

STAFF REPORT  
DORMAN CONSTRUCTION  
NEW OFFICE BUILDING  
SITE DESIGN REVIEW 2-23  
JUNE 8, 2023

PROPOSAL DESCRIPTION

Date application filed: May 17, 2023

Date application complete: May 22, 2023

Applicant: Dorman Construction  
303 South 5<sup>th</sup> Street, Suite 135  
Springfield, OR 97477

Owner: Starfire Lumber  
2795 Mosby Creek Road  
Cottage Grove, OR 97424

Location: 2795 Mosby Creek Road  
20-03-27-34-01000/900

Present Conditions: Developed mill with existing offices

Proposed Condition: Construction of a 18,263 sf office building

Comp Plan Designation: I - Industrial

Zoning: M - Industrial

MATERIALS TO BE PART OF THE RECORD

City of Cottage Grove File(s): SDR 2-23

- Applicant's Application
- Applicant's Narrative
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering Comments dated June 8, 2023

Proposal:

The applicant of Dorman Construction, on behalf of Starfire Lumber, proposes to demolish the existing office structure at 2795 Mosby Creek Rd and construct and 18,263 sf two-story office located on the existing manufacturing site. The subject property is zoned M and the proposed development (office as an accessory use) is a permitted use in the zone, subject to Site Design Review. Due to the size of the development (an addition over 1,000 sf), and the fact that this is a Major Modification to Approval, the

application was elevated to a Type III application, which includes a public hearing. The subject parcel is located at 2795 Mosby Creek Rd, Map 20-03-27-34, Tax Lot 1000 / 900.

The project site is surrounded by M zoned land (Industrial), and R-1 and R-2 on the west end of the parcel. 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 site has approximately 250' of frontage on Mosby Creek Rd, which is classified as a Minor Arterial. Access to the proposed development utilizes two of the three existing access points, with the third being converted to a pedestrian access.

The site is currently developed with various lumber mill structures, including the original office structure. The new office is being built to replace the existing office building, which started as a residence, and was converted over the years to a makeshift office building. The new building will provide the staff at Starfire a modern, functional, and beautiful space to conduct business and it will stand as a landmark along the road, becoming a showpiece for all the wood and timber products Starfire helps bring to the market.

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.

Chapter 14.24 of the Development Code includes the applicable industrial design standards, which are set forth through Section 14.24.110 through 14.24.150. The applicable standards of each are addressed below.

#### COMMENTS RECEIVED

Comments were received from Branch Engineering, City of Cottage Grove Engineer on June 8, 2023. The comments are addressed in this staff report and included in the conditions of approval.

#### APPROVAL CRITERIA; SDR 2-23

*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 May 17, 2023 and deemed complete on May 22, 2023.

- 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 M (Industrial) district on May 17, 2023, as addressed herein.

**Table 14.24.110 Land Use in Industrial Districts (M, BP)**

Table 14.24.110 identifies the land uses that are allowed in the Industrial Districts. The specific land use categories are described and uses are defined in Chapter 14.13 and 14.14.

**TABLE 14.24.110 Land Use in Industrial Districts (M, BP)**

Key:

P = Permitted, subject to land use/site review

CU = Conditional Use permit required (Chapter 14.44)

MP = Master Plan required (Chapter 14.45)

N = Not permitted

USE Categories (Examples of uses are in Chapter 14.14; definitions are in Chapter 14.13)	Industrial (M)	Business Park (BP)
<b>Residential Categories</b>		
<b>Household Living</b>		
All Residential Uses	N	N
<b>Commercial Categories</b>		
Drive-up/Drive-in/Drive-through (drive-up windows, kiosks, ATM's, similar uses/facilities), per Section 14.23.190	N	N
Bed and Breakfast Inn	N	N
Educational Services, not a school (e.g., tutoring or similar services)	N	MP
Entertainment, Major Event	N	N
Office		
- Primary use	N	MP
- Accessory Use	P	P
Outdoor recreation, Commercial	N	N
Parking Lot (when not an accessory use)	CU	N

USE Categories (Examples of uses are in Chapter 14.14; definitions are in Chapter 14.13)	Industrial (M)	Business Park (BP)
Quick Vehicle Servicing. (See also Drive-Up/Drive-In/Drive-Through Uses, per Section 14.23.190)	N	N
Vehicle Repair	CU	N
Retail Sales and Service - Accessory to primary use	CU	N
Self-Service Storage	P	N
<b>Industrial Categories</b>		
Light Industrial Service	P	MP
Medium/Heavy Industrial Service	N	N
Light Manufacturing and Production - fully enclosed (e.g., office) - not enclosed	P CU	MP N
Medium/Heavy Manufacturing and Production	CU	N
Warehouse and Freight Movement	CU	N

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 a replacement office building and associated parking on an existing impervious surface, 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.

#### **14.24.120 Industrial Districts – Setback Yards, Industrial Buffers**

**A. Purpose.** *Setback yards and buffers provide separation between industrial and non-industrial uses for fire protection/security, building maintenance, sunlight and air circulation, noise buffering, and visual separation.*

**B. Applicability.** *The setback yard and buffer standards in subsections 14.24.120.C-F are minimum standards that apply to buildings, accessory structures, parking areas, mechanical equipment, and other development (but not buffers as required under subsection G). In granting a Conditional Use Permit, the approval body may increase the standard yards and/or buffers consistent with the criteria in Chapter 14.44. The approval body may also decrease the standard yards and/or buffers through the Conditional Use Permit process, provided that all applicable building and fire safety codes are met.*

**C. Front and Street Yard Setbacks.**

1. *Industrial (M) District: Minimum of 20 feet.*
2. *Business Park (BP) District: Minimum of 25 feet from designated arterial streets, 20 feet from collector streets, and 15 feet from local streets.*

Staff response and findings of fact:

The minimum setback for the front and street yard for the M zone is 20'. The structure is proposed to be located approximately 27' from the front property line on Mosby Creek Rd. This standard is met as proposed.

**D. Rear Yard Setbacks.**

1. *Adjacent to a Commercial or Industrial District: Minimum of 10 feet, except common wall buildings with 0-setback are allowed;*
2. *Abutting a Residential District: Minimum of 20 feet, and conformance with the R/R-1 height step-down standards in Section 14.22.170.C.*

Staff response and findings of fact:

The rear yard setbacks are a minimum of 20', as it abuts a residential zone. The proposed structure is over 1,000 feet away from this property line, and is therefore in compliance. The side setbacks are zero within this zone, as the sides abut a county parcel and another industrial parcel.

**E. Side Yard Setbacks.** *There are no required side-yard setbacks, except a minimum of 20 feet and conformance with the R/R-1 height step-down standards in Section 14.22.170.C is required when an Industrial District abuts an R or R-1 District.*

Staff response and findings of fact: The applicant proposes setbacks of 30' 5" on the west façade and 0' on the east facade, however, there is not adjacent R/R-1 zoning to the project site's side yards, therefore this criterion does not apply.

**F. Minimum Landscape Area (% site area).** *The minimum landscape area for M Industrial District shall be 5%. The minimum landscape area for BP Industrial District shall be 20%. Landscape area may include plant areas and some non-plant areas as allowed under Section 14.32.300.D.*

Staff response and findings of fact: The applicant has submitted a landscape plan that does not detail the total amount of square footage to be applied to the development site. Prior to issuance of building permits, applicant shall submit a more detailed landscaping plan showing conformance to this standard. This criterion is met as conditioned.

**14.24.130 Industrial Districts – Building Coverage**

A. *Industrial (M) District: Maximum building coverage, 80 percent.*

B. *Business Park (BP) District: Maximum building coverage, 70 percent.*

Staff response and findings of fact: Maximum building coverage in the M District is 80%. Building coverage is the percentage of the lot covered by buildings. The subject parcel is over 10 acres, and even with the existing structures, the proposed structure will not push the maximum lot coverage, therefore this criterion is met as proposed.

**14.24.140 Industrial Districts – Site Layout and Design**

A. **Development Compatibility.** *Industrial uses and developments shall be oriented on the site to minimize adverse impacts (e.g., noise, glare, smoke, dust, exhaust, vibration, etc.) and to provide compatibility with adjacent uses to the extent practicable. The following standards shall apply to all development in the Industrial and Business Park Districts:*

1. *Mechanical equipment, lights, emissions, shipping/receiving areas, and other components of an industrial use that are outside enclosed buildings, shall be located away from residential areas, schools, parks and other non-industrial areas to the maximum extent practicable; and*
2. *The City may require a landscape buffer, or other visual or sound barrier (fence, wall, landscaping, or combination thereof), to mitigate adverse impacts that cannot be avoided, as provided in Section 14.24.120.*

Staff response and findings of fact: The proposed structure is an office building for the existing industrial development. No additional expansions in the industrial use category are proposed at this time. This criterion is not applicable.

B. **Large-Scale Commercial Development – M District Only.** *Developments containing 40,000 square feet or more commercial, retail, wholesale, or office floor area in an Industrial District shall have pedestrian-oriented design. This standard is satisfied when the approval body finds that a development meets the all of the following criteria:*

1. *The commercial block layout standards in Section 14.23.150.D are met; and*
2. *The architectural standards in Section 14.23.170 are met. For the purpose of meeting the build-to line standards in subsection 14.23.170.B(4), the build-to line is parallel to all abutting street property lines at a distance of 60 feet from the street property line.*

Staff response and findings of fact: The proposed development is an 18,263sf structure, therefore this criterion is not applicable.

**14.24.150 Industrial Districts – Building and Structure Height**

*The maximum allowable height of buildings and structures in the M districts is 35 feet, except that taller buildings and structures are allowed when approved as part of a Conditional Use Permit, provided they conform to the R/R-1 height step-down.*

Staff response and findings of fact: As proposed the maximum building height of the structure is approximately 25'. While the subject parcel is adjacent to a residential zone, the location of the proposed structure is far enough away (over 1,000'), that the step-down requirements are not applicable at this time. This standard is met as proposed.

#### ***14.24.160 Industrial Districts – Large Site Master Planning Requirements***

*Industrial land added to the Cottage Grove Urban Growth Boundary (UGB) to meet industrial land needs identified in the Cottage Grove Economic Opportunities Analysis (2009) shall be assigned a Master Planned Development (PD) overlay zone under Chapter 14.45, Master Planned Developments following annexation.*

*A. The minimum development area covered by this master plan shall be 20 acres.*

Staff response and findings of fact: The subject lot is approximately 10.78 acres. This criterion is not applicable.

### **Chapter 14.31 — Access and Circulation**

#### **14.31.200 Vehicular 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 Finding:*** There are three existing vehicle access points currently benefiting these parcels. The applicant does not proposed an additional access, rather, will be removing the middle of three and making it a pedestrian access. This criterion is not applicable.

- 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 Finding:*** Mosby Creek Rd is not a State right-of-way. 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 Finding:*** 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.

The proposed application does not trigger any of the above listed criteria and meets minimum distances from adjacent intersections. This criterion is not applicable.

**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 Finding:*** The applicant has proposed to close the middle of three existing access points onto Mosby Creek Rd. The City does not require a closing or consolidation of an existing curb cut at this point. This criterion is not applicable.

