APPLICANT’S STATEMENT
For
“NW West Union Mini-Storage & Partition”

REQUEST
Design Review III for an approximate 19,150 sf Mini-Storage & Preliminary Plat Approval for a 2-Parcel Partition in the M2 Zone

APPLICANT/DEVELOPER
Morrison Development Group, LLC.
Joel Morrison
4614 SW Kelly Avenue #100
Portland, Oregon 97239

REPRESENTATIVE
Matt Newman
NW Engineers, LLC
3409 NW John Olsen Place
Hillsboro, Oregon 97124

LEGAL DESCRIPTION
Tax Map 1N2 06DA, Tax Lot 800
Washington County, Oregon
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Information to Include with Your Application

- **Application Form**
- **Fee**
  - **Narrative** describing the Development Proposal and addressing the Decision Criteria. All applications will be reviewed based on the criteria of Chapter 16 of the North Plains Municipal Code which is available at www.northplains.org. A sample narrative is also on website.
- **Site plans** drawn to scale; one hard copy and PDF document (flash drive or email/file share). Plans should show:
  - All property boundaries in which development is occurring
  - All adjacent roads (with names and dimensions)
  - Location and dimensions of all existing and proposed access ways/alleys/driveways
  - Location, number, dimensions, setbacks
  - All easements (including utilities)
  - Location of all existing and proposed fire hydrants
  - Location, size (area), and setbacks of all existing and proposed buildings and structures
  - Location, size (area), and layout of existing and proposed landscaping
  - Location, number and dimensions of existing and proposed parking areas, including handicapped spaces
  - Location, number and dimensions of existing and proposed loading areas
  - Location, number, dimensions, and types of existing and proposed lighting
  - Location, number, dimensions, setbacks, and types of existing and proposed fencing and or/screening
  - Location, number, dimensions, setbacks, and types of existing and proposed mechanical equipment, such as rooftop equipment and transformer boxes. Show any screening of proposed equipment.
  - Delineate flood plains and water courses
  - Significant vegetation
- **Stamped envelopes with mailing labels** attached for all property owners and residents within 250 feet of the subject property or properties. (A list of property owners/site addresses may be obtained from Washington County or a title insurance company.)
- **Clean Water Services, Service Provider Letter or determination that letter is not needed** from CWS website: https://www.cleanwaterservices.org/documents-forms/pre-screen-form/
- **A traffic study** for any project generating more than 300 trips per day.
- **Other reports related to specific permit types** □ flood plain □ significant natural resources □ historic overlay □ title report for land division □ Other

*After initial review, the City may require additional information.*

Additional Information

In order to expedite and complete the processing of this application, the City of North Plains requires that all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application will not begin until the application is made complete.

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application.

I understand that there may be additional costs of processing this application including, but not limited to, planning, engineering, city attorney and administration. The City will notify the applicant if there will be additional costs.

**Date:** 12/2/16

**Signature of Applicant:**

**Date:**

**Signature of Property Owner:**

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**FOR OFFICE USE**

**Received by:** [Signature]

**Fee paid:** $4,500

**Receipt No.:** C

**Date:** 12/13/14

**Application No.:** __________

Updated 5/23/16
December 12, 2016

APPLICANT’S STATEMENT

APPLICANT/CONTRACT PURCHASER:
Morrison Development Group, LLC.
Joel Morrison – joel@morrisonbuilt.com
4614 SW Kelly Avenue, #100
Portland, OR 97239

APPLICANT’S REPRESENTATIVE:
NW Engineers, LLC
Matthew Newman – matten@nw-eng.com
3409 NW John Olsen Place
Hillsboro, Oregon 97124

REQUEST:
Design Review III for an approximate 19,150 sf Self-Storage Facility and 2-Parcel Partition of an Existing Property in the M-2 General Industrial Zone.

SITE LEGAL DESCRIPTION:
Tax Lot 800, Tax Map 1N2 06DA,
North Plains, Oregon

SIZE:
1.80 Acres

LOCATION:
28757 NW West Union Road
North Plains, Oregon 97133

LAND-USE DISTRICT:
M-2: General Industrial
I. **APPLICABLE REGULATIONS**

A. North Plains Comprehensive Plan

B. 2016 City of North Plains Municipal Code:

- 16.55 M-2 General Industrial District
- 16.125 Lot Development Standards
- 16.130 Land Partitioning
- 16.145 Public Facility and Service Requirements
- 16.150 Street Standards
- 16.31.070 Bikeways and Sidewalks Required on Arterials and Collectors
- 16.155 Off Street Parking and Loading
- 16.160 Clear Vision Areas
- 16.170 Application Requirements and Review Procedures
- 16.175 Design Review Approval Procedures

II. **BACKGROUND:**

The applicant/contract purchaser, Morrison Development Group, LLC./Joel Morrison, is requesting a Design Review III approval for an approximate 19,150 sf self-storage facility and preliminary plat approval for a 2-parcel partition for a property designated as M-2 General Industrial District on the City of North Plains Zoning Map. The site is located at 28757 NW West Union Road (Tax Lot 1N2 06DA 800). There is an existing business located on the east-half of the 1.80-acre parcel, Protoco Enterprises, Inc. It is proposed to remain on its own 100-ft. – 112-ft. wide x 344-ft. deep parcel with an approximate area of 0.89 acres. Parcel 2 (development parcel) is proposed with dimensions of 100-ft. x 355-ft. and an area of approximately 0.81 acres. The existing business is currently served by a septic system but will be connected to public sanitary sewer prior to plat recordation.

The proposal includes development of five 1 & 2-story buildings totaling approximately 19,150 sf including a two-story 360 sf office with 360 sf space above. Parking will be provided on the east side of the office adjacent to the entrance. Access to the development will be via a shared driveway from NW West Union Road, a county arterial. According to Washington County staff, access from NW West Union must be consolidated as a condition of approval. Improvements include a sidewalk with ditching. Regarding on-site improvements, the plans include two 20-ft. wide driveway aisles front-to-back connected in three locations. Fire access through the site is provided with an emergency gate at the north end where emergency vehicles can exit the site through the adjacent property to NW 289th Place. Finally, regarding utilities, all services are available to serve the site including sanitary sewer, storm drainage and water. Sanitary sewer and water will be provided from the existing lines in NW West Union Road and storm will be conveyed to the existing line on the north side of the site. No water quality facilities are necessary since there is an existing regional facility downstream.

