

### AGENDA CANBY CITY COUNCIL

Work Session 6:00 PM – Willow Creek Conference Room Regular Meeting 7:00 PM - Council Chambers February 19, 2020 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor

**Mayor Brian Hodson** 

Council President Tim Dale Councilor Trygve Berge Councilor Traci Hensley Councilor Greg Parker Councilor Sarah Spoon Councilor Shawn Varwig

### CITY COUNCIL WORK SESSION - 6:00 PM Willow Creek Conference Room

Discussion on Street Priorities, Ivy Street Project and Quiet Zone funding.

Pg. 1

### CITY COUNCIL MEETING – 7:00 PM COUNCIL CHAMBERS

- 1. CALL TO ORDER
  - A. Invocation
  - B. Pledge of Allegiance
- 2. PROCLAMATION
  - A. Iwo Jima Remembrance Day Pg. 25
- 3. COMMUNICATION
- 4. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. Please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to address.
- 5. MAYOR'S BUSINESS
- 6. COUNCILOR COMMENTS & LIAISON REPORTS
- 7. **CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.
  - A. Approval of Minutes of the February 5, 2020 City Council Work Session and Pg. 26 Regular Meeting.
  - B. Appointment to Budget Committee Pg. 31
  - C. Annual Liquor License Renewals Pg. 35

D. New Wholesale Malt Beverage & Wine OLCC Liquor License for Dragonberry Pg. 40 Produce.

### 8. NEW BUSINESS

A. Public Hearing - Appeal (APP 20-01) of Condition(s) of Approval of the Planning Pg. 43 Commission Decision for Caruso Produce (DR 19-02)

### 9. ORDINANCES & RESOLUTIONS

- A. **Ordinance No. <u>1522</u>**: An Ordinance authorizing the City Administrator to execute an amendment to its contract with MV Transportation, Inc. of Dallas, Texas for providing transit operations for Canby Area Transit (CAT). *(Second Reading)*
- B. **Res.** 1330: A Resolution authorizing Columbia Distributing's Strategic Investment Zone application and authorizing the City Administrator to enter into a contract with Columbia Distributing.
- C. **Res.** 1331: A Resolution adopting the 2020 revised Public Works Design Pg. 244 Standards and repealing Resolution No. 1135.

### 10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- 11. CITIZEN INPUT
- 12. ACTION REVIEW
- 13. ADJOURN

<sup>\*</sup>The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at <a href="https://www.canbyoregon.gov">www.canbyoregon.gov</a>. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

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### **City Council Staff Report**

DATE: February 19, 2020

TO: Honorable Mayor Hodson and City Council FROM: Scott McClure, City Administrator

### **Summary**

This agenda item reviews current priorities for street capital projects and discusses several specific uses of street funds.

### **Background**

The City is responsible for the maintenance of most streets within the city limits. The City has been actively maintaining and enhancing streets for many years.

### Discussion

Attached to this staff report is:

- a summary of street capital projects that have been completed over the last thirteen years
- a proposed list of projects for the next 5-10 years
- detailed descriptions of each proposed project

Additionally, staff would like direction or update Council on the following projects:

- Downtown Quiet Zone Funding carried over from February 2
- Ivy St. Project
- Canby Ferry Funding

### **Attachments**

- Street Capital Project Summary
- 2. Quiet Zone Staff Report
- 3. Ivy Street Project Map and Roundabout Fact Sheet

### **Fiscal Impact**

Funds are available to complete the projects in the Capital Improvement Needs Summary.

### **Options**

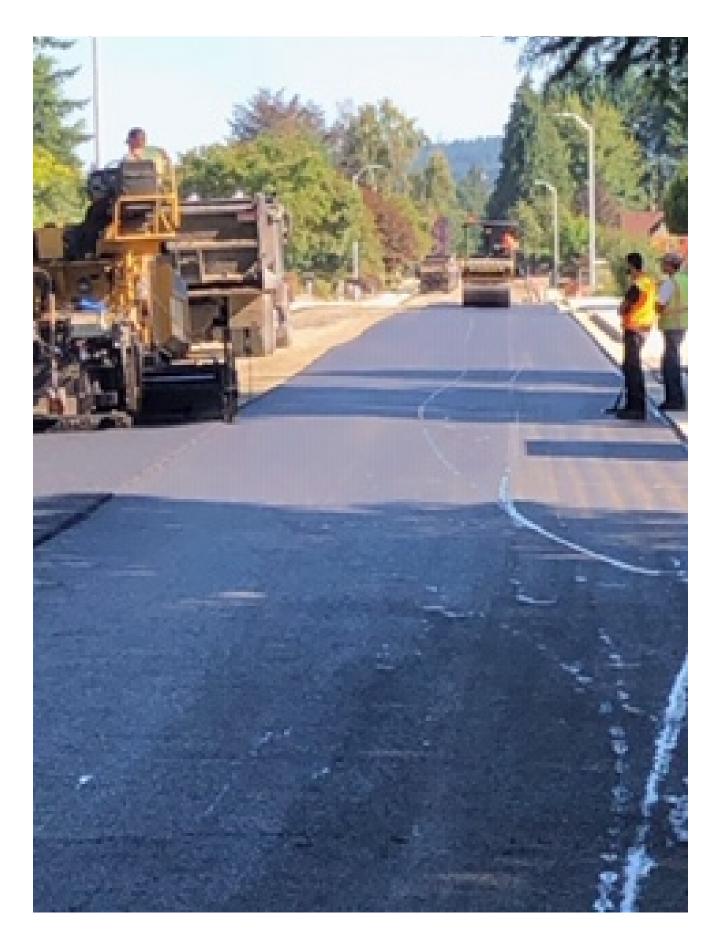
- 1. Support the list of identified capital improvement projects
- 2. Request consideration of other projects.
- 3. Request additional information.

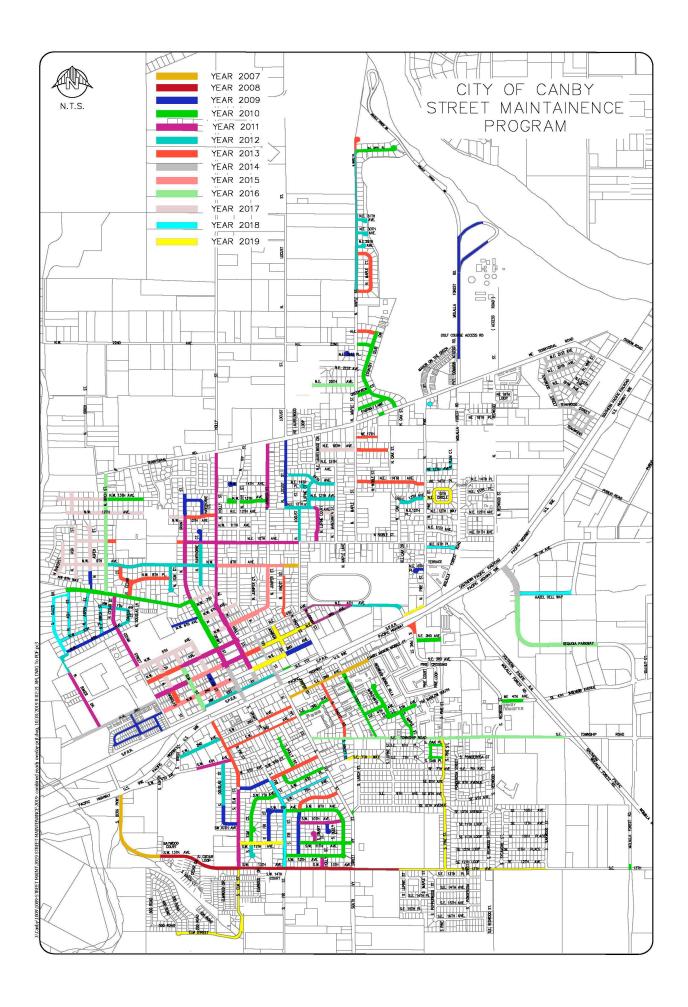
### **Recommendation**

Staff recommends the Council provide direction on street capital projects and specific projects.

### **Proposed Motion**

None.





### Canby Transportation System Capital Improvement Needs Prepared January 2020

Project Name	Project Estimate	Page #
S Ivy St, Hwy 99E to S 12 <sup>th</sup> Ave, Sidewalks w/County Project	\$1,000,000	2
N Knott St, NE 3 <sup>rd</sup> to 4 <sup>th</sup> Ave, 300 LF	\$135,000	3
N Locust St, NE 4 <sup>th</sup> to NE 10 <sup>th</sup> Ave, 1,400 LF	\$800,000	4
N Pine St, NE 4 <sup>th</sup> to 8 <sup>th</sup> Ave Realignment, 1,200 LF	\$850,000	5
NE 10 <sup>th</sup> Ave, Ph 2, N Locust to N Maple St, 1,100 LF	\$700,000	6
NE 10 <sup>th</sup> Ave, Ph 3, N Maple to N Pine St, 1,300 LF	\$750,000	7
S Ivy St, S 12 <sup>th</sup> Ave to Bridge, Curb, SW, ¼ panel, 1,200 LF	\$150,000	8
NE 10 <sup>th</sup> Ave, Ph 1, N Ivy to N Locust St Sidewalks, 1,200 LF	\$275,000	9
NE 12 <sup>th</sup> Ave, N Ivy to Cul-de-sac	\$150,000	10
NE Territorial Rd/N Redwood St Intersection Improvements	\$100,000	11
SE 1st Ave & S Walnut St, Traffic Circle, E, S, W only	\$600,000	12
S Ivy St and S 18 <sup>th</sup> Avenue, Traffic Circle	\$600,000	13
N Pine St, NE 8 <sup>th</sup> to 10 <sup>th</sup> Ave, 600 LF	\$380,000	14
Total Estimated Project Costs	\$6,490,000	

### S Ivy Street 99E to SW 12<sup>th</sup> Avenue Sidewalks Working with Clackamas County



<b>Total Estimated Cost</b>	\$1,000,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	10%
Street Reimbursement SDC	100%
Street Maintenance Fees	
Street Fund Balance	100%
Vehicle Registration Fees	100%

The scope of work for this project is not yet complete. The City is working with the County on this project and preliminary components include, sidewalks from 99E to 12<sup>th</sup> Ave, moving of power poles, and a two inch overlay from 99E to 13<sup>th</sup>. This project may also include a traffic signal or round-about at S Ivy and Township. The City's estimated contribution is \$1,000,000 and once the project is complete the City will most likely take over ownership of this road. The road will be added to the overall PCI ratings and maintenance will be scheduled accordingly.

### N Knott Street NE 3<sup>rd</sup> to NE 4<sup>th</sup> Avenues Street Improvements



Total Estimated Cost	\$135,000
Funding Sources:	Eligible Amounts/%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$14,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Sanitary Reimbursement SDC	\$12,000
Strom Reimbursement SDC	\$12,000
Sewer Collections Fund Balance	\$12,000
Stormwater Fund Balance	\$12,000
Grants	100%

Curb and side walk project. Improve pedestrian safety for people walking to the Library and Cinema. This project will eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping.

### N Locust Street NE 4<sup>th</sup> to NE 10<sup>th</sup> Avenue Street Improvements



Total Estimated Cost	\$800,000
Funding Sources:	Eligible Amounts/%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$122,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Sanitary Reimbursement SDC	\$74,200
Strom Reimbursement SDC	\$100,000
Sewer Collections Fund Balance	\$74,200
Stormwater Fund Balance	\$100,000
Grants	100%

Full street reconstruction. This will improve safety for the fairgrounds and connects sidewalk to the NE 10<sup>th</sup> Avenue street improvements. This project will eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping.

### N Pine Street NE 4<sup>th</sup> to NE 8<sup>th</sup> Avenues Roadway Realignment



Total Estimated Cost	\$850,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	100%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$150,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Storm Improvement SDC	\$110,000
Storm Reimbursement SDC	\$110,000
Stormwater Fund Balance	\$110,000
Grants	100%

Full street improvements and sewer main extension. Improve safety for pedestrians and help with traffic problems at the NE  $4^{th}$  and 99E intersection. This project will eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping.

## NE 10<sup>th</sup> Avenue Phase 2 N Locust to N Maple Street Street Improvements



Total Estimated Cost	\$700,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	\$160,000
Street Reimbursement SDC	100%
Street Maintenance Fees	\$120,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Storm Reimbursement SDC	\$110,000
Stormwater Fund Balance	\$110,000
Grants	100%

Full street reconstruction. This project will improve pedestrian safety and eliminate the ongoing maintenance of grading the gravel shoulders and reduce pot-hole repairs.

### NE 10<sup>th</sup> Avenue Phase 3 N Maple to N Pine Streets Street Improvements



Total Estimated Cost	\$750,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	\$170,000
Street Reimbursement SDC	100%
Street Maintenance Fees	\$150,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Storm Reimbursement SDC	\$110,000
Stormwater Fund Balance	\$110,000
Grants	100%

Full street reconstruction. This project will improve pedestrian safety and eliminate the ongoing maintenance of grading the gravel shoulders and reduce pot-hole repairs.

### S Ivy Street SW 12<sup>th</sup> Avenue to Goods Bridge Curbs



Total Estimated Cost	\$150,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	100%
Street Reimbursement SDC	100%
Street Fund Balance	100%
Vehicle Registration Fees	100%
Sanitary Reimbursement SDC	\$12,000
Sanitary Fund Balance	\$12,000
Grants	\$150,000

This project will add connectivity to the future path along the Molalla River. This project has no impact for ongoing maintenance.

### NE 10<sup>th</sup> Avenue Phase 1 N Ivy to N Locust Street Sidewalk Improvements



Total Estimated Cost	\$275,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	100%
Street Reimbursement SDC	100%
Street Fund Balance	100%
Vehicle Registration Fees	100%
Grants	100%

The project is 2,200 feet of sidewalk improvements. This will improve the safe routes to schools and pedestrian safety. There will be no impact for ongoing maintenance once this project is complete.

### NE 12<sup>th</sup> Avenue N Ivy Street to Cul-de-sac Street Improvements



Total Estimated Cost	\$150.000
Funding Sources:	Eligible Amounts/%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$33,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Sanitary Reimbursement SDC	\$12,000
Strom Reimbursement SDC	\$20,000
Sewer Collections Fund Balance	\$12,000
Stormwater Fund Balance	\$20,000
Grants	100%

Full Street and sidewalk improvements. This project will improve pedestrian safety and eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping.

### NE Territorial Road and N Redwood Street Intersection Improvements



Total Estimated Cost	\$100,000
Funding Sources:	Eligible Amounts/%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$6,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Grants	100%

Improve traffic safety. The intersections alignment creates constant traffic issues. This project will have no impact on ongoing maintenance.

### SE 1<sup>st</sup> Avenue & S Walnut Street Traffic Circle



Total Estimated Cost	\$600,000
Funding Sources:	Eligible Amounts/%
Street Improvement SDC	100%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$90,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Storm Reimbursement SDC	\$50,000
Stormwater Fund Balance	\$50,000
Grants	100%

Future round-about in the City's transportation plan. The project estimate does not include the land acquisition. The City is now acquiring right of way from developers so we do not have to purchase it later. Ongoing maintenance will include landscaping and basic road maintenance.

### S Ivy Street & S 18<sup>th</sup> Avenue Traffic Circle



Total Estimated Cost	\$600,000 Eligible Amounts/%	
Funding Sources:		
Street Reimbursement SDC	100%	
Street Maintenance Fees	\$92,000	
Street Fund Balance	100%	
Vehicle Registration Fees	100%	
Storm Reimbursement SDC	\$50,000	
Stormwater Fund Balance	\$50,000	
Grants	100%	

Future round-about in the City's transportation plan. The project estimate does not include the land acquisition. The City is now acquiring right of way from developers so we do not have to purchase it later. Ongoing maintenance will include landscaping and basic road maintenance.

### N Pine Street NE 8<sup>th</sup> to NE 10<sup>th</sup> Avenues



Total Estimated Cost	\$380,000
Funding Sources:	Eligible Amounts/%
Street Reimbursement SDC	100%
Street Maintenance Fees	\$65,000
Street Fund Balance	100%
Vehicle Registration Fees	100%
Sanitary Reimbursement SDC	\$12,000
Storm Reimbursement SDC	\$64,000
Sanitary Fund Balance	\$12,000
Stormwater Fund Balance	\$64,000
Grants	100%

Full street improvements. This is a county road, but is important for the safe routes to school. This project will be completed after the NE 10<sup>th</sup> Ave improvements and we will receive money from the County for a two inch overlay. Once the project is complete the City will most likely take over ownership of this road. The road will be added to the overall PCI ratings and maintenance will be scheduled accordingly.

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

### **City Council Staff Report**

DATE: February 5, 2020

TO: Honorable Mayor Hodson and City Council FROM: Scott McClure, City Administrator

### **Summary**

The purpose of this agenda item is to discuss options for funding the Downtown Quiet Zone Project.

### **Background**

The Downtown Quiet Zone Project will complete a series of safety improvements that will allow trains to limit horn usage. Improvements include grade changes, medians and signage.

### **Discussion**

The current project estimate is:

Design	\$	323,378
Construction	\$	898,084
Other Direct Costs	\$	111,971
Contingency	\$	44,404
Total	\$1,	,377,837

As the City's Urban Renewal program is reaching its limit for projects, staff reviewed this project to see if other funding sources could be identified. ODOT funds have been allocated to the project. Certain components of the project could be funded using City funds. This is shown below:

URA Tax Increment	1,239,886	870,850
ODOT Grant	137,951	137,951
Street Maint Fees	-	343,406
Stormwater	-	25,630
	\$1,377,837	\$1,377,837

Additionally, Public Works will take over most on site construction management to lower overall costs.

If supportive of the using Street Maintenance Fees and Stormwater fees to assist with the Quiet Zone Project, we would inform the Urban Renewal Agency and make necessary budget adjustments.

### **Attachments**

None

### **Fiscal Impact**

The alternative funding idea presented would conserve Urban Renewal Funds (\$369,036), but reduce funds available for Street and Stormwater maintenance

### **Options**

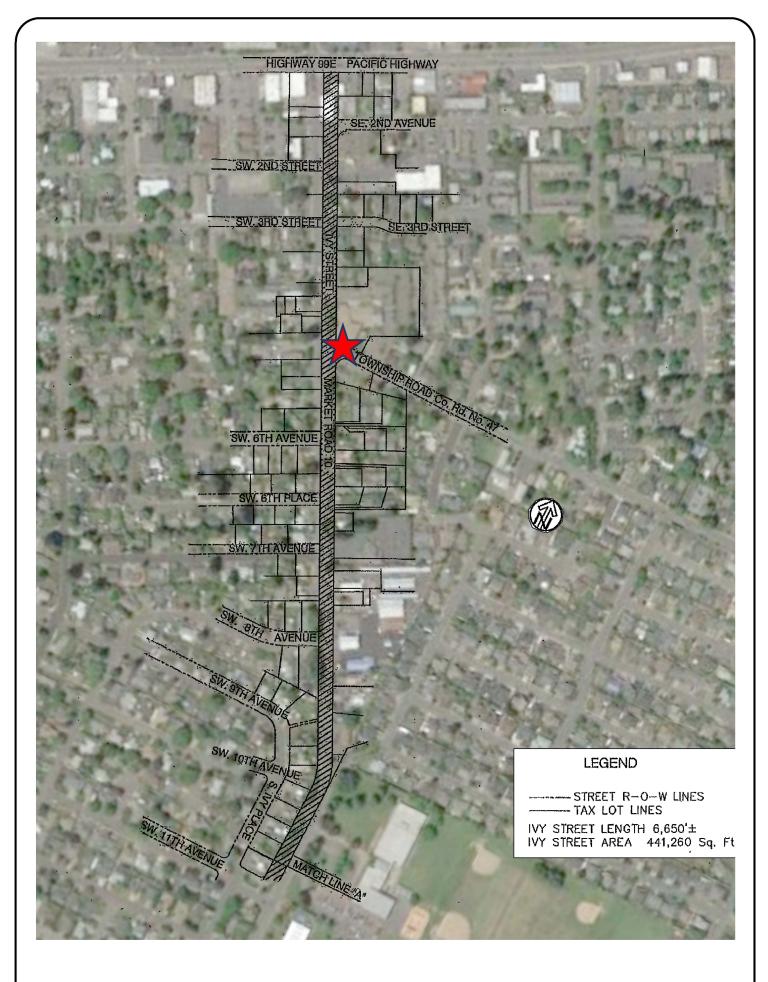
- 1. Support using City Street Maintenance and Stormwater Funds to assist with funding of the Downtown Quiet Zone Project.
- 2. Do not allocate City funds for the Quiet Zone Project, which would have the project completed as originally budgeted.
- 3. Request additional information.

### **Recommendation**

Staff recommends the Council allocate funds to the Downtown Quiet Zone Project as presented in this staff report.

### **Proposed Motion**

I move that \$343,406 in Street Maintenance Funds and \$25,630 in Stormwater Funds be allocated the Urban Renewal Agency's Downtown Quiet Zone Project.



CITY OF CANBY
CLACKAWAS COUNTY, OREGON

# Why a Roundabout?

- Proven safety benefit over signalized intersection:
  - 35% reduction in total crashes\*
  - 75% reduction in injury crashes\*
  - Over 90% reduction in fatalities\*
  - Very little reported pedestrian and bicycle crash experience
- Reduced Speeds
- Lower Delays than signal
- Less pollution as a result of lower idling time
- Community enhancement

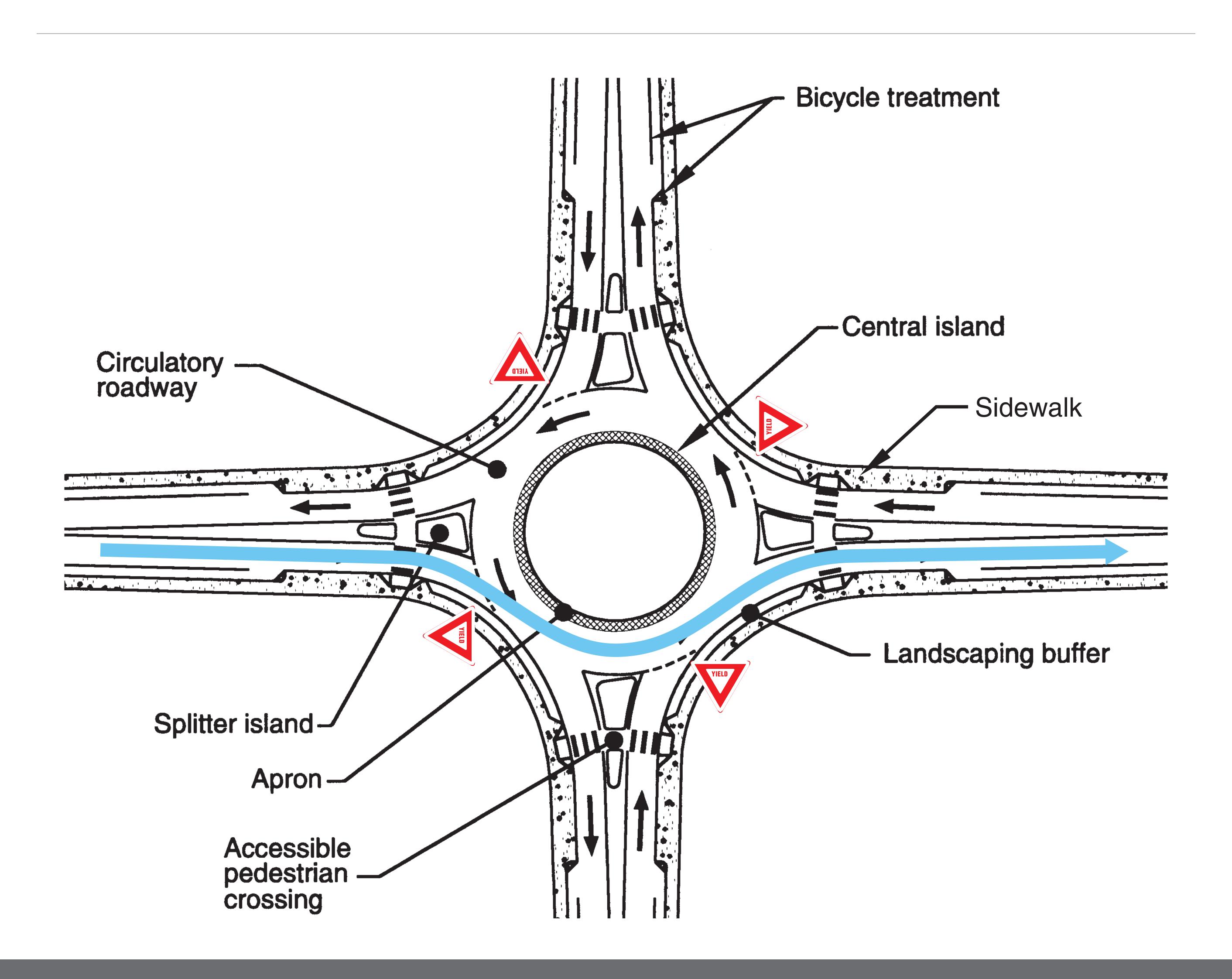


<sup>\*</sup> Based on NCHRP Report 572 Roundabouts in the United States



# What is a Modern Roundabout?

- YIELD signs at entries
- Geometry that forces slow, consistent speeds
- Counterclockwise circulation
- Pedestrian crossings set back from yield line
- Landscaped central island (typically)



# Multi Modal Roundabout



### Pedestrian

- Use Crosswalks\*
- Pick a safe gap\*
- Cross in stages\*



# Bicyclist

 Decide if you will act as a car or a pedestrian

Make Safe Choices\*

- Act like a car
  - Take the entire lane
  - Obey the driving rules
- Act like a Pedestrian
  - Walk your bike
  - Use the crosswalks



### Motorist

- Watch for pedestrians\*
- Watch for bikes in the roadway\*
- Yield to traffic already in the roundabout



### Trucker

- Use truck apron
- Watch for conflicts\*



# What if... an emergency vehicle

- Move out of the way\*
- Before the roundabout—
  - Pull over\*
- In the roundabout—
  - Drive through ...and then pull over\*

\*Just like other intersections



### Office of the Mayor



# Proclamation

### Iwo Jima Remembrance Day

WHEREAS, on February 23, 1945, this country's Armed Forces were engaged in one of the most strategic and bloodiest battles of World War II – the battle for Iwo Jima; and

WHEREAS, the Canby–Aurora Veterans of Foreign Wars Post and Auxiliary 6057 of the United States have deemed it fitting to erect a flagpole at the Canby Adult Center in remembrance of those who took part in this great battle; and

WHEREAS, each year the members of the Canby–Aurora Veterans of Foreign Wars Post 6057, their Auxiliary, and their fellow veterans organizations and service organizations i.e. Lewis & Clark Young Marines, Civil Air Patrol, Boy Scouts, JROTC etc. conduct a ceremony to rededicate this memorial and replace the flags on the flagpole; and

WHEREAS, the flagpole located at the Canby Adult Center is the only memorial in the City of Canby dedicated to our veterans who made such significant personal sacrifices during World War II in defense of this great nation; and

WHEREAS, this year will be the 25<sup>th</sup> anniversary of the annual flag raising ceremony.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim February 22, 2020 as

### Iwo Jima Remembrance Day

I further call upon all members of this community to join in commemorating this great event with the rededication of the flagpole at the Adult Center on February  $22^{nd}$  at 10:00 AM to celebrate the  $75^{th}$  anniversary of the end of World War II.

Given unto my hand this 19th day of February, 2020 in the City of Canby, Oregon.

Brian Hodson Mayor

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### CANBY CITY COUNCIL WORK SESSION MINUTES February 5, 2020

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Trygve Berge, Traci Hensley, Greg Parker, Sarah Spoon, and Shawn Varwig.

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Scott McClure, City Administrator; Amanda Zeiber, Assistant City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; and Julie Blums, Finance Director

**OTHERS PRESENT:** Fire Chief Jim Davis and Bob Cambra.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:31 p.m. in the Willow Creek Room.

### **UPDATE ON QUIET ZONE CONSTRUCTION COSTS**

City Administrator Scott McClure explained the cost for the Quiet Zone is \$1.37 million. There was approximately \$3.6 million available in the Urban Renewal District. There was discussion on about whether or not to fund the Quiet Zone in its entirety as a program project. Staff would do the onsite construction management of the project to help control costs. Street maintenance fees could be used because a good portion of the project relates to repaving. The options included leaving the funding as it currently planned or contributing from the street fund and the storm water funds. Discussion ensued regarding developing established street priorities and urban renewal priorities. The street fund had approximately \$1.6 million in reserves. Mr. McClure provided a handout to the Council Canby Urban Renewal Cash Flow Projections for Fiscal Years 2020-2026. At the end of the last fiscal year the fund was at \$7.6 million and there was \$3.6 million remaining. He explained that if there was a project that they were looking at they may want to consider preserving some of the urban renewal funds.

There would be an update on street priorities at the next meeting and it would help with the discussion and decision.

Discussion ensued regarding the costs of the Quiet Zone projected. \$216,000 had been spent on the Quiet Zone. The cost of the construction had continued to increase. The plans were at 95 percent completion.

Mayor Hodson asked if they continue with the project or continue the course using urban renewal funds or if there should use street funds as well.

Councilor Spoon expressed concern with using the street funds because she wasn't sure that the Quiet Zone meets the original spirit of the fee. She also felt that there wouldn't be major urban renewal projects in the future.

Discussion ensued regarding the grant for Elm Street.

The reserves included revenues from the street maintenance fee.

Councilor Spoon felt that the street priority list should be looked at first.

Councilor Parker felt that urban renewal funds should be used for the Quiet Zone as there was no more fitting use than a project like the Quiet Zone.

Councilor Hensley asked if the new estimate on the project included passing along the commercial activities tax. It was noted that it was unlikely factored in.

There would be more discussion and information provided at the next work session.

Mayor Hodson adjourned the meeting at 6:59 p.m.

Melissa Bisset City Recorder Brian Hodson Mayor

### CANBY CITY COUNCIL REGULAR MEETING MINUTES February 5, 2020

**PRESIDING:** Mayor Brian Hodson

**COUNCIL PRESENT:** Trygve Berge, Tim Dale, Traci Hensley, Greg Parker, Sarah Spoon and Shawn

Varwig.

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Scott McClure, City Administrator; Amanda Zeiber, Assistant City Administrator, Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; Julie Wehling, Transit Director

**OTHERS PRESENT:** Bob Cambra, Fire Chief Jim Davis, Crystal Thorndike, David Thorndike, Carol Rosen, and Scott Sasse.

**CALL TO ORDER:** Mayor Hodson called the Regular Meeting to order at 7:05 p.m. in the Council Chambers followed by the opening ceremonies.

**COMMUNICATIONS:** City Administrator Scott McClure stated that there is nothing to take action on at this time related to the Columbia Distributing Strategic Zone application. He explained that the State and County were still looking at the project's eligibility. City Attorney Joseph Lindsay added that he has been in communication with the attorney from the Fire District and they want to be a good partner and be in communication so that when the eligibility comes back around they are a part of the discussion.

### CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR'S BUSINESS: Mayor Hodson stated the Parks and Recreation Advisory Board and the Bike and Pedestrian Committees met twice for joint meetings to discuss how they would like to suggest the money is spent for the grant that was received. Mr. McClure is working with the public works team on cleaning up the trail. Mayor Hodson recently attended an Oregon Department of Transportation briefing on tolling. They are looking at tolling a portion of I-5 & I-205. At the Area Commission Transportation Meeting there was discussion about using tolling to create revenue for transportation projects and to relieve congestion. The National Transportation Board has given the State of Oregon go-ahead to consider tolling. They are also looking at building two to three freeway covers and placing caps on the top of them to create greenspace and use for business/ housing development. The cost could be up to a billion dollars for the project. There would be a Clackamas County Coordinating Meeting and the State of the City the following night.

Mayor Hodson asked if the Council would like to have further conversation about the noise ordinance as they have received comments from Mr. Ylvisaker about the fireworks at the football games. Discussion ensued about the noise ordinance and the Mayor stated he would get it on an agenda for further discussion.

### **COUNCILOR COMMENTS & LIAISON REPORTS:**

<u>Councilor Berge</u> shared that the Planning Commission met and had an application for Stanton Furniture to put a 130,000 square foot building and it had mixed reviews.

<u>Councilor Hensley</u> stated that there have been Community Leader meetings planned for the Canby Suicide Prevention Task Force and she invited the Council to attend.

Council President Dale shared that he heard from the local chapter of the Oregon State Grange and at the next district wrestling tournament on February 15<sup>th</sup> the Prescription Abuse Leadership Initiative of Oregon will be exhibit on signs of opioid addition in teenage children. Bob Hill has been reappointed Chair to the Canby Utility Board. The Mayor and Council President Dale will be interviewing candidates for the Canby Utility Board at the end of the month.

<u>Councilor Varwig</u> attended the Fire Board meeting and there was discussion on the Strategic Investment Zone and the Strategic Plan, awards were presented for lifesaving measures and they received a letter from a hospital doctor praising them for being easy to work with.

<u>Councilor Spoon</u> shared First Thursday would be the following day and businesses would be staying open late. There were also three open spots on the Transit Advisory Committee.

CONSENT AGENDA: \*\*Councilor Dale moved to adopt the minutes of the January 15, 2020 City Council Meeting and Work Sessions. Motion was seconded by Councilor Hensley and passed 6-0.

### **ORDINANCES:**

Ordinance 1521 – Mr. McClure stated the project was on South Ivy and would serve multiple development project including a project at Hope Village. The contract came in within budget and the emergency clause in the ordinance was added so that they could begin construction sooner.

\*\*Councilor Hensley moved to adopt Ordinance 1521, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CLACKAMAS CONSTRUCTION, INC. IN THE AMOUNT OF \$588,861.25 FOR THE SOUTH IVY STREET SANITARY SEWER PUMPING STATION IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Varwig and passed 6-0 on second reading.

Ordinance 1522 – Transit Director Julie Wehling explained that the City conducted a procurement process in 2017 and selected MV Transportation. Since 2017 there have been expansion of services. Since the execution of the original contract a service hour expansion to Route 99X was implemented in April of 2018. Also, during the first two years of the contract Dial-A-Ride trips averaged much more than originally estimated. Additionally, CAT implemented a limited Saturday service for both Dial-A-Ride and the Route 99X in September of 2019 which resulted in two amendments to the original agreement between the City and MV Transportation to increase the number of VRH to be provided under the contract.

She stated that because of Statewide Transportation Improvement Funds (STIF) funds the increases in service were surprising and the contract wasn't designed to support those kind of increases. All of the amendments to date have been initiated by the City to increase services provided to Canby citizens. This amendment would allow the City to postpone the next procurement process to select a service provider until a Transit Master Plan update can be completed and more information is available regarding available STIF.

The year four estimate would be a not to exceed amount and they anticipate it will be a little less. It would allow the City to be better informed for the next request for proposal process.

Councilor Spoon stated that she was excited about getting another circular up and they have worked very hard.

\*\*Councilor Spoon moved to adopt Ordinance 1522, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO ITS CONTRACT WITH MV TRANSPORTATION, INC. OF DALLAS TEXAS FOR PROVIDING TRANSIT OPERATIONS FOR CANBY AREA TRANSIT (CAT) to come up for a second reading on February 19, 2020. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.

**NEW BUSINESS:** None

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. McClure gave an update on the Splash Pad stating that the estimates should be done by Monday. The target open date is still Memorial Day.

Mr. McClure provided an update on the Walnut Street Extension noting that it is a complicated project.

### **ACTION REVIEW:**

- 1. Approved the Consent Agenda.
- 2. Adopted Ordinance 1521
- 3. Approved Ordinance 1522 to come up for second reading on February 19, 2020.

Mayor Hodson adjourned the Regular Meeting at 7:39 p.m.

Melissa Bisset City Recorder Brian Hodson Mayor

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

### **City Council Staff Report**

DATE: February 19, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator FROM: Melissa Bisset, City Recorder ITEM: Budget Committee Appointment

### **Summary**

Edward Warnock resigned from the <u>Budget Committee</u> creating a vacancy. The position was advertised and four applications were received.

### **Background**

Budget Committees are established through <u>State Statute</u>. The Budget Committee exists to provide the public an opportunity to participate in the <u>budgeting process</u>. It reviews and revises the City's proposed budget prior to the City Council adopting the budget. The Budget Committee is made up of members of the City Council and an equal number of citizens at large. Citizens are appointed by the City Council and serve three year terms.

### Discussion

Edward Warnock resigned effective June 30, 2019. His term was set to expire on June 30, 2022. Four candidates applied for the vacancy. Interviews were conducted with Mayor Hodson, Budget Committee Chair Jason Padden, and Finance Director Julie Blums.

### **Attachments**

Application of Melody Thompson Budget Committee Interview Questions

### **Fiscal Impact**

None.

### **Options**

- 1. Appoint Melody Thompson to the Budget Committee.
- 2. Take no action.

### Recommendation

The Interview Panel recommends appointing Melody Thompson to the Budget Committee for a term expiring June 30, 2022.

<b>Proposed Mot</b>	ion
---------------------	-----

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.

### **Budget Committee Interview Questions 1/29/20**

Applicant Name	Interviewer Name
1. Why do you want to serve on the City Budget Com	mittee?
2. How familiar are you with Oregon local budget law	?
3. Do you have prior participation as a board, commis that experience?	ssion or committee member; tell us a little about
4. What do you think the role of a budget committee	member is?
5. Have you reviewed the City's budget, if so do you h	nave any specific comments?



### CITY OF CANBY COMMITTEE, BOARD, & COUNCIL APPOINTMENT APPLICATION

Date:	1/14/202	0 <sub>Pc</sub>	sition Applying For:	Budget Committee/URD Budget Committee	
		Thompson	Oc	ccupation: Retired	
	Address:	0 b - 0 D 0 7 0 4 2			
Emplo	loyer: N/A Position:				
Daytir	time Phone: Evening Phone:				
E-Mai	l Address:				
What	are your co	mmunity interests (con	nmittees, organization	ns, special activities)? Retirement	
offere	d an opport	unity to travel, focus or	n family and assist wit	th grandson's childcare (which includes	
trips to	the Canby	swim center and library!)	. Hobbies are music, w	vriting, hiking with our 2 labrador retrievers.	
What	are your ma	ajor interests or concern	ns in the City's progra	ams? To support both Canby's essential	
				by's future business and residential	
growt	n for chang	ing needs of the comm	unity.		
Reaso	n for your i	nterest in this position:	I have a passion for	serving Canby and have enjoyed living	
				think experiences with city budgets and a	
knowle	edge of local	government departments	and programs would b	be helpful when considering future budgets.	
Exper	ience and e	ducational background	High School graduate, co	ollege courses, NW Clerk's Institute (City Recorder	
				nt; local city government - City Recorder/Finance	
(Aurora	a), Recording	Services (Gresham), Police F	ecords Superv. (Troutdale)	e), Police Administrative Services Superv. (Canby).	
List ar	ny other Cit	y or County positions	on which you serve or	r have served: Canby Budget Committee	
Vice C	nair, Urban R	enewal Budget Committee;	City of Canby Mayor, Urb	oan Renewal Agency Chair; Clackamas County	
Coordi	nating Comm	nittee (C4), Metro-Washing	ton/Multnomah/Clackam	nas County Urban Rural Reserves Committee.	
Referr	ed by (if ap	pplicable): N/A			
Please	e return to: Phone	PO Box 930, 22	Canby - Attn: City R 2 NE 2nd Avenue, C 503 266 7961 - Ema		
		on this form may be avail		ublic Records Request and may be viewable 10/2019	
Date F	Received: _ Resigned: _	N 14 10 MaDate Ap Destruct	pointed:ion Date:	Term Expires:	

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

## **City Council Staff Report**

DATE: February 19, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator

FROM: Bret J. Smith, Police Chief and Melissa Bisset, City Recorder

ITEM: Annual Liquor License Renewals

#### Summary

Businesses with liquor licenses must request <u>renewal</u> from their local jurisdictions annually. The City of Canby is in Oregon Liquor Control Commission (OLCC) District 2 and therefore the licenses expire on March 31.

#### **Background**

Oregon State Statute (ORS 471.166) explains that the OLCC may require a written recommendation from the local governing body where the applicant's business is located for liquor license renewals. Local governments may charge a processing fee of no greater than \$35 for a renewal. The City of Canby has adopted a Master Fee Schedule that allows for a \$35 fee per license renewal. License renewal fee notices from the City were mailed to licensees at the beginning of January.

#### Discussion

The Police Chief has reviewed the OLCC list of business located within the City of Canby that are eligible for the liquor license renewal and recommends approval of the OLCC liquor license renewal requests.

#### **Attachments**

List of renewals

#### **Fiscal Impact**

There are 48 renewals at \$35 per annual renewal fee for a total of \$1,680. Liquor license fees are allocated to the General fund.

#### **Options**

- 1. Approve the request for renewal to the Oregon Liquor Control Commission (OLCC).
- 2. Deny request/s for renewal.

#### **Recommendation**

Approve the annual liquor license renewal requests.

#### **Proposed Motion**

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.

Page 1 of 1

		se No./ ses No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
/	-	287955 2577	7-ELEVEN STORE #2363-17845C JOLENE BAIRD O - OFF-PREMISES SALES	109 SE 1ST CANBY, OR 97013 503-266-5111	PO BOX 219088 DALLAS, TX 75221
	Lic. Prem.	287249 2135	AMERICAN LEGION POST #122 CANBY AMERICAN LEGION #122 CANBY F-CLU - FULL ON-PREMISES SALES	424 NW 1ST CANBY, OR 97013 503-266-9235	PO BOX 121 CANBY, OR 97013
	Lic. Prem.	287340 38418	BACKSTOP BAR & GRILL BACKSTOP INC F-COM - FULL ON-PREMISES SALES	211 N GRANT CANBY, OR 97013 503-263-6606	
	Lic. Prem.	296947 60258	BISCUITS CAFE SHANNIKKI ENTERPRISES LLC F-COM - FULL ON-PREMISES SALES	1477 SE 1ST AVE #101 CANBY, OR 97013 503-263-3287	
	Lic. Prem.	290542 38918	BLACKJACK DELI & MORE BLACKJACK DELI & MORE LLC L - LIMITED ON-PREMISES SALES	1110 SW 1ST AVE CANBY, OR 97013 503-651-9000	
	Lic. Prem.	297401 46053	BUY2 THABET MANAGEMENT INC O - OFF-PREMISES SALES	453 SE 1ST AVE CANBY, OR 97013 541-968-4575	4105 FRANKLIN BLVD EUGENE, OR 97403
	Lic. Prem.	290744 57320	CANBY FOOD MARKET DS CANBY LLC O - OFF-PREMISES SALES	293 SW 1ST AVE CANBY, OR 97013 971-273-3635	4495 RIVER RD N KEIZER, OR 97303
	Lic. Prem.	289681 57845	CANBY LIQUOR STORE ANDY DOERN INC O - OFF-PREMISES SALES	1433 SE 1ST AVE #104 CANBY, OR 97013 503-266-3562	
	Lic. Prem	301843 . 60747	CANBY PIONEER CHAPEL PERFORMIN CANBY PIONEER CHAPEL LLC L - LIMITED ON-PREMISES SALES	508 NW 3RD AVE CANBY, OR 97013 503-516-5166	PO BOX 254 AURORA, OR 97002
	Lic. Prem		CUTSFORTH THRIFTWAY GEF INC O - OFF-PREMISES SALES	225 NE 2ND CANBY, OR 97013 503-266-2016	
	Lic. Prem	290373 . 2572	CUTSFORTH THRIFTWAY  GEF INC L - LIMITED ON-PREMISES SALES	225 NE 2ND CANBY, OR 97013 503-266-2016	
	Lic. Prem	287531 1. 36262		1369 SE 1ST AVE CANBY, OR 97013 503-421-6957	<del></del>
	Lic. Pren	291321 1. 49077		272 N GRANT ST CANBY, OR 97013 503-266-5678	·
	Lic. Pren	291333 n. 49077	B EBNER CUSTOM MEATS EBNER PROPERTIES LLC O - OFF-PREMISES SALES	272 N GRANT ST CANBY, OR 97013 503-266-5678	
	Lic. Prer	297584 n. 59191		426 NW 1ST AVE CANBY, OR 97013 503-266-2178	

CANBY Page 2

License No./ Premises No	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 288382 Prem. 54111	FOB TAPROOM MAV BIER LLC L - LIMITED ON-PREMISES SALES	1109 SW 1ST AVE STE D CANBY, OR 97013 503-263-2337	317 SE 15TH PL CANBY, OR 97013
Lic. 288383 Prem. 54111	FOB TAPROOM  MAV BIER LLC  O - OFF-PREMISES SALES	1109 SW 1ST AVE STE D CANBY, OR 97013 503-263-2337	317 SE 15TH PL CANBY, OR 97013
Lic. 287782 Prem. 28571	FRED MEYER #651 FRED MEYER STORES INC O - OFF-PREMISES SALES	1401 SE 1ST CANBY, OR 97013 503-797-7134	PO BOX 305103 NASHVILLE, TN 37230
Lic. 288756 Prem. 13198	FULTANO'S PIZZA  ROMINE PIZZA CO  L - LIMITED ON-PREMISES SALES	715 SE 1ST CANBY, OR 97013 503-266-1444	3428 NW 117TH PLACE PORTLAND, OR 97229
Lic. 288719 Prem. 27957		204 SW 2ND CANBY, OR 97013 503-263-1877	
Lic. 287878 Prem. 57990		190 NW 2ND AVE CANBY, OR 97013 503-910-1744	
Lic. 28788 Prem. 35523		1120 SW 1ST CANBY, OR 97013 503-266-9515	
Lic. 28985 Prem. 47726		314 NW 1ST AVE CANBY, OR 97013 503-266-8898	
Lic. 28950 Prem. 4714		733 SE 1ST AVE CANBY, OR 97013 503-830-2977	<del> </del>
Lic. 28981 Prem. 4254	2 LA MIXTECA MARKET 1 RUFINO ZURITA O - OFF-PREMISES SALES	205 SE 1ST CANBY, OR 97013 503-266-6757	PO BOX 251 CANBY, OR 97013
Lic. 28758 Prem. 1885	67 LONE ELDER PIZZA 6 JULIE M. CHAPMAN MOORE L - LIMITED ON-PREMISES SALES	207 SW 1ST #106 CANBY, OR 97013 503-266-1888	
Lic. 2909: Prem. 2506	LOS DORADOS MEXICAN RESTAURAN LOS DORADOS INC F-COM - FULL ON-PREMISES SALES	1011 SW 1ST AVE CANBY, OR 97013 503-263-3940	
Lic. 3025 Prem. 5706		102 N IVY ST CANBY, OR 97013 503-266-1441	
Lic. 2900 Prem. 360		404 NW 1ST AVE CANBY, OR 97013 503-407-1240	1385 NE 12TH AVE CANBY, OR 97013
Lic. 2900 Prem. 360		404 NW 1ST AVE CANBY, OR 97013 503-407-1240	1385 NE 12TH AVE CANBY, OR 97013

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			•	
	se No./ ses No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
	291200 58267	MOMIJI JAPANESE SUSHI BAR YTZC INC F-COM - FULL ON-PREMISES SALES	1477 SE 1ST AVE #108 & 109 CANBY, OR 97013	641 HICKORY ST #120 ALBANY, OR 97321
c. rem.	288736 36350	NUEVO VALLARTA RESTAURANT PUERTO VALLARTA RESTAURANTS IN F-COM - FULL ON-PREMISES SALES	1385 SE 1ST AVE #104 CANBY, OR 97013 503-266-1782	
c. rem.	290388 57362	ODD MOE'S PIZZA ODD MOE'S PIZZA LLC O - OFF-PREMISES SALES	1017 SW 1ST AVE CANBY, OR 97013 503-781-1280	3985 RICH DR NE SALEM, OR 97305
c. rem.	290640 57102	PIZZA SCHMIZZA PUB AND GRILL MCROBBIE PIZZA INC F-COM - FULL ON-PREMISES SALES	851 SW 1ST AVE #104 CANBY, OR 97013 503-263-2300	PO BOX 1166 CANBY, OR 97013
ic. rem.	289057 57046	PUDDIN RIVER CHOCOLATES & WINE PUDDIN RIVER CHOCOLATES & CONFLO - OFF-PREMISES SALES	1440 S IVY ST CANBY, OR 97013	
ic. Prem.	291778 57047	PUDDIN RIVER CHOCOLATES & WINE PUDDIN RIVER CHOCOLATES & CONFE L - LIMITED ON-PREMISES SALES	1440 S IVY ST CANBY, OR 97013	
ic. Prem.	289231 45183	RITE AID #5325 THRIFTY PAYLESS INC O - OFF-PREMISES SALES	891 SE 1ST AVE CANBY, OR 97013 503-266-6381	PO BOX 3165 HARRISBURG, PA 17105
ic. Prem.	288010 43700	ROUNDERS CANBY JTD ENTERPRISES LLC L - LIMITED ON-PREMISES SALES	224 NW 1ST AVE CANBY, OR 97013 503-705-0588	
ic. Prem.	290486 36549	SAFEWAY STORE #2604 SAFEWAY INC O - OFF-PREMISES SALES	1055 SW 1ST AVE CANBY, OR 97013 503-266-5535	PO BOX 29096 PHOENIX, AZ 85038
_ic. Prem	289127 . 48994	THAI CORNER CUISINE THAI CORNER CUISINE LLC L - LIMITED ON-PREMISES SALES	1109 SW 1ST AVE SUITE A CANBY, OR 97013 503-263-2442	
Lic. Prem	289116 37095	THAI DISH THAI DISH INC L - LIMITED ON-PREMISES SALES	108 N IVY ST CANBY, OR 97013 503-263-9898	
Lic. Prem	288986 . 21375	• •	1190 SW FIRST CANBY, OR 97013 503-651-4273	1109 SW 1ST AVE STE F CANBY, OR 97013
Lic. Prem	289336 1. 15427	the control of the co	164 SE 1ST AVE CANBY, OR 97013 503-266-2020	
Lic. Pren	28931 <sup>2</sup> 1. 46515		1080 SW 1ST AVE CANBY, OR 97013 503-263-1600	PO BOX 901 DEERFIELD, IL 60015
Lic. Pren	291269 n. 56092	WALLY'S CHINESE KITCHEN PHOEBE JIANG L - LIMITED ON-PREMISES SALES	679 SE 1ST ST CANBY, OR 97013 503-266-2221	215 NE 94TH AVE PORTLAND, OR 97220

#### District 2 Renewals

CANBY Page 4

	se No./ ses No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address	
Lic. Prem.	297385 60349	WAYWARD SANDWICHES WAYWARD HOSPITALITY LLC O - OFF-PREMISES SALES	117 NW 2ND AVE #120 CANBY, OR 97013 503-266-3100	4615 EXETER ST WEST LINN, OR 97068	
Lic. Prem.	297386 60350	WAYWARD SANDWICHES WAYWARD HOSPITALITY LLC L - LIMITED ON-PREMISES SALES	117 NW 2ND AVE #120 CANBY, OR 97013 503-266-3100	4615 EXETER ST WEST LINN, OR 97068	
Lic. Prem.	289984 2136	WILLAMETTE VALLEY COUNTRY CLUE WILLAMETTE VALLEY COUNTRY CLUB O - OFF-PREMISES SALES	900 COUNTRY CLUB PL CANBY, OR 97013 503-266-4066	PO BOX 988 CANBY, OR 97013	
Lic. Prem.	289985 2136	WILLAMETTE VALLEY COUNTRY CLUE WILLAMETTE VALLEY COUNTRY CLUB F-CLU - FULL ON-PREMISES SALES	900 COUNTRY CLUB PL CANBY, OR 97013 503-266-4066	PO BOX 988 CANBY, OR 97013	

Count for CANBY

# Memo

To: Mayor Brian Hodson & Members of City Council

From: Bret J. Smith, Chief of Police

CC: Melissa Bisset CMC / Canby City Recorder

Date: February 5, 2020

Re: Liquor License Application for the business Dragonberry

Produce, Inc.

I have reviewed the OLCC liquor license application for the business, Dragonberry Produce, Inc., located at 386 S. Sequoia Parkway, Canby, OR, 97013. Dragonberry Produce, Inc. is a warehouse and international wholesale distributor of malt beverages and wine.

I recommend the Canby City Council approve this application request to the Oregon Liquor Control Commission (OLCC).

CITY AND COUNTY USE ONLY



OREGON LIQUOR CONTROL COMMISSION

License Applied For:

# LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

☐ Brewery 1 <sup>st</sup> Location	
☐ Brewery 2 <sup>nd</sup> Location	Date application received:
☐ Brewery 3 <sup>rd</sup> Location	130 2020
☐ Brewery-Public House 1 <sup>st</sup> location	Name of City or County:
☐ Brewery-Public House 2 <sup>nd</sup> location	
☐ Brewery-Public House 3 <sup>rd</sup> location	Canby
☐ Distillery	Recommends this license be:
☐ Full On-Premises, Commercial	
☐ Full On-Premises, Caterer	☐ Granted ☐ Denied
☐ Full On-Premises, Passenger Carrier	Ву:
☐ Full On-Premises, Other Public Location	
☐ Full On-Premises, For Profit Private Club	Date:
Full On-Premises, Nonprofit Private Club	
☐ Grower Sales Privilege 1st location	
☐ Grower Sales Privilege 2 <sup>nd</sup> location	
☐ Grower Sales Privilege 3 <sup>rd</sup> location	OLCC USE ONLY
☐ Limited On-Premises	Date application received:
☐ Off-Premises	Jack application received:
☐ Off-Premises with Fuel Pumps	0/29/2019
₩ Warehouse	D. M. N. 1.
■ Wholesale Malt Beverage & Wine	By: / Mpub
☐ Winery 1 <sup>st</sup> Location	Date application accepted as initially complete:
☐ Winery 2 <sup>nd</sup> Location	10/28/19
☐ Winery 3 <sup>rd</sup> Location	
	By: Can Co
	License Action(s): (()
	License Action(s): (V/)
2. Identify the applicant(s) applying for the license(s). for the license(s):  Dragonberry Produce, Inc  (Applicant #1)	ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying  (Applicant #2)
(Applicant #3)	(Applicant #4)
OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
3344	4
	OLCC Liquor Liconso Application (Rev. 10/2018



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

3. Applicant #1		Applicant #2			
Dragonberry Produce, Inc					
Applicant #3		Applicant #4			
4. Trade Name of the Business (Name Customers W Dragonberry Produce, Inc.	Vill See	:)			
5. Business Address (Number and Street Address of 386 S Sequoia Parkway	f the Lo	ocation that will have	e the liquo	or lice	ense)
City	Co	ounty		Zi	p Code
Canby	Clac	kamas		9701	13
6. Does the business address currently have an OLC	CC liqu	or license? YE	s 🛮 NO		-
7. Does the business address currently have an OLC	CC mar	ijuana license?	YES 🗵 N	0	
8. Mailing Address/PO Box, Number, Street, Rural I	Route	(where the OLCC will	l send you	r mai	il)
386 S Sequola Parkway					
City	Sta	State		Zip Code	
Canby	OR	OR		97013	
9. Phone Number of the Business Location 503-263-8888		all Contact for this A ny@dragonberryprod			
Contact Person for this Application	•	P	hone Nun	nber	
Amy Nguyen		5	03-263-88	388	
Mailing Address	City		State		Zip Code
386 S Sequoia Parkway	Canby	1	OR		97013
I understand that marijuana (such as use, consumpt prohibited on the licensed premises.	tion, in	gestion, inhalation, s	samples, g	lve-a	way, sale, etc.) is
I attest that all answers on all forms, documents, an	nd info	rmation provided to	the OLCC	are t	rue and complete.
<ul> <li>Applicant Signature(s)</li> <li>Each individual person listed as an applicant must sign the application.</li> <li>A person with the authority to sign on behalf of power of attorney) may sign the application. If provide proof of signature authority.</li> </ul>	n or LL f the ap	C, at least one perso oplicant (such as the on other than an app	applicant'	s att	orney or a person with
		(Applicant #2)			
(Applicant#3)		(Applicant #4)			

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

# **City Council Staff Report**

DATE: February 7, 2020 for January 19, 2020 Council Hearing

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator
FROM: Ryan Potter, AICP, Associate Planner
SUBJECT: Appeal No. APP 20-01, Caruso Produce

#### **Summary**

The City Council is tasked with hearing and evaluating an appeal of a Planning Commission decision related to Design Review Application DR 19-02, Caruso Produce. The Project Applicant is appealing the language of two conditions of approval, not the Commission's decision to approve the proposed project.

#### **Background**

At their January 13, 2020 meeting, the Canby Planning Commission voted 5-1 to approve application DR 19-02 related to a proposal by Caruso Produce to construct a 95,060-square-foot produce distribution facility. The duly noticed meeting on January 13, 2020 included a public hearing and a presentation by Planning Staff summarizing both the Staff Report dated January 3, 2020 (see Attachment D to this memorandum) and a supplemental memo dated January 10, 2020 (see Attachment E).

The supplemental memo to Planning Commission prepared by Planning Staff addressed comment letters received from the City Engineer and Clackamas County Department of Transportation following distribution of the Staff Report for application DR-02. The comments clarified and expanded requirements for public improvements in rights-of-way adjacent to or near the project site (SE 4th Avenue and S Mulino Road). The three additional conditions of approval identified in the supplemental memo were adopted as conditions in the Planning Commission's approval of the project.

Following the Planning Commission decision on January 13, 2020, conversations between Planning Staff and the Clackamas County Department of Transportation clarified that the County is comfortable deferring to the City regarding the timing of public improvements on S Mulino Road

<sup>&</sup>lt;sup>1</sup> The staff report for DR 19-02 erroneously stated 91,319 square feet but this was corrected in the staff presentation to the Planning Commission.

(i.e., requiring them at the time that development is proposed on the parcel directly adjacent to Mulino Road, rather than prior to construction/operation of Caruso Produce).

A Notice of Decision was distributed to the applicant and other interested parties the day following the Planning Commission's decision—January 14, 2020—beginning the 12-day appeal period. An appeal of Planning Commission's decision was received on January 23, 2020.

#### **Summary of Appeal**

In their appeal application, the Project Applicant (Caruso Produce, via representative) establishes that they do not object to the Planning Commission's decision regarding approval of the proposed project. However, the applicant and its representatives argue that the scope of offsite street improvements required on S Mulino Road as conditioned are excessive in relation to the location of the project site (which is not directly adjacent to the roadway) and due to requirements—per conditions of approval—that trucks trips generated by the project use other streets.

The appeal's rebuttal to these requirements is in the form of revisions to two conditions of approval identified in the supplemental memo to the Planning Commission (conditions #24 and 25). Accordingly, the appeal does not ask the City Council to overturn the Commission's decision, but instead asks that Council uphold the Commission decision with changes to identified conditions of approval. The appeal includes the applicant's reasoning for why these changes are appropriate.

#### **Appeal Review Criteria**

Per Section 16.89.050(I)(2) of the Land Development & Planning Ordinance (Chapter 16 of the Municipal Code), an appeal of a Type III decision:

"...shall be limited to the specific issues raised during the comment period and public hearing process unless the hearings body allows additional evidence or testimony concerning any other relevant issue. The hearings body may allow additional evidence if it determines that such evidence is necessary to resolve the case. The purpose of this requirement is to limit the scope of appeals by encouraging persons to be involved in the public hearing. Only in extraordinary circumstances should new issues be considered by the hearings body on an appeal."

The same section of the Municipal Code states that the City Council shall overturn the decision of the Planning Commission only when one or more of the following findings are made:

- a. That the Commission did not correctly interpret the requirements of this title, the Comprehensive Plan, or other requirements of law;
- b. That the Commission did not observe the precepts of good planning as interpreted by the Council; or
- c. That the Commission did not adequately consider all of the information which was pertinent to the case.

#### **Attachments**

- A. Project Applicant's Appeal Statement
- B. Written Comments received for January 19, 2020 City Council Hearing
- C. Planning Commission Findings, Conclusion & Final Order for Application DR 19-02
- D. Staff Report to Planning Commission dated January 3, 2020 for January 13, 2020 Hearing (with attachments, including the Project Applicant's submitted documents)
- E. Supplemental Memo to Planning Commission dated January 10, 2020

#### **Fiscal Impact**

Proposed modifications to adopted conditions of approval for the Caruso Produce project would shift a portion of the financial obligation for constructing area street improvements from the project applicant to a future project applicant on the adjacent property. However, no direct fiscal impact to the City is anticipated.

#### **Options**

There are **three** possible actions that the City Council may take in regards to the appeal of the Planning Commission's decision. These are:

- 1. Uphold the Planning Commission's approval of the request and affirm the Planning Commission's final findings, as written.
- 2. Uphold the Planning Commission's approval of the request but revise the conditions of approval as written in the appeal request per new information and based on one or more of the findings listed above (see a–c under "Appeal Review Criteria").
- 3. Remand the decision back to the Planning Commission.

#### <u>Recommendation</u>

Because this is an appeal of a Planning Commission decision, Planning Staff defer to the judgment of City Council in their evaluation of the prior decision. However, Staff acknowledge that additional information has become available since that decision, as discussed above in this memo (see third paragraph under "Background") and in the applicant's appeal.

#### **Proposed Motion**

Sample language: "I move to approve Option \_\_\_ as indicated in the Council Staff Memorandum dated February 7, 2020." [Note that choices 2 and 3 require the Council to identify findings that support their decision]

January 18, 2020

#### CITY OF CANBY COUNCIL

City of Canby Development Services 222 NE  $2^{ND}$  Avenue Canby, OR 97013

Re: DR 19-02 Appeal

Project: Caruso Produce – 23625 S Mulino Rd, Canby, OR

Dear Council:

On behalf of Caruso Produce, the proposed development and Parson, the current landowner, the following appeal is requesting modifications to the current Notice of Decision DR 19-02 dated January 14, 2020. With the exception of conditions #24 and #25, our team was very pleased with the city's recommendations and found them to be consistent with all the information that we had received to date.

The following outlines the current conditions being requested for revision, along with proposed revisions that we hope the City will find acceptable:

#### **Condition #24 (Current):**

The project applicant, to the satisfaction of the City Engineer and City of Clackamas County Department of Transportation and Development; shall construct or bond public improvements to S Mulino Road equal to the City's industrial collector roadway standards identified in the 2010 Canby Transportation System Plan which exceed those recommended in the memorandum from Jonny Gish, Clackamas County Traffic Development Engineering, dated January 6, 2020.

#### Condition #24 (Proposed):

Upon redevelopment of the eastern half of the Parson's parcel, noted as Parcel 2 of the attached partition exhibit, the owner at that time will, to the satisfaction of the City Engineer and City of Clackamas County Department of Transportation and Development; shall construct or bond public improvements to S Mulino Road equal to the City's industrial collector roadway standards identified in the 2010 Canby Transportation System Plan which exceed those recommended in the memorandum from Jonny Gish, Clackamas County Traffic Development Engineering, dated January 6, 2020. No improvements to S Mulino Road will be required of this application outside the necessary SE 4<sup>th</sup> Avenue intersection tie into S Mulino Road as noted in Condition #4. This work shall include an asphalt taper from SE 4<sup>th</sup> Avenue north onto S Mulino Rd.

#### Condition #25 (Current):



Upon installation of final asphalt "lift" on SE 4<sup>th</sup> Avenue and the pavement of the south half of SE 4<sup>th</sup> Avenue, allowing non- emergency (normal operational) vehicle trips to access S Mulino Road from SE 4<sup>th</sup> Avenue (per Condition #8 in the Staff Report for application DR 19-02) and as interim condition prior to SE 4<sup>th</sup> Avenue connecting westward to Sequoia Parkway, the project applicant shall install signage prohibiting left turns onto S Mulino Road from SE 4<sup>th</sup> Avenue by trucks. Note that this is not anticipated to occur until the parcel to the southeast of the project site develops its half-street improvements to SE 4<sup>th</sup> Avenue; until then, the project applicant (Caruso Produce) will direct all vehicle trips (except emergency access) to use S Walnut for access to the project site.

#### **Condition #25 (Proposed):**

Caruso Produce will direct all vehicle trips (except emergency access) to use S Walnut for access to the project site until such time a full street improvement is completed along SE 4<sup>th</sup> Avenue to the east or west as triggered by additional development applications by others. The applicant shall also install signage prohibiting trucks from turning left onto S Mulino Road from 4<sup>th</sup> Avenue until such time additional road improvements to the north will allow for truck traffic. Until that time, truck traffic from an eventually completed SE 4<sup>th</sup> Avenue would only allow truck traffic to head west onto Sequoia or to turn right from SE 4<sup>th</sup> Avenue to the south bound lane of S Mulino Road.

Per the appeal criteria, we hope that the Council will find proposed adjustments to the above noted conditions acceptable based on the following criteria:

- 1. Per the staff report MLP 19-03 outlining the prior partition of the subject property, condition 5 indicates the following, "Half-street improvements on S Mulino Road along the frontage of proposed Parcel 2 may be delayed until development of that parcel." Therefore, the staff had already approved what we are proposing in Condition 24 above.
- 2. It is believed that the Planning Commission did not fully understand the impacts, based on the information presented, that the proposed S Mulino improvements would adversely impact the existing business currently operating on the east end of the property fronting S Mulino Rd. The agricultural business at this location is owned and managed by the current landowners that grow and distribute produce and tree seedlings. The existing buildings are intended to remain. Site access would be impacted and use of the existing loading dock fronting S Mulino Road would be rendered unusable.
- 3. Per the traffic study findings, the Level of Service and Volume/Capacity is well below the capacity of the existing roadway, therefore requiring improvements on S Mulino now is not warranted.
- 4. The requested improvements on S Mulino put an unjustified burden on the Caruso development knowing that truck traffic would be prohibited from using S Mulino Road to the north. Access north onto S Mulino road will be limited to passenger cars only and truck traffic will be prohibited until such time additional improvements to the north at the intersection of S Mulino, 1st Avenue and Haines Road are completed, therefore no improvements are warranted.



This concludes our proposed appeal as relates to the current design review decision. We look forward to making our presentation at the February 19th, 2020 City Council meeting.

In the interim, please do not hesitate to reach out with any questions relating to our proposed appeal.

Principal

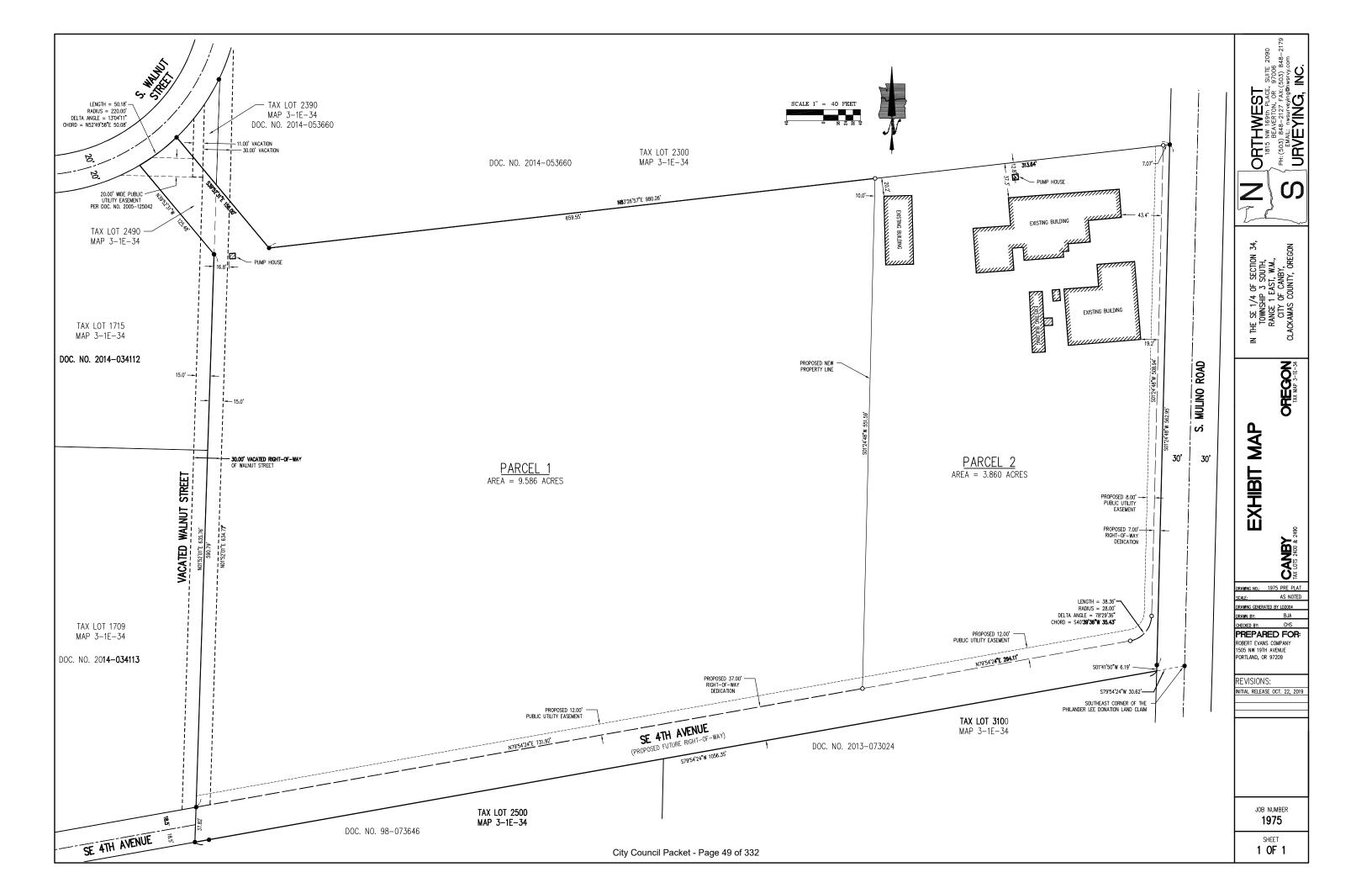
Sam Caruso - Caruso Produce cc:

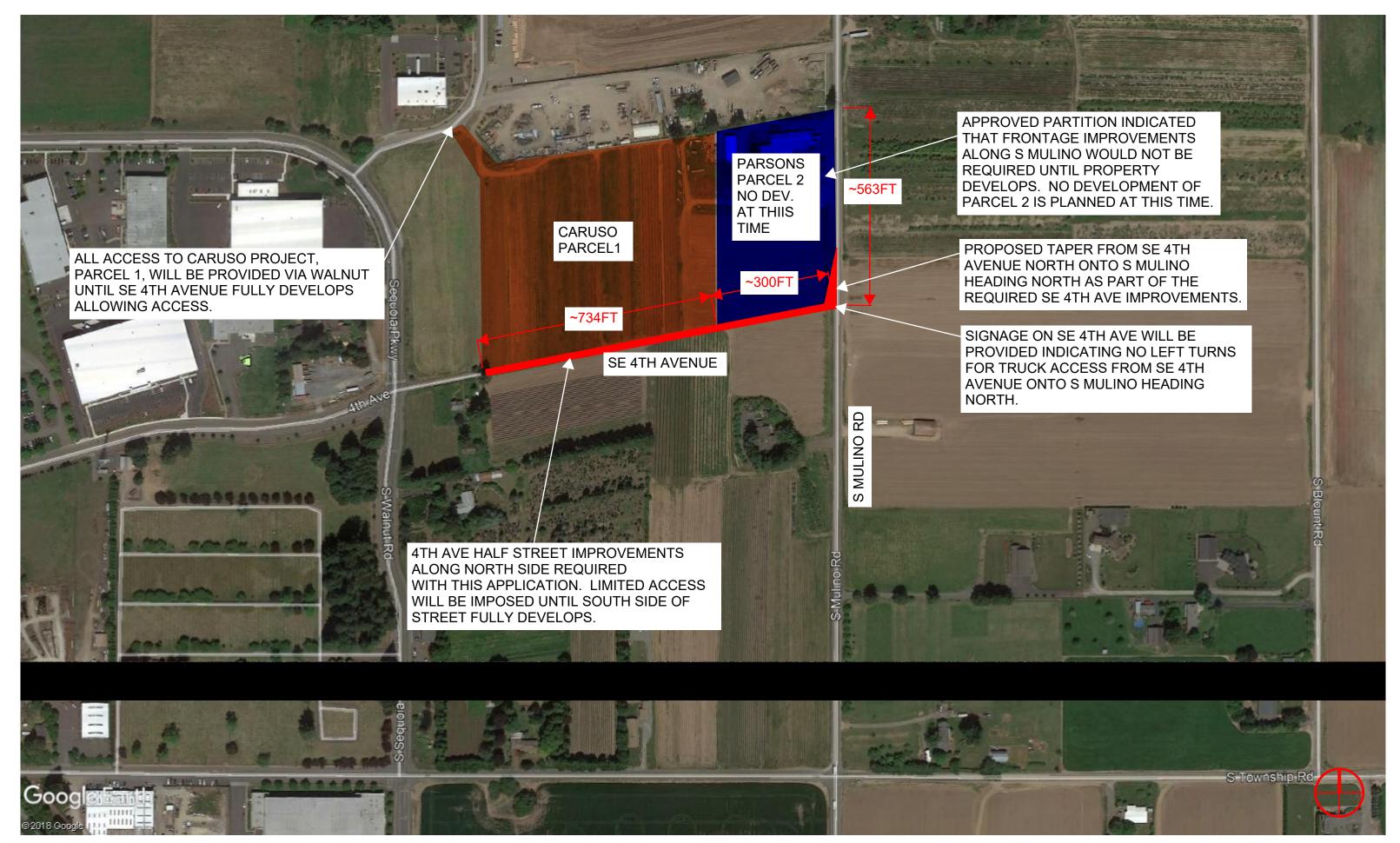
> Cliff Parsons - Property Owner Ben Wiley – Robert Evans Inc.

Bryan Brown – City of Canby Planner

Ryan Potter - City of Canby Planning Director

Attachments: Draft Partition Plat, Aerial Roadway Exhibit





#### **Laney Fouse**

From:

Sent:

Saturday, February 1, 2020 12:18 PM

To:

PublicComments

Subject:

RE: Application: APP 20-01—VLMK/Caruso Produce

Importance:

High

I am the owner of Tax Lot 2500 (a property we have owned since 1941) adjacent to the proposed Caruso Produce distribution facility. I have no problem with the Caruso Produce location and indeed feel the company will be an asset to the industrial park.

I might also add that I am a small property owner with 4.55 acres and 700-plus lineal feet on the north side. Therefore, improving a 37- foot half road of a 74-foot-wide road is cost- prohibitive for me.

I remain concerned about the traffic flow on the proposed SE Fourth Avenue where no public road is or has ever been located. Please be aware that there is a residence on my property situated in the first 200 feet from the Sequoia/Fourth Avenue intersection. I would like your assurances that when this project is underway, that the safety and well-being of the residents (during construction and afterwards) be a priority. Consequently, I support the following Planning Commission recommendation "... vehicular use of SE 4<sup>th</sup> Avenue west of the subject property shall be limited to emergency access until the full cross-section of the roadway is constructed in that location." As an added assurance, I also suggest that the west end be gated and have signage.

Thank you for the opportunity to provide citizen input. Please respond to this e-mail, so that I know you received it.

Sincerely, Jean Rover

Salem Oregon 97302 February 1, 2020

FEB 01 2020
PAINT SERVICE

#### **Laney Fouse**

From:

Sent: To: Saturday, February 1, 2020 2:46 PM

**PublicComments** 

Subject:

appeal 20-01 VLMK? Caruso Produce

Attachments:

appeal Mulino Rd, Caruso, Stanton, Parsons. docx

Dear Developmental Services, Canby City Council and City Planning Commission. Attached, you will find my comments about the appeal. Your requirements of Mulino Rd construction ARE excessive! Kathleen Polley

FEB 01 2020

To Canby City Council, Canby Planning Commission, and Canby Development Services.

My name is Kathleen Polley. I am a land owner in Canby Pioneer Industrial Park. My home address is Oregon City. My phone number is My email address is

This letter is regarding the requirements placed upon Caruso Produce and Mr Cliff Parsons of Willamette Seedling Nsy., when the Canby Planning Commission approved the Caruso Produce project application. I understand that Clackamas county is concerned about Mulino Rd. One of the planning commission's requirements is for Caruso and Mr Parsons next door to pave their half of Mulino Rd. which is a county road. However, Mr Parson's farm land is being reduced in size. His use of Mulino Rd will actually be decreasing.

The Caruso trucks and employee cars are very unlikely to use Mulino Rd. because:

Heading south towards Molalla, trucks would not fit under the railroad trestle. The city built the Sequoia overpass to solve that problem.

Once the extension of Walnut St. is completed there will be a direct entrance onto Hwy 99E. I assume that it will include a traffic light. In the mean while, Caruso, and Stanton trucks have access to Sequoia Pky. Via 4th Ave, and Walnut St. This provides safe access to 99E with a traffic light.

You have already informed Columbia Bottling that they are not to use Haines Rd. That makes Sequoia Pkwy. their only viable access to 99E at this time. The shortest route to Sequoia Pkwy does not include Mulino Rd.

There has been argument that employees might use Haines Rd. and Mulino Rd. to go to and from their work site. That to is not what I personally would choose. I live on the hill about a mile above Central Point Rd. My neighbors and I choose to bypass the Haines Rd. access to 99E most of the time, because of the danger turning across heavier traffic with no traffic light. Instead we choose to enter and leave 99E via Territorial or Sequoia.

Requiring Caruso, Parsons and Stanton to improve Mulino Rd. seems to me to be very unfair. They are already building the  $4^{th}$  Ave. extension.

#### **CITY OF CANBY -COMMENT FORM**

If you are unable to attend the Public Hearing, you may submit written comments on this form or in a letter. Please send comments to City of Canby Development Services:

By mail:

Development Services, PO Box 930, Canby, OR 97013

In person:

Development Services at 222 NE Second Street, Canby, OR 97013

E-mail:

PublicComments@canbyoregon.gov

Written comments to be included in the City Council packet are due by Wednesday, February 5, 2020. Written and oral comments may be submitted up to the time of the Public Hearing, and may also be delivered in person during the Public Hearing on Wednesday, February 19, 2020.