**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 Finding:*** The development site has existing access points along Mosby Creek Rd. The only proposed modification is to remove the middle of three access points for vehicles, and have it be for pedestrian access. The site is also not located along a corner or intersection. 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 3.1.200.G). In such cases, the City may impose turning restrictions (i.e., right in/out, right in only, or right out only);**

***Staff Finding:*** There is sufficient frontage and as described above the applicant meets the minimum distances required. 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 Finding:*** 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 3.1.200.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 Finding:*** There are existing approaches to the development, and no additional access points are proposed. 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 Finding:*** Expected traffic to the site will enter and exit from Mosby Creek Rd. The drive shall be at minimum 24' wide along the parking areas, to provide a 24' wide aisle for vehicular

maneuvering. The proposed entrance to the parking area of the development is approximately 32' 6", with internal circulation widths along the parking aisles are a minimum of 24'. Internal sidewalks lead from the public sidewalk to the front door of the proposed development and shall meet ADA standards. This criterion is met as proposed.

**I. Joint and Cross Access – Requirement. The number of driveway and private street intersections with public streets should be minimized by the use of shared driveways for adjoining lots where feasible. When necessary for traffic safety and access management purposes, or to access flag lots, the City may require joint access and/or shared driveways in the following situations as follows:**

**1. For shared parking areas;**

***Staff Finding:*** The parking area for this development has two entrance/exits they will be utilizing, and are preexisting. This criterion is met as proposed.

**2. For adjacent developments, where access onto an arterial is limited;**

***Staff Finding:*** While Mosby Creek Rd is a Minor Arterial within the Cottage Grove Transportation System Plan, the proposed development is utilizing existing access points. This criterion is not applicable.

**3. For multi-tenant developments, and multi-family developments on multiple lots or parcels. Such joint accesses and shared driveways shall incorporate all of the following:**

- a. A continuous service drive or cross-access corridor that provides for driveway separation consistent with the applicable transportation authority's access management classification system and standards;
- b. A design speed of 10 miles per hour and a maximum paved width of 20 feet, in addition to any parking alongside the driveway; additional driveway width or fire lanes may be approved when necessary to accommodate specific types of service vehicles, loading vehicles, or emergency service provider vehicles;
- c. Driveway stubs to property lines (for future extension) and other design features to make it easy to see that the abutting properties may be required with future development to connect to the cross-access driveway;
- d. Fire Department-approved turnaround for service drives or driveways over 150 feet long.

***Staff Finding:*** The proposed development does not include multi-tenant or multi-family development. This criterion is not applicable.

**J. Joint and Cross Access – Reduction in Required Parking Allowed. When a shared driveway is provided or required as a condition of approval, the land uses adjacent to the shared driveway may have their minimum parking standards reduced in accordance with the shared parking provisions of Section 14.33.300.C.**

***Staff Finding:*** There is not a shared access proposed therefore this criterion is not applicable.

**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.

**Staff Finding:** Both subject properties are under one ownership and there is no shared access proposed. This criterion does not apply to the current proposal.

- 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:**

**Staff Finding:** There are no additional access points proposed with this development. 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 3.4.100.N.**

**Staff Finding:** The proposal has an existing access to the northwest of the project site, which is contiguously owned by the applicant. This drive aisle is of adequate width and is paved, meeting this criterion.

- 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 Finding:** The proposed project complies with the criterion. Vertical clearance within the driveway, aisle, and turnaround areas shall meet or exceed minimum requirement. 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 3.1.200.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 Finding:** The proposed project shall comply with the criterion. A 20' vision clearance triangle shall be maintained at the driveway with no obstruction between 2.5' – 8' in height as a condition of approval.

**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 Finding:** The proposed project complies with the criterion, as the site is already developed with a parking lot. The proposal demonstrates the demolition of an existing structure to make room for the parking of the new structure on a separate parcel. If / when that portion of the parcel is paved, asphalt and concrete surface material will be used for driveways, parking areas, and sidewalks. This criterion is met as proposed.

- 2. Surface Water Management. When non-porous paving is used, all driveways, parking areas, alleys, aisles, and turnarounds shall have on-site collection of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with Chapter 14.35 and applicable engineering standards. Single-family and two-family dwellings shall be exempt from this standard.**

**Staff Finding:** Please refer to Engineering comments that address this criterion.

- 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 Finding:** The proposed development is utilizing an existing impervious surface as their parking lot, which is already partially developed as a parking lot. There are no additional access points. 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 Finding:** The on-site walkway system connects the parking area to the proposed development, and from the proposed development to the public street system. There are no

additional proposed phases of the development at this time. At such time expansions are proposed, they must conform to this standard. 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.
  - d. **“Primary entrance” for residential buildings** is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard, or breezeway that serves as a common entrance for more than one dwelling.

**Staff Finding:** The proposed walkway system is direct, safe and convenient. The walkway connects to both the ADA ramp and the main entrance steps. 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);

**Staff Finding:** The proposed development only has one structure and associated parking lot. This criterion is not applicable.

- 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 3.1.300.A(1); and

**Staff Finding:** The proposed development connects the on-site parking area to the new structure. As the entire surrounding parcels are owned and developed by the same entity, and is an existing, working mill, no additional walkways will be required. This criterion is met as proposed.

- 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 Finding:*** The subject parcel where the parking will be located is approximately 0.7ac, therefore, this criterion is not applicable.

**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 Finding:*** The proposal includes a walkway system that connects the front entrance of the proposed development to Mosby Creek Rd, as well as to the associate parking lot. Any walkway that abuts the driveway in the parking lot shall be raised 6 inches and curbed along the edge of the driveway. This shall be a condition of approval. This criterion is met with conditions.

- 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 Finding:*** The proposal has one striped walkway connecting the parking area to the proposed development. 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 5 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 Finding:*** The applicant is proposing a four foot wide sidewalk within the parking area, and a 9.7' walkway between the proposed development and the parking area, but did not distinguish if this is a multi-use path. If it is, this walkway must adhere to the 10' wide requirement. The walkway within the parking area must be a width of five feet wide. This shall be a condition of approval. This criterion is met with conditions.

- 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 Finding:*** The proposed project will comply with the criterion provided previous conditions of approval are met. Proposed walkways shall be constructed to comply with ADA requirements. Sidewalks and handicap facilities must meet the current American Disabilities Act (ADA) Standards, and will be a condition of approval. This criterion is met with conditions.

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

**Staff Finding:** Any public sidewalks constructed as part of this application shall meet City standards, see City Engineers comments. This criterion is met with conditions.

## Chapter 14.32 — Landscaping, Street Trees, Fences and Wall

### 14.32.200 Landscape Conservation

- A. Applicability.** All development sites containing Significant Vegetation, as defined below, shall comply with the standards of this Section. The purpose of this Section is to incorporate significant native vegetation into the landscapes of development and protect vegetation that is subject to requirements for Sensitive Lands (Chapter 14.37). The use of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting. Mature landscaping provides summer shade and wind breaks, controls erosion, and allows for water conservation due to larger plants having established root systems.
- B. Significant Vegetation.** “Significant vegetation” means individual trees and shrubs within designated Willamette River Greenway and/or Riparian areas, in accordance with Chapter 3.7, and trees not within a Sensitive Lands area that have a caliper of 8 inches or larger, except that protection shall not be required for plants listed as non-native, invasive plants by the Oregon State University (OSU) Extension Service in the applicable OSU bulletins for Lane County, and plants listed by the City as prohibited street trees and landscape plants. Non-native, invasive plants include, but are not limited to: purple loosestrife, leafy spurge, yellow starthistle, puncture vine, gorse, scotch broom, and non-native blackberry.
- C. Mapping and Protection Required.** Significant vegetation shall be mapped as required by Chapter 4.2, Site Design Review, and Chapter 3.7, Sensitive Lands. Significant trees shall be mapped individually and identified by species and diameter or caliper at 4 feet above grade. A “protection” area shall be defined around the edge of all branches (drip-line) of each tree. Drip lines may overlap between trees. The City also may require an inventory, survey, or assessment prepared by a qualified professional when necessary to determine construction boundaries, building setbacks, and other protection or mitigation requirements.
- D. Protection Standards.** Significant trees and shrubs identified as meeting the criteria in Section B, above, shall be retained to minimize the risk of erosion, landslide, and stormwater runoff. Where protection is impracticable because it would prevent reasonable development of public streets, utilities, or land uses permitted by the applicable land use district, the City may allow removal of significant vegetation from the building envelope as defined by required yard setbacks. Where other areas must be disturbed to install streets or utilities, the applicant may be required to restore such areas after construction with landscaping or other means to prevent erosion and to protect the public health, safety, and welfare. With the owner’s consent, the City may accept a land dedication or become a party to a conservation easement on private property for conservation purposes.
- E. Construction.** All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around significant vegetation areas to prevent compaction, erosion, pollution, or landslide hazards.
- F. Exemptions.** The protection standards in “D” and “E” shall not apply to:

1. **Dead or Diseased Vegetation.** Dead or diseased significant vegetation may be removed through a Type I Land Use Review.
2. **Hazardous Vegetation and Other Emergencies.** Significant vegetation may be removed without land use approval pursuant to Chapter 4 when the vegetation poses an immediate threat to life or safety, or the vegetation must be removed for other reasons of emergency (e.g., fallen over road or power line, blocked drainage way, or similar circumstance), as determined by the City or emergency service provider.

***Staff Finding:*** The subject property is not located within the Willamette River Greenway, Riparian, or other Sensitive Lands area. There are existing trees located at the opposite end of the site from the proposed development, and will not be affected by the proposal. The applicant shall avoid causing any damage to these trees during construction. This criterion is met as proposed.

### 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.

***Staff Finding:*** As a development requiring Site Design Review, this standard applies to the development site.

- B. **Landscaping Plan Required.** A landscape plan is required. All landscape plans shall conform to the requirements in Chapter 14.42.500, Section B.6 (Landscape Plans).

***Staff Finding:*** The applicant has submitted a preliminary landscape plan in their application. Generally, the proposed planting includes trees and vegetation breaks within the parking lot. Additionally, on the submitted plans for the development, trees and shrubs surround the building. As a condition of approval, and prior to issuance of building permits, the applicant shall submit a more detailed landscape plan, consisting of adherence to 14.32.300 (D)(E). This criterion is met as conditioned.

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

1. **Industrial Districts.** 5% of the site.

***Staff Finding:*** The applicant currently proposes landscaping within the development site, as well as the parking area. As stated above, prior to issuance of building permits, the applicant shall submit a landscape plan detailing the conformance to the 5% total landscaping of the site. This criterion is met with the above condition of approval.

- 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 3.2.200.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.

***Staff Finding:*** Compliance with the Landscape Materials section will be required in all landscaping areas associated with the development site. Final landscaping plans submitted with building permits shall show compliance to all above standards. This criterion is met as conditioned.

**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.** Landscaping in yards shall:
  - a. Provide visual screening and privacy within side and rear yards and from incompatible adjoining uses or busy streets;
  - b. Use shrubs and trees as wind breaks;
  - c. Retain natural vegetation;
  - d. Define pedestrian pathways and open space areas with landscape materials;
  - e. Provide focal points within a development, for example, by preserving large or unique trees or groves, hedges, and flowering plants;
  - f. Use trees to provide summer shading within common open space areas and within front yards when street trees cannot be provided;
  - g. Use a combination of plants for year-long color and interest;

- h. Use landscaping to screen outdoor storage and mechanical equipment areas, and to enhance graded areas such as berms, swales, and detention/retention ponds.**

**Staff Finding:** The applicant shall show compliance with these standards in the final landscaping plan to be submitted with the site development permit application as a condition of approval.

**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.**

**Staff Finding:** The applicant has submitted a preliminary landscape plan that details the adherence to this standard. Proposed are two trees per parking bay, as well as an unidentified ground cover. As a condition of approval, the final landscaping plans shall show these parking areas as landscaped, and provide details of adherence to the 10% minimum total parking landscaping. This criterion is met as conditioned.

