



Rules of Conduct for Public Hearings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

NOTICE OF PUBLIC MEETING CITY OF MILLERSBURG PLANNING COMMISSION Tuesday September 18, 2018 6:00 p.m.

Agenda

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. MEETING MINUTE APPROVAL
 - 1) Planning Commission Meeting & Public Hearing held on August 21, 2018.
 - 2) Planning Commission Work Session held on August 23, 2018.
- E. QUASI-JUDICIAL PUBLIC HEARINGS
 - 1) File No: SP 18-04 Additional Storage Building *The applicant is proposing to add a 70 x 168 pole-barn style building, about 30 feet high, for the storing of plywood. No habitable space is proposed within the structure.*
- F. CITY PLANNER UPDATE
- G. ADJOURNMENT

Upcoming Meetings:

October 9, 2018 @ 6:30 p.m. – City Council Meeting

October 15, 2018 @ 6:00 p.m. – Planning Commission Meeting



CITY OF MILLERSBURG PLANNING COMMISSION MEETING

4222 NE Old Salem Road
Tuesday, August 21, 2018
6:00 p.m.

Minutes

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:00 pm.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL:
Members Present: Jimmy Kirkendall, Anne Peltier, John Sullivan, Ryan Penning, Steve Vogler, Connie Lepin, Dennis Gunner, and Ed Perlenfein
Members Absent: Scott Stimpson
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Jake Gabell, Deputy City Recorder; and Matt Straite, City Planner
- D. MEETING MINUTE APPROVAL
- 1) Planning Commission Meeting & Public Hearing – 6-13-18
The Commissioners discussed changes to the date and names of Commissioners in attendance corrections.
Action: **Motion to Approve Minutes as Amended made by Commissioner Sullivan; seconded by Commissioner Perlenfein.**
Commissioner Kirkendall: Aye
Commissioner Gunner: Aye
Commissioner Lepin: Aye
Commissioner Peltier: Aye
Commissioner Penning: Aye
Commissioner Perlenfein: Aye
Commissioner Sullivan: Aye
Commissioner Vogler: Aye
- E. PUBLIC LAND USE REVIEW

Public hearing on Land Use File SP 18-03 opened by President Kirkendall at 6:04 p.m.

- 1) Land Use File SP 18-03 Pratum Co-Op Propane Tank Addition. The site currently features an existing facility that distributes fertilizer, seed, and other farm related products—no manufacturing. This application proposes to add a 30,000 gallon propane tank to the site.

- i. Conflicts of interest or ex parte contact were noted.
 - 1. Commissioner Sullivan stated a conflict of interest; he does business with the applicant, and state that he can remain impartial.
 - 2. Commissioners Vogler and Kirkendall have visited the site.
 - 3. No challenges were given.
- ii. City Planner, Matt Straite, presented the staff report. The applicant was not present for the report, or for questions by the planning commission.

Public hearing on SP 18-03 closed by President Kirkendall at 6:10 p.m.

- iii. Deliberation by the planning commission with questions on the project.

Action: **Motion to Approve SP 18-03 made by Commissioner Perlenfein; seconded by Commissioner Peltier.**

Commissioner Kirkendall: **Aye**
 Commissioner Gunner: **Aye**
 Commissioner Lepin: **Aye**
 Commissioner Peltier: **Aye**
 Commissioner Penning: **Aye**
 Commissioner Perlenfein: **Aye**
 Commissioner Sullivan: **Aye**
 Commissioner Vogler: **Aye**

Public hearing on Land Use File PA 18-04 opened by President Kirkendall at 6:14 p.m.

- 2) Land Use File PA 18-04 Curtis Land Partition. The applicant is requesting approval to partition 2.19 acres into two residential lots—0.98 acres and 1.21 acres.
 - i. City Planner, Matt Straite, presented a staff report.
 - 1. Commissioner Vogler had questions regarding partitions vs subdivisions in Mr. Straite's presentation.
 - 2. Commissioner Gunner had a question about the potential extension of Sedona Road. Staff has requested a concept plan for the extension of Sedona Road as a condition of approval.
 - 3. Commissioners had a question about which landowner would pay for Sedona Road and other access questions that Mr. Straite clarified.
 - ii. Robert Curtis, the applicant, provided a review of the background of the application. Jason Cota, the applicant's engineer, addressed two conditions from the staff report. He stated that the road dedication right-of-way was unreasonable due to future maintenance and the unknown of how Sedona Road will be developed. Mr. Cota presented a conceptual drawing of the entire area around the applicant's property. He also contested the condition of approval requiring the existing property to be connected to City sewer and water due to the cost to the applicant to run those utilities. Mr. Cota is also unsure if the current residence would need to have a residential sprinkler system installed due to it being further than 400 feet from an fire hydrant and will be working on figuring it out.
 - iii. Terrie Hill, 2595 NE Millersburg Drive, is a neighbor to the applicant's south. He stated that he is not opposed to the project. He had concerns about trees along the east access and the impact to those trees during the placement of utilities.
 - iv. Rebuttal by Mr. Cota. He stated that there would be a ground survey completed prior to construction of the utilities.

1. Assistant City Manager/City Engineer Janelle Booth had some clarifications on the plumbing permit process.
2. Continual of rebuttal by Mr. Curtis. He stated the variance code provides for ability for the Planning Commission to allow a variance to the conditions proposed by the city. Mr. Curtis believed that the condition being asked of him are too extreme asked the Planning Commission for guidance.
 - a. Commissioner Kirkendall and Mr. Straite gave clarification of the use of a variance.

Public hearing on PA 18-04 closed by President Kirkendall at 7:19 p.m.

- v. Deliberation by the Commission and Staff.
 1. Discussion on the condition of approval that requires the applicant to dedicate land for a future road.
 - a. There was also discussion on modifying this requirement to include the provision of "if required", which would allow Staff to review the conceptual plan as submitted that could include the future Sedona Road dedication on the applicant's property.
 2. Discussion on the condition of approval that requires the applicant to connect the existing home, on the potential parcel 1, to City water and sewer.

Action: **Motion to Approve PA 18-04 with the exception of condition 8, to add the condition of "if required" to the land dedication of Sedona Road, made by Commissioner Gunner; seconded by Commissioner Lepin.**

Commissioner Kirkendall: Aye
 Commissioner Gunner: Aye
 Commissioner Lepin: Aye
 Commissioner Peltier: Aye
 Commissioner Penning: Aye
 Commissioner Perlenfein: Aye
 Commissioner Sullivan: Aye
 Commissioner Vogler: Nay

President Kirkendall called for a five minute recess.

Public hearing on Land Use File PA 18-03 opened by President Kirkendall at 7:50 p.m.

- 3) Land Use File PA 18-03 Hibbs Land Partition. The applicant is requesting approval to partition 2.45 acres into two residential lots—16,590 square feet and 2.07 acres.
 - i. Conflicts of interest, or ex parte contact.
 1. Commissioner Penning stated that the applicant is his niece's husband, but believes he could make an impartial judgement.
 2. No challenges were given.
 - ii. City Planner, Matt Straite, presented a staff report.
 - iii. Mr. Hibbs, the applicant, stated that parcel 1 is already connected to City sewer and water.

Public hearing on PA 18-03 closed by President Kirkendall at 8:01 p.m.

