



Warrenton Planning Commission
AGENDA
September 9, 2021 | 6 PM | City Hall – Commission Chambers

*****The meeting will be broadcast via Zoom at the following link*****

<https://us02web.zoom.us/j/89594092173?pwd=VG5sMFFTVExqTWI1dXVXSTBFbWw2UT09>

Meeting ID: 895 9409 2173

Passcode: 612659

Dial in number: 253-215-8782

1. Attendance
2. Flag Salute
3. Public Comment Period on *Non-Agenda* Items
4. Approval of minutes of August 12, 2021
 - *Action Item: Motion to Adopt*
5. **PUBLIC HEARING:** SDR-21-3 Commercial Site Design Review
 - Applicant: Greta Holstrom/Ardor Consulting, LLC on behalf of Fuiten West Partnership
 - Proposal: New 13,607-square-foot building for the Medix ambulance dispatch facility. The proposed development is located on Tax Lot 81033AA01100 at 2325 SE Dolphin Avenue. The subject property is zoned General Industrial (I-1)
 - *Action Item: Recommendation to approve with conditions*
6. **PUBLIC HEARING:** SW-21-1 Stop Work Order Hearing
 - Alleged Violation: Occupancy of Recreation Vehicles in violation of WMC 12.28.030
 - Property: 719 S. Main Avenue, Tax Lot 81021DC02900
 - Owners: Jeffrey & Teri Menna
7. Staff Announcements & Project Updates
8. **Next Meeting:** October 14, 2021

MINUTES
Warrenton Planning Commission
August 12, 2021
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Chair Mitchell called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Chair Paul Mitchell, Christine Bridgens, Mike Moha, Ken Yuill, and Lylla Gaebel (via Zoom)

Excused: Commissioner Chris Hayward and Commissioner Kevin Swanson

Staff Present: Interim City Planner Will Caplinger (via Zoom), Public Works Director Collin Stelzig (via Zoom), and Secretary Rebecca Sprengeler

PUBLIC COMMENT ON NON-AGENDA ITEMS - None

APPROVAL OF MINUTES

A. Planning Commission Meeting Minutes – 5.13.21

Commissioner Yuill made the motion to approve the minutes as written. Motion was seconded and passed unanimously.

Mitchell – aye; Bridgens – aye; Moha – aye; Yuill – aye; Gaebel - aye

PUBLIC HEARING

Open Public Hearing: Chair Mitchell opened the public hearing for the matter of Consolidated Application SUB-21-1/SDR-21-1 for a nine-lot townhome subdivision at 444 Jetty in Hammond. Formalities followed. No conflicts of interest were disclosed. Commissioner Yuill noted he drove by the site but feels it will not affect his decision.

Staff Report: Interim City Planner Will Caplinger briefly introduced the 444 Jetty project. He noted the WMC (Warrenton Municipal Code) requirements for consolidated applications. He discussed differences between his staff report and previous. He noted there are no specific findings for compliance of the comprehensive plan because it is assumed by the application of WMC criteria. He explained the WMC requires consolidated applications to have separate findings and decisions. He noted the findings and applicable criteria are the same for both applications and explained the subdivision has more detail while the site design review refers back to discussion covered by the subdivision application. He also discussed a change to the format of the findings. Mr. Caplinger reviewed and briefly discussed each finding of the SUB-

21-1 section of the staff report. While reviewing 16.136.010 Purpose and Applicability, Mr. Caplinger stated he would like to augment the finding to add a requirement for a waived remonstrance, which is noted as a requirement in the conditions of approval. He also stated it would be required for any new development in the area. He noted the need for public improvements in the Kindred Park area and briefly discussed the Clark vs. City of Albany LUBA (Land Use Board of Appeals) decision. He continued reviewing the staff report. Under 16.136.020.H.2.b of the staff report, he noted the improvement plans do not show a required barricade as listed in the conditions of approval. He noted the hammerhead turnaround, if approved by the Fire Chief, will be a semipermanent condition until Fourth Avenue is improved and extended. Commissioner Yuill asked about drainage. Mr. Caplinger noted the applicant stated drainage will be to the Hammond Boat Basin. Public Works Director Collin Stelzig confirmed stormwater will drain to the west outfall to the Hammond Marina. He discussed the applicant's suggested new stormwater line. It was noted the new line will need to be TV-ed. Mr. Caplinger continued his review of the staff report. Mr. Caplinger reviewed the conditions of approval as written in the staff report. He stated his recommendation is that the Planning Commission approve the subdivision/preliminary plat application subject to the conditions outlined in the staff report.

Questions of Staff: Commissioner Yuill noted previous condition of approval for this property for water flow. He asked if there should be a condition related to waterflow and pressure. Mr. Stelzig noted a condition in the August 5th planning review comments memo to do a water model and discussed the suggested water improvements. He feels with the improvements and the water model, there should be enough water for the development. Brief discussion followed. Chair Mitchell asked how the maximum number of units before a public space or park is required. Mr. Caplinger stated 20 units. Brief discussion continued. Chair Mitchell asked if garages or carports are included. Commissioner Gaebel asked if the developer plans to build additional units on the "stub." Mr. Caplinger noted that would not be allowed due to density requirements. Commissioner Yuill and Commissioner Moha confirmed the units have two-car garages. There were no further questions.

Applicant Presentation: Mark Hansen of Jetty Street LLC made introductory comments and discussed his work in development. He noted he wants to be a homeowner of one of these units. He discussed several infrastructure improvements that will be made. He noted this will meet the housing need in the area. He noted the units will be managed by an HOA (Homeowner's Association). He briefly discussed access.

Questions of Applicant: Commissioner Yuill asked if there will be a sprinkler system. Mr. Hansen said there will not be sprinklers and noted new fire hydrants. Commissioner Yuill asked if there has been contact with the neighbors losing their view. Mr. Hansen confirmed he has spoken with the neighbors and received no comments in opposition. Commissioner Bridgens asked if the units will be owner-occupied or rented. Mr. Hansen confirmed they will be owner-occupied. He explained the intention is to sell the units as they are built. Chair Mitchell commented on potential for the units to be rented unless restricted by HOA or CC&R (Covenants, Conditions & Restrictions). Brief discussion followed. Chair Mitchell asked about the selling price. Mr. Hansen estimated between \$500,000 - \$600,000. He discussed the details and quality of the units. Commissioner Moha asked if the intention is to begin immediately. Mr.

Hansen responded the intention is to begin as soon as possible.

Public Testimony: Pam Ackley spoke in favor of the development noting it is a start to beautifying the Hammond Marina and bringing in new infrastructure. Gerald Poe also spoke in favor noting his home is near this proposed development. He discussed his support for the development. There were no comments in opposition.

Close Public Hearing: Chair Mitchell closed the public hearing.

Deliberation of Commissioners: Commissioner Gaebel agreed with Ms. Ackley. Chair Mitchell also agreed, noting he wants to ensure developments have long term benefit, not just immediate. He also noted the lack of housing. He noted concerns about HOA's when not set up well. Commissioner Yuill noted his only concerns were about past drainage and waterflow issues. Commissioner Moha made comments in agreement noting he feels the issues were addressed with this development. Commissioner Gaebel asked if the shared walls are fire walls. Chair Mitchell confirmed and briefly discussed fire life safety requirements. Commissioner Bridgens asked if there will be yards.

Re-Open Public Hearing: Chair Mitchell re-opened the public hearing. Mr. Hansen responded that there will be front yards, patios, and exterior balconies. He also noted there will be double car driveways in the rear.

Close Public Hearing: Chair Mitchell closed the public hearing.

Commissioner Yuill made the motion that based on the findings and conclusions of the August 3, 2021 staff report, I move to approve SUB-21-1 Preliminary Plat Application for Jetty View Subdivision subject to the 18 conditions of approval that are included in the staff report. There was brief discussion about the two suggested motions. Commissioner Moha noted the motion made is correct. Mr. Caplinger confirmed there are 18 conditions of approval. Chair Mitchell asked if each condition should be read for the record. Commissioner Yuill noted they do not all need to be read. Commissioner Gaebel asked for clarification about the future street plan condition of approval. Mr. Caplinger noted that it is condition 9. Commissioner Yuill asked if the motion made covers both the SUB and SDR. Mr. Caplinger noted it is only for the SUB application and the SDR will be reviewed separately, noting the requirement for separate decisions and findings. Chair Mitchell stated the motion is going to be restated.

Commissioner Yuill made the motion that based on the findings and conclusions of the August 3, 2021 staff report, I move to approve SDR-21-1 Site Design Review application for Jetty View Subdivision subject to the conditions of approval that were included in the staff report. Motion was seconded. Mr. Caplinger noted that the motion needs to be for SUB-21-1.

Commissioner Yuill made the motion that based on the findings and conclusions of the August 3, 2021 staff report, I move again to approve SUB-21-1 Preliminary Plat Application for Jetty View Subdivision subject to the conditions of approval included in the staff report. Motion was seconded and passed unanimously.

Mitchell – aye; Bridgens – aye; Moha – aye; Yuill – aye; Gaebel - aye

Staff Report: Mr. Caplinger reviewed the staff report and conditions of approval for SDR-21-1. Mr. Caplinger noted the suggested motion for the SDR. Chair Mitchell asked for a motion. Commissioner Yuill asked if the applicant would like to speak. Mr. Caplinger asked about opening the public hearing.

Re-Open Public Hearing: Chair Mitchell opened the public hearing and asked if the applicant would like to make comments. Mr. Hansen noted he has already said what he wanted to. There were no comments in favor or opposition.

Close Public Hearing: Chair Mitchell closed the public hearing.

Commissioner Yuill made the motion that based on the findings and conclusions of the August 3, 2021 staff report, I move to approve SDR-21-1 Site Design Review application for Jetty View Subdivision subject to the conditions of approval included in the staff report. Motion was seconded and passed unanimously.

Mitchell – aye; Bridgens – aye; Moha – aye; Yuill – aye; Gaebel - aye

There was brief discussion about the public hearing script. Secretary Rebecca Sprengeler made a point of order, noting the two scripts are different – the first was only for Jetty and the Roby’s script needs to be read.

Open Public Hearing: Chair Mitchell opened the public hearing in the matter of SDR-21-2, a commercial site design review for a new Roby’s Furniture Store. Formalities followed. No conflicts of interest were disclosed. Commissioner Yuill noted he drove past the property but feels it will not affect his decision. Chair Mitchell disclosed he manages a business directly across the street.

Staff Report: Mr. Caplinger introduced the project, described the format of the staff report, and reviewed each criterion of the staff report for SDR-21-2 for Roby’s Furniture. Mr. Caplinger stated under 16.116.030 Architectural and Site Design Standards staff finding b., the exterior building materials are limited to board & batt siding and lap siding. He stated this criterion is not met and noted an amendment to condition of approval number 6 to add to this criterion to have additional building materials. He continued his review. Commissioner Gaebel noted aesthetic concerns about storage buildings facing Highway 101. Mr. Caplinger noted the trash enclosures are screened, all equipment is enclosed, the loading docks are concealed well. Brief discussion followed. Mr. Caplinger continued reviewing his staff report, referencing attachments in the meeting packet. Mr. Caplinger noted garbage truck maneuvering concerns on page 120 of the staff report that will be subject to the approval of Public Works department. Mr. discussed WMC 16.144 regarding signs. He stated he wants to add a finding that that will be met by a condition of approval. He suggested a modification to condition of approval number 9. He noted the applicant stated that only building-mounted signage is proposed. He noted there is no exemption for building-mounted signs. Under 16.156.030 Mr. Caplinger discussed Department of State Lands (DSL) Wetland Fill Permit No. 38988-FP, noting it expires on August 7, 2021. He noted

John Nygaard confirmed the permit is renewed annually and the plans were submitted prior to expiration. Mr. Caplinger stated under condition of approval number 10, there will need to be an additional comment that the City will need to receive an updated copy of the site plan. He then continued reviewing the staff report. Mr. Caplinger emphasized that the Type III “permit” is not the Site Design Review approval. He stated Site Design review is not a permit, per se, but is the mechanism by which the Community Development Director or the hearings body determines satisfaction of the Code requirements. He noted SRD ensures code compliance but does not permit development and noted the need for a Type I Permitted Use application. He noted this has not been done for previous approvals and that SDR’s are technically subject to a Type I or Type II development review process. He noted this needs to be ensured moving forward then continued reviewing the staff report. He noted the need for an updated impact study. Mr. Caplinger noted a correction that the conditions of approval *will* be met for Development in Accordance with Permit Approval. Mt. Caplinger stated the findings above demonstrate that the proposed design of the Roby’s Furniture Store development is generally consistent with the C-1 zoning district development standards and the design standards of the development code. Staff recommends the Planning Commission approve the site design review application subject to the conditions of approval. He read the conditions of approval as listed in the staff report, noting an addition to condition of approval 9 that the submittal shall include a sign plan and separate sign permit application to comply with section 16.116.030.C.3.b. He also made an addition to condition of approval 10 that the applicant shall also provide a copy of the current wetland fill permit renewal.

Questions of Staff: Chair Mitchell thanked Mr. Caplinger for his thorough review. There was brief discussion about a recommended motion.

Applicant Presentation: Kyle Langeliers, representative of Roby’s Furniture and Appliance, introduced himself and the team: Stricker Engineering, project manager, Big River, and Warrenton Fiber representatives. He thanked staff noting how helpful the pre-application meeting was. He noted excitement to move into a growing community.

Questions of Applicant: Commissioner Yuill complimented the attractiveness of the Roby’s furniture store near Tillamook and asked if the aesthetics will be mimicked in Warrenton. Mr. Langeliers confirmed this development will mimic that store. Commissioner Yuill asked about the display to warehouse ratio of the square footage. Mr. Langeliers stated 5,000 square feet will be warehouse. Brief discussion followed. Chair Mitchell noted concerns with Tractor Supply’s use of materials, noting the goal to keep Highway 101 attractive with the store front facing instead of the rear. He discussed the push during the Walmart development for a wall to conceal the back of the building from Highway 101. He noted the importance of buildings being aesthetically pleasing, stating Warrenton is becoming a place you come to and not drive through. Mr. Langeliers made comments in agreement. Commissioner Gaebel asked if there are sprinklers. It was noted there are interior sprinklers.

Public Testimony: No one spoke in favor or opposition.

Close Public Hearing: There being no further comments, Chair Mitchell closed the public hearing.

Deliberation of Commissioners: Chair Mitchell noted he feels this will be a nice addition noting his excitement. He feels this is the type of business they have been looking to grow and feels they will be good community partners. Commissioner Yuill noted many issues in that area have already been addressed multiple times and noted his appreciation for detail in this application. He stated he feels very comfortable and excited about the project. Commissioner Moha noted his agreement and stated that is what the area was developed for. Commissioner Gaebel noted she would like to ensure the wetland permit comes in. An applicant requested to address the Commissioner Gaebel's concern.

Re-Open Public Hearing: Chair Mitchell reopened the public hearing testimony. Commissioner Gaebel restated her concern about flooding in the wetland area and would like to ensure the permit is in order. Wes Giesbrecht, representative of Warrenton Fiber, noted the wetland has been filled for almost 15 years and is unsure why there is still an active wetland permit and renewal requirement. He asked for clarification from staff. Commissioner Yuill noted wetland on the northeast corner of the property. Mr. Giesbrecht responded that there is a corner that is not owned by Warrenton Fiber or this project that remains unfilled. He noted Warrenton Fiber's property has been filled for many years. Brief discussion followed about the fill permit. Mr. Caplinger responded that if a delineation was done, he does not see the need for the renewal but will defer to the property owner and the Department of State Lands. He stated the statute says if a development is going to impact a wetland, then all of this applies, but if a wetland is no longer there or is authorized as fill, then he does not see that a wetland fill permit would be necessary or applicable. Discussion followed. Mr. Giesbrecht noted he does not prefer this to be a condition of approval on this project. Chair Mitchell noted if this condition is removed, it cannot be added back in. Brief discussion followed. Mr. Caplinger suggested modification to condition of approval 10 provide a copy of current wetland fill permit renewal if applicable and required by Department of State Lands. Chair Mitchell noted emailed public comment in opposition from Kurt and Henry Wilener and responded to each of their concerns about public notice, access, and drainage. Mr. Langeliers responded to the comments noting the water drainage has been addressed.

Close Public Hearing: There being no further comments, Chair Mitchell closed the public hearing. Mr. Caplinger discussed his response to the Wileners' comments via email.

Commissioner Gaebel made the motion to approve SDR-21-2 Site Design Review Application for Roby's Furniture Store subject to the conditions of approval included in the staff report. Motion was seconded and passed unanimously.

Mitchell – aye; Bridgens – aye; Moha – aye; Yuill – aye; Gaebel – aye

Ms. Sprengeler made a point of order to ask Chair Mitchell if the motion should be amended to include the changes made to conditions of approval based on the discussion at this meeting. Discussion followed.

Commissioner Gaebel moved to repeal the motion that just passed. Motion was seconded and passed unanimously.

Mitchell – aye; Bridgens – aye; Moha – aye; Yuill – aye; Gaebel – aye

Commissioner Gaebel made the motion to approve SDR-21-2 Site Design Review Application for Roby’s Furniture Store subject to the conditions of approval included in the staff report and as amended during discussion and added to the record. Motion was seconded and passed unanimously.

Mitchell – aye; Bridgens – aye; Moha – aye; Yuill – aye; Gaebel – aye

STAFF ANNOUNCEMENTS & PROJECT UPDATES

Mr. Caplinger discussed the stop work order for Marissa Lauren’s vacation rental on 1564 SE Honeysuckle Loop. He discussed the grandfathering process and the revocation and violation enforcement processes. He noted if the use does not cease, it will be brought to the September Planning Commission meeting. Brief discussion followed. Chair Mitchell discussed the confusion from homeowners about the grandfathered status of many vacation rentals. Discussion followed. Mr. Caplinger discussed the need for a clear system to address revocation of vacation rentals in residential districts. Commissioner Moha commented on the press coverage on this subject. Commissioner Yuill requested the City Attorney be available to assist the Planning Commission during this process. Mr. Caplinger discussed updates for the Young’s Bay Plaza project, Trillium House, and the Roosevelt subdivision. Commissioner Bridgens noted a concern about public safety with lack of police officers in a continually growing city. Commissioner Gaebel suggested requiring sprinklers for attached dwellings.

There being no further business, Chair Mitchell adjourned the meeting at 8:48 p.m.

Next Meeting: September 9, 2021

APPROVED:

ATTEST:

Paul Mitchell, Chair

Rebecca Sprengeler, Secretary



P.O. BOX 250 ■ WARRENTON, OR 97146 -0250 ■ OFFICE: 503.861.2233 ■ FAX: 503.861.2351

August 31, 2021

To: Warrenton Planning Commission
From: Will Caplinger, Interim City Planner
Re: Site Design Review Application SDR-21-3

BACKGROUND

On July 20, 2021, Greta Holmstrom of Ardor Consulting, LLC submitted the application listed above on behalf of property owner Fuiten West Partnership to construct a new 13,607 square foot building and associated site improvements to replace the existing Medix ambulance dispatch facility at 2325 SE Dolphin Avenue on Tax Lot 81033AA01100. The property is on the west side of SE Dolphin Avenue approximately 475 feet east of US Highway 101, in the General Industrial (I-1) Zone.

The application was deemed complete on July 22, 2021. Notice for a Type III public hearing was mailed on August 20, 2021 and was published in the Columbia Press on August 27, 2021. No public comments have yet been received. The primary purpose and intent of the staff report is to make findings on whether the application satisfies criteria and standards specified in the Warrenton Municipal Code (WMC). The City maintains consistency with Comprehensive Plan provisions through the enactment and application of land use regulations. Hence, the staff report does not make specific findings on compliance with Comprehensive Plan Policies or provisions, but adheres to the WMC chapter order listed below.