**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**
- 5) 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 Finding:** The applicant proposes to add 16 parking area trees (1 tree per 3,000 sf of parking surface (approximately 25,616sf total parking and maneuvering area)) in bays that are at least 7’ in width. They also propose to add four trees along the frontage portion of the parking lot (over 7’ in width). Details of this landscaping plan were provided in low detail, and as a condition of approval, adherence to the landscaping standards of

14.32.200 shall be submitted prior to issuance of building permits. These criterion are 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.
  - b. **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:
    - 1) A decorative wall (i.e., masonry or similar quality material),
    - 2) An evergreen hedge,
    - 3) An opaque fence complying with Section 14.32.500, or
    - 4) A similar feature that provides an opaque barrier.

Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with Chapter 3.1, Access and Circulation. (See Section 14.32.500 for standards specific to fences and walls.)
  - c. **Flag Lot Screen.** In approving a flag lot, the City may require a landscape screen and/or fence be installed along property line(s) of the flag lot, for privacy of adjoining residents, in accordance with the provisions of Section 14.43.115. A flag lot screen shall not be required if the abutting property owner(s) indicate in writing that they do not want a screen or fence; however, the owner may install one at his or her discretion.

***Staff Finding:*** The applicant proposes a parking area adjacent to Mosby Creek Rd. The applicant has proposed a landscaping strip that is approximately 16' wide. As proposed, the parking area is adjacent to the development, and as detailed on the site plan, there is an approximately 9.7' wide strip of either walkway or landscaping that separated the parking area from the structure. As stated in this section of criteria, a more detailed landscaping plan shall be submitted and approved prior to issuance of building permits. There are no proposed mechanical units, outdoor storage, service and delivery areas, or other screening required, and the subject parcels are not being configured into a new flag lot, as it is existing flag lot and all parcels are owned and operated contiguously. These criterion are met as conditioned.

- 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 Finding:*** The applicant did not submit a landscape plan that detailed irrigation. An approved backflow preventer will be installed as part of the system. Complete irrigation plans will be submitted with the site development permit application. These maintenance requirements shall be conditions of approval. The property owner shall be responsible for the continued maintenance of all landscaping (grass, shrubs, plants and trees) for the duration of the development. Any plants, etc., that die must be replaced with like species immediately at the property owner's expense. The density of tree coverage shall remain or expand. This criterion is met as conditioned.

#### **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 3.4.100, 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 Finding:*** The parcel with the proposed parking lot details four street trees to be planted along Mosby Creek Rd, but not the size or species. There are existing trees along Mosby Creek Rd on the parcel that has the proposed structure. The applicant is not required to plant additional street trees on either of the subject parcels, but shall replace trees with approved street trees, damaged during construction, should that occur. This criterion has been met, as conditioned in previous landscape criterion.

#### **14.32.500 Fences and Walls**

**Construction of fences and walls shall conform to all of the following requirements:**

**A. General Requirements.** All fences and walls shall comply with the height limitations of the respective zoning district (Chapter 2) and the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with land division approval (e.g., flag lots), approval of a conditional use permit, or site design review approval. If a fence is approved for greater than 6 feet in height, a building permit is also required. Any wall over 4 feet in height (measured from the bottom of the footing to the top of the wall) shall require a building permit and appropriate design from a licensed engineer. Fences must be located on private property. Fences and walls proposed on public right-of-way or public easements shall be subject to land use review approval.

***Staff Finding:*** There is a current chain link fence surrounding the development, and is located within the right-of-way. The applicant did not submit or detail plans regarding fences and walls, either removing or adding. If proposed, at time of the issuance of building permits, the applicant shall adhere to these standards. This criterion is met as proposed.

**B. Dimensions.**

1. Except as provided under subsections 2 and 3, below, the height of fences and walls within a front yard setback shall not exceed 4 feet as measured from the grade closest to the street right-of-way.
2. A retaining wall exceeding 4 feet in height within a front yard setback, which is necessary for site grading and development, may be approved through a land division or site development review.
3. No fence or wall may exceed 7 feet in height. Exceptions to this standard may be approved through a variance, master planned development or site design review.
4. One arbor, gate, or similar garden structures not exceeding 10 feet in height and 25 square feet in ground coverage, and has an entrance with a minimum clearance of 36 inches in width and 80 inches in height is allowed within each yard abutting a street, provided that it is not within a clear vision triangle.
5. Walls and fences to be built for required buffers shall comply with Section 14.32.300.
6. Fences, walls and hedges shall comply with the vision clearance standards of Section 14.31.200.

***Staff Finding:*** No new fencing or walls are proposed in the front yard setback, and vision clearance standards are shown to be met. All fences shall be a maximum of 7' in height unless otherwise approved through a Type II Variance procedure. This criterion is not applicable at this time.

**C. Maintenance. For safety and for compliance with the purpose of this Chapter, walls and fences required as a condition of development approval shall be maintained in good condition, or otherwise replaced by the property owner.**

***Staff Finding:*** This condition shall be applicable to new or replacement fences and walls on the applicant's property. This criterion is met as conditioned.

**D. Materials.**

1. Permitted fence and wall materials: wood; metal; bricks, stone; concrete block; stucco, or similar masonry; and non-prohibited evergreen plants.
2. Prohibited fence and wall materials: straw bales; barbed or razor wire; scrap lumber, scrap metal, or other scrap materials; hedges higher than 8 feet. Barbed wire on top of chain link or other fencing may only be approved on industrial, commercial or institutional use categories through a Class B Variance (Chapter 5.1.400).
3. Retaining walls constructed of brick or masonry exceeding 4 feet in height (as measured from bottom of footing to top coping) shall be subject to building permit review and approval by the City Building Official. Design of such walls shall be certified by a licensed architect or engineer.

***Staff Finding:*** The applicant had not proposed new fences or walls as part of this project. As stated previously, this criterion shall be applicable to new or replacement fences at time of development. This criterion is met as conditioned.

## **Chapter 14.33 — Parking and Loading**

### **14.33.200 Applicability**

All developments subject to site design review (Chapter 14.42), including development of parking facilities, shall comply with the provisions of this Chapter.

### **14.33.300 Automobile Parking Standards**

- A. Applicability.** All development within the City of Cottage Grove shall comply with the provisions of this Chapter.
- 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.

**Staff Finding:** The project must comply with the minimum parking requirement identified in Table 14.33.300A, which states that the required minimum parking for an office is 2 spaces per 1000 sf. The Applicant has proposed a total of 46 on-site parking spaces including four ADA parking spaces. There are no compact spaces proposed in this development. This criterion is met as proposed.

- C. Credit for On-Street Parking.** The amount of off-street parking required may be reduced by one off-street parking space for every on-street parking space abutting a commercial or industrial development, up to 50 percent of the requirement. On-street parking shall follow the established or approved configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City, ODOT and/or County standards. Parking credit can only be granted for developments with frontage on streets that allow parking on both sides.

**Response:** The applicant is not proposing to need parking off-site. This criterion is not applicable.

### **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 Finding:*** The proposed project includes four ADA parking spaces, which shall be compliant with the signage and dimension standards in Table 14.33.300B and above. The applicant shall label at least one of the accessible spaces for a van accessible space. This criterion is met as conditioned.

- E. **Off-site parking. Except for single-family or two-family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within 400 feet of the use it serves, commercial parking is allowed in the underlying zone, and the City has approved the off-site parking through Land Use Review. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument as approved by the Community Development Director. This binding agreement may restrict future changes to the property.**

***Staff Finding:*** The applicant proposes to use Tax Lot 1000 to provide parking to the development on Tax Lot 900. As a condition of approval, the applicant shall submit the right to use the off-site parking as evidenced by a recorded covenant as approved by the Community Development Director. 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 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.**

***Staff Finding:*** Parking is located within the development site to meet standards. 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 Finding:*** The proposal is for a larger office building to replace an existing one, on the site of a functioning mill. The parking requirement for an office use is 2 spaces per 1,000sf. As the proposed structure is approximately 18,263sf, a total of approximately 37 spaces are required for the new structure and the associated use. The applicant proposes 46 spaces. As the subject parcels are part of a larger operation on multiple Tax Lots, staff feels that the additional parking spaces



and the centralized location of the proposed development is appropriate. This criterion is met as proposed.

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 Finding:** The applicant proposes to use Tax Lot 1000 to provide parking to the development on Tax Lot 900. While an office use is allowed as an accessory to the parent industrial use, and is replacing an existing office, as a condition of approval, the applicant shall submit the right to use the off-site parking as evidenced by a recorded covenant approved by the Community Development Director to satisfy this condition. This criterion is met as conditioned.

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 Finding:** The applicant may install a sign making the parking exclusive to the development per Chapter 14.39.

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 Finding:** The City's standard is for 2 foot-candles of illumination. At time of building/site permit application, lighting must be shown on the plans to provide the required 2-foot candle lighting required for parking areas. All overhead lighting shall be shielded from casting light into adjacent developments. Site lighting shall include shields as needed to prevent lighting spillover into any adjacent district or uses. The applicant will be required to maintain all on-site lighting in compliance with this criterion for the duration of the use. This shall be a condition of approval. This criterion has been met as conditioned.

## **G. Exceptions and Special Standards for Parking.**

### **1. Exceptions for required parking.**

- a. **Seasonal outdoor seating where the seating area is less than 500 square feet is exempt from the required parking standards.**

**Staff Finding:** This is an industrial development. This criterion is not applicable.

- b. **The total number of required motor vehicle parking spaces for an industrial, commercial or office use may be reduced by 5 percent for each of the listed activities that are provided by the owners or operators, up to a maximum 15 percent reduction in the total number of motor vehicle spaces per development.**

- 1) **Designating at least 10% of the employee motor vehicle parking spaces as**

- carpool/vanpool parking and placing such spaces closer to the building than other employee parking;
- 2) Providing showers and lockers for employees who commute by bicycle;
  - 3) Providing twice as many covered, secured bicycle parking racks or facilities as required by this ordinance;
  - 4) Providing a transit facility (e.g. bus stop) that is approved by the local transit authority, with related amenities. Related amenities include, but are not limited to, a public plaza, pedestrian sitting areas, shelter and additional landscaping;
  - 5) Other incentives provided in an approved Employee Transportation Demand Management (TDM) Plan.

**Staff Finding:** No reduction in parking is proposed. This criterion is not applicable.

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.

**Staff Finding:** No commercial parking is proposed. This criterion is met.

- 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%. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking or under-structure

parking, or in multi-level parking above or below surface lots, shall not apply toward the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

***Staff Finding:*** As 46 spaces are proposed, and 37 required, the development does not exceed the maximum number of parking spaces by 50%. 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 Finding:*** The applicant has proposed parking spaces that meet the minimum size (9’ by 18’), and none are designated as compact spaces. The applicant did not demonstrate the size requirements of the ADA spaces, nor which ones will be designated as van spaces. Bicycle spaces shall demonstrate conformance to this standard prior to issuance of building permits. This criterion is met as conditioned.

**14.33.400 Bicycle Parking Requirements**

- A. **Applicability.** All uses that are subject to Site Design Review shall provide bicycle parking, in conformance with the standards in Table 14.33.400, and subsections A-H, below. This section does not apply to single-family, two-family, and three-family housing (detached, attached or manufactured housing), home occupations or other developments with fewer than 3 vehicle parking spaces.
- 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 20 units), the option resulting in more bicycle parking is used.

**Staff Finding:**

Bicycle spaces were not detailed on the submitted plans, and therefore will need to be demonstrated prior to issuance of building permits. A total of 2 long-term bicycle spaces and 2 short-term bicycle spaces are required. This criterion is met as conditioned.