Action: **Motion to Approve Land Partition PA 18-03 made by Commissioner Perlenfein; seconded by Commissioner Sullivan.**

Commissioner Kirkendall: Aye
Commissioner Gunner: Aye
Commissioner Lepin: Aye
Commissioner Peltier: Aye
Commissioner Penning: Aye
Commissioner Perlenfein: Aye
Commissioner Sullivan: Aye
Commissioner Vogler: Aye

Public hearing on Land Use File SD 18-02 opened by President Kirkendall at 8:02 p.m.

- 4) Land Use File SD 18-02 Sweetwater Estates Phase 4 Subdivision. The applicant proposes to subdivide 4.05 gross acres into eight residential single-family lots ranging from 10,001 sq. ft. to 38,868 sq. ft. with one tract (Tract A) for park/open space.
- i. City Planner, Matt Straite, presented a staff report.
 - ii. The applicant, Mike Agee, stated that all the wetlands shown on the map are now in ownership of the City of Millersburg.

Public hearing on SD 18-02 closed by President Kirkendall at 8:11 p.m.

Action: **Motion to Approve SD 18-02 made by Commissioner Sullivan; seconded by Commissioner Perlenfein.**

Commissioner Kirkendall: Aye
Commissioner Gunner: Aye
Commissioner Lepin: Aye
Commissioner Peltier: Aye
Commissioner Penning: Aye
Commissioner Perlenfein: Aye
Commissioner Sullivan: Aye
Commissioner Vogler: Aye

F. City Planner Update by Matt Straite

- 1) Update on code enforcement efforts, such as landscaping, site plans reviews, businesses being run out of homes, ext.
 - i. Discussion between Commissioners about food trucks and site plan reviews.

G. ADJOURNMENT: meeting adjourned at 8:21 pm.

Respectfully submitted:

Reviewed by:

Jake Gabell
Deputy City Recorder

Janelle Booth
Assistant City Manager/City Engineer

Upcoming Meetings:

Planning Commission Work Session, August 23, 2018 at 6:00 p.m.



PHONE (541) 928-4523
FAX (541) 928-8945

CITY OF MILLERSBURG PLANNING COMMISSION MEETING WORK SESSION

Wednesday, August 23, 2018

6:00 p.m.

Minutes

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:00 pm.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL:
- Members Present: Jimmy Kirkendall, Anne Peltier, John Sullivan, Ryan Penning, Steve Vogler, Connie Lepin, Dennis Gunner, and Ed Perlenfein
- Members Absent: Scott Stimpson
- Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Kimberly Wollenburg, City Recorder; Jake Gabell, Deputy City Recorder; John Morgan, City Planner; and Matt Straite, City Planner
- D. Presentation by John Morgan to the planning commission and staff.
- 1) The presentation included details about the new Land Use Development Code with potential changes to be approved by the Planning Commission and City Council.
 - 2) The code is being re-written by Mr. Morgan and the items discussed during his presentation included: RV parks, farm animals, special areas, planned development, and administrative provisions.
 - 3) Planning Commission members and staff also had several concerns with the current code that they wanted update in the new code.

E. ADJOURNMENT: meeting adjourned at 8:31 pm.

Respectfully submitted:

Reviewed by:

Jake Gabell
Deputy City Recorder

Kimberly Wollenburg
City Recorder

Upcoming Meetings:

City Council Meeting, September 11, 2018 at 6:00 p.m.

DRAFT



Proposal: The applicant is proposing to add a 70 x 168 pole-barn style building, about 30 feet high, for the storing of plywood. No habitable space is proposed within the structure.

I. BACKGROUND

- A. Applicant: Corry Baker- Baker Construction
- B. Location: 6523 NE Old Salem Road, westerly of I-5 and easterly of NE Old Salem Road.
- C. Review Type: The proposed Site Development Review requires a hearing before the Planning Commission. The Planning Commission is scheduled to hold a hearing on the application on September 18, 2018. The Planning Commission decision can be appealed to the City Council. Any appeal of the City Council's decision relating to this matter will be considered by the Oregon Land Use Board of Appeals (LUBA).
- D. Public Notice and Hearing: Notice was mailed to all property owners within 100 feet of the proposed location, posted in City Hall on July 20, 2018 and posted on the City's website here - <http://cityofmillersburg.org/planning-commission/>
- E. Review Criteria: Article 2 §2.400(2) Site Plan Review Criteria
- F. Current Zoning: Limited Industrial (LI)
- G. Proposed Zoning: N/A
- H. Property Size: 12.36 Acres
- I. Background: The structure is proposed on the site of the Plywood Solutions Plywood Mill. The structure will actually be leased to a different vendor. No manufacture of product takes place in the structure, and no habitable space is proposed. The structure is a duplicate of one already constructed on site.

II. AFFECTED AGENCY, PUBLIC NOTICE, AND PUBLIC COMMENTS

Agencies:

The Applicant's materials were transmitted to the following agencies/departments on July 20, 2018: City of Albany, Albany Fire Department, Linn County Sheriff's Office, City of Millersburg Engineer, Oregon Department of State Lands, PacificCorp, Linn County Planning and Building Department, Linn County GIS, Jefferson Fire, Northwest Natural Gas, United States Postal Service, and Republic Services. To date, the following comments have been received:

- The City of Albany responded that they have no comments.
- Millersburg City Engineering responded that they have no comments.

Public:

Notice of the September 18, 2018 hearing was mailed to all property owners within 100 feet of the property. To date, no written comments have been received by staff.

III. CRITERION

CITY OF MILLERSBURG DEVELOPMENT CODE

The applicable site plan review criteria are from section 2.400(2).

(2) Decision Criteria. After an examination of the Site and prior to approval, the Planning Commission must make the following findings:

(a) That the proposed development or use does not conflict with the City's Comprehensive Plan.

ANALYSIS: Section 9 of the Comprehensive Plan contains a list of Land Use Goals and Policies. Section V of this report goes through the pertinent policies from the Comprehensive Plan. In summary, based on staff's review, the project is consistent with the plan.

FINDING: Based on the analysis above, the project meets the required criteria.

(b) That the proposed development or use complies with the standards of the land use zone and does not conflict with city codes and ordinances that are applicable to the application.

ANALYSIS: Based on staff's review of the proposed storage structure, the project meets all zoning ordinance requirements and development standards from the Millersburg Zoning Code.

FINDING: Based on the analysis above, the project meets the criterion.

(c) That the proposed development will not have an adverse impact on traffic flow or to pedestrian, bicycle and vehicular safety, and future street right-of ways are protected.

ANALYSIS: The facility is currently operating. The design review is proposing to add an 11,760 square foot storage structure to the existing site. The design review is required because this will be intensifying the use on the property. No customers visit the site; the structure is used only to store material to be shipped. It is not anticipated that the addition of a storage structure to the site will add any significant additional vehicle, pedestrian, or bicycle trips to the site.

FINDING: Based on the analysis above, the project meets the required criteria.

(d) That proposed signs or lighting will not, by size, location, color or operation, have an have an adverse impact on traffic, limit visibility or have an have an adverse impact on adjacent properties.

ANALYSIS: No signage is proposed through this permit.

FINDING: This criteria does not apply.

(e) That water, wastewater disposal and utilities are available and have the capacity to serve the proposed development or use and can be extended in the future to accommodate future growth beyond the proposed land division.

ANALYSIS: Existing sewer and water lines are available to the site. The proposed project will not require any utility connections. Adequate water pressure is available to address Albany Fire requirements for water pressure.

FINDING: Based on the analysis above, the project meets the required criteria.