APPLICABLE CRITERIA AND STANDARDS

Chapter 16.60 General Industrial (I-1) District
Chapter 16.116 Design Standards
Chapter 16.120 Access and Circulation
Chapter 16.124 Landscaping, Street Trees, Fences, and Walls
Chapter 16.128 Vehicle and Bicycle Parking
Chapter 16.136 Public Facilities Standards
Chapter 16.140 Stormwater and Surface Water Management
Chapter 16.144 Signs
Chapter 16.152 Grading, Excavating, and Erosion Control Plans
Chapter 16.192 Large Scale Developments
Chapter 16.208 Types of Applications and Review Procedures
Chapter 16.212 Site Design Review

FINDINGS

Chapter 16.60 General Industrial (I-1) District

16.60.020 Permitted Uses

The following uses and activities and their accessory uses and activities are permitted in the I-1 zone if the Community Development Director determines that the uses conform to the standards of Section 16.60.040, applicable Development Code standards, and other City regulations:

- F. Storage and distribution services and facilities (i.e., truck terminals, warehouses and storage buildings and yards, contractor's establishments, lumber yards and sales) or similar uses.*
- L. Professional, financial or business offices.*
- N. Government buildings and uses.*
- V. Similar uses to those listed in this section.*

Staff Finding: This criterion is met.

- An ambulance dispatch facility is a similar use to the uses described in F, L, and V:
 - The site will dispatch / distribute ambulances similar to a truck terminal (16.60.020.F).
 - The building will include professional offices (16.60.020.L).
 - Medix provides advanced life support response and emergency/non-emergency medical transportation (which are defined by the state of Oregon as essential services) to all of Clatsop County and parts of Pacific County. Medix provides these services under an exclusive franchise with Clatsop County, therefore serving a government function/use (16.60.020.N).

16.60.040 Development Standards.

The following standards are applicable in the I-1 zone (as applicable to the project):

- C. Storage. All materials, including wastes, shall be stored and maintained in a manner that will not attract or aid the propagation of insects or rodents or other animals or birds, or otherwise create a health hazard or nuisance.*

Staff Finding: This criterion will be met with a condition of approval.

- The applicant has stated that the trash receptacle area will be on the adjacent tax lot to the west, under the same ownership.

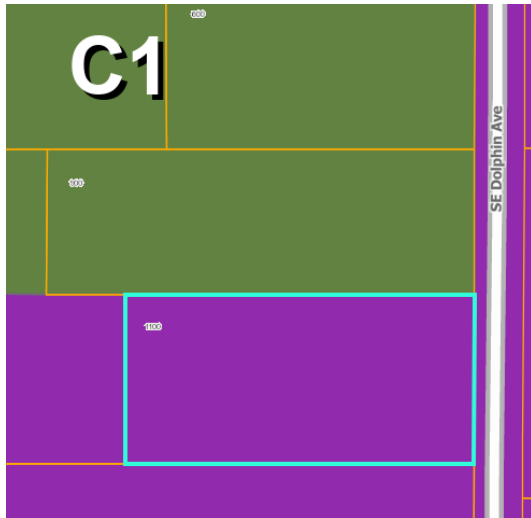
- E. Buffer. Where this zone adjoins another non-industrial zone there shall be a buffer area at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of eight feet, or such other screening measures as may be prescribed by the City in the event differences in elevation or other circumstances should defeat the purpose of this requirement.*

Staff Finding: This criterion cannot be met and should be waived.

- Along its north boundary, the subject property abuts the General Commercial (C-1) zone; but the Medix project is a redevelopment that will utilize the existing access easement and paved driveway that abuts the C-1 zone, i.e., a 10-foot-wide landscape buffer is infeasible (please see the map snips below and Sheet A-002 in the attached application packet).
- The adjoining C-1 zone does not require side yard setbacks unless the property abuts a residential district; hence, the existing buildings on the C-1 parcel were built up to the property line. Moreover, these buildings are used for commercial storage, and the Medix facility is a

compatible use with little or no potential to negatively impact existing use on the adjoining C-1 property.

Medix site outlined in the I-1 Zone



Storage units on C-1 parcel to the north



H. Setbacks. The minimum front, side and rear yard setbacks shall be 10 feet. When across a street from a non-industrial zone, the setback from the property line shall be 10 feet. When a property abuts a non-industrial zone, the setback shall be as follows:

- 1. 50 feet for buildings and other structures more than 10 feet in height;*

Staff Finding: This criterion is met.

- The main buildings are all more than 50 feet from the north property line, which is the only property line that abuts a non-industrial zone (see map snip above and Sheet A-100 in the application packet).

J. Building Height. The maximum building height shall be 45 feet, except that it may be lower under either of the following circumstances:

- 1. Within 100 feet of a non-industrial zone, where the maximum building height shall be the same as the maximum building height in that zone.*
- 2. Within the Airport Hazard Overlay Zone, where the maximum building height is described by the Airport Hazard Overlay Zone.*

Staff Finding: These criteria are met.

- 1. Both the main building and the garage are within 100 feet of the C-1 Zone, which has a maximum height of 45 feet. The main building and the garage are both 23-24 feet in height to the ridgeline.
- 2. The Airport Hazard Overlay Zone consists of several Imaginary Surfaces that are either three-dimensional or that exist as planar surfaces above the ground. The Medix site is beneath only one surface, the Conical Surface, the outer-most surface from the airport, which is in the shape of a shallow basin. The bottom of this basin or surface is at an elevation of 164.9 feet above Mean

Sea Level (MSL), so the Medix development does not have the potential to negatively affect any aircraft operating within this surface.

Moreover, WMC *Section 16.92.030 Uses Permitted Outright Within Airport Imaginary Surfaces* Subsection H allows, *Emergency medical flight services, including activities, aircraft, accessory structures, and other facilities necessary to support emergency transportation for medical purposes.*

Even if not considered a facility in direct support of emergency medical flight services, Section *16.92.040 Uses Permitted Under Prescribed Conditions Within Airport Imaginary Surfaces* Subsection D allows *Buildings and uses of a public works, public service or public utility nature*, subject to the standards contained in Section 16.92.060. Only Subsection A of those standards would be applicable beneath the Conical Surface, in that it prohibits any structures from extending above the Surface, which has a base elevation of 164.9 feet above MSL. The Medix development lacks the potential to not comply with that standard.

L. All new sewer and water connections for a proposed development shall comply with all City regulations.

Staff Finding: This criterion will be met by a condition of approval.

Chapter 16.116 Design Standards

16.116.030 Architectural and Site Design Standards.

The City's development design standards are for the commercial district corridors along US Highway 101, Alternate Highway 101, SW & SE Dolphin, SE Marlin Avenue, E Harbor Drive, S Main Avenue, SE Ensign Lane, Pacific Drive, and SE Neptune. The standards in this section apply only to property in the commercial corridors listed above; lands outside of these commercial corridors are not subject to these standards.

Staff Finding: These criteria do not apply.

- Although the site is on SE Dolphin Avenue, the commercial corridor ends at the last parcel under commercial zoning, which is the parcel that abuts the north side of the Medix site. SE Dolphin Avenue continues under industrial zoning south to the city limits.

Chapter 16.120 Access and Circulation

16.120.020 Vehicular Access and Circulation.

C. Access Permit Required. Access to a street requires an access permit.

Staff Finding: This criterion does not apply.

- The development will continue to use the existing established street connection.

D. Traffic Study Requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also Chapter 16.136, Public Facilities Standards, and Chapter 16.256, Traffic Impact Study.)

Staff Finding: This criterion does not apply.

- The project does not have the potential to cause the conditions that require a traffic study.
- *16.256.030 When [a Traffic Study is] Required.*

A traffic impact study will be required to be submitted to the City with a land use application, when the following conditions apply:

A. The development application involves a change in zoning or a plan amendment designation; or,

B. The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation Manual; and information and studies provided by the local reviewing jurisdiction and/or ODOT:

- 1. An increase in site traffic volume generation by 300 average daily trips (ADT) or more; or*
- 2. An increase in ADT hour volume of a particular movement to and from the state highway by 20% or more; or*
- 3. An increase in use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day; or*
- 4. The location of the access driveway does not meet minimum sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the state highway, creating a safety hazard; or*
- 5. A change in internal traffic patterns that may cause safety problems, such as back up onto the highway or traffic crashes in the approach area. (Ord. 1225 § 13, 2019)*

- A. The development does not involve a change in zoning or Comprehensive Plan designation.
- B. 1-3: The development will operate at the same level as the current facility and will not cause any increases in traffic volume, movement to/from the state highway, or use of adjacent streets.
- B.4: N/A
- B.5: The internal traffic patterns will remain similar to existing patterns, and there is no additional potential to cause traffic crashes in the approach area.

F. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required). These methods are “options” to the developer/subdivider, unless one method is specifically required under Division 2, or through conditions required by the hearings body.

2. Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., “shared driveway”). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive.

Staff Finding: This criterion will be met by a condition of approval.

- Sheet A-002 in the application packet indicates a 20’-wide access easement recorded in Book 908 page 601. In order to confirm that the easement does not provide access to another property, staff has requested the applicant to provide a copy of this easement.

L. Fire Access and Circulation. The City of Warrenton adopts the Uniform Fire Code, as amended, including administrative sections and all appendices and all the State of Oregon revisions. All development in the City of Warrenton is required to meet these minimum adopted standards.

Staff Finding: The associated criteria will be met by conditions of approval .

- The Fire Chief has determined that the development provides adequate access for fire protection.
- Other criteria are addressed in the conditions of approval.

16.120.030 Pedestrian Access and Circulation.

A. *Pedestrian Access and Circulation. To ensure safe, direct and convenient pedestrian circulation, all developments, except single-family detached housing, duplexes, or triplexes on individual lots, shall provide a continuous pedestrian and/or multi-use pathway system.*

Staff Finding: This criterion is met.

- Pedestrian circulation is provided by sidewalks connecting the parking areas with each of the buildings. The buildings are connected and have internal pedestrian circulation.

Chapter 16.124 Landscaping, Street Trees, Fences, and Walls

16.124.070 New Landscaping.

A. *Applicability. This section shall apply to all developments within the City of Warrenton.*

B. *Landscaping Plan Required. For every new development in the City of Warrenton requiring a City permit, a landscape plan is required.*

Staff Finding: This criterion will be met by a condition of approval.

- The applicant has provided a description of the landscaping plan but not a plan, per se.

Chapter 16.128 Vehicle and Bicycle Parking

16.128.030 Vehicle Parking Standards.

At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone in the City, off-street parking spaces shall be provided in accordance with requirements in this section, chapter, and Code, unless greater requirements are otherwise established. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 16.128.030.A.

A. *General Provisions.*

- 1. Groups of four or more off-street parking spaces shall be served by a driveway or aisle so that no backing movements or other maneuvering within a street or right-of-way, other than an alley, will be required. Section 16.120.020 contains driveway opening and width standards.*
- 2. Service drives or aisles to off-street parking areas shall be designed and constructed to facilitate the flow of traffic and to provide maximum safety to pedestrian, bicycle, and vehicular traffic on the site.*
- 3. Service drives or aisles shall be clearly and permanently marked and defined through the use of bumper rails, fences, buildings, walls, painting, or other appropriate markers.*
- 4. Fractional space requirements shall be counted as a whole space.*
- 5. All parking lots shall be designed and constructed to meet the City standards of Section 16.120.020, this chapter, Chapter 16.136, and this Code.*

Staff Finding: These criteria are met or will be met with conditions of approval.

- 1. The parking lot is served by the private drive. All maneuvering will occur within the parking lot.
- 2, 3 & 5 will be met by conditions of approval.
- 4. The applicant provided an analysis of parking requirements based on a total number of 91 employees rather than the number of employees on the largest shift. The parking requirement for industrial uses is the lesser of 1 space per each two employees or one space per 700 square feet of gross floor area. The plans far exceed either calculation, and indicate 55 parking spaces, including four ADA-compliant spaces (see Sheets A-003 & A-100).

16.128.040 Bicycle Parking Requirements.

- A. *All uses shall provide bicycle parking in conformance with the following standards which are evaluated during development review or site design review.*
- B. *Number of Bicycle Parking Spaces. The minimum number of bicycle parking spaces required for uses is provided in Table 16.128.040.A.*

Staff Finding: This criterion is met.

- Institutional uses under “other uses” in Table 16.128.040.A require 1 space per 10 vehicle spaces. The 55 proposed parking spaces require 6 bicycle spaces. 50% of the spaces must be long term and 50% must be short term. Short term spaces can be outdoors on lockable sheltered racks, as proposed on applicant’s Landscape Plan (Appendix D). Long term spaces must be in a lockable enclosure, which may be a secure room inside the store. The parking plan indicates three short-term spaces on exterior racks and three in a secured location indoors.

Chapter 16.136 Public Facilities Standards

16.136.010 Purpose and Applicability.

- C. *Standard Specifications. The City shall establish standard construction specifications consistent with the design standards of this chapter and application of engineering principles. They are incorporated in this Code by reference.*
- D. *Conditions of Development Approval. No development may occur unless required public facilities are in place or guaranteed, in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.*

Staff Finding: These criteria are met or will be met by conditions of approval.

16.136.020 Transportation Standards.

- A. *Development Standards. No development shall occur unless the lot or parcel abuts a public or private street, other than an alley, for at least 25 feet and is in conformance with the provisions of Chapter 16.120, Access and Circulation, and the following standards are met:*
 - 1. *Streets within or adjacent to a development shall be improved in accordance with the Comprehensive Plan, Transportation System Plan, and the provisions of this chapter;*

Staff Finding: This criterion will be met by a condition of approval.

J. Sidewalks, Planter Strips, Bicycle Lanes. Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with the standards in Table 16.136.010, applicable provisions of the Transportation System Plan, the Comprehensive Plan, and adopted street plans. Sidewalks are required on both sides of all streets (including streets inside easements), except for alley ways and walking paths.

Staff Finding: These criteria are met or will be met by conditions of approval.

- SE Dolphin Avenue is listed as a Local Street in the Transportation System Plan. Table 16.136.010 requires that Local Streets be improved with a 5'-wide planter strip and a 5'-wide sidewalk. Local Streets do not require a bike lane.

X. Street Light Standards. Street lights shall be installed in accordance with City standards.

Staff Finding: This criterion will be met by a condition of approval.

Chapter 16.140 Stormwater and Surface Water Management

16.140.020 Developments Must Drain Properly.

- A. All developments must provide an adequate drainage system to prevent the undue detention or retention of stormwater or surface water on the development site.*
- C. Whenever practicable, the drainage system of a development must coordinate with and connect to the drainage systems or drainage ways on surrounding properties or streets.*
- D. All developments must be constructed and maintained so that adjacent properties are not unreasonably burdened with stormwater runoff as a result of the developments.*

16.140.030 Surface Water Management.

All developments must be constructed and maintained so that impacts to natural and man-made drainage ways do not unreasonably burdened upstream or downstream properties with surface water flooding as a result of the developments.

Staff Finding: These criteria will be met by conditions of approval.

16.140.040 Erosion and Sediment Control.

- B. Erosion and sediment control plans are required by the City as a component of the site plan for all plats and all projects which require site plan review. Erosion control plans must be designed to the specifications as outlined in this chapter.*
- C. Development of the land may not begin (and no building permits may be issued) until the City-appointed engineer approves the erosion control plan.*

Staff Finding: These criteria will be met by conditions of approval.

- The applicant has not yet provided an erosion control plan.

Chapter 16.152 Grading, Excavating, and Erosion Control Plans

16.152.060 Grading Permit Requirements.

- A. Permits Required. Except as exempted in Section 16.152.040, no person shall do any grading without first obtaining a grading permit from the building official. A separate permit shall be obtained for each site, and may cover both excavations and fills.*

E. Regular Grading Requirements. Each application for a grading permit shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work.

Staff Finding: These criteria will be met by conditions of approval.

- The applicant has not yet provided a grading plan, so staff cannot accurately determine the size of the area that will be disturbed. If the area meets or exceeds one acre, a 1200-C permit from the State Department of Environmental Quality will be required.

Chapter 16.192 Large Scale Developments

16.192.010 Approval Process.

A. Large-Scale Development. A development which is:

3. A commercial, industrial, public or institutional development which within two calendar years will use two or more acres of land or will have buildings with 10,000 square feet or more of floor area;

B. Review Type.

1. Type III: “1, 2, 3, or combined 1 and 4.”

Staff Finding: This criterion is met.

- The project meets the definition of a Large-Scale Development, and is subject to a Type III review.

16.192.020 General Provisions.

A. No permit shall be issued or conditional use application approved for a use defined as a large-scale development until the Community Development Director or hearings body (as applicable) determines that all applicable sections of this Code have been satisfied.

Staff Finding: This criterion will be met by a condition of approval.

- The “permit” referenced above is not the Site Design Review approval. Site Design review is not a permit, per se, but is the mechanism by which the Community Development Director or the hearings body determines satisfaction of the Code requirements. The Site Design Review process described below ensures this satisfaction, but that process does not directly permit the development. The applicant has submitted a Type I Permitted Use/Similar Use application, and will need subsequent grading permits and building permits.

16.192.030 Soil Suitability.

A. Unless the Community Development Director (Type I or Type II) or hearings body (Type III) determines that an adequate detailed soil survey has already been undertaken for the entire portion of the site proposed for development, the owner or developer shall have a new soil survey of the site prepared to determine if construction on the site would be hazardous to facilities on the parcel or to nearby property due to the load bearing capacity of the soils, the potential for wind or water erosion, or the wetness or slope characteristics of the soil.

Staff Finding: This criterion will be met with a condition of approval if the Public Works Director determines that a soil survey is necessary.

16.192.040 Stormwater Management.

The applicant shall submit a stormwater management plan, which shall meet the criteria of Chapter 16.140 of this Code, to the City of Warrenton Planning and Building Department for review for the proposed development that is prepared by a registered engineer currently licensed in the State of Oregon.

Staff Finding: This criterion will be met with a condition of approval.

16.192.050 Utilities.

- A. The applicant shall provide detailed information and analyses, as necessary, to the City of Warrenton to allow the City to assess the expected impacts of the development on the capacity of Warrenton's water, sewer, and transportation. The development will only be allowed if sufficient capacity exists or suitable evidence indicates it will exist prior to completion of the development construction. In deciding the sufficiency of capacity, consideration will be given to possible increases in flows resulting from activities of existing system users and from facilities which are likely to be built due to the proposed use, but are not part of the development.*
- B. On-site water supply, sewage disposal, access and circulation, shall be approved by the Warrenton Public Works Director. The development will not be allowed unless satisfactory provisions are made for these facilities. Satisfactory provisions, in part, mean that the size of any water lines, sewer lines, access roads, and drainage-ways will be sufficient to meet the needs of the development and, where desirable, accommodate growth in other areas. Suitable arrangement, including dedication of land or use of easements, shall be made so that the City will be able to maintain appropriate water, sewer, street, and drainage facilities. The construction of lengthy pressure-forced sewer lines to the site which by-pass undeveloped properties will be discouraged.*
- C. Utility lines in the development (including electricity, communications, street lighting and cable television) shall be placed underground. Appurtenances and associated equipment such as surface mounted terminal boxes and meter cabinets may be placed above ground.*
- D. All utilities shall be installed in conformance with this Code and City construction standards.*

Staff Finding: These criteria will be met by conditions of approval.

16.192.080 Signs.

All signs of any type within the development are subject to design review and approval by the Community Development Director or hearings body (Type III). The City shall consider each sign on its merits based on the aesthetic impact on the area, potential traffic hazards, and need for the sign. No sign shall violate provisions in Chapter 16.144.

Staff Finding: This criterion will be met by a condition of approval.

16.192.090 Additional Provisions.

- A. The City of Warrenton may charge the applicant additional fees, as necessary, to cover the cost of reviewing surveys, reports, plans, or construction methods required to comply with the provisions of this Code.*
- B. The City of Warrenton may require the owner or developer to post a performance bond to assure that improvements required to comply with the provisions of this section are completed in accordance with the plans and specifications as approved by the Community Development Director, and/or hearings body.*

C. *Proposals for large-scale developments shall be reviewed for consistency with all applicable sections of this Code prior to issuance of a development permit, including grading, filling, or building permits.*

D. *The standards of this section are required in addition to development review (Type I and II) and site design review (Type III) standards of Chapter 16.212.*

Staff Finding: These criteria will be met by conditions of approval.

Chapter 16.208 Types of Applications and Review Procedures

16.208.020 Description of Permit/Decision-Making Procedures.

C. *Type III Procedure (Quasi-Judicial). Type III decisions are made by:*

1. *The Planning Commission after the mailing of a public notice and publication of notice of the hearing.*

Staff Finding: These criteria are met.

- The mailing and publication of public notices of the hearing are described on Page 1.

16.208.050 Type III Procedure (Quasi-Judicial).

A. *Pre-application Conference. A pre-application conference is required for all Type III applications. The requirements and procedures for a pre-application conference are described in Section 16.208.070.*

Staff Finding: This criterion is met.

- A pre-application conference was held on June 10, 2021. The pre-application conference memo is attached for reference.