A copy of the signed development application form, preliminary development plans, building elevation, CWS Pre-screen, and site photos have been included with this application packet. The applicant’s exhibits and narrative demonstrate that the proposed land use request meets the criteria outlined by the City of North Plains Municipal Code.
III. FINDINGS

Compliance with City of North Plains Municipal Code

ZONES

16.55 ZONING DISTRICT       M-2 General Industrial District

16.55.005 Permitted Uses

Permitted uses are subject to the requirements of the Design Review section of this chapter, if applicable. Refer to Zoning Code Use Table.

L. Storage, self-service

COMMENT:

This application is for self-storage facility, which is permitted in the M-2 zone.

16.55.015 Limitations on Use

The following conditions and limitations apply to development in the M-2 District.

A. Vehicular Access

1. Access points to an industrial site shall be located to minimize traffic congestion and, to the extent possible, to avoid directing traffic into residential areas.

2. Where possible within industrial districts, access shall be designed to serve more than one industrial site.

COMMENT:

The proposal includes a single shared access from NW West Union Road with the adjacent business, Protoco Enterprises, Inc.

B. Landscaping

1. Properties abutting a residential zone shall provide and maintain a dense evergreen landscape buffer that will attain a mature height of at least seven feet or such other screening measures as may be prescribed by the Commission in the event differences in elevation should defeat the purpose of this requirement.

2. Yards adjacent to streets shall be planted and continuously maintained with lawn, shrubs or trees suited to the site and climate.

3. Other yards and unused property shall be maintained in grass or other suitable ground cover.
COMMENT:

The site does not abut a residential zone. The front (south side) yards is adjacent to NW West Union Road and will be landscaped with street trees, shrubs and ground cover which will be maintained by the property owner. No other landscaping is proposed on the site since it will be developed with buildings and pavement for access and parking.

16.55.020 Dimensional Standards

The following dimensional standards shall be the minimum requirement for all development in the M-2 District except for modifications permitted under the Lot, Building, & Yard Exceptions or the Planned Unit Development sections of this chapter.

A. Lot Size

1. The minimum lot size shall be 5,000 square feet.

2. The minimum lot width shall be 50 feet at the front building line.

COMMENT:

The proposal includes a 2-parcel partition of the 1.80 acre site. Both parcels comply with the minimum dimensional standards of this code.

B. Setback Requirements

1. Front Yard

   Adjacent to a Residential Zone  
   Adjacent to any other zone
   20 feet
   None required

2. Side Yard

   Adjacent to a Residential Zone  
   Adjacent to any other zone
   20 feet
   None required

   Adjacent to street  
   20 feet

3. Rear Yard

   Adjacent to a Residential Zone  
   Adjacent to any other zone
   20 feet
   None required

COMMENT:

This site is not adjacent to any residential zones and, therefore, no setbacks are required.
C. Height of Buildings

Buildings in the M-2 District shall not exceed a height of 80 feet.

COMMENT:

The proposed buildings will be single and two stories in height. The maximum height of the buildings will be less than 30-ft. in accordance with this standard.

16.55.025 Parking Requirements

Off-street parking and loading requirements for industrial uses are specified in the Off Street Parking and Loading of this ordinance.

COMMENT:

Parking and loading are addressed in Section 16.155, below.

LAND DIVISION

16.125 Lot Development Standards

16.125.000 Purpose

Standards provide for the orderly, safe, efficient and livable development of land within the City of North Plains.

16.125.005 Scope

The provisions of this subsection shall apply to all partitions and subdivisions within the City of North Plains.

COMMENT:

The proposal is for a 2-parcel partition of an existing 1.80 acre parcel in the M-2 Zone.

16.125.010 Standards for Lots

A. Minimum lot area: Minimum lot area shall conform to the requirements of the zoning district in which the lot is located.

B. Access: All lots shall provide a minimum of 20 feet of frontage on an existing or proposed public street, with the following exception: Flag lots, accessed by a private driveway, may be permitted by the Planning Commission when any of the following conditions are met:

COMMENT:

Both parcels exceed the minimum 5,000 sf lot area and 20-ft. frontage standard of this section.
C. Flag Lots: When authorized by the Planning Commission pursuant to the access requirements of Subsection Chapter 16.125.010 (B), flag lots shall be subject to the following development standards:

COMMENT:

No flag lots are proposed.

D. Through Lots: Through lots shall be avoided except where essential to provide separation of residential development from major traffic arteries, adjacent nonresidential activities, or to overcome specific disadvantages of topography and orientation. Screening or buffering may be required by the Planning Commission during the review of the land division request.

COMMENT:

The proposal does not involve through lots.

E. Lot Side Lines: The side lines of lots, as far as practicable, shall run at right angles to the street upon which the lots face.

COMMENT:

The lot lines are perpendicular to NW West Union Road.

F. Lot Grading: Lot grading shall conform to the requirements of Chapter 70 of the Uniform Building Code, hereby adopted by reference, and to the following standards unless physical conditions demonstrate the propriety of other standards.

1. Cut slopes shall not exceed one and one-half feet horizontally to one foot vertically.

2. Fill slopes shall not exceed two feet horizontally to one foot vertically.

3. The character of soil for fill and the characteristics of lots and parcels made usable by fill shall be suitable for the purpose intended.

COMMENT:

Only minimum grading is proposed for this development. It is unlikely that the cut or fill will be greater than 1 foot above or below existing grade.

G. Large Lots: In dividing tracts into large lots which at some future time are likely to be redivided, the applicant's tentative plan shall also demonstrate that any redevelopment or re-subdivision may readily take place at the planned residential density without violating the requirements of this ordinance. The Planning Commission may require that the blocks be of such size and shape, be so divided into building sites and contain such site restrictions as will provide for extension and opening of streets at intervals which will permit a subsequent division of any tract into lots of smaller size.
COMMENT:

It is unlikely that the two proposed parcels will be partitioned in the future due to existing and proposed development.

16.125.020 Easements

A. Utility Lines: Minimum 5 foot wide easements for sewers, water mains, electric lines, or other public utilities shall be dedicated along the front, side, and rear lot or parcel lines of each lot. Easements shall be centered on lot lines. Properties with alley access are only required to have easements in the front and rear lot lines.

COMMENT:

It is unlikely that public utility easements will be necessary. However, if needed easements can be provided in the driveway aisles between the buildings.

B. Water Courses: If a tract is traversed by a water course such as a drainage way, channel or stream, a storm water easement or drainage right-of-way shall be provided which substantially parallels the lines of the water course.

COMMENT:

No water courses are on or near the site.

C. Pedestrian and Bicycle Ways: When desirable for public convenience and access, a pedestrian or bicycle way easement may be required to connect to a cul-de-sac or to pass through an unusually long or oddly spaced block, or to otherwise provide appropriate circulation.

