



Pre-Application Conference Notes

PA 18-16: Parking Lot Expansion at Marquis

Pre-Application Conference Date: **4/03/2018**

Proposed Project:

- Parking Lot Expansion

General Information:

- Location: 1680 Molalla Avenue, Clackamas County Map 3-2E-05C, Tax Lot 00301
- Zoning: "C" Commercial
- No Overlay Districts
- Applications anticipated:
 - Planning Commission Parking Adjustment (Type III): \$989
 - Planning Commission Variance: \$2,602
 - Mailing Labels: \$16 or provided by applicant
 - Site Plan and Design Review:

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

Timing and Process:

This application is a **Type III** decision process involving a parking adjustment, major variance, and site plan and design review. Type III decisions require a minimum of one public hearing before the Planning Commission and involve the greatest amount of discretion and evaluation of subjective approval standards, yet are not required to be heard by the city commission, except upon appeal.

Transportation Impacts:

The applicant will need to have a traffic engineer conduct a limited and specific transportation study to address key requirements of the City's *Guidelines for Transportation Impact Analyses* available on the Oregon City website.

A parking lot does not generally generate trips, but the proposed expansion can be expected to result in additional activity and complicate operations at the site driveways.

Because of the unique aspects of this project, it will be sufficient for the applicant's traffic engineer to limit his/her analysis to the following three requirements of the TAL:

3. Documentation that all site access driveways meet Oregon City Private Access Driveway Width Standards.
5. Documentation that all new site accesses and/or public street intersections meet AASHTO intersection sight distance guidelines.

6. Documentation that there are no inherent safety issues associated with the design and location of the site access driveways.

One additional aspect that should be addressed in the design a change in the diagonal parking in the vicinity of the existing north driveway. The current configuration of the parking is such that vehicles utilizing some existing spaces will back onto the public sidewalk when they seek to exit the space. This is a dangerous and unacceptable maneuver. The applicant should either:

- 1) eliminate the parking spaces that cause an encroachment onto the public sidewalk for any part of the parking maneuver, or
- 2) reconfigure the parking space (e.g. back-in spaces) such that potentially unsafe maneuvers on the sidewalk or in the public right-of-way are eliminated.

The applicant's traffic engineer can likely help with either of these approaches.

Details for a TAL can be found in Section 3.1 of the *Guidelines*.

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.

Site Plan and Design Review:

The pre-application materials lack the specificity to confirm compliance with all applicable standards. Please include details for all structures, parking lots, pavement, development, etc. in the development application. The applicant is required to demonstrate compliance with all applicable criteria.

Items to consider:

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.

Land Use	Minimum	Maximum
<i>Senior housing, including congregate care, residential care and assisted living facilities; nursing homes and other types of group homes</i>	<i>1 per 7 beds</i>	<i>1 per 5 beds</i>

- Describe the use of the site in detail, including but not limited to how the units are configured as senior housing vs multi-family. How many kitchens are located onsite, etc? Plan states that there are 102 beds, allowing a minimum of 15 and maximum of 21 parking stalls. This will require a parking adjustment (explained below).
- 17.52.060.D.d – No more than eight contiguous parking spaces shall be created without providing an interior landscaping planter. One area of the proposal is not in compliance with this subsection.
- Parking areas are not permitted in front of buildings. This will require a variance (explained below).
- In the "Commercial" Zoning District, 15% of the lot must be landscaped including interior parking lot landscaping.
- Parking angle space dimensions appear to be in compliance with 17.52.030.
- Up to 35% of the minimum required parking may be compact (22 stalls based on 63 proposed). The application exceeds the minimum number of parking stalls and the number of stalls in excess of the minimum may be compact in size.
- New garbage area to comply with standards in OCMC 17.62.085.

- Submit documentation identifying that the parking lot in front of the building was approved previously.