B. *Application Requirements.*

2. *Content. Type III applications shall:*

e. *Include an impact study for all Type III applications. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users.*

Staff Finding: This criterion will be met by a condition of approval.

- The application packet does not contain an impact study as described by the code provision.

Chapter 16.212 Site Design Review

16.212.020 Applicability.

A. *Site design review shall be required for all new developments and modifications of existing developments, except for regular maintenance, repair and replacement of materials (e.g., roof, siding, awnings, etc.), parking resurfacing, and similar maintenance and repair shall be exempt. This applies to all development within the city limits of Warrenton. Site design review ensures*

compliance with the basic development standards of the land use district (building setbacks, lot coverage, maximum building height, etc.), as well as the more detailed design standards and public improvement requirements in Divisions 2 and 3.

16.212.040 Site Design Review.

A. Application Review Procedure.

1. Site Design Review—Determination of Type II and Type III Applications. Applications for site design review shall be subject to Type II or Type III review, based on the following criteria:

b. Commercial, industrial, public/semi-public, and institutional buildings (including building additions) with:

ii. More than 10,000 square feet of gross floor area or developing two or more acres of land shall be reviewed as a Type III application.

Staff Finding: This criterion is met.

B. Application Submission Requirements. *All of the following information (subsections (B)(1) through (7) of this section) is required for site design review application submittal:*

1. Proposed Site Plan. The site plan shall contain the following information:

a. The proposed development site, including boundaries, dimensions, and gross area.

b. Natural land features identified which are proposed to be removed or modified by the development, including modifications to existing drainage patterns.

c. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.

d. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan.

e. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.

f. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable), and proposed paving materials.

g. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.

h. Loading and service areas for waste disposal, loading and delivery.

i. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.

j. Location, type, and height of outdoor lighting.

k. Location of mail boxes, if known.

l. Locations, sizes, and types of signs (shall comply with Chapter 16.144).

- m. The Community Development Director may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, site drainage, natural hazards, etc.).*
- n. The applicant's entire tax lot and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified.*
- o. Identification of slopes greater than 10%.*
- p. The location, condition (paved, gravel unimproved, etc.) and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.*
- q. Any areas identified as located in a designated floodplain and/or floodway.*
- r. Depict any wetland and riparian areas, streams and/or wildlife habitat areas.*
- s. Site features such as pavement, areas having unique views, and drainage ways, canals and ditches.*
- t. Any designated historic and cultural resources areas on the site and/or adjacent parcels or lots.*
- u. The location, size and type of trees and other vegetation on the property.*
- v. North arrow, scale, names and addresses of all property owners.*
- w. Name and address of applicant, project designer, engineer, architect, surveyor, and/or planner, if applicable.*

Staff Finding: These criteria are met or will be met with conditions of approval.

- The application requires additional minor details for subsections d (pavement), f (circulation), g (sidewalks), h, l, p (public street width), and u.

2. Architectural Drawings. Architectural drawings shall be submitted showing the following information from subparagraphs a through c of this paragraph 2, and shall comply with Division 3:

- a. Building elevations with building height and width dimensions.*
- b. Building materials, color and type.*
- c. The name of the architect or designer.*

Staff Finding: These criteria are met or will be met by a condition of approval

- The information under items a & c is contained in the submittal. The applicant did not provide details under subsection b.

3. Preliminary Grading Plan. A preliminary grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Chapter 16.140.

Staff Finding: This criterion is met.

- The applicant stated that the site is flat and the amount of cut and fill will not meet or exceed the 1,000 cubic yard threshold. However, a grading plan is still required per Section 16.152.060.E.

4. *Landscape Plan. A landscape plan is required and shall comply with Chapter 16.124.*

Staff Finding: This criterion will be met by a condition of approval.

7. *Letter or narrative report documenting compliance with the applicable approval criteria contained in subsection C of this section.*

Staff Finding: This criterion is met.

C. *Review Criteria. The Community Development Director shall make written findings with respect to all of the following criteria...*

1. *The application is complete, as determined in accordance with Chapter 16.208 and subsection B of this section.*

Staff Finding: This criterion will be met with conditions of approval.

- The application was originally deemed sufficiently complete for the purpose of site design review on July 22, 2021.

2. *The application complies with all of the applicable provisions of the underlying land use district (Division 2), including building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses.*

Staff Finding: These criteria are met.

- The applicable development provisions and standards for uses in the I-1 Zone are covered above under Section 16.60.040.

16.212.060 Development in Accordance with Permit Approval.

Development shall not commence until the applicant has received all of the appropriate land use and development approvals (i.e., site design review approval) and building permits. Construction of public improvements shall not commence until the City has approved all required public improvement plans (e.g., utilities, streets, public land dedication, etc.). The City may require the applicant to enter into a development agreement (e.g., for phased developments and developments with required off-site public improvements), and may require bonding or other assurances for improvements, in accordance with Section 16.212.050.

Staff Finding: These criteria will be met by conditions of approval.

CONCLUSION, RECOMMENDATION, AND CONDITIONS OF APPROVAL

Conclusion and Recommendation

The findings above demonstrate that the proposed design of the Medix Ambulance Dispatch development is generally consistent with the I-1 zoning district development standards and the design standards of the

development code. Staff recommends that the Planning Commission approve SDR-21-3 subject to the following conditions of approval:

Conditions of Approval

Prior to applying for a grading permit or building permits:

1. Provide a modified site plan or plans to include the following information:
 - a. The location and description of a trash receptacle area to comply with WMC 16.60.040
 - b. Increase the width of the travel surface within the access easement to twenty feet, delineated with two ten-foot-wide travel lanes.
 - c. Include a sidewalk and planter strip along SE Dolphin as required by 16.136.020.J and 16.212.040.1.g.
 - d. Indicate the locations and types of streetlights as required by 16.136.020.x.
 - e. Indicate the paving surfaces and dimensions of the circulation areas in the parking lot, loading and service areas and turnaround as required by 16.212.B.1.d, f and h.
 - f. Identify the location, sizes and types of signs as required by 16.212.B.1.l.
 - g. Indicate the condition and width of the public street as required by 16.212.B.1.p.
 - h. Indicate the location, size, and types of trees and other vegetation to be removed or retained as required by 16.212.B.1.u. This information may be included in the landscaping plan.
2. Provide a copy of the access easement recorded in Book 908 page 601.
3. Provide a description or samples of building materials, color, and type as required by 16.212.040.B.2.
4. Provide a landscaping plan as required by WMC 16.124 and 16.212.040.B.4.
5. Provide a stormwater and surface water management plan as required by 16.140 and 16.192.040.
6. Provide a preliminary grading plan to demonstrate that the total area that will be disturbed by grading or construction will not meet or exceed one acre. If that area meets or exceeds one acre, a 1200-C permit will be required from the State Department of Environmental Quality.
7. Provide an impact study as described and required by 16.192.050 and 16.208.050.B.2.
8. If required by the Public Works Director, provide a soil survey as described in 16.192.030.A.
9. Demonstrate that all required public facilities are in place or are guaranteed as required by Section 136.010.D.
10. Demonstrate compliance with the comments and conditions contained in the Pre-Application Memo of June 25, 2021.
11. Obtain written staff approval of documents provided to satisfy any and all conditions of approval.

Suggested Motion:

I motion to approve the Site Design Review SDR 21-3 for the new Medix Ambulance Dispatch Facility, located at 2325 SE Dolphin Avenue, based on the findings in the staff report, Conditions of Approval, and discussion.

ATTACHMENTS

- Site Design Review Application
- Site Design Review Narrative
- Site Design Review Plan Set
- Pre-Application Memo
- Mailed Public Notice
- Published Public Notice

CITY OF WARRENTON PLANNING AND BUILDING DEPARTMENT

COMMERCIAL SITE DESIGN APPLICATION

To be accompanied by a Site Plan Map, copy of property deed and if applicable, a Letter of Authorization.

OFFICE USE ONLY	
FILE # <u>SPR-21-3</u>	FEE \$ <u>750⁰⁰</u>
ZONING DISTRICT _____	
RECEIPT # <u>08864366</u>	
DATE RECEIVED <u>7/20/21</u>	

The site plan review process is a method for assuring compliance with the City of Warrenton Comprehensive Plan and Development Code, and to ensure wise utilization of natural resources, and the proper integration of land uses utilizing appropriate landscaping or screening measures. A commercial enterprise must also consider traffic circulation patterns, off-street parking, refuse containers, safe exit and entrance to the business, building height, dust control, future widening of major thoroughfares, and signs. Please answer the questions as completely as possible.


Legal Description of the Subject Property: Township 08N, Range 10, Section(s) 33, Tax Lot(s) 81033AA01100

Property street address 2325 SE Dolphin Avenue

I/WE, THE UNDERSIGNED APPLICANT(S) OR AUTHORIZED AGENT, AFFIRM BY MY/OUR SIGNATURE(S) THAT THE INFORMATION CONTAINED IN THE FOREGOING APPLICATION AND ASSOCIATED SUBMISSIONS IS TRUE AND CORRECT.

APPLICANT:

Printed Name: Ardor Consulting, LLC / Greta Holmstrom

Signature:  Date: 07/16/2021

Address: 3296 NE 13th Place Phone: 360-721-5745

City/State/Zip: Hillsboro, OR 97124 Fax: _____

PROPERTY OWNER (if different from Applicant):

Printed Name: Medix Ambulance Services / Duane Mullins

Signature:  Date: 07/16/2021

Address: 2325 SE Dolphin Ave Phone: _____

E-mail Address: _____

City/State/Zip: Warrenton, OR 97146 Fax: _____

1. In detail, please describe your proposal:

Replace existing facility that provides ambulance dispatch facility including emergency and medical transport.

Improvements include new two-story 13,607 square foot building, additional parking and frontage improvements.

2. Describe what type of business, commodity sold or manufactured, or service you are proposing.

Emergency and medical transport facility

Current number of employees: 91

Projected number of customers per day n/a

Days of operation all days Hours of operation 24 hours / day

Number of shipments/deliveries per day infrequent per week

By what method will these be arriving/sent? small box trucks

3. Does this property have an existing business or businesses? existing medical emergency transport facility

If yes, please list the business names and their addresses, and note these businesses on your site plan map.

The existing structure will be demolished and replaced

4. Is there a residence or residences on this property? no

If yes, please list the number of residences and please show these structures on your site plan map.

5. Availability of services: City water x, City sewer x

6. If you are an existing business, are materials or merchandise currently being stored on site?

n/a

Where and how do you propose to store materials or merchandise for sale or processing?

n/a

7. What percentage of the property is currently landscaped? approximately 80%

What percentage of the property do you propose to landscape as part of this project? approximately 50%

8. How do you intend to irrigate the existing and proposed landscaping?

sprinklers

9. Signs require the submittal of a separate application, which may be submitted in conjunction with this site plan application.

10. Please explain how you propose to provide for the drainage of this property, or explain why no additional drainage consideration is necessary.

_____ There is an existing stormwater facility on the adjoining parcel to the west that will be utilized

11. Please provide the type of development on the neighboring properties.

North: industrial
South: industrial
East: industrial
West: road

12. Provide samples of the building materials for the exterior of the building with detail description of where each type and color will be used in the construction and finishing of the building.

13. Will all parking for your business be provided on the property? Yes x No _____ All parking must be shown on your site plan map. If off-street parking is to be provided on another property, please attach a copy of the parking easement or agreement from the property owner; or will off-street parking be provided along the abutting street.

14. How does this request comply with the Warrenton Development Code Chapter 16, Section 16.60.40 (General Industrial)?

Section 16.60.020 Permitted Uses

F. Storage and Distribution Facilities (i.e. truck terminals)

P. Government buildings and uses

V. Similar uses to those listed in this section

Medix provides advanced life support response and emergency / non-emergency medical transportation (which are defined by the state of Oregon as essential services) to all of Clatsop County and parts of Pacific County. Medix provides these services under an exclusive franchise with Clatsop County, therefore serving a government function / use.

Section 16.60.040 Development Standards

The setback requirement of 10' from property lines is exceeded. The maximum building height of 45 feet is not exceeded. The development will comply with all applicable code requirements.

15. Orientation of proposed building(s) (see Section 16.116.030 in the Warrenton Development Code) _____
The primary building entrance is oriented to the north, visible from the street and connected with a pedestrian route.

16. Please address (on separate sheet of paper) all applicable sections of Design Standards (copy attached) out of the Warrenton Development Code.

The proposal is not a large retail establishment as defined in Chapter 16.116 Design Standards, therefore these sections do not apply. Response to requirements of other Chapters is attached.

**PLEASE UNDERSTAND THAT THIS APPLICATION WILL NOT BE OFFICIALLY ACCEPTED
UNTIL DEPARTMENT STAFF HAS DETERMINED THAT THE APPLICATION IS
COMPLETELY FILLED OUT AND THE SITE PLAN MAP REQUIREMENTS HAVE BEEN
COMPLETED.**

commercial site design application
October 2018

Return Application To:

**City of Warrenton
Planning and Building Department
PO Box 250
225 S. Main Street
Warrenton, Oregon 97146**

**Phone: 503-861-0920
Fax: 503-861-2351**

MAP INSTRUCTIONS AND CHECKLIST

A Site Plan Map, which shows all existing and proposed structures and parking areas, must accompany this application. The following checklist identifies the specific information which should be included on this map.

- ☒ Title the map "Commercial Site Design".
- ☒ The map may be drawn on 8 ½ x 11 or 8 ½ x 14 inch white paper.
- ☒ Township, Range, Section and Tax Lot number of the subject property(ies) shall be included.
- ☒ North arrow, date, and map scale in one inch intervals (1" = 20') shall be noted.
- ☒ Shape, dimensions, and square footage of the parcel shall be shown. Draw the property line with a solid black line and label adjacent street(s), if any.
- ☒ Identify existing and proposed easements with a dotted line.
- ☒ Identify the location and direction of all water courses and drainage ways, as well as the location of the 100-year floodplain, if applicable.
- ☒ Illustrate all existing buildings and their sizes.
- ☒ Illustrate all proposed new construction with dashed lines (include dimensions).
- ☒ Illustrate parking area with number of spaces and access drive areas. If off-street parking is to be provided, even in part, on another property, please show its location on your site plan map, and attach a copy of the parking easement or agreement from the adjoining property owner.
- ☒ Illustrate the entrance and exit points to the property, pattern of traffic flow, loading and unloading area, sidewalks and bike paths.
- ☒ Illustrate the existing or proposed location, height, and material of all fences and walls.
- ☒ Illustrate existing or proposed trash and garbage container locations, including type of screening.
- ☒ Name of the person who prepared the map.
- ☒ Location, type and height of outdoor lighting.

commercial site design application
October 2018

☒ Location of mailboxes if known.

☒ Locations, sizes, and types of signs (shall comply with Chapter 16.144 of the Warrenton Development Code).

☒ Map shall show entire tax lot plus surrounding properties.

☐ Identification of slopes greater than 10%.

☒ location, condition and width of all public and private streets, drives, sidewalks, pathways, right-of-ways, and easements on the site and adjoining the site.

☐ Identify designated flood hazard area(s).

☐ Show wetland and riparian areas, streams and/or wildlife areas.

☐ Any designated historic and cultural resources areas on the site and/or adjacent parcels or lots.

☒ Location, size and type of trees and other vegetation on the property.

MEDIX DISPATCH FACILITY

Site Design Review



Supporting Materials

Signed Application

Narrative Response to Approval Criteria

Plans

Project Overview

Medix Ambulance Services provides existing emergency and medical dispatch services that benefit all of Clatsop County and parts of Pacific County from it's Warrenton facility. The facility is outdated and in need of expansion. The owners propose to replace the existing building with a new, two-story, 13,607 square foot facility. Improvements onsite will include additional parking expanded from the existing parking lot, as well as frontage improvements.

Existing facilities associated with this development also exist on an off-site parcel to the west, including a garage, trash facilities, fueling area, stormwater facilities and an emergency turnaround.

As shown in the following response to approval criteria, all requirements of the City are met.

Approval Criteria

DESIGN STANDARDS

16.116.030 Architectural and Site Design Standards.

RESPONSE:

The site is located along SE Dolphin, a commercial corridor. However, the Architectural and Site Design Standards do not apply because the development is not proposing greater than 30,000 square feet of floor area or 100 feet of façade along a street frontage.

16.120.020 Vehicular Access

RESPONSE:

Subsection K – Driveway Openings and Widths

The development will use an existing driveway from SE Dolphin Avenue. The driveway width is approximately 20' at it's intersection with SE Dolphin Avenue.

Subsection L – Fire Access and Circulation

The existing driveway leads to a turnaround just to the west of the site that has been approved by the fire department.

Subsection N – Vision Clearance

Site Plan A-100 shows the vision clearance triangles that are unobstructed.

16.120.030.A Pedestrian Access and Circulation

Subsection 1 – Continuous Pathways

There is a continuous pathway through the site from SE Dolphin Ave to the main building entrance, south to the garage structure. In addition, there is a path from the southern parking lot to the garage structure.

Subsection 2 – Safe, Direct and Convenient Pathways.

A new pedestrian route will extend from SE Dolphin Avenue to the main building entrance, providing a reasonable and safe connection for pedestrians and bicyclists.

16.124 Landscaping, Street Trees, Fences and Walls

Subsection 16.124.060 Landscape Conservation

No part of the site is located in a wetland, therefore these standards do not apply.

Subsection 16.124.070 New Landscaping

The site has many large existing trees that are a priority for preservation with this development. The code requires a minimum of 20% of the site to be landscaped, but this is exceeded with over 25% landscaping. Natural vegetation is proposed to be retained. Groundcover will be provided in areas that are disturbed.

The existing parking area is being expanded, and this includes adding landscape islands in rows of parking to not exceed 12 cars without an island.

16.128 Vehicle and Bicycle Parking

Table 16.128.030.A Off-Street Parking Requirements

Medical Dispatch Facility is not listed as a use in the parking requirement table. However, general industrial uses require 1 space per 2 employees on the largest shift or for each 700 square feet of floor area, whichever is less. Medix employs 91 people during a 24-hour period, among several shifts. The proposed site plan includes 55 parking spaces which is more than 1 space per 2 total employees, and far greater than required in any given shift based on the city's parking requirements.

Table 16.128.040.A Bicycle Parking Requirements

Medical Dispatch Facility is not listed as a use in the parking table. However, for other uses, 1 bicycle space is required per 10 vehicle spaces. There are 55 vehicle parking spaces, so 6 bicycle parking spaces are required. The site plan includes 3 short term and 3 long-term bicycle parking spaces.

16.140 Stormwater and Surface Water Management

Subsection 16.140.020 Developments Must Drain Properly

The site includes an associated parcel to the west that is developed with a garage, fueling area and emergency turnaround, as well as a stormwater facility that serves both parcels. This stormwater facility has been sized to accommodate the future expansion of the dispatch building. A complete engineering analysis will be provided with construction drawings.

16.144 Signs

Subsection 16.144.040 Sign Requirements

A new sign will be provided south of the driveway to replace the existing wooden sign. Further design details will be included in future permits.

16.192 Large Scale Developments

Subsection 16.192.030 Soil Suitability

The site is presently occupied by a structure of the same use that will be demolished in the area of future development. It is not anticipated that a soil suitability analysis will be required.

Subsection 16.192.040 Stormwater Management

The site includes an associated parcel to the west that is developed with a garage, fueling area and emergency turnaround, as well as a stormwater facility that serves both parcels. This stormwater facility has been sized to accommodate the future expansion of the dispatch building. A complete engineering analysis will be provided with construction drawings.

Subsection 16.192.050 Utilities

The site is served by public water and a septic system. With the new development, the site will continue to be served by public water, and will connect to public sewer that is available in SE Dolphin Avenue. No impacts to service are anticipated.

Subsection 16.192.060 Schools

This public service use will not impact schools, other than providing potential services to them.

Subsection 16.192.070 Landscape Suitability

The site contains several large trees and groundcover that are intended for retention with development. Areas that are disturbed will be reseeded with groundcover. Landscape islands in the parking lot will be planted with trees and groundcover.

Subsection 16.192.080 Signs

An LED sign will replace the existing wooden sign at the site entrance on SE Dolphin Street. Future permitting will include details of this sign.

