

STAFF REPORT
TBG ARCHITECTS
DRIVE-THROUGH FINANCIAL INSTITUTION / BANK BUILDING
SITE DESIGN REVIEW 4-22
JANUARY 18, 2023

PROPOSAL DESCRIPTION

Date application filed: November 21, 2022

Date application complete: December 20, 2022

Applicant: TBG ARCHITECTS
132 East Broadway, Suite 200
Eugene, OR 97401

Owner: PAPP Cottage Grove, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, CA 94939

Location: 150 Gateway Blvd
20-03-28-41 02619

Present Conditions: Developed with drive-through restaurant

Proposed Condition: Demolition of existing structure and construction of a 2,546 sf drive-through financial institution/bank building

Comp Plan Designation: C – Community Commercial

Zoning: C2P – Community Commercial

MATERIALS TO BE PART OF THE RECORD

City of Cottage Grove File(s): CUP 4-22 and SDR 4-22

- Applicant's Application
- Applicant's Narrative
- Site Plan
- Minutes and information from Community Meeting dated September 26, 2022
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering Comments dated January 5, 2023

Proposal: The applicant, TBG Architects, on behalf of Oregon Community Credit Union, proposes to demolish the existing structure at 150 Gateway Boulevard and construct a 2,546 sf drive-through financial institution and bank. This proposal is considered via a Type III Conditional Use Permit application for the drive-up facility per Section 14.23.110 and a concurrent Site Design Review application. The subject property is located at 150 Gateway Boulevard, Map 20-03-28-41, Tax Lot 2619. The property is zoned

C2P Community Commercial, and is surrounded by commercially developed C2P to the north, east, and south, with High Density Multi-Family across Gateway Boulevard to the west that is developed with an apartment complex. The surrounding development site is comprised of a multi-tenant shopping center building, paved parking, landscaping, and other associated site infrastructure. The proposed development crosses a property line and therefore per City policy, a property line adjustment will be required prior to occupancy as a condition of approval, which is processed via a separate Type II Land Use Application. The applicant has submitted a Property Line Adjustment application, and all findings included herein are based off the proposed lot size and change.

The site has approximately 160-feet of frontage on Gateway Boulevard. The Cottage Grove 2015 Transportation System Plan (TSP) classifies Gateway Boulevard as a Minor Arterial street. Access to the site is provided by the existing access connections and associated access agreement that serve the larger shopping center on TL 4800, all of which are proposed to remain.

The site is currently developed with a 2,122 sf restaurant with a drive-through. The existing building is proposed to be demolished and replaced by a new building with a drive-through structure. The proposed structure will reorient the public facing window to the south façade, and add an additional drive-through aisle. The orientation of the drive-through lanes, drive aisles, and site circulation are proposed to remain.

The applicant did not include a signage proposal with this application. A separate Type I Sign Permit application will be required.

City Engineering staff has reviewed the application and submitted comments via the attached memorandum included as Exhibit A. These comments shall be considered conditions of approval.

South Lane County Fire & Rescue Fire Marshal, Danny Solesbee, has reviewed the application and finds the proposal to be in compliance with relevant code.

COMMENTS RECEIVED

Comments were received from Branch Engineering, City of Cottage Grove Engineer on January 5, 2023. The comments are addressed in this staff report and included in the conditions of approval.

APPROVAL CRITERIA; SDR 4-22

Chapter 14.42.600 Site Design Review Approval Criteria. The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

- 1. The application is complete, as determined in accordance with Chapter 14.41 – Types of Applications and Section 14.42.500, above;*

Staff response and findings of fact: The application was submitted on November 29, 2022 and deemed complete on December 20, 2022.

- 2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 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 response and findings of fact: The applicant has provided a site plan demonstrating compliance with all of the applicable provisions of the C2P district on November 29, 2022, as addressed herein.

3. *The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 14.52, Non-Conforming Use and Development.*

Staff response and findings of fact: The application proposes demolition of existing development and new development, rather than modification of a non-conforming use, and therefore this section does not apply.

4. *The application complies with all of the Design Standards in Chapter 3.*

Staff response and findings of fact: Compliance with applicable provisions of Chapter 3 is addressed herein.

5. *Existing conditions of approval required as part of a prior Land Division (Chapter 14.43), Conditional Use Permit (Chapter 14.44), Master Planned Development (Chapter 14.45) or other approval shall be met.*

Staff response and findings of fact: There are no adopted conditions of approval for the subject property.

2. Chapter 14.23 Commercial District Design Standards:

Staff response and findings of fact:

The subject property is zoned C2P and the proposed development is a permitted use in the zone, subject to Site Design Review and a Conditional Use permit for the drive-up facilities. Chapter 14.23 of the Development Code includes the applicable commercial design standards, which are set forth through Section 14.23.120 through 14.23.180. The applicable standards of each are addressed below.

14.23.120 Development Standards

The development standards in Table 14.23.120 apply to all new structures, buildings, and development, and major remodels, in the Commercial Districts.

Table 14.23.120 – Development Standards for Commercial Districts

Standard	C-2	C-2P	CT	CT/L
<i>Minimum Lot Area (square feet)</i>	No standard	No standard	No standard	No standard
<i>Minimum Lot Width</i>				
Nonresidential Uses	15 ft	60 ft	50 ft	50 ft
<i>For flag lots, width is measured at the front building line.</i>				
<i>Minimum Lot Depth</i>	N/A	80 ft	80 ft	80 ft
<i>Building/Structure Height*</i>				

Table 14.23.120 – Development Standards for Commercial Districts

Standard	C-2	C-2P	CT	CT/L
<u>Level Site</u> (slope less than 15%), maximum height	60 ft	60 ft	40 ft	40 ft
<u>Sloping Site</u> (15% or greater), maximum height	N/A	level site +5 ft	level site +5 ft	level site +5 ft
<u>Height Bonus</u> for Residential Use in Upper Building Story, per Section 14.23.160	12 ft	12 ft	N/A	N/A
<u>Building Height Transition</u> required adjacent to R/R-1 District, per Section 14.22.170 <i>*Height may be exceeded with approval of a Conditional Use Permit, per Chapter 14.44.</i>	Yes	Yes	Yes	No
<u>Fences, Retaining/Garden Walls</u> (See also Sections 14.31.200 , vision clearance; 14.32.500 , Fences and Walls)	7 ft	7 ft	7 ft	7 ft
<i>Building Coverage</i> (two options): 1. Max. Building Coverage 2. Coverage Bonus The allowable building coverage increases by a ratio of one-half square foot for every one square foot of required parking area that is paved using a city-approved porous/permeable paving material (i.e., allowing stormwater infiltration) or one-half square foot for every one square foot of city-approved water quality treatment area (e.g., vegetative swale or biofiltration) on the development site.	100% N/A	60% Yes	50% Yes	50% Yes
<i>Min. Landscape Area</i> (% site area), except does not apply to single-family dwellings.	0%	10%	15%	15%

Table 14.23.120 – Development Standards for Commercial Districts

Standard	C-2	C-2P	CT	CT/L
Landscape area may include plant areas and some non-plant areas as allowed under Section 14.32.300(D) .				
<i>Minimum Setbacks (feet):</i> (See also Section 14.22.170 , R/R-1 height step-down.) <u>Front, Street, Side, and Rear</u> property lines, except garage or carport <u>Garage/Carport Entry</u> , setback from street Alley Adjacent to R/R-1 District	0 ft 0 ft 0 ft 10 ft, and per Section 14.22.170	0 ft 20 ft 3 ft 10 ft, and per Section 14.22.170	0 ft 20 ft 3 ft 10 ft, and per Section 14.22.170	0 ft 20 ft 3 ft 10 ft, and per Section 14.22.170
<i>Build-To Line (feet):</i> <u>New Buildings Only:</u> (Per Sections 14.23.130(A) , 14.23.170 .)	0 ft	60 ft, may be increased per Section 14.23.170	60 ft, may be increased per Section 14.23.170	60 ft, may be increased per Section 14.23.170

Staff response and findings of fact:

The applicant has provided a site plan and narrative (see exhibits) that demonstrates compliance with all of the standards listed above from Table 14.23.120, as described above.

Building Height: The applicant proposes a building height of 22’3” at the ridge. This is well within the allowed 60’ permitted within the C2P zone, this standard is met as proposed.

Lot Coverage: Lot coverage maximum is 60%. The main building is 2,546 sf or approximately 25.3% (2546/10058) of the lot. As the building covers less than 60% of the total lot, this standard is met as proposed.

Minimum Setbacks: All minimum setbacks in the C2P district are 0’, or 20’ to a garage entrance. The building is proposed to be located 33’ 3” from the front property line on Gateway Boulevard, 10’ from the rear, 37’ from the southern property line, and 16’ 9” from the northern boundary. This standard is met as proposed.

14.23.130 Zero Setbacks and Build-To Line

- A. **Build-To Line Applicability:** *At least one primary building entrance shall be built no farther from the street right-of-way than the build-to line; except where a greater setback is required for a Planned Street Improvement, then the build-to line increases proportionately. The build-to line may also be increased through Site Design Review when pedestrian amenities are provided between a primary building entrance and the street right-of-way.*

Staff response and findings of fact: The Build to Line requirement is 60'. At least one primary building entrance shall be built no farther from the street right-of-way than the build-to line per 14.23.130, unless as permitted under Section 14.23.130(A). The applicant has shown on the submitted plans a main entrance accessible by a clearly delineated and elevated pedestrian path connecting the right-of-way to the building entrance at a distance of approximately 50'. This criterion is met as proposed.

14.23.150 Commercial Districts – Building Orientation and Commercial Block Layout

- C. **Building orientation standards.** *Developments subject to this Section shall have their buildings oriented to a street, as generally shown in Figure 14.23.150.C(1). This standard is met when all of the following criteria are met:*

1. *Compliance with the setback and build-to line standards in Section 14.23.120, where applicable.*

Staff response and findings of fact: As stated above, the proposal meets setbacks, build-to line standards, and is utilizing an existing layout and site circulation. This existing design and circulation has a drive-through between the main entrance of the proposed structure and the right-of-way. This criterion is met as proposed.

2. *Except as provided in subsections 14.23.150.C(4) and (5), below, all buildings shall have at least one primary building entrance (i.e., dwelling entrance, a tenant entrance, lobby entrance, or breezeway/courtyard entrance) facing an adjoining street (i.e., within 45 degrees of the street property line).*
3. *In the Commercial Districts, off-street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented; except as provided under subsection 14.23.150.C(4). Off-street parking in the Commercial Districts shall be oriented internally to the site and divided by landscape areas into bays of not more than 24 parking spaces per bay, as generally shown in Figures 14.23.150.C(2).*
4. *In the C-2P, CT and CT/L Districts, the building orientation standard may be met with vehicle areas allowed between the street right-of-way and a building's primary entrance when the approval body finds that the following criteria are met:*
 - a. *Placing vehicle areas between the street right-of-way and building's primary entrance will not adversely affect pedestrian safety and convenience, based on the distance from the street sidewalk to the building entrance, projected vehicle traffic volumes, and available pedestrian walkways;*
 - b. *The proposed vehicle areas are limited to one driveway of not more than 20 feet in width with adjoining bays of not more than eight (8) consecutive parking spaces per bay*

(including ADA accessible spaces) on the side(s) of the drive aisle. (The intent is to create a drive aisle that is street-like, and break up parking into small bays with landscaping); and

- c. *The building's primary entrance is connected to an adjoining street by a pedestrian walkway that meets the standards for pedestrian walkways under Section 14.31.030.*

Staff response and findings of fact: The applicant has proposed to front the new building inward to the existing parking lot and development. Per Section 14.23.150C(4), placing vehicle areas between the street right-of-way and the building's primary entrance, which is on the east side, does not adversely affect pedestrian safety and convenience. The proposed vehicle area is limited to one driveway not more than 24' in width with adjoining bays of not more than 8 consecutive parking spaces on the side of the drive aisle, and where the building's primary entrance is connected to an adjoining street by a pedestrian walkway; the building orientation standard may be met. As proposed, there is a 24' wide driveway, with a perpendicular parking bay of 4 space, and a parallel ADA parking space directly to the east of the driveway and is connected by a pedestrian walkway, and therefore, the building orientation standard is met as proposed.

5. *Where a development contains multiple buildings and there is insufficient street frontage to which buildings can be oriented, a primary entrance may be oriented to common green, plaza, or courtyard. When oriented in this way, the primary entrance(s) and green, plaza, or courtyard shall be connected to the street by a pedestrian walkway meeting the standards in Section 14.31.030.*

Staff response and findings of fact: There is only one building, therefore this criterion does not apply.

14.23.170 Commercial Districts – Architectural Design Standards

B. Pedestrian Orientation. *The design of all buildings on a site shall support a safe and attractive pedestrian environment. This standard is met when the approval body finds that all of the criteria in 1-7, below, are met. Alternatively, the approval body may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard.*

1. *The building orientation standards under Section 14.23.150 are met; and*

Staff response and findings of fact: The building orientation standards are met as described above and detailed below. This criterion is met as proposed.

2. *Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk; every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access; and*

Staff response and findings of fact: The proposed structure has its main entrance opening to the outside – the east entrance opens to a walkway that faces the existing parking lot and development, as well as connects to the northern pedestrian walkway. The north walkway is unobstructed and where it crosses vehicle drive aisles the crossings are elevated and delineated, and the east walkway is clearly delineated. This criterion is met as proposed.

3. *Corner buildings (i.e., buildings within 20 feet of a corner as defined by the intersecting*

curbs) shall have corner entrances, or shall provide at least one entrance within 20 feet of the street corner or corner plaza; and

Staff response and findings of fact: The proposed building is not proposed to be constructed within 20' of a corner or intersection, therefore this criterion is not applicable.

4. *In the C-2P, CT/L and CT districts, at least 40 percent of the building's front façade (measured horizontally in linear feet) shall be located at the build-to line or closer to the street. In the C-2 district, 100 percent of the building's front façade shall be located at the build-to line. Build-to lines are prescribed by Section 14.23.120; and*

Staff response and findings of fact: The proposed development is in the C2P district, which has a 60' build-to-line. The proposed front building façade is approximately 82' 10" from the Gateway Boulevard right-of-way. Per Section 14.23.130, the applicant may seek approval to construct beyond the build-to line if the request is considered via Type III Site Design Review and pedestrian connections are made connecting the main building entrance to the right-of-way. This project is being considered as a Type III Site Design Review and the applicant has requested an adjustment to the build-to line standard, stating that the grade change between the building site and the Gateway Boulevard sidewalk is about 5'. Per the applicant, the grade change and existing drive-through lanes proposed to remain precludes the more urban building orientation intended by the build-to line. Staff has determined that with the proposed elevated pedestrian walkway that connects the proposed structure to the Gateway Boulevard right-of-way, the redevelopment of the existing layout, and due to the lot topography, this criterion is met as proposed.

5. *Ground floor windows or window displays shall be provided along at least 40 percent of the building's (ground floor) street-facing elevation(s) in the C-2P, CT and CT/L districts, and along 70 percent of the building's street-facing elevation(s) in the C-2 district. Windows and display boxes shall be integral to the building design and not mounted to an exterior wall; and*

Staff response and findings of fact: The proposed structure has a total length of 49' 10" facing Gateway Boulevard, with a proposed 21 linear feet being covered by windows. This equates to about 42% of the street facing elevations being covered by windows, which are integral to the building design. This criterion is met as proposed.

6. *Primary building entrance(s) are designed with weather protection, such as awnings, canopies, overhangs, or similar features; and*

Staff response and findings of fact: The applicant proposes a primary building entrance that is protected by a canopy from the weather, and opens directly outside to a 10' wide walkway. This walkway is part of an east-west pedestrian route that connects the proposed structure directly to Gateway Boulevard and the adjacent shopping center. This criterion is met as proposed.

C. Compatibility. *All new buildings and major remodels shall be designed consistent with the architectural context in which they are located. This standard is met when the approval body finds that all of the criteria in 1-9, below, are met.*

1. *There is continuity in building sizes between new and existing buildings;*

Staff response and findings of fact: The proposed structure is 2,546 sf, which in relation to the shopping center located to the east (86,915 sf) is minimal in size. Other surrounding structures are both one- and two-story, with various footprints. This criterion is met as proposed.

- 2. The ground floor and upper floor elevations and architectural detailing are compatible with adjacent commercial buildings;*

Staff response and findings of fact: The proposed building design and scale are similar to and compatible with the existing adjacent shopping center and other commercial buildings along Gateway Boulevard. The proposed windows are similar in size, scale, and proportions on each elevation. The proposed height of the structure is approximately 17' 2" at the low parapet, and 22' 3" at the high parapet, which is similar to the surrounding existing structures. Additionally, the proposed design is compatible with surrounding structures due to the flat roof style and similar covered main entrances. This criterion is met as proposed.

- 3. Buildings adjacent to the R/R-1 district height step-down, as required by Section 14.22.170.C;*

Staff response and findings of fact: The zoning of the adjacent properties is C2P – Community Commercial, and Gateway Boulevard right-of-way, therefore the step down criteria is not applicable.

- 4. Roof elevation is compatible with adjacent commercial buildings (roof pitch, shape, height step-down);*

Staff response and findings of fact: The roof elevation is 22' to the top parapet of the roof. This is comparable to the heights of adjacent structures along Gateway Boulevard, and meets the requirements of Section 14.23.120. Additionally, the surrounding roofs are also flat, with some varied elevations within the shopping center. This criterion is met as proposed.

- 5. There is continuity of building sizes on the site, if more than one building is proposed;*

Staff response and findings of fact: Only one building is proposed under this Site Design Review application. This criterion is not applicable.

- 6. There is continuity in the rhythm of windows and doors on the proposed building(s);*

Staff response and findings of fact: The windows and windows/door openings are placed in a typical pattern and orientation to both create architectural style and to meet the glazing requirements of the code. The Gateway Boulevard façade includes 3 windows a total of 21' wide, and the east facing façade, which includes the main entrance, has a total of approximately 28' in window width, with the main entrance centered in the middle of the façade. This criterion is met as proposed.

- 7. The relationship of buildings to public spaces, such as streets, plazas, other areas, and public parking, including on-street parking, is strengthened by the proposed building(s);*

Staff response and findings of fact: The proposed structure is oriented towards the existing shopping center, but with access to the right-of-way, creating a sense of connected enclosure within the existing development. The applicant has proposed a new pedestrian walkway and ramp connecting the development to Gateway Boulevard, helping negate the extensive topographical change of elevation, as well as updated landscaping along the right-of-way. This criterion is met as proposed.

- 8. Criteria for alterations of historic landmarks is met, as required by Chapter 14.26; and*

Staff response and findings of fact: There are no historic landmarks on the site. This criterion is not applicable.

9. *New construction or relocations on properties adjacent to historic landmarks is compatible with the overall character of the landmark in use of exterior materials, such as roofing and siding; exterior features, such as roof pitch, eaves, window shapes, types and arrangements, doorways, porches, landscaping, etc.; and size, height, bulk, mass, scale, placement, arrangement of spaces and overall proportions.*

Staff response and findings of fact: There are no adjacent historic landmarks. This criterion is not applicable.

D. Human Scale. *The design of all buildings shall be to a human-scale. This standard is met when the approval body finds that all of the criteria in 1-8, below, are met. Alternatively, the approval body may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard. Figure 14.23.170.D contrasts examples of building elevations that are consistent/inconsistent with human scale criteria.*

1. *Regularly spaced and similarly shaped windows are provided on all building stories;*

Staff response and findings of fact: The proposed one-story building provides regularly spaced windows on the north, east, and west facades, with the drive-through window oriented to the south. Doors are also located for emergency egress and access to the development. This criterion is met as proposed.

2. *Ground floor retail spaces have tall ceilings (i.e., 12-16 feet) with display windows on the ground floor;*

Staff response and findings of fact: The proposed structure and use are under the General Commercial Retail Sales and Services category. The applicant states that the ground floor has a high ceiling typical of bank and office uses, and is demonstrated on the submitted elevations. This criterion is met as proposed.

3. *Display windows are trimmed, recessed, or otherwise defined by wainscoting, sills, water tables, or similar architectural features;*

Staff response and findings of fact: The proposed windows are defined by consistent trim, mullions between openings, and a sill atop a masonry base. This criterion is met as proposed.

4. *On multi-story buildings, ground floors are defined and separated from upper stories by appropriate architectural features (e.g., cornices, trim, awnings, canopies, arbors, trellises, overhangs, or other features) that visually identify the transition from ground floor to upper story; such features should be compatible with the surrounding architecture;*

Staff response and findings of fact: The proposed development does not include any multi-story buildings. This criterion is not applicable.

5. *The tops of flat roofs are treated with appropriate detailing (i.e., cornice, pediment, flashing, trim, or other detailing) that is compatible with the surrounding architecture;*

Staff response and findings of fact: The proposed roof style for the building is a flat roof style, which is treated with varied parapet wall heights and a defined metal cornice line. Additionally, where required by code to screen the roof-mounted mechanical equipment, the same metal panel is proposed as that is used on the east elevation parapet wall. This criterion is met as proposed.

6. *Pitched roofs have eaves, brackets, gables with decorative vents, or other detailing that is consistent with the surrounding architecture;*

Staff response and findings of fact: The proposed building does not have a pitched roof; therefore, this criterion is not applicable.

7. *Historic design and compatibility requirements, where applicable, are met; and*

Staff response and findings of fact: There are no applicable historic design or compatibility requirements, as the property is not adjacent to any historic structure nor within a historic district. This criterion does not apply.

8. *Where buildings with greater than 5,000 square feet of enclosed ground-floor space are proposed, they shall provide articulated facades on all street-facing elevations. This criterion is met when an elevation contains at least 1 of the following features for every 30 feet of building (horizontal length):*

- a. *Windows;*
- b. *Primary entrances;*
- c. *Weather protection (awnings, canopies, arbors, trellises), sheltering roofs;*
- d. *Building offsets;*
- e. *Projections;*
- f. *Changes in elevation or horizontal direction;*
- g. *Terraces;*
- h. *A distinct pattern of divisions in surface materials;*
- i. *Ornamentation;*
- j. *Screening trees;*
- k. *Small-scale lighting (e.g., wall-mounted lighting, or up-lighting);*
- l. *And/or similar features as generally shown in Figure 14.23.170.D.*

Staff response and findings of fact: The proposed development is not greater than 5,000 sf in enclosed ground-floor space. This criterion is not applicable.

14.42.600(6) The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 14.52, Non-Conforming Uses and Development;

Staff response and findings of fact: The applicant proposes to demolish and build a new structure, which shall comply with the code. This criterion is not applicable.

Chapter 14.30 Design Standards Administration

Staff response and findings of fact: Design standards from Chapter 3 that are applicable to this permit are found in Chapter 14.31 Access and Circulation, Chapter 14.32 Landscaping, Significant Vegetation, Street Trees, Fences and Walls, Chapter 14.33 Parking and Loading; and Chapter 14.34 Public Facilities. The application complies with all of the Design Standards in Chapter 3. Other sections of Chapter 3 are not relevant to this application.

Chapter 14.31 – Access and Circulation

- A. *Intent and Purpose.* The intent of this Section is to manage access to land uses and on-site circulation, and to preserve the transportation system in terms of safety, capacity, and function. This Section applies to all public streets within the City of Cottage Grove, and to all properties that abut these roadways. This Section implements the access management policies of the Cottage Grove Transportation System Plan.
- B. *Applicability.* This Chapter applies to all public streets within the City and to all properties that abut these streets. The standards apply when lots are created, consolidated, or modified through a land division, partition, lot line adjustment, lot consolidation, or street vacation; and when properties are subject to Land Use Review or Site Design Review.
- A. *Access Permit Required.* Access (e.g., a new curb cut or driveway approach) to a public street requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable road authority (i.e. Cottage Grove, Lane County or ODOT), Permits shall be processed as Type I applications, normally at time of Land Use Review. If the developer proposes exceptions to the standards of this chapter, the permit shall be processed as a Type II application.

Staff response and findings of fact: Vehicular access is proposed via a shared access agreement to an existing approved two-way access onto Gateway Boulevard that will serve this proposed development and the existing shopping center to the east. There are no new proposed access points. This criterion is met as proposed.

- D. *State Access Permits.* ODOT has responsibility and authority in managing access to State Highways. Projects with direct access onto a State Highway shall be required to obtain a State access permit. An approved State access permit must be submitted as part of all Type II and III land use permits. Conditions placed by the State upon these access permits shall be considered conditions of approval for all applicable development approvals.

Staff response and findings of fact: Gateway Boulevard is not a State Highway, therefore, this criterion is not applicable.

- E. *Traffic Study Requirements.* The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 14.41.900, Traffic Impact Study.

Staff response and findings of fact: Per Section 14.41.900 the following trigger a TIS requirement:

1. A change in zoning or a plan amendment designation that significantly affects a transportation facility per provisions of Section 14.47.800; or
2. Any proposed development or land use action that a road authority states may cause or be adversely impacted by operational or safety concerns along its facility(ies); or
3. Land divisions with 30 or more lots; or
4. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more; or
5. An increase in peak hour volume of a particular movement to and from the State highway by 20 percent or more; or

6. 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
7. 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
8. A change in internal traffic patterns that may cause safety problems, such as back up onto a street or greater potential for traffic accidents.

Staff response and findings of fact: The proposed use of a drive-through financial institution and subsequent bank will result in less trips per day than the existing use of a drive-through restaurant. Additionally, none of the above criteria listed (1.-8.) are pertinent to this proposal. This criterion is met as proposed.

- F. Conditions of Approval. The City may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system.*

Staff response and findings of fact: The proposed project site has a recorded access easement for use of driveways off Gateway Boulevard, as well as a shared parking agreement with Tax Lot 4800. This criterion is met as proposed.

- G. Corner and Intersection Separation; Backing onto Public Streets. New and modified accesses shall conform to the following standards:*

1. *Except as provided under subsection 4, below, the distance from a street intersection to a driveway or other street access shall meet the minimum spacing requirements for the street's classification in the City's Transportation System Plan. No driveway approach may be located closer to the corner than 30 feet on local streets, 50 feet on collector streets, and 75 feet on arterials;*

Staff response and findings of fact: The proposed development utilizes an existing access point to the shopping center, and is not proposing new driveways or street access. This criterion is not applicable.

2. *When the above requirements cannot be met due to lack of frontage, the driveway may be located such that the driveway apron will begin at the farthest property line, but at no time shall new property access be permitted within 30 feet of an intersection. Where no other alternatives exist, the City may allow construction of an access connection at a point less than 30 feet from an intersection, provided the access is as far away from the intersection as possible (See Figure 14.31.200.G). In such cases, the City may impose turning restrictions (i.e., right in/out, right in only, or right out only);*

Staff response and findings of fact: There is sufficient frontage to serve the proposed development. This criterion is not applicable.

3. *Access to and from off-street parking areas shall not permit backing onto a public street, except for single-family and two-family dwellings;*

Staff response and findings of fact: The proposed project complies with the criterion. The site parking areas have been designed such that backing onto a public street is not required for vehicular circulation. This criterion is met as proposed.

4. *The City may reduce required separation distance of access points where they prove impractical due to lot dimensions, existing development, other physical features, or conflicting code requirements, provided all of the following requirements are met:*
 - a. *Joint-use driveways and cross-access easements are provided in accordance with Subsection 14.31.200.H;*
 - b. *The site plan incorporates a unified access and circulation system in accordance with this Section; and*
 - c. *The property owner(s) enter in a written agreement with the City, recorded with the deed, that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint-use driveway.*

Staff response and findings of fact: There are no new proposed access points. This criterion is not applicable.

- H. Site Circulation.** *New developments shall be required to provide a circulation system that accommodates expected traffic on the site. Pedestrian connections on the site, including connections through large sites, and connections between sites (as applicable) and adjacent sidewalks, must conform to the provisions in Section 14.31.300.*

Staff response and findings of fact: As shown on the Site Plan, the proposed development provides a traffic circulation system that will accommodate traffic on site, and provides adequate pedestrian circulation through direct connections to the street side sidewalk along Gateway Boulevard. The proposed circulation design is the same as the existing structure with the additional drive-through lane to accommodate expected traffic. This criterion is met as proposed.

K. Joint and Cross Access – Easement and Use and Maintenance Agreement.

Staff response and findings of fact: The existing access and subsequent parking lot within the adjacent shopping center (Tax Lot 4800) was established through the original Century XII plat. This criterion is met as proposed.

- L. Access Connections and Driveway Design.** *All commercial and industrial driveway connections to a public right-of-way (access) and driveways shall conform to all of the following design standards:*

1. Driveway Dimensions. *Driveways shall meet the following standards:*
 - a. *Driveway Width. The width of the driveway (measured along the curbline) shall not exceed the following dimensions:*

DRIVEWAY WIDTH

<i>Frontage (in feet)</i>	<i>One Driveway Approach (min/max in feet)</i>	<i>Two Driveway Approaches (min/max in feet)</i>
<i>Under 30</i>	<i>12/16</i>	<i>Not Permitted</i>
<i>30 to 60</i>	<i>12/20</i>	<i>Not Permitted</i>
<i>60 to 80</i>	<i>12/30</i>	<i>12/22</i>
<i>Over 80, but not exceeding 100</i>	<i>12/30</i>	<i>12/30</i>

Staff response and findings of fact: The proposal is offsite of access to Gateway Boulevard, utilizing a share driveway access with Tax Lot 4800. There are no new proposed access connections. This criterion is not applicable.