- C. **Special Standards for the Central Business District.** Within the Central Business District zone, bicycle parking for customers shall be provided in the right-of-way along the street at a rate of at least one space per building. In addition, individual uses shall provide the required bicycle parking in front along the street, either on the sidewalks or in specially constructed areas such as pedestrian curb extensions. Several businesses may combine required parking into common bicycle parking structures if desired. Common bicycle parking shall not exceed 6 bicycle areas per parking structure.

**Staff Finding:** The proposed project is not located in the Central Business District. This criterion is not applicable.

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.

**Staff Finding:** The applicant did not provide detailed bicycle plans in the submittal. Adherence to these standards must be demonstrated prior to issuance of a building permit. This criterion is met as conditioned.

- 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.

**Staff Finding:** No customer or visitor parking spaces are proposed. This criterion is not applicable.

- 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.

**Staff Finding:** This is an industrial development. This criterion is not applicable.

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

**Staff Finding:** This criterion shall be met as a condition of approval.

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

**Staff Finding:** The applicant shall install signage to designate the location of the bicycle storage areas. This shall be a condition of approval.

**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 3.1, Access and Circulation).

**Staff Finding:** This criterion shall be met as a condition of approval.

**J. Multiple Uses.** For buildings with multiple uses (such as a commercial or mixed use center), bicycle parking standards shall be calculated by using the total number of motor vehicle parking spaces required for the entire development. A minimum of one bicycle parking space for every 10 motor vehicle parking spaces is required.

**Staff Finding:** The proposed project is not a multiple-use/mixed-use project. This criterion is not applicable.

#### 14.33.400 Loading Areas

**A. Purpose.** The purpose of this section of the Code is to provide standards (1) for a minimum number of off-street loading spaces that will ensure adequate loading areas for large uses and developments, and (2) to ensure that the appearance of loading areas is consistent with that of parking areas.

**B. Applicability.** Section 14.33.400 applies to residential projects with 50 or more dwelling units, and non-residential and mixed-use buildings with 20,000 square feet or more total floor area.

**C. Number of Loading Spaces.**

**1. Residential buildings.** Buildings where all of the floor area is in residential use shall meet the following standards:

- a. Fewer than 20 dwelling units on a site that abuts a local street: No loading spaces are required.
- b. All other buildings: One space.

**2. Non-residential and mixed-use buildings.** Buildings where any floor area is in non-residential uses shall meet the following standards:

- a. Less than 20,000 square feet total floor area: No loading spaces required.
- b. 20,000 to 50,000 square feet of total floor area: One loading space.
- c. More than 50,000 square feet of total floor area: Two loading spaces.

**Staff Finding:** No loading spaces are proposed or required as the development is less than 20,000 sf. This criterion is not applicable.

- D. Size of Spaces. Required loading spaces shall be at least 35 feet long and 10 feet wide, and shall have a height clearance of at least 13 feet 6 inches.**

**Staff Finding:** No loading spaces are proposed, therefore this criterion is not applicable.

- E. Placement, setbacks, and landscaping. Loading areas shall conform to the setback and perimeter landscaping standards in Chapters 2 and 3. Where parking areas are prohibited between a building and the street, loading areas are also prohibited. The decision body may approve a loading area adjacent to or within the street right-of-way through Site Design Review or Conditional Use Permit review, as applicable, where it finds that loading and unloading operations are short in duration (i.e., less than 1 hour), not obstruct traffic during peak traffic hours, or interfere with emergency response services**

**Staff Finding:** No loading spaces are proposed, therefore this criterion is not applicable.

## **Chapter 14.34 — Public Facilities**

### **14.34.010 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.**

**Staff Finding:** The applicant acknowledges the purpose of the code. This criterion is met as proposed.

- 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 Finding:** The public facilities related to the development are required to be constructed in accordance with this chapter or the governing agencies. Branch Engineering, the City's engineer, has provided comments related to Public Facility development. These comments shall be considered conditions of approval.

- C. Engineering Design Criteria, Standard Specifications and Details. The Oregon Standard Specifications for Construction with Appendum shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer. The design criteria, standard construction specifications and details maintained by the City Engineer, or any other road authority with jurisdiction, shall supplement the general design standards of this Development Code. The City's specifications, standards, and details are hereby incorporated into this code by reference.**

**Staff Finding:** The applicant acknowledges that requirements of the City’s Engineering Design Criteria, Standard Specifications, and Details apply. This criterion is met as proposed.

- D. Conditions of Development Approval. No development may occur unless required public facilities are in place or guaranteed, in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of the development on public facilities. Findings in the development approval shall indicate how the required improvements are directly related and roughly proportional to the impact.**

**Staff Finding:** Conditions of approval as apply to this project have been identified by the City Engineer and detailed in the applicable sections of this staff report (see Exhibit A). This criterion is met as proposed.

#### **14.34.100 Transportation Standards**

- A. Development Standards. The following standards shall be met for all new uses and developments:**

**Staff Finding:** The project is not a new development, rather, a replacement. The standards below do not apply.

- B. Guarantee. The City may accept a future improvement guarantee (e.g., owner agrees not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:**

**Staff Finding:** The project is not requesting a future improvement guarantee. This criterion and the conditions below do not apply.

- C. Creation of Rights-of-Way for Streets and Related Purposes. Streets shall be created through the approval and recording of a final subdivision or partition plat; except the City may approve the creation of a street by acceptance of a deed, provided that the street is deemed in the public interest by the City Council for the purpose of implementing the Transportation System Plan, and the deeded right-of-way conforms to the standards of this Code.**

**Staff Finding:** New streets and Rights-of-Way are not proposed or required with the proposed project. This criterion is not applicable.

- D. Creation of Access Easements. The City may approve an access easement when the easement is necessary to provide for access and circulation in conformance with Chapter 14.31, Access and Circulation. Access easements shall be created and maintained in accordance with the Uniform Fire Code Section 10.207.**

**Staff Finding:** Access easements are not proposed with the project. This criterion is not applicable.

- E. Street Location, Width, and Grade. Except as noted below, the location, width and grade of all streets shall conform to the Transportation System Plan and an approved street plan or subdivision plat. Street location, width, and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:**

**Staff Finding:** New streets are not proposed or required with the proposed project. This criterion is not applicable.

**F. Minimum Rights-of-Way and Street Sections.** Street rights-of-way and improvements shall be the widths in Table 14.34.100. A variance or Master Plan approval shall be required to vary the standards in Table 14.34.100. Where a range of width is indicated, the width shall be the narrower in the range unless unique and specific conditions exists as determined by the decision-making authority based upon the following factors:

1. Street classification in the Transportation System Plan;
2. Anticipated traffic generation;
3. On-street parking needs;
4. Sidewalk and bikeway requirements based on anticipated level of use;
5. Requirements for placement of utilities;
6. Street lighting;
7. Minimize drainage, slope, and sensitive lands impacts, as identified by Chapter 3.7;
8. Street tree location, as provided for in Chapter 3.2;
9. Protection of significant vegetation, as provided for in Chapter 3.2;
10. Safety and comfort for motorists, bicyclists, and pedestrians;
11. Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;
12. Access needs for emergency vehicles; and
13. Transition between different street widths (i.e., existing streets and new streets).

**Staff Finding:** New streets are not proposed or required with the proposed project. This criterion is not applicable.

**G. Subdivision Street Connectivity.** All subdivisions shall conform to all the following access and circulation design standards, as applicable:

**Staff Finding:** The proposed project is not a subdivision. This criterion is not applicable.

**H. Traffic Signals and Traffic Calming Features.**

1. Traffic signals shall be required with development when traffic signal warrants are met, in conformance with the Highway Capacity Manual and Manual of Uniform Traffic Control Devices. The location of traffic signals shall be noted on approved street plans. Where a proposed street intersection will result in an immediate need for a traffic signal, a signal meeting approved specifications shall be installed in conformance with the road authority's requirements. The developer's cost and the timing of improvements shall be included as a condition of development approval.
2. When an intersection meets or is projected to meet traffic signal warrants, the City may accept alternative mitigation, such as a roundabout, in lieu of a traffic signal, if approved by the City Engineer and applicable road authority.
3. The City may require the installation of calming features such as traffic circles, curb extensions, reduced street width (parking on one side), medians with pedestrian crossing refuges, and/or special paving to slow traffic in neighborhoods or commercial areas with high pedestrian traffic.

**Staff Finding:** Traffic signals are not proposed or required to mitigate the impact of this project/development. Pedestrian connections throughout the site are delineated as shown on the



attached site plan and additional traffic calming features are not warranted. This criterion is not applicable.

**I. Future Street Plan and Extension of Streets.**

1. A future street plan shall be filed by the applicant in conjunction with an application for a subdivision in order to facilitate orderly development of the street system. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other divisible parcels within 600 feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development
2. Streets shall be extended to the boundary lines of the parcel or tract to be developed when the City determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. The point where the streets temporarily end shall conform to a-c, below:

**Staff Finding:** New streets and extension of existing streets are not proposed with the project. This criterion is not applicable.

**J. Street Alignment, Radii, and Connections.**

1. Staggering of streets making “T” intersections at collectors and arterials shall be designed so that offsets of more than 300 feet on such streets are created, as measured from the centerline of the street.
2. Spacing between local street intersections shall have a minimum separation of 200 feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area, or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.
3. All local and collector streets that stub into a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns, or compliance with other standards in this code. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.
4. Proposed streets or street extensions shall be located to allow continuity in street alignments and to facilitate future development of vacant or re-developable lands.
5. In order to promote efficient vehicular and pedestrian circulation throughout the city, the design of subdivisions and alignment of new streets shall conform to block length standards in Section 14.31.200.
6. Corner curb radii shall be 20 feet -30 feet based on street classification, except where smaller radii are approved by the City Engineer.

**Staff Finding:** No new streets or street extensions are proposed, hence this criterion is not applicable.

**K. Sidewalks, Planter Strips, Bicycle Lanes. Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with the standards in Table 3.4.100, applicable provisions of Transportation System Plan, the Comprehensive Plan, and adopted street plans. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.**

**Staff Finding:** No new right-of-way sidewalks are proposed. Maintenance of this shall be the continuing obligation of the adjacent property owner.

- L. Intersection Angles. Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket park, common area or similar neighborhood amenity. In addition, the following standards shall apply:**

**Staff Finding:** There are no intersections proposed with this development. This criterion is not applicable.

- M. Existing Rights-of-Way. Whenever existing rights-of-way adjacent to a proposed development are less than standard width, additional rights-of-way shall be provided at the time of subdivision or development, subject to the provision of Section 3.4.100.**

**Staff Finding:** No additional right-of-way is necessary for this development. This criterion is not applicable.

- N. Cul-de-sacs. A cul-de-sac street shall only be used when environmental or topographical constraints, existing development patterns, or compliance with other standards in this code preclude street extension and through circulation.**

**Staff Finding:** No cul-de-sac streets are proposed with this development. This criterion is not applicable.

- O. Grades and Curves. Grades shall not exceed 6% on arterials, 10% on collector streets, or 15% on any other street (except that local or residential access streets may have segments with grades which exceed 15% for distances of no greater than 100 feet), and:**

1. Centerline curve radii shall not be less than 300 feet on arterials, 200 feet on major collectors, or 100 feet on other streets; and
2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization, shall provide a landing averaging five percent or less. Landings are that portion of the street within 20 feet of the edge of the intersecting street at full improvement.

**Staff Finding:** No new streets are proposed for this development site. This condition is not applicable.

- P. Curbs, Curb Cuts, Ramps, and Driveway Approaches. Concrete curbs, curb cuts, wheelchair ramps, bicycle ramps, and driveway approaches shall be constructed in accordance with standards specified in Chapter 14.31, Access and Circulation.**

**Staff Finding:** Two two-way driveway approaches are proposed to serve the development site taking access to/from Mosby Creek Rd. See City Engineer's comments for the appropriate detail.

