



## Pre-Application Conference Notes

PA 18-31, August 7, 2018

### Proposed Project:

Minor partition and development of 26-space parking lot to serve 211 Molalla Ave office building.

### General Information:

- Location: 202 Molalla Ave
- Zoning: MUC-1 – Mixed Use Corridor
- Geologic Hazard overlay on portion of lot
- Previous approvals: SP 05-18
- Planning applications anticipated (including 2018 Fees):
  - Minor Partition: \$4,124
  - Site Plan and Design Review: (cost estimate sheet required to determine project cost)

Less than \$500,000	\$2,156 plus 0.007 x project cost
\$500,000 - \$3,000,000	\$3,591 plus 0.005 x project cost
Over \$3,000,000	\$12,215 plus 0.003 x project cost
Maximum Fee	\$57,296

- Mailing Labels: \$16 or provided by applicant
- Traffic Analysis Letter: \$489

### Timing and Process:

This application is a Conditional Use being reviewed pursuant to the **Type II** decision process. . Type II decisions are based on the code approval criteria and require limited discretion by Community Development staff. Staff would make a decision, without a public hearing, which may be appealed to the City Commission.

Upon a complete application submittal, the applicant is entitled to a decision from the city of approval, approval with conditions, or denial within **120 days** by state law. Type II decisions are rendered by the Community Development Director, with appeal on the record to the City Commission, and then LUBA.

Type II decisions are based on the code approval criteria and require limited discretion by the Community Development staff for approval. Staff is not authorized to waive any requirements of the code except for modifications to Street Standards through Section 12.04.007, modifications that will better meet design standards of site plan and design review through Section 17.62.015, and alternative parking lot landscaping plans through sections 17.52.070.

### Upcoming Potential Code Changes:

The city is proposing Housing and Development Code Amendments which may affect your proposal – for details go to the following site:

[www.orcity.org/planning/housing-and-other-development-and-zoning-code-amendments](http://www.orcity.org/planning/housing-and-other-development-and-zoning-code-amendments)

### Transportation Impacts:

The applicant will need to have a traffic engineer conduct a transportation study in conformance with the City's Guidelines for Transportation Impact Analyses available on the Oregon City website.

Based on the information provided by the applicant, it appears the transportation analysis associated with this development proposal can be satisfied by submittal of a Transportation Analysis Letter (TAL). This option is available when specific criteria are met. Details for a TAL can be found in Section 3.1 of the Guidelines. The most important aspects to be reviewed with recommendations from a traffic engineer are site access and site circulation.

The applicant's traffic engineer is welcome to contact the city's traffic engineering consultant, John Replinger, at Replinger-Associates@comcast.net or at 503-719-3383.

**Minor Partition:**

- Street improvements for Myrtle Street may be required per Chapter 12.04
- New parcels shall have a minimum of twenty feet of frontage on a street.
  - If the driveway is to be shared, a joint accessway and perpetual reciprocal access easement and maintenance agreement shall be recorded.

**MUC-1 Zone:**

Maximum allowed setbacks for existing structure:

- Front yard: N/A
- Interior side yard: None.
- Rear yard: None.

Maximum lot coverage of the building and parking lot: Eighty percent.

Minimum required landscaping (including landscaping within a parking lot): Twenty percent.

**Site Plan and Design Review:**

The pre-application materials lack the specificity to confirm compliance with all applicable standards. Please include details for all parking lots, landscaping, pedestrian accessway, outdoor lighting, pavement, development, etc. in the development application. The applicant is required to demonstrate compliance with all applicable criteria. An example of additional Planning plans which are required include:

- A site plan identifying all proposed alterations to the site, including dimensions, pedestrian accessways, bicycle parking, etc.
- Landscaping plan prepared by a landscape architect
- An outdoor lighting plan and photometric plan per 17.62.065, if lighting is proposed.
- If fences are proposed, compliance with 17.54.100 and materials standards in Chapter 17.62
- Per OCMC 17.52.020, there is a maximum parking for office uses based on the square footage. Please ensure that the total parking complies.
- Please provide a calculation of the minimum and maximum amount of parking on the site based on this code section.

