Hubbard Fire District, a fire hydrant off the City's main line must be located on the subject property to support the FDC. Additionally, the proposed driveway must be marked as a "Fire Lane" for its entire length. A recommended **condition** of approval requires submission of a fire safety plan, approved by the Hubbard Fire District or State Fire Marshal, showing the location and performance specifications of fire hydrants, fire alarm systems, and/or fire sprinkler systems. For any hydrant location on private property, a **condition** of approval requires a fire line public easement be recorded prior to the issuance of a building permit.

A **condition** of approval requires conformance to City of Hubbard Design and Construction standards. Applicant/owner/developer shall be responsible for the cost of public or private infrastructure improvements associated with the development. Compliance with Conditions of Approval shall be the sole responsibility of the Applicant.

A **condition** of approval requires installation of a sewer monitoring manhole. Applicant to provide a plan for disposal of chlorinated water if deemed necessary by Public Works or City Engineer.

*D. traffic safety, internal circulation and parking;*

**FINDING:** Applicant proposes access to Industrial Avenue by a 550' long driveway 20' wide down the pole of the flag parcel. The proposed driveway meets the 20' minimum width for two-way drives.

Applicant divides use of the 13,000 SF building between 12,250 SF for cabinet manufacturing and 1,500 SF for offices and show room. Based on this breakdown, Section 2.203.05 requires parking at ratios of 1 space per 700 SF of manufacturing (17.5 spaces) and 1 space per 600 SF for the retail show room and associated offices (2.5 spaces). Based on these ratios, 20 automobile spaces are required. Applicant proposes 20 parking spaces (including an accessible stall) each measuring 9' x 20'. Staff finds proposed

parking complies with required ratios. The City Engineer notes that accessible parking stalls shall conform to Chapter 11 of the Oregon Structural Specialty Code.

Section 2.203.06 requires a single 12' x 30' loading space for commercial and industrial buildings 5,000 to 30,000 SF in size. The submitted site plan shows three loading bays. Two 10' loading bays, including a 41" high loading dock, at the northwest corner of the building, and a bay with 14' rollup door at the southwest corner. Staff finds ample space is provided for loading.

Six bicycle storage spaces are provided at a convenient and easy-to-find location near the entrance to the building. Section 2.203.09 establishes ratios for required bicycle parking. The ratio for office uses is the greater between 2 or 0.5 spaces/1,000SF, and for manufacturing uses is the greater between 2 spaces or 0.15 spaces/1,000 SF. The proposed 11,500 SF for cabinet manufacturing and the 1,500 SF for offices and show room would each require two spaces for a total of four bicycle spaces. Staff finds the proposed six bicycle storage spaces meet the required ratio.

A **condition** is included that driveways, access roads, loading zones, and parking spaces shall be designed and constructed per Public Works Design Standards. With thi condition, and subject to submission of a final site plan, Staff finds the request meets all traffic safety, internal circulation, and parking requirements.

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

**FINDING:** The subject property abuts designated urban transition areas to the east currently developed as residential. These residential properties are within Study Area 1, which was brought into the Hubbard UGB in 2009 for future residential use consistent with the land priority requirements set forth in ORS 197.298. The expectation is that these properties are likely to develop at residential densities of 3-5 dwelling units per acre (R1 Low Density Residential). The expected development pattern is residential subdivision.

Section 2.207.05.C requires buffering to mitigate adverse impacts between dissimilar adjoining uses. The visual scale and massing of the proposed development does not integrate naturally with low-density residential development. Though Applicant has designed the manufacturing operation to be fully enclosed within the structure, there may be limited noise impacts related to manufacturing activities. Staff finds that the proposed industrial use and adjoining residential uses are dissimilar and require buffering. Existing vegetation along approximately 120' of the eastern boundary provide a natural buffer. However, approximately 100' of the eastern boundary are unvegetated and exposed. Buffering should be required along the northern unvegetated northern portion of the eastern property boundary

Of the three buffering alternatives offered in Section 2.207.05.C, Staff finds that Option 1 provides the best buffering for the expected visual and noise impacts. Evergreen trees staggered every 15' with a 5' high evergreen shrub will most effectively mitigate visual impacts of the industrial scale building while also mitigating potential dust and noise. Therefore, a **condition** of approval is recommended that prior to issuance of building permits, Applicant shall submit a final landscaping plan which complies with Section 2.207.05 and includes landscape buffering along the unvegetated eastern property line which complies with Section 2.207.05.C.1. If natural vegetation is removed or dies, it shall be replaced in a

manner which complies with Section 2.207.05.C.1. With this condition, Staff finds the development provides for adequate noise and/or visual buffering from non-compatible uses.

*F. retention of existing natural features on site;*

**FINDING:** The development should not significantly change the topography of the site, and no significant grading has been proposed. Existing vegetation is located primarily along the southern half of the eastern boundary of the parcel and a few trees have been planted along the southern property boundary. Staff finds that the cluster of trees and vegetation along the eastern boundary is a natural feature worth retaining, in part due to screening.

The submitted site plan shows the trees along the southern boundary, but not the “native” vegetation along the eastern boundary. In an email dated June 4, 2015, Applicant’s representative states that their goal is to retain as much natural vegetation and trees as possible on the Eastern Boundary, and they currently propose removal of only one tree which may interfere with the footing for the foundation of the building. Staff finds that, as proposed, the request retains existing natural features on site.

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

**FINDING:** The portion of the parcel fronting Industrial Avenue lacks sidewalks. A **condition** of approval is recommended that Applicant construct sidewalks along the frontage of the subject parcel. Sidewalks shall be constructed to City of Hubbard Design and Construction Standards, and all necessary permits shall be obtained prior to construction.

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

**FINDING:** 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.

### III. SUMMARY AND RECOMMENDATION

Based on the findings contained in this report, Staff concludes that the application (File SDR 2015-04) complies with the applicable criteria, subject to the following conditions. Marion County Building Inspection and the Hubbard Fire District will be responsible for building permits, construction standards, and adequate fire protection.

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

- A. Conformance to City of Hubbard Design and Construction standards is required. Applicant shall be responsible for the cost of public or private infrastructure improvements associated with the development. Compliance with Conditions of Approval shall be the sole responsibility of the Applicant.
- B. **EXPIRATION OF APPROVAL:** Site Development Review approvals shall be effective for a period of two (2) years from the date of approval. If substantial construction of the approved plan has

not begun within the two (2) year period, the approval shall expire. The approval shall be voided immediately if construction is a departure from the approved plan.