(f) That the proposed development or use does not have an adverse impact on existing or proposed drainageways including flow disruptions, flooding, contamination or erosion and required drainage facilities are provided that have the capacity to serve the proposed development or use.

ANALYSIS: Crooks Creek is located on the southern portion of the property. The structure is proposed on the southern portion of the development, about 250 feet from the southern boundary, or about 150 feet from Crooks Creek. Section 5.118 requires a 15-foot setback from non-fish bearing streams. The proposed structure is outside this setback as shown on the site plan.

FINDING: Based on the analysis above, the project meets the required criteria.

(g) That the proposed development will not have an adverse impact, potential hazards or nuisance characteristics as identified in Section 2.140, Item 21 of the Application Site Plan consistent with the standards of the Zoning District and complies with the applicable standards of all regulatory agencies having jurisdiction.

ANALYSIS: Section 2.140 Item 21 explains that the Applicant is required to identify any emissions that may result from the application. In this case, no emissions are anticipated from the storage of plywood.

FINDING: Based on the analysis above, the project meets the required criteria.

(h) That the proposed development or use does not conflict with the standards of other regulatory agencies having jurisdiction.

ANALYSIS: Staff transmitted the project to several different agencies for review. At the time this staff report was published, Albany Planning and the Millersburg City Engineer indicated that they have no comments. No other comments were received indicating any conflicts with standards of other jurisdictions.

FINDING: Based on the analysis above, the project meets the required criteria.

IV. STANDARDS

The proposed design complies with all the specifications and design requirements of Chapter 4, specifically the LI zone setbacks, and Chapter 5, Development Standards. The following analysis summary is provided for items that required additional explanation and/or additional conditions of approval to show clear consistency:

SECTION 5.118 DRAINAGEWAY SETBACKS

All other intermittent drainageways and watercourses shall have a minimum setback that includes the vegetative fringe, top of bank or a minimum 15 feet from the center of the drainageway whichever is greater. Additional setbacks are required for riparian areas, wetlands and floodplains as identified in Sections 7.100, 7.200 and Section 7.300.

ANALYSIS: Crooks Creek is located on the southern property line of the project site. The creek is non-fish bearing and considered ephemeral. The existing project does not feature any structures in the setback.

FINDING: Based on the analysis above, the project meets the standard.

V. CITY OF MILLERSBURG COMPREHENSIVE PLAN

City of Millersburg Comprehensive Plan

The City of Millersburg Comprehensive Plan implements the 19 State Goals. Based on staff review, the project is consistent with all goals and policies of the Comprehensive Plan. The following are *relevant and pertinent* policies from the Comprehensive Plan.

Chapter 9.5- Industrial Uses

Policy 10- Utilization of natural features and landscaping as screening buffers, to reduce the impact of industrial developments on the community shall be encouraged.

ANALYSIS: The project site does not connect to a street. Private easements are used to provide access to the property. The development is not located near any residential areas. As such, no screening or buffers are proposed.

FINDING: Based on the analysis above, the project is consistent with the Policy.

VI. RECOMMENDATION

Based on the above findings of fact, and the conditions of approval, the proposed project satisfies the applicable criteria and staff recommends the Planning Commission approve Application No. SP 18-04 pursuant to the conditions of approval listed below.

VII. ALTERNATIVE RECOMMENDATION

Should the Planning Commission elect not to approve the proposed development, they could continue the item for further discussion or deny the application citing the specific criteria not satisfied by the application.

VIII. CONDITIONS OF APPROVAL

General Conditions:

1. This land use approval shall substantially comply with the submitted preliminary site plans and elevations included as Exhibit C and D, except as indicated in the following conditions. Additional development or change of use may require a new development application and approval.
 2. All required public improvement plans shall be approved by the City prior to beginning construction. All utilities shall remain uncovered until inspected and approved by the City. All required public improvements shall be completed and approved by the City prior to construction.
-

IX. NOTICES TO THE APPLICANT

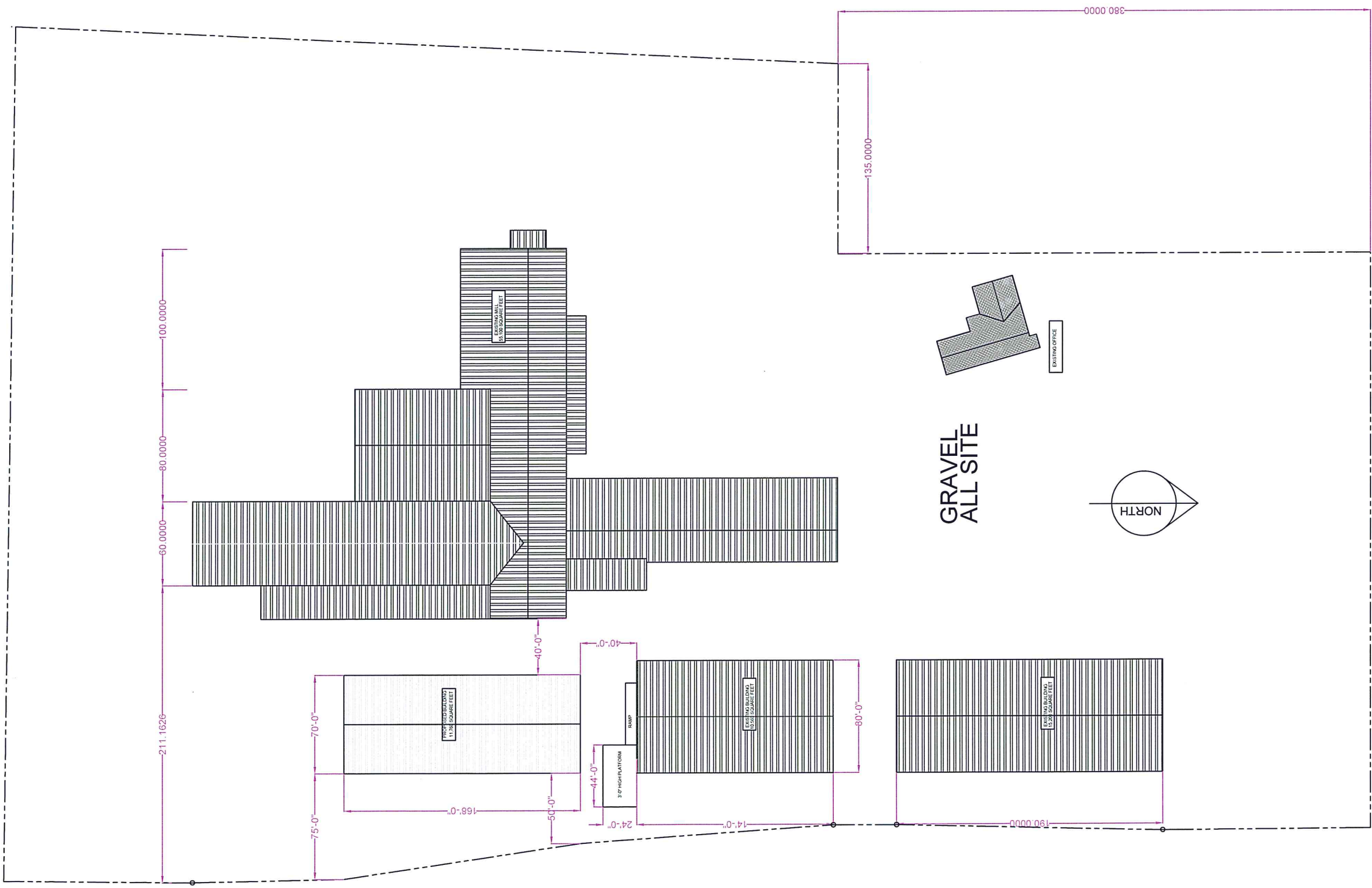
The Applicant should also be aware of the following standards and processes that are required for development. These are not part of the decision on this land use case and are provided as a courtesy to the Applicant. Please contact City Hall with any questions.

1. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
2. The developer is responsible for all costs associated with any remaining public facility improvements and shall ensure the construction of all public streets and utilities within and adjacent to the tentative map as required by these conditions of approval, to the plans, standards, and specifications of the City of Millersburg.
3. **This approval is valid for a period of one (1) year from the date of the decision notice.** Extensions may be granted by the City as afforded by the Millersburg Development Code.
4. The continual operation of the property shall comply with the applicable requirements of the Millersburg Development Code.
5. Placement of construction trailers on the subject property shall require a Temporary Use Permit per Section 6.164 of the Millersburg Development Code.
6. This approval does not negate the need to obtain permits, as appropriate from other local, state, or federal agencies, even if not specifically required by this decision.
7. Retaining walls within public easements or the public right-of-way shall require engineering approval. Retaining walls with a height of 4 feet or higher located on private property will require a permit from the building department.
8. The Applicant shall comply with the fire protective standards administered by the Linn County Building Official and the Albany Fire District. Hydrant and turnaround locations shall be provided by the Applicant and approved by the Albany Fire District and the City.

9. In the event there is engineered fill on any public roads or lots, the Applicant's soils engineer and testing lab shall obtain and record compaction tests and submit results for the review and approval of the City Engineer.
10. Decks, fences, sheds, building additions, and other site improvements shall not be located within any easement unless otherwise authorized in writing by the City Engineer.
11. Dust shall be controlled within the development during construction and shall not be permitted to drift onto adjacent properties.
12. Noise shall be kept at the minimum level possible during construction. The developer shall agree to aggressively ensure that all vehicles working in the development shall have adequate and fully functioning sound suppression devices installed and maintained at all times.
13. All construction sites shall be maintained in a clean and sanitary condition at all times including construction debris, and food and drink waste. All waste shall leave the construction site through proper disposal containers or construction fencing enclosures. Failure to comply with this condition may result in a "Stop Work" order until deficiencies have been corrected to the satisfaction of the City.

X. EXHIBITS

- A. Zoning Map
- B. Vicinity Map
- C. Applicant's Site Plan and Description
- D. Elevations
- E. Albany Planning Email dated June 21, 2018
- F. City Engineer memo dated September 3, 2018
- G. Public Hearing Notice



Consulting Engineers
 Structural Design
 Structural Evaluation
 Forensic Engineering
 Plan Review Consultant

Project Name and Address:
 PLYWOOD SOLUTION
 6155 NE OLD SALEM ROAD
 ALBANY OREGON

Revised: Sheet:
Project No.: 1
Date:
Scale:

***Plywood Solutions Inc.
6523 N.E. Old Salem Rd
Albany, Oregon 97321***

Phone 541-497-6272 Fax 541-928-1432

Date: August 14, 2018

Dear Matt,

Thank you for taking the time out of your day to review our application regarding our request for a new structure at Plywood Solutions, Inc. Currently this property is owned by Dave Harms, who also owns SWS Manufacturing Co.

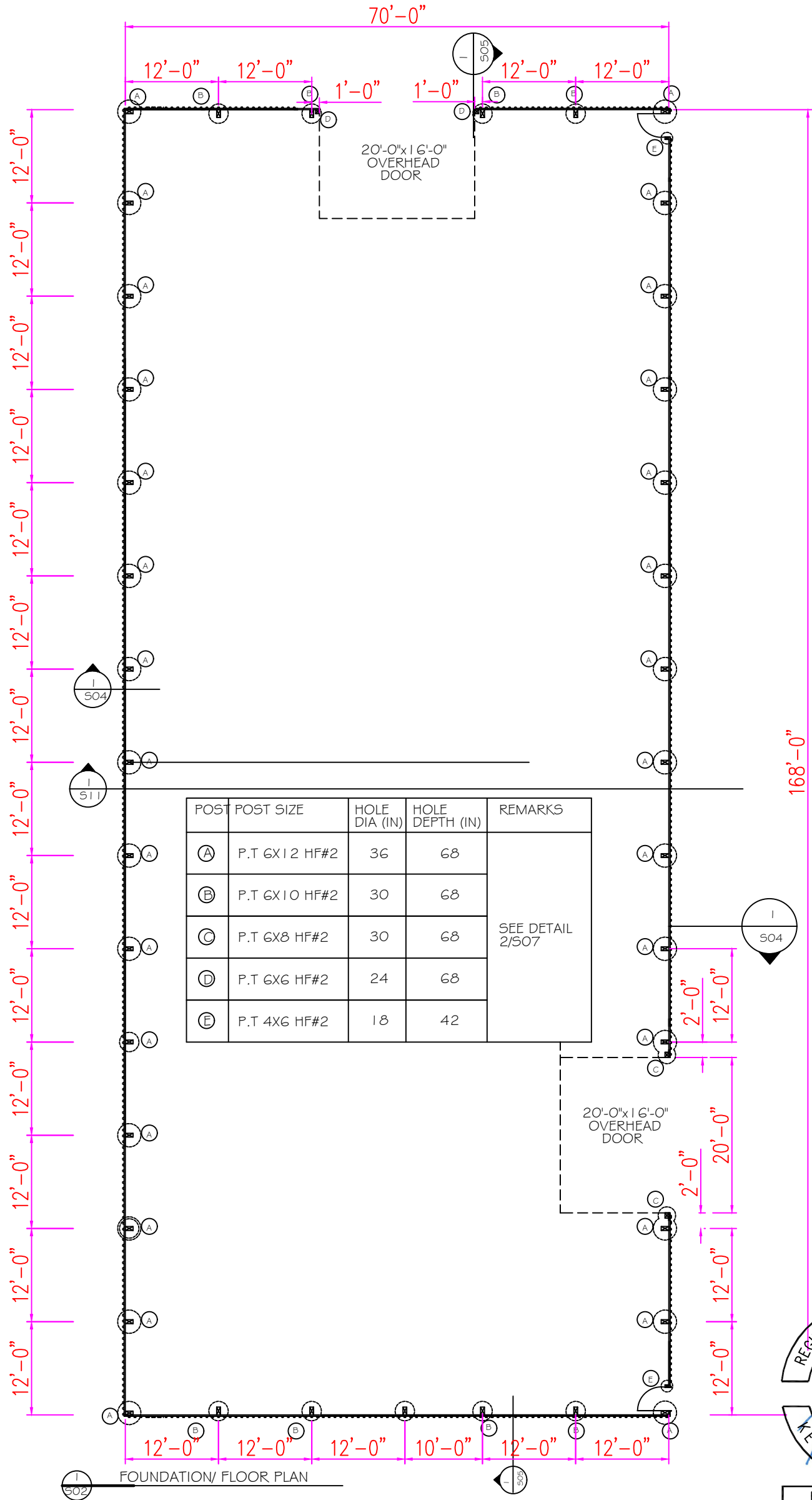
The structure we would like to build is for storage. I am sending a copy of the plans which have been drawn up by Consulting Engineers along with this letter to explain our project. Our easement is across the property at Love's Truck Stop. The property is landlocked from Old Salem Road; however, we have legal access adjacent to Love's Truck property which is paved. We don't anticipate additional employees from this project. This building will allow us to store more material for our use as well as current customers.