***17.52.020 - Number of automobile spaces required.***

*A. The number of parking spaces shall comply with the minimum and maximum standards listed in Table 17.52.020. The parking requirements are based on spaces per one thousand square feet net leasable area unless otherwise stated.*

Office	Min-2.7	Max-3.33
Retail	Min- 4.1	Max-5

Previous approval for 211 Molalla (SP 05-18):

### **Chapter 17.52 – Off-Street Parking and Loading**

*At any time of erection of a new structure or at the time of enlargement or change in use of an existing structure within any district in the city, off-street parking spaces shall be provided in accordance with this section.*

#### **17.52.010 Number of Spaces Required**

**Finding: Complies.** As depicted below, the proposal requires a total of 85 to 105 parking spaces. According to OCMC chapter 17.52.010.A, the number of parking stalls may be reduced by up to 10% when a commercial business is within 1,000 feet of an existing or planned public transit. The project is located along Molalla Avenue, a transit street with operating transit services. The proposal includes 79 standard parking spaces and 2 handicap stalls for a total of 81 parking stalls. The applicant requested a parking reduction of 5 percent due to the transit-oriented nature of the development. Staff agrees the reduction of parking stalls is facilitated by the location of this proposal along a transit street, further encouraging alternate forms of transportation.

**Transportation System Plan - Table 5-14. City of Oregon City Parking Ratios**

Land Use	Required Spaces Per 1,00 Sq. Ft.		Sq. Ft. Net Area	Proposed Spaces Per 1,000 Sq. Ft.	
	Minimum	Maximum		Minimum	Maximum
Office*	2.70	3.33	17,581	47.47	58.54
Retail*	4.10	5.00	9,255	37.95	46.28
				85.42	104.82

\*The parking requirements are based on spaces per 1,000 square feet gross leasable area.

- Any shared parking counts toward minimum and maximum parking.
- Bicycle parking may be required if the ratio does not comply after new vehicle spaces are added.
- Modifications to standards in site plan design review may be requested per OCMC [17.62.015](#): The review body may approve requested modifications if it finds that the applicant has shown that the following approval criteria are met:
  - The modification will result in a development that better meets design guidelines; and
  - The modification meets the intent of the standard. On balance, the proposal will be consistent with the purpose of the standard for which a modification is requested.

### **Parking Lot Design:**

- The submitted sketch does not meet the dimensional requirements of 17.52.030.
- Perimeter landscaping and interior landscaping are required per 17.52.060.
- Compact spaces maximum 35% of total
- A landscaping plan was not submitted for review. A landscaping plan shall be required in compliance with the OCMC 17.52 and 17.62.
- Parking lot landscaping requirements will apply – islands will be needed in order to meet the standards for no more than 8 spaces in a row without landscaping in between.
- Bicycle parking is required per 17.52.040 (one per 20 auto spaces with a minimum of 2).

### **Other Notes:**

A Neighborhood Association meeting is required for a Site Plan and Design Review application. You are in the Barclay Hills Neighborhood Association.

**Contact Information:** [barclayhillsna@gmail.com](mailto:barclayhillsna@gmail.com)

**Chair:** Betty Mumm, [bmmumb@comcast.net](mailto:bmmumb@comcast.net), (503) 575-8106

**Treasurer:** Janice Morris, [mad91058@msn.com](mailto:mad91058@msn.com)

**Meeting Information:** Meetings held the second Tuesday of January, March, May, July, September, and November beginning at 7:00 p.m.

**2018 General Meeting Dates:** January 9, March 13, May 8, July 10, September 11, and November 13.

**Located:** St. John the Apostle Cemetery, 445 Warner Street, Oregon City, OR 97045

- OCMC 17.50.055 requires submittal of the meeting sign-in sheet, a summary of issues discussed, and a letter from the neighborhood association indicating that a meeting was held.
- Your application was transmitted to the State Historic Preservation Office (SHPO) and affected tribes for review. Comments received have been provided.

#### **Applications, Checklists and Links:**

- [Type II Review Process](#)
- [Land Use Application](#)
- [Site Plan and Design Review Construction Cost Form](#)
- [Site Plan and Design Review Checklist](#)
- [Oregon City Adopted Street Tree List](#)
- [Oregon City Municipal Code](#)

#### **Planning Division**

Kelly Reid, Planner reviewed your pre-application for the Planning Division. You may contact Kelly at 503-496-1540 or [kreid@orccity.org](mailto:kreid@orccity.org).