- C. LANDSCAPING: Prior to issuance of a building permit,** Applicant shall submit a final landscaping plan, prepared by a licensed landscape architect, which complies with Section 2.207 and shows at least 10% of the gross area landscaped, the location and type of proposed planting, and the location and water source of automated irrigation systems for landscaped areas larger than 400 SF. In lieu of irrigation, Xeriscaping may be used.
1. **Backflow Prevention:** If the public water source is used for irrigation, then a backflow prevention device shall be required and installed prior to occupancy.
  2. Buffering along the approximately 100' of unvegetated eastern property boundary shall comply with Section 2.207.05.C.1. and include a planting area not less than fifteen (15) wide planted with the following:
    - At least one row of deciduous or evergreen trees staggered and spaced not more than fifteen (15) feet apart;
    - At least one row of evergreen shrubs which will grow to form a continuous hedge at least five (5) feet in height within one (1) year of planting; and
    - Lawn, low-growing evergreen shrubs or evergreen ground cover covering the balance of the area.
  3. **Prior to occupancy of the structure,** landscaping shall be installed and Applicant shall provide the City a written guarantee for all landscape materials extending one (1) year from the date of installation. The size of all plant materials installed shall comply with the minimum standards of Section 2.207.06.
  4. Natural vegetation along the eastern property boundary shall be retained, except for the one tree proposed to be removed. If additional vegetation along the eastern boundary is removed or dies, it shall be replaced so that it provides screening and buffering consistent with Section 2.207.05.C.1.
- D. LIGHTING: Prior to issuance of a building permit,** the applicant shall submit a lighting plan for review and approval by Public Works.
1. **Prior to occupancy of the structure,** perimeter lighting shall be installed.
- E. ADDRESS: Prior to occupancy of the structure,** the applicant shall install minimum six-inch high address numbers at entry from Industrial Avenue and on the front of the building near the main entrance.
- F. STORM WATER: Prior to issuance of a building permit,** Applicant shall submit a drainage plan prepared by a licensed engineer for Public Works and City Engineer approval. The drainage plan shall show erosion and sediment control, full storm drainage calculations, and detention facilities. Surveying benchmarks shall be used to establish elevations in the City of Hubbard.

1. **Prior to occupancy of the structure**, catch basins shall be outfitted with approved turndowns and sumps for oil water separation and sedimentation control.
  2. **Prior to occupancy of the structure**, storm water quality manholes shall be installed in all proposed storm drains outletting into existing drainage facilities.
- G. UTILITIES:** **Prior to issuance of a building permit**, Applicant shall submit detailed drawings for all utilities and a written estimate of water consumption. Applicant shall provide specific information, including but not limited to, the location and size of the existing and proposed utilities, size of the water meter, the location and size of all water lines, Uniform Plumbing Code calculations, and the extent of landscape irrigation.
1. **Prior to occupancy of the structure**, Applicant shall install a sewer monitoring manhole at a location approved by Public Works.
  2. Applicant shall provide a plan for disposal of chlorinated water if deemed necessary by Public Works or the City Engineer.
- H. FIRE SAFETY:** **Prior to issuance of a building permit**, Applicant shall submit a fire safety plan approved by the Hubbard Fire District or State Fire Marshal, showing the location and performance specifications of fire hydrants, fire alarm systems, and/or fire sprinkler systems.
1. Hydrants: A fire hydrant off the City's main line must be provided to support the Fire Department Connection (FDC). A fire hydrant shall be located on the subject property.
  2. Fire Lane: The driveway must be marked as a "Fire Lane" for its entire length. Marking shall be to Hubbard Fire District standards.
  3. **Prior to occupancy of the structure**, fire safety improvements shall be constructed and a fire line public easement shall be recorded for any hydrant location on private property.
- I. SIDEWALKS:** **Prior to occupancy of the structure**, Applicant shall construct a sidewalk along the property frontage on Industrial Avenue. The design and construction shall conform to City standards.

## VII. PLANNING COMMISSION OPTIONS

- A. Approve the request and adopt the findings and conditions contained in the Staff Report.
- B. Approve the request with findings/conditions amended by the Planning Commission.
- C. Deny the request with amended findings that the request 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 (considering the 120 day limit on applications).

# EXHIBIT A

## SITE DEVELOPMENT REVIEW APPLICATION

CITY OF HUBBARD

FILE: DR 2015-04  
DATE: 5/13/2015  
FEE: 2500  
RECEIPT NO: 47129

APPLICANT: MIKE HOLLEMAN PHONE: 503-263-1330

ADDRESS: 26810 BOLLAND Rd. Canby OR 97013

OWNER(S): SAME PHONE: 503-263-1330  
(if different from above)

ADDRESS: SAME

PROPOSED STRUCTURE/IMPROVEMENT: 13,000 Sq. Ft. PRE-ENGINEERED Metal Building with interior office space, parking, landscaping

SQUARE FOOTAGE: 13,000 Sq. Ft.

ESTIMATED VALUE OF STRUCTURE/IMPROVEMENT: \$ 1,000,000

### PROPERTY DESCRIPTION:

~~2690~~  
ADDRESS: 2700 INDUSTRIAL AVENUE (PARCE/2) HUBBARD OR

MAP PAGE AND TAX LOT NO: 42W33 DD 303 ZONE: INDUSTRIAL U

CURRENT USE/STRUCTURES: NONE SQUARE FOOTAGE OF SITE: 75,300

ZONE: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS:

Ten (10) copies of the following information shall be submitted as part of a complete application for Site Development Review:

1. Site Analysis
  - a. Existing site topography;
  - b. Identification of areas exceeding 10% slopes;
  - c. Site drainage, areas of potential flooding;
  - d. Areas with significant natural vegetation;
  - e. Classification of soil types;
  - f. Existing structures, roadway access and utilities; and
  - g. Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.

Date: 3/18/04

2. Site Plan

- a. Proposed grading and topographical changes;
- b. All proposed structures including finished floor elevations and setbacks;
- c. Vehicular and pedestrian circulation patterns, parking, loading and service areas;
- d. Proposed access to public roads and highways, railroads or other commercial or industrial transportation systems;
- e. 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;
- f. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
- g. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks; and
- h. 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.

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

\_\_\_\_\_  
Date  
5-13-15  
\_\_\_\_\_  
Date  
5-13-15  
\_\_\_\_\_  
Date

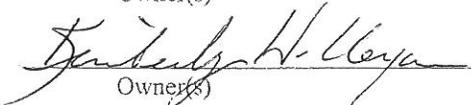
\_\_\_\_\_  
Applicant  
  
\_\_\_\_\_  
Owner(s)  
  
\_\_\_\_\_  
Owner(s)

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 3/10/2006 (attachment to Resolution No. 398-2005)

Resolution No. 398-2005 requires a deposit for land use applications 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 City Recorder / Planning Secretary may require an additional deposit for cost that may be incurred to complete the project. At the end of the project a final bill will be prepared and either request additional funds or issue a refund check.