COMMENT:

No pedestrian or bicycle access through the site will be necessary.

16.125.025 Improvement Requirements

A. Partitions: During the review of partition proposals, the City shall require as a conditions of approval, the improvement of:

1. Public streets upon which the property fronts to public standards, including: surfacing of street adjacent to property, installation of curbing, storm sewers, sanitary sewers, waterlines and other necessary public utilities.

2. Sidewalks, five feet in width, along public street frontage.

3. Paved private driveways serving flag lots.

   All improvements required under this subsection shall be completed or assured through an irrevocable letter of credit, assignment of bank account, performance bond or other instrument acceptable to the City Attorney prior to the issuance of building permits.
COMMENT:

As a condition of the development, a public sidewalk will be constructed along the site’s NW West Union Road frontage. No extension of other public facilities (storm, water, sanitary sewer) is necessary. The applicant will extend a private sanitary sewer lateral to the site from the existing line in NW West Union Road (one already exists) and connect to the existing storm line on the north side of the site.

Chapter 16.130 Land Partitioning

16.130.005 General Provisions

A. All partitions shall conform to all applicable Zoning District Standards, Development Standards of this ordinance and the comprehensive plan.

B. A master plan for development shall be required for any application which leaves a portion of the subject property capable of redevelopment.

C. Partition approval is valid in perpetuity, upon recording of the final partition plat.

D. A parcel within an approved partition may not be re-divided within the same calendar year in which it was recorded except through the subdivision process.

E. A tentative partition that creates a public road to access any of the proposed parcels shall be reviewed at a public hearing of the Planning Commission pursuant to the provisions of Public Hearings in the chapter.

F. Notice of the public hearing shall be provided in accordance with the provisions of Public Notice Requirements in this chapter.

G. Approval of a Tentative Map for a partition is valid for one (1) year after the date of the written decision. A final plat map for a partition shall be approved and recorded within this one (1) year time period or the tentative approval shall lapse.

H. Requests for extensions of partition approvals may be made in accordance with the provisions of this chapter.

COMMENT:

The proposal is for a 2-parcel partition of a 1.80 acre property in the M-2 Zone. The partition application is submitted and will be reviewed in accordance with the above criteria.

16.130.010 Submittal Requirements for Tentative Partition Review

A. An application for a partition shall be submitted on forms provided by the City and accompanied by the appropriate filing fee.

B. An application shall include one (1) copy of a tentative partition drawn to scale and shall contain at the minimum, the following: (1-12)
COMMENT:

All of the features required by this section are included on the submitted plans. The applicant does not own adjacent properties and all utilities and services are available to the site. There are no drainageways, wetlands or other natural features on-site.

16.130.015 Process for Tentative Partition Review

A tentative partition that does not create a public road to access any of the proposed parcels shall be reviewed administratively...

COMMENT:

The proposed partition will not create a public road. However, this application is reviewed through a Type III Procedure concurrently with the Design Review application for a self-service mini-storage facility.

16.130.016 Partition Approval Criteria

The City may approve, approve with conditions or deny a preliminary partition plat based on the approval criteria of this chapter including the Subdivisions section.

COMMENT:

The applicant requests approval of this partition with conditions.

16.130.020 Process for Final Partition Approval

COMMENT:

The applicant will comply with the requirements of final partition.

STANDARDS FOR DEVELOPMENT

16.145 PUBLIC FACILITY AND SERVICE REQUIREMENTS

16.145.005 Application of Public Facility Standards

The provisions of Chapter 16.145 Public Facility and Service Requirements shall apply to development within the City of North Plains as listed in the following table. No development permit shall be approved unless the following required improvements are provided to City standards prior to occupancy or operation unless an exception is approved by the City Council per Chapter 16.145.020 or future provision of the improvement is assured per Chapter 16.145.030.

COMMENT:

This site has more than 200-ft. of frontage along NW West Union Road. All utilities and services are available to the site. The Applicant is proposing to install sidewalk and landscaping along the frontage.
16.145.010 Public Facility Standards

The following public facility standards shall be applicable to all development as specified in the Application Review section of this chapter.

A. Streets: Street improvements required by Chapter 16.145.005 Public Facility & Service Standards shall be provided in compliance with Street Standards of this ordinance.

COMMENT:

Streets are discussed in detail in Section 16.150, further in this report. In summary, only a sidewalk and ditching is proposed along the site’s NW West Union Road frontage.

B. Storm Drainage: No development permit shall be approved for any property until the City Engineer has reviewed and approved provisions for storm water drainage in accordance with the following criteria:

1. For storm drainage across or over the property on which the development is located, there are storm drainage facilities available which are capable of handling a one-hundred year flood without damage to any improvement on the property, or inundation of the lowest habitable floor of any residential structure thereon.

2. For storm drainage along or from streets adjacent to the property on which the development is located, there are storm drainage facilities available in accordance with the City of North Plains adopted street standard.

COMMENT:

All storm drainage from this site is conveyed to an existing storm line on the north side of the site, then into a regional water quality facility which was designed for properties on the north side of NW West Union Road.

C. Sewage Disposal: No development permit shall be approved until the City Engineer and Clean Water Services has reviewed and approved provisions for connection to the public sewer system.

COMMENT:

The site is adequately served by public sanitary sewer service from the line in NW West Union Road. The existing business and proposed self-storage facility will be connected via private laterals.

D. Water Supply: No development permit shall be approved for any property unless all affected water mains are either:

1. Fully improved to a standard providing both adequate potable water and fire flows, as established by the applicable State Plumbing Code and approved by the City Engineer; or

2. Improved to a standard providing adequate potable water flows pursuant to the City Water Master Plan and approved by the City Engineer and the Fire Chief for Washington County Fire District No. 2.
COMMENT:

The site is adequately served by public water service, and any new water service will be required to connect to the public system. A fire hydrant is located on the southeast corner of the site.

16.145.120  Methods to Assure Facilities and Services

A legal and enforceable document, contract or process which assures the City that a public improvement will be accomplished is required. Assurances may include but are not limited to the following:

A. Cash in escrow, assignment of letter of credit, etc.

B. Establishment of a Local Improvement District (LID) through the post-remonstrance period. Failure of the City to accept the LID shall constitute a waiver of the assurance requirement.

C. Evidence of formal action by public or private agencies or companies, including the City of North Plains, appropriating monies for the requisite public improvement.

D. Any other legally binding arrangement that assures the improvements will be made within the required time frame, including:

1. Phasing of the development;

2. Construction of interim improvements;

3. Construction of improvements on a phased basis.

COMMENT:

The City will require a legal and enforceable document, contract or assurance to ensure public improvement completion for the sidewalk and landscaped planter strip along NW West Union Road. This generally occurs prior to issuance of building permits.