- Q. Streets Adjacent to Railroad Right-of-Way. When a transportation improvement is proposed within 300 feet of a public railroad crossing, or a modification is proposed to an existing public crossing, the Oregon Department of Transportation and the rail service provider shall be notified and given an opportunity to comment, in conformance with the provisions of Chapter**

**4. Private crossing improvements are subject to review and licensing by the rail service provider.**

**Staff Finding:** No transportation improvements are proposed within 300 feet of a public railroad crossing. This criterion is not applicable.

**R. Alleys, Public or Private. Alleys shall conform to the standards in Table 14.34.100. Alley intersections and sharp changes in alignment shall be avoided. The corners of necessary alley intersections shall have a radius of not less than 12 feet.**

**Staff Finding:** No alleys are proposed with this project. This criterion is not applicable.

**S. Private Streets. Private streets shall conform to City standards of construction and Table 14.34.100.F and shall provide sidewalks or pathways as approved by the City. Private streets shall not be used to avoid public access connectivity required by this Chapter. Gated communities (i.e., where a gate limits access to a development from a public street) are prohibited; and**

**Staff Finding:** No private streets are proposed with this project. This criterion is not applicable.

**T. Street Names. No new street name shall be used which will duplicate or be confused with the names of existing streets in Lane County. Street names, signs, and numbers shall conform to the standards in Chapter 12.16 of the Cottage Grove Municipal Code, except as requested by emergency service providers.**

**Staff Finding:** No new streets are proposed with this project. This criterion is not applicable.

**U. Survey Monuments. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be reestablished and protected.**

**Staff Finding:** No new streets are proposed. This criterion is not applicable.

**V. Street Signs. The city, county, or state with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.**

**Staff Finding:** No new streets are proposed. This criterion is not applicable.

**W. Mail Boxes. Plans for mail boxes shall be approved by the United States Postal Service.**

**Staff Finding:** There is not a proposal for new mail boxes. This criterion is not applicable.

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

**Staff Finding:** New street lights are not proposed with this project. This criterion is not applicable.

**Y. Street Cross Sections. Street cross sections shall be constructed to Engineering Department Standards.**

**Staff Finding:** New streets are not proposed with this project. This criterion is not applicable.

#### 14.34.200 Public Use Areas

##### A. Dedication of Public Use Areas.

1. Where a proposed park, playground, or other public use shown in a plan adopted by the City is located in whole or in part in a subdivision, the City may require the dedication or reservation of this area on the final plat for the subdivision, provided that the impact of the development on the City park system is roughly proportionate to the dedication or reservation being made.
2. The City may purchase or accept voluntary dedication or reservation of areas within the subdivision that are suitable for the development of parks and other public uses; however, the City is under no obligation to accept such areas offered for dedication or sale.

##### B. System Development Charge Credit. Dedication of land to the City for public use areas, voluntary or otherwise, shall be eligible as a credit toward any required system development charge for parks.

**Staff Finding:** Dedication of public use areas are not proposed and System Development Charge Credit is not requested. This criterion is not applicable.

#### 14.34.300 Sanitary Sewer and Water Service Improvements

- A. **Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and the applicable construction specifications. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the City Engineer.
- B. **Sewer and Water Plan Approval.** Development permits for sewer and water improvements shall not be issued until the City Engineer has approved all sanitary sewer and water plans in conformance with City standards.
- C. **Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the city may grant the developer credit toward any required system development charge for the same.
- D. **Inadequate Facilities.** Development permits may be restricted by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems.

**Staff Finding:** Please see Engineering comments regarding this criterion.

#### 14.34.400 Storm Drainage Improvements

- A. **General Provisions.** The City shall issue a development permit only where adequate provisions for storm water and flood water runoff have been made in conformance with the City's Storm Drainage Master Plan and Chapter 14.35, Surface Water Management.
- B. **Accommodation of Upstream Drainage.** Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the City Engineer.
- C. **Effect on Downstream Drainage.** Where it is anticipated by the City Engineer that the additional runoff resulting from the development will overload an existing drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development in accordance with City standards.
- D. **Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the city may grant the developer credit toward any required system development charge for the same.
- E. **Existing Watercourse.** Where a proposed development is traversed by a watercourse, drainage way, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety.

***Staff Finding:*** The proposed project complies with these criteria. The City Engineer has provided the following comments, which will be considered conditions of approval in regards to storm drainage:

- Storm water runoff is not to adversely affect adjacent property owners; therefore, no overland flow is allowed. All storm water runoff from this development shall be contained on the property prior to connecting the public storm drainage system. Building plans shall include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system, including from back of the driveway approach(s).

#### A. Underground Utilities.

1. **Generally.** All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above.

***Staff Finding:*** Development of the property will require that all dry utilities be placed underground including telephone, television and power. 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. (See Engineering Comments.)

This criterion is met as conditioned.

2. **Subdivisions.** The following additional standards apply to all new subdivisions, in order to facilitate underground placement of utilities:
- a. The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that all above ground equipment does not obstruct vision clearance areas for vehicular traffic (Chapter 14.31);
  - b. The City reserves the right to approve the location of all surface-mounted facilities;
  - c. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and
  - d. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

**Staff Finding:** The project is not a subdivision. This criterion is not applicable.

- B. **Exception to Undergrounding Requirement.** An exception to the undergrounding requirement may be granted due to physical constraints, such as steep topography, sensitive lands (Chapter 14.37), or existing development conditions.

**Staff Finding:** An exception to the undergrounding requirement is not requested. This criterion is not applicable.

#### 14.34.600 Easements

- A. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the City Engineer.
- B. **Recordation.** As determined by the City Engineer, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 14.42, Site Design Review, and Chapter 14.43, Land Divisions.

**Staff Finding:** There are no additional easements required for this development. This criterion is not applicable.

#### 14.34.700 Construction Plan Approval and Assurances

- A. **Plan Approval and Permit.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.
- B. **Performance Guarantee.** The City may require the developer or subdivider to provide bonding or other performance guarantees to ensure completion of required public improvements. See Section 14.42.400, Site Design Review, and Section 14.43.180, Land Divisions.

**Staff Finding:** There are no public improvements proposed in this application. This criterion is not applicable.

#### 14.34.800 Installation

- A. **Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.
- B. **Adopted Installation Standards.** The Standard Specifications for Public Works Construction, Oregon Chapter A.P.W.A., shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer.
- C. **Commencement.** Work shall not begin until the City has been notified in advance in writing.
- D. **Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.
- E. **City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 14.46, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
- F. **Engineer's Certification and As-Built Plans.** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 sets of "as-built" plans, in conformance with the City Engineer's specifications, for permanent filing with the City.

***Staff Finding:*** Any new utility work or repair of utility work or connection to any utility within the City right-of-way shall conform to the City of Cottage Grove's detail 602. See Engineering Comments.

#### **Chapter 14.35 — Surface Water Management**

**Staff Finding: The proposed system includes piping of all downspouts with on-site private catches and connected to the City storm sewer system. Per engineering comments, the following conditions of approval apply to surface water management on this site.**

- Storm water runoff is not to adversely affect adjacent property owners; therefore, no overland flow is allowed. All storm water runoff from this development shall be contained on the property prior to connecting the public storm drainage system. Building plans shall include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system, including from back of the driveway approach(s).

This criterion is met as proposed.

#### **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 Finding:*** The proposed project complies with the criterion. The project seeks Site Design Review approval. In accordance with Chapter 14.41, a Type III application and review procedure are required. Site design review application submission requirements as outlined by Section 14.42.500 are included with the application. This criterion is met as proposed.

**2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 14.24), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;**

***Staff Finding:*** Please see staff findings in response to Chapter 14.24 (Industrial Districts). This criterion is met as proposed.

**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;**

***Staff Finding:*** The subject lot is developed and legally established. This criterion is not applicable.

**4. The application complies with all of the Design Standards in Chapter 14.30:**

- a. Chapter 14.31 - Access and Circulation;
- b. Chapter 14.32 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;
- c. Chapter 14.33 - Parking and Loading;
- d. Chapter 14.34 - Public Facilities;
- e. Chapter 14.35 - Surface Water Management;
- f. Chapter 14.36 - Other Standards, as applicable;
- g. Chapter 14.37 – Sensitive Lands

***Staff Finding:*** Please see code responses to Section 14.30 (Design Standards). With suggested conditions, this criterion is met as proposed.

**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 Finding:*** There are no known existing conditions of approval. This criterion does not apply.

## 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 2-23 be **approved** for construction of a replacement office building and associate parking lot on Tax Lots 900 and 1000 (2795 Mosby Creek Rd) 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. Proposed development crosses property lines. Prior to occupancy, the applicant will submit a property line adjustment to be processed separately.
3. Prior to issuance of building permits, the applicant shall submit a more detailed landscape plan showing conformance to 14.32.300 (total square footage, irrigation, landscape materials, plant types, etc) for both the development (5% total area) and the parking area (10% total area).
4. All landscaping shall be irrigated.
5. 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.
6. All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner.
7. A 20' vision clearance triangle shall be maintained at the driveway with no obstruction between 2.5' – 8' in height.
8. The proposal includes a walkway system that connects the front entrance of the proposed development to Mosby Creek Rd, as well as to the associate parking lot. Any walkway that abuts the driveway in the parking lot shall be raised 6 inches and curbed along the edge of the driveway.
9. The applicant is proposing a four foot wide sidewalk within the parking area, and a 9.7' walkway between the proposed development and the parking area, but did not distinguish if this is a multi-use path. If it is, this walkway must adhere to the 10' wide requirement. The walkway within the parking area must be a width of five feet wide.
10. Proposed walkways shall be constructed to comply with ADA requirements. Sidewalks and handicap facilities must meet the current American Disabilities Act (ADA) Standards.
11. Any public sidewalks constructed as part of this application shall meet City standards.
12. An approved backflow preventer will be installed as part of the system. Complete irrigation plans will be submitted with the site development permit application.
13. The property owner shall be responsible for the continued maintenance of all landscaping (grass, shrubs, plants and trees) for the duration of the development. Any plants, etc., that die must be replaced with like species immediately at the property owner's expense. The density of tree coverage shall remain or expand.
14. The applicant is not required to plant additional street trees on either of the subject parcels, but shall replace trees with approved street trees, damaged during construction, should that occur.
15. No new fences or walls are proposed or approved with this application.

16. The proposed project includes four ADA parking spaces, which shall be compliant with the signage and dimension standards in Table 14.33.300B and above. The applicant shall label at least one of the accessible spaces for a van accessible space.
17. The applicant proposes to use Tax Lot 1000 to provide parking to the development on Tax Lot 900. As a condition of approval, the applicant shall submit the right to use the off-site parking as evidenced by a recorded covenant as approved by the Community Development Director.
18. At time of building/site permit application, lighting must be shown on the plans to provide the required 2-foot candle lighting required for parking areas. All overhead lighting shall be shielded from casting light into adjacent developments. Site lighting shall include shields as needed to prevent lighting spillover into any adjacent district or uses. The applicant will be required to maintain all on-site lighting in compliance with this criterion for the duration of the use.
19. Proposed parking spaces meet the minimum size requirement. There are no spaces designated as compact spaces. If any compact spaces will be proposed, they will need to be designated as such.
20. The ADA spaces must meet ADA requirements, and have specific spaces designated and signed for van accessibility.
21. A total of 2 long-term and 2 short-term bicycle spaces are required, and must meet the standards of 14.33.400.
22. Engineering Comments dated June 8, 2023 are considered conditions of approval and shall be met prior to building occupancy.