The following are types of charges and amounts per hour. *The Contracted Service provider fees are subject to change, and may also include their hired staff time.*

City Planner \$72  
*(The City Planner prepares staff reports, final actions, makes presentations at Planning Commission and Council meetings.)*

City Engineer \$70.00  
*(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)*

Planning Secretary \$52.00  
*(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 \$62.00  
Utility Worker I \$33.00  
Utility Worker II \$45.00  
*(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)*

Police Chief \$62.00  
*(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)*

City Attorney \$210.00  
*(Review of documents, negotiation of conflicts, litigation and enforcement issues)*

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

 (OWNER)  
Applicants Signature

5-13-15  
Date

# EXHIBIT A

## HOLLEMAN PROPERTIES LLC SITE ANALYSIS NARATIVE

### Site Analysis:

The proposed project is the development and construction of a 13,000 square ft., pre-engineered metal building that will be used for the manufacturing of custom wood cabinets for homes and offices. The building will have approximately 12,250 square feet dedicated to manufacturing. In addition, Holleman properties will be building a two story office space and show room located in the interior of the metal building with approximately 750 square feet on each floor.

The property is located at 2700 Industrial Avenue on a flag lot that was recently partitioned in February of 2014 (Partition number 2014-01). Parcel 2, a 75,300 square feet (approximately 1.73 acres) property zoned Industrial (I). The parcel was purchased by Holleman Properties LLC with the expectation of constructing a new custom cabinet facility that will bring in revenue and taxes to the City of Hubbard. The following is a narrative explaining each of the submittal requirements for the site and design review as outlined in City Code 3.105.05:

- **Existing Site Topography:** The property is a 1.73 acre flag lot with a virtually flat topography. (Please refer to either C2 or C3 of the attached engineering plans for the existing contour lines and elevations).
- **Identification of Areas Exceeding 10% Slope:** There are no areas exceeding 10% slope on Parcel 2 at 2700 Industrial Avenue.
- **Site Drainage, Areas of Potential Flooding:** It is expected that there be no flooding issues at the proposed site. The paved surfaces and roof drainage of stormwater are collected and drain to a common Stormwater Detention Facility located along the South property line. (See engineered site plan C3 for Stormwater facilities and site drainage). Stormwater that does not percolate or infiltrate through the drainage swell will overflow into a ditch inlet that is connected to the City of Hubbard storm sewer system.
- **Areas with Significant Natural Vegetation:** There is little to no natural vegetation on the site with the majority of the acreage being field grass, except for a few trees on the East boundary of the property. During the original site development Mike Terrell planted some trees from a local nursery along the South edge of the property. Holleman Properties designed the roadways, building location, drainage areas and landscaping to try and save the majority of the trees on the site. (See drawing C3 of the Engineered Prints).
- **Classification of Soil Types:** The classification of soils on the site are dominated by Amity Silt Loams. Amity Silt Loams are characterized by the following; Slope is normally associated with 0 to 3%; Natural drainage class is considered somewhat poorly drained; frequency of flooding and ponding is none; Minor components associated with Amity Silt Loam are Concord Silt Loams, which have many of the same characteristics as the Amity Silt Loam.

- **Existing Structures, Roadways Access and Utilities:** There are no existing structures on the proposed site. Roadway access to the flag lot will be a 20 foot wide by approximately 550 foot AC driveway connecting to the facilities parking, loading dock and turn around area located in front of the proposed building. All utilities are currently located in a 20 foot utility easement on Industrial Avenue to the West of the property.

In early May of 2015 Holleman Properties and Michael and Gloria Terrell signed a utilities and access easement agreement to bring all the utilities to the structure which is located on the East side of the property. (See Exhibit B, attached). This agreement made it possible to save the majority of the trees and landscaping on the South property line, while also making it easier for the construction of trenches and AC surfaces to the proposed building. (Please refer to drawing C3 and C4 for utilities and roadway access details).

- **Existing and Proposed streets, bikeways, and pedestrian facilities within 200 feet:** Holleman Properties does not propose to construct any new streets, bikeways or pedestrian facilities associated with this project. However, Holleman Properties will construct new sidewalks and roadway entry along the West property line abutting Industrial Avenue. (See drawing C2 of engineering prints for details).
- **Traffic Impact Analysis:** Holleman Properties does not believe that a traffic impact analysis is required because the site is zoned industrial and the cabinet manufacturing business meets the intended use of the zoning. In addition, the cabinet shop has very little customer traffic and only two to four deliveries of wood product and cabinetry hardware per week. MH Custom Cabinetry will have very little impact to the current traffic on Industrial Avenue.
- **Fire and Safety:** Holleman Properties will install a four inch saddle tap on the City 10 inch water main, isolation valve, and a utility vault with backflow device at the 20' utilities easement located on the West side of property. (See drawing C3 of the engineering prints for details). In addition, Holleman Properties will install a fire suppression sprinkler system in the manufacturing building and offices as required by and approved by Local and State Agencies during the permitting process.