16.145.130  Requirement for Public Work Permit

No person, firm or corporation shall commence construction of improvements within a public right-of-way or upon public property without first obtaining a Public Works Construction Permit on a form or forms provided by the City.

COMMENT:

The applicant is required to obtain permits from the City of North Plains or Washington County, as applicable, for any work performed in the right of way.
16.150 STREET STANDARDS

16.150.010 GENERAL PROVISIONS

The following general provisions shall apply to the dedication, construction, improvement or other development of all public streets in the City of North Plains:

A. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets.

B. Development proposals shall provide for the continuation of existing principal streets where necessary to promote appropriate traffic circulation in the vicinity of the development.

D. Reserve strips: Reserve strips or street plugs controlling the access to streets will not be approved unless necessary for the protection of the public welfare or of substantial property rights, and in these cases they may be required. The control and disposal of the land composing such strips shall be placed within the jurisdiction of the City under conditions approved by the Planning Commission.

COMMENT:

This site is adjacent to fully developed right-of-way. No additional continuation of public right-of-way is necessary adjacent to this site. No reserve strips are proposed.

E. Alignment: All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the center lines thereof. The staggering of street alignments resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet.

F. Intersection angles: Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angle, but in no case shall the acute angle be less than 80 degrees unless there is a special intersection design. An arterial or collector street intersecting with another street shall have at least 100 feet of centerline tangent adjacent to the intersection unless topography requires a lesser distance. Other streets, except alleys, shall have at least 50 feet of tangent adjacent to the intersection unless topography requires a lesser distance. Intersections which contain an acute angle of less than 80 degrees or which include an arterial or collector street shall have a minimum corner radius sufficient to allow for a roadway radius of 20 feet and maintain a uniform width between the roadway and the right-of-way line. All other intersections shall have a minimum corner radius sufficient to allow for a roadway radius of 10 feet and maintain a uniform width between the roadway and the right-of-way line. Ordinarily, the intersection of more than two streets at any one point will not be approved.
COMMENT:

Subsections D., E. and F., above, apply to developments proposing or required to construct new streets. These standards are not applicable as no new streets are proposed or necessary to serve this development.

G. Existing streets: Whenever existing public streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of subdivision or development.

COMMENT:

The applicant will provide 12-ft. additional right of way width along the site’s NW West Union Road frontage.

H. Cul-de-sacs: Cul-de-sacs shall be as short as possible, and shall have maximum lengths of 600 feet and shall not serve more than 20 dwelling units. All cul-de-sacs shall terminate with circular turnarounds. Commercial and industrial cul-de-sacs shall have a minimum 55' bulb radius. Additional cul-de-sac specifications, including specifications for residential cul-de-sacs, are contained within the most recently adopted public works/street standards of the City of North Plains and/or Washington County development standards.

I. Street names: No street names shall be used which will duplicate or be confused with the names of existing streets, except for extensions of existing streets. Street names and number shall conform to the established pattern in the City and shall be subject to the approval of the Planning Commission.

J. Grades and curves: Grades shall not exceed 6 percent on arterials, 10 percent on collector streets or 12 percent on any other street. Center line radii of curves shall not be less than 300 feet on arterials, 200 feet on collectors or 100 feet on other streets, and shall be to an even 10 feet. Where existing conditions, particularly topography, make it otherwise impractical to provide buildable sites, the Planning Commission may accept steeper grades and sharper curves. In flat areas, allowance shall be made for finished street grades having a minimum slope of 0.5 percent.

COMMENT:

Subsections H., I. and J. above apply to developments proposing new streets and are therefore not applicable.

K. Marginal access streets: If a development abuts or contains an existing or proposed arterial street, the Planning Commission may require marginal access streets, reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

COMMENT:

The property does abut NW West Union Road, an arterial street. No additional access is proposed to NW West Union. No residential properties are adjacent to this site and no through and local traffic is proposed through this site. Marginal access streets are not required.
L. **Alleys:** Alleys shall be provided in commercial and industrial districts unless other permanent provisions for access to off-street parking and loading facilities are made as approved by the Planning Commission. While alley intersections and sharp changes in alignment shall be avoided, the corners of necessary alley intersections shall have radii of not less than 10 feet.

**COMMENT:**

Access to off-street parking is provided permanently via the proposed shared access. No alley is proposed.

M. **Sidewalks:** Sidewalks shall be a minimum of five feet in width. Curbs and sidewalks shall be required along both sides of all public streets. All new development upon lots, tracts or parcels of land adjacent to a public street will be required to construct curbs and sidewalks.

**COMMENT:**

The proposed sidewalk along NW West Union Road is 5 feet wide without curb as required by Washington County.

N. **Street trees:** Where provided, shall not be of a species which has a shallow spreading root system which is likely to disturb sidewalk or street improvements.

**COMMENT:**

Street trees are proposed for the frontage of NW West Union Road as required.

O. **Access Spacing Standards:** Access Spacing Standards shall, to the greatest extent possible, comply with Washington County's standards and the most recently adopted public works/street standards of the City of North Plains. Washington County’s access spacing standards by street functional classification are as follows:

- Major Arterial: 1,000 feet
- Minor Arterial: 600 feet
- Major Collector: 150 feet
- Minor Collector: 50 feet
- Local Street: 10 feet

**COMMENT:**

The proposal is for a shared access for the two businesses as required by Washington County.

16.150.115  **General Right-of-Way and Improvement Widths**

Construction specifications for all street and right-of-way improvement widths shall comply with the criteria of the most recently adopted public works/street standards of the City of North Plains, the North Plains Transportation System Plan, and/or Washington County standards. These standards shall be the minimum requirements for all streets, except where modifications are permitted under this chapter or the Street Standard adopted by the City Council of North Plains, whichever is less restrictive. Refer to Figures 5-2A-5-2P in the Transportation System Plan for detailed diagrams depicting street right-of-way, improved, and roadway width requirements.
16.150.025  Construction Specifications

Construction specifications for all public improvements shall comply with the criteria of the most recently adopted public works/street standards of the City of North Plains.

COMMENT:

The right-of-way of NW West Union Road includes the roadway and a drainage ditch. The proposal is for a sidewalk and ditching as required by Washington County.

16.31.070  Bikeways and Sidewalks Required on Arterials and Collectors

A.  Glencoe Road: Include bicycle lanes and sidewalks on both sides of the road. This would provide connectivity to the existing sidewalks and future growth to the east of Glencoe Road.

