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**Rules of Conduct for Public Meetings**

No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting. Microphones will be muted, and webcams will be turned off for remote participants unless called upon to speak or during public comment period.

Persons shall not comment or testify without first receiving recognition from the presiding officer and stating their full name and city of residence.

During public hearings no person shall present irrelevant, immaterial, or repetitious testimony or evidence.

There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting. If online participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off. If disruption continues, the participant(s) will be removed from the meeting.

**PLANNING COMMISSION PUBLIC HEARING**

Millersburg City Hall  
4222 NE Old Salem Road, Millersburg, OR 97321  
September 5, 2023 @ 6:00 p.m.

Planning Commission meetings are in-person. Remote access continues to be available. Instructions for joining are at <https://www.cityofmillersburg.org/bc-pc/page/planning-commission-public-hearing-4>. If you need additional support, please contact City Hall prior to 5:00 p.m. on Monday, September 4, 2023.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1167491335>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 749 1335

A. CALL TO ORDER

B. ROLL CALL

C. MEETING MINUTE APPROVAL

- 1) Approval of August 1, 2023, Planning Commission Minutes  
Action: \_\_\_\_\_

D. PUBLIC HEARING

**FILE No.:** SP 23-02, CUP 23-01, LA 23-01

**SP 23-02.** The Site Plan Review proposes an expansion of the existing truck service center located at 5801 NE Old Salem Road, from the current 12,000 square feet to 60,850 square feet total, and an all new 112,320 square foot warehouse/ light industrial structure.

**CUP 23-01.** A Conditional Use Permit is requested because both proposed uses are listed as conditional uses in the Light Industrial Zone (truck repair and truck sales).

**LA 23-01.** A Property Line Adjustment is proposed to adjust the line that is currently between the lots so that each building is on its own lot. Lot 1 is proposed to be 608,565 square feet and lot 2 is proposed to be 375,649 square feet. Access easements are proposed for lot 2 to have access to the street.

E. PLANNING COMMISSIONER YEARS OF SERVICE RECOGNITION – Anne Peltier

F. PLANNING UPDATE

G. ADJOURNMENT

Upcoming Meeting(s):

<https://www.cityofmillersburg.org/calendar>



**PLANNING COMMISSION PUBLIC HEARING MINUTES**  
**4222 NE Old Salem Road**  
**Millersburg OR 97321**

August 1, 2023

6:00 p.m.

A. CALL TO ORDER: Vice-Chair Wil Canate called the meeting to order at 6:00 p.m.

B. ROLL CALL:

Members Present: Vice-Chair Wil Canate, Commissioners Monte Ayers, Jerry Horn, Doug Iverson, Alex Patterson, Ryan Penning and Caryl Thomas

Staff Present: Matt Straite, Community Development Director; Sheena Dickerman, City Recorder; Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; and Margaret Gander-Vo, City Attorney

C. MEETING MINUTE APPROVAL

**6:00 p.m.**

**ACTION: Motion to Approve the June 6, 2023, minutes as written, made by Commissioner Monte Ayers; seconded by Commissioner Alex Patterson.**

Vice-Chair Wil Canate: Aye  
Commissioner Monte Ayers: Aye  
Commissioner Jerry Horn: Aye  
Commissioner Doug Iverson: Aye  
Commissioner Alex Patterson: Aye  
Commissioner Ryan Penning: Aye  
Commissioner Caryl Thomas: Abstained

**Motion Passed: 6/0/1 abstained.**

D. INTRODUCTION OF NEW COMMISSIONER

**6:01 p.m.**

Vice-Chair Wil Canate welcomed new Planning Commissioner Jerry Horn to the Planning Commission.

E. ELECTION OF NEW COMMISSIONER

Canate opened nominations up for Chair. He announced that he was willing to chair until he moves.

