



City of Canby  
Planning Department  
222 NE 2<sup>nd</sup> Avenue  
P.O. Box 930  
Canby, OR 97013  
Ph: 503-266-7001  
Fax: 503-266-1574

## **PRE-APPLICATION SUMMARY**

February 19, 2021

Beto Granados  
Studio 7 Design  
325 13<sup>th</sup> St. NE Suite 205  
Salem, OR 97301

**Subject: Pre-Application Conference Summary Notes for Office Development at 1568 SE 3<sup>rd</sup> Ct.**

Dear Mr. Granados,

Thank you for attending the Pre-Application (Pre-App) conference held on January 27, 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**

**1568 SE 3<sup>rd</sup> Ct. – Professional Office Development**

**PRA 21-01**

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.

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**PRE-APPLICATION CONFERENCE DATE:** January 27, 2021

### **PROJECT INFORMATION:**

Project Name: 1568 SE 3<sup>rd</sup> Ct. Professional Office Development

Project Description: The applicant seeks to develop the site as a professional office with associated parking and landscaping in accordance with the standards of the Commercial Manufacturing (C-M) zone.

Property Owner(s): Angel Jimenez  
1568 SE 3<sup>rd</sup> Ct.  
Canby, OR 97013

Project Site Address: 1568 SE 3<sup>rd</sup> Ct., Canby, OR

Tax Lot Number(s): 31E34C03800

Site Size: 0.37 acres

Zoning: C-M Commercial Manufacturing zone (CMC 16.30)

Comp. Plan Designation: CM Commercial/Manufacturing (CMC 16.30)

### **APPLICANT INFORMATION:**

Applicant(s): Beto Granados  
Studio 7 Design  
325 13<sup>th</sup> St. NE Suite 205  
Salem, OR 97301

Phone/Email: (503) 420-6443; [studiob7.design@gmail.com](mailto:studiob7.design@gmail.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 possible applicable applications.

<b>Type III Site and Design Review</b> <i>Site between .25 and 2 acres</i>	\$2,600
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**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](https://canbyoregon.gov/updated_docs/MasterFeeSchedule.pdf)

### CLASSIFICATION OF APPLICATIONS:

Applications are subject to the procedure (Type) specified in Table 16.89.020 *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 (Feb/March 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.

<u>Project Site:</u> 1568 SE 3 <sup>rd</sup> Ct.
<u>Neighborhood Association:</u> None

## **APPLICATION SUBMITTAL:**

Your application narrative will need to explain how and why the proposed application(s) will meet each of the approval standards and criteria for the proposed project. Approval standards and criteria in effect at the time an application is received will control and are subject to change.

In order for your application(s) to be deemed “complete”, a written response is necessary, supported by substantial evidence in response to all applicable approval standards and criteria. **Please note: Applicant’s written response should address each criterion.** If response to criterion is “Not Applicable”, please explain why the criterion is not applicable.

The proposed project is subject to the following sections of the *Canby Land Development and Planning Ordinance* are subject to your proposed development project. Please review when preparing your land use application(s) written and plan information, as well as application narrative for the formal application submittal.

## **APPLICABLE CODE SECTIONS / PLANNING DOCUMENTS:**

Chapter	Section
<b>16.08 General Provisions</b>	16.08.090 – <i>Sidewalks required</i>
	16.08.110 – <i>Fences</i>
	16.08.160 – <i>Safety and Functionality Standards</i>
<b>16.10 Off-Street Parking and Loading</b>	16.10.050 – <i>Parking Standards designated</i>
	16.10.070 – <i>Parking Lots and Access</i>
	16.10.080 – <i>Street Tree Plan</i>
	16.10.100 – <i>Bicycle Parking</i>
<b>16.30 Commercial Manufacturing Zone</b>	16.30.030 – <i>Development Standards</i>
<b>16.43 Outdoor Lighting Standards</b>	As applicable to the LZ2 zone
<b>16.46 Access Limitations</b>	16.46.030 – <i>Access Connection</i>
<b>16.49 Site and Design Review</b>	16.49.040 – <i>Criteria and Standards</i>
	16.49.065 – <i>Bicycle and Pedestrian Facilities</i>
	16.49.080 through 16.49.120 – <i>Landscaping Criteria</i>
	16.49.150 – <i>Parking lots or paving projects</i>
<b>16.89 Application and Review Procedures</b>	16.89.050 - <i>Type III Decision</i>
	16.89.070 – <i>Neighborhood Meetings (Type III)</i>
	16.89.080 – <i>Application Requirements and Completeness</i>

## KEY ISSUES/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. **Molalla Logging Trail:** The northeastern property line abuts the Molalla Forest Road Trail, a 7.3 mile multiuse trail that runs NE to SW through south Canby. An existing bench is installed on a concrete slab near one corner of the property- it's unclear where exactly the bench sits relative to the property line. Applicants shall show the bench on submitted site plans and, if it must be moved, provide an explanation of why and where it will be replaced during site construction.
2. **Access Easement:** During the meeting the access easement along the southeastern property line was questioned. This easement is identified on the recorded plat for the subdivision, Redwood Professional Village (SUB05-06) and subsequent research shows original approval of was conditioned to require a public access to the Molalla Logging Trail as explained in CMC 16.49. Tract A does not only include the access to the logging trail between lots 4 and 5 but in fact the entirety of the sidewalk that is to provide pedestrian access into and out of the cul-de-sac. Therefore, the easement cannot be removed during development of this property. The conditions of approval also stated "buildings on lots 5 and 6 shall incorporate architectural design elements that will provide noise attenuation". Staff requests this be addressed both in the architectural plans and in the narrative for the project.
3. **Transportation Comments provided by Hassan Ibrahim, P.E.:** Please provide a trip generation count calculated using the ITE manual for the proposed use. If the trip generation count is more than 100 daily additional trips additional study may be required. Sidewalk improvements will be required along the property frontage and shall provide safe transition to the existing adjacent sidewalk.
4. **Environmental Considerations:** City staff cannot find any mapped environmental restrictions applied to the subject property. The adjacent property to the north and northeast are part of the Molalla Logging Trail and is protected as designated public green space. Staff recommends working with Canby Public Works staff to coordinate storm water management, there is an existing facility to the north which may be able to accommodate overflow.
5. **Fire Safety:** Be sure to contact Canby Fire District for all fire safety requirements applicable to the development. The application will not be considered complete without documentation of communication with the Fire District.
6. **Request for Meeting Video:** A request for the recording of the zoom video of the Pre-Application meeting was voiced during the meeting. The meeting recording is public record and is available, but is too large to send directly. Please contact our administrator, Laney Fouse, in order to coordinate Dropbox delivery of the video and audio files. [Fousel@canbyoregon.gov](mailto:Fousel@canbyoregon.gov) , 503-266-0685.

Included below is the contact information for key members of City and agency staff should you have any questions.

Daryll Hughes, City Wastewater Pretreatment Coordinator: [hughesd@canbyoregon.gov](mailto:hughesd@canbyoregon.gov) 503-266-1248  
Hassan Ibrahim, P.E., Consulting City Engineer: [hai@curran-mcleod.com](mailto:hai@curran-mcleod.com) 503-684-3478  
Matt English, Division Chief, Canby Fire: [menglsih@canbyfire.org](mailto:menglsih@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**

Digitally signed by Canby Planning Brianna Addotta  
DN: cn=Canby Planning Brianna Addotta,  
o=City of Canby, ou=Planning,  
email=addottab@canbyoregon.gov, c=US  
Date: 2021.02.19 15:03:51 -08'00'

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