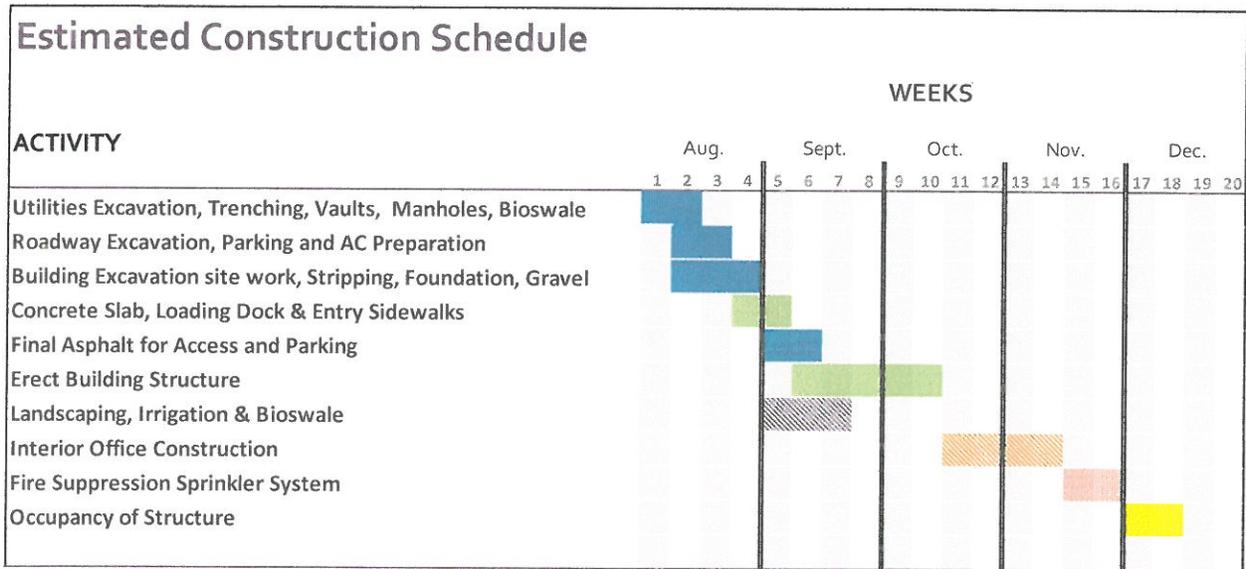
Currently we have quotes for a wet sprinkler riser and wet sprinkler system for the protection of approximately 13,000 SF of new metal building. The metal building fire suppression system will be designed to ordinary hazard for a cabinetry shop and light hazard for the two levels of office space (approximately 1, 500 SF).

- **Erosion Control:** The excavation and site development contractor will provide the City with an erosion control plan during the permitting and engineering review process. Excavation and site improvements will not commence until the plan has been approved by the City.
- **Landscaping Design:** Holleman Properties has proposed to incorporate landscaped areas into the design of the stormwater detention facilities. This design will provide for more than 8,000 SF of landscaped surface to be maintained by MH Custom Cabinetry. In addition, Holleman Properties will provide a sprinkler system for the newly established landscaped areas. The design of the sprinkler system will be incorporated into the plumbing drawings prior to application for permitting and engineering review.

- **Proposed on site signs, fencing or other fabricated barriers:** Holleman Properties has not proposed to include any signs, fencing or fabricated barriers for this project. However, at a future date a monument sign possibly could be located near the entrance to the access road along Industrial Avenue.

At this time Holleman Properties has not considered to what design, size, height, or if they will even have a monument sign. If Holleman Properties decides to install a sign or monument on the site, they will go through the appropriate application process to meet the City codes.

- **Schedule of Expected Development:** The following schedule is an approximated timeline based on the ability to meet the requirements of the planning and permitting process in a timely manner:



**SUMMARY:**

Our development and engineering team believe that we have complied with the City and State codes for fire safety, pedestrian circulation, parking, access to public roads and industrial transportation, site drainage, sewer, storm, power and landscaping. If there are errors or deficiencies in our plan we will work quickly and diligently to make the necessary changes in order to meet the Cities standards.

I would like to sincerely thank you for your time and willingness to work with us on such a short time frame. If you have any questions or comments concerning the narrative or the engineered drawings, please do not hesitate to give one of our development team a call.

Mike Holleman (Owner)                      503-263-1330

Darvin Tramel (Project Manager)            503-263-1330

Curt McLeod (Engineer)                      503-684-3478

Grantors' name and address:

# EXHIBIT B

Michael A. Terrell  
Glorianna Terrell  
2700 Industrial Ave  
Hubbard, OR 97032

Grantee's name and address;  
After recording return to:

Holleman Property, LLC  
26810 S. Bolland Road  
Canby, OR 97013

## GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS, That Michael A. Terrell and Glorianna Terrell, husband and wife, hereinafter called Grantor, grants, bargains, sells and conveys to Holleman Property, LLC, its successors and assigns, hereinafter called Grantee, an access and utility easement for the joint use of the grantor and grantee, over the following described real property, situated in Marion County, Oregon, described as follows, to wit:

**A portion of Parcel 1 of Partition Plat 2014-014, Marion County Plat records, more particularly described as a 15 foot strip of land parallel and abutting the southerly boundary of said parcel.**

Grantor hereby covenants to and with Grantee, its successors and assigns, that (HE) (SHE) (THEY) is/are the Trustees for said property which is free from all encumbrances except for easements, conditions and restrictions of record and will warrant and defend the rights herein granted from all lawful claims whatsoever, except as stated herein. It is understood and agreed that this easement and right-of-way shall give and convey to the Grantee herein the right of ingress and egress upon the lands above described and allow for the construction, maintenance and repair of utility improvements.

The true and actual consideration for this conveyance consists of other property or value given or promised, which is the whole consideration.

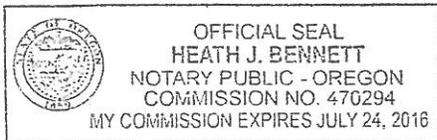
In witness whereof, the Grantor above named has hereunto set their hands on this 11 day of May, 2015:

Michael A. Terrell  
Michael A. Terrell (Grantor)

Glorianna Terrell  
Glorianna Terrell (Grantor)

STATE OF OREGON, County of Marion )ss.

Personally appeared the above named Michael A. Terrell and Glorianna Terrell before me on May 11, 2015 and acknowledged the foregoing instrument to be their voluntary act and deed.



Before Me: [Signature]  
Notary Public for Oregon

My Commission Expires: July 24, 2016

Grantors' name and address:

Holleman Property, LLC  
26810 S. Bolland Road  
Canby, OR 97013

Grantee's name and address;  
After recording return to:

Michael A. Terrell  
Glorianna Terrell  
2700 Industrial Ave  
Hubbard, OR 97032

GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS, That Holleman Property, LLC, hereinafter called Grantor, grants, bargains, sells and conveys to Michael A. Terrell and Glorianna Terrell, their successors and assigns, hereinafter called Grantee, an access easement for the joint use of the grantor and grantee, over the following described real property, situated in Marion County, Oregon, described as follows, to wit:

**A portion of Parcel 2 of Partition Plat 2014-014, Marion County Plat records, more particularly described as a 15 foot strip of land parallel and abutting the northern boundary of said parcel, beginning at the northwest corner located on the easterly right-of-way of Industrial Avenue, and continuing easterly along the said northern boundary a distance of 264.03 feet.**

Grantor hereby covenants to and with Grantee, its successors and assigns, that (HE) (SHE) (THEY) is/are the Trustees for said property which is free from all encumbrances that would prohibit execution of this document, except for easements, conditions and restrictions of record and will warrant and defend the rights herein granted from all lawful claims whatsoever, except as stated herein. It is understood and agreed that this easement and right-of-way shall give and convey to the Grantee herein the right of ingress and egress upon the lands above described.