- b. Commercial Driveway Throat Lengths. Minimum commercial driveway throat lengths, measured from curb line to first on-site conflict point, are 35 feet (approximately 2 car lengths) on commercial collector and arterial streets. The City may require longer driveway throat lengths when deemed necessary.*

Staff response and findings of fact: There are no new proposed access points. This criterion is not applicable.

- 2. Driveway Approaches. Driveway approaches shall be designed and located based on the following considerations:*
 - a. Provide exiting vehicles with an unobstructed view of other vehicles and pedestrians*
 - b. Prevent vehicles from backing into the flow of traffic on the public street or causing conflicts with on-site circulation;*
 - c. Avoid construction of driveway accesses along acceleration or deceleration lanes or tapers due to the potential for vehicular conflicts;*
 - d. Locate driveways to allow for safe maneuvering in and around loading areas. See also, Chapter 14.38, Loading;*
 - e. Access corner tracts from the lesser (lowest classification) street; and*
 - f. Consider characteristics of property, including location, size and orientation of structures on site, number of driveways needed to accommodate anticipated traffic, location and spacing of adjacent or opposite driveways.*

Staff response and findings of fact: There are no new proposed driveway approaches. This criterion is not applicable.

- 3. Driveway Construction. Driveway aprons (when required) shall be constructed of concrete and shall be installed between the street right-of-way and the private drive, as shown in Figure 14.31.200.L(2). Driveway aprons shall conform to ADA requirements for sidewalks*

and walkways, which generally require a continuous unobstructed route of travel that is not less than 4 feet in width, with a cross slope not exceeding 2%, and providing for landing areas and ramps at intersections. Driveways shall conform to Fire Code requirements for placement of driveways next to fire hydrants, as shown in Figure 14.31.200.L(3). See also Engineering Department standards for driveway construction.

Staff response and findings of fact: There are no new driveways proposed. This criterion is not applicable.

4. *Driveway Slopes. Driveways shall be sloped to ensure that vehicles can be parked on the driveway, rather than in the street. Examples of acceptable driveway slopes are shown in Figure 14.31.200.L(4). The maximum grade for a residential driveway shall be 15%. The maximum grade for a commercial/industrial driveway shall be 7%. The change in grade after the driveway approach should not exceed +/- 6 percent in 10 feet for all driveways. Commercial and industrial driveways that have a change in grade of 3% in 10 feet and 6 percent in 10 feet shall have a 10 foot vertical curve connecting tangents.*

Staff response and findings of fact: The proposed project utilizes an existing driveway into an existing development, with no proposed change. This criterion is not applicable.

- N. ***Vertical Clearances.** Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13 feet 6 inches for their entire length and width.*

Staff response and findings of fact: The proposed development details on the submitted site plan elevations a height of 13' 6" for the vertical clearance of the drive-through. There are no other clearance instances proposed. This criterion is met as proposed.

- O. ***Vision Clearance.** No visual obstruction (e.g., sign, structure, solid fence, or shrub vegetation) between 2 1/2 feet and 8 feet in height shall be placed in "vision clearance areas" on streets, driveways, alleys, or mid-block lanes, as shown in Figure 14.31.200.N. The minimum vision clearance area may be modified by the City Engineer upon finding that more or less sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). This standard does not apply to light standards, utility poles, trees trunks and similar objects.*

Staff response and findings of fact: The proposed development utilizes a layout and design of an existing conforming restaurant. The proposed changes to the site conform to the vision clearance standards. This criterion is met as proposed.

- P. ***Construction.** The following development and maintenance standards shall apply to all driveways, parking areas, turnarounds, alleys and private streets:*

1. *Surface Options. Driveways, parking areas, alleys, aisles, and turnarounds may be paved with asphalt, concrete, or comparable surfacing, or an approved durable non-paving or porous paving material, excluding gravel, may be used to reduce surface water runoff and protect water quality. Driveway and street materials shall be subject to review and approval by the City Engineer.*

Staff response and findings of fact: The applicant proposed a restriping of the existing parking lot. As a condition of approval, at time of development, the applicant shall demonstrate the compliance with this section of the Development Code, Section 14.31.200(P)(1). This criterion is met as conditioned.

3. *Driveway Aprons. When driveway approaches or “aprons” are required to connect driveways to the public right-of-way, they shall be paved with concrete surfacing and conform to the City’s engineering design criteria and standard specifications. (See general illustrations in Section 14.31.200.L, above.)*

Staff response and findings of fact: There are no new proposed driveway aprons. This criterion is not applicable.

14.31.300 Pedestrian Access and Circulation

A. Site Layout and Design. *To ensure safe, direct, and convenient pedestrian circulation, all developments, except single-family and two-family detached housing (i.e., on individual lots), shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:*

1. *Continuous Walkway System. The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose, in accordance with the provisions of Section 14.31.200, Vehicular Access and Circulation, and Section 14.34.100, Transportation Standards.*

Staff response and findings of fact: The proposed development includes new pedestrian walkways that connect the proposed building to the existing walkways along the west façade of the existing shopping center and the public sidewalk on Gateway Boulevard. The proposed pedestrian connection from the proposed structure to the existing shopping center includes striped crosswalks and a walkway segment abutting the landscaping area on the abutting Tax Lot 4800. Additionally, the proposed pedestrian connection to Gateway Boulevard runs along the north and east façade of the proposed structure. The pedestrian walkway includes a raised crosswalk that acts as a speed control device and improves pedestrian viability by elevating pedestrians. The public sidewalk on Gateway Boulevard offers connections to adjacent streets, parks, and the Row River Trail to the north. This criterion is met as proposed.

2. *Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following definitions:*
 - a. *Reasonably direct. A route that does not involve a significant amount of out-of-direction travel for likely users.*
 - b. *Safe and convenient. Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.*
 - c. *“Primary entrance” for commercial, industrial, mixed use, public, and institutional buildings is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.*

Staff response and findings of fact: The proposed walkways are direct, safe and convenient, and connect the primary entrance to the City street/sidewalk system. The existing building on the subject parcel lacks

pedestrian connections to both the Gateway Boulevard sidewalk and the adjacent shopping center. The proposed development provides a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The ramped ADA access from Gateway Boulevard creates a safe connection for those using mobility devices or anyone with a wheeled apparatus. Other parts of the route include striped crosswalks and a walkway segment abutting the landscape island that is raised to standard curb height. The proposed pedestrian connection to Gateway Boulevard runs along the north and east façade of the proposed structure. The north façade has several window openings to improve safety through natural surveillance. That part of the route also includes a raised crosswalk that acts as a speed control device and improved pedestrian visibility by elevating pedestrians. The route passes an exit door on the north façade and the primary entrance on the east side of the proposed structure before extending eastward to the main shopping center pedestrian walkway system. This criterion is met as proposed.

3. Connections Within Development. *Connections within developments shall be provided as required in subsections a-c, below:*
 - a. *Walkways shall connect all building entrances to one another to the extent practicable, as generally shown in Figure 14.31.300.A(1);*
 - b. *Walkways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent practicable. Topographic or existing development constraints may be cause for not making certain walkway connections, as generally shown in Figure 14.31.300.A(1); and*
 - c. *Large parking areas shall be broken up so that no contiguous parking area exceeds 3 acres. Parking areas may be broken up with plazas, large landscape areas with pedestrian access ways (i.e., at least 20 feet total width), streets, or driveways with street-like features. Street-like features, for the purpose of this section, means a raised sidewalk of at least 4-feet in width, with 6-inch curb, accessible curb ramps, street trees in planter strips or tree wells, and pedestrian-oriented lighting. (See also standards in Section 14.23.150.)*

Staff response and findings of fact: The proposed development provides a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The walkway passes an exit door on the north façade and the primary entrance on the west side of the proposed building before extending eastward to the main shopping center pedestrian walkway system. There is an additional walkway provided from the structure to the garbage area. There are no large parking areas over 3 acres within the project area; therefore, subsection (c) is not applicable. This criterion is met as proposed.

B. Walkway Design and Construction. *Walkways, including those provided with pedestrian access ways, shall conform to all of the standards in subsections 1-5, as generally illustrated in Figure 14.31.300.B:*

1. Vehicle/Walkway Separation. *Except for crosswalks (subsection 2), where a walkway abuts a driveway or street, it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering*

areas. An example of such protection is a row of decorative metal or concrete bollards designed for withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.

Staff response and findings of fact: The submitted site plan demonstrates the pedestrian walkways along the north and east facades of the proposed development. There is also a pedestrian walkway segment abutting the existing landscape island between the proposed structure and the existing shopping center. These segments of the pedestrian circulation system are raised to the 6-inch standard curb height. This criterion is met as proposed.

- 2. Crosswalks. Where walkways cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with striping or contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area.*

Staff response and findings of fact: The proposed development includes 3 crosswalks. There is a raised crosswalk on the north side of the proposed building. There are two proposed striped crosswalks that connect the proposed building to both the ADA vehicular parking spaces and the adjacent shopping center to the east, and the garbage area to the southwest. The ramped ADA access from Gateway Boulevard creates a safe connection for those using mobility devices or anyone with a wheeled apparatus. The ramp connects to a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. Per the applicant, the raised crosswalk will be constructed of concrete. This criterion is met as proposed.

- 3. Walkway Width and Surface. Walkway and accessway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the City Engineer, at least 6 feet wide. Multi-use paths (i.e., for bicycles and pedestrians) shall be concrete or asphalt, at least 10 feet wide. (See also, Section 14.34.100 - Transportation Standards for public, multi-use pathway standard.)*

Staff response and findings of fact: Per the applicant, all proposed walkways are constructed of concrete, and there are no proposed multi-use paths. The applicant requests that the City Engineer approve a 5' minimum width for on-site walkways on the north side of the proposed structure to preserve the existing drive aisle widths and parking stall dimensions. Due to the pedestrian connection that lines the northern and eastern side of the proposed building, staff finds this 5' width to be acceptable. This criterion is met as proposed.

- 4. Accessible routes. Walkways shall comply with applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.*

Staff response and findings of fact: Per the applicant, all proposed private walkways are constructed of concrete and other durable surfaces. All walkways are of sufficient width to meet or exceed minimum ADA standards. The proposed raised crosswalk maintains a flat surface between the connecting walkways. A ramp is provided at the end of each crosswalk. These accessible routes provide access from the abutting public sidewalk to the primary entrance of the proposed structure and then eastward to the adjacent shopping center. The applicant demonstrates these details on the submitted site plan. This criterion is met as proposed.

- 5. Sidewalk construction and maintenance. Sidewalk construction and maintenance shall be the responsibility of the abutting property owner.*

Staff response and findings of fact: While no new sidewalks were proposed, this shall be a condition of approval.

14.32.300 Landscaping

A. Applicability. *This Section shall apply to all new developments requiring Site Design Review. This section is not applicable to single-family or two-family dwellings.*

B. Landscaping Plan Required. *A landscape plan is required. All landscape plans shall conform to the requirements in Chapter 14.42.500, Section B.5 (Landscape Plans).*

C. Landscape Area Standards. *The minimum percentage of required landscaping equals:*

4. Community Commercial District. *10% of the site.*

Staff response and findings of fact: The project site area totals 16,752 square feet. The minimum 10 percent required landscape area is 1,675 square feet. The proposed development includes 1,776 square feet of landscape area, which equates to 11 percent, with the majority of that area located in the front landscape bed along Gateway Boulevard. The applicant's submitted landscape plan details the compliance with these standards. This criterion is met as proposed.

D. Landscape Materials. *Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected size of the plants at maturity, i.e., typically 3 or more years after planting.*

1. Existing Vegetation. *Existing non-invasive vegetation may be used in meeting landscape requirements. When existing mature trees are protected on the site (e.g., within or adjacent to parking areas) the decision making body may reduce the number of new trees required depending on the number and size of existing tree(s) protected.*

Staff response and findings of fact: The subject property's current landscaping consists of existing trees and ivy in the landscape bed along Gateway Boulevard. The applicant proposes the existing trees to remain, as well as add 3 more trees, while the ivy shall be replaced with ground cover plants as detailed on the submitted landscape plan. This criterion is met as proposed.

2. Plant Selection. *A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. When new vegetation is planted, soils shall be amended, as necessary, to allow for healthy plant growth.*

Staff response and findings of fact: This shall be a condition of approval.

3. "Non-native, invasive" plants, *as per Section 14.32.200.B, shall be removed during site development and the planting of new invasive species is prohibited.*

Staff response and findings of fact: This shall be a condition of approval.

4. Hardscape features, *i.e., patios, decks, plazas, etc., may cover up to 10 percent of the required landscape area. Swimming pools, sports courts, and similar active recreation facilities may not be counted toward fulfilling the landscape requirement.*

Staff response and findings of fact: There are no patios, decks, plazas, etc., proposed in this development. This criterion is not applicable.

5. *Ground Cover Standard. All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material (subsection 8, below), shall have ground cover plants that are sized and spaced as follows: a minimum of one plant per 12 inches on center in triangular spacing, or other planting pattern that is designed to achieve 75 percent coverage of the area not covered by shrubs and tree canopy.*

Staff response and findings of fact: This shall be a condition of approval.

6. *Tree Size. Trees shall have a minimum diameter or caliper 4 feet above grade of 2 inches or greater at time of planting.*

Staff response and findings of fact: Per the submitted landscape plan, the proposed trees are 2” in caliper. This criterion is met as proposed.

7. *Shrub Size. Shrubs shall be planted from 5 gallon containers or larger.*

Staff response and findings of fact: Per the applicant’s landscape plan, shrubs shall be planted in 5 gallon containers or larger. This criterion is met as proposed.

8. *Non-plant Ground Covers. Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped and shall be confined to areas underneath plants. Non-plant ground covers cannot be a substitute for ground cover plants.*

Staff response and findings of fact: This shall be a condition of approval.

9. *Significant Vegetation. Significant vegetation protected in accordance with Section 30 14.2.200 may be credited toward meeting the minimum landscape area standards. Credit shall be granted on a per square foot basis. The Street Tree standards of Section 14.32.400 may be waived by the City when existing trees protected within the front or street side yard provide the same or better shading and visual quality as would otherwise be provided by street trees.*

Staff response and findings of fact: There is not any significant vegetation as described in Section 14.32.200. This criterion is not applicable.

10. *Storm Water Facilities. Storm water treatment facilities (e.g., detention/retention ponds and swales designed for water quality treatment), when required under Section 14.34.400, shall be landscaped with water tolerant, native plants, including native grasses.*

Staff response and findings of fact: No onsite systems to treat stormwater are proposed. This criterion is not applicable.

- E. Landscape Design Standards. All yards, parking lots, and required street tree planter strips that are required to meet the standards of this Section shall be landscaped to provide, as applicable, erosion control, visual interest, buffering, privacy, open space and pathway identification, shading, and wind buffering, based on the following criteria:**

2. Parking areas.

- a. *A minimum of 10 percent of the total surface of all parking areas as measured around the perimeter of parking spaces and maneuvering areas shall be landscaped. Such landscaping shall consist of trees and shrubs and/or ground cover plants that conform to the criteria in Section 14.32.300.E.1.a-h above. "Evenly distributed" means that the trees and other plants are distributed around the parking lot perimeter and between parking bays to provide a partial canopy.*
- b. *Parking area landscaping shall consist of at minimum:*
 - 1) *Trees: 1 tree for every 3,000 square feet of paved vehicular use area evenly distributed throughout site;*
 - 2) *Landscaping between street and parking area within 50 feet of street: A landscape strip at least 7 feet in width is required between a street and parking area. It may be pierced by pedestrian and vehicular accessways. Strips shall be planted with low shrubs to form a continuous screen at least 30 inches high and maintained not to exceed 42 inches high or a masonry wall; and shall contain 1 canopy tree every 30 linear feet as measured along street lot line and living plant materials covering 75% of required landscape area within 3 years;*
 - 3) *Perimeter parking area landscaping: All parking areas shall provide perimeter landscape strip at least 7 feet in width along perimeter of parking lot. Must include 100% site obscuring 6 foot fence or wall against interior lot lines of residential districts, or 50% site obscuring 6 foot fence (chain link with slats and vegetation) against interior lot lines of adjoining commercial or industrial properties; and*
 - 4) *Planting islands: Planting islands shall be provided at the ends of each parking row and at intervals within parking rows so that no parking stall is more than 45 feet from a planting island. Planting islands shall be at least 7 feet in width, as measured from the outside edge of a 6 inch wide curb, and a minimum area of 140 square feet. Each of these islands shall provide at least 1 canopy tree.*

Staff response and findings of fact: The existing parking area landscaping is existing, legal nonconforming. With the exception of minor changes, such as restriping the parking spaces to meet ADA requirements, there are no proposed changes to the overall parking area. Although a retrofit of the overall parking lot is not required, the project site area complies with the above parking area standards. The existing landscape bed between the site and Gateway Boulevard is approximately 8' wide, which exceeds the 7' minimum width. The proposal is required to provide one tree for every 30 linear feet within the front landscape area. At approximately 160 linear feet, the project site area is required to provide five trees in the landscape area between the street and parking area. The applicant proposed three new trees, which brings the total number of trees in the project area to six, however, the applicant has not detailed the type of Class II trees, and will need to do so as a condition of approval. In addition to the required trees, new shrubs are proposed for this area. The existing planting islands within the project site area include existing trees, and new shrubs and groundcover are proposed. Due to this site being a legal, nonconforming status, any further change shall be brought into conformance as detailed within the Municipal Code, and shall be a condition of approval. This criterion is met as conditioned.

3. Buffering and Screening Required. Buffering and screening are required under the following conditions:
- a. Parking/Maneuvering Area Adjacent to Streets and Drives. Where a parking or maneuvering area is adjacent and parallel to a street or driveway, a 7 foot wide landscape strip shall be located parallel to the street to provide visual buffering. The 7 foot wide landscape strip shall include either an evergreen hedge; decorative wall (masonry or similar quality material) with openings; arcade, trellis, or similar partially opaque structure 3-4 feet in height. The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security. Evergreen hedges used to comply with this standard shall be a minimum of 36 inches in height at maturity, and shall be of such species, number, and spacing to provide the required screening within 1 year after planting. Any areas between the wall/hedge and the street/driveway line shall be landscaped with plants or other vegetative ground cover to provide 75% vegetative cover. All landscaping shall be irrigated.
 - b. Parking/Maneuvering Area Adjacent to Building. Where a parking or maneuvering area, or driveway, is adjacent to a building, the area shall be separated from the building by a curb and a raised walkway, plaza, or landscaped buffer not less than 5 feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect pedestrians, landscaping, and buildings from being damaged by vehicles. Where parking areas are located adjacent to residential ground-floor living space, a 4-foot wide landscape buffer with a curbed edge may fulfill this requirement.
 - c. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Other Screening When Required. All mechanical equipment, outdoor storage and manufacturing areas shall be screened from view from all public streets and adjacent Residential districts. Garbage areas and/or containers shall be screened on all sides regardless of their location on the property. When these or other areas are required to be screened, such screening shall be provided by...

Staff response and findings of fact: As addressed above, the existing landscape bed between the project site and Gateway Boulevard is approximately 8' wide, which exceeds the 7' minimum width required for parking and vehicle maneuvering areas adjacent to streets. The parking area and proposed building are elevated several feet above Gateway Boulevard. A row of shrubs are proposed adjacent to the drive-through drive aisle. Plant species to grow to approximately 3-4 feet in height are proposed by the applicant, as detailed in the submitted landscape plan. The parking and vehicle maneuvering areas adjacent to the proposed structure are separated by a walkway raised to standard curb height. Curbs and bollards are provided to define the separation between pedestrian and vehicular spaces. The trash area and generator that are proposed to the south of the project area are enclosed by a masonry wall and screened by landscaping, as shown on the submitted drawings. This criterion is met as proposed.

F. Maintenance and Irrigation. Irrigation is required for all required commercial, industrial or multi-family landscape areas. The use of drought-tolerant plant species is encouraged. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.). All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner. Backflow devices shall be required for all irrigation systems.

Staff response and findings of fact: This shall be a condition of approval.

14.32.400 Street Trees

Street trees shall be planted for all developments that are subject to Subdivision, Master Plan or Site Design Review. Requirements for street tree planting strips are provided in Section 14.34.100, Transportation Standards. Planting of street trees shall generally follow construction of curbs and sidewalks; however, the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction. The planting and maintenance of street trees shall conform to the following standards and guidelines and any applicable road authority requirements:

A. Growth Characteristics. *Trees shall be selected based on climate zone, growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection by developers and approval by the City:*

- 1. Provide a broad canopy where shade is desired and over pedestrian walkways or parking areas, except where limited by available space or except in section 4.*
- 2. Use low-growing trees for spaces under low utility wires.*
- 3. Select trees that can be “limbed-up” to comply with vision clearance requirements.*
- 4. Use narrow or “columnar” trees where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.*
- 5. Use species with similar growth characteristics on the same block for design continuity.*
- 6. Avoid using trees that are susceptible to insect damage and trees that produce excessive seeds or fruit.*
- 7. Select trees that are well-adapted to the environment, including soil, wind, sun exposure, temperature tolerance, and exhaust. Drought-resistant trees should be chosen where they suit the specific soil type.*
- 8. Select trees for their seasonal color if desired.*
- 9. Use deciduous trees for summer shade and winter sun, unless unsuited to the location due to soil, wind, sun exposure, annual precipitation, or exhaust.*
- 10. The diameter of the tree trunk at maturity shall not exceed the width and size of the planter strip or tree well.*

B. Caliper Size. *The minimum diameter or caliper size at planting, as measured 4 feet above grade, shall be 2 inches.*

C. Spacing and Location. *Street trees shall be planted within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strips, except when utility easements occupy these areas. Selected street tree species should be low maintenance and not interfere with public safety. Street tree spacing shall be based upon the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall contain 16 square feet, or typically, 4 feet by 4 feet. In general, trees shall be spaced no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. All street trees shall be placed outside utility easements. If preexisting utility*

easements prohibit street trees within the sidewalk, required trees may be located in the front yard setback or within other required landscape areas as approved by the approval body.

D. Soil Preparation, Planting and Care. *The developer shall be responsible for planting street trees, including soil preparation, ground cover material, staking, and temporary irrigation for three years after planting. The developer shall also be responsible for tree care (pruning, watering, fertilization, and replacement as necessary) during the first three years after planting, after which the adjacent property owners shall maintain the trees.*

E. Street Tree List. *See the following list for appropriate street trees. The developer may plant a tree species not included on this list when approved by the Community Development Director.*

Staff response and findings of fact: The applicant has proposed the planting of three trees along the Gateway Boulevard right-of-way, to the west of the proposed development. The proposed trees within the landscape plan do not conform to the listed street tree list within the Development Code, and as such, a revised landscape plan shall be submitted prior to issuance of building permits that detail not only the type of tree, but the location of said trees being not more than 30 feet apart. *Due to the presence of the Emerald Ash Borer in the State of Oregon, the City requests that no ash trees be planted with this development.

14.33.300 Automobile Parking Standards

B. Vehicle Parking - Minimum Standards by Use.

Staff response and findings of fact: The proposed development complies with the minimum parking requirements identified in Table 14.33.300A, which states that the required minimum parking for Retail Sales and Service – General Retail is two (2) spaces per 1,000 sq. ft, as well as Drive-Up/Drive-In/Drive-Through requirements of 1 space for each employee on shift. The enclosed building area is 2,546 sf requiring a total of 2 parking spaces, and the applicant proposes to have 10 employees on shift, for a total of 12 parking spaces required. The existing adjacent shopping center and project site area share a large parking lot. The overall development site, including the adjacent shopping center on Tax Lot 4800 is required to provide 197 vehicular parking spaces. This total includes the proposed financial institution/bank with a drive-through facility. The original recorded plat map details a parking agreement between the subject parcel and Tax Lot 4800. At the current 337 parking spaces, the existing parking area meets the minimum spaces required and can accommodate the proposed bank use. This criterion is met as proposed.

D. Vehicle Parking - Minimum Accessible Parking.

- 1. Accessible parking shall be provided for all uses in accordance the standards in Table 14.33.300B; parking spaces used to meet the standards in Table 14.33.300.B shall be counted toward meeting off-street parking requirements in Table 14.33.300.A;*
- 2. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway. Accessible routes should be linked to required access aisles;*
- 3. Accessible spaces shall be grouped in pairs where possible;*
- 4. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;*

5. *Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.*

Staff response and findings of fact: Per Table 14.33.300(B), there is a minimum of one accessible space and specifically one van accessible space required. Due to the existing parking and use agreement between the subject parcel and adjacent Tax Lot 4800, this criterion is met, however, the applicant provides the single ADA van accessible space to the east of the primary building entrance, which is connected to the entrance via a striped crosswalk. There is no covered parking proposed. The required accessible parking signage shall be provided, and is a condition of approval. This criterion is met as conditioned.

F. General Parking Standards.

1. Location. *Vehicle parking is allowed only on streets, within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code. Chapter 2, Land Use Districts, prescribes parking location for some land uses (e.g., the requirement that parking for some multiple family and commercial developments be located to side or rear of buildings), and Chapter 14.31, Access and Circulation, provides design standards for driveways. Street parking spaces shall not include space in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pedestrian accessway, landscape, or other undesignated area. Required off-street parking shall not be located in the front or street side setback.*

Staff response and findings of fact: The proposed parking lot meets the standards of Chapter 14.31. No street parking spaces are proposed. The required parking is not located in any required front or street side setback. This criterion is met as proposed.

2. Mixed uses. *If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are actually less (i.e., the uses operate on different days or at different times of the day). The City may reduce the total parking required accordingly through Land Use Review.*

Staff response and findings of fact: There is only one land use proposed with this application therefore this criterion is not applicable.

3. Shared parking. *Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. The City may approve owner requests for shared parking through Land Use Review.*

Staff response and findings of fact: The proposed development has demonstrated an existing shared parking agreement with adjacent Tax Lot 4800. This criterion is met as proposed.

4. *Availability of facilities.* Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees. Signs shall conform to the standards of Chapter 14.39.

Staff response and findings of fact: The applicant may choose to post the parking area for private use.

5. *Lighting.* Parking areas shall have lighting to provide at least 2 foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.

Staff response and findings of fact: Per the applicant's submittal, there are no proposed changes to the parking lot area lighting. If the applicant proposes changes to parking lot lighting at time of development, the applicant shall demonstrate compliance with this requirement; lighting that provides at least 2-foot candles of illumination over parking spaces and walkways, shall be directed downward only and shielded to prevent light spillover into any adjacent residential district use. This criterion is met as conditioned.

6. *Screening of Parking Areas.* Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses, per Section 14.32.300.E.

Staff response and findings of fact: Directly west of the development is Gateway Boulevard, and to the west of that is R3 zoning. Due to the existing parking lot that the proposed development is utilizing, this criterion is met as proposed.

G. Exceptions and Special Standards for Parking.

2. *Special Standards for Commercial Customer Parking.* The motor vehicle parking areas shall be located and designed to facilitate safe and convenient pedestrian and bicycle movement to and from public sidewalks, streets or transit stops. Ways to achieve this standard may include, but are not limited to:

- a. *Front facades and primary entrances of all buildings are oriented to a public street or a private internal drive or street, to minimize pedestrian and bicycle travel through a parking area and to provide safe, convenient, and direct travel routes for pedestrians;*

Staff response and findings of fact: The proposed main entrance to this development is oriented to a private internal drive. This criterion is met as proposed.

- b. *One or more raised walkways are provided through the parking areas, meeting federal American with Disabilities Act requirements, in order to provide safe, convenient, and direct travel routes for pedestrians through the parking areas;*

Staff response and findings of fact: The applicant proposes a raised delineated crosswalk connecting the development to Gateway Boulevard. Additionally, a delineated crosswalk connects the ADA space with the proposed development. This criterion is met as proposed.

- c. *Walkways abutting parking spaces or maneuvering areas are protected from vehicles through either landscaping buffers, minimum 3 feet wide on each side, or curbs on both sides;*

Staff response and findings of fact: All walkways are proposed to be raised 6” with curbs or clearly delineated for crosswalks. This criterion is met as proposed.

- d. Walkways across vehicle aisles are delineated with non-asphaltic material in a different color or texture than the parking areas;*

Staff response and findings of fact: The walkway from the ADA parking space, the garbage enclosure, and the raised walkway connecting the proposed structure to Gateway Boulevard shall be clearly delineated with non-asphaltic material in a different color or texture. The applicant has proposed this to be concrete. This criterion is met as proposed.

- e. On-site pedestrian walkways and bikeways connect to existing pedestrian and bicycle circulation systems that serve adjacent commercial uses or residential areas;*

Staff response and findings of fact: The pedestrian facilities proposed with this development connect to the exiting sidewalk system located in the Gateway Boulevard right-of-way. This criterion is met as proposed.

- f. Internal drives or streets are designed to City standards for local streets in regard to pavement width, sidewalks and street trees. Sidewalks comply with ADA standards. Sidewalks 10-15 feet wide abutting front building facades are strongly encouraged. Internal vehicular circulation design for the site complies with City street connectivity standards, including maximum block length and perimeter.*

Staff response and findings of fact: The proposed development utilizes an existing internal drive associated with abutting Tax Lot 4800. There are no proposed changes to internal drives or streets other than repaving. This criterion is not applicable.

- g. Internal drives or streets connect to public streets abutting the site, unless physically precluded by pre-existing buildings.*

Staff response and findings of fact: The proposed development utilizes an existing internal drive that connects to Gateway Boulevard. No further access points are proposed. This criterion is not applicable.

- h. Structures are located on the site to facilitate future infill and redevelopment of parking and landscape areas.*

Staff response and findings of fact: The proposed development will replace an existing structure of similar layout and design; a building with a drive-through facility with the main entrance orientation inward towards the existing parking area. This criterion is met as proposed.