**ACTION: Motion to nominate Wil Canate as Chair, made by Commissioner Doug Iverson; seconded by Commissioner Caryl Thomas.**

Vice-Chair Wil Canate: Aye  
Commissioner Monte Ayers: Aye  
Commissioner Jerry Horn: Aye  
Commissioner Doug Iverson: Aye  
Commissioner Alex Patterson: Aye  
Commissioner Ryan Penning: Aye

Commissioner Caryl Thomas: Aye  
**Motion Passed: 7/0**

**ACTION: Motion to nominate Doug Iverson as Vice-Chair, made by Commissioner Doug Iverson; seconded by Commissioner Monte Ayers.**

Vice-Chair Wil Canate: Aye  
Commissioner Monte Ayers: Aye  
Commissioner Jerry Horn: Aye  
Commissioner Doug Iverson: Aye  
Commissioner Alex Patterson: Aye  
Commissioner Ryan Penning: Aye  
Commissioner Caryl Thomas: Aye

**Motion Passed: 7/0**

Canate recessed the Planning Commission meeting at 6:04 p.m.

F. PUBLIC HEARING – HISTORIC COMMITTEE

**File No. HI-23-01**

The proposal consists of adding a Historical Property Overlay Zone (HPO) to the historic structure/property at 38794 NE Morningstar Road, also known as the Morningstar Grange.

Community Development Director Matt Straite explained the Planning Commission also is the Historic Committee. He said this is the first Historic Committee meeting and likely the last as it will become a Historic Commission later.

Chair Canate opened the Historic Committee public hearing at 6:04 p.m.

City Recorder Sheena Dickerman read the meeting procedures disclosure statement.

No commissioners had a conflict of interest, ex parte contact, or abstained from participating.

No one challenged the commission.

Straite explained that the meeting is required by the State to meet Goal 5. He explained that the City Council had predesignated the Planning Commission to act in the capacity of the Historic Committee. This may be the only meeting as the Historic Committee as there is a proposal to change it from Committee to Commission.

Straite went through the staff report and explained the uniqueness of the Historic Overlay Zone. The property is located in the northern part of the City on Morning Star Road. It is reviewed under Article 2 of the Development Code. Article 2 does not require that every criteria be met.

Straite explained that the overlay would add extra processes and criteria for any demolition, exterior alterations, and new construction. The Morning Star Grange (Grange) needs the local historic designation to have access to grants.

Straite shared that the Grange was purchased in 1901 for \$85. The Grange hosts many community and seasonal events. The grange was organized to assist the agricultural community.

Straite highlighted each criteria from the staff report.

Chair Wil Canate asked if there was any adverse history associated with the Grange. Straite didn't know. Commissioner Jerry Horn commented that the Grange was established in 1901 after Oregon abolished slavery.

Commissioner Doug Iverson asked if the overlay would cause a tax burden. Straite replied no.

Commissioner Alex Patterson asked if what would happen if it was listed for sale. Straite explained that there are lots of requirements if the Grange decides to sell or demolish.

The applicant was not in attendance.

No one from the public wanted to speak either for or against it.

Chair Canate closed the public hearing at 6:26 p.m.

**ACTION: Motion that the Historic Committee recommends approval of application HI-23-01 to the City Council, made by Commissioner Doug Iverson; seconded by Commissioner Monte Ayers.**

Vice-Chair Wil Canate:	Aye
Commissioner Monte Ayers:	Aye
Commissioner Jerry Horn:	Aye
Commissioner Doug Iverson:	Aye
Commissioner Alex Patterson:	Aye
Commissioner Ryan Penning:	Aye
Commissioner Caryl Thomas:	Aye

**Motion Passed: 7/0**

Chair Canate adjourned the Historic Committee at 6:26 p.m.

Chair Canate reconvened the Planning Commission meeting at 6:26 p.m.

G. PLANNING UPDATE

**6:27 p.m.**

Straite said there were no planning updates at this time.

ADJOURNMENT: Canate adjourned the meeting at 6:27 p.m.

Respectfully submitted:

Reviewed by:

Sheena Dickerman  
City Recorder

Matt Straite  
Community Development Director





**File No: SP 23-02, CUP 23-01 and LA 23-01 Gordon Truck Center**

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**Proposal:** The applicant is requesting land use approval for the following three applications:

- **SP 23-02.** The Site Plan Review proposes an expansion of the existing truck service center located at 5801 NE Old Salem Road, from the current 12,000 square feet to 60,850 square feet total. The plans call this building A. Parts of the building will feature second floors (2,000 square feet existing 3,000 square feet additional proposed). Building A will feature 13 drive thru service bays, a body shop, and the existing structure will be converted to an all new use, truck sales. The project also includes relocation of one driveway, the addition of new passenger vehicle and truck parking spaces, a drive through entry feature and new stormwater underground storage and filtration areas.