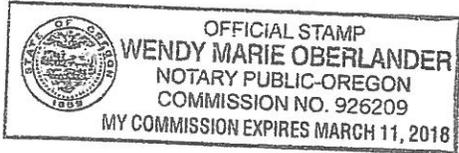
The true and actual consideration for this conveyance consists of other property or value given or promised, which is the whole consideration.

In witness whereof, the Grantor above named has hereunto set his hand on this 07<sup>TH</sup> day of May, 2015:

  
\_\_\_\_\_  
Michael Holleman, Member, Holleman Property, LLC (Grantor)

STATE OF OREGON, County of Marion )ss.

Personally appeared the above named Michael Holleman, Member, Holleman Property, LLC before me on May 07<sup>TH</sup>, 2015 and acknowledged having the authority granted by the Holloman Property, LLC to execute the foregoing document, and that it is his voluntary act and deed on behalf of Holleman Property, LLC.



Before Me:   
Notary Public for Oregon  
My Commission Expires: 03-11-2018



PROJECT AREA MAP - HUBBARD, OR  
SCALE: 1" = 80'

REVISED: 5/5/2015

BAR IS ONE INCH ON ORIGINAL DRAWING. ADJUST SCALE AS SHOWN ACCORDINGLY.

REV.	DESCRIPTION	REVISION BY	DATE

REVISIONS

DIGITAL SIGNATURE



CURRAN-MCLEOD, INC.  
CONSULTING ENGINEERS

6655 S.W. HAMPTON ST., SUITE 210  
PORTLAND, OREGON 97223  
PHONE: (503) 684-3478

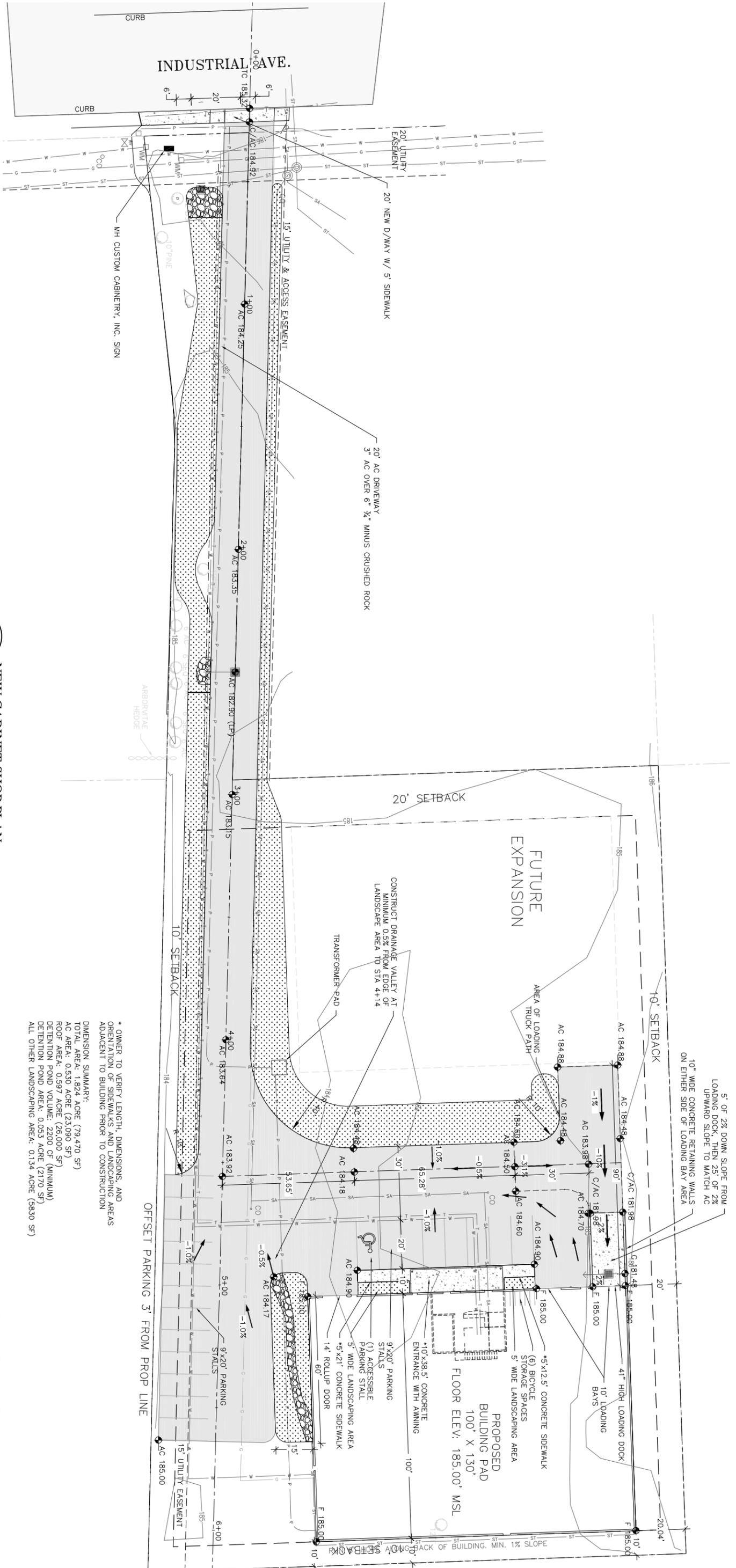
HOLLEMAN PROPERTIES  
CABINET SHOP CONSTRUCTION

PROJECT AREA MAP

MARION COUNTY, OREGON

DATE: FEB 2015  
DRAWN BY: GENERAL  
CHECKED BY: CJM  
DATE: 5/5  
DRAWN BY: PGB

C1  
OF  
C4



\* OWNER TO VERIFY LENGTH, DIMENSIONS, AND ORIENTATION OF SIDEWALKS AND LANDSCAPING AREAS ADJACENT TO BUILDING PRIOR TO CONSTRUCTION

DIMENSION SUMMARY:  
 TOTAL AREA: 1.824 ACRE (79,470 SF)  
 AC AREA: 0.530 ACRE (23,090 SF)  
 ROOF AREA: 0.597 ACRE (26,000 SF)  
 DETENTION POND VOLUME: 2200 CF (MINIMUM)  
 DETENTION POND AREA: 0.053 ACRE (2170 SF)  
 ALL OTHER LANDSCAPING AREA: 0.134 ACRE (5830 SF)