The following was unable to be calculated based on the specificity of the plans submitted:

- A maximum of 85% of the site can be covered by building and parking lot.
- 17.62.060.C – Building buffer landscaping between proposed parking lot and building
- 17.52.060.B – Five foot wide landscape buffer where parking lot abuts right-of-way.
- 17.52.060.B.1.a – Trees spaced a maximum of 35 feet apart in the perimeter parking landscaped area.
- 17.52.040 – Bicycle parking. Care facilities require a minimum of 1 bicycle parking per 30 auto spaces (minimum of 2). 30% must be covered (or a minimum of 1). Therefore, two parking spaces are required and one must be covered. There are additional location requirements to look at.
- 17.52.060.A.2. – All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped.
- Outdoor lighting (photometric plan) - Identify if new lighting proposed. Applicable lighting requirements apply to installation of new lights, bicycle parking areas, pedestrian walkways in parking lots, and lighting at abutting property lines.
 - .5 footcandle on adjacent properties

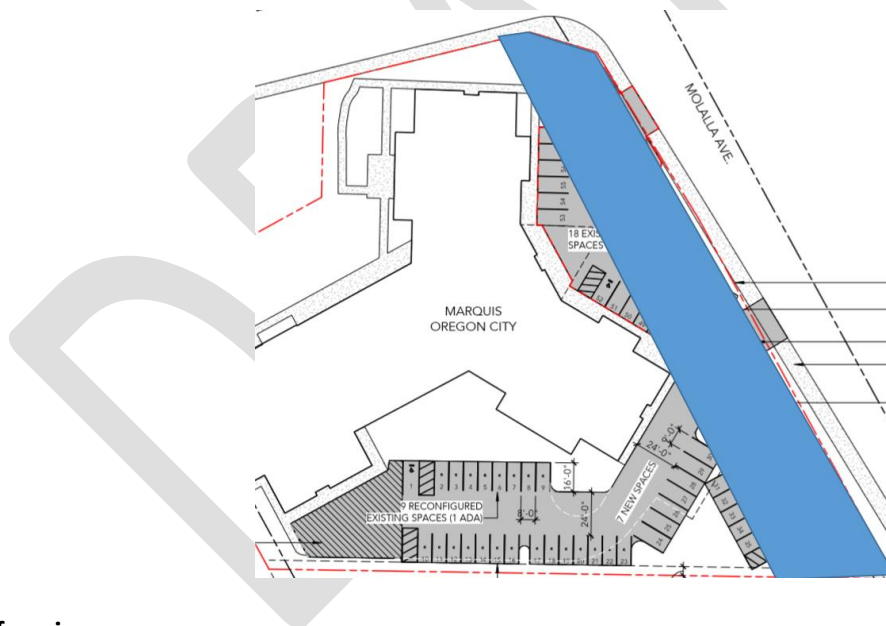
Planning Commission Adjustment of Parking Standards (Type III Application):

- A Planning Commission adjustment of parking standards is required because the applicant is requesting more than the maximum number of permitted parking stalls.
- A parking study by an engineer is required to show the site is consistently full. The study must include parking surveys at various times of the day and various days of the week. We recommend a minimum of 5 days a week and 5 times each day.
- Explain why the parking identified in the Oregon City Municipal Code is insufficient. Why does it work for other facilities but not this one? Explain the configuration of the interior of the site. Are there multiple suites with their own kitchen including permanent cooking facilities such as a stove or oven? If so, should the parking count be more similar to a multi-family?
- Approval Criteria
 - Documentation: Document that the individual project will require an amount of parking that is different from that required after all applicable reductions have been taken.
 - Parking analysis for surrounding uses and on-street parking availability: The applicant must show that there is a continued fifteen percent parking vacancy in the area adjacent to the use during peak parking periods and that the applicant has permission to occupy this area to serve the use pursuant to the procedures set forth by the community development director.
 - For the purposes of demonstrating the availability of on street parking as defined in [Section] 17.52.020.B.3., the applicant shall undertake a parking study during time periods specified by the community development director. The time periods shall include those during which the highest parking demand is anticipated by the proposed use. Multiple observations during multiple days shall be required. Distances are to be calculated as traversed by a pedestrian that utilizes sidewalks and legal crosswalks or an alternative manner as accepted by the community development director.
 - Minimum of five days (weekends and weekdays)
 - Two hour increments during hours of operation
 - The onsite parking requirements may be reduced based on the parking vacancy identified in the parking study.
 - Function and Use of Site: The applicant shall demonstrate that modifying the amount of required parking spaces will not significantly impact the use or function of the site and/or adjacent sites.
 - Compatibility: The proposal is compatible with the character, scale and existing or planned uses of the surrounding neighborhood.

- Safety: The proposal does not significantly impact the safety of adjacent properties and rights-of-way.
- Services: The proposal will not create a significant impact to public services, including fire and emergency services.

