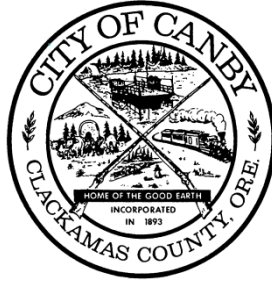


# **Appendix B - Pre-Application Notes**



**Pre-Application Conference  
Clackamas County Fairground Multi-use Building  
September 21, 2022**

**\* This document is for preliminary use only is not a verbatim account of the meeting and does not constitute a land use decision as defined by Oregon Revised Statute. \***

**ATTENDED**

- Applicant Team
  - Brian Crow, Clackamas County Fair and Event Center – (503) 263-9208
  - Dan Sandberg, Clackamas County Fair and Event Center – (503) 266-1136
  - Sarah Eckman, Clackamas County – (503) 742-4303
  - Steve Bloemer, Clackamas County Facilities – (503) 805-9870
  - Brian Dueltgen, LRS Architects – (503) 265-1562
  - Chris Derks, LRS Architects – (609) 213-5906
  - Steve Mileham, LRS Architects – (503) 806-5146
  - Nick, LRS Architects
  - Aaron Murphy, 3J Consulting – (772) 220-3915
  - Sam Huck, 3J Consulting – (503) 946-9365
- City staff and Agencies
  - Don Hardy, Canby Planning
  - Ryan Potter, Canby Planning
  - Laney Fouse, Planning
  - Emma Porricolo, Planning
  - Brian Hutchins, Veolia (Canby Water)
  - Josh Muravez, Canby Utility
  - Spencer Polack, Public Works
  - Daryll Hughes, Public Works Wastewater/Stormwater
  - DirectLink

[See page 5 for City and agency contact information.]

**SUMMARY**

**Applicant**

- Proposed development is a 45,000 square foot structure with multipurpose space, livestock, and evacuation area to replace the building burnt down.

### **Veolia / Canby Water**

- There is a 6 in water main east of the proposed building. If you wish to tie into the domestic water supply via that main, you will need to install a meter. If not, a meter is not required.
- Will need to ensure water flows meet specs for fire systems.
- Would like an easement for the public water pipes on the site over the 6 inch water main next to the building.
  - Applicant will send information on locations found to discuss what mains and where desired easement would be located.

### **Canby Utility – Electric**

- There is power coming off 4<sup>th</sup> Street, can continue to the new building.
- Need building information, panel/service size, voltage, and expected load from the applicant.

### **Public Works**

- Applicant hasn't decided source of sewer yet. Anticipate an 8 inch line.
- There is an 18 inch sewer main that runs in front of the main pavilion and under the existing bathroom and under the covered arena to the east and goes out that way. Request a manhole or replace existing manhole on-site.
- Proposing drains inside the pavilion will use to collect wash-downs from events that will consist of animal waste. Will need a large oil separator, or sewer water separator. Need something to pull the solids out.
- Stormwater will have to stay on site. City does not have any stormlines near the site, making it difficult to tie in. If connection to the public system is needed, contact Spencer. Additional drywells may be required. A stormwater report is required for the land use application.
- DEQ permitting is required.
- If off-site runoff is occurring please contact Public Works to discuss and work through.
- 4<sup>th</sup> Street is already improved, no frontage improvements needed.

### **DirectLink**

- No comments at the moment. The area is currently covered by wifi from the main building. Can add new fiber optic connections if desired.

### **Planning**

- Applications required are: 1) Site and Design Review, 2) Conditional Use, and 3) Major Variance. It will be a Type III application.
- Site is located in the R-1 zone. The use is considered a major public facility that is a conditional use in the zone.
- Maximum height permitted in the zone is 35 feet. Currently a 45-foot structure is proposed. The additional height will require a Type III Major Variance. Need specific reasons as to why the building needs to be the additional 45 feet. The added height is not covered by the CUP.
- In the R-1 zone sites cannot have more than 60% impervious surfaces on the lot. Consider the whole lot for this standard. Fairgrounds is on multiple lots, suggest focusing on the primary tax lot. Ensure there are no buildings over the lot lines. Include in the application, show where the legal lot lines (not tax lot lines) exist. The existing stormwater facility is on a property to the north. Would that create any issues? As long as the property is under same ownership as the subject tax lot. Staff recommends addressing this in the application narrative.

- Staff requests some continuity and compatibility with buildings on the site and around the site, through the CUP approval criteria.
- Lighting must meet LZ 2 standards.
- 30% landscaping required in the zone.
- Application required to meet the Site and Design Review matrix. Must get a certain number of points. Many of the items are percentage based, those percentages will be based on the scope of the application - the entire tax lot or smaller area concentrated to area of impacts.
- Neighborhood meeting is required. A 500-foot radius for notice is required. Must go to property owners and occupants. List can be provided by County or a title company.
- City Approval Processes:
  - Land use approval (TypPre-construction)
  - Pre-construction approval
  - Site Plan Review (Type I Application) (Staff suggests the applicant submit this at the same time as the building permit. Clackamas County does all building permitting in Canby.)
- Applicable Code Sections:
  - Ch 16.08
  - Ch 16.10
  - Ch 16.16
  - Ch 16.43
  - Ch 16.49
  - Ch 16.50
  - Ch 16.53
  - Ch 16.89
- Traffic and Parking Studies
  - Need to work on scope, need to understand the delta of change. Will impact traffic and parking requirements.
  - DKS is city's traffic consultant. They will draft up the scope for the traffic and parking studies.
  - For the traffic study focus will be on peak hour am and pm trips. The site has never been looked at holistically. Trying to focus on the delta. It will be important to focus on how many new events will be happening and when.
  - The applicant chooses their option of traffic engineers. Advantage of DKS is they know about the City. However, the City will accept another consultant.
  - For parking requirements, would be helpful to get more information about parking as a whole on the site.
- If there was an adopted master plan for the site some of these requirements and standards in question (e.g., max height, parking requirement, etc.) would be simpler.
- All application materials should be submitted electronically.
- Applicant noted some building code issues and requested a building contact. Laney will provide a contact.
- It is important to get comments from Canby Fire. Their conditions will be included in COAs. Typically they've been requesting fire access that is a minimum of 26 feet wide. For Fire Department questions and comments please contact Jim Walker at 503-266-5851 or [jwalker@canbyfire.org](mailto:jwalker@canbyfire.org).