**NEW CABINET SHOP PLAN**



REVISED: 5/5/2015

REV.	DESCRIPTION	REVISION BY	DATE

DIGITAL SIGNATURE

**CURRAN-MCLEOD, INC.**  
 CONSULTING ENGINEERS

6655 S.W. HAMPTON ST., SUITE 210  
 PORTLAND, OREGON 97223  
 PHONE: (503) 684-3478

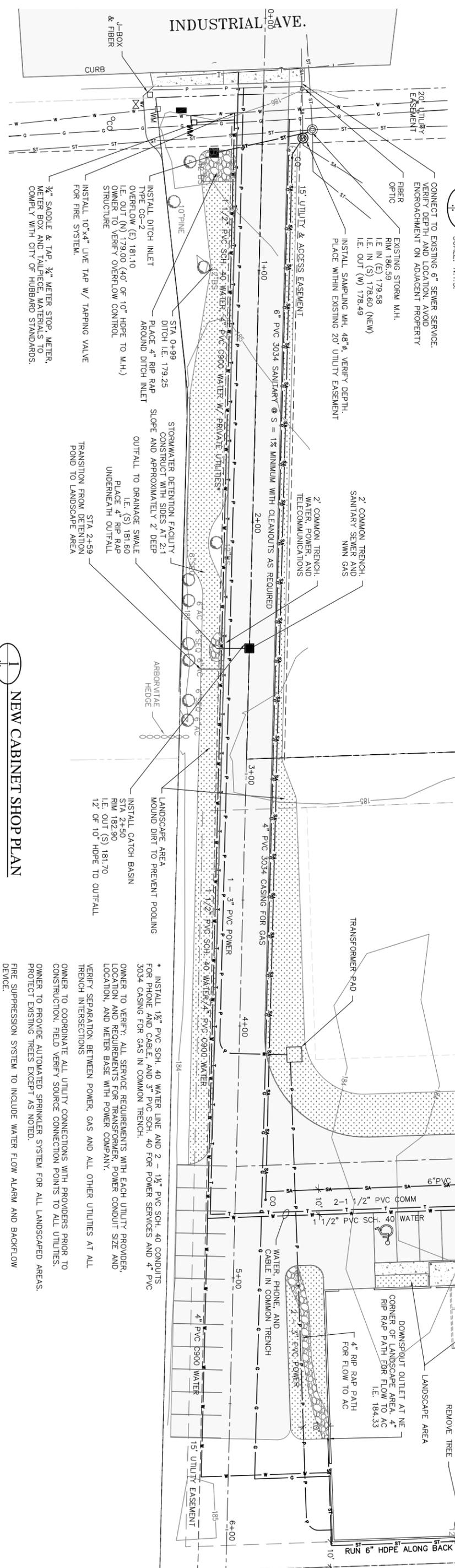
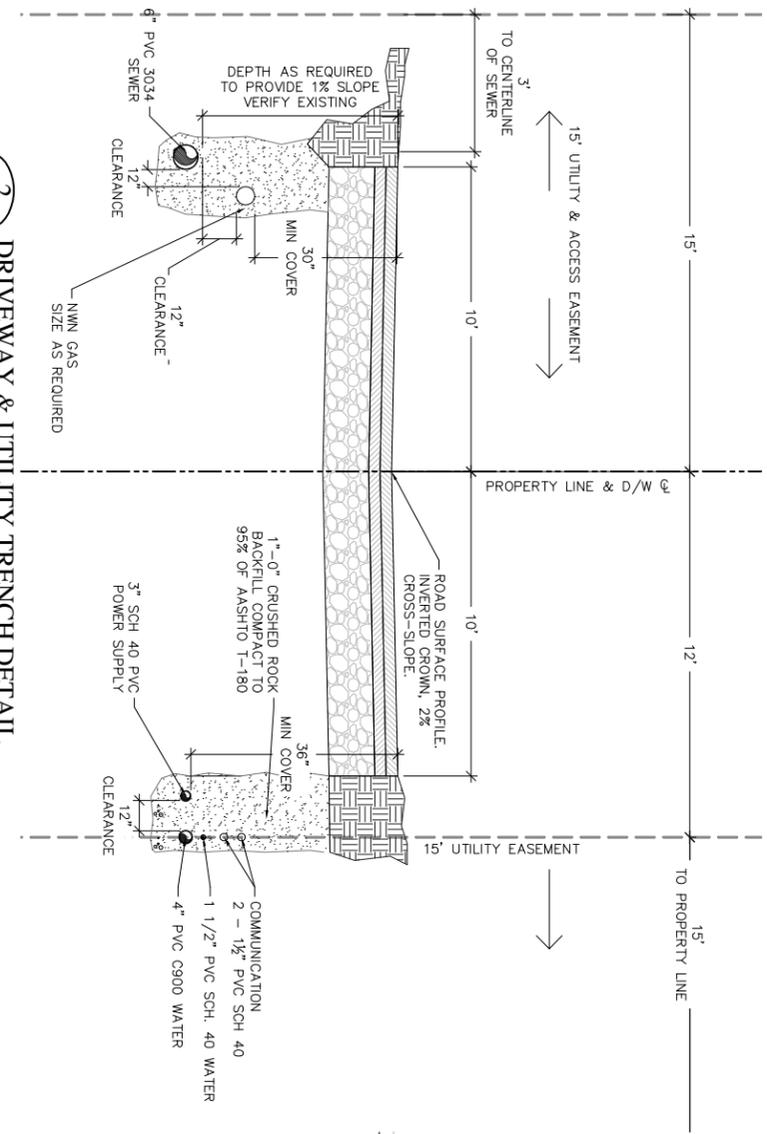
**HOLLEMAN PROPERTIES**  
 CABINET SHOP CONSTRUCTION

**SITE PLAN**

MARION COUNTY, OREGON

DATE	DESCRIPTION	BY
APR 2015	GENERAL	CJM

C2  
 OF  
 C4



\* INSTALL 1 1/2" PVC SCH. 40 WATER LINE AND 2 - 1 1/2" PVC SCH. 40 CONDUITS FOR PHONE AND CABLE, AND 3" PVC SCH. 40 FOR POWER SERVICES AND 4" PVC 3034 CASING FOR GAS IN COMMON TRENCH.

OWNER TO VERIFY: ALL SERVICE REQUIREMENTS WITH EACH UTILITY PROVIDER, LOCATION AND REQUIREMENTS FOR TRANSFORMER, POWER CONDUIT SIZE AND LOCATION, AND METER BASE WITH POWER COMPANY.