Application: APP 20-01 - VLMK/Caruso Produce

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EMAIL: Ed Morleculco retired	PLEASE EMAIL COMMENTS TO
ORGANIZATION/BUSINESS:	PublicComments@canbyoregon.gov
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DATE:	

## **CITY OF CANBY – COMMENT FORM**

If you are unable to attend the Public Hearing, you may submit written comments on this form or in a letter. Please send comments to City of Canby Development Services:

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Thank You!



# BEFORE THE PLANNING COMMISSION OF THE CITY OF CANBY

A REQUEST FOR SITE AND DESIGN	) FINDINGS, CONCLUSION & FINAL ORDER
REVIEW FOR A PRODUCE	DR 19-02
DISTRIBUTION FACILITY AT	) CARUSO PRODUCE
23625 S MULINO ROAD	

#### **NATURE OF THE APPLICATION**

The Applicant has sought approval for Site and Design Review (**DR 19-02**) to construct a 91,319-square-foot produce distribution facility that would include cooler storage; conditioned warehouse staging and loading areas; and accessory office space. The proposed facility is designed to allow Caruso Produce to relocate the entirety of its operations to the project site. The facility would be constructed on a 9.59-acre portion of an existing 14.2-acre property for which a partition is currently being processed.

The project site is located at 23625 S Mulino Road and is described as Tax Map/Lots 31E34 02400 and 31E34 02490, Clackamas County, Oregon. The property is zoned M-1, Light Industrial, under the Canby Municipal Code (CMC) and is also within the Canby Industrial Area (I-O) Overlay Zone.

#### **HEARINGS**

The Planning Commission considered application **DR 19-02** after the duly noticed hearing on January 13, 2020 during which the Planning Commission approved by a 5/1 vote **Caruso Produce** (**City File DR 19-02**). These Findings are entered to document the approval.

#### **CRITERIA AND STANDARDS**

In judging whether or not the aforementioned application shall be approved, the Planning Commission determines whether criteria from the City of Canby Land Development and Planning Ordinance are met, or can be met by observance of conditions. Applicable code criteria and standards were reviewed in the Staff Report dated January 3, 2020 and presented at the January 13, 2020 meeting of the Canby Planning Commission.

#### **FINDINGS AND REASONS**

The Staff Report was presented, and written and oral testimony was received at the public hearing. Staff recommended approval of the Site and Design Review application and applied Conditions of Approval in order to ensure that the proposed project will meet all required City of Canby Land Development and Planning Ordinance approval criteria.

#### CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the additional findings concluded at the public hearing and noted herein, concluding that the application met all applicable approval criteria to the extent feasible, and recommending that **Caruso Produce (City File DR 19-02)** be approved with the Conditions of Approval reflected in the written Order below.

#### **O**RDER

The Planning Commission concludes that, with the following conditions, the application meets the requirements for Subdivision approval. Therefore, IT IS ORDERED BY THE PLANNING COMMISSION of the City of Canby that **Caruso Produce (City File DR 19-02)** is approved, subject to the following conditions:

#### **CONDITIONS OF APPROVAL**

#### **Public Improvements:**

- 1. Public improvements shall comply with all applicable City of Canby Public Works Design Standards.
- 2. Identified street improvements and right-of-way dedications must be designed and constructed (or bonded) to the satisfaction of the City Engineer.
- 3. The applicant shall provide a truck turning template analysis demonstrating that trucks can adequately perform necessary turning movements from the S Walnut Street driveway approach.
- 4. The project applicant shall install half-street improvements extending along the full frontage of the project site and the property to the immediate east extending to S Mulino Road, consistent with the partition approval for these two parcels (see City File MLP-03). The partition approval included a condition requiring the property owner to enter into an agreement establishing that the first parcel to develop would be responsible for street improvements to SE 4th Avenue along the frontage of both parcels.
- 5. Required half-street improvements to SE 4th Avenue shall include a single pavement "lift." The project applicant shall bond the cost of a final pavement lift with the City in conjunction with approval of civil construction plans.
- **6.** In addition to water and sanitary utility service line extensions from S Walnut Road to serve the proposed project, the project applicant shall also construct an extension of the water main in the future alignment of SE 4th Avenue (that is current stubbed west of the project site) across the full frontage of the Caruso project site.
- 7. The applicant shall work with Canby Utility and Canby Public Works Department in order to provide the appropriate connections to all required utilities as well as demonstrate final utility easement placement in design and City approval of the civil construction plans.

#### **Site Access:**

**8.** Due to the subject property's unique lack of access to Sequoia Parkway from the future alignment of SE 4th Avenue (i.e., additional right-of-way dedication is required from other undeveloped parcels to the west and southwest), vehicular use of SE 4th Avenue west of the subject property shall be limited to emergency access until the full cross-section of the

roadway is constructed in that location.

Use of SE 4th Avenue adjacent to and east of the project site toward S Mulino Road (and the project site's driveways onto that street segment) shall also be limited to emergency access until a final pavement lift is installed (as required to be bonded by the project applicant) or the City Engineer otherwise determines that the roadway can accommodate safe vehicular movement.

Upon the ultimate buildout of SE 4th Avenue in both directions (east and west), truck traffic shall be directed westward to the interior of the industrial park.

9. Circulation of truck traffic northward to Haines Road shall be generally limited to extraordinary or emergency use until either (1) the alternative industrial access road to 99E from Walnut Street is completed and either a suitable roundabout or improvements at the intersection of SE 1st Avenue/Haines Road/Mulino Road/Bremer Road is completed; or (2) S Haines Road has been brought up to current collector standards up to 99E.

#### **Project Design/Site Plan Approval:**

- 10. Consistent with Subsection 16.10.100, Bicycle Parking, of the Municipal Code, the proposed bicycle parking shall be moved to within 50 feet of the main entrance of the building. Prior to site plan approval, the project applicant shall submit a final site plan demonstrating that the location and design of proposed bicycle parking conforms to the aforementioned code section.
- **11.** Consistent with Chapter 16.43, *Outdoor Lighting Standards*, of the Municipal Code, outdoor lighting shall not produce light overspill/trespass onto surrounding properties. Special consideration shall be given to the minimization of light and glare impacts on existing residential and agricultural land uses.
- **12.** All driveways intended for truck movements shall be constructed to industrial standards, including 8 inches of concrete with welded wire fabric or similar reinforcements. Prior to site plan approval, the project applicant shall provide Canby Public Works with construction drawings showing these details to the satisfaction of the City Engineer.
- **13.** The project applicant shall plant vegetation on the portion of the subject property that is proposed to be vacant (on the eastern edge of the project site) with plant materials that will prevent erosion of exposed soils. Prior to site plan approval, the project applicant shall provide the City with an updated landscape plan showing these improvements.

#### **Building Permits:**

- 14. Prior to the pre-construction meeting and issuance of grading permits, the applicant shall comply with all applicable Canby Fire District (CFD) requirements as identified in the memo received from CFD and attached herein. Please contact the CFD Division Chief at 503-266-5851 for further information.
- 15. The project applicant shall secure a Street Opening and/or Driveway Construction permit for all paved driveway or utility installations associated with the proposed development or offsite improvements. Said permits shall comply with the City's Public Works Design Standards.
- 16. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled. Any drainage plan shall conform to an acceptable methodology for meeting adopted storm drainage design standards as indicated in the

- Public Works design standards.
- **17.** Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
- **18.** Prior to occupancy, sight distance at all access points will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.
- **19.** The project applicant shall apply for a City of Canby Site Plan Permit, Clackamas County Building permits, and a City of Canby Erosion Control Permit from the Canby Public Works Department.
- **20.** Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for construction of the project.
- 21. The applicant shall file a sign permit for any future signs that shall be limited to the size and height standards applicable to the I-O (Canby Industrial Area Overlay Zone) as indicated in Section 16.42.050, Table 7, of the sign ordinance. Proposed signs, after been found to conform to the sign ordinance, must secure a building permit from Clackamas County Building Inspection prior to their installation.

#### **Prior to Occupancy:**

22. Prior to occupancy of the facility, all landscaping plant material indicated on the submitted landscape plan shall either be installed and irrigated with a fully automatic design/build irrigation system as proposed, or with sufficient security (bonding, escrow, etc.) pursuant to the provisions of CMC 16.49.100 (B). The applicant should be aware that the City street tree fee is now \$250 per tree if planted by the City, and the City recommends submittal of a separate Street Tree Plan to assist in the location, species, and total tree count.

#### **City of Canby Engineer:**

**23.** The project applicant shall implement the recommended measures listed in the City Engineer's memorandum dated January 7, 2020 (attached).

#### **Clackamas County Department of Transportation and Development:**

- 24. The project applicant, to the satisfaction of the City Engineer and Clackamas County Department of Transportation and Development; shall construct or bond public improvements to S Mulino Road equal to the City's industrial collector roadway standards identified in the 2010 Canby Transportation System Plan which exceed those recommended in the memorandum from Jonny Gish, Clackamas County Traffic Development Engineering, dated January 6, 2020 (attached).
- 25. Upon installation of a final asphalt "lift" on SE 4th Avenue and the pavement of the south half of SE 4th Avenue, allowing non-emergency (normal operational) vehicle trips to access S Mulino Road from SE 4th Avenue (per Condition #8 in the Staff Report for application DR 19-02) and as an interim condition prior to SE 4th Avenue connecting westward to Sequoia Parkway, the project applicant shall install signage prohibiting left turns onto S Mulino Road from SE 4th Avenue by trucks. Note that this is not anticipated to occur until the parcel to the southeast of the project site develops its half-street improvements to SE 4th Avenue; until then, the project applicant (Caruso Produce) will direct all vehicle trips (except emergency access) to use S Walnut Road for access to the project site.

Under the same circumstances described above, the project applicant shall also distribute information on a regular basis to their drivers, partner businesses, and regular customers/vendors identifying a requirement that truck trips travel south on S Mulino Road to S Township Road rather than northward on S Mulino Road.

# CURRAN-MCLEOD, INC. CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210 PORTLAND, OREGON 97223

January 7, 2020

#### MEMORANDUM

TO:

**Public Comments** 

City of Canby

FROM:

Hassan Ibrahim, PE

Curran-Mcleod, Inc.

RE:

CITY OF CANBY

CARUSO PRODUCE DEVELOPMENT

PRELIMINARY REVIEW

We have reviewed the submitted application and plans for the above noted project and have the following comments which should be addressed in the final design:

#### SE 4th Avenue:

- 1. This roadway segment is under the jurisdiction of City of Canby. The City of Canby, Industrial Area Master Plan prepared by OTAK Engineering, dated October 1998 and the City Transportation System Plan refer to this roadway as a collector street section. We recommend this roadway be constructed to collector street standards as per the Public Works design Standards, chapter 2, section 2.207. As part of this development, the developer shall be required to dedicate 37 feet of right of way along the entire site and the remainder frontage of this parcel extending to S Mulino Road with an ultimate right of way of 74 feet. The centerline shall be located at the common property line with the adjoining properties. Half street improvements will also be required to be constructed along the entire site frontage and extend to S Mulino Road where the curb and gutter is placed at 25 feet from the right of way centerline with the appropriate 10:1 asphalt taper, 5-foot planter strip and 6-foot wide concrete sidewalk. Streets lights and street trees will also be required. We recommend the City require a minimum of 12-foot wide PUE.
- 2. Waterlines shall be extended and constructed along the entire site frontage the terminus of SE 4<sup>th</sup> Avenue to the easterly site boundary line.
- 3. The curb return radii at intersection with Mulino Rd and driveways wings or radii on Walnut Street and SE 4<sup>th</sup> Ave should be large enough to allow for AASHTO WB-67 vehicle turning movements. The property line should be concentric with this return. The applicant engineer shall submit to the City truck turning movements templates demonstrating that the turning movement requirements are met.
- 4. All driveways shall have an industrial driveway approach consisting of 8" minimum concrete thickness with reinforcements or mesh welded wire fabric.

PHONE: (503) 684-3478

E-MAIL: cml@curran-mcleod.com

FAX: (503) 624-8247

Public Comments January 7, 2020 Page 2

5. The minimum access spacing between driveways along SE 4<sup>th</sup> Avenue is 200 feet as required by Industrial Area Master Plan prepared by OTAK, dated October 1998. The provided sketch appears to meet this requirement but doesn't make any reference to the distance from the intersection with Sequoia Pkwy or S Mulino Road.

#### Mulino Road:

- 6. This road is under the jurisdiction of Clackamas County and all the design and construction are deferred to the comments and requirements of Clackamas County Department of Transportation and Development.
- 7. The City of Canby, Industrial Area Master Plan prepared by OTAK Engineering, dated October 1998 refers to Mulino Road as a 3-lane collector with continuous turn lane having a street width of 50 feet and required right-of-way width of 72 feet as opposed to 60 feet as proposed. The TSP requires the ultimate right of way width to range between 50 to 80 feet. Half street improvements along the entire site frontage can be deferred until the remainder of the property is developed where the curb and gutter are placed at 25 feet from the right of way centerline with the appropriate 10:1 asphalt taper, a 5-foot planter strip and 6-foot wide concrete sidewalk. Streets lights and street trees will also be required. We recommend the City require a minimum of 12-foot wide PUE.
- 8. Prior to occupancy, a demonstration of sight distance shall be verified, documented and stamped by a registered professional civil of traffic engineer licensed in the state of Oregon. The minimum sight distance in each direction on S Mulino Road and SE 4<sup>th</sup> Avenue shall be 335 feet based on 30-mph posted speed and 280 feet based on assumed posted speed of 25-mph.
- 9. SE 4<sup>th</sup> Avenue and Mulino Road intersection should be constructed to accommodate the curb return radii and allow for AASHTO WB-67 vehicle turning movements. The right of way dedication should be concentric with this curb return alignment. The applicant engineer shall submit to the City truck turning movements templates demonstrating that the turning movement requirements are met.

#### Miscellaneous:

- 10. All private storm drainage discharge shall be disposed on-site, the design methodology shall be in conformance with the City of Canby, Public Works Design Standards revised in December 2019.
- 11. A final storm drainage analysis shall be submitted with the final design. The developer's engineer will be required to demonstrate how the storm runoff generated from the new impervious surfaces will be disposed. If drywells (UIC) are used as a means to discharge storm runoff from the private streets, they must meet the following criteria: The UIC structures location shall meet at least one of the two conditions: (1) the vertical separation distance between the UIC and seasonal high groundwater is more than 2.5 feet or (2) the

Public Comments January 7, 2020 Page 3

horizontal separation distance between the UIC and any water well is a minimum of 267 feet in accordance of the City of Canby Stormwater Master Plan, Appendix "C", Groundwater Protectiveness Demonstration and Risk Prioritization for Underground Injection Control (UIC) Devices. The storm drainage report shall be in conformance with the requirements as stated in Chapter 4 of the City of Canby Public Works Design Standards as revised in December 2019.

- 12. Any existing domestic or irrigation wells shall be abandoned in conformance with OAR 690-220-0030. A copy of Oregon water Rights Department (OWRD) abandonment certificate shall be submitted to the City.
- 13. Any existing on-site sewage disposal system shall be abandoned in conformance with DEQ and Clackamas County Water Environmental Services (WES) regulations. A copy of the septic tank removal certificate shall be submitted to the City.
- 14. Water Services/ Fire Protection shall also be constructed in conformance with Canby Utility and Canby Fire Department requirements.

Should you have any questions or need additional information, please let me know.

#### MEMORANDUM

TO: Bryan Brown City of Canby

FROM: Jonny Gish Traffic Development Engineering

**DATE:** 1/6/2020

**RE:** Caruso Produce

31E34 02400

Development Engineering staff has visited the site and reviewed this application with the attached site plan. We have the following comments:

#### **Facts and Findings:**

Right-of-Way dedication and improvements shall be required of all new developments, including partition, subdivisions, multifamily dwellings, two- and three-family dwellings, condominiums, single-family dwellings, and commercial, industrial, and institutional uses as deemed necessary by the Department of Transportation and Development and consistent with Section 1007, chapters 5 and 10 of the Comprehensive Plan and the Clackamas County Roadway Standards.

The proposed land use application is for an 85,000 square foot warehouse facility located within the City of Canby. The existing use of the tax lot primarily farming produce and previously undeveloped farmland. This development includes frontage on the west side of S Mulino Rd, which is under the jurisdiction of Clackamas County. While no access to S Mulino Rd is proposed, the applicant is proposing one access to S Walnut Rd and two accesses to the extension of SE 4<sup>th</sup> Ave, both of which have City Jurisdiction.

If the extension of SE 4<sup>th</sup> Ave to S Mulino Rd is not fully constructed with this development, Clackamas County will restrict all access to SE 4<sup>th</sup> Ave less and will allow emergency access only and will be require to be gated and locked.

The applicant's proposal for SE 4<sup>th</sup> Ave shall be shown on County Approved Plans.

The onsite and extension of SE 4<sup>th</sup> Ave will be subject to City of Canby standards and permitting. Access and frontage improvements along S Mulino Rd and intersection improvements to SE Mulino Rd and SE 4<sup>th</sup> Ave shall be permitted through Clackamas County DTD.

Adequate intersection sight distance is required for all new access onto a county roadway, per Section 240 of the Clackamas County Roadway Standards. S Mulino Rd does not have a posted speed and is subject to a basic rule speed of 55 MPH. Based on the basic rule method minimum, the applicant will be require to provide an exhibit demonstrating a sight distance of 610 feet to the south and north.

S Mulino Road is classified as a collector roadway by Clackamas County DTD Comprehensive Plan. Clackamas County has adopted roadway standards that pertain to the structural section,

construction characteristics, minimum required right-of-way widths and access standards for collector roads. The right-of-way width of S Mulino Road appears to be 60 feet along the project site frontage, according to the Clackamas County Assessor's Map, which meets the minimum standards.

Consistent with Clackamas County Comprehensive Plan, the minimum improvements on S Mulino Road frontages will be required to be designed and constructed to Figure 5-1c. These improvements shall include, but are not necessarily limited to, up to a one half-street improvement, with a pavement width of 18 feet from the centerline of the right-of-way, standard 6-inch wide curb, 5-foot wide landscape strip with street trees and an ADA compliant 5-foot wide sidewalk with ADA ramps at SW 4<sup>th</sup> Ave and S Mulino Rd. If the sidewalk does not connect to sidewalk on adjacent property, the end of the sidewalk shall require the construction of a fully ADA compliant concrete ramp, adjacent to the end of the sidewalk, providing a transition from the new sidewalk to the edge of pavement.

The applicant will be required to provide an 8-foot wide public easement for sign, slope and public utilities along the entire frontage of S Mulino Road.

The applicant will be required to design and construct stromwater drainage facilities congruent with Water Environment Services and Clackamas County Roadway Standards Chapter 4 requirements. Clackamas County only allows water quality within the planter strip without local jurisdictional maintenance agreements and no detention within the County right-of-way is permitted.

The applicant will be required to show and design how these improvements and drainage patterns work in conjunction with existing improvements to the north along S Mulino Rd and future improvements to the south to the intersection of S Mulino Rd and S Township Rd.

Section 190 of the Clackamas County Roadway Standards allows developers to provide a surety for incomplete improvements while allowing final plat recording and Certificate of Occupancy. A cash Acknowledgement is required for work permitted in existing roadway prior to issuance of the Development Permit. The guarantee shall be in the amount of 125% of the required improvements.

#### Conclusion:

The preface language in the three paragraphs which follow this paragraph shall not be interpreted as a condition of approval or included by Planning staff as a condition of approval.

The following items are project requirements from the Department of Transportation and Development's Development Engineering Division These conditions of approval are not intended to include every engineering requirement necessary for the successful completion of this project, but are provided to illustrate to the applicant specific details regarding the required improvements that my prove helpful in determining the cost and scope of the project. These conditions are based on upon the requirements detailed in the County's Compressive Plan (Comp Plan), the County's Zoning and Development Ordinance (ZDO) and the County's roadway Standards. Additional requirements beyond those stated in the conditions of approval may be required.

#### **Recommended Conditions of Approval:**

- 1. Prior to site improvements: a Development Permit is required from the Engineering Department for review and approval of frontage improvements, erosion control Best Management Practices implemented, sight distances and the driveway improvements. The permit shall be obtained prior to commencement of site work and Certificate of Occupancy. To obtain the permit, the applicant shall submit construction plans prepared and stamped by an Engineer registered in the State of Oregon, or plans acceptable to the Engineering Division, provide a performance guarantee equal to 125% of the estimated cost of the construction and pay a plan review and inspection fee. The fee will be calculated as a percentage of the construction costs if it exceeds the minimum permit fee. The minimum fee and the percentage will be determined by the current fee structure at the time of the Development Permit Application.
- 2. <u>Prior to Site Improvements:</u> Submit approvable construction Plans showing all required improvements. All proposed and required improvements shall be designed, constructed, inspected and approved, or financially guaranteed, pursuant to *Clackamas County Roadway Standards*:
  - a. Design and construct S Mulino Rd to Figure 5-1c and Standard Drawing C130:
    - i. 18 feet of pavement from centerline with structural meeting C100 for industrial collector roadway
    - ii. 6" curb and gutter per S150
    - iii. 5 foot ADA compliant sidewalk per S960
    - iv. 5 foot planter strip with street trees
    - v. 8 foot Public utility easement
    - vi. Dual ADA curb ramps at NW corner of SE 4th Ave and S Mulino Rd
  - Design and construct stormwater drainage facilities congruent with Water Environmental Services and Clackamas County Roadway Standards Chapter 4 or provide IGA Maintenance Agreement with City of Canby for City approved stormwater facilities
  - c. Design curb drainage patterns that work with existing and proposed slopes along S Mulino Rd and show how S Mulino Rd can be constructed to provide drainage facilities for existing and future developments.
- 3. The applicant shall provide plans showing the proposed construction of SE 4<sup>th</sup> Ave extension to S Mulino Rd. Any proposal less than full improvement, will be gated, locked and restricted to emergency access only.

- 4. The applicant shall submit an Engineer's cost estimate to be approved by Clackamas County Engineering for the asphalt concrete, aggregates, sidewalks and any other required public improvement in the S Mulino Road right-of-way.
- 5. <u>Prior to Final Inspection:</u> the applicant shall provide and maintain minimum intersection sight distances at SE 4<sup>th</sup> Ave intersection with S Mulino Rd. Intersection sight distance shall restrict plantings at maturity, retaining wall, embankments, trees, fences or any other objects that obstruct vehicular sight distance. Minimum required intersection sight distance of 610 feet to the south and 610 feet to the north along S Mulino Rd
- 6. <u>Prior to Final Inspection:</u> the applicant shall obtain a Utility Placement Permit with the Clackamas County DTD for all utility work within the Right-of-way of S Mulino Rd

I CERTIFY THAT THIS ORDER approving DR 19-02 CARUSO PRODUCE, was presented to and APPROVED by th
Planning Commission of the City of Canby.
DATED this 13 <sup>th</sup> day of January, 2020

FOR John Savory

My C Yroun Bryan Brown Planning Director

Planning Commission Chair

Laney Fouse, Attest Recording Secretary

ORAL DECISION: January 13, 2020

Name	Aye	No	Abstain	Absent
John Savory				i
Larry Boatright				
Derrick Mottern	~			
Jennifer Trundy		V		
Jeff Mills				
Jason Taylor				
Michael Hutchinson	V			

WRITTEN DECISION: January 13, 2020

Name	Aye	No	Abstain	Absent
John Savory				<u></u>
Larry Boatright	~			
Derrick Mottern	V			
Jennifer Trundy		i		
Jeff Mills				
Jason Taylor	V			
Michael Hutchinson				



# City of Canby

# Staff Report File #: DR 19-02 – Caruso Produce

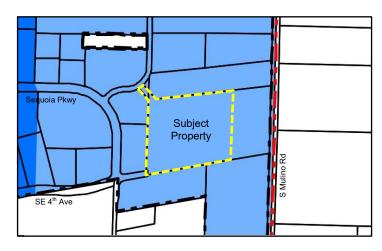
HEARING DATE: January 13, 2020 STAFF REPORT DATE: January 3, 2020

TO: Planning Commission

**STAFF:** Ryan Potter, AICP, Associate Planner

#### **Applicant Request**

The applicant is seeking approval to construct a 91,319-square-foot produce distribution facility that would include cooler storage; conditioned warehouse staging and loading areas; and accessory office space. The proposed facility is designed to allow Caruso Produce to relocate the entirety of its operations to the project site. The facility would be constructed on a 9.59-acre portion of an existing 14.2-acre property for which a partition is currently being processed.



#### **Property/Owner Information**

**Location:** 23625 S Mulino Road

**Tax Lots:** 31E34 02400 and 31E34 02490

**Property Size:** 9.59 acres

Comprehensive Plan: LI – Light Industrial

Current Zoning: M-1 – Light Industrial; I-O – Canby Industrial Area Overlay Zone

Owner: Parsons Family Trust
Applicant: Robert Evans Company

**Application Type:** Site and Design Review (Type III)

City File Number: DR 19-02

#### **Staff Recommendation**

Based on the application submitted and the facts, findings, and conclusions of this report, staff recommends **Approval** of DR 19-02 pursuant to the Conditions of Approval identified in Section V of this staff report.

#### **Attachments**

- A. Land Use Application Site and Design Review, Type III
- B. Application Narrative and Criteria Response
- C. Proposed Site Plan
- D. Combined Plan Set
- E. Pre-Application Conference Minutes
- F. Neighborhood Meeting Minutes
- **G.** Draft Transportation Impact Analysis (TIA)
- H. Public and Agency Comments

#### **Existing Conditions**

The project site is located southeast of S Walnut Road, north of the future alignment of SE 4th Avenue, and between—but not adjacent to—Sequoia Parkway to the west and S Mulino Road to the east. The property is currently used for agricultural purposes as a part of a plant nursery (Willamette Seedling) but is currently vacant and devoid of buildings or structures. The property is zoned M-1, Light Industrial, is within the Canby Industrial Park Area Overlay (I-O) zone, and is designated for Light Industrial (LI) uses in the City of Canby Comprehensive Plan.

Surrounding parcels are similarly zoned M-1 but feature a mix of vacant land and industrial, residential, and agricultural uses. Across S Mulino Road to the east are agricultural uses outside the City; to the immediate east is a future parcel of land currently in the process of being partitioned from the project site (as Parcel 2). The project site is bordered to the immediate north by Canby Excavating. The two parcels to the immediate west between the project site and Sequoia Parkway are vacant. To the south across the future alignment of SE 4th Avenue are parcels primarily used for cultivated agriculture. However industrial uses consistent with the M-1 zone are currently proposed for one of these properties. Elsewhere in the nearby vicinity are large industrial uses that have been recently completed or are under construction (e.g., a 530,000-square-foot beverage distribution facility [Columbia Distributing]).

#### **Project Overview**

The proposed project would involve the construction and operation of a 91,319-square-foot produce distribution facility that would include cooler storage; conditioned warehouse staging and loading areas; and accessory office space. The proposed facility is designed to allow Caruso Produce to relocate the entirety of its operations to the project site. It would be a concrete "tilt-up" building intended to operate 24 hours a day and employ approximately 70 employees divided among three shifts. The facility would provide 30 loading berths, 96 parking spaces and three access points from public streets: one on S Walnut Street and two on the future alignment of SE 4th Avenue.

# **Analysis and Findings**

## I. Applicable Criteria

Applicable criteria used in evaluating this application are listed in the following sections of the City of Canby's *Land Development and Planning Ordinance*:

- 16.08: General Provisions
- 16.10: Off-street Parking and Loading
- 16.32: M-1 Light Industrial Zone
- 16.35: Canby Industrial Area Overlay (I-O) Zone
- 16.42: Signs
- 16.43: Outdoor Lighting Standards
- 16.46: Access Limitations on Project Density
- 16.49: Site and Design Review
- 16.86: Street Alignments
- 16.89: Application and Review Procedures
- 16.120: Parks, Open Space, and Recreational Land

# II. Facts and Findings

The following analysis evaluates the proposed project's conformance with applicable approval criteria and other municipal code sections, as listed above in Section I.

# A. Site and Design Review Criteria (Municipal Code Section 16.49)

Section 16.49 of the Zoning Code provides review criteria to be used in the design review process. Note that some portions of this section are superseded by provisions of the Municipal Code tailored specifically to the Canby Pioneer Industrial Park (as noted in this Staff Report).

In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

- 1. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and
- 2. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
- 3. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.
- 4. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID stormwater management facilities, and retaining native vegetation.
- 5. The Board shall, in making its determination of compliance with this Ordinances, shall use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones

under this title. An application is considered to be compatible with the standards of Table 16.49.040 if the following conditions are met: a. The development accumulates a minimum of 60 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and b. At least 10 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040.

6. Street lights installation may be required on any public street or roadway as part of the Design Review Application.

City Staff finds that the proposed project, including its site plan, architecture, and landscaping, is compatible with the surrounding context of the project site, which is an industrial park intended for light industrial uses such as warehousing and light manufacturing uses. Accordingly, the area is planned to accommodate large buildings and businesses with large numbers of employees. While the size, height, and bulk of the proposed building would represent a substantial change from the existing visual character on the project site, this change is anticipated by the Canby Comprehensive Plan and applicable Concept Plan.

The proposed project features an onsite storm water facility. Most of the LID best management practices listed above (e.g., minimizing impervious surfaces and retaining native vegetation) are not feasible due to the nature of the proposed project (a distribution facility requiring large maneuvering areas for delivery trucks) and the site's existing conditions (lacking native vegetation). However, impervious surfaces have been minimized to the extent feasible.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

Other subsections of Section 16.49:

- **Site Design Review Matrix.** The site and design review matrix provided in Subsection 16.49.040 applies to most locations in the City but is superseded by a more specific matrix for projects in the I-0 Overlay Zone (Canby Pioneer Industrial Park). For an analysis of the proposed project's achievement of criteria in this matrix, see "Section 16.35: Canby Industrial Area Overlay (I-O) Zone", below.
- Bicycle and Pedestrian Facilities. The submitted materials generally demonstrate compliance with standards related to bicycle and pedestrian facilities. To the extent feasible, the proposed internal walkway system facilitates potential future connections to adjacent developments. A sidewalk connection is proposed to the new SE 4th Avenue half-street improvements with a request to waive such a connection to Walnut Street due to the narrowness of the access that is available in that location. The full width of access from Walnut Street would be paved for vehicular access.
- Landscaping. The submitted materials demonstrate general compliance with landscaping standards. For example, the project provides landscape islands between each grouping of eight contiguous parking spaces. However, the proposed site plan identifies a large expanse of land at the eastern edge of the project site that would remain vacant. Subsection 16.49.130 requires areas not planned for development or landscaping to be vegetated with plant materials that will prevent erosion. Section V of this Staff Report includes a condition requiring vegetation of this area. As identified in the code, landscaping and

exterior improvements shall be completed prior to issuance of certificates of occupancy.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# **B.** Other Applicable Code Sections

Below are additional sections of the Canby Municipal Code that apply to the proposed project.

# Section 16.08.150: Traffic Impact Study

A Transportation Impact Analysis (TIA) was prepared for the proposed project by DKS Associates in December 2019. Using existing traffic data and projections for the generation of new vehicle trips by the proposed project, the TIA analyzes impacts of the proposed project on the area's circulation network, including roadways and intersections. The report's methodology and assumptions are identified in the TIA, which is attached to this Staff Report as an attachment.

The TIA projects that the proposed project would generate 19 AM peak hour trips, 20 PM peak hour trips, and 185 overall daily vehicle trips. Based on data for Caruso Produce's existing operations, approximately 31 percent of these 185 daily trips (58 trips) would be truck trips. As shown in Tables 6 and 7 in the TIA, under the 2020 Horizon Year With Project scenario (without a 4th Avenue extension westward to Sequoia Parkway), the vehicle trips generated by the proposed project and surrounding development are not anticipated to trigger unacceptable levels of service or volume/capacity ratios at any of the studied intersections. Levels of service would remain at either A or B; these indicate conditions where traffic moves without significant delays over periods of peak hours travel demand.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.08.160: Safety and Functionality Standards

The City will not issue any development permits unless the proposed development complies with the City's basic transportation safety and functionality standards, the purpose of which is to ensure that development does not occur in areas where the surrounding public facilities are inadequate. At the time of development permit application submittal, the applicant shall demonstrate that the property has or will have the following:

- A. Adequate street drainage;
- B. Provides safe access an clear vision at intersections;
- C. Public utilities are available and adequate to serve the project;
- D. Access onto a public street with the minimum paved widths as stated in Subsection E below.
- E. Adequate frontage improvements as follows:
  - b. For collector and arterial streets, a minimum paved width of 20 feet along the site's frontage.
- F. Compliance with mobility standards identified in the TSP. If a mobility deficiency already exists, the development shall not create further deficiencies.

(Ord 1340, 2011)

The adequacy of public utilities and future public improvements to serve the proposed project was discussed at the pre-application conference held on June 26, 2019. While electrical, water, and sewer service are capable of serving the project site, street improvements and extensions of infrastructure would be required. All utilities to serve the proposed project would extend from S Walnut Road. However, because the project site fronts the future alignment of SE 4th Avenue, the project would also be responsible for construction of a water line extension in this right-of-way along the frontage of the project site, extending from the point it is currently stubbed to the west.

Required improvements to SE 4th Avenue would include construction of half-street improvements on 37 feet of right-of-way. Consistent with the conditions of approval identified for the proposed project (see Section V of this Staff Report) and for the partition of the project site's parent tax lot (see City File MLP-03), the proposed project is responsible for half-street improvements in front of both the project site and the parcel to the immediate east (Note: a final partition plat has not yet been filed and recorded for the approved partition). These improvements are necessary to allow truck traffic to access the project site from Mulino Road to the east and better distribute employee traffic to and from the site.

Staff notes that access from the project site to Sequoia Parkway (to the west) via the future cross-section of SE 4th Avenue is not possible either under existing conditions or under buildout of the project site due to a lack of necessary public right-of-way to the west of the site. Full construction and operation of SE 4th Avenue would require additional properties abutting the future roadway to dedicate right-of-way. For this reason, circulation to, from, and in the general vicinity of the project site consistent with the City's TSP is not possible at this time. This lack of full direct traffic circulation to Sequoia Parkway from SE 4th Avenue was demonstrated in the traffic study to not have any adverse impact on area roads and intersections.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.10: Off-Street Parking and Loading

As identified in Section 16.10.050 of the Municipal Code, warehousing uses are required to provide the following off-street parking spaces: 2 spaces per 1,000 gross square feet of office space, plus 1 space per 1,000 gross square feet of non-office warehousing space. The table below demonstrates that the 96 proposed parking spaces meet the requirement for 95 total spaces. The project narrative submitted by the applicant indicates that this number of spaces is substantially above those needed by the business's existing operations.

	Proposed Square Feet	Development Standard	Required Spaces	Provided Spaces
Office	4,500	4,500 2 spaces/1,000 square feet		96
Warehousing	86,060	1 space/1,000 square feet	86	
Total	90,560	N/A	95	96

In addition to parking spaces, the facility's proposed number of loading berths (30) is well above that required for industrial uses of 60,000 or more square feet (minimum 3). As required by Subsection 16.10.060, the loading facilities facing SE 4th Avenue would be screened from public view with a berm and landscaping.

Although the proposed project provides the approximate required number of bicycling parking spaces (13), these are not located "...within fifty (50) feet of the main entrance to a building." Section V of this Staff Report includes a condition of approval requiring that the provided bicycle parking be moved adjacent to the proposed building entrance.

<u>Finding:</u> For the above reasons, Planning Staff finds this request, as conditioned, is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.32: M-1 Light Industrial Zone

Uses permitted outright in the M-1 Zone include "manufacturing, fabricating, processing, compounding, assembling or packing of products made from previously prepared materials;" food processing plants; ice and cold storage plants; transfer and storage companies; and wholesale distribution uses including warehousing and storage. The proposed land use—a produce distribution facility—is consistent with this list of allowed uses.

Furthermore, the proposed project is consistent with the development standards required of land uses in the M-1 Zone. Its lot area is well above 5,000 square feet (9.62 acres after ROW dedication) and its maximum height is below 45 feet tall (37 feet). The M-1 Zone has no maximum lot coverage requirement and no interior or rear yard requirement when the parcel is not adjacent to a residential zone.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.35: Canby Industrial Area Overlay (I-O) Zone

The Industrial Area Overlay allows land uses which are permitted by the underlying zone districts. As indicated above, the proposed partition is consistent with the range of land uses permitted in the M-1 Zone. The I-O Zone has no minimum lot area or minimum lot width/frontage requirements. However, street access spacing is required to be a minimum of 200 feet on designated parkway or collector streets; the future alignment of 4th Avenue is designated a collector street in the Canby Transportation System Plan (TSP). The preliminary driveway spacing shown by the project applicant likely does not conflict with this minimum spacing. However, a condition of approval requiring code-consistent driveway spacing is identified in Section V, *Conditions of Approval*, of this staff report.

The proposed building is shorter than the maximum height of 45 feet, as identified in Section 16.35. As required, the building also provides "one public entrance facing the street" (toward the future alignment of SE 4th Avenue). To the extent feasible, the proposed project provides a "direct pedestrian connection" between the primary building entrance and the public sidewalk (the proposed pedestrian route is L-shaped to avoid onsite circulation of truck traffic). The proposed building would be of concrete tilt-up construction, which is consistent with the overlay zone's prohibition of metal building exteriors.

Section 16.35 provides a design review matrix specific to the I-0 Zone that substitutes for the matrix used for projects elsewhere in the City. Projects must meet the minimum

acceptable score unless Planning Staff determines that certain provisions do not apply. The proposed project meets the minimum scores by category except the "Transportation/Circulation" category, which addresses pedestrian pathways and connections. The applicant requests an exception to the requirements for a second pedestrian access and a raised concrete pedestrian connection across the drive aisle. City Staff concurs that site constraints make a second pedestrian connection between the street and building infeasible (due to circulation of truck traffic to and from SE 4th Avenue and the site's narrow connection to S Walnut. Although it is assumed the employee parking area's drive aisle would generally not be used for truck circulation, Staff also concurs that an enhanced pedestrian connection across this drive aisle is not compatible with any amount of heavy truck circulation. Therefore, a striped pedestrian path across the western drive aisle is appropriate.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.42: Signs

Although the proposed facility would have signage, no signs are proposed at this time and approval of the proposed land use does not extend to signs conceptually shown on the applicant's submitted materials. Chapter 16.42, *Signage*, of the Municipal Code identifies requirements that will apply to signs proposed for the project at a future date.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.43: Outdoor Lighting Standards

Because of its location in the Pioneer Industrial Park and its M-1 zoning, the project site is designated Lighting Zone 2 (LZ 2) by the Municipal Code. The code identifies requirements related to the placement, shielding, height, and intensity of light of outdoor light fixtures. As shown in the applicant's site plan, the proposed project would include outdoor lighting affixed to the proposed building, four pole-mounted lighting fixtures illuminating the employee parking area (along the site's western and northwestern edges), and three pole-mounted street lights. As currently proposed, Staff does not anticipate a lack of compliance with City lighting standards. However, prior to site plan approval, the project applicant will be required to submit a lighting plan to the City of Canby consistent with Section 16.43.110 of the Municipal Code.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.46: Access Limitations on Project Density

Section 16.46.040 of the Municipal Code addresses the spacing of accesses onto public streets. For collector streets such as the future alignment of SE 4th Avenue, the minimum required spacing between roadways and driveways is 100 feet (measured centerline to centerline; see Table 16.46.030). The minimum spacing between driveways is also 100 feet. The spacing between the driveways proposed for SE 4th Avenue are well above these minimums and the eastern driveway is aligned with the driveway across SE 4th Avenue proposed by Stanton Furniture (see pending application DR 19-03). Note that the I-O Overlay Zone, applicable to the project site, identifies a more restrictive standard of 200-foot spacing for collector roadways.

The proposed access onto S Walnut Road is less than 100 feet from the curb cut providing access to Canby Excavating to the north; however this is unavoidable due to

the curvature of the roadway and the limited lot frontage of the project site and neighboring properties. Consistent with Section 16.46.035, a condition of approval has been identified (see Section V of this Staff Report) that requires the project applicant to evaluate the ability of trucks to perform turning movements to and from the applicable roadways, including S Walnut Road.

<u>Finding:</u> For the above reasons, Planning Staff finds this request, as conditioned, is consistent with applicable provisions of the Canby Municipal Code.

# Section 16.86: Street Alignments

This section of the zoning code requires that adequate space be provided for the planned expansion, extension, or realignment of public streets consistent with Canby's TSP. The proposed project accommodates construction of SE 4th Avenue as a 74-foot-wide collector street with 50 feet of paved street width, including 37 feet of right-of-way dedication. Conditions of approval identified for the project site's partition from land to the immediate east (City File MLP 19-03) require that development of either parcel is the trigger for construction of improvements to SE 4th Avenue for both parcels. Therefore, the proposed project is required to improve SE 4th Avenue from the project site east to S Mulino Road as the first of the Partition parcels proposed for development.

While development of the proposed project would include construction of public improvements to SE 4th Avenue consistent with the TSP, Planning Staff note that full expansion/extension of the roadway west to Sequoia Parkway is not feasible at this time due to the need for additional right-of-way dedication from other parcels.

<u>Finding:</u> For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

# III. Public and Agency Comments

Notice of this application and the opportunity to provide comment was forwarded to property owners and residents within a 500-foot radius and to applicable public agencies. At the time of this writing, three public comments and one agency comment were received:

#### A. Public Comments

- 1. Expresses general support for the proposed project. Feels that the industrial park has already destroyed valuable farmland but that the business is appropriate for the location.
- 2. Expresses general support for the proposed project and attests that Caruso Produce is a reputable business.
- 3. Feels that the proposed project would be an asset to the industrial park but expresses concern regarding the circulation of truck traffic westward past the commenter's property along the future alignment of SE 4th Avenue. City Staff corresponded with the commenter clarifying that use of this route is infeasible at this time due to a lack of right-of-way dedication.

# **B.** Agency Comments

1. Canby Fire commented regarding the need for water supply and access to fire hydrants prior to storage of flammable materials onsite. The Division Chief provided a "pre-plan list" for construction and other materials related to

permitting for fire protection services.

# IV. Conclusion

Staff has reviewed the applicant's narrative and submitted application materials and finds that this Site and Design Review application conforms to the applicable review criteria and standards, subject to the conditions of approval noted in Section V of this report.

# V. <u>Conditions of Approval</u>

# **Public Improvements:**

- **1.** Public improvements shall comply with all applicable City of Canby Public Works Design Standards.
- 2. Identified street improvements and right-of-way dedications must be designed and constructed (or bonded) to the satisfaction of the City Engineer.
- **3.** The applicant shall provide a truck turning template analysis demonstrating that trucks can adequately perform necessary turning movements from the S Walnut Street driveway approach.
- 4. The project applicant shall install half-street improvements extending along the full frontage of the project site and the property to the immediate east extending to S Mulino Road, consistent with the partition approval for these two parcels (see City File MLP-03). The partition approval included a condition requiring the property owner to enter into an agreement establishing that the first parcel to develop would be responsible for street improvements to SE 4th Avenue along the frontage of both parcels.
- **5.** Required half-street improvements to SE 4th Avenue shall include a single pavement "lift." The project applicant shall bond the cost of a final pavement lift with the City in conjunction with approval of civil construction plans.
- 6. In addition to water and sanitary utility service line extensions from S Walnut Road to serve the proposed project, the project applicant shall also construct an extension of the water main in the future alignment of SE 4th Avenue (that is current stubbed west of the project site) across the full frontage of the Caruso project site.
- **7.** The applicant shall work with Canby Utility and Canby Public Works Department in order to provide the appropriate connections to all required utilities as well as demonstrate final utility easement placement in design and City approval of the civil construction plans.

#### **Site Access:**

8. Due to the subject property's unique lack of access to Sequoia Parkway from the future alignment of SE 4th Avenue (i.e., additional right-of-way dedication is required from other undeveloped parcels to the west and southwest), vehicular use of SE 4th Avenue west of the subject property shall be limited to emergency access until the full cross-section of the roadway is constructed in that location.

Use of SE 4th Avenue adjacent to and east of the project site toward S Mulino Road (and the project site's driveways onto that street segment) shall also be limited to emergency access until a final pavement lift is installed (as required to be bonded by the project applicant) or the City Engineer otherwise determines that the roadway can accommodate safe vehicular movement.

- Upon the ultimate buildout of SE 4th Avenue in both directions (east and west), truck traffic shall be directed westward to the interior of the industrial park.
- 9. Circulation of truck traffic northward to Haines Road shall be generally limited to extraordinary or emergency use until either (1) the alternative industrial access road to 99E from Walnut Street is completed and either a suitable roundabout or improvements at the intersection of SE 1<sup>st</sup> Avenue/Haines Road/Mulino Road/Bremer Road is completed; or (2) S Haines Road has been brought up to current collector standards up to 99E.

# Project Design/Site Plan Approval:

- **10.** Consistent with Subsection 16.10.100, *Bicycle Parking*, of the Municipal Code, the proposed bicycle parking shall be moved to within 50 feet of the main entrance of the building. Prior to site plan approval, the project applicant shall submit a final site plan demonstrating that the location and design of proposed bicycle parking conforms to the aforementioned code section.
- **11.** Consistent with Chapter 16.43, *Outdoor Lighting Standards*, of the Municipal Code, outdoor lighting shall not produce light overspill/trespass onto surrounding properties. Special consideration shall be given to the minimization of light and glare impacts on existing residential and agricultural land uses.
- **12.** All driveways intended for truck movements shall be constructed to industrial standards, including 8 inches of concrete with welded wire fabric or similar reinforcements. Prior to site plan approval, the project applicant shall provide Canby Public Works with construction drawings showing these details to the satisfaction of the City Engineer.
- 13. The project applicant shall plant vegetation on the portion of the subject property that is proposed to be vacant (on the eastern edge of the project site) with plant materials that will prevent erosion of exposed soils. Prior to site plan approval, the project applicant shall provide the City with an updated landscape plan showing these improvements.

# **Building Permits:**

- **14.** Prior to the pre-construction meeting and issuance of grading permits, the applicant shall comply with all applicable Canby Fire District (CFD) requirements as identified in the memo received from CFD and attached herein. Please contact the CFD Division Chief at 503-266-5851 for further information.
- **15.** The project applicant shall secure a Street Opening and/or Driveway Construction permit for all paved driveway or utility installations associated with the proposed development or offsite improvements. Said permits shall comply with the City's Public Works Design Standards.
- 16. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled. Any drainage plan shall conform to an acceptable methodology for meeting adopted storm drainage design standards as indicated in the Public Works design standards.
- **17.** Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.

- **18.** Prior to occupancy, sight distance at all access points will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.
- **19.** The project applicant shall apply for a City of Canby Site Plan Permit, Clackamas County Building permits, and a City of Canby Erosion Control Permit from the Canby Public Works Department.
- **20.** Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for construction of the project.
- **21.** The applicant shall file a sign permit for any future signs that shall be limited to the size and height standards applicable to the I-O (Canby Industrial Area Overlay Zone) as indicated in Section 16.42.050, Table 7, of the sign ordinance. Proposed signs, after been found to conform to the sign ordinance, must secure a building permit from Clackamas County Building Inspection prior to their installation.

# **Prior to Occupancy:**

22. Prior to occupancy of the facility, all landscaping plant material indicated on the submitted landscape plan shall either be installed and irrigated with a fully automatic design/build irrigation system as proposed, or with sufficient security (bonding, escrow, etc.) pursuant to the provisions of CMC 16.49.100 (B). The applicant should be aware that the City street tree fee is now \$250 per tree if planted by the City, and the City recommends submittal of a separate Street Tree Plan to assist in the location, species, and total tree count.



City of Canby Planning Department 222 NE 2<sup>nd</sup> Avenue PO Box 930 Canby, OR 97013 (503) 266-7001

# **LAND USE APPLICATION**

# SITE AND DESIGN REVIEW **General Type III**

E Applican	t Name: VLMK Engineering +	Design - Jenniler	Phone:	503.222.4453
Address:	3933 SW Kelly Avenue		Email:	jenniferk@vlmk.com
City/State:	Portland, Oregon	Zip: 9723	39	
☑ Represer	ntative Name: Robert Evans C	ompany - Ben W	iley Phone:	503.648.7805
	505 NW 19th Avenue		Email:	
City/State:	Portland, Oregon	Zip: 9720	09	
☐ Property	Owner Named Clifford Pars	ons, Trustee	Phone:	503.209.3429
Signature:	I start Pa	nas T	ristee	
Address:	PO B6X 1/28		Email:	cparsons@canby.com
City/State:	Canby, Oregon	Zip: 9704	45	
☐ Property	Owner Name:		Phone:	
Signature:				
Address:			Email:	
City/State:		Zip:		
the informat All proper limited to CN All proper to enter the application.	ion and exhibits herewith submitt ty owners understand that they m MC Chapter 16.49 Site and Design I ty owners hereby grant consent to	ed are true and corn tust meet all applica Review standards. To the City of Canby a uct any and all insp	rect.  Able Canby Municipal  And its officers, agent	ze the filing of this application and certify to Code (CMC) regulations, including but not as, employees, and/or independent contract idered appropriate by the City to process the
23625 S Mulino Road Canby, Oregon 97013		10.24	31E34 02400	
23625 S	Street Address or Location of Subject Property			
	ess or Location of Subject Prop	perty	Total Size of Property	Assessor Tax Lot Numbers
		perty		
Street Adda			Property	Assessor Tax Lot Numbers  Comp Plan Designation
Street Adda  Farmlar  Existing Us	nd	ents on Site	Property  M-1  Zoning	
Farmlar Existing Us Propose	nd e, Structures, Other Improvem	ents on Site building and ass	Property  M-1  Zoning  ociated site work.	
Farmlar Existing Us Propose	nd e, Structures, Other Improvem ed construction of a 95,037 sf ne Proposed Development or U	ents on Site building and ass se of Subject Prop	Property  M-1  Zoning  ociated site work.	Comp Plan Designation
Farmlar Existing Us	e, Structures, Other Improvemed construction of a 95,037 sface Proposed Development or Use 11-13-19	ents on Site building and ass se of Subject Prop STAFF	Property  M-1  Zoning  ociated site work.  erty  USE ONLY	

Visit our website at: www.canbyoregon.gov

Email Application to: PlanningApps@canbyoregon.gov



PROJECT NARRATIVE

Project Name: Caruso Produce Applicant: VLMK Engineering + Design

Project Address: SE 4<sup>th</sup> Avenue 503.222.4453

Canby, OR 97013 Contact: Jason Sahlin, VLMK

Developer: Ben Wiley, Robert Evans

Company

# **OVERVIEW:**

Caruso Produce is a distributor of fresh produce to local stores and vendors. Caruso will be relocating from Tualatin to Canby after outgrowing their current facility. This new state-of-the-art produce distribution facility will be approximately 90,000sf containing a combination of cooler storage, conditioned warehouse staging and loading areas along with an accessory office space to house 100% of the Caruso operations.

The development site is located within the Sequoia Industrial Park, bordered by SE 4<sup>th</sup> Ave. to the South and access to S. Walnut to the Northwest. Frontage along SE 4<sup>th</sup> Avenue will be dedicated to the City for Right-of-Way. City street improvements will include half street improvements to SE 4<sup>th</sup> Ave with an emergency access to Sequoia Parkway and connection to S. Mulino Road.

Building construction will include a concrete tilt-up building with panel relief and articulation along the street frontage as illustrated in the Building Elevations. Landscaping has been designed with a combination of trees, shrubs and groundcover to buffer the loading dock and yard area, as well as compliment and accentuate the building features.

Operations will occur over three shifts, operating 24 hours per day. 70 Employees are expected to be divided among the three shifts with minimal visitor traffic. Parking counts are more than twice what the facility demands but has been included to meet the City standards for parking.

# **VEHICLE ACCESS**

The primary access will be two (2) 50ft wide driveway accesses from SE 4<sup>th</sup> Avenue. Existing access to S. Walnut Rd. will be maintained for pedestrian auto access as the current driveway is too narrow to accommodate truck traffic.

# **PARKING**

The onsite parking is designed to accommodate the future needs of Caruso Produce. The current design includes the required minimum for onsite parking and loading as well as bicycle parking. The proposed design also includes a small seating area available for use by the public.

# SITE UTILITIES

Water and sanitary service requirements for the new building will be limited to the fixtures serving the office and providing the required fire service for the new development. All utilities will be fed from S. Walnut Rd.

# **DESIGN CRITERIA REVIEW**

The proposed use and building design meets or exceeds most all of the guidelines as outlined in the city development code for the land use Zone and the Overlay Zone.

An exception to the requirement for a second pedestrian access is requested due to the location of the office and pedestrian facilities. A second access from the SE corner of the building onto SE 4<sup>th</sup> Ave. is not feasible due to the long distance to travel to cross the truck aisle. A pedestrian access onto S. Walnut to the North is not feasible due to the limited width of the street frontage. The single pedestrian access is proposed to extend to SE 4<sup>th</sup> Avenue. A raised concrete pedestrian connection crossing the drive aisle will not hold up to heavy truck traffic and will create an unsafe maintenance issue. A single access via a striped pedestrian path is proposed.

An Exception to the maximum driveway width is proposed. As previously approved with adjacent developments, a 50ft wide driveway access is proposed in two (2) location along SE 4<sup>th</sup> Ave. The driveway is designed to City standards and will conform to all required ADA and sight distance requirements.



# **DESIGN CRITERIA RESPONSE**

**Project Name:** Caruso Produce **Project Address:** SE 4<sup>th</sup> Avenue

Canby, OR 97013

Applicant: VLMK Engineering + Design

503.222.4453

Contact: Jason Sahlin, VLMK

Developer: Ben Wiley, Robert Evans

Company

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#### **DESIGN CRITERIA RESPONSE**

# **CHAPTER 16.08 GENERAL PROVISIONS**

# 16.08.010 COMPLIANCE WITH TITLE.

No building, structure, or land shall hereafter be used or occupied, and no building, structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered contrary to the provisions of this title. No lot area, yard, or required off-street parking or loading area existing on or after the effective date of the ordinance codified in this title shall be reduced in area, dimension, or size below the minimums required by this title, nor shall any lot area, yard, or required off-street parking or loading area that is required by this title for one use be used to satisfy the lot area, yard, off-street parking or loading area requirement for any other use, except as may be provided in this title. (Ord. 740 section 10.3.05(A), 1984)

# 16.08.010 ZONING MAP.

A. The location and boundaries of the zones designated in this division are established as shown on the map entitled "Zoning Map of the City of Canby" dated with the effective date of the ordinance codified in this title and signed by the Mayor and the city recorder and hereafter referred to as the zoning map.

**Findings:** The property is situated in the I-O Canby Industrial Area Overlay zone (Pioneer Industrial Park) which permits uses in the underlying M-1 zone. The M-1 Zone states in 16.32.010 that uses permitted outright in the M-1 Zone includes (A) "Manufacturing," (T) "Warehouse," and (X) "Business or Professional Office, When Related and Incidental to the Primary Industrial Uses of the Area."

B. The signed copy of the zoning map shall be maintained on file in the office of the city recorder and is made a part of this title. (Ord. 740 section 10.3.05(B), 1984)

# 16.08.030 ZONE BOUNDARIES.

Unless otherwise specified, zone boundaries are lot lines or the centerline of streets, railroad rights-of-way, or such lines extended. Where a zone boundary divides a lot into two or more zones, the entire lot shall be considered to be in the zone containing the greater lot area, provided the boundary adjustment is a distance of less than twenty feet. (Ord. 740 section 10.3.05(C), (1984)

**Findings:** This criterion does not apply to this project. The development property is not divided by a zone boundary.

### 16.08.040 ZONING OF ANNEXED AREAS.

Zoning of newly annexed areas shall be considered by the Planning Commission in its review and by the Council in conducting its public hearing for the annexation. (Ord. 740 section 10.3.05(D), 1984)(Ord. 1294, 2008)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development has previously been annexed.

# 16.08.050 PROHIBITED PARKING.

In addition to the provisions of the motor vehicle laws of Oregon regulating parking, no person shall park any vehicle, except an automobile, motorcycle, van or pickup truck rated no larger than one ton, on any public street or alley within any residential zone, except for an emergency or for the purpose of loading or unloading. (Ord. 740 section 10.3.05(E), 1984)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development is not located within a residential zone.

# 16.08.070 ILLEGALLY CREATED LOTS.

In no case shall a lot which has been created in violation of state statute or city ordinance be considered as a lot of record for development purposes, until such violation has been legally remedied. (Ord. 740 section 10.3.05(G), 1984)

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will occur on a lot that has been properly recorded in accordance with the statues of governing jurisdictions.

# 16.08.80 AREA AND YARD REDUCTIONS.

A. When there are existing dwellings on the lots situated immediately to each side of a given lot and each of those neighboring lots has less than the required street yard depth, the street yard of the subject property may be reduced to the average street yard of those two abutting lots.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose the reduce the required yard depth.

B. When there is an existing dwelling situated on a lot immediately to either side of a given lot which fronts on the same street, and such existing dwelling has a street yard which is less than half of that required in the zone, the street yard of the subject property may be reduced to a depth which is halfway between that normally required in the zone and that of the existing dwelling on the neighboring lot.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose the reduce the required yard depth.

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C. If, on the effective date of the ordinance codified in this title, a lot or the aggregate of contiguous lots held in a single ownership has less than the required area or width, the lot or lots may be occupied by a permitted use subject to the other requirements of the zone; provided that if the deficiency is one of area, residential uses shall be limited to single-family dwellings; and further provided that if the deficiency is one of width, each required interior yard may be reduced by one foot for each four feet of deficient width. In no case, however, shall such reduction result in an interior yard of less than five feet.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose the reduce the required yard area.

D. Where two or more contiguous substandard recorded lots are in common ownership and are of such size to constitute at least one conforming zoning lot, such lots or portions thereof shall be so joined, developed, and used for the purpose of forming an effective and conforming lot or lots. Such contiguous substandard lots in common ownership shall be considered as being maintained in common ownership after the effective date of the ordinance codified in this title for zoning purposes. (Ord. 740 section 10.3.05(H), 1984; Ord. 1237, 2007)

<u>Findings:</u> This criterion does not apply to this project. The proposed development does not include multiple contiguous lots with the same owner. The development site lies completely within a conforming zone lot.

# 16.08.90 SIDEWALKS REQUIRED.

A. In all commercially zoned areas, the construction of sidewalks and curbs (with appropriate ramps for the handicapped on each corner lot) shall be required as a condition of the issuance of a building permit for new construction or substantial remodeling, where such work is estimated to exceed a valuation of twenty thousand dollars, as determined by the building code. Where multiple permits are issued for construction on the same site, this requirement shall be imposed when the total valuation exceeds twenty thousand dollars in any calendar year.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes City standard sidewalks, curbs and ramps.

B. The Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews. (Ord. 740 section 10.3.05(I), 1984)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes City standard sidewalks, curbs and ramps.

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## 16.08.100 HEIGHT ALLOWANCES.

The following types of structures or structural posts are not subject to the building height limitations: chimneys, cupolas, tanks, church spires, belfries, derricks, fire and hose towers, flagpoles, water tanks, elevators, windmills, utility poles and other similar projections. The height of wireless telecommunications systems facilities shall be in accordance with section 16.08.120. (Ord. 740 section 10.3.05(J), 1984; Ord. 981 section 18, 1997)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not include any of the above listed exceptions to the height limitations. If such an item is desired by the owner, it is understood that as part of this section it will be allowed.

# 16.08.110 FENCES.

A. Fences not more than three and one-half feet in height may be constructed within the street setbacks of any R-1, R-1.5, R-2 or C-1 zone. Fences not more than six feet in height may be constructed in any interior yard, rear yard, or street yard along an alley; provided, however, that in no case shall a fence be constructed in violation of the requirements of a vision clearance area.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not lie within the above listed zones.

B. On corner lots, the 3.5-foot height limit will apply within the required setback along both street-facing yards.

**Findings:** This criterion does not apply to this project. The proposed development does not lie on a corner lot.

C. No more than one row of fencing is allowed within a required street yard setback.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. A single row of fencing is proposed.

D. The Planning Commission may require sight-blocking or noise mitigating fences for any development it reviews.

<u>Findings:</u> The proposed development meets or exceeds these Required Conditions. Screening of parking and loading areas shall be achieved with landscape buffers as required. It is understood that the Planning Commission may require a fence.

E. Fences of up to eight feet in height are permitted for any development in C-2, C-M, M-1 or M-2, or Planned Unit Development zones

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**Findings:** This criterion does not apply to this project. The proposed development does not lie within one of the listed zones.

F. No fence/wall shall be constructed throughout a subdivision, planned unit development or be part of a project that is/was subject to site and design review approval where the effect or purpose is to wall said project off from the rest of the community unless reviewed and approved by the Planning Commission. (Ord. 890 section 8, 1993; Ord. 740 section 10.3.05(K), 1984; Ord. 955 section 2, 1996; Ord. 981 section 43, 1997)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose to construct any wall or fence for the purpose of 'walling' off the development from the rest of the City.

- G. In all zones, private fences along a public pedestrian/bicycle pathway shall comply with the following in order to provide security and visibility for pathway users while maintaining privacy for the residence.
  - 1. Fencing installed as part of a new subdivision shall comply with either (a) or (b) below.
  - 2. Fencing installed by a property owner on an individual lot shall comply with either (a), (b), or (c) below.
    - a. Solid fencing shall be no greater than four (4) feet in height; or
    - b. Fencing shall be constructed with black open wire material, wooden slats, or some other material that allows visual access between he pathway and adjacent uses; or
    - c. Solid fencing shall be set back at least three (3) feet from the property line that abuts the pathway. (Ord 1338, 2010)

**Findings:** This criterion does not apply to this project. The proposed development does not include any fencing along the public pedestrian/bicycle pathway.

H. Use of hazardous materials.

Fences and walls shall not be constructed of or contain any material which will do bodily harm, such as electric or barbed wire, razor wire, broken glass, spikes, or any other hazardous or dangerous material, except as follows:

a. Barbed wire or electrified fences enclosing livestock are permitted in any zone permitting farm use. Electrified fences shall be posted or flagged at not less than 25-foot intervals with clearly visible warnings of the hazard when adjacent to developed areas.

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b. In commercial and industrial zones barbed wire is permitted attached to the top of a fence that is at least six foot in height above grade; provided, that barbed wire shall not extend over a street, sidewalk, alley or roadway. The attached barbed wire shall be placed at least six inches above the top of the fence. (Ord. 890 section 8, 1993; Ord. 740 section 10.3.05(K), 1984; Ord. 955 section 2, 1996; Ord. 981 section 43, 1997; Ord. 1338, 2010; Ord. 1514, 2019)

<u>Findings:</u> The proposed development meets or exceeds these Required Conditions. Proposed fencing will be a chain link type with the possibility of barbed wire at the top as permitted in this section.

#### 16.08.115 ARBORS

- A. Arbors that are constructed of proper design (height and setbacks) and in accordance with, the design standards of the particular zone where it is located are allowed with the following limitations:
  - 1. Arbors shall be stand-alone structures and shall not be attached to a fence.
  - 2. The arbor shall not exceed eight feet in height and shall maintain a five foot setback from the property line.
  - 3. If the vegetation becomes too full or too high, the owner is financially responsible to rectify the situation, and to maintain the vegetation, and arbor;
  - 4. The primary purpose of the arbor is to support and sustain foliage/vegetation, provide shade, recreational space, and ascetic amenity. (Ord. 1514, 2019)

**Findings:** This criterion does not apply to this project. The proposed development does not include any proposed Arbors.

# 16.08.120 SITING AND REVIEW PROCESS FOR WIRELESS TELECOMMUNICATIONS SYSTEMS FACILITIES.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not include any proposed wireless telecommunications facilities.

# 16.08.130 STANDARD TRANSPORTATION IMPROVEMENTS.

A. Pursuant to the Transportation Planning Rule, projects that are specifically identified in the Canby Transportation System Plan, for which the City has made all the required land use and

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goal compliance findings, are permitted outright and subject only to the standards established by the Transportation System Plan. This section pertains to additional transportation projects that may not be identified in the Canby Transportation System Plan, and whether the use is permitted outright or permitted subject to the issuance of a conditional use permit.

**Findings:** The proposed development meets or exceeds these Required Conditions. SE 4<sup>th</sup> Avenue will be extended East to connect with S Mulino Rd. Emergency fire access will be maintained West onto Sequoia Parkway with no through traffic allowed.

# 16.08.140 TEMPORARY VENDOR.

Any person who exhibits goods or services for sale or for offer in a temporary manner on private property, from a vehicle, trailer, tent, canopy, shipping container, or other temporary structure, or from one's person or displayed on the ground or off the ground, shall first obtain permit approval in compliance with the following standards, and shall operate in compliance with this section and with all other applicable sections of the Canby Municipal Code.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not include any proposed Temporary Vendors as identified by this section.

# 16.08.150 TRAFFIC IMPACT STUDY (TIS).

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The completed Traffic Impact Study is included with this submittal.

# 16.08.160 SAFETY AND FUNCTIONALITY STANDARDS.

The City will not issue any development permits unless the proposed development complies with the city's basic transportation safety and functionality standards, the purpose of which is to ensure that development does not occur in areas where the surrounding public facilities are inadequate. Upon submission of a development permit application, an applicant shall demonstrate that the development property has or will have the following:

A. Adequate street drainage, as determined by the city.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes design for adequate street drainage.

B. Safe access and clear vision at intersections, as determined by the city.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes design for safe and clear vision at entrances and exits.

C. Adequate public utilities, as determined by the city.

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes design adequate public utilities.

D. Access onto a public street with the minimum paved widths as stated in Subsection E below.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes design of half street improvements to the City Design Standards.

- E. Adequate frontage improvements as follows:
  - 1. For local streets and neighborhood connectors, a minimum paved width of 16 feet along the site's frontage.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not front a local or neighborhood connector street.

2. For collector and arterial streets, a minimum paved width of 20 feet along the site's frontage.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes design of half street improvements to the City Design Standards.

For all streets, a minimum horizontal right-of-way clearance of 20 feet along the site's frontage.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes design of half street improvements to the City Design Standards.

F. Compliance with mobility standards identified in the TSP. If a mobility deficiency already exists, the development shall not create further deficiencies. (Ord 1340, 2011)

<u>Findings:</u> The proposed development meets or exceeds these Required Conditions. A mobility deficiency has not been created.

#### **CHAPTER 16.10 OFF-STREET PARKING AND LOADING**

# 16.10.10 OFF-STREET PARKING REQUIRED - EXCEPTIONS.

A. At the time of establishment of a new structure or use, change in use, or change in use of an existing structure, within any planning district of the city, off-street parking spaces and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the site and design review process, based upon clear and objective findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare. A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will meet or exceed the parking requirements of this section.

B. No off-street parking shall be required for any use permitted outright within the C-1 zone in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Elm Street on the west, and NW Third Avenue on the north.

**Findings:** This exception does not apply to this project. The proposed development does not lie within the C-1 zone.

C. At the time of enlargement of an existing structure or use, the provisions of this section shall apply to the enlarged structure or use only. (Ord. 1304, 2009; Ord. 1237, 2007; Ord. 890 section 9, 1993; Ord. 872, 1992; Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.010(A)(B), 1990)

**Findings:** This exception does not apply to this project. The proposed development does not contain any existing structures.

# **16.10.20 DEFINITIONS.**

- A. <u>Floor Area</u>. Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.
- B. <u>Employees</u>. Where employees are specified, the term shall apply to all persons, including proprietors, working on the premises during the peak shift. (Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.020(A)(B), 1990)

#### 16.10.30 GENERAL REQUIREMENTS.

A. Should the owner or occupant of a structure change the use to which the building is put, thereby increasing parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.

**<u>Findings:</u>** This criterion does not apply to this project. There is no existing use identified. All minimum parking will be determined by this use. Any future change in use will conform to the requirements of this section.

B. Parking and loading requirements for structures not specifically listed herein shall be determined by the City Planner, based upon requirements of comparable uses listed.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. Parking and loading requirements are listed for the proposed use.

C. In the event several uses occupy a single structure, the total requirements for off- street parking shall be the sum of the requirements of the several uses computed separately. If the applicant can demonstrate that the uses do not have overlapping parking needs (based on days and hours of operation) and can share parking, the total requirement for combined uses may be reduced by up to 60 percent.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development will calculate parking using separated uses including Office and Warehouse/Storage. Adequate parking has been supplied for the overlap during shift change and additional spaces are not necessary.

D. Off-street parking spaces for dwellings shall be located on the same lot, or adjacent lot, with the dwelling. Parking spaces located within an on-site garage shall count toward the minimum parking requirement for residential uses. Other required parking spaces may be located on a separate parcel, provided the parcel is not greater than five hundred (500) feet from the entrance to the building to be served, measured along the shortest pedestrian route to the building. The applicant must prove that the parking located on another parcel is functionally located and that there is safe vehicular and pedestrian access to and from the site.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not contain and proposed dwellings.

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

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will ensure that required parking spaces will remain available for the parking of operable passenger automobiles customers and that required spaces for patrons and employees and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business.

F. Institution of on-street parking shall not be allowed for off-street parking, where none is previously provided, and shall not be done solely for the purpose of relieving crowded parking lots in commercial or industrial planning districts.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose the use of on-street parking.

- G. Parking facilities may be shared by users on adjacent parcels if all of the following standards are met, or the Planning Commission determines a lesser combination meets the intent of the ordinance:
  - 1. One of the parcels has excess parking spaces, considering the present use of the property; and the other parcel lacks sufficient area for required parking spaces. Excess parking spaces can be determined by considering when the uses need the parking spaces, such as time of day or day of week.
  - 2. The total number of parking spaces meets the standards for the sum of the number of spaces that would be separately required for each use. If the applicant can demonstrate that the uses do not have overlapping parking needs (based on days and hours of operation) and can share parking, the total requirement for combined uses may be reduced by up to 60 percent.
  - 3. Legal documentation, to the satisfaction of the City Attorney, shall be submitted verifying present use of the excess parking area on one lot by patrons of the uses deficient in required parking areas.
  - Physical access between adjoining lots shall be such that functional and reasonable access is provided to uses on the parcel deficient in parking spaces.
  - 5. Adequate directional signs shall be installed specifying the joint parking arrangement.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose to share parking facilities with the adjacent parcels.

- H. The number of vehicular spaces required in Table 16.10.050 may be reduced by up to 10% if one of the following is demonstrated to the satisfaction of the Planning Director or Planning Commission:
  - 1. Residential densities greater than nine units per gross acre (limit parking to no less than one space per unit for multi-family structures); or
  - 2. The proposed development is pedestrian-oriented by virtue of a location which is within convenient walking distance of existing or planned neighborhood activities (such as schools, parks, shopping, etc.) and the development provides additional pedestrian amenities not required by the code which, when taken together, significantly contribute to making walking convenient (e.g., wider sidewalks, pedestrian plazas, pedestrian scale lighting, benches, etc.). (Ord. 890 section 10, 1993; Ord. 854 section 2 [part], 1991; Ord. 848, Part V, section 16.10.030, 1990; Ord. 1043 section 3, 2000; Ord. 1338, 2010)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose any reductions to the minimum required number of parking spaces.

### 16.10.040 PROHIBITED NEAR INTERSECTIONS.

In no case will off-street parking be allowed within a vision clearance area of an intersection. (Ord. 740 section 10.3.10(D), 1984)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose the use of on-street parking.

# 16.10.050 PARKING STANDARDS DESIGNATED.

The parking standards set out in Table 16.10.050 shall be observed. (Ord. 854 section 2, [part], 1991; Ord. 848 section 1, 16.10.050, 1990; Ord. 740 section 10.3.10(E), 1984; Ord. 981 section 20, 1997)

## **TABLE 16.10.050**

Off-street Parking Provisions - The following are the minimum standards for off-street vehicle parking:

USE	PARKING REQUIREMENT	
Industrial:		
b. Warehousing	2.00 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.	

(Ord 1296, 2008, Ord. 1338, 2010)

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development will calculate parking using warehouse as the primary use with accessory office as listed in the above table.

#### 16.10.60 OFF-STREET LOADING FACILITIES

A. The minimum number of off-street loading berths for commercial and industrial uses is as follows:

SQUARE FEET OF FLOOR AREA	NUMBER OF BERTHS
60,000 and over	3

<u>Findings:</u> The proposed development meets or exceeds these Required Conditions. The proposed development includes 30 loading berths that will all meet the requirements of this section.

- B. Loading berths shall conform to the following minimum size specifications:
  - 2. Industrial uses 12' x 60'
  - 3. Berths shall have an unobstructed minimum height of 14'.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes 30 loading berths that will all meet the requirements of this section.

C. Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed loading berths located along SE 4<sup>th</sup> Avenue will be screened from public view with the use of berms and dense landscaping via a combination of trees and shrubs.

D. Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed loading facilities will be installed prior to final building inspection and will be permanently maintained.

E. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of a school or day care center having a capacity greater than twenty-five (25) students.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose any schools or daycare centers.

F. The off-street loading facilities shall, in all cases, be on the same lot or parcel as the structure they are intended to serve. In no case shall the required off-street loading spaces be part of the area used to satisfy the off-street parking requirement.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed loading facilities are designed to be located adjacent to the building on the site and clear of the on-site parking lot.

G. The Planning Commission may exempt a building from the loading berth requirement, or delay the requirement, based on findings that loading berths are not needed for a particular building or business. (Ord. 854 section 2[part], 1991; Ord. 848, Part V, section 1, 16.10.060, 1990; Ord. 1237, 2007)

**<u>Findings:</u>** This exception is not needed. The proposed development meets or exceeds the required loading berth requirements.

#### 16.10.70 PARKING LOTS AND ACCESS.

- A. **Parking Lots.** A parking lot, whether as accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:
  - 1. Parking lot design shall comply with the dimensional standards set forth in Figure 1 of this section.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the parking lot to comply with the dimensional standards per figure 1 of this section.

2. Parking stalls of eight (8) feet in width and sixteen (16) feet in length for compact vehicles may comprise up to a maximum of thirty (30) percent of the total number of parking stalls. Such parking stalls shall be marked "Compact Parking only" either on the parking surface or on a sign in front of the parking stalls.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose any compact parking spaces.

3. Areas used for standing or maneuvering of vehicles shall have paved asphalt, concrete, solid concrete paver surfaces, or paved "tire track" strips maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks or into public streets, with the following exception:

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the parking lot to be fully paved with asphalt throughout.

- a. The Planning Director or Planning Commission may approve the use of an engineered aggregate system for outdoor storage and/or non-required parking areas provided that the applicant can demonstrate that City Standards related to:
  - i. minimizing dust generation,
  - ii. minimizing transportation of aggregate to city streets, and
  - iii. minimizing infiltration of environmental contaminants including, but not limited to, motor oils, fuels, volatile organic compounds (e.g. benzene, toluene, ethylbenzene, xylene), and ethylene glycol are met.

The decision maker may impose conditions as necessary to meet City Standards.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not propose any engineered aggregate systems.

b. Use of permeable surfacing materials for parking lots and driveways is encouraged whenever site and soil conditions make permeable surfacing feasible. Permeable surfacing includes, but is not limited to: paving blocks, turf block, pervious concrete, and porous asphalt. All permeable surfacing shall be designed, constructed, and maintained in accordance with the Canby Public Works Design Standards and the manufacturer's recommendations. Maintenance of permeable surfacing materials located on private property are the responsibility of the property owner.

**Findings:** The proposed development has increased onsite water infiltration that will keep a majority of surface water onsite. Landscape minimums have been met and a large undeveloped area will exist to the East of the proposed development area. No permeable asphalt is proposed due to the costs of ongoing maintenance.

4. The full width of driveways must be paved in accordance with (3) above:

- a. For a minimum of 20 feet from the right-of-way line back into the private property to prevent debris from entering public streets, and
- b. To within 150 feet of all portions of the exterior wall of the first story of any structure(s) served by the driveway to ensure fire and emergency service provision.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the driveways to be paved with concrete and asphalt to the full width and depth to meet the requirements outlined in this section.

5. Except for parking to serve residential uses, parking areas adjacent to or within residential planning districts or adjacent to residential uses shall be designed to minimize disturbance of residents. Artificial lighting, which may be provided, shall be so deflected as not to shine or create glare in any residential planning district or on any adjacent dwelling, or any street right-of-way in such a manner as to impair the use of such way.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development is not adjacent to a residential planning district or use.

6. Groups of more than four (4) parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the parking lot as to not require backing movements within a street right-of-way.

7. Off-street parking areas, and the accesses to them, shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrian and vehicular traffic on the site and in adjacent roadways. The Planning Director or Planning Commission may require engineering analysis and/or truck turning diagrams to ensure safe and efficient traffic flow based on the number and type of vehicles using the site, the classification of the public roadway, and the design of the parking lot and access drives.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the parking area to have one-way flow around the building in a counter clock-wise direction. The drive aisle has been enlarged to accommodate vehicle traffic as required with an industrial use. Vehicle and pedestrian traffic has been designed to be separate from the flow of the industrial truck traffic to maximize safety concerns.

8. Parking bumpers or wheel stops shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the parking facilities to include the use of parking bumpers to prevent cars from encroaching on the adjacent landscaped areas or adjacent pedestrian walkways. No parking is located along the right-of-way that would require such provisions.

9. Accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233 and all Oregon Structural Specialty Code requirements.

<u>Findings:</u> The proposed development meets or exceeds these Required Conditions. The proposed development has designed the accessible parking to meet the requirements of ORS 447.233 and all Oregon Structural Specialty Code requirements.

# B. Access.

1. The provision and maintenance of vehicular and pedestrian ingress and egress from private property to the public streets as stipulated in this ordinance are continuing requirements for the use of any structure or parcel of real property in the City of Canby. No building permit or other permits shall be issued until scale plans are presented that show how the ingress and egress requirement is to be fulfilled. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing ingress and egress requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in ingress and egress is provided.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. With the proposed development, the Engineer will submit design drawings to the City that demonstrate how the requirements of this section will be met. In the event that any modifications are to be made with future development, it is understood that revised drawings would need to be resubmitted and approved as required.