## **Answers to Questions Received Prior to Pre-app**

### **1. Please provide guidance on any frontage improvements that will be required on NE 4th Avenue.**

There are no improvements required to the frontage of SE 4th Avenue. All required improvements are already in-place (Curt McLeod, City Engineer)

### **2. Please provide guidance on any access issues foreseen by City Staff.** This question should get addressed through the traffic and parking studies.

### **3. Please advise if a Traffic Impact Study will be required with this application.**

Yes, a traffic study will be required. DKS will provide the information on the scope of the traffic study.

### **4. Please advise on what Service Provider Letters will be required with the application submittal materials.**

We do not have service provider letters in Canby. Staff will send comments to providers/agencies to include in the staff report. However, staff encourages the applicant to begin those dialogue with providers earlier to avoid any major issues coming up at the final hour.

### **5. Please confirm the application and fees necessary to obtain land use approval.**

- Site and Design Review Type III - \$2,500 plus %0.002 of estimated total project cost, max \$20,000
- Conditional Use – \$3,000
- Major Variance – \$3,000
- Traffic
  - Scoping by DKS - \$1,000
  - Cost of full report done by DKS provided in scope. The scope will also include DKS's review fee (as the City Engineer), if the applicant chooses not to hire DKS to complete the study.
- Type I Site Plan Review (Planning Check for building permits) - \$650

### **6. Will the City provide a list of addresses for all property owners within the 500-foot radius for the neighborhood meeting requirement?**

No, the applicant is required to obtain the list. We recommend contacting Clackamas County or a title company. Please note we require both owners and occupants to be notified.

### **7. Please advise if any Bicycle Parking requirements will apply to this proposed development.**

There is bicycle parking required for office uses. For the rest of the building's uses there are no comparable uses listed for bicycle parking standards table.

### **8. What are the parking requirements for the proposed improvements?**

Need to do a parking study to determine. We will work with DKS to determine the scope of the parking study which will inform the parking requirements.

### **9. There is an existing stormwater facility located on the north side of the property. Does the City have documentation of this facility and how it connects to the public stormwater system?**

First, there is no public stormwater system available to connect runoff from the project, and secondly, the stormwater improvements are under the jurisdiction of the Clackamas County Plumbing Department and not the City of Canby. We are not familiar with the storm line that was identified in the field but know it does not connect to any piped system in the City. The stormwater needs to be disposed on-site. (Curt McLeod City Engineer)

### **10. I'm looking at the City's map of Neighborhood Associations and different code section and I'm seeing the Clackamas County Fairgrounds site is not within any of the drawn polygons. Table 16.89.020 shows that for Conditional Use Permits and Site and Design Review II a neighborhood meeting would not be necessary.**

Yes, a neighborhood meeting is required even if the Fairgrounds is not in a neighborhood association.

**11. Can you confirm whether we will meet the threshold of a Site and Design Review II, or shall we be following the standards and application procedures for the Site and Design Review III? And if a Site and Design Review III shall be required, who should the notice of a neighborhood meeting be sent to?**

Application will be a Type III Site and Design Review. Type II Site and Design reviews only apply to properties in the DCO overlay. The fairgrounds are not located in that overlay.

**City Staff and Agencies Contact Information**

Planning Director - Don Hardy <a href="mailto:HardyD@canbyoregon.gov">HardyD@canbyoregon.gov</a>	503-266-0775
Planning Manager - Ryan Potter <a href="mailto:PotterR@canbyoregon.gov">PotterR@canbyoregon.gov</a>	503-266-0712
Associate Planner - Emma Porricolo <a href="mailto:PorricoloE@canbyoregon.gov">PorricoloE@canbyoregon.gov</a>	503-266-0723
Planning Technician - Laney Fouse Lawrence <a href="mailto:FouseL@canbyoregon.gov">FouseL@canbyoregon.gov</a>	503-266-0685
Canby Public Works - Ronda Rozzell <a href="mailto:RozzellR@canbyoregon.gov">RozzellR@canbyoregon.gov</a>	503-266-0798
WWTP/Canby PW - Daryll Hughes <a href="mailto:HughesD@canbyoregon.gov">HughesD@canbyoregon.gov</a>	503-266-0647
Canby Utility - Josh Muravez <a href="mailto:jmuravez@canbyutility.org">jmuravez@canbyutility.org</a>	503-263-4307
Veolia - Brian Hutchins <a href="mailto:brian.hutchins@veolia.com">brian.hutchins@veolia.com</a>	503-266-6400
Fire District #62 - Jim Walker <a href="mailto:jwalker@canbyfire.org">jwalker@canbyfire.org</a>	503-266-5851
DirectLink - Engineering <a href="mailto:engineering@directlink.coop">engineering@directlink.coop</a>	503-266-8201
Clackamas County Building – Shirley Cass-Crosby <a href="mailto:scasscrosbyco.clackamas.us">scasscrosbyco.clackamas.us</a>	503-742-4240
Canby Public Works - Spencer Polack <a href="mailto:polacks@canbyoregon.gov">polacks@canbyoregon.gov</a>	503-266-0780