B.  Commercial Street: Include bicycle lanes and sidewalks on both sides of the road. A detailed plan should be developed to make sure these facilities coexist with parking demand in the downtown area.

C.  North Avenue: On the near term a sidewalk should be constructed on the south side of North Avenue to connect the existing sidewalk to Gordon Road. Sidewalks should also be added on the south side of North Avenue between NW 309th Avenue and Glencoe Road. These improvements would complete a system of sidewalks on North Avenue in addition to providing connectivity to the adjacent street system. In the Long term sidewalks should be added to the north side of North Avenue also.

D.  Gordon Road: Provide sidewalk on the east side. This improvement will facilitate a connection to the future extension of sidewalk on the south side of North Avenue and to sidewalks along Commercial Street.

COMMENT:

The proposed development does not abut any of the listed streets and, therefore, this criterion is not applicable.

16.160  OFF STREET PARKING AND LOADING

16.155.005  General Provisions

A.  Off-street parking spaces for dwellings shall be located on the same tax lot with the structure, and within 250 feet of the dwelling unit for which the parking space is required. Garages and/or carports may be used to satisfy the off-street parking requirements for dwellings, however, one required parking space may be uncovered. Parking spaces required for other uses may be located on a separate tax lot and shall be located not farther than 500 feet from the building or use they are to serve.

B.  Parking and loading spaces shall not be located in a required side or rear yard, except that off street parking spaces may be located in a required side or rear yard adjacent to a street on commercial or industrial zoned land provided that the parking spaces are developed consistent with the development standards of this chapter.
C. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Owners of two or more uses, structures, or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap, provided that satisfactory legal evidence is presented to the building inspector in the form of deed, leases or contracts to establish the joint use.

E. Off-street parking spaces for dwellings shall be located on the same tax lot with the structure, and within 250 feet of the dwelling unit for which the parking space is required. Garages and/or carports may be used to satisfy the off-street parking requirements for dwellings, however, one required parking space may be uncovered. Parking spaces required for other uses may be located on a separate tax lot and shall be located not farther than 500 feet from the building or use they are to serve.

F. Parking and loading spaces shall not be located in a required side or rear yard, except that off-street parking spaces may be located in a required side or rear yard adjacent to a street on commercial or industrial zoned land provided that the parking spaces are consistent with the development standards of this chapter.

G. Required parking spaces shall be available for parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.

H. Required parking spaces shall be improved and available for use before the final inspection is completed by the building inspector. An extension of time may be granted by the building inspector providing an irrevocable letter of credit, assignment of bank account, performance bond, or its equivalent, is posted equaling the cost to complete the improvements.

I. On-Street Parking Credit. The amount of off-street parking required may be reduced by one-half off-street parking space for every one on-street parking space adjacent to the development (where curbs and sidewalks are present and parking is allowed). On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards. The following constitutes an on-street parking space:

   a. Parallel parking, each 24 feet of uninterrupted curb
   b. 45 degree diagonal, each 14 feet of curb
   c. 60 degree diagonal, each 11.5 feet of curb
   d. 90 degree (perpendicular) parking, each 10 feet of curb
   e. Curb space must be connected to the lot which contains the use
   f. Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard
   g. On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street parking spaces are permitted.

J. When the calculation of the minimum number of parking spaces required results in a fraction of a space, the applicant must round up to the nearest whole space.
COMMENT:

Section 16.155.015, Automotive Parking Requirements, requires one space per employee on the largest shift for storage warehouse, manufacturing establishment, rail or trucking freight terminal. Only one employee will generally be on-site, requiring one space. However, two spaces are proposed in accordance with the standards of this section.

16.155.020 Off-Street Loading Requirements

Off-street loading space shall be provided as listed below: All office buildings shall require a minimum loading space size of 12 feet wide, 20 feet long and 14 feet high in the following amounts:

1. For buildings containing up to 5,000 square feet of gross floor area, one space; for each additional 10,000 square feet of gross floor area, or any portion thereof, one space.

2. All other commercial or industrial buildings shall require a minimum loading space of 12 feet wide, 20 feet long, and 14 feet high in the following amounts:

3. For buildings containing up to 5,000 square feet of gross floor area, one space; for each additional 10,000 square feet of gross floor area, or any portion thereof, one space.

COMMENT:

The approximately 19,150 square feet of storage building proposed for this site requires three off-street loading spaces. However, the nature of a self-storage facility is that loading and unloading will occur on a regular basis. As such, the buildings are designed to be accessed for loading and unloading and the drive aisles between the buildings are much larger than the required loading areas.

16.155.025 Parking and Loading Area Development Requirements

All parking and loading areas shall be developed and maintained as follows:

A. Surfacing: Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all weather use and drained to avoid flow of water across public sidewalks.

B. Screening: When any public parking or loading area is within or adjacent to a residential zone, such parking or loading area shall be screened from all residential properties with an ornamental fence, wall or hedge of at least five feet in height but not more than six feet in height, except where vision clearance is required.

C. Periphery: Parking spaces along the outer boundaries of a parking lot shall be contained by a bumper rail or a curb at least four inches high and set back a minimum of four feet from the property line.

D. Lighting: Artificial lighting which may be provided shall not create or reflect substantial glare in a residential zone or on an adjacent dwelling.
F. Design of Parking Spaces and Driveways

Off-street parking lots shall be designed in accordance with City Standards for stalls and aisles as set forth in the following drawing and table:

COMMENT:

All parking will be paved and maintained without draining across the public sidewalk. There are no adjacent residential zones. The parking spaces abut the office building near the entrance. The parking spaces and driveways meet the requirements of this Code.

16.160 CLEAR VISION AREAS

16.160.000 Requirements

Except in the C-1 zone, a clear vision area shall be maintained on the corners of all property adjacent to the intersection of two streets, a street and a railroad, or a driveway providing vehicular access to a public street, including alleys.

A. Lots or parcels on street corners (public and/or private) shall maintain a sight triangle with no sight obstruction between three (3) feet and ten (10) feet in height as measured from street grade. Sight obstructions include, but are not limited to, fences, vegetation, berms, signs and structures. The sight triangle shall be measured from the street corner (apex), to a distance of twenty (20) feet along each street side (see Figure 1). For the purpose of this Section, a street corner is defined as that point where the extended edges of the road surface of two intersecting streets meet. The City may require additional vision clearance based on a hazard identified by the City. However, tree trunks and sign poles not exceeding 12 inches in diameter may be located within the vision clearance area, provided the diameter does not exceed 24 inches.