The elevation of this structure is on a flat single parking lot area. We are currently using two loading docks in order to load customer materials from an additional warehouse. The new structure will not have any pits or loading docks attached. We believe this structure complies with zoning and city ordinances. We are not anticipating any adverse impact on any adjacent properties. There will be a small amount of exterior and interior lighting as needed for any warehouse. No signage of any kind is planned. There is no water or wastewater being used on this new building and all drainage from the building will be going into currently used catch basins which are pre-existing. There will be use of forklifts in the new building for loading and unloading material; however, we do not feel it should create any nuisance or changes. The proposed new structure should have no conflict with any regulatory agencies.

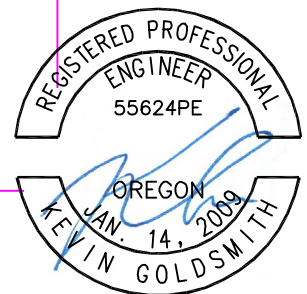
If you have any other questions please feel free to call or contact me, @ 541-990-7770 or coryb@peak.org.

Thank You,

Cory Baker




POST	POST SIZE	HOLE DIA (IN)	HOLE DEPTH (IN)	REMARKS
(A)	P.T 6X12 HF#2	36	68	SEE DETAIL 2/507
(B)	P.T 6X10 HF#2	30	68	
(C)	P.T 6X8 HF#2	30	68	
(D)	P.T 6X6 HF#2	24	68	
(E)	P.T 4X6 HF#2	18	42	



EXPIRES: 6/30/19

FOUNDATION/ FLOOR PLAN

Consulting Engineers

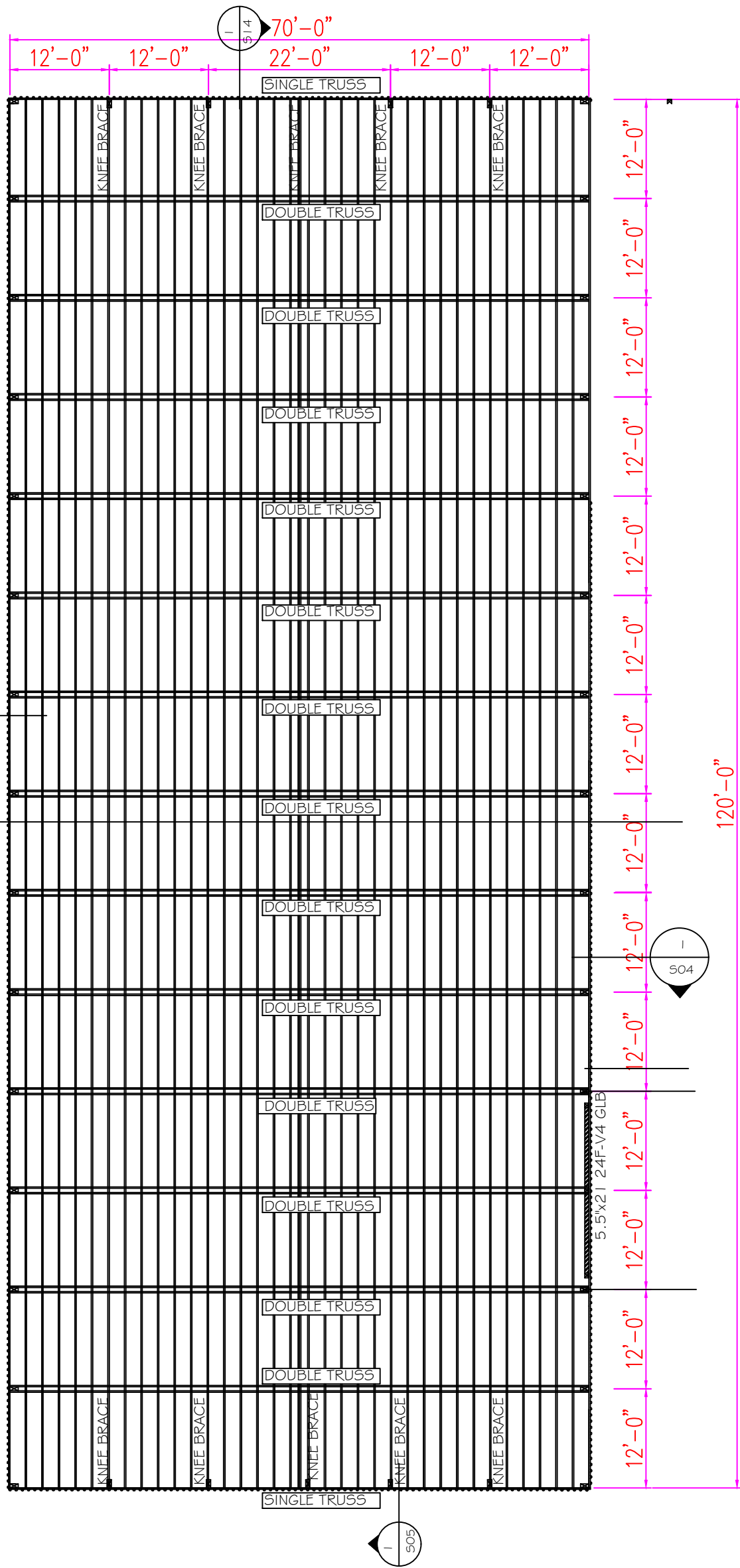


Structural Design
Structural Evaluation
Forensic Engineering
Plan Review Consultant

Project Name and Address:
70'-0"x168'-0"x21'-0"
PLYWOOD PLANT
MILLERSBURG, OREGON
BAKER CONSTRUCTION, JEFFERSON
OREGON

Revised:	Sheet:
Project No.:	S02
Date:	
Scale:	

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PLAN NOTES:

1. ROOF RAFTERS: 2X6 @ 24" O.C
2. 29 GAGE WALL AND ROOF SHEATHING ATTACHED TO FRAMING PER S08.
3. 15 LBS FELT



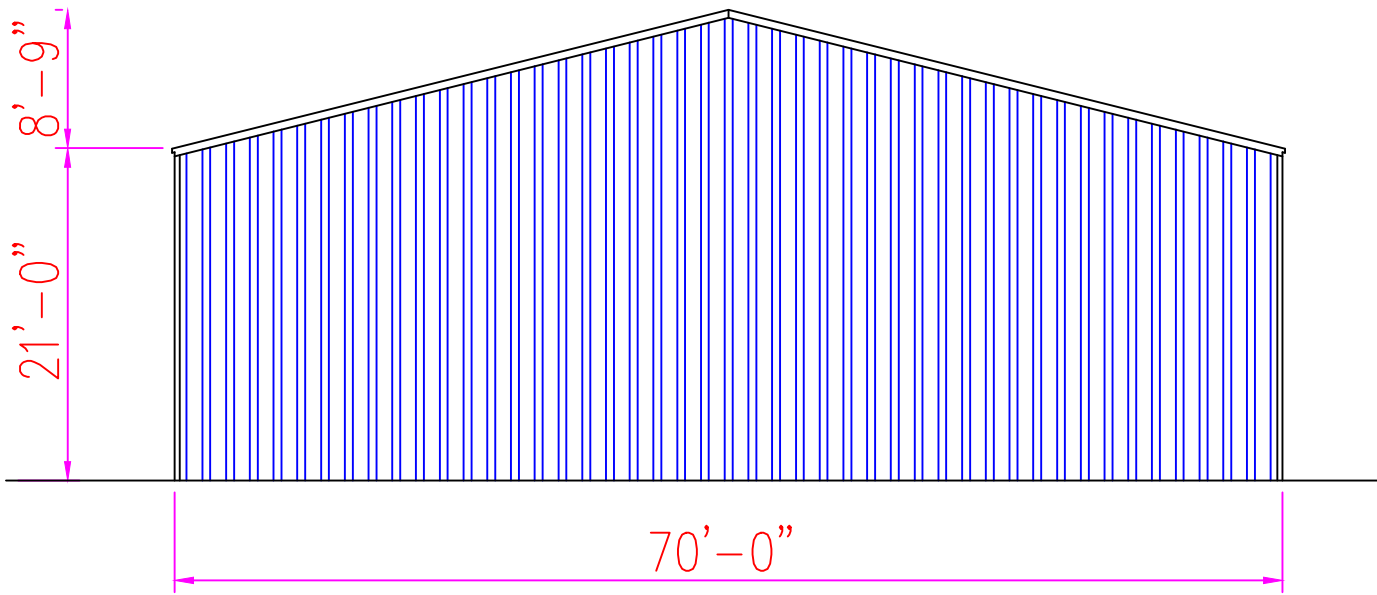
1/503 ROOF FRAMING PLAN

Consulting Engineers
 Structural Design
 Structural Evaluation
 Forensic Engineering
 Plan Review Consultant

Project Name and Address:
 70'-0"x168'-0"x21'-0"
 PLYWOOD PLANT
 MILLERSBURG, OREGON
 BAKER CONSTRUCTION, JEFFERSON OREGON

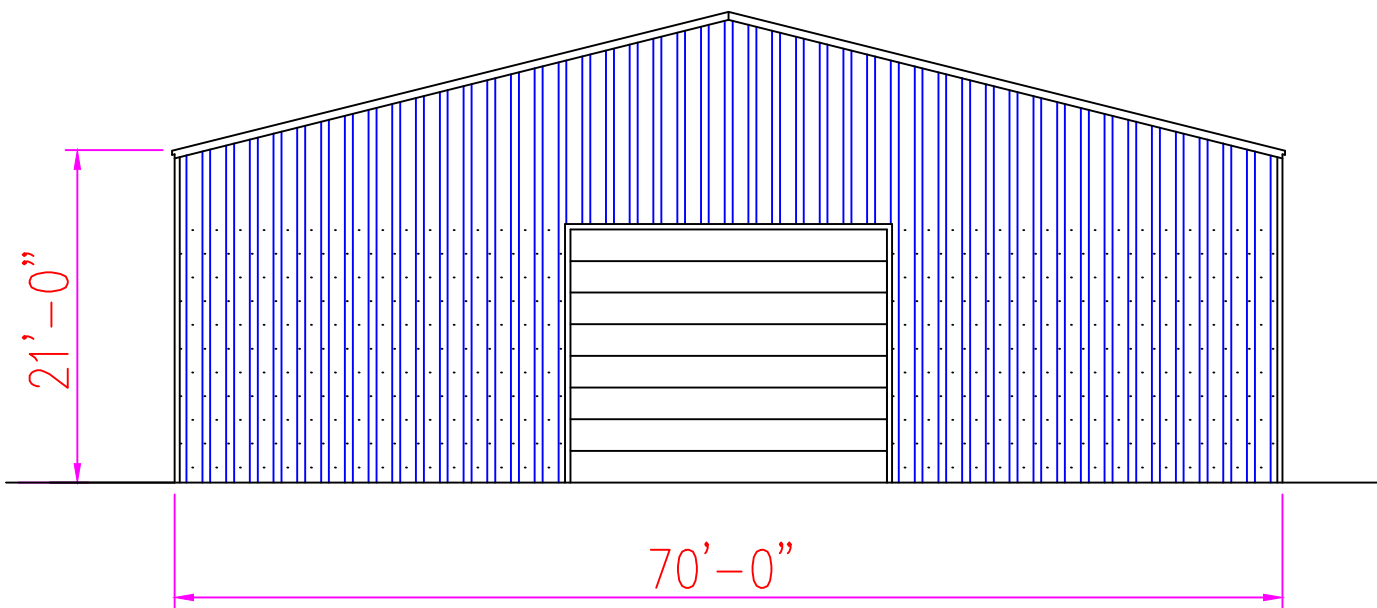
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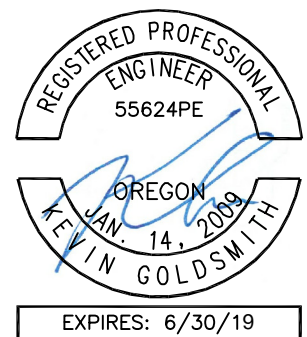


① NORTH ELEVATION


NOTE:
 STITCH THIS WALL ONLY PER S08



② SOUTH ELEVATION



Consulting Engineers



Structural Design
 Structural Evaluation
 Forensic Engineering
 Plan Review Consultant

Project Name and Address:
 70'-0"x168'-0"x21'-0"
 PLYWOOD PLANT
 MILLERSBURG, OREGON
 BAKER CONSTRUCTION, JEFFERSON
 OREGON

Revised:	Sheet:
Project No.:	S10
Date:	
Scale:	

FW: Agency review request for SP 18-04

✖ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ⋮



North, Travis <Travis.North@cityofalbany.net>

Mark as unread

Tue 8/21/2018 11:47 AM

To: Matt Straite;

📎 3 attachments

Agency Notice.pdf

revised drawings.pdf

SP 18-04 Si~.pdf

Download all

[Bing Maps](#)

+ Get more apps

Hi Matt,
The City of Albany Planning Division has no comment on the proposed project.
Thank you.
Travis.



Travis North

Planner I
541-791-0176 desk

Community Development

City of Albany, Oregon
333 Broadalbin St SW, Albany, Oregon 97321
www.cityofalbany.net



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From: O'Neil, Edie
Sent: Monday, August 20, 2018 1:53 PM
To: Planners <Planners@cityofalbany.net>
Subject: FW: Agency review request for SP 18-04

Edie O'Neil

PW Contracting Assistant

TO: Matt Straite, City Planner

FROM: Janelle Booth, Millersburg City Engineer

DATE: September 3, 2018

SUBJECT: PA 18-04 Plywood Solutions - Engineering Comments

Engineering has reviewed the above project and has no comments.



NOTICE OF PUBLIC REVIEW
September 18, 2018, 7:00 p.m.
City Council Chambers
4222 Old Salem Road NE,
Millersburg, Oregon, 97321

The **MILLERSBURG PLANNING COMMISSION** will hold a Hearing at the above time and place to consider the request described below. The request may be heard later than the time indicated, depending on the agenda schedule. Interested parties are invited to send written comment. Failure of an issue to be raised or failure to provide sufficient specificity to afford the Commission an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

The application, all documents and evidence submitted by or on behalf of the applicant and the applicable criteria are available for inspection at no cost or copies are available for a minimal cost. A staff report relating to the proposal will be available seven (7) days prior to the public hearing. For further information, contact Millersburg City Hall at (541) 928-4523.