The Site Plan Review also includes a new structure called building B on the plans. This structure is a concrete-tiltup light industrial warehouse/manufacturing proposed to be 112,320 square feet. No tenant has been identified; the structure is being built as a spec building.

- **CUP 23-01.** A Conditional Use Permit is requested because both proposed uses are listed as conditional uses in the Light Industrial Zone (truck repair and truck sales). The uses include repair and maintenance of vehicles, and sales of new and used class 4 through class 10 commercial vehicles. It should be noted that no use is proposed in building B.
- **LA 23-01.** A Property Line Adjustment is proposed to adjust the line that is currently between the lots so that each building is on its own lot. Lot 1 is proposed to be 608,565 square feet and lot 2 is proposed to be 375,649 square feet. Access easements are proposed for lot 2 to have access to the street.

**I. BACKGROUND**

- A. Applicant: Will Grimm, First Forty Feet, LLC for Gordon Trucking
- B. Location: 5801 NE Old Salem Road, lots 10S-03W-21-00304 and 305.
- C. Review Type: The proposed Site Development Review and Conditional Use Permit require a hearing before the Planning Commission. The Planning Commission is scheduled to hold a hearing on the application on September 5, 2023. 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). The applicant is also applying for a property line adjustment, which is normally ministerial, meaning a decision made by staff. However, because the 3

applications were made together, they all travel to the Planning Commission together pursuant to Development Code section 5.16.010.

- D. Review Criteria: Chapter 5.05.060 Site Development Review Criteria, 5.04.050 Conditional Use Permit Criteria, and Chapter 5.06.050 Property Boundary Adjustments Criteria.
- E. Current Zoning: Light Industrial (LI)
- F. Proposed Zoning: N/A
- G. Property Size: Tax lot 305 is 8.96 acres, tax lot 304 is 13.63. Together they are 22.59 acres.
- H. Background:  
The site currently features a permitted truck maintenance facility branded as Freightliner Northwest. The project includes a new use- truck sales. The City Development Code was revised in 2022 to allow (with a Conditional Use Permit) – “Sales of new and used class 4 through 10 commercial vehicles. The sale of used commercial vehicles alone is not permitted.” It should be noted that the City considers these uses a light industrial use and not a commercial use.

## II. AFFECTED AGENCY, PUBLIC NOTICE, AND PUBLIC COMMENTS

### Agencies:

The applicant's Site Development Review materials were transmitted to the following agencies/departments on July 6, 2023: City of Albany, Albany Fire Department, City of Millersburg Engineer, PacificCorp, Linn County Planning and Building Department, Linn County GIS, and Northwest Natural Gas. To date, the following comments have been received:

- Millersburg City Engineer Comments dated July 31, 2023
- Albany Fire Department Comment Letter dated July 7, 2023
- Linn County Road Department Comments dated July 24, 2023

### Public:

Notice of the September 5, 2023, hearing was mailed to all property owners within 200 feet of the property, posted in City Hall on August 16, 2023, and posted on the City's website here - <http://cityofmillersburg.org/planning-commission/> on August 16, 2023. To date, no written comments from the public have been received by staff.

## III. CRITERION

### **CITY OF MILLERSBURG DEVELOPMENT CODE**

The applicable CUP criterion are from Code section 5.04.050. The Site Development Review criteria are from section 5.05.060. The Property Boundary Adjustments Criteria are from Chapter 5.06.050. All analysis and findings below are in addition to those provided by the applicant, which are included by reference.

#### 5.04.050 Conditional Use Decision Criteria

A conditional use shall be approved if the applicant provides supporting evidence that all the requirements of this Code relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

- (1) **The use is listed as a conditional use in the underlying zone and complies with the development requirements of the underlying zone.**

**ANALYSIS:** The zoning for the site is Light Industrial (LI). The applicant is proposing to both expand a use that requires a CUP and begin an all-new activity that also requires a CUP. Specifically, these include expanding the existing truck maintenance facility, which is listed as a conditional use in Section 2.09.040(6) and to sell new and used trucks, which is a conditional use listed in Section 2.09.040(7). Use 6 specifically states the following:

*Repair and maintenance of vehicles on commercial chassis and commercial equipment, when repairs are conducted inside a structure. The outdoor storage of disassembled or damaged vehicles, in sight of a public right of way, is not permitted unless screened with vegetation or decorative fencing (not including slatted chain link).*

It is not clear based on the materials submitted if the applicant intends to store damaged or disassembled vehicles where they can be seen from a public right of way. A condition of approval has been added to clarify that should any outside storage be planned, that screening be added to the site plan for the storage area.