#### **Development Services Division (Utilities/Public Improvements/SDC's etc):**

Sang Pau, Development Projects Engineer with the Oregon City Development Services Division, reviewed your pre-application. Sang Pau can be reached at 503.974.5503 or [spau@orccity.org](mailto:spau@orccity.org).

#### **Building Division:**

You may contact Mike Roberts, Building Official at 503.496.1517 or by email at [mroberts@orccity.org](mailto:mroberts@orccity.org).

#### **Clackamas Fire District:**

Questions can be directed to Mike Boumann, Lieutenant Deputy Fire Marshal of Clackamas Fire District #1. You may contact Mr. Boumann at (503)742-2660 or [michaelbou@ccfd1.com](mailto:michaelbou@ccfd1.com).

#### **Oregon City Municipal Code Criteria:**

The following chapters of the Oregon City Municipal Code (OCMC) may be applicable to this proposal:

[OCMC 12.04 – Streets, Sidewalks, and Public Places](#)

[OCMC 12.08 – Public and Street Trees](#)

[OCMC 13.12 – Stormwater Management](#)

[OCMC 15.48 – Grading, Filling, and Excavating](#)

[OCMC 16.12 – Minimum Improvements and design Standards for Land Divisions](#)

[OCMC 16.16 – Minor Partitions – Processes and Standards](#)

[OCMC 17.29 – “MUC” Mixed Use Corridor](#)

[OCMC 17.47 – Erosion and Sediment Control](#)

[OCMC 17.52 – Off-Street Parking and Loading](#)

[OCMC 17.62 – Site Plan and Design Review](#)

[OCMC 17.50 – Administration and Procedures](#)

A template for your submittal with the applicable criteria will be emailed by the City.

#### **Applications, Checklists and Links:**

- [Type II Review Process](#)
- [Land Use Application](#)
- [Minor Partition Checklist](#)
- [Oregon City Municipal Code](#)
- [2018 Planning Fee Schedule](#)
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***Pre-application conferences are required by Section 17.50.050 of the City Code, as follows:***

*A. Preapplication Conference. Prior to submitting an application for any form of permit, the applicant shall schedule and attend a preapplication conference with City staff to discuss the proposal. To schedule a preapplication conference, the applicant shall contact the Planning Division, submit the required materials, and pay the appropriate conference fee. At a minimum, an applicant should submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the City, which identifies the proposed land uses, traffic circulation, and public rights-of-way and all other required plans. The purpose of the preapplication conference is to provide an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal. The Planning Division shall provide the applicant(s) with the identity and contact persons for all affected neighborhood associations as well as a written summary of the preapplication conference. Notwithstanding any representations by City staff at a preapplication conference, staff is not authorized to waive any requirements of this code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.*

*B. A preapplication conference shall be valid for a period of six months from the date it is held. If no application is filed within six months of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. The community development director may waive the preapplication requirement if, in the Director's opinion, the development does not warrant this step. In no case shall a preapplication conference be valid for more than one year.*

**NOTICE TO APPLICANT:** A property owner may apply for any permit they wish for their property. **HOWEVER, THERE ARE NO GUARANTEES THAT ANY APPLICATION WILL BE APPROVED.** No decisions are made until all reports and testimony have been submitted. This form will be kept by the Community Development Department. A copy will be given to the applicant. IF the applicant does not submit an application within six (6) months from the Pre-application Conference meeting date, a NEW Pre-Application Conference will be required.