2. The City of Canby encourages joint/shared access. Owners of two (2) or more uses, structures, or parcels of land may agree to, or may be required by the City to, utilized jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designed in this ordinance, provided that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases or contracts shall be placed on permanent files with the city recorder.

**Findings:** This criterion does not apply to this project. The proposed development is not adjacent to another development that would agree to utilize a shared access. Discussions regarding shared access at S. Walnut will continue with future development of adjacent parcels.

3. All ingress and egress shall connect directly with public streets.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development proposes three (3) ingress/egress driveways accesses connecting directly with public streets.

4. Vehicular access for residential uses shall be brought to within fifty (50) feet of the ground floor entrances or the ground floor landing of a stairway, ramp or elevator leading to dwelling units.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not contain any residential uses.

Required sidewalks shall extend from the ground floor entrances or the ground floor landing of a stairs, ramps or elevators to the sidewalk or curb of the public street or streets that provide the required access and egress.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the City sidewalk within the right-of-way to be connected to the front entrances via concrete sidewalk and a single stripped pedestrian access path across the drive aisle adjacent to the parking lot to provide safe access to the building.

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards except in the case of streets with inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design, and in a manner approved by the Site and Design Review Board. Sidewalks approved by Board may include temporary sidewalks and sidewalks constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grade and alignment established by the Site and Design Review Board.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has designed the City sidewalk within the right-of-way to be

constructed to meet the City design standards. Per City Comments during the Pre-Application Conference, City sidewalk is to be constructed for the full frontage of the property along SE 4<sup>th</sup> Avenue. Curb and gutter will join the sidewalk at both ends, with the sidewalk to be extended with future development of the neighboring parcels (by others).

7. The standards set forth in this ordinance are minimum standards for access and egress, and may be increased through the site and design review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety and general welfare. (Ord. 890 section 12, 1993; Ord. 1237, 2007; Ord. 1338, 2010)

Minimum Access Requirements			
16.10.070(B)(10): Minimum access requirements for industrial uses - ingress and egress for industrial uses shall not be less than the following:			
Parking spaces required	Minimum number of accesses required	Minimum access width	Sidewalks & curbs (in addition to driveways)
1-250	1	24 feet	Curbs required; sidewalks on one side minimum
Over 250	As required by Public Works Director		

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes three (3) accesses with widths greater than 24ft.

8. One-Way Ingress or Egress – Way Ingress or Egress – When approved through the site and design review process, one-way ingress or egress may be used to satisfy the requirements of subsection (H), (I) and (J). However, the hard surfaced pavement of one-way drives shall not be less than twelve (12) feet for multi-family residential, commercial or industrial uses.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes two (2) one-way accesses, both will be larger than the minimum of twelve (12) feet as required.

Maximum driveway widths and other requirements except for single-family dwellings [see subsection (d) below]:

a. Access to private property shall be permitted with the use of driveway curb cuts. The access points with the street shall be the minimum necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street. Driveways shall meet all applicable guidelines of the Americans with Disabilities Act (ADA). Driveway distance shall be measured from the curb intersection point [as measured for vision clearance area (16.04.670)]. Distances to an intersection shall be measured from the stop bar at the intersection.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development driveway has been designed for industrial truck traffic to be 50 feet wide to provide safe turning movements without crossing lanes of traffic. ADA approved ramps are included on either side of all driveways.

b. Driveways shall be limited to one per property except for certain uses which include large commercial uses such as large box stores, large public uses such as schools and parks, drive through facilities, property with a frontage of over 250-feet and similar uses.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has provided (2) driveway accesses off SE 4<sup>th</sup> Avenue. One driveway will be used primarily for pedestrian traffic, but will also provide full circulation of the site allowing trucks to safely enter and exit the site without a back-up of traffic.

c. Double frontage lots and corner lots may be limited to access from a single street, usually the lower classification street. Single family residential shall not have access onto arterials, and shall have access onto collectors only if there is no other option.

**Findings:** In addition to the (2) driveways onto SE4th Avenue an additional existing access will be maintained to the North onto S. Walnut. This access will be primarily used for pedestrian traffic and smaller delivery vehicles du to the limited width of 24f eet.

d. If additional driveways are approved by the City Administrator or designee, a finding shall be made that no eminent traffic hazard would result and impacts on through traffic would be minimal. Restrictions may be imposed on additional driveways, such as limited turn movements, shared access between uses, closure of existing driveways, or other access management actions.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed driveways have been designed in accordance with the approval of the City Staff.

An accompanying Traffic Impact Study will demonstrate that no traffic hazards will be created.

e. Within commercial, industrial, and multi-family areas, shared driveways and internal access between similar uses are encouraged to reduce the access points to the higher classified roadways, to improve internal site circulation, and to reduce local trips or movements on the street system. Shared driveways or internal access between uses will be established by means of common access easements at the time of development.

**<u>Findings:</u>** The proposed development does not include any shared driveways at this time. There are no adjacent developments or existing easements to which a shared access could be agreed upon or utilized.

f. Driveway widths shall be as shown on the following table.

#### Driveway Widths (Minimum/Maximum, Ft.)

Street Classification	Res.	Comm.	Ind.
Arterial:	NA (1)	12/36	12/36
Industrial:	NA (1)	12/36	12/36
Collector:	12/24 (2)	12/36	12/36
Neighborhood Route:	12/24 (2)	12/36	12/36
Local:	12/24 (2)	12/36	12/36
Cul-de-sac:	12/24 (2)	12/36	12/36
Public Alley	12/24 (2)	NA	NA

Res. = Residential Zone Comm. = Commercial Zone Ind. = Industrial Zone

Notes: (1) Special conditions may warrant access.

(2) 28' maximum width for 3-car garage.

**Findings:** The proposed development proposes to apply for an exception to the minimum driveway width of 36ft along SE 4<sup>th</sup> Avenue. Previous developments in the area, located along similar collector streets have been approved to increase the driveway widths up to the proposed with of 50 feet.

g. Driveway spacing shall be as shown in the following table.

#### **Minimum Driveway Spacing**

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Street Classification	<u>Intersection</u>	<u>Driveway</u>
Arterial (2)	330' (1)	330' (1)
Industrial Streets (2)	100' (1)	100' (1)
Collector (2)	100' (1)	100' (1)
Neighborhood Route	50' (1)(3)	10'
Local (all)	50' (1)(3)	10'
Cul-de-sac	50' (1)(3)	10'
Public Alley	50′ (1)(3)	

#### Notes:

- (1) Minimum distance or no closer than 60% of parcel frontage unless this prohibits access to the site, in which case City Administrator or designee may approve a deviation.
- (2) Direct access to this street will not be allowed if an alternative exists or is planned.
- (3) For single-family residential houses, the minimum distance between driveways and an intersection shall be thirty (30) feet.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed driveways are spaced more than 500 feet apart and more than 300 feet from an intersection.

h. Curb cuts shall be a minimum of five feet from the property line, unless a shared driveway is installed. Single driveways may be paved up to an adjacent property line but shall maintain a five (5) foot separation from the side property line where the driveway enters the property. Driveways shall not be constructed within the curb return of a street intersection. Deviations may be approved by the City Administrator or designee.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed driveways are spaced more than 75 feet from the adjacent property lines.

i. For roads with a classification of Collector and above, driveways adjacent to street intersections shall be located beyond the required queue length for traffic movements at the intersection. If this requirement prohibits access to the site, a driveway with restricted turn movements may be permitted.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed driveways are located beyond the required queue length for traffic movements at the intersections at S Mulino Road and Sequoia Parkway.

j. Multi-family access driveways will be required to meet the same access

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requirements as commercial driveways if the multi-family site generated 100 or more trips per day.

**Findings:** This criterion does not apply to this project. The proposed development does not contain any multi-family driveways.

K. For circular type driveways, the minimum distance between the two driveway curb cuts on one single-family residential lot shall be thirty (30) feet. (Ord. 1514, 2019)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not contain any residential type circular driveways.

10. When considering a public facilities plan that has been submitted as part of site and design review plan in accordance with this ordinance, the city Public Works Supervisor may approve the location of a driveway closer than fifty (50) feet from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. Said written approval shall be incorporated into the recommended decision of the City Planner for the site and design review plan under the process set forth.

**Findings:** This criterion does not apply to this project. The proposed development does not contain any facilities with this application.

11. Where an existing alley is 20 feet or less in width, the property line setback abutting the alley shall increase to provide a minimum of 24 feet for maneuvering and backing movements from, garages, carports, or parking areas. (Ord. 890 section 12, 1993; Ord. 872, 1991; Ord. 854 section 2 [part], 1991; Ord 848, Part V, section 16.10.070 (A)(B) 1990; Ord. 955 section 3 & 4 1996; Ord. 981 section 44, 1997; Ord. 1019 section 5, 1999; Ord 1237, 2007; Ord. 1514, 2019)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not contain an alley.

#### **16.10.080 STREET TREE PLAN.**

A Street Tree Plan can be provided in lieu of meeting the requirement of planting a tree every 30 lineal feet of street frontage as stated in Ordinance 1385 Exhibit B. The Street Tree Plan can compensate for driveways, utilities, or other obstructions that inhibit the 30 foot spacing requirement. The requirement for the planting of street trees is required under Chapter 12.32 CMC. (Ord. 854, 1991; Ord. 848, Part VI, section 1, 1990; Ord. 1514, 2019)

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The landscaping design submitted with application includes the planting of street trees as required.

#### 16.10.90 DRIVE-UP USES.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not contain any drive-up uses.

#### 16.10.100 BICYCLE PARKING.

Bicycle parking shall be provided for all multi-family residential, institutional, commercial, and industrial uses.

A. Dimensions and characteristics: Bicycle parking spaces shall be a minimum of six (6) feet long and two (2) feet wide, and overhead clearance in covered spaces shall be a minimum of seven (7) feet. A minimum five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking. Bicycle racks located on a sidewalk shall provide a minimum of two (2) feet between the rack and a wall or other obstacle, and between the rack and curb face. Bicycle racks or lockers shall be securely anchored to the surface or a structure. Bicycle racks located in the Downtown Commercial Zone shall be of the inverted U style (a.k.a. staple racks). See Figure 20 of the Canby Downtown Plan for correct rack placement.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes bicycle racks to be constructed to meet the requirements of this section.

B. Location: Bicycle parking shall be located in well-lit, secure locations within fifty (50) feet of the main entrance to a building, but not further from the entrance than the closest automobile parking space, and in no case further than 50 feet from an entrance when several entrances are involved.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes bicycle racks to be constructed near the main entrance to meet the requirements of this section.

C. Number of spaces: The bicycle parking standards set out in Table 16.10.100 shall be observed. (Ord. 1019 section 1, 1999; Ord. 1076, 2001)

#### TABLE 16.10.100 BICYCLE PARKING STANDARD

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LAND USE CATEGORY	MINIMUM REQUIRED BICYCLE PARKING SPACES
Offices	2, or I space per 1000 ft², whichever is greater
Industrial Park	2, or .1 space per 1000 ft <sup>2</sup> , whichever is greater
Warehouse	2, or .1 space per 1000 ft <sup>2</sup> , whichever is greater
Manufacturing, etc.	2, or .15 space per 1000 ft <sup>2</sup> , whichever is greater

#### **NOTES:**

Each individual use needs to be evaluated for bicycle parking – e.g., a commercial accessory use in an industrial district may have different requirements than the industrial uses around it. Similarly, in mixed-use developments, the amount of each use and required bicycle parking needs" evaluation. Finally, within each use category one needs to consider the different user categories residents, employees, customers, etc. - and parking requirements for each. [Ord. 1019 section 1, 1999; Ord. 1043 section 3, 2000; Ord. 1076, 2001]

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has identified seven (13) bicycle parking spaces are required. This minimum may be expanded in order substitute for the on-site vehicle parking requirement at the discretion of the Planning Commission or Staff.

#### **CHAPTER 16.32 M-1 LIGHT INDUSTRIAL ZONE**

#### 16.32.10 USES PERMITTED OUTRIGHT.

Uses permitted outright in the M-1 zone shall be as follows:

- A. Manufacturing, fabricating, processing, compounding, assembling or packaging of products made from previously prepared materials such as cloth, plastic, paper, metal, wood (but not including sawmills or lumber mills), the operation of which will not result in
  - 1. The dissemination of dusts, gas, smoke, fumes, odors, atmospheric pollutants or noise which exceed Oregon Department of Environmental Quality standards
  - 2. Danger by reason of fire, explosion or other physical hazard;
  - 3. Unusual traffic hazards;

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes uses as outlined in this section. BBC Steel processes steel for various uses including, fabrication of custom steel elements, laser, burning, cutting, shearing, rolling and other fabricating methods

#### T. Warehouse

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes uses as outlined in this section. Caruso Produce is a wholesale produce distributor.

U. Wholesale distribution, including warehousing and storage;

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes uses as outlined in this section. Caruso Produce is a wholesale produce distributor.

X. Business or professional office, when related and incidental to primary industrial uses of the area;

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes the design of an accessory office to serve the primary use of warehouse storage and manufacturing.

#### 16.32.20 CONDITIONAL USES.

**Findings:** This criterion does not apply to this project. The proposed development does not propose any conditional uses as outlined in the City of Canby Development Code.

#### 16.32.30 DEVELOPMENT STANDARDS.

The following subsections indicate the required development standards of the M-1 zone:

A. Minimum lot area: five thousand square feet;

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development area is greater than the minimum of five thousand square feet.

B. Minimum width and frontage: fifty feet;

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development area has frontage greater than the minimum of fifty feet.

- C. Minimum yard requirements:
  - 1. Street yard: twenty feet where abutting Highway 99-E and S. Ivy Street. Gas station canopies shall be exempted from the twenty foot setback requirements. Remaining property none, except ten feet where abutting a residential zone. Sign setbacks along Highway 99-E and S. Ivy Street are to be measured from the face of the curb rather than the lot line. Where no curb exists, the setback shall be measured from the property line.

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Other than signs which are nonconforming structures and street banners which have been approved per the requirements of the Uniform Sign Code, no signs will be allowed to be located within, or to project over, a street right-of-way.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development is not located along HWY 99-E or S. Ivy Street

2. Interior yard: none, except ten feet where abutting a residential zone.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development is not adjacent to a residential zone.

3. Rear yard: none, except ten feet where abutting a residential zone.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development is not adjacent to a residential zone.

- D. Maximum building height:
  - 1. Freestanding signs: thirty feet;

**Findings:** This criterion does not apply to this project. The proposed development does not include the design of any free-standing signs.

2. All other structures: forty-five feet.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed building height is below the maximum height of forty-five feet.

- E. Maximum lot coverage: no limit.
- F. Other regulations:
  - 1. Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will maintain vision clearances as outlined in this section.

2. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet.

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The building setback will be maintained and correctly calculated.

3. Prior to issuance of a building permit, wireless/cellular towers require written certification of approval/compliance from the Federal Communications Commission, Federal Aviation Administration and the Oregon Department of Transportation (Department of Aeronautics). (Ord. 890 section 33, 1993; Ord. 830 section 11, 12, 1989; Ord. 740 section 10.3.31(C), 1984; Ord. 955 section 12, 1996; Ord. 981 section 51, 1997; Ord. 1237, 2007)

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not contain any proposed wireless/cellular towers.

4. Outside storage areas abutting a residential zone shall be screened from view by a siteblocking fence, landscaping, or berm and shall be of such material and design as will not detract from adjacent residences.

**Findings:** This criterion does not apply to this project. The proposed development is not adjacent to a residential zone.

#### **CHAPTER 16.35 I-O CANBY INDUSTRIAL OVERLAY ZONE**

#### 16.35.010 PURPOSE.

The purpose of the Canby Industrial Area Overlay (I-O) zone is to implement the design guidelines and standards of the Canby Industrial Area Master Plan (Master Plan):

- A. Provide efficient circulation and access;
- B. Allow flexibility in siting development, including a range of industrial and commercial/industrial land uses;
- C. Provide visual continuity for streetscapes and developments;
- D. Encourage durable, high quality building materials.

The zone is intended to ensure high-quality industrial development with a mix of employment types and uses. (Ord. 1008 section 1 [part], 1998; Ord. 1057 section 2 [part], 2000)

#### 16.35.20 APPLICABILITY.

It is the policy of the City of Canby to apply the I-O zone to all lands within the Canby Pioneer Industrial Park Master Plan area and other areas determined by the City, as defined in the Industrial Area Master Plan. The Master Plan area generally includes the area bound by Highway 99E and 1st

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Avenue to the north, Mulino Road to the east, SE 13<sup>th</sup> Avenue to the south, and the Molalla Forest Logging Road Trail to the west. The I-O zone has the following affect with regard to other chapters of this ordinance:

- A. Incorporates the Canby Industrial Area Master Plan into Title 16. The Master Plans design guidelines, standards, and plan maps are hereby incorporated by reference.
- B. Permits land uses which are permitted by the underlying zone districts (C-M, M-1, M-2), with some exceptions.
- C. Replaces selected development standards contained in the C-M, M-1, and M-2 zones, for continuity and quality of site design within the Master Plan area.
- D. Utilizes the City's processes for development review, including land divisions, conditional uses, and design reviews. Provides a design review matrix (i.e., replacing the table in Chapter 16.49) which is tailored to the Master Plan area.
- E. Provides additional conditional use standards to ensure development compatibility.
- F. Lists uses that are prohibited outright due to incompatibility with the goals for the area. (Ord. 1008 section 1 [part], 1998; Ord. 1057 section 2 [part], 2000)

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development lies within the boundary of the Canby Pioneer Industrial Park and is Covered under the I/O Overlay district.

#### 16.35.25 PRE-APPLICATION REVIEW AND CONDITIONS OF APPROVAL

A. A pre-application meeting with utility and service providers is required prior to any land use application, building permit application, or business license application in the I-O zone, unless this requirement is waived by the City Planner. The City Planner shall provide application forms for this purpose indicating all required information. The pre-application meeting shall allow utility and service providers to make a detailed assessment of the proposed use prior to forming a recommendation on approval. In addition, this meeting will allow the City to evaluate whether a Conditional Use Permit will be required.

**Findings:** The Pre-Application conference was held on June 26, 2019

B. At the pre-application meeting, the City shall determine the need for a Hazardous Materials Management Plan. If required by the City, the applicant shall prepare a plan meeting the relevant sections of the Oregon Fire Code as determined by the City. The Plan shall allow utility and service providers to review the health and safety impacts of any proposed use and

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ensure an adequate plan will be in place to address those impacts prior to forming a recommendation on approval.

**Findings:** At the Pre-Application Conference, It was determined that this development would not require a Hazardous Material Management Plan.

C. The Planning Commission or City Council may impose conditions to protect public health and safety on any discretionary land use application. (Ord. 1057 section 2 [part], 2000; Ord. 1237, 2007)

#### 16.35.030 USES PERMITTED OUTRIGHT.

Unless limited by sections 16.35.040 or 16.35.045, uses permitted outright in the C-M zone, M-1 zone, and M-2 zone are permitted outright in the I-O zone, subject to the respective zone district boundaries. (Ord. 1008 section 1 [part], 1998; Ord. 1057 section 2 [part], 2000)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development meets the outright allowed uses allowed in the M-1 zone.

#### 16.35.40 CONDITIONAL USES.

Unless limited by subsection A below or section 16.35.045, conditional uses permitted in the C-M zone, M-1 zone, and M-2 zone are permitted as conditional uses in the I-O zone, subject to the respective zone district boundaries.

- A. Any proposed site development, change in use, land division, or other action that results in any of the following requires conditional use approval in the I-O zone:
  - Less than 3 employees per developed acre. For the purposes of this section only, "developed" means all areas used for buildings, landscaping, vehicle maneuvering and parking areas, outdoor storage, and other areas occupied by the use. For the purposes of this section only, employees means full-time equivalents unless the City specifically allows other interpretations;

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development area is approx. 7.9 acres, totaling a required 24 employees. Caruso Produce will employ approx.. 20-30 employees per shift at 3 shifts per day operating 24hrs.

2. More than 60 acres total in I-O zoning that is occupied by a single use or business. For the purposes of this section, businesses classified in the same NAICS industry group (four-digit code) are considered to be in the same use. This section is intended to apply cumulatively to all properties in the zone;

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development does not contain a development area greater than 60 acres.

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3. Utilization of any public service or utility to such an extent that the utility would not be able to supply all other uses projected in its current long-range plans;

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development will utilize City utilities but will not adversely impact the supply for future developments.

4. Uses requiring an H occupancy under the Oregon Structural Specialty Code;

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not propose an H occupancy.

5. In any C-M zoning overlain by I-O zoning, any retail or commercial use with a building footprint exceeding 50,000 square feet;

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not lie within a C-M zone.

6. In any M-1 or M-2 zoning overlain by I-O zoning, any retail or commercial use not related to or supportive of the primary industrial use of the park; or

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not propose any retail or commercial use not directly supportive of the primary industrial use.

7. In any M-1 or M-2 zoning overlain by I-O zoning, retail areas occupying more than 15% of the building footprint.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not propose any retail sales spaces.

- B. To approve a conditional use in the I-O zone, the Planning Commission shall find that each of the following additional criteria are either met, or can be met by observance of conditions, unless it is not applicable:
  - 1. The proposed use is compatible with the industrial nature of the park and will have minimal negative impact on the development and use of surrounding properties;
  - 2. The proposed use does not pose a threat to public health or safety; and
  - 3. The proposed use is beneficial to the overall economic diversity and vitality of the City.

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These criteria are in addition to those provided in Section 16.50.010. In all other aspects, the conditional use process shall be as specified in Chapter 16.50. (Ord 1008 section 1 [part], 1998, Ord. 1057 section 2 [part], 2000; Ord. 1237, 2007).

**Findings:** This criterion does not apply to this project. The proposed development does not include the application for any Conditional Uses.

#### 16.35.45 PROHIBITED USES.

The following uses are prohibited in the I-O zone:

- A. Slaughter house;
- B. Rendering, reduction, or distillation of, or manufacturing from, animals, fish and their by-products;
- C. Auto, truck or motorcycle race track;
- D. Auto, truck, or motorcycle wrecking or salvage yard;
- E. Scrap metal storage and sales;
- F. Reclamation or manufacturing of steel barrels or drums;
- G. Dump or landfill, including rubbish, slag, organic materials, offal, or garbage in general;
- H. Livestock feeding pen, other than those associated with existing agricultural uses;
- 1. Fireworks manufacturing or the manufacturing of ammunition or explosives;
- J. Nuclear power plant or similar use;
- K. Curing and storage of hides;
- L. Incinerator, smelter, blast furnace, or coke oven;
- M. Manufacture of oils, gasoline, or products made directly from petroleum, other oils, or tar products;
- N. Fertilizer production;
- O. Creosote production;

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- P. Insecticide production;
- Q. Tire manufacturing;
- R. Saw, shingle, or lumber mill; and
- S. In any M-1 or M-2 zoning overlain by I-O zoning, commercial or retail uses over 50,000 square feet are prohibited.

This list should not be used to imply that any other use is permitted. (Ord. 1057 section 2 [part], 2000)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not contain any of the uses outlined in this section.

#### 16.35.50 DEVELOPMENT STANDARDS.

The following subsections indicate the required development standards of the I-O zone. These standards replace the standards of the C-M zone, M-1 zone, and M-2 zone, as follows:

A. Minimum lot area: none.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. No Restriction.

B. Minimum lot width and frontage: none.

**Findings:** The proposed development meets or exceeds these Required Conditions. No Restriction.

- C. Minimum yard requirements (measured from building foundation to right-of-way line):
  - 1. Street yards(s): 20 feet for buildings up to 25 feet in height; 35 feet for buildings between 25 feet and 45 feet in height. Parking and internal drives (except curb cuts and entrance drives) are prohibited within the required 20 foot street yard.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development contains a building with a height between 25 feet and 45 feet and as designed a setback of more than 150 feet from the right-of-way. The Parking setback is equal to or greater than the minimum of 20 feet.

 Interior yard: 10 feet, except 20 feet where abutting a residential zone. Common- wall lot lines (attached buildings), and development which provide shared parking and circulation with abutting developments, are exempt from interior yard standards.

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development exceeds the minimum 10-foot interior yard setback all interior yards are located at the rear of the site, outside the proposed development zone.

D. Maximum building height: 45 feet.

<u>Findings:</u> The proposed development meets or exceeds these Required Conditions. The proposed development contains a building with a height below the maximum height of 45 feet. The approximate building height is 35 feet.

E. Maximum lot coverage: 60 percent in the C-M zone; none in the M-1 and M-2 zones.

**Findings:** The proposed development meets or exceeds these Required Conditions. No Restriction, as the proposed development lies within the M-1 Zone.

F. Street access (curb cuts) spacing shall be a minimum of 200 feet on designated parkway and collector streets.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The Proposed street accesses have a separation of more than 500 feet from centerline to centerline.

G. Street right-of-way improvements shall be made in accordance with the Canby Transportation System Plan (TSP).

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development is design to include half street improvements to SE 4<sup>th</sup> Avenue as directed by the City during the Pre-Application Conference and resent correspondence.

- H. Building orientation standards. The following standards are intended to ensure direct, clear, and convenient pedestrian access:
  - 1. Development in the M-1 zone and M-2 zone shall provide at least one public entrance facing the street. A direct pedestrian connection shall be provided between the primary building entrance and public sidewalk.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development is designed to have the main entrance to the building on the South Face of the building facing SW 4<sup>th</sup> Avenue. Pedestrian access is provided via a striped pedestrian path across the drive aisle via an onsite sidewalk connected to the City sidewalk at the main entrance.

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2. Developments within the C-M zone shall provide continuous, straight-line pedestrian connections between the street(s), buildings, and parking areas.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not lie within the C-M zone.

- I. Right-of-way plantings: Street trees and ground cover plantings shall be installed with development, as approved by the City. Shrubs are prohibited within the public right-of-way.
  - **Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development is designed to include street trees and ground cover to be approved by the City. The use of shrubs within the right-of-way will not be included in the design.
- J. Metal building exteriors are prohibited, except that the Planning Commission may approve architectural metal elements that accent and enhance the aesthetics of building entrances and office areas
  - **Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development is designed to be constructed of concrete tilt-up materials. Accents including a steel canopy at the main entrance will be used. Refer to Architectural elevations included in this submittal for reference.
- K. Lighting shall be required for all streets, sidewalks, and pedestrian ways. Applications for land division approval and site plan review shall include photometric plans.
  - **<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes the addition of street lighting, building lighting and lighting of pedestrian pathways. A photometrics plan will be included in the site plan review submittal.
- L. Shared access: The City may require the provision of shared access drives through the land division review process. Shared access drives are intended to maintain adequate driveway spacing and circulation along the designated Parkway and Collector streets.
  - **<u>Findings:</u>** This criterion does not apply to this project. The land division proposed with this development was not identified at the Pre-Application Conference to include a shared access with the parcel to the East.
- M. All landscaped areas shall be irrigated unless drought tolerant plants are installed and watered until well established and replaced in event of failure.

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**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development includes landscape irrigation for all landscaped areas.

N. Other regulations: The C-M zone, M-1 zone, and M-2 zone provide other applicable regulations related to vision clearance, Highway 99E sidewalk width, setback measurement, outside storage, and wireless/cellular tower certification. (Ord. 1008 section 1[part], 1998; Ord. 1237, 2007; Ord. 1299, 2008)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development will meet the requirements of other applicable regulations in regards to vision clearance and outside storage.

O. Open storage or "laydown yards" shall be screened by a six foot site-obscuring fence or hedge-type vegetation that would become a solid site obscuring barrier within three years of planting. (Ord. 1008 section 1[part], 1998; Ord. 1237, 2007; Ord. 1299, 2008; Ord. 1514, 2019)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. All outside laydown yards and storage areas are screened with sight obscuring landscaping or fencing.

#### 16.35.60 DESIGN GUIDELINES.

The Industrial Area Master Plan provides design guidelines for reviewing development applications. The guidelines, which are incorporated into Table 16.35.040, encourage:

- A. Flexibility to align local streets based on parcelization and development requirements;
- B. Tree retention, planting of large (3-inch) caliper trees, and use of lawn/ground cover planting in front yard setbacks;
- C. Placement of buildings at or near the setback line;
- D. Placement of parking areas to the side or rear of buildings;
- E. Placement of smaller commercial buildings at or near the street;
- F. Building entries visible from the street with direct pedestrian connections;
- G. Use of quality building materials;
- H. Architectural detail to break up and articulate large surfaces and volumes, and to accentuate building entries; and

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I. Open space retention and trail connections, as designated by the Master Plan. (Ord. 1008, section 1[part], 1998)

#### 16.35.70 I-O DESIGN REVIEW MATRIX.

The City uses the following matrix to evaluate compliance with the I-O design guidelines. The matrix substitutes for the general design review matrix provided in Chapter 16.49. Design review applications must comply with all other applicable provisions of Chapter 16.49, and achieve scores equal to or greater than the minimum acceptable scores in the matrix. (See Master Plan for illustrations.)

A. Exception: The City may reduce the minimum acceptable score(s) upon finding that certain provisions do not apply to a proposed development.

CRITERIA	Possible Scores
<u>Parking</u>	
Parking areas located to the side or rear of buildings as viewed from public right-of-way: <50% of parking spaces=0; 50%-75%=1; 75%-100%=2.	<b>0</b> <u>1</u> 2
Increase minimum interior parking lot landscape over the base 15%: 15%- 18%=0; 18%-22%=1; >22%=2.	0 1 2
Increase the base number of trees required by 16.49.120 (all landscape islands must contain 1 tree, 1 tree for every 40' along the required setback): 100%-105% of base requirement=0; 105%-110% of base requirement=1;>110%=2; (# of trees proposed/# of trees required x100=% of base requirement)	0 1 2
Number of parking spaces provided: (% of required minimum): >110%=0; 110%-105%=1; 105%-100%=2. See Table 16.10.050 for required parking. (# of spaces proposed/# of spaces required x100=% of required minimum)	0 1 2
Minimum Acceptable Score 4 points	Total 4

<u>Transportation/Circulation</u>				
Design private, on-site pedestrian pathways: 6' painted ways=0; 6' brick/paver ways=1; 6' brick/paver & raised concrete ways=2	<u>0</u>	1	2	
Number of pedestrian connections between the street sidewalk and internal circulation system: One connection = 0 Two or more connections		1	2	

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= 1	
Minimum Acceptable Score (some provisions may not apply) 2points	Total 0
Landscaping Trees installed at 3 inch caliper: <25% of trees=0; 25%-50%=1; 50%-100%=2.	<u>0</u> 1 2
Usable outdoor amenity provided with development (e.g., water features, plazas, seating areas, and similar features): no=0; yes=1; yes and for public use =2.	0 1 2
Amount of grass (less grass is better) (% of total landscaped area)>50%=0; 25%- 50%=1; <25%=2	0 1 2
Minimum Acceptable Score 3 points	Total 3
Building Appearance and Orientation	
Building orientation at or near the street: parking or drive separates building from street=0; at least 20% of elevation within 5 feet of minimum setback=1; at least 20% of elevation is at minimum setback=2.	<u>0</u> 1 2
Building entrances visible from the street: no=0; yes=1.	0 1
Buildings use quality materials: concrete, wood, or wood siding=0; concrete masonry, stucco, or similar material=1; brick or stone=2.	0 1 2
Articulation and/or detailing to break up large building surfaces and accentuate the building entrance(s): no=0; yes=2.	0 2
Minimum Acceptable Score 4 points	Total 4

#### **CHAPTER 16.42 SIGNS**

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not include any signage with this application.

#### **CHAPTER 16.43 OUTDOOR LIGHTING STANDARDS**

#### 16.43.40 LIGHTING ZONES.

A. Zoning districts designated for residential uses (R-1, R-1.5 and R-2) are designated Lighting Zone One (LZ 1). All other zoning districts are designated Lighting Zone Two (LZ 2).

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**<u>Findings:</u>** The proposed development will follow the Zone Two (LZ 2) requirements.

B. The designated Lighting Zone of a parcel or project shall determine the limitations for lighting as specified in this ordinance.

**Findings:** The proposed development will follow the Zone Two (LZ 2) requirements.

#### **TABLE 16.43.040 LIGHTING ZONE DESCRIPTIONS**

Zone	Ambient Illumination	Representative Locations
LZ 2	Medium	High-density urban neighborhoods, shopping and commercial districts, industrial parks and districts. This zone is intended to be the default condition for commercial and in- industrial districts in urban areas.

#### 16.43.60 PROHIBITED LIGHT AND LIGHTING.

A. All outdoor light sources, except street lights, shall be shielded or installed so that there is no direct line of sight between the light source or its reflection at a point 3 feet or higher above the ground at the property line of the source. Light that does not meet this requirement constitutes light trespass. Streetlights shall be fully shielded. However, the applicant is permitted to have some unshielded lighting if lumens are within the limits of Table 16.43.070 below.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes a lighting design that is sensitive to the light trespass requirements outlined in this section. Street lighting design is present and also meets the requirements of this section.

- B. The following lighting systems are prohibited from being installed or used except by special use permit:
  - 1. Aerial Lasers.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not include aerial lasers.

2. "Searchlight" style lights.

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**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development does not include "searchlight" style lights.

3. Other very intense lighting, defined as having a light source exceeding 5200 lumens.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not include lighting having a light source that exceeds 5200 lumens.

## 16.43.70 LUMINAIRE LAMP LUMENS, SHIELDING, AND INSTALLATION REQUIREMENTS.

A. All outdoor lighting shall comply with the limits to lamp wattage and the shielding requirements in Table 16.43.070 per the applicable Lighting Zone. These limits are the upper limits. Good lighting design will usually result in lower limits.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will include lighting fixtures that comply with the requirements of this section. 'Good lighting' design applications will be utilized where possible.

B. The city may accept a photometric test report, lighting plan, demonstration or sample, or other satisfactory confirmation that the luminaire meets the requirements of the shielding classification.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development will include a photometrics plan during the site review process that includes the lighting fixture specification showing that the luminaires used meet the requirements of this section.

C. Such shielded fixtures must be constructed and installed in such a manner that all light emitted by the fixture complies with the specification given. This includes all the light emitted by the fixture, either directly from the lamp or by a diffusing element, or indirectly by reflection or refraction from any part of the fixture. Any structural part of the fixture providing this shielding must be permanently affixed.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will include a photometrics plan during the site review process that includes the lighting fixture specification showing that the luminaires used meet the requirements of this section.

D. All canopy lighting must be fully shielded. However, indirect upward light is permitted under an opaque canopy provided that no lamp or vertical element of a lens or diffuser is visible

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from beyond the canopy and such that no direct upward light is emitted beyond the opaque canopy.

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will include a photometrics plan during the site review process that includes the lighting fixture specification showing that the luminaires used meet the requirements of this section.

E. Landscape features shall be used to block vehicle headlight trespass while vehicles are at an external point of service (i.e. drive-thru aisle).

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes a landscape design that screens the parking spaces with regards to light trespass from vehicle head lights. Drive-thru aisles are not included in this development.

F. All facade lighting must be restricted to the facade surface. The margins of the facade shall not be illuminated. Light trespass is prohibited.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The proposed development does not propose façade lighting at this time. Building wall pack lights and down lights at the canopy are the two types of on-site lighting that is designed. Street lighting is also included with this development.

TABLE 16.43.070 - LUMINAIRE MAXIMUM LUMENS AND REQUIRED SHIELDING

Lighting Zone	Fully Shielded	Shielded	Partly Shielded	Unshielded (Shielding is highly encouraged. Light trespass is prohibited.)
LZ 1	2600 lumens or less	800 lumens or less	None Permitted	Low voltage landscape lighting and temporary holiday lighting.
LZ 2	7800 lumens or less	1600 lumens or less	800 lumens or less	Landscape and facade lighting 1600 lumens or less; ornamental lights of 800 lumens or less.

#### **16.43.80 HEIGHT LIMITS.**

Pole and surface-mounted luminaires under this section must conform with Section 16.43.070.

A. Lighting mounted onto poles or any structures intended primarily for mounting of lighting shall not exceed a mounting height of 40% of the horizontal distance of the light pole from the

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property line, nor a maximum height according to Table 16.43.080, whichever is lower. The following exceptions apply:

- 1. Lighting for residential sports courts and pools shall not exceed 15 feet above court or pool deck surface.
- 2. Lights specifically for driveways, and then only at the intersection of the road providing access to the site, may be mounted at any distance relative to the property line, but may not exceed the mounting height listed in Table 16.43.080.
- 3. Mounting heights greater than 40% of the horizontal distance to the property line but no greater than permitted by Table 16.43.080 may be used provided that the luminaire is side-shielded toward the property line.
- 4. Landscape lighting installed in a tree. See the Definitions section.
- 5. Street and bicycle path lights.

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. Site Lighting is supplied solely for the illumination of pedestrian pathways will meet the requirements of this section. There is no other proposed site lighting.

- B. Lighting mounted onto buildings or other structures shall not exceed a mounting height greater than 4 feet higher than the tallest part of the building or structure at the place where the lighting is installed, no higher than 40% of the horizontal distance of the light from the property line, whichever is less. The following exceptions apply:
  - 1. Lighting attached to single family residences shall not exceed the height of the eave. Lighting for driveways shall conform to Table 16.43.080.
  - 2. Lighting for facades may be mounted at any height equal to or less than the total height of the structure being illuminated regardless of horizontal distance to property line.
  - 3. For buildings less than 40 feet to the property line, including canopies or overhangs onto the sidewalk or public right of way, luminaires may be mounted to the vertical facade or the underside of canopies at 16 feet or less.
  - 4. The top exterior deck of parking garages should be treated as normal pole mounted lighting rather than as lights mounted to buildings. The lights on the outside edges of such a deck must be side shielded to the property line.

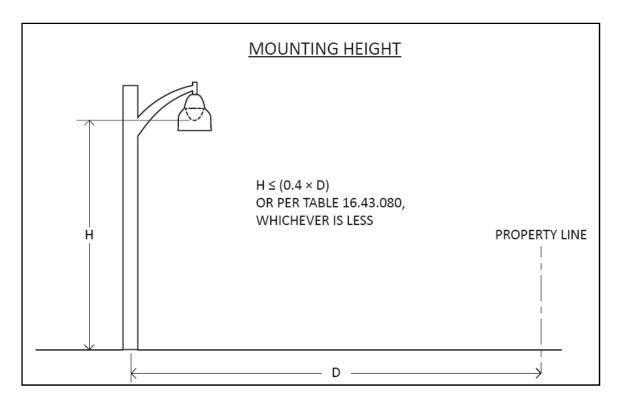
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**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development has design wall mounted light fixtures to be below the top of the wall of the building.

TABLE 16.43.080 - MAXIMUM LIGHTING MOUNTING HEIGHT IN FEET

Lighting Zone	Lighting for Driveways, Parking and Transit	Lighting for Walkways, Plazas and other Pedestrian Areas	All Other Lighting
LZ 1	35.0	18.0	8.0
LZ 2	37.5	18.0	15.0

#### FIGURE 16.43.2: MOUNTING HEIGHT



#### **16.43.090 LIGHTING CONTROLS**

The city strongly recommends the use of timers and/or motion detectors on outdoor lighting, and that motion detectors be set to minimize unnecessary activation. For example, motion detectors for entryway or driveway lights should not activate for off-site pedestrians or cars.

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#### 16.43.100 EXCEPTIONS TO STANDARDS.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not include exceptions to the standard requirements.

#### 16.43.110 LIGHTING PLAN REQUIRED

A lighting plan shall be submitted with the development or building permit application and shall include:

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development will include a photometrics plan during the site review process that includes the lighting fixture specification showing that the luminaires used meet the requirements of this section.

#### **CHAPTER 16.46 ACCESS LIMITATIONS**

#### 16.46.10 NUMBER OF UNITS IN RESIDENTIAL DEVELOPMENT.

**<u>Findings:</u>** This criterion does not apply to this project. The proposed development does not include and residential development.

#### **16.46.020 INGRESS AND EGRESS.**

Ingress and egress to any lot or parcel, the creation of which has been approved by the Planning Commission, shall be taken along that portion fronting on a public street unless otherwise approved by the Planning Commission. (Ord. 740 section 10.3.62, 1984)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. Existing access to S Walnut to North will be maintained. With the construction of improvements along SE 4<sup>th</sup> Avenue two new driveway accesses are proposed.

#### 16.46.30 ACCESS CONNECTION.

A. <u>Spacing of accesses on City streets.</u> The number and spacing of accesses on City streets shall be as specified in Table 16.46.030. Proposed developments or land use actions that do not comply with these standards will be required to obtain an access spacing exception and address the joint and cross access requirements of this Chapter. (Ord. 1043 section 3, 2000; Ord. 1076, 2001; Ord. 1237, 2007)

#### TABLE 16.46.30 ACCESS MANAGEMENT GUIDELINES FOR CITY STREETS\*

	Maximum	Minimum	Minimum	Minimum
Street Facility	spacing** of roadways	spacing** of roadways	spacing** of roadway to driveway***	Spacing** driveway to driveway***

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Collector	600 feet	250 feet	100 feet	100 feet or
				combine

- \* Exceptions may be made in the downtown commercial district, if approved by the City Engineering or Public Works Department, where alleys and historic street grids do not conform to access spacing standards.
- \*\* Measured centerline on both sides of the street
- \*\*\* Private access to arterial roadways shall only be granted through a requested variance of access spacing policies when access to a lower classification facility is not feasible (which shall include an access management plan evaluation).
- \*\*\*\* Not applicable for single-family residential driveways; refer to section 16.10.070(B)(10) for single-family residential access standards

Note: Spacing shall be measured between access points on both sides of the street. (Ord. 1340, 2011)

**<u>Findings:</u>** The proposed development meets or exceeds these Required Conditions. The Proposed street accesses have a separation of more than 500 feet from centerline to centerline and is not located near an intersection.

#### 16.46.035 RESTRICTED ACCESS.

The City may allow an access to a City street that does not meet the spacing requirements of Table 16.46.030 if the proposed access is restricted (prevents certain turning movements). The City may require an applicant to provide an engineered traffic study, access management plan, or other information as needed to demonstrate that the roadway will operate within the acceptable standards with the restricted access in place. (Ord. 1237, 2007). Access to OR 99E shall be regulated by ODOT through OAR 734.51. (Ord. 1340, 2011)

#### 16.46.40 JOINT AND CROSS ACCESS.

Any developments requiring site plan review that do not meet access spacing requirements are subject to these requirements. In these cases, the following information shall be shown on the site plan.

**<u>Findings:</u>** This criterion does not apply to this development. The Proposed street accesses have met the access separation requirements.

#### 16.46.50 NONCONFORMING ACCESS FEATURES.

Legal access connections in place as of April 19, 2000 that do not conform with the standards herein are considered nonconforming features and shall be brought into compliance with applicable standards under the following conditions:

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**<u>Findings:</u>** This criterion does not apply to this development. The Proposed street accesses have met the access separation requirements.

#### 16.46.060 AMOUNT OF ACCESS POINTS.

In the interest of promoting unified access and circulation systems, the number of access points permitted shall be the minimum number necessary to provide reasonable access to these properties, not the maximum available for that frontage. All necessary easements, agreements, and stipulations shall be met. This shall also apply to phased development plans. The owner and all lessees within the affected area are responsible for compliance with the requirements of this ordinance and both shall be cited for any violation. (Ord 1043 section 3, 2000)

**Findings:** The proposed development meets or exceeds these Required Conditions. The proposed development includes three (3) accesses.

#### 16.46.70 EXCEPTION STANDARDS.

**Findings:** This criterion does not apply to this development. The Proposed development does not propose any exceptions to the standards

#### 16.46.80 STATE HIGHWAY STANDARDS.

A. Refer to the Motor Vehicle Chapter of the Transportation System Plan. ODOT regulates access to OR 99E. ODOT shall review and process applications for approaches to OR 99E consistent with *Oregon Highway Plan* standards and OAR 734.51 procedures. An ODOT permit to operate and maintain a State Highway Approach must be approved prior to site occupancy.

**<u>Findings:</u>** This criterion does not apply to this development. The Proposed development is not located along a state highway.

#### 16.46.90 SHARED ACCESS ONTO STATE HIGHWAY.

**Findings:** This criterion does not apply to this development. The Proposed development is not located along a state highway.

#### **CHAPTER 16.49 SITE AND DESIGN REVIEW**

**<u>Findings:</u>** This criterion does not apply to this development. The Proposed development lies within the I-O Overlay zone. All of the requirements of the I-O Overlay zone superseded the requirements of this section.

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#### **CHAPTER 16.50 CONDITIONAL USES**

**Findings:** This criterion does not apply to this development. The Proposed development is an outright allowed use in the M-1 zone and the I-O overlay district. No Conditional Use applications are to be submitted with this development.

#### **CHAPTER 16.89 APPLICATION AND REVIEW PROCEDURES**

**Findings:** The proposed development meets or exceeds these Required Conditions. This application is for a Type III Decision. Pre-Application Conference, Neighborhood Meeting, and Public Notice requirements have all been met and correspondence included with this application as required.

# CHAPTER 16.120 PARKS, OPEN SPACE, AND RECREATIONAL LAND 16.120.010 PURPOSE

The availability of park, open space, and recreation land is an important element in determining the character of a developing neighboring city to the metropolitan area, such as City of Canby. Land which substitutes trees, grass, and vegetation for structures, paving, and other urban features provides not only an aesthetically pleasing landscape with striking views of Mt. Hood, but also buffers incompatible uses, and preserves sensitive environmental features and important resources. Parks, open space, natural parks and trail recreation lands, together with support facilities, also help to meet the active and passive recreational needs of the population of Canby; therefore, concurrent development of support facilities is equally important. This chapter implements policies of Goal 8 of the Comprehensive Plan, the Park and Recreation Master Plan, and Park and Open Space Acquisition Plan by outlining provisions for parks, open space and recreational facilities in the City of Canby.

#### 16.120.20 MINIMUM STANDARD FOR PARK, OPEN SPACE AND RECREATION LAND

- A. Parkland Dedication: All new residential, commercial and industrial developments shall be required to provide park, open space and recreation sites to serve existing and future residents and employees of those developments. Multi-family developments which provide some "congregate" services and/or facilities, such as group transportation, dining halls, emergency monitoring systems, etc., but which have individual dwelling units rather than sleeping quarters only, are considered to be multi-family developments for the purpose of parkland dedication. Licensed adult congregate living facilities, nursing homes, and all other similar facilities which provide their clients with individual beds and sleeping quarters, but in which all other care and service are communal and provided by facility employees, are specifically exempt from park land dedication and system development fee requirements.
  - 1. The required parkland shall be dedicated as a condition of approval for:
    - a. Approval of a tentative plat of a subdivision or partition.

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**<u>Findings:</u>** This criterion does not apply to this development. The Proposed development does not include a tentative plat of a subdivision or partition.

b. Approval of site and design review for all development but single-family and duplex development.

**Findings:** The proposed development includes the implementation of a public plaza, but will pay the SDC for Parks, Open Space and Recreation Land if found to be required by the City.

c. The replat or amendment of any site plan for multi-family development or manufactured home park where dedication has not previously been made or where the density of the development involved will be increased.

**Findings:** This criterion does not apply to this development. The Proposed development does not include any multi-family or manufactured developments.

2. The City shall require land dedication or payment of the system development charge (SDC) in lieu of land dedication (Section 4.20.170). In addition, the City may credit private on-site park, open space and recreation area(s) and facilities (Section 16.120.060). The City may approve any combination of these elements. Prior to parkland dedication, a Level I Environmental Assessment of the lands proposed for dedication shall be performed by the applicant as part of the site plan approval for the project.

**<u>Findings:</u>** This criterion does not apply to this development. The Proposed development does require any parkland dedication as part of the I-O overlay zone.

#### 16.120.30 DEDICATION PROCEDURES

**Findings:** This criterion does not apply to this development. The Proposed development does require any parkland dedication as part of the I-O overlay zone.

#### 16.120.40 CASH IN LIEU OF DEDICATION OF LAND

In no case shall land dedication requirements be in excess of 15 percent of the gross land area of the development without the agreement of the developer. The decision of whether land is acceptable for use by the public for park and recreation purposes is to be made by the City Planning Commission based on the findings and planning set forth in the Canby Park and Recreation Master Plan and Acquisition Plan. Formal acceptance of parks and recreation lands required to be dedicated shall be by the City Council following any land use hearing and recommendation by the City Planning Commission. In all cases, except for PUD's, actual dedication of land shall occur prior to final plat

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sign-off. Dedication of land in the case of a PUD shall occur, by separate instrument, prior to commencement of construction of the project.

If land proposed for dedication to the public does not meet the criteria set forth in the Canby Park and Open Space Acquisition Plan, then at the option of the city, a park system development charge shall be required. Once calculated, the dedication of land shall remain the same, and not change, unless the original plans are altered.

A. Procedures for Land Dedication. Development applications shall include a scaled plan which identifies the sites proposed to be dedicated as park land. Parkland and recreational sites shall be clearly and accurately depicted on the final plat map and documented in the tax lot files. All phased residential subdivisions and planned unit developments shall show any proposed parkland for dedication on the overall master plan plat for the proposed development in addition to other anticipated public facilities. Such master plan as finally approved and accepted by the Planning Commission is considered binding on all future phases. Any requests by the developer to change parkland dedication for future phases must be brought back to the Commission for approval. In case of phased development where separate plats are recorded, land dedication shall occur prior to final platting of forty percent of the gross land area.

Tentative approval of parkland boundaries shall be made by the hearing body at the time of the public hearing on the development proposal. All sites shall be dedicated in a condition ready for full service including electrical, water, sewer and streets as is applicable to the location of the site or as necessary infrastructure and/or improvements to adjacent sites can be made at the discretion of the city. In case of phased development, sites may be improved as each phased is developed rather than at the time of original dedication. An environmental audit sufficient to meet DEQ requirements shall be required on all parkland proposed to be dedicated to the city prior to acceptance. The cost of such an audit shall be split equally between the city and the developer.

All lands dedicated to the city for parkland and recreational space shall be conveyed to the city either by warranty deed or be depicted on the final recorded plat as so dedicated. The conveyor shall be responsible for payment of all title searches, real estate taxes, and recording fees at the time of conveyance.

B. Options for Meeting System Development Charge Requirements. Any land proposed or required for parkland dedication, including improvements thereon, shall be appraised at its fair market value at the time it is dedicated to the city. The cost of the appraisal shall be divided equally between the developer and the city. This value of the property shall be credited toward the system development charge calculated for the development with the difference being the cash owed the System Development Improvement Fund. In no case may the city require more land of the developer than would be required if the entire amount of the

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system development charge was paid in cash. Similarly, no developer may dedicate parkland above the valuation required by the system development charge so that the city would be required to refund money to the developer unless mutually agreed upon by the city and developer.

If no parkland dedication is required or requested by the city, the full amount of the park system development charge will be assessed and is due and payable at the time the first building permit(s) is/are issued.

- a. Cash charged in lieu of land dedication shall be based on the City's System Development Charge for parkland, as provided by the Systems Development Charge ordinance.
- b. Cash in lieu of parkland dedication may be paid in installments on a per building basis for multi-family development or a per lot basis for platted single family or duplex subdivisions. Payment must be made in full for each building or lot in conjunction with construction permits.

**<u>Findings:</u>** The proposed development includes the implementation of a public plaza, but will pay the SDC for Parks, Open Space and Recreation Land if found to be required by the City.

#### 16.120.050 REVIEW PROCEDURE

Decisions made for section 16.120.020 Minimum standards for park, open space and recreation land and Section 16.120.030 Dedication procedures shall be made by the Planning Director for Type I and Type II decisions and by the Planning Commission for Type III decisions. The applicant shall have full rights of appeal to the Planning Commission or City Council according to procedures set forth in Division VIII General Standards and Procedures.

# 16.120.60 PARTIAL CREDIT FOR PRIVATE PARK, OPEN SPACE AND RECREATIONAL FACILITIES/AREAS:

Where a substantial private park and recreational area is provided in a proposed residential development and such space is to be privately owned and maintained by the future residents of the development, partial credit, not to exceed 50% may be given against the dedication if the Planning Commission finds that it is in the public interest to do so and that all the following standards are met:

- 1. That yards, court areas, and setbacks required to be maintained by the zoning and building ordinances and regulations shall not be included in the computation of such private parkland.
- 2. That the private ownership and maintenance of the parkland is adequately provided for by recorded written agreement, conveyance or restrictions.

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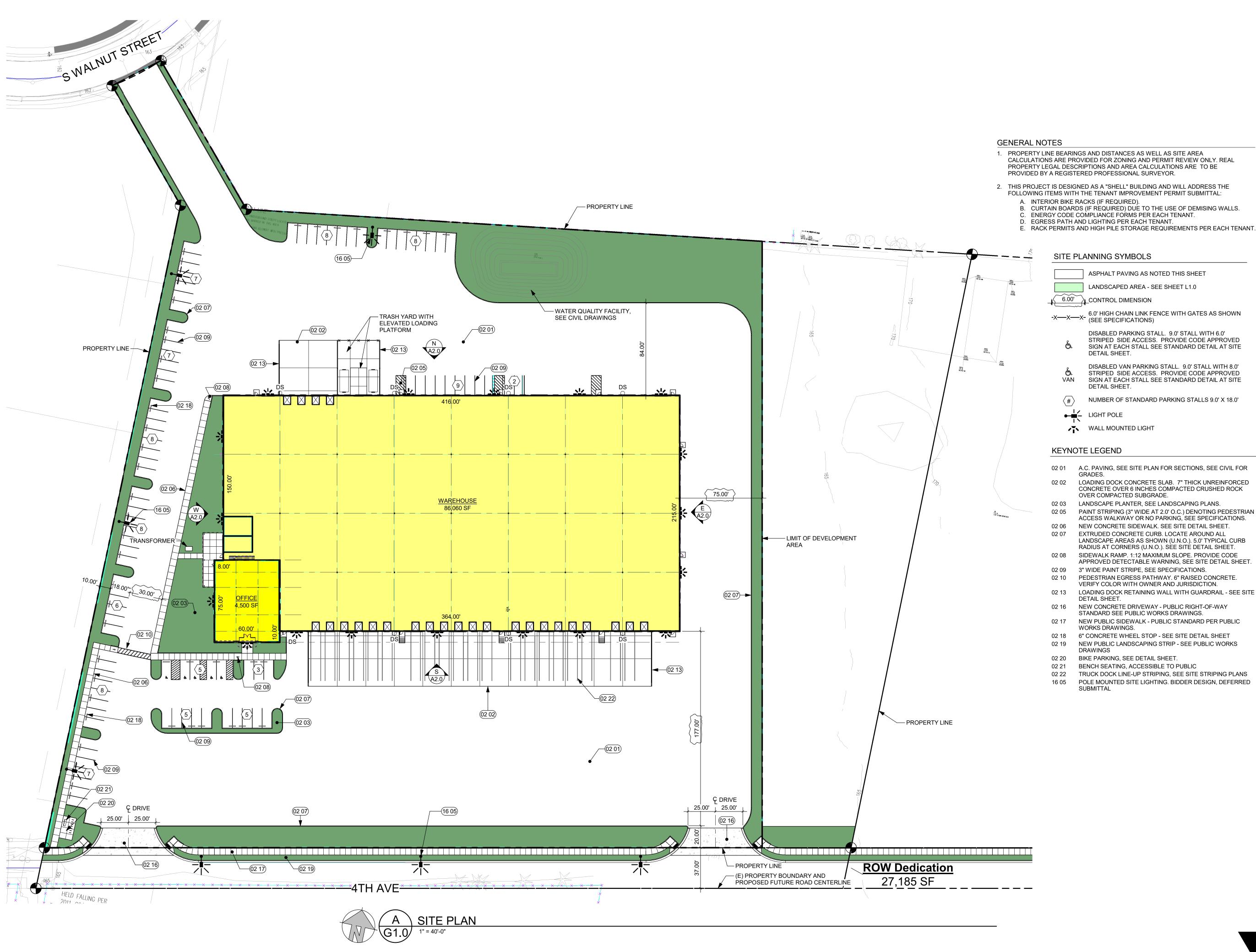
- 3. That the use of the private parkland is restricted for park and recreational purposes by recorded covenant, which runs with the land in favor of the future owners of property and which cannot be defeated or eliminated without the consent of the City or its successor.
- 4. That the proposed private parkland is reasonably adaptable for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access and location.
- That facilities proposed for the parkland are in substantial accordance with the provision of the Canby Park and Recreation Master Plan and Canby Park and Open Space Acquisition Plan and,
- 6. That the parkland for which credit is given is a minimum of two acres and provides a minimum of three of the basic local park elements listed below, or a combination of such and other recreational improvements that will meet the specific recreation park needs of the future residents of the area:

CRITERIA LIST
Landscaped park-like and quiet areas

ACRES
.50 - 1.00

Before credit is given, the Planning Commission shall make written findings that the above standards are met.

**Findings:** The proposed development includes the implementation of a public plaza, but will pay the SDC for Parks, Open Space and Recreation Land if found to be required by the City.





PROJECT NAME

REVISIONS

# DATE DESCRIPTION

CARUSO

**PRODUCE** 

DISTRIBUTION WAREHOUSE

SE 4TH AVENUE

**DESIGN REVIEW** 

CANBY, OR

3933 SW Kelly Avenue Portland, Oregon 97239 503.222.4453 **VLMK.COM** 

ASPHALT PAVING AS NOTED THIS SHEET LANDSCAPED AREA - SEE SHEET L1.0

-X—X—X- 6.0' HIGH CHAIN LINK FENCE WITH GATES AS SHOWN (SEE SPECIFICATIONS)

DISABLED PARKING STALL. 9.0' STALL WITH 6.0' STRIPED SIDE ACCESS. PROVIDE CODE APPROVED SIGN AT EACH STALL SEE STANDARD DETAIL AT SITE

DISABLED VAN PARKING STALL. 9.0' STALL WITH 8.0' STRIPED SIDE ACCESS. PROVIDE CODE APPROVED SIGN AT EACH STALL SEE STANDARD DETAIL AT SITE DETAIL SHEET.

NUMBER OF STANDARD PARKING STALLS 9.0' X 18.0'

WALL MOUNTED LIGHT

#### KEYNOTE LEGEND

- 02 01 A.C. PAVING, SEE SITE PLAN FOR SECTIONS, SEE CIVIL FOR GRADES.
- LOADING DOCK CONCRETE SLAB. 7" THICK UNREINFORCED CONCRETE OVER 6 INCHES COMPACTED CRUSHED ROCK OVER COMPACTED SUBGRADE. 02 03 LANDSCAPE PLANTER, SEE LANDSCAPING PLANS.
- 02 05 PAINT STRIPING (3" WIDE AT 2.0' O.C.) DENOTING PEDESTRIAN ACCESS WALKWAY OR NO PARKING, SEE SPECIFICATIONS.
- 02 06 NEW CONCRETE SIDEWALK. SEE SITE DETAIL SHEET. EXTRUDED CONCRETE CURB. LOCATE AROUND ALL LANDSCAPE AREAS AS SHOWN (U.N.O.). 5.0' TYPICAL CURB RADIUS AT CORNERS (U.N.O.). SEE SITÉ DETAIL SHEET.
- 02 08 SIDEWALK RAMP. 1:12 MAXIMUM SLOPE. PROVIDE CODE APPROVED DETECTABLE WARNING, SEE SITE DETAIL SHEET. 02 09 3" WIDE PAINT STRIPE, SEE SPECIFICATIONS.
- PEDESTRIAN EGRESS PATHWAY. 6" RAISED CONCRETE. VERIFY COLOR WITH OWNER AND JURISDICTION. LOADING DOCK RETAINING WALL WITH GUARDRAIL - SEE SITE
- NEW CONCRETE DRIVEWAY PUBLIC RIGHT-OF-WAY STANDARD SEE PUBLIC WORKS DRAWINGS.
- NEW PUBLIC SIDEWALK PUBLIC STANDARD PER PUBLIC WORKS DRAWINGS. 02 18 6" CONCRETE WHEEL STOP - SEE SITE DETAIL SHEET
- NEW PUBLIC LANDSCAPING STRIP SEE PUBLIC WORKS BIKE PARKING, SEE DETAIL SHEET.
- BENCH SEATING, ACCESSIBLE TO PUBLIC
- TRUCK DOCK LINE-UP STRIPING, SEE SITE STRIPING PLANS

POLE MOUNTED SITE LIGHTING. BIDDER DESIGN, DEFERRED

DATE NOVEMBER 13, 2019 SCALE PROJ. NO.

AS NOTED 20190302 DRAWN CHECKED CGA JCS

SITE PLAN

# CARUSO PRODUCE

# DISTRIBUTION WAREHOUSE

SCHEDULE OF DRAWINGS

DRAWING NAME

COVER SHEET

SITE CODE REVIEW

GRADING DETAILS

UTILITY DETAILS

UTILITY DETAILS

TOPOGRAPHIC SURVEY

LANDSCAPE PLAN

DETAILS AND SPECS

**BUILDING ELEVATIONS** 

DOOR AND WINDOW DETAILS

ARCHITECTURAL DETAILS

**BUILDING SECTION** 

WALL SECTIONS

WALL SECTIONS

SPECIFICATIONS

SPECIFICATIONS

SPECIFICATIONS

FOUNDATION PLAN FOUNDATION DETAILS FOUNDATION DETAILS

ROOF FRAMING PLAN ROOF FRAMING DETAILS ROOF FRAMING DETAILS

ROOF PLAN

LANDSCAPING

ARCHITECTURAL

SITE PLAN

SITE DETAILS

NOTES AND INFORMATION

SITE GRADING OVERALL PLAN

SITE GRADING NW ENLARGEMENT SITE GRADING NE ENLARGEMENT

SITE GRADING SE ENLARGEMENT

SITE GRADING SW ENLARGEMENT

SITE UTILITY OVERALL PLAN

SITE UTILITY NW ENLARGEMENT

SITE UTILITY NE ENLARGEMENT

SITE UTILITY SE ENLARGEMENT

SITE UTILITY SW ENLARGEMENT

EXISTING CONDITIONS DEMO PLAN

ENLARGED PLANS AND ELEVATIONS

MEZZANINE PLANS AND STAIR DETAILS

MEZZANINE FRAMING PLAN AND DETAILS

CANOPY FRAMING PLANS AND DETAILS

TILT WALL PANEL ELEVATIONS TILT WALL PANEL TYPES TILT WALL PANEL TYPES

TILT WALL PANEL DETAILS

N FIRST RELEASE DRAWING NOT ISSUED WITH SET

R REVISED DRAWING

X RE-ISSUED WITH NO CHANGES

D DELETED DRAWING (NOT SHOWN)

EROSION AND SEDIMENT CONTROL COVER

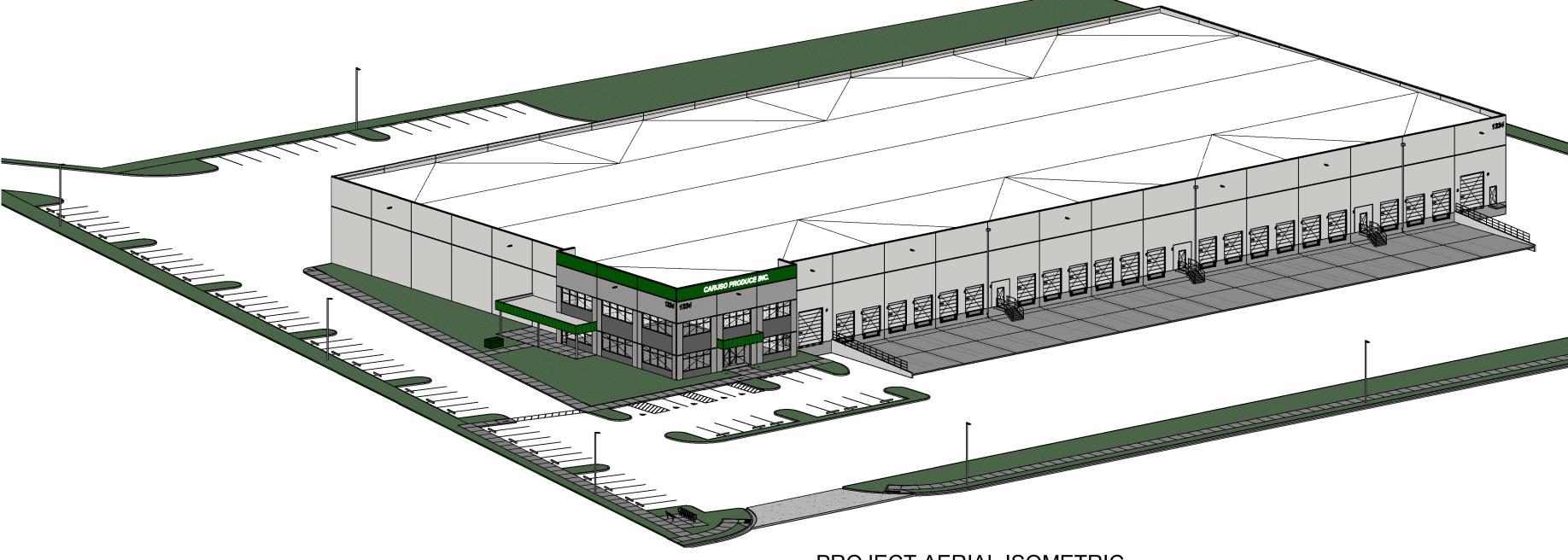
EROSION AND SEDIMENT CONTROL DETAILS

EROSION AND SEDIMENT CONTROL PLAN

TRASH ENCLOSURE PLANS AND DETAILS

SE 4TH AVENUE CANBY, OR

DESCRIPTION OF SET



### PROJECT AERIAL ISOMETRIC

#### PROJECT NARRATIVE

Caruso Produce is a distributor of fresh produce to local stores and vendors. Caruso will be relocating from Tualatin to Canby after outgrowing their current facility. This new state-of-the-art produce distribution facility will be approximately 90,000sf containing a combination of cooler storage, conditioned warehouse staging and loading areas and accessory office space to house 100% of the Caruso operations.

The development site is located within the Sequoia Industrial Park, bordered by SE 4th Ave. to the south and access to S. Walnut to the Northwest. Frontage along SE 4th Avenue will be dedicated to the City for Right-of-Way and street improvements will include emergency access to Sequoia Parkway and connection to S. Mulino Road.

Building construction will include a concrete tilt-up building with panel relief and articulation along the street frontage as illustrated in the Building Elevations. Landscaping has been designed with a combination of trees, shrubs and groundcover to buffer the loading dock and yard area, as well as compliment and accentuate the building features.

Operations will occur over three shifts, operating 24 hours per day. 70 Employees are expected to be divided among the three shifts with little visitor traffic. Parking counts are more than twice what the facility demands but has been included in an attempt to meet the City standards for parking. Future parking areas are illustrated to show how the minimums will be

met in the case that a future of					W HOW	the minimums will be
AREA SUMMARY:						
Description	Area					
Overall Site	446,190	sqft	10.24	Acres		
ROW Dedication	27,185	•	0.62	Acres		
Site After Dedication	419,005	sqft	9.62	Acres		
Development Area	344,327	sqft	7.90	Acres		
Building Roofline	91,319	sqft	26.52%			
Total Landscaping	52,415	sqft	15.22%			
Sidewalks	7,500	sqft	2.18%			
Concrete Aprons	23,691	sqft	6.88%			
AC Paving	174,058	sqft	50.55%			
(Onsite) Total Impervious	291,912	sqft	84.78%			
Parking Spaces	96	SP				
Parking Area	15,990	sqft				
Parking Lot Landscaping	3,712	sqft	18.8%	(% Parking Lo	ot Land	scaping)
USE/OCCUPANCY SUMMAI	RY:					
Name	Area			Zoning Use	Occu	pancy Classification
Warehouse	86,060	sqft		· ·	S-1	Moderate Hazard Storage
Ground-Floor Office	4,500	sqft		Office	В	Business
Total Ground Floor Area	90,560	sqft				
Second-Floor Storage	4,500	sqft		Storage	S-1	Moderate Hazard Storage
Total Building Area	95,060	sqft				
Canopies	759	sqft				
Trash Enclosure	968	sqft	0.02	(Covered Tra	sh Com	npactor Area)
Total Fire Area	96,787	sqft	2.22			

Note: All areas are speculative, Actual uses will be addressed during the TI submittal.

#### PLANNING AND ZONING SUMMARY

JURISDICTION: CITY OF CANBY, OREGON LAND USE ZONE: M-1 (LIGHT INDUSTRIAL) (I O) OVERLAY **CONSTRUCTION TYPE** NEIGHBORHOOD: SEQUOIA INDUSTRIAL PARK LEGAL DESCRIPTION: TAX ACOUNT/PARCEL NUMBER: 31E34 02400

STREET ADDRESS AND CROSS STREETS: 4th & Sequoia SITE AREA: 9.50 Acres WETLANDS: N/A FLOODPLAIN: N/A OTHER:

#### **BUILDING CODE SUMMARY:** CODE SECTION REQUIREMENT

CODE SECTION	REQUIREMENT:	COMPLIANCE:
100	Building Code:	2014 OSSC (Oregon Structural Specialty Code) Based on the 2012 IBC (International Building Code)
100	Fire Code:	2014 OFC (Oregon Fire Code), Based on the 2012 International fire code
302	Occupancy Group:	S-1: Moderate-hazard Storage - PRIMARY USE B: Business Group (Office) SECONDARY USE
507	Building area limitations and modifications	With four 60 foot sideyards and automatic sprinkler system the building area is unlimited
508	Occupancy Separation:	Non-separated use S-1 area used as most restrictive use for calculating allowable area and height.
602	Construction Type:	TYPE IIIB: Exterior walls non combustible construction. Two hour fire rating for exterior bearing walls. Otherwise no limits on construction materials.
901	Fire Sprinklers:	Yes

PERMITS
---------

DESCRIPTION	PERMIT/APP. NO.	SUBMITED	RE-SUBMIT	APPROVED
DESIGN REVIEW		11/13/19		

DEFERRED SUBMITAL (BIDDER DESIGN)	
MECHANICAL	
ELECTRICAL	
PLUMBING	
STOREFRONT SYSTEMS	
LANDSCAPE IRRIGATION	
FIRE PROTECTION SYSTEMS	
OPEN WEB STEEL JOISTS AND GIRDERS	
COOLER SYSTEMS	

SUBMITTAL DOCUMENTS FOR DEFERRED SUBMITTAL ITEMS SHALL BE SUBMITTED TO THE ARCHITECT OR ENGINEER OF RECORD, AFTER REVIEW AND SUBJECT TO BEING IN GENERAL CONFORMANCE WITH THE CONTRACT DOCUMENTS, THE ENGINEER WILL RETURN THE SUBMITTAL TO THE CONTRACTOR. THE CONTRACTOR SHALL THEN FORWARD THE SUBMITTAL TO THE BUILDING DEPARTMENT. THE DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THEIR DESIGN AND SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

### CURRENT CODES

COLUMN CODEC	
1) BUILDING	2014 Oregon Structural Specialty Code (OSSC)
<ol><li>MECHANICAL</li></ol>	2014 Oregon Mechanical Specialty Code (OMSC)
3) ELECTRICAL	2017 Oregon Electrical Specialty Code (OESC)
4) PLUMBING	2017 Oregon Plumbing Specialty Code (OPSC)
5) FIRE	2014 Oregon Fire Code (OFC)
6) ENERGY	2014 Oregon Energy Efficiency Specialty Code (OEESC)
_:	<del></del>

7) ADA <u>2010 Standards for Accessible Design</u> 8) N.F.P.A. (NATIONAL FIRE PROTECTION AGENCY)

V		M	K
ENGIN	EERII	NG + [	ESIGN
		nd, Oreg 503.	y Avenue on 97239 222.4453 <b>MK.COM</b>

PROJECT NAME

**CARUSO PRODUCE DISTRIBUTION** WAREHOUSE

SE 4TH AVENUE CANBY, OR

**DESIGN REVIEW** 

REVISIONS		
<b></b>	DATE	DESCRIPTION
-		



NOVEMBER 13, 2019		
SCALE	PROJ. NO.	
AS NOTED	20190302	
DRAWN	CHECKED	
CGA	JCS	

**COVER SHEET** 

11/13/2019 6:58:16 AM City Council Packet - Page 139 of 332 74 of 100

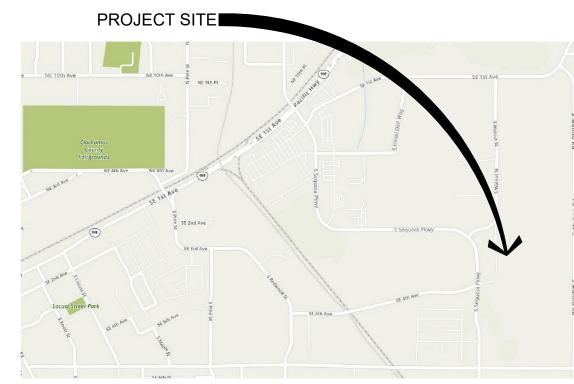
LEGEND

PROGRESS SET PRICING SET

PERMIT INTAKE SET CONSTRUCTION SET

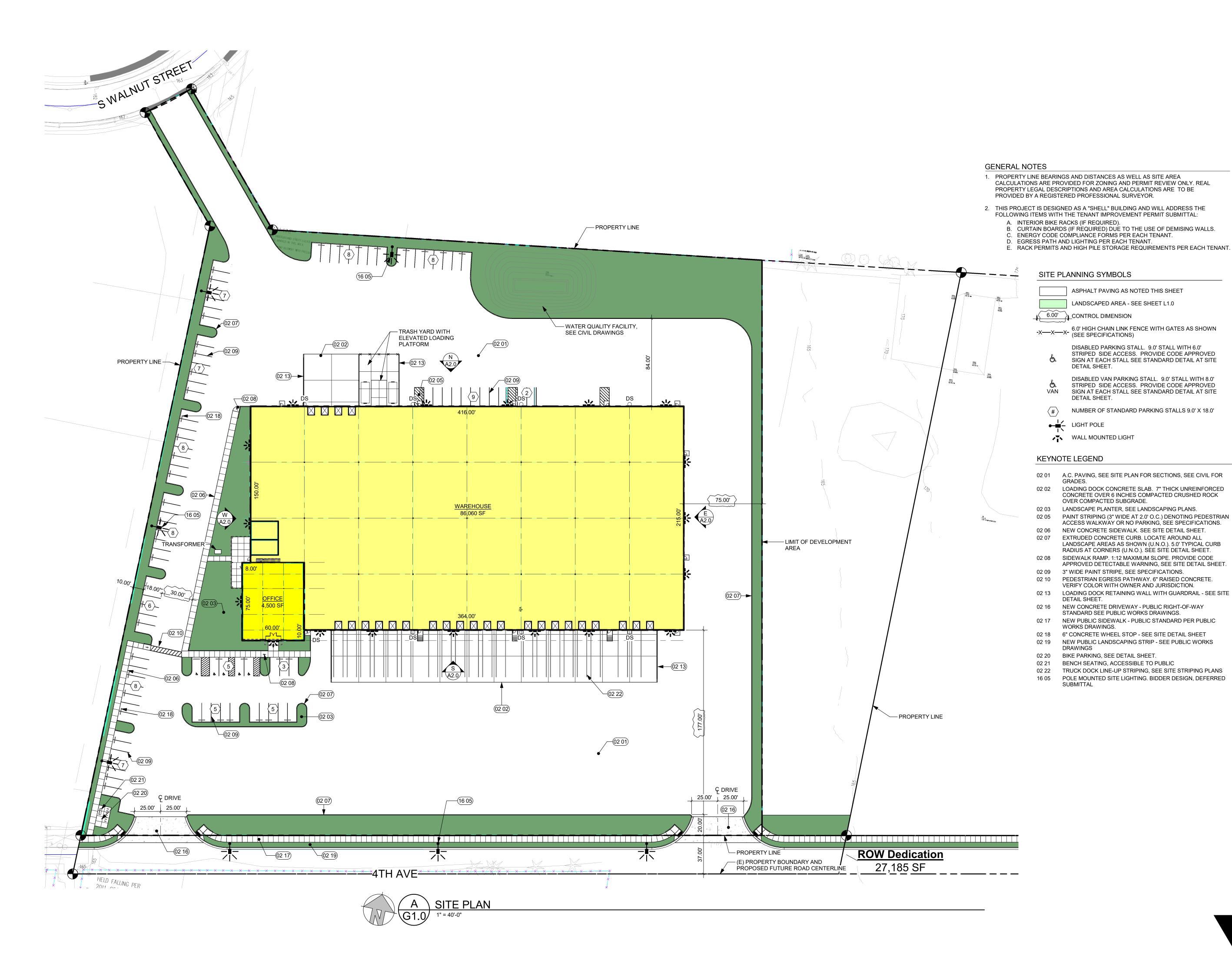
DESIGN REVIEW INTAKE SET





**VICINITY MAP** 

Owner:





3933 SW Kelly Avenue Portland, Oregon 97239 503.222.4453 **VLMK.COM** 

#### PROJECT NAME

CARUSO PRODUCE DISTRIBUTION WAREHOUSE

SE 4TH AVENUE CANBY, OR

# DESIGN REVIEW

DATE DESCRIPTION



DATE NOVEMBER 13, 2019

SCALE PROJ. NO. 20190302

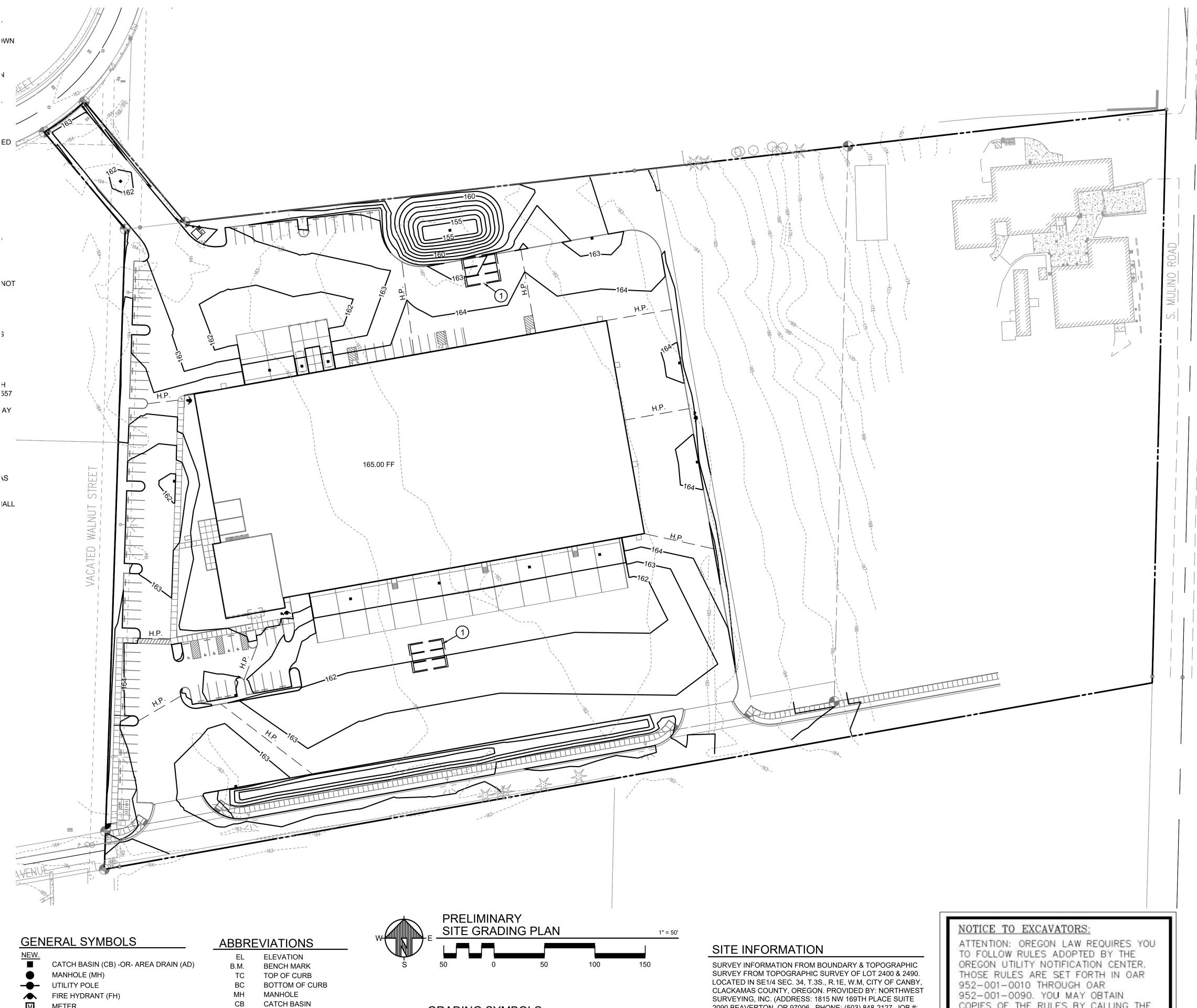
DRAWN CHECKED

CGA

SITE PLAN

JCS

G1.0



COPIES OF THE RULES BY CALLING THE

2090 BEAVERTON, OR 97006, PHONE: (503) 848-2127, JOB #:

PLANE COORDINATE SYSTEM (NORTH ZONE) NAD 83/91.