VERIFY SEPARATION BETWEEN POWER, GAS AND ALL OTHER UTILITIES AT ALL TRENCH INTERSECTIONS

OWNER TO COORDINATE ALL UTILITY CONNECTIONS WITH PROVIDERS PRIOR TO CONSTRUCTION. FIELD VERIFY SOURCE CONNECTION POINTS TO ALL UTILITIES.

OWNER TO PROVIDE AUTOMATED SPRINKLER SYSTEM FOR ALL LANDSCAPED AREAS. PROTECT EXISTING TREES EXCEPT AS NOTED.

FIRE SUPPRESSION SYSTEM TO INCLUDE WATER FLOW ALARM AND BACKFLOW DEVICE.

ROUTE ALL ROOF DRAINS TO DISCHARGE ON AC SURFACES



REVISED: 5/5/2015

REV.	DESCRIPTION	REVISION BY	DATE



**CURRAN-MCLEOD, INC.**  
CONSULTING ENGINEERS

6655 S.W. HAMPTON ST., SUITE 210  
PORTLAND, OREGON 97223  
PHONE: (503) 684-3478

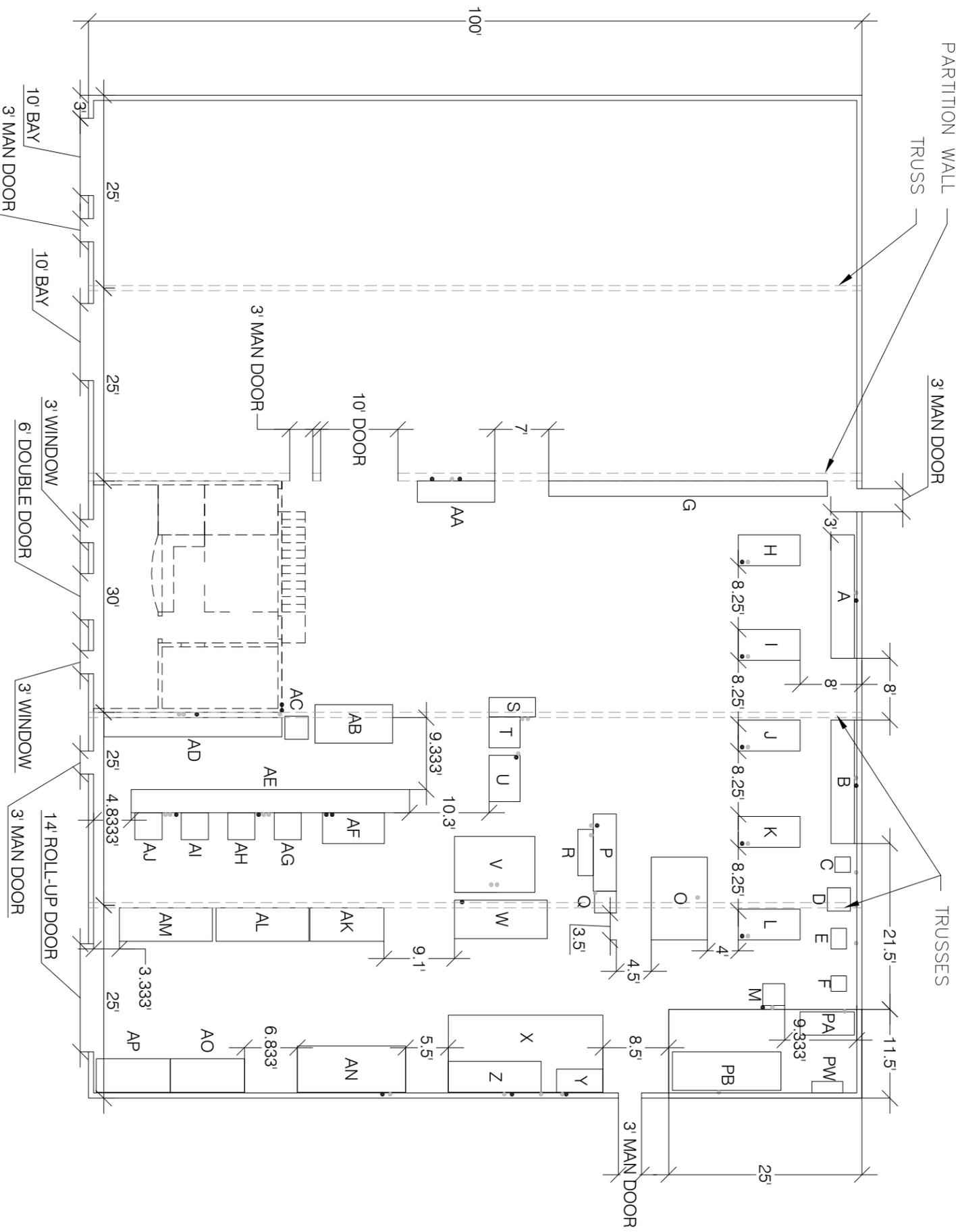
**HOLLEMAN PROPERTIES**  
CABINET SHOP CONSTRUCTION

**UTILITIES PLAN**

MARION COUNTY, OREGON

DATE	APR 2015
BY	GENERAL
CHECKED	CJM
DATE	5/5
BY	PCB
DATE	
BY	

C3  
OF  
C4



CABINET SHOP FLOOR PLAN  
SCALE: 1" = 8'