- i. For shopping centers abutting one or more transit routes, one or more transit stops are located and designed with the approval when applicable of the local transit provider;*

Staff response and findings of fact: The proposed development does not abut one or more transit routes. This criterion is not applicable.

- j. No drive-up, drive-in, or drive-through drives or lanes are located between a building and a public or private street.*

Staff response and findings of fact: The proposed development is replacing an existing drive-through restaurant, which utilizes the same site circulation, and building orientation. The proposed drive-through aisles are of similar design, with the proposed development adding an additional drive-through aisle. The orientation of the drive-through window is proposed to be changed from the west façade on the existing development to the south façade of the proposed development. Staff finds the replacement of the existing structure and site circulation with the proposed structure and site circulation to be acceptable. This criterion is met as proposed.

H. Maximum Number of Parking Spaces. *The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the minimum number of spaces required for each use as provided by this Section by more than 50%.*

Staff response and findings of fact: The proposed development utilizes the existing and developed parking lot on both the subject parcel and abutting Tax Lot 4800 through an existing access agreement. The existing parking lot shall serve the proposed development, and aside from restriping 14 spaces, there is no other proposed change. This criterion is met as proposed.

I. Parking Stall Design and Minimum Dimensions. *All off-street parking spaces shall be improved to conform to City standards for surfacing, stormwater management, and striping. Standard parking spaces shall conform to the following standards and the dimensions in Figures 14.33.300.F(1) through (3), and Table 14.33.300.F:*

1. *Motor vehicle parking spaces shall measure minimum 9 feet wide by 18 feet long;*
2. *For large parking lots exceeding 10 stalls, alternate rows may be designated for compact cars provided that the compact stalls do not exceed 30% of the total required stalls. A compact stall shall measure minimum 8 feet in width and 15 feet in length and shall be signed for compact car use;*
3. *All parallel motor vehicle parking spaces shall measure 9 feet by 20 feet unless within a public right-of-way, when they shall measure a minimum of 7 to 8 feet by 20 feet;*
4. *Parking area layout shall conform to the dimensions in Figure 14.33.300.F(1) and (2), and Table 14.33.300F, below;*
5. *Public alley width may be included as part of dimension “D” in Figure 14.33.300.F(1), but all parking stalls must be on private property;*
6. *Parking areas shall conform to Federal Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines; and*
7. *Bicycle parking shall be on a 2 feet by 6 feet minimum concrete pad per bike, or within a garage or patio of residential use.*

Staff response and findings of fact: The applicant has proposed to restripe portions of the project site. As demonstrated on their site plan, the 13 standard spaces are 9’ by 18’, some with a 2’ bumper overhang, the 9 compact spaces are 8’ by 18’, some with a 2’ bumper overhang and clearly marked, and the 1 ADA space is 9’ by 18’. There are no other clearly marked compact spaces within the existing development, therefore, 9 is well under the maximum required parking spaces of the total development (9/197 = approximately 4%). The applicant details the bicycle parking being on a concrete pad of 2’ by 6’. This criterion is met as proposed.

14.33.400 Bicycle Parking Requirements

B. Minimum Required Bicycle Parking Spaces. *A minimum of one bicycle parking space per use is required for all uses subject to Site Design Review. Table 14.33.400 lists additional standards that apply to specific types of development. Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 14.33.400 and subsections C-J below. Where two options are provided (e.g., 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking is used.*

Staff response and findings of fact: Per table 14.33.400, where two options are provided for a use, the option resulting in more bicycle parking is used. This means that the proposed 2,546 sf structure is required to provide 4 bicycle parking spaces (2 long-term and 2 short-term). As shown on the applicant's Site Plan, the proposed development provides 4 total bicycle parking spaces. The farthest bicycle parking space is approximately 40' from the primary building entry, which is roughly closer than the closest vehicle parking space. The long-term bicycle spaces are nearest the primary building entry and located under the canopy above the entrance. The siting of the short-term spaces along the north façade retains a 3' clear area, and the walkway along the east façade has a 6' clear area. The proposed bicycle parking spaces meet the dimensional requirements, including the canopy above the main entry, which is approximately 10' above grade. The proposed U-type bicycle racks are proposed to be securely anchored to the concrete walkway surface. This criterion is met as proposed.

14.34.010 Public Facilities -- Purpose and Applicability

- A. Purpose.** *The purpose of this Chapter is to provide planning and design standards for public and private transportation facilities and utilities. Streets are the most common public spaces, touching virtually every parcel of land. Therefore, one of the primary purposes of this Chapter is to provide standards for attractive and safe streets that can accommodate vehicle traffic from planned growth and provide a range of transportation options, including options for driving, walking, bus transit, and bicycling. This Chapter is also intended to implement the City's Transportation System Plan.*
- B. When Standards Apply.** *Unless otherwise provided, the standard specifications for construction, reconstruction, or repair of transportation facilities, utilities, and other public improvements within the City shall occur in accordance with the standards of this Chapter. No development may occur unless the public facilities related to development comply with the public facility requirements established in this Chapter.*

Staff response and findings of fact: Per Engineering Comments dated January 5, 2023, the following conditions shall apply to this development:

General

- Development of the property will require that all utilities be placed underground. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction.
- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices for all work performed in the public right-of-way.
- Developer will be responsible for payment of all system development charges and design review and other associated fees.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.

- An Erosion control permit will be required. Improvement plans shall include details and language on the method of erosion control in the contract documentation. Erosion control measures shall be in place before any construction begins.
- If site disturbance exceeds one-acre, the applicant shall obtain a DEQ 1200C permit.

Streets & Sidewalks

- This project will utilize existing vehicular accesses to the public right of way. No new access points are proposed.
- A new ADA connection to the right of way is proposed. Construction shall be in conformance with ADA standards and the building code.
- Any damage to sidewalks during construction, will result in replacement of any damaged panels. Any damage to an ADA ramp or driveway will require complete replacement to bring the ramp(s) and/or driveway(s) to current standards. Any replacement work shall meet current City Standards and current ADA requirements.

Water

- Water service lines shall be copper.
- There is a public fire hydrant approximately 100-feet away, across the street on Gateway Blvd. Applicant should verify with the Fire Marshal if adequate hydrant access is provided.
- Upon payment of fee, the City of Cottage Public Works crew will tap and set water meters if necessary. The crew tries to schedule installation within 10 business day. Crew will provide a stub out of the back side of the meter so private plumber can install backflow devices and install the remaining portion of the water service.
- Water meter(s) shall be placed in the sidewalk. The meter shall be place in a matter that they will not be covered up with parked vehicles, personal property, and/or trash cans.
- All new development is required to install a backflow device on the customer side of each water meter, and no more than 10-feet behind the property line. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- It appears the proposed backflow device is located in an area subject to vehicular loading. It is recommended the location be in the landscape strip behind the sidewalk, and it is required that it be placed within 10-feet of the property line behind the meter. Detailed engineering design shall be provided for the vault if it remains in the asphalt area.
- Show irrigation lines, number of sprinkler heads and irrigation zones as well as any irrigation meter on the building permit plans.
- Show water fixtures for each unit on the building plans so staff can check meter size for each unit as outlined in the plumbing code.
- Please include any hose bibbs on the building permit plans. Please indicate which water service they are to be attached too.

Sanitary Sewer

- Plans show a new 8-inch sanitary sewer lateral from the building to be connected to the existing sewer service. It is believed that sewer service is currently a six-inch line. Applicant should field verify. This is a heads-up item to be addressed under the plumbing permit.

Storm Drainage

- Stormwater runoff shall not adversely affect adjacent property owners. All runoff shall be captured in the private system prior to leaving the property, or entering the public right of way. The storm system will be reviewed under the plumbing permit.

Chapter 14.35 Stormwater Management

14.35.100 Erosion Prevention

A. Purpose. The purpose of this chapter is to restrict the discharge of sediments or other construction-related materials, including hazardous substances as identified in Section 13.08.150, into the city stormwater system to:

- 1. Prevent or minimize, to the maximum extent practicable, negative impacts to adjacent properties, water quality, and stormwater-related natural resource areas resulting from construction activities; and*
- 2. Maintain the capacity of the city stormwater system by minimizing sedimentation.*

B. When Standards Apply.

1. When Standards Apply. Unless otherwise provided, the standards in this chapter apply to all construction activities that result in any one or all of the following:

- a. Land disturbance, including, but not limited to, clearing, grading, grubbing, logging, excavating, filling, and storing of materials;*
- b. Structural development or demolition, including, but not limited to, buildings, bridges, roads, and other infrastructure;*
- c. Impervious surfaces, including, but not limited to, parking lots, driveways, walkways, and patios; or*
- d. Dewatering.*

2. Exempt Activities. Notwithstanding the foregoing, the following activities shall be exempt from the provisions of this section:

- a. Actions by a public utility, the city, or any other governmental agency to remove or alleviate an emergency condition, restore utility service, or reopen a public thoroughfare to traffic; or*
- b. Actions by any other person when the city determines, and documents in writing, that the actions are necessary to remove or alleviate an emergency condition, restore utility service, or reopen a public thoroughfare to traffic.*

C. Compliance. Regardless of whether a permit is required under subsection E of this section, no person shall engage in any construction activity covered by subsection (B)(1) of this section in a manner that can potentially impact water quality, adjacent properties or stormwater-related natural resource areas except as allowed by this code. All persons shall implement erosion prevention and sediment control measures designed to meet the outcomes below. Failure to meet those outcomes shall subject the person to the same enforcement provisions as those applicable to a permit holder under subsection F of this section.

D. Expected Outcomes. All persons conducting construction activities covered in subsection B of this section shall employ, to the maximum extent practicable, erosion prevention and construction site

management practices that will achieve during both the construction period and wet weather season the following outcomes:

- 1. Adjacent properties, water features, and related natural resource areas are kept free of deposits or discharges of soil, sediment or construction-related material from the site except those that would occur through natural processes from an undisturbed site;*
- 2. Vegetation in water features, related natural resource areas, and associated bank and/or riparian areas adjacent to construction sites are preserved or protected from impacts that exceed those that occur through natural processes on an undisturbed site;*
- 3. Public rights-of-way, the city stormwater system and related natural resource areas, private streets and private stormwater drainage systems that discharge to the city stormwater system are kept free of mud, soil, sediment, concrete washout, trash, or other similar construction-related material. Direct deposit, dropping, dumping, erosion, tracking, or other discharge by construction vehicles of materials shall not occur in excess of those that occur through natural processes from an undisturbed site. Any such discharges that occur shall be prevented from entering water features or the city stormwater system and removed not later than the end of the day in which the discharge occurred, or as directed by the city. During the wet weather season corrective action shall be taken immediately for such discharges;*
- 4. Soils and stockpile areas shall not be exposed to precipitation or stormwater runoff without the provision of secondary containment, perimeter controls, and other approved BMPs;*
- 5. Earth slides, mudflows, earth sloughing, or other earth movement which may leave the property shall not occur in excess of those that occur through natural processes on an undisturbed site;*
- 6. No discharge into the city stormwater system or related natural resource areas of construction-related contaminants resulting from activities such as, but not limited to, cleaning or washing of equipment, tools, or vehicles shall occur; and*
- 7. No hazardous substances, such as paints, thinners, fuels, and other chemicals shall be released onto the site, onto adjacent properties, or water features, the city stormwater system, or related natural resource areas.*

E. Erosion Prevention Permit.

- 1. Permit Required. Except as otherwise provided in subsection (E)(6) of this section, no person shall commence any construction activity without first obtaining from the city one of the erosion prevention permits listed below if the construction activity:*
 - a. Is located in a designated sensitive land area; and/or*
 - b. Is located within the public right-of-way and requires permits from the Cottage Grove engineering department; and/or*
 - c. Requires a building permit or sewer/water line permit from the Cottage Grove public works and development department.*

Construction activity that disturbs more than one acre of land must obtain a 1200C permit from the Department of Environmental Quality (DEQ).

Staff response and findings of fact: Prior to issuance of building permits, the applicant shall demonstrate compliance with Section 14.35.100. However, the subject parcel is less than one acre, therefore, will not need to obtain a 1200C permit from DEQ at this time. This criterion is met as conditioned.

14.38.550 Community Commercial District Signs

The following sign standards have been established for the Community Commercial Districts:

A. Single Business. Each business which occupies a separate development site shall be permitted a maximum number of 3 signs totaling 200 square feet for all faces.

B. Multiple Businesses. Multiple businesses occupying the same building and/or approved development site shall be permitted a maximum number of 2 wall signs for each business, totaling 2 square feet per lineal foot of business frontage facing the principal street. Maximum size of combined wall signage per business shall be 100 square feet.

C. Free Standing, Roof and Projecting Signs for Multiple Tenant Sites. In addition to wall signs permitted above, 1 sign from this group shall be permitted for each approved multi-tenant development site. The total area permitted for a free standing sign, roof or projecting sign shall be 50 square feet for 1 face or 100 square feet for 2 or more faces at a maximum of 20 feet above grade.

D. Business Identification. In addition to the signage allowed above, each business may have 1 unlighted sign not exceeding 1 square foot in area per tenant and bearing only property numbers, postbox numbers, names of occupants, or occupation of occupant of the premises.

E. Encroachment. The minimum height for all signs encroaching in the public right of way shall be eight feet above grade. The maximum encroachment into the public right of way shall be 6 feet, provided that no sign shall encroach within 2 feet of any curb or driveway line.

E. Comprehensive Signage Plan. Applicants may choose to apply for a Comprehensive Sign Plan approval to modify the above requirements (see Section 14.38.800).

Staff response and findings of fact: The applicant did not submit a signage plan with this application submittal. This section and its criterion are for reference only. The applicant shall obtain a permit for signage. This condition is met as conditioned.

CONCLUSION

Site Design Review **approval** pursuant to Section 14.42.600 Site Design Review Approval Criteria and subject to the recommended conditions is supported by the findings of fact that establish compliance with the applicable state and local standards.

STAFF RECOMMENDATION

That the Site Design Review SDR 4-22 be **approved** for the proposed 2,546 drive-through financial institution and bank building located at 150 Gateway Boulevard pursuant to Section 14.42.600 Site Design Review Approval Criteria which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

CONDITIONS OF APPROVAL

1. Major modifications to these plans shall be approved by the Planning Commission.
2. Conditions of approval of Conditional Use Permit CUP 4-22 are applicable to this Site Design Review.
3. No queuing of vehicles is permitted in the public right-of-way.
4. Prior to occupancy the applicant/developer shall complete a Property Line Adjustment to accommodate the proposed development.
5. All pedestrian crossings of vehicle maneuvering areas shall be clearly delineated crosswalk will be required, compliant with ADA, and be clearly marked with striping or contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area. Tactile warning devices are required at all pedestrian crossings of vehicle maneuvering areas.
6. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.
7. If new sidewalks are proposed with development, the construction and maintenance shall be the responsibility of the abutting property owner.
8. All proposed pedestrian walkways abutting driveways and streets will be raised 6 inches and curbed around the edge.
9. Landscaping and irrigation installation shall be complete as proposed/approved prior to certificate of occupancy.
10. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. When new vegetation is planted, soils shall be amended, as necessary, to allow for healthy plant growth.
11. Non-native, invasive” plants, as per Section 14.32.200.B, shall be removed during site development and the planting of new invasive species is prohibited.
12. All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material, shall have ground cover plants that are sized and spaced as follows: a minimum of one plant per 12 inches on center in triangular spacing, or other planting pattern that is designed to achieve 75 percent coverage of the area not covered by shrubs and tree canopy.
13. Trees shall have a minimum diameter or caliper 4 feet above grade of 2 inches or greater at time of planting, and utilize the approved Street Tree list. The City requests that ash trees not be selected for the final landscaping plan.
14. Irrigation is required for all required commercial, industrial or multi-family landscape areas. The use of drought-tolerant plant species is encouraged. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.). Backflow devices shall be required for all irrigation systems.
15. Shrubs shall be planted from five gallon containers or larger.
16. Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped and shall be confined to areas underneath plants. Non-plant ground covers cannot be a substitute for ground cover plants.
17. The existing 8 foot (8’) wide landscaping strip along the west property line shall be planted with low shrubs to form a continuous screen at least 30 inches high and maintained not to exceed 42 inches high or a masonry wall; and shall contain 1 canopy tree every 30 linear feet as measured along street lot line and living plant materials covering 75% of required landscape area within 3 years. The required screening shall have breaks, where necessary, to allow pedestrian access to the site. Evergreen hedges used to comply with this standard shall be a minimum of 36 inches in

height at maturity, and shall be of such species, number, and spacing to provide the required screening within 1 year after planting. Any areas between the wall/hedge and the street/driveway line shall be landscaped with plants or other vegetative ground cover to provide 75% vegetative cover. All landscaping shall be irrigated.

18. All mechanical equipment and garbage areas will be screened from view from all public streets and adjacent residential areas to the west. All mechanical equipment and garbage areas will be screened from view from all public streets. The applicant proposes a masonry garbage enclosure.
19. All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner.
20. Any proposed signage must be approved through the land-use process and obtain appropriate building permits.
21. Parking areas shall have lighting to provide at least 2 foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.
22. Engineering Comments dated January 5, 2023 are considered conditions of approval and shall be met prior to building occupancy.

EXHIBITS

- A. Engineering Comments, Branch Engineering, December 6, 2022
- B. Applicant's Application and Narrative
- C. Site Plans & Elevations

**EXHIBIT A:
MEMO**

To: Allison Crow, Assistant Planner

From: Damien Gilbert, P.E., City Engineer

**Subject: Engineering Comments
Oregon Community Credit Union Site Review and Conditional Use Permit**

Date: January 5, 2023

The following comments are based on a type III permit application for site design review and conditional use. The reviewed documents were received via email on December 29, 2022. Changes may occur during the review process and/or development phase that will be in conflict with statements below and some issues may have been overlooked that will be commented on during the building review process and/or development phase of this project.

General

- Development of the property will require that all utilities be placed underground. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction.
- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices for all work performed in the public right-of-way.
- Developer will be responsible for payment of all system development charges and design review and other associated fees.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.
- An Erosion control permit will be required. Improvement plans shall include details and language on the method of erosion control in the contract documentation. Erosion control measures shall be in place before any construction begins.
- If site disturbance exceeds one-acre, the applicant shall obtain a DEQ 1200C permit.

Streets & Sidewalks

- This project will utilize existing vehicular accesses to the public right of way. No new access points are proposed.
- A new ADA connection to the right of way is proposed. Construction shall be in conformance with ADA standards and the building code.
- Any damage to sidewalks during construction, will result in replacement of any damaged panels. Any damage to an ADA ramp or driveway will require complete replacement to bring the ramp(s)

and/or driveway(s) to current standards. Any replacement work shall meet current City Standards and current ADA requirements.

Water

- Water service lines shall be copper.
- There is a public fire hydrant approximately 100-feet away, across the street on Gateway Blvd. Applicant should verify with the Fire Marshal if adequate hydrant access is provided.
- Upon payment of fee, the City of Cottage Public Works crew will tap and set water meters if necessary. The crew tries to schedule installation within 10 business day. Crew will provide a stub out of the back side of the meter so private plumber can install backflow devices and install the remaining portion of the water service.
- Water meter(s) shall be placed in the sidewalk. The meter shall be place in a matter that they will not be covered up with parked vehicles, personal property, and/or trash cans.
- All new development is required to install a backflow device on the customer side of each water meter, and no more than 10-feet behind the property line. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- It appears the proposed backflow device is located in an area subject to vehicular loading. It is recommended the location be in the landscape strip behind the sidewalk, and it is required that it be placed within 10-feet of the property line behind the meter. Detailed engineering design shall be provided for the vault if it remains in the asphalt area.
- Show irrigation lines, number of sprinkler heads and irrigation zones as well as any irrigation meter on the building permit plans.
- Show water fixtures for each unit on the building plans so staff can check meter size for each unit as outlined in the plumbing code.
- Please include any hose bibbs on the building permit plans. Please indicate which water service they are to be attached too.

Sanitary Sewer

- Plans show a new 8-inch sanitary sewer lateral from the building to be connected to the existing sewer service. It is believed that sewer service is currently a six-inch line. Applicant should field verify. This is a heads-up item to be addressed under the plumbing permit.

Storm Drainage

- Stormwater runoff shall not adversely affect adjacent property owners. All runoff shall be captured in the private system prior to leaving the property, or entering the public right of way. The storm system will be reviewed under the plumbing permit.

Exhibit B:



File No.: _____
Date Submitted by Applicant: _____
Date Deemed Complete: _____

400 Main Street Cottage Grove, OR 97424

TYPE III PERMIT APPLICATION

To: City of Cottage Grove Planning Commission

A. Applicant

- 1. Name: TBG Architects + Planners (Kristen Taylor) Phone No.: 541.687.1010
- 2. Mailing Address: 132 East Broadway, Suite 200, Eugene, Oregon 97401
- 3. Email Address: ktaylor@tbg-arch.com
- 4. Status: Owner Agent

Note: If agent you must have owner's consent and signature.

B. Owner (if not applicant)

- 4. Owner's Name: PAPF Cottage Grove, LLC Phone No.: 415.945.2473
- 5. Owner's Mailing Address: 101 Larkspur Landing Circle, Suite 120, Larkspur, California 94939

C. Location of Property

- 6. Address/Location: 150 Gateway Boulevard, Cottage Grove, Oregon 97424
- 7. Map & Tax Lot Number: 20-03-28-41-02619
- 8. Present Use: Restaurant w/ Drive-Through
- 9. Proposed Use: Financial institution w/ Drive-Through (see concurrent CUP application)

D. Request for Consideration

- 10. Type of Land Use Application applying for: Site Design Review

Options: Conditional Use, Greenway Conditional Use, Cottage Industry, Historic Alteration, Land Use District Map changes (no plan amendment required), Master Planned Developments, Site Design Reviews, Subdivisions, Variance (Class C)

- 11. Is this application filed in association with other land use permit applications?

Yes No

- 12. Reasons for Application: Change of use from restaurant to financial institution, and construct new building.

E. Required Information

Narrative Statement: This application must be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making.

Note: Additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.4 (Conditional Use), 4.5 (Master Planned Developments), 4.6 (Modifications), 4.8 (Code Interpretations), 4.9 (Miscellaneous Permits) and 5.1 (Variances).

Plans: Three (3) sets of plans, including one (1) set of plans in a reproducible form that is no larger than 11"x17" in size. Content of plans will vary with application type. Refer to submittal requirements for specific application type.



Neighborhood Meeting verification (for Master Planned Developments, Conditional Uses and Subdivisions). Must include copy of meeting notice and minutes and/or recording of meeting.

Non-refundable application fee.

G. Signature

I hereby request a Type III Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Cottage Grove, Oregon.

I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Community Development Director and all required fees have been paid in full. Once the original application is submitted, Staff has 30 days to determine whether an application is complete. Within 30 days a letter will be mailed to you either deeming the application complete or requesting additional information. If additional information is requested you have 150 days to either: submit the missing information, submit some of the information and written notice that no other information will be provided, or submit a written notice that none of the missing information will be provided. *Once your application is deemed complete* you will be assigned a public hearing date before the Planning Commission and Staff will have 120 days to complete the processing of your application. (ORS 227.178)

Signature:	<p>Owner: DocuSigned by:  A89E4767FCA4494...</p>	Agent:	
Name:	Stephen Jaeger	Name:	Kristen Taylor
Date:	11/21/2022	Date:	11.29.2022

Office Use Only

Date Application Received: _____ Initials: _____

Date Application Complete: _____ Initials: _____

Applicant Notified of Completeness: _____

Fee Paid: _____ Receipt No. _____ Initials: _____



November 29, 2022

Eric Mongan, City Planner
City of Cottage Grove
Public Works & Development Department
Planning Division
400 E. Main Street
Cottage Grove, Oregon 97424

RE: OCCU Cottage Grove (202161/1.3)
Concurrent Site Design Review & Conditional Use Permit Applications – Cover Letter

Property Address: 150 Gateway Boulevard, Cottage Grove, Oregon 97424
Assessor's Map: 20-03-28-41
Tax Lots: 2619 and 4800 (limited to small area directly adjacent to Tax Lot 2619)
Property Owner: PAF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, California 94939
Contact: Stephen Jaeger
415.945.2470
sjaeger@argoinvest.com
Applicant: Oregon Community Credit Union
2880 Chad Drive
Eugene, Oregon 97408
Contact: Matt Wilson, Vice President
541.681.6401
MWilson@myoccu.org
Applicant's Representative: TBG Architects + Planners
132 East Broadway, Suite 200
Eugene, Oregon 97401
Contact: Kristen Taylor or Zach Galloway, AICP
541.687.1010
ktaylor@tbg-arch.com or zgalloway@tbg-arch.com

On behalf of the applicant, Oregon Community Credit Union, enclosed are concurrent Type III Site Design Review and Conditional Use Permit (CUP) applications for a proposed drive-through financial institution/bank building at 150 Gateway Boulevard. In accordance with the submittal requirements, the following attachments are provided for review by City staff and the Planning Commission.

Type III Land Use Permit Application Forms, Site Design Review – Electronic copy

Type III Land Use Permit Application Forms, Conditional Use Permit – Electronic copy

City of Cottage Grove
Site Design Review & Conditional Use Permit
November 29, 2022
Page 2 of 2

Attachments – Electronic copy

Written Statement	
Attachment A	Assessor's Map
Attachment B	Legal Descriptions
Attachment C	Property Deed
Attachment D	<u>FIRM Flood Insurance Rate Map</u> , Map Number 41039C2091F
Attachment E	Map of Surrounding Properties and Property Owner Address List
Attachment F	Neighborhood Meeting Notice Letter and Site Plan
Attachment G	Copy of Neighborhood Meeting Posted Sign
Attachment H	Site Photos of Posted Sign
Attachment I	Neighborhood Meeting Summary Meeting Notes

Plan set – Electronic copy

T1	Title Sheet
1	Existing Conditions Plan
C1.0	Grading, Paving, and Utility Plan
LA.1	Landscape Plan
A1.1	Site Plan & Details
A1.2	Trash Enclosure Elevations
A2.1	Concept Floor Plan
A3.1	Exterior Elevations

If you have any questions, please call me or Zach Galloway at your convenience. Thank you for your time and consideration of this proposal.

Sincerely,



Kristen Taylor, CSBA
Senior Director/Planning Director

ZG/KT

cc: Dayna Desmond, PAPP Cottage Grove, LLC
Matt Wilson, *Oregon Community Credit Union*
Anna Backus, PE, *KPFF Consulting Engineers*
David Dougherty, ASLA, *Dougherty Landscape Architects*
Jason Goshert, *SSW Engineers*

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November 29, 2022

Eric Mongan, City Planner
City of Cottage Grove
Public Works & Development Department
Planning Division
400 E. Main Street
Cottage Grove, Oregon 97424

RE: OCCU Cottage Grove (202161/1.3)
Concurrent Site Design Review & Conditional Use Permit Applications – Written Statement

Property Address: 150 Gateway Boulevard, Cottage Grove, Oregon 97424
Assessor's Map: 20-03-28-41
Tax Lots: 2619 and 4800 (limited to small area directly adjacent to Tax Lot 2619)
Property Owner: PAF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, California 94939
Contact: Stephen Jaeger
415.945.2470
sjaeger@argoinvest.com
Applicant: Oregon Community Credit Union
2880 Chad Drive
Eugene, Oregon 97408
Contact: Matt Wilson, Vice President
541.681.6401
MWilson@myoccu.org
Applicant's Representative: TBG Architects + Planners
132 East Broadway, Suite 200
Eugene, Oregon 97401
Contact: Kristen Taylor or Zach Galloway, AICP
541.687.1010
ktaylor@tbg-arch.com or zgalloway@tbg-arch.com

WRITTEN STATEMENT

In accordance with the Site Design Review (SDR) and Conditional Use Permit (CUP) application submittal requirements, this written statement and the enclosed attachments describe a proposed Oregon Community Credit Union branch with a drive-through facility on land zoned Community Commercial (C-2P) and demonstrates that the proposal complies with the relevant approval criteria in the Cottage Grove Development Code (CGDC). The proposed SDR and CUP applications are subject to the Type III application review process per CGDC Section 14.42 and 14.44.

I. Land Use Requests

The Applicant requests approval of a SDR for a new financial institution/bank use and approval of a CUP for the associated drive-through facility to serve the proposed financial institution/bank. The proposed development is located at 150 Gateway Boulevard. In accordance with the provisions of CGDC 14.23, Table 14.23.110, the proposed financial institution/bank use – categorized in code as General Commercial Retail Sales and Service – is permitted subject to a SDR. Also, per CGDC Table 14.23.110, a CUP application is required for the accompanying drive-through facility, and it is subject to specific standards at CGDC 14.23.180.

As allowed through the SDR application process, the Applicant requests approval by the Planning Commission of the following adjustments to the codified standards:

- Increase the build-to line to locate the primary building entrance on the west façade oriented to an internal drive aisle and the existing shopping center. The request is based on the following:
 - the relatively steep slope from Gateway Boulevard up to the site,
 - the applicant's desire to maintain the existing drive-through lanes and as much of the existing site as possible due to the connection to the larger existing development site, which is proposed to remain, and
 - the addition of new required pedestrian amenities.

Also, as enabled by CGDC 14.31.300.B.3, the Applicant requests approval by the City Engineer of the following adjustments to the codified standards:

- Approve a 5-foot wide pedestrian walkway on the north side of the proposed building to preserve the existing drive aisle widths and parking stall dimensions.