AS-BUILT NOTE:

INLET INVERT ELEVATIONS ON THE SITE.

THE HORIZONTAL BASIS OF BEARINGS IS THE OREGON STATE

ELEVATIONS ARE GPS DERIVED ON THE NAVD 1988 VERTICAL

CONTRACTOR SHALL PROVIDE A TOPOGRAPHIC AS-BUILT

SURVEY TO INCLUDE ALL INFILTRATION PONDS AT FINISH

GRADE, AND ALL UTILITY RIMS, AND ALL CATCH BASIN/FIELD

CENTER. (NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER IS 503-232-1987).

POTENTIAL UNDERGROUND FACILITY OWNERS

# Dig | Safely.

Call the Oregon One-Call Center DIAL 811 or 1-800-332-2344

NOVEMBER 12, 2019 PROJ. NO. AS NOTED 20190302 DRAWN CHECKED

**VLMK** 

ENGINEERING + DESIGN

PROJECT NAME

REVISIONS

A DATE DESCRIPTION

CARUSO

**ADDRESS** 

**DESIGN REVIEW** 

PRODUCE

3933 SW Kelly Avenue Portland, Oregon 97239 503.222.4453 **VLMK.COM** 

**PRELIMINARY** SITE GRADING PLAN

**GRADING SYMBOLS** 

NEW ASPHALT PAVING AS NOTED SEE SHEET G1.0 FOR PAVEMENT SECTIONS

— 144 — NEW CONTOUR LINE

EXISTING SPOT ELEVATION

143.40 NEW SPOT ELEVATION

PROVIDE STAKE.

EXISTING CONTOUR LINE

ASPHALT CONCRETE

AREA DRAIN

HIGH POINT

T.O.W.

T.O.E.

CONC

TYP.

**EXTG** 

GRADE BREAK

TOP OF WALL

TOE OF WALL

**CURB EXPOSURE** 

STORMFILTER

FINISHED GRADE

**EXISTING GRADE** 

**EXISTING** 

CONCRETE

TYPICAL

METER

UTILITY VAULT

TRANSFORMER

LIGHT POLE

GATE VALVE

CHECK VALVE CLEAN OUT (CO)

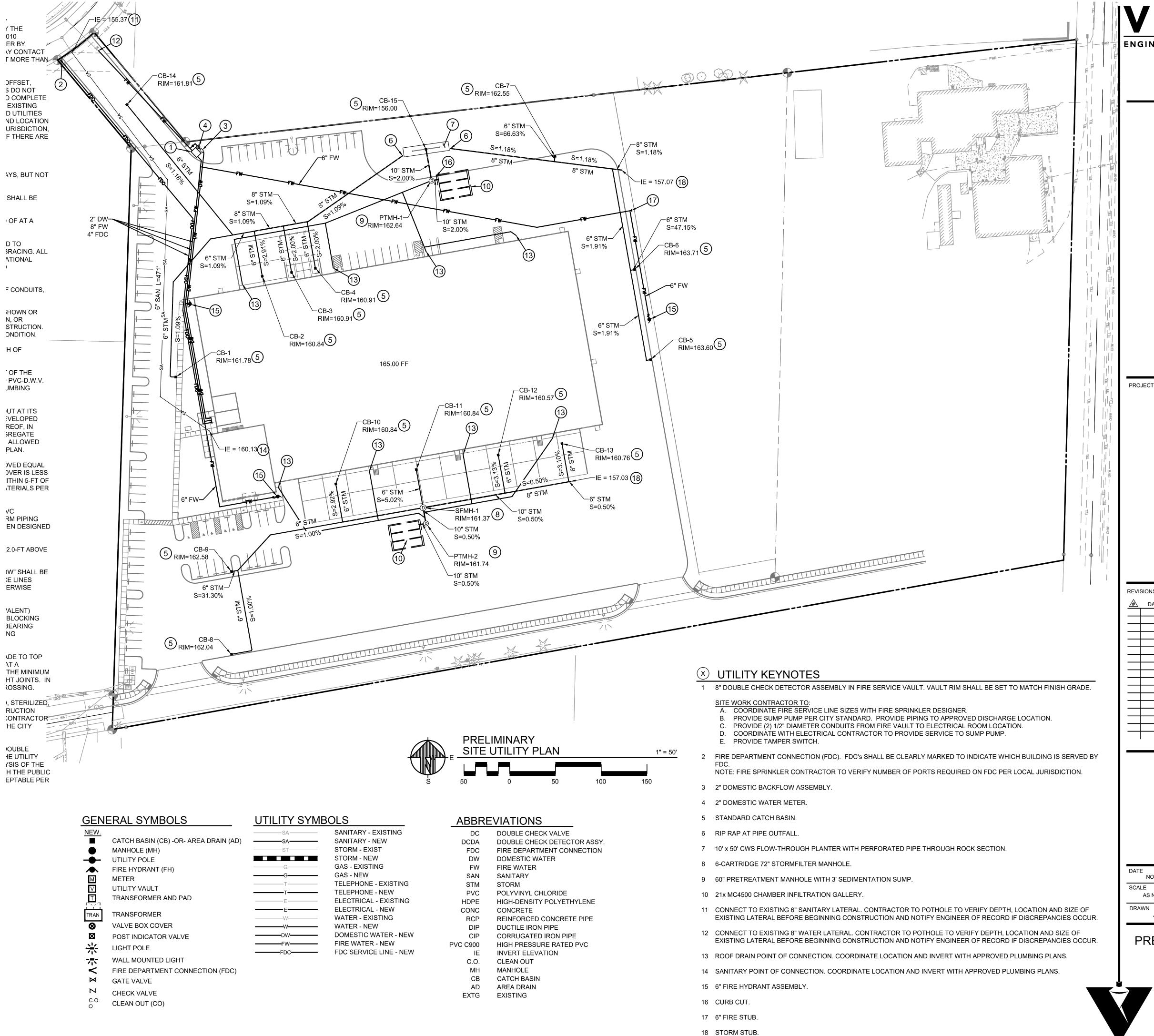
VALVE BOX COVER

TRANSFORMER AND PAD

POST INDICATOR VALVE

WALL MOUNTED LIGHT

FIRE DEPARTMENT CONNECTION (FDC)



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PROJECT NAME

**CARUSO** PRODUCE

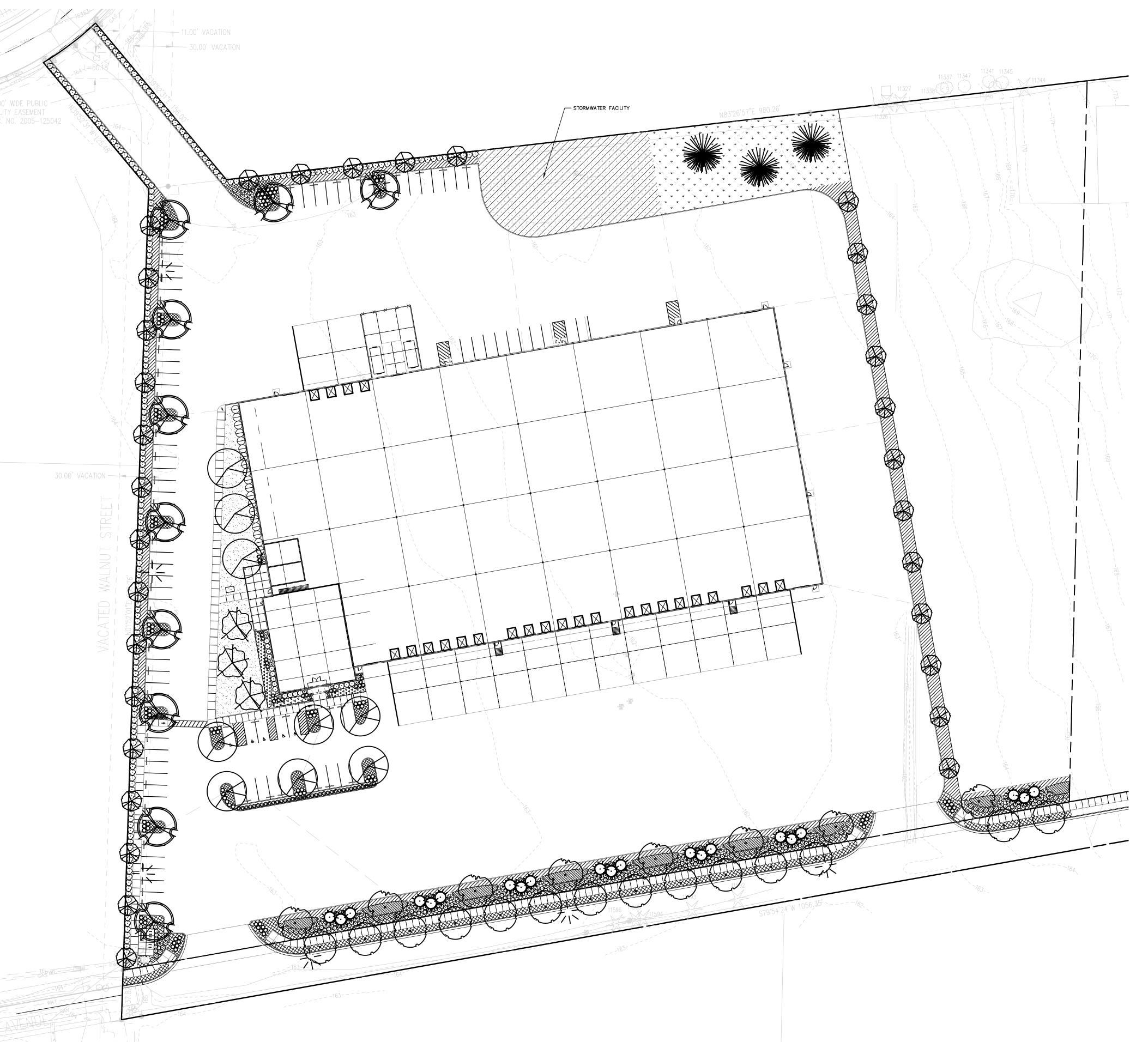
**ADDRESS** 

**DESIGN REVIEW** REVISIONS # DATE DESCRIPTION

NOVEMBER 12, 2019 PROJ. NO. SCALE AS NOTED 20190302

> PRELIMINARY SITE UTILITY PLAN

CHECKED



GENERAL NOTES:

1. Contractor is to verify all plant quantities.
2. Adjust plantings in the field as necessary.
3. Project is to be irrigated by an automatic, underground system, which will provide full coverage for all plant material. System is to be design/build by Landscape Contractor. Guarantee system for a minimum one year. Show drip

systems as alternate bid only.
4. All plants are to be fully foliaged, well branched and true to form. 5. Contractor is to notify Landscape Architect or Owner's Representative of any site changes or unforeseen conditions that may be detrimental to plant health, or cause future problems to any structural elements of the project. 6. Contractor shall notify the Landscape Architect if specified materials or methods are not consistent with local climate and/or practices.

LANDSCAPE PLAN SCALE 1" = 40'-0"



PLANT LIST: GENERAL LANDSCAPING

	SYMBOL	#	LATIN/COMMON NAME TREES	SIZE	SPACING
			TREES		
	$\overline{(\cdot)}$	14	ACER TRUNCATUM 'WARRENRED' Pacific Sunset Maple	2" cal.	As shown
	$\Diamond$	21	CALOCEDRUS DECURRENS' Incense Cedar	6-7' ht.	As shown
1		31	CARPINUS BETULUS 'FRANS FONTAINE' Frans Fontaine Hornbeam	2" cal.	As shown
		3	CORNUS FLORIDA Flowering Dogwood	2" cal.	As shown
		9	GLEDITSIA TRIACANTHOS 'SUNCOLE' Sunburst Honeylocust	2" cal.	As shown
\		8	PRUNUS YEDOENSIS "AKEBONO" Akebono Flowering Cherry	2" cal.	As shown
		3	THUJA PLICATA Western Red Cedar	8' high	As shown
		10	ZELKOVA SERRATA 'GREEN VASE' Green Vase Zelkova	3" cal.	As shown
			SHRUBS		
	٥	124	ABELIA X GRANDIFLORA "KALEIDOSCOPE" Kaleidoscope Abelia	2 gal.	3' o.c.
	0	131	ABELIA X 'ROSE CREEK' Rose Creek Abelia	1 gal.	3' o.c.
	₩	47	CORNUS ALBA 'ELEGANTISSIMA' Variegated Redtwig Dogwood	5 gal.	5' o.c.
	•	36	ILEX CRENATA "COMPACTA" Compact Japanese Holly	2 gal.	3' o.c.
	⊙	227	LIGUSTRUM JAPONICUM "TEXANUM" Waxleaf Privet	5 gal.	4' o.c.
		237	MAHONIA REPENS Creeping Oregon Grape	1 gal.	3' o.c.
\	O	21	NANDINA DOMESTICA "GULF STREAM" Gulf Stream Nandina	2 gal.	3' o.c.
	<b>©</b>	13	RHAMNUS FRANGULA 'FINE LINE' Fine Line Buckthorn	5 gal.	3' o.c.
		53	ROSA 'FLOWER CARPET AMBER' Flower Carpet Amber Rose	2 gal.	3' o.c.
\	Ø	96	SPIRAEA BUM. 'ANTHONY WATERER' Anthony Waterer Spirea	2 gal.	4' o.c.
	$\Theta$	19	VIBURNUM TINUS 'ROBUSTUM' Roundleaf Laurustinus	5 gal.	6'o.c.
	o	32	PERENNIALS  CAREX OSHIMENSIS 'EVERGOLD'  Evergold Sedge	1 gal.	18" o.c.
		717	GROUNDCOVER  COTONEASTER DAM. 'CORAL BEAUTY' Bearberry Cotoneaster	1 gal.	4' o.c.
_		943	ARCTOSTAPHYLOS UVA—URSI "MASS." Massachusetts Kinnikinnick	1 gal.	3' o.c.
		5,228 SF	FINE LAWN SEED MIX See Specifications		
	* * * * * * * * * * * * * * * * * * *	8,774 SF	ROUGH SEED MIX See Specifications		
			STORMWATER FACILITY PLANTING To Meet City of Canby Standards		

ENGINEERING + DESIGN

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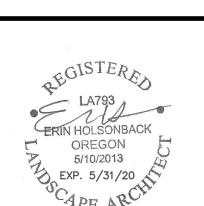
CARUSO PRODUCE

PROJECT NAME

ADDRESS

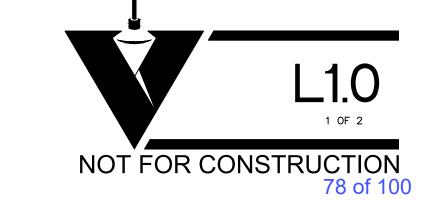
**DESIGN REVIEW** 

REVISIONS A DATE DESCRIPTION



DATE NOVEMBER 12,	2019
SCALE AS NOTED	PROJ. NO. 20190302
DRAWN MPL	CHECKED EH

LANDSCAPE PLAN



The apparent silence of the Specifications and Plans as to any detail, or the apparent omission from them of a detailed description concerning any point, shall be regarded as meaning that only the best general practice is to prevail and that only material and workmanship of first quality are to be used. All interpretations of these Specifications shall be made upon the basis above stated.

Landscape contractor shall perform a site visit prior to bidding to view existing conditions.

**PERFORMANCE QUALITY ASSURANCE:** Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary horticultural practices and who are completely familiar with the specified requirements and methods needed for the proper performance of the work of this section.

**NOTIFICATION:** Give Landscape Architect minimum of 2 days advance notice of times for inspections. Inspections at growing site does not preclude Landscape Architect's right of rejection of deficient materials at project site. Each plant failing to meet the above mentioned "Standards" or otherwise failing to meet the specified requirements as set forth shall be rejected and removed immediately from the premises by the Contractor and at his expense, and replaced with satisfactory plants or trees conforming to the specified requirements.

SUBSTITUTIONS: Only as approved by the Landscape Architect or the Owner's Representative.

GUARANTEE AND REPLACEMENT: All plant material shall be guaranteed from final acceptance for one full growing season or one year, whichever is longer. During this period the Contractor shall replace any plant material that is not in good condition and producing new growth (except that material damaged by severe weather conditions, due to Owner's negligence, normally unforeseen peculiarities of the planting site, or lost due to vandalism). Guarantee to replace, at no cost to Owner, unacceptable plant materials with plants of same variety, age, size and quality as plant originally specified. Conditions of guarantee on replacement plant shall be same as for original plant.

Landscape Contractor shall keep on site for Owner's Representative's inspection, all receipts for soil amendment and topsoil deliveries.

**PROTECTION**: Protect existing roads, sidewalks, and curbs, landscaping, and other features remaining as final work. Verify location of underground utilities prior to doing work. Repair and make good any damage to service lines, existing features, etc. caused by landscaping installation.

PLANT QUALITY ASSURANCE: Deliver direct from nursery. Maintain and protect roots of plant material from drying or other possible injury. Store plants in shade and protect them from weather immediately upon delivery, if not to be planted within four hours.

Nursery stock shall be healthy, well branched and rooted, formed true to variety and species, full foliaged, free of disease, injury, defects, insects, weeds, and weed roots. Trees shall have straight trunks, symmetrical tips, and have an intact single leader. Any trees with double leaders will be rejected upon inspection. All Plants: True to name, with one of each bundle or lot tagged with the common and botanical name and size of the plants in accordance with standards of practice of the American Association of Nurserymen, and shall conform to the Standardized Plant Names, 1942 Edition.

Container grown stock: Small container—grown plants, furnished in removable containers, shall be well rooted to ensure healthy growth. **Grow container plants in containers a minimum of one year** prior to delivery, with roots filling container but not root bound. Bare root stock: Roots well—branched and fibrous. Balled and burlapped (B&B): Ball shall be of natural size to ensure healthy growth. Ball shall be firm and the burlap sound. No loose or made ball will be acceptable.

TOPSOIL AND FINAL GRADES: Landscape Contractor is to supply and place 12" of topsoil in planting beds and 6" in lawn areas. Landscape Contractor is to verify with the General Contractor if the on—site topsoil is or is not conducive to proper plant growth. The topsoil shall be a sandy loam, free of all weeds and debris inimical to lawn or plant growth. Furnish soil analysis by a qualified soil testing laboratory stating percentages of organic matter; gradation of sand, silt and clay content; cation exchange capacity; deleterious material; pH; and plant nutrient content of the topsoil. Report suitablility of topsoil for plant growth and recommended quantities of nitrogen, phosphorus and potash nutrients and soil amendments (including compost) to be added to produce satisfactory topsoil. If stockpiled topsoil on site is not conducive to proper plant growth, the Landscape Contractor shall import the required amount.

Landscaping shall include finished grades and even distribution of topsoil to meet planting requirements. Grades and slopes shall be as indicated. Planting bed grades shall be approximately 3" below adjacent walks, paving, finished grade lines, etc., to allow for bark application. Finish grading shall remove all depressions or low areas to provide positive drainage throughout the area.

# PLANTING SPECIFICATIONS:

HERBICIDES: Prior to soil preparation, all areas showing any undesirable weed or grass growth shall be treated with Round—up in strict accordance with the manufacturer's instructions.

SOIL PREPARATION: Work all areas by rototilling to a minimum depth of 8". Remove all stones (over 1½" size), sticks, mortar, large clumps of vegetation, roots, debris, or extraneous matter turned up in working. Soil shall be of a homogeneous fine texture. Level, smooth and lightly compact area to plus or minus .10 of required grades.

In groundcover areas add 2" of compost (or as approved) and till in to the top 6" of soil.

**PLANTING HOLE:** Lay out all plant locations and excavate all soils from planting holes to 2 1/2 times the root ball or root system width. Loosen soil inside bottom of plant hole. Dispose of any "subsoil" or debris from excavation. Check drainage of planting hole with water, and adjust any area showing drainage problems.

SOIL MIX: Prepare soil mix in each planting hole by mixing:

2 part native topsoil (no subsoil)
1 part compost (as approved)

Thoroughly mix in planting hole and add fertilizers at the following rates:

Small shrubs — 1/8 lb./ plant Shrubs — 1/3 to 1/2 lb./ plant Trees — 1/3 to 1 lb./ plant

**FERTILIZER:** For trees and shrubs use Commercial Fertilizer "A" Inorganic (5-4-3) with micro-nutrients and 50% slow releasing nitrogen. For initial application in fine seed lawn areas use Commercial Fertilizer "B" (8-16-8) with micro-nutrients and 50% slow-releasing nitrogen. For lawn maintenance use Commercial Fertilizer "C" (22-16-8) with micro-nutrients and 50% slow-releasing nitrogen. DO NOT apply fertilizer to Water Quality Swale.

**PLANTING TREES AND SHRUBS:** Plant upright and face to give best appearance or relationship to adjacent plants and structures. Place 6" minimum, lightly compacted layer of prepared planting soil under root system. Loosen and remove twine binding and burlap from top 1/2 of root balls. Cut off cleanly all broken or frayed roots, and spread roots out. Stagger Plants in rows. Backfill planting hole with soil mix while working each layer to eliminate voids.

When approximately 2/3 full, water thoroughly, then allow water to soak away. Place remaining backfill and dish surface around plant to hold water. Final grade should keep root ball slightly above surrounding grade, not to exceed 1". Water again until no more water is absorbed. Initial watering by irrigation system is not allowed.

**STAKING OF TREES:** Stake or guy all trees. Stakes shall be 2" X 2" (nom.) quality tree stakes with point. They shall be of Douglas Fir, clear and sturdy. Stake to be minimum 2/3 the height of the tree, not to exceed 8'-0". Drive stake firmly 1'-6" below the planting hole. Tree ties for deciduous trees shall be "Chainlock" (or better). For Evergreen trees use "Gro-Strait" Tree Ties (or a reinforced rubber hose and guy wires) with guy wires of a minimum 2 strand twisted 12 ga. wire. Staking and guying shall be loose enough to allow movement of tree while holding tree upright.

MULCHING OF PLANTINGS: Mulch planting areas with dark, aged, medium grind fir or hemlock bark (aged at least 6 months) to a depth of 2" in ground cover areas and 2½" in shrub beds. Apply evenly, not higher than grade of plant as it came from the nursery, and rake to a smooth finish. Water thoroughly, then hose down planting area with fine spray to wash leaves of plants.

FINE LAWN AREAS: In fine lawn area apply Commercial Fertilizer Mix "B" at 4.5 lbs. Per 1,000 sq.ft. and rake into soil surface. Establish an even, fine textured seedbed meeting grades, surfaces and texture. Sow seed with a mechanical spreader at the uniform rates as noted below. Rake seed lightly to provide cover.

ROUGH SEED AREA: In rough seeded area, establish an evenly graded seedbed. Sow seed with a mechanical spreader at the uniform rates as noted below. Rake seed lightly to provide cover.

SEED: Bluetag grass seed conforming to applicable State laws. No noxious weed seeds. Submit Guaranteed analysis.

Fine Lawn Seed Mix: To contain 50% Top Hat Perennial Ryegrass, 30% Derby Supreme Ryegrass, 20% Longfellow Chewings Fescue (Hobbs and Hopkins Pro-Time 303 Lawn Mix or as approved) Sow Seed at 5 lbs. / 1000 sq. ft.

Rough Seed Mix: To Contain: 60% Perennial Ryegrass, 15% Eureka Hard Fescue, and 20% Herbaceous Plants and Clover (Hobbs and Hopkins Pro—Time 705 PDX, or approved equal). Sow at 2 lbs. Per 1,000 sq.ft.

# MAINTENANCE OF SEEDED AREAS:

Fine Lawn Areas: The lawn areas shall be maintained by watering, mowing, reseeding, and weeding for a minimum of 60 days after seeding. After 30 days, or after the second mowing, apply Commercial Fertilizer Mix "C" at 5 lbs. per 1,000 sq. ft. Mow and keep at 1½" to 2" in height. Remove clippings and dispose of off site.

**GENERAL MAINTENANCE:** Protect and maintain work described in these specifications against all defects of materials and workmanship, through final acceptance. Replace plants not in normal healthy condition at the end of this period. Water, weed, cultivate, mulch, reset plants to proper grade or upright position, remove dead wood and do necessary standard maintenance operations. Irrigate when necessary to avoid drying out of plant materials, and to promote healthy growth.

CLEAN—UP: At completion of each division of work all extra material, supplies, equipment, etc., shall be removed from the site. All walks, paving, or other surfaces shall be swept clean, mulch areas shall have debris removed and any soil cleared from surface. All areas of the project shall be kept clean, orderly and complete.

FINISH GRADE

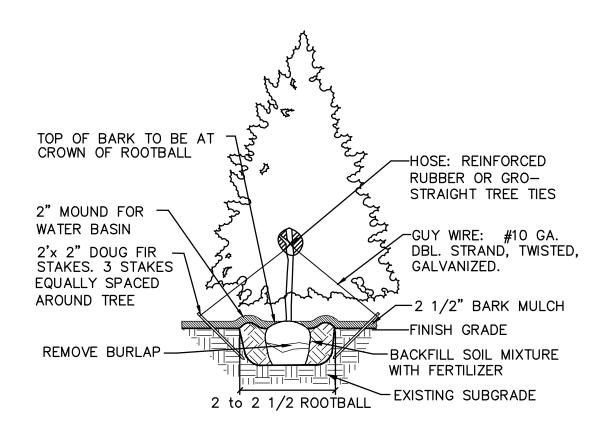
2 1/2" BARK MULCH

BACKFILL SOIL MIXTURE
WITH FERTILIZER

2 X ROOTBALL EXISTING SUBGRADE

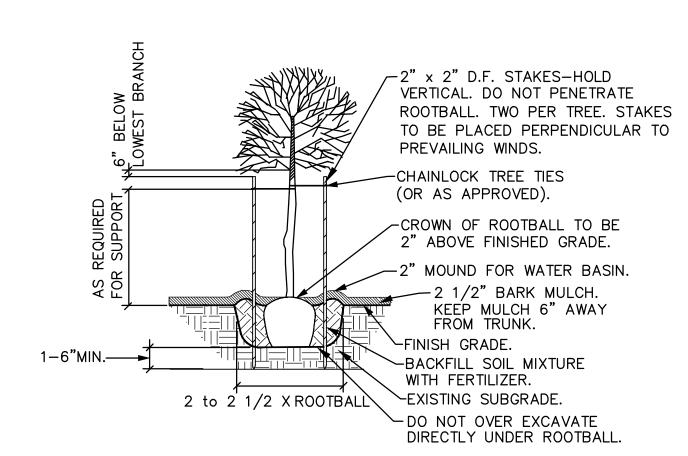
SHRUB PLANTING DETAIL

NOT TO SCALE



EVERGREEN TREE STAKING DETAIL

NOT TO SCALE



NOTE: ANY PROPOSED CHANGES TO OUR SPECIFICATION OR DETAIL SHOULD BE APPROVED BY THE LANDSCAPE ARCHITECT. LIKEWISE, IN ACCORDANCE WITH BEST PRACTICES OF LOCAL LANDSCAPE INSTALLATION, SHOULD THE LANDSCAPE CONTRACTOR FIND A PREFERRED ALTERNATE METHOD, THE LANDSCAPE ARCHITECT MAY BE SO ADVISED.

GENERAL DECIDUOUS TREE PLANTING DETAIL

NOT TO SCALE

ENGINEERING + DESIGN

3933 SW Kelly Avenue Portland, Oregon 97239 503.222.4453 **VLMK.COM** 

OTTEN & Associates Landscape Architecture, 3933 SW Kelly Avenue, Suite B • Portland, Oregon 97

PROJECT NAME

CARUSO PRODUCE

ADDRESS

DESIGN REVIEW

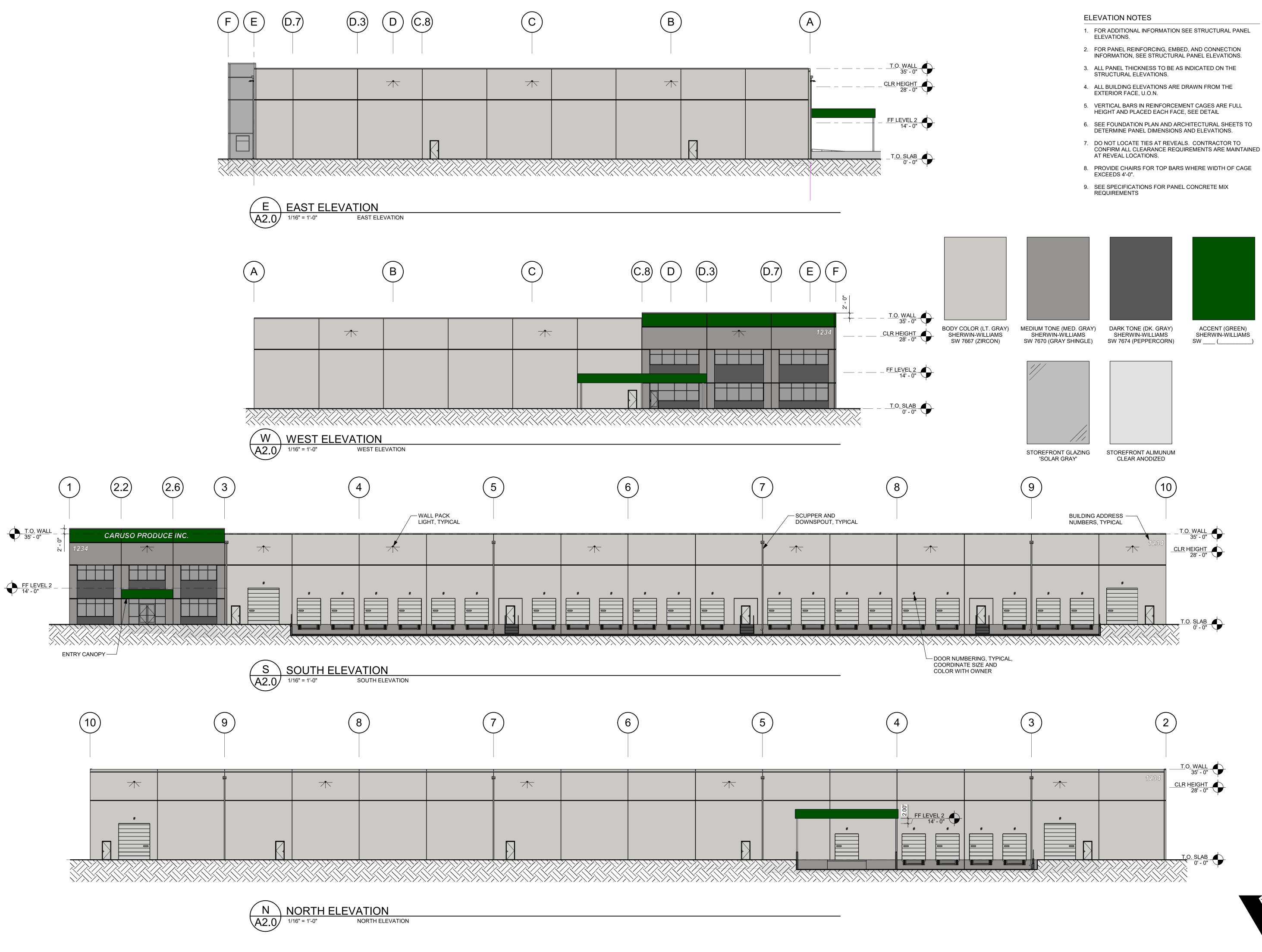
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DATE NOVEMBER 12, 2019		
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DETAILS & SPECS





ENGINEERING + DESIG

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3933 SW Kelly Avenue

VLMK.COM

503.222.4453

Portland, Oregon 97239

PROJECT NAME

CARUSO PRODUCE DISTRIBUTION WAREHOUSE

SE 4TH AVENUE CANBY, OR

DESIGN REVIEW

DATE DESCRIPTION

DATE DESCRIPTION

FOR REFERENCE ONLY ON

DATE NOVEMBER 13, 2019

SCALE PROJ. NO. 20190302

DRAWN CHECKED

CGA

BUILDING ELEVATIONS

JCS

A2.0



### **Pre-Application Meeting**

#### Caruso Produce June 26, 2019

#### Attended by:

Hassan Ibrahim, Curran-McLeod Engineering, 503-684-3478 Ryan Potter, Planning Department, 503-266-0712 Matt Weber, Caruso Produce, 503-816-8799 Gary Stockwell, Canby Utility, Electric, 503-263-4307 Jonny Gish, Clackamas County DTD, 503-742-4707 Terry N Tolls, TN Tolls Company, 503-295-0188 Daryll Hughes, Wastewater Treatment Plant, 503-266-0647 Jim Stuart, Canby Utility, 503-263-4322 Matt English, Canby Fire, 503-878-0187 Ben Hagerman, VLMK, 971-254-8272

Bryan Brown, Planning Department, 503-266-0702 Sam Caruso, Caruso Produce, 503-784-0238 Jason Sahlin, VLMK Engineers, 503-310-4335 Ben Wiley, Robert Evans Company, 503-939-7974 Allen Patterson, Capacity Commercial, 503-781-4015 Jered Niemek, Robert Evens Company, 503-939-0918 Jamie Stickel, Economic Development, 503-266-0701 Matt Downs, DirectLink, 503-266-8252 Doug Erkson, Canby Utility, 503-263-4331

This document is for preliminary use only and is not a contractual document.

#### **VLMK ENGINEERING, Jason Sahlin**

- Caruso Produce is interested in a parcel located off of Sequoia Parkway and looking into constructing approximately 77,000 sq ft warehouse facility for produce distribution and having an additional expansion of roughly 62,000 sq ft in the future. Their intent is to nail down what the requirements will be to move into Canby and what incentives might be to have them be a part of the community. They are currently in Tualatin and looking to relocate.
- One of our questions for today is the development or partition going to require improvements to Mulino Road if it is not a part of the project. Jim stated Canby Utility's policy states you must build out along the entire frontage of your property, it does not state you to go past. Jason asked Terry if we have not partitioned the property and delineated the property line correct and Terry said part of the discussion is going to be with owners and how they want to handle the extension and the line. Jim said our only requirement is to fulfill your obligation to the end of your property line unless it requires a tie in and currently we do not have any line outside of the urban growth boundary on S Mulino Road. Ben asked if that was a condition of permit for construction for the tie-ins or is it the instant they own the property that they have to put the water line in and Jim said they can do it in conjunction with of the construction project.

#### CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

You had questions on utility and line extensions availability to the property and I overlaid
your project onto our system maps and we have a conduit and vault system in place along the
west side. The vaults are located on the NW and SW corners and as SE 4<sup>th</sup> Avenue is being

improved out to Mulino Road, I believe it would be the city's wishes to have street lighting and have everything extended through there. This would also include Mulino Road whenever it is to be improved and it would be like the Shakespeare project with the street lighting on Mulino Road just north of you.

- Power is available and hopefully, with your surveys, the existing vaults, which are small switching vaults will be incorporated in the landscaping and not require movement.
- Jason said they have not done a power demand yet and this project will have lots of coolers in the facility, will there be any concerns relative to those demands and Gary said there should not be. Ben asked on the overlay was it your location of conduits and Gary said it is an underground primary feeder line with junction vaults. Ben asked how this service request works with Canby Utility in terms of demand on the utility for a possible 2,000 amp service and Gary said we are relatively informal, what we ask is when we reach the construction stage of the project, we get a construction schedule from you to have our personnel available to accommodate your wishes and I will need connected load and site information to properly size the transformer. Even though you go with a 2,000 amp service, we will probably do the substructures to accommodate it and the transformer would be sized to that load on what you provide.

#### **CANBY UTILITY, Jim Stuart**

- I placed a few handouts concerning Canby Utility and Gary does all of our engineering and for scheduling, Doug Erkson does both for the water and electric departments.
- The water department we will need to be able to see your design and we do have a 12 inch water stubbed and you will need to extend the water main the entire length of your site frontage.
- You will be able to find all of our requirements, standards and specifications on our website and if you have any problems finding them let us know. Ben said was looking for your water master plan and from what I saw it was adopted in 2009 and Jim said he would send the information to him.

#### **CANBY UTILITY, Doug Erkson**

- I think Jim touched on everything, the 12 inch water main stub is off of SE 4<sup>th</sup> Avenue and needs to be extended out towards the east to the end of their property frontage going to Mulino Road, which is parcel C. The water main will continue as a 12 inch main.
- When your project goes to construction phase all water main installation needs to be inspected by us, all materials need to be American made i.e. gaskets, fittings, etc. needs to be domestic made.

#### CURRAN-MCLEOD ENGINEERING, Hassan Ibrahim

• SE 4<sup>th</sup> Avenue is depicted as a collector street and it requires 74 ft ultimate right-of-way (ROW) or 37 ft on your half of the street. The road ultimately has to be 50 ft curb to curb, 6 ft sidewalk on your side, 5 ft planter between the curb and sidewalk because SE 4<sup>th</sup> Avenue and Sequoia Parkway had a restriction on the adjoining property and was only built at 18 ft wide otherwise if we were to build that half at the time we would be right at the doorsteps of the existing house. Bryan and I were talking about the substandard connection here to Sequoia Parkway and we were debating whether to have it extended to S Mulino Road to get

the traffic moving because you will not have a convenient access to Sequoia Parkway. Ben asked if it was adopted in the transportation plan and Hassan said it was in the industrial park master plan done in 1998 and it is also in the transportation plans. Jon asked if the partitions for parcels A, B, C and D are going to be one big land use or are they going to partition it and then develop it and Hassan said those parcels are owned by separate owners. The representative said partition and then develop and Sam said it was the condition of the sale of the property. Jon said the current owner is going to partition it off (C & D) and then you will buy C and the representative said yes, the current owner desires to retain it. Hassan said as part of the partition we will require that additional ROW dedication, which is 60 ft now, but we will need an additional 7 ft along S Mulino Road. Terry asked what the road dimensions were and Hassan said it is 60 ft as far as I know for the existing ROW so they need to dedicate 7 ft more. Terry said did you say 74 ft for SE 4<sup>th</sup> Avenue and Hassan said correct. Jon asked if the City Of Canby did a jurisdictional transfer on S Mulino Road and Hassan said no. Jon said it is under the county's jurisdiction and Hassan said yes, but we are following the same process as we did with the Shakespeare project along S Mulino Road. Jon said he looked at the comments for Shakespeare and it stated 60 ft ROW with an 8 ft public utility easement (PUE) backside and I do not know if the sidewalk got put in, I was not able to look at the plans and I did not write the land use for Shakespeare, but what I was looking for in the comments were the ROW and it is still 60 ft. Hassan said I will have to go back and look unless we have a wider PUE to entertain the sidewalk and Gary said with the minimal utilities on S Mulino road we let them reduce the PUE to 8 ft and Jon said it is the county standard and Gary said our standard is 12 ft. Hassan said in our transportation plan all collector roads have to be 50 ft curb to curb, similar to SE 4<sup>th</sup> Avenue. Jason said 74 ft for SE 4<sup>th</sup> Avenue and Hassan stated ultimately 74 ft ROW and for your parcel, you have to dedicate 37 ft half minimum of the 74 ft. and Ben asked if parcel B has already dedicated ROW and the answer was yes. Hassan said this part used to be S Walnut Street before we did the realignment and it used to be 20 ft wide, so they did the dedication from the east ROW to the west. Terry said it was his understanding there is documentation between the city, the Burden Family and Jean Roper (to the south) and she had requested some of this stuff not be improved yet and she will have a future obligation on it and Hassan said correct. Terry said to the best of his knowledge Kathy Polly (sp) who now owns it, is done with all the dedications and I was not aware of any other obligations to those parcels and Hassan said I was talking about the other side. Hassan said S Mulino Road is a county road and Jon said it was our assumption we would follow the same process with Shakespeare when we did that project. Hassan said we will need to look into that and see where we are on it.

- You have shown access to S Walnut Street and just for your information it is 32 ft wide and we need to make sure if your trucks are going to exit to S Walnut Street you do a presentation of the truck movement to see if they can make that turn.
- You have shown some driveways 30 ft wide and I presume it is for employees only, the easterly entrance off of SE 4<sup>th</sup> Avenue looks to be 50 ft wide and our standard is 40 ft wide and we have been making exceptions if there is heavy truck uses. All the driveways with the truck movements need to be industrial, which is 8 inches of concrete with welded wire fabric or reinforcements of sorts.
- A traffic study will certainly be required and Ben asked what triggers the traffic study and Bryan said there is no set trigger we have a general requirement to any new industrial

- development in this park to do a traffic study. You give us a deposit and the city works with our traffic engineers to create a scope of work and then you have the option to actually produce the traffic study either using our traffic engineer or choosing your own, but we do set the scope of work on what is going to be done.
- We have a 12 inch sanitary main line stubbed to the property line as well and I can give you the as-builts on what we have and it looks like at the end it is 7 ft deep and I know there is a little belly in there and you might be a little shallow before you climb back up to Mulino Road. There is also sanitary sewer across S Walnut Road, but that was done before this partition took place and there could be an 8 inch stub along with the water.
- Storm drainage has to stay on site and if it is a UIC it has to be rule authorized by DEQ and any drywells must be at a radius of 267 ft away from any water wells. Terry said there is a major well on the site and you can see the pump house. Gary said it is in the NW corner. It was asked if the water wells would be abandoned and Terry said it is my assumption there would be no future use of them. It was also asked if anyone would claim or transfer the water rights on all of them and Terry said the owners have two other wells and I do not think they will do it.

#### **DIRECTLINK, Matt Downs**

• By the transformer, Gary discussed we have a duct system bank that runs through what used to be S Walnut Street, which runs from S Walnut Street to SE 4<sup>th</sup> Avenue. If you want our service it is where we will provide service and Gary said our conduit line is in the same common trench as Matt is discussing. Ben asked if it was in an easement and the answer was yes and Hassan said it was the old S Walnut Street that was vacated and half went to each property and the easement is still maintained.

#### **CLACKAMAS COUNTY DTD, Jonathon Gish**

- Jonny handed out his notes and said it is mostly informational and essentially our part in this is Mulino Road itself. Our requirements will be taken from the Shakespeare project and leap frog over to this project and we will just look like their project. Did you guys do the plan for Shakespeare and the answer was yes. Jason said we are talking to Canby Excavating about the opportunity to have S Mulino Road done in one fail swoop. Jonny said the land use will be very similar and a lot of this is changing road names and it depends upon how the land use goes through and if SE 4<sup>th</sup> Avenue goes to S Mulino Road we will want this section of Parcel D improved. If it does not go through and stops at the property line then we will not require you to improve S Mulino Road and I am not 100 percent on this, but it depends upon how the land use comes through for this whole partition, since there is frontage here with the partitions as one lot we may require it, but it just depends on how the land use goes.
- If Mulino Road does go through we will stick with Canby on the concurrency, traffic impact statement/study and we would like to see it also and if you can provide it to us. You may want to contact for scoping work, Christian Snuffin he might want to be involved with it, and he is our traffic engineer.
- There will be a development permit required and it will be the same as Shakespeare, 8.83% of the public road improvements plus 5% of the onsite transportation improvements project cost estimate with a minimum \$1,600.

- What I can see from the comments we submitted existing ROW is 60 ft, 18 ft of pavement, 5 ft walk and 5 ft landscape strip, curb and gutter on S Mulino Road. If the final decision or the plans differ than the pre-app notes the plan will trump anything else, obviously these are not final. We will require a full core on S Mulino Road and if there is any additional trenching or anything on the south bound lane we might require additional paving over there, but I would not imagine so.
- There will be a 25 ft curb radius coming from S Mulino Road to SE 4<sup>th</sup> Avenue, transition tapers (inbound/outbound), if you come to SE 4<sup>th</sup> Avenue to here obviously then you should be okay with the taper here and maybe a taper on the north side, I think Shakespeare is still one more lot up.
- We would like to see a drainage report and we do not allow any UIC's in our ROW, however, we do partner with Canby just like we did with Shakespeare. The city maintains the UIC's if they want them, but all stormwater detention will stay on site.
- The sight distance is obviously an important thing and you are pretty flat on the curvature of the earth, so there are not vertical or horizontal curves. You should not have any issues with sight distance coming out onto SE 4<sup>th</sup> Avenue.
- No plantings on S Mulino Road along here over 30 inches.
- Your plans need to show striping both north and south bound with an additional 200 ft.
- We will need as-builts on everything that is done, we like to have everything in auto-cad if we can, but striping as-builts are a requirement. The plans need to be signed stamped signs.
- You will need a Utility Placement permit for S Mulino Road, no cost, it is a way we know who is out there putting utilities in the ground. If Canby is requesting street lighting along S Mulino Road we are not opposed to it.
- You will need to supply us with a cost estimate after land use for the plans on S Mulino Road, so we can determine cost improvements and inspections.
- You will need to supply us with a traffic control plan.
- You will need to supply us with a certificate of liability, naming the county as the insured, utility placement permit all have to be done prior to issuance or development permit.
- You were asking about having the possibility of having access to S Mulino Road and it has to be 155 ft away from the centerline of SE 4<sup>th</sup> Avenue and 25 ft away from the property line.
- We will probably go through the same thing on S Mulino Road by closing it like you are doing on the Shakespeare.

#### **CARUSO PRODUCE, Sam Caruso**

• Sam wanted to make sure they could have truck access for SE 4<sup>th</sup> Avenue and the answer was yes. Ben asked what the maximum width of the driveway approach and Hassan said you are over the standard, which is 40 ft wide, but we have been making exceptions.

#### **WASTEWATER TREATMENT PLANT, Daryll Hughes**

- I supposed you will have condensate lines for your refrigerators and is there any other wastewater you will be generating and Sam said no, very low water usage.
- The city requires a sampling manhole on site because this is such a large building and in the future, if you sell we would not know who or what would go into there and that is the reason we need the sampling manhole installed.

- How many floor drains and what types and Jason said we have not finished that part of the plan yet? Daryll asked if they would be for cleanup and the Sam said we have produce that comes in iced and it melts and that is why we need the floor drains to take care of that water. Daryll asked about the location and Sam said it will be one cooler that will have a line to a drain and in a 10,000 sq ft cooler there will be four to six points. Daryll said as long as there are no chemicals and Sam said it is all organic.
- I have a form for you to fill out and I can email it to you and a representative said you can email it to me.
- Do you have any drains at the loading dock areas and the answer was yes and they will go to the storm drains.
- When you get online I will come over and do an inspection and make sure we are in regulation.

#### **CANBY FIRE DEPARTMENT, Matt English**

- Ben asked if Canby Fire has requirements for checking the building for radio signals and Matt said yes we do have a radio repeater program depending on the size of the building and the RSSI inside, but right now I do not know the size of your building. Jason said we are doing Columbia Distributing next door so I will get together with Craig and figure out what requirements may have been discussed. Matt said if it is the same person I have been in contact with and they already have the application for it, how big is the building and Jason said 77,000 sq ft to start with and it will grow another 66,000 sq ft to approximately 143,000 sq ft.
- Will the building have rack sprinklers, fully sprinkled and Jason said with the coolers it will
  have individual drop heads into those spaces, we have not delineated the full plan yet. Matt
  asked if the rack systems will be on the initial design plan and installed when the building
  gets going and Jason said we will have a rack layout at least for application, showing cooler
  locations, etc.
- Hydrants survey will be every 400 ft and the answer was yes. I would like one at the front door's front entrance.
- It was asked if there were any water flow concerns and Matt said after that water main goes down there it should not be.

#### **ROBERT EVANS COMPANY, Ben Wiley**

• It looks like we can potentially get utility accesses off of S Walnut Street and does the city have any preference on where we get access and Hassan said we prefer to come off of SE 4<sup>th</sup> Avenue and we would rather not cut S Walnut Street unless it is absolutely necessary, but you will still need to extend the sewer main on SE 4<sup>th</sup> Avenue to the end of the property line. Ben asked if the city has any deferral or reimbursement agreements and Hassan said in the past when there is a development and we have taken upon in lieu of the improvements, but it has to be 125% value of that cost. Ben said other jurisdictions have reimbursement connecting fees, like if Parcel D connects into the 12 inch sewer main and the other property owner adjacent. Hassan said in that case if you form an Advanced Finance District (AFD) or LID. Bryan said if you try to do an AFD it has to through the city council and they have to agree to go ahead and do it and as other properties develop and connect to the line we will charge them appropriately and then reimburse you. Hassan said there is a time limit on them

and if I remember right it goes for 5 years with another 5 year extension and after that you are out of luck. Ben asked how does this type of process work and Bryan said we have not done any for a while because our current administrator does not like to do them and he will be leaving shortly and we do not know what the next administrator will be thinking about on those. If you put in a sewer main and it is greater than what is needed there is a possibility of SDC credits for oversizing and Ben said we demonstrate that through engineered analysis and Hassan said the minimum size is 8 inch and keep that in mind. Ben asked if he could get the code section sent to him, but it sounds like the SDC credits may be the way to go. Bryan said he did not know what Canby Utility will do for the water main line extension, you would need to contact them.

#### CITY OF CANBY, PLANNING DEPARTMENT, Bryan Brown

I wanted to address your question on the deferral on Tract D, we would make absolutely certain how all utilities, services and road improvements are going to serve both parcels in the partition application. In the Conditions of Approval, we would indicate we will defer those improvements, but we want to make absolutely certain on how it is going to serve and in what standards, like the county just saying that Mulino Road would be improved also, so this is all outlined with the approval of the partition. This means we could defer it for Parcel D and in an ideal world we would like a note on the partition plat and I do not know if the county would accept it or maybe we could do a quick agreement that gets filed with that parcel so when a title search is done people realize we approved a partition and it does not mean the services are there to Parcel D and it has been a problem in the past because our regulations imply that all necessary utilities and improvements will be to all lots of a partition. We have done this in the past and it has gotten us in trouble and that is why I think we need to do the partition in a way that outlines what those improvements would be. Terry said that is an awful lot of transactions if you can imagine and it has been our single biggest problems dealing with the Weygandt's property and from what I understand from Bryan is they want assurances it will be done and not have it done within some period of time, but it will be done. Jason asked if the partition agreement could have a non-remonstrance agreement with it that says all improvements to incur upon the development of the property and Terry said it would be logical to me. Bryan said with that in mind we could potentially be stopping the extension to SE 4<sup>th</sup> Avenue at the edge of Parcel C and not making the improvements at this time until the development occurs here on Parcel D. Jason said with Shakespeare being done and we are talking to Canby Excavating and we are not sure what their plan is and to have it hop-scotch can create problems with alignment and making sure all surveys are correct. Obviously, the benefit to us is to not to do improvements to Mulino Road and Terry said I would encourage you to have a dialogue and they will most likely have Craig Harris, AAI to work with you to make sure it is a balance. Bryan said I am somewhat concerned that the large development does less improvements than what the remaining lot could potentially do in terms of its amount of frontage improvements and Sam said if we buy this property and what we are doing right now is looking at this one versus another one and if we buy this property it is contingent on us getting this option right here and if we get this option we will do it all at one time, if that solves everyone's problem. It makes sense to me to have it done all at the same time and we want an option on Parcel D for our deal to go through. Discussion to follow with property owners.

#### CITY OF CANBY, PLANNING DEPARTMENT, Ryan Potter

- We are looking at the parking and I did a rough calculation based on our code and for both phases, you will need close to double what you are showing for the actual employee parking. It would help if you had some data from other properties showing you needed dramatically less than what would be required. The parking provided for the first phase is just about right and I calculated you would need about 81 or so parking spaces and you have 71, it is close, but with the expansion, it would be way under based on our code. Jason said we will talk to Sam and find out what his needs are and approach you on an alternative to the site plan. It would also benefit us to keep the vehicular traffic away from the truck traffic and we can show parking on that north property line pretty easily.
- We do have requirements that the front entrance is visible and oriented to the public realm and the public street. There is a connection to S Walnut Street, but the larger frontage is on SE 4<sup>th</sup> Avenue and we wanted to hear what you are thinking was for the sort of the public face of the building and how it is oriented. Jason said we showed it on the assumption for Walnut, but we can have the conversation on having the entrance on SE 4<sup>th</sup> Avenue versus S Walnut Street.
- We were also looking at having a wider buffer strip along the street because you are storing all these rows of trucks and it would be nice for you to do a slight berm or landscaping on that berm to shield that view of the trucks if you are going to have those. We were assuming you needed this many loading docks to be on both sides of the building and most of our development in the park has the truck parking in the rear and you are putting them out front. So, if you can attempt to hide them and Jason said we could move them to the back side of the property line and Bryan said we were hoping for that.
- One of your questions on use and we did not see any problem with the use with the zone it is in. You asked if a Conditional Use permit would be needed because you would not hit the 12 employees per developed acre and Bryan said it should not be a problem for the use in the park.
- The applications involved would be a Site and Design Review, Conditional Use permit and the Minor Lot Partition. We talked about it being a 2 to 3 month process, which includes the opportunity for it to be appealed. Ben asked how long does the Minor Land Partition application take and Bryan said it is almost a 2 month process. If you separated them and did not do it at the same time it would be a 4 month process.
- The Pioneer Industrial Park requirement will not allow any metal building and the representatives said they were planning on concrete tilt.



#### MEETING NOTES

Project: Caruso Produce Date: October 2<sup>nd</sup>, 2019

Project Number: 20190302 Meeting Name: Neighborhood Meeting

Project Address: 23625 S Mulino Rd. Client: Caruso Produce

Canby, OR

Location: Canby Adult Center

1250 S. Ivy Street, Canby, OR

File Path: G:\Acad2019\20190302\PERMITS\05 Neighbrohood Meeting\01 Meeting

Minutes 10-02-2019\Caruso Neighborhood Meeting Minutes 10-02-19.docx

These minutes reflect our understanding of the topics discussed during the meeting.

#### PRESENT AT MEETING

Approximately (10) neighbors were represented at the meeting. Jason Sahlin, Colby Anderson, and Ben Hagerman from VLMK were present at the meeting, along with a representative from Caruso Produce.

#### THE FOLLOWING WAS DISCUSSED

The meeting opened with a brief summary of the proposed development. One clarification was provided to the group to update the group that the current proposed square footage for the building is approximately 85,250 square feet (the neighborhood meeting letter had previously listed the proposed size as 77,000 square feet).

The following questions and answers were discussed at the meeting:

Q: What will the expected impact to traffic along Haines Road?

A: A traffic study will be conducted as a part of the due diligence for this proposed development.

Our understanding is that the City's preferred route for truck traffic travelling North on Mulino would be to route down First Avenue into the industrial park and out through Sequoia Parkway.

Q: Is 4<sup>th</sup> Avenue going to be fully developed between Sequoia Parkway and Mulino?

A: VLMK's current understanding is that the city will only require a half-street improvement (paving, curb, gutter, sidewalk, and landscape strip) along the frontage of this development. Other nearby proposed developments may result in further development of 4<sup>th</sup> Avenue, but those discussions are still underway.

- Q: How many employees will Caruso Produce have on site?
- A: Caruso produce anticipates a typical shift to include approximately 30 employees. Over the (3) daily shifts, there are approximately 75 employees in total.
- Q: What is the anticipated truck traffic from this facility?
- A: Our understanding is that this facility will likely have approximately 60-70 trucks per week coming and going from the facility. Given the nature of produce delivery, the vast majority of this traffic will occur very early in the morning, so very few trips to/from this facility are anticipated during peak traffic hours.
- Q: Do your trucks/trailers have refrigeration generators that run continuously?
- A: Caruso's trucks do have refrigeration systems. These systems cycle on and off as the trailers reach the desired temperature, so they do not generally run continuously. The fleet of trucks is relatively young (most newer than 10 years old), so they should generally have a quieter operating volume than would be expected from older vehicles.
- Q: How will the site stormwater be handled? Will there be swales on site?
- A: The design of the stormwater system is still underway, but all stormwater will be infiltrated on site. Likely an underground stormwater infiltration system will be used, but above grade swales may be considered.

Submitted by, VLMK Engineering + Design



#### **MEETING SIGN IN SHEET**

Project:

Caruso Produce

Project Number:

20190302

Address:

23625 S Mulino Rd

Canby, OR 97013

Location:

Canby Adult Center

Date:

October 2<sup>nd</sup>, 2019

Meeting Name:

Neighborhood Meeting

Client:

Caruso Produce

Name	Company	Phone	E-mail
Allen Patterson	CARACITY COMMERCIA		
Terry N. Tolls	T. N. Tolls Company		
BEN HAGEMAN	VLMKENDINGERS		
Judy PERKINS	private Residence		
Pat PERKINS	1		
BUZZ WEYGANDT	PROPERTY OUNER		
JOSON SAUGU	VLMIC		
Ed Montecuccos	Property owner		
CliFF Parsons	property Owner		
Rayhu Follow	Property Owner.		
Charles Bierlen	CCD Hursel Dell IIC		_
Jason montecure	Montecucco Faras		
JAMIE STILKEL	city of canby		
Samuel Caruso	Carus, Produce	J	
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# **CITY OF CANBY - COMMENT FORM**

If you are unable to attend the Public Hearings, you may submit written comments on this form or in a letter. Please send comments to the City of Canby Development Services:

By mail:

Development Services, PO Box 930, Canby, OR 97013

In person:

Development Services at 222 NE Second Street, Canby, OR 970139 @ 2019

E-mail:

DATE:

PublicComments@canbyoregon.gov

Written comments to be included in Planning Commission packet are due by Th	
Written and oral comments may be submitted up to the time of the Public Headwing the Dishibat Leaving	ring, and may also be delivered in person
during the Public Hearing.  Application: DR 19-02 Site and Design Review, Caruso Produce	
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ORGANIZATION/BUSINESS/AGENCY:	PLEASE EMAIL COMMENTS TO
ADDRESS: CANBY ON 47013	PublicComments@canbyoregon.gov
PHONE # (optional):	Thank You!
DATE: 12-23-2019	
AGENCIES: Please check one box and fill in your Name/Agency/Date below:	
☐ Adequate Public Services (of your agency) are available	
☐ Adequate Public Services will become available through the development	
$\square$ Conditions are needed, as indicated	
☐ Adequate public services are not available and will not become available	
☐ No Comments	
NAME:AGENCY:	

#### **Laney Fouse**

From:

Sent:

Wednesday, December 25, 2019 8:31 PM

To:

Ryan Potter

Subject:

Application: DR 19-02 Site and Design Review, Caruso Produce

Importance:

High

Follow Up Flag:

Follow up Flagged

Flag Status:

December 26, 2019

RE: Application: DR 19-02 Site and Design Review, Caruso Produce

I am the owner of Tax Lot 2500 (a property we have owned since 1941) adjacent to the proposed Caruso Produce distribution facility. I have no problem with the Caruso Produce location and indeed feel the company will be an asset to the industrial park.

My main concern is the traffic flow on the proposed SE Fourth Avenue where no public road is or has ever been located. I'd like to know if and exactly how this proposed road will impact my property (alignment, cost, etc.). It is impossible to tell from the diagram in your notice. According to a recent news article, "Primary access will be two 50-foot driveways on SE Fourth Avenue . . ." If more specific information is available, we would like to have it. If you don't have this information, please direct us to the person who does.

You should also be aware that there is a residence on my property located in the first 200 feet from the Sequoia/Fourth Avenue intersection. I would like your assurances that if and when this project is underway, that the safety and well-being of the residents will be a priority.

Finally, Tax Lot 2500 is located in an area designated urban renewal.

Thank you for the opportunity to provide input. Please respond to this e-mail, so that I know you received it.

Sincerely, Jean Rover

Salem Oregon 97302 December 26, 2019

# **CITY OF CANBY - COMMENT FORM**

By mail:

Development Services, PO Box 930, Canby, OR 97013

In person:

Development Services at 222 NE Second Street, Canby, OR 97013

E-mail:

PublicComments@canbyoregon.gov

Written comments to be included in Planning Commission packet are due by Thursday, January 2, 2020 Written and oral comments may be submitted up to the time of the Public Hearing, and may also be delivered in person during the Public Hearing.

Application: DR 19-02 Site and Design Review, Caruso Produce

11	
COMMENTS:	
I have no problem with Caruso	Prochecco building
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DATE: 12-25-19	Thank You!
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$\square$ Adequate Public Services will become available through the development	
$\square$ Conditions are needed, as indicated	
$\square$ Adequate public services are not available and will not become available	
□ No Comments	
NAME:	
AGENCY:	

#### **Laney Fouse**

From:

Matt English < menglish@canbyfire.org>

Sent:

Tuesday, December 31, 2019 1:27 PM

To:

Laney Fouse

Cc: Subject: Jim Davis Re: Caruso Produce Request for Comments

Attachments:

Chapter 33 - Fire Safety During Construction.pdf; CFD MERRC Permit Application

(3).docx

Matt English has shared a OneDrive for Business file with you. To view it, click the link below.

× Pre

Pre Plan list for construction.docx

#### Hello Laney -

Chapter 33 of the fire code for construction -

We need to ensure that a water supply is on the site prior to flammable materials being stored. (Hydrants tied into the municipal water supply)

This is a requirement that has not been well known to this area in the past - just want to make sure we all have the concept = )

#### Attached:

Pre Plan List I have made for construction.

MERCC permit application

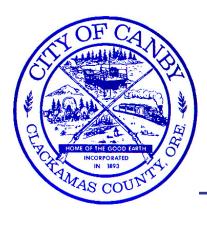
Oregon Fire Code Chapter 33 for fire protection on new construction projects

Matt English
Division Chief / Paramedic
Canby Fire District

Work Cell - 503 878 0187 Office 503 266 5851 Fax 503 266 1320

From: Laney Fouse <FouseL@canbyoregon.gov>
Sent: Monday, December 30, 2019 8:02 AM

**To:** 'Hassan Ibrahim' <hai@curran-mcleod.com>; Amanda Zeiber <ZeiberA@canbyoregon.gov>; Andy Kahut <akahut@kahutwasteservices.com>; Benton, David <David.Benton@nwnatural.com>; Bret Smith (PD)



# City of Canby

#### **Development Services Department**

TO: Chair Savory and Planning Commission

FROM: Bryan Brown, Planning Director; and

Ryan Potter, AICP, Associate Planner

DATE: January 10, 2019

RE: Revised Conditions of Approval for DR 19-02, Caruso Produce

Following the preparation and distribution of the Staff Report for Site and Design Review application DR 19-02 (Caruso Produce), Planning Staff received additional comments and recommended conditions of approval from the City Engineer and Clackamas County Department of Transportation and Development.

Both sets of submitted comments and conditions clarify requirements for public improvements in rights-of-way adjacent to or near the project site. The roadways involved consist of the planned alignment of SE 4th Avenue, which is a future City street that traverses the southern frontage of the project site, and S Mulino Road, which is a County road forming the City's (and industrial park's) eastern border.

Staff recommends the following additional Conditions of Approval for consideration by the Planning Commission (with modification as deemed reasonable):

#### City of Canby Engineer

23. The project applicant shall implement the recommended measures listed in the City Engineer's memorandum dated January 7, 2020.

#### Clackamas County Department of Transportation and Development

24. The project applicant, to the satisfaction of the City Engineer and Clackamas County Department of Transportation and Development; shall construct or bond public improvements to S Mulino Road equal to the City's industrial collector roadway standards identified in the 2010 Canby Transportation System Plan which exceed those recommended in the memorandum from Jonny Gish, Clackamas County Traffic Development Engineering, dated January 6, 2020.

The conditions identified by Clackamas County involve construction of improvements to S Mulino Road, which is not immediately adjacent to the proposed project site currently under discussion. There may be the potential that a portion of future vehicle trips generated from the proposed project will use SE 4th Avenue to access S Mulino Road, hence the condition for half-street improvements on SE 4th Avenue along the Caruso parcel frontage (and the adjacent property not a part of this development) out to S Mulino Road. In the event that the Planning Commission finds there is not a sufficient nexus or proportionality between the identified offsite improvements and the proposed project, the following condition has been crafted to address some of the County's concerns regarding traffic circulation which may result in the general vicinity of this project:

25. Upon installation of a final asphalt "lift" on SE 4th Avenue and the pavement of the south half of SE 4th Avenue, allowing non-emergency (normal operational) vehicle trips to access S Mulino Road from SE 4th Avenue (per Condition #8 in the Staff Report for application DR 19-02) and as an interim condition prior to SE 4th Avenue connecting westward to Sequoia Parkway, the project applicant shall install signage prohibiting left turns onto S Mulino Road from SE 4th Avenue by trucks. Note that this is not anticipated to occur until the parcel to the southeast of the project site develops its half-street improvements to SE 4th Avenue; until then, the project applicant (Caruso Produce) will direct all vehicle trips (except emergency access) to use S Walnut Road for access to the project site.

Under the same circumstances described above, the project applicant shall also distribute information on a regular basis to their drivers, partner businesses, and regular customers/vendors identifying a requirement that truck trips travel south on S Mulino Road to S Township Road rather than northward on S Mulino Road.

#### Attachments:

- 1. City Engineer Memorandum, dated January 7, 2020.
- 2. Clackamas County Department of Transportation and Development Memorandum, dated January 6, 2020.

# CURRAN-MCLEOD, INC. CONSULTING ENGINEERS 6655 S.W. HAMPTON STREET, SUITE 210 PORTLAND, OREGON 97223

JAN 1 0 2020

FAX: (503) 624-8247

January 7, 2020

#### **MEMORANDUM**

TO:

**Public Comments** 

City of Canby

FROM:

Hassan Ibrahim, PE

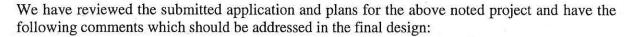
Curran-Mcleod, Inc.

RE:

CITY OF CANBY

CARUSO PRODUCE DEVELOPMENT

PRELIMINARY REVIEW



#### SE 4<sup>th</sup> Avenue:

PHONE: (503) 684-3478

- 1. This roadway segment is under the jurisdiction of City of Canby. The City of Canby, Industrial Area Master Plan prepared by OTAK Engineering, dated October 1998 and the City Transportation System Plan refer to this roadway as a collector street section. We recommend this roadway be constructed to collector street standards as per the Public Works design Standards, chapter 2, section 2.207. As part of this development, the developer shall be required to dedicate 37 feet of right of way along the entire site and the remainder frontage of this parcel extending to S Mulino Road with an ultimate right of way of 74 feet. The centerline shall be located at the common property line with the adjoining properties. Half street improvements will also be required to be constructed along the entire site frontage and extend to S Mulino Road where the curb and gutter is placed at 25 feet from the right of way centerline with the appropriate 10:1 asphalt taper, 5-foot planter strip and 6-foot wide concrete sidewalk. Streets lights and street trees will also be required. We recommend the City require a minimum of 12-foot wide PUE.
- 2. Waterlines shall be extended and constructed along the entire site frontage the terminus of SE 4<sup>th</sup> Avenue to the easterly site boundary line.
- 3. The curb return radii at intersection with Mulino Rd and driveways wings or radii on Walnut Street and SE 4<sup>th</sup> Ave should be large enough to allow for AASHTO WB-67 vehicle turning movements. The property line should be concentric with this return. The applicant engineer shall submit to the City truck turning movements templates demonstrating that the turning movement requirements are met.
- 4. All driveways shall have an industrial driveway approach consisting of 8" minimum concrete thickness with reinforcements or mesh welded wire fabric.

5. The minimum access spacing between driveways along SE 4<sup>th</sup> Avenue is 200 feet as required by Industrial Area Master Plan prepared by OTAK, dated October 1998. The provided sketch appears to meet this requirement but doesn't make any reference to the distance from the intersection with Sequoia Pkwy or S Mulino Road.

#### Mulino Road:

- 6. This road is under the jurisdiction of Clackamas County and all the design and construction are deferred to the comments and requirements of Clackamas County Department of Transportation and Development.
- 7. The City of Canby, Industrial Area Master Plan prepared by OTAK Engineering, dated October 1998 refers to Mulino Road as a 3-lane collector with continuous turn lane having a street width of 50 feet and required right-of-way width of 72 feet as opposed to 60 feet as proposed. The TSP requires the ultimate right of way width to range between 50 to 80 feet. Half street improvements along the entire site frontage can be deferred until the remainder of the property is developed where the curb and gutter are placed at 25 feet from the right of way centerline with the appropriate 10:1 asphalt taper, a 5-foot planter strip and 6-foot wide concrete sidewalk. Streets lights and street trees will also be required. We recommend the City require a minimum of 12-foot wide PUE.
- 8. Prior to occupancy, a demonstration of sight distance shall be verified, documented and stamped by a registered professional civil of traffic engineer licensed in the state of Oregon. The minimum sight distance in each direction on S Mulino Road and SE 4<sup>th</sup> Avenue shall be 335 feet based on 30-mph posted speed and 280 feet based on assumed posted speed of 25-mph.
- 9. SE 4<sup>th</sup> Avenue and Mulino Road intersection should be constructed to accommodate the curb return radii and allow for AASHTO WB-67 vehicle turning movements. The right of way dedication should be concentric with this curb return alignment. The applicant engineer shall submit to the City truck turning movements templates demonstrating that the turning movement requirements are met.

#### Miscellaneous:

- 10. All private storm drainage discharge shall be disposed on-site, the design methodology shall be in conformance with the City of Canby, Public Works Design Standards revised in December 2019.
- 11. A final storm drainage analysis shall be submitted with the final design. The developer's engineer will be required to demonstrate how the storm runoff generated from the new impervious surfaces will be disposed. If drywells (UIC) are used as a means to discharge storm runoff from the private streets, they must meet the following criteria: The UIC structures location shall meet at least one of the two conditions: (1) the vertical separation distance between the UIC and seasonal high groundwater is more than 2.5 feet or (2) the

horizontal separation distance between the UIC and any water well is a minimum of 267 feet in accordance of the City of Canby Stormwater Master Plan, Appendix "C", Groundwater Protectiveness Demonstration and Risk Prioritization for Underground Injection Control (UIC) Devices. The storm drainage report shall be in conformance with the requirements as stated in Chapter 4 of the City of Canby Public Works Design Standards as revised in December 2019.

- 12. Any existing domestic or irrigation wells shall be abandoned in conformance with OAR 690-220-0030. A copy of Oregon water Rights Department (OWRD) abandonment certificate shall be submitted to the City.
- 13. Any existing on-site sewage disposal system shall be abandoned in conformance with DEQ and Clackamas County Water Environmental Services (WES) regulations. A copy of the septic tank removal certificate shall be submitted to the City.
- 14. Water Services/ Fire Protection shall also be constructed in conformance with Canby Utility and Canby Fire Department requirements.

Should you have any questions or need additional information, please let me know.

#### MEMORANDUM

**TO:** Bryan Brown City of Canby

FROM: Jonny Gish Traffic Development Engineering

**DATE:** 1/6/2020

**RE:** Caruso Produce

31E34 02400

Development Engineering staff has visited the site and reviewed this application with the attached site plan. We have the following comments:

#### **Facts and Findings:**

Right-of-Way dedication and improvements shall be required of all new developments, including partition, subdivisions, multifamily dwellings, two- and three-family dwellings, condominiums, single-family dwellings, and commercial, industrial, and institutional uses as deemed necessary by the Department of Transportation and Development and consistent with Section 1007, chapters 5 and 10 of the Comprehensive Plan and the Clackamas County Roadway Standards.

The proposed land use application is for an 85,000 square foot warehouse facility located within the City of Canby. The existing use of the tax lot primarily farming produce and previously undeveloped farmland. This development includes frontage on the west side of S Mulino Rd, which is under the jurisdiction of Clackamas County. While no access to S Mulino Rd is proposed, the applicant is proposing one access to S Walnut Rd and two accesses to the extension of SE 4<sup>th</sup> Ave, both of which have City Jurisdiction.

If the extension of SE 4<sup>th</sup> Ave to S Mulino Rd is not fully constructed with this development, Clackamas County will restrict all access to SE 4<sup>th</sup> Ave less and will allow emergency access only and will be require to be gated and locked.

The applicant's proposal for SE  $4^{th}$  Ave shall be shown on County Approved Plans.

The onsite and extension of SE 4<sup>th</sup> Ave will be subject to City of Canby standards and permitting. Access and frontage improvements along S Mulino Rd and intersection improvements to SE Mulino Rd and SE 4<sup>th</sup> Ave shall be permitted through Clackamas County DTD.

Adequate intersection sight distance is required for all new access onto a county roadway, per Section 240 of the Clackamas County Roadway Standards. S Mulino Rd does not have a posted speed and is subject to a basic rule speed of 55 MPH. Based on the basic rule method minimum, the applicant will be require to provide an exhibit demonstrating a sight distance of 610 feet to the south and north.

S Mulino Road is classified as a collector roadway by Clackamas County DTD Comprehensive Plan. Clackamas County has adopted roadway standards that pertain to the structural section,

construction characteristics, minimum required right-of-way widths and access standards for collector roads. The right-of-way width of S Mulino Road appears to be 60 feet along the project site frontage, according to the Clackamas County Assessor's Map, which meets the minimum standards.

Consistent with Clackamas County Comprehensive Plan, the minimum improvements on S Mulino Road frontages will be required to be designed and constructed to Figure 5-1c. These improvements shall include, but are not necessarily limited to, up to a one half-street improvement, with a pavement width of 18 feet from the centerline of the right-of-way, standard 6-inch wide curb, 5-foot wide landscape strip with street trees and an ADA compliant 5-foot wide sidewalk with ADA ramps at SW 4<sup>th</sup> Ave and S Mulino Rd. If the sidewalk does not connect to sidewalk on adjacent property, the end of the sidewalk shall require the construction of a fully ADA compliant concrete ramp, adjacent to the end of the sidewalk, providing a transition from the new sidewalk to the edge of pavement.

The applicant will be required to provide an 8-foot wide public easement for sign, slope and public utilities along the entire frontage of S Mulino Road.

The applicant will be required to design and construct stromwater drainage facilities congruent with Water Environment Services and Clackamas County Roadway Standards Chapter 4 requirements. Clackamas County only allows water quality within the planter strip without local jurisdictional maintenance agreements and no detention within the County right-of-way is permitted.

The applicant will be required to show and design how these improvements and drainage patterns work in conjunction with existing improvements to the north along S Mulino Rd and future improvements to the south to the intersection of S Mulino Rd and S Township Rd.

Section 190 of the Clackamas County Roadway Standards allows developers to provide a surety for incomplete improvements while allowing final plat recording and Certificate of Occupancy. A cash Acknowledgement is required for work permitted in existing roadway prior to issuance of the Development Permit. The guarantee shall be in the amount of 125% of the required improvements.

#### **Conclusion:**

The preface language in the three paragraphs which follow this paragraph shall not be interpreted as a condition of approval or included by Planning staff as a condition of approval.

The following items are project requirements from the Department of Transportation and Development's Development Engineering Division These conditions of approval are not intended to include every engineering requirement necessary for the successful completion of this project, but are provided to illustrate to the applicant specific details regarding the required improvements that my prove helpful in determining the cost and scope of the project. These conditions are based on upon the requirements detailed in the County's Compressive Plan (Comp Plan), the County's Zoning and Development Ordinance (ZDO) and the County's roadway Standards. Additional requirements beyond those stated in the conditions of approval may be required.