## DEVELOPMENT SERVICES PRE-APPLICATION MEETING NOTES

**Planning Project Number:** PA 18-31  
**Address:** 202 Molalla Ave  
**Map Number(s):** 2-2E-32CB  
**Tax Lot(s):** 07300  
**Project Name:** Minor Partition and Parking Lot  
**Meeting Date:** August 7, 2018  
**Reviewer(s):** Josh Wheeler

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### General Comments

1. The Applicant is responsible for compliance with all Oregon City standards and policies.
2. All applicable System Development Charges (SDC), if required, shall be due and payable upon building permit issuance.
3. The Applicant shall provide an Erosion Prevention and Sedimentation Control Plan to the City for approval.
4. A 2.5% Plan Review Fee based on preliminary cost estimate will be required at time of 1st Public Works Plan submittal. A 2.5% Construction Inspection Fee based on final cost estimate will be required prior to Public Works plan approval.
5. The Applicant shall sign a Non-Remonstrance Agreement if not already in place for the purpose of making sanitary sewer, storm sewer, water or street improvements in the future that benefit the Property and assessing the cost to benefited properties.
6. Other fees and agreements may be required.
7. All public improvements must be bonded with a 120% performance bond prior to the beginning of construction. Public improvements are defined as public utility extensions and roadway improvements within existing right-of-way. Public improvements may also be on private property in certain circumstances. This bond is released at the end of the construction period assuming everything is constructed as agreed upon.

## **STREETS**

1. The proposed development includes frontage on Myrtle Street. Myrtle Street is classified as a Local Residential roadway. Existing Right-of-Way is 60-ft wide. The existing street does not have curb or sidewalk and the asphalt pavement terminates prior to the subject property frontage. Improvements include 16-ft pavement from centerline (Right-of-Way), curb and gutter, 5-ft sidewalk. Street trees and street lights may be required.

If access to Myrtle is provided, the street improvements will be required.

If no access to Myrtle is provided, a fee-in-lieu equal to 150% of the cost of improvements would be acceptable.

2. A commercial driveway will be required at the entrance to the parking lot from Myrtle is proposed per Std. Dwg. No. 505.
3. If one-way circulation is proposed thru the site, the center turn lane in Molalla Avenue may need to be reconfigured along with the striping. Additionally, the driveway at Molalla Avenue may need to be a right-in/right-out. This will be determined by a traffic impact analysis letter.
4. If access will be provided from Molalla to the new parking lot, a cross access easement must be established and recorded on both properties.

## **Stormwater**

1. The following are General Thresholds from the Stormwater and Grading Design Standard (Section 1.2.1), which can be found online at:  
[https://www.orcity.org/sites/default/files/fileattachments/public\\_works/page/4224/final\\_manual\\_0.pdf](https://www.orcity.org/sites/default/files/fileattachments/public_works/page/4224/final_manual_0.pdf) The site development threshold and applicability of these standards are as follows:
  - A. Development activities that result in 5,000 square feet of new or replaced impervious surface, cumulative over a 5-year period.
2. Based on the required road improvements and proposed internal paved parking lot it appears the City stormwater Standards are applicable to this project. The applicant should provide exhibits and summaries showing the improvements are not needed during Completeness review if the applicant believes 1.A. above is not applicable.
3. If required, stormwater will need to be captured with strategically located catch basins. The stormwater will need to be treated for water quality and flow control requirements utilizing the BMP Sizing Tool prior to being conveyed to the existing storm pipe located within Myrtle Street.
4. There is a 6-inch public stormwater main within Myrtle Street which could receive drainage. This main directs flows to the north.

## **Water**

1. There is no public water main located within the project frontage along Myrtle Street.
2. There is an existing 1.5-inch hard copper water service which feed (3) water meters prior to the project frontage along Myrtle Street.
3. There is an existing 12-inch public ductile iron water main that runs along Molalla Avenue.
4. There is an existing fire hydrant located in front of the existing house along Molalla Avenue.
5. If the new lot of record will be a Single-family-house a new water service line and meter will need to be extended to this lot. Otherwise, a new water service is not required for the proposed parking lot.

## **Sanitary Sewer**

1. A 12-inch sanitary sewer main exists within Molalla Avenue
2. There is an existing sanitary service lateral serving the existing house.
3. If the new lot of record will be a Single-family-house a new sanitary service lateral will need to be extended to this lot. Otherwise, a new sanitary service lateral is not required for the proposed parking lot.

## **Other**

1. The northwest corner of the proposed development falls within a Geologic Hazard area 50-ft buffer. Depending on review by either the City's Geotechnical Consultant or the City Engineer, a Geotechnical Review Waiver may be allowed.
2. The proposed development does not reside within the Natural Resource Overlay District (NROD).