- APPLICANTS:** Cory Baker- Baker Construction
- LOCATION:** 6523 Old Salem Road
- TAX LOT:** Township 10 South; Range 3 West; Section 16; Tax Lot 00500.
- PARCEL SIZE:** 12.36 Acres.
- ZONING:** Limited Industrial (LI)
- REQUEST:** The applicant is proposing to add a 70 x 168 pole-barn style building, about 30 feet high, for storing plywood to the existing approved plywood mill. No habitable space is proposed within the structure.
- CRITERIA:** Millersburg Development Code; Section 2.400(2)
- FILE No.:** SP 18-04

The location of the Meeting is accessible to the disabled. If you need any special accommodations to attend or participate in the meeting, please notify City Hall twenty-four (24) hours before the meeting. For further information, please contact City Hall at (541) 928-4523.

Vicinity Map



This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain usability of the information.



MEMO

Date: September 10, 2018

To: Planning Commission

From: Matt Straite

RE: Additional Information and Conditions for Agenda Item E.1, SP 18-04

The Albany Fire Department has submitted comments after the publication of the staff report. The comments are attached.

Albany Fire's comments generally apply to the site regarding fire access and water availability. Additional detail will need to be provided to Albany Fire prior to completion or use of the structure. However, the applicant has indicated a need to pour the foundation prior to the start of the rainy season, as such, we are proposing a condition of approval below that will be tied to final inspection of the structure, not the building permit, thus allowing the applicant to complete the foundation faster while still meeting the Fire Department's needs prior to the use of the structure.

Proposed condition of approval:

Prior to final inspection of the structure, the applicant shall provide the City with a clearance letter (or email) from the Albany Fire Department indicating that all comments in the September 6, 2018 letter are addressed to the satisfaction of the Fire Department.



TO: Matt Straite, City Planner
FROM: Lora Ratcliff, Senior Deputy Fire Marshal
DATE: September 6, 2018
SUBJECT: 6523 Old Salem Rd, Millersburg – New 11,760 Sq Ft Plywood Storage Building– Albany Fire Department Comments

The fire department has reviewed the above project for conformance to the 2014 Oregon Fire Code (OFC) per your request and has the following comments:

1. **These comments apply to only NEW structures, not existing ones.**
2. Approved fire apparatus roadways must extend to within 150 feet of all exterior portions of any structure that will be built on the property as measured by an approved route of travel around the exterior of the structure. (OFC 503.1.1)

Designated fire apparatus access roads must be identified on future proposals to include annotations showing how fire fighters will access the exterior of the proposed buildings.
3. Dead-end fire apparatus roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus (OFC 503.2.5 and D103.4)

Designated fire apparatus turnarounds must be identified on future proposals.
4. The fire apparatus roadways for this project are required to be provided and maintained at a minimum of 20 feet wide of improved surface and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1) Buildings or portions of buildings or facilities exceeding 30 feet in height above the average grade plane of the building shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus at a minimum unobstructed width of 26 feet wide of improved surface. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building and shall be positioned parallel to one entire side of the building. (OFC D105)
5. Private fire apparatus access roadways shall be permanently marked “NO PARKING—FIRE LANE” using a combination of “YELLOW” painted curbing and approved signs spaced along the road edge as follows: (OFC 503.3 & Appendix D 103.6)
 - Roads 20 to 26 feet in width – Posted both sides at 50-foot intervals
 - Roads more than 26 feet in width – Posted on one side (as approved) at 50-foot intervals
The plans submitted for this review do not identify where or how this marking will be provided. Future plans shall identify all private fire apparatus access roads and the marking to be provided.
6. Turning radii for all fire apparatus access roads shall be provided and maintained at no less than 30 feet inner and 50 feet outer (OFC 503.2.4 & Appendix D 103.3)

Future plans shall be annotated to show the turning radii of all private fire apparatus access roadways and pathways.
7. The road surface for all private fire apparatus access roads shall be all weather and capable of supporting an imposed load from fire apparatus of at least 75,000 pounds as verified by a qualified State of Oregon licensed design professional. (OFC 503.2.3 & Appendix D, 102.1). The Designer of Record shall provide written certification to the Fire Department upon completion of all private access road construction.

The Albany Fire Department does not accept the use of Grasscrete, Geoblock or other engineered surface pavers that allow for grass to grow up through the pavers to meet the requirement as an all-weather surface.

Future plans shall illustrate how this design will be achieved and identify that the certification requirement will be met.

8. This proposed project is located within a “Protected Area” as defined by Oregon Fire Code (OFC) Appendix B, Section B102 and this area is currently served by a public water system. The Fire Flow required for shall be as specified in Appendix B of the fire code. (OFC 507.3)

Future submittals shall include documentation showing the calculation of the fire flow demand for this building in accordance with Appendix B of the Oregon Fire Code.

9. The location and spacing requirements for fire hydrants are based on four project-specific criteria:
- The distance from the most remote exterior point of the building(s) to the closest available fire hydrant.
 - The calculated “fire flow” of the proposed building(s)
 - The spacing of the existing fire hydrants along the public and private fire apparatus roads serving the property.
 - The location of new required public or private fire apparatus access roads located adjacent to the proposed building(s) to be constructed.

The requirements for fire hydrants for this proposed project will be based on the following requirements:

- a. Fire hydrant location: All portions of buildings constructed or moved into the City shall be located within 400 feet (600 feet for fire sprinkler-protected buildings) of a fire hydrant located on a fire apparatus access road using an approved route of travel. (OFC 508.5.1)

The proposal does not meet this criterion. The nearest hydrant is on Old Salem, approximately 1,800 feet from the proposed structure.

- b. Required hydrants based on the required fire flow as calculated in accordance with OFC 503.7 and OFC Appendix B. The minimum number of fire hydrants is determined by OFC Table C105.1.
- c. Required fire hydrant spacing will be based upon your required fire flows as determined by OFC Appendix C105.1 and Table C105.1. Please note that dead end roads require a reduced spacing.
- d. Fire hydrant spacing along new/required fire apparatus access roads. In addition, OFC Section C103.1; requires the placement of additional hydrants along all of your required fire access roads that are adjacent to any proposed building (and any future additions) and circulating through your private property with spacing requirements per Appendix C 105.1. (See 2009 ICC Commentary, Appendix C-1, Section C103.1).

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September 6, 2018

10. All fire hydrants shall be provided with approved STORZ fittings (C 102.1). Private fire hydrants shall be painted WHITE and maintained by the property owner in accordance with NFPA Standard #25. Public fire hydrants shall be painted in accordance with Public Works Department Standards. All hydrants and fire department connections shall be located out of the collapse zone (1.5 times the height of the building. E.g.: 50' building x 1.5 = 75')
11. IF FIRE SPRINKLERED: Location of any Fire Department Connections (FDCs) that may serve any fire sprinkler system(s) protecting your buildings shall be installed at a location approved by the Albany Fire Department and shall be provided with approved STORZ fitting. The FDC shall be located near the site entrance as not to obstruct subsequent arriving fire apparatus and within 40 feet of a fire hydrant (public fire hydrants whenever possible) and at least 1 ½ times the height of the building away from the structure, to be outside the collapse zone. (OFC 903.3.7 and Albany Fire Department requirements)
12. IF FIRE SPRINKLERED: The Fire Department requests that the buildings for this project be provided with an exterior accessible room or rooms that will provide direct access to any fire sprinkler system risers. The main Fire Alarm Control Panel (FACP) should be located in one of these rooms, with these rooms sized to accommodate all of the fire protection equipment and two fire fighters. Fire sprinkler and fire alarm coverage zone diagrams should be mounted to the walls, with these rooms sized to provide a minimum of 3 feet walking clearance to this fire protection equipment.
13. IF FIRE SPRINKLERED OR FIRE ALARMED: All buildings shall be provided with an approved fire department key box mounted at a location to be approved by the Fire Department at the time of your Building Permit submittal review. (OFC 506)
14. Your Civil Site Plan submittal for all future Planning and Building permit approval shall show fire protection details as required on the "Fire Site Plan Submittal Checklist" located on the City of Albany's web site at:
http://www.cityofalbany.net/images/stories/cd/devcenter/forms/fire_site_plan_review.pdf

A copy of this checklist is included with these comments.