#### MATERIALS TO BE PART OF THE RECORD

File SDR 2-23

#### EXHIBITS

- A. Engineering Comments, Branch Engineering, received June 8, 2023
- B. Applicant's Narrative & Application, received May 17, 2023
- C. Site Plan & building plans, received May 17, 2023

**MEMO**

To: Allison Crow, Assistant City Planner

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

**Subject: Engineering Review Comments  
Starfire Lumber Site Review  
2795 Mosby Creek Road**

Date: June 8, 2023

The following comments are based on an application for site design review for the subject property. The reviewed documents were received via email on May 25, 2023. 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

- All submitted plans and technical documents in the application must be sealed and signed by the design professional of record, if applicable.
- Development of the property will require that all cable utilities be placed underground including telephone, television and power. 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. This does not appear to exceed one-acre of disturbance.

Streets and Sidewalks

- This project will utilize two of the existing existing accesses to Mosby Creek Rd. No new access points are proposed.
- New and reconstructed driveway approaches shall conform to the City of Cottage Grove Standards.
- Any damage to sidewalks during construction, will result in replacement of damaged panels. Any damage to an ADA ramp or driveway will require complete replacement to bring the ramp(s) and driveway to current standards. Any replacement work shall meet City Standards.

### Water

- The submitted plans do not show the size of requested water service line.
- Water service lines shall be copper as per city standard.
- Applicant should verify with the Fire Marshal if fire access standards are met with the development.
- Upon payment of fee, the City of Cottage Public Works crew will tap and set water meters. 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. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- Show plumbing fixtures for all improvements 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.

### Sanitary Sewer

- The applicant is responsible for the costs and the construction of the sewer services on private property. Those improvements shall be reviewed under a plumbing permit.

### Storm Drainage

- Storm water runoff is not to adversely affect adjacent property owners; therefore, no overland flow is allowed. All storm water runoff from this development shall be contained on the property prior to connecting the public storm drainage system. Building plans shall include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system, including from back of the driveway approach(s).



### **Project description**

A new 18,000 square foot, Type V-B construction, 2 story office building for Starfire Lumber Company is to be built at their existing manufacturing facility in Cottage Grove, Oregon. The new office is being built to replace their existing office building which started out life as a house and converted over the years to a makeshift office building. The new building will provide the staff at Starfire a modern, functional and beautiful space to conduct business and it will stand as a landmark along the road, becoming a showpiece for all the wood and timber products starfire helps bring to the market.

### **The building will be compliant to the following codes and standards**

- 2023 Cottage Grove Municipal Code (CGMC)
- 2022 Oregon Structural Specialty Code (OSSC)
- 2022 Oregon Structural Specialty Code (OSSC) Chapter 9
- 2022 Oregon Energy Efficiency Specialty Code (OEESC)
- 2021 Oregon Electrical Specialty Code (OESC)
- 2022 Oregon Mechanical Specialty Code (OMSC)
- 2021 Oregon Plumbing Specialty Code (OPSC)
- 2017 Accessible and Usable Buildings and Facilities (ICC A117.1)

### **Project Goals**

The Owner of Starfire lumber requested a design that represents the spirit and values of the company. A Community oriented, proud manufacturer of forest products. A company that cares about its workers and the environment that supplies its raw materials. The goal of the building is for it to be a healthy place to work, to serve as a testament to the success of the business and to be a beautiful addition to the city of Cottage Grove.

These goals are realized through various means but primarily through the extensive use of wood throughout. A heavy timber frame will anchor the building to the site. Large, insulated windows will let in an ample amount of natural light, providing both workers and visitors opportunities to see the breadth of Starfire's offerings.

The building will be durable and resilient. Besides using one of the most sustainable building materials we have, wood, as the primary structural material, the building will also be very energy efficient, going above code insulation values in the walls and roof. It will also utilize energy efficient mechanical systems. A sprinkler system is being installed to provide extra protection from fire (not code required). An Energy Recovery Ventilator will bring in fresh air and maintain healthy air quality inside the building. The building is designed with a flexible core that can be easily modified for other uses as time goes on. The goal is for this building to last 200 years.

## **Roles**

### **ARCHITECT**

New Energy Works-David Shirley  
117 SE Taylor St, Ste 202,  
Portland, OR 97202  
503.719.4800

### **STRUCTURAL ENGINEER**

Eclipse Engineering - Scott Ratterman  
2140 SW Jefferson St, Ste 200  
Portland, OR 97201  
503.395.1229

### **CIVIL ENGINEER**

The Favreau Group - Anthony Favreau  
3750 Norwich Ave.  
Eugene, OR 97408  
541.683.7048

### **GEOTECHNICAL ENGINEER**

Branch Engineering - Ron Derrick  
310 5th St  
Springfield, OR 97477  
541.746.0637

### **LANDSCAPE DESIGNER**

Schirmer Consulting, LLC - Carol Schirmer  
PO Box 10424  
Eugene, OR 97440  
541. 234.-5108 |

### **GENERAL CONTRACTOR**

Dorman Construction – Joe Hubbard  
303 South 5th, Suite 135  
Springfield, Oregon 97477  
Phone: 541.984.0012  
CCB#: 68801

### **TIMBER FRAMER**

New Energy Works - Kelsey Boyer  
2675 NE Orchard Ave,  
McMinnville, OR 97128  
503.719.4800  
CCB#: 68801

## **Responsibilities**

- Architectural Design and Documentation
- Life Safety plan
- Code compliance
- Interior Design
- Specifications

- Structural Design and Documentation

- Site Design and Documentation

- Geo-technical Recommendations and Report

- Landscape Design and Documentation

- Managing and Coordination of all building and site scope

- Timber frame Design and Build

### **Project Coordination and Involvement**

The project will rely heavily on the teamwork between the Owner, Architect, & Builder. The lean project management style means all three parties will be involved with coordination throughout the project. The Consultants (Structural, Civil, Geo-tec, Landscape designer, Timber framer, Mechanical, Electrical, Plumbing, Fire suppression) scope of work will be mostly completed by the time permits are issued but will remain available for review and coordination as needed.

### **Project Overview**

After permits have been issued, the project will commence with excavation of the existing parking lot. A temporary parking area will be designated by the Owner, for use throughout the construction process. The current office building will stay in use until the new building is complete and they can move operations to the complete space. Once the move is complete, the old building will be demolished and a new parking lot will be put in its place. The entire project is expected to take 24 months to complete once building permits are issued.

### **Past Performance.**

**New Energy Works** has been designing and building timber frame structures for over 30 years, across the United States. They have designed and built commercial and residential structures. Some recent commercial projects include the Knotts Berry Farm Hotel Renovation (Buena Vista, CA) Big Table Farm Winery (Gaston, Oregon), and the Benedictine Brewery (Mt Angle, Oregon). Since their projects are typically not local to their shop in McMinnville Oregon they are used to working closely with local contractors throughout the project.

**Dorman Construction, Inc.**, was established in August 1990 by Steve Dorman in order to provide high quality, profitable construction services for both the public and private sectors. It is a general contracting firm focusing on commercial, industrial, and medical projects in Oregon. Dorman's roster of completed projects includes the King Estate Winery, the Eugene Chamber of Commerce, Albany General Hospital, as well as on-going work at Lebanon Community Hospital, Good Samaritan Regional Medical Center, and Peace Health.

199-23-00045-PLNG



File No.: SDR 2-23  
Date Submitted by Applicant: 5/17/23  
Date Deemed Complete: 3/15/24

400 Main Street Cottage Grove, OR 97424

### TYPE III PERMIT APPLICATION

To: City of Cottage Grove Planning Commission

A. Applicant

- 1. Name: Dorman Construction Phone No.: 541-984-0012
- 2. Mailing Address: 303 South 5th street. Suite 135
- 3. Email Address: joe@dormanconstruction.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: Starfire Lumber Phone No.: 541-942-0168
- 5. Owner's Mailing Address: 2795 Mosby Creek Road Cottage Grove. 97424

C. Location of Property

- 6. Address/Location: 2795 Mosby Creek Road Cottage Grove. 97424
- 7. Map & Tax Lot Number: Tax lot 1100 Map 20032734
- 8. Present Use: Office for the Mill
- 9. Proposed Use: New office will be used for the mill office personal

D. Request for Consideration

- 10. Type of Land Use Application applying for: Commercial office Type 3  
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: To build a new office building for star fire lumber



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.

- Digital

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

Don't need.

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)

Owner:

Agent:

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

\_\_\_\_\_

Office Use Only

Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_

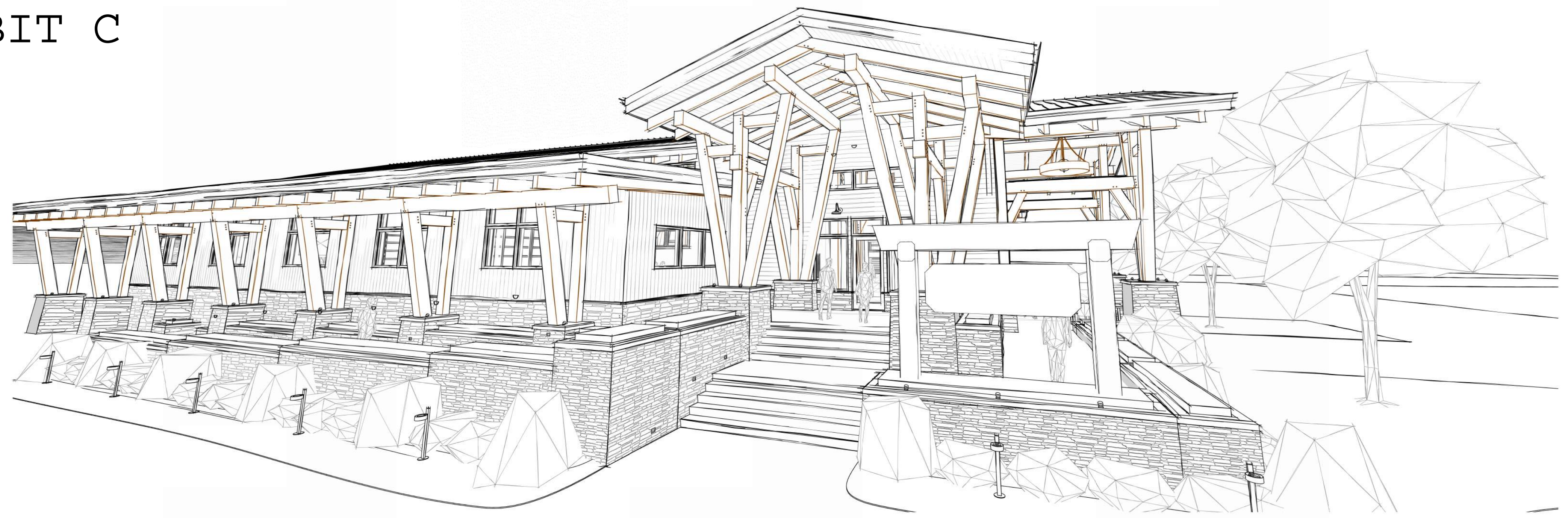
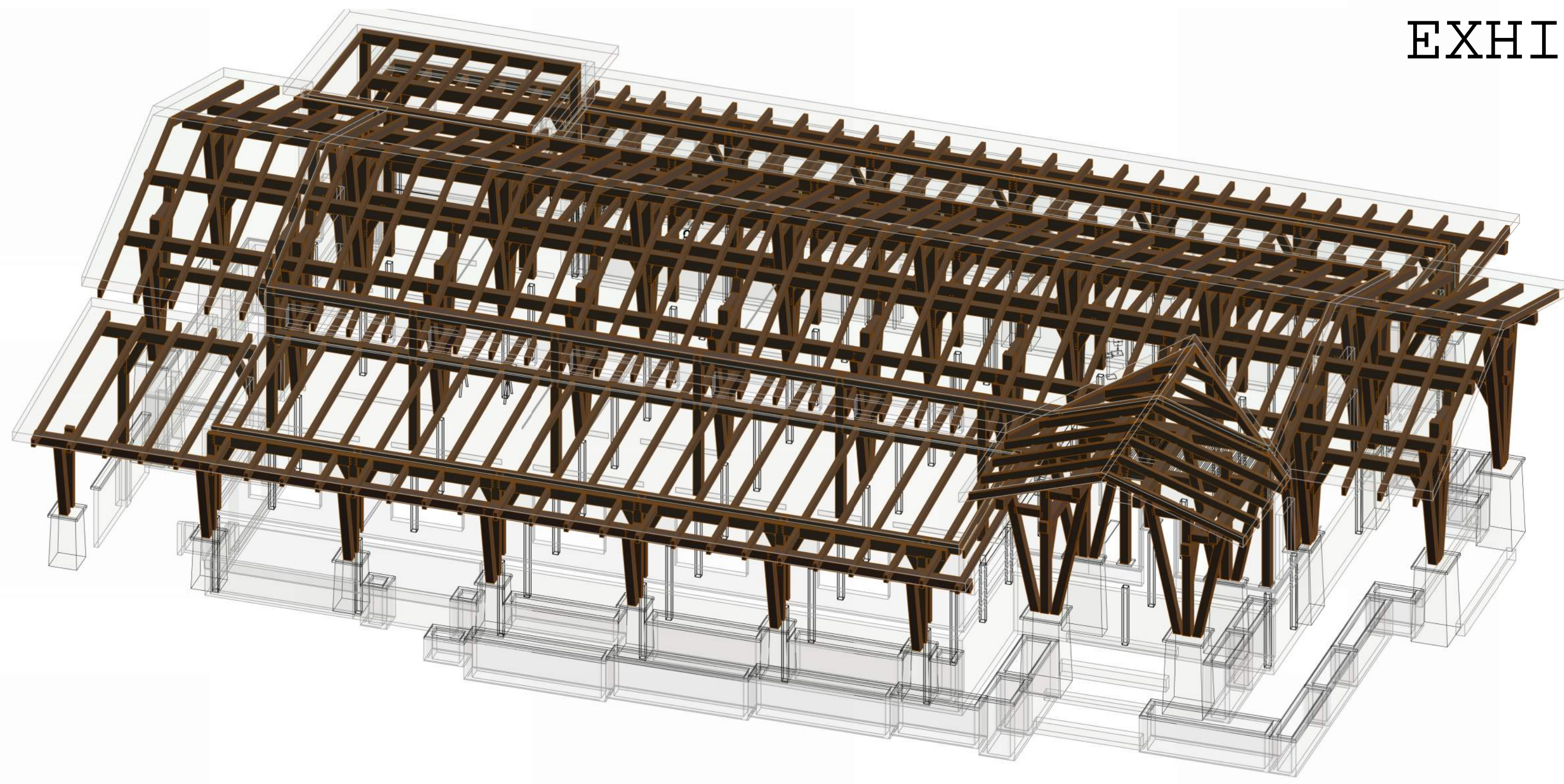
Date Application Complete: \_\_\_\_\_ Initials: \_\_\_\_\_

Applicant Notified of Completeness: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Initials: \_\_\_\_\_



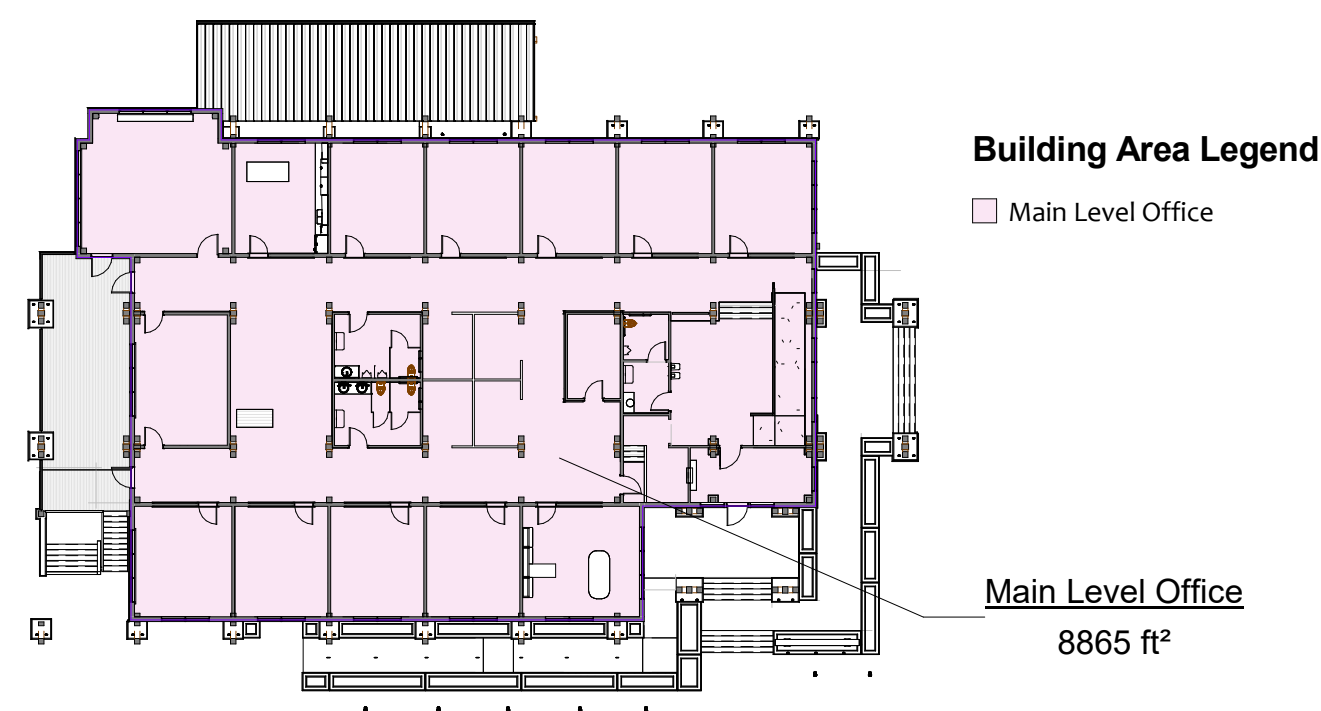
# EXHIBIT C



1 CONCEPTUAL TIMBER FRAME 3D VIEW  
G001 Not To Scale

# STARFIRE LUMBER

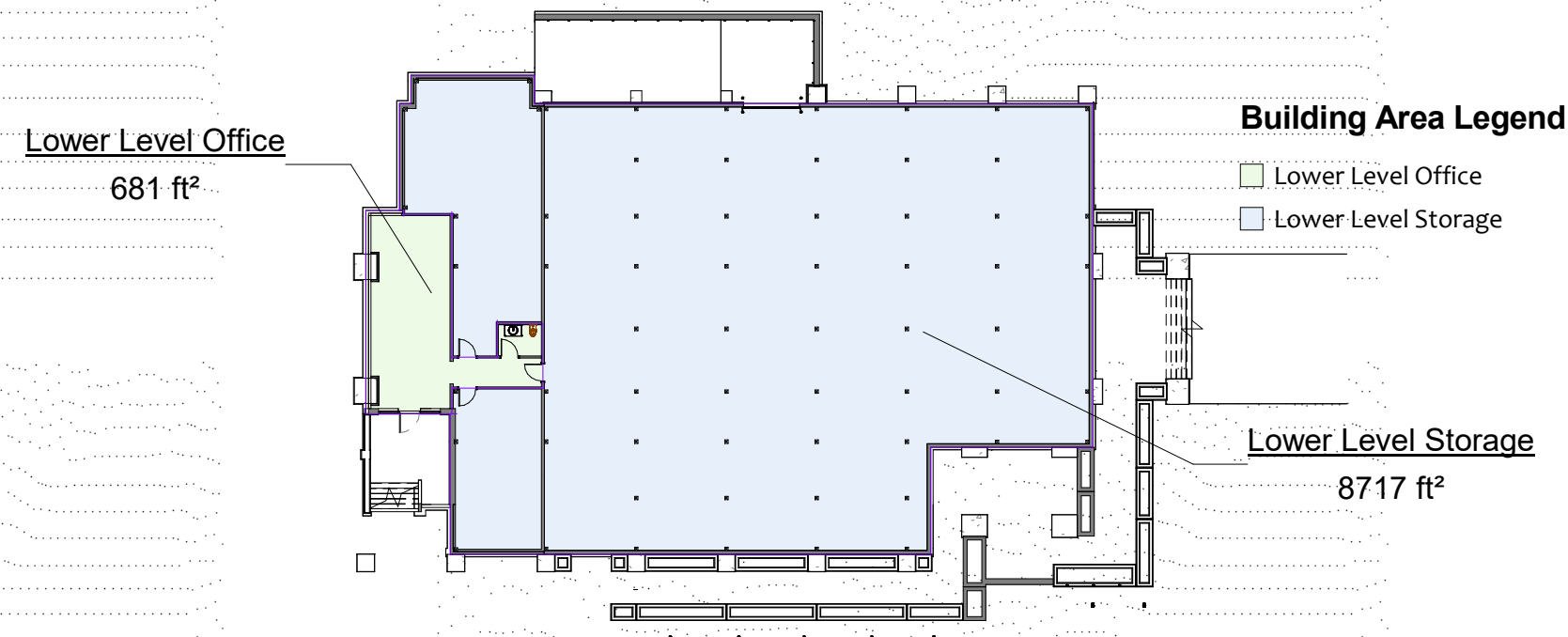
2795 Mosby Creek Road  
Cottage Grove, OR 97424