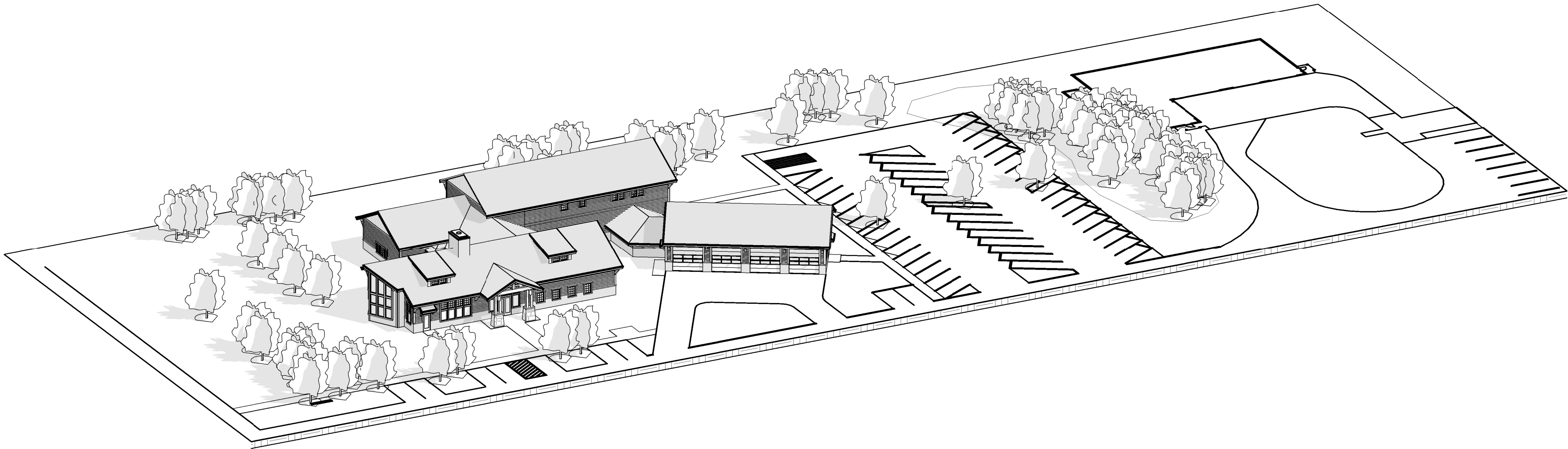
Subsection 16.192.090 Additional Provisions

The applicant acknowledges the review process associated with this application.

Conclusion

The proposed development meets or exceeds all review criteria established by City of Warrenton. Therefore, approval of the application is requested.

MEDIX AMBULANCE SERVICES
NEW DISPATCH BLDG



BLDG CODE DATA

APPLICABLE CODES:
2019 Oregon Structural Specialty Code
2019 Oregon Mechanical Specialty Code
2019 Oregon Zero Energy Ready Commercial Code
2019 Oregon Fire Code
2017 Oregon Electrical Specialty Code
2017 Oregon Plumbing Specialty Code;

OCCUPANCY CLASSIFICATIONS:
S-2 Storage (Ambulance Garage)
A-2 Assembly (Conference)
B Office Areas

CONSTRUCTION TYPE: VB

FULLY SPRINKLERED?: Yes per NFPA 13

BLDG AREA:
First Floor: 10,957 sf
Second Floor: 2,650 sf
Total Bldg Area: 13,607 sf

BLDG HEIGHT:
Proposed: 28 feet (2-story)

BLDG & OCCUPANCY SEPARATIONS:
B, A-2 and S-2 together mixed non-separated. Most restrictive occupancy applies within each separated area.

FIRE ALARM:
Smoke detection required?: No
Manual pull stations required?: No
Notification appliances required?: Yes

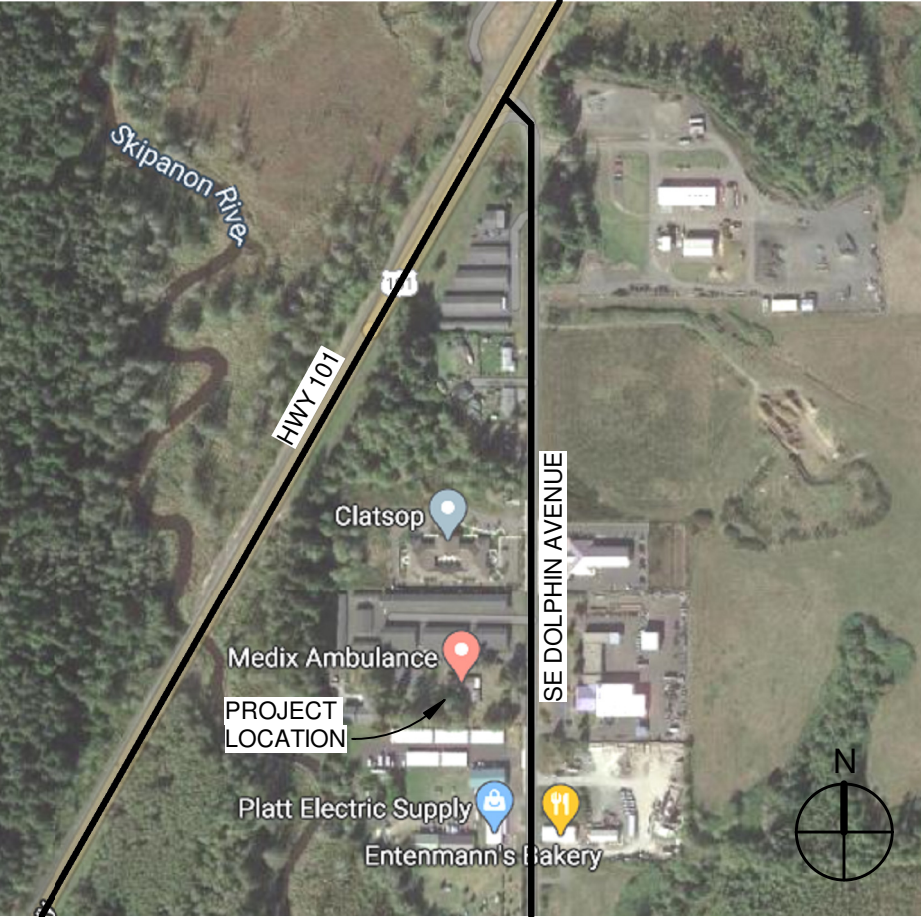
PLUMBING FIXTURES:
Water Closets Req'd: 3m/3f
Water Closets Provided: 2WC+Um/3f

Lavs Req'd: 2m/2f
Lavs Provided: 3m/3f

PROPERTY:
Project Address: 2325 SE Dolphin Avenue
Warrenton, OR 97146
Tax Map & Lot: 81033AA01100
Lot Size: 2.15 acres
Zone: I-1

DRAWING INDEX

SHEET NUMBER	SHEET NAME	REV #	REV DATE	COMMENT
A-001	COVER SHEET			
A-002	EXISTING CONDITIONS PLAN			
A-003	LIGHTING PLAN			
A-100	SITE PLAN			
A-101	FIRST LEVEL FLOOR PLAN			
A-101C	FIRST LEVEL CEILING PLAN			
A-102	UPPER LEVEL FLOOR PLAN			
A-103	ROOF PLAN			
A-201	BLDG ELEVATIONS			
A-202	BLDG ELEVATIONS			



VICINITY MAP

2021-07-16 170824 A-001

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0' - 3"
Line is 3 inches at full scale
(if not 3 inches then scale accordingly)

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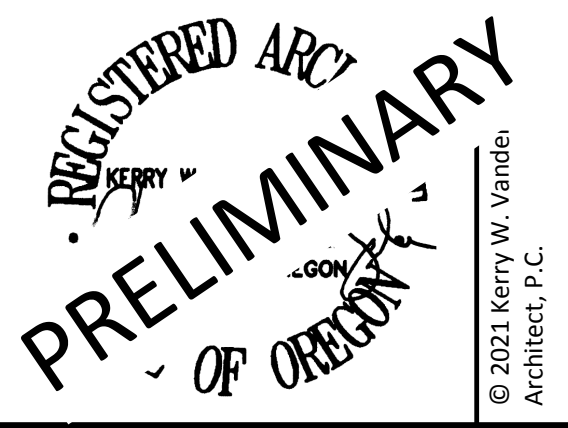
MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:

NEW DISPATCH BLDG

WARRENTON DISPATCH
OFFICE

2325 SE Dolphin Avenue
Warrenton, OR 97146



KERRY W. VANDERZANDEN
ARCHITECT, P.C.

13981 NW MAIN STREET
BANKS, OREGON 97106
(503) 324-0533 / (503) 324-0883 FAX

REVISIONS:

No.	Date	Description

PROJECT NUMBER: 170824
DATE: 2021-07-16

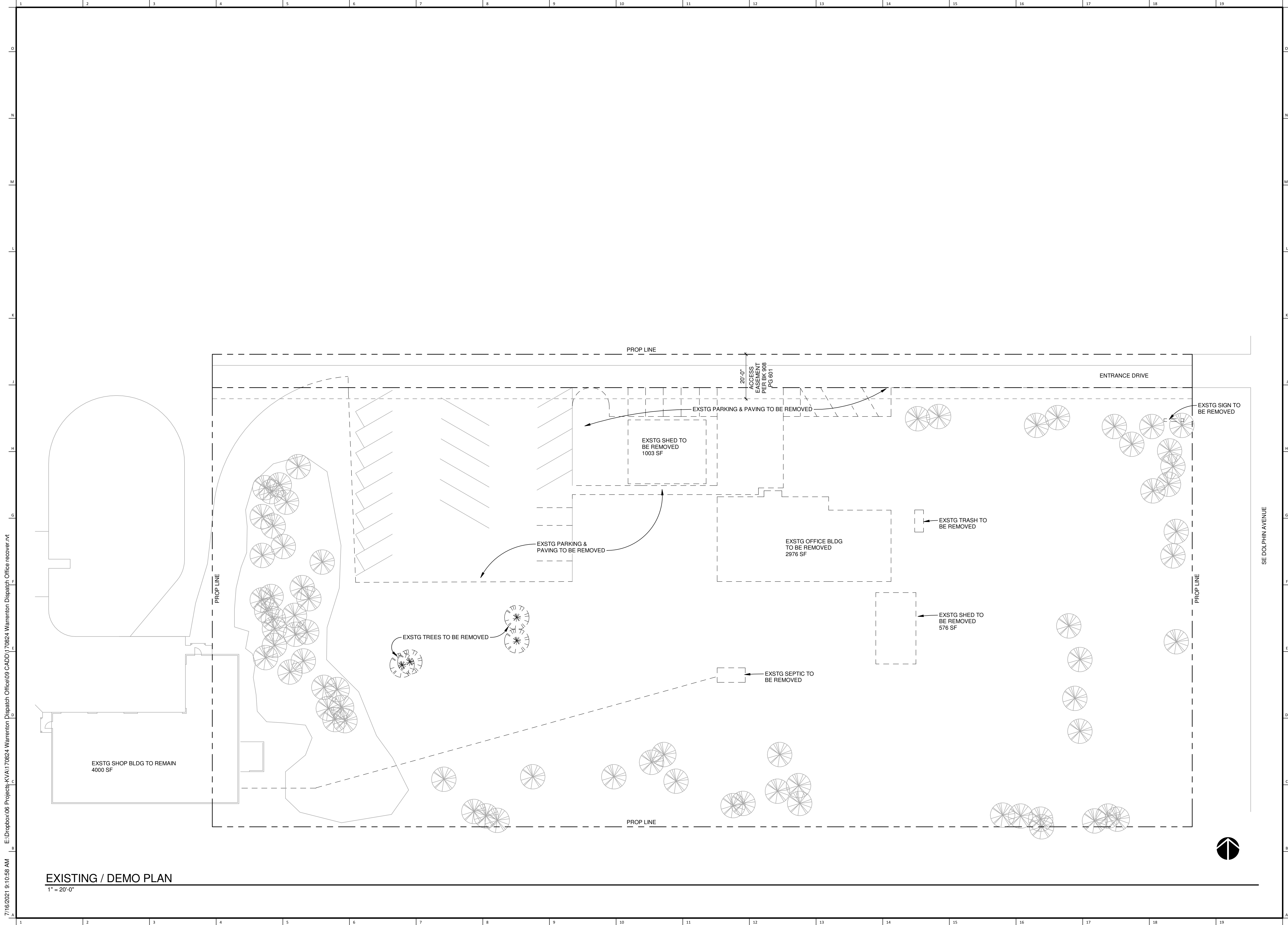
PRELIMINARY

SHEET TITLE:

COVER SHEET

SHEET NUMBER:

A-001



EXISTING / DEMO PLAN
1" = 20'-0"

170824A-002

DRAWN BY:RG

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0'-3"

Line is 3 inches at full scale
(if not 3 inches then scale accordingly)

PREPARED FOR:

MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:
NEW DISPATCH BLDG

WARRENTON DISPATCH OFFICE
2325 SE Dolphin Avenue
Warrenton, OR 97146

REGISTERED ARCHITECT
KERRY W. VANDERZANDEN
OF OREGON

© 2021 Kerry W. Vanderzanden, P.C.
Architect, P.C.

KERRY W. VANDERZANDEN
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REVISIONS:

No.	Date	Description

PROJECT NUMBER:170824

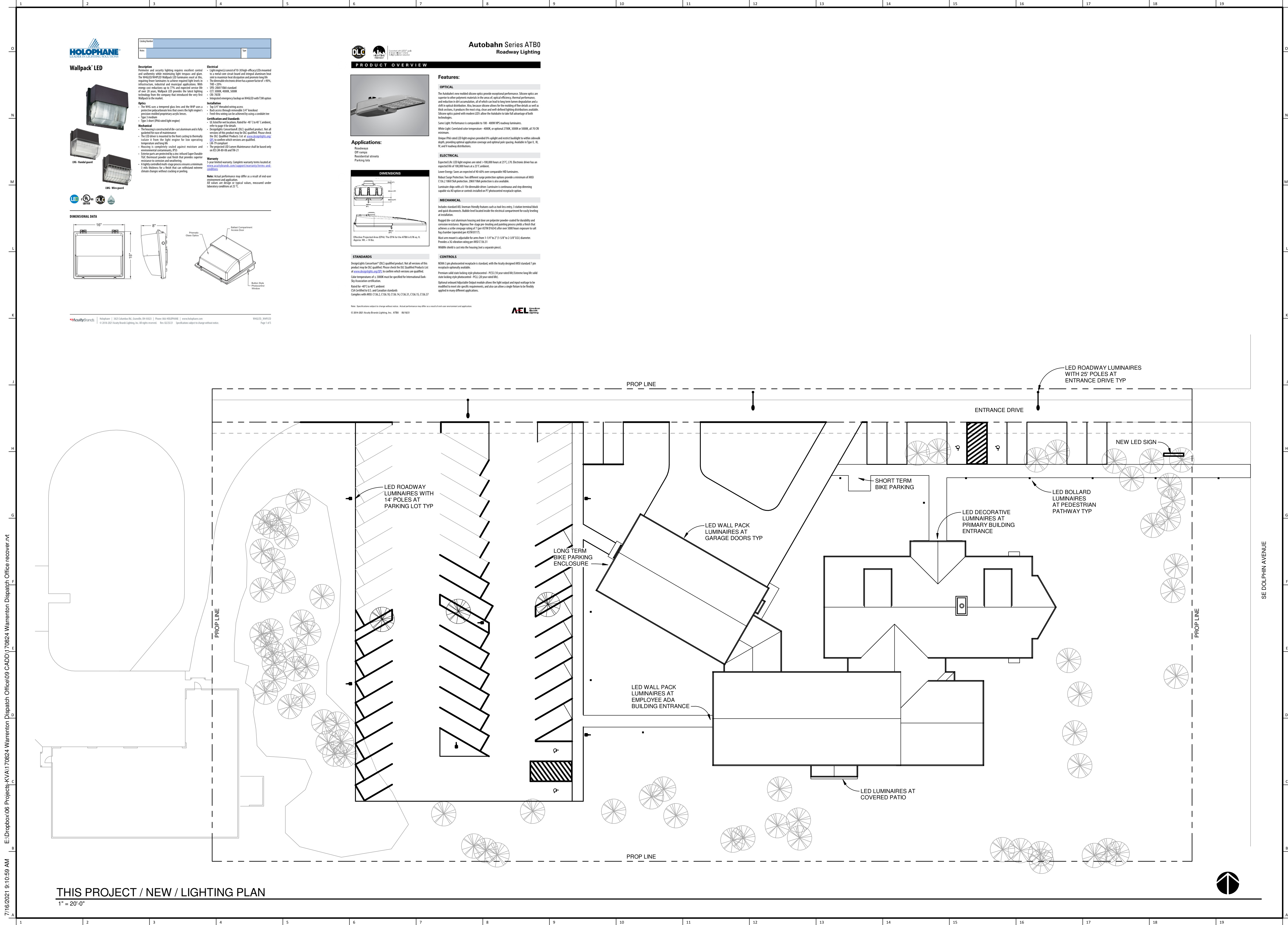
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PRELIMINARY

SHEET TITLE:
EXISTING
CONDITIONS PLAN

SHEET NUMBER:
A-002

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THIS PROJECT / NEW / LIGHTING PLAN
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2021-07-16 170824 A-003

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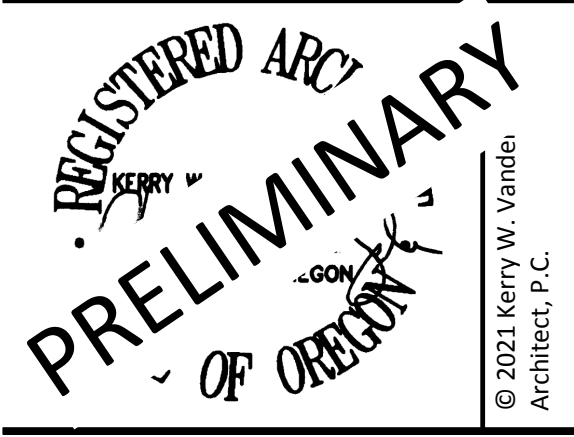
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(if not 3 inches then scale accordingly)

PREPARED FOR:

MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:
NEW DISPATCH BLDG

WARRENTON DISPATCH
OFFICE
2325 SE Dolphin Avenue
Warrenton, OR 97146



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REVISIONS:		
No.	Date	Description

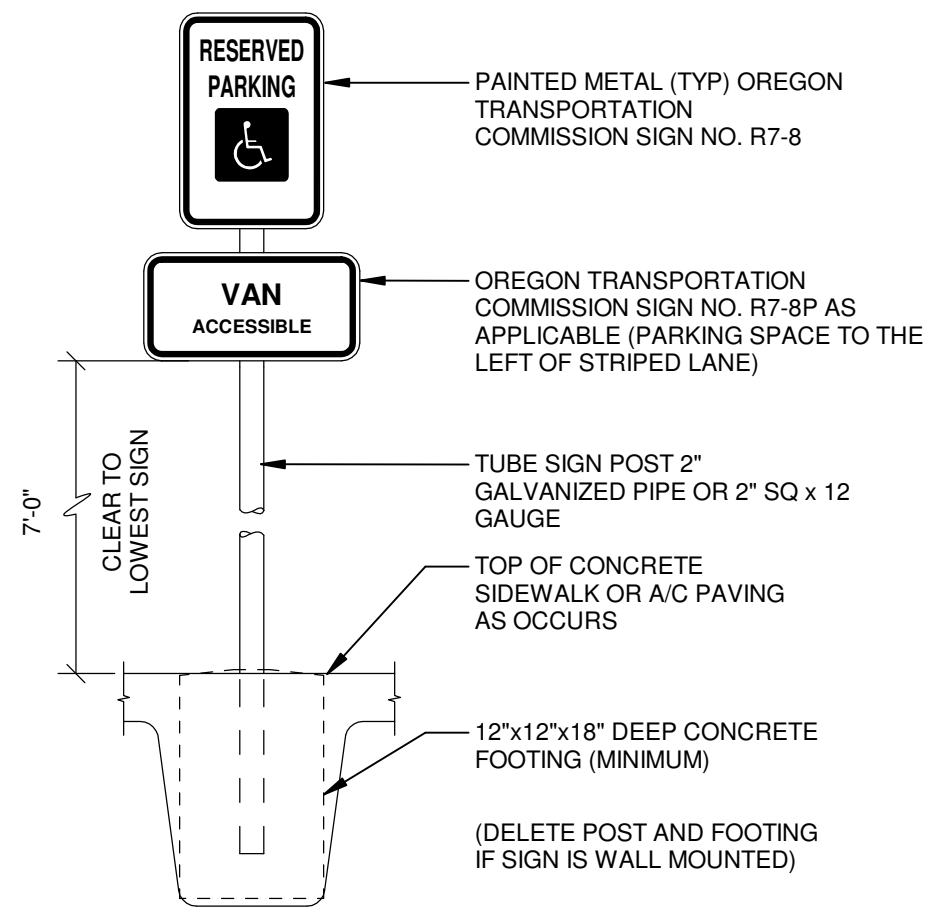
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DATE: 2021-07-16