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Albany Fire Department
Fire Site Plans for Commercial & Multi-family Residential Development



Fire Site Plan Submittal Checklist – New Construction/Additions

Contact Albany Fire Department with questions – 541-917-7700

Note: This checklist and the listed plan sheets as identified are required to be submitted with all building permit applications for commercial and multi-family residential development consisting of new building construction and building additions; and, changes to site access, private fire hydrants and/or parking lot layouts/configuration.

GENERAL SUBMITTAL REQUIREMENTS

- Plan sheets labeled “FD-1, FD-2...FD-n”, etc. Yes
- Plan sheets with drawings properly scaled? Yes

GEOGRAPHIC (GIS) REFERENCE INFORMATION (Sheets FD-1 and FD-2 only)

- All site plan information geographically referenced to:
NAD_1983_HARN_StatePlane_Oregon_North_FIPS_3601_Feet_Intl? Yes N/A (Interior-only remodel)
- Location of property lines and “North” directional arrow? Yes

FIRE ACCESS AND WATER SUPPLY SUMMARY PLAN (Sheet FD-1)

- All new and existing public/private fire hydrants on and/or within 600’ of the site? Yes (Scale not to exceed 1”=100’)
- All public and private access roads on or directly serving the site, to include roads with fire hydrants as noted above. Yes
- All new and existing building footprints on the site. Yes

FIRE SITE PLAN (Sheet FD-2) Scale not to exceed 1”=50’

Building Location and Features (New and any existing buildings to remain on site)

- Exterior walls, interior fire walls, interior enclosed/exterior stairways, elevator shafts and their fire-resistive rating (if any)? Yes (Show only exterior wall locations of existing buildings)
- Location of all roof projections/overhangs from exterior walls? Yes N/A
- Location of roof surfaces > 30 feet above “Building Grade Plane”. Yes N/A
- Location of building entry/egress points and loading doors/docks? Yes
- Location of building Knox Key Box? Yes N/A – No fire alarm/ fire suppression system, Hazmat or mixed commercial/residential use.
- Locations of all exterior trash/recycling enclosures/collection sites? Yes N/A – Only interior collection room(s) provided.
- Location of all exterior utility meters/shut-offs (Nat. gas, Electric). Yes N/A – All utility meters are located inside.
- Premises address signage location identified? Yes No – Site monument sign provided

Water and Fire Hydrants

- All existing public/private fire hydrants on and immediately adjacent to the site? Yes (May require a separate sheet to show offsite fire hydrants for scaling purposes)
- New fire hydrants provided along required access roads? Yes Only roads adjacent to buildings (OFC Appendix C)
- Most hydraulic remote private hydrant: Annotate with design flow Yes N/A (Show Static psi and GPM at 20 psi)
- All new/existing private fire water service mains and control valves Yes N/A
- Location of building Fire Department Connection(s) (FDC)? Yes N/A – Not protected with a fire sprinkler system

Access and Roadways

- Extent of fire access roadway(s) and any adjacent parking areas/width provided clearly shown? Yes Use 20% shading/gradient to identify private fire access road width, excluding adjacent parking.

Note: Fire apparatus roadways are required to be provided at a minimum of 20 feet wide of improved surface. Buildings or facilities where the vertical distance between the grade plane and any portion of the roof surface exceeds 30 feet required to be provided at a minimum of 26 feet wide of improved surface for fire department aerial apparatus. At least one of the required access routes adjacent to the building as selected by the fire department meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building.

**Albany Fire Department
Fire Site Plans for Commercial & Multi-family Residential Development**



FIRE SITE PLAN SHEET FD-2 [Continued]

- Turning radii, including the associated center points and their arcs for each turn? Yes N/A – Private fire access roads not required.
- Road surface width and clearance height to overhead projections? Yes N/A – Interior improvements not impacting fire department access to the site.
- Annotations showing fire access roads located within 150' hose pull distance of exterior of all structures? Yes No (Mitigation proposed via AM&M)
- Walkable surfaces to required building openings shown? Yes
- Location of vehicle parking and loading/unloading zones Yes N/A

Fire Lane Identification

- YELLOW curbs are identified with bold or dashed lines or otherwise clearly annotated? Yes N/A (No curbs. Signs provided)
- Location of each "Fire Lane—No Parking" sign shown? Yes N/A (YELLOW curbs with lettering provided)

Gates and other Obstructions

- Location of all gates, fences, road bollards and planters? Yes
- Vehicle gates identified as manual or electric? Yes N/A – No gates proposed.
- Pedestrian gate provided adjacent to electric vehicle gate Yes N/A – No gates or manual gate provided.
- Emergency use-only vehicle gates have "No Parking" sign noted? Yes N/A – No manual gates proposed.
- Gate-required Knox key boxes/locks/switches are noted on plans? Yes N/A – No gates proposed.

Other Site Information

- Premises ID/address monument location? Yes N/A (Address signage provided on buildings)
- Buildings >75' to highest occupiable floor called out? Yes N/A (No high-rise structures)
- Location and identity of all exterior aboveground storage tanks, private utility equipment (e.g. cell phone towers), non-vehicle storage areas or process equipment locations? Yes N/A
- Fire access/hydrant phasing plan provided? Yes N/A (No phasing of access/hydrant installation)

PROJECT FIRE DETAILS (Sheets FD-3 through FD-n as needed)

- Vehicle gate detail drawings included on plan? (Include locking arrangement) Yes N/A (No gates)
- Road and walkway grades >10% shown on plan? Yes N/A (Grade <10%)
- Detail drawings of YELLOW curbs/"No Parking signs provided? Yes N/A – No onsite private fire access roads.

PROJECT SUPPORTING DOCUMENTS

- Alternate Materials and Methods request letter. Yes N/A (No alternate methods proposed)
- Fire Flow Calculation Form, to include required fire hydrant spacing required and proof of adequate water availability from water provider? Yes N/A (Only for new building, building additions or changes in use) See OFC Appendix B
- Engineer's certification letter that required new/improved roads are an all-weather surface that will accept 75,000 GVW? Yes N/A (No new road/existing road improvements)
- AFD vehicle gate notes/specifications included on plan? Yes N/A (No gates)
- Copy of the County recording on the parcel of any emergency vehicle access easements shown on the plans? Yes N/A (No emergency vehicle access easements required/provided)
- Copy of the County recording on the parcel of any fire suppression water supply requirement alternative? Yes N/A (No alternative required)

NOTE: This is only a listing of basic fire site plan submittal requirements. Other information or requirements may be necessary depending on conditions specific to each project.