The SDR and CUP request applies to Tax Lots 2619 and 4800 (a small area adjacent to Tax Lot 2619) of Lane County Assessor's Map 20-03-28-41. A separate Property Line Adjustment (PLA) application is being submitted to slightly adjust these two tax lots to accommodate the proposed new OCCU Credit Union drive-through building. This concurrent SDR and CUP application provides documentation consistent with the proposed new property lines.

City of Cottage Grove
Site Design Review & Conditional Use Permit
November 29, 2022
Page 3 of 29

Project Team:

Owner

PAPF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, California 94939
415.945.2470
Contact: Stephen Jaeger
sjaeger@argoinvest.com

Applicant

Oregon Community Credit Union
2880 Chad Drive
Eugene, Oregon 97408
541.681.6401
Contact: Matt Wilson, Vice President
MWilson@myoccu.org

Applicant's Representative & Planner

TBG Architects + Planners
132 East Broadway, Suite 200
Eugene, Oregon 97401
541.687.1010
Contact: Kristen Taylor or Zach Galloway
ktaylor@tbg-arch.com or zgalloway@tbg-arch.com

Civil Engineer

KPFF Consulting Engineers
800 Willamette Street, Suite 400
Eugene, Oregon 97401
541.684.4902
Contact: Anna Backus, PE
Anna.Backus@kpff.com

Landscape Architect

Dougherty Landscape Architects
474 Willamette Street, Suite 305
Eugene, Oregon 97401
541.683.5803
Contact: David Dougherty, ASLA
Davidd@dladesign.com

Surveyor

SSW Engineers
2350 Oakmont Way, Suite 105
Eugene, Oregon 97401
541.485.8383
Contact: Mike Dahren, PLS
miked@sswengineers.com



II. Site Description

A. Location and Site Context

The SDR and CUP request applies to Tax Lots 2619 and 4800 (a small area adjacent to Tax Lot 2619) of Lane County Assessor's Map 20-03-28-41 (see attachments). Tax Lot 2619 is currently about 0.11 acres or 4,792 square feet (see separate PLA application for more information). The project area ("site") includes Tax Lot 2619 and specific limited improvements that extend to the abutting Tax Lot 4800. See the attached Site Plan for the 16,752 square feet project area. Both contiguous tax lots are under the same ownership. The site is located on the east side of Gateway Boulevard within the Gateway Plaza shopping center, and it is approximately 500 feet north of East Main Street.

The site is within the Cottage Grove city limits and urban growth boundary (UGB). The site is zoned Community Commercial (C-2P). The surrounding parcels to the east, south, and west are also zoned C-2P. The parcels on the west side of Gateway Boulevard are in the High Density Multi-Family (R3) zone. The abutting properties to the north are zoned Parks & Recreation (PR).

The adjacent areas are developed with a mixture of retail commercial and multi-family residential uses.

B. Existing Conditions and Site Access

The site is currently developed with a 2,122 square foot restaurant with a drive-through. The existing building is proposed to be demolished and replaced by a new drive-through building. The existing drive-through lanes, drive aisles and site circulation are proposed to remain. The surrounding development site is comprised of a multi-tenant shopping center building, paved parking, landscaping, and other associated site infrastructure.

The site has approximately 160-feet of frontage on Gateway Boulevard. The Cottage Grove 2015 Transportation System Plan (TSP) classifies Gateway Boulevard as a Minor Arterial street. Access to the site is provided by the existing access connections that serve the larger shopping center on Tax Lot 4800, which are all proposed to remain.

III. Relevant Land Use History

The site is within the Cottage Grove UGB and inside the existing city limits. According to public records, the existing site development occurred in the mid-1980s. There are no known land use actions associated with the site.

As stated above, a separate Property Line Adjustment (PLA) application is being submitted to slightly adjust Tax Lots 2619 and 4800 to accommodate the proposed new OCCU Credit Union drive-through building. This concurrent SDR and CUP application provides documentation consistent with the proposed new property lines.

IV. Approval Criteria – Site Design Review Supporting Facts and Findings

This section is organized by documenting the applicable approval criteria per Cottage Grove Development Code in ***bold italics*** and *italics*, followed by proposed findings in normal text.

14.42.600 Site Design Review Approval Criteria

The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

- 1. The application is complete, as determined in accordance with Chapter 14.41 - Types of Applications and Section 14.42.500, above.***

Finding: In accordance with the submittal requirements of Title 14 of the Cottage Grove Municipal Code, the application is complete and ready for review by city staff and the Planning Commission, as applicable. This submittal criterion is met.

- 2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 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;***

Finding: As demonstrated below, the proposed development complies with the applicable provisions of the underlying C-2P zone. See the attached drawing set for more details. Per CGDC 14.23.120, the C-2P zone has a 0-foot minimum front, street, side, and rear setback from property lines. The proposed development will be setback more than 30-feet from the Gateway Boulevard right-of-way, and meets the setback on all other sides. The proposal does not create a new lot; however, there is no minimum lot area in the C-2P zone. As stated above, a separate Property Line Adjustment (PLA) application is being submitted to slightly adjust Tax Lots 2619 and 4800 consistent with the lot standards to accommodate the proposed new OCCU Credit Union drive-through building.

The zone has a 60-percent maximum building coverage and a 10-percent minimum landscape area requirement. At 2,690 square feet, the proposed buildings cover approximately 16 percent of the 16,752 square foot project site area. The 1,776 square foot landscape area comprises 11 percent of the site.

The C-2P building height limit is 60-feet. The proposed one-story building is about 22-feet at the highest point of the parapet.

The primary building entrance faces eastward toward the internal drive aisle that serves the site and the proposed building, and orients to the existing shopping center. The proposal retains the existing drive-through lane in the existing location. Per Table 14.23.120, the build-to line in the C-2P zone is 60-feet. The proposed primary entrance is setback approximately 83-feet.

- The applicant requests approval of an increase to the build-to line based on use of the existing drive-through lanes and larger connected site circulation, provision of new pedestrian amenities, and the relatively significant grade change from Gateway Boulevard.

The proposed development creates a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The 5-foot grade change between the building site and the Gateway Boulevard sidewalk and the existing drive-through lanes to remain precludes the more urban building orientation intended by the build-to line.

Per CGDC 14.23.170, architectural design standards are required through the Site Design Review application process, as follows

14.23.170 Commercial Districts – Architectural Design Standards

- B. Pedestrian Orientation. The design of all buildings on a site shall support a safe and attractive pedestrian environment. This standard is met when the approval body finds that all of the criteria in 1-7, below, are met. Alternatively, the approval body may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard.*
- 1. The building orientation standards under Section 14.23.150 are met; and*
 - 2. Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk; every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access; and*
 - 3. Corner buildings (i.e., buildings within 20 feet of a corner as defined by the intersecting curbs) shall have corner entrances, or shall provide at least one entrance within 20 feet of the street corner or corner plaza; and*
 - 4. In the C-2P, CT/L and CT districts, at least 40 percent of the building's front façade (measured horizontally in linear feet) shall be located at the build-to line or closer to the street. In the C-2 district, 100 percent of the building's front façade shall be located at the build-to line. Build-to lines are prescribed by Section 14.23.120; and*
 - 5. Ground floor windows or window displays shall be provided along at least 40 percent of the building's (ground floor) street-facing elevation(s) in the C-2P, CT and CT/L districts, and along 70 percent of the building's street-facing elevation(s) in the C-2 district. Windows and display boxes shall be integral to the building design and not mounted to an exterior wall; and*
 - 6. Primary building entrance(s) are designed with weather protection, such as awnings, canopies, overhangs, or similar features; and*
 - 7. Drive-up and drive-through facilities, when allowed, shall conform to Section 14.23.190; the provisions of which shall not be modified without a variance (Chapter 14.51).*

Finding: The proposed development is a redevelopment of an existing restaurant with a drive-through facility. As enabled per CGDC 14.23.170.B, the applicant requests that the approval body approve the two following alternatives to the codified standards:

- Orient the primary building entrance toward an internal drive, not the adjoining street, as required per 14.23.150.

The grade change between the building site and the Gateway Boulevard sidewalk is about 5-feet. The grade change and existing drive-through lanes proposed to remain precludes the more urban building orientation intended by the build-to line. The street facing façade is 49'-10" wide, and windows cover 21 linear feet. The windows cover about 42 percent of the street facing elevation.

The proposed design meets the other pedestrian oriented criteria. The primary building entrance is protected by a canopy from the weather and opens directly outside to a 10-foot-wide walkway. This walkway is part of an east-west pedestrian route that connects the proposed building directly to Gateway Boulevard and the adjacent shopping center. Passage from the main entry to the Gateway Boulevard sidewalk does not go through a parking lot. The entire west façade (100 percent) of the proposed building is within the 60-foot build-to line.

With the adjustment requested of the approval body, the proposed development meets the criteria.

- C. *Compatibility. All new buildings and major remodels shall be designed consistent with the architectural context in which they are located. This standard is met when the approval body finds that all of the criteria in 1-9, below, are met.*
1. *There is continuity in building sizes between new and existing buildings;*
 2. *The ground floor and upper floor elevations and architectural detailing are compatible with adjacent commercial buildings;*
 3. *Buildings adjacent to the R/R-1 district height step-down, as required by Section 14.22.170.C;*
 4. *Roof elevation is compatible with adjacent commercial buildings (roof pitch, shape, height step-down);*
 5. *There is continuity of building sizes on the site, if more than one building is proposed;*
 6. *There is continuity in the rhythm of windows and doors on the proposed building(s);*
 7. *The relationship of buildings to public spaces, such as streets, plazas, other areas, and public parking, including on-street parking, is strengthened by the proposed building(s);*
 8. *Criteria for alterations of historic landmarks is met, as required by Chapter 14.26; and*
 9. *New construction or relocations on properties adjacent to historic landmarks is compatible with the overall character of the landmark in use of exterior materials, such as roofing and siding; exterior features, such as roof pitch, eaves, window shapes, types and arrangements, doorways, porches, landscaping, etc.; and size, height, bulk, mass, scale, placement, arrangement of spaces and overall proportions.*

Finding: The proposed development is compatible with the surrounding context. The surrounding area is a mixture of one- and two-story buildings with surface parking lots. The proposed building will continue this existing development pattern. The proposed building design and scale is similar to and compatible with the existing adjacent shopping center and other commercial buildings along Gateway Boulevard. The proposed windows are similar in size, scale, and proportions on each elevation, which provides a consistent rhythm across each façade. The west elevation of the proposed building has a height of about

17-feet. When combined with the grade change from Gateway Boulevard, the building height is more than 20-feet above grade. This creates a sense of enclosure along this segment of the street. The pedestrian walkway and ramp, along with the new proposed landscaping, will create a welcoming streetscape.

There are no adjacent R or R-1 zoning districts. There is only one proposed building. There are no historic landmarks on-site or adjacent to the site. Therefore, these sub-criteria are not applicable.

Based on the findings provided here and demonstrated on the attached drawing set, these criteria are met.

- D. Human Scale. The design of all buildings shall be on a human-scale. This standard is met when the approval body finds that all of the criteria in 1-8, below, are met. Alternatively, the approval body may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard. Figure 14.23.170.D contrasts examples of building elevations that are consistent/inconsistent with human scale criteria.*
- 1. Regularly spaced and similarly shaped windows are provided on all building stories;*
 - 2. Ground floor retail spaces have tall ceilings (i.e., 12-16 feet) with display windows on the ground floor;*
 - 3. Display windows are trimmed, recessed, or otherwise defined by wainscoting, sills, water tables, or similar architectural features;*
 - 4. On multi-story buildings, ground floors are defined and separated from upper stories by appropriate architectural features (e.g., cornices, trim, awnings, canopies, arbors, trellises, overhangs, or other features) that visually identify the transition from ground floor to upper story; such features should be compatible with the surrounding architecture;*
 - 5. The tops of flat roofs are treated with appropriate detailing (i.e., cornice, pediment, flashing, trim, or other detailing) that is compatible with the surrounding architecture;*
 - 6. Pitched roofs have eaves, brackets, gables with decorative vents, or other detailing that is consistent with the surrounding architecture;*
 - 7. Historic design and compatibility requirements, where applicable, are met; and*
 - 8. Where buildings with greater than 5,000 square feet of enclosed ground-floor space are proposed, they shall provide articulated facades on all street-facing elevations. This criterion is met when an elevation contains at least one of the following features for every 30 feet of building (horizontal length):*
 - a. Windows;*
 - b. Primary entrances;*
 - c. Weather protection (awnings, canopies, arbors, trellises), sheltering roofs;*
 - d. Building offsets;*
 - e. Projections;*
 - f. Changes in elevation or horizontal direction;*
 - g. Terraces;*
 - h. A distinct pattern of divisions in surface materials;*
 - i. Ornamentation;*

- j. Screening trees;*
- k. Small-scale lighting (e.g., wall-mounted lighting, or up-lighting);*
- l. And/or similar features as generally shown in Figure 14.23.170.D.*

Finding: The proposed building and design components are human-scaled and appropriate for the site context. The proposed windows are similar in size, scale, and proportion on each elevation, which provides consistency across elevations that serve different building functions. The ground floor has a high ceiling typical of bank and office uses. Windows are defined by consistent trim, mullions between openings, and a sill atop a masonry base. The flat roof is treated with varied parapet wall heights and a defining metal cornice line. Additionally, where required by code to screen the roof-mounted mechanical equipment, the same metal panel is proposed as that used on the east elevation parapet wall, which creates visual consistency across the elevations. These criteria are met.

Per CGDC 14.23.180, special use standards are applied to proposed developments that include drive-through facilities. The special use standards are applied through the Conditional Use Permit (CUP) application process. Findings related to the special use standards are provided in Section V, below.

Based on the findings above and with the requested adjustments to the codified standards, the criteria are met.

3. *The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 14.52, Non-Conforming Uses and Development;*

Finding: The proposed development is new construction and is not a modification of a non-conforming use. Therefore, this criterion is not applicable.

4. *The application complies with all of the Design Standards in Chapter 3:*
a. *Chapter 14.31 - Access and Circulation;*

Finding: The proposed development does not include new access connections to public streets. The standards of Chapter 14.31 are limited to on-site circulation, as described below.

14.31.200 Vehicular Access and Circulation

- H. *Site Circulation. New developments shall be required to provide a circulation system that accommodates expected traffic on the site. Pedestrian connections on the site, including connections through large sites, and connections between sites (as applicable) and adjacent sidewalks, must conform to the provisions in Section 14.31.300.*

Finding: The proposed development uses the existing access connections to Gateway Boulevard and the existing larger development site circulation system to the greatest extent possible. The existing drive-through aisle is proposed to remain with slight modifications at the drive-through entrance and exit to accommodate the proposed new drive-through building. The drive aisles on the abutting Tax Lot 4800 are not changed. The proposed pedestrian walkways help formalize the existing parking areas by narrowing drive aisles, defining space with crosswalks, and raising walkways to standard curb height. Pedestrian connections are addressed below. This criterion is met.

- K. *Joint and Cross Access – Easement and Use and Maintenance Agreement. Pursuant to this Section, property owners shall:*
1. *Record an easement with the deed allowing cross-access to and from other properties served by the joint-use driveways and cross-access or service drive;*
 2. *Record an agreement with the deed that remaining access rights along the roadway for the subject property shall be dedicated to the City and pre-existing driveways will be closed and eliminated after construction of the joint-use driveway;*
 3. *Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.*

Finding: Both Tax Lot 2619 and abutting Tax Lot 4800 are under the same ownership. Therefore, a cross access easement is not necessary. This criterion is not applicable.

- M. *Fire Access and Turnarounds. When required under the Uniform Fire Code, fire access lanes with turnarounds shall be provided. Except as waived in writing by the Fire Marshal, a fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than 150 feet from an existing public street or approved fire equipment access drive. The drive shall contain unobstructed adequate aisle width of 20 feet with paved surface between 14-20 feet, an unobstructed vertical clearance of 13 feet 6 inches and approved turn-around area for emergency vehicles, as required by the current adopted Oregon Fire Code. The Fire Marshal may require that fire lanes be marked as “No Stopping/No Parking.” For requirements related to cul-de-sacs or dead-end streets, please refer to Section 14.34.100.N.*

Finding: As noted above, the proposed development uses the existing access connections to Gateway Boulevard and the existing larger development site circulation system within the shopping center. The proposed building can be accessed on three sides from the existing on-site drive aisles, and the west façade is approximately 35-feet from the Gateway Boulevard right-of-way. The existing drive aisles abutting the north, south, and east façade of the proposed building exceed the 20-foot minimum width for emergency vehicle access. There are no proposed cul-de-sacs or dead-end streets. Therefore, the criterion is met.

14.31.300 Pedestrian Access and Circulation

- A. *Site Layout and Design. To ensure safe, direct, and convenient pedestrian circulation, all developments, except single-family and two-family detached housing (i.e., on individual lots), shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:*
1. *Continuous Walkway System. The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose, in accordance with the provisions of Section 14.31.200, Vehicular Access and Circulation, and Section 14.34.100, Transportation Standards.*

Finding: The proposed development includes new pedestrian walkways that connect the proposed building to existing walkways along the west façade of the existing shopping center and the public sidewalk on Gateway Boulevard. The proposed pedestrian connection from the proposed building to the existing shopping center includes striped crosswalks and a walkway segment abutting the landscape island that is raised to standard curb height. These improvements are within the larger shared parking area on the abutting Tax Lot 4800. Also, the proposed pedestrian connection to Gateway Boulevard runs along the north and east façade of the proposed building. The pedestrian walkway includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. The public sidewalk on Gateway Boulevard offers connections to adjacent streets, parks, and the Row River Trail to the north. This criterion is met.

2. *Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following definitions:*
 - a. *Reasonably direct. A route that does not involve a significant amount of out-of-direction travel for likely users.*
 - b. *Safe and convenient. Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.*
 - c. *"Primary entrance" for commercial, industrial, mixed use, public, and institutional buildings is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.*

Finding: The proposed pedestrian walkways are direct, safe, convenient, and access the primary entrance. The existing building on Tax Lot 2619 lacks pedestrian connections to both the Gateway Boulevard sidewalk and the adjacent shopping center. The proposed development provides a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The route is reasonably free from hazards. The ramped ADA access from Gateway Boulevard creates a safe connection for those using mobility devices or anyone with a wheeled apparatus, such as a stroller. Other parts of the route include striped crosswalks and a walkway segment abutting the landscape island that is raised to standard curb height. Also, the proposed pedestrian connection to Gateway Boulevard runs along the north and east façade of the proposed building. The north façade has several window openings to improve safety through natural surveillance. That part of the route also includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. The route passes an exit door on the north façade and the primary entrance on the east side of the proposed building before extending eastward to the main shopping center pedestrian walkway system. This criterion is met.

3. Connections Within Development. *Connections within developments shall be provided as required in subsections a-c, below:*
 - a. *Walkways shall connect all building entrances to one another to the extent practicable, as generally shown in Figure 14.31.300.A(1);*
 - b. *Walkways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent practicable. Topographic or existing development constraints may be cause for not making certain walkway connections, as generally shown in Figure 14.31.300.A(1); and*
 - c. *Large parking areas shall be broken up so that no contiguous parking area exceeds 3 acres. Parking areas may be broken up with plazas, large landscape areas with pedestrian access ways (i.e., at least 20 feet total width), streets, or driveways with street-like features. Street-like features, for the purpose of this section, means a raised sidewalk of at least 4-feet in width, with 6-inch curb, accessible curb ramps, street trees in planter strips or tree wells, and pedestrian-oriented lighting. (See also standards in Section 14.23.150.)*

Finding: As stated above, the proposed development provides a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The route passes an exit door on the north façade and the primary entrance on the west side of the proposed building before extending eastward to the main shopping center pedestrian walkway system. There are no large parking areas within the project area; therefore, subsection (c) is not applicable. This criterion is met.

B. *Walkway Design and Construction. Walkways, including those provided with pedestrian access ways, shall conform to all of the standards in subsections 1-5, as generally illustrated in Figure 14.31.300.B:*

1. *Vehicle/Walkway Separation. Except for crosswalks (subsection 2), where a walkway abuts a driveway or street, it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed to withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.*

Finding: The proposed development includes pedestrian walkways along the north and east façades of the proposed building. There is also a pedestrian walkway segment abutting the existing landscape island between the proposed building and the existing shopping center. These segments of the pedestrian circulation system are raised to the 6-inch standard curb height. This criterion is met.

2. *Crosswalks. Where walkways cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with striping or contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area.*

Finding: The proposed development includes 3 crosswalks. There is a raised crosswalk on the north side of the proposed building. There are two proposed striped crosswalks that connect the proposed building to both ADA vehicular parking spaces and the adjacent shopping center to the east, as well as the trash area to the southwest. The ramped ADA access from Gateway Boulevard creates a safe connection for those using mobility devices or anyone with a wheeled apparatus. The ramp connects to a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. The raised crosswalk will be constructed of paving material that contrasts with the asphalt drive aisles. This criterion is met.

3. *Walkway Width and Surface. Walkway and accessway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the City Engineer, at least 6 feet wide. Multi-use paths (i.e., for bicycles and pedestrians) shall be concrete or asphalt, at least 10 feet wide. (See also, Section 14.34.100 - Transportation Standards for public, multi-use pathway standard.)*

Finding: All proposed private walkways are constructed of concrete. The crosswalks across drive aisles are on asphalt paving. All walkways are of sufficient width to meet or exceed minimum ADA standards.

- The applicant requests that the City Engineer approve a 5-foot minimum width for on-site walkways on the north side of the proposed building to preserve the existing drive aisle widths and parking stall dimensions.

There are no proposed multi-use paths. With the adjustment to reduce the walkway width the 5-foot, this criterion is met.

4. Accessible routes. Walkways shall comply with applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.

Finding: All proposed private walkways are constructed of concrete and other durable surfaces. All walkways are of sufficient width to meet or exceed minimum ADA standards. The proposed raised crosswalk maintains a flat surface between the connecting walkways. A ramp is provided at the end of each crosswalk. These accessible routes provide access from the abutting public sidewalk to the primary entrance of the proposed building and then eastward to the adjacent shopping center. See the attached Site Plan for more details. This criterion is met.

5. Sidewalk construction and maintenance. Sidewalk construction and maintenance shall be the responsibility of the abutting property owner.

Finding: The proposed development does not include new public sidewalks. It is understood that future maintenance of the abutting sidewalk is the responsibility of the property owner.

b. Chapter 14.32 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;

14.32.300 Landscaping

- B. Landscaping Plan Required. A landscape plan is required. All landscape plans shall conform to the requirements in Chapter 14.42.500, Section B.5 (Landscape Plans).

Finding: A Landscape Plan is included within the attached drawing set. This submittal requirement is met.

- C. Landscape Area Standards. The minimum percentage of required landscaping equals:
 3. Community Commercial District. 10% of the site.

Finding: The project site area totals approximately 16,752 square feet. The minimum 10 percent required landscape area is 1,675 square feet. The proposed development includes 1,776 square feet of landscape area (11 percent), with the majority of that area located in the front landscape bed along Gateway Boulevard. This criterion is met.

- D. Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected size of the plants at maturity, i.e., typically 3 or more years after planting.

1. Existing Vegetation. Existing non-invasive vegetation may be used in meeting landscape requirements. When existing mature trees are protected on the site (e.g., within or adjacent to parking areas) the decision making body may reduce the number of new trees required depending on the number and size of existing tree(s) protected.
2. Plant Selection. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. When new vegetation is planted, soils shall be amended, as necessary, to allow for healthy plant growth.
3. “Non-native, invasive” plants, as per Section 14.32.200.B, shall be removed during site development and the planting of new invasive species is prohibited.
4. Hardscape features, i.e., patios, decks, plazas, etc., may cover up to 10 percent of the required landscape area. Swimming pools, sports courts, and similar active recreation facilities may not be counted toward fulfilling the landscape requirement.
5. Ground Cover Standard. All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material (subsection 8, below), shall have ground cover plants that are sized and spaced as follows: a minimum of one plant per 12 inches on center in triangular spacing, or other planting pattern that is designed to achieve 75 percent coverage of the area not covered by shrubs and tree canopy.
6. Tree Size. Trees shall have a minimum diameter or caliper 4 feet above grade of 2 inches or greater at time of planting.
7. Shrub Size. Shrubs shall be planted from 5 gallon containers or larger.
8. Non-plant Ground Covers. Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped and shall be confined to areas underneath plants. Non-plant ground covers cannot be a substitute for ground cover plants.
9. Significant Vegetation. Significant vegetation protected in accordance with Section 14.32.200 may be credited toward meeting the minimum landscape area standards. Credit shall be granted on a per square foot basis. The Street Tree standards of Section 14.32.400 may be waived by the city when existing trees protected within the front or street side yard provide the same or better shading and visual quality as would otherwise be provided by street trees.
10. Storm Water Facilities. Storm water treatment facilities (e.g., detention/retention ponds and swales designed for water quality treatment), when required under Section 14.34.400, shall be landscaped with water tolerant, native plants, including native grasses.

Finding: The area included in the minimum landscape area calculation is comprised of trees, shrubs, ground cover plants, and non-plant ground covers. There are no outdoor hardscape features proposed. The existing trees in the landscape bed along Gateway Boulevard are proposed to remain. The plant selection listed on the Landscape Plan is a mix of deciduous and evergreen species. The existing ivy along the street frontage will be removed, and no new invasive species are proposed. The proposed ground cover plants are spaced to achieve the required coverage. All trees are proposed to be 2-inch caliper and the shrubs are proposed to be 5-gallons at the time of planting. As shown on the Landscape Plan, non-plant ground covers are not proposed, except as mulch among the plantings. There are no

proposed stormwater facilities proposed. See the attached Landscape Plan and Area Calculations on Sheet A1.1 for details. This criterion is met.

E. Landscape Design Standards. All yards, parking lots, and required street tree planter strips that are required to meet the standards of this Section shall be landscaped to provide, as applicable, erosion control, visual interest, buffering, privacy, open space and pathway identification, shading, and wind buffering, based on the following criteria:

1. Yard Setback Landscaping

Finding: The C-2P zone does not require front, street, side, or rear yard setbacks. To the extent it is relevant, the proposed front landscape bed provides visual screening between the proposed development and Gateway Boulevard. The ramp and raised crosswalk between the street and proposed building are defined by the landscape materials, including colorful flowers. All existing trees are proposed to remain and incorporated into the current Landscape Plan, including those in the front planting area abutting the public sidewalk. The plant selection list on the Landscape Plan is a mix of deciduous and evergreen species, which can provide color and interest throughout the year. Landscaping screens the proposed masonry enclosure around the trash area and relocated generator. See the attached Landscape Plan for details. This criterion is met.

2. Parking Areas

Finding: The existing parking area landscaping is existing, legal non-conforming. With the exception of minor changes, such as restriping parking spaces to meet ADA requirements, there are no proposed changes to the overall parking area. Although a retrofit of the overall parking lot is not required, the project site area complies with the parking area standards. The existing landscape bed between the site and Gateway Boulevard is about 8-feet wide, which exceeds the 7-foot minimum width. The proposal is required to provide one tree for every 30 linear feet within the front landscape area. At approximately 160-feet, the project site area is required to provide 5 trees in the landscape area between the street and parking area. In addition to the required trees, new shrubs are proposed for this area. The existing planting islands within the project site area include existing trees, and new shrubs and groundcover are proposed. See the attached Landscape Plan for details. This criterion is met.

3. Buffering and Screening Required

Finding: As stated above, the existing landscape bed between the site and Gateway Boulevard is about 8'-feet wide, which exceeds the 7-foot minimum width required for parking and vehicle maneuvering areas adjacent to streets. The parking area and proposed building are elevated several feet above Gateway Boulevard. A row of shrubs are proposed adjacent to the drive-through drive aisle. Plant species that grow to approximately 3-4 feet in height are proposed, which is consistent with the code standard. See the attached Landscape Plan for details.

The parking and vehicle maneuvering areas adjacent to the building are separated by a walkway raised to standard curb height. Curbs and bollards are provided to define the separation between pedestrian

and vehicular spaces. The trash area and generator south of the proposed building are enclosed by a masonry wall and screened by landscaping. See the attached Site Plan and Landscape Plan for details. This criterion is met.

- F. *Maintenance and Irrigation. Irrigation is required for all required commercial, industrial or multi-family landscape areas. The use of drought-tolerant plant species is encouraged. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.). All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner. Backflow devices shall be required for all irrigation systems.*

Finding: The applicant understands this requirement. A more detailed planting plan and irrigation plan will be provided at the time of building permit submittals.

c. Chapter 14.33 - Parking and Loading;

14.33.300 Automobile Parking Standards

- B. *Vehicle Parking - Minimum Standards by Use. The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 14.33.300.A, or alternatively, through a separate parking demand analysis prepared by the applicant and subject to a Type II Land Use Review (or Type III review if the request is part of an application that is already subject to Type III review). Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described above. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. There is no minimum number of off-street parking spaces required in the Central Business District (or in designated downtown historic district); however, the “maximum parking” standards of this Chapter apply.*

Table 14.33.300.A – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use
<i>Commercial Categories</i>	
<i>Drive-Up/Drive-In/Drive-Through (drive-up windows, kiosks, ATMs, similar uses/facilities), per Section 14.23.180</i>	<i>1 space for each employee per shift. See Section 14.23.180 for queuing area requirements</i>
<i>Retail Sales and Service</i>	<i>General Retail: 2 spaces per 1,000 sq. ft.</i>

Finding: The existing adjacent shopping center and project site area share a large parking area. The overall development site, including the adjacent shopping center on Tax Lot 4800, is required to provide 197 vehicular parking spaces. This total includes the proposed financial institution/bank with a drive-through facility, which is required to provide 10 parking spaces (one per employee per shift). At 337

vehicle parking spaces, the existing parking area exceeds the codified minimum required and can accommodate the proposed bank use. This criterion is met.