Planning Commission Variance:

- OCMC 17.62.050.2.A. states that parking areas shall be located behind buildings, below buildings, or on one or both sides of the building. The new parking lot area where 15 new spaces are proposed is considered in front of the building and is therefore not permitted. The applicant has not submitted sufficient evidence for staff to support this Variance.
- A variance is needed for all other standards not being met.
- A Planning Commission variance is required for the placement of the parking lot in front of the building.
- A variance may be granted only in the event that *all* of the following conditions exist:
 - That the variance from the requirements is not likely to cause substantial damage to adjacent properties by reducing light, air, safe access, or other desirable or necessary qualities otherwise protected by this title;
 - That the request is the minimum variance that would alleviate the hardship;
 - Granting the variance will equal or exceed the purpose of the regulation to be modified;
 - Any impacts resulting from the adjustment are mitigated;
 - No practical alternatives have been identified which would accomplish the same purpose and not require a variance; and
 - The variance conforms to the comprehensive plan and the intent of the ordinance being varied.



Non-Conforming:

- The site is nonconforming for a variety of reasons including but not limited to building placement, parking lot placement, building design. As the site is nonconforming, any exterior improvement of \$75,000 or more triggers non-conforming upgrades to the following:
 - Pedestrian circulation systems, as set out in the pedestrian standards that apply to the sites;
 - Minimum perimeter parking lot landscaping;
 - Minimum interior parking lot landscaping;
 - Minimum site landscaping requirements;
 - Bicycle parking by upgrading existing racks and providing additional spaces in order to comply with Chapter 17.52—Off-Street Parking and Loading;
 - Screening; and

- Paving of surface parking and exterior storage and display areas.
- Upgrades are limited to 10% of the construction cost. All landscaping, etc. required with the parking lot expansion do not count toward the nonconforming upgrades.

Additional items to provide. The City could not review compliance with the items below:

- A tree removal, protection and mitigation plan is required pursuant with OCMC 17.41 by qualified professional if required
- Identification of all loading areas
- Landscaping plan by a landscape architect or other qualified professional
- Outdoor lighting (photometric plan)
 - .5 footcandle on adjacent properties

Notes:

- A Neighborhood Association meeting is required prior to a complete application. The site is in the Barclay Hills Neighborhood Association.
Contact: barclayhillsna@gmail.com
Chair: Tony Uzuegbunam, fred.don1@gmail.com
Vice Chair: Mark J. Matheson, mark.matheson@drteamsint.com
Treasurer: Shelley Batty, shelleyba@live.com
CIC Representative: Tony Uzuegbunam, fred.don1@gmail.com
CIC Representative: Mark J. Matheson, mark.matheson@drteamsint.com
Meetings: July 12, 2016, September 13, 2016, November 8, 2016
Meeting Location: St. John the Apostle Cemetery, 445 Warner Road, Oregon City, 7:00 PM
- Notice of the proposed development has been provided to the State Historic Preservation Office (SHPO) and affected tribes. Responses and comments received have been provided.

Planning Division

Carlos Callava, Assistant Planner with the Oregon City Planning Division reviewed your pre-application. You may contact Carlos at 503.496.1562 or ccallava@orcify.org

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

Sang Pau, Development Engineer with the Oregon City Development Services Division reviewed your pre-application. You may contact Sang at 503.974.5503 or spau@orcify.org.

Building Division:

You may contact Mike Roberts, Building Official at 503.496.1517 or by email at mroberts@orcify.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.

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 17.29 – C General Commercial District

OCMC 17.47 – Erosion and Sediment Control

OCMC 17.41 – Tree Protection Standards

OCMC 17.50 – Administrative Processes

OCMC 17.52 – Off-Street parking and Loading
OCMC 17.62 – Site Plan and Design Review
OCMC 17.54.100 – Fences, Hedges and Walls
OCMC 17.58 – Nonconforming Uses, Structures and Lots
OCMC 17.60 – Variances

**A template for your submittal with the applicable criteria has been emailed concurrently with these notes.*

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 18-16
Address: 1680 Molalla, Oregon City, OR 97045
Map Number(s): 3-2E-05C
Tax Lot(s): 00301
Project Name: Marquis Parking Expansion
Meeting Date: April 3rd, 2018
Reviewer(s): Sang Pau

General Comments

1. The applicant must provide construction plans for required public improvements and private stormwater facilities in compliance with City Public Works standards. All applicable conditions of approval outlined in the notice of decision must be addressed and the construction plans must be reviewed and approved prior to issuance of building permits.
2. Plan review and fees shall be due prior to commencement of plan review by Public Works. Inspection fees shall be due prior to Public Works plan approval.

