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PRE-APPLICATION SUMMARY

June 9, 2021

Matt Radich
12050 SW Canyon Rd.
Beaverton, OR 97005

Subject: Pre-Application Conference Summary for Construction of a 2nd Building at Active Water Sports

Dear Mr. Radich,

Thank you for attending the Pre-Application (Pre-App) conference held on May 25, 2021. We are pleased to provide you with the following summary notes prepared in response to your proposal.

Comments prepared by staff are reflective of the proposal as discussed at the Pre-App conference. A copy of your proposal was also sent to other members of staff who did not attend the Pre-App conference, but may provide comments separate from this summary. Please feel free to contact anyone who provided comments. Contact names, telephone numbers and e-mail addresses are listed herein.

Following every Pre-App conference, staff understands that there may be changes to the plan or use considered. If these changes effectively re-design the site plan or involve a change to a use not discussed, please be advised that such a change could require different land use application(s) than were identified by staff at the Pre-App. It is also possible that different issues or concerns may arise from such change. In these cases, we encourage applicants to request a second Pre-App conference for staff to consider the change and provide revised comments accordingly.

In part, the Pre-App conference is intended to assist you in preparing plans and materials for staff to determine your application(s) to be deemed "complete" as described in Section 16.89.080 of the Canby Land & Development Planning Ordinance. For your application to be deemed complete on the first review, you must provide everything required as identified on the Application Checklist(s) found within the appropriate Land Use Application, in addition to any materials or special studies identified in the summary notes hereto. If you have questions as to the applicability of any item on the Application Checklist(s), or within this summary, please contact me directly.

Sincerely,

Brianna Addotta
Associate Planner
(503) 266-0686

PRE-APPLICATION CONFERENCE SUMMARY NOTES

Prepared for

1907 SE 1st Avenue

2nd Building for Active Water Sports

PRA 21-09

The following pre-application summary notes have been prepared by Planning staff in order to assist you with the application submittal process. All applicable standards, guidelines and policies of the Canby Land Development & Planning Ordinance, Comprehensive Plan, Transportation System Plan, and the Public Works Design Standards identified herein are available for review on the City's web site at: <https://canbyoregon.gov/>. Copies of these documents are also available for review at the City's Development Services Department. The following is intended to identify applicable code sections, requirements and key issues for your proposed development application.

PRE-APPLICATION CONFERENCE DATE: May 25, 2021

PROJECT INFORMATION:

Project Name: 2nd Building for Active Water Sports

Project Description: The applicant would like to build a second building at his boat sale, storage, and service business located at 1907 SE. 1st Avenue. The existing building on site is 29,000 square feet, the proposed building would be approximately 9,500 square feet.

Property Owner(s): Matt Radich
12050 SW Canyon Rd.
Beaverton, Or 97005

Project Site Address: 1907 SE 1st Ave. Canby, OR 97013

Tax Lot Number(s): 31E3400500

Site Size: 3.86 acres

Zoning: CM Commercial Manufacturing
IO Canby Industrial Overlay Zone

Comp. Plan Designation: Light Industrial/Commercial Manufacturing (City of Canby Comprehensive Plan page 58)

APPLICANT INFORMATION:

Applicant(s): Matt Radich
12050 SW Canyon Rd.
Beaverton, OR 97005

Phone/Email: (503) 860-5523 / matt@activewatersports.com

SECTION 16.89.080 (APPLICATION REQUIREMENTS AND COMPLETENESS):

The completeness process is governed by Section 16.89 of the Canby Land Development and Planning Ordinance. The applicant is encouraged to contact staff to ask any questions or request clarification of any items found on the land use application checklists related to the proposed project.

LAND USE APPLICATION(S) AND FEES:

Based on the plans and materials provided, the applications identified below are the applicable applications.

Site and Design Review Type 3	\$3,600
Major Modification of a Conditional Use	\$2,080

Note: Applicable fees are those in effect at the time a complete application is received. The City's Master Fee Schedule is available at https://canbyoregon.gov/updated_docs/MasterFeeSchedule.pdf

CLASSIFICATION OF APPLICATIONS:

Applications are subject to the procedure (Type III) specified in Table 16.89.050 *Land Use and Development Application Procedures*. When an applicant submits more than one complete application for a given proposal, and the applications are subject to different procedure types, all the applications will be subject to the procedure type which requires the broadest notice and opportunity for public participation.

NEIGHBORHOOD MEETINGS:

A neighborhood meeting must be conducted by the project applicants for Type III applications. At this time (May/June 2021), applicants may hold meetings virtually through a platform that is free for the public to access. Noticing must include detailed instructions on how to attend the virtual meeting.

SECTION 16.89.070:

At least two weeks prior to the neighborhood meeting, the applicant shall mail notice of the meeting to:

1. The appointed chair of any neighborhood association in whose boundaries the application.
2. Property owners and tenants within 500 feet of the subject property.

In order for an application to be complete, after the meeting applicants shall submit to the City:

1. A copy of the mailed notice and addresses within 500 feet of the subject property.
2. A copy of the attendance sheet.
3. A written summary of pertinent issues raised and a detailed response to each issue.

Applicants or attendees may make audio or video recordings of the neighborhood meeting if desired.

Project Site	1907 SE 1 st Avenue
Neighborhood Association	None

WRITTEN REQUIREMENTS:

A summary providing the scope of the proposal should be provided as explained on the application form. Additionally, in order for your application(s) to be deemed Complete, written responses supported by substantial evidence are necessary to address all applicable approval standards and criteria. Written materials need to explain how and why the proposed application(s) will meet each of the applicable approval criteria found in the *Canby Land Development and Planning Ordinance*. If response to criterion is “Not Applicable”, explain why the criterion is not applicable.