#### **Recommended Conditions of Approval:**

- 1. Prior to site improvements: a Development Permit is required from the Engineering Department for review and approval of frontage improvements, erosion control Best Management Practices implemented, sight distances and the driveway improvements. The permit shall be obtained prior to commencement of site work and Certificate of Occupancy. To obtain the permit, the applicant shall submit construction plans prepared and stamped by an Engineer registered in the State of Oregon, or plans acceptable to the Engineering Division, provide a performance guarantee equal to 125% of the estimated cost of the construction and pay a plan review and inspection fee. The fee will be calculated as a percentage of the construction costs if it exceeds the minimum permit fee. The minimum fee and the percentage will be determined by the current fee structure at the time of the Development Permit Application.
- 2. <u>Prior to Site Improvements:</u> Submit approvable construction Plans showing all required improvements. All proposed and required improvements shall be designed, constructed, inspected and approved, or financially guaranteed, pursuant to *Clackamas County Roadway Standards*:
  - a. Design and construct S Mulino Rd to Figure 5-1c and Standard Drawing C130:
    - i. 18 feet of pavement from centerline with structural meeting C100 for industrial collector roadway
    - ii. 6" curb and gutter per S150
    - iii. 5 foot ADA compliant sidewalk per S960
    - iv. 5 foot planter strip with street trees
    - v. 8 foot Public utility easement
    - vi. Dual ADA curb ramps at NW corner of SE 4th Ave and S Mulino Rd
  - b. Design and construct stormwater drainage facilities congruent with Water Environmental Services and Clackamas County Roadway Standards Chapter 4 or provide IGA Maintenance Agreement with City of Canby for City approved stormwater facilities
  - c. Design curb drainage patterns that work with existing and proposed slopes along S Mulino Rd and show how S Mulino Rd can be constructed to provide drainage facilities for existing and future developments.
- 3. The applicant shall provide plans showing the proposed construction of SE 4<sup>th</sup> Ave extension to S Mulino Rd. Any proposal less than full improvement, will be gated, locked and restricted to emergency access only.

- 4. The applicant shall submit an Engineer's cost estimate to be approved by Clackamas County Engineering for the asphalt concrete, aggregates, sidewalks and any other required public improvement in the S Mulino Road right-of-way.
- **5.** <u>Prior to Final Inspection:</u> the applicant shall provide and maintain minimum intersection sight distances at SE 4<sup>th</sup> Ave intersection with S Mulino Rd. Intersection sight distance shall restrict plantings at maturity, retaining wall, embankments, trees, fences or any other objects that obstruct vehicular sight distance. Minimum required intersection sight distance of 610 feet to the south and 610 feet to the north along S Mulino Rd
- 6. <u>Prior to Final Inspection:</u> the applicant shall obtain a Utility Placement Permit with the Clackamas County DTD for all utility work within the Right-of-way of S Mulino Rd

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

# **City Council Staff Report**

DATE: February 19, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator FROM: Julie Wehling, Transit Director

ITEM: Ordinance No. 1522: Contract with MV Transportation of Dallas, Texas. for providing

transit service operations (Second Reading)

#### Summary

Approval of this ordinance will extend the term of the contract between the City and MV Transportation, Inc. for one additional year and includes a 2.21% increase in the contractor's rate per Vehicle Revenue Hour (VRH). The 2.21% increase in the estimated annual cost is \$24,603 over the annual "not to exceed amount" for fiscal year 2019-20.

#### **Background**

Since the execution of the original contract a service hour expansion to Route 99X was implemented in April of 2018. Also, during the first 2 years of the contract Dial-A-Ride trips averaged 26 Vehicle Revenue Hours (VRH) per service day instead of the originally estimated 22 VRH per day. Additionally, CAT implemented a limited Saturday service for both Dial-A-Ride and the Route 99X in September of 2019 which resulted in 2 amendments to the original agreement between the City and MV Transportation to increase the number of VRH to be provided under the contract.

#### Discussion

All of the amendments to date have been initiated by the City to increase services provided to Canby citizens. This amendment allows the City to postpone the next procurement process to select a service provider until a Transit Master Plan update can be completed and more information is available regarding available Statewide Transportation Improvement Funds (STIF).

Oregon State regulations require a procurement process when/if a service contract exceeds a 25% cost increase over the original agreement. The new services implemented by the City over the past 3 years are approaching that threshold. MV has agreed to extend their agreement with the City for one year with a 2.21% increase which keeps our contract just under the 25% threshold.

#### **Attachments**

- 1. Ordinance 1522
- 2. Exhibit A Amendment 3

#### **Fiscal Impact**

This amendment increases the "not to exceed amount" of the agreement by 2.21% (\$24,603) over FY 2019-20. Historically, the contractor does not provide maximum VRH (17,700) so the actual amount paid will be less than the "not to exceed amount". The VRH estimate cannot be exact because it is not possible to estimate the number of Dial-A-Ride requests exactly.

#### **Options**

Extending the contract with MV or conducting a procurement process to select a service provider prior to June 30, 2020.

#### Recommendation

Staff recommends that Council approve the contract amendment in order to allow time for additional service planning before conducting the next service provider procurement process.

#### **Proposed Motion**

I move that we adopt Ordinance 1522, An Ordinance Authorizing the Mayor and City Administrator to execute an amendment to the contract with MV Transportation of Dallas, Texas for providing transit service operations on behalf of the City and Canby Area Transit.

#### **ORDINANCE NO. 1522**

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO ITS CONTRACT WITH MV TRANSPORTATION, INC OF DALLAS, TEXAS FOR PROVIDING TRANSIT OPERATIONS FOR CANBY AREA TRANSIT (CAT).

**WHEREAS**, the City of Canby on behalf of Canby Area Transit (CAT) entered into a contract with MV Transportation of Dallas, Texas on June 7, 2017 for the provision of transit services; and

**WHEREAS**, the City amended the original agreement via Amendment 1 and Amendment 2 to add Vehicle Revenue Hours (VRH) for new services.

**WHEREAS**, state regulations require a procurement process when costs exceed 25% of the original agreement.

**WHEREAS,** it is in the best interest of the City to extend the agreement with MV Transportation, Inc. through June 30, 2021 to allow time for transit planning efforts related to the new Statewide Transportation Improvement Fund (STIF) prior to the next service provider procurement process.

**WHEREAS**, the Parties have agreed to extend the contract for one year. The adjusted hours and the compensation amounts are as follows:

Year 4 (7/1/20 - 6/30/21) \$1,137,579.00 (17,700 VRH - @ \$64.27 per VRH)

# NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract amendment with MV Transportation, Inc. of Dallas, Texas to provide transit operations for the City's Transit System. A copy of said amendment, dated February 19, 2020, is attached hereto as Exhibit "A" and by this reference incorporated herein.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, February 5, 2020, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, February 19, 2020 commencing at the hour of 7:00 PM in the City Council Chambers located at 222 NE 2<sup>nd</sup> Avenue,1<sup>st</sup> Floor, Canby, Oregon.

Melissa Bisset City Recorder

YEAS	NAYS	
	Brian Hodson Mayor	
ATTEST:		
Melissa Bisset City Recorder		

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on February 19, 2020 by the following vote:

#### AFFIDAVIT OF POSTING

STATE OF OREGON	)	
	)	
County of Clackamas	)	ss:
	)	
CITY OF CANBY	)	

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 5<sup>th</sup> day of February, 2020 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1522 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 6<sup>th</sup> day of February, 2020, I personally posted said Ordinance in the following four (4) conspicuous places, all within the said City of Canby, to wit:

- 1. Canby Civic Building Bulletin Board (Upstairs)
- 2. Canby Civic Building Bulletin Board (Downstairs)
- Canby Post Office 3.
- 4 City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said four (4) public and conspicuous places continuously for the period of five (5) days and until the very 19<sup>th</sup> day of February, 2020.

Melissa Bisset, City Recorder

Subscribed and sworn to before me this With day of February. 2020.

Votary Public For Oregon

My Commission Expires:

OFFICIAL STAMP ELIZABETH BURCKHARD

NOTARY PUBLIC - OREGON

# Amendment 3 Contract for Transit Services No.: CAT2017

**THIS CONTRACT** previously entered into the 7<sup>th</sup> day of June 2017 and amended effective June 5, 2019 by and between the City of Canby, Oregon, a municipal corporation, hereinafter called "City," and MV Transportation, Inc., with headquarters located in Dallas, Texas hereinafter called "Contractor" and collectively referred to herein as the "Parties".

#### **WITNESSETH THAT:**

**WHEREAS**, the Parties entered into a Contract for Transit Services dated June 7, 2017, with an initial contract term of three (3) years, running from July 3, 2017 to June 30, 2020.

**WHEREAS**, Year 3 of the original agreement stated the following annual estimate:

Year 3 (7/1/19 – 6/30/20) \$910,376.64 (14,478 VRH - @ \$62.88 per VRH).

**WHEREAS**, the Parties amended the original agreement via Amendment 1 and Amendment 2 to add Vehicle Revenue Hours (VRH) for new services. The following was effective June 5, 2019:

Year 2 (7/1/18 – 6/30/19) \$997,723.00 (16,300 VRH - @ \$61.21 per VRH) Year 3 (7/1/19 – 6/30/20) \$1,112,976.00 (17,700 VRH - @ \$62.88 per VRH)

**WHEREAS**, state regulations require a procurement process when costs exceed 25% of the original agreement.

**WHEREAS**, it is in the best interest of the City to extend the agreement with MV Transportation, Inc. through June 30, 2021 to allow time for transit planning efforts related to the new Statewide Transportation Improvement Fund (STIF) prior to the next service provider procurement process.

**WHEREAS**, the Parties have agreed to extend the contract for one year. The adjusted hours and the compensation amounts are as follows:

Year 4 (7/1/20 – 6/30/21) \$1,137,579.00 (17,700 VRH - @ \$64.27 per VRH)

All other terms, conditions, agreements, and addendums remain in effect between the parties.

**IT IS SO AGREED,** City and Contractor have executed this Transit Contract Amendment 3 effective July 1, 2020.

\_\_\_\_\_

#### EXHIBIT "A"

Date	Date	
Name: Scott McClure	Name:	
Title: City Administrator City of Canby	Title:  MV Public Transportation, Inc.	
PO Box 930	2711 N. Haskell Avenue Suite 1500	
Canby, OR 97031	Dallas, TX 75204	
	•	
503.266.0745	972.391.4600	

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

# **City Council Staff Report**

DATE: February 19, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator

FROM: Jamie Stickel, Economic Development Director

#### **Summary**

Columbia Distributing submitted a Strategic Investment Zone application for their project in the Canby Pioneer Industrial Park.

#### **Background**

In August 2010, Clackamas County established the Rural Strategic Investment Zone, as part of Business Oregon's Strategic Investment Program. The Rural Strategic Investment Zone was created by Clackamas County and encompasses Canby along with other rural communities across the county. The program was established to assist in the recruitment of large, industrial businesses to Clackamas County.

At the January 15<sup>th</sup>, 2020 City Council meeting, the Canby City Council delayed the decision regarding the standardized agreement to allow for more time for the council to review the Strategic Investment Zone program. Additionally, several questions were posed to city staff and are included in this packet under "Strategic Investment Zone FAQs". After much discussion between Business Oregon, Columbia Distributing, Clackamas County, and the City of Canby, the project was deemed eligible by Business Oregon and the standardized agreement was amended. The new standardized agreement addresses the date the Business Oregon Application was received (July 2<sup>nd</sup>), as well as noting the costs related to the work which began before the application was submitted will be excluded from the Strategic Investment Zone project. This can be found in the attachment "Updated Columbia Distributing Project Description".

#### **Discussion**

Columbia Distributing is the first company to utilize the Strategic Investment Zone within Clackamas County. The Strategic Investment Zone is an incentive where businesses with a project within the zone will pay full property taxes on the first \$25,000,000 investment. Taxes on the property in excess of the \$25,000,000 are abated for 15 years. Businesses pay an annual community service fee of lesser of 25% of business tax savings on investments over \$25 million or \$500,000 per year. The community service fee is intended to mitigate direct impacts of the development on the community that are needed over and above the systems development

charges collected. Once those needs are addressed, additional revenues will be used to fund high priority projects or programs of the community.

#### **Attachments**

- Canby, County, Columbia Distributing Standardized Agreement
- Exhibit A Columbia Distributing SIZ application to Business Oregon
- Updated Columbia Distributing Project Description
- Exhibit B Columbia Distributing site map
- Exhibit C Columbia Distributing SIZ tax lots
- Exhibit D Columbia Distributing SIZ First Source Hiring Agreement
- Exhibit E Columbia Distributing SIZ First Source Contracting Agreement
- Exhibit F Community Service Fee
- Strategic Investment Zone FAQ's

#### **Fiscal Impact**

None.

#### **Options**

- 1. Authorize City Administrator to enter into the agreement with Columbia Distributing and Clackamas County as part of the Strategic Investment Zone application.
- 2. Deny City Administrator's authorization to enter into the agreement with Columbia Distributing and Clackamas County as part of the Strategic Investment Zone application.

Approval of the application is in conformance with the responsibilities of participating in the Clackamas County rural Strategic Investment Zone.

#### Recommendation

Staff recommends the Council authorize the City Administrator to enter into the Strategic Investment Zone standardized agreement with Columbia Distributing and Clackamas County.

#### **Proposed Motion**

"I move to approve authorization of the City Administrator to enter into the Strategic Investment Zone standardized agreement with Columbia Distributing and Clackamas County."

#### **RESOLUTION NO. 1330**

# A RESOLUTION AUTHORIZING COLUMBIA DISTRIBUTING'S STRATEGIC INVESTMENT ZONE APPLICATION AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH COLUMBIA DISTRIBUTING AND CLACKAMAS COUNTY

**WHEREAS**, the city of Canby is located within Clackamas County's Rural Strategic Investment Zone, a business recruitment tool which is used to attract large capital investments from traded-sector businesses; and

WHEREAS, the Strategic Investment Zone has been in place since August 2010 and allows for a 15-year property tax abatement capped at capital investments of \$25,000,000 and higher; and

WHEREAS, the company is required to pay a community service fee equal to 25% of the tax savings per year to offset community impacts with a cap of an annual maximum community service fee of \$500,000 in rural areas; and

**WHEREAS,** Columbia Distributing applied to the City of Canby and Business Oregon as their Canby Pioneer Industrial Park investment demonstrates eligibility under the Clackamas County Strategic Investment Zone.

#### NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council:

- 1. The application of Columbia Distributing for a Strategic Investment Zone is authorized.
- 2. The City Administrator is authorized to enter into an agreement between the City of Canby, Clackamas County, and Columbia Distributing that demonstrates the investment and adheres to the Strategic Investment Zone guidelines.

This Resolution shall take effect on February 19<sup>th</sup>, 2020.

**ADOPTED** this 19<sup>th</sup> day of February, 2020 by the Canby City Council.

ATTEST:	Brian Hodson Mayor
Melissa Bisset City Recorder	

### **CLACKAMAS COUNTY STRATEGIC INVESTMENT ZONE**

### **AGREEMENT BETWEEN**

**CLACKAMAS COUNTY AND** 

THE CITY OF CANBY AND

## **COHO DISTRIBUTING LLC, dba COLUMBIA DISTRIBUTING**

Date: FEBRUARY 6, 2020

This is an agreement (the "Agreement") by and between Clackamas County, a duly constituted governmental entity under the laws of the State of Oregon (the "County") and the City of Canby, an Oregon municipality (the "City"), and Coho Distributing LLC, dba Columbia Distributing, (the "Company"). Its purpose is to define the rights, responsibilities, and obligations of the County, the City, and the Company in terms of the Clackamas County Strategic Investment Zone.

#### **RECITALS**

- A. The County, the City, and the Company all agree that it is in their individual and mutual best interests for the Company to locate its business in Clackamas County.
- B. The County, the City, and the Company recognize that the Company is a capital intensive business as to which the elements of a strategic investment zone are especially important. Capital intensive businesses are especially attractive to the County and the City because these businesses invest in developing the skill levels of their employees, pay their employees higher wages, and contribute in other ways to the economic vitality of a region.
- C. Oregon law at ORS 285C.623 through 285C.639 and in rules established by the Oregon Business Development Department and the Oregon Department of Revenue sets out the establishment and operation of strategic investment zones. Key characteristics of strategic investment zones include:
  - 1. Businesses approved as a strategic investment zone project receive a partial property tax exemption under ORS 307.123 under the terms of which the business must pay full property taxes on the first \$25 million invested. The value of property in excess of that amount is exempt from taxation; however, this cap increases by 3% each year.
  - 2. Businesses approved as a strategic investment zone project must pay an annual Community Service Fee equal to the lesser of 25% of exempt taxes or \$500,000.00.
  - 3. Businesses approved as a strategic investment zone project must enter into a First Source Hiring Agreement, which promotes gainful work for persons already residing in the proximate area or region of the approved project.
  - 4. The Department of Revenue and the county shall make income tax distributions in accordance with ORS 285C. 635(3).

- 5. The term of the benefits of a strategic investment zone to a specific project is temporary, lasting no longer than 15 years.
- D. On <u>August 19, 2010</u> the County approved co-sponsorship and operation of the Clackamas County Strategic Investment Zone.
- E. On <u>August 4, 2010</u> the City approved co-sponsorship and operation of the Clackamas County Strategic Investment Zone.
- F. On <u>August 19, 2010</u> the County and the City entered into an Intergovernmental Agreement in order to co-sponsor the establishment of the Clackamas County Strategic Investment Zone and set out their respective rights and obligations under its operation.
- G. The Company wishes to place its project (the "Project") within the Clackamas County Strategic Investment Zone, and has filed an application (the "Application). A copy of the Application is attached as Exhibit "A".
  - 1. The Project is wholly located within the Clackamas County Strategic Investment Zone. The property is contiguous, and is not within an existing strategic investment zone. The Project is shown on the map in Exhibit "B" and described by a list of affected tax lot numbers in Exhibit "C".
  - Under the terms of the Application, the Company has requested that the Company receive approval for the tax treatment of Projects within a strategic investment zone.
- H. The County, the City, and the Company have agreed to enter into this Standardized Agreement, which is a requirement of the County and City Intergovernmental Agreement and constitutes the local approval necessary for a strategic investment zone project.
- NOW, THEREFORE, in consideration of the following mutual promises the County, the City, and the Company all agree as follows:
- 1. Limitations on Qualification of the Project for Exemption.
  - A. Only that portion of any property that the Business Development Commission has authorized as an eligible Project shall receive the tax exemption under ORS 307.123.
  - B. All other property not authorized for tax exemption according to Section 1 A above, including portions of the Project constructed prior to submission of an application for project determination to the Business Development Commission, shall be subject to the laws as to tax assessment and collection, without regard

to ORS 307.123. The parties expressly acknowledge and agree that certain construction work, including ground work and the pouring of a concrete slab, were performed prior to Company's submission of its project determination application. As such, the parties anticipate that the Business Development Commission will not consider those portions of the project eligible for tax exemption. The parties further acknowledge and agree that Business Development Commission will make the final decision as to what portions of the project are eligible for tax exemption under ORS 307.123.

#### 2. Term.

This Agreement shall take effect on the date the Oregon Business Development Commission formally authorizes the Company's qualification as an eligible Project in a strategic investment zone. It shall continue for the fifteen tax years described in ORS 307.123.

- 3. The ORS 307.123 Tax Exemption for the Project.
  - A. The Company's Application represents that the Project will have a total investment of \$68,277,098.00. The County, City, and the Company agree that the assessed value of the property associated with the Project shall be calculated according to ORS 307.123.
  - B. The Project shall have its taxes calculated according to ORS 307.123 for fifteen tax years, commencing with the tax year the Company is first eligible for the calculation.
  - C. Pursuant to OAR 123-623-1600(4)(d), the Project will not consist of any property formerly or currently exempt under ORS 285C.175 and the Company shall not acquire status as an authorized business firm for any investment at the same location in an enterprise zone.
  - D. The Company shall provide timely information to the Oregon Business Development Department, County Assessor, and or the Department of Revenue as may be requested, required, or otherwise necessary under ORS 307.123 or other applicable laws, including but not limited to information as to the date when any taxable property is initially placed in service, occupied, used, or operated.
- 4. Obligations of the Company.
  - A. The Company shall pay a Community Services Fee ("CSF") for community services support that relates to the direct impact of the eligible project on public services as set forth in this section and ORS 285C.623(4) and other applicable law.
    - 1) Amount. For each year the Company shall pay to the County a CSF as provided in ORS 285C.623(4)(b) an amount equal to 25% of the property taxes that would, but for the tax exemption, be due on the exempt property in each assessment year, but not exceeding \$500,000 in instances where the investment is in Rural SIZ #1 and \$2 million where the investment is in Urban SIZ #2, per eligible project in any year.

2) <u>Due Date</u>. On or before October 25 of each year, the County shall provide the Company with a statement describing CSF calculations and the amount due. The Company upon receiving such statement shall pay the amount due by November 15 of the same year. The CSF payment shall be made to:

Tax Collector
Assessment and Taxation Department
Clackamas County
Development Services Building
150 Beavercreek Rd.
Oregon City, OR 97045

- 3) <u>Adjustments</u>. If the assessed value of the Company is adjusted after November 15 of any tax year in such a manner that property taxes due from the Company are reduced, and the reduction reduces the CSF for that year, the County shall pay the amount of the reduction to the Company, together with interest at the rate established by law for tax refunds under ORS 311.505(2) from the date of payment of the CSF.
  - a. If the County does not pay the amount by November 10 of the following year, the Company may withhold the unpaid amount, plus interest as provided in this Section, from subsequent CSF payments due from the Company.
  - b. If the remaining CSF payments due from the Company are less than the amount owed by the County to the Company under this Section, the County shall pay the amount due to the Company not later than December 15 of the year following the year in which the reduction occurs. An appeal of the assessed value does not defer the CSF payment obligation set forth above. Any adjustments based on the outcome of the appeal shall be in accordance with this Section 4-A-3.
- 4) <u>Late Payment of CSF</u>. Failure to pay the CSF sum in full by the due date shall result in penalty and interest being charged on the past due balance in the amount of \_\_\_\_\_% per diem/annum.
- 5) Nonpayment of CSF. If the Company fails to pay the CSF by the end of the tax year in which it is due, the tax exemption shall be revoked and the property shall be fully taxable for the tax year following the tax year in which the fee remains unpaid.B. First Source Agreements.

- 1) The Company shall enter into a standardized First Source Hiring Agreement ("FSHA"), a copy of which is attached as Exhibit "D" to this Agreement. Its terms are incorporated by reference into this Agreement.
  - a. If the County designates a Publicly Funded Training Provider, the Company shall enter into a separate FSHA with the designated Publicly Funded Training Provider under substantially the same terms as set out in Exhibit D.
  - b. If there is a conflict between this Agreement and Exhibit D, this Agreement shall take precedence. If there is a conflict between Exhibit D and the Public Funded Training Provider First-Source Hiring Agreement, Exhibit D shall control.
- 2) The Company shall enter into a standardized First Source Contracting Agreement ("FSCA"), a copy of which is attached as Exhibit "E" to this Agreement. Its terms are incorporated by reference into this Agreement.

#### C. Reporting Obligations.

- 1) In addition to any other report or filing required by law the Company shall file with the Department of Revenue the information required by ORS 308.290 in the form of the annual industrial property return.
- 2) In addition to any other report or filing required by law the Company shall file with the Oregon Business Development Department and Clackamas County the annual participation report required by ORS 285C.615, along with any other information related to the terms of this Agreement that the County may require.

#### D. Payment of Property Taxes

The Company shall pay all property taxes owed on the Project on or before November 15<sup>th</sup> of the tax year in which they were assessed.

#### 5. Obligations of the County and City

The County and the City shall, by action of the respective Commission and Council, affirmatively endorse the Company's proposed project if the Company submits a strategic investment zone application in accordance with Oregon statutes, rules, and the County and City strategic investment program.

6. Breach; Default; and Remedy.

A. The County and the City shall each designate a Strategic Investment Zone Manager with the duty to monitor compliance by the Company with the terms of this Agreement. The respective Strategic Investment Zone Managers are:

The County: Strategic Investment Zone Coordinator

**Business and Economic Development Department** 

**Development Services Building** 

150 Beavercreek Rd. Oregon City, OR 97045

For the City: Economic Development Director

City of Canby 222 NE 2<sup>nd</sup> Ave. Canby, OR 97013

Or such other individuals as the City and County may designate from time to time.

- B. If either the County or the City has cause to believe that the Company has materially failed to comply with any term of this Agreement, or the FSHA, or the FSCA, and that such failure is not excused, the County and the City shall confer.
  - 1) If, after such consultation and examination, the County continues to believe that the Company has materially failed to comply with one or more terms of this Agreement and the failure is not excused, the County shall notify the Company of this belief and the basis therefore.
  - 2) The Company shall not be deemed to have failed to comply with this Agreement if the failure is caused by a force majeure, as provided under Section 6-I-3 below.

C. Any required notice shall be in writing and shall be sent to the Company at the following address:

Paul Meade, Chief Financial Officer Columbia Distributing 6840 North Cutter Circle Portland, OR 97217

Notice sent by regular mail shall be treated as if received on the third day after mailing. Notice hand delivered, sent via electronic mail, or by facsimile transmission shall be treated as having been delivered at the time of transmission, or if the transmission occurred after normal business hours, the next business day, upon confirmation of transmission.

- D. Upon receipt of the notice described in Section 5-B above, the Company shall have 45 days to respond in writing. The Company's written response shall be delivered to the County at the address of its Strategic Investment Zone Manager set out in Section 5-A above.
- E. The Company's response shall include such supporting documentation as is related to the issues raised by the notice described in Section 5-B above.
  - 1) The County shall have 45 days in which to review and consider the Company's response and to notify the Company in writing if the County believes the Company is not in compliance, and to state the basis for the County's belief.
  - 2) If the County does not give the Company such written notice within 45 days, the matter shall be deemed closed.
- F. If the County notifies the Company that the County continues to believe that a failure of performance by the Company has occurred, the matter shall be submitted to mediation in front of a mediator who is an attorney and mutually acceptable to all parties.
  - 1) Such mediation shall take place within 90 days' of a party's receipt of the mediation request, in a neutral location mutually acceptable to all parties.
  - 2) Each party shall be responsible for paying its own costs and expenses (including legal fees, if necessary) for the mediation and share equally the expenses of the mediator.
- G. In the event that the mediation is unsuccessful, either party may initiate litigation to resolve the dispute. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any

term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

- H. Notwithstanding the foregoing, any dispute in which specific performance or injunctive relief is sought need not be submitted to mediation, but may instead be immediately brought by the aggrieved party to an appropriate court.
- I. A breach shall be deemed to have occurred if:
  - 1) The Company acknowledges that it has failed to comply with its obligations under this Agreement; or
  - 2) A court of competent jurisdiction or an arbitrator, in a final judgment that is either nonappealable or whose appeal rights have lapsed, determines that the Company failed to comply with its obligations under this Agreement and the associated law.
  - 3) The Company shall not be deemed to have failed to comply with this Agreement if the failure is caused by a force majeure.
    - a. Force majeure is defined as follows:
      - 1) Acts of God; strikes, lockouts or other industrial disturbances; acts of the public enemy; orders or restraints of any kind of the government of the United States of America or of the state wherein the County is located or any of their departments, agencies or officials, or any civil or military authority; insurrections; riots; landslides; earthquakes; volcanic eruption; fires; storms; droughts; floods; explosions; breakage or accident to machinery, transmission pipes, or canals; or any similar or different cause or event not reasonably within the control of the Company; and
      - 2) Any substantial reduction in market demand for the products produced at the Project which makes it economically infeasible for the Company to operate the Project at a profit and in compliance with this Agreement.
    - b. To excuse the performance of any obligation of the Company due to force majeure, the Company must notify the County as soon as reasonably possible after the force majeure has occurred and

the Company has had an opportunity to determine the effect of the force majeure upon the Company's business and its obligations hereunder.

- 1) The notice shall state the nature of the occurrence, the anticipated effect of the occurrence on the Company's obligations, and when the Company will be able to resume compliance with this Agreement.
- 2) If the County, following consultation with the City, does not agree that the Company shall be excused from performance in the manner stated in the Company's notice, the County shall notify the Company within 90 days and the parties shall commence the dispute resolution procedures set out above.

#### J. Sanctions.

- 1) If the breach relates to a failure of the Company to pay the CSF or any other payment the Company is required to pay to the County under this Agreement or Oregon law, the County shall be entitled to the amount of the delinquency, plus interest in the amount set forth in Section 4 (A)(4), and in addition may recover the following penalties:
  - a. If the payment is made more than ten days after the payment is due and written demand has been made to the Company for payment, the County shall be entitled to receive a penalty of 10% of the delinquent amount.
  - b. If the payment is made more than 45 days after the payment is due and written demand has been made to the Company for payment, the County shall be entitled to receive a penalty of 100% of the delinquent amount.
  - c. If the Company fails to pay by the end of the tax year in which it is due, the tax exemption provided by ORS 307.123 shall be revoked and the property shall be fully taxable for the tax year following the tax year in which the fee remains unpaid.
- 2) If the breach relates to a failure of the Company to notify the County in accordance with the FSHA of the Company's hiring needs for job openings, the Company shall pay to the County an amount equal to twice

the average gross annual salary plus benefits for the median wage paid at the Project by the Company.

If the Company fails to act in good faith to meet its obligations under the FSHA, and the failure results in effective abandonment of the FSHA by the Company, the Company shall pay as an additional payment to the County 75% of the annual payment calculated according to ORS 307.123 for each year the abandonment continues. It shall not constitute an abandonment if the Company's failure is due to nonperformance by the County of its obligations under the FSHA.

3) If the breach relates to a failure of the Company to notify the County in accordance with the FSCA of the Company's contracting opportunities, the Company shall pay as an additional payment to the County an amount equal to twice the cost of the Project, including all overhead and profit.

If the Company fails to act in good faith to meet its obligations under the FSCA, and the failure results in effective abandonment of the FSCA by the Company, the Company shall pay as an additional payment to the County 75% of the annual payment calculated according to ORS 307.123 for each year the abandonment continues. It shall not constitute an abandonment if the Company's failure is due to nonperformance by the County of its obligations under the FSCA.

- 4) If the breach relates to a failure of the Company to meet its reporting requirements under this Agreement or related law, the Company shall pay to the County twice the amount necessary to have an auditor investigate and prepare any report.
- 5) Any funds collected under Section 6-J above shall be held in a segregated fund for the Shared Community Services fund set out in Exhibit C to the Clackamas County Strategic Investment Zone #1 Intergovernmental Agreement.

#### 7. General Terms.

A. <u>No discrimination</u>: No persons shall be denied or subject to discrimination in receipt of the benefits of any services or activities made possible by or resulting from the Agreement on the grounds of sex, sexual orientation, gender identity, race, color, creed, marital status, age, national origin, mental health or physical handicap, disabled or Vietnam era veteran status (except where there are bona

fide occupational qualifications). Any violation of this provision shall be considered a material breach of the Agreement.

- B. <u>Public contracts</u>: If applicable, the requirements of the Oregon Revised Statute Chapters 279A and B are incorporated herein by reference. This provision is intended to incorporate only those provisions which are required for all public contracts. The parties acknowledge that other portions of ORS Chapter 279 do not apply; that this Agreement is not one for a public improvement or public work; and the wages and other compensation paid by the Company to its employees are not subject to ORS Chapters 279A and 279B.
- C. <u>Governing law</u>: This Agreement shall be governed by the law of the State of Oregon. Any actions or suits commenced in connection with this Agreement shall be in the Clackamas County Circuit Court or Federal District Court for Oregon.
- D. <u>Complete Agreement</u>: This Agreement and its attached exhibits are the complete agreement between the parties and supersede all prior agreements or proposals, oral or written. No modifications to this Agreement will be binding on any party except as a written addendum signed by authorized agents of each party.
- E. <u>Waiver of Rights</u>: All rights and remedies of each party shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of either party according to law.
- F. <u>ORS 307.123 Payments Not Property Taxes</u>: The parties acknowledge that any payments required under this Agreement do not constitute property taxes and are not subject to the limits under Section 11b, Article XI of the Oregon Constitution.
- G. <u>Corporate Dissolution or Bankruptcy:</u> In the event of a corporate dissolution or a bankruptcy proceeding under the Federal Bankruptcy Code, the full real market value of the Project shall be placed on the tax roll as taxable property.
- H. <u>Successors and Assigns</u>: Each and every provision of the Agreement is binding on any and all successors in interest to the applicant by virtue of sale, lease, assignment, merger, or any other transfer of any interests in the applicant corporation to any other person or entity, whether voluntary or involuntary
- I. <u>Good Faith Tax Contests Permitted</u>: Nothing in this Agreement shall be construed as:

- a. Preventing the Company from contesting in good faith any tax,
   assessment, fees or charges assessed against it by the taxing authority;
   or
- b. Granting rights to any employee of the Company.
- J. <u>No Third Party Beneficiaries</u>: The obligations of the Company in this Agreement are for the benefit of the County and the City, and for the general benefit of their citizens. No individual or entity not a party to this Agreement shall be treated as a third party beneficiary of this Agreement.
- K. <u>Counterparts:</u> This Agreement may be signed in counterparts; when each party has signed a counterpart all parties shall be bound by this Agreement.
- L. <u>Debt Limitation</u>. This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

<u>CLACKAMAS COUNTY</u>	<u>CITY OF CANBY</u>
JIM BERNARD Chair	BRIAN HODSON Mayor
Date:	Date:
Recording Secretary	Recorder
Reviewed for legal sufficiency and form:	Reviewed for legal sufficiency and form:
Counsel	Counsel

# 

INSERT NOTARY BLOCK FOR OFFICER OR OFFICERS



#### Strategic Investment Program (SIP) ORS 285C.600-285C.635 & 307.123

# Application for Project Determination by Business Oregon Commission

DUE before the purchase or lease of property or any on-site work begins that will comprise investments in the project.

Applicant Business						
Coho Distributing LLC dba Columbia Distributing	6840 North Cutte	r Circle				
Business Name	Mailing Address					
Paul Meade	Chief Financial O	fficer		(	503) 265-3099	
Contact Person	Title			The second second second	hone Number	
paul.meade@coldist.com	www.coldist.com					
Email			ound, history and fin	ancials		
Limited Liability Company	Oronon			Partland Oragon		
Form of Organization (e.g., C-corporation)	Oregon US State of In	corporation		Portland, Oregon Headquarter Loca	tion	
Proposed Investment (the project)	OO DILACE OF ILE			ricadanter noon		
Location		County(s)	Clackamas	andchoose-		
Columbia Distributing Warehouse		Inside	a city's corporate li	mits?	Yes	O No
Project/property name, as applicable			urban growth boun	dary (UGB)	( Yes	O No
Canby Pioneer Industrial Park 2525 SE First Avenue, Canby Oregon			containing a city of in current populatio (if yes, it is an urban	40,000 or more on?	0	<b>O</b>
Street Address			Indian reservation		Yes	( No
Attached			(if yes, tribal govern county role)	ment assumes	O 165	<b>©</b> 140
Assessor map, tax lot number(s), etc.						
If located in a strategic investment zone (Si	IZ):			an SIZ or not—that all inside the SIZ bounds		roperty subje
Canby SIZ		Check bel	ow that all eligible	project property s	ubject to SIP:	
Name of SIZ, if applicable		[] well be		L		
If using SIZ to receive SIP tax treatment, chec	ck here that	✓ Will be newly acquired by the applicant business.				
standardized SIZ agreement and all other loc		Has not been part of any previously exempt SIP project.				
documentation are included here.		✓ Has/wi	ll not receive Oregon	enterprise zone-exen	nption.	
Estimated cost of each property type:		Anticinate	ed time line—dates	· for		
Real estate (land and existing structures) to be acquired*	\$8,716,963.00		on or other project w		April	2019
New construction/improvements	\$53,597,135.00	Project con	pletion		June	2020
Reconstruction, remodeling of existing buildings & structures	\$0.00	Start of bus	iness operations wit	th new facility/proper	ty Septem	ber 2020
Real property (heavy/affixed)	<b>#</b> 5 052 222 22					
machinery & equipment	\$5,963,000.00					
Personal property (readily movable equipment, etc.)	\$0.00					
Total	\$68,277,098.00					

<sup>\*</sup>Not applicable if inside an SIZ.

### Application for Project Determination by Business Oregon Commission

<b>Project description</b> In the space below/attachment, provide a brief narrative regarding building and investment plans consistent with the information above, including but not necessarily limited to facility square footage, c phases, or potential impacts of construction on public services.	onstruction		tion attached
See attached.			
Total American Inc. (constitution of the constitution of the const			
Local Approval Process (not applicable if using an SIZ) Indicate that this application includes executed copies—or the status—of the following:			
Any special report, document, etc., prepared for or provided to local governments regarding project	Yes	O Unfinish	ned O N/A
Evidence of county public hearing (agenda, sign-in sheet, etc.) prior to executing local SIP agreement	Yes	O Pending	
Executed local SIP agreement with county and any applicable city	○ Yes	<ul><li>Pending</li></ul>	
Official action by county commission/court approving project for SIP after executing agreement	O Yes	<ul><li>Pending</li></ul>	
If any of the above items are still pending/unfinished, check the following to confirm for this project:			
Evidence and information is included demonstrating that the local-county SIP application process	has been in	itiated.	
It is hereby acknowledged that state approval for SIP must await full receipt by Business Oregon of then, it cannot be guaranteed, so that if commencing construction or other project work in the mean accepts the risk of not receiving local or state approval to receive SIP tax treatment on any such inv	ntime, the a		
Existing Employment			
Annual average number of full-time equivalent (FTE) employees—dividing total hours paid over the past subject to withholding taxes by your or any commonly controlled business, and that are located:	12 months	by 2,080—wh	о аге
At the site, facility or operations, to	- /antimata	1 (00)	٥
which the proposed investment will be made 300.0 Anywhere throughout Oregon  (NOTE: Also include in the above figures for "retained jobs" the employees of any general contractor such facility for your business, if applicable, but not those of any other type of contractor, subcontractor.	hat entirely o	perates any	.0
Year No. of the second	0		
Implications for existing operations or jobs with your or any commonly controlled business anywhere in Is there any probability that such jobs will be curtailed during the succeeding year?	i Oregon:	○ Yes	● No
Is there any expectation that such operations elsewhere in the state may be transferred to the above site or facility to work with property comprising the proposed SIP project?	ı	Yes	O No
Operations currently in Northeast and Northwest Portland are being consolidated into the new facility in Canby. All currently employees will be offered the opportunity to relocate but it is anticipated less than half of the employees at these facilities choose to do so. Additionally approximately 10 jobs currently run out of the Eugene operation will be transfered to Canby these employees will be given the opportunity to relocate also.	will		

#### Application for Project Determination by Business Oregon Commission

Business Operations with New Facility or Property In the space below/attachment, describe these operations and good produced, and the way in which they are engaged in markets for we exists—that is, how do they relate to a traded-sector industry?	
	ational brands such as Coors, Pabst and 7 Up and international brands such as Heineken, the form of other beverages such as Anheuser-Busch Inbev (Budweiser), Coke and Pepsi. n-alc and wine brands throughout the State of Oregon.
Estimated Future Employment Pursuant to Proposed Inv	estments
Total FTE jobs at the site, facility or operations 30 (consistent with instructions/calculation above for retained jobs)	0.0 Average annual taxable \$57,500.00 income to be paid, per job
In the space below/attachment, describe notable attributes of this special training, use of local hires, or anticipated special demands	
There will be two primary occupations working out of this facility. The larges away product and picking product. The other primary occupation working out those interested in obtaining their CDL. It is anticipated that over time the majority of the product of th	t occupation is general warehouse work which consists of receiving product, putting of this facility are delivery drivers. Columbia offers an in-house training program for ority of the workforce will live within 15 miles of the warehouse.
General Enclosures for All Projects Check below that this application includes all of the following as at	tachments or appendices, in addition to any applicable item above:
Filing fee of \$5,000 or \$10,000 for an urban project (payable to "C	•
Copy of first-source hiring agreement executed with local conta	
Map of proposed project, site plans and similar materials to sup	
<ul> <li>Company background, history, financials and so forth, if not rea (if Web site entered above will suffice, leave unchecked)</li> </ul>	dily available from the Internet
Any existing information or analysis about economic, local empthe project or future business operations (if nothing relevant is	
General Commitments for All Projects  Check each one below to affirm that you, the applicant business, with the applicant business and the second sec	ill do each of the following:
Consider efforts to maximize the hiring or use of current reside practicable, in making investments and operating facilities asset	
Provide timely notification or evidence to the county assessor of but not limited to the date when property is certified for occupa	
Ensure that the ultimate lessee of any leased project property is	responsible for the taxes due on that property.
Annually submit <u>report on employment and payroll</u> to Business property tax year of exemption.	Oregon under ORS 285C.615 by April 1, following the end of each
Pay additional fee of \$10,000, or \$50,000 for an urban project, after officially authorized to use the Strategic Investment Program (b)	
Declaration by Applicant I hereby declare to have examined this application and all included complete in every material respect. If any such information change amendments. It is understood that project property will receive the if my business satisfies the requirements of ORS 285C.600 to 285C.6	s significantly, I will notify the department and submit proper written tax treatment under the Oregon Strategic Investment Program only
0.00	
Ham Meade	July 1, 2019
Signature (use blue or black ink)	Date
Paul Meade	Chief Financial Officer

Submit signed original, non-refundable application fee and all items and information requested here, unless otherwise indicated, to:

Title of authorized company representative

SIP Determination Business Oregon 775 Summer Street NE, Suite 200 Salem OR 97301

Printed name

# **Project Description**

Headquartered in Oregon, Coho Distributing LLC, dba Columbia Distributing ("Columbia") has been distributing some of the best-known brands in the beverage business since 1935. Today Columbia Distributing services over 22,000 retail customers covering more than 172,000 square miles in Oregon, Washington and California. Columbia is one of the largest beverage distributors in the U.S. and the largest in the Pacific Northwest region. Columbia's beverage portfolio is made up of over 500 of the finest beverage brands, including craft, domestic and imported beers, wine & spirits and non-alcoholic products. Columbia's success is based on the deeprooted tradition of delivering quality products, timely service and a genuine concern for customers' needs. This is achieved by providing ongoing, sustainable opportunities and growth for its employees, customers, suppliers, shareholders and communities.

Since Columbia's merger with Mt. Hood Beverage in 2008, Columbia's Portland Metropolitan operation have been conducted primarily out of two facilities located within the Portland City limits. The primary picking facility is located on Swan Island in NE Portland while the backstock facility is located in NW Portland. Since 2008 Columbia has been actively looking for a location to consolidate all operations into one facility.

In early 2019 Columbia reached an agreement with Trammell Crow Company to develop a 530,148 square foot facility in Canby (see bid narrative). Upon completion of the facility Canby East LLC will acquire the facility and Columbia Distributing will enter into a 15-year lease of the facility. The ownership of Canby East substantially reflects the ownership of Columbia Distributing.

Columbia expects to begin moving into the facility in late spring of 2020 and be fully operational by fall of 2020. At this time the facility will serve the entire Portland Metropolitan area along with Salem, a substantial portion of the Columbia Gorge and the Northern Oregon Coast. The facility will also serve as a hub for the Columbia branches located in Medford, Springfield, Bend and Pendleton.

Once fully operational Columbia expects to employ roughly 300 full time employees out of the facility. These employees will receive, pick and deliver in excess of 16 million cases of product per year.

Columbia Distributing prides itself on providing a living wage, outstanding benefits and an inclusive and desirable work environment to its 3,100+ employees whose families live in the communities in which they work.

January 3, 2019

#### BRYAN BROWN

City of Canby 222 NE 2<sup>nd</sup> Ave. — PO Box 930 Canby, OR 97013 via email: brownb@canbyoregon.gov

Re: Supplement to DR Narrative
Project: Project Shakespeare — DR 18-10

Dear Bryan:

In follow up your recent email and our subsequent correspondence, the intent of this letter and the attached exhibits is to present supplemental information regarding concerns raised about the proposed orientation and spacing of the primary access drives for the Shakespeare project.

For clarification purposes, please find attached the following;

- EX1.0 Updated Site Plan illustrating;
  - o Proposed Drive locations along SE 1st Ave. with off-set dimensions and stationing
  - Existing Drive locations (primary & secondary) along SE 1<sup>st</sup> Ave. with off-set dimensions and stationing
  - Street cross-sections illustrating proposed improvements at S Walnut, SE 1<sup>st</sup> Ave & S Mulino (NOTE: Cross-sections at SE 1<sup>st</sup> Ave. & Mulino have not been updated to reflect the increased ROW per 12/20/2018 meeting)
- EX1.1 Enlarged Partial Site Plan illustrating;
  - o Drive locations
  - o Aerial Photo with drive overlay
  - Photos of existing primary & secondary driveways along SE 1<sup>st</sup> Ave.

#### **OVERVIEW**

The subject property is located at the NE corner of the Canby Pioneer Industrial Park with frontage along S Walnut St. (west boundary), SE 1<sup>st</sup> Ave. (north boundary) and S Mulino Rd. (east boundary). SE 1<sup>st</sup> Ave. and S Mulino Rd. are currently under the jurisdiction of Clackamas County whereas S Walnut St. is within the City of Canby's jurisdiction. According to the current Canby Transportation System Plan (TSP) Figure 7-1, S Mulino is classified as a 'collector' whereas SE 1<sup>st</sup> Ave. and S Walnut are classified as 'local' streets.

The single family residential properties to the north of SE 1st Ave. are within Clackamas County and Clackamas County TSP designates SE 1st Ave. as a 'collector' street. Recent planning efforts by the City of Canby have indicated that a future functional class modification to collector may be appropriate for SE 1st Ave. to accommodate the future transportation system.



Site topography on the proposed development property slopes from east to west with approximately 30ft of grade change from S Mulino St. to S Walnut St. A cell tower fronting S Walnut St. is also located at the central west side of the property. The orientation of the proposed building has been designed to allow for a secured truck court with loading on both the east and west sides of the building with employee parking occurring along the SE 1st Ave. frontage. The siting of the building has been designed to accommodate phased expansions to the South and the potential for redevelopment to accommodate bulk distribution use. Site access includes 3 entrances off SE 1st Ave. with the primary truck entrance located approximately 158ft east of Walnut and the two auto drives spaced 203ft and 286ft east of the respective drives.

A detailed traffic impact analysis for the proposed development was completed by DKS Associates and is provided with the Design Review submittal package. The study included an extensive review of the existing conditions surrounding the property, an impact analysis for the proposed development with detailed site plan evaluation and associated mitigation recommendations. The fully developed site (740,000sf with maximized potential of expansion) is anticipated to generate 81 vehicle trips during the AM peak hour and approximately 89 vehicle trips during the PM peak hour.

#### **DEVELOPMENT STANDARDS & GUIDELINES**

The site design and development standards for the subject property are outlined in the City of Canby Municipal code. Applicable Roadway and Street design standards are outlined in the City's TSP (Transportation System Plan), Canby Public Works Standards and the Clackamas County Roadway Standards.

Applicable sections to the access management for the proposed development include;

- Ch. 16.35 Canby Industrial Area Overlay (I-O) zone
- Ch. 16.46 Access Limitations on Project Density
- Ch. 7 City of Canby TSP
- Ch. 2 City of Canby Public Works Standards
- Section 220 Clackamas County Roadway Design Standards

#### **ACCESS CONFIGURATION**

The aforementioned standards recommend locating site access points via lower classified roadways if feasible. Unfortunately, given the site design criterion and the topographic constraints of the property, coordinating the primary access points to serve the property form S. Walnut street will not be practical due to the following;

- Safe & Secured Truck Access & Yard
  - o Truck Access needs to be located at the front (office) side of the building
  - Sufficient queuing needs to be provided to allow multiple trucks to stage at the secured access
  - Truck yard needs to be secured for public safety and product security
- Site Topography
  - Retaining walls along the east and west sides of the secured yard would require steeply sloped access drives which will not allow for practical access for large distribution traffic



- Storm drainage & retention systems occur along the west side of the secured yard to provide water quality treatment and retention
- Property dimension/configuration limitations
  - Building width, truck maneuvering / trailer staging and secured yard project criterion dictates the required property width
- Future expansion
  - Warehouse expansion would be encumbered if the truck access were located at Walnut
- Limited redevelopment potential
  - Access drives for emergency egress and future redevelopment of the site are proposed at the SE
     SW corners of the property at S Mulino and S Walnut St.
  - The potential demising of the building to accommodate multiple tenants would be limited for distribution uses
- Cell tower encroachment limits access potential
- Cemetery encroachment into ROW limits safe truck access/maneuvering along S Walnut

#### **ACCESS SPACING**

The referenced design standards outline access and roadway spacing guidelines with subtle ambiguities. The City of Canby Public Works standards (2.211.g), the City of Canby TSP (Table 7-2) and Section 16.46.030 (Table 16.46.30) of the City's Municipal code all specify 100ft as the requirement for spacing between driveways and roadways/driveways classified as 'collectors' whereas Section 16.35.050.F (Industrial-Overlay design standards) notes a minimum of 200ft spacing between 'designated parkways and collectors'. The Clackamas County Roadway Standards (Table 2-2) recommends a minimum 150ft spacing between intersecting roadways and 100ft between driveways along 'collector' classified roadways. The City's TSP currently classifies SE 1st Ave. as a 'local' street which allows for a 10ft driveway to driveway spacing.

The spacing of ALL proposed driveways along SE 1st Ave. meets the more restrictive County standards for both drive and roadway/intersection spacing (100ft between driveways and 150ft between intersecting roadways). However, the spacing of the primary truck drive to the Walnut street intersection does not meet the 200ft spacing outlined in the Industrial-Overlay design standard. The access management guidelines outlined in table 16.46.30 also note that the spacing standards should be measured from 'both sides of the street' which appears to be contrary to the respective County and City standards. The County Roadway Standards (220.3.b.1) states that "the proximity of minor driveways (ADT < 400) are not a consideration of new public and private roadway intersection spacing unless a safety issue would result".

Several of the residents on the north side of SE 1st Ave. have more than one access drive. We have illustrated these primary and secondary drives on the attached site plans. The potential turning conflicts between existing and proposed driveways would be low with the limited residential ADT (average daily trips) and should not affect traffic safety along the corridor.

#### **NUMBER OF ACCESS DRIVES**

To minimize potential conflicts between the trucks and autos entering the site, three separate driveways are proposed. The truck entrance is being designed with a 50ft wide drive and two entrance drive lanes



Access Management: Project Shakespeare

with approximately 340ft of queuing depth. This will allow trucks to safely enter and exit the site and minimize the potential for traffic conflicts. The two auto driveways will allow for improved dispersion of the employees during shift changeovers.

#### **SUMMARY**

The proposed access management for the development meets the intent of the City and County standards by providing reasonable access and balancing the needs of ALL roadway users. The development will include significant improvements to the existing roadways which exceed the current jurisdictional standards. All frontage streets are being designed with bike lanes, sidewalks and street lights that will enhance the surrounding areas and provide for safe and efficient traffic circulation for the existing and future developments.

The development will incorporate the transportation mitigation measures recommended by the traffic

impact analysis and complete the ROW improvements as required by the associated jurisdictions. Although both SE 1st Ave. and S Mulino are under the County's jurisdiction, the City of Canby is requesting an increase to the County's roadway cross-section standards. As such, the development will be burdened with an additional 7ft of ROW and half street improvements which will also improve safety along these traffic corridors.

Please review the attached drawings and call me should you have questions.

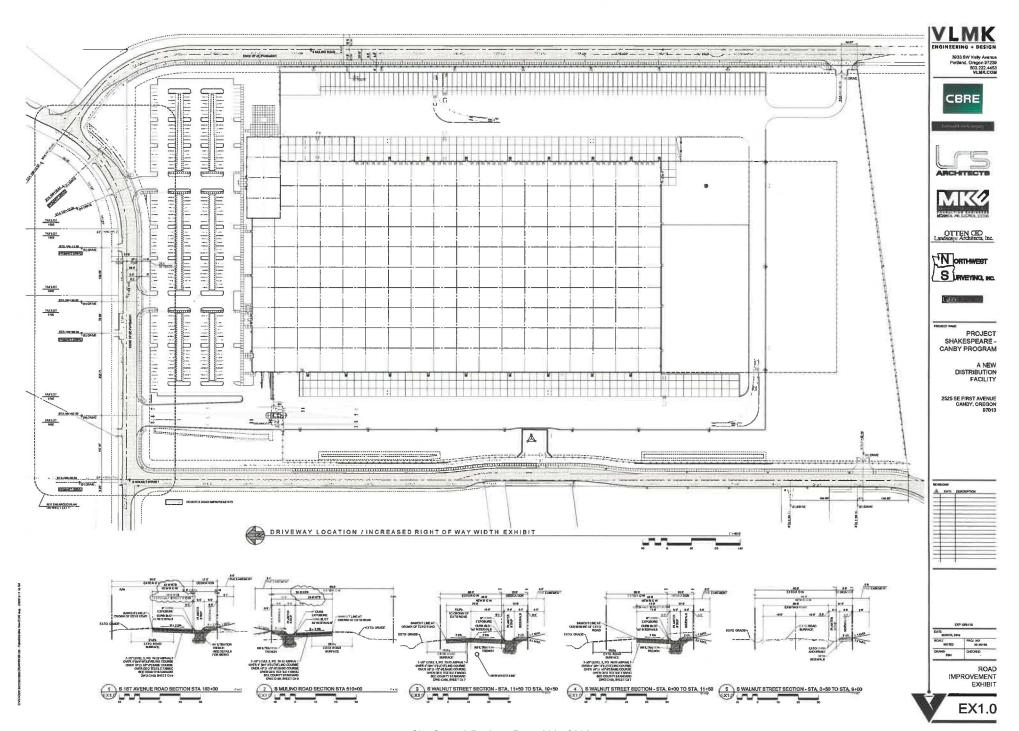
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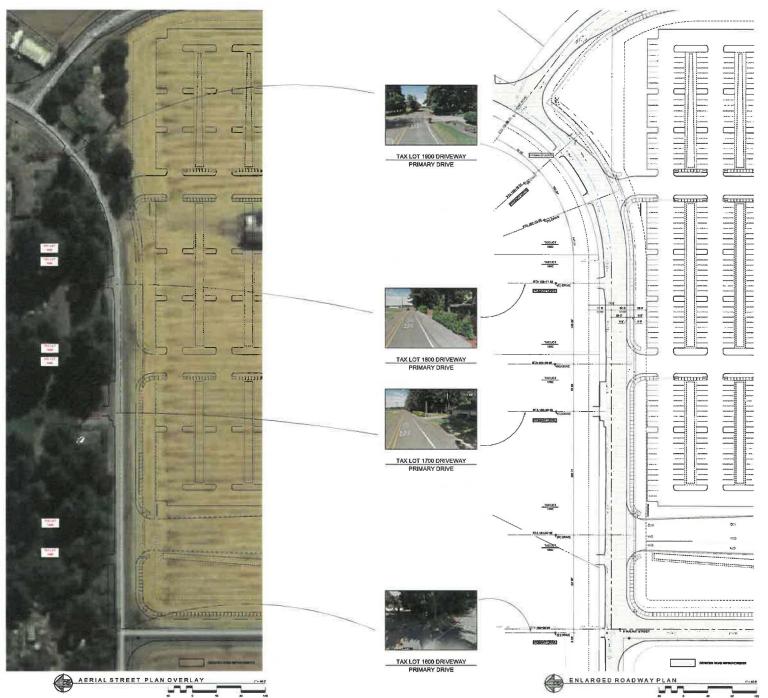
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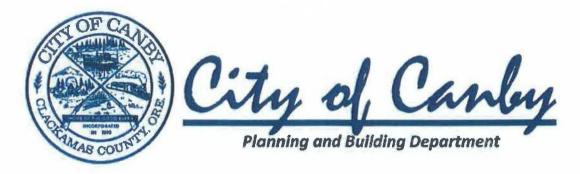
Steve Sieber, Trammell Crow Development

Garth Appanaitis, DKS

Attachments: EX1.0 & EX1.1 – Site Plan and Enlarged SE 1st Ave Street & Driveway Plan







#### **Sent Via Email**

Steve Sieber, <u>SSieber@trammellcrow.com</u> Jennifer Kimura, jenniferk@vlmk.com

DATE:

January 29, 2019

TO:

RE:

Steve Sieber, Trammell Crow Jennifer Kimura, VLMK

Notice of Decision/Final Order for DR 18-10 PROJECT SHAKESPEARE

The Canby Planning Commission hereby provides notice that a decision to approve **DR 18-10 PROJECT SHAKESPEARE** has been rendered. The enclosed Findings, Conclusions and Final Order is your notice of the official action of the City of Canby Planning Commission.

According to Section 16.89.50 (I) of the Canby Municipal Code, this decision may be appealed to the City Council within ten (10) days of the date this notice was mailed. To do so, you must file an application for appeal with the Planning Director. If no appeal is taken within the specified period, and if no appeal is initiated by action of the City Council, the decision of the Planning Commission shall be final.

The application for appeal shall clearly state the nature of the decision being appealed and the reasons why the appellant is aggrieved. A \$1,920 fee must be enclosed with your appeal application.

If you have any further questions or concerns, please contact the Planning office at 503-266-7001.

Sincerely,

Bryan C. Brown Planning Director

Attachment: Signed Final Findings

Byone Thousand

#### **CERTIFICATE OF MAILING**

This Notice of Decision was postmarked and placed in the mail and/or emailed on January 29, 2019 and sent to all parties with standing.

The appeal period will end on February 8, 2019

Bryan C. Brown, Planning Director



# OF THE CITY OF CANBY

A REQUEST FOR SITE AND DESIGN	)	FINDINGS, CONCLUSION & FINAL ORDER
REVIEW AND CONDITIONAL USE	)	DR 18-10/CUP 18-07
PERMIT FOR SHAKESPEARE PROJECT	)	TRAMMELL CROW
SOUTHWEST CORNER	)	
SE 1 <sup>ST</sup> AVE AND S. MULINO ROAD	)	

#### **NATURE OF THE APPLICATION**

The Applicant has sought an approval for a Site and Design Review DR 18-10 and Conditional Use Permit CUP 18-07 Project Shakespeare to construct a warehouse building with a total of 531,148 square feet to provide work space and storage space for a distribution business on property addressed as 220 S. Walnut Street, 23397 and 23399 S. Mulino Road otherwise described as Tax Lots 31E3400100, 31E3402101, 31E3402100, 31E3402200, City of Canby, Clackamas County, Oregon. The property is zoned Light Industrial (M-1) and Canby Industrial Area Overlay (I-O) Zone under the Canby Municipal Code ("CMC").

#### **HEARINGS**

The Planning Commission considered application **DR 18-10/CUP 18-07 Project Shakespeare** after the duly noticed hearing on January 14, 2019 during which the Planning Commission by a 7/0 vote approved **DR 18-10/CUP 18-07 Project Shakespeare.** These findings are entered to document the specifics of the approval.

#### **CRITERIA AND STANDARDS**

In judging whether or not a Site and Design Review and Conditional Use Permit application shall be approved, the Planning Commission determines whether criteria from the Code are met, or can be met by observance of conditions, in accordance with Chapter 16.49.040 Site and Design Review, 16.50 Conditional Uses and other applicable code criteria and standards reviewed in the Staff Report prepared for and presented at the January 14, 2019 meeting of the Canby Planning Commission.

#### **FINDINGS AND REASONS**

The Staff Report was presented by staff with a recommendation for approval of the Site and Design Review and Conditional Use Permit applications (without benefit of the public hearing) along with Conditions of Approval in order to ensure that the proposed development will meet all required City of Canby Land Development and Planning Ordinance approval criteria.

After holding the public hearing where written and oral testimony was received from the applicant, other proponents, those who were neutral, and opponents in attendance; the Planning Commission closed the public hearing and moved into deliberation where they utilized the findings and conditions listed in the staff report along with the overall presentation record at the public hearing to make the

DR 18-10/CUP 18-07 Project Shakespeare/Trammel Crow

Findings, Conclusion, & Final Order Page 1 following findings beyond those contained in the staff report to arrive at their decision and support their recommended conditions of approval and the exact wording thereof:

- The planning director indicated at the hearing that it is clear that the majority of trucks from the Shakespeare project would utilized SE 1<sup>st</sup> Avenue to Hazel Dell Way to get to 99E until a more alternative industrial access road directly to 99E is constructed.
- This is a top priority for the City to accomplish to preserve the development potential of the Pioneer Industrial Park and would benefit and is desired to serve the Shakespeare project as well.
- S Walnut Street, a local industrial street adjacent to the west side of the project is proposed to be improved at least 20' + in width per the City's standard half-street plus standard to assure two vehicles can pass if necessary on the improved pavement.
- The Director voiced concern that improved industrial road infrastructure had not yet been adequately addressed off-site from the Shakespeare project for that section of SE 1<sup>st</sup> Avenue between S Walnut Street and Hazel Dell Way which has been identified to be the likely primary route for the majority of trucks to use to and from 99E. This section of the road, although now in the City and under the City's control, has never been improved from when it was a narrow county rural road built to serve sparse residential rural vehicle uses. Truck traffic from the proposed project will undoubtedly deteriorate this roadway in short order.
- The director concluded that adequate public street infrastructure was not currently fully in place nor had a plan been put in place to address this necessary off-site improvement. Two options were provided for consideration at the hearing require a proportional improvement contribution from "the project developer" for improving the substandard roadway segment or restrict truck traffic to use Walnut Street until the segment of SE 1st Avenue from S Walnut Street to Hazel Dell Way is improved to adequately accept truck traffic. Upon questions from the Commission to the Director and discussion, it became clear that the restricting access until the necessary improvement is made was the best option due to uncertainty in setting the proportion of contribution by the applicant and ability of the City to construct a timely improvement.
- The Planning Commission choose to restrict truck access to use of Walnut Street until SE 1<sup>st</sup>
   Avenue is improved to adequately accept truck traffic. Condition #10 in these findings represent
   these additional findings and decision by the Planning Commission.

#### CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the modifications indicated above, concluded that the Site and Design Review and Conditional Use Permit application meets all applicable approval criteria, and recommended that **DR 18-10/CUP 18-07 Project**Shakespeare be approved with the Conditions of Approval stated below. The Planning Commission decision is reflected in the written Order below.

#### **ORDER**

The Planning Commission concludes that based on the record on file including testimony of the

DR 18-10/CUP 18-07 Project Shakespeare/Trammel Crow

Findings, Conclusion, & Final Order

applicant and public at the public hearing, that the application will meet the requirements for Site and Design Review and Conditional Use Permit approval. Therefore, IT IS ORDERED BY THE PLANNING COMMISSION of the City of Canby that DR 18-10/CUP 18-07 Project Shakespeare is approved, subject to the following conditions of approval:

#### **Conditions of Approval**

Staff concludes that, with conditions, the application will meet the requirements for site and design review and conditional use permit approval. The city will not approve the building permit until all applicable conditions of approval are either met or shown to be met on the final construction plans. Staff has concluded the following conditions of approval are appropriate to assure conformance with applicable review criterion:

#### **Conditions Unique to this Proposal**

- 1. The applicant shall file a sign permit for any future signs that shall be limited to the size and height standards applicable to the I-O (Canby Industrial Area Overlay Zone) as indicated in Section 16.42.050, Table 7, of the sign ordinance. Proposed signs, after been found to conform to the sign ordinance, must secure a building permit from Clackamas County Building Inspection prior to their installation.
- 2. The project must be in conformance with the applicable findings and suggestions outlined by the City Engineer in his memorandum dated December 20, 2018.

#### **Procedural Conditions**

Prior to Issuance of a Building Permit the following must be completed:

- 3. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled. Any drainage plan shall conform to an acceptable methodology for meeting adopted storm drainage design standards as indicated in the Public Works design standards.
- 4. A Sediment and Erosion Control Permit will be required from the City prior to commencing site work.
- 5. Prior to the issuance of a building permit, the installation of public or private utilities, or any other site work other than rough site grading, construction plans must be approved and signed by the City and all other utility/service providers. A Pre-Construction Conference with sign-off on all final construction plans is required. The design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, lighting standards, natural gas, telephone, storm water, cable television, and emergency service provisions is subject to approval by the appropriate utility/service provider. The City of Canby's preconstruction process procedures shall be followed.
- 6. Construction plans shall be designed and stamped by a Professional Engineer registered in

DR 18-10/CUP 18-07 Project Shakespeare/Trammel Crow

Findings, Conclusion, & Final Order Page 3 the State of Oregon.

Clackamas County will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project.

#### Prior to Occupancy of the Facility:

- 8. Prior to occupancy of the facility, all landscaping plant material indicated on the submitted landscape plan shall either be installed and irrigated with a fully automatic design/build irrigation system as proposed, or with sufficient security (bonding, escrow, etc.) pursuant to the provisions of CMC 16.49.100 (B). The applicant should be aware that the City street tree fee is now \$250 per tree if planted by the City, and the City recommends submittal of a separate Street Tree Plan to assist in the location, species, and total tree count.
- 9. The applicant shall meet the recommendations of the TIA and as amended by staff as follows:
  - A) Provide a proportionate share (five percent) of the costs for the following off-site transportation improvement:
    - a) New traffic signal at the intersection of S Sequoia Parkway/Hazel Dell Way and associated required stripping improvement outlined by ODOT on Hwy 99E and S Sequoia Parkway.
  - B) Communicate truck route information to drivers, including awareness that they should avoid the following roadways in the vicinity of the project site:
    - a) S Haines Road between the project site and OR 99E to the north
    - b) S Bremer Road east of S Haines Road
    - c) S Mulino Road south of SE 1st Avenue/ S Haines Road
    - d) N Redwood Street north of OR 99E
    - e) Territorial Road as a route to Knights Bridge Road
    - f) Township Road west of Sequoia Parkway
    - g) SE 13th Avenue west of Sequoia Parkway
  - h) Access to or from Mulino Road shall be generally limited to extraordinary or emergency use until either (1) the alternative industrial access road to 99E from Mulino Road and/or Walnut Street is constructed and either a suitable roundabout or improvements at the intersection of SE 1<sup>st</sup> Avenue/Haines Road/Mulino Road to a collector standard is completed; or (2) S Haines Road has been brought up to County collector standards to 99E.
    - C) Ensure adequate site-access and circulation:
      - a) Site driveways shall be kept clear of visual obstructions (e.g., landscaping, signing, etc.) that could potentially limit sight distance for exiting drivers. This may require removal of existing vegetation to achieve adequate sight distance for the eastern driveway.

- b) Prior to occupancy, sight distance at any existing access points will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.
- D) The City concurs with the County that a left turn lane analysis to determine the need for a left turn lane on SE 1st Avenue will be required prior to approval of a County Development Permit.
- E) The applicant's development standards with regard to access, street drainage, and improvements along SE 1st Avenue and S Mulino Road frontages shall conform to the recommended conditions of approval in the County memorandum dated Jan. 3, 2019, except where the City's industrial collector street cross section indicated in the 2010 TSP is more stringent in terms of ROW, paving and sidewalk widths. In addition, the applicant shall enter into a maintenance agreement for any water quality facilities located within the public right-of-way for streets under County control.
- 10. Trucks from the Shakespeare project shall be required to take S Walnut Street to Sequoia Parkway until the segment of SE First Ave from S Walnut Street to Hazel Dell Way is improved to adequately accept those trucks.

I CERTIFY THAT THIS ORDER for DR 18-10/CUP 18-07 PROJECT SHAKESPEARE which was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 14th day of January, 2019.

John Savory

Planning Commission Chair

Bryan Brown
Bryan Brown

**Planning Director** 

Laney Fouse Attest Recording Secretary

**ORAL DECISION: January 14, 2019** 

Name	Aye	No	Abstain	Absent
John Savory	х			
Larry Boatright	х			
Derrick Mottern	х			
Andrey Chernishov	х			
J. Ryan Adams	х			
Jeff Mills	х			
Jennifer Trundy	х			

#### **WRITTEN DECISION: January 28, 2019**

Name	Aye	No	Abstain	Absent
John Savory	V			
Larry Boatright	V			
Derrick Mottern	1			
Andrey Chernishov	/			
J. Ryan Adams	V			
Jeff Mills	/			
Jennifer Trundy	~			



## STRATEGIC INVESTMENT ZONE APPLICATION FORM

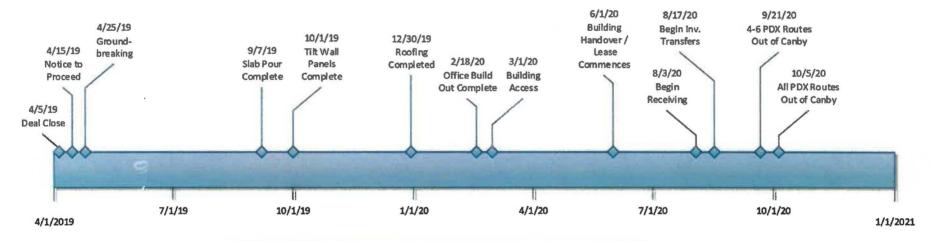
Date: June 26, 2019
APPLICANT INFORMATION
Business Name: Coho Distributing LLC, dba Columbia Distributing
Applicant's Name + Title: Paul Meade, Chief Financial Officer
Mailing Address: 6840 North Cutter Circle
Portland, OR 97217
Phone: 503-265-3099 paul.meade@coldist.com
PROPERTY INFORMATION
Property Address: 2525 SE 1st Avenue, Canby, OR 97013
Name(s) of owners: Canby East Associates, LLC
PROJECT INFORMATION
Estimated timeline for project construction/occupancy/start-up operation:
See project timeline attached.
Estimated amount of investment (building and land):
Building and Land - \$62,314,098
Equipment - \$5,963,000
See budgets attached.

Number of Jobs:
Approximately 300 employees will be working out of the facility.
PROJECT DESCRIPTION (add attachments as necessary)
See attachments:
Project Description
Bid Narrative

For more information, please contact:

Jamie Stickel, *Economic Development Director*503.266.0701
Stickel/@CanbyOregon.gov

# **Project Milestones**



Year:	Date:	Milestone:
2019	✓ April 5 <sup>th</sup>	Deal Close
	✓ April 15 <sup>th</sup>	Notice to Proceed
	✓ April 25 <sup>th</sup>	Ground-Breaking
	October 1st	Tilt Panel Wall Installation Complete
25/5/6	December 30 <sup>th</sup>	Roofing Installation Complete
2020	February 18 <sup>th</sup>	Office Build-out Completed
	March 1st	Building Access Granted
	March - May	Racking Installation
	March - July	IT, Office, & WH Infrastructure Fit-up
	June 1 <sup>st</sup>	Lease Commencement
	August 3rd	Begin Receiving
14.17	August 17 <sup>th</sup>	Begin Inventory Transfers
	September 21st	4-6 Initial Routes out of Canby
11111	October 5 <sup>th</sup>	Full WH & Delivery Operations out of Canby

# **Project Budget**

		Budget
Land or Building Purchase	\$	8,716,963
Off-site Improvements		560,000
Site & Building Shell		36,257,996
Tenant Improvement - Office TI Allowance		2,500,000
Tenant Improvement - Tenant Rep Services Allowance		765,950
Tenant Improvement - Tenant Change Allowance		1,000,000
Design, Engineering and Other Consultants	THE REPORT OF THE PERSON OF TH	1,347,687
Legal		605,000
Insurance	AND AND THE PARTY OF THE PARTY	131,031
Taxes	AN HEADON'S PARTON THE CAST STATEMENT AND AN ALL HE STATEMENT AND AND AN ALL HE STATEMENT AND AND AN ALL HE STATEMENT AND	101,640
Testing & Inspection	30 PET 104 PAGE 104 PET 104 PE	318,800
Agency & Utility Fees (Permits & SDCs)		2,523,641
Bonds	NO AMERICAN PARTIES IN PRINCIPAL PRI	20,000
Leasing Commissions	THE MARKET CORP. ELECTED AND AND AND AND AND AND AND AND AND AN	1,628,254
Development Fee	Section 2011 10 10 10 10 10 10 10 10 10 10 10 10	1,911,105
Finance Fees	lant sent dent bed med blandstatet i plan i National para (* erfoldeel sen plan det blike bl	475,750
Interest Expense		966,726
Development Contingency	Manager and the absents agraphes of the state of the stat	2,483,555
Total Building & Land	\$	62,314,098

		Budget	
Racking	\$	3,841,000	
Information Technology	ответня общення портовить польецеть херень клучаю количествення общення в честоривым и цен	1,233,000	
Security Systems		727,000	
Battery Charging		162,000	
Total Equipment	\$	5,963,000	

#### **Project Description**

Headquartered in Oregon, Columbia Distributing has been distributing some of the best-known brands in the beverage business since 1935. Today Columbia Distributing services over 22,000 retail customers covering more than 172,000 square miles in Oregon, Washington and California. Columbia is one of the largest beverage distributors in the U.S. and the largest in the Pacific Northwest region. Columbia's beverage portfolio is made up of over 500 of the finest beverage brands, including craft, domestic and imported beers, wine & spirits and non-alcoholic products. Columbia's success is based on the deep-rooted tradition of delivering quality products, timely service and a genuine concern for customers' needs. This is achieved by providing ongoing, sustainable opportunities and growth for its employees, customers, suppliers, shareholders and communities.

Since Columbia's merger with Mt. Hood Beverage in 2008, Columbia's Portland Metropolitan operation have been conducted primarily out of two facilities located within the Portland City limits. The primary picking facility is located on Swan Island in NE Portland while the backstock facility is located in NW Portland. Since 2008 Columbia has been actively looking for a location to consolidate all operations into one facility.

In early 2019 Columbia reached an agreement with Trammell Crow Company to develop a 530,148 square foot facility in Canby (see bid narrative). Upon completion of the facility Canby East LLC will acquire the facility and Columbia Distributing will enter into a 15-year lease of the facility. The ownership of Canby East substantially reflects the ownership of Columbia Distributing.

Columbia expects to begin moving into the facility in late spring of 2020 and be fully operational by fall of 2020. At this time the facility will serve the entire Portland Metropolitan area along with Salem, a substantial portion of the Columbia Gorge and the Northern Oregon Coast. The facility will also serve as a hub for the Columbia branches located in Medford, Springfield, Bend and Pendleton.

Once fully operational Columbia expects to employ roughly 300 full time employees out of the facility. These employees will receive, pick and deliver in excess of 16 million cases of product per year.

Columbia Distributing prides itself on providing a living wage, outstanding benefits and an inclusive and desirable work environment to its 3,100+ employees whose families live in the communities in which they work.



#### **BID NARRATIVE**

Project:

Project Shakespeare

Site:

Address: 2525 SE 1st Ave, Canby OR

Tax Lot: Tax Lots #100 (Zimmer Parcel) and #2100, #2101, and #2200 (Borg Parcels). Approximately 42.0 acres total

CrossStreets:

South Mulino Road at Southeast 1st Avenue

Proposal:

The project will develop approximately 36 acres for the construction of a new 530,148sq. ft. distribution warehouse with accommodations for a 2 phased future warehouse expansion. The developed site will include both auto and truck trailer parking, secured truck entry with loading docks on each side of the building.

#### **OVERVIEW:**

This document will provide a general overview and brief narrative of the project to assist contractors in understanding the project scope. Please refer to the detailed instructions to bidders as prepared by Trammell Crow Company (TCC) for specifics on the schedule and outline for the RFP.

TCC will be developing the site to accommodate the proposed build to suite distribution facility. Offsite improvements will include half street improvements along the property frontages at S. Walnut St., SE 1<sup>st</sup>. Ave and S. Mulino Rd. Building construction consists of concrete tilt up perimeter walls with steel roof structure providing a minimum 36ft clear height and supported on a conventional foundation. The warehouse will include an approximate 53,000sf cooler with accommodations for a future 30,000sf expansion. The facility will have an approximate 16,648sf class A office with ancillary spaces on the site and within the warehouse as illustrated on the bid plans provided.

VLMK Engineering + Design has been retained by TCC as the engineer of record for the project. In this capacity, we are providing site planning, civil & structural engineering, design and general project coordination services for the site and building shell. LRS Architects is providing the space planning and interior design for the office, MKE is providing design-assist consulting services for the plumbing, mechanical & electrical systems and The Harrington Group is providing a base design for the fire protection & fire alarm systems. The cooler and refrigeration system will be bidder designed to meet the minimum general requirements outlined in this narrative and outline specifications as provided by Permacold Engineering.

GeoDesign has prepared Preliminary & Final Geotechnical reports for the project and a supplemental addendum to their report to address additional infiltration testing within the street ROW. The soils are moisture sensitive and will require stabilization with wet weather construction. Surcharging the building pad is not anticipated to be required.

#### SITE CONDITION & JURISDICTION

The subject 42.0 acre property contains 4 separate parcels which will be consolidated into a single lot. The properties are currently occupied by at least 3 different residents which have all been in agriculture use for the last several decades. The cell tower located at the central west portion of the property will remain. Site topography slopes east to west with upwards of 28ft of grade change.

The property is located within the City of Canby's Pioneer Industrial Park. Site & Design Planning Review and the Walnut half street improvements will be reviewed by the City of Canby whereas the building permit and half street improvements along SE 1st Ave. and S. Mulino Rd. will be reviewed by Clackamas County. Canby Utility will serve the property with power, water and sanitary services with natural gas provided by NW Natural gas. The existing PGE services at Walnut will be replaced with underground services provided by Canby Utility whereas the PGE OH power poles and service lines along SE 1st Ave. will be relocated with new services provided to the associated residents.