Any conditional use permit is secondary to a site development review permit, both are required for most CUPs.

It should also be noted that Building B is being built as a spec building, which means a tenant has not been identified. Should a tenant be identified that proposes a use listed as a "permitted use" in Section 2.09.020 for the LI Zone, no further Land Use permits will be required. However, should the user propose a use listed as needing a CUP in Section 2.09.040, they will require a stand-alone CUP specific to that use.

The development standards for the LI zone include all dimensional standards listed in Table 9. These include minimum lot area, setbacks, yards when next to residential zones, height, and lot coverage. Most of these standards are zero unless the property is located next to residential zoning, more specifically if the property is 'adjacent to' residentially zoned property. The applicant's site is across the street from any residentially zoned property, and thus these increased standards do not apply. Additionally, there is a home adjacent to the property to the south; however, that single family home is a legal non-conforming use because it is located inside the LI Zone. The increased setbacks are only triggered by the adjacency with the zone. The use would meet the setback requirement to the single family home on the south, even if they do not apply. The narrative explains that the lot coverage is 81.3%, which is under the 90% maximum. All structures are under the height limit.

Therefore, the project meets all zoning development standards.

The zoning standards also reference other development standards in the Development Code. These will be addressed in the last section of the staff report. With conditions, all development standards are met.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the required criteria.

**CONDITION OF APPROVAL:** For building A no outside storage of damaged or disassembled vehicles is permitted without screening added such that the storage area cannot be seen from the public right of way. Should screening be required, screening plans shall be provided to the City for review and approval by the Community Development Director, to the satisfaction of the Director.

**(2) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.**

**ANALYSIS:** The property currently features a truck repair facility. Landscaping exists along the streetscape, some of the parking area is paved, most is gravel. There are existing drainage facilities, including a drainage ditch on the north and a basin near the street. The site is flat. The site is well suited to the proposed additional uses as there is no vegetation, except along the street, and the site is flat. Building A and building B are intended to be fully separate uses. Building B has no identified use at this time. The site will permit access to building B.

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

**(3) The proposed development is timely, considering the adequacy of transportation systems, public facilities, and services, existing or planned for the area affected by the use.**

**ANALYSIS:** The project site is located on NE Old Salem Road, on a largely vacant lot that has been zoned for industrial development. A traffic study was submitted with the project that shows the street is capable of accommodating the new traffic. All required utilities exist at the site (this is explained in more detail later in this staff report). All other required services exist. This is largely considered an infill project.

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

**(4) The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying zone.**

**ANALYSIS:** The buildings along the east side of NE Old Salem Road, between NE Morningstar Road and NE Conser Road are industrial in nature. The west side of NE Old Salem Road is residential. As such, any project that builds along NE Old Salem Road should have landscaping and be sensitive to the residential uses across the street. Building A is proposed to receive significant façade improvements through this

project. For building B, the site is located closer to Interstate 5 (I-5) than NE Old Salem Road, therefore it is in a place that is difficult to see from any City right-of-way or public place with the exception of I-5. As discussed before, the site is vacant and free from any significant vegetation. The applicant is proposing significant landscaping along the street frontage for the full length of the project site. As proposed, the project will enhance the character of the surrounding area.

Noise is discussed below; mitigation has been added.

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

#### **5.05.060 Site Development Review Decision Criteria**

**The review of the Site Plan shall be based upon the following criteria:**

- (1) The proposed use is allowed in the zone and complies with the underlying zone development standards.**

**ANALYSIS:** See the discussion above in the analysis for 5.04.050(1). With a Conditional Use Permit, both buildings and all proposed uses are permitted in the zone. As discussed previously, there is no tenant proposed for building B at this time.