D. Vehicle Parking - Minimum Accessible Parking.

- 1. Accessible parking shall be provided for all uses in accordance the standards in Table 14.33.300.B; parking spaces used to meet the standards in Table 14.33.300.B shall be counted toward meeting off-street parking requirements in Table 14.33.300.A;*
- 2. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway. Accessible routes should be linked to required access aisles;*
- 3. Accessible spaces shall be grouped in pairs where possible;*
- 4. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;*
- 5. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.*

Finding: As noted above, the proposed financial institution/bank is required to provide 10 vehicular parking spaces. Per Table 4.33.300.B, one van accessible space is required for uses providing between 1 and 25 parking spaces. The single ADA van accessible space is provided east of the primary building entrance and is connected to the entrance via a striped crosswalk. There is no covered parking proposed. The required accessible parking signage will be provided. This criterion is met.

F. General Parking Standards.

- 1. Location. Vehicle parking is allowed only on streets, within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code. Chapter 2, Land Use Districts, prescribes parking location for some land uses (e.g., the requirement that parking for some multiple family and commercial developments be located to side or rear of buildings), and Chapter 3.1, Access and Circulation, provides design standards for driveways. Street parking spaces shall not include space in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pedestrian accessway, landscape, or other undesignated area. Required off-street parking shall not be located in the front or street side setback.*

Finding: The proposed development does not include new parking areas. The development proposes to restripe existing parking spaces to provide code-compliant ADA accessible spaces, improve the existing drive-through entrance and exit, and accommodate the new trash area and generator vault. The existing parking lot is legal, non-conforming and therefore, this criterion is not applicable.

- 2. Mixed uses. If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are*

actually less (i.e., the uses operate on different days or at different times of the day). The City may reduce the total parking required accordingly through Land Use Review.

Finding: The proposed development includes a single use. This criterion is not applicable.

3. *Shared parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. The city may approve owner requests for shared parking through Land Use Review.*

Finding: The proposed development takes place on Tax Lot 2619 and a small portion of Tax Lot 4800 adjacent to Tax Lot 2619. The two lots are owned by the same entity. Also, as noted above, the on-site parking exceeds the city's minimum parking requirements. Parking is shared among all tenants of the shopping center and outparcels. This criterion is met.

4. *Availability of facilities. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees. Signs shall conform to the standards of Chapter 14.39.*

Finding: The existing on-site parking exceeds the city's minimum parking requirements. Parking is shared among all tenants of the shopping center and outparcels. The owner understands that they have the ability to regulate the on-site parking.

5. *Lighting. Parking areas shall have lighting to provide at least 2 foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.*

Finding: With the exception of the proposed restriping, there are no proposed changes to the existing parking lot area or lighting. Therefore, this criterion is not applicable.

6. *Screening of Parking Areas. Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses, per Section 14.32.300.E.*

Finding: This criterion is addressed above under 14.32.300.E.

- G. *Exceptions and Special Standards for Parking.*
 2. *Special Standards for Commercial Customer Parking. The motor vehicle parking areas shall be located and designed to facilitate safe and convenient pedestrian and bicycle movement to and from public sidewalks, streets or transit stops. Ways to achieve this standard may include, but are not limited to:*

- a. *Front facades and primary entrances of all buildings are oriented to a public street or a private internal drive or street, to minimize pedestrian and bicycle travel through a parking area and to provide safe, convenient, and direct travel routes for pedestrians;*
- b. *One or more raised walkways are provided through the parking areas, meeting federal American with Disabilities Act requirements, in order to provide safe, convenient, and direct travel routes for pedestrians through the parking areas;*
- c. *Walkways abutting parking spaces or maneuvering areas are protected from vehicles through either landscaping buffers, minimum 3 feet wide on each side, or curbs on both sides;*
- d. *Walkways across vehicle aisles are delineated with non-asphaltic material in a different color or texture than the parking areas;*
- e. *On-site pedestrian walkways and bikeways connect to existing pedestrian and bicycle circulation systems that serve adjacent commercial uses or residential areas;*
- f. *Internal drives or streets are designed to City standards for local streets in regard to pavement width, sidewalks and street trees. Sidewalks comply with ADA standards. Sidewalks 10-15 feet wide abutting front building facades are strongly encouraged. Internal vehicular circulation design for the site complies with City street connectivity standards, including maximum block length and perimeter.*
- g. *Internal drives or streets connect to public streets abutting the site, unless physically precluded by pre-existing buildings.*
- h. *Structures are located on the site to facilitate future infill and redevelopment of parking and landscape areas.*
- i. *For shopping centers abutting one or more transit routes, one or more transit stops are located and designed with the approval when applicable of the local transit provider;*
- j. *No drive-up, drive-in, or drive-through drives or lanes are located between a building and a public or private street.*

Finding: The primary entrance to the proposed building is oriented to an internal drive that does not provide direct north-south movement through the site to the public right-of-way. This reduces potential conflicts with pedestrians entering the building from the public sidewalk and on-site parking. Pedestrian walkways are clearly marked with diagonal striping where they cross the existing drive aisles within the larger shared parking area on the abutting Tax Lot 4800. Also, the proposed pedestrian connection to Gateway Boulevard includes a raised crosswalk across the drive-through lanes that act as a speed control device and improves pedestrian visibility by elevating pedestrians. The raised crosswalk connects to the walkways around the proposed building, all of which are raised to standard curb height. The on-site pedestrian circulation system connects to both the adjacent shopping center and the public Gateway Boulevard sidewalk. The public sidewalk is the preferred route to reach surrounding areas. These sub-criteria are met.

The sub-criteria listed in G.2.f. through j. relate to orientation or extension of drive aisles and the overall parking lot design. The existing parking lot on Tax Lot 4800 was previously approved and there are no

proposed changes, except the restriped parking spaces that were described previously. The updated drive-through facility is in the same location as the existing drive-through lane. These sub-criteria are not applicable to the proposed development.

- H. Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the minimum number of spaces required for each use as provided by this Section by more than 50%.*

Finding: The proposed use is required to provide 10 parking spaces (one per employee per shift). Those 10 parking spaces are accommodated within the overall parking lot. Except for the previously described restriped vehicular parking spaces, the existing parking lot is proposed to remain as is. Therefore, this criterion is not applicable.

- I. Parking Stall Design and Minimum Dimensions. All off-street parking spaces shall be improved to conform to City standards for surfacing, stormwater management, and striping. Standard parking spaces shall conform to the following standards and the dimensions in Figures 14.33.300.F(1) through (3), and Table 14.33.300.F:*
- 1. Motor vehicle parking spaces shall measure minimum 9 feet wide by 18 feet long;*
 - 2. For large parking lots exceeding 10 stalls, alternate rows may be designated for compact cars provided that the compact stalls do not exceed 30% of the total required stalls. A compact stall shall measure minimum 8 feet in width and 15 feet in length and shall be signed for compact car use;*
 - 3. All parallel motor vehicle parking spaces shall measure 9 feet by 20 feet unless within a public right-of-way, when they shall measure a minimum of 7 to 8 feet by 20 feet;*
 - 4. Parking area layout shall conform to the dimensions in Figure 14.33.300.F(1) and (2), and Table 14.33.300F, below;*
 - 5. Public alley width may be included as part of dimension "D" in Figure 14.33.300.F(1), but all parking stalls must be on private property;*
 - 6. Parking areas shall conform to Federal Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines; and*
 - 7. Bicycle parking shall be on a 2 feet by 6 feet minimum concrete pad per bike, or within a garage or patio of residential use.*

Finding: The proposed use is required to provide 10 parking spaces (one per employee per shift). Those 10 parking spaces are accommodated within the overall parking lot. The proposal includes restriping to create one van accessible ADA parking space with a loading area and 4 standard parking spaces, as well as restriping to create 9 compact spaces that accommodate the proposed pedestrian connection to Gateway Boulevard and the trash and electric utility enclosure. As shown on the attached Site Plan, the proposed restriped compact and ADA spaces, drive aisles, and bicycle parking area comply with the dimensional requirements. Therefore, this criterion is met.

14.33.400 Bicycle Parking Standards

- B. Minimum Required Bicycle Parking Spaces. A minimum of one bicycle parking space per use is required for all uses subject to Site Design Review. Table 14.33.400 lists additional standards that apply to specific types of development. Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 14.33.400 and subsections C-J below. Where two options are provided (e.g., 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking is used.*

Finding: Per Table 14.33.400, where two options are provided for a use, the option resulting in more bicycle parking is used. This means that the proposed 2,546 square foot building is required to provide 4 total bicycle parking spaces, 2 short-term and 2 long-term. As shown on the attached Site Plan, the proposed development provides 4 total parking spaces. This criterion is met.

D. Location and Design.

- 1. Location. Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or no more than 50 feet. Long-term (i.e., covered) bicycle parking should be incorporated whenever possible into building design. Short-term bicycle parking, when allowed within a public right-of-way, should be coordinated with the design of street furniture, as applicable. Street furniture includes benches, street lights, planters and other pedestrian amenities.*
- 2. Pedestrian passage. The location of the rack and subsequent parking shall not interfere with pedestrian passage, leaving a clear area of at least 36 inches between bicycles and other existing and potential obstructions. Walkways from bicycle parking to the main entrance shall be hard surfaced and a minimum 4 feet in width.*
- 3. Parking Space Dimensions. Bicycle parking spaces shall be at least 2 feet wide by 6 feet long and, when covered, provide a vertical clearance of 7 feet. An access aisle of at least 5 feet wide shall be provided and maintained beside or between each row of bicycle parking.*
- 4. Design. Bicycle racks shall hold bicycles securely by means of the frame. The frame must be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels. Bicycle parking racks, shelters and lockers must be securely anchored to the ground or to the structure.*

Finding: The proposed bicycle parking locations comply with the location and design standards. The farthest bicycle parking space is about 40-feet from the primary building entry. This is slightly closer than the nearest vehicular parking space. The long-term bicycle spaces are nearest the primary building entry and located under the canopy above the entrance. The siting of the short-term spaces along the north façade retains a 3-foot clear area, and the walkway along the east façade has a 6-foot clear area. The bicycle parking spaces meet the dimensional requirements, including the canopy above the main entry, which is about 10-feet above grade. The proposed inverted-U-type bicycle racks will be securely anchored to the concrete walkway surface. These criteria are met.

- E. Visibility and Security. Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.*

Finding: The long-term bicycle parking spaces are located adjacent to the primary building entry in front of the main storefront windows. The short-term parking spaces on the north façade are visible from the Gateway Boulevard sidewalk, and office windows offer opportunities for natural surveillance that can deter theft. This criterion is met.

- F. Options for Storage. Long-term bicycle parking requirements for multiple family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.*

Finding: As described above, the long-term parking is provided under the canopy above the primary building entry per the requirements in criterion D.

- G. Lighting. For security, bicycle parking shall be at least as well lit as vehicle parking.*

Finding: The short- and long-term bicycle parking spaces are located along the north and east building facades. These areas are well lit by the existing parking lot lighting and proposed new awning lights above the primary building entry, walk-up ITM, and exit door on the north façade.

- H. Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.*

Finding: The inverted-U-type bicycle racks are located on the concrete walkways around the proposed building. This walkway area is raised to standard curb height; which defines the space as being reserved for pedestrian and cyclist use. This criterion is met.

- I. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards (Chapter 14.31, Access and Circulation).*

Finding: As described above, the proposed bicycle parking retains clear area for pedestrian passage without hazard. The locations do not conflict with vision clearance triangle. This criterion is met.

d. Chapter 14.34 - Public Facilities;

14.34.010 Public Facilities -- Purpose and Applicability

- B. When Standards Apply. Unless otherwise provided, the standard specifications for construction, reconstruction, or repair of transportation facilities, utilities, and other public improvements within the City shall occur in accordance with the standards of this Chapter. No development*

may occur unless the public facilities related to development comply with the public facility requirements established in this Chapter.

14.34.100 Transportation Standards

Finding: There are no proposed public streets or improvements in the right-of-way. Therefore, these criteria are not applicable.

14.34.200 Public Use Areas

Finding: There are no proposed public use area dedications. Therefore, these criteria are not applicable.

14.34.300 Sanitary Sewer and Water Service Improvements

Finding: There are no proposed extensions of public water or sewer mains. The proposed development will connect to the existing public systems that served the prior restaurant use and existing shopping center. Therefore, these criteria are not applicable.

14.34.400 Storm Drainage Improvements

Finding: The proposed development is the redevelopment of an impervious site; thus, there is not expected to be a change in the runoff. The erosion prevention standards of Chapter 14.35 will be addressed at the time of building permitting. This criterion is met.

14.34.500 Utilities

Finding: There are no new proposed utility lines in the public right-of-way. The proposed development will connect to the existing public systems that served the prior restaurant use and adjacent shopping center. There is a proposed new private electrical line as shown on the attached Utility Plan. As required, these connections are underground. Therefore, this criterion is met.

14.34.600 Easements

Finding: As shown on the attached drawing set, the site includes updated electrical easements for the proposed on-site electrical system. There are no proposed public utility easements. The proposed easement is granted specifically to Pacific Power & Light. The applicant has coordinated with Pacific Power & Light to identify an appropriate location for the proposed electrical equipment in the southwest corner of the project area and northwest corner of the new building. This criterion is met.

14.34.700 Construction Plan Approval and Assurances

14.34.800 Installation

Finding: There are no proposed public improvements. Therefore, these criteria are not applicable.

e. Chapter 14.35 - Surface Water Management;

Finding: Chapter 14.35 provides erosion prevention standards that apply to construction activities. The Applicant is aware of these standards and will address the standards at the time of development during the building permit applications. These criteria are not applicable at this time.

f. Chapter 14.36 - Other Standards, as applicable;

Finding: Chapter 14.36 contains three sections listed as “Reserved” and there are no development standards. Therefore, this criterion is not applicable.

To the extent it is applicable, the Applicant understands that per Section 14.38.300 the proposed signage will be subject to a Type I application and staff decision. Per Section 14.38.500, the Community Commercial District Sign standards are applicable to the proposed development. The Applicant will submit a sign permit application at the time of building permit.

g. Chapter 14.37 – Sensitive Lands

Finding: The site does not contain any sensitive lands. Therefore, this criterion is not applicable.

5. Existing conditions of approval required as part of a prior Land Division (Chapter 14.43), Conditional Use Permit (Chapter 14.44), Master Planned Development (Chapter 14.45) or other approval shall be met.

Finding: There are no known prior land use application approvals with existing applicable conditions of approval. Therefore, this criterion is not applicable.

V. Approval Criteria – Conditional Use Permit Supporting Facts and Findings

This section is organized by documenting the applicable approval criteria per Cottage Grove Development Code in ***bold italics***, followed by proposed findings in normal text.

As described above, the proposed drive-through facility in the CP2 zone requires a CUP. The following criteria and associated findings are limited to the drive-through facility.

14.44.300 Conditional Use Permit – Application Submission Requirements

In addition to the submission requirements required in Chapter 14.41, an application for conditional use approval must include the following information (1-8), as applicable. For a description of each item, please refer to Section 14.42.500 - Site Design Review Application Submission Requirements:

- 1. Existing site conditions;***
- 2. Site plan;***
- 3. Preliminary grading plan;***
- 4. A landscape plan;***
- 5. Architectural drawings of all structures;***
- 6. Drawings of all proposed signs;***
- 7. A copy of all existing and proposed restrictions or covenants;***
- 8. A copy of an approved State Access Permit, if taking new access onto a State Highway;***
- 9. Narrative report or letter documenting compliance with all applicable approval criteria in Section 14.44.400;***
- 10. Narrative report documenting compliance with all applicable approval criteria and conditions in Section 14.37.400 Willamette River Greenway as applicable.***

Finding: The information listed above is included in the attached drawing set. Additionally, per 14.41, a pre-application meeting is recommended, and a neighborhood meeting is required for Type III applications. The Applicant applied for and met with city and other agency staff in a pre-application conference on Friday, July 22, 2022. A neighborhood meeting was held consistent with the 14.41.800 requirements. Please refer to the attachments for details of the meeting notice, posted sign, and meeting minutes. This criterion is met.

14.44.400 Conditional Use Permits – Criteria, Standards, and Conditions of Approval

The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the standards and criteria in A-C.

A. Use Criteria.

- 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;***

Finding: The proposed drive-through bank facility is a redevelopment of an existing drive-through restaurant. The proposed redevelopment will retain the existing drive aisle locations. As such, the site size, dimensions, location, topography, and existing access accommodate the proposed use. The proposed redevelopment of an existing developed area with a similar use will result in similar off-site effects listed in the criterion. The site size and dimensions are similar to those of the existing restaurant parcel. The existing development site is flat and can be efficiently redeveloped.

The proposed building mass is similar to the existing restaurant building. The proposed building is one story; its mass and scale will not negatively impact neighboring properties or infringe on the sight triangle of the existing driveway accesses. The proposed canopies will provide sunshade, thereby minimizing glare from the windows. Also, all proposed exterior lighting will be full cut-off and directed downward.

The location along Gateway Boulevard has excellent visibility for passersby. The proposed development will use the same vehicular driveway access to the site and drive aisles on the abutting Tax Lot 4800. There is adequate shared parking with the uses on Tax Lot 4800 to accommodate the proposed use, as demonstrated on the attached Site Plan. The proposed improvements to the parking area and drive aisles will improve safety for people walking through the site. Crosswalks will be striped within the project area, and at the northwest corner of the proposed building, a raised crosswalk will function as a speed control device and improve pedestrian visibility by elevating pedestrians. The proposed development includes a new trash area. Odors will improve, as the waste stream of a bank lacks the odors commonly associated with a restaurant.

The redevelopment of a previously closed and neglected building is a positive investment that should improve overall aesthetics. Based on the findings above, this criterion is met.

2. *The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval;*

Finding: The proposed development improves the overall site design related to the adjacent properties and general public. As noted above, the proposed development will retain and improve the previously approved, existing drive aisle location between the building and street. However, the proposal will reorient the existing drive-through facility away from the street and adjacent properties west of Gateway Boulevard. The teller interface will be on the south façade, facing away from adjacent properties. Pedestrian walkways are proposed with striped crosswalks where they cross the existing drive aisles. Also, the proposed pedestrian connection to Gateway Boulevard on the north side of the proposed building includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. This route then uses a proposed curving ramp to negotiate the grade change between the Gateway Boulevard sidewalk and project site.

Additionally, the existing landscaping along Gateway Boulevard is comprised of small understory trees and ivy. The ivy will be removed, and new landscaping will be installed to refresh the site, create a welcoming pedestrian connection, and screen the proposed trash enclosure. The proposed trash area

will also be enclosed with a masonry wall, secured by an opaque gate, and covered to protect water quality. Potential odors associated with the trash area will improve, as the waste stream of a bank lacks the odors commonly associated with a restaurant. Therefore, to the extent there are negative impacts, the numerous proposed improvements to the site should offset those. This criterion is met.

3. All required public facilities have adequate capacity to serve the proposal; and

Finding: The proposal is a redevelopment of an existing restaurant on the site. The necessary public facilities are available at the site. According to city staff during the Pre-Application conference, there are no known infrastructure constraints that will affect the proposed development. Also, as a redevelopment site within an existing shopping center, there are no newly proposed public streets, public use areas, or sanitary sewer, water, or storm drainage improvements in the public right-of-way. Therefore, this criterion is met.

4. Willamette River Greenway criteria in Section 14.37.400 have been met, as applicable.

Finding: The site is not within the Willamette River Greenway boundary. Therefore, this criterion is not applicable.

B. Site Design Standards. The Site Design Review approval criteria (Section 14.42.600) shall be met.

Finding: The proposed development also requires approval of a Site Design Review application. See Section IV for detailed findings for the Site Design Review approval criteria.

14.44.500 Conditional Use Permits – Additional Development Standards

B. Additional Development Standards. Development standards for specific uses are contained in Chapter 2 - Land Use Districts and in Section 3 – Sensitive Lands.

14.23.180 Commercial Districts – Special Use Standards

This section supplements the standards contained in Sections 14.23.110 through 14.23.170. It provides standards for the following land uses to control the scale and compatibility of those uses:

- *Drive-Up and Drive-Through Uses and Facilities*
- *Vehicle Repair*
- *Wireless Telecommunication Uses and Facilities*
- *Self-Service Storage*

- A. *Drive-Up/Drive-In/Drive-Through Uses and Facilities. When drive-up or drive-through uses and facilities are allowed, no driveways or queuing areas shall be located between the building and a street. See Figure 14.23.180.A(1). Walk-up only teller machines and kiosks may be oriented to a street or placed adjacent to a street corner.*

Finding: The proposed development will retain and improve the previously approved, existing drive-through lane location between the building and street. The proposal will reorient the existing drive-through facility away from the street. The existing drive-through facility is currently on the west façade of the existing building located adjacent to Gateway Boulevard. The proposed drive-through facility is re-located to the south façade of the building, away from the street and the proposed new pedestrian connection to the Gateway Boulevard right-of-way. This increases the queuing length, which should prevent cars from blocking the east-west pedestrian route at the raised crosswalk.

The walk-up interactive teller machine (ITM) is also oriented away from the street on the east façade. Pedestrian walkways are clearly marked with diagonal striping where they cross the existing drive aisles within the larger shared parking area on the abutting Tax Lot 4800. Also, the proposed pedestrian connection to Gateway Boulevard is on the north side of the proposed building, nearest the walk-up ITM and effectively separated from the vehicular movements associated with the drive-through facilities on the south side of the proposed building. The pedestrian route includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. Based on the retained previously approved, existing drive-aisle location and the proposed improvements, the criterion is met.

VI. Conclusion

Based on the information and findings contained in this written statement, associated attachments and drawings, the proposed Site Design Review and Conditional Use Permit applications meet the approval criteria contained in the Cottage Grove Development Code. Therefore, the applicant requests that the Planning Commission review and approve the proposal as presented. Both the applicant and the applicant's representative are available for questions, as necessary.

If you have any questions about the above applications, please contact TBG Architects + Planners at 541.687.1010.

ZG/KT

cc: Dayna Desmond, PAPP Cottage Grove, LLC
Matt Wilson, *Oregon Community Credit Union*
Anna Backus, PE, *KPFF Consulting Engineers*
David Dougherty, ASLA, *Dougherty Landscape Architects*
Jason Goshert, *SSW Engineers*

Z:\PROJ\202161 OCCU Cottage Grove\Corresp\Agency\Site Design Review + CUP\202161-SDR+CUP-WritState.docx

Attachment Contents

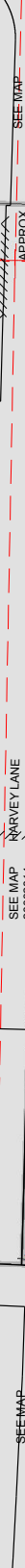
Attachment A	Assessor's Map
Attachment B	Legal Descriptions
Attachment C	Property Deed
Attachment D	<u>FIRM Flood Insurance Rate Map</u> , Map Number 41039C2091F
Attachment E	Map of Surrounding Properties and Property Owner Address List
Attachment F	Neighborhood Meeting Notice Letter and Site Plan
Attachment G	Copy of Neighborhood Meeting Posted Sign
Attachment H	Site Photos of Posted Sign
Attachment I	Neighborhood Meeting Summary Meeting Notes

Attachment A

Assessor's Map

- REVISIONS
 04/03/2008 - LCAT 115 - CONVERT MAP TO GIS
 04/03/2008 - LCAT 115 - ADD MISSISSIPPI ROAD LABEL
 11/20/2008 - LCAT 115 - ADD MISSISSIPPI ROAD LABEL
 07/20/2009 - LCAT 115 - LANE T.L. 1820 IN T.20S. R.3W. W.M.
 07/20/2009 - LCAT 115 - LANE T.L. 1820 IN T.20S. R.3W. W.M.
 07/20/2009 - LCAT 115 - LANE T.L. 1820 IN T.20S. R.3W. W.M.
 08/03/2014 - LCAT 115 - CENTURY XI SECOND AMENDMENT LOTS 1 & 3

LCAT/CAB - 2014-06-03 1332



CANCELLED
 1000
 1100
 1200
 1300
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 1500
 1600
 1700
 1800
 1900
 2000
 2100
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 4700
 4800
 4900

SEE MAP 20032720

APPROX 1/4 COR.

SEE MAP 20032834

SEE MAP 20032842

SEE MAP 20032841

SEE MAP 20032732

SEE MAP 20032844

SEE MAP 20032733

Attachment B

Legal Description

LEGAL DESCRIPTION

Lot 2, CENTURY XII, as platted and recorded in File 73, Slides 443 and 444, Lane County Oregon Plat Records, in Lane County, Oregon.

Attachment C

Property Deed

Lane County Clerk
Lane County Deeds & Records

2019-047875

10/22/2019 10:44:35 AM

RPR-DEED Cnt=1 Stn=9 CASHIER 06 4pages
\$20.00 \$11.00 \$10.00 \$61.00

\$102.00

After recording, return to:

PAPF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, CA 94939

Until further notice, send tax statements to:

PAPF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, CA 94939

Western Title WT0174284

BARGAIN AND SALE DEED

Grantor: Whittaker/Northwest Partners, a California general partnership
Grantee: PAPF Cottage Grove, LLC, a Delaware limited liability company
Consideration: \$6,300,000.00

KNOW ALL PERSONS BY THESE PRESENTS, that Whittaker/Northwest Partners, a California general partnership, hereinafter called Grantor, for the consideration hereinabove stated, do hereby grant, bargain, sell and convey unto PAPF Cottage Grove, LLC, a Delaware limited liability company, hereinafter called Grantee, its interest in that certain real property with the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, situated in the City of Cottage Grove, County of Lane, State of Oregon, described as follows, to-wit:

See **Exhibit A** attached hereto and made a part hereof.

to have and to hold the same unto the said Grantee and Grantee's successors and assigns forever.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST

PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

[Remainder of page intentionally left blank; signatures contained on the following page]

Dated this 15th day of October, 2019.

GRANTOR:

WHITTAKER/NORTHWEST PARTNERS,
a California general partnership

By: [Signature]
Name: John Whittaker
Title: Managing Partner

STATE OF Oregon)
COUNTY OF Multnomah) ss.:

On this 15th day of October, 2019, before me, the undersigned, a Notary Public in and for the State of Oregon, personally appeared John Whittaker, personally known to me (or proved to me on the basis of satisfactory evidence) to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission Expires:
8/11/2020

[Signature]
Notary Public

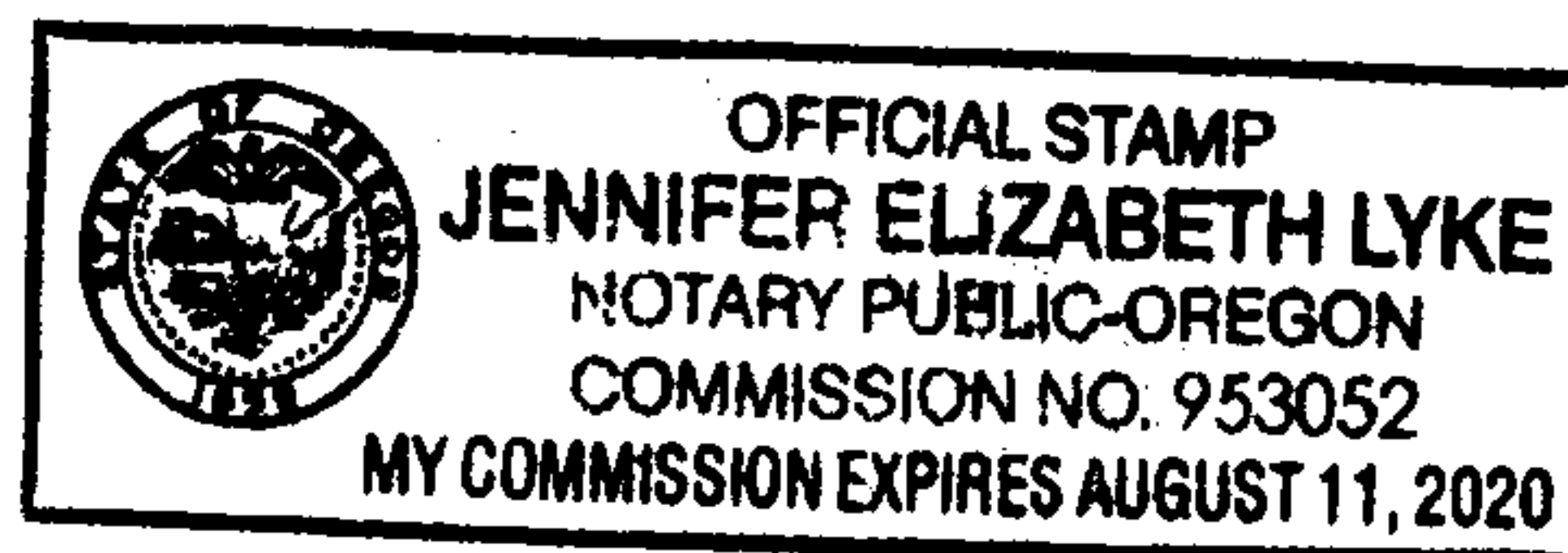


Exhibit A

Legal Description

Parcel I: Lot 1, CENTURY XII SECOND AMENDMENT LOTS 1 AND 3, recorded May 14, 2014, Document No. 2014-017462, Lane County Records, in Lane County, Oregon.