REVISED: 5/5/2015

MACHINE POWER REQUIREMENTS				
ID	MACHINE	DIM	POLE / VOLT	AMP
A	CHOP SAW	3x6'	1 / 110	
B	CHOP SAW	3x6'	1 / 110	
C	BAND SAW	2x2'	1 / 110	
D	PROFILE SANDER	3x3'	1 / 110	
E	DRILL PRESS	24"x32"	1 / 110	
F	MOLDER	2x2'	1 / 110	
G	STORAGE RACKS	2x36'		
H	WORK BENCH	4x8'	1 / 110	
I	WORK BENCH	4x8'	1 / 110	
J	WORK BENCH	4x8'	1 / 110	
K	WORK BENCH	4x8'	1 / 110	
L	WORK BENCH	4x8'	1 / 110	
M	TABLE ROUTER	34"x.34"	1 / 110	
O	TABLE SAW	87"x125"	1 / 220	
P	DRAWER ASSEM. TABLE	36"x10"	1 / 220	
Q	ROUTER TABLE	34"x34"	1 / 110	
R	EDGE SANDER	2x6'	1 / 220	
S	JOINTER	30"x72"	1 / 220	
T	PLANER	4x4'	1 / 220	
U	WIDE BELT SANDER	4x6'	1 / 220	
V	TABLE SAW	87"x125"	1 / 220	
W	EDGE BANDER	5x12'	1 / 220	
X	CNC (FUTURE?)	10x20'		
Y	HOLE MACHINE	3x6'	1 / 110	
Z	PANEL ROUTER	4x2'	1 / 110	
AA	BLUME DOOR MACH.	33"x10'	1 / 220	
AB	FACE FRAME RACK	5x10'		
AC	POCKET SCREW MACH.	3x3'	1 / 110	
AD	RAZOR GAUGE	30"x23'	2 / 110, 220	
AE	LUMBER S4S RACK	3x36'		
AF	DOOR ASSEM. RACK	4x8'		
AG	SHAPER	42"x42"	2 / 220	
AH	SHAPER	42"x42"		
AI	SHAPER	42"x42"	2 / 220	
AJ	SHAPER	42"x42"		
AK	HORIZ. SHEET RACK	52"x115"		
AL	VERT. SHEET RACK	52"x112"		
AM	VERT. SHEET RACK	52"x112"		
AN	PANEL SAW	6x14'	1 / 220	
AO	HORIZ. SHEET RACK	52"x115"		
AP	HORIZ. SHEET RACK	52"x115"		
PA	AIR COMPRESSOR	3x7'	1 / 220	
PB	DUST COLLECTOR	5x14'	1 / 220	
PW	POWER PANEL	18"x5'		

REV.	DESCRIPTION	REVISION BY	DATE

DIGITAL SIGNATURE

CURRAN-MCLEOD, INC.  
CONSULTING ENGINEERS

6655 S.W. HAMPTON ST., SUITE 210  
PORTLAND, OREGON 97223  
PHONE: (503) 684-3478

HOLLEMAN PROPERTIES  
CABINET SHOP CONSTRUCTION

FLOOR PLAN

MARION COUNTY, OREGON

DATE: APR 2015  
GENERAL  
CJM  
9/5  
PCB  
C4  
OF  
C4

## EXHIBIT B

SUBMITTED BY: Jaime Estrada

DATE: May 21, 2015

RE: DR #2015-04

2490 Industrial Ave. – Cabinet Manufacturing

1. Backflow prevention devices may be required;
2. Water meter calculations;
3. A drainage plan must be submitted which needs to include the following two elements: 1) erosion; and 2) sediment;
4. Storm drainage calculation must be submitted including detention facilities done by the engineer;
5. DEQ may require erosion and sediment control plan permit, NPDES Permit #1200C;
6. The fire department may require more fire hydrants;
7. We need complete detailed drawings on all utilities;
8. As-builts, require three (3) paper copies and one electronic file in Arcview/ArcGis 9 format;
9. Landscape plan must be provided for review;
10. Plan required for dealing with disposal of chlorinated water discharge;
11. Regulation dealing with work close to Mill Creek;
12. Surveying benchmarks must be used in the city of Hubbard;
13. Sidewalk should be required;
14. Light plan should be submitted;
15. Must contact Marion County for possible location of monuments;
16. Sewer monitoring manhole (Industrial property only);
17. Must obtain permits from Marion County;
18. The applicant shall be responsible for all costs associated with the improvements; and
19. It is the responsibility of the applicant to obtain copies of and be familiar with all applicable codes and standards, including, but not limited to required bonds.

pc: Bill Peterson, AKS Engineering & Forestry [wip@wip2010.com](mailto:wip@wip2010.com)  
Michael Poissant, AKS Engineering & Forestry [michaelp@aks-eng.com](mailto:michaelp@aks-eng.com)  
Vickie Nogle, City Recorder [vnogle@cityofhubbard.org](mailto:vnogle@cityofhubbard.org)  
Joey Shearer, COG [JShearer@mwvcog.org](mailto:JShearer@mwvcog.org)  
Ted Kunze, Fire Chief [t.kunze@hubbardfire.com](mailto:t.kunze@hubbardfire.com)  
Melinda Olinger, Public Works [molinger@cityofhubbard.org](mailto:molinger@cityofhubbard.org)  
Jaime Estrada, Public Works [jestrada@cityofhubbard.org](mailto:jestrada@cityofhubbard.org)



Hubbard Fire District  
P.O. Box 378  
3161 2<sup>nd</sup> Street  
Hubbard, OR 97032

EXHIBIT C

May 26, 2015

Hubbard Fire District comments: DR 2015-04/ 2690 Industrial Ave

1. Location of the Fire Department Connection (FDC) to the Fire Sprinkler system needs to be identified.
2. A fire hydrant off the City's main must be provided to support the FDC.
3. The requirement for the closest Fire Hydrant to the building is 600 feet for a building equipped with an approved sprinkler system. As the proposed driveway is 550 feet, and the closest existing hydrant is more than 50 feet from the driveway intersection with Industrial Ave, a fire hydrant will need to be located on the property.
4. The minimum drive way access per the fire code is 20 feet in width. Since that is what is called for in the plan, the driveway must be marked as a "Fire Lane" for its entire length. The Fire District can provide the necessary information on how this marking needs to be displayed.

Respectfully,

A handwritten signature in blue ink, appearing to read "TK", with a long horizontal flourish extending to the right.

Ted R. Kunze  
Fire Chief

May 29, 2015

Vickie Nogle, City Recorder/Planning Secretary  
City of Hubbard  
P.O. Box 380  
Hubbard, OR 97032

**RE: DR 2015-04 – 2690 Industrial Ave  
Holleman Properties LLC**

**Sent by Email Attachment**

Dear Vickie:

We have reviewed the Site Development Review Application and Public Works comments dated May 21, 2015. We have the following additional comments:

1. Per Hubbard Design Standards, catch basins shall be outfitted with approved turndowns and sumps for oil water separation and sedimentation control. Storm water quality manholes shall be installed in all proposed storm drains outletting into existing drainage facilities
2. Fire flows, private fire hydrant and FDC locations should be in accordance with the International Fire Code and Fire Marshal requirements
3. A sanitary sewer service and monitoring manhole acceptable to Public Works is required.
4. Accessible Parking Stalls shall conform to Chapter 11 of the Oregon Structural Specialty Code.
5. Item #11 in the Public Works memo is not applicable to this project.

Please contact me if you have any question regarding this review.

Sincerely,

**AKS ENGINEERING & FORESTRY SALEM-KEIZER, LLC**



William I. Peterson, P.E.  
City Engineer

cc: Jaime Estrada, Public Works Superintendent, by email attachment