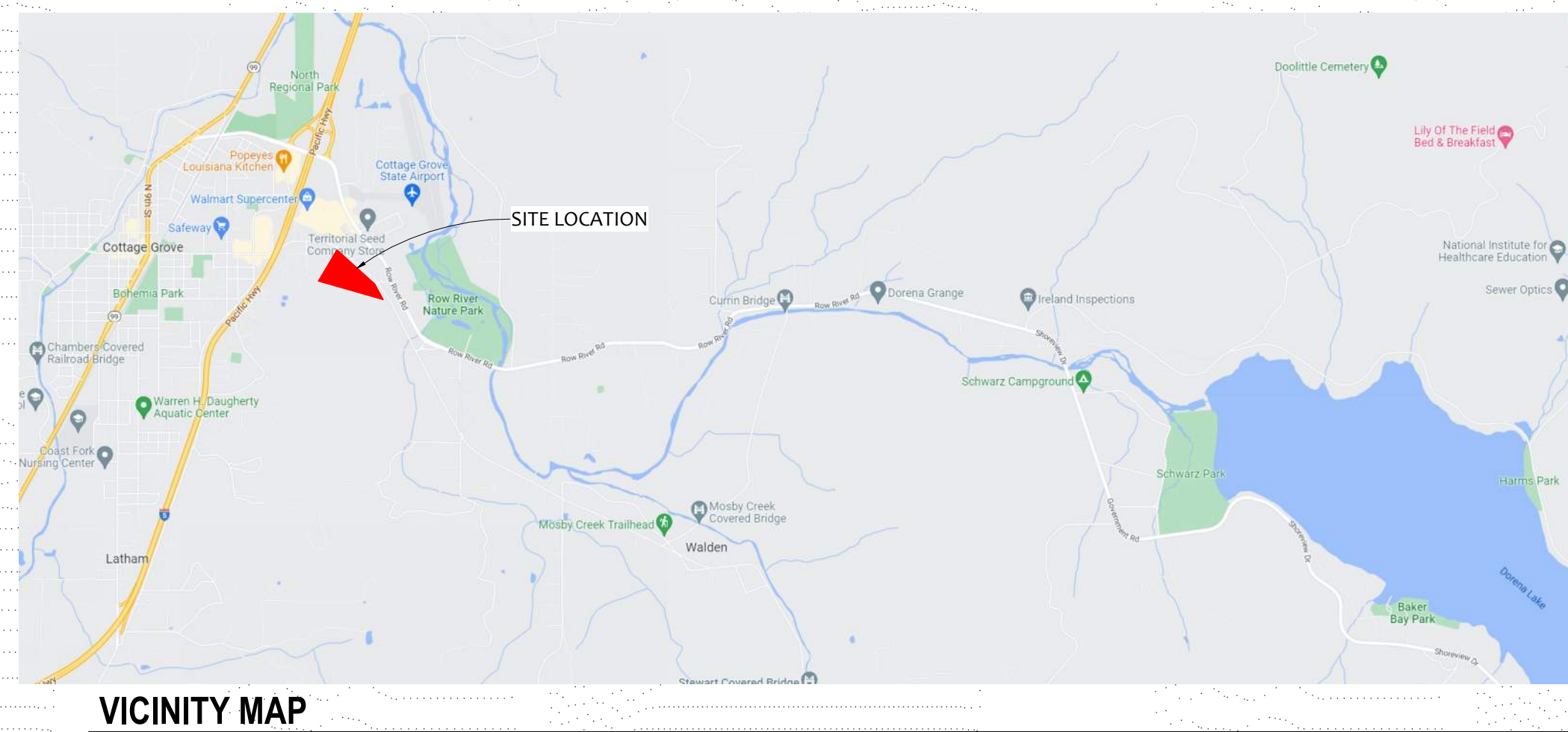
Occupied Space - Billing				
Name	Area	Chargeable Area	Design Cost / SF	Design Cost / Space
Lower Level Storage	8717 SF	8854	\$0.00	\$0.00
Lower Level Office	681 SF	544	\$0.00	\$0.00
Main Level Office	8865 SF	8865	\$0.00	\$0.00
<b>TOTAL BUILDING AREA</b>	<b>18262 SF</b>	<b>18263</b>		

Occupied Space - Current Design				
Name	Type	Occupancy	Area	
Lower Level Storage	Storage Space	S-1	8717 SF	
Lower Level Office	Commercial Space	B	681 SF	
Main Level Office	Commercial Space	B	8865 SF	

2 MAIN LEVEL AREA PLAN  
G001 1/32" = 1'-0"



3 LOWER LEVEL AREA PLAN  
G001 1/32" = 1'-0"



## PROJECT INFORMATION

### OWNER AND SITE INFORMATION

OWNER: Sean Smith  
MAILING: 2795 Mosby Creek Road  
Cottage Grove, OR 97424  
COUNTY: Lane  
SITE: 2795 Mosby Creek Road  
Cottage Grove, OR 97424  
ZONE: M - Industrial  
FLOOD ZONE: X  
FIRE SEVERITY ZONE: None  
OCCUPANCY TYPE: B, S-1  
CONSTRUCTION TYPE: VB

### CODES IN EFFECT

- 2022 Oregon Structural Specialty Code (OSSC)
- 2022 Oregon Structural Specialty Code (OSSC) Chapter 9
- 2022 Oregon Energy Efficiency Specialty Code (OEESC)
- 2021 Oregon Electrical Specialty Code (OESC)
- 2022 Oregon Mechanical Specialty Code (OMSC)
- 2021 Oregon Plumbing Specialty Code (OPSC)
- 2017 Accessible and Usable Buildings and Facilities (ICC A117.1)

## PROJECT TEAM

ARCHITECT	GENERAL CONTRACTOR	STRUCTURAL ENGINEER
NEW ENERGY WORKS DAVID SHIRLEY 117 SE TAYLOR ST., STE 202 PORTLAND, OR 97202 503.719.4800	STARFIRE LUMBER SCOTT BATTERMAN 2140 SW JEFFERSON ST., STE 200 PORTLAND, OR 97201 503.995.1229	ECLIPSE ENGINEERING ANTHONY FAIVREAU 3750 NORTHWICH AVE. EUGENE, OR 97408 541.746.9337
TIMBER FRAMER	CIVIL ENGINEER	GEOTECHNICAL ENGINEER
NEW ENERGY WORKS KELSEY BOYER 2675 NE ORCHARD AVE. MCMINNVILLE, OR 97128 503.719.4800	THE FAIVREAU GROUP ANTHONY FAIVREAU 3750 NORTHWICH AVE. EUGENE, OR 97408 541.663.7048	BRANCH ENGINEERING RON DESERROCK 310 5TH ST SPRINGFIELD, OR 97477 541.746.9337

## GENERAL NOTES & SPECIFICATIONS


- All work shall comply with the codes covenants and restrictions as referenced on sheets G001 & G101.
- All timber frame elements shown in these construction documents shall be supervised where applicable by final timber frame shop drawings.
- Contractor will be responsible for all means, methods, techniques, sequence and safety issues in reference to the construction contract.
- All pre-engineered roof & floor systems and their blocking / bracing to be certified by the manufacturer.
- All dimensions shall be verified by the contractor. Any discrepancies shall be brought to the attention of the architect.
- All areas of habitable space will be provided with openings for emergency egress of:
  - 5.0 SF, at first floor.
  - 5.7 SF, at second floor.
  - Slits within 44" of floor.
- Beams to foundation pockets shall have 1/2" clearance from masonry - 1/2" airspace (3) sides w/ steel shims & solid CMU cores at bearing.
- Fire blocking shall be installed per applicable code - fire blocking shall be provided in concealed wall and stair spaces at the floor and ceiling (also 1/2" gypsum board on underside of stairs in enclosed accessible spaces), horizontal furled spaces at intervals not exceeding 10 ft, concealed joint spaces at beams and bearing walls.
- Provide required flashing to meet or exceed acceptable common building practice and applicable code where required and at roof changes, horizontal abutments (porches & decks), projections, valleys, openings, etc.
- Provide rust-inhibitive paint to steel columns except for corrosion resistant or treated steel per applicable code.
- Stairways per applicable code:
  - Closed risers unless otherwise noted.
  - 6" minimum headroom above nosing.
  - Provide handrails for (2) or more risers, 1 1/4" diameter with 1 side continuous from top to bottom riser, return to wall or newel post 34"-38" in height above nosing w/ 1 1/2" clearance to wall or obstruction.
  - Open sides of stairs greater than 30" of height shall have guards at 42" minimum height above nosing.
- Railing or riser openings shall not permit the passing of a 4" diameter sphere. A 6" opening is permitted at triangular openings at riser, tread & bottom rail see applicable code.
- Porches, balconies, and raised floors greater than 30" above finish floor or grade shall have a half wall or rail guard 36" minimum height per applicable code.
- Guard rails & handrails shall resist a single concentrated load of 200 pounds applied in any direction at any point along the top per applicable code.
- Electrical and plumbing layout shall meet or exceed local & national codes and shall be inspected during construction.
- Smoke detecting alarm devices shall be hard wired, interconnected with battery backup and shall conform per applicable code.
- Carbon monoxide detectors (hard wired) shall be installed in the immediate vicinity of bedroom(s) on the lowest floor of the dwelling unit.
- A permanent "energy standards certificate" shall be posted on or in the electrical distribution panel. The certificate shall list the required R-values of insulation installed and the type and efficiency of heating, cooling and service water heating equipment.
- Access doors from conditioned spaces to unconditioned spaces (e.g., mechanical, attics and crawl spaces) shall be weather-stripped and insulated to a level equivalent to the insulation on the surrounding surfaces. Access shall be provided to all equipment which prevents damaging or compressing the insulation.
- Attic access openings shall be provided to attic areas that exceed 30 SF and have a vertical height of 30" or greater. The rough-framed opening shall not be less than 22" by 30" and shall be located in a hallway or other readily accessible location.
- Where horizontal construction is used to separate the garage from the living space or its attic, such construction shall be protected with one layer of 5/8" thick Type-X gypsum board. Where horizontal separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 5/8" thick type-X gypsum board or equivalent.
- Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with 1/2" gypsum board.

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## ABBREVIATIONS

• or &	And
L	Angle
@	At
CL	Centerline
O	Diameter
OC	On Center
E	Existing
(N)	New
(P)	Proposed
#	Number
ADJ	Adjustable
AFF	Above Finish Floor
AGGR	Aggregate
APH	Asphalt
BD	Board
BLDG	Building
BLK	Block
BLKG	Blocking
BM	Bench
BT	Bottom Of
BS	Both Sides
CASE	Casement/Casework
CES	Carpet Edge Strip
CLR	Clear
CLG	Ceiling
CLR	Clear
CNTR	Center
COL	Column
CONC	Concrete
CONT	Continuous
CTR	Counter
CTRTRP	Countertop
CRP	Carpet
DBL	Double
DIA	Diameter
DN	Down
DS	Downspout
DWR	Drawer
E	East
EA	Each
EJ	Expansion Joint
EL	Elevation
EQ	Equal
EXP	Expansion
EXT	Exterior
EXTG	Exiting
F	Face Of
FD	Floor Drain
FF	Finish Floor
FIN	Finish
FLR	Floor
FND	Foundation
FT	Foot or Feet
FTG	Footing
FURR	Furring
GA	Gauge
GL	Galvanized
GYP	Gypsum
HB	Hose Bib
HC	Hollow Core
HDWD	Hardwood
HGT	Height
HMT	Hollow Metal
HO	High Output
HR	Hour
HT	Height
ID	Inside DIA
INSL	Insulation
INT	Interior
JT	Joint
LGT	Lighting
MAX	Maximum
MFR	Manufacturer
MIN	Minimum
MIR	Mirror
MISC	Miscellaneous
MUL	Mulch
N	North
NC	Not in Contract
NO	Number
NTS	Not to Scale
OD	Outer Diameter
OH	Overhang/Overhead
OPP	Opposite
OJ	Over
PNTY	Plantry
PTH	Paper Towel Holder
PL	Plan
QT	Quarry Tile
R	Riser
RD	Road Drain
REF	Refrigerator
REV	Revised
RO	Rough Opening
R&S	Rod & Slat
S	South
SC	Soft Core
SCR	Shower Curtain Rod
SHR	Shower
SHG	Shingling
SIM	Similar
SIPL	Structural Insulated Panels
SQ	Square
SS	Stainless Steel
STOR	Storage
T	Tread
TC	Top of Curb
TB	Tower Bar
TF	Top of Frame
TPH	Toilet Paper Holder
TR	Towel Ring
T&G	Tongue & Groove
TYP	Typical
UD	Unit Dimension
UN	Unless Otherwise Noted
VERT	Vertical
VFY	Verify
VF	Verify in Field
W	West
WC	Water Closet (Toilet)
W	With
WO	Without
WH	Water Heater



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STARFIRE LUMBER  
COTTAGE GROVE OREGON

2795 Mosby Creek Road  
Cottage Grove, OR 97424

COVER

DATE: 04.17.23  
DRAWN BY: MW  
REVIEWED BY:

PROJECT - DRAWING NUMBER  
21-474

G001

PROGRESS SET