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

- (2) The proposed use will not create negative impacts on the surrounding area resulting from traffic flow, noise, dust, glare, odor, potential incompatible adjacent uses such as parking lots, or other impacts identified in the public hearing process.**

**ANALYSIS:** The project will increase traffic on NE Old Salem Road. Consistent with the requirements of the Development Code section 3.02.120, the applicant has provided a traffic impact analysis that reviews the impact of the proposed development as well as recently approved nearby projects to assure NE Old Salem will be able to accommodate the increase in traffic. The study determined that the street has capacity, and no mitigation (street lights, extra turn lanes, etc.) are required.

The use of Jake Brakes, or engine brakes<sup>1</sup>, have been an issue on this section of NE Old Salem Road. The City has received several complaints from the residences along NE Old Salem, across the street from the applicant's property. This is not a result of the applicant's project; however, the proposal will bring in more truck traffic, and therefore could increase the number of trucks that could potentially use Jake Brakes. The City has noise regulations in Municipal Code Chapter 9.20 of the Municipal Code that address this, and Chapter 13.36.050 of the same Code prohibits their use in City limits. To help assure that project does not exacerbate the issue, a Condition of

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<sup>1</sup> A dynamic braking device, commonly referred to as a Jake or Jacob brake, is one used primarily on trucks and buses to convert a motor from an internal combustion engine to an air compressor for the purpose of vehicle braking without the use of wheel brakes.

approval has been added to require the applicant to post signs at the driveways (in and out) explaining that Jake Brakes should not be used in the City limits.

The facility in building A is proposing to have truck sales located in the front of the building, near NE Old Salem Road. Pneumatic tools used in truck repair can be very noisy. By placing the truck sales up front, this use should help buffer the noise impacts from the truck repair uses in building a. A condition of approval has been added explaining that should truck engine and repair tool noise lead to multiple residential complaints, the applicant shall meet with the City Manager to discuss mitigation that will limit any excessive noise levels. This may require noise measurements to be made at the project boundary to assure all noise meets the requirements of the Municipal Code Chapter 9.20.

The site will be fully paved, dust should not be a concern. Regarding odors, the project includes a repair facility and a body shop. Both of these could have odors related to idling trucks and paint overspray. These are regulated by the Oregon Department of Environmental Quality (DEQ). Assuming the project meets the State regulations, there should be no impact on the neighboring residential community.

Regarding glare, the lighting will be required to not spill over the property lines in any way. A condition of approval has been added requiring the applicant to provide a lighting plan prior to construction to confirm there will be no glare impacts on residential uses across the street.

Lastly, the current location takes access from two driveways, one in the center of the lot and the other towards the north. The northerly driveway off NE Old Salem Road is a shared driveway, meaning it is ½ on the applicant's property and ½ on another lot. The applicant currently has an access easement with the neighbor. However, it is not clear if the easement allows for access to both lots. With the applicant proposing a property line adjustment, the second lot will not have direct access to NE Old Salem. Direct access is required unless an access easement can be provided. The applicant's narrative explains that the existing easement with the neighbor to the north is legally sufficient for both parcels. That's not clear in the text of the easement. A condition of approval has been added to require the applicant to provide evidence that the easement is legally sufficient for both lots, or to add an access easement on their own property for the east lot. This could be in the same place that the applicant is already proposing a utility easement for the easterly lot. Either solution will work. It is key that this be addressed, because if legal access is not crystal clear, then the proposed project is not consistent with the requirements for access.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the required criteria.

**CONDITIONS OF APPROVAL:**

- Prior to the sale of any vehicles, the applicant shall post signs at the driveways (in and out) explaining that Jake Brakes, or similar, should not be used within the City Limits.



- During operation of the uses in building A, should truck engine and repair tool noise lead to multiple residential complaints, the applicant shall meet with the City Manager to discuss possible mitigation that will limit any excessive noise levels. The noise shall be addressed such that it fully complies with Municipal Code Chapter 9.20. This may require noise measurements to be made at the project boundary to assure all noise meets the requirements of the Municipal Code Chapter 9.20.
- Prior to the issuance of building permits, the applicant shall provide a lighting plan to the City for review and approval. All lighting must stay within the project site through the use of shielding or other methods.
- Prior to the issuance of any building permit on either lot, the applicant shall provide evidence that the easterly lot has legal access through an easement. This can be done by showing the City that the current easement is legally sufficient or by adding an access easement on their own property (the westerly lot) for the easterly lot. This could be in the same place that the applicant is already proposing a utility easement for the easterly lot.