#### **BID NARRATIVE**

The following will provide a generalized summary of the improvements associated with the site, building and off-site improvements;

#### 1. General Sitework

- a. Strippings and Excess Material Contractor may place strippings on the undeveloped property to the south providing that the toe of the stockpiles are setback a minimum of 10ft from the property to the south, 100ft from the surrounding street frontages, placed in a neat and orderly manner with uniform side slopes with accommodations for surface drainage and exposed surfaces protected from erosion with BMP's as required by the local jurisdictions. Excess structural fill may also be placed in the undeveloped area providing that the underlying surface is stripped, compacted and fill is placed in a uniform manner in strict accordance with GeoDesign's recommendations. If structural fill material is required within the developed area, suitable fill material may be excavated from the undeveloped area providing that the borrow area is graded uniformly, compacted and rough seeded in accordance with VLMK's directives.
- b. Wet weather site protection Contractor shall incorporate BMP's to ensure that the site is protected through wet weather conditions.
- c. Pavement Sections Contractor shall assume that the pavement sections will include cement treatment of the subgrade.
- d. <u>Allowances</u> Contractor shall outline all site work related allowances to include temp drainage, boulder allowances, etc....
- e. <u>Site security</u> Contractor shall provide site security as appropriate to protect the site throughout the construction duration
- f. Site and Civil Plans The plans attached with the bid package are approximately 90% complete and have not been reviewed by the jurisdictions. Additional items required but not illustrated or specified within these plans shall be incorporated into the bid as required and appropriate for the project.

#### 2. Site Demolition

a. Existing structures, wells, UST/AST's & septic systems. - Contractor shall coordinate required testing of materials and remove/dispose of all debris off site in accordance with jurisdictional requirements. Trammell Crow has coordinated environmental reviews, soil management plan (SMP) and proposals for well abandonment, underground/above ground tank removal and septic system decommissioning. This information is included in Addendum No. 1.

#### 3. Street Improvements

- a. <u>S. Walnut St. (City of Canby)</u> Half street improvements will be required along the entire frontage and will be limited to sidewalk, landscape plantings and driveway south of the cell tower with full half street improvements north of the tower. The full half street improvements will include paving, sidewalk, stormwater treatment/retention planter strip, landscape plantings and street lights with water, power, gas, phone and cable extending to SE 1<sup>st</sup>. Ave. The existing PGE power poles which serve a single 1.5acre parcel south of the cemetery on the west side of Walnut will be removed and replaced with a new Canby PUD service. Contractor will need to coordinate directly with Canby PUD and include adequate scope for trenching, conduit/vault placement (to include power, street lighting, telephone, cable & natural gas), multiple trench backfills and coordination efforts with the associated utilities.
- b. <u>SE 1<sup>st</sup> Ave. (Clackamas County)</u> Half street improvements will be required along the entire frontage and will include paving, sidewalk, stormwater treatment/retention planter strip, landscape plantings and street lights with phone and cable extending to the end of the property. The existing PGE power poles/service lines will be relocated within the new planter strip. These efforts will need to be coordinated directly with PGE. Contrary to the current plans a new 12" water line will be extended form Walnut St. along the length of the SE 1<sup>st</sup> St. improvement AND the street lighting will need to meet the City of Canby standards with service provided by Canby PUD. Contractor will need to coordinate directly with Canby PUD and include adequate scope for trenching, conduit/vault placement (to include power, street lighting, telephone, cable & natural gas), multiple trench backfills and coordination efforts with the associated utilities.
- c. <u>S. Mulino Rd. (Clackamas County)</u> Half street improvements will be required along the
  entire frontage and will be limited to sidewalk, landscape plantings, stormwater
  treatment/retention planter strip and driveway.

#### 4. Foundations & Superstructure

- a. <u>Slab & Foundations</u> Building foundations will consist of continuous reinforced concrete footings at the perimeter walls with isolated spread footings at the interior columns. An 8" reinforced concrete slab on grade will occur throughout the warehouse with vapor barrier provided at the office and cooler areas. A subsurface heating system at the cooler area will not be required.
- b. <u>Roof Structure</u> The roof structure at the warehouse, office, side load & patio canopies will consist of metal decking supported by open-web steel joists and girders. The underside of the metal decking at the warehouse will be pre-primed with white paint. The roof structure at the cooler area will be designed with sufficient collateral load to support the suspended cooler system and associated refrigeration units (evaporative coolers & condensing units) from the roof structure.
- c. <u>Roofing</u> The roofing at the warehouse and office will consist of a mechanically fastened 60mil TPO membrane overlying protection board and 2 layers of rigid insulation with minimum R-values of R20 and R30 respectively. The roofing over the side load and patio canopies will consist of a metal roof sheeting overlaying condensation insulation. Walking pads will extend from 2 roof hatches (located above the electrical room and office area) to provide access to all mechanical roof top units.
- d. <u>Lateral Resisting System</u> The metal roof deck will transfer out of plane loads into the concrete tilt panels and interior BRBF's (Buckling Restrained Braced Frames) within the warehouse.

#### 5. Exterior Walls & Finishes

- a. <u>Refrigerated Storage Standards</u> Finishes and appurtenances throughout the warehouse will be required to meet minimum ASI Food Safety standards for refrigerated storage. At a minimum, this will include rodent strips/stripes around the building perimeter, patching of all interior panel pick points, and sealant installed at the interior floor and wall panel joints.
- b. <u>Warehouse slab</u> The warehouse floor will have a hard steel trowel finish to achieve a minimum OAFF/OAFL = 50/35 respectively. Contractors shall protect the slab/joints throughout the construction duration, re-saw and fill all doweled control joints with epoxy, all other sawcut control joints with sealant and scrub/seal the floor with a densifier/hardener prior to turnover. Additional floor scrubbing will be required throughout the construction as noted in the general housekeeping specifications.
- c. Exterior Walls Exterior walls will contain form liners and multiple reveals of varying sizes extending around the building perimeter. All exposed panel joints and edges at openings will be chamfered and/or tooled with surfaces patched, ground and voids filled to provide a smooth and uniform finish prior to paint. Panel joints at the interior concrete wall panels will be sealed and painted up to the underside of the roof structure. Paint scheme at the perimeter wall panels will include 3-4 complimenting body and accent colors
- d. <u>Interior Columns</u> Interior columns and braces will be painted safety yellow/red in accordance with the specifications. The base of all building columns not located within the confines of the racking will be protected with 30"dia. X 4ft reinforced concrete surrounds anchored into the foundations and painted safety yellow.

#### 6. Cooler

- a. <u>Cooler System</u> The cooler system will be a design-build system as coordinated by the general contractor to provide a consistent 35deg +/- Ideg temperature setting. Condensing units will be roof mounted with fan-coils suspended from the roof structure via suspension through the ceiling panels. A ventilation system shall be designed above the ceiling panels to provide sufficient air movement below the roof structure. The minimum clear height of the cooler ceiling shall be maximized to provide a minimum 36ft clear height. Lights shall be held tight to the ceiling with fan coils aligned with the rack aisles to minimize impacts to the clear height.
- b. <u>Insulated ceiling and wall panels</u> For budgeting purposes, insulated ceiling and wall panels shall meet the specifications of the Kingspan 300 Series Minor Rib panel system with 24ga finish at both interior and exterior faces. Ceiling and wall panels will be a minimum of 5" and 6" thickness respectively and supported from the bottom chords of every other roof joist with maximum spans of no more than 16ft oc. Seismic bracing of the panels shall consist of compression struts, seismic plates and aircraft cable bracing connected to the top chords of the roof joist and uniformly spaced to meet site specific seismic loading requirements.
- c. <u>Ceiling penetrations</u> All penetrations through the cooler ceiling panels shall be properly sealed to minimize condensation potential. Threaded rods shall have thermal breaks with insulation wrap extending 24" above the ceiling and penetrations filled with insulating foam. Building column penetrations shall be wrapped with vapor tape and encased with insulated panels extending 4ft below and 1ft above the ceiling.

- d. Wall panel anchorage & protection curbing Wall panels shall be attached to the floor with two continuous beads of butyl and support angles installed with legs extending outward (not beneath) panel. Prior to installing wall panels, slab shall be sawcut ¾" wide x 2"dp at the centerline of the panel and filled with insulating foam and butyl sealant. The base of the wall panel shall be protected with a continuous concrete curb at both the interior and exterior of the panel with a minimum 8"w x 16"h curb tapering to 12" at the outside face and finished with a continuous bead of butyl sealant at the panel interface. Curbs shall be anchored to the slab with #5 dowels spaced at 24"oc and reinforced with (2)-#4 cont. rebar with control joints located at 10ft oc and expansion joints aligning with the slab control joints. Curbs shall be finished smooth and painted safety yellow.
- e. <u>Cooler doors and protection</u> Cooler shall be provided with (2) freezer style man doors and a minimum of (5) 8x10 high speed vertical lift FasTrax High Performance Doors as manufactured by Rite-Hite or approved equal. Doors shall be equipped with GUI (graphic user interface) operators and protected at the interior and exterior with steel pipe goal post (inverted U-type) bollards embedded 3ft into 24" dia. Concrete footings.

#### 7. Racking and MHS

a. <u>Racking & MHS</u> – PDC will be providing all steel racking and MHS systems as contracted directly by the user. A preliminary racking plan is included within the drawing package.

#### 8. Dock Equipment & Barricades

a. <u>Dock loading package</u> – All dock doors will be equipped with 7x8x40,000lb capacity airbag actuated dock levelers with communicating chock style vehicle restraints, master control panel, z-guards at the door rails, dock shelters, steel faced dock bumpers and LED dock lights.

#### 9. Office Improvements

a. <u>Office Interior</u> – LRS Architects is in the process of preparing a DD level set of drawings for the office interiors. Contractors shall include the TI allowance for the interior finishes and office build out as referenced in the Addendum No. 1 and provide clarification for MEP systems included with the base bid.

#### 10. Guard shack/canopy and smokers shelter

- a. <u>Guard Shack</u> The guard shack will be an approximate 9x17 pre-fabricated modular unit with restroom and equipped with all required plumbing and mechanical systems (ductless split system for HVAC). Contractor shall construct the building pad and extend all services to the unit.
- b. <u>Canopy</u> Canopy at guard shack/truck entrance will be a pre-engineered system supported by 2 columns located adjacent to the guard shack with cantilevered roof construction to provide an approximate roof coverage of 24ftx36ft with 16ft clear height. Canopy will incorporate drainage and lighting within a concealed metal ceiling system. Contractor shall coordinate the procurement, design and installation of the canopy, construct the foundations and extend all services to the canopy.
- c. <u>Smokers Shelter</u> A pre-fabricated covered smoking shelter with approximate plan dimension of 10x15 will be provided at the NE corner of the exterior patio area. The shelter shall include lighting, ventilation and built in seating with vision panels at the perimeter.

#### 11. Plumbing & Site Utilities

- a. <u>Domestic Water</u> A 2" water meter set with 3" service line will extend domestic water into the fire riser/pump room.
- b. <u>Fire Water</u> The Harrington Group has provided a base design system and outline specifications for the design-build fire protection and fire alarm systems. Refer to the plans and specifications for additional information.
- c. <u>Sanitary</u> Sanitary service to the building will be extended from the existing lateral in Walnut street. The City will likely require a sampling vault prior to connection to the public line.
- d. <u>Stormwater</u> All storm water run-off from the site will be retained on the property via 3 separate pods of drywells. The depth of the drywells will extend approximately 5ft into the dense gravel zone which is anticipated to occur at approximately 25ft at the pod on the east side of the building, 20ft at the pod north of the cell tower and 13ft at the pod on the south side of the cell tower. Roof run off will drain directly into the drywells whereas the run off from the paved surfaces will be treated with storm filter cartridges contained within a vault at the east truck yard and vegetated swales at the employee parking area along the backside of the future trailer parking at the west truck yard.

#### 12. HVAC

- a. <u>Design-Build</u> The mechanical systems will be design-build as coordinated by the general contractor with systems designed in accordance with the attached outline specifications as provided by MKE. See attached concept drawing and outline spec under separate cover.
- b. <u>Warehouse</u> The warehouse will be heated for freeze protection only via gas fired space heaters with make up air provided with roof top fan units. Electric wall mounted heaters will be provided in the electrical room & warehouse bathrooms. A small unit heater will be provided at the fire pump/riser room and a ductless split system will be provided at the Will-Call area.
- c. <u>Office</u> The office will be conditioned with gas fired packaged roof top units designed in accordance with the referenced outline specification. The IT server room will be conditioned with a dedicated unit.

#### 13. Fire Protection

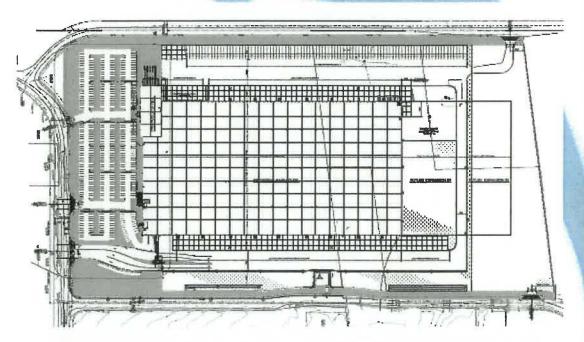
- a. <u>Design-Build</u> The fire protection systems will be design-build as coordinated by the general contractor with systems designed in accordance with the attached outline specifications as provided by The Harrington Group. See base design drawings and specifications.
- b. <u>Warehouse</u> The warehouse will be protected with an ESFR system and pressurized with an electric motor driven fire pump. The pump will have back up power provided by the diesel fired emergency generator. Dry systems will be required at the cooler and exterior canopies (side load canopy at truck dock and patio canopy). The space above the cooler will be protected by conventional sprinkler heads via the ESFR system.
- c. <u>Office</u> The office will be protected by a conventional fire protection system within the ceiling systems as proposed by the office interiors consultant. Refer to the general pricing notes as provided by LRS under separate attachment for specifics regarding the proposed ceiling systems.

#### 14. Electrical

- a. <u>Design-Build</u> The electrical systems will be design-build as coordinated by the general contractor with systems designed in accordance with the attached outline specifications as provided by MKE. See outline spec under separate cover.
- b. Power Service to the building will be extended from the new Canby PUD service line extension within Walnut st. Power requirements to serve the initial phase of the development are anticipated to require a minimum of 3000A of 3phase 277/480V service. Contractor shall design the system to accommodate future expansions and shall provide all trenching and back fill for the service extension to include transformer vault, pad as well as the primary and secondary conduits.
- c. <u>Emergency Power</u> Contractor shall design an emergency power system of sufficient size to operate all systems with the initial and future phases of the development with exception of the refrigeration system for the cooler as outlined in the specifications.
- d. Lighting All lighting systems shall be LED and designed to achieve the minimum level of photometrics as noted in the outline spec and illustrated in the plan provided by MKE. Site and warehouse fixtures shall be the luminaires as specified on the MKE drawings.





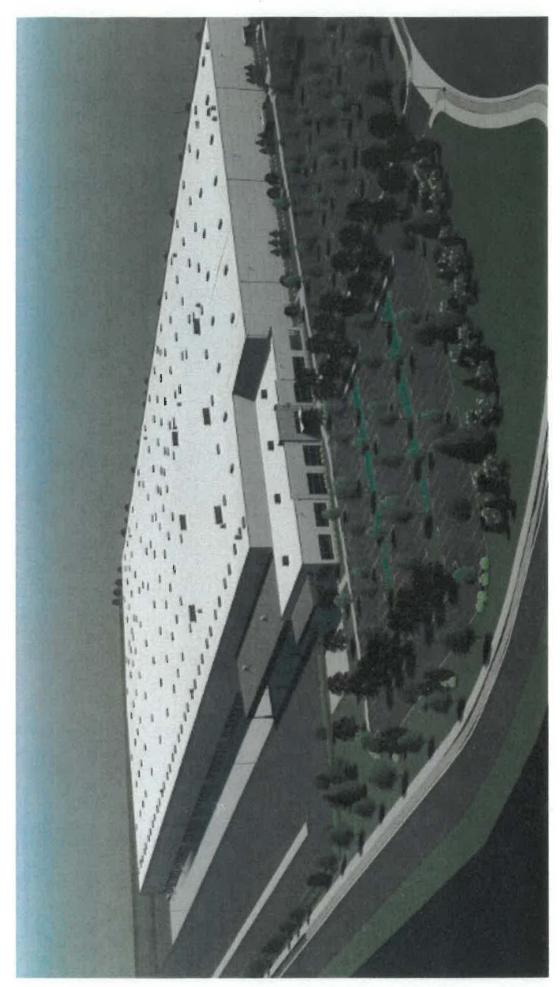




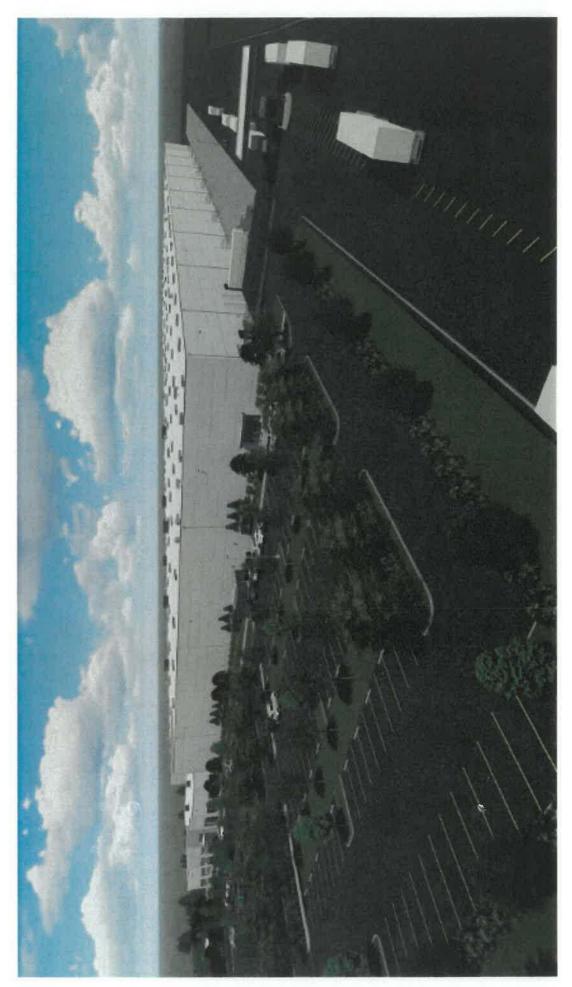
# Project Description



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#### **Project Description (revised February 13, 2020)**

Headquartered in Oregon, Coho Distributing LLC, dba Columbia Distributing ("Columbia") has been distributing some of the best-known brands in the beverage business since 1935. Today Columbia Distributing services over 22,000 retail customers covering more than 172,000 square miles in Oregon, Washington and California. Columbia is one of the largest beverage distributors in the U.S. and the largest in the Pacific Northwest region. Columbia's beverage portfolio is made up of over 500 of the finest beverage brands, including craft, domestic and imported beers, wine & spirits and non-alcoholic products. Columbia's success is based on the deeprooted tradition of delivering quality products, timely service and a genuine concern for customers' needs. This is achieved by providing ongoing, sustainable opportunities and growth for its employees, customers, suppliers, shareholders and communities.

Since Columbia's merger with Mt. Hood Beverage in 2008, Columbia's Portland Metropolitan operation have been conducted primarily out of two facilities located within the Portland City limits. The primary picking facility is located on Swan Island in NE Portland while the backstock facility is located in NW Portland. Since 2008 Columbia has been actively looking for a location to consolidate all operations into one facility.

In early 2019 Columbia reached an agreement with Trammell Crow Company to develop a 530,148 square foot facility in Canby (see bid narrative). Upon completion of the facility Canby East LLC will acquire the facility and Columbia Distributing will enter into a 15-year lease of the facility. The ownership of Canby East substantially reflects the ownership of Columbia Distributing.

Columbia expects to begin moving into the facility in late spring of 2020 and be fully operational by fall of 2020. At this time the facility will serve the entire Portland Metropolitan area along with Salem, a substantial portion of the Columbia Gorge and the Northern Oregon Coast. The facility will also serve as a hub for the Columbia branches located in Medford, Springfield, Bend and Pendleton.

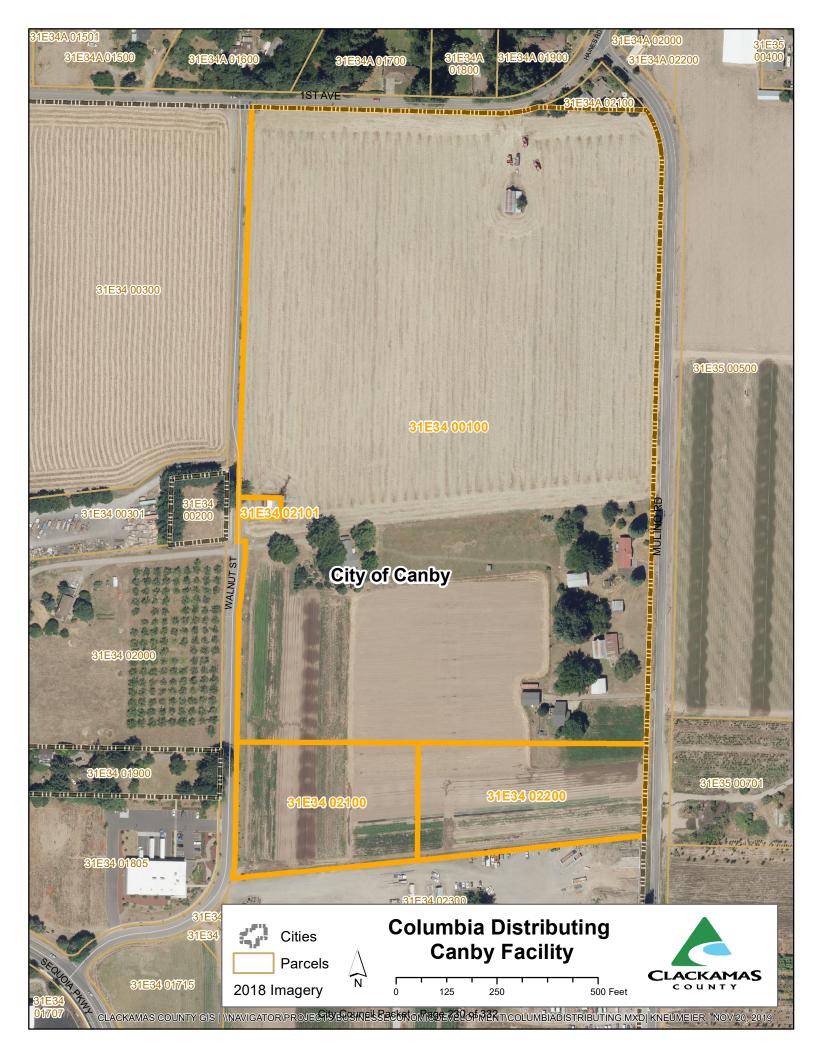
Once fully operational Columbia expects to employ roughly 300 full time employees out of the facility. These employees will receive, pick and deliver in excess of 16 million cases of product per year.

Columbia Distributing prides itself on providing a living wage, outstanding benefits and an inclusive and desirable work environment to its 3,100+ employees whose families live in the communities in which they work.

As of the strategic investment zone (SIZ) application date, total cost for the project was anticipated to be \$68,277,098, consisting of \$8,716,963 in land, \$53,597,135 in new construction and \$5,963,000 in other real property, machinery & equipment, and personal property. Broken down further, the new construction costs consist primarily of design, permitting, development fee, site work, building shell

(foundation, walls, roof), refrigeration and other tenant improvements. The other real and personal property consists primarily of racking, cabling, furniture and other office improvements.

As of the July 2, 2019, the date of the SIZ application, the land had been purchased, design and permitting was largely complete, and work on the site and foundation had begun. It is anticipated that costs related to these activities will be excluded from the SIZ project. Costs related to activities begun subsequent to the application date, are anticipated to be included in the SIZ project. These activities and related costs generally consist of walls, roof, refrigeration, HVAC, electrical, racking and other material handling equipment, landscaping, cabling, security and other building improvements.



# **Columbia Distributing - Canby Facility**

MAP TAXLOT #	PARCEL#	SITUS ADDRESS	ASSESSED VALUE	<b>ACRES</b>
31E34 00100	797828	2525 SE 1ST AVE	4525883	36.32
31E34 02100	798051	2525 SE 1ST AVE	325043	3.25
31E34 02101	798060	202 S WALNUT ST	15508	0.12
31E34 02200	798079	2525 SE 1ST AVE	349359	3.23



# State of Oregon FIRST-SOURCE HIRING AGREEMENT Clackamas County Rural Strategic Investment Zone

This First Source Agreement for referral of qualified job applicants is entered into between WorkSource Oregon (Oregon Employment Department, (OED)), 7995 SW Mohawk Street, Tualatin, OR., 97062 hereinafter referred to as "OED," which coordinates job referrals for and represents the publicly funded job training fund administrator, for Clackamas County WIB (Workforce Investment Board) CLACKAMAS WORKFORCE PARTNERSHIP and their training providers for the area covered in the Interagency Agreement under OAR 123-070-12100, hereinafter referred to as "PROVIDER", and the following business firm located in this geographic area, Columbia Distributing ID#197565 (from iMatchskills) hereinafter referred to as the 'EMPLOYER.'

The EMPLOYER is or will be receiving benefits from the following program or programs (check those that apply):

Rural Strategic Investment Zone: Specify ves or no period (up to five years)	if seeking an extended exemption
Other: specify	·

#### I. GENERAL TERMS

Under this First Source Agreement, the EMPLOYER will use the OED as its first source for referral of Qualified Applicants for all external job openings of the EMPLOYER at the following location(s) COMPANY ADDRESS such that the EMPLOYER agrees to the following:

To provide the EMPLOYER'S designated internal liaison, if they are not the APPROVED contract signer on this FSH Agreement, and who will serve as the single point of contact for communications with OED related to job openings. Employer will notify OED immediately of any change for this internal liaison.

#### II. AS JOBS ARE OPENED, THE EMPLOYER AGREES TO:

Effectively notify OED of all external job openings, no later than when notification is received by any other job referral source external to the EMPLOYER or any public announcement for the job opening, throughout the term of this agreement;

That each such notice to OED shall include job qualifications and a deadline for referrals; To ensure that the OED and the PROVIDERS will have:

Sufficient lead time (minimum lead time is 10 (CAN VARY DEPENDING ON TERMS) business days before the job application close date, (except in temporary or emergency situations); and complete information to make meaningful referrals for jobs that will be filled by the EMPLOYER;

That all job information may be shared with all PROVIDERS for which referrals are coordinated by the OED; and

That all job openings shall be listed in the PUBLIC LABOR EXCHANGE SYSTEM of the state Employment Department, insofar as a local office of that State agency is a PROVIDER.

For purposes of this Agreement long-term jobs will be defined as those positions 180 days or more in duration. Jobs lasting less than 180 days will be considered temporary and will not be subject to the terms of this Agreement.

Positions filled by internal transfers, promotions or recall of laid off employees on recall status will not be subject to the terms of this Agreement.

Give permission for OED to share the job posting and hire information with the Clackamas County Economic Development Program Representative. Other than the above permission, it is understood that OED will hold all information regarding the company and the job seekers in the strictest confidence.

# III. UPON RECEIPT OF THE JOB OPENING NOTIFICATION, OED AGREES TO: That to the extent Qualified Applicants are available through OED and among the relevant PROVIDERS, to refer those individuals to the EMPLOYER for job openings; and

To facilitate and implement the listing of all job openings in the "PUBLIC LABOR EXCHANGE SYSTEM", in cooperation with other PROVIDERS (though, not necessarily to the exclusion of other referral methods).

To provide OED's designated internal liaison, if they are not the APPROVED contract signer on this FSH Agreement, and who will serve as the single point of contact for communications with the EMPLOYER'S related to job openings.

IV. UPON RECEIPT OF REFERRALS FROM WORKSOURCE, THE EMPLOYER AGREES TO: Fully consider for employment any Qualified Applicant referred by the OED by the referral deadline;

Notify OED with the name of the Qualified Applicant when a Qualified Applicant is hired by the EMPLOYER; and

Provide after-the-fact information to the OED about applicable overall hiring and job vacancies in a prescribed manner, or as requested by OED, in accordance with OAR 123-070-1900(1) to (3).

Comply with all relevant laws regarding employment of Qualified Applicants of this State or the Federal Government, including but not limited to not discriminating on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other reason prohibited by such laws.

The EMPLOYER will make all final decisions on hiring new employees. After the EMPLOYER has hired the employees, the EMPLOYER assumes full responsibility for them as employees. All persons hired under this Agreement are subject to the EMPLOYER's regular personnel policies and procedures and have no special or additional rights arising from this Agreement. If the terms of this Agreement conflict with the provisions of a collective bargaining agreement to which the EMPLOYER is a party, the bargaining agreement shall prevail.

Both OED and EMPLOYER agree to attempt to resolve all areas of misunderstanding, disagreement or dissatisfaction with each other as soon as they arise. If the parties are unable to resolve the issue, either may:

Initiate a meeting between the EMPLOYER and either OED, all of the PROVIDERS; or request assistance from the Oregon Economic and Community Development Department.

This agreement shall take effect on the date of the last signature by the contracting parties below, and shall be in full force and effect until DECEMBER 31 OF THE LAST YEAR OF THE EXEMPTION PERIOD (for Enterprise Zone Businesses) or, until the end of the term, period or periods as described in OAR 123-070-1600

#### APPROVING PARTIES WorkSource Oregon Federal Employer ID Number 26-2863088 State Business ID Number: 01365449-5 Name: Tracy Calderon Name: Paul Meade Title: Office Manager, Tualatin Title: CF0 Address: 7995 SW Mohawk St. Address: 6840 N. Cutter Gircle Tualatin, OR 97062 Portland, OK 97217 Phone: 503.612.4240 FAX 503.612.4250 Phone: 503-265-3099 Email: Tracy.K.Calderon@oregon.gov Email: paul meade a coldist.com Signature Date **EMPLOYER INTERNAL LIAISON** OED INTERNAL LIAISON Name: Name: Michelle Higgins Title: \_\_\_\_\_ Title: Regional Business Specialist Address: Address: 7995 SW Mohawk St. Phone: Tualatin, OR 97062 Email: Phone: 971.235.4914 Email: michelle.d.higgins@oregon.gov Signature NUMUX Harran Date 1/22/19 Date



# CLACKAMAS COUNTY STRATEGIC INVESTMENT ZONE FIRST SOURCE CONTRACTING AGREEMENT

This First Source Agreement for referral of qualified contractors is entered into between Clackamas County, hereinafter referred to as the "CONTACT AGENCY," which coordinates contractor referrals, hereinafter referred to as "PROVIDERS," and the following business firm located in this geographic area, hereinafter referred to as the "EMPLOYER." (Insert name of SIZ project here).

The EMPLOYER is or will be receiving benefits from the Clackamas County Strategic Investment Zone program. Under this First Source Agreement, the EMPLOYER will use the CONTACT AGENCY as its first source for external referral of qualified contractors for all local construction, operations, training, and suppliers of the EMPLOYER:

#### Such that the EMPLOYER agrees to the following:

- ➤ To effectively notify the CONTACT AGENCY of all contracting opportunities with the company no later than when notification is received by any other referral source external to the EMPLOYER or any public announcement for the contracting opportunity, throughout the term of this agreement;
- That each such notice to the CONTACT AGENCY shall include contractor qualifications and a deadline for referrals;
- ➤ To ensure that the CONTACT AGENCY and the PROVIDERS will have sufficient lead time (minimum lead time is \_\_\_\_ business days) before the contractor bid closing date, except in temporary or emergency situations); and information to make meaningful referrals for contracting opportunities that will be filled by the EMPLOYER;
- ➤ That all contracting information may be shared with all PROVIDERS for which referrals are coordinated by the CONTACT AGENCY; and

#### The CONTACT AGENCY agrees to the following:

➤ That to the extent that Qualified contractors are available among the relevant PROVIDERS, to refer those firms to the EMPLOYER for contracting opportunities; and

#### The EMPLOYER agrees to:

➤ Fully consider for employment any Qualified contractor referred by the CONTACT AGENCY by the referral deadline;

- ➤ Notify the CONTACT AGENCY when a Qualified contractor is retained by the EMPLOYER; and
- ➤ Provide after-the-fact information to the CONTACT AGENCY about applicable overall contracting arrangements annually to include name of contractor, amount of contract, jobs created, and other economic indicators on request.

Comply with all relevant laws regarding contracting for goods and services of this State and the Federal government, including but not limited to not discriminating on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other reason prohibited by law.

The EMPLOYER will make all final decisions on contracting arrangements.

The CONTACT AGENCY, the EMPLOYER and the contractor agree to attempt to resolve all areas of misunderstanding, disagreement or dissatisfaction with each other as soon as they arise

This agreement shall take effect on the date of the last signature by the contracting parties below, and shall be in full force and effect until DECEMBER 31 of the last year of the fifteen year exemption period or early closure or relocation of the business.

# CONTACT AGENCY Name Title Address Phone Phone Signature and Date EMPLOYER Name Title Address Phone Signature and Date Signature and Date

**APPROVED** 

#### **EXHIBIT C: Community Service Fee and Income Tax Revenue Share Distribution**

Clackamas County will collect Community Service Fees of 25% of abated taxes, income tax payments of 50% of personal income tax paid by employees of the company and any other future revenue sources associated with the SIZ annually and distribute funds based on the distribution approach below.

#### **Option A: Address Business Impacts and Community Priorities**

For the Cities of Sandy, Canby and Milwaukie, all Community Service Fees and Revenue Share proceeds will be managed by the City Council. Revenues associated with the SIZ program will be allocated first to mitigate direct impacts of the development on the community that are needed over and above systems development charges collected. Once those needs are addressed, additional revenues will be used to fund high priority projects or programs of the community.

#### **Option B: Support Local Taxing Districts**

For cities of Estacada, Lake Oswego and unincorporated Clackamas County, revenues associated with the SIZ program will be allocated on a pro rata share to all affected taxing districts to partially compensate them for lost property tax revenue on SIZ investments over \$25 million in rural areas and \$100 million in urban areas. Taxing districts are encouraged to meet soon after a business application has been submitted and periodically thereafter to discuss the potential of pooling resources to invest in projects of mutual interest that have a bigger impact on the community.

In unincorporated Clackamas County and other jurisdictions that so choose, an affected taxing district may apply to Clackamas County for reimbursement of its direct costs associated with the review and inspection of the proposed development or specific investment needed to accommodate specialized response.

Option B (1): Support of Local Taxing Districts Through Committee Direction For the City of Molalla, a special advisory committee to the city council will examine the impacts of the SIZ investment on taxing districts and specifically advise the council on how to address those impacts. If no specific impacts are identified revenues associated with the SIZ program will be allocated on a pro rata share to all affected taxing districts.

**Dispute resolution:** In the event the County, the City and other affected taxing districts do not agree as to the allocation of revenues, the matter shall be submitted to mediation before a mediator that is mutually acceptable to all parties. Such mediation shall take place within 60 days of a party's request for mediation in a neutral location mutually acceptable to all parties. Each party shall be responsible for paying its own costs and expenses (including legal fees, if necessary) for the mediation and share equally the expenses of the mediator.

The mediator shall issue his or her decision within 10 days of the mediation. In the event that the mediation is unsuccessful, the Oregon Business Development Commission shall determine the formula for distribution of the fee according to ORS 285C.609 (6) (b).

#### Strategic Investment Zone FAQs

#### **Process**

**Process and timeliness of application?** Art Fish, Business Oregon, explained in February 11<sup>th</sup> email, "The city and county officials execute a technically updated version of the attached standardized agreement for the strategic investment zone (SIZ) with the business in a reasonably expedient manner. Last August, I was in Canby discussing technical redrafts. The business would the use an executed copy of the agreement to Business Oregon to complete its Strategic Investment Program (SIP) Application for Project Determination by Business Oregon Commission.

In general, the application was timely filed with the exception (as we now know) of the concrete slab or foundation; site preparation was never relevant. Attached is a revised project description, which I have joined to our application file from the business, thanks to the assistance of Mr. Meade of Columbia Distributing. From Counsel in communication with Clackamas County and the Oregon Department of Revenue, we understand that the completed application could be brought before the Oregon Business Development Commission, and that the OBDC in its determination of the project's eligibility could thusly set the foundation aside as a structure, for which work was already underway on July 2, 2019, and clearly describe all other property at the site, for which construction or installation commenced after that date, as constituting the eligible project."

**Who owns the land?** The land is owned by Canby East Associates, LLC. Canby East Associates is the same as the ownership for Columbia Distributing. Per the lease, Columbia Distributing is responsible for all property taxes.

What happens if the City takes no action? Art Fish said, "If neither the city nor county take action to execute the agreement, then the Oregon Business Development Commission could neither entertain nor take action on the application from Columbia Processing, which would then not enjoy SIP tax treatment under ORS 307.123. I do not know the consequences, but such local inaction would seem to contravene sponsor duties and commitments by the city under Clackamas Rural SIZ #1 as designated, and it might run counter to representations made to Columbia Processing."

There seems to be a difference between the IGA approved in the 2010 Council packet and the current version? After discussing the 2010 Council packet with Clackamas County, it is assumed the 2010 packet may have been an earlier draft. The recorded intergovernmental agreement uses the same wording as the standardized agreement.

**Timeline of Contact with Columbia?** Conversations began in February 2018 when the project was still titled Project Shakespeare. According to emails from the previous Economic Development Director, it would appear the Canby Strategic Investment Zone handout was provided April 6, 2018. It is not known if the strategic investment zone was mentioned previously. City staff is unclear of a nondisclosure agreement or any notes taken at previous meetings.

**First Source Hiring and Contracting?** Cindy Moore, Clackamas County, explained, "The First Source Contracting Agreement (FSCA) will go into effect at the same time as the approval of Columbia Distributing's Strategic Investment Zone application by the Oregon Business Development Commission. They are executing the FSCA and the First Source Hiring Agreement (FSHA) contemporaneously with execution of the RSIZ agreement.

In addition, we are in the process of determining the process in which this FSCA will be managed by the County as this is the first applicant. Once the documents are executed, the applicant will be expected to follow the FSCA and any guidelines the County subsequently provides."

**List of local suppliers and contractors?** Please see attached. Paul Meade, Columbia Distributing, noted they strive to use local vendors and the list was as complete as possible.

#### **Financial Impacts**

Community Service Fee project value and gain share? The Clackamas County Assessor's Office explained that while the program is for the first \$25,000,000 of real market value, the program works off of assessed value which is why the taxable portion is less. Art Fish explained the income tax revenue (also known as gain share) "...payments to the county would last two years under current law, and I would not hazard even a guess at how much, but they would tend to be around 0.5% of total payroll in 2022 and 2023."

Based on the original estimated value, taxes that will be received by local taxing entities on the first \$25,000,000 is approximately \$425,000. Another roughly \$85,000 a year will be collected through the community service fee.

Has the City received any payments to date from Columbia on the community service fee? No fees have been collected other than SDC fees and the contribution to the light, as outlined below.

**City expenses incurred to support Strategic Investment Zone?** The City of Canby has spent staff time processing the Strategic Investment Zone. No other expenses have been incurred.

#### **Community Service Fee Participants**

**Community Service Fee?** It has been indicated the special taxing districts, not including education, are the entities that participate in the Community Service Fee discussion, with the main entities being County, City, and the Fire District. All taxing entities were mailed a letter regarding the Strategic Investment Zone on Friday, January 24<sup>th</sup>.

#### **Traffic**

**SDC Fees and Signal Contribution?** Canby East Associates, LLC paid \$31,993.32 as a contribution to the signal at Sequoia Parkway and Hazel Dell Way. Additionally, \$1,149,200.96 was paid in System Development Charges.

# **List of Contractors and Sub-Contractors**

**Columbia Distributing Canby, OR WH Construction Project** 

February 12, 2020

Vendor Name	Contractor	Main Location	Work Category
CSP	Columbia Distributing		IT / Security Systems
Christiansen Electric	Columbia Distributing	Portland, OR	
Wave Networks	Columbia Distributing	Seattle, WA (Portland office)	IT / Security Systems
Northwest Mat'l Handling Systems	Columbia Distributing	Portland, OR	WH Racking Contractor
LS Networks	Columbia Distributing	Portland, OR	IT / Security Systems
B&B Erectors	Northwest Mat'l Handling Systems	Terrell, TX	Racking Installation Sub-Contractor
Compunet	Columbia Distributing	Tigard, OR	IT / Security Systems
Johnson Controls	Columbia Distributing	Cork, Ireland (Portland Office)	IT / Security Systems
West Coast Paper	Columbia Distributing	Kent, WA (Portland Office)	Wrap Machines
Pacific Construction	Columbia Distributing	Portland, OR	Air Compressor/Air Lines
WESSO	Columbia Distributing	Conroe, TX	Exterior Compactors
NW Traffic	Northwest Mat'l Handling Systems	Portland, OR	WH Floor Striping
Convergence Networks	Columbia Distributing	Portland, OR	IT / Security Systems
AFP Systems Inc.	Perlo Construction, LLC	Tualatin, OR	Fire Protection TI and Shell
AirView Cinematography LLC	Perlo Construction, LLC	Portland, OR	Photography
A-Line Concrete Cutting LLC	Perlo Construction, LLC	Vancouver, WA	Concrete Cutting
American Welding Services Inc.	Perlo Construction, LLC	Oregon City, OR	Structural Steel TI
Anning-Johnson Company	Perlo Construction, LLC	Wilsonville, OR	Gypsum Board Assemblies TI
Associated Plumbing Company	Perlo Construction, LLC	Gresham, OR	Plumbing TI and Shell
B.I.G. Enterprises	Perlo Construction, LLC	South El Monte, CA	Guard Shelter
Bell Hardware of Portland, Inc.	Perlo Construction, LLC	Portland, OR	Doors Frames Hardware TI
Brennock, Inc.	Perlo Construction, LLC	Tigard, OR	ADA and Code Signage TI
Brightway Cleaning Inc.	Perlo Construction, LLC	Portland, OR	Slab Cleaning TI
Cadman Materials Inc.	Perlo Construction, LLC	Vancouver, WA	Cement
CDI Commercial Décor Inc.	Perlo Construction, LLC	Vancouver, WA	Window Covering TI
Clean World Maintenance Inc.	Perlo Construction, LLC	Vancouver, WA	Final Cleaning TI
Consurco Inc.	Perlo Construction, LLC	Meridian, ID (Portland Office)	Specialty Concrete TI
Current Electrical Construction Co.	Perlo Construction, LLC	Portland, OR	Electrical TI and Shell
Dennis' Seven Dees Landscaping, Inc.	Perlo Construction, LLC	Portland, OR	Landscaping
Drake's Striping and Painting Inc.	Perlo Construction, LLC	Lake Oswego, OR	Exterior Surface Striping / Painting
Eagle Elsner Inc.	Perlo Construction, LLC	Sherwood, OR	Asphalt Paving
Engineered Products, A Pape Company	Perlo Construction, LLC	Tigard, OR	Glass Roll-Up Door TI
Envirocrete Inc.	Perlo Construction, LLC	Vancouver, WA	Concrete Polishing
Environmental Services, Inc.	Perlo Construction, LLC	Portland, OR	Wastewater / Stormwater Systems
Farwest Steel Reinforcing Company	Perlo Construction, LLC	Vancouver, WA	Steel Manufacturing
GeoDesign Inc.	Perlo Construction, LLC	Wilsonville, OR	Geotechnical Engineering Services
Hard-Core Contractors Inc.	Perlo Construction, LLC	Hubbard, OR	Drywall Installation
Hoosier Flags, LLC	Perlo Construction, LLC	Muncie, IN	Flag Pole
HVAC Inc.	Perlo Construction, LLC	Milwaukie, OR	HVAC TI and Shell
Interior Technology Inc.	Perlo Construction, LLC	Oregon City, OR	Operable Partition TI
IRS Environmental of Portland Inc.	Perlo Construction, LLC	Hillsboro, OR	Demolition Services
K & E Excavating Inc.	Perlo Construction, LLC	Salem, OR	Site Preparation and Earthwork
Key Mechanical Co. of WA	Perlo Construction, LLC	Portland, OR	Refrigeration Systems
Kingspan Light + Air LLC	Perlo Construction, LLC	Lake Forest, IL	Skylight Manufacturer
KO Custom Fab Inc.	Perlo Construction, LLC	Boring, OR	Misc. Steel FOB TI and Shell
Mid-Columbia Caulking Co., Inc.	Perlo Construction, LLC	Vancouver, WA	Caulking TI
North West Handling Systems Inc.	Perlo Construction, LLC	Portland, OR	Dock Doors and Leveler Systems
Northwest Surveying Inc.	Perlo Construction, LLC	Beaverton, OR	Land Surveying
Octagon Services Incorporated	Perlo Construction, LLC	Laurel, MD	Underground Tank Removal
Pacific Fence & Wire Company	Perlo Construction, LLC	Clackamas, OR	Fencing
Panelized Structures Inc.	Perlo Construction, LLC	Salida, CA	Metal Deck TI and Shell
Perlo Structures LLC	Perlo Construction, LLC	Tualatin, OR	TI and Shell
Protemp Associates, HVAC	Perlo Construction, LLC	Milwaukie, OR	HVAC
•		•	•

# **List of Contractors and Sub-Contractors**

Columbia Distributing Canby, OR WH Construction Project

February 12, 2020

Vendor Name	Contractor	Main Location	Work Category
RC Building Specialties, LLC	Perlo Construction, LLC	Tukwila, WA	Fire Protection
Resource Maintenance & Flooring Inc.	Perlo Construction, LLC	Clackamas, OR	Flooring and Tile TI
RMC Masonry Inc.	Perlo Construction, LLC	Aurora, OR	Masonry
Saris Cycling Group, Inc.	Perlo Construction, LLC	Fitchburg, WI	Bike Rack System
Sawtooth Caulking Inc.	Perlo Construction, LLC	Lafayette, OR	Caulking TI
SDB Inc.	Perlo Construction, LLC	Hillsboro, OR	Construction Services
Sign Wizards Inc.	Perlo Construction, LLC	Portland, OR	Signage TI
Skyles Drilling, Inc	Perlo Construction, LLC	Oregon City, OR	Site Drilling
Skyline Sheet Metal Inc.	Perlo Construction, LLC	Troutdale, OR	Arch. Sheet Metal TI & Shell
Spectrum Custom Interiors, LLC	Perlo Construction, LLC	Canby, OR	Finish Carpentry TI
Vaughn's Services, Inc.	Perlo Construction, LLC	Salem, OR	Janitorial & Cleaning Services
W.B. Painting & Decorating Inc.	Perlo Construction, LLC	Gresham, OR	Painting TI and Shell
W.B. Sprague Co. Inc.	Perlo Construction, LLC	Tacoma, WA	Pest Control
W.H. Cress Company Inc.	Perlo Construction, LLC	Portland, OR	Toilet Partitions/Access. TI
Weatherguard Inc.	Perlo Construction, LLC	Longview, WA	Roofing TI and Shell
Willamette Valley Steel	Perlo Construction, LLC	Sherwood, OR	T.I. Architect
LRS Architects	Trammel-Crow Company	Portland, OR	WH Office Archtects
Perlo Construction, LLC	Trammel-Crow Company	Tualatin, OR	Project General Contractor
VLMK	Trammel-Crow Company	Portland, OR	Project Architects

Category	Headquarter Location
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#### **Transportation**

Convoy Seattle, WA
Sprinter Winston, OR
Gulick Vancouver, WA
Superior Portland, OR
Sound Tacoma, WA

Blinsky Terrace Heights, WA

#### **Operational Supplies**

WCP Portland, OR

**Office Supplies** 

J. Thayer Portland, OR

**Promotional Discounts** 

Fairway Mortgage Canby, OR

#### **Operational Maintenance**

Pape Eugene, OR
Northwest Handling Portland, OR
Les Schwab Bend, OR

#### **Apparel**

TJ Marketing West Linn, OR
The Marshall Group Portland, OR
Inspired Results Portland, OR

**Waste Disposal** 

<u>Truck Wash</u> All Locally Supplied

Printing

PO Box 930 222 NE 2nd Ave Canby, OR 97013 Phone: 503.266.4021 Fax: 503.266.7961 www.canbyoregon.gov

### **Staff Report**

DATE: February 19, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator
FROM: Jerry Nelzen, Operations Supervisor
ITEM: Public Works Design Standards

#### **Summary:**

The City of Canby Department of Public Works (Public Works) has completed an update of the City of Canby Public Works Design Standards. This update has been completed with the endorsement of Curran-McCleod Inc.

#### **Background:**

The current Public Works Design Standards were approved by the Canby City Council in June of 2012. Between 2012 and the present many regulations, design standards, and construction practices have changed. Recently, Public Works staff has had to explain new laws governing construction rules to contractors. Public works believes that updating the City of Canby Public Works Design Standards will enable contractors to complete projects more efficiently and with less oversight.

#### **Discussion:**

Since the current City of Canby Public Works Design Standards was adopted by Canby City Council in 2012 many rules and regulations have changed or have been modified. Public Works finds it necessary to update the City of Canby's Design Standards to meet American with Disabilities Act rules and to be in alignment with Oregon Department of Transportation standards.

#### **Attachments:**

- 1. Resolution No. 1331 adopting Public Works Design Standards
- 2. Updated Canby Public Works Design Standards & Details

#### **Fiscal Impact:**

Updating the City of Canby Public Works Design Standards is not projected to present a cost to the City of Canby.

#### **Options:**

- 1. Maintain current standards.
- 2. Adopt revised standard which account for updated rules and regulations.

#### **Recommendation:**

Adopt the updated version of the City of Canby Public Works Design Standards.

#### **Proposed Motion:**

I move to approve Resolution No. 1331 adopting the 2020 revised Public Works Design Standards and repealing Resolution No. 1135.

#### **RESOLUTION NO. 1331**

# A RESOLUTION ADOPTING THE 2020 REVISED PUBLIC WORKS DESIGN STANDARDS AND REPEALING RESOLUTION NO. 1135.

WHEREAS, public works design standards are for the design of public infrastructure including streets, sanitary sewer and stormwater collection systems; and

WHEREAS, the existing rules, regulations and standards contained in the Canby Public Works design standards are in need of revisions to clarify current policy and procedure, increase flexibility, improve consistence in implementation, and reflect new standards necessary to ensure proper design, construction and function of streets, sanitary sewer and stormwater infrastructure; and

WHEREAS, the referenced Public Works Design Standards specifically named the Public Works Design Standards, February 2020 hereby replaces and repeals all previously adopted public works design standards for streets, sanitary sewer and stormwater; and

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Canby, as follows:

To adopt the City of Canby Public Works Design Standards, February 2020 Manual attached hereto as Exhibit "A".

This resolution shall take effect February 19, 2020.

**ADOPTED** this 19th day of February 2020, by the Canby City Council.

	Brian Hodson	
	Mayor	
ATTEST:		
Melissa Bisset		
City Recorder		

**Resolution xxxx Page 1 of 1** 

# **Public Works Design Standards**

City of Canby 222 NE 2<sup>nd</sup> Avenue PO Box 930 Canby, Oregon 97013

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#### **ATTACHMENT**

A CANBY TRANSPORTATION SYSTEM PLAN (DECEMBER 2010) ROADWAY STANDARDS

# CITY OF CANBY PUBLIC FACILITY IMPROVEMENTS

#### **DESIGN MANUAL AND STANDARD SPECIFICATIONS**

#### **Revised February 2020**

#### **CHAPTER 1 - GENERAL**

#### 1.100 REQUIREMENTS FOR PUBLIC INFRASTRUCTURE IMPROVEMENTS

- 1.101 Public infrastructure improvements are conditioned through the development review process, City of Canby ordinances, and other policies adopted by the City of Canby (City). No public street improvements or utility construction shall commence before the City of Canby's (City), Canby Utility's or other owning agencies (such as ODOT, Clackamas County, etc.) approval of the construction plans. Designs submitted for approval shall be stamped by a Registered Professional Engineer licensed to practice in the State of Oregon.
- 1.102 Submittal requirements consist of design plans, grading plans, erosion control plans, and other information as required for street or utility construction, including paving, curbs and sidewalks, sanitary sewer, water system and storm drainage. Other information required may include a transportation study, stormwater report, and geotechnical report. Developers shall be responsible for the preparation of plans and specifications to comply with all conditions of approval from the City of Canby (City), and requirements from other owning and regulatory agencies.
- 1.103 Developers shall be responsible to coordinate with City staff and all utility providers prior to the preparation of preliminary design drawings. The Developer shall be responsible for amending the design plans such that the review agencies accept the documents.
- 1.104 The current revision of the American Public Works Association (APWA) and Oregon Department of Transportation (ODOT) Standard Specifications for Construction and Drawings for Public Works Construction is hereby adopted and incorporated as part of this document by reference except as modified herein.
- 1.105 Before any construction activity within a Public Right-of-Way, the Contractor shall apply for a street opening permit which must be approved by the City Administrator or designee. Contractors shall post a 100% performance bond or equivalent with the City of Canby (City) for the duration of the work, which shall be released upon satisfactory completion. The Contractor shall be responsible for a 12- month maintenance bond equal to 5% of the construction value for one year after acceptance of all work in the Public-Right-of-Way.
- 1.106 These design standards are intended for standard development projects and therefore do not provide for all situations such as pump stations, bridge crossings, railroad crossings, retaining walls, bridges and similar improvements. Deviations from these guidelines may be allowed by the City on a case by case basis if a specific need can be demonstrated.

City of Canby – Public Works Design Standards Revised February 2020

- 1.107 These design standards are for streets, sanitary sewer and storm drainage. For water system design standards contact Canby Utility.
- 1.108 Where there are discrepancies between the design standards and the standard details, the design standards take precedence. In particular, the standard details have not been updated concerning the new street Right-of-Way and pavement widths.
- 1.109 Where sections are referenced from the City development code, it shall be defined as the referenced section or the updated section/location within the code.

#### 1.200 DESIGN PLAN FORMAT

- 1.201 The plans shall be submitted on 22-inch x 34-inch plan sheets.
- 1.202 Vicinity Maps shall be located on the first sheet of all plans and shall show the location of the project to the nearest major street intersection.
- 1.203 A north arrow shall be shown on each plan view sheet of the plans and adjacent to any other drawing which is not oriented the same as other drawings on the sheet.
- 1.204 Plan scales shall be 1" = 1'V, 1" = 10'H: I" = 2'V, 1" = 20'H; 1" = 4'V, 1" = 40'H; or 1" = 5'V, 1" = 50'H for all drawings except details. (note: 1" corresponds with 1-inch and 1' corresponds with 1-foot)
- 1.205 Letter size shall not be smaller than 0.10 inch.
- 1.206 The location and elevation of a National Geodetic Survey, United States Geological Survey, State Highway or Clackamas County benchmark shall be shown. No other datum shall be used without permission of the City of Canby (City) or Canby Utility. Temporary benchmarks and elevations shall be shown on the plans.
- 1.207 A title block shall appear on each sheet of the plan set and shall be placed in the lower right-hand corner, of the sheet, across the bottom edge of the sheet or the right-hand edge of the sheet. The title block shall include the names of the project, the engineering firm, the owner, the sheet title and the sheet number.
- 1.208 The seal of the Registered Professional Engineer responsible for the preparation of the plans shall appear on each sheet.
- 1.209 The description and date of all revisions to the plans shall be shown on each sheet affected and shall be approved and dated by a Registered Professional Engineer as evidenced by signature or initial
- 1.210 General Sheets shall include the following:
  - a. A title sheet with the vicinity map, index of sheets, legend and general construction notes. The general notes should include general

construction notes, construction execution, material types, and testing requirements.

- b. A site plan showing the entire development including streets, utilities and lots. The boundaries of this map should extend at least 150-feet past the development. This map may be provided at a scale of 1" = 100', or 1" = 200'.
- c. A grading plan showing the existing and proposed grading. This would also show the location of any retaining walls.
- d. An erosion control plan and details.

#### 1.211 Plan views shall show the following:

- a. Right-of-Way, property, tract, and easement lines.
- b. Subdivision name, lot numbers, street names and other identifying labels. Developer's name, address and phone number. Subdivision and street names are subject to the approval of the City of Canby Planning Department.
- Location and stationing of existing and proposed street centerlines and face of the curb.
- d. Horizontal alignment and curve data of street centerline and curb returns including radius, delta, and length.
- e. Existing underground utilities and vegetation in conflict with the construction or operation of the street.
- f. Match lines with sheet number references.
- g. Street stationing to be noted at 100-foot intervals.
- h. Top of curve elevations along with curb returns at quarter-deltas.
- I. Location of the low points of street grades and curb returns.
- j. Sidewalk ramp locations.
- k. Crown lines along portions of streets transitioning from one typical section to another.
- I. Centerline stationing of all intersecting streets.
- m. Location and description of existing survey monuments, including but not limited to, section corners, quarter corners and donation land claim corners.
- n. Legend.
- o. Location of proposed utilities including pipes, manholes, cleanouts, valves, fire hydrants, vaults, water meters and other features. The pipes and manholes shall be stationed, and the manholes shall be numbered.
- p. Show the location of the water and sanitary sewer service lines. Standard sizes can be established in the construction notes or details. Other than standard size should be noted on the plans.
- q. The location of driveways and street trees should be shown to determine if there are conflicts with utilities.

#### 1.212 Profile views shall show the following:

- a. Stationing, elevations, vertical curve data and slopes for the center of streets or top of curbs. For offset or super-elevation cross sections, both curbs shall be profiled. Where curbs are not required, the centerline of street and ditch inverts shall be shown.
- b. Original ground along the centerline. If necessary, profile views shall show the edges of the Right-of-Way, if grade differences are significant.
- c. The centerline of existing streets for a distance of at least one hundred fifty

- (150) feet each way at intersections with proposed streets and past the limits of construction.
- d. Vertical alignment of streets.
- e. The top of the curve for all cul-de-sacs, eyebrows and curb returns.
- f. For sewer and storm lines, show the pipe size, slope and length. Provide the manhole number, station, rim elevation and inverts. Also, show the backfill type, and the surface material.
- g. For water lines, show the pipe size and location of fittings. Also, show the backfill type and the surface material.
- h. Show all other known underground facilities such as gas lines, power, cable, etc.

#### 1.213 Detail sheets shall include the following items:

- a. All details required for the work shall be included in the construction drawings including standard details. These may be modified with notes to cover slight changes required in unique circumstances.
- b. Show unique details that are not covered by standard details.
- c. Show details of manufacturer designed items such as gravity block retaining walls. Also, provide the design criteria.

#### 1.300 REVIEW PROCEDURE

- 1.301 Ten (10) sets of complete plans shall be submitted for review by the City of Canby (City) and Canby Utility. This review is to check that all required information has been submitted, that the plans meet the City design standards, that plans are following the City master planning, and that they are reasonable.
  - a. The plan submittal should include the construction documents and final reports as required.
  - b. Construction documents must be submitted as a single package to the City.
  - c. The Developer is responsible for submitting the plans to other review agencies. The only exception is that the City will coordinate with Canby Utility.
  - d. Before construction documents can be approved, a copy of all required permits or approvals from other agencies must be sent to the City. These may be submitted separately, but the construction documents will be reviewed again concerning the permit requirements.
- 1.302 Upon completion of the detailed review by the City, the City will provide the developer the design review comments. This may be in the form of one (1) set of plans with "Red Line" comments, and/or a design review memo.
- 1.303 After the Design Engineer has completed all revisions, ten (10) revised plans and the original "Red Line" plans (and/or review memo with reply) shall be returned to the City for review. This process shall continue until the plans are accepted.

#### 1.400 RECORD DRAWINGS

1.401 Following the completion of construction, the Design Engineer shall submit

- to the City of Canby (City) and Canby Utility Board, as applicable, two (2) sets of record drawing blue lines, a half size 11"x17" pdf format and one (1) set on electronic media in AutoCAD format.
- 1.402 Record drawings shall be labeled as such on each sheet whether there were changes on that sheet or not.
- 1.403 As-built drawings shall describe any revisions to the previously approved construction plans. These drawings shall indicate the limits of any surplus material placed as fill on building sites and shall be accompanied by a certification letter from the Design Engineer, indicating that the record drawings are accurate.
- 1.404 Final plan signatures or occupancy permits will not be issued before receipt of record drawings.

# CITY OF CANBY PUBLIC FACILITY IMPROVEMENTS

#### **DESIGN MANUAL AND STANDARD SPECIFICATIONS**

#### **Revised February 2020**

#### **CHAPTER 2 – STREETS**

#### 2.100 GENERAL

- 2.101 All street designs shall provide for safe and efficient travel to the public.

  Streets shall be designed to carry the recommended traffic volumes identified for each street classification. Street classifications are outlined in the Canby Transportation System Plan as updated.
- 2.102 Streets shall be designed to meet or exceed minimum guidelines. These guidelines are outlined in the "American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets" (latest edition). Traffic Control Devices shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways," Federal Highway Administration, with Oregon Supplements, Oregon Department of Transportation (latest edition).
- 2.103 A transportation impact study (TIS) may be required.
  - a. If a transportation impact study was required during land use planning, then it shall be finalized as part of the design. This should take into account any changes to the development, existing conditions, or agency requirements since the time the draft report was done.
  - b. If a transportation study was not required during land use planning, it shall be required during design if the proposed development creates more than 1,000 trips per day based upon the ITE Trip Generation Manual, if the development appears to have a significant impact upon local transportation, or if the development will negatively affect an existing traffic concern.
  - c. The scope of the TIS shall be determined by the City as detailed in the City of Canby Development Code section 16.08.150 E and F. The traffic report shall evaluate nearby intersections as identified by the City and shall determine existing conditions (service level, v/c ratio, cueing) during average day conditions, PM peak and AM peak; projected conditions, identify changes and impacts, and recommend potential solutions. The potential solutions should also be evaluated.
  - d. The scope of the TIS shall also be verified with ODOT or Clackamas County, if their facilities may be affected by the development.
  - e. The TIS shall be conducted by a Registered Traffic or Civil Engineer in the State of Oregon.

- 2.104 A geotechnical report may be required for the streets or general site grading. The report shall be conducted by a Registered Engineer in the State of Oregon. The report shall include a site-specific investigation, slope stability, groundwater location, design criteria and construction recommendations. The report shall be required under certain conditions such as:
  - a. If there are suspect ground conditions such as potentially poor soil, unstable ground or slide conditions on the site or nearby,
  - b. If there will be a significant cut of fill,
  - c. If there will be structures that are public or are supporting infrastructure such as retaining walls over 48 inches high or bridges.
- 2.105 Refer to the adopted transportation system plan (TSP) for functional classifications, required upgrades to existing facilities, alternative transportation systems, and routes.

#### 2.200 STREET DESIGN

#### 2.201 Street Sections

- a. The street sections design standards shall comply with the City of Canby Transportation Systems Plan (TSP) and any revisions thereof. Please refer to Attachment A for the street sections as shown in the TSP.
- b. Alternative Requirements On a case by case basis the City Administrator or designee and Planning Director may allow alternative Right-of-Way and pavement widths for local streets and neighborhood routes. These may be considered in the following conditions:
  - 1. Sensitive lands such as wetlands, floodplains, or slope hazard areas.
  - 2. In areas designated as steep slopes (slopes greater than 20%).
  - 3. Infill development that occurs in otherwise fully developed neighborhoods.
  - 4. Street improvements in fully developed neighborhoods.
  - 5. Other exceptional circumstances.

Street Classification	Right-of-Way	Pavement Width	Sidewalk Width
Cases 1, 2 & 5			
Neighborhood Routes	30-50'	20' minimum	6'
Industrial Collector		46'	6'
Industrial Local		32'	6'
Cases 3, 4* & 5			
Local	Match existing, 28' minimum	Match existing, 20' minimum	Match existing

<sup>\*</sup> Where sidewalks are placed, they must be a minimum of 5-feet wide. Curb may not be required. The Right-of-Way width will be modified based upon the street width, sidewalk requirements, and storm drainage requirements.

#### 2.202 Pavement Design

 Pavement design shall meet design standards. Heavier sections may be required depending upon soil conditions, or the amount of traffic (in particular truck traffic) anticipated. Pavement sections for industrial streets, arterials, and highways shall be specifically designed.

- b. Perpetual pavement design will be considered in place of standard pavement design.
- c. Local and collector streets shall be a minimum of 4 inches of asphalt in two lifts, over 12 inches of base rock. The sub-base shall be proof rolled at the time of construction. The City shall inspect the sub-base as it is proof rolled. The City shall determine if the sub-base needs to be improved.
- d. Arterial streets shall be a minimum of 5 inches of asphalt in two lifts, over 14 inches of base rock. The sub-base shall be proof rolled at the time of construction. The City shall inspect the sub-base as it is proof rolled and determine if the sub-base needs to be improved.
- e. Specific designs shall be used for designated truck routes. In no case shall the section be less than the minimum for arterial streets.

#### 2.203 Horizontal Alignment

- Centerline alignment of improvements should be parallel to the centerline of the Right-of-Way.
- b. The centerline of a proposed street extension shall be aligned with the existing street centerline.
- c. The intersection of any two streets shall have a minimum of 50 feet of straight (tangent) alignment perpendicular to the intersection.
- d. The following are guidelines for the minimum centerline horizontal curve radius:

Arterial Streets - 450 feet
Collector & Neighborhood Streets - 270 feet
Local Streets - 165 feet

#### 2.204 Vertical Alignment

- a. Minimum tangent street gradients shall be one-half (0.5) percent along with the crown and curb.
- b. Maximum street gradients shall be fifteen (15) percent for the collector, and local streets, and ten (10) percent for arterials. Grades above the standards must be approved by the City Administrator or designee on an individual basis based upon the following criteria:
  - 1. There is no practical access to the property being developed through adjacent properties.
  - 2. The cut/fill required to maintain the standard slopes may cause the destabilization of soils.
- c. Local streets intersecting with a collector street, or greater functional classification street, or streets intended to be posted with a stop sign shall provide a landing averaging two (2) percent or less. Landings are that portion of the street within fifty (50) feet of the edge of the intersecting street at full improvement.
- d. Grade changes of more than one (1%) percent shall be accomplished with vertical curves. Vertical curves shall be designed per the "AASHTO Policy on Geometric Design of Highways and Streets". "K" values shall be shown on the plans.
  - 1. Vertical curves may be shortened at intersections where there is a stop sign or a "tee" intersection.

- e. At street intersections, the crown of the major (higher classification) street shall continue through the intersection. The roadway section of the minor street will flatten to match the major street at the quarter panel.
- f. Street grades, intersections, and super elevation transitions shall be designed to prevent concentrations of stormwater from flowing over the pavement.
- g. The standard street cross-slope shall be designed to match the centerline with the top of the curb. The minimum cross slope shall be 2%. The maximum cross slope shall be 3.6%.

#### 2.205 Intersections

- a. The interior angle at intersecting streets shall be kept as near to ninety (90) degrees as possible. In no case shall it be less than seventy-five (75) degrees.
- b. Offset intersections shall not be allowed. For intersections where the centerline of the streets does not align, the minimum spacing shall be as follows:

Street Class	Intersection Spacing (Ft.)
Arterial	660 - 1,000*
Collector	250 - 600*
Neighborhood Route	150 - 600
Local/Cul-de-sac	150 - 600

- \*The City Administrator or designee may permit a minimum spacing of not less than 300 feet (Arterial) and 200 feet (Collector) when findings are made to establish that:
  - 1. Without the change, there would be no public street access from the parcel(s) to the existing street, or
  - 2. The change is necessary to support local pedestrian, bicycle circulation and access, and
  - 3. The change is necessary due to topographic constraints, and
  - 4. All other provisions of the street design requirements can be met.
  - c. The following shall be used as a guideline for curb radii at intersections for the various classifications. The Right-of-Way radii at intersections shall be sufficient to maintain at least the same Right-of-Way to curb spacing as the higher classified street.

Arterial Streets R = 40 feet
Collector Streets R = 30 feet
\*Local Streets R = 25 feet
\*In accordance with the Oregon Fire Code

#### 2.206 Cul-de-sacs and Evebrows

 Cul-de-sacs shall only be allowed per the City of Canby Development Code Chapter 16.64.010. Cul-de-sacs and eyebrows shall be allowed only on local streets.

- b. Cul-de-sacs shall not be more than four hundred (400) feet in length and shall serve no more than 25 dwellings. The length of a cul-de-sac shall be measured along the centerline of the roadway from the near side Right-of-Way of the nearest through traffic intersecting street to the farthest point of the cul-de-sac Right-of-Way.
- c. The minimum radius for a cul-de-sac bulb Right-of-Way shall be 54 feet with a minimum curb radius of 48 feet.
- d. The minimum curb radius for transitions into cul-de-sac bulbs shall be twenty-eight (28) feet minimum, and the Right-of-Way radius shall be sufficient to maintain the same Right-of-Way to curb spacing as in the adjacent portion of the road.
- e. When cul-de-sacs are allowed, provisions for connectivity of other public facilities shall be made. Specifically, pedestrian connections as called for in the City of Canby Development Code Chapter 16.64.010 and looping of the water distribution system.

#### 2.207 Half Street Improvements

- a. Half-street construction is generally not acceptable. Where such a street is justified, the Right-of-Way and pavement width will be approved by the City Administrator or designee. In no case shall the pavement width required be less than that required to provide two lanes of traffic to pass at a safe distance. For a 32-foot local street, the half-street pavement width shall be 20-feet. Half-streets will only be approved when the abutting or opposite frontage property is undeveloped and the full improvement will be provided with development of the abutting or opposite (upon Right-of-Way dedication) frontage property.
- b. Development on an unimproved substandard street shall be responsible for constructing a continuous, 20' wide half street to a connection with the nearest publically owned Right-of-Way.
- c. In cases where an existing street is to be improved, the improvement shall be to the centerline of the street or 20' wide, whichever is greater.

#### 2.208 Pavement Transitions and Tapers

- a. In the direction of vehicular traffic, where the street width transitions from narrower to wider, the taper shall be three (3) to one (1).
- b. In the direction of vehicular traffic, where the street width transitions from wider to narrower, the length of the transition taper shall be determined as follows:

 $L = S \times W$  for S = 45 mph or greater

 $L = S \times S \times W/60$  for S less than 45 mph

L – length of taper in feet

S – design speed in mph

W – offset width in feet

c. Delineators may be required at tapers.

#### 2.209 Sidewalks

 Sidewalks shall be a minimum of 4 inches of concrete over 2 inches of base rock.

- b. The maximum cross slope shall be 2-percent and the design slope shall be 1.50%.
- c. Concerning obstructions, such as mailboxes, signs posts, power poles, etc., the minimum horizontal clearance on a sidewalk, for an accessible route, shall be 48". The minimum vertical clearance shall be 7-feet.
- d. Sidewalks are intended to be within the Right-of-Way. In special circumstances, the City may allow sidewalks to be outside of the Rightof-Way, but they must be within a dedicated easement.
- e. Handrails or fences may be required on sidewalks adjacent to a steep slope or a vertical drop of six inches or more.
- f. One sidewalk ramp meeting Americans with Disabilities Acts (ADA) requirements shall be located at each corner of an intersection where two through roads meet (crossroads). In areas with greater than 1,000 trips per day, two sidewalk ramps meeting (ADA) standards shall be located at each corner of a crossroads. Mid-block sidewalk ramps may be required where there are pedestrian facilities. Other factors may dictate the location of ramps.

#### 2.210 Curb & Gutter

- a. A standard monolithic curb and gutter shall be used. It shall be 12-inches deep, have an 18-inches pan with a 1-inch radius, and be 6-inches wide at the top.
- b. Mountable curbs shall not be used unless approved by the City Administrator or designee. For a mountable curb to be permitted, a special circumstance must exist, like a development with townhouses where 90% of the frontage is the driveway.
- c. A standard curb may not be used without consent from the City of Canby Public Works Department.

#### 2.211 Driveways

- a. Access to private property shall be permitted with the use of driveway curb cuts. The access points with the street shall be the minimum necessary to provide access and must not inhibit the safe circulation and carrying capacity of the street. Driveways shall meet all applicable guidelines of the Americans with Disabilities Act (ADA).
- b. Driveways shall be limited to one per property except for certain uses which include:
  - 1. large commercial uses such as large box stores,
  - 2. large public uses such as schools and parks,
  - 3. drive-through facilities,
  - 4. property with a frontage of over 250-feet
- c. Double frontage lots and corner lots may be limited to access from a single street, usually the lower classification street. Single family residential lots shall not have access to arterials and shall have access to collectors only if there is no other option.
- d. For additional driveways to be approved by the City Administrator or designee, a finding shall be made that no eminent traffic hazard would result. Furthermore, impacts on through traffic must be minimal. Restrictions may be imposed on additional driveways. These restrictions may include limited turn movements, shared access between uses, closure of existing driveways, or other access management actions.

- e. Within commercial, industrial, and multi-family areas, shared driveways and internal access between similar uses are encouraged to 1) reduce the access points to the higher classified roadways 2) improve internal site circulation, 3) reduce local trips on the street system. Shared driveways or internal access between uses will be established by means of common access easements at the time of development.
- f. Driveway widths shall be as shown on the following table.

#### **Driveway Widths (Minimum/Maximum, Ft.)**

Street Classification	Res.	Comm.	Ind.	
Arterial:	NA (1)	12/36	12/36	
Industrial:	NA (1)	12/36	12/36	
Collector:	12/24 (2)	12/36	12/36	
Neighborhood Route:	12/24 (2)	12/36	12/36	
Local:	12/24 (2)	12/36	12/36	
Cul-de-sac:	12/24 (2)	12/36	12/36	
Public Alley	12/24 (2)	NA	NA	

Res. = Residential Zone Comm. = Commercial Zone Ind. = Industrial Zone

Notes: (1) Special conditions may warrant access.

(2) 28' maximum with 3-car garage.

g. Driveway spacing shall be as shown in the following table.

#### **Minimum Driveway Spacing**

Street Classification	Intersection	Driveway	
Arterial (2)	330' (1)	330' (1)	
Industrial Streets (2)	100' (1)	100' (1)	
Collector (2)	100' (1)	100' (1)	
Neighborhood Route	50' (1)	10'	
Local (all)	50' (1)	10'	
Cul-de-sac	50' (1)	10'	
Public Alley	50' (1)		

Notes: (1) Minimum distance or no closer than 60% of parcel frontage unless this prohibits access to the site, in which case City Administrator or designee may approve a deviation

- h. Curb cuts shall be a minimum of five feet from the property line unless a shared driveway is installed. The deviation may be approved by the City Administrator or designee.
- i. For roads with a classification of collector and above: driveways adjacent to street intersections shall be located beyond the required queue length for traffic movements at the intersection. If this requirement prohibits access to the site, a driveway with restricted turn movements may be permitted.

<sup>(2)</sup> Direct access to this street will not be allowed if an alternative exists or is planned.

<sup>\*</sup> Driveways shall not be constructed within the curb return of a street intersection.

j. Multi-family access driveways will be required to meet the same access requirements as commercial driveways if the multi-family site generated 100 or more trips per day.

#### 2.212 Bikeways

a. General - The City has adopted a Transportation System Plan (TSP), which includes a Bicycle/Pedestrian Plan. This plan summarizes the City's policy and implementation strategies for bikeways within the City. The City will use both AASHTO and ODOT standards and criteria as the minimum guidelines for bikeway design, construction, and control.

The guidelines for bikeways consist of the following:

- 1. AASHTO, "Guide to Development of Bicycle Facilities," latest edition.
- 2. ODOT, "Oregon Bicycle & Pedestrian Plan", latest edition.
- 3. Manual on Uniform Traffic Control Devices with Oregon supplements by Oregon Transportation Commission, the latest edition.
- b. Location Bikeway location and widths for on-street bike lanes are shown on the street section table in paragraph 2.201 of these standards. Bikeways that are outside of street sections will be considered "two-way" (See paragraph 2.201 for the width). These bikeways shall have a minimum of 2-foot wide gravel shoulders on both sides.
- c. Design Criteria Designs shall meet the criteria per AASHTO and ODOT, and shall also meet the following criteria:
  - 1. All bikeways shall have a minimum cross-slope of two percent (2%) and a maximum cross-slope of five percent (5%).
  - 2. Bikeway curvature will be based on a minimum design speed of 20 MPH.
  - 3. Bikeway grades shall be limited to a maximum of five percent (5%). Where topography dictates, grades over five percent (5%) are acceptable when a higher design speed is used and additional width is provided.
  - 4. Off-street bikeways shall be constructed for limited maintenance vehicle use. Subgrade preparation will require the removal of existing organic material and compaction.

Use	<u>Asphalt</u>	Aggregate
Limited	3"	6"

- 5. When drainage, such as side ditches, is required parallel with the bikeway; the ditch centerline shall be at least five feet (5') from the edge of the pavement. Ditch side slope adjacent to the bikeway shall be no steeper than 2:1 when measuring the horizontal distance to the vertical distance.
- 6. When culverts cross bikeways, the ends of the pipe shall be no closer than five feet (5') from the edge of the bikeway.

#### 2.213 Parking

- a. Location On street parking location and widths are shown on the street section table in paragraph 2.201 of these standards.
  - 1. On street parking is considered optional on one-way arterials and collector streets. Both parallel and diagonal parking are options for one-way arterials. The requirements for on street parking in these locations are at the City's discretion.
  - Neighborhood routes and local streets shall have parallel parking. Parking may be deleted at the City's discretion in special circumstances.
  - 3. On street parking is not allowed on two-way arterials and industrial streets (local and collector).

#### 2.214 Street Signs & Striping

 A street signing and striping plan shall be included in plan submittals for new streets. Street striping and signing shall be per ODOT standards and guidelines.

#### 2.215 Street Lighting

A street lighting plan shall be included in plan submittals for new streets.
 Street lighting shall be for the safety of pedestrians as well as traffic safety.

#### 2.216 Traffic Calming

a. Traffic calming measures are encouraged and are supported as shown in the following table.

Allowed Traffic Calming Measures by Roadway Functional Classification

	Is Measure Supported? (per Roadway Classification) <sup>a</sup>		
Traffic Calming Measure	Arterial	Collector	Neighborhood Route/ Local Street
Curb Extensions	Supported	Supported	
Roundabouts	Supported	Supported	
Medians and Pedestrian Islands	Supported	Supported	Calming
Pavement Texture	Supported	Supported	measures are
Speed Hump	Not Supported	Not Supported	supported on roads that have
Raised Crosswalk	Not Supported	Not Supported	connectivity
Speed Cushion (provides emergency pass-through with no vertical deflection)	Not Supported	Not Supported	(more than two accesses) and are accepted and field tested
Choker	Not Supported	Not Supported	by the Canby
Traffic Circle	Not Supported	Not Supported	Fire District.
Diverter (with emergency vehicle pass through)	Not Supported	Supported	

Chicanes	Not Supported	Not Supported

#### NOTES:

a. Traffic calming measures are supported, if they meet Canby Fire District guidelines including minimum street width, emergency vehicle turning radius, and accessibility/connectivity.