Streets

1. The development property fronts Beavercreek Road, which is fully improved.
2. The development property fronts Molalla Avenue, which may require pavement widening.
3. Molalla Avenue has an approximately 90-foot-wide right-of-way (ROW) with 45 feet on the subject property side of the centerline.
4. Molalla Avenue is classified as a “Major Arterial” road. This type of road, when adjacent to a property zoned as commercial, may have up to a 110-foot-wide ROW consisting of, (4) 12-foot-wide lanes, (1) 12-foot-wide center turn lane, (2) 6-foot-wide bike lanes, (2) 8-foot-wide parking lanes, (2) 11-foot-wide pedestrian corridor with 5-foot square tree wells.
5. To maintain continuity with the existing roadway, the portion of Molalla Avenue fronting the property will not be required to have a parking lane. The development will required to dedicate approximately 2’ of ROW so that the Molalla Avenue may accommodate the following improvement on the subject property side of the centerline – 47 feet of ROW consisting of (2) 12-foot-wide lanes,

6-foot-wide for half of a center turn lane, (1) 6-foot-wide bike lane, (1) 11-foot-wide pedestrian corridor with 5-foot square tree wells.

6. The development will be required to provide ROW dedication to ensure there is, at least, 47 feet of ROW on the subject property side of the centerline of Molalla Avenue.
7. The existing driveways off Molalla Avenue will need to be adjusted to meet ADA requirements.
8. The northern most driveway from Molalla Avenue shall be clearly marked for ingress only maneuvers onto the subject property.
9. The development will be required to provide a 10-foot-wide Public Utility Easement (PUE) along all property lines fronting an existing or proposed ROW.
10. Lighting along the frontage of the development will be improved with the Molalla Avenue Boulevard & Bikeway Improvements Plan.
11. Reduction to the standard improvements, ROW dedication and other deviations from the City's street design standards may be requested through the modification process outlined in OCMC 12.04.007. Proposed modifications may require additional evidence for review.

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
 - A. Development activities that result in 5,000 square feet of new or replaced impervious surface, cumulative over a 5-year period.
 - B. Development activities that will result in the **creation of more than 500 square feet of new impervious surface within a Natural Resource Overlay District (NROD)** (as defined by Oregon City Municipal Code [OCMC] 17.49), cumulative over a 5-year period.
 - C. Development activities that will **disturb 1,000 square feet of existing impervious surface within a Natural Resource Overlay District (NROD)** (as defined by Oregon City Municipal Code [OCMC] 17.49), cumulative over a 5-year period.
2. The project, as described in the Pre-Application submittal, is within part A of the above General Thresholds. Projects within the General Thresholds are subject to the requirements of the City's Stormwater and Grading Design Standards. In such cases applicants must submit a completed Site

Assessment and Planning Checklist (and other items as described in Section 9.1.1 of the Stormwater and Grading Design Standards) as part of the land use application process. At a minimum the applicant should submit a preliminary stormwater report addressing the following items from Section 9.1.1 of the City's Stormwater and Grading Design Standards.

- A. Stormwater management strategy
 - B. A site plan showing an adequately sized stormwater facility based on Stormwater best management practices (BMP) Sizing Tool or sized using the Engineered Method (as defined by City's Stormwater and Grading Design Standards).
 - C. A geotechnical report or a Natural Resource Conservation Service (NRCS) soils report documenting onsite infiltration and soil conditions in support of a proposed stormwater management strategy.
 - D. Downstream analysis which extends to the distance where the project site contributes less than 15 percent of the cumulative tributary drainage area or 1,500 feet downstream of the approved point of discharge, whichever is greater, as required by Chapter 5 of the Stormwater and Grading Design Standards.
3. The nearest downstream public stormwater facility is an inlet located off Molalla Avenue near the intersection of Beavercreek Road. This structure directs flows southwest through a 12-inch pipe to the "Newell" basin.

Water

- 1. There is an existing water vault which may be within the ROW once required dedication of ROW is provided. This water vault must be relocated onto private property prior to the commencement of the Molalla Avenue Boulevard & Bikeway Improvements Project.

Other

- 2. The proposed development does not reside within the Natural Resource Overlay District (NROD).
- 3. The proposed development does not reside within the Geologic Hazard area.
- 4. The proposed development resides within a High Water Table area. If the high water table part of a larger groundwater system rather than perched water, there may be additional requirements for the design of infiltration stormwater facilities.