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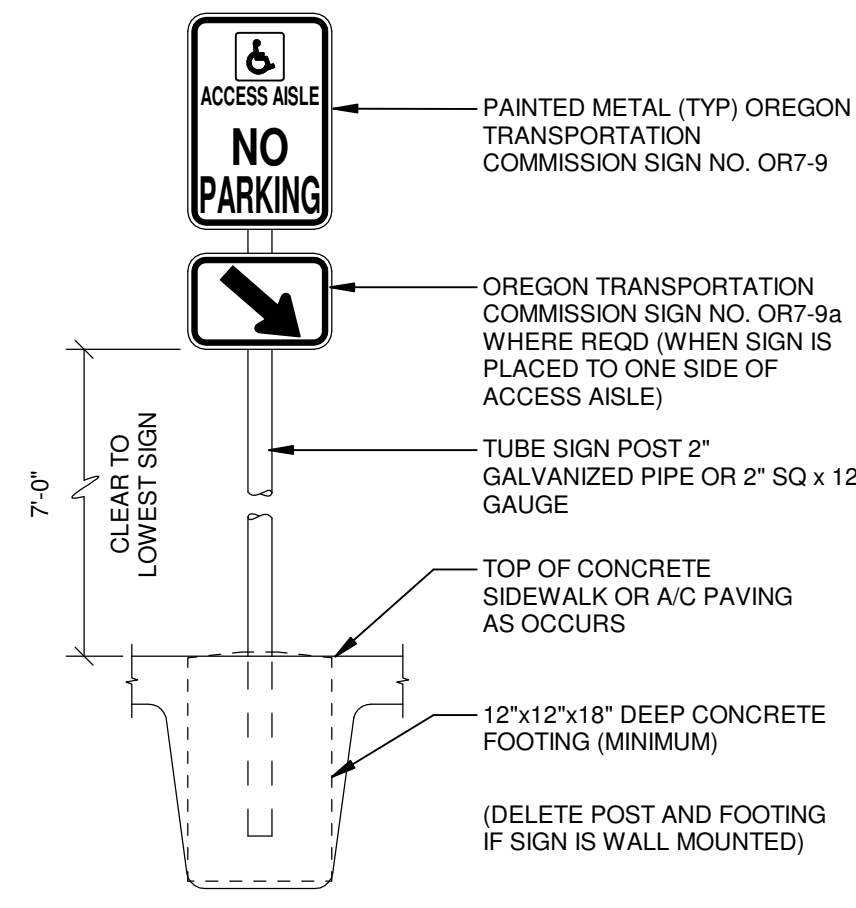
LIGHTING PLAN

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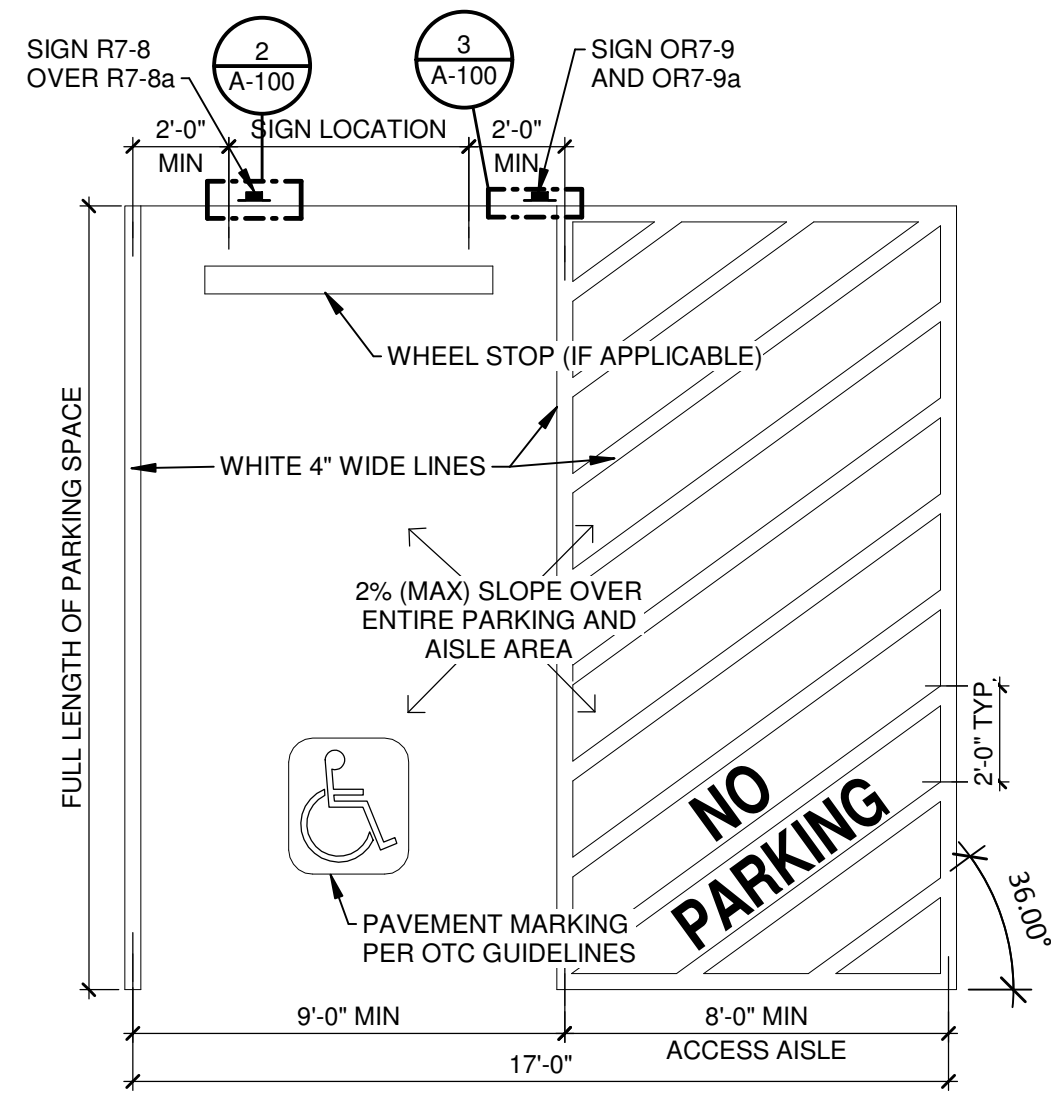
A-003



2 ADA PARKING SIGN



3 ADA PARKING SIGN



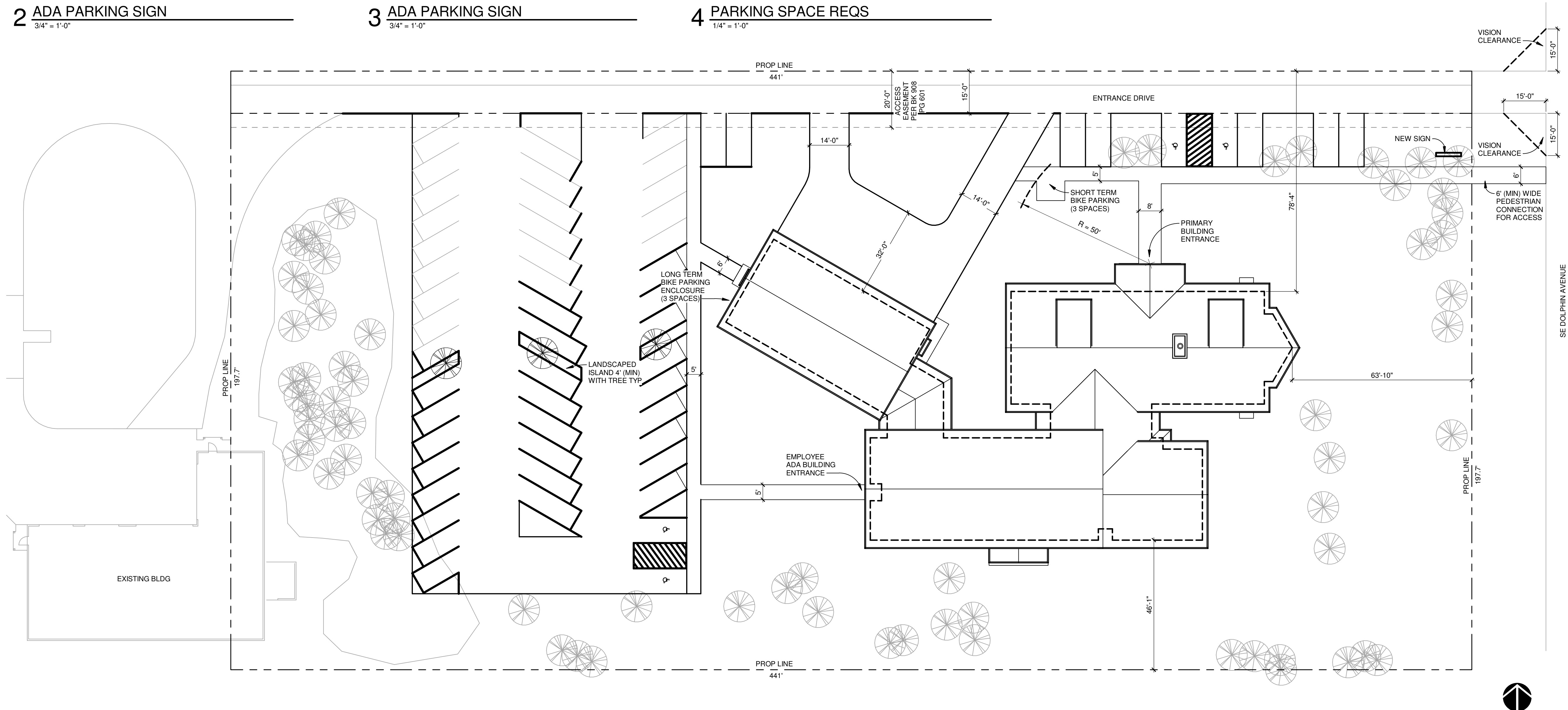
4 PARKING SPACE REQS

PARKING

VEHICLE PARKING:

Standard:	51
ADA Van Accessible:	1
ADA Standard:	<u>3</u>
Total:	55

BICYCLE PARKING:
Short Term:
Long Term:
Total:



1 THIS PROJECT / SETBACKS / PARKING PLAN

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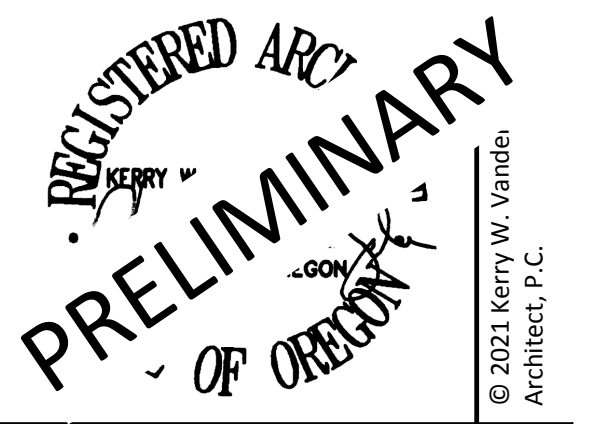
MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:

NEW DISPATCH BLDG

WARRENTON DISPATCH
OFFICE

2325 SE Dolphin Avenue
Warrenton, OR 97146



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REVISIONS:

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PROJECT NUMBER: 170824

DATE: 2021-07-16

PRELIMINARY

SHEET TITLE: _____

SITE PLAN

SHEET NUMBER: _____

A-100

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Planning Commission Packet 9.9.21

FIRST LEVEL FLOOR PLAN
1/8" = 1'-0"



2021-07-16 170824 A-101

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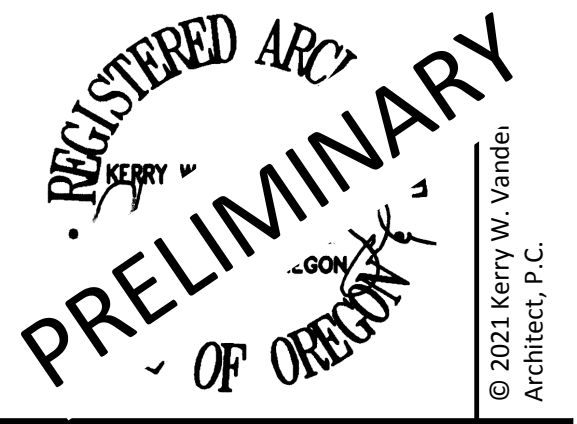
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PREPARED FOR:

MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:
NEW DISPATCH BLDG

WARRENTON DISPATCH
OFFICE
2325 SE Dolphin Avenue
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No.	Date	Description

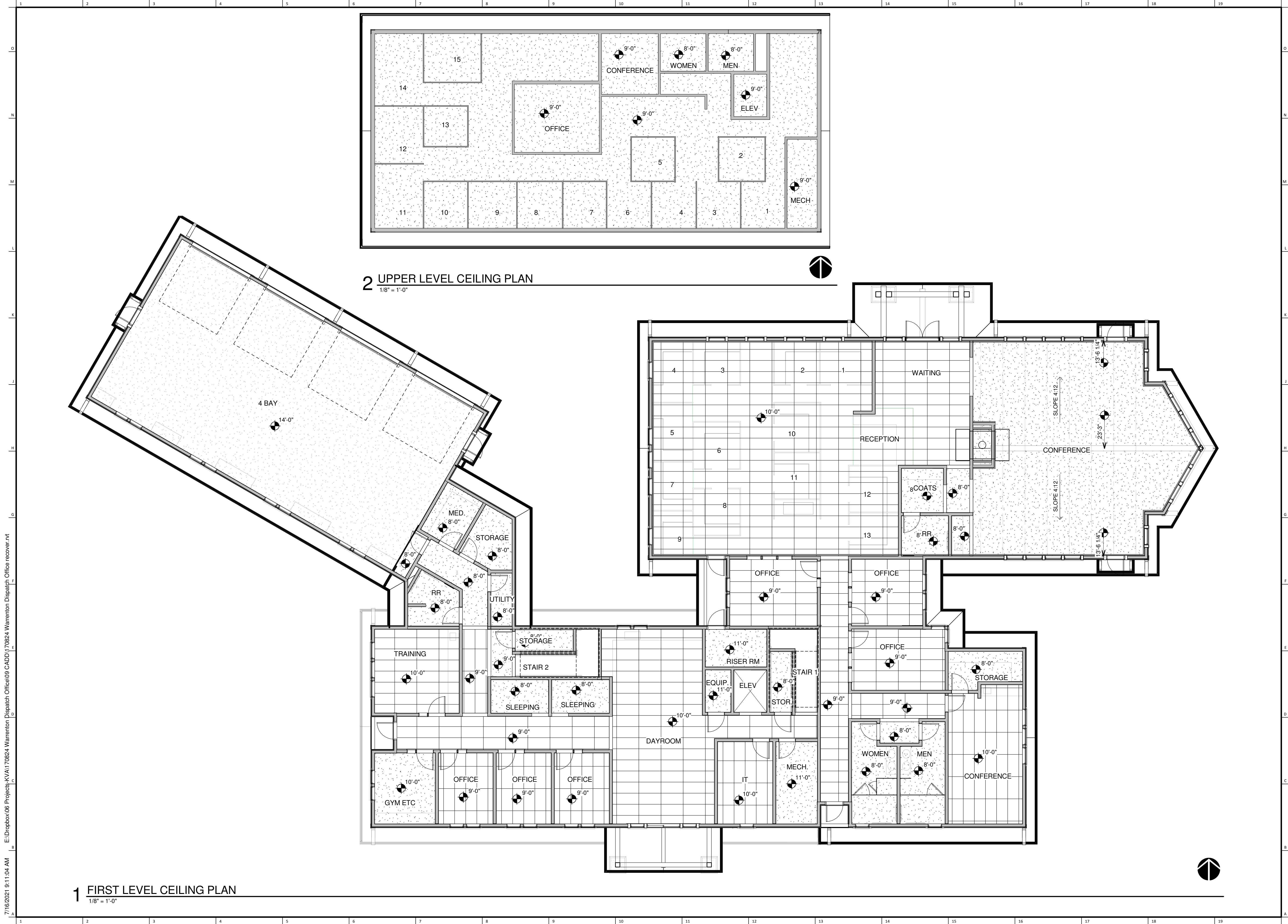
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DATE: 2021-07-16

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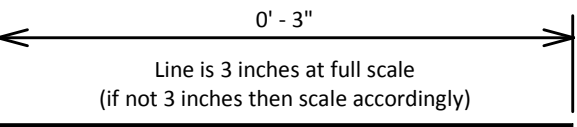
FIRST LEVEL FLOOR
PLAN

SHEET NUMBER:

A-101



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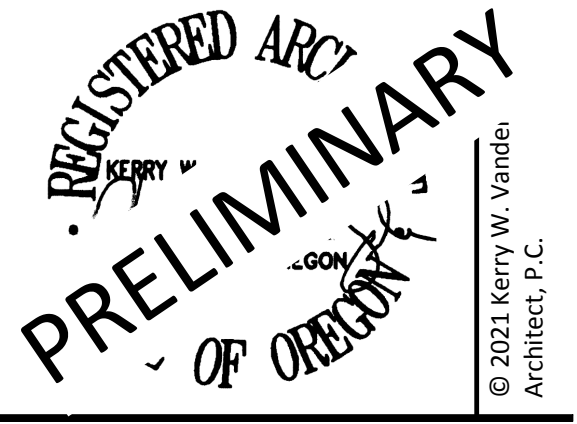
MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:

NEW DISPATCH BLDG

WARRENTON DISPATCH
OFFICE

2325 SE Dolphin Avenue
Warrenton, OR 97146



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REVISIONS:

No.	Date	Description

PROJECT NUMBER:	170824
DATE:	2021-07-16

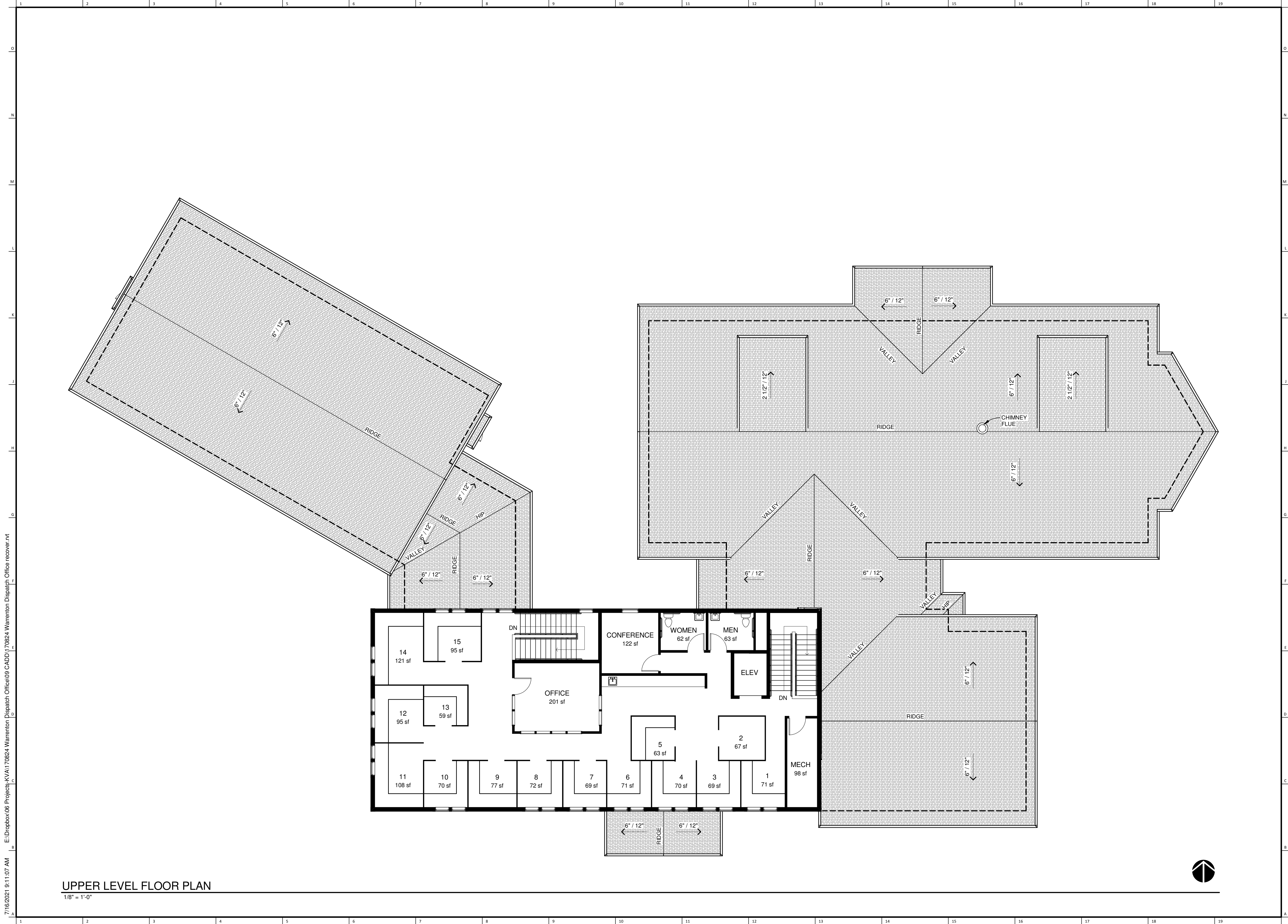
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SHEET TITLE:

FIRST LEVEL CEILING
PLAN

SHEET NUMBER:

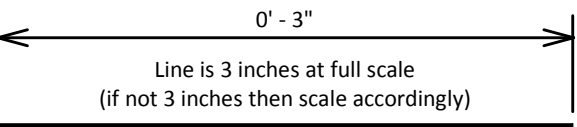
A-101C



UPPER LEVEL FLOOR PLAN

1/8" = 1'-0"

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MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:
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Warrenton, OR 97146



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REVISIONS:		
No.	Date	Description

PROJECT NUMBER:	170824
DATE:	2021-07-16

PRELIMINARY

SHEET TITLE:

UPPER LEVEL FLOOR
PLAN

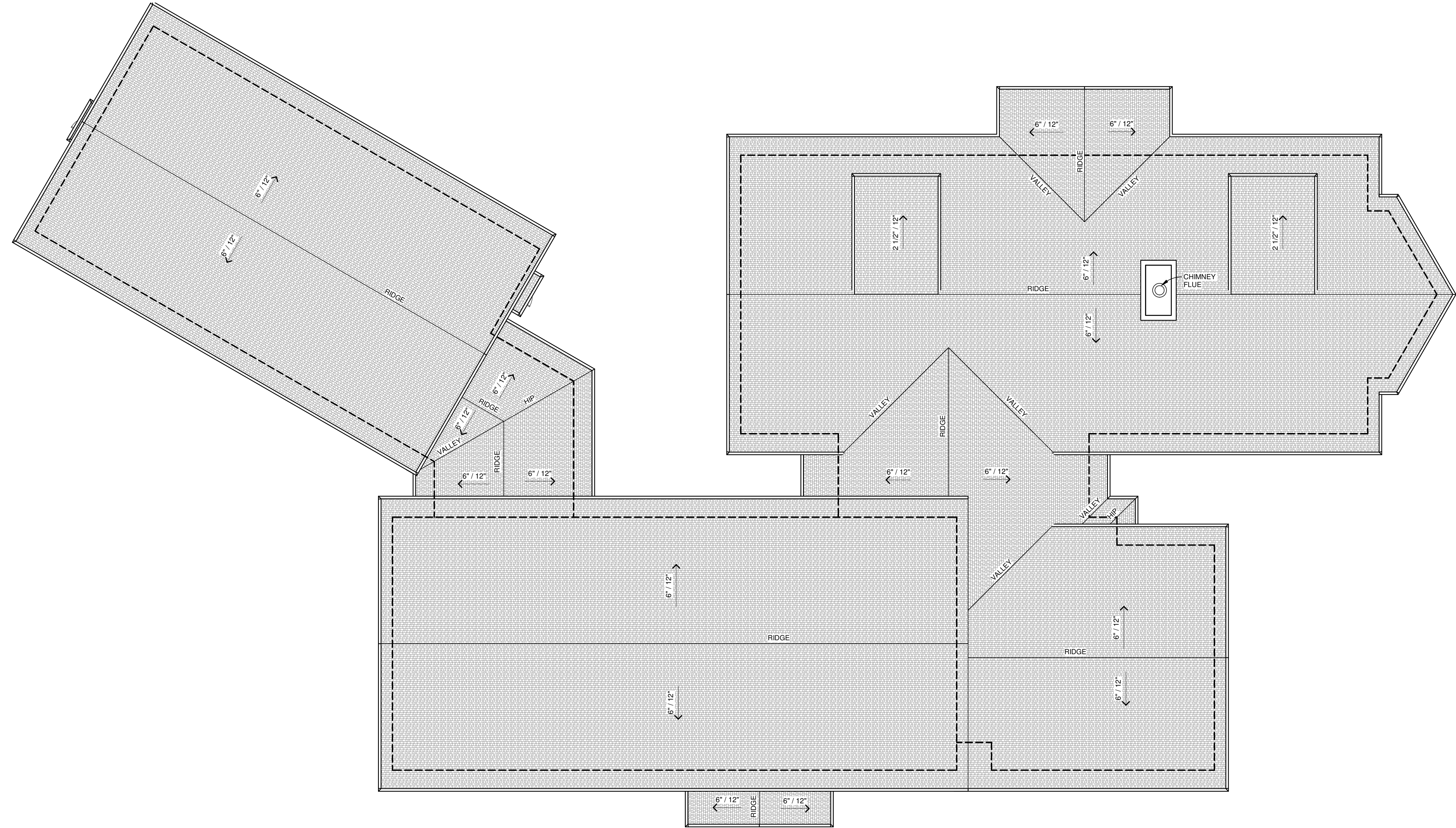
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A-102

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ROOF PLAN

1/8" = 1'-0"



2021-07-16 170824 A-103

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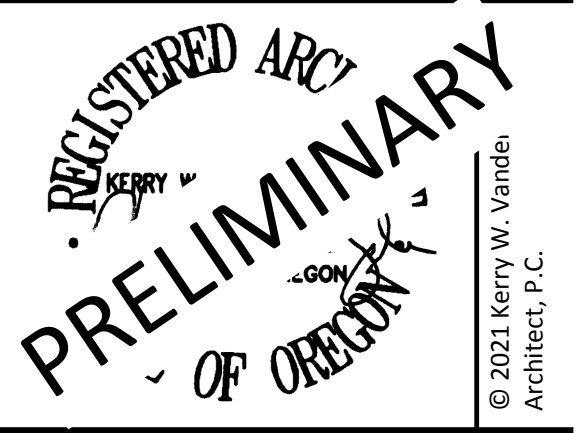
MEDIX AMBULANCE SERVICES
2325 SE Dolphin Avenue, Warrenton, OR

PROJECT NAME & ADDRESS:

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REVISIONS:

No.	Date	Description

PROJECT NUMBER: 170824
DATE: 2021-07-16

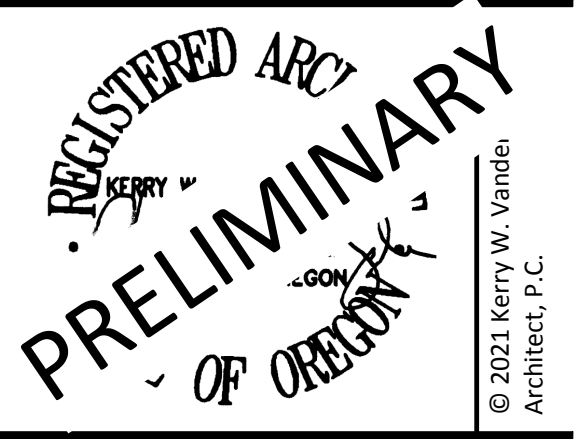
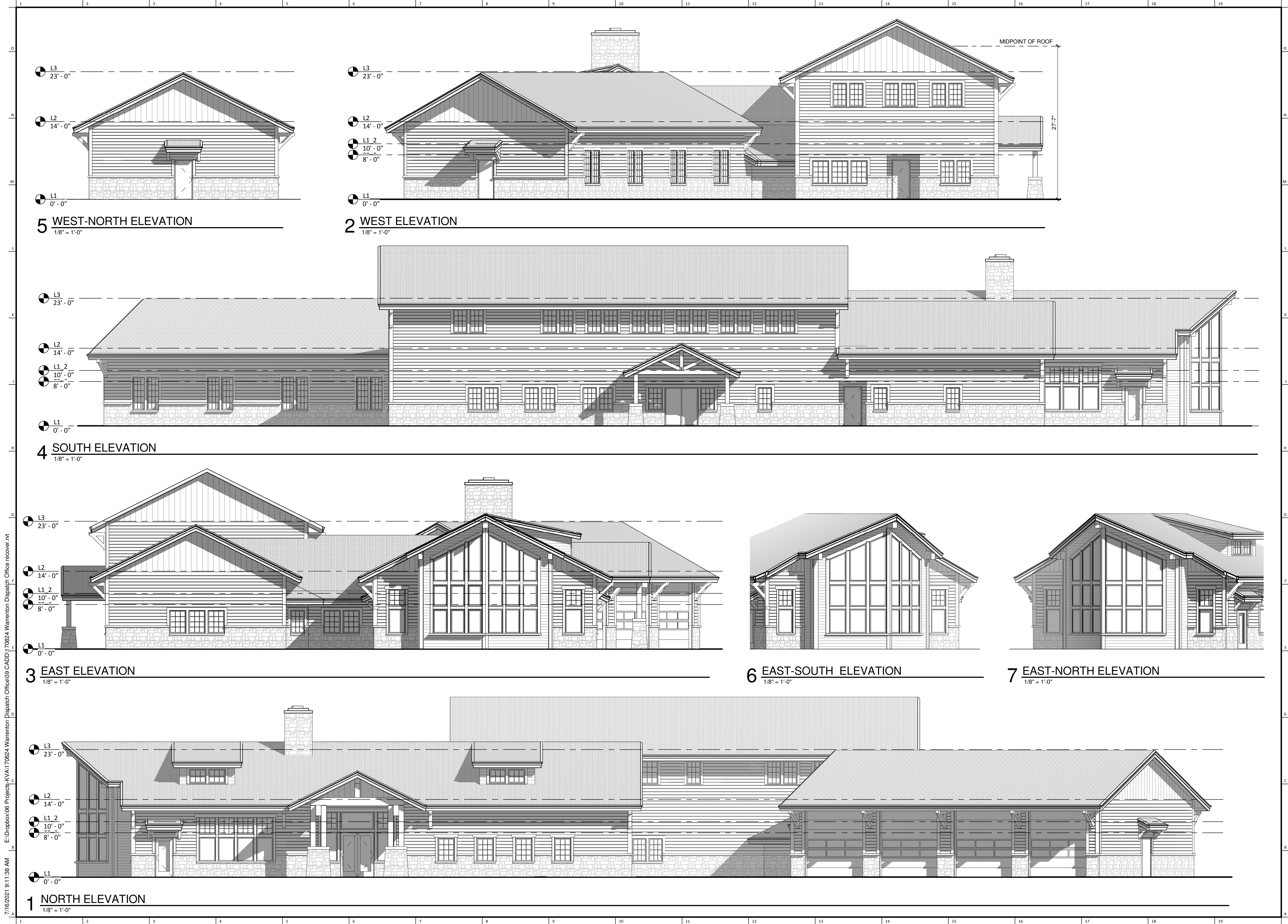
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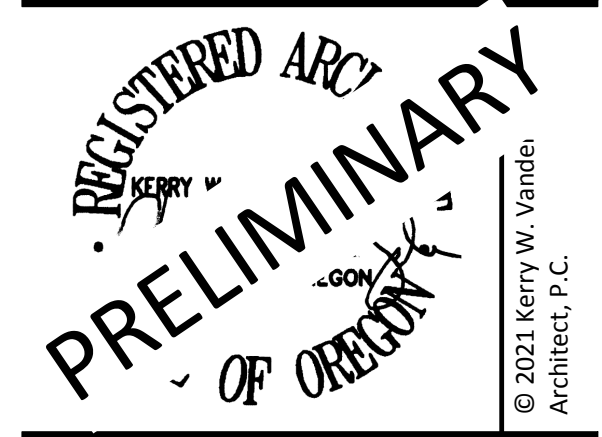
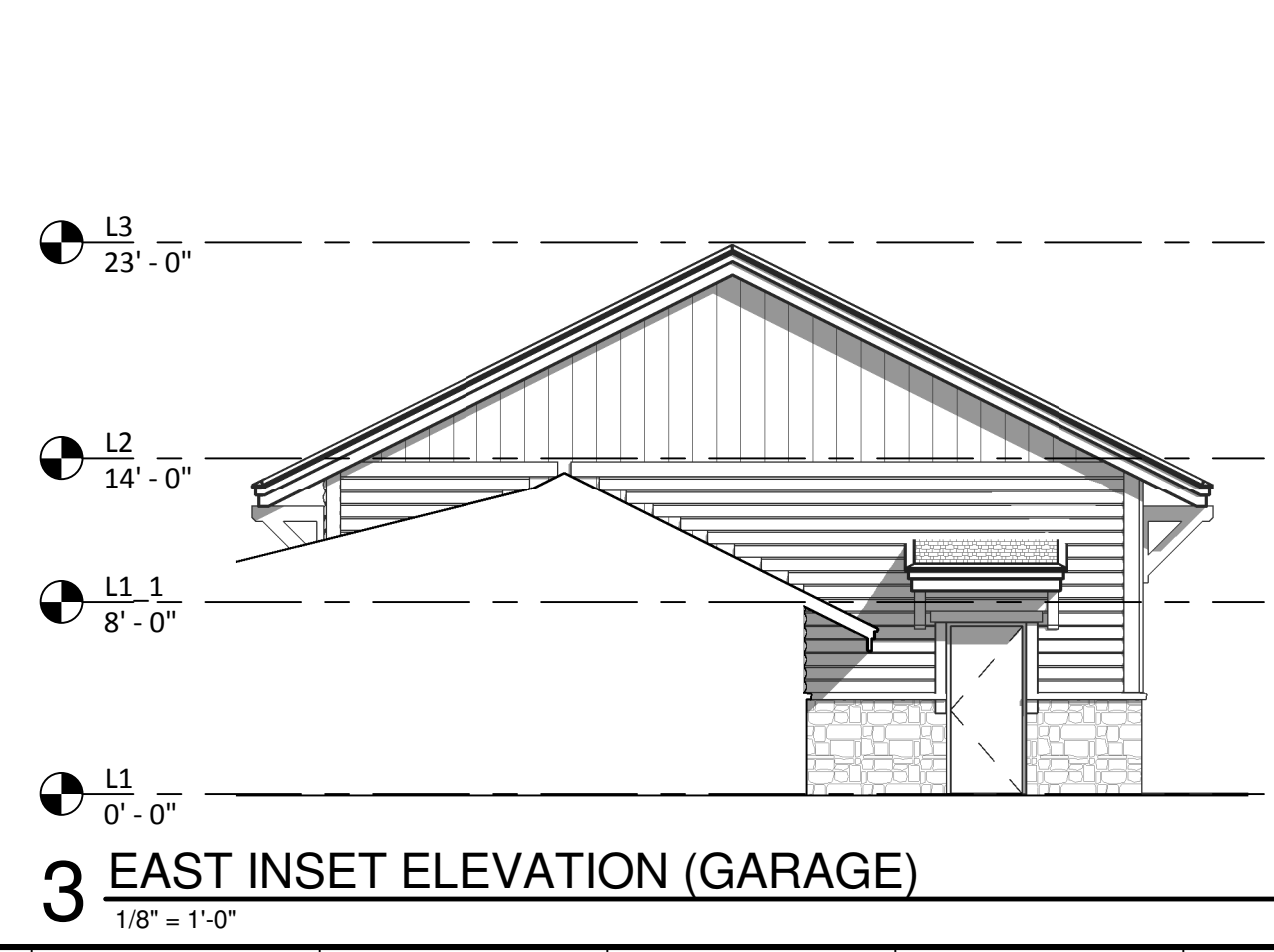
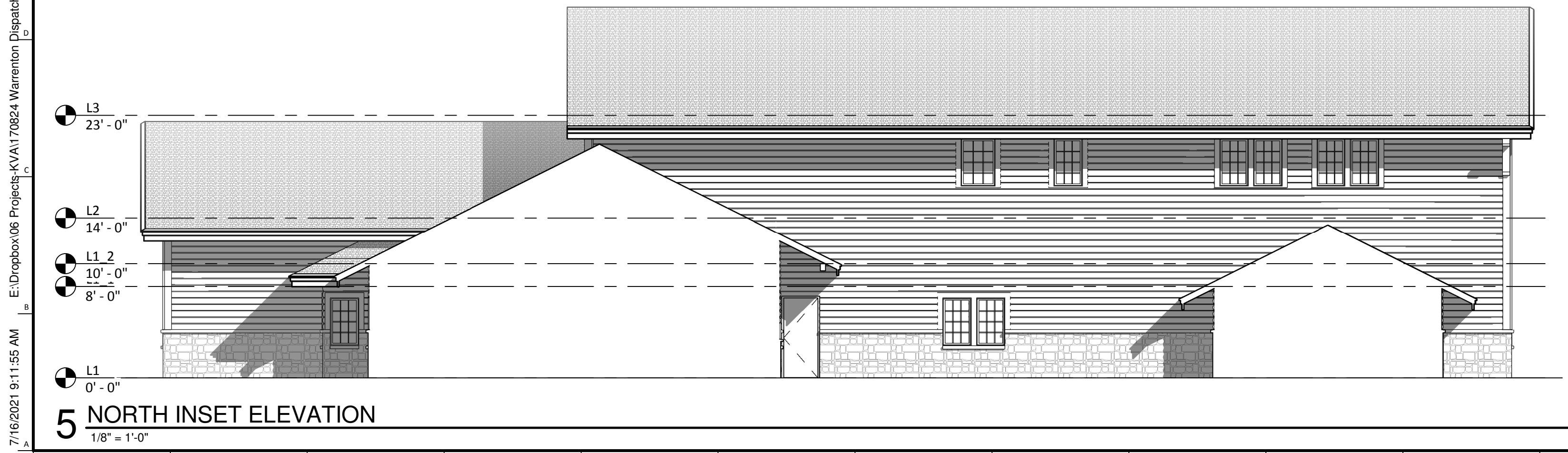
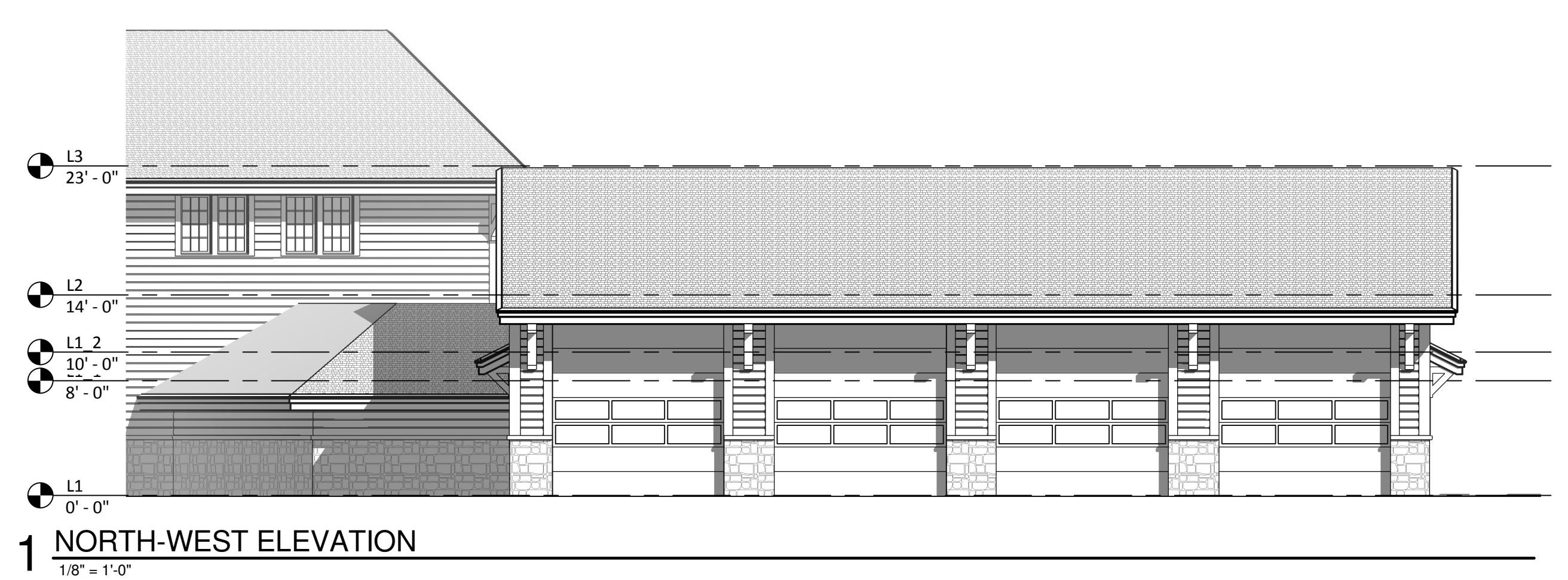
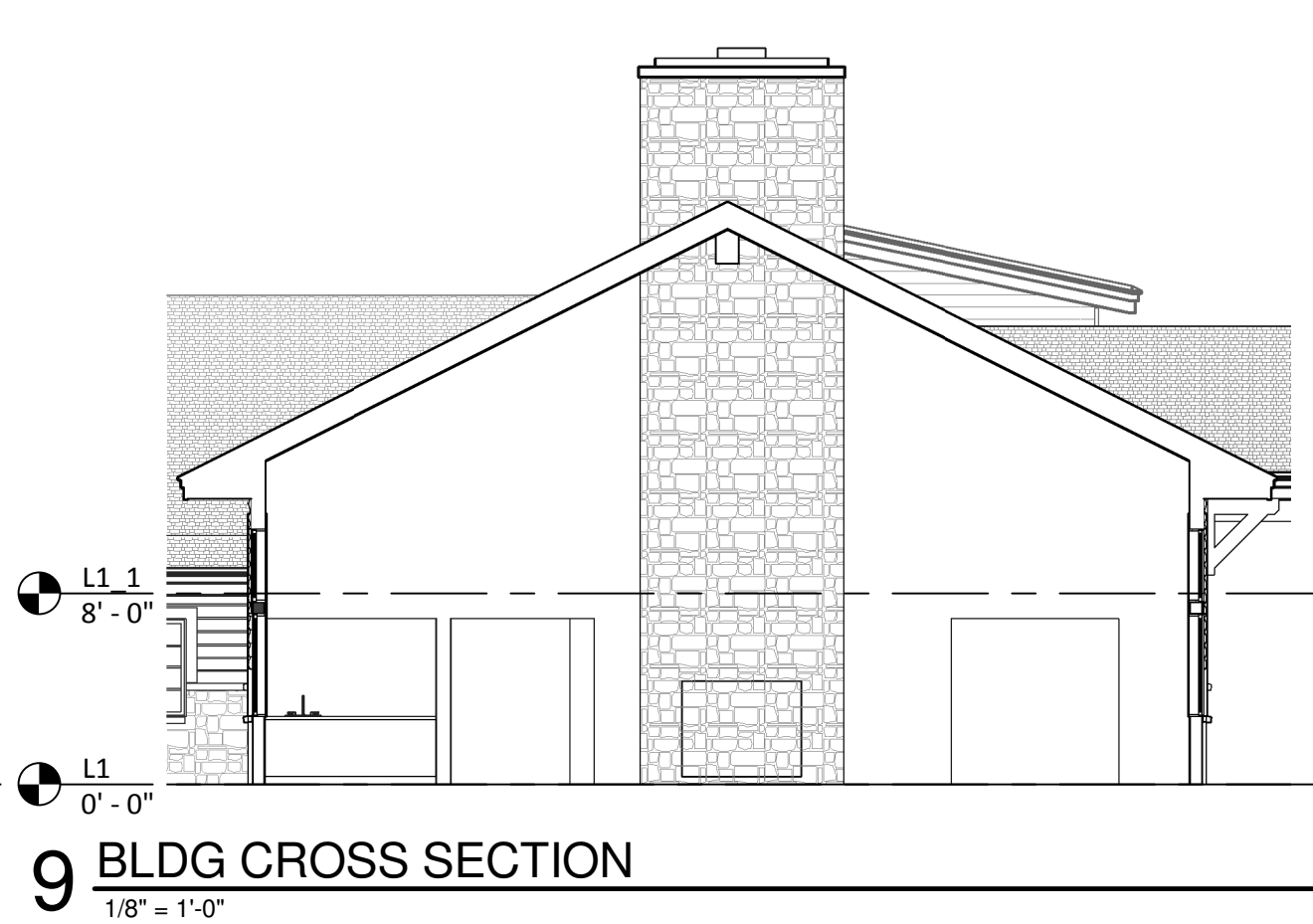
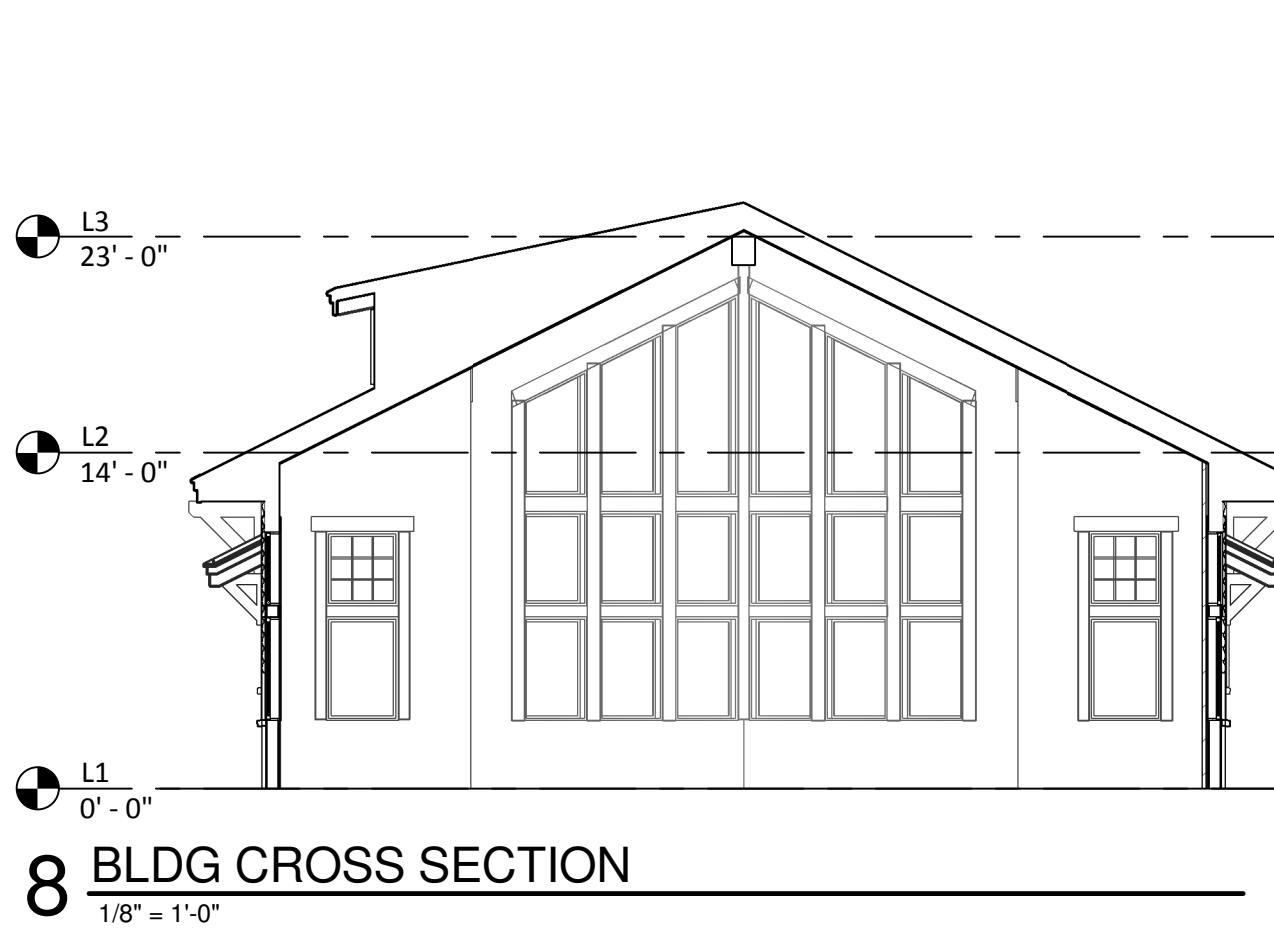
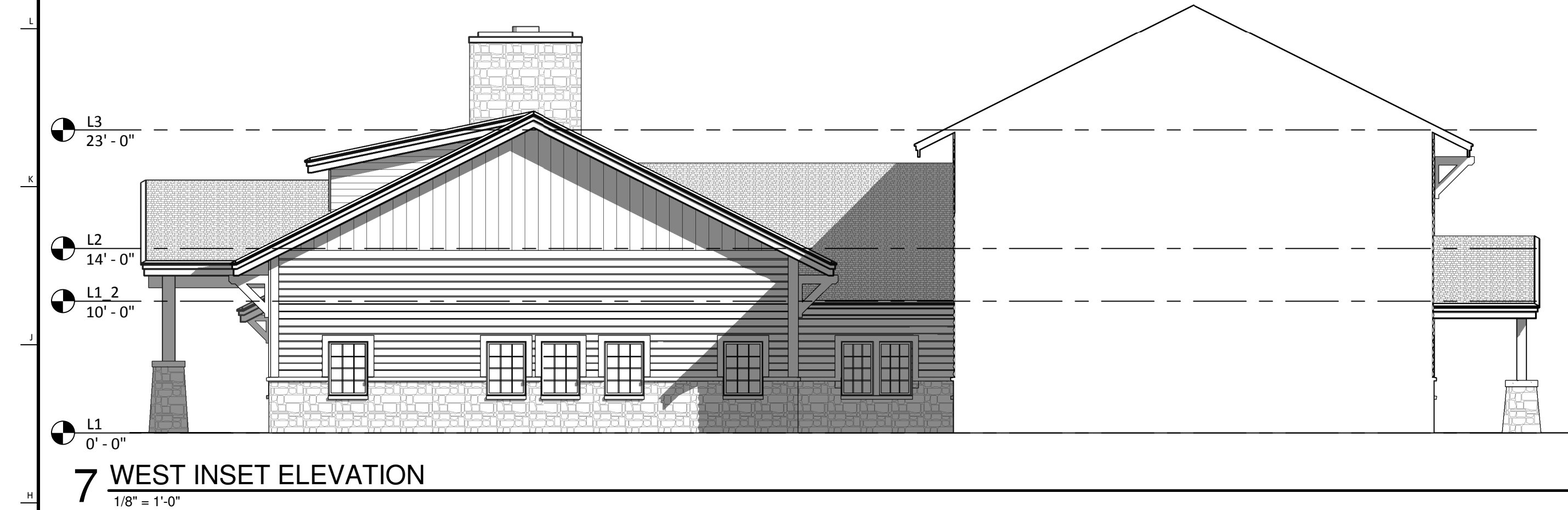
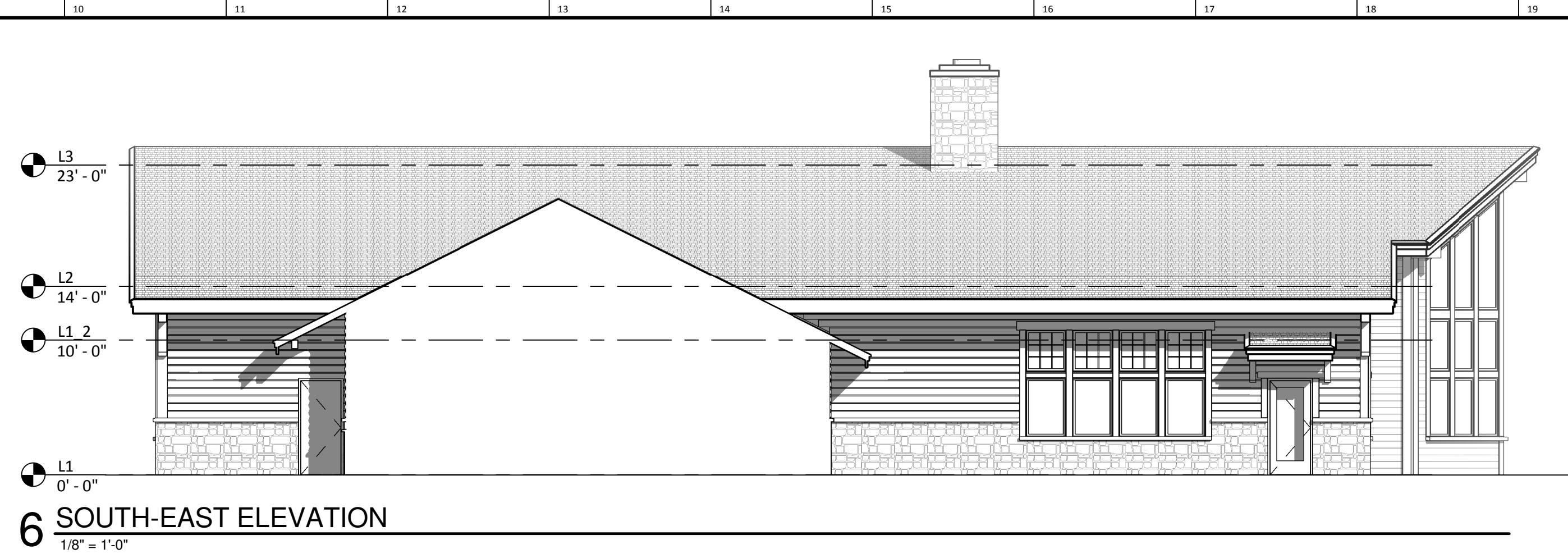
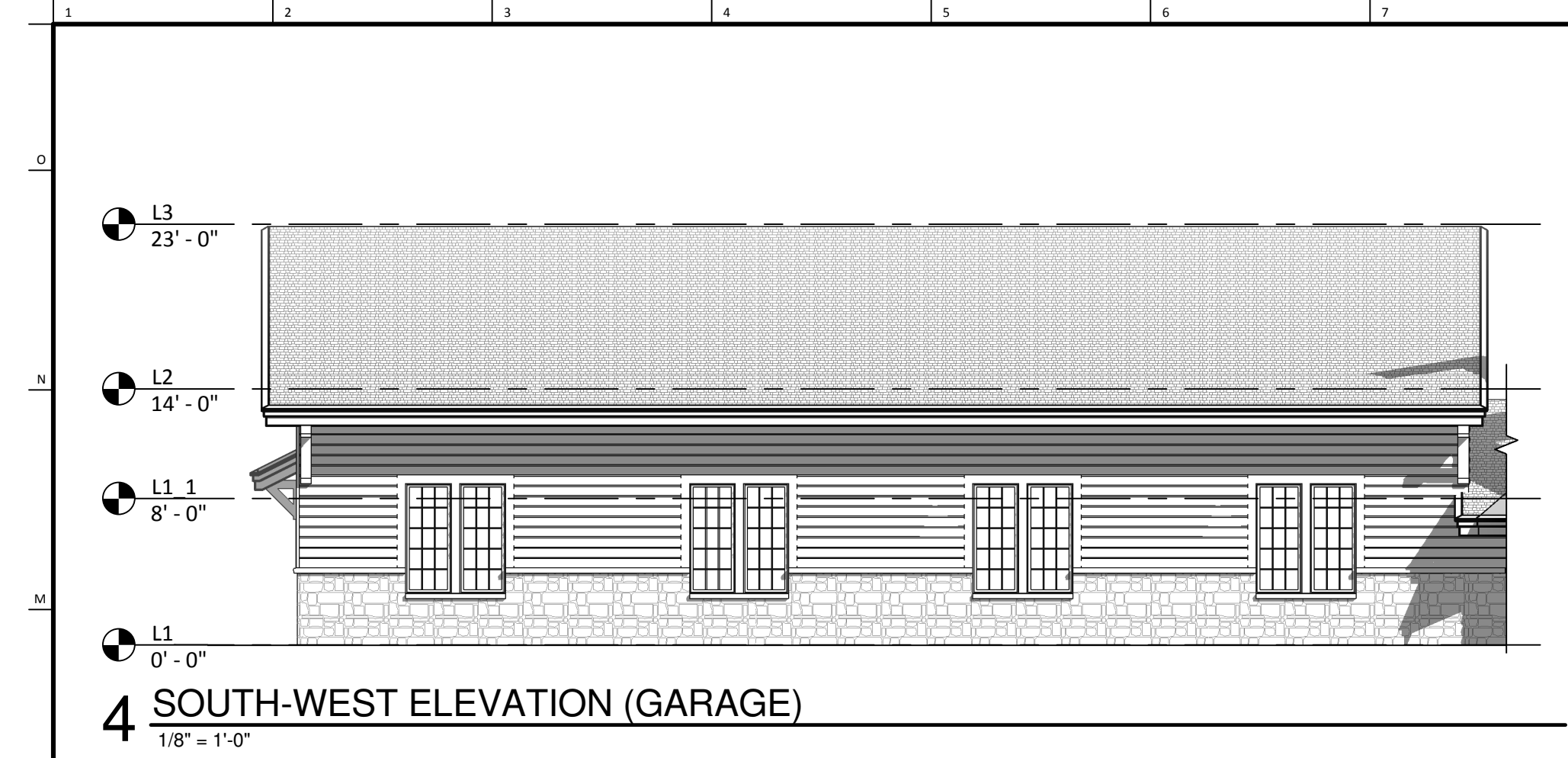
ROOF PLAN

SHEET NUMBER:

A-103



No.	Date	Description



REVISIONS:		
No.	Date	Description



P.O. BOX 250 ■ WARRENTON, OR 97146 -0250 ■ OFFICE: 503.861.2233 ■ FAX: 503.861.2351

June 25, 2021

To: Greta Holmstrom
 From: Will Caplinger, Interim City Planner, City of Warrenton
 Copy: Van Wilfinger, Building Official; Colin Stelzig, Public Works Director; Brian Alsbury, Fire Chief
 Re: June 10, 2021 Pre-application meeting for ambulance dispatch facility
 Site: 2325 SE Dolphin Ave., Tax Lots 81033AA01100, -1000
 Zone: General Industrial (I-1)

This memo outlines information identified during our preapplication conference with you on Thursday, June 10, 2021. You can use this memo as a checklist to help assure that your application is complete when submitted. This memo does not constitute a final decision and is provided as a courtesy to assist you with developing complete plans. Comments are based on our discussion at the conference and on the Pre-Application Conference application submitted by you on April 16, 2021.

On the following page you will find links to the sections of the Warrenton Municipal Code (WMC) that apply to the submittal, review, and approval of your application. Although staff endeavors to provide information on all relevant criteria for this application, please be advised that WMC Section 16.209.070.C.3 contains this disclaimer: *Failure of the Community Development Director or his/her designee to provide any of the information required by this subsection C shall not constitute a waiver of any of the standards, criteria or requirements for the application.*

This project is a Permitted Use per WMC 16.60.020.V as a Similar Use, similar to Subsections F (*Storage and distribution services and facilities (i.e., truck terminals,...)*), L (*Professional, financial or business offices*) and N (*Government buildings and uses*). The Permitted Use will be administratively processed via a Type I procedure per WMC 16.208.030.

Site Design Review is required by WMC 16.212.040.A.1.b.ii (*More than 10,000 square feet of gross floor area or developing two or more acres of land shall be reviewed as a Type III application.*); hence, the application will be reviewed via a Type III procedure with a public hearing by the Planning Commission per WMC 16.220.050.

Design Standards that may apply to the project are contained in WMC Division 3 and are listed on the following page.

Both local and state law allow the city to take up to 30 days to determine if an application is complete, but staff usually issues a completeness determination in far less time. Both local and state law also require the city to complete the process to approve or disapprove the application, including all local appeals, within 120 days of the application being deemed complete by staff. Application requirements

are listed in the WMC sections noted above. The Community & Economic Development Department performance review time for a Type III application from “completeness” to “notice of decision” is generally 6-10 weeks but can take longer depending on workload and on how the timing of application submittal and review coincides with the calendar for regularly scheduled Planning Commission meetings.