Parcel II: Lots 2 and 4, CENTURY XII, as platted and recorded in File 73, Slides 443 and 444, Lane County Oregon Plat Records, in Lane County, Oregon.

Attachment D

FIRM Flood Insurance Rate Map
Map Number 41039C2091F

Attachment E

Map of Surrounding Properties and Property Owner Address List

OCCU Mailing List

Owner	Owner Mailing Address 1	City	State	Zip Code
DMP Investments LLC	PO Box 5517	Salem	OR	97304
Plaza Apartments LLC	PO Box 563	Cottage Grove	OR	97424
Burgener William C TE	5260 Grainflat Rd	Plymouth	CA	95669
Papf Cottage Grove LLC	101 Larkspur Landing Cir Ste 12C	Larkspur	CA	94939
Banner Bank	10 S 1st	Walla Walla	WA	99362
Walsh Gateway LLC	PO Box 5673	Eugene	OR	97405
DMP Investments LLC	PO Box 5517	Salem	OR	97304
Cascade Warehouse Company	PO Box 7335	Salem	OR	97303
Shaard Properties LLC	PO Box 9167	Springfield	MO	65801-9167
Friends of Mt David	PO Box 22	Cottage Grove	OR	97424



Attachment F

Neighborhood Meeting Notice Letter and Site Plan



September 13, 2022

RE: OCCU Drive-Through – Conditional Use Permit (202261-A/1.3)
Neighborhood Meeting Notice

Dear Neighbor:

You are cordially invited to attend an online meeting to discuss the proposed Conditional Use Permit (CUP) application for a drive-through facility at the proposed Oregon Community Credit Union (OCCU) branch at 150 Gateway Boulevard. The proposed CUP is required by the City of Cottage Grove for a “Drive-Up/Drive-In/Drive-Through (drive-up windows, kiosks, ATM’s, similar uses/facilities)” use in the Community Commercial (C-2P) zone.

On behalf of the applicant, OCCU, we invite you to attend the online meeting with us and other neighbors to review the plan, share information, and identify issues regarding the proposal. A copy of a preliminary Site Plan of the proposed project is included on the reverse side of this page.

WHAT: Meeting to review a proposed Conditional Use Permit for an OCCU branch with a drive-through located at 150 Gateway Boulevard.

WHO: Property owners and neighbors in the surrounding area.

WHEN: Monday, September 26, 2022 at 5:00 PM

WHERE: ONLINE Zoom meeting!
Enter <https://zoom.us/join> in your web browser.
Then, enter the Meeting ID and Passcode, below.

- Meeting ID: 899 7626 2568
- Passcode: 321238

Or, join the meeting by phone: 1-669-444-9171

Your comments and input on the proposal will be valuable in helping us identify issues and shape the proposal. We hope you can attend.

For more information, please feel free to contact Zach Galloway at TBG Architects + Planners by telephone at 541.687.1010 ext. 122 or via email at zgalloway@tbg-arch.com.

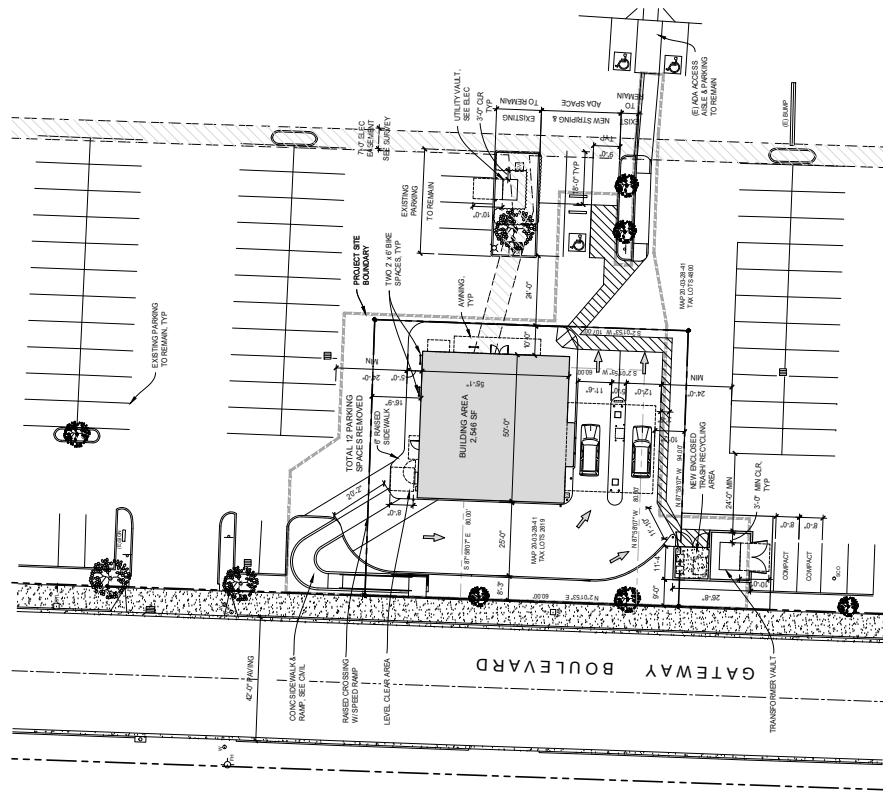
GENERAL NOTES

ZONING - COMMUNITY COMMERCIAL
 TOTAL DEVELOPMENT SITE AREA
 7.10 ACRES OR 300,649 SF
 0.11 ACRES OR 4,706 SF
 TAX LOT 289
 TAX LOT 800
 PROJECT SITE AREA
 10,800 SF

PARKING CALCULATIONS

VEHICLE PARKING
 VEHICLE SPACES REQUIRED (COCOA TABLE 14.33.00A)
 EXISTING GENERAL RETAIL
 1,177 SF / 4,000
 EXISTING RETAIL RESTAURANT
 1,623 SPACES
 PROPOSED OFFICE
 3,000 SF / 4,000
 1 EMPLOYEE PER SHIFT
 150 SPACES
 TOTAL VEHICLE PARKING SPACES REQUIRED
 197 SPACES
 STANDARD
 (197 X 18'0" INCLUDES 2'0" BUFFER OVERHANG) 352 SPACES
 ACCESSIBLE
 12 SPACES

BICYCLE PARKING
 BICYCLE SPACES REQUIRED (COCOA TABLE 14.33.00D)
 SHORT TERM
 2,546 SF / 6,000 + 0.51
 LONG TERM
 1,500 SF / 10,000 + 0.21
 TOTAL BICYCLE PARKING SPACES REQUIRED
 4 SPACES
 TOTAL BICYCLE PARKING SPACES PROPOSED
 4 SPACES
 SHORT TERM SPACES PROPOSED
 2 SPACES
 LONG TERM BICYCLE PARKING SPACES WILL BE LOCATED OFF SET NEAR THE MAIN ENTRY UNDER COVER. SHORT TERM BICYCLE PARKING SPACES ARE TO BE LOCATED ON THE MAIN ENTRY. TWO SPACES ARE PROVIDED PER EACH WANTED LOT FOR BICYCLE PARKING.



CONCEPT SITE PLAN
 1" = 30'-0"

**COTTAGE GROVE BRANCH
 OREGON COMMUNITY CREDIT UNION**
 MAP 20-03-28-41, TAX LOTS 2619 & 4800
 140 N GATEWAY BLVD
 COTTAGE GROVE, OREGON 97424

**CONCEPT
 SITE PLAN**

PROJECT # 202161
 DRAWN BY KSTJUF
 CHECKED BY
 DATE 08.31.2022

SHEET **A1**

© Copyright 2022 by The Architects & Planners

Attachment G

Copy of Neighborhood Meeting Posted Sign

NOTICE OF NEIGHBORHOOD MEETING

Proposed Project:

Includes a Conditional Use Permit application for a proposed Oregon Community Credit Union (OCCU) branch, which will allow a new drive-through facility to replace the existing drive-through restaurant building in the Gateway Plaza. The project includes a new building and associated new landscaping, re-stripped parking spaces, and a pedestrian connection to the street.

Project Address:

Gateway Plaza
150 Gateway Boulevard

Meeting Date:

Monday, September 26, 2022

Meeting Time:

5:00 PM

Meeting Location:

ONLINE - Zoom Meeting

Enter <https://zoom.us/join> in your web browser.

Enter Meeting ID and Passcode

- Meeting ID: 899 7626 2568
- Passcode: 321238

Or, join the meeting by phone: 1-669-444-9171

For questions, contact:

Zach Galloway, Sr. Planner

zgalloway@tbg-arch.com

541.687.1010



ARCHITECTS
+ PLANNERS

Attachment H

Site Photos of Posted Sign



Photo 1: Neighborhood Meeting sign posted along Gateway Boulevard sidewalk (date: 9.14.22).

Attachment I

Neighborhood Meeting Summary Meeting Notes

SUMMARY MEETING NOTES
from
NEIGHBORHOOD MEETING

Project Name: OCCU Conditional Use Permit (CUP)

Applicant: OCCU (Matt Wilson, Vice President)

Applicant's Phone: 541.681.6401

Meeting Date: Monday, September 26, 2022

Meeting Time: 5:00 pm

Meeting Location: Online Zoom meeting

Neighborhood Association (if any): N/A (no city-identified association in the surrounding area)

Attendees: 0 – No neighbors or community members.

1 – TBG staff (applicant's representatives)

Overview

TBG staff (applicant's representative) started the Zoom-based neighborhood meeting at 5:00 pm. The meeting remained open for one hour to account for anyone that intended to drop in after work. At 6:00 pm, TBG staff ended the meeting. No neighbors or community members attended the meeting.

Z:\PROJ\202161 OCCU Cottage Grove\Corresp\Agency\Site Design Review + CUP\Nhood Meeting\202161-Summary Mtg Notes.docx

COTTAGE GROVE BRANCH OREGON COMMUNITY CREDIT UNION SITE DESIGN REVIEW & CUP

150 NORTH GATEWAY BOULEVARD
COTTAGE GROVE, OREGON 97424

BUILDING OWNER

PAPF COTTAGE GROVE LLC

101 LARKSPUR LANDING CIRCLE, SUITE 120
LARKSPUR, CALIFORNIA 94939
PHONE:

CONTACT: DAYNA DESMOND OR CRAIG PETERSON
EMAIL: dayna@argoinvest.com or cpeterson@argoinvest.com

TENANT

OREGON COMMUNITY CREDIT UNION

2880 CHAD DRIVE
EUGENE, OREGON 97408
PHONE: (541) 681-6401

CONTACT: MATT WILSON
EMAIL: mwilson@myOCCU.org

ARCHITECT/PLANNER

TBG ARCHITECTS + PLANNERS

132 EAST BROADWAY, SUITE 200
EUGENE, OREGON 97401
PHONE (541) 687-1010 X118 OR X117

CONTACT: KRISTEN TAYLOR
EMAIL: ktaylor@tbg-arch.com

CIVIL ENGINEER

KPFF CONSULTING ENGINEERS

800 WILLAMETTE STREET, SUITE 400
EUGENE, OREGON 97401
PHONE (541) 684-4902

CONTACT: ANNA BACKUS
EMAIL: anna.backus@kpffcivilpdx.com

LANDSCAPE ARCHITECT

DOUGHERTY LANDSCAPE ARCHITECTS

474 WILLAMETTE STREET, SUITE 305
EUGENE, OREGON 97401
PHONE (541) 683-5803

CONTACT: DAVID DOUGHERTY, ASLA
EMAIL: davidd@dladesign.com

SURVEYOR

SSW ENGINEERS

2350 OAKMONT WAY, SUITE 105
EUGENE, OREGON 97401
PHONE (541) 485-8383

CONTACT: MIKE DAHRENS, PLS
EMAIL: miked@sswengineers.com

ABBREVIATIONS

APP	APPLICATION
@	AT
BOT	BOTTOM
CL	CENTERLINE
CLR	CLEAR
DN	DOWN
(E)	EXISTING
ELEC	ELECTRICAL
HT	HEIGHT
(N)	NEW
PLA	PROPERTY LINE ADJUSTMENT
ROW	RIGHT OF WAY
T.O.	TOP OF
TYP	TYPICAL
UON	UNLESS OTHERWISE NOTED
W/	WITH

NOTE: THIS LIST IS INCOMPLETE, VERIFY ABBREVIATIONS WITH ARCHITECT

SYMBOLS LEGEND

ROOM IDENTIFICATION	Room Name
	101
KEYNOTE	(X)

DRAWING INDEX

GENERAL	
T1	TITLE SHEET
1	EXISTING CONDITIONS PLAN
CIVIL	
C1.0	GRADING, PAVING AND UTILITY PLAN
LANDSCAPE	
LA.1	LANDSCAPE PLAN
ARCHITECTURAL	
A1.1	SITE PLAN & DETAILS
A1.2	TRASH ENCLOSURE ELEVATIONS
A2.1	CONCEPT FLOOR PLAN
A3.1	EXTERIOR ELEVATIONS

VICINITY MAP



BASIS OF DESIGN

PROJECT DESCRIPTION:	THE PROJECT CONSISTS OF THE DEMOLITION OF AN EXISTING 1-STORY 2,123 SF BUILDING AND THE CONSTRUCTION OF A 1-STORY SINGLE-TENANT 2,546 SF BUILDING IN ITS PLACE WITH ASSOCIATED UTILITIES, PARKING, LANDSCAPING, AND OTHER SITE INFRASTRUCTURE WHERE REQUIRED TO ACCOMMODATE THE NEW CREDIT UNION BRANCH. THE PROPOSED PROJECT REQUIRES SITE DESIGN REVIEW & CONDITIONAL USE PERMIT APPROVAL.
CONSTRUCTION TYPE:	V-B, NON-SPRINKLERED
OCCUPANCY GROUP:	B
GROSS PROJECT AREA:	11,043 SF (0.26 ACRES)
ZONE:	COMMUNITY COMMERCIAL (C-2P)
TOTAL DEVELOPMENT SITE AREA:	7.10 ACRES OR 309,049 SF
TAX LOT 2619 (PROJECT SITE)	4,792 SF
TAX LOT 4800 (SMALL AREA OF PROJECT SITE)	299,257 SF
TAX LOT 2621 (NO WORK PROPOSED)	5,000 SF
TOTAL PROJECT SITE AREA:	16,752 SF
BUILDING CODE:	2019 OSSC

ASSESSOR'S MAP & TAX LOTS

ASSESSOR'S MAP	20-03-28-41
TAX LOTS	2619 & 4800

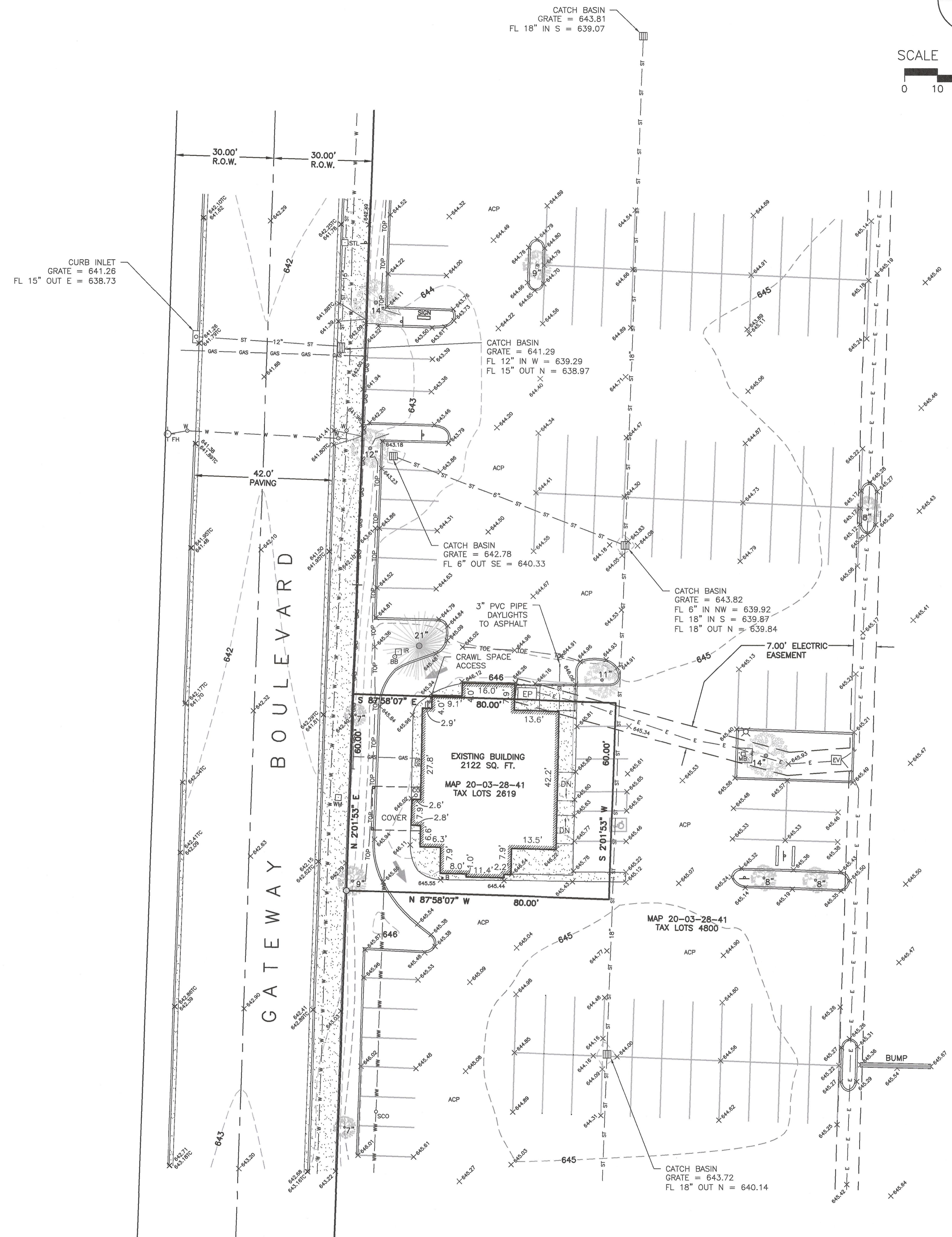
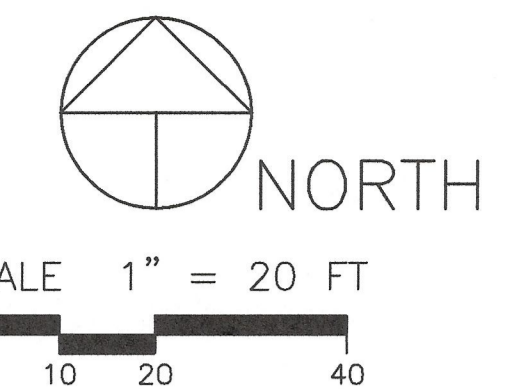


**COTTAGE GROVE BRANCH
OREGON COMMUNITY CREDIT UNION
SITE DESIGN REVIEW & CUP
150 NORTH GATEWAY BOULEVARD
COTTAGE GROVE, OREGON 97424**

TITLE SHEET

PROJECT #	202161
DRAWN	NC
CHECKED	KT
DATE	11.29.2022
SHEET	T1

REVISIONS	
date	by



UTILITY NOTE:

UTILITY LOCATIONS SHOWN HEREON ARE BASED ON A COMBINATION OF FIELD SURVEY OF OBSERVABLE EVIDENCE AND UTILITY COMPANY LOCATION MAPS AND PAINT, AND ARE SUBJECT TO FIELD VERIFICATION.

BOUNDARY NOTE:

THIS DOES NOT CONSTITUTE A BOUNDARY SURVEY AND IS SUBJECT TO ANY INACCURACIES THAT A SUBSEQUENT BOUNDARY SURVEY MAY DISCLOSE.

ELEVATION NOTE:

ELEVATIONS SHOWN HEREON ARE BASED ON NGS DATUM. BENCHMARK USED WAS BENCHMARK PID PC0706, A STAINLESS STEEL ROD W/O SLEEVE, IN COTTAGE GROVE, AT THE INTERSECTION OF THE SOUTHERN PACIFIC RAILROAD AND MAIN STREET, 15.5 M (50.9FT) NORTH OF THE CENTERLINE OF THE WESTBOUND LANES OF THE STREET, 11.1 M (36.4 FT) WEST OF THE EXTENDED CENTERLINE OF 10TH STREET, 2.8 M (9.2 FT) SOUTHEAST OF THE NEAR RAIL, AND 1.3 M (4.3FT) SOUTHWEST OF A UTILITY POLE.

ELEVATION = 644.98 NAVD 88

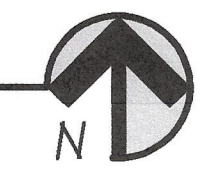
LEGEND

- FOUND MONUMENT
- IR EXISTING IRRIGATION CONTROLS
- W EXISTING WATER VALVE
- WM EXISTING WATER METER
- DH EXISTING FIRE HYDRANT
- ST EXISTING STORMWATER MANHOLE
- CB EXISTING CATCH BASIN
- CI EXISTING CURB INLET
- WM EXISTING WASTEWATER MANHOLE
- SC EXISTING WASTEWATER CLEANOUT
- G EXISTING GAS VALVE
- EP EXISTING ELECTRIC PANEL
- GM EXISTING GAS METER
- MB EXISTING BROADBAND COMMUNICATIONS
- EM EXISTING ELECTRIC METER
- EV EXISTING ELECTRIC VAULT
- SL EXISTING SITE LIGHT
- B EXISTING BOLLARD
- MB EXISTING MAIL BOX
- S EXISTING SIGN
- HPS HANDICAP PARKING SPACE
- CLFL EXISTING CHAIN LINK FENCE LINE
- C EXISTING CURBING
- ST — ST EXISTING STORMWATER PIPE (SIZE AS NOTED)
- WW — WW EXISTING WASTEWATER PIPE
- GAS — EXISTING NATURAL GAS LINE
- W — W EXISTING WATER LINE
- E — E EXISTING UNDERGROUND ELECTRIC LINE
- TOP — DENOTES EXISTING TOP OF SLOPE
- TOE — DENOTES EXISTING TOE OF SLOPE
- ACP — DENOTES ASPHALTIC CONCRETE PAVING
- R.O.W. — DENOTES RIGHT-OF-WAY
- DENOTES EXISTING CONCRETE SURFACE
- 6" EXISTING DECIDUOUS TREE (SIZE AS NOTED)
- 6" EXISTING CONIFEROUS TREE (SIZE AS NOTED)
- 437.58 EXISTING SPOT ELEVATION
- 438.06 EXISTING TOP OF CURB ELEVATION

EASEMENT NOTES:

- 7.00' ELECTRIC EASEMENT SHOWN HEREON WAS RECORDED APRIL 20, 1979, INSTRUMENT NO. 79-22885.
- TAX LOT 2619 AND THE ADJACENT TAX LOT 4800 ARE SUBJECT TO THE FOLLOWING EASEMENTS PER DECLARATION OF EASEMENTS, COVENANTS, RESTRICTIONS AND CONDITIONS RECORDED DECEMBER 12, 1980, INSTRUMENT NO. 80-60816, AS MODIFIED BY MODIFICATION OF DECLARATION OF EASEMENTS, COVENANTS, RESTRICTIONS AND CONDITIONS RECORDED DECEMBER 22, 1980, INSTRUMENT NO. 80-64325 AS FOLLOWS:
 - NON-EXCLUSIVE EASEMENT FOR ACCESS PURPOSES OVER AND ACROSS THE PAVED AREAS AS SHOWN HEREON, LIMITED, HOWEVER, TO THE EXISTING ENTRANCES FROM THE PUBLIC RIGHT-OF-WAYS AND TRAVEL LANES AS NOW OR AS MAY BE REVISED IN THE FUTURE LAYED OUT.
 - NON-EXCLUSIVE EASEMENT FOR MOTOR VEHICLE PARKING OVER AND UPON ALL PARKING SPACES AS MARKED AND SHOWN HEREON OR AS MAY BE REVISED IN THE FUTURE.
 - NON-EXCLUSIVE EASEMENT FOR WATER LINES, STORM DRAINAGE PIPES AND SANITARY SEWER PIPES AS SAID UTILITIES HAVE BEEN ESTABLISHED AND CONSTRUCTED FOR EACH INTENDED PURPOSE AND FOR MAINTENANCE, REMOVAL AND REPLACEMENT OF SAID UTILITIES AS THE NEED ARISES.

EXISTING CONDITIONS PLAN
 SCALE: 1" = 20'-0"





SHEET NOTES

1. SLOPES PROVIDED ON SLOPE ARROW ARE FOR REFERENCE ONLY.
2. LANDINGS ON ACCESSIBLE ROUTES SHALL NOT EXCEED 2% IN ANY DIRECTION.
3. ALL ACCESSIBLE ROUTES SHALL COMPLY WITH CURRENT ADA ACCESSIBILITY GUIDELINES FOR BUILDING AND FACILITIES (ADAAG).

KEY NOTES

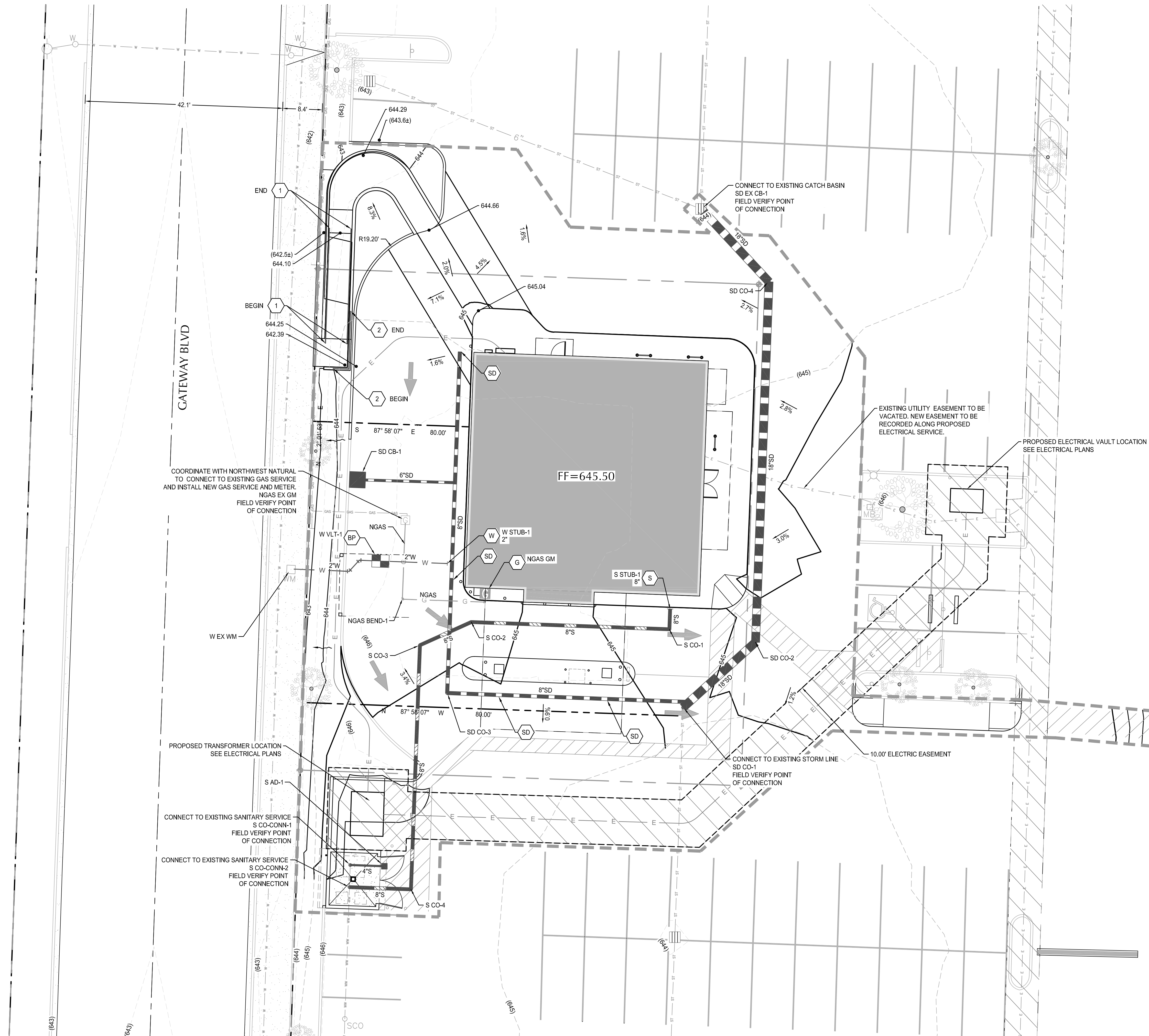
NOTE	DESCRIPTION	DETAIL REF.
1	HANDRAIL	
2	GUARDRAIL	
BP	BACKFLOW PREVENTION VAULT	
G	CONTRACTOR TO COORDINATE GAS SERVICE AND METER LOCATION AND INSTALLATION WITH NORTHWEST NATURAL	
S	CONNECT TO WASTE LINE. SEE PLUMBING PLANS FOR CONTINUATION. SIZE AS NOTED.	
SD	CONNECT TO STORM DRAIN/ROOF DRAIN. SEE PLUMBING PLANS FOR CONTINUATION. SIZE AND IE AS NOTED.	
W	CONNECT TO COLD WATER SYSTEM. SEE PLUMBING PLANS FOR CONTINUATION. SIZE AS NOTED.	