B. A private access shall be treated as a public street for the purpose of this section. The vision clearance area shall be determined in the manner set forth form in Chapter 16.160.000.010(A). The edge of the paved surface area of the private access, be it roadway, curb or sidewalk, shall be treated as the right-of-way line in determining the vision clearance area.

COMMENT:

Adequate clear vision area will be provided at the shared driveway entrance from NW West Union Road. Based on this information, this standard is met.

APPLICATIONS

16.170.000 Application Requirements and Review Procedures- General Provisions

C. Type III Quasi-Judicial Permits by Planning Commission

3. Design Review Permit
COMMENT:

This combined partition application is classified as Type III because it includes a design review permit.

16.170.001 Pre-application Conference

A pre-application conference is required for Type II, III and IV permits. The applicant shall file the appropriate application, pay the review fee and meet with the City Planner, other city staff and affected agencies. At the conference the City Planner shall identify the relevant comprehensive plan policies, map designations, zone and development standards and procedural requirements applicable to the application. The planner and affected agencies shall provide technical data and identify opportunities or constraints concerning the application.

Failure of the City to provide any information required by this section does not constitute a waiver of any of the standards, criteria or requirements for the application. Due to possible changes in federal, state, regional and local law, the applicant is responsible for assuring the application complies with all applicable laws on the day the application is deemed complete.

COMMENT:

A pre-application meeting was held on October 21, 2016.

16.170.002 Neighborhood Meeting

Applicants or their representatives are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting an application to the City in order to solicit input and exchange information about the proposed development. The applicant for a Type III application is encouraged to hold a neighborhood meeting with a recognized neighborhood or community organization. If no organization exists, then the applicant is encouraged to hold a meeting with adjacent property owners within a radius of 250 feet who will receive public notice.

COMMENT:

Due to the limited nature of the project in an industrial zone, no neighborhood meeting was held regarding this proposal.

16.170.003 Traffic Impact Study

The purpose of this section of the code is to assist in determining which road authorities participate in a land use decision, and to implement Section 660-012-0045 (2) of the State Transportation Planning Rule that requires the City to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. This Chapter establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a Traffic Impact Study; and who is qualified to prepare the Study.
A. When a Traffic Impact Study is required. The City or other road authority with jurisdiction may require a Traffic Impact Study (TIS) as part of an application for development, a change in use, or a change in access. A TIS shall be required when a land use application involves one or more of the following actions:

1. A change in zoning or a plan amendment designation;

2. Any proposed development of land use action that a road authority states may have operational or safety concerns along its facility;

3. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more; or

4. An increase in site traffic volume of a particular movement to and from the State Highway by 20 percent or more; or

5. 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

6. 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

7. A change in internal traffic patterns that may cause safety problems, such as back up onto a street or greater potential for traffic accidents.

B. Traffic Impact Study Preparation. A Traffic Impact Study shall be prepared by a professional engineer in accordance with the requirements of the road authority. If the road authority is the Oregon Department of Transportation (ODOT), consult ODOT’s regional development review planner and OAR 734-051-180.

COMMENT:

Due to the limited number of vehicle trips that the proposed project is expected to generate, no traffic study is required for this self-storage use.

16.170.012 Type III Quasi-Judicial Decisions by the Planning Decision

A. Pre-application conference. A pre-application conference is required for all Type III quasi-judicial applications under this Section. The requirements and procedures for a pre-application conference are described in Chapter 16.170.001.

COMMENT:

A pre-application meeting was held regarding this proposal on October 21, 2016.

B. Application Requirements.

1. Application form. A quasi-judicial application shall be made on forms provided by the City Planner or designee. The application shall include the property owner’s signature of consent. Entities with condemnation authority are not required to provide a consent signature.
2. Submittal Information. When a quasi-judicial application is required, it shall include:

a. The information requested on the application form;

b. One copy of a narrative statement that explains how the application satisfies each of the relevant criteria and standards insufficient detail for review and decision-making.

c. The required fee pursuant to Chapter 16.00.070; and

d. One set of pre-stamped and pre-addressed envelopes for all real property owners of record who will receive a notice of the application within 250 feet. The records of the Washington County Assessor’s office are the official records for determining ownership. The applicant shall produce the notice list. At the applicant’s request, and upon payment of a fee noted on the City’s fee list, the City may prepare the public notice mailing list. The City or the applicant shall use the most current County real property assessment records to produce the notice list. The City shall mail the notice of application.

COMMENT:

The applicant has provided all of the required information for this proposal.

16.175.010 Design Review Approval Procedures

B. Type III Design Review. Type III design review applications are reviewed by the Planning Commission including a public hearing in accordance with this chapter. It applies to all development in the City, except those specifically listed or similar to those under “A.” above and the standards of this chapter.

COMMENT:

This design review application is being reviewed by the Planning Commission in accordance with this chapter.

16.175.115 Filing Procedure

Design Review Applications shall be filed on a Planning Department form as provided by the City and shall be accompanied by such drawings, sketches, and descriptions as the City deems necessary to describe the proposed development. An application shall not be deemed complete unless all information requested is provided.

COMMENT:

This application is submitted on a form provided by the City and included all necessary documentation to review the application.

16.175.050 Type III Design Review Criteria

Approval of a Type III Design Review application shall be based on the following criteria:
A. Relation of Site Plan Elements to the Environment

1. The elements of the site plan shall be compatible with the natural environment and existing buildings and structures having a visual relationship with the site.

COMMENT:

The proposed buildings are compatible with surrounding industrial buildings in terms of materials and scale. They are one and two-story structures with a 2-story office element at the entrance.

2. The elements of the site plan should promote energy conservation, and provide protection from adverse climatic conditions, noise and air pollution.

COMMENT:

The proposed 18-28 foot high buildings will not block sunlight from neighboring properties. The exterior lighting will be the latest generation LED technology meeting “Dark Skies” criteria as shown on the attached site plan. The interior lighting will be energy efficient fluorescent lighting.

3. Each element of the site plan shall effectively, efficiently and attractively serve its function. The elements shall be on a human scale, interrelated, and shall provide spatial variety and order.

COMMENT:

The buildings are designed to effectively, efficiently and attractively serve the purpose of providing self-storage. The buildings will be both single and two-stories in height – in scale with surrounding properties.

4. In commercial and industrial zones adjacent to State or Federal highways, and/or lying in County jurisdiction within urban growth boundaries, a coordinated circulation and access plan shall be submitted for the site and all properties in the immediate vicinity (no more than 1/4 mile to each site) to assure the public's safety in entering or leaving the site, as well as when traveling through the area. This requirement may be waived by the Planning Staff if adequate access control and efficient and safe circulation can be obtained without the development and approval of a coordinated circulation and access plan.