The Warrenton Municipal Code sections referenced below will be used in reviewing the Permitted Use and the Site Design Review submittals. The Site Design Review application requires you to provide a narrative response to each code section. Staff can provide you with a template for those responses if necessary.

Planning/Zoning Comments (Code links):

1. WMC 16.60.020 provides a description of Permitted Uses and 16.60.040 lists the related Development Standards:
[16.60.020 Permitted Uses. \(qcode.us\)](#)
[16.60.040 Development Standards. \(qcode.us\)](#)
2. WMC 16.208.030 provides details on the submittal and processing of a Permitted Use application:
[16.208.030 Type I Procedure \(Ministerial\). \(qcode.us\)](#)
3. WMC 16.212.040 provides details on the submittal and processing of a Site Design review application:
[16.212.040 Site Design Review. \(qcode.us\)](#)
4. WMC 16.208.050 provides details on a Type III procedure:
[16.208.050 Type III Procedure \(Quasi-Judicial\). \(qcode.us\)](#)
5. Design Standards that apply to this project include, but may not be limited to:
[16.116.030 Architectural and Site Design Standards. \(qcode.us\)](#)
[Chapter 16.120 ACCESS AND CIRCULATION \(qcode.us\)](#)
[Chapter 16.124 LANDSCAPING, STREET TREES, FENCES AND WALLS \(qcode.us\)](#)
[Chapter 16.128 VEHICLE AND BICYCLE PARKING \(qcode.us\)](#)
[Chapter 16.140 STORMWATER AND SURFACE WATER MANAGEMENT \(qcode.us\)](#)
[Chapter 16.144 SIGNS \(qcode.us\)](#)
[Chapter 16.192 LARGE-SCALE DEVELOPMENTS \(qcode.us\)](#)

Building Department Comments:

The plans, as submitted, are conceptual in nature and do not contain sufficient information to allow a comprehensive Building Department review at this time. Upon completion of the pre-app, land use, and development review and approval, building plans will be required, including a site plan, building plans, plumbing plans, and mechanical plans. Electrical plans and permits are reviewed and inspected by Clatsop County Building Codes Division. Preliminary Building Department comments based on the pre-application conference are listed below, but additional comments may be forthcoming upon submittal of complete building plans.

1. At the sleeping rooms, a fire barrier will be required per OSSC Section 420.2 and Section 708, separating the sleeping rooms from adjacent spaces.
2. At the sleeping rooms, smoke and carbon monoxide alarms will be required per OSSC 907.2.10 and Section 915.1.2.

Public Works Comments:

Public Works understands that a new building is proposed on tax Lot 81033AA01100 to replace the existing structure. There are two separate lots for the facility, tax lot 81033AA01000 is west of the lot with the planned structure. There was not a proposed utility drawing available to review. With this information, staff at public works has provided the following items that will need to be addressed in your design and planning documents:

1. The developer is required to follow the City of Warrenton Development Standards. These standards can be found in Title 16 of the Warrenton Municipal Code. Please provide documentation showing how this development will meet the standards set forth in the development code. Below is a link to the Development Code <http://qcode.us/codes/warrenton/view.php?topic=16&frames=on>

2. The developer must follow the City's Water and Sewer Regulations. These regulations are included under Title 13 of the Warrenton Municipal Code. Please provide documentation showing how this development will meet the standards set forth in the development code. Below is a link to the Title 13 of our Code: <http://qcode.us/codes/warrenton/view.php?topic=13&frames=on>

3. The developer is required to follow the Engineering Standards & Design Criteria Manual. Please provide documentation showing how the development meets the standards set forth in this manual. This manual can be found at the <http://www.ci.warrenton.or.us/publicworks/page/engineering-specifications-design-guide>

4. Connection to city sewer service is required.

5. New water meter and service connections will be installed by the owner/contractor.

6. All commercial property shall have a backflow device at the water meter (pre-existing or new) for premise isolation.

7. The City will need an easement at meter and vault if located on private property.

8. Sidewalks shall be a minimum of 5 feet wide and shall meet ODOT standards.

9. Driveway shall meet ODOT standards.

10. Streetlights are required for all new developments. Show proposed streetlight locations and submit plan to Pacific Power & Light for circuit design.

11. Please work with the Fire Chief to determine appropriate fire hydrant spacing for this development. Developer team is responsible for determining if fire flows are available at this location. This can include hydrant testing and/or water modeling.

12. All on-site driveways, parking areas, aisles and turn-a-rounds shall have on-site collection or infiltration of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facility plans shall be prepared by a qualified engineer and constructed in accordance with City standards. Stormwater report shall detail pre and post stormwater conditions, including the adjacent ROWs and flows from existing storm system.

13. The City has design standards for refuse enclosures that include the required turning radius and access standard. Enclosure shall include room for recycling also.

14. All easements, private or public, shall be shown on plans and recorded with the county.

Fire Department Comments:

Based on the information provided, the Fire Department has the following comments.

ACCESS:

With plans submitted, it appears that adequate access has been provided.

Building access with key must be provided, this will be in a Supra Box affixed to the exterior of building next to the entrance of each occupancy Please see attached page with Supra Box ordering details.

Provide and affix to the building-BUILDING INFORMATION SIGN-please read attached appendix J Oregon Fire Code. FDC location request- facing Dolphin Ln SE corner of property.

WATER SUPPLY:

Hydrants-Please provide the following information:

Waterflows from hydrants located on property side of Dolphin Ln, please see list of vendors that can complete this. Hydrant locations and distance all appear to be in good locations.

FDC location request- facing Dolphin Ln SE corner of property.

-Hydrant Flow Testing-

Red Hawk Fire Protection

3801 NW Fruit Valley Rd Suite D, Vancouver, WA 98660 (360) 984-3712

Wyatt Fire Protection

9095 SW Burnham St, Tigard, OR 97223 (503) 684-2928

Delta Fire, Inc

14795 SW 72nd Ave, Portland, OR 97224 (503) 620-4020

Viking Fire Protection

3245 NW Front Ave, Portland, OR 97210 (503) 227-1171

Basic Fire Protection

8135 NE MLK Jr. Blvd, Portland, OR 97211

(503) 285 0713

ADDRESS:

Building will be required to have address number visible from the street with opposing/contrasting number. i.e., black numbers with white background, no smaller than 4" in height.

Estimated Permit Fees & SDCs:

**Fees indicated below represent estimates based on the initial information presented in the pre-application conference and are subject to change. An estimate of Building Permit fees is not included.*

Permitted Use/Similar Use application fee is \$350.

Site Design Review application fee for site area between 10,000-15,000 sq. ft. is \$750.

Grading permits and engineering design are reviewed by a third-party consultant and requires a deposit and direct charge for services. This will be calculated at the time of submittal.

Please use this letter as a checklist for your land use submittal.

If you have any questions about the requirements or any City related issues, please contact Will Caplinger at cityplanner@ci.warrenton.or.us or (503) 468-1015.



NOTICE OF PUBLIC HEARING

The Warrenton Planning Commission will conduct a public hearing at 6:00 PM, September 9, 2021, at the Warrenton City Hall Commission Chambers to consider the following requests:

SDR 21-3, a site design review of a request by Greta Holmstrom/Ardor Consulting LLC on behalf of property owner Fuiten West Partnership to construct a new 13,607 sq. ft. building and associated site improvements for the existing Medix ambulance dispatch facility at 2325 SE Dolphin Avenue, Tax Lot 81033AA01100, in the General Industrial (I1) Zone. Applicable criteria and standards specific to this request are contained in WMC Chapters 16.60 General Industrial (I1) Zone, 16.116 Design Standards, 16.120 Access and Circulation, 16.124 Landscaping, Street Trees, Fences, and Walls, 16.128 Vehicle and Bicycle Parking, 16.136 Public Facilities Standards, 16.140 Stormwater and Surface Water Management, 16.144 Signs, 16.152 Grading, Excavating, and Erosion Control Plans, 16.192 Large Scale Developments, 16.208 Types of Applications and Review Procedures, and 16.212 Site Design Review.

Those wishing to testify on this request may attend the public hearing and sign a card to speak to the Planning Commission, or submit written materials, which must be received by the Warrenton Community and Economic Development Department no later than 4:00 P.M. on the day of the hearing. Written comments may be mailed to Rebecca Sprengeler, Deputy City Recorder, P.O. Box 250, Warrenton Oregon, 97146-0250; or emailed to Will Caplinger, Interim City Planner, at cityplanner@ci.warrenton.or.us.

At the public hearing, the Planning Commission chairperson will open the public hearing and describe the general conduct and procedure for providing public comment. A staff report will be given, followed by a statement from the applicant, followed by public testimony, discussion among the commissioners, and a decision on, or a continuation of, the request.

Failure to raise an issue in person, or by or by letter at the hearing, or failure to provide statements of evidence sufficient to afford the decision makers an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals.

A copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Warrenton City Hall at no cost and copies shall be provided at a reasonable cost. A copy of the City's staff report and recommendation to the hearing body shall be available for review at least seven days before the hearing, and a copy shall be provided at a reasonable cost.

Anyone wishing to review and/or purchase copies of the proposals and/or staff report may do so at Warrenton City Hall, 225 South Main, or may contact Rebecca Sprengeler at 503-861-0823 or via email at rsprengeler@ci.warrenton.or.us.

Mailed August 20, 2021

NOTICE OF PUBLIC HEARING

The Warrenton Planning Commission will conduct a public hearing at 6:00 PM, September 9, 2021, at the Warrenton City Hall Commission Chambers to consider the following request:

SDR 21-3, a site design review of a request by Greta Holmstrom/Ardor Consulting LLC on behalf of property owner Fuiten West Partnership to construct a new 13,607 sq. ft. building and associated site improvements for the existing Medix ambulance dispatch facility at 2325 SE Dolphin Avenue, Tax Lot 81033AA01100, in the General Industrial (I1) Zone. Applicable criteria and standards specific to this request are contained in WMC Chapters 16.60 General Industrial (I1) Zone, 16.116 Design Standards, 16.120 Access and Circulation, 16.124 Landscaping, Street Trees, Fences, and Walls, 16.128 Vehicle and Bicycle Parking, 16.136 Public Facilities Standards, 16.140 Stormwater and Surface Water Management, 16.144 Signs, 16.152 Grading, Excavating, and Erosion Control Plans, 16.192 Large Scale Developments, 16.208 Types of Applications and Review Procedures, and 16.212 Site Design Review.

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Published August 27, 2021



P.O.BOX 250 ■ WARRENTON, OR 97146 -0250 ■ OFFICE: 503.861.2233 ■ FAX: 503.861.2351

September 2, 2021

To: Warrenton Planning Commission
 From: Will Caplinger, Interim City Planner
 Re: Stop Work Order Hearing

BACKGROUND

Around mid-June of this year, the Building Official received a complaint that three Recreational Vehicles were parked and occupied on a vacant portion of a property owned by Jeffrey and Teri Menna at 719 S Main Avenue in the Commercial-Mixed Use (CMU) zone. Apparently, Scott Hess told the Mennas that they could park and occupy an RV while they built a new house on the property. If so, that would not be consistent with the provisions of the WMC, which allows one RV to be occupied during construction of a residence, but only in strictly residential zones, and only after obtaining a building permit. The code does not allow an RV to be occupied during house construction in the CMU zone, regardless of whether the property owner has obtained a building permit.

The Building Official mailed this notice to the Mennas on or about June 15, 2021 and again on or about June 30, 2021;

Good afternoon, Terri and Jeff-

We received a complaint regarding additional RV's on your property. The city's municipal code allows one temporary housing unit during the land prep and construction on your property. There are also concerns on where the gray and black water are being directed.

The city's Public Works Department does not currently allow RV's to tie into the city's wastewater system, and the one RV will need to have pumping service arranged with a local company for service.

The additional RV's will need to be removed.

Please contact us if you have any questions.

Thanks,

Van

Van Wilfinger, CBO

Building Official

City of Warrenton

(503) 861-0920

vwilfinger@ci.warrenton.or.us

Reportedly, at least two of the three RVs were occupied by the Mennas and their family members, and

one RV was being used for storage. Various staff members discussed the situation with the Mennas and advised them that they could not park and occupy any RVs on the property.

At the direction of the City Manager, I sent the Mennas the attached Cease & Desist letter dated July 2, 2021. After receiving no response and no indication of compliance, staff posted and mailed, via registered mail, the attached Stop Work Order dated August 27, 2021. The Stop Work Order complies with the violation enforcement procedure described in WMC Section 16.16.070.

Considering that this illegal use has been occurring unabated since at least mid June, and the Mennas have had constructive notices to cease the use since that time, and have not ceased the violation, it is prudent to continue to the next step in the violation enforcement procedure, which is this Stop Work Order Hearing described in WMC section 16.16.070.B.2:

B. Stop-Work Order Hearing. The Community Development Director shall schedule a public hearing before the Planning Commission if the purported violation is not removed or corrected following due warning from the City, typically 30 days from the date of the stop-work order. If the violation is not removed or corrected within the time specified, the Community Development Director shall schedule a hearing before the Planning Commission, with no requirement for public notice. The hearing shall be held in accordance with the procedures of Section 16.208.050. At the discretion of the Community Development Director, such hearing may be:

2. Solely to determine whether a violation has occurred. The Planning Commission shall hold this hearing and shall make written findings as to the violation within 10 business days. Upon a finding of no violation, the Planning Commission shall require the issuance of a resume work order. Upon finding a violation, the stop-order shall continue to be effective until the violating party furnishes sufficient proof to the Planning Commission or its designee that the violation has been abated. The Planning Commission decision is subject to notice and appeal procedures prescribed by Section 16.208.050.

CONCLUSION AND RECOMMENDATION

Since the “work” may not be resumed in the CMU District, staff recommends that the Planning Commission approve and adopt the following findings to facilitate a resolution of the violation.

FINDINGS

1. WMC Section 16.16.020 Violation of Code Prohibited states that, “No person shall erect, construct, alter, maintain or use any building or structure or shall use, divide or transfer any land in violation of this Code or any amendment thereto.”

2. A violation has occurred in that Jeffery and Terri Menna have occupied recreation vehicles on their property at 719 S main Avenue in violation of WMC 12.28.030.A for more than two months: “*No recreational vehicle or trailer shall be used for sleeping or lodging purposes outside of designated camping areas except by special permit from the City, said permit to be limited to one vehicle only at any one time. Permits may be obtained from City Hall for a period of up to 48 hours for parking of recreational vehicles on private residential property that is not designated as a camping area. Permits must be obtained in advance of parking the recreational vehicle or trailer in residential areas.*”

3. If the violation is not immediately abated, it is necessary and appropriate to proceed to the penalty phase and apply fines per WMC 16.16.030 A-C:

A. A person violating a provision of this Code shall, upon conviction, be subject to a fine of not less than \$100.00, nor more than \$1,000.00.

B. Each Violation a Separate Infraction. Each violation of a separate provision of this Code shall constitute a separate infraction, and each day that a violation of this Code is committed or continued shall constitute a separate infraction.

C. Abatement of Violation Required. A finding of a violation of this Code shall not relieve the responsible party of the duty to abate the violation. The penalties imposed by this section are in addition to and not in lieu of any remedies available to the City.

Suggested Motion:

I motion to adopt the findings in the staff report and direct staff to provide notice to the violator of the findings and to consult with the City Manager and the City Attorney to identify the proper procedure to levy and accrue fines of \$_____ per violation per day. [The Commission will determine the amount]

ATTACHMENTS

- Cease and Desist letter dated July 2, 2021
- Stop Work Order dated August 27, 2021



P.O. BOX 250 ■ WARRENTON, OR 97146 -0250 ■ OFFICE: 503.861.2233 ■ FAX: 503.861.2351

July 2, 2021

To: Jeffrey & Teri Menna
P.O. Box 1078
Warrenton, OR 97146

Re: Cease and Desist Illegal Occupancy of Recreational Vehicles
719 South Main Avenue

The use of recreational vehicles on your property is specifically prohibited on vacant land per section 10.16.020 and can only be permitted for a short period per 12.28.030. Please note that the CMU zone does not include a Permitted Use that allows a temporary dwelling on-site during construction, as is permitted in the residential districts. Please refer to the following Warrenton Municipal Code provisions:

10.16.020 Parking restrictions.

No recreational vehicle or trailer shall be parked or stored upon property designated as marinas, City parks, or vacant land within the City limits of Warrenton, for the purpose of lodging or sleeping therein, except during daylight hours. (Ord. 915-A § 2, 1993)

12.28.030 Use of RV on private residential property.

A. No recreational vehicle or trailer shall be used for sleeping or lodging purposes outside of designated camping areas except by special permit from the City, said permit to be limited to one vehicle only at any one time. Permits may be obtained from City Hall for a period of up to 48 hours for parking of recreational vehicles on private residential property that is not designated as a camping area. Permits must be obtained in advance of parking the recreational vehicle or trailer in residential areas.

B. Parking must be in such a manner as not to cause a traffic hazard. There can be no discharge of wastes of any sort except into proper sewer or septic systems. (Ord. 1179-A § 4, 2013)
[16.44.020 Permitted Uses. \(qcode.us\)](#) (CMU District Permitted Uses)

The recreational vehicles must be immediately removed from the property outside of daylight hours and must be parked at a designated camping area during night hours.

Will Caplinger
Interim City Planner
City of Warrenton
(503) 468-1015



WARRENTON COMMUNITY DEVELOPMENT DEPARTMENT

225 S. Main / P.O. Box 250
 Warrenton, Oregon 97146-0250
 TEL (503) 861-0920
 FAX (503) 861-2351
cityplanner@ci.warrenton.or.us

STOP WORK ORDER

This Stop Work Order is issued concerning the property listed below pursuant to Chapter 16.16 of the Warrenton Municipal Code (WMC). Pursuant to WMC Section 16.16.070, the Stop Work Order is issued in accordance with the following conditions:

1. Work has occurred that violates the provisions of the Warrenton Municipal Code.
2. The Stop Work Order is served on the property owner by certified mail and is posted in a conspicuous location at the site of the violation.
3. Upon issuance of the Stop Work Order, all Work shall immediately cease.
4. The Stop Work Order states the reason for the order, and the conditions under which the cited work will be permitted to resume.

Any person who continues any Work after having been served with a Stop Work Order, or who removes the posted Stop Work Order, shall be subject to penalties as prescribed by law.

Date: August 27, 2021

Property Location: 719 S. Main Avenue, Warrenton, OR. 97146

Property Owner: Jeffrey H. and Teri Menna

Mailing Address: 719 S. Main Avenue, Warrenton, OR. 97146

Reason for the Stop Work Order:

- Recreation Vehicles have been parked and occupied on the property in violation of WMC Section 12.28.030.

Conditions to Resume Work:

- The Work is an activity that is prohibited by WMC Section 12.28.030, and the use of a Recreational Vehicle (RV) for sleeping and lodging is not allowed except for a single RV for one 48-hour period, subject to issuance of a special permit per WMC Section 12.28.030. The RVs must be removed prior to issuance of such permit.
- The Commercial-Mixed Use Zone does not include a Permitted Use that allows a temporary dwelling on-site during construction; hence, occupancy of an RV may not resume for such use during construction.
- No later than September 1, 2021, the property owners must demonstrate that the RVs are unoccupied or removed from the property outside of daylight hours and parked at a designated camping area during night hours.

Will Caplinger
 Interim City Planner
 City of Warrenton

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

Warrenton, OR 97146

OFFICIAL USE

Certified Mail Fee	\$3.60	0330 10 Postmark Here 08/27/2021
Extra Services & Fees (check box, add fee as appropriate)	\$2.85	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$7.00	
Sent To Jeffrey & Teri Menna 719 S. Main Ave Warrenton, OR 97146		

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		<p>A. Signature X Henry Menna <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) SA RY CIG</p> <p>C. Date of Delivery 8/30/21</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>	
<p>1. Article Addressed to:</p> <p>Jeffrey & Teri Menna 719 S. Main Ave Warrenton, OR 97146</p>			
<p>2. Article Number (Transfer from service label)</p> <p>7019 2280 0001 3399 3151</p>		<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery</p> <p><input type="checkbox"/> Insured Mail (over \$500)</p>	
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>		<p>Domestic Return Receipt</p>	