GRADING LABEL LEGEND

CALLOUT	DESCRIPTION
[X.X%]	SLOPE ORIENTATION INDICATING DIRECTION OF MAXIMUM GRADE (DOWNHILL)
XXX.XX XX	SPOT ELEVATION DESCRIPTION LISTED BELOW. NO DESCRIPTION MEANS TP OR TG
FF	FINISHED FLOOR
RIM	RIM OF STRUCTURE
TC	TOP OF CURB
TP	TOP OF PAVEMENT
(XXX.Xs)	EXISTING GRADE (MATCH WHERE APPLICABLE)

SHEET LEGEND

---	LIMITS OF GRADING
- - - -	EX. CONTOUR MINOR
- - - -	EX. CONTOUR MAJOR
- - - -	CONTOUR MINOR (FG)
- - - -	CONTOUR MAJOR (FG)
---	PROPERTY LINE
---	PROPOSED EASEMENT



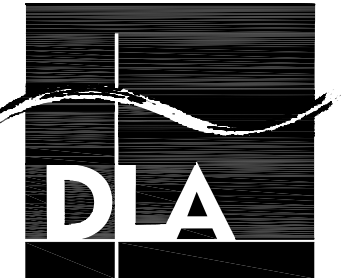
**COTTAGE GROVE BRANCH
OREGON COMMUNITY CREDIT UNION**
SITE DESIGN REVIEW & CUP
150 GATEWAY BLVD
COTTAGE GROVE, OREGON 97424

**GRADING,
PAVING AND
UTILITY PLAN**

PROJECT #	202161
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DATE	11.29.2022

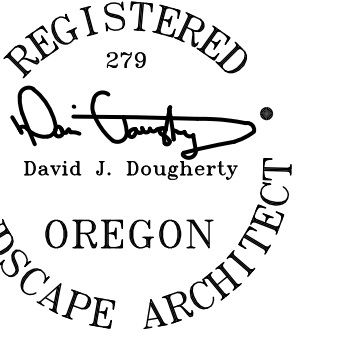
SHEET **C1.0**

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Saved on: Nov 28, 2022 @ 1:28pm



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LANDSCAPE
ARCHITECTS

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OREGON COMMUNITY CREDIT UNION
SITE DESIGN REVIEW & CUP
150 GATEWAY BLVD
COTTAGE GROVE, OREGON 97424

LANDSCAPE
PLAN

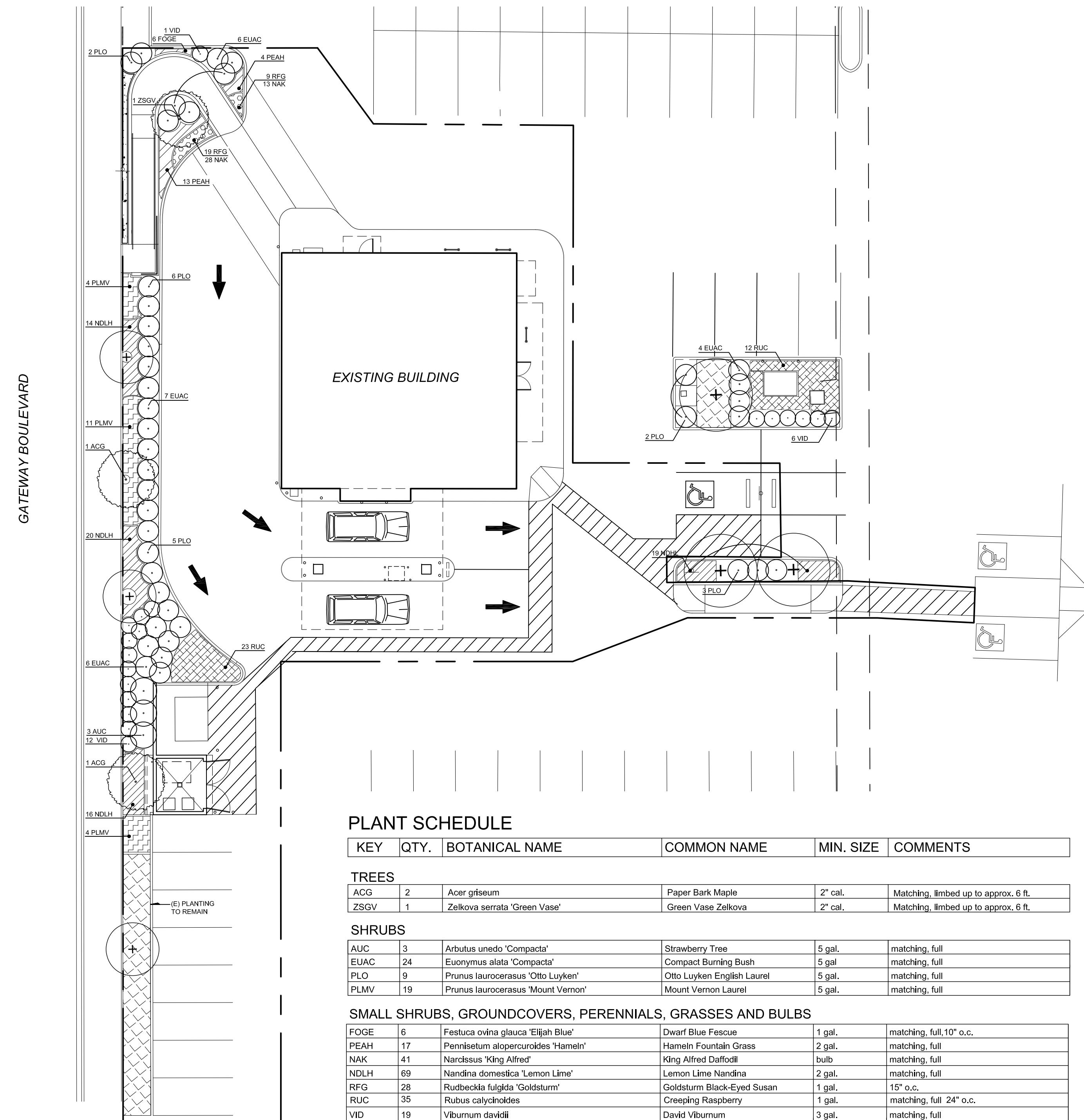
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SHEET
LA.1

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PLANTING LEGEND

- EXISTING STREET TREES
- DECIDUOUS TREES
- SHRUBS
- PERENNIALS - RFG/NAK
- GRASSES - PEAH
- GROUNDCOVER - RUC
- GROUNDCOVER - PLMV
- GROUNDCOVER - ND LH
- EXISTING LANDSCAPE TO REMAIN



PLANT SCHEDULE

KEY	QTY.	BOTANICAL NAME	COMMON NAME	MIN. SIZE	COMMENTS
TREES					
ACG	2	<i>Acer griseum</i>	Paper Bark Maple	2" cal.	Matching, imbed up to approx. 6 ft.
ZSGV	1	<i>Zelkova serrata 'Green Vase'</i>	Green Vase Zelkova	2" cal.	Matching, imbed up to approx. 6 ft.
SHRUBS					
AUC	3	<i>Arbutus unedo 'Compacta'</i>	Strawberry Tree	5 gal.	matching, full
EUAC	24	<i>Euonymus alata 'Compacta'</i>	Compact Burning Bush	5 gal.	matching, full
PLO	9	<i>Prunus laurocerasus 'Otto Luyken'</i>	Otto Luyken English Laurel	5 gal.	matching, full
PLMV	19	<i>Prunus laurocerasus 'Mount Vernon'</i>	Mount Vernon Laurel	5 gal.	matching, full
SMALL SHRUBS, GROUNDCOVERS, PERENNIALS, GRASSES AND BULBS					
FOGE	6	<i>Festuca ovina glauca 'Elijah Blue'</i>	Dwarf Blue Fescue	1 gal.	matching, full, 10" o.c.
PEAH	17	<i>Pennisetum alopecuroides 'Hamel'</i>	Hamel Fountain Grass	2 gal.	matching, full
NAK	41	<i>Narcissus 'King Alfred'</i>	King Alfred Daffodil	bulb	matching, full
ND LH	69	<i>Nandina domestica 'Lemon Lime'</i>	Lemon Lime Nandina	2 gal.	matching, full
RFG	28	<i>Rudbeckia fulgida 'Goldsturm'</i>	Goldsturm Black-Eyed Susan	1 gal.	15" o.c.
RUC	35	<i>Rubus calychnoides</i>	Creeping Raspberry	1 gal.	matching, full 24" o.c.
VID	19	<i>Viburnum davidii</i>	David Viburnum	3 gal.	matching, full

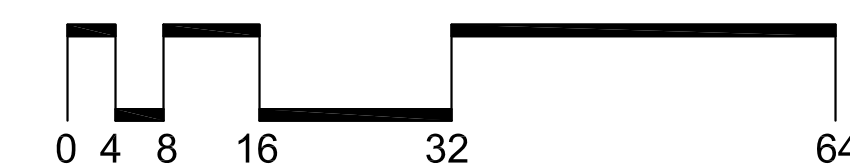
GENERAL NOTES

- THE INFORMATION PROVIDED IS PRELIMINARY AND FOR REFERENCE ONLY TO DEMONSTRATE COMPLIANCE WITH THE APPLICABLE LAND USE APPLICATION APPROVAL CRITERIA. DESIGN INFORMATION AND DETAILS WILL BE REFINED TO MEET ALL APPLICABLE REQUIREMENTS AT THE TIME OF BUILDING PERMIT SUBMITTAL.
- COMPLETE PLANTING PLANS TO BE INCLUDED AT TIME OF BUILDING PERMIT SUBMITTAL.

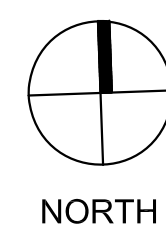
IRRIGATION SYSTEM DESCRIPTION

- IRRIGATION SYSTEM TO BE DESIGN BUILT BY CONTRACTOR.
- AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM WILL BE PROVIDED FOR ALL NEW AND UPGRADED PLANT BED AREAS.
- SYSTEM WILL PROVIDE HEAD TO HEAD COVERAGE.
- SYSTEM WILL PROVIDE SEPARATE ZONES FOR DIFFERENT SOLAR ORIENTATIONS.
- HEAD LAYOUT WILL MINIMIZE OVERSPRAY ONTO PAVED SURFACES.

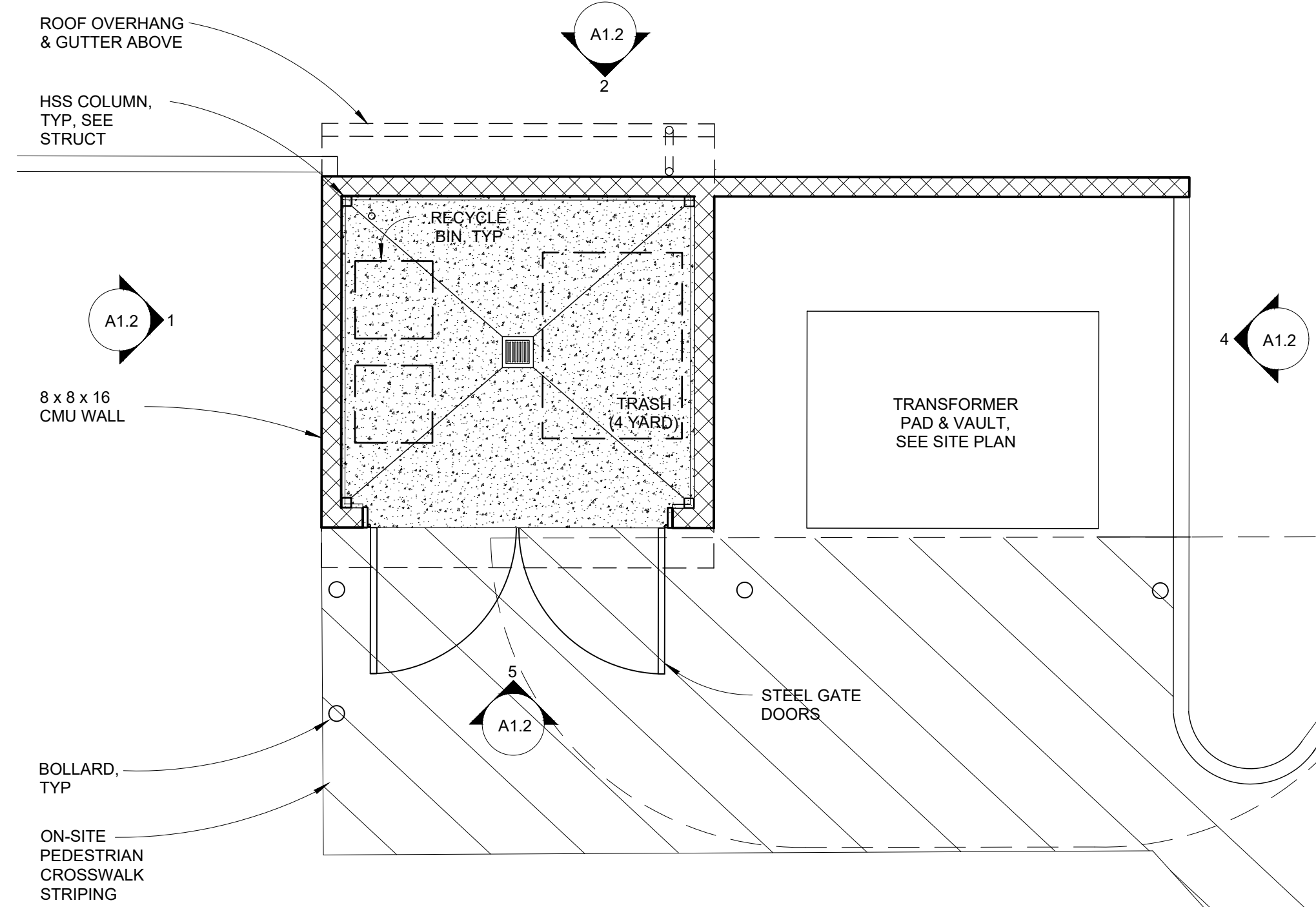
LANDSCAPE PLAN



SCALE: 1/16" = 1'-0"

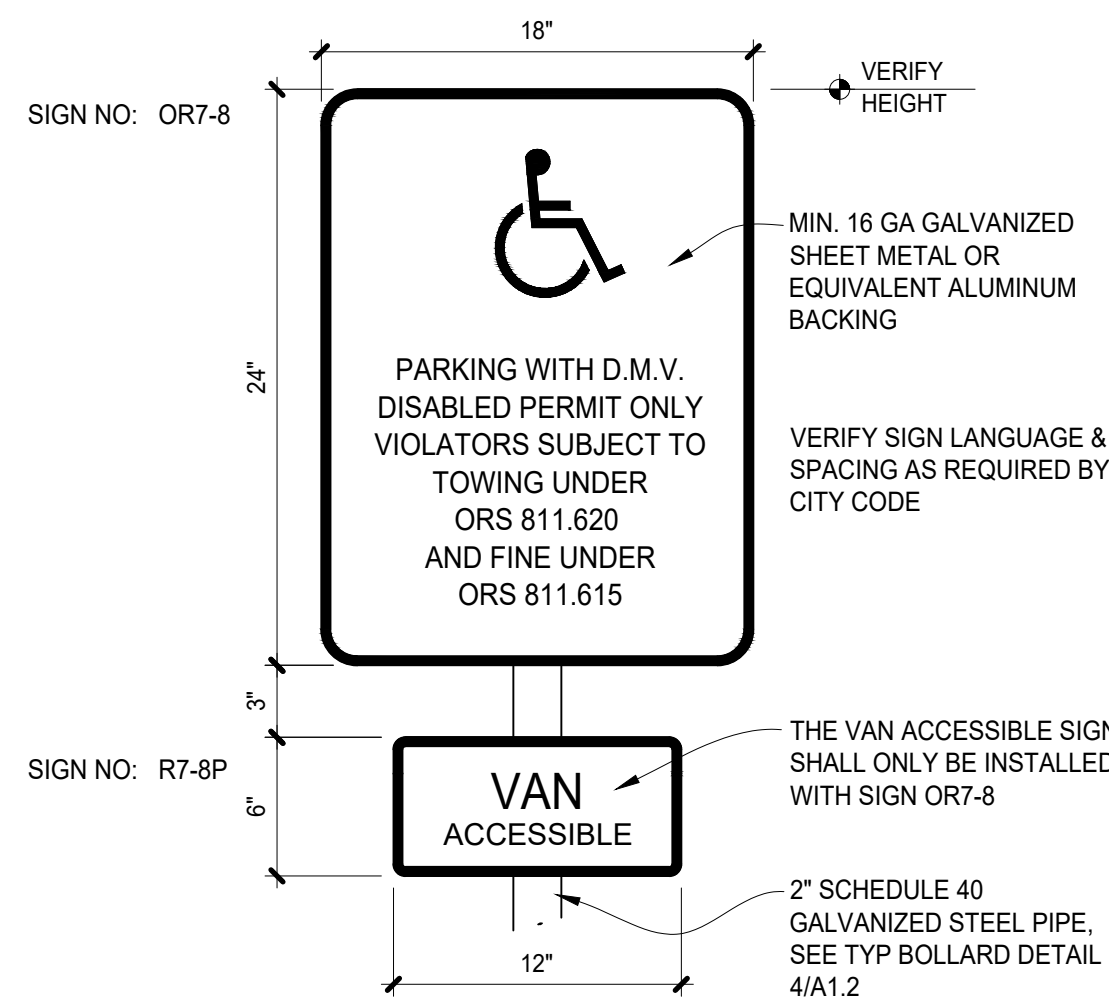


NORTH



ENLARGED PARTIAL SITE PLAN - TRASH ENCLOSURE

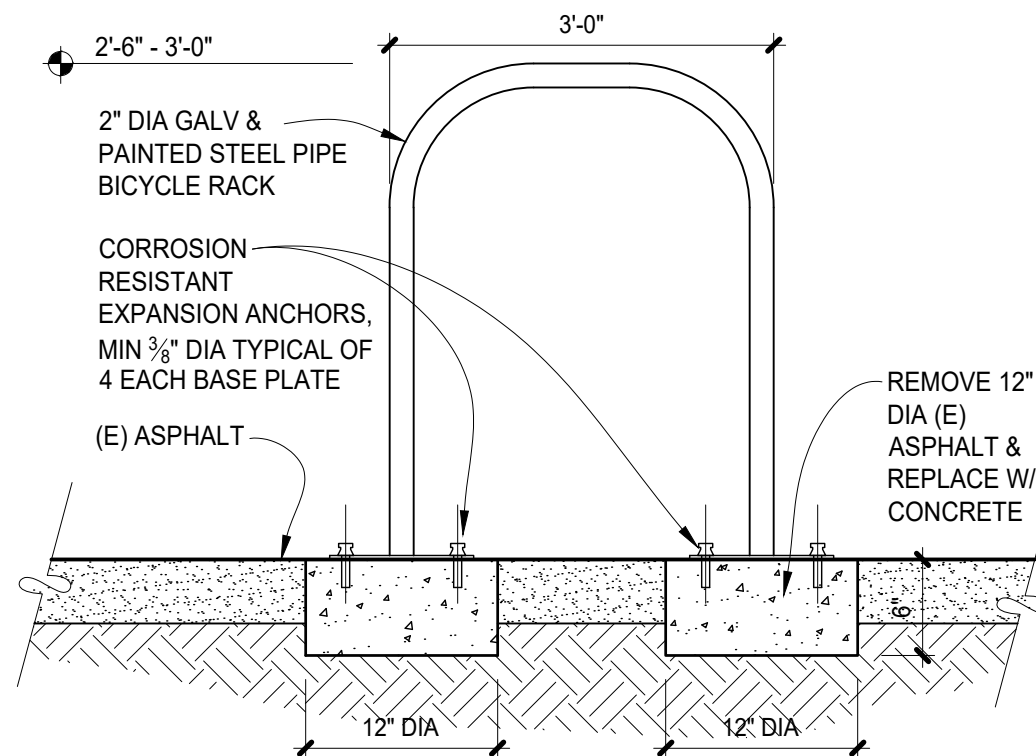
2
A1.1 1/4" = 1'-0"



THE ACCESSIBLE PERSON PARKING SIGN IS USED TO DESIGNATE A PARKING SPACE FOR VEHICLES WITH A DMV PERMIT AS STATED. THIS IS THE STANDARD SIGN FOR USE OF THE STATE HIGHWAY SYSTEM.

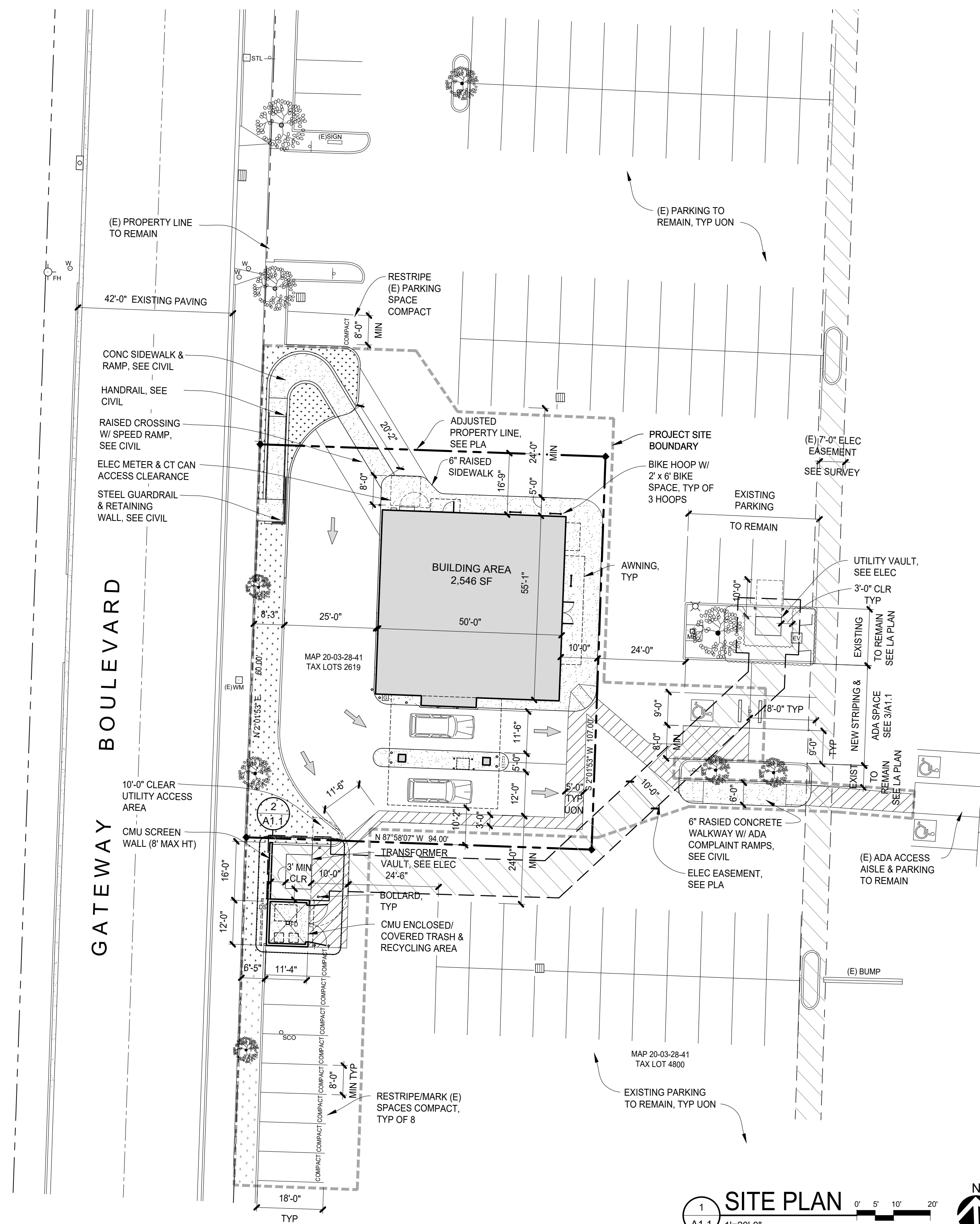
TYP ADA PARKING SIGN

3
A1.1 1-1/2" = 1'-0"



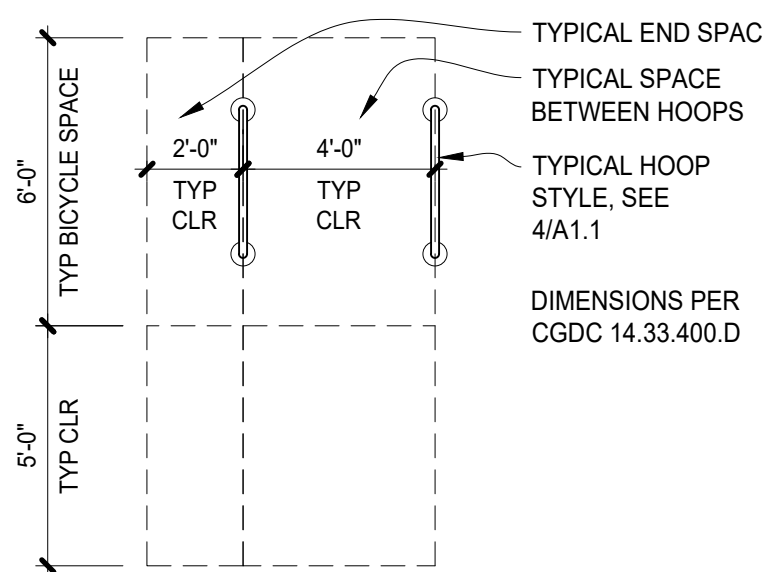
TYP BICYCLE HOOP

5
A1.1 1" = 1'-0"



SITE PLAN

1
A1.1 1" = 20'-0"



TYP BICYCLE PARKING

5
A1.1 1/4" = 1'-0"

GENERAL NOTES

- IN COMPLIANCE WITH CGDC 14.34.5000 A.1, ALL NEW ON-SITE UTILITIES WILL BE PLACED UNDERGROUND.
- PER CGDC 14.32.300.F, AN AUTOMATICALLY CONTROLLED IRRIGATION SYSTEM WILL BE PROVIDED FOR ALL PLANT MATERIALS USED TO MEET THE LANDSCAPE STANDARDS AT THE TIME OF BUILDING PERMIT APPLICATION SUBMITTAL FOR NEW LANDSCAPING AND ASSOCIATED DETAIL. SEE LANDSCAPE PLAN.
- ALL PUBLIC IMPROVEMENTS WILL BE PRIVATELY CONSTRUCTED AND SHALL CONFORM TO THE 2017 OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION AS ISSUED BY THE OREGON DEPARTMENT OF TRANSPORTATION.
- OUTDOOR LIGHTING WILL COMPLY WITH CITY STANDARDS AT THE TIME OF BUILDING PERMIT SUBMITTAL AND BUILDING OCCUPANCY. EXACT OUTDOOR LIGHTING SPECIFICATIONS WILL BE SUBMITTED AT THE TIME OF THE BUILDING PERMIT APPLICATION.
- SEE SEPARATE PROPERTY LINE ADJUSTMENT APPLICATION FOR ILLUSTRATED NEW PROPERTY LINES FOR TAX LOTS 2619 AND 4800. SEE EXISTING CONDITIONS PLAN FOR EXISTING PROPERTY LINES.
- SEE SEPARATE PROPERTY LINE ADJUSTMENT APPLICATION FOR ILLUSTRATED NEW PUBLIC ELEC EASEMENT. SEE EXISTING CONDITIONS PLAN FOR EXISTING ELEC EASEMENT LOCATIONS.

PARKING CALCULATIONS

VEHICLE PARKING

VEHICLE PARKING CALCULATIONS ARE PROVIDED FOR THE DEVELOPMENT SITE

VEHICLE PARKING SPACES REQUIRED (CGDC TABLE 14.33.300.A)	
EXISTING GENERAL RETAIL	163 SPACES
EXISTING RETAIL / RESTAURANT	24 SPACES
PROPOSED DRIVE THROUGH	10 SPACES
TOTAL VEHICLE PARKING SPACES REQUIRED	197 SPACES
TOTAL VEHICLE PARKING PROPOSED	337 SPACES
(E) PARKING SPACES TO REMAIN (INCLUDING 11 ADA SPACES)	323 SPACES
(E) SPACES TO BE RESTRIPE STANDARD	4 SPACES
(9'-0" X 18'-0" INCLUDES SOME W/ 2'-0" BUMPER OVERHANG)	9 SPACES
COMPACT	1 SPACE
(9'-0" X 18'-0" INCLUDES SOME W/ 2'-0" BUMPER OVERHANG)	
ACCESSIBLE	
(9'-0" X 18'-0")	

BICYCLE PARKING

BICYCLE PARKING CALCULATIONS ARE PROVIDED FOR THE PROPOSED PROJECT

BICYCLE PARKING SPACES REQUIRED (CGDC TABLE 14.33.400)	
SHORT TERM SPACES REQUIRED	2 SPACES
LONG TERM SPACES REQUIRED	2 SPACES
TOTAL BICYCLE PARKING SPACES PROPOSED	4 SPACES
SHORT TERM SPACES PROPOSED	2 SPACES
LONG TERM SPACES PROPOSED	2 SPACES

LONG TERM SPACES ARE PROVIDED OUTSIDE NEAR THE MAIN ENTRY UNDER COVER. SHORT TERM SPACES ARE PROVIDED OUTSIDE NEAR THE MAIN ENTRY.