#### 2.217 Temporary Dead End Streets

- a. Temporary dead end streets more than 150-feet long shall have a temporary turn-around that meets the requirements of the Canby Fire District.
- b. Appropriate easements shall be provided for the temporary turn-around

#### 2.300 MOBILITY STANDARD

- 2.301 The mobility standard for City streets is a measure of the level of service (LOS) and is as follows:
  - a. Signalized intersections or four-way stops: LOS D.
  - b. Two way stop controlled: LOS E.
- 2.302 The mobility standard for Clackamas County and ODOT streets shall be per their respective standards.

# CITY OF CANBY PUBLIC FACILITY IMPROVEMENTS

#### **DESIGN MANUAL AND STANDARD SPECIFICATIONS**

#### **Revised February 2020**

#### **CHAPTER 3 – SANITARY SEWER DESIGN**

#### 3.100 GENERAL

- 3.101 Sanitary sewer design shall comply with all requirements of the Oregon Department of Environmental Quality (ODEQ) design guidelines and be approved by ODEQ before beginning any construction. Sanitary sewer design shall comply with the City's master planning requirements as well.
- 3.102 Sanitary sewer systems shall be designed to provide gravity service to all areas of development. Approval by the City Administrator or designee shall be obtained before the design of any sewer which cannot provide gravity service.
- 3.103 Sanitary sewer system capacity shall be designed for the ultimate development density of the tributary area. The system shall allow for future system extension and future development based on current or proposed land use designations.
- 3.104 Sanitary sewers shall be designed to remove the domestic sewage and industrial wastes from:
  - a. basements of houses, where practical
  - b. commercial or industrial buildings,
  - c. all public and private establishments where possible.
- 3.105 Stormwater, including street runoff, roof runoff, or footing drainage, shall not be discharged into the sanitary sewer system. Stormwater shall be removed by a system of storm drains or by some other method separate from the sanitary sewer system.
- 3.106 All public sewer pipelines shall be located within the public Right-of-Way wherever possible. These lines are placed in public streets and Right-of-Way for ease of maintenance, ease of access, control of the facility, operation of the facility, and to provide required replacement and/or repair. Under special topographical conditions, the placing of public sewers outside of the Public Right-of-Way may be approved by the City Administrator or designee.
- 3.107 Sanitary sewer lines shall be extended to the edge of the property being developed to facilitate the future extension of the collection system.
- 3.108 Refer to the adopted wastewater master plan and facility plan for required upgrades to existing facilities.

#### 3.200 DESIGN CALCULATIONS

- 3.201 All pipeline design submittals shall include the following capacity and general information:
  - a. Flow shall be based on an average design flow of 100 gallons per capita per day (gpcd), with an average of three (3) persons per household.
  - b. Design peak hourly contributions of three (3) times the average flow.
  - c. Pumping head and flow calculations for pumping stations. Pump stations shall be designed for peak flows.
  - d. Off-site contribution for future connections from within the UGB.
  - e. Receiving pipeline capacity review.

#### 3.300 DESIGN GUIDELINES

- 3.301 Pipe Size Minimum pipeline size shall be 8" diameter on mainlines and 6" diameter on the public portion of service laterals;
- 3.302 Pipe Cover Depth shall be sufficient to serve adjacent areas with considerations of receiving pipeline grades, future extensions, and potential of basement construction. Depths shall meet the following minimum standards:
  - Sewer Mainline Six feet (6') at Right-of-Way for a level or upward sloping lots
  - b. Trunk and Collector Sewer Eight feet (8') in roadways and easements
  - c. High Density Polyethylene (HDPE) or Polyvinyl Chloride (PVC) AWWA C-900 pipe shall be used when the cover is less than three feet from the subgrade
  - d. Any cover less than three feet from subgrade must be approved by the City Administrator or designee.
  - e. Deviation from the above standards will be considered on a case-by-case basis when one of the following circumstances exist:
    - Underlying rock strata The following is required: A request in writing to the City Administrator or designee, submittal of a soils report, a plan and profile certifying that bedrock exists three feet (3') or less below the undisturbed ground surface at all investigated alignments.
    - 2. A ditch or stream must be crossed (City consideration will be given when A plan and profile, horizontal scale 1" = 20', vertical scale 1" = 2', are developed and submitted).
    - 3. Connecting to an existing sanitary sewer that does not meet the depth requirements.

#### 3.303 Velocity -

- a. The slopes of pipes shall be set to maintain a minimum velocity when the pipe is 2/3 full of material flowing at 2 feet per second.
- b. Minimum pipeline slopes shall be per the following table to maintain minimum resuspension and transport velocities:

<u>DIAMETER</u>	MINIMUM SLOPE
8"	0.0040 ft/ft
10"	0.0028 ft/ft
12"	0.0022 ft/ft
15"	0.0015 ft/ft
18"	0.0012 ft/ft

c. All pipelines shall be laid at a uniform slope between manholes.

#### 3.304 Manholes

- a. Manholes shall conform to ASTM C-478. They shall be concrete and watertight. Manholes shall include: a sloped shelf, a channel, manhole rim and cover, grade rings as required, and kor-n-seal boots or similar pipe connection.
- b. Manholes shall be placed at all locations where the pipeline changes a grade, size, or horizontal alignment.
- c. Manholes shall have a maximum spacing of 500-feet and shall also be placed at the end of pipelines where there is the potential for future development.
- d. The minimum angle between an incoming and outgoing pipe shall be 90-degrees.
- e. The elevation drop through a manhole when the pipe goes straight through is 0.1-foot. The elevation drop through a manhole when the pipe changes directions through the manhole is 0.2-foot. Where the algebraic grade change between an incoming and outgoing pipe is greater than 10, the grade through the manhole shall be the average of the two pipe grades.
- f. For intersecting unequal sized sewer pipes in manholes, the elevation at the .8 of the full depth of flow in each sewer pipe shall match. (OAR 340 Division 52)
- g. Manholes shall be a minimum of 4-feet in diameter for pipe up to 27-inches in diameter. Pipe ranging in size from 30 to 36-inches requires a manhole 6-feet in diameter or larger. Larger pipe requires larger manholes.
- h. Manholes shallower than 4-feet require a flat top.
- i. Manholes located in the Right-of-Way shall be level with the surrounding grade. Manholes located outside the Right-of-Way shall extend 1-foot above the surrounding grade and shall have tamperproof covers.
- j. Beaver slides may be used in manholes up to an elevation change of 2-feet. Drop connections are discouraged and may only be used with approval by the City Administrator or designee.
- k. All manhole covers shall be watertight at or below the 100-year flood elevation.
- 3.305 Cleanouts on main lines may only be used on dead end lines that are 100-feet or shorter and that will never be extended.

#### 3.306 Service Lines

- a. There shall be a single service line for each lot served.
- b. The service line shall be at 90-degrees to the mainline except in cul-desacs.
- c. Service lines shall not connect at manholes except in cul-de-sacs.
- d. Service lines shall be constructed at a minimum of a 2-percent grade. In special circumstances, the grade may be lowered with sufficient justification and a variance from the regulatory agency. The maximum grade is 45-percent.
- e. Tees for service lines shall be angled up at 45-degrees from the mainline. Connecting to the existing pipe may be done with romac saddle.
- f. Service lines shall be extended to the Right-of-Way line, or if there is a utility easement, it shall be extended past the easement.
- g. The end of the service line shall be plugged and marked with a 4" PVC 3034 SDR 35 riser that extends a minimum of 5-feet above the ground. The riser shall be marked with the depth of the service line.

- h. Curb shall be stamped with an "S" on the face or top where the service line crosses.
- There shall be a 6-inch cleanout located in the sidewalk on each service line to differentiate between the public and private line maintenance responsibility.
- j. In special cases where a lot may not be able to be served by gravity, individual pumping facilities may be used. These may only be used with the approval of the City Administrator or designee. The pumping facility will be considered private, and this should be noted on the design plans.

#### 3.307 Toning Wire

a. Where non-metallic pipe is used for both main lines and services lines, toning wire is required. It shall be laid along the pipe and shall be extended into the manholes and cleanouts.

#### 3.308 Materials

- a. Sanitary sewer pipelines and services shall be PVC 3034 SDR 35, and comply with the requirements of ASTM F-477 and ASTM 3212.
- b. Where additional pipe strength is required, two pipe materials are acceptable. These pipe materials are High Density Polyethylene (HDPE) and Polyvinyl Chloride (PVC) AWWA C-900.
- c. Stream crossing shall be made with fusion butt-welded HDPE pipe or equivalent as approved by the City Administrator or designee.
- d. Toning wire shall be a minimum of 18-gauge copper wire with green insulation.

#### 3.400 CONNECTION TO EXISTING SEWERS

- 3.401 Connections to and extensions of existing sewers may occur to facilitate new development.
- 3.402 Connection to an existing manhole is the preferable method for extending the mainline.
  - a. Connection to an existing stub out is preferred.
  - b. Where there is no stub out, the existing manhole may be core drilled at the top of the shelf. A core-n-seal boot or similar watertight connection method shall be used. The shelf shall be rechanneled as needed to accommodate the new pipe.
  - c. Where there is insufficient depth to connect to an existing manhole at the top of the shelf, the connection may be made lower. This will require reconstruction of the channel and shelf. Note that the crown elevation of the new pipe must be no lower than the crown of the outgoing pipe. The base of the manhole may need to be rebuilt.
  - d. Drop connections may only be made in special circumstances such as intervening structures that prevent the appropriate slope. The depth of sewer alone does not warrant a drop connection.

#### 3.403 Connection to Main Line

a. When there is not an existing manhole for the mainline to connect to, a new manhole may be constructed over an existing pipe. The manhole base may be poured around the existing pipe, and the top cut out of the existing pipe. The shelf will be formed around the existing pipe, and the new pipe shall enter the manhole no lower than where the existing pipe is

cut.

b. The manhole should be tested before cutting the existing pipe.

#### 3.404 Connection to Clean Outs

- a. When sewers are extended from cleanouts, the entire cleanout assembly, including the wye, shall be removed. The new pipe shall be installed at the same grade as the existing pipe.
- b. The new pipe will need to be tested before connecting to the existing pipe.

#### 3.405 Service Connections

- a. New building service laterals shall be made at existing tees where possible.
- b. When tees do not exist on the Public Sanitary Sewer System, the new lateral sewer will enter the collection system through a "cored" opening. Connection to the Public Sanitary Sewer System shall be made with an approved romac saddle connector.

#### 3.500 EASEMENTS

#### 3.501 Public Easements

- a. Easements for public sewer less than or equal to 12-inches in diameter shall be a minimum of 15-feet wide. Easements for public sewer greater than 12-inches in diameter shall be a minimum of 20-feet wide.
- b. Easements for sewer greater than 24-inches in diameter or more than 8-feet deep shall require wider easements. Easements will be enlarged in increments of 5-feet.

#### 3.502 Private Easements

- a. Private easements for service lines are the responsibility of the owner. However, if the design plans for a development require a service line to cross another's property, the private easements shall be shown on the plans and must be included in the plat.
- b. Private easements shall not be permitted within the Public Right-of-Way.

#### 3.600 SEPARATION FROM WATER LINES

- 3.601 Water mains shall be installed a minimum clear distance as defined in OAR Chapter 333, Public Water Systems. The horizontal distance between a sanitary sewer line and a water main must be greater than or equal to five feet.
- 3.602 Water lines shall be installed over the top of sewer lines. There must be at least eighteen (18) inches of vertical separation at the intersection of the water pipe and the sewer pipe.
- 3.603 Exceptions shall be approved by the City Administrator or designee. In all instances, the distances shall be measured surface to surface.

#### 3.700 RELATION TO WATERCOURSES

3.701 Generally, the top of all sanitary sewers entering, crossing, or adjacent to streams shall be at a sufficient depth below the natural bottom of the streambed to protect the sewer line. One foot (1') of cover is required where the sewer is in solid rock; three feet (3') of cover is required in other materials. In paved

- channels, the top of the sewer line shall be placed at least six inches (6") below the finish grade of the bottom of the channel, except as provided above.
- 3.702 Sewers located along or parallel to streams shall be located outside of the streambed and sufficiently removed therefrom to provide for future stream channel widening.
- 3.703 Sewers crossing streams or drainage channels shall be designed to cross the stream as nearly perpendicular to the stream channel as possible. Sewers crossing streams or drainage channels shall be free from changes in grade.
- 3.704 The pipe material chosen shall be an 18-foot length of pipe centered on the stream or drainage channel centerline or continuous High Density Polyethylene. The High Density Polyethylene pipe shall extend to a point where a one-to-one slope begins at the top of the bank and slopes down from the bank away from the channel centerline and intersects the top of the pipe. Any pipe material other than High Density Polyethylene pipe must be approved by the City Administrator or designee on a case by case basis.
- 3.705 Concrete encasement will be required when the above cover requirements cannot be met. Each deviation from the above requirements will be reviewed and approved by the City Administrator or designee on a case-by-case basis.

#### 3.800 TESTING

#### 3.801 Pipe Lines

- a. All pipelines shall be tested for leakage per the criteria identified in the current APWA Standards. This shall include low pressure air testing.
- b. Flexible pipe shall be deflection tested per APWA Standards with a mandrel sized at 95% of the pipe diameter.
- c. Following acceptable testing, the Contractor shall flush the lines, and provide complete pipeline TV inspection to verify grade and condition.

#### 3.802 Manholes

a. Manholes shall be vacuum tested per the National Association of Sewer Service Companies (NASSCO) standards.

#### 3.900 SPECIAL FACILITIES

a. Special facilities shall be approved on a case by case basis by the City Administrator or designee. This includes facilities such as pump stations, force mains, bridge crossings, river crossings, inverted siphons, and similar facilities.

#### 3.901 Pump Stations

- a. Pump station designs shall include a design report that includes the following items:
  - full service area size
  - calculation of peak flows for the existing development and the full service area
  - pump sizing and design criteria such as pump type/capacity/HP/number

- overflow location
- control elevations and equipment
- wet well sizing
- alarm type
- transfer switch type
- force main size
- hydrogen sulfide control
- discharge manhole protection
- downstream capacity analysis
- b. In general pump station shall be designed to meet peak design flows with full pumping redundancy. The wet wells shall have a minimum of four (4) hours storage above the alarm elevation.
- c. Features that are required in a pump station design include:
  - pumps (a minimum of two)
  - wet well
  - valves
  - valve vault
  - associated piping
  - level control
  - electrical
  - control panel and weatherproof enclosure
  - instrumentation
  - pressure gauges
  - alarms
  - telemetry
  - access road
  - parking
  - fencing
  - landscaping
  - potable water supply
  - lighting
  - power outlets
  - standby power
- d. The following features may be required on a case by case basis: odor control, downstream discharge point for hydrogen sulfide, and air relief valves on the force main.
- e. Standby power with an automatic transfer switch will be required for all new lift stations. Standby power with an automatic transfer switch shall be approved by the City Administrator or designee.
- f. Additional requirements include an operation and maintenance manual, a minimum of two hours of training, and spare parts (gaskets, bearings, and mechanical seals).
- g. Pump stations shall utilize submersible pumping systems unless an alternative is approved by the City Administrator or designee.

## CITY OF CANBY PUBLIC FACILITY IMPROVEMENTS

#### **DESIGN MANUAL AND STANDARD SPECIFICATIONS**

## **Revised February 2020**

#### **CHAPTER 4 – STORM DRAINAGE DESIGN**

#### 4.100 GENERAL

- 4.101 Performance Standards Storm drainage design within a development area must include provisions to adequately control run-off from all public streets and runoff from private property areas identified in the City Stormwater Master Plan. The design must ensure the future extension of the drainage system to the entire drainage basin in conformance with the adopted Stormwater Master Plan and these Design Standards.
- 4.102 Discharge Location: Surface or subsurface drainage; caused or affected by changing the natural grade of the existing ground, removal of natural ground cover, or placement of impervious surfaces; shall not be allowed to flow over an adjacent public or private property in a volume or location materially different from that which existed before development occurred. Surface or subsurface drainage shall be collected and conveyed, in an approved manner, to an approved point of disposal.
- 4.103 Discharge Location: Surface water entering and exiting the subject property shall be received and discharged at naturally occurring locations. Adequate energy dissipaters within the subject property may be required to minimize downstream damage. Diversions of the natural points of entry and exit of stormwater are not allowed without the approval of the City Administrator or designee.
- 4.104 Discharge Location: The approved point of disposal for all stormwater may be a storm drain, existing open channel, creek, subsurface, detention or retention pond, or facility approved by the City Administrator or designee. Acceptance of suggested systems will depend upon the prevailing site conditions, the capacity of existing downstream facilities, and feasibility of an alternate design.
- 4.105 Underground Injection Control: New Underground Injection Control (UIC) devices shall not be approved for public stormwater facilities unless there is no other method for discharging stormwater. New UIC's may only be used as a source of stormwater discharge if they are Registered and Rule Authorized by DEQ.
- 4.106 Private Drainage: Design for private storm drainage, where permitted by the Stormwater Master Plan, shall meet the same requirements as public facilities. The design of these facilities shall be included in the public improvement plans, including facilities for individual lots.

- 4.107 Peak Discharge Rate: Unless adequate capacity is available, the peak discharge from the subject property may not be increased from conditions existing before the proposed development. Detention and/or retention will be required to obtain this result. Where it can be satisfactorily demonstrated by the applicant that there is already detention, and there are no adverse impacts to the downstream system, additional detention/retention may not be required.
- 4.108 Treatment: Stormwater quality facilities may be required to control the discharge of pollutants from the development and redevelopment of the municipal storm drainage system, UIC's, or natural watercourse. Where required by ODEQ or the City Administrator or designee, the City will encourage the use of LID standards. Please refer to the Clean Water Services Low Impact Development Approaches Handbook July 2009.
- 4.109 Flow Through Capacity: All storm drain system designs shall make adequate provisions for collecting all the stormwater run-off. The system shall accommodate all run-off from upstream tributary areas whether or not such areas are within the proposed development. The amount of run-off to be accommodated shall be based upon the ultimate development of all upstream tributary areas.
- 4.110 Downstream Capacity: Proposed storm drain systems shall not discharge flows into inadequate downstream systems unless approved by the City Administrator or designee.
- 4.111 System Location: Public storm lines shall be located within the Public Right-of-Way if feasible. These lines are placed in the Public Right-of-Way for ease of maintenance and access, control of the facility, operation of the facility, and to provide required replacement and/or repair. Any storm lines not placed in the Public Right-of-Way shall be located in a public utility easement.
- 4.112 Only Public Right-of-Way runoff shall be collected and disposed of within the public storm drainage system. Upon development, runoff from private properties shall not be permitted to discharge to public storm sewer facilities except as identified in the City Stormwater Master Plan.

#### 4.200 STORM DRAINAGE REPORT

- a. If a storm drainage report was required during land use planning, then it shall be finalized as part of the design. This should take into account any changes to the development, existing conditions, or agency requirements since the time the draft report was done.
- b. If a storm drainage report was not required during land use planning, it shall be required during design.
- c. A storm drainage report shall include the following (4.201-4.207)
- 4.201 Existing Drainage Plan shall contain a topographical contour map defining existing conditions. The topographical contour map shall include:
  - a. Two-foot (2') contour intervals; slopes over 10% may use 5-foot (5') intervals; very flat sites may need contour interval of one-foot (1') or even one-half foot (1/2'); extend contours a minimum of 100 feet beyond the property.

- b. Location of all structures, buildings, parking lots, and utilities on the property.
- Location of all existing drainage facilities and watercourses, including wetlands and floodplain areas.
- d. Locations of all subsurface water outlets (e.g., springs).
- e. Show arrows to indicate the direction of flow for all drainage information.
- 4.202 Proposed Drainage Plan shall show proposed site grading and drainage facilities on a topographical contour map. Unless the detail for proposed improvements will obscure the conditions shown on the existing drainage plan, proposed site grading and drainage may be shown on the existing drainage plan. The following information shall also be shown:
  - a. Finished contours of the property, at two-foot (2') or five-foot (5') intervals as required.
  - b. Percent grade for graded slopes; elevations, dimensions, and locations for all graded slopes.
  - c. Cut/fill areas; structural fill placement areas; erosion/sedimentation control methods; reseeding areas.
  - d. All proposed drainage facilities public and private systems; paved areas, curbs, sidewalks; drainage ditches, culverts.
- 4.203 Drainage Calculations The storm drainage report shall provide the following information:
  - a. Pre and post development conditions concerning basin boundary maps,
  - b. pervious and impervious areas,
  - c. flow routing,
  - d. discharge rates for design storms,
  - e. discharge velocity, and
  - f. time of concentration calculation.
  - g. a general description of the proposed facilities,
  - h. soils identification,
  - i. curve number (CN) (and calculation of composite CN's),
  - i. design storms,
  - k. detention sizing.
  - I. treatment sizing,
  - m. downstream analysis,
  - n. infiltration rates with supporting data.
  - o. references for soils type,
  - p. CN (note: use ODOT Zone 8 Rainfall Intensity-Duration Frequency curve)
  - q. The discharge rates to be evaluated include the 2, 5, 10 and 25- year storm events.
  - r. The conveyance system shall be designed to pass the 10- year storm events without surcharge, and a 25- year event with surcharge but keeping the hydraulic grade line below the manhole lids.

#### 4.204 Geotechnical Report -

a. If subsurface disposal of the stormwater is proposed as the discharge method, then a site-specific geotechnical investigation is required to define the infiltration rate of the existing soil. All tests shall be done during periods when the groundwater table is expected to be at its maximum. This investigation shall include background data from existing soils mapping, but it shall also include a field test of the infiltration rate at the site in guestion. Nearby field tests on other properties are not acceptable.

- For the test, an excavation shall be made to the bottom elevation of the proposed infiltration system. The maximum infiltration rate shall be determined using either the EPA falling head percolation test procedure (Design Manual – Onsite Wastewater Treatment and Disposal Systems, EPA, 1980) or the double ring infiltrometer test (ASTM D3385).
- 2. The test hole or apparatus shall be filled with water and maintained at depths above the test elevation for not less than 4 hours. This represents the saturation period.
- 3. Following the saturation period, the infiltration rate shall be determined following one of the test procedures specified above, with a head of 6 inches of water.
- 4. The Engineer shall perform at least 1 test per contributing acre to determine a representative infiltration rate for the site.
- 5. A factor of safety of 2 shall be applied to the field measured infiltration rate
- 6. The test shall be witnessed by a representative of the City or a geotechnical report submitted by a licensed geotechnical engineer.
  - a) The maximum groundwater table shall also be identified.

#### 4.205. Downstream Analysis Report

- a. The downstream analysis will show what impacts, if any, a project will have on the hydraulic conveyance system(s) downstream of the project site. The analysis is to be divided into three parts that are followed sequentially. The three parts include a review of resources, an inspection of the affected area, and analysis of downstream effects.
  - During the review of resources, the designer will review any existing data concerning the drainage of the project area. This data will commonly include:
    - · area maps,
    - · floodplain maps,
    - · wetland inventories,
    - stream surveys,
    - habitat surveys,
    - · engineering reports concerning the entire drainage basin,
    - inventories of known drainage problems,
    - previously completed downstream analyses

The City may be able to provide some of this information. Other sources of information include ODEQ, Oregon Division of State Lands, and Oregon Department of Fish and Wildlife.

- 2. The Designer will physically inspect the drainage system at the project site and downstream of the site. During the inspection, the designer should investigate any problems or areas of concern that were noted during the review of resources. The designer should also identify any existing or potential capacity problems in the drainage system, any existing or potential areas where flooding may occur, any existing or potential areas of channel destruction (including erosion and sedimentation), and existing or potential areas of significant destruction of aquatic habitat.
- 3. The information that has been gathered is analyzed to determine if the construction of the project will create any drainage problems downstream or will make any existing problems worse. Often, if the other minimum requirements are met, the project will not negatively

impact the downstream drainage system. Some situations will still have negative impacts after all requirements are met. Whenever a situation is encountered where it has been determined that there will be negative impacts resulting from the project, mitigation measures must be included in the project to correct for the impacts.

- 4.206. Stormwater Flows Several methods are available for estimating peak runoff rates. Three of these are the "Rational Method", the SCS "Curve Number" method, and the Santa Barbara Urban Hydrograph (SBUH) method. These methods will be acceptable for estimating the peak runoff rates to be used in sizing storm drainage conveyance improvements in those areas for which there are no specific Master Plan recommendations.
- 4.207. Detention/Retention Volumes Several methods are available for the calculation of run-off rate volumes to calculating detention/retention storage volume requirements. Detention volume estimates shall be based on hydrographs developed for the storm duration specified by the City for the applicable return frequencies. A method shall be used which routes the design hydrograph through the proposed detention system. Unless specified otherwise, the standard design storm duration shall be 24 hours. For the development of the appropriate hydrograph(s), the SCS Type 1A 24-hour rainfall distribution is accepted for all development submittals.

#### 4.300 MINIMUM DESIGN STANDARDS

#### 4.301 Minimum Design Criteria

a. Storm Frequency - All public storm drain systems shall be designed for the design storm recurrence interval in the following table:

#### **DRAINAGE SYSTEM DESIGN CAPACITY**

Drainage System Element	Description	Design Storm Recurrence Interval, Years
Minor:	Streets, curbs, gutters, inlets, catch basin and connector drains	10
Major:	Laterals (collectors) <250 tributary acres Trunk >250 tributary acres Arterial Streets and the Drainage System in or under Arterial Streets	10 25* 10*
Watercourses:	Without designated floodplain Within designated floodplain	25 100
Bridges:		100
Detention Facilities:	Storage volume (on site)	25
	Discharge rate	Function of down- stream capacity <sup>(a)</sup>
Retention Facilities:	Infiltration capacity	25
	Detention capacity	25
Infiltration Facilities	UIC, LID elements	10

#### **NOTES**

<sup>(</sup>a) Typically, this will mean designing for the 2,5,10 and 25-year storm events.

<sup>\*</sup> Surcharged conditions for pipe systems, culverts, and bank full conditions for open ditches and channels are acceptable for demonstrating the adequacy of the conveyance system to convey the peak run-off for the 25-

year design storm (as required), provided that:

- a. run-off is contained within defined conveyance system elements; AND
- b. the hydraulic grade line does not exceed the elevation of the roadway subgrade; AND
- c. no portions of a building will be flooded.
  - b. Velocity and Slope All storm drains shall be on a grade that produces a mean velocity, when flowing full, of at least three (3') feet per second.
  - c. Velocity in Natural Channels Control of discharge from developed areas to natural channels shall be such that the average velocity resulting from all design storms less than or equal to the 25-year event remains below the erosive velocity of the channel.
  - d. Manning Equations When calculating minimum pipe slopes and velocities, the Design Engineer shall use the Manning pipe friction formula.
  - e. Pipe Coefficient The storm-drain pipe roughness coefficient to be used in the Manning formula shall be greater than or equal to 0.013.
  - f. Slope All pipelines shall be laid at a uniform slope between manholes.

#### 4.302 Pipe Materials and Size

- All public storm drains shall be constructed with either ribbed PVC or HDPE smooth interior, corrugated exterior pipe (Hancor ADS N-12, PVC C-900, or –equal). Where required, for added strength, PVC C-900 will be used.
- b. Corrugated aluminum pipe or concrete pipe may be used for culvert applications if the material is specified as having a 75-year design life. Submittal of the manufacturer's specifications, test results, and warranty will be required for City review before approval.
- c. Private storm-drain pipe shall meet the appropriate sections of applicable building and plumbing codes.
- d. All public storm-drain main lines shall be a minimum of twelve inches (12") in diameter. Lateral lines to catch basins and other inlet structures shall be a minimum of ten inches (10") in diameter.
- e. Drywells (UIC's) shall be constructed of perforated concrete pipe conforming to ASTM-478. The upper portion of the drywell shall be constructed in a manner that meets the requirements of a standard manhole with rim and lid.
- f. Curb inlets shall be cast-in-place or precast concrete conforming to the City of Canby standard drawing 209 with minimum 18-inch sump.
- g. Manholes shall be concrete and shall conform to ASTM C-478. They shall be concrete and shall include a sloped shelf, channel, manhole rim and cover, grade rings as required, kor-n-seal boots or similar pipe connection and shall be watertight.

#### 4.303 Minimum Cover

- a. Minimum cover shall be thirty inches (30") above the top of the pipe in paved areas and thirty-six inches (36") at all other locations. Curb inlets leader lines shall have a minimum of 18" cover if feasible. Lines with less than 18" cover shall be constructed of HDPE or PVC C-900.
- b. If the minimum cover cannot be attained due to uncontrollable circumstances, then alternatives may be approved by the City Administrator or designee. These alternatives include the use of HDPE or PVC C-900 pipe or the use of control density fill.
- c. In areas of relatively flat terrain, the Design Engineer must show that sufficient depth is provided at the boundary of the development to properly drain the remainder of the upstream basin area tributary to the site.

#### 4.304 Manholes

- a. Manholes shall be located at all changes in pipe slope, pipe alignment, pipe size, and at all pipe junctions with present or future storm drains.
- b. Manhole spacing shall not be greater than 500 feet.
- Manholes are required at all pipe junctions, except where private service laterals are "T'ed" into a municipal main storm line as defined in the City of Canby Stormwater Master plan.
- d. Flat-top manholes shall be used when rim to the crown of pipe elevations are less than four feet (4').
- e. When the downstream pipe size increases, the crown of all upstream pipes shall not be lower than the crown of the larger downstream pipe.
- f. Outside drops on manholes are required where the drop exceeds four (4) feet. Drops of less than two (2) feet shall have beaver slides.
- g. Manholes shall not have open grate lids except in special circumstances approved by the City Administrator or designee.
- h. Manhole rims shall be level with the ground surface where the ground is covered by improved surfaces (asphalt, concrete, crushed rock). In unimproved areas, the manhole rim shall be one foot above the finished grade.
- i. Manholes shall have sixteen (16) hole lids. Tamper proof lids are required outside of vehicle or pedestrian travel ways.
- j. Pollution control (PC) manholes shall be located just before the stormwater detention/retention and treatment facilities. A pollution control manhole shall have a sump for sediment to accumulate, and shall be located so that a vactor truck can access it.

#### 4.305 Curb Inlets and catch basins

- a. Curb inlets shall be located in streets at the curb line to receive stormwater run-off and convey it to the main storm drain or treatment facility.
- b. Curb Inlets shall be located at the following locations. In no case shall curb inlets be spaced further than 400 feet apart. Any single curb inlet shall not receive stormwater from more than 400 feet of the street.
  - 1. At curb returns on the upstream side of an intersection.
  - 2. Where geometry dictates the need for a catch basin, such as large curves in the street.
  - 3. When street slopes are less than one percent (1%), maximum catch basin spacing should be decreased to 300 feet.
  - 4. When street slopes are greater than six percent (6%), maximum catch basin spacing should be decreased to 300 feet. When street slopes are greater than fifteen percent (15%), maximum catch basin spacing should be decreased to 200 feet.
  - 5. At the ends of all dead-end streets with a descending grade.
  - 6. At intermediate locations, so that storm flows at the curb line do not exceed three feet (3') in width (measured from the curb face) or three inches (3") in depth (measured at the curb face), whichever is less.
  - 7. At the downstream end of the street improvements which abut unimproved roads or undeveloped property.
  - 8. At the upstream end of the street improvements which abut unimproved roads or undeveloped property.
  - 9. Additional inlet capacity is required at sag vertical curves. This may be accomplished in one of three ways:
    - a. A single unit double curb inlet at the low point of the sag vertical curves.
    - b. Three curb inlets may be used: one at the bottom and one to

- either side partway up the sag curve.
- c. This requirement may be waived by the City Administrator or designee where the drainage area is small or the vertical curve is minimal.
- 10. Curb inlets shall be capable of intercepting the entire design storm flow at the curb.

#### 4.306 Culverts

- a. Culverts at road crossings in natural, perennial channels shall be designed to pass the peak discharge for the 50-year design storm such that the headwater water surface elevation:
  - 1. Does not exceed 1.5 times the culvert diameter; OR
  - 2. Remains at least 1 foot below the roadway subgrade, whichever is less.
- b. In waters federally designated as critical habitat, a tribute to, or have endangered or threatened fish species, water-crossing structures shall be constructed and maintained so that listed species are not deprived of habitat or the ability to migrate.
- Proposed culvert crossings shall address the Oregon Department of Fish & Wildlife and National Marine Fisheries Service's regulations and stream crossing guidelines.

#### 4.307 Bridges

a. New and replacement bridges over natural and perennial channels shall be designed to pass the 100-year peak discharge at full development from the tributary area. Vertical clearance between the design water surface and the bottom of any part of the bridge shall be a minimum of two feet or 25% of the mean channel width between ordinary highwater marks at the crossing. The option with the greater vertical clearance shall be used.

#### 4.308 Site Grading

- a. Site grading shall be done such that it does not redirect surface drainage onto neighboring properties.
- b. Site grading shall be done such that it does not impede surface water drainage on neighboring properties causing ponding.
- c. Where it appears that off-site impacts cannot be avoided, private drainage systems shall be designed and constructed to mitigate the effect. The design shall be submitted as part of the development design plans. This shall include appropriate private easements.

#### 4.309 Low Impact Development (DELETED)

#### 4.310 Water Quality Facilities

Where water quality facilities are required by ODEQ or the Environmental Protection Agency (EPA), the following standards will apply:

- a. Instead of constructing new facilities, the City Administrator or designee may permit development to upgrade an existing public treatment facility, if the effect of the improvement will improve the overall stormwater treatment to the same extent as a new facility.
- b. Treatment processes that are accepted include:

- 1. Vegetated Swales
- 2. Extended Dry Ponds
- 3. Wetlands
- 4. Proprietary treatment devices as approved by the City Administrator or designee.
- The design criteria for water quality facilities are found in the Clean Water Services (CWS) Design Manual under Chapter 4, paragraph
- d. Special water quality requirements may be added based upon stormwater permits that the City may be issued in the future.

#### 4.311 Detention/Retention

Where Detention/Retention facilities are required by ODEQ/EPA, the following standards will apply:

- When detention is required or downstream facilities are inadequate, the a. volume to be detained may be up to the volume necessary to limit the developed site peak discharge to pre-developed rates for all storm events with a recurrence interval less than or equal to 25 years.
- An emergency overflow is required for storm events from a 25 year to 100 year 24-hour storm event such that the facility does not "over-top" or exceed the capacity of the overflow.
- Sufficient armoring will be required to prevent failure of the facility from C. erosion.
- The following are the approved detention methods in preferential order: d.
  - Surface storage off channel
  - Surface storage on channel
  - Subsurface storage may only be used if no other method is possible and with approval of the City Administrator or designee.

#### **Control Manholes**

- A flow control manhole shall be located at the discharge location of all detention facilities. The flow control manhole shall be position so that it is accessible by a vactor truck.
- 2. A water quality manhole shall be located upstream of all detention/retention facilities. The water quality manhole shall be positioned so that it is accessible by a vactor truck.
- f. The design criteria for the detention/retention facilities are found in the CWS Design Manual under Chapter 4, paragraph 4.04.

#### 4.312 Infiltration facilities

- Infiltration facilities are an acceptable discharge method. Acceptable methods include the options as outlined in the CWS LIDA Handbook, July 2009 and correctly constructed UIC's. Alternative infiltration methods should be evaluated before using UIC's.
- All UIC devices must be preceded by a water quality manhole or curb inlet with snouts.
- Dry wells are considered underground injection control (UIC) devices. They must be constructed to meet the EPA regulations as administered by ODEQ. They must also be registered and Rule Authorized.

- 1. Dry wells (UIC's) shall be preceded by City approved treatment devices or facilities. This includes treatment methods such as G2 type catch basins or curb inlets, swales, vegetated swales, wetlands, extended dry ponds and ODEQ approved proprietary devices.
- When there is sufficient depth to groundwater, per the UIC regulations, UIC design shall be a minimum of 26 feet deep, with the bottom 10' perforated. Site specific designs will be allowed with adequate analysis submitted by a Registered Engineer.
- 3. Drywells (UIC's) shall be located to collect up to a maximum of one half of an acre-foot of runoff. Gutter flow shall be limited to 400-500 lineal feet, provided the flow does not exceed 3" in height against the curb line. Any variation from this guideline shall be based on field infiltration tests.

#### 4.400 EASEMENTS

- a. Easements for storm drain lines from 12-inches to 24-inches shall be 15-feet wide. Easement for storm lines up to thirty-six inches (36") shall have a minimum width of twenty feet (20'). The easement width shall be on a case by case basis for pipelines greater than thirty-six inches (36"), where the pipe is excessively deep, or where there are impediments to the easement. Easement increments shall be in 5-foot intervals.
- b. Open channels shall have easements sufficient in width to cover the 100-year Floodplain Line when a 100-year design storm is required; fifteen feet (15') from the waterway centerline; or ten feet (10') from the top of the recognized bank. The greatest width shall be the width of the easement.
- c. Easement locations for public storm drains serving a PUD, apartment complex, or commercial/industrial development shall be in parking lots, private drives, or similar open areas. This will permit unobstructed vehicle access for maintenance.
- d. When private property must be crossed to reach an approved point of disposal, it shall be the development's responsibility to acquire a recorded drainage easement. Drainage facilities crossing private property must be engineered to contain stormwater without causing erosion or other adverse effects on private property.
- e. All easements must be submitted to the City Administrator or designee for review and approval before recording.

#### 4.500 RELATION TO WATERCOURSES

- a. Storm drain lines shall enter a creek or drainage channel at 90° or less to the direction of flow.
- b. The outlet shall have a headwall and scour pad or riprap to prevent erosion of the existing bank or channel bottom. An energy dissipation structure may be required depending upon the velocity of the storm flow in the pipe. The size of the pipe or channel being entered will govern which protective measures are required.
- c. Where a rip-rap is used, it shall meet the requirements of ODOT/APWA specifications. It shall be a minimum of 12-inches thick, have a minimum width of 3 times the pipe diameter, and be at least 6-feet long. The minimum size of the rip-rap will be class 100, but a larger class may be required. There should also be a filter blanket beneath the rip-rap.
- d. Discharges on slopes steeper than 15% or greater than 20-feet tall require special consideration concerning erosion. Energy dissipation will be required, and additional slope stabilization may be needed. In severe cases, the pipe may need to be extended to the bottom of the slope.

## CITY OF CANBY PUBLIC FACILITY IMPROVEMENTS

#### **DESIGN MANUAL AND STANDARD SPECIFICATIONS**

#### **Revised February 2020**

#### **CHAPTER 5 – CONSTRUCTION OBSERSVATION AND SPECIFICATIONS**

#### 5.100 CONSTRUCTION OBSERVATION

- 5.101 All public improvements shall be inspected by an Oregon Registered Engineer or a qualified individual under the supervision of an Oregon Registered Engineer. The City will not authorize work to begin on public improvements without the designation of an inspecting engineer by the owner or developer. All inspection costs including required testing shall be paid by the owner or developer.
- 5.102 An engineer whose firm has an interest in development cannot be designated engineering inspector for that development unless full disclosure is made and prior approvals are granted. The engineering inspector's relationship to the project must be solely that of a professional service nature.
- 5.103 Construction services provided by the City shall be limited to:
  - a. Liaison between the engineering inspector and the City.
  - b. General monitoring of work progress.
  - c. Observation of all performance testing.
  - d. Participate in final inspection for acceptance of improvements.
- 5.104 The following minimum activities are required of the designated engineering inspector:
  - Maintain a project logbook which contains the following information:
    - 1. Job number, name of engineer and designers;
    - 2. Date and time of site visits;
    - 3. Weather conditions, including temperature;
    - 4. A description of construction activities;
    - 5. Statements of directions to change plans, specifications, stop work, reject materials, or other work quality actions;
    - 6. Public agency contacts which result in plan changes or other significant actions;
    - 7. Perceived problems and action taken;
    - 8. General remarks;
    - 9. Staged and final inspections;
    - 10. Record of all material, soil, and compaction tests.
  - b. The engineering inspector shall obtain and use a copy of Cityapproved construction plans and specifications;
  - c. Review and approve all pipe, aggregate, concrete, asphalt concrete (A.C.). and other materials to ensure their compliance with City standards:
  - d. Approve all plan or specification changes in writing and obtain City approval:
  - e. Monitor and concur in construction activities to ensure that end products meet City specifications;

- f. Perform material composition and other tests required to ensure that City specifications are met;
- g. For pavement construction, perform the following stage inspections and record the date of each:
  - 1. Curbs are built to line and grade;
  - 2. Subgrade meets grade and compaction specifications;
  - 3. Base rock meets grade and compaction specifications;
  - 4. Wearing course meets grade and compaction specifications.
- h. The City shall be given twenty-four (24) hour notice of impending stage inspections.
- i. The contractor is responsible for observing the safety of the work and all persons and property coming into contact with the work. The contractor shall conduct his/her work in a manner that complies with all the requirements prescribed by the Oregon Occupational Safety and Health Administration (OSHA).
- 5.105 The City engineering Inspector's role is not one of supervision or safety management but is one of watchful care only. Nothing contained in this section or elsewhere in this book shall be interpreted to obligate the City to act in any situation, nor shift the owner's responsibility for safety compliance to the City. No responsibility for the safety of the work or construction means, methods, techniques, sequences or procedures shall attach to the City under its action or inaction under this section.

#### 5.200 SPECIFICATIONS

- 5.201 Specifications shall be per the ODOT/APWA and Oregon Standard Specifications for Construction, latest edition except as modified here.
  - a. The maximum density of compacted materials will be determined by AASHT0 T 180. The density of compacted materials in place will be determined by AASHTO T 238, or other approved methods.
  - b. For the one-year between the placement of the base lift and top lift of asphalt, temporary ramps shall be placed at all grade changes. Manhole lids and valve boxes shall be set flush to the base lift and raised only at the time of placing the top lift. One and one-half inch (11/2") steel riser rings shall be used to adjust manhole lid elevations. Valve boxes shall be raised to finish grade.
  - c. Weep holes will not be allowed.

#### **ATTACHMENT A**

#### **Canby Transportation System Plan**

#### **Roadway Standards**

This section discusses the various roadway standards that are important to managing the transportation system. These standards include the following:

- Roadway Cross-Sections
- Industrial Area Roadway Cross-Sections
- Access Management
- Traffic Signal Spacing

#### **Roadway Cross-Section Standards**

Street cross-section standards consist of minimum, maximum, and/or typical cross-sections that are required for City roadways based on their functional classification. The purposes of the cross-section standards are to ensure that the City's roadways can meet the multi- modal function and demand associated with their functional classification and to provide consistency throughout the City.

Because the actual design of roadways can vary from segment to segment, flexibility has been built into these standards. This is why the ranges of required components are provided for each functional class. Physical limitations exist for some roadways; therefore, "low impact" standards may be used when an existing roadway with physical limitations is being improved. Specific Right-of-Way requirements will be monitored through the development review process. More specific details may become evident during development review, thereby requiring improvements other than those outlined in this TSP.

Additional design considerations are required for OR 99E. The state highway design considerations are defined in the *Oregon Highway Plan (OHP)* and the *Highway Design Manual (HDM)*. Any deviation from these standards requires the approval of a design exception. Design and future improvements to OR 99E must also address ORS 366.215 (Reduction in Vehicle Carrying Capacity) on this national freight network facility. The City also intends to conduct a future OR 99E corridor plan that will refine the cross- sections, roadway features, and cost estimates for highway improvements in Canby.

The cross-section standards are provided in Figure 7-3 for OR 99E, Figure 7-4 for arterial streets, Figure 7-5 for collector streets, and Figure 7-6 for neighborhood routes and local streets. To ensure suitability for roadway improvements, final cross-section designs must be coordinated with City staff and are subject to City staff approval; cross- sections of state highways are also subject to ODOT approval.

#### **Industrial Area Roadway Cross-Sections**

In the City of Canby (City), industrial uses currently play an important economic role. Having industrial area roadway cross-section standards will help the City ensure that new and improved roadways in the industrial areas are built to accommodate efficient freight movement.

The industrial area roadway cross-section standards for the City are shown in Figure 7-7 and were determined from geometric analysis documented in the Industrial Area Cross-Section Analysis Memorandum included as Appendix I. The identified cross-sections will allow two trucks to simultaneously make opposing turn maneuvers through intersections and not have overlapping paths. This objective for large trucks is often not applied to the general road system because a balance is desired between accommodations for all transportation modes (particularly pedestrians). However, in major industrial areas, truck movements become a higher priority and wider streets and intersections are more important.

A key component considered in the cross-section standards is the balance of street width with the required curb return radii to facilitate truck movements. Narrower roadways require larger curb returns, while wider roadways mean that smaller curb returns are needed. For the City of Canby (City), narrower roadways were sought compared to smaller curb return radii to minimize the overall Right-of-way and impervious area footprint of the roadways. This strategy can be compatible with the pedestrian environment by separating the sidewalks from the roadway and by landscaping/swale areas. This would minimize issues with curb ramp design.

As shown in Figure 7-7, bike lanes are to be provided on collector roadways. It is expected that trucks may use the portion of the bicycle lanes adjacent to intersections when making turn maneuvers. To make it clear to truck drivers and cyclists that there are likely to be conflicts in the turning area, bike lane stripes should be dotted instead of solid within the turning maneuver area of trucks.

The analysis to determine street widths was focused on collector and local streets. This can be translated to required private access curb-cuts in the industrial area by applying the local street design.

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#### STREET DETAILS

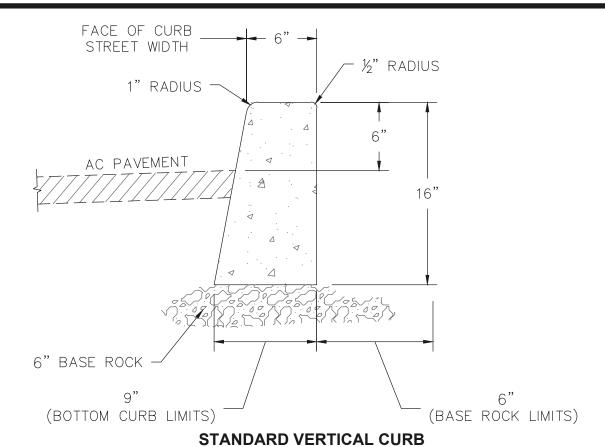
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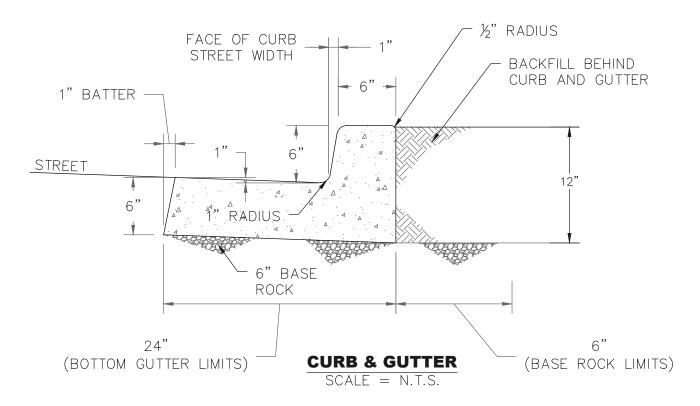


## NOTES:

SCALE = N.T.S.

- 1. VERTICAL CURB MAY BE USED AT MEDIANS AND MEDIAN PLANTING STRIPS, OR IN REPLACEMENT OF DAMAGED EXISTING VERTICAL CURBS..
- 2. CONCRETE SHALL BE COMMERCIAL MIX WITH A 28-DAY COMPRESSIVE STRENGTH OF 3500 PSI AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00440.
- 3. CONSTRUCT EXPANSION JOINTS AT 200' MAXIMUM SPACING, AND AT POINTS OF TANGENCY, AND AT ENDS OF EACH DRIVEWAY.
- 4. EXPANSION JOINT MATERIAL SHALL BE PREFORMED FILLER NOT LESS THAN 1/2" WIDE AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00759.
- 5. CONTRACTION JOINTS SHALL HAVE:
  - A. SPACING OF NOT MORE THAN 15 FEET.
  - B. DEPTH OF JOINT OF AT LEAST 1-1/2".
- 6. BASE ROCK SHALL BE 3/4"-0", COMPACTED TO 95% OF MAXIMUM DENSITY PER AASHTO T-180. BASE ROCK SHALL BE TO SUBGRADE OF STREET STRUCTURES OR 4", WHICHEVER IS GREATER, AND SHALL EXTEND 12" BEHIND CURB.
- 7. WEEP HOLES ARE NOT ALLOWED THROUGH THE CURB UNLESS APPROVED BY THE CITY.
- 8. THIS OPTION IS TO BE USED ONLY WITH APPROVAL BY CITY'S PUBLIC WORKS DEPARTMENT.

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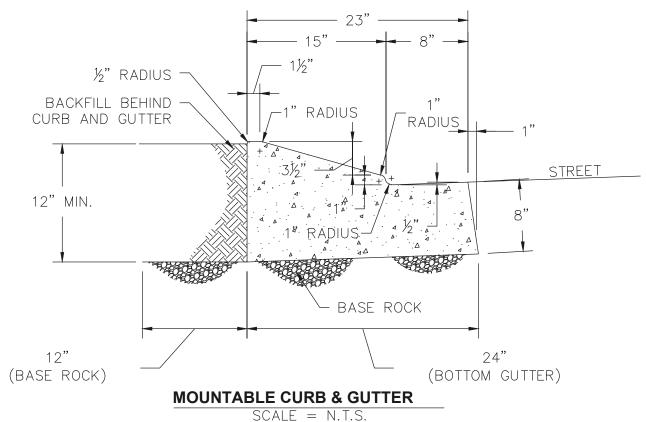
- 1. CONCRETE SHALL BE COMMERCIAL MIX WITH A 28-DAY COMPRESSIVE STRENGTH OF 3500 PSI AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00440.
- 2. CONSTRUCT EXPANSION JOINTS AT 200' MAXIMUM SPACING, AND AT POINTS OF TANGENCY, AND AT ENDS OF EACH DRIVEWAY.
- 3. EXPANSION JOINT MATERIAL SHALL BE PREFORMED FILLER NOT LESS THAN ½" WIDE AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00759.
- 4. CONTRACTION JOINTS SHALL HAVE:
  - A. SPACING OF NOT MORE THAN 15 FEET.

BY:

- B. DEPTH OF JOINT OF AT LEAST 11/2".
- 5. BASE ROCK SHALL BE 34"-0", COMPACTED TO 95% OF MAXIMUM DENSITY PER AASHTO T-180. BASE ROCK SHALL BE TO SUBGRADE OF STREET STRUCTURES OR 4", WHICHEVER IS GREATER, AND SHALL EXTEND 12" BEHIND CURB.
- 6. FOR CURB AND GUTTER REQUIREMENTS ON SHED AND SUPERELEVATED ROAD SECTIONS, REVERSE THE GUTTER PAN SLOPE SO THAT THERE IS A 1" DROP FROM FACE OF CURB TO THE EDGE OF THE GUTTER PAN.
- 7. AT CATCH BASIN INLETS TRANSITION GUTTER LINE TO MATCH CATCH BASIN OVER A 3' DISTANCE.
- 8. WEEP HOLES ARE NOT ALLOWED THROUGH THE CURB UNLESS APPROVED BY THE CITY.

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#### **MONOLITHIC CURB AND GUTTER**

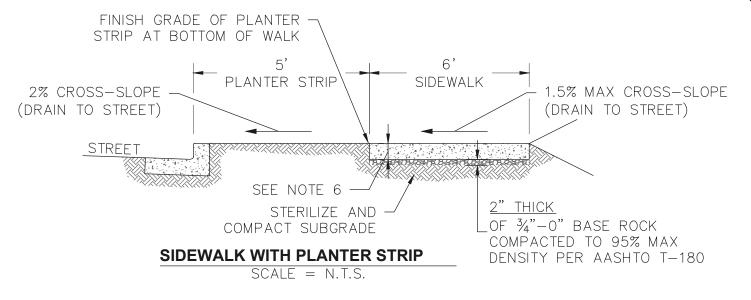


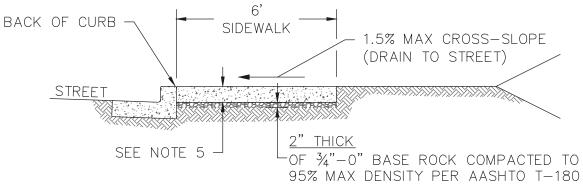
- 1. MOUNTABLE CURB MAY BE USED IN CUL-DE-SACS, OR IN REPLACEMENT OF DAMAGED EXISTING MOUNTABLE CURBS.
- 2. CONCRETE SHALL BE COMMERCIAL MIX WITH A 28-DAY COMPRESSIVE STRENGTH OF 3500 PSI AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00440.
- 3. CONSTRUCT EXPANSION JOINTS AT 200' MAXIMUM SPACING, AND AT POINTS OF TANGENCY, AND AT ENDS OF EACH DRIVEWAY.
- 4. EXPANSION JOINT MATERIAL SHALL BE PREFORMED FILLER NOT LESS THAN ½" WIDE AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00759.
- 5. CONTRACTION JOINTS SHALL HAVE:
  - A. SPACING OF NOT MORE THAN 15 FEET.
  - B. DEPTH OF JOINT OF AT LEAST 11/2".
- 6. BASE ROCK SHALL BE  $\frac{3}{4}$ "-0", COMPACTED TO 95% OF MAXIMUM DENSITY PER AASHTO T-180. BASE ROCK SHALL BE TO SUBGRADE OF STREET STRUCTURES OR 4", WHICHEVER IS GREATER, AND SHALL EXTEND 12" BEHIND CURB.
- 7. AT CATCH BASIN INLETS TRANSITION GUTTER LINE TO MATCH CATCH BASIN OVER A 3' DISTANCE.
- 8. WEEP HOLES ARE NOT ALLOWED THROUGH THE CURB.

#### **CITY OF CANBY**

#### **MOUNTABLE CURB AND GUTTER**

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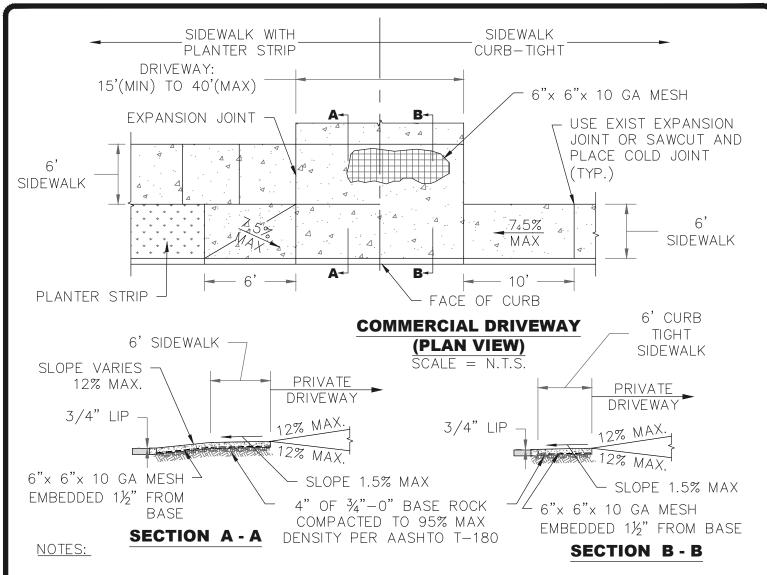
### **CURB-TIGHT SIDEWALK**

NOTES:

SCALE = N.T.S.

- 1. CONCRETE SHALL BE A COMMERCIAL MIX WITH A 28 DAY COMPRESSIVE STRENGTH OF 3500 PSI AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00440.
- 2. SIDEWALK PANELS TO BE SQUARE (6' LONG x 6' WIDE TYP.).
- 3. EXPANSION JOINT MATERIAL SHALL BE PREFORMED FILLER NOT LESS THAN  $\frac{1}{2}$ " WIDE AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00759.
- 4. FOR SIDEWALKS ADJACENT TO THE CURB AND POURED AT THE SAME TIME AS THE CURB, THE JOINT BETWEEN THEM SHALL BE A TROWELED JOINT WITH A MINIMUM  $\frac{1}{2}$ " RADIUS.
- 5. SIDEWALKS SHALL HAVE A MINIMUM THICKNESS OF 6" IF MOUNTABLE CURB IS USED, OR IF SIDEWALK IS INTENDED AS A PORTION OF A DRIVEWAY. OTHERWISE SIDEWALK SHALL HAVE A MINIMUM THICKNESS OF 4".
- 6. CONCRETE SHALL HAVE A BROOM FINISH, ALL JOINTS SHALL BE EDGED AND SHINED.
- 7. WIDTH OF PLANTER STRIP IS MEASURED FROM FACE OF CURB. WIDTH OF A CURT—TIGHT SIDEWALK IS MEASURED FROM BACK OF CURB.

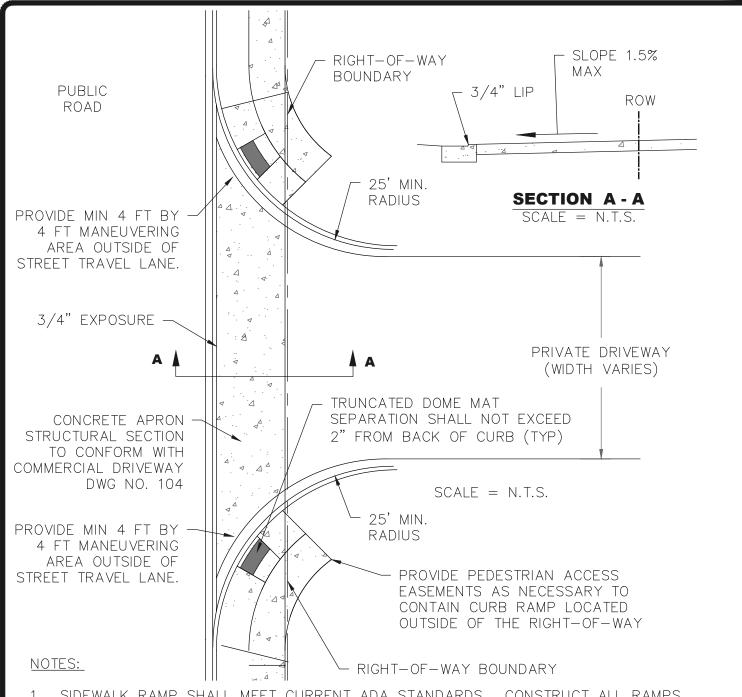
# | SIDEWALK | SIDEWALK | SIDEWALK | SIDEWALK | SIDEWALK | | SIDEWALK |



- 1. CURB JOINT SHALL BE A TROWELED JOINT WITH A MINIMUM  $\frac{1}{2}$ " RADIUS ALONG BACK OF CURB.
- 2. EXPANSION JOINT MATERIAL SHALL BE PREFORMED FILLER NOT LESS THAN ½" WIDE AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00759.
- 3. CONCRETE SHALL HAVE A BROOM FINISH AND EDGE ALL JOINTS.
- 4. IF DURING CURB REMOVAL THE GUTTER BECOMES SEPERATED FROM THE STREET SURFACE IN EXCESS OF  $\frac{1}{16}$ ", THEN THE GUTTER SHALL ALSO BE REMOVED AND REPLACED.
- 5. SLOPE OF THE DRIVEWAY MAY BE AWAY FROM THE CURB WHEN PRE-APPROVED BY THE CITY ENGINEER.
- 6. EDGE OF DRIVEWAY WINGS MUST BE A MINIMUM OF 10' FROM ANY FIRE HYDRANTS.
- 7. 6" COMMERCIAL CONCRETE MIX W/ 28-DAY COMPRESSIVE STRENGTH OF 3500 PSI. SHALL MEET REQUIREMENTS FROM ODOT SECTION 00440.
- 8. USE NOTE 4 FROM DETAIL 105.

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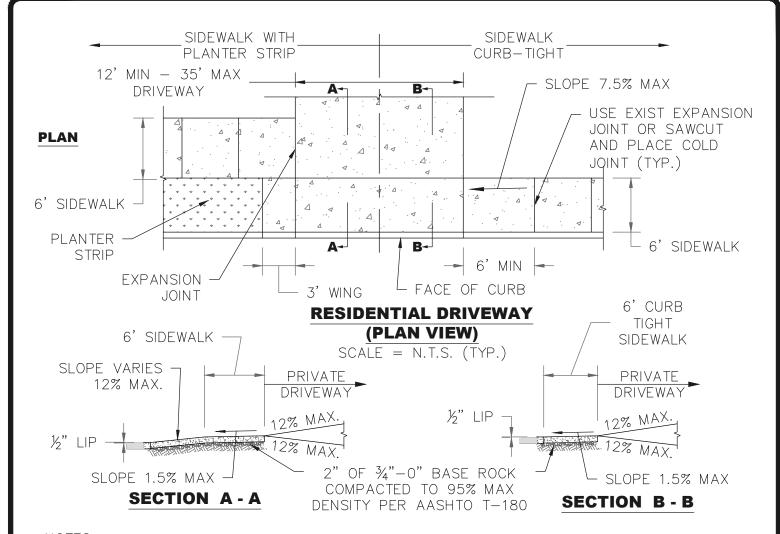
#### **COMMERCIAL DRIVEWAY**



- 1. SIDEWALK RAMP SHALL MEET CURRENT ADA STANDARDS. CONSTRUCT ALL RAMPS PERPENDICULAR TO THE CURB. SEE DWG NO. 245.
- 2. DETECTABLE WARNING SHALL BE TRUNCATED DOME TYPE, 24" LONG IN DIRECTION OF TRAVEL AND FULL WIDTH OF RAMP, WITH DOMES ALIGNED ON A SQUARE GRID WITH ITS GRIDLINES PARALLEL AND PERPENDICULAR TO THE CENTERLINE OF THE RAMP. COLOR OF DETECTABLE WARNING SURFACE SHALL BE YELLOW AND CONTRAST FROM ADJACENT SURFACE.
- 3. CURB INLET OR CATCH BASIN SHALL NOT BE ALLOWED IN FRONT OF RAMP.
- 4. INDUSTRIAL DRIVEWAY SHALL HAVE 8" CONCRETE THICKNESS WITH 6"X6"X 10 GUAGE WELDED WIRE FABRIC OR REINFORCEMENTS.

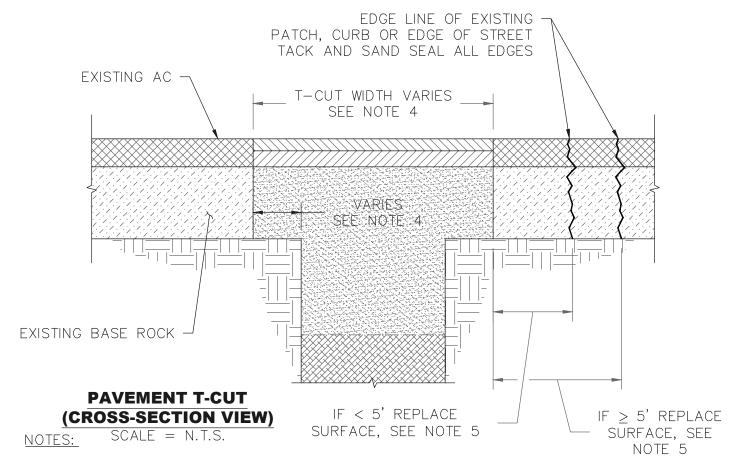
#### **COMMERCIAL DRIVEWAY W/ CURBS**

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- 1. CURB JOINT SHALL BE A TROWELED JOINT WITH A MINIMUM  $\frac{1}{2}$ " RADIUS ALONG BACK OF CURB.
- 2. EXPANSION JOINT MATERIAL SHALL BE PREFORMED FILLER NOT LESS THAN  $\frac{1}{2}$ " WIDE AND SHALL MEET ALL REQUIREMENTS FROM ODOT SECTION 00759.
- 3. CONCRETE SHALL HAVE A BROOM FINISH AND EDGE ALL JOINTS.
- 4. IF DURING CURB REMOVAL THE GUTTER BECOMES SEPERATED FROM THE STREET SURFACE IN EXCESS OF  $\frac{1}{16}$ ", THEN THE GUTTER SHALL ALSO BE REMOVED AND REPLACED.
- 5. SLOPE OF THE DRIVEWAY MAY BE AWAY FROM THE CURB WHEN PRE-APPROVED BY THE CITY ENGINEER.
- 6. EDGE OF DRIVEWAY WINGS MUST BE A MINIMUM OF 10' FROM ANY FIRE HYDRANTS.
- 7. 6" COMMERCIAL CONCRETE MIX W/ 28 DAY COMPRESSIVE STRENGTH OF 3500 PSI SHALL MEET REQUIREMENTS FROM ODOT SECTION 00440

#### CITY OF CANBY



1. THIS DRAWING APPLIES TO TRENCH CUTS AND OTHER KINDS OF STREET CUTS.

STREET FUNCTIONAL CLASSIFICATION	WIDTH OF T-CUT BEYOND EDGE OF TRENCH
LOCAL	12"
NEIGHBORHOOD	36"
COLLECTOR	36
ARTERIAL	
T-CUT MUST HAY WIDTH TO ALLOW COMPACTOR	VE SUFFICIENT USE OF A PLATE

**TABLE 200-1** 

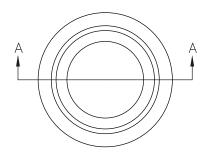
- 2. SEE DETAIL 160 FOR TYPICAL STREET PAVEMENT SECTION AC, THICKNESS TO MATCH PAVING SURROUNDING TRENCH. SEE DWG NO. 205 AND 210 FOR TRENCH RESTORATION INFORMATION.
- 3. THERE IS A 5 YEAR MORATORIUM FOR STREET CUTS ON NEWLY PAVED STREETS.
- 4. IF NEW EDGE OF PAVEMENT IS LESS THAN 5 FT FROM ANOTHER PATCH, CURB OR EDGE OF STREET, REPLACE THE PAVEMENT IN BETWEEN. REMOVE AND REPLACE ANY PRE-EXISTING PATCHES THAT ARE LOCATED ENTIRELY WITHIN THE 5 FT.
- 5. NEW EDGE OF PAVEMENT (EDGE LINE) SHALL NOT LIE IN A WHEEL PATH. WIDTH OF T-CUT

SHALL BE WIDENED WHERE NECESSARY TO MOVE THE EDGE LINE OUT OF THE WHEEL PATH SO THAT BOTH CONDITIONS BELOW ARE SATISFIED;

- (A) NEW EDGE OF PAVEMENT IS AT LEAST 12" FROM THE WHEEL PATH AND
- (B) NEW EDGE OF PAVEMENT COMPLIES WITH NOTES 4 AND TABLE 200-1.

## CITY OF CANBY

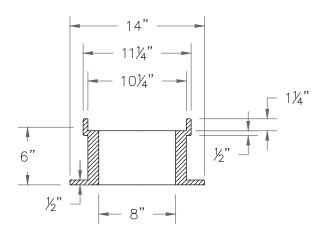
#### PAVEMENT T-CUT



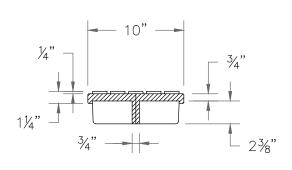
MONUMENT BOX SCALE = N.T.S.



MONUMENT BOX LID SCALE = N.T.S.



SECTION A - A
WEIGHT = 52 LBS
SCALE = N.T.S.



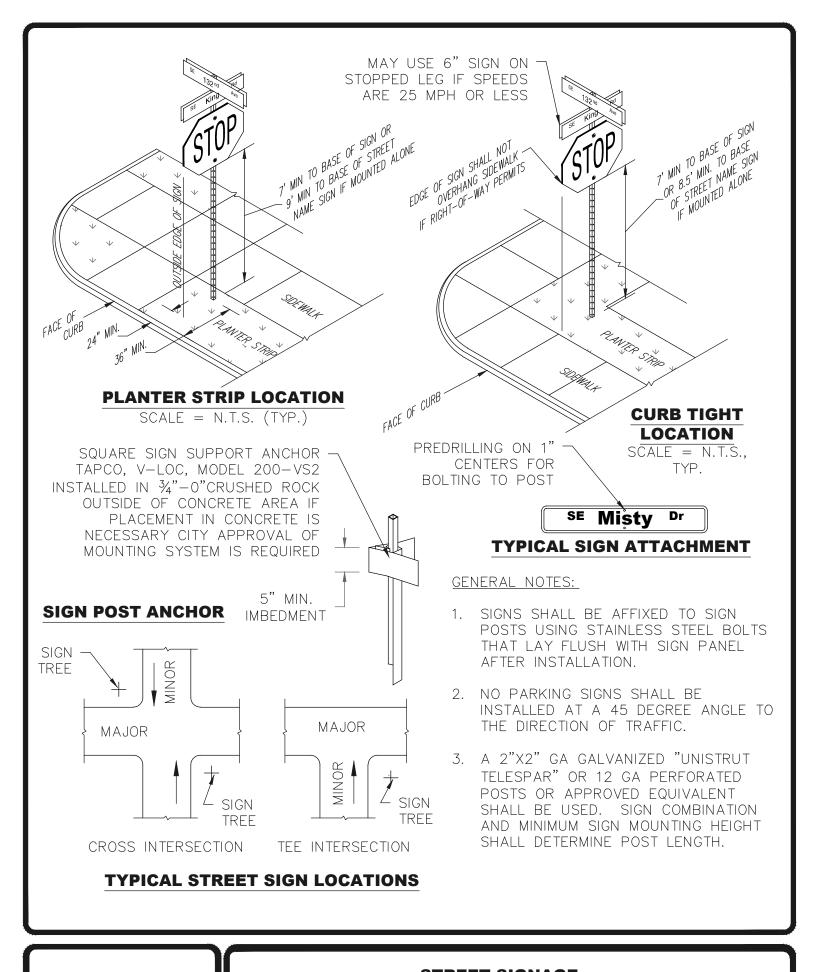
**SECTION B - B**WEIGHT = 25 LBS
SCALE = N.T.S.

- 1. MONUMENT BOXES ARE REQUIRED FOR ALL PUBLIC LAND CORNER MONUMENTS THAT FALL WITHIN PAVED AREAS AS WELL AS FOR CENTERLINE MONUMENTS.
- 2. 8" BOXES ARE ACCEPTABLE FOR STREETS WITH SPEEDS LESS THAN 35 MPH.
- 3. 12" BOXES ARE REQUIRED FOR STREETS WITH SPEEDS GREATER THAN 35 MPH.
- 4. IF BOXES ARE INSTALLED AFTER THE PAVEMENT IS PLACED, USE A CIRCULAR CUT. FILL THE VOID WITH CONCRETE OR APPROVED EQUAL.
- 5. THE TOP OF THE LID SHALL BE FLUSH WITH THE CASTING FLANGE AND SURROUNDING SURFACE.

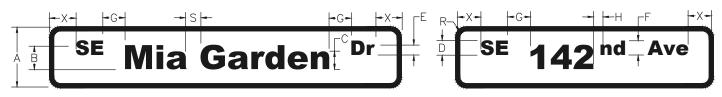
## **CITY OF CANBY**

#### **MONUMENT BOXES**

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#### **STREET SIGNAGE**



POSTED SPEED	PANEL HT.	PRIM LETTERII	IARY NG SIZE	SUPPLE LETTERII			SPA BETV	VEEN	BORDER RADIUS	SPACE
(MPH)	''''	UPPER	LOWER	UPPER	LOWER	(rd,th,st)	CHARA	CTERS	I NADIOS	
	А	В	С	D	Е	F	G	Н	R	S
< 25	6	4	3	2½	2	2	1½	1/2	1½	% B
> 30	8 OR 9	6	4½	4	3	3	21/2	3/4	1 ½	% B

#### TABLE NOTES:

- ALL UNITS IN INCHES UNLESS SHOWN OTHERWISE.
- X, Y =  $\frac{1}{2}$  OF REMAINING SPACE. SHOULD BE APPROXIMATELY EQUAL TO LETTER HT (B) AND NO LESS THAN  $\frac{1}{2}$  B.

#### GENERAL NOTES:

- 1. CITY SHALL SUPPLY SIGNS AND INVOICE CONTRACTOR TO INSTALL ALL SIGNS, AND SHALL BE RESPONSIBLE FOR STAKING SIGN LOCATIONS AND OBTAINING UTILITY LOCATES FOR STAKED SIGN LOCATIONS. SIGNS SHALL BE LOCATED PER TYPICAL SIGN LOCATION AS SHOWN ON PLANS.
- 2. IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY THE FINAL STREET NAMES WITH THE CITY BEFORE ORDERING AND INSTALLING STREET NAME SIGNS.
- 3. SIGNING TO COMPLY TO THE MANUAL OF TRAFFIC CONTROL DEVICES (MUTCD, LATEST ED.)

#### SIGN PANELS

- 4. ALL SIGNS SHALL BE ALUMINUM WITH 0.08 MIN THICKNESS.
- 5. SIGN PANELS SHALL BE AFFIXED TO SIGN POSTS USING STAINLESS STEEL BOLTS THAT LAY FLUSH WITH SIGN FACE AFTER INSTALLATION.
- 6. SIGNING IS TO BE RETROREFLECTIVE AND ASTM TYPE III OR TYPE I

#### **LETTERING**

- 7. LETTERING SHALL BE FHWA SERIES C AT 100% WIDTH UNLESS SPECIFIED OTHERWISE.
- 8. THE PREFIX SHALL BE ABBREVIATED UPPER-CASE LETTERS.
- 9. THE STREET NAME SHALL CONSIST OF LOWER-CASE LETTERS WITH AN INITIAL UPPER-CASE LETTER.
- 10. THE SUFFIX SHALL BE ABBREVIATED AND CONSIST OF AN INITIAL UPPER-CASE LETTER FOLLOWED BY LOWER-CASE LETTER(S). ("HANGING TAILS")
- 11. THE DESCENDERS OF LOWER CASE LETTERS SHALL NOT BE USED IN THE VERTICAL SPACING OF THE LETTERING. INCREASE THE SIGN PANEL HEIGHT BY 1" IF "HANGING TAILS" ARE USED.

#### STREET NAME SIGN SPECIFICATIONS

- 12. STREET NAME SIGN COLOR:
  - CITY AND PUBLIC ROAD SIGNS SHALL BE GREEN WITH WHITE LETTERS.
  - PRIVATE ROAD SIGNS SHALL BE BLUE WITH GOLD LETTERS.
  - COMMON PREFIX AND SUFFIX ABBREVIATIONS:

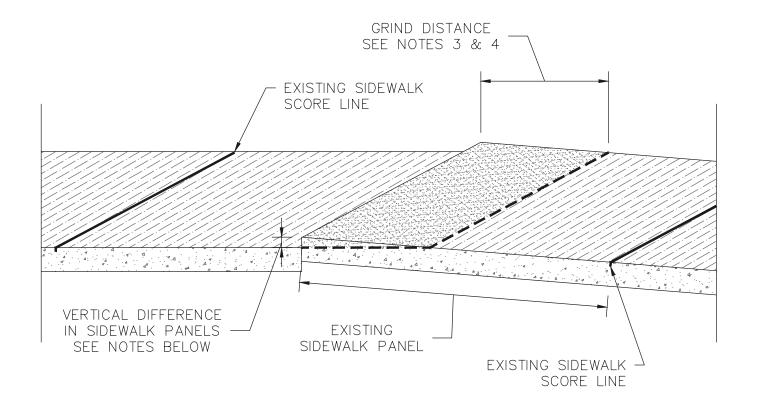
BY:

AVE = AVENUE DR = DRIVE PKWY= PARKWAY ST = STREET
BLVD = BOULEVARD LN = LANE PL = PLACE TER = TERRACE
CIR = CIRCLE LP = LOOP RD = ROAD WAY = WAY

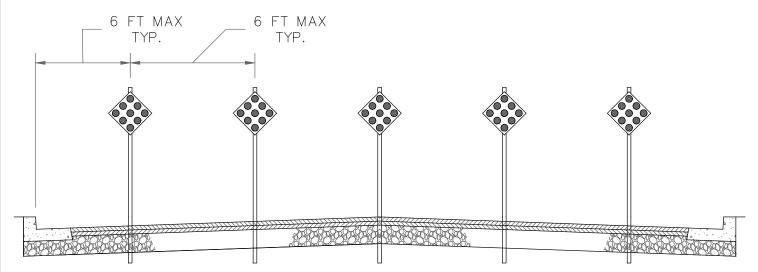
CT = COURT

#### STREET SIGNING NOTES

**CITY OF CANBY** 

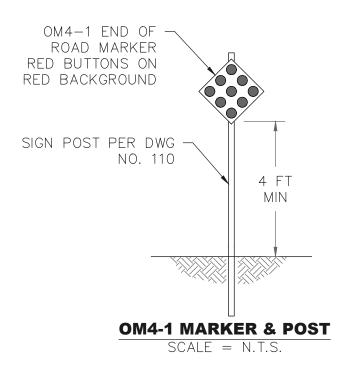


- 1. A SIDEWALK TRIP HAZARD EXISTS IF THERE IS A VERTICAL HEIGHT DIFFERENCE BETWEEN ADJACENT SIDEWALK PANEL SECTIONS.
- 2. IF THE SIDEWALK IS RAISED NOT MORE THAN ONE (1) INCH AND THE CONCRETE EDGES ARE SOLID, THE CONCRETE MAY BE GROUND TO REMOVE THE TRIP HAZARD.
- 3. FOR A TRIP HAZARD OF  $\frac{1}{2}$ ", GRIND BACK A MINIMUM OF SIX (6) INCHES.
- 4. FOR A TRIP HAZARD OF BETWEEN 1/2" AND 1", GRIND BACK A MINIMUM OF TWELVE (12) INCHES.
- 5. FOR A TRIP HAZARD OF MORE THAN 1", REMOVE AND REPLACE ENTIRE PANEL IN ACCORDANCE WITH DWG NO. 250.