COMMENT:

This site is within the City limits not adjacent to State or Federal highways and, therefore, this standard is not applicable.

5. Safety and Privacy. The site plan should be designed to provide a safe environment while offering appropriate opportunities for privacy and transitions from public to private spaces.

COMMENT:

This site is designed with security lighting and sight-obscuring fencing to provide a safe and secure area and privacy for storage users. Additionally, it is designed for emergency vehicle access through the site.
6. Preservation of Natural Landscape. The landscape and existing grade shall be preserved to the maximum practical degree, considering development constraints and suitability of the landscape or grade to serve the applicant's functions. Preserved trees and shrubs shall be protected during construction.

COMMENT:

No natural landscaping will remain with development of this property. The few small trees located at the southwest corner of the site will be removed.

7. Pedestrian and Vehicular Circulation and Parking. The location and number of points of access to the site, the interior circulation patterns, the separations between pedestrians and moving and parked vehicles, and arrangement of parking areas in relation to building and structures, shall be harmonious with proposed and neighboring buildings and structures.

COMMENT:

All vehicular access is controlled to the site by a proposed security gate near the shared access from NW West Union Road.

8. Drainage. Surface drainage systems shall be designed so as to not adversely affect neighboring properties, streets and/or surface and subsurface water quality. All surface water shall be contained on-site.

COMMENT:

Storm water will be conveyed to the existing storm system at the northwest corner of the site. No drainage will be conveyed to neighboring properties.

9. Buffering and Screening. Areas, structures, and facilities for storage, machinery and equipment, services (mail, refuse, utility wires, and the like), loading and parking, and similar accessory areas and structures shall be designed, located, buffered, or screened to minimize adverse impact on the site and neighboring properties.

COMMENT:

This site will be screened from NW West Union Road and surrounding properties by sight-obscuring fencing and street trees.

10. Utilities. All utility installations above ground, if such are allowed, shall be located so as to minimize adverse impacts on the site and neighboring properties.

COMMENT:

All utilities will be located underground and, as such, this standard is not applicable.

11. For any access within the Light Industrial (M-1) zone, the access shall be spaced a minimum of 200 feet from the nearest access on the same side of the street; this is to be coordinated between O.D.O.T., Washington County and the City of North Plains.
COMMENT:

This site is within the M-2 zone and, as such, this standard is not applicable.

B. Required Landscaping

Areas Subject to Landscape Requirements: All use types as allowed in the particular zoning district, and subject to Design Review shall meet the provisions of this section.

1. Multi-family Residential. 15% landscaping of the gross lot area required. All areas subject to the final site plan and not otherwise improved shall be landscaped.

2. Community Commercial. 5% landscaping of the gross lot area required. All areas subject to the final site plan and not otherwise improved shall be landscaped.

3. General Commercial. 5% landscaping of the gross lot area required. All areas subject to the final site plan and not otherwise improved shall be landscaped. Screening by tall trees between highway commercial and adjacent residential zones, on side of highway commercial zone from highway to which it relates, such that the trees provide an attractive backdrop to elevated signage and adjacent residential uses.

4. Light Industrial. 5% landscaping of the gross lot area required. All areas subject to final site plan and not otherwise improved shall be landscaped.

5. Landscape Management. Natural vegetation is acceptable if maintained in a neat and fire safe manner.

6. Other Landscape Areas. All areas utilized for subsurface sewage disposal land treatment, except for single-family residences are required to be landscaped and maintained.

COMMENT:

This site is in the M-2, General Industrial zone and, as such, subsections 1.-4. above are not applicable. However, landscaping is proposed along the site’s frontage adjacent to NW West Union Road. It will be maintained in a neat and fire safe manner. The existing subsurface sewage disposal (septic tank) on the property will be removed with development.

C. Landscaping in Parking and Loading Areas

In addition to the above provisions, the following landscape requirements apply to parking and loading areas.

1. A parking or loading area shall be separated from any lot line adjacent to a roadway by a landscaped strip at least 5 feet in width.

2. A landscaped strip separating a parking or loading area from a street shall contain:
   a) Street trees spaced as appropriate to the species, not to exceed 50 feet apart, on the average; and
b) Low shrubs, not to reach a height greater than 3'0", spaced no more than 8 feet apart, on the average; and

3. Vegetative ground cover if required.

4. Landscaping in a parking or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.

5. The landscaping in a parking area shall have a width of not less than three feet.

COMMENT:

The proposed parking adjacent to the NW West Union right-of-way is separated by a 5-ft. landscape strip with trees, shrubs and ground cover. A final landscape plan will be provided prior to building permit issuance.

D. Irrigation

Provisions shall be made for watering planting areas where such care is required. Underground sprinklers may be required.

COMMENT:

The proposed landscaping will be irrigated with underground irrigation, if necessary.

E. Maintenance

Required landscaping shall be continuously maintained.

COMMENT:

The landscaping will be continuously maintained in accordance with the standards of this section.

F. Special Requirements

The Planning Commission may require the following, in addition to the minimum requirements and standards of this ordinance, as a condition of Design Review Approval.

1. An increase in building separation, to afford improvement in light reception or air circulation or to afford greater fire resistance, based on building structural and fire flow requirements.

2. Additional off-street parking, according to specific requirements for the type of development.

3. Screening of the proposed use by a fence, or landscaping.

4. Limitations on the size, location, intensity and number of exterior lights.

5. Limitations on the number, and location of curb cuts.
6. Improvement or enlargement of utilities serving the proposed use, where existing facilities will be burdened by the proposed use.

7. Landscaping or increases in landscaping requirements for the site.

8. Limitations on the number and size of signs.

9. Review of and adjustments in design for conformance with the historic architectural design theme.

10. Any other limitations or conditions it considers necessary to achieve the purposes of this ordinance and the Comprehensive Plan.

COMMENT:

The Planning Commission may require design revisions to the proposal if determined necessary to address impacts to adjacent properties.