Staff has provided this list of applicable sections of the *Ordinance* in response to applicant materials and discussion at the Pre-Application conference. Other sections may be applicable, particularly if the proposal has changed subsequent to the meeting. Approval standards and criteria in effect at the time an application is received will control and are subject to change.

APPLICABLE CODE SECTIONS:

Chapter	Section
16.08 General Provisions	16.08.150 <i>Traffic Impact Study</i>
	16.08.160 <i>Safety and Functionality Standards</i>
16.10 Off-Street Parking and Loading	16.10.050 <i>Parking Standards Designated</i>
	16.10.060 <i>Off-Street Loading Facilities</i>
	16.10.100 <i>Bicycle Parking</i>
16.30 C-M Commercial/Manufacturing Zone	16.30.010 <i>Uses Permitted Outright</i>
	16.30.030 <i>Development Standards</i>
16.35 I-O Canby Industrial Area Overlay Zone	16.35.030 <i>Uses Permitted Outright</i>
	16.35.040 <i>Conditional Uses</i>
	16.35.050 <i>Development Standards</i>
	16.35.060 <i>Design Guidelines</i>
	16.35.070 <i>I-O Design Review Matrix</i>
16.43 Outdoor Lighting Standards	16.43.030 <i>Applicability</i>
	16.43.040 <i>Lighting Zones</i>
	16.43.060 <i>Prohibited Light and Lighting</i>
	16.43.070 <i>Luminaire Lamp Requirements</i>
	16.43.080 <i>Height Limits</i>
	16.43.110 <i>Lighting Plan Required</i>
16.49 Site and Design Review	16.49.030 <i>Site & Design Review Plan Approval Required</i>
	16.49.40.B <i>Criteria and Standards (Type III)</i>
	16.49.050 <i>Conditions Placed on Site & Design Review Approvals</i>
	16.49.060 <i>Time Limit on Approval</i>
	16.49.065 <i>Bicycle and Pedestrian Facilities</i>
	16.49.080 – 16.49.140 <i>Landscaping Requirements</i>
16.50 Conditional Uses	16.50.040 <i>Placing Conditions on a Permit</i>
	16.50.060 <i>Standards Governing Conditional Uses</i>
16.89 Application & Review Procedures	16.89.050 <i>Type III Procedure</i>
	16.89.90 <i>Modifications</i>

KEY ISSUES AND CONSIDERATIONS:

Staff has identified the following key development and/or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

1. **Major Modification of a Conditional Use:** The Planning Director is granted the discretion to determine whether an application for modification shall be considered a Minor, Intermediate or Major Modification using the criteria found in CMC 16.89.90. The proposal discussed at the Pre-Application Conference would require a Major Modification of the existing Conditional Use application, specifically due to the threshold of employees in the IO overlay remaining under the minimum required, as well as the size of the building and the potential of additional trips generated. Major Modifications must respond to the approval criteria of the original application (Conditional Use) and are processed using the procedure type of the original application (Type III).
2. **Traffic Impact:** The \$800 fee for the City's contracting transportation engineering firm, DKS Associates, to craft the required traffic scope has been paid by the applicant, Matt Radich and Kevin Chewuk of DKS has confirmed the work is under way. The scope will be provided the applicant as soon as it is ready. If further study is required, details will be included in the scope. The Canby Transportation System Plan, the guiding regulatory document for transportation decisions, can be viewed at the following web address: https://www.canbyoregon.gov/Departments/develop_services/plan_forms/TSP12-10.pdf
3. **System Development Charges:** A calculation worksheet has been provided with this summary. It contains formulas which can be completed by filling in the highlighted cells. Keep in mind this worksheet is for informational use and SDCs are subject to change, and do not represent an inclusive accounting of all fees associated with the project.

PRELIMINARY COMMENTS:

These comments have been provided from City departments and reviewing agencies in response to the Pre-Application materials and discussion during the Conference. The comments at this stage are advisory only and are subject to change upon review of a full application. Included below is the contact information for key members of City and agency staff should you have any specific questions regarding these comments.

1. **Engineering and Site Development:** Public improvements and on-site storm infrastructure were completed during phase 1 of this project (DR 18-07). Existing utilities on site can be extended to the new building. No public improvements are anticipated to be required, ADA is already in place. No increase in storm water runoff is anticipated.
2. **Canby Fire:** A striped 26' wide fire lane around the building is required. Sprinklers are anticipated to be required inside the new building. It is not expected an additional vault is necessary, fire flow calculations are required.
3. **DirectLink:** Notes have been provided from Matt Downs and are included with this summary.

Jason Berning, Canby Utility: jberning@canbyutility.org 503-263-4322

Daryll Hughes, City Wastewater Pretreatment Coordinator: hughesd@canbyoregon.gov 503-266-1248

Spencer Polack, City of Canby Public Works PolackS@canbyoregon.gov 503-519-6936

Curt McLeod, P.E., Consulting City Engineer: cjm@curran-mcleod.com 503-684-3478

Matt English, Division Chief, Canby Fire: menglish@canbyfire.org 503-266-5851

We sincerely thank you for your interest in developing in the City of Canby, we look forward to working with you.

Sincerely,

Canby Planning
Brianna Addotta

Brianna Addotta
Associate Planner
(503) 266-0686
addottab@CanbyOregon.gov

Digitally signed by Canby Planning
Brianna Addotta
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Date: 2021.06.09 09:10:15 -07'00'