AREA CALCULATIONS

PROJECT SITE AREA	
EXISTING CONDITIONS IMPERVIOUS AREA	2,122 SF (100%)
BUILDING FOOTPRINT	12,569 SF
PARKING AREA, DRIVEWAYS & WALKWAYS	2,061 SF
PERVIOUS AREA	2,061 SF
TOTAL (E) PERVIOUS AREA	
PROPOSED AREA IMPERVIOUS AREA	
(E) TO REMAIN	9,673 SF (58%)
(N) PROPOSED	2,546 SF (15%)
BUILDING FOOTPRINT	900 SF (5%)
TRASH ENCLOSURE	144 SF (1%)
PARKING AREA, DRIVEWAYS & WALKWAYS	1,713 SF (10%)
TOTAL PROPOSED IMPERVIOUS AREA	14,976 SF (89%)
PERVIOUS AREA	
(E) TO REMAIN	1,518 SF (9%)
(N) PROPOSED	258 SF (2%)
TOTAL PROPOSED PERVIOUS AREA	1,776 SF (11%)
CGDC TABLE 14.23.120 MIN LANDSCAPE AREA IN C-2P	1,675 SF (10%)
TOTAL REQUIRED MIN LANDSCAPE AREA IN C-2P ZONE	1,776 SF (11%)
CGDC TABLE 14.23.120 MAX BUILDING COVERAGE IN C-2P	10,051 SF (60%)
TOTAL REQUIRED MAX BLDG COVERAGE	2,690 SF (16%)

LEGEND

- NEW BUILDING FOOTPRINT
- ADJUSTED PROPERTY LINE, SEE SEPARATE PLA APP
- EXISTING PROPERTY LINE
- EASEMENT BOUNDARY LINE, SEE SEPARATE PLA APP
- (E) EASEMENT BOUNDARY LINE, SEE SURVEY
- (E) LANDSCAPE AREA TO REMAIN, SEE LANDSCAPE
- PLANTING IN (E) LANDSCAPE BED, SEE LANDSCAPE
- LANDSCAPE AREA, SEE LANDSCAPE
- ON-SITE PEDESTRIAN CROSSWALK STRIPING
- RAISED CONCRETE WALKWAY/ ISLANDS, UON
- BICYCLE HOOP
- (E) TREE TO REMAIN, SEE SURVEY

TBG ARCHITECTS + PLANNERS
 132 East Broadway, Suite 200
 Eugene, Oregon 97401
 p: 541.687.1010
 f: 541.687.0625

REGISTERED ARCHITECT
 F. ALBERSON
 EUGENE, OREGON
 STATE OF OREGON

COTTAGE GROVE BRANCH OREGON COMMUNITY CREDIT UNION
 SITE DESIGN REVIEW & CUP
 150 GATEWAY BLVD
 COTTAGE GROVE, OREGON 97424

SITE PLAN & DETAILS

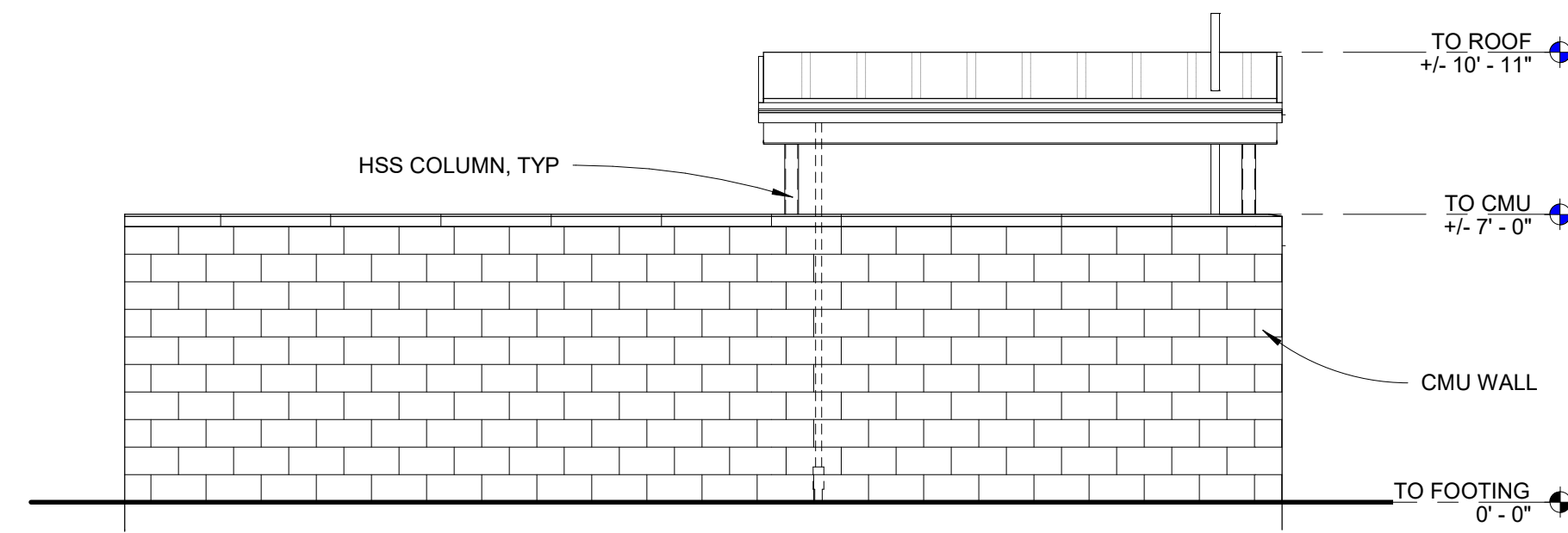
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SHEET **A1.1**

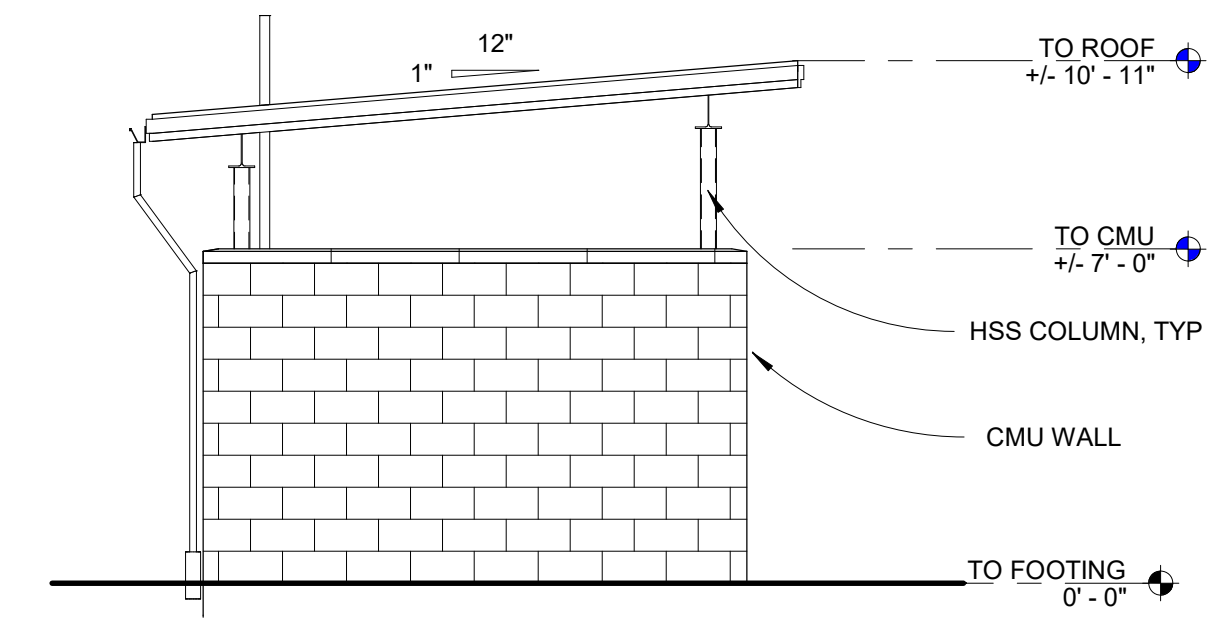
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GENERAL NOTES

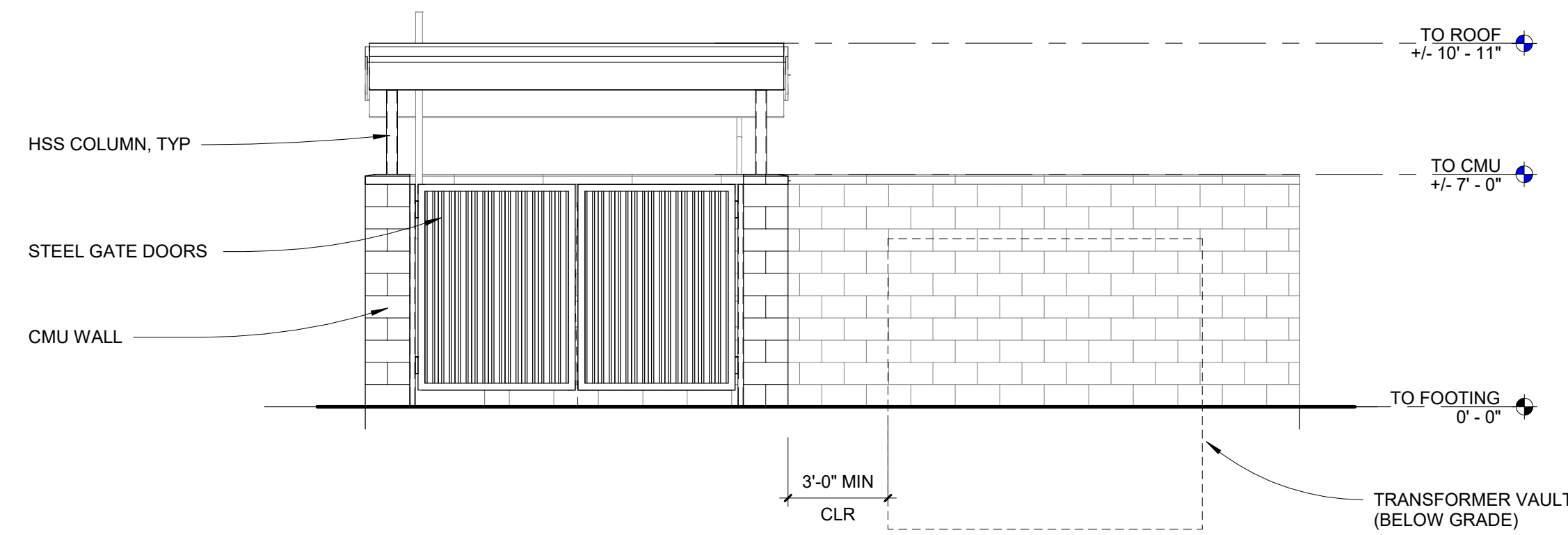
1. ARCHITECTURAL ELEVATIONS, FINISHES AND WINDOW CONFIGURATIONS ARE PRESENTED SCHEMATICALLY FOR REFERENCE ONLY AND ARE SUBJECT TO CHANGES AT THE TIME OF BUILDING PERMIT SUBMITTAL PLANS WILL MEET RELEVANT CODE STANDARDS.



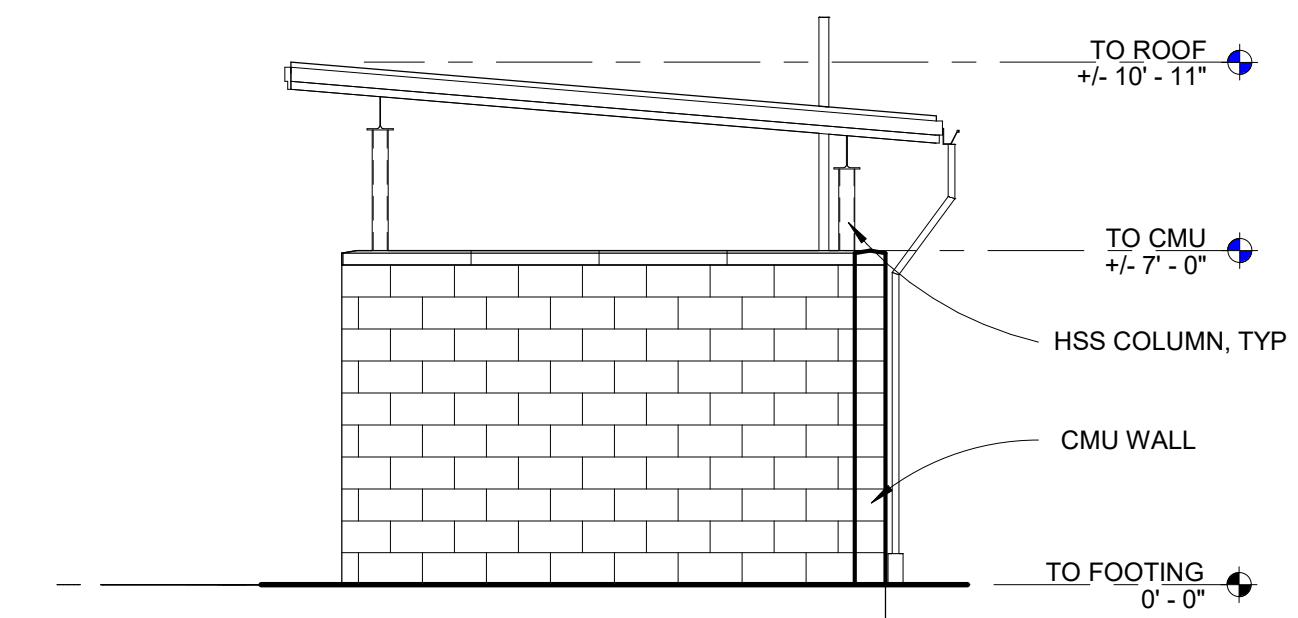
2 EAST ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"



1 NORTH ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"



4 WEST ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"



3 SOUTH ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"

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REGISTERED ARCHITECT
STATE OF OREGON
I.F. ALBERSON III
EUGENE, OREGON

**COTTAGE GROVE BRANCH
OREGON COMMUNITY CREDIT UNION**
SITE DESIGN REVIEW & CUP
150 N GATEWAY BLVD
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**TRASH
ENCLOSURE
ELEVATIONS**

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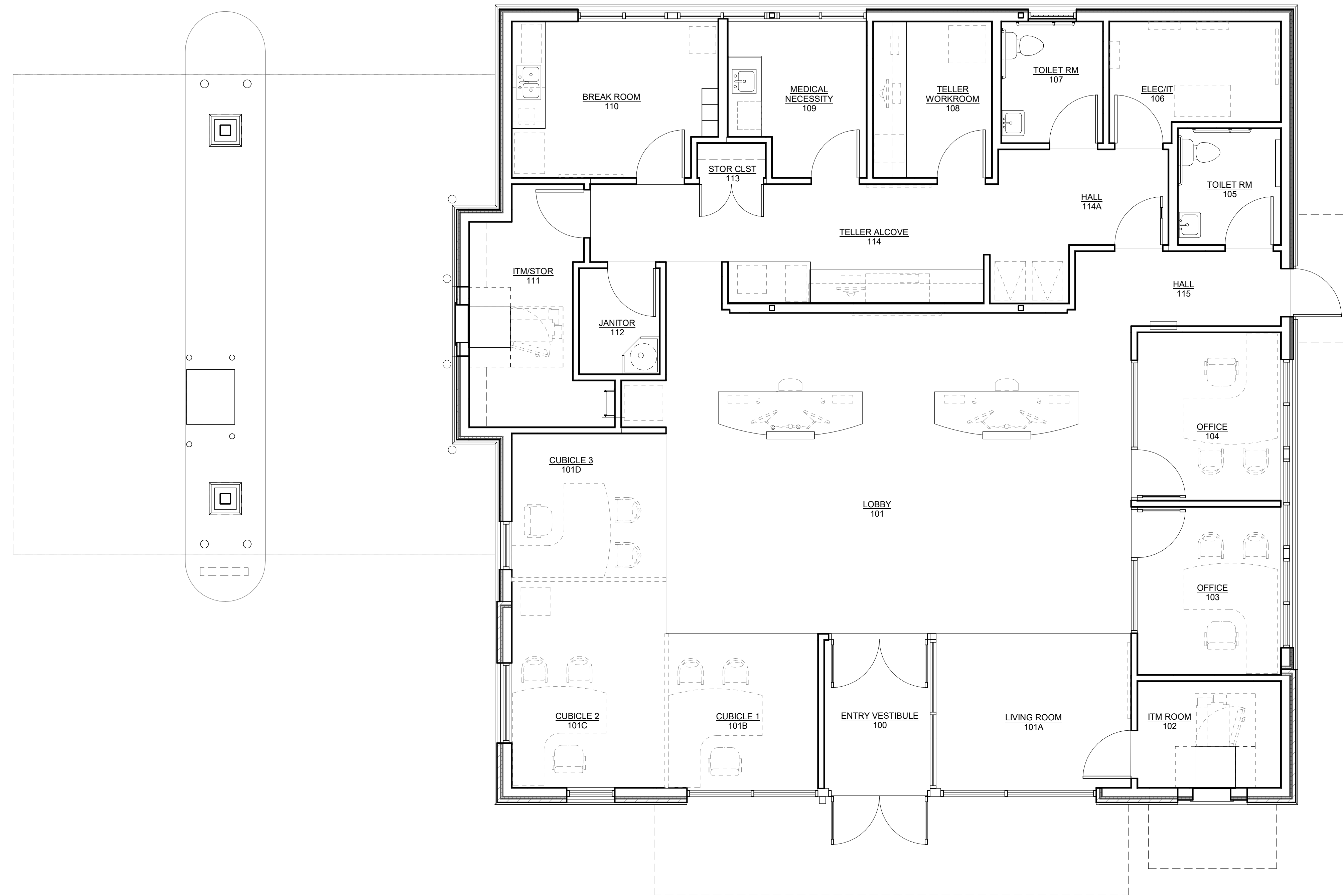
SHEET **A1.2**

GENERAL NOTES

1. ARCHITECTURAL FLOOR PLANS ARE CONCEPTUAL, FOR REFERENCE ONLY, AND ARE SUBJECT TO CHANGE AT THE TIME OF BUILDING PERMIT SUBMITTAL. PLANS WILL MEET RELEVANT CODE STANDARDS.

FLOOR PLAN LEGEND

- (E) CONSTRUCTION TO REMAIN
- WALL & DOOR OPENING
- INTERIOR PARTITION
- OWNER-PROVIDED EQUIPMENT OR FURNISHING



1
A2.1

CONCEPT FLOOR PLAN
1/4" = 1'-0"

TRUE NORTH



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CONCEPT
FLOOR
PLAN

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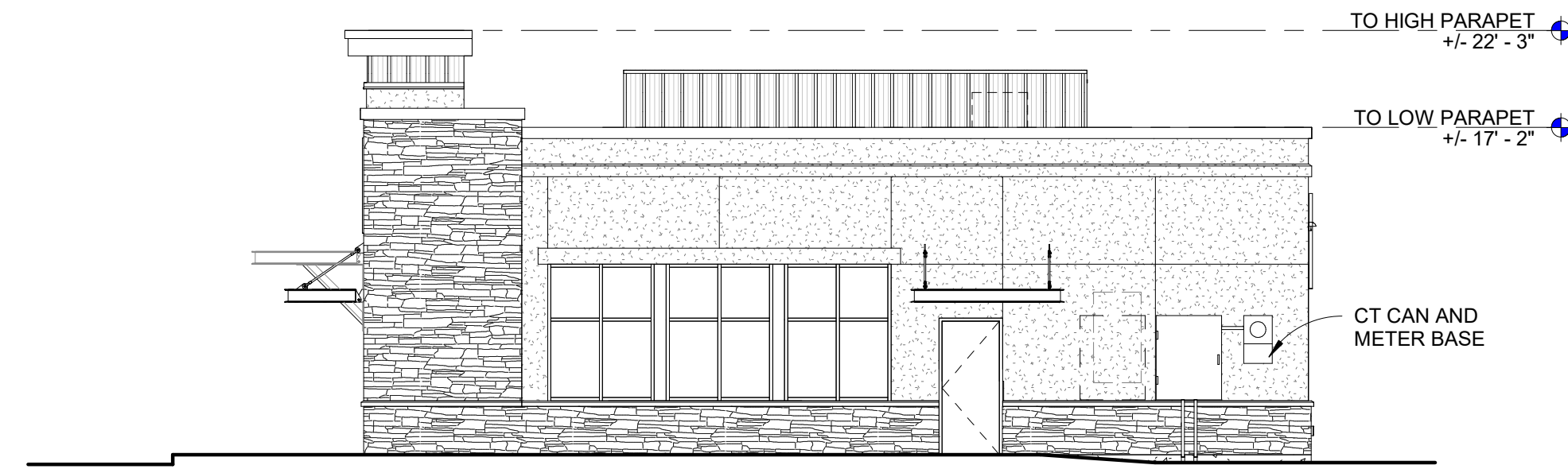
GENERAL NOTES

1. ARCHITECTURAL ELEVATIONS, FINISHES AND WINDOW CONFIGURATIONS ARE PRESENTED SCHEMATICALLY FOR REFERENCE ONLY AND ARE SUBJECT TO CHANGES AT THE TIME OF BUILDING PERMIT SUBMITTAL PLANS WILL MEET RELEVANT CODE STANDARDS.

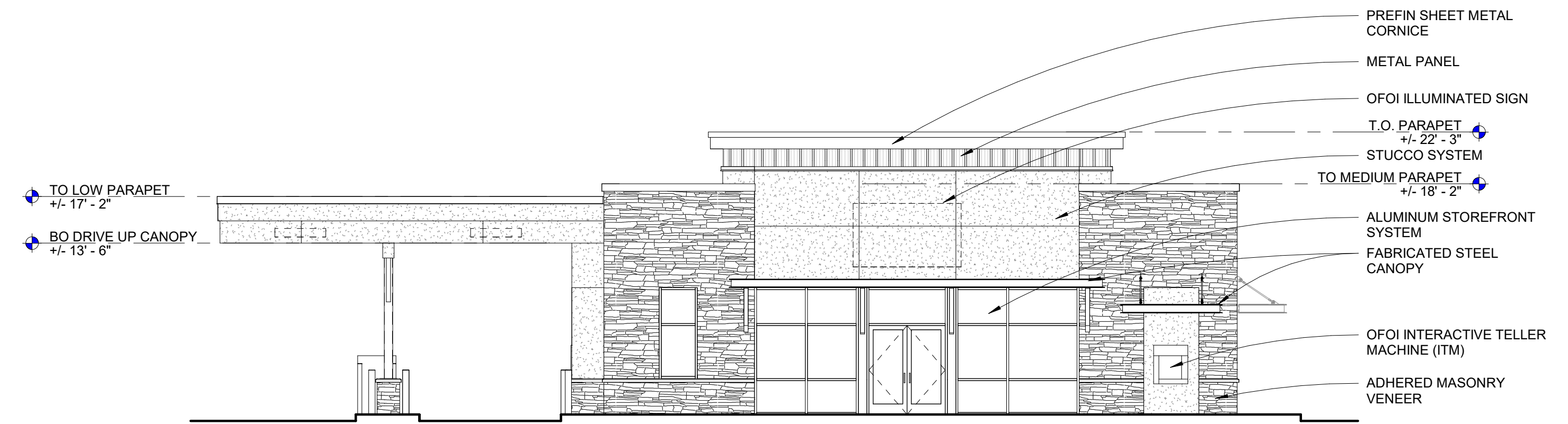
WINDOW AREA CALCULATIONS

REQUIRED 40 PERCENT MIN LINEAR FEET OF WINDOW ACROSS STREET-FACING ELEVATION PER CGDC 14.23.170.B.5

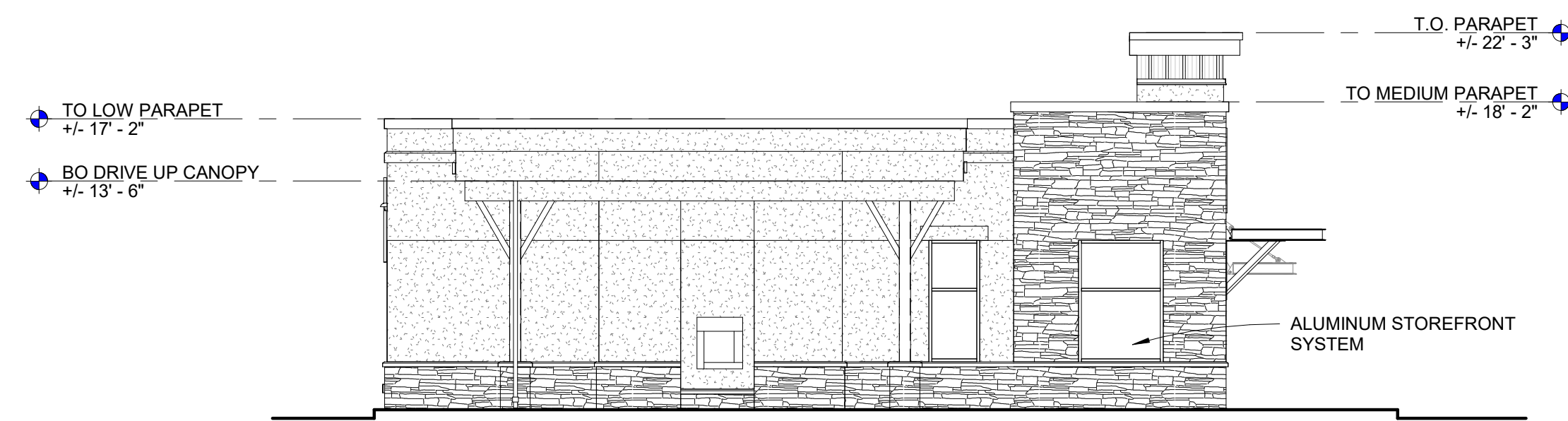
PROPOSED WEST ELEVATION	
TOTAL WALL WIDTH	49'-10" (100%)
TOTAL WINDOW WIDTH	21'-10" (42%)



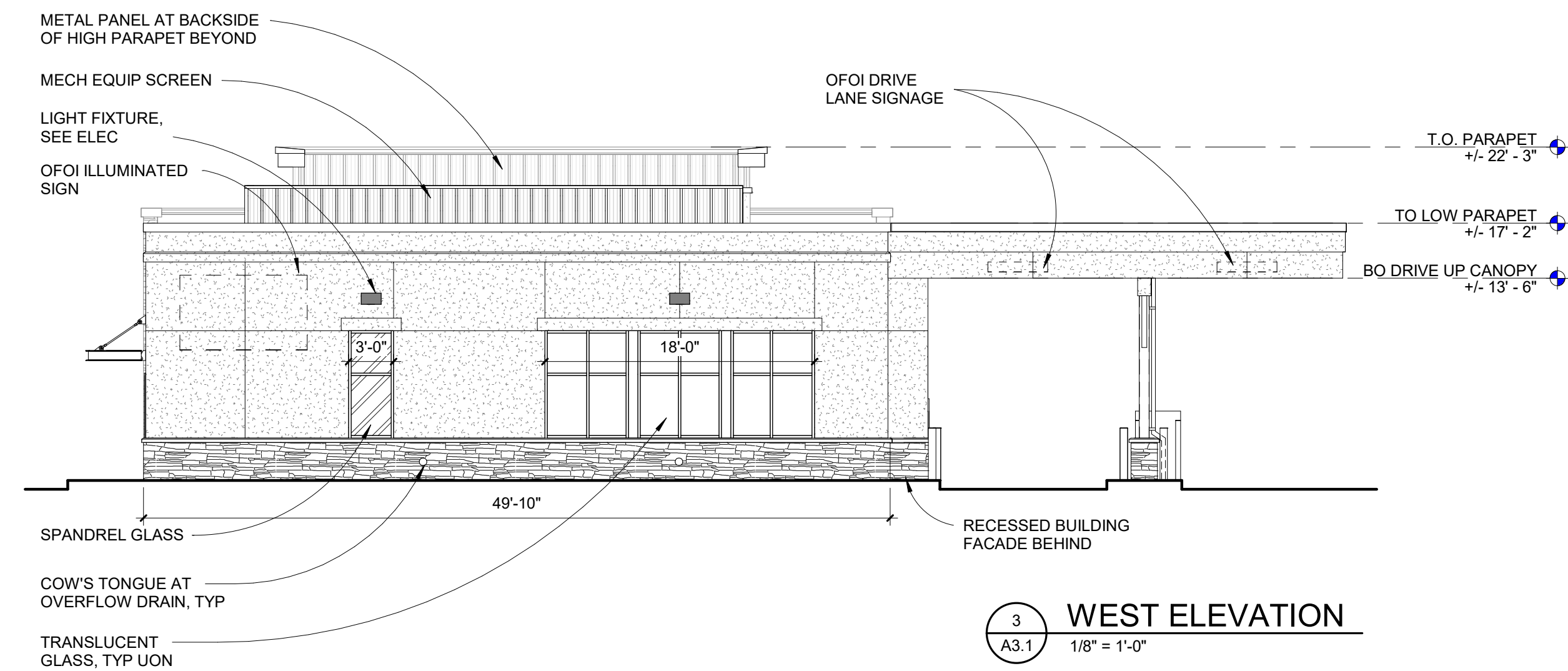
2 NORTH ELEVATION
A3.1 1/8" = 1'-0"



1 EAST ELEVATION
A3.1 1/8" = 1'-0"



4 SOUTH ELEVATION
A3.1 1/8" = 1'-0"



COTTAGE GROVE BRANCH
OREGON COMMUNITY CREDIT UNION
 SITE DESIGN REVIEW & CUP
 150 NORTH GATEWAY BOULEVARD
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EXTERIOR ELEVATIONS

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