IV. SUMMARY AND CONCLUSIONS

Based upon the findings of this report and the submitted supplemental graphics material, the applicant has demonstrated compliance with the requirements of the relevant sections of the City of North Plains Municipal Code for the requested Design Review III Self Storage application with 2-Parcel Partition; therefore, this request should be approved.
## "NW West Union Mini-Storage & Partition"

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6. PSIR PRELIMINARY SITE PLAN
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LOCATION MAP

ENGINEER / PLANNER

SURVEYOR
## Sensitive Area Pre-Screening Site Assessment

### 1. Jurisdiction
North Plains

### 2. Property Information
**Tax lot ID(s):**
- 1N2 06DA 800

**Site Address:** 28757 NW West Union Road
**City, State, Zip:** North Plains, OR, 97133
**Nearest Cross Street:** NW 289th Pl

### 3. Owner Information
- **Name:** Joel Morrison
- **Company:** Morrison Built Homes
- **Address:** 4614 SW Kelly Avenue #100, Portland, OR, 97239
- **Phone/Fax:** 503-828-7828
- **E-Mail:** joel@morrisonbuilt.com

### 4. Development Activity
- **Check all that apply**
  - Addition to Single Family Residence (rooms, deck, garage)
  - Lot Line Adjustment
  - Residential Condominium
  - Residential Subdivision
  - Single Lot Commercial
  - Industrial - mini storage

- **Other:** Multi Lot Commercial

### 5. Applicant Information
- **Name:** Matt Newman
- **Company:** NW Engineers
- **Address:** 3409 NW John Olsen Place, Hillsboro, OR, 97124
- **Phone/Fax:** 503-601-4401
- **E-Mail:** mattn@nw-eng.com

### 6. Will the project involve any off-site work?
- **Yes**
- **No**
- **Unknown**

**Location and description of off-site work:**
Storm water to be conveyed to an existing piped system

### 7. Additional comments or information that may be needed to understand your project:

This application does NOT replace Grading and Erosion Control Permits, Connection Permits, Building Permits, Site Development Permits, DEQ 1200-C Permit or other permits as issued by the Department of Environmental Quality, Department of State Lands and/or Department of the Army COE. All required permits and approvals must be obtained and completed under applicable local, state, and federal law.

By signing this form, the Owner or Owner’s authorized agent or representative, acknowledges and agrees that employees of Clean Water Services have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related to the project site. I certify that I am familiar with the information contained in this document, and to the best of my knowledge and belief, this information is true, complete, and accurate.

**Print/Type Name:** Matt Newman  **Print/Type Title:** Manager  **Date:** 12/13/2016

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**FOR DISTRICT USE ONLY**

- **Box:** Sensitive areas potentially exist on site or within 200' of the site. **THE APPLICANT MUST PERFORM A SITE ASSESSMENT PRIOR TO ISSUANCE OF A SERVICE PROVIDER LETTER.** If Sensitive Areas exist on the site or within 200 feet on adjacent properties, a Natural Resources Assessment Report may also be required.

- **Box:** Based on review of the submitted materials and best available information Sensitive areas do not appear to exist on site or within 200’ of the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider letter as required by Resolution and Order 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, State, and federal law.

- **X:** Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect additional water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider letter as required by Resolution and Order 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, state and federal law.

- **Box:** This Service Provider Letter is not valid unless ____ CWS approved site plan(s) are attached.

- **Box:** The proposed activity does not meet the definition of development or the lot was platted after 9/9/95 ORS 92.040(2). NO SITE ASSESSMENT OR SERVICE PROVIDER LETTER IS REQUIRED.

**Reviewed by:**  **Date:** 12/13/16
SITE REQUIREMENTS:

SITE ZONE: N2
OVERALL SITE AREA: 78,631 SQ. FT.
1.76 ACRES
MINIMUM LOT SIZE REQUIRED: 5,000 SQ. FT.
PARCEL 1 SIZE: 35,488 SQ. FT.
0.81 ACRES
PARCEL 2 SIZE: 38,144 SQ. FT.
0.83 ACRES

PLAN KEY NOTES:

1. SITE BOUNDARY
2. PROPOSED LOT LINE
3. EXISTING STRUCTURE TO REMAIN
4. EXISTING PARKING MGMT. TO REMAIN
5. EXISTING FIRE HYDRANT TO BE RELOCATED AND INSTALL PER FIRE DEPARTMENT REQUIREMENTS
6. EXISTING ACCESS/EXCESS TO REMAIN AND TO BE USED AS ACCESS FOR BOTH PARCELS
7. EXISTING 10" PVC DUCTILE TO REMAIN
8. EXISTING 12" PVC DUCTILE TO REMAIN
9. EXISTING SEWERLINE (TPJ)
10. EXISTING SANITARY LATERAL TO BE USED FOR PARCEL 1
11. PROPOSED NEW 5" CONCRETE SIDEWALK
12. PROPOSED LANDSCAPING STRIP
13. EXISTING EDGE OF PAVEMENT
14. EXISTING EDGE OF GRASS/SHOULDER
15. PROPOSED PARKING IN FRONT OF OFFICE
16. ACCESS CONTROLLED INGRESS/EGRESS GATES
17. PROPOSED AREA (TPJ)
18. PROPOSED VEHICULAR STORAGE BUILDING
19. PROPOSED 20'X20' MINI STORAGE BUILDING
20. PROPOSED 20'X30' MINI STORAGE BUILDING
21. PROPOSED 20'X40' MINI STORAGE BUILDING
22. EXISTING STORM SEWER LINE STRUCTURE TO CONNECT PROPOSED STORM SEWER SYSTEM TO
23. PROPOSED NEW SANITARY LATERAL TO SERVICE PARCEL 2
24. 20' NOX SHARED ACCESS EASEMENT FOR BENEFIT OF PARCELS 1 & 2

SCALE: 1" = 20 ft.
Matt- Good to chat with you this morning. As we discussed I have the following concerns in regards to access and water supply from the attached proposal:

1. **SURFACE AND LOAD CAPACITIES**: Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3) *All proposed fire lanes must meet these requirements.*

2. **TURNING RADIUS**: The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3) *The one-way fire lane on the west side must loop around to the east side fire lane and meet these turning radius requirements or provide a complying turnaround as identified in item # 4 below.* Another option would be to provide access at the north end of the property to NW 289th place. If fire sprinklers were installed in all buildings, the proposed layout would be acceptable as is, without a turnaround.

3. **FIRE HYDRANTS – COMMERCIAL BUILDINGS**: Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1) *The 400 feet is measured as fire hose lays on the ground. This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.*

4. **FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDING AND TURNAROUNDS**: Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1) *Either a turnaround, continuous access, access to NW 289th Pl. or fire sprinklers will be required.*

5. **FIRE APPARATUS ACCESS ROADS WITH FIRE HYDRANTS**: Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant. (OFC D103.1) *Any on site private hydrants necessary will require a 26 foot wide fire lane.*

Let me know if you would like to discuss further or have any questions.

Thanks,

Jeremy Foster | Deputy Fire Marshal
Tualatin Valley Fire & Rescue
Direct: 503-259-1414
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DEVELOPMENT SITE

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