#### **END OF STREET MARKER**

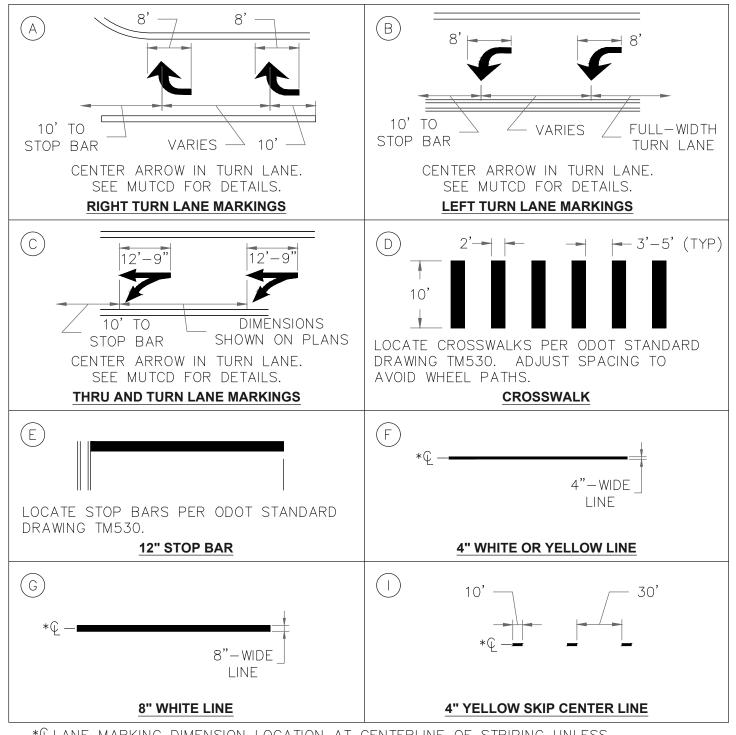
SCALE = N.T.S.



#### NOTES:

- 1. END OF STREET MARKERS SHALL BE USED TO WARN ROAD USERS OF THE END OF A STREET WHERE NO DROP OFF HAZARD EXISTS (SLOPES GREATER THAN 3:1).
- 2. SEE SECTION 2C.66 <u>OBJECT MARKERS FOR ENDS OF ROADWAYS</u> FROM THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD, LATEST EDITION).

# CITY OF CANBY BY: JT DATE: 12-06-19 DWG NO: 113 City Council Packet - Page 298 of 332

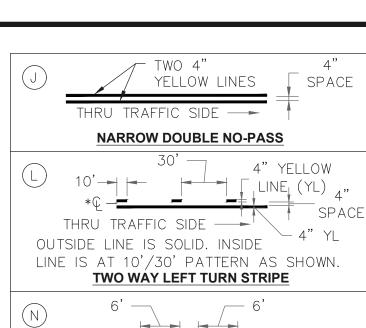


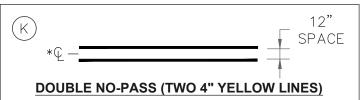
\* LANE MARKING DIMENSION LOCATION AT CENTERLINE OF STRIPING UNLESS OTHERWISE NOTED

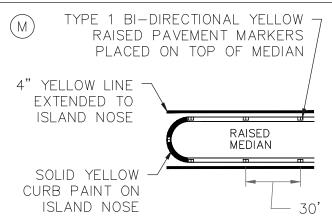
#### NOTES:

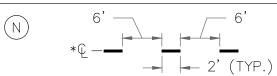
- 1. ALL LONGITUDINAL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC, INSTALLED PER ODOT STANDARD SPECIFICATION SECTION 00865 (LATEST EDITION).
- 2. ALL LEGENDS AND BARS SHALL BE THERMOPLASTIC, INSTALLED PER ODOT STANDARD SPECIFICATION SECTION 00867 (LATEST EDITION).

# CITY OF CANBY BY: JT City Council Packet - Page 299 of 332 DATE: 12-06-19 DWG NO: 114

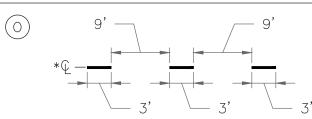


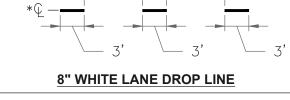


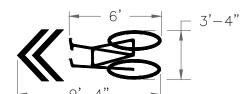




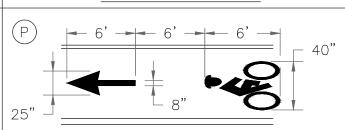
#### **8" WHITE LANE EXTENSION LINE**





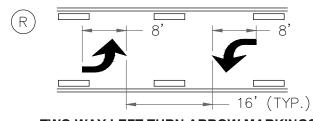


#### SHARED LANE MARKING (WHITE)

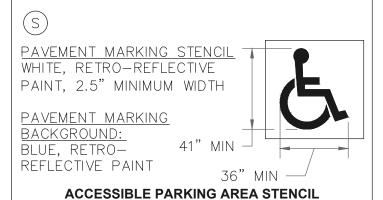


**RAISED MEDIAN STRIPE** 

#### **BICYCLE LANE MARKING (WHITE)**



#### TWO WAY LEFT TURN ARROW MARKINGS



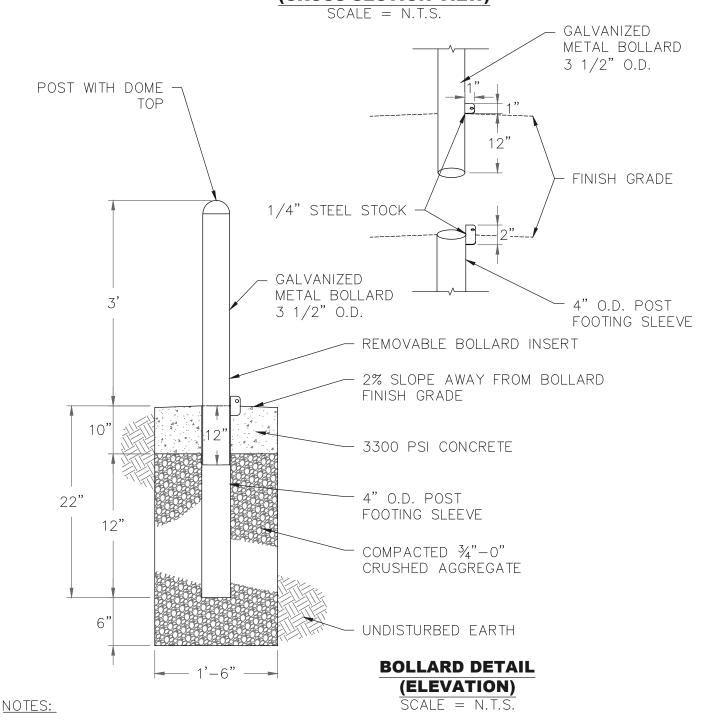
- NOTES:
- 1. ALL LONGITUDINAL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC, INSTALLED PER ODOT SPECIFICATION SECTION 00865. (LATEST EDITION, LE)
- 2. ALL LEGENDS AND BARS SHALL BE THERMOPLASTIC, INSTALLED PER ODOT STANDARD SPECIFICATION SECTION 00867. (LE)
- \*C LANE MARKING DIMENSION LOCATION AT CENTERLINE OF STRIPING UNLESS OTHERWISE NOTED.

#### **CITY OF CANBY**

(Q)

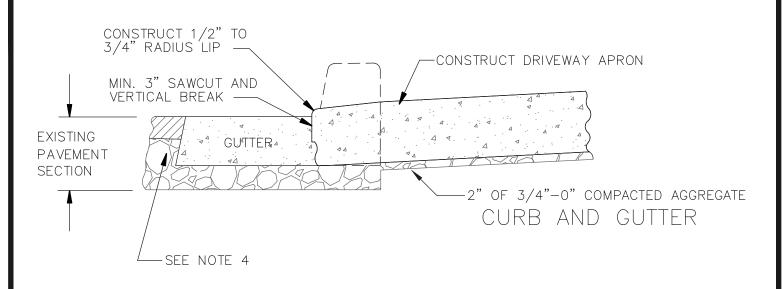
#### **STRIPING 2**

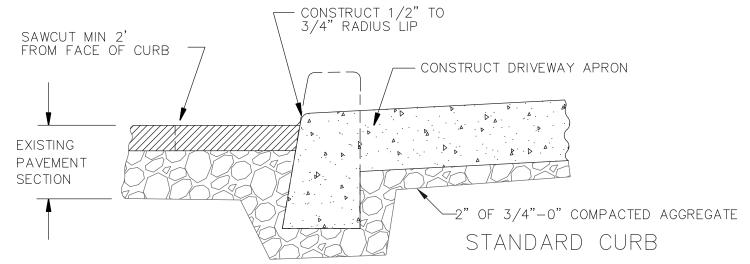
# BOLLARD SLEEVE & POST DETAIL (CROSS-SECTION VIEW)



- 1. DECORATIVE STANDARD BOLLARD MAY BE USED IF PRE-APPROVED BY CITY.
- 2. BOLLARD TO BE POWDER COATED BLACK OR DARK GREEN.

CITY OF CANBY	BOLLARDS
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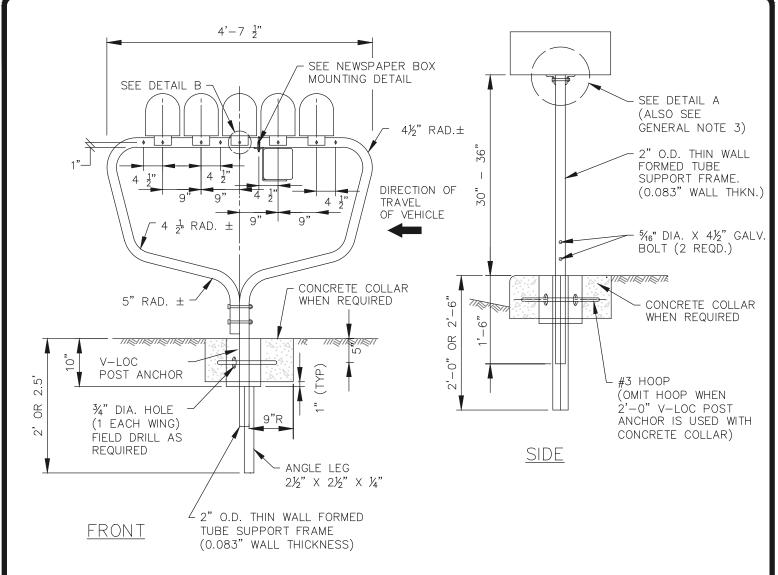


- 1. SAWCUT THROUGH GUTTER PLATE SHALL BE MADE AS CLOSE TO CURB FACE AS POSSIBLE.
- 2. COMPLETE CURB AND GUTTER SHALL NOT BE REMOVED UNLESS DIRECTED BY THE ENGINEER.
- 3. WHEN STRAIGHT CURBS ARE REMOVED, A MINIMUM OF 2 FEET OF PAVEMENT FROM THE FACE OF CURB SHOULD BE REMOVED AND REPLACED.
- 4. WHEN ENTIRE GUTTER PLATE IS REMOVED THE EXISTING PAVEMENT SHALL BE CUT BACK AND A 6" MONOLITHIC CONCRETE BENCH SHALL BE CONSTRUCTED WITH THE NEW GUTTER TO PROVIDE SUPPORT UNDER PAVEMENT.
- 5. AFTER CONCRETE HAS CURED, SEAL JOINT.

#### **CITY OF CANBY**

#### **CURB KNOCKOUT FOR DRIVEWAY**

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(SUPPORTS 5 STANDARD (SIZES 1 & 1½") MAILBOXES OR 4 LARGE (SIZE 2) MAILBOXES)

#### **MULTIPLE MAILBOX SUPPORT**

SCALE: N.T.S.

#### GENERAL NOTES FOR ALL DETAILS:

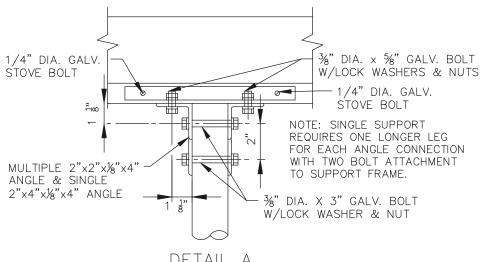
- ANGLE CONNECTIONS TO BE PARALLEL TO TRAFFIC FLOW FOR SIZE
- 2. MAILBOX MOUNTED ON SINGLE POST.
- ALL HOLES IN THE TUBE SUPPORT FRAME ARE TO BE PREDRILLED BY THE MANUFACTURER.
- 4. SIZE 2 MAILBOX MOUNTED ON A MULTIPLE SUPPORT REQUIRES 2 EACH 3/8" DIA. X 5/8" GALV. BOLTS WITH LOCK WASHERS AND NUTS
- 5. TO ATTACH THE ADAPTOR PLATE TO THE MOUNTING BRACKET. THE UNIT WILL THEN REQUIRE 4 ANGLE CONNECTIONS TO ATTACH TO THE FORMED TUBE SUPPORT FRAME. SEE DETAIL A.
- 6. CONCRETE COLLAR, WHEN REQUIRED, TO BE POURED IN PLACE AFTER V-LOC POST ANCHOR HAS BEEN INSTALLED, LEVEL AND PLUMB. DO NOT EXCAVATE BELOW BOTTOM OF V-LOC POST ANCHOR. CARE SHALL BE TAKEN THAT NO CONCRETE IS PLACED WITHIN ANCHOR.
- 7. OTHER PROPRIETARY PRODUCTS AVAILABLE AS LISTED IN ODOT'S QPL.
- 8. MOUNTING HEIGHT (H) SHALL BE 42" NOMINAL, MEASURED FROM VEHICLE DRIVING SURFACE.
- 9. DEFLECT SIDEWALK AROUND AREA OF OBSTRUCTION
- 10. ALL V-LOC BASES TO BE PROVIDED BY THE CONTRACTOR

#### CITY OF CANBY

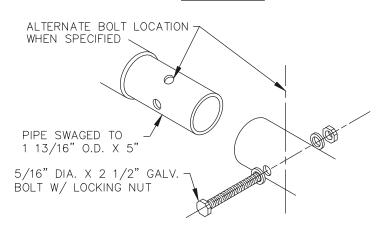
#### **MULTIPLE MAILBOX LOCATION**

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DWG NO: 118-A



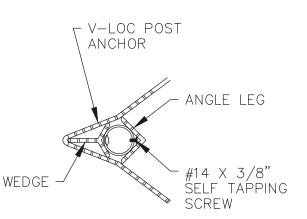
#### DETAIL A



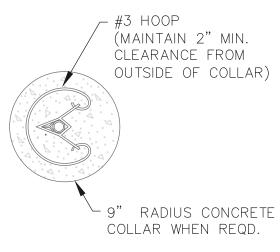


V-LOC POST ANCHOR USE CHART					
MAILBOX LOCATION	SINGLE SUPPORT (ft)	MULTIPLE SUPPORT (ft)			
THROUGH NEW OR EXISTING A.C.	2'-0"	2'-0"			
THROUGH WELL CONSOLIDATED MATERIAL	2'-0" *	2'-6"			
THROUGH NEW ROCK SURFACING & SUBGRADE	2'-6"	2'-0" CONC. COLLAR			
THROUGH NEW ROCK SURFACING & SUBGRADE, SUBJECT TO SATURATED SOIL OR FREEZE/THAW CONDITIONS.	2'-6" 2'-0"/ ** CONC. COLLAR	2'-6"/ CONC. COLLAR			
* LICE 0' 0" WITH CITE 0 MAIL DOV					

- \* USE 2'-6" WITH SIZE 2 MAILBOX.
- \*\* USE IF CONDITIONS ARE SEVERE.



#### PLAN

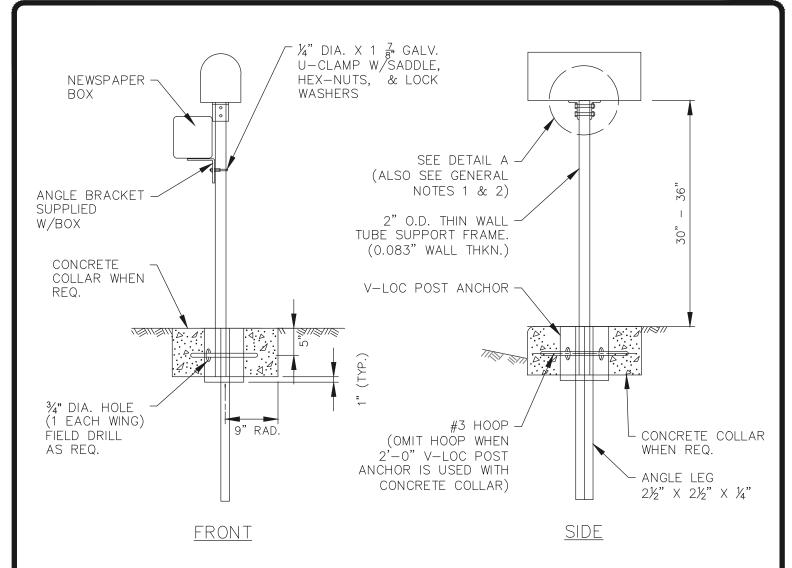


V-LOC DETAIL

# **CITY OF CANBY**

#### **MULTIPLE MAILBOX LOCATION**

BY: JT City Council Packet - Page 4304 of 332-06-19 DWG NO: 118-B



#### **SINGLE MAILBOX SUPPORT**

SCALE: N.T.S.

#### GENERAL NOTES FOR ALL DETAILS:

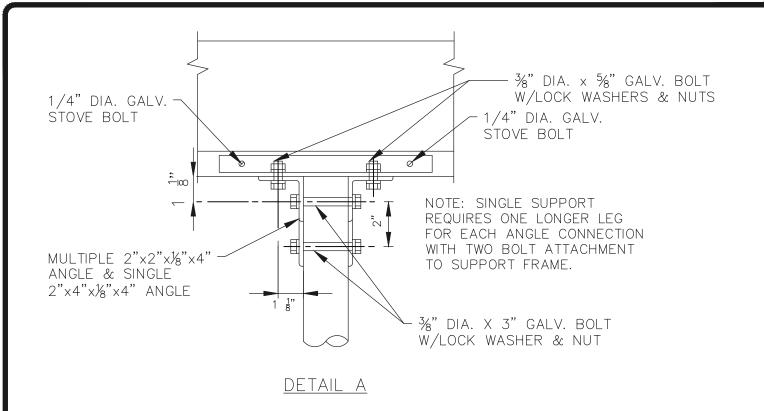
- 1. ANGLE CONNECTIONS TO BE PARALLEL TO TRAFFIC FLOW FOR SIZE
- 2. MAILBOX MOUNTED ON SINGLE POST.
- 3. ALL HOLES IN THE TUBE SUPPORT FRAME ARE TO BE PREDRILLED BY THE MANUFACTURER.
- 4. SIZE 2 MAILBOX MOUNTED ON A MULTIPLE SUPPORT REQUIRES 2 EACH 3/8" DIA. X 5/8" GALV. BOLTS WITH LOCK WASHERS AND NUTS
- 5. TO ATTACH THE ADAPTOR PLATE TO THE MOUNTING BRACKET. THE UNIT WILL THEN REQUIRE 4 ANGLE CONNECTIONS TO ATTACH TO THE FORMED TUBE SUPPORT FRAME. SEE DETAIL A.
- 6. CONCRETE COLLAR, WHEN REQUIRED, TO BE POURED IN PLACE AFTER V-LOC POST ANCHOR HAS BEEN INSTALLED, LEVEL AND PLUMB. DO NOT EXCAVATE BELOW BOTTOM OF V-LOC POST ANCHOR. CARE SHALL BE TAKEN THAT NO CONCRETE IS PLACED WITHIN ANCHOR.
- 7. OTHER PROPRIETARY PRODUCTS AVAILABLE AS LISTED IN ODOT'S QPL.
- 8. MOUNTING HEIGHT (H) SHALL BE 42" NOMINAL, MEASURED FROM VEHICLE DRIVING SURFACE.
- 9. DEFLECT SIDEWALK AROUND AREA OF OBSTRUCTION
- 10. ALL V-LOC BASES TO BE PROVIDED BY THE CONTRACTOR

#### **CITY OF CANBY**

#### SINGLE MAILBOX LOCATION

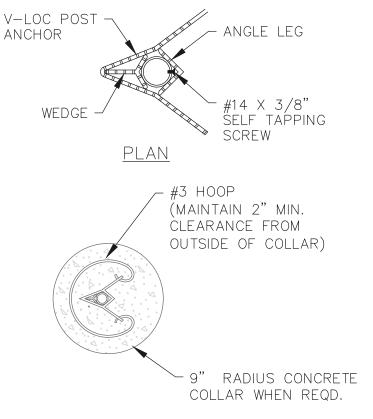
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DWG NO: 119-A



V-LOC POST ANCHOR USE CHART					
MAILBOX LOCATION	SINGLE SUPPORT (ft)	MULTIPLE SUPPORT (ft)			
THROUGH NEW OR EXISTING A.C.	2'-0"	2'-0"			
THROUGH WELL CONSOLIDATED MATERIAL	2'-0" *	2'-6"			
THROUGH NEW ROCK SURFACING & SUBGRADE	2'-6"	2'-0" CONC. COLLAR			
THROUGH NEW ROCK SURFACING & SUBGRADE, SUBJECT TO SATURATED SOIL OR FREEZE/THAW CONDITIONS.	2'-6" 2'-0"/ ** CONC. COLLAR	2'-6"/ CONC. COLLAR			

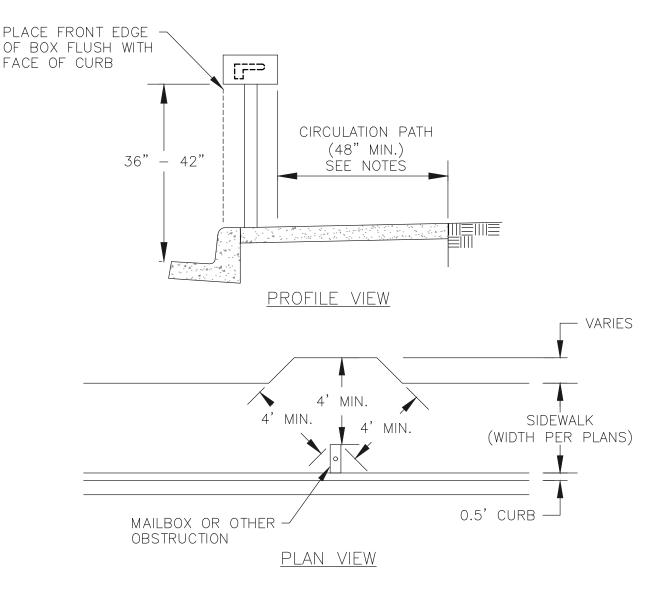
\* USE 2'-6" WITH SIZE 2 MAILBOX. \*\* USE IF CONDITIONS ARE SEVERE.



V-LOC DETAIL

# **CITY OF CANBY**

#### **SINGLE MAILBOX LOCATION**



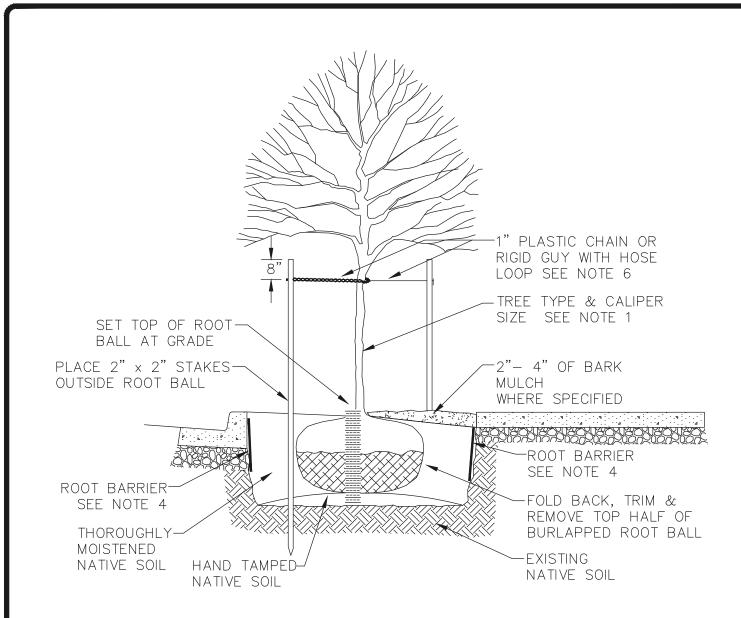
#### **MAILBOX PLACEMENT DETAIL**

SCALE: N.T.S.

#### NOTES:

- 1. WHEN OBSTRUCTIONS ARE LOCATED WITHIN THE SIDEWALK THE CLEARANCE DIMENSION ARE APPLIED TO ALL DIRECTIONS.
- 2. EXCEPTIONS TO THE REQUIREMENTS IN THIS DRAWING MUST BE APPROVED BY THE ENGINEER AND MUST COMPLY WITH AMERICANS WITH DISABILITY ACT.
- 3. DEFLECT SIDEWALK AROUND AREA OF OBSTRUCTION TO PROVIDE A MINIMUM OF 48" CLEAR PATH.
- 4. AN EASEMENT OF RIGHT-OF-WAY DEDICATION MAY BE REQUIRED IF APRON EXTENDS ONTO PRIVATE PROPERTY.

# MAILBOX PLACEMENT BY: JT City Council Packet - Page 4507 of 3322-06-19 DWG NO: 120



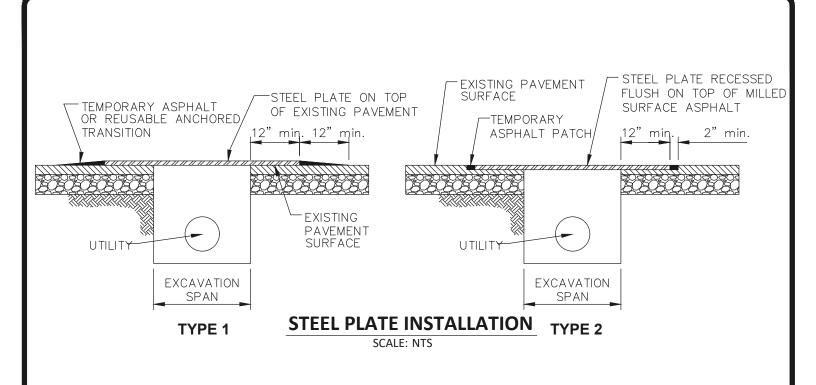
# CROSS-SECTION

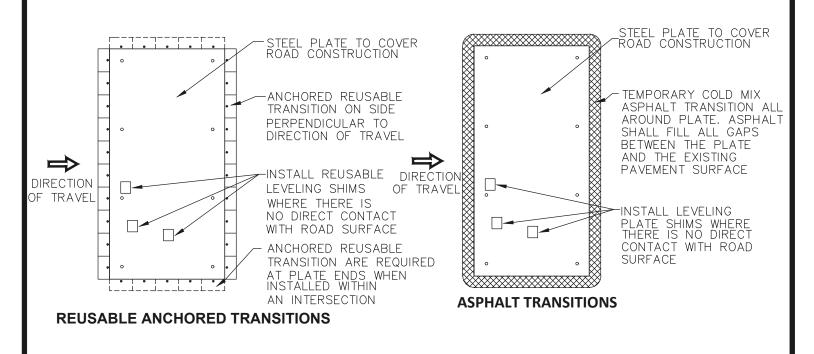
#### NOTES:

- 1. TREE SPECIES AND CALIPER SIZE ARE TO BE APPROVED BY THE CITY ARBORIST.
- 2. ADJUST PLANTING LOCATIONS SO THAT TREE CROWN OR ROOT BALL DOES NOT CONFLICT WITH ABOVE OR BELOW GROUND UTILITIES.
- 3. DO NOT UNDERMINE CURB OR SIDEWALK WHEN EXCAVATING.
- 4. A 24 INCHES DEEP, ROOT BARRIER SHALL BE ADDED WHERE REQUIRED BY THE CITY ARBORIST. BARRIER ON SIDEWALK AND STREET SIDE OF TREE.
- 5. PROVIDE A LOOP IN CHAIN LOCK OR GUY HOSE LARGE ENOUGH TO ALLOW FOR TRUNK GROWTH.
- 6. TREE STAKES ARE TO BE REMOVED FOLLOWING THE REQUIRED ESTABLISHMENT PERIOD.

#### **CITY OF CANBY**

#### STANDARD SIDEWALK TREEWELL





# **TRANSITIONS**

SCALE: NTS

#### **CITY OF CANBY**

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#### W8-24

STEEL PLATE INSTALLATION	ROAD CLASSIFICATION	POSTED SPEED	MIN. PLATE THICKNESS
TYPE 1	LOCAL ROAD & ALLEY	LESS THAN 35 MPH	1 INCH
TYPE 2	COLLECTOR & ARTERIAL	35 MPH and greater	1-1/4 INCH

#### NOTES:

- 1. STEEL PLATES MUST BE ABLE TO WITHSTAND H-20 TRAFFIC LOADING WITHOUT ANY MOVEMENT.
- 2. STEEL PLATES SHALL BE FABRICATED TO MEET ASTM A36 STEEL REQUIREMENTS.
- 3. WHEN TWO OR MORE PLATES ARE USED, THE PLATES SHALL BE TACK WELDED TOGETHER AT EACH CORNER TO REDUCE OR ELIMINATE VERTICAL MOVEMENT.
- 4. STEEL PLATES SHALL BE INSTALLED TO RESIST BENDING, VIBRATIONS, ETC., UNDER TRAFFIC LOADS AND SHALL BE ANCHORED SECURELY TO PREVENT MOVEMENT.
- 5. ALL STEEL PLATES SHALL BE WITHOUT DEFORMATION. THE PLATES SURFACE SHALL NOT DEVIATE MORE THAN 1/4 INCH WHEN MEASURED WITH A 10-FOOT STRAIGHT EDGE ALONG THE LENGTH OF THE PLATE.
- 6. BEFORE STEEL PLATES ARE INSTALLED, THE EXCAVATION SHALL BE ADEQUATELY SHORED TO SUPPORT THE BRIDGING AND TRAFFIC LOADS.
- 7. ANCHORED REUSABLE TRANSITIONS TO BE "PLATE LOCKS ROAD PLATE SECURING SYSTEM" OR EQUIVALENT.
- 8. REUSABLE LEVELING SHIMS TO BE "PLATE SHIMS" OR EQUIVALENT.
- 9. REUSABLE LEVELING SHIMS AND TRANSITIONS TO BE ANCHORED USING THD 3/4" X 4" ANCHOR AND WASHER OR EQUIVALENT.
- 10. PLACE W8-24 "STEEL PLATE AHEAD" WARNING SIGN 100 FEET IN ADVANCE OF THE STEEL PLATE LOCATION
- 11. LOCAL ROADS WITH AN ADT GREATER THAN 5,000 SHALL USE TYPE 2 INSTALLATION.

BY:

12. ON ALL CONCRETE ROADS, TYPE 1 INSTALLATION SHALL BE USED WITH 1-1/4" MIN. THICK PLATE.

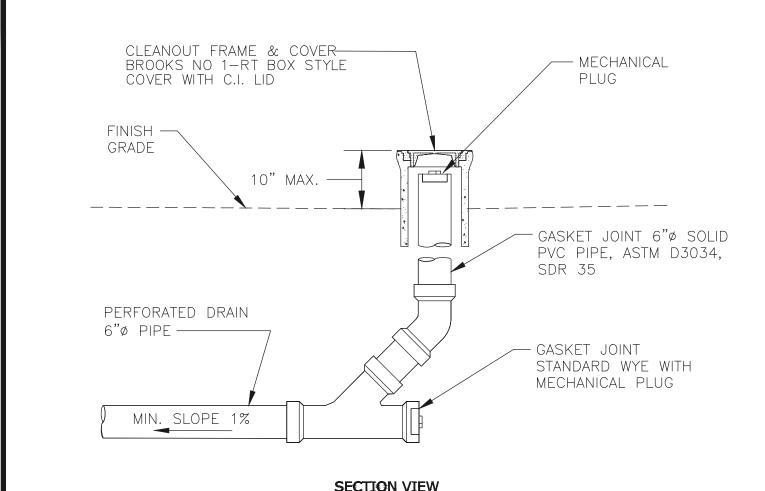
NO ADA RAMP DETAILS ARE PROVIDED.
ALL ADA RAMPS SHALL BE CONSTRUCTED
FROM THE MOST CURRENT ODOT
STANDARD DRAWINGS.
ADA RAMP SPECIFICATIONS

JT City Council Packet - Page 原理:of 3程\_06-19

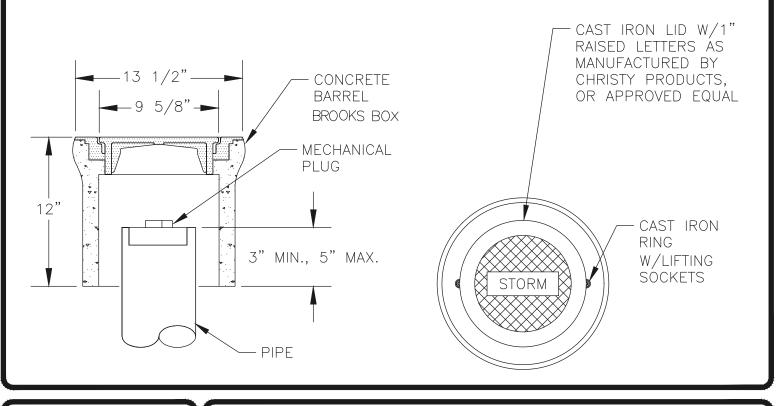
DWG NO: 124

BY:

CITY OF CANBY



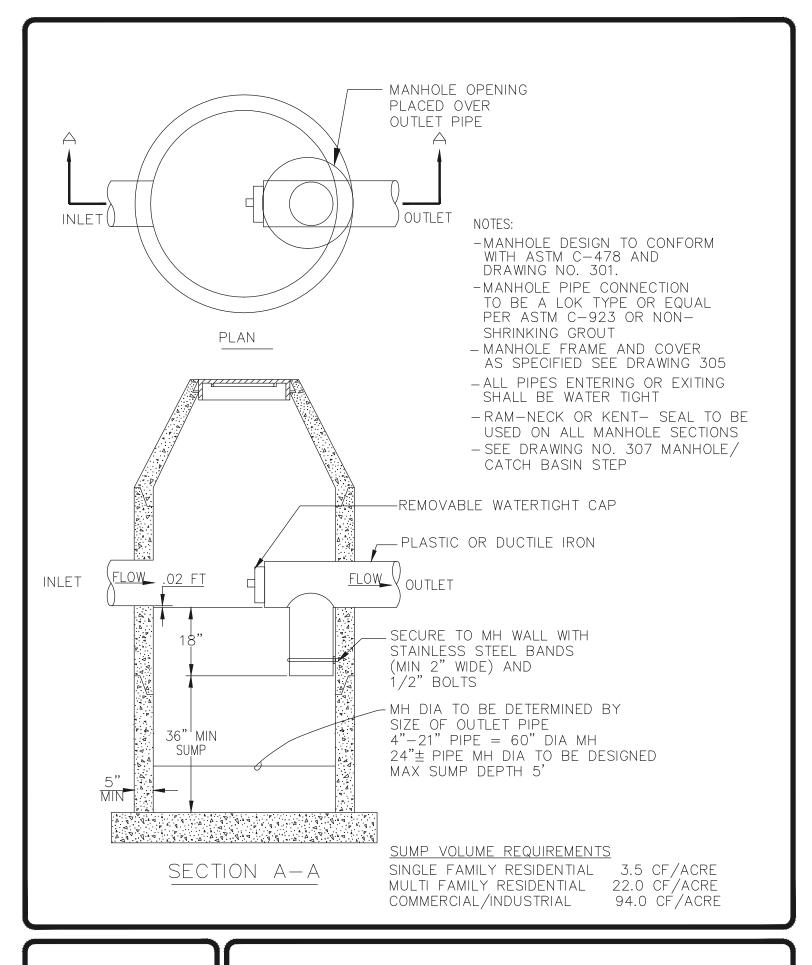
#### **SECTION VIEW**



# **CITY OF CANBY**

### **STORM CLEAN-OUT** (PRIVATE OR PUBLIC)

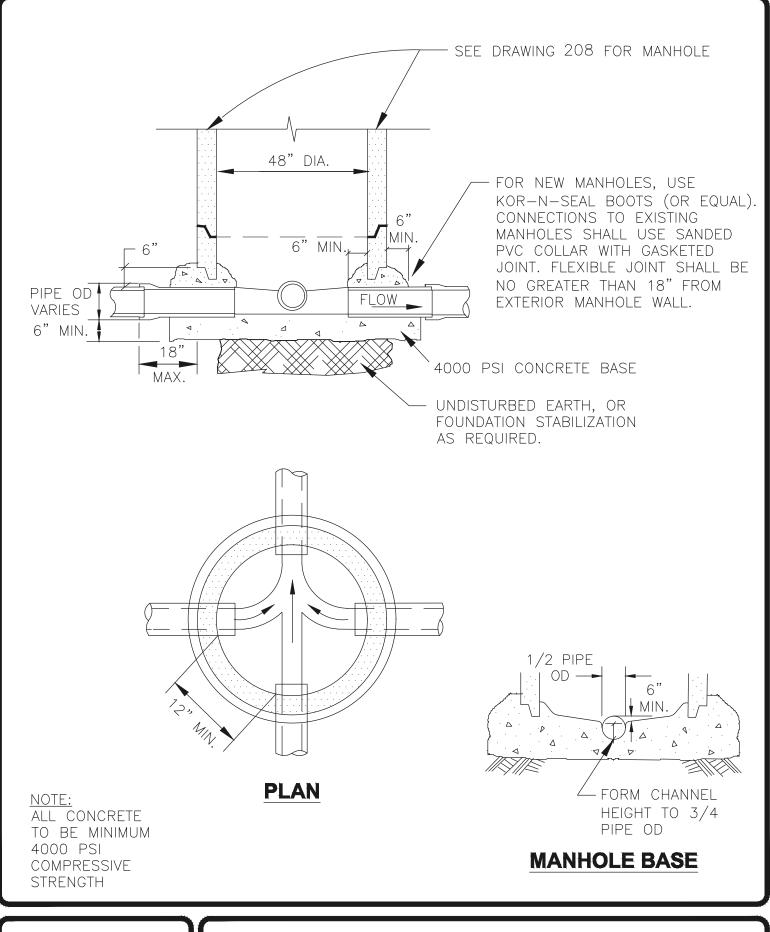
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#### **POLLUTION CONTROL MANHOLE**

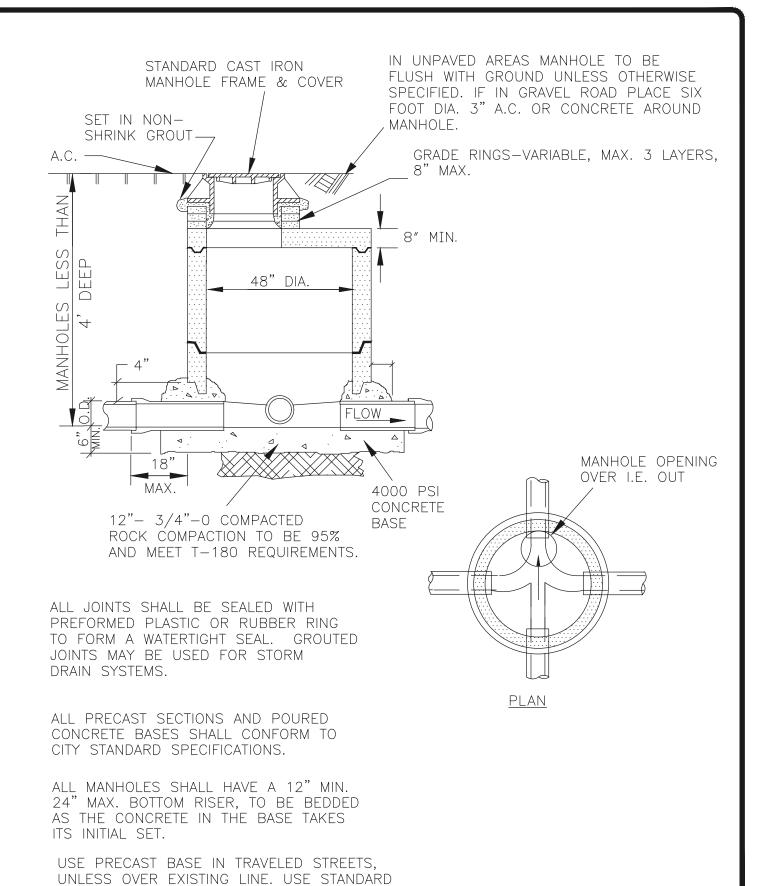
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BY:



# POURED IN-PLACE MANHOLE BASE - STORM & SANITARY SEWER

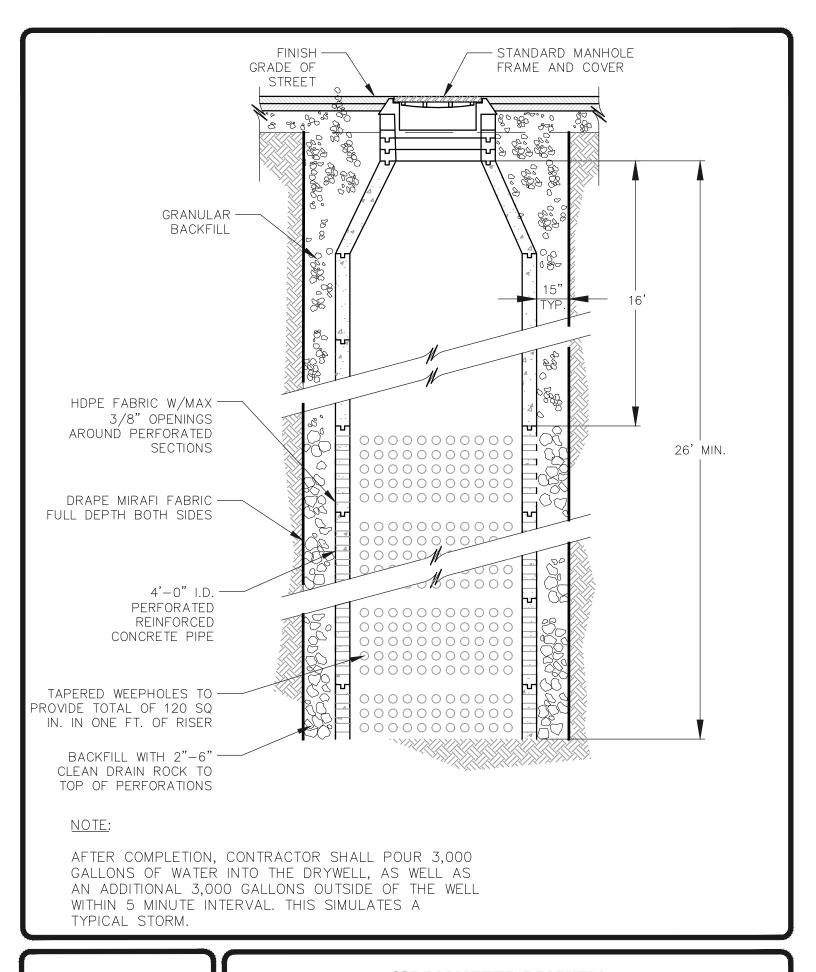
BY: JT City Council Packet - Page 4 4 of 332-06-19



### SHALLOW MANHOLE -STORM AND SANITARY SEWER

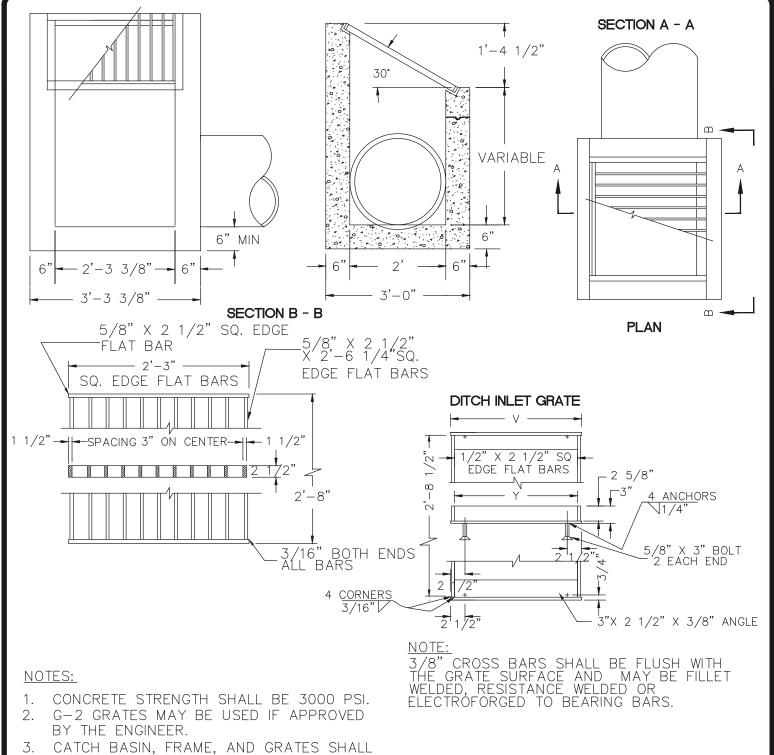
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MANHOLE FOR DEPTHS GREATER THAN 5 FT.



#### 48" DIAMETER DRYWELL

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- CATCH BASIN, FRAME, AND GRATES SHALL MEET H20 LOADING.
- INSIDE FRAME DIMENSIONS: 2'-8 1/2." 2'-3 3/8''

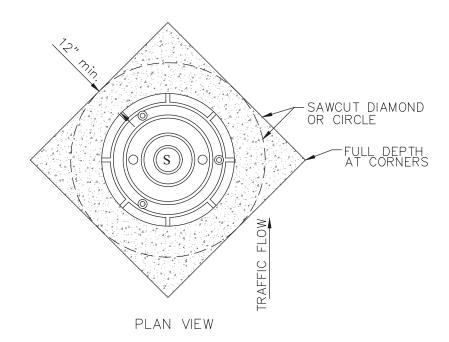
DITCH INLET FRAME

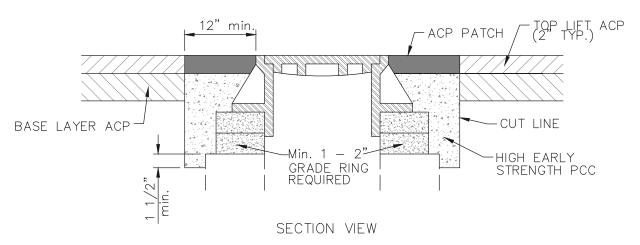
INLET TYPE	V	Y	Y <sub>1</sub>	NO. OF BARS	TYPE
D	2'-4 3/4"	2'-3 3/8"	2'-3"	9	1

# **CITY OF CANBY**

#### DITCH INLET

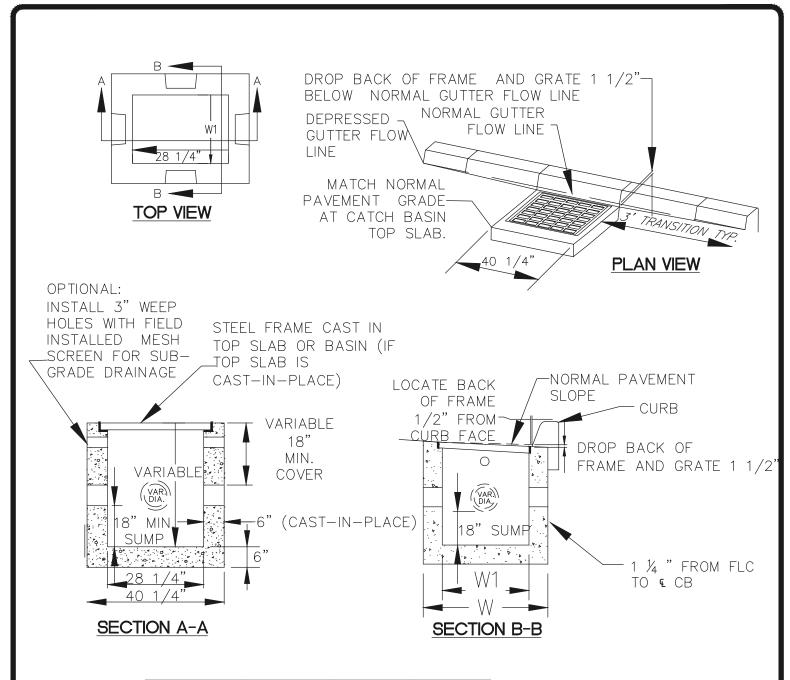
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- STEP 1: SAWCUT AND REMOVE PAVEMENT AROUND MANHOLE 12"
  MINIMUM FROM MANHOLE
- STEP 2: RAISE MANHOLE FRAME AND COVER USING CONCRETE RINGS AND APPROVED MECHANICAL ADJUSTMENT DEVICES TO FINISH GRADE MATCHING PROFILE AND CROSS SLOPE
- STEP 3: BACKFILL WITH HIGH EARLY STRENGTH PCC AND ACP TO DEPTHS AS DIRECTED
- STEP 4: APPLY SAND SEAL ON SURFACE AND SURFACE JOINT.

# MANHOLE ADJUSTMENT IN ASPHALT ROADWAY



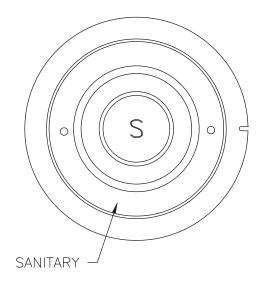
INLET TYPE	W	W	X
G-2	3'-3 3/8"	2' 3 3/8"	16 9/16"

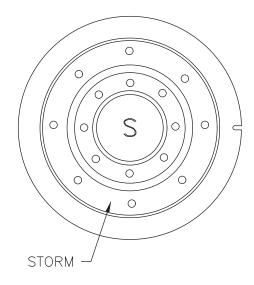
#### CATCH BASIN NOTES:

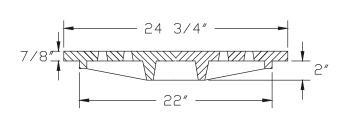
- 1. CONCRETE STRENGTH SHALL BE 3000 PSI.
- 2. PRECAST BASE WALLS SHALL BE A MINIMUM 4" THICK. CAST-IN-PLACE BASE WALLS SHALL BE 6" THICK.
- 3. THIS OPTION IS APPROVAL BASED BY THE CITY'S PUBLIC WORKS DEPARTMENT.

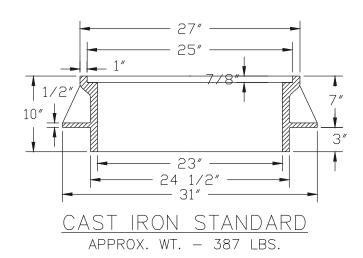
#### **CITY OF CANBY**

# TYPE G-2 CATCH BASIN BY: JT City Council Packet - Page 319 of 332 DWG NO: 207







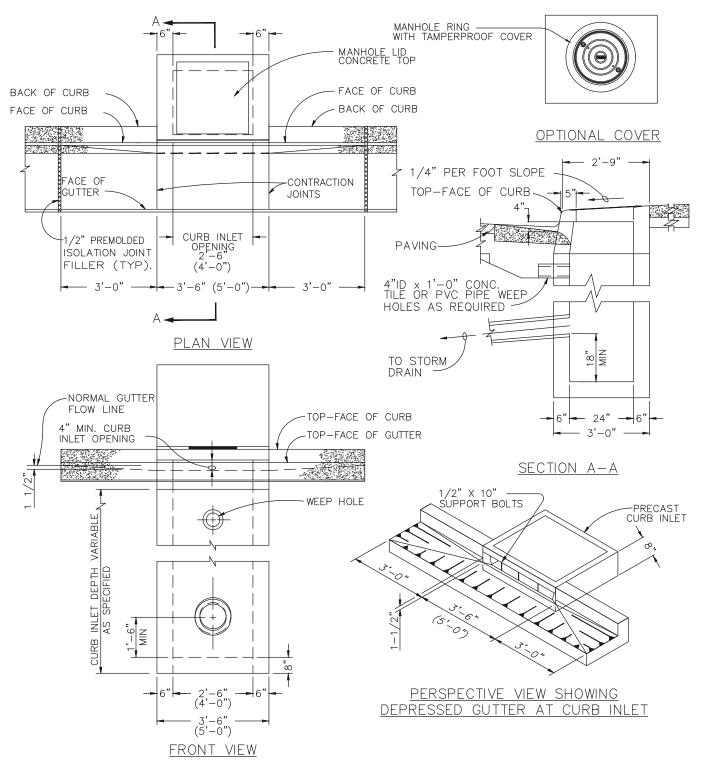


- 1. COVER AND FRAME TO BE MACHINED FOR TRUE BEARING.
- 2. MATERIAL SHALL BE GREY CAST IRON A.S.T.M. A-48 CLASS 30.
- 3. SUBURBAN FRAMES ARE ONLY AUTHORIZED TO BE USED IN NON-VEHICULAR AREAS.

# CITY OF CANBY

# MANHOLE FRAMES & COVERS - STORM & SANITARY SEWER

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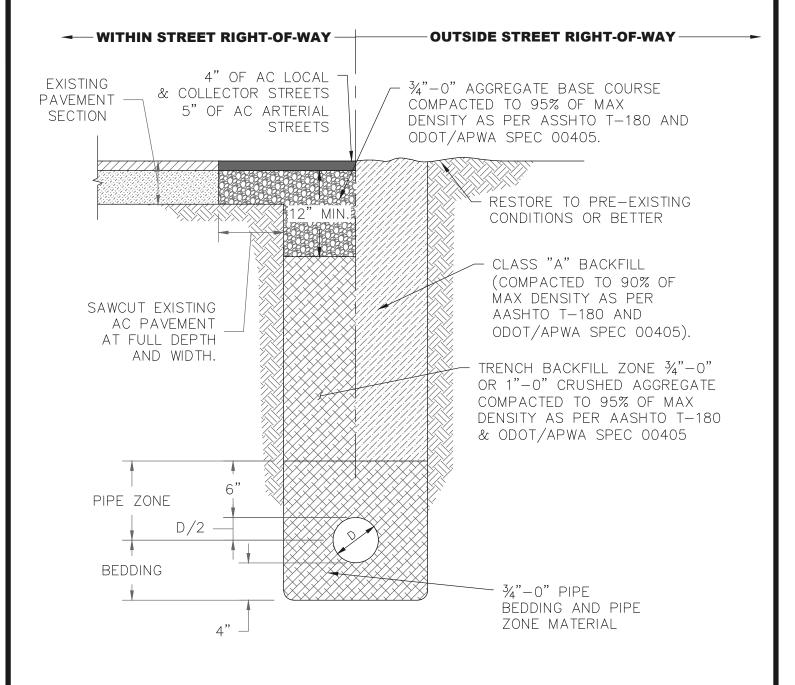


- 1. CURB INLET TOP AND BASE SHALL MEET H20 LOADING.
- 2. CONCRETE STRENGTH SHALL BE 3000 PSI.
- 3. ALL FABRICATED METAL PARTS SHALL BE HOT-DIPPED GALVANIZED AFTER FABRICATION.
- 4. FOR STEEP GRADES USE STD. PRECAST INLET WITH 4'-0" OPENING OR TWO 2'-6" OPENING INLETS.
- 5. OPENING OR TWO 2'-6" OPENING INLETS.
- 6. DIMENSIONS SHOWN ABOVE IN PARENTHESES ARE FOR 4A INLETS. A 1 1/2 A INLET SHALL HAVE A CURB INLET OPENING WIDTH OF 1'-6" AND AN OUTSIDE WIDTH OF 2'-6"; ALL OTHER DIMENSIONS AND DETAILS SHALL BE AS SHOWN.
- 7. THIS IS OUR PRIMARY STANDARD FOR ALL CATCH BASINS AND NEW CONSTRUCTION.

#### **CITY OF CANBY**

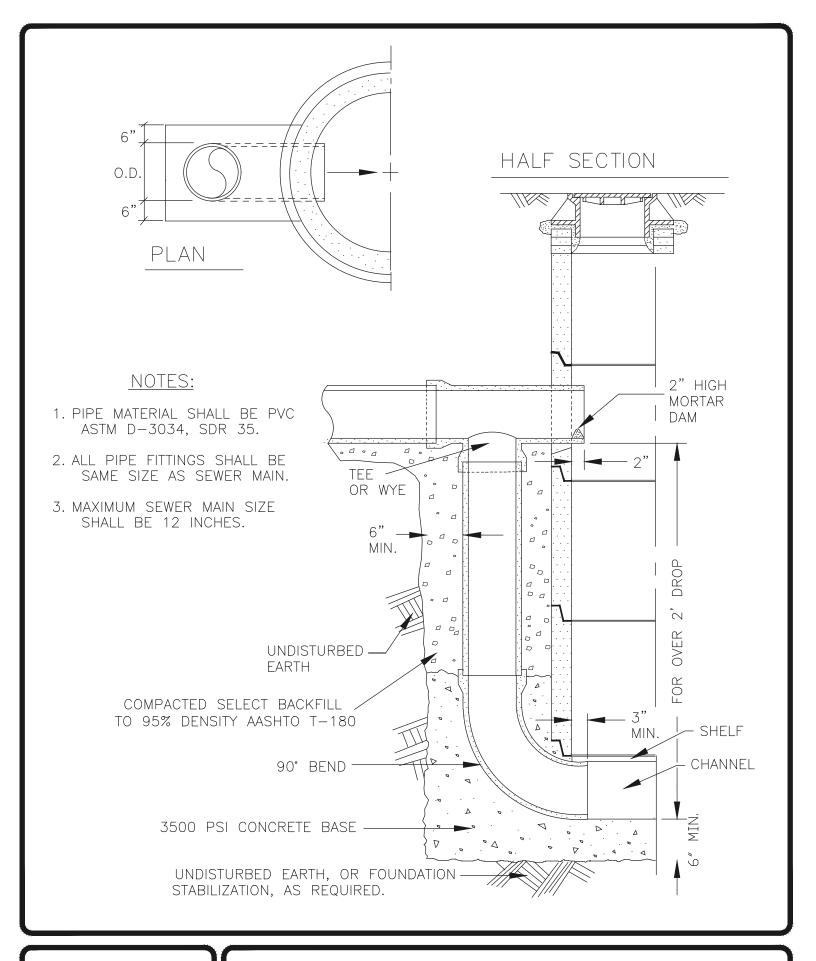
#### PRECAST CURB INLET

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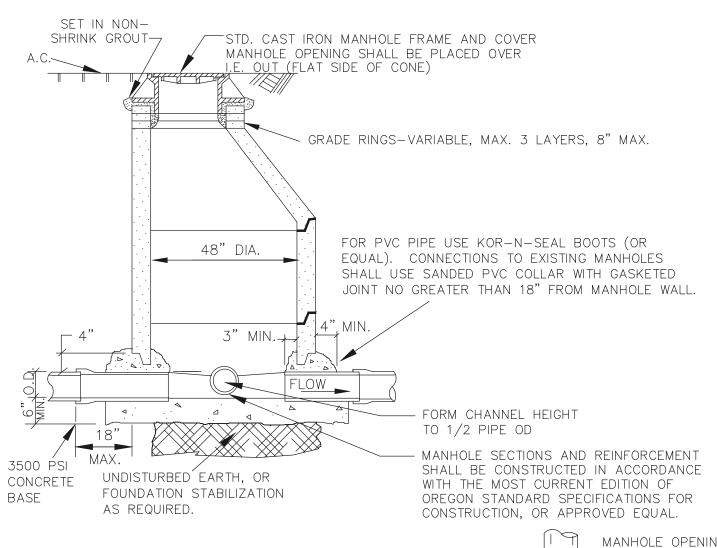
- 1. SAWCUT EDGES TO BE TACKED WITH EMULSIFIED ASPHALT.
- 2. ASPHALT JOINTS SHALL BE SAND SEALED WITH CRS-1 OR CRS-2 EMULSIFIED ASPHALT OR EQUIVALENT.

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# OUTSIDE DROP MANHOLE CONNECTION

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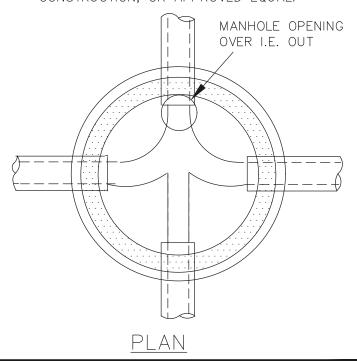


ALL MANHOLES SHALL HAVE A 12" MIN. 24" MAX. BOTTOM RISER, TO BE BEDDED IN THE CONCRETE AS THE BASE TAKES ITS INITIAL SET.

ALL PRECAST SECTIONS AND POURED CONCRETE BASES SHALL CONFORM TO CITY STANDARD SPECIFICATIONS.

ALL JOINTS SHALL BE SEALED WITH PREFORMED PLASTIC OR RUBBER RING TO FORM A WATERTIGHT SEAL. GROUTED JOINTS MAY BE USED FOR STORM MANHOLES.

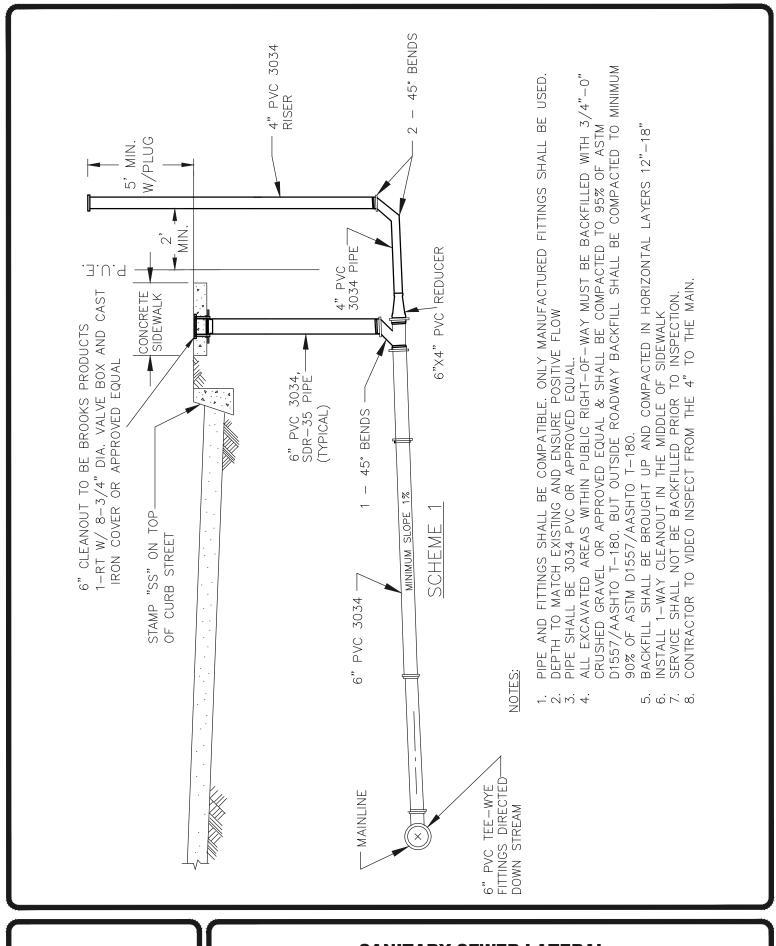
USE PRECAST BASE IN TRAVELED STREETS UNLESS OVER EXISTING LINE. USE SHALLOW MANHOLE DETAIL FOR LESS THAN 5 FT. DEPTH



## **CITY OF CANBY**

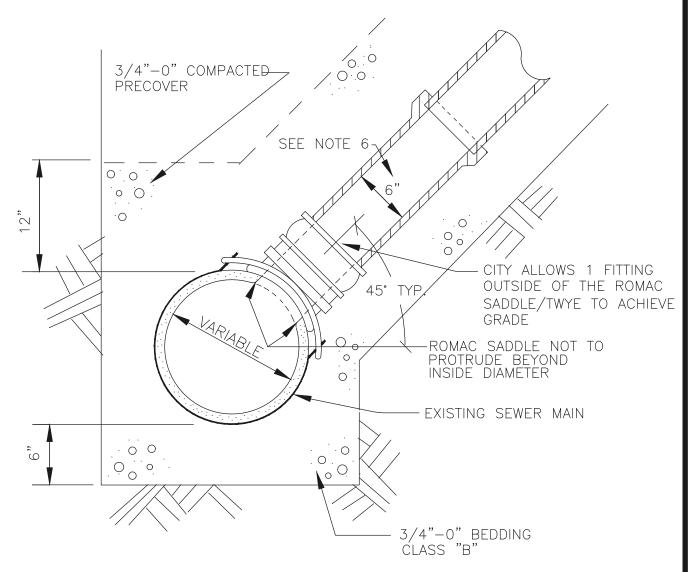
## MANHOLE -STORM & SANITARY SEWER

BY: JT City Council Packet - Page 324 of 332 - 06-19

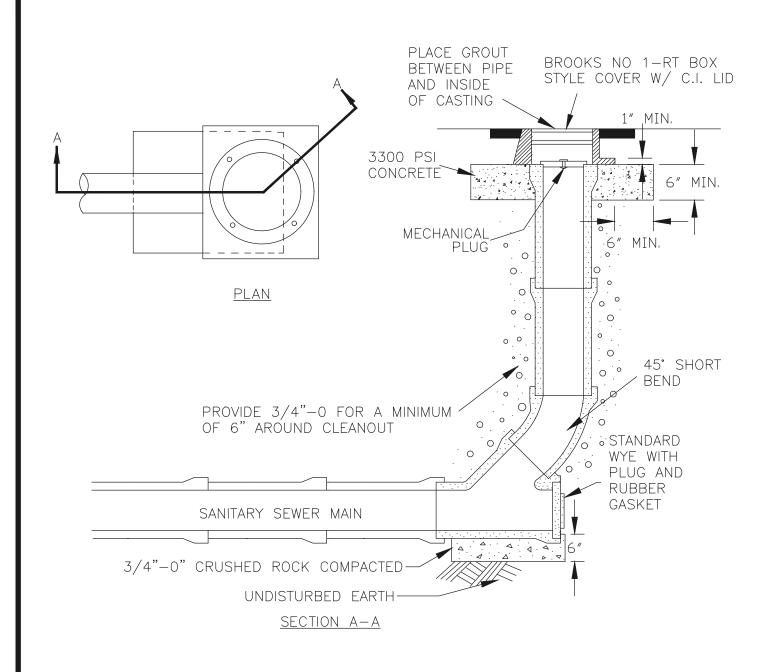


# SANITARY SEWER LATERAL

BY: JT DATE: 12-06-19
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- 1. TAP SHALL BE MADE IN PRESENCE OF THE CITY INSPECTOR; NO CUTTING OR CONNECTING EXISTING SEWER PIPE WITHOUT CITY INSPECTOR APPROVAL.
- 2. ROMAC SADDLE OR APPROVED EQUAL SHALL BE USED FOR 4" OR 6" MAX TAP TO PVC PIPE. SEE NOTE 5 FOR OTHER TYPE PIPE MATERIAL
- 3. HOLE IN MAIN SHALL BE CORED.
- 4. CENTERLINE OF SERVICE TAP OUTLET SHALL BE ABOVE SPRINGLINE.
- 5. FOR CONCRETE, CLAY OR NON-PVC EXISTING SEWER MAIN PIPE MAY REQUIRE CUT-IN 6" HOUSE BRANCH ON 8" MAIN) WITH APPROVED COUPLERS.
- 6. 6" DIAMETER SERVICE LATERAL SHALL BE USED FOR SINGLE FAMILY LOTS.
- 7. TO ENSURE PROPER INSTALLATION, VIDEO INSPECTION OF MAINLINE AT ROMAC SADDLE CONNECTION IS REQUIRED WITHIN 3 BUSINESS DAYS OF INSTALLATION.

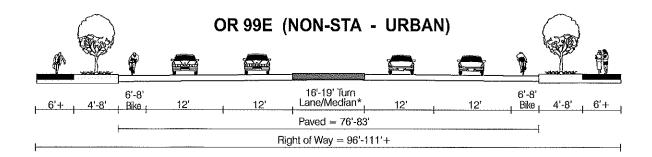


- 1. UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER, CLEANOUTS ARE TO BE USED AS A TEMPORARY TERMINUS.
- 2. CLEANOUT SIZE AND MATERIAL SHALL BE SAME AS SEWER MAIN PIPE.
- 3. ALL CONCRETE TO BE MINIMUM 3000 PSI COMPRESSIVE STRENGTH
- 4. BROOKS BOX WITH "S", "SEWER" OR "CLEANOUT" STAMPED ON LID

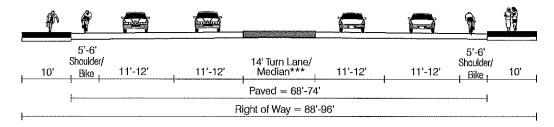
# CITY OF CANBY

# SANITARY SEWER CLEAN-OUT

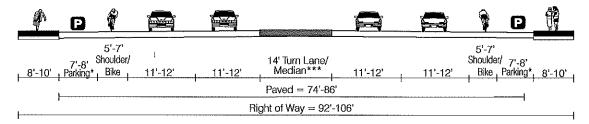
#### City of Canby Transportation System Plan



### OR 99E (STA - TYPICAL)



# OR 99E (STA - WITH ON-STREET PARKING)



#### Notes:

- \* On-Street Parking may be provided on one or both sides
- \*\* Turn lane/median is to be provided except under Molalla Forest Road Multi-Use bridge and at adjacent Oregon Pacific Railroad crossing
- \*\*\* Turn Lane/Median section may consist of one of the following:
  - A. 14' Left-Turn Lane or Two-Way Left-Turn Lane with No Raised Median
  - B. 12' Raised, Landscaped Median with 1' Shy Distance on Either Side
  - C. 12' Pedestrian Refuge (Level with Roadway) with 1' Shy Distance on Either Side

The OR 99E Cross-Sections are shown to be consistent with ODOT Standards. Specific roadway designs will be developed through a refinement plan or project development process. Design and future improvements to OR 99E must also address ORS 366.215 (Reduction in Vehicle Carrying Capacity) on this national freight network facility.

#### LEGEND

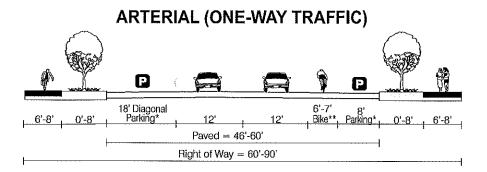
P - On-street Parking Lane (except at intersections)

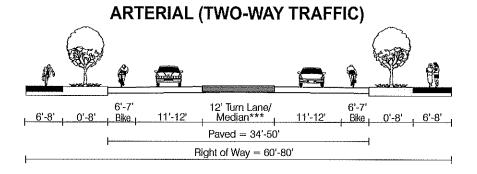
Figure 7-3

**OR 99E: STANDARD CROSS-SECTIONS** 

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#### City of Canby **Transportation System Plan**





#### Notes:

- \* On-Street Parking is only allowed on arterial roadways within downtown commercial district. Diagonal or parallel parking may be provided on one or both sides interchangeably.
- \*\* When on-street parking is provided, bike lanes should only be provided adjacent to parallel parking (not head-in diagonal parking). If diagonal parking is provided on both sides and speeds are 25 miles per hour or less, then bike lanes are not required.
- \*\*\* Turn Lane/Median section is optional and may consist of one of the following:
  - A. 12' Left-Turn Lane or Two-Way Left-Turn Lane with No Raised Median
  - B. 10' Raised, Landscaped Median with 1' Shy Distance on Either Side
  - C. 10' Pedestrian Refuge (Level with Roadway) with 1' Shy Distance on Either Side

#### **Low Impact Street Design Characteristics**

Characteristic	Arterials (One-Way)	Arterials (Two-Way)
Vehicle Lane Widths	11 ft.	11 ft.
On-Street Parking	8 ft Only in downtown	8 ft Only in downtown
Bicycle Lanes (minimum)	5-6 ft Right side or road	5-6 ft.
Sidewalks (minimum)	6-8 ft.	6 ft.
Buffer/Planter Strip	0-8 ft	0-8 ft
Turn Lane/Median	12 ft Optional	12 ft Optional
Neighborhood Traffic Management (NTM)	Under Special Conditions	Under Special Conditions
Transit	As appropriate	As appropriate
Turn Lanes	When Warranted	When Warranted

"Low Impact" standards require demonstration of hardship or other exceptional circumstances resulting from conditions of the adjacent properties and must be approved by City Staff.

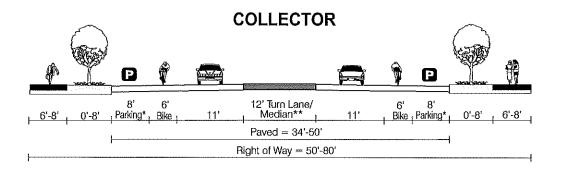
#### **LEGEND**



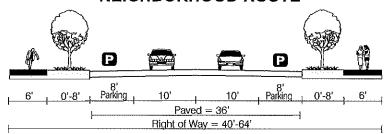
 On-street Parking Lane (except at intersections) Figure 7-4

**ARTERIAL: STANDARD CROSS-SECTIONS** 

# City of Canby Transportation System Plan



#### **NEIGHBORHOOD ROUTE**



#### Notes:

- \* On-Street Parking may be provided on neither, one, or both sides. Where turn lanes are provided, on-street parking should not be allowed.
- \*\* Turn Lane/Median section is optional and may consist of one of the following:
  - A. 12' Left-Turn Lane or Two-Way Left-Turn Lane with No Raised Median
  - B. 10' Raised, Landscaped Median with 1' Shy Distance on Either Side
  - C. 10' Pedestrian Refuge (Level with Roadway) with 1' Shy Distance on Either Side

#### Low Impact Street Design Characteristics

Characteristic	Collectors	Neighborhood Routes
Vehicle Lane Widths	10-11 ft.	10 ft.
On-Street Parking	8 ftOptional	8 ft At least one side
Bicycle Lanes (minimum)	5-6 ft.	None
Sidewalks (minimum)	6-8 ft.	6 ft.
Buffer/Planter Strip	0-8 ft	0-8 ft
Turn Lane/Median	12 ftOptional	None
Neighborhood Traffic Management (NTM)	Under Special Conditions	Under Special Conditions
Transit	As appropriate	As appropriate
Turn Lanes	When Warranted	When Warranted

"Low Impact" standards require demonstration of hardship or other exceptional circumstances resulting from conditions of the adjacent properties and must be approved by City Staff.

#### **LEGEND**

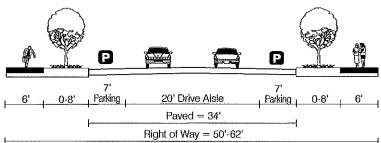


P - On-street Parking Lane (except at intersections) Figure 7-5

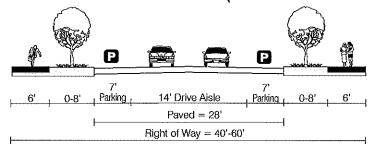
## **COLLECTOR/NEIGHBORHOOD ROUTE: STANDARD CROSS-SECTIONS**

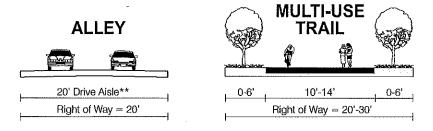
### **City of Canby Transportation System Plan**

## STANDARD LOCAL STREET



## LOW-VOLUME LOCAL STREET (<500 Vehicles Per Day)





#### Notes:

\*\* On-Street Parking prohibited.

#### **Low Impact Street Design Characteristics**

Characteristic	Local	
Drive Aisle	14 ft.	
On-Street Parking	7 ft Both sides required	
Bjcycle Lanes (minimum)	None	
Sidewalks (minimum)	6 ft.	
Buffer/Planter Strip	0-8 ft	
Turn Lane/Median	None	
Neighborhood Traffic Management (NTM)	Under Special Conditions	
Transit	Should not be used	
Turn Lanes	None	

"Low Impact" standards require demonstration of hardship, other exceptional circumstances resulting from conditions of the adjacent properties and must be approved by City Staff.

#### LEGEND

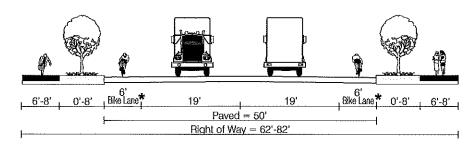


P - On-street Parking Lane (except at intersections) Figure 7-6

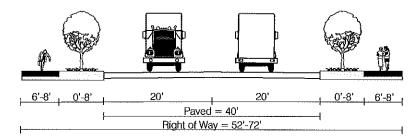
**LOCAL STREET/ALLEY:** STANDARD CROSS-SECTIONS

# City of Canby Transportation System Plan

#### **COLLECTOR**



#### **LOCAL**



#### Note:

#### **Low Impact Street Design Characteristics**

Characteristic	Collector	Local
Paved Width	46 ft.	32 ft.
On-Street Parking	None	None
Bicycle Lane	5 ft.	None
Sidewalks	6 ft.	6 ft.
Buffer/Planter Strip	0-8 ft	0-8 ft
Turn Lane/Median	12 ft.	None
Neighborhood Traffic Management (NTM)	None	None <sup>-</sup>

"Low Impact" standards require demonstration of hardship or other exceptional circumstances resulting from conditions of the adjacent properties and must be approved by City Staff.

Figure 7-7

INDUSTRIAL AREA ROADWAY: STANDARD CROSS-SECTIONS

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<sup>\*</sup>Adjacent to intersections, bike lane stripes should be dotted instead of solid within the turning maneuver area of the trucks.