**(3) The City may impose conditions of approval intended to mitigate potential impacts including, but not limited to:**

**a. Provisions for public utilities, including drainage and erosion control needs;**

**ANALYSIS:** A 24" ductile iron water line fronts the site, and two sewer lines, 8" and 15", also front the project site. The existing site features some stormwater features including a basin. The plans show that the applicant is proposing to use underground water storage. A stormwater report was submitted with the application files. The City Engineer has explained that the study will be reviewed separate from the Land Use review. Conditions of approval have been added to assure the eventual design of the stormwater system will meet the City requirements.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the required criteria.

**CONDITIONS OF APPROVAL:**

- Prior to beginning of construction on either lot, obtain a 1200C Erosion Control Permit and a City of Millersburg Erosion Prevention and Sediment Control Permit for all the disturbed ground, both on and off site that is in excess of one acre. The applicant shall follow the latest requirements from DEQ for NPDES 1200-C Permit submittals.
- Stormwater facilities for both lots shall be designed and constructed in accordance with the City of Millersburg Engineering Standards. Private stormwater quality facilities require the property owner to enter into a maintenance agreement. A grading permit is required for earthwork in excess of 50 cubic yards.

- A storm drainage report and grading plan was submitted with the land use application. The stormwater report will be reviewed and comments will be provided separately. A final grading and stormwater inspection will be required prior to issuance of a certificate of occupancy for buildings A and B.

**b. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways, and pedestrian facilities;**

**ANALYSIS:** The applicant's narrative explains:

*VEHICLE PARKING*

*Building A (12000+48850+3000= 63,850 SF)*

*Total Parking Spaces Required = 68.13*

*Total Parking Spaces Provided = 69*

*Existing*

- *Warehouse and Storage (main level): (8000/3000) = 2.6 spaces*
- *Service and Support (main and upper level): (4000/800) = 5 spaces*

*New Addition*

- *Warehouse and Storage (main level): (3638/3000) = 1.2 spaces*
- *Service and Support (main level): (6800/800) = 8.5 SPACES*
- *Service and Support (upper level): (3000/800) = 3.75 SPACES*
- *Employee: (66/2) = 33*
- *Service Bay: (38,412/800)=48 (see note below)= 14 spaces + 34 oversized spaces*
- *Chapter 3.03 Table 14 is not applicable for the 38,412 SF of the service bays as the service customers are using the oversized parking spots. In addition to providing 14 regular vehicle parking spots, 34 oversized parking are available on-site for the service bay customers; see the Site Plan.*

*Building B (112,320 SF)*

*Total Parking Spaces Required = 73.77*

*Total Parking Spaces Provided = 75*

- *Assume Office Space: (6000/400) = 15 spaces*
- *Assume Warehouse Space: (75792/5000) = 15.16 spaces*
- *Assume Manufacturing Space: (30528/7000) = 43.61 spaces*

*BIKE PARKING*

*Building A*

*Total Bike Parking Spaces Required = (68.13/30) 2.3*

*Total Bike Parking Spaces Provided = 3*

*BUILDING B*

*Total Bike Parking Spaces Required = ((15/20) +(15.16/30)+ (43.61/20)) 3.44*

*Total Bike Parking Spaces Provided = 8*



Staff concurs with this analysis regarding parking space requirements. Additional details are shown below in section IV of this staff report. The design of the parking area is adequate for the use regarding pedestrian access through the site and connection to the sidewalks. The aisle widths meet the code requirements, as do all other parking lot design requirements. Thus, the internal design is safe.

There is currently no sidewalk on NE Old Salem Road, though one is required. The project materials show a sidewalk, this will be added with the construction of building A. The design is slightly modified, this is discussed later in this report.

Regarding traffic safety, the applicant provided a traffic study. The study found that NE Old Salem Road has the capacity to accommodate the increased traffic. The proposal also plans to relocate the second (southerly) existing driveway closer to the southern end of the lot so that the driveways meet the spacing requirements of the Development Code, which is 300 feet as required by table 13 in section 3.02.040.

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

**c. Provision for adequate noise and/or visual buffering from non-compatible uses including using site and landscaping design to provide needed buffering; and**

**ANALYSIS:** The site is surrounded by light industrial zoning on all sides except the west, where it is separated from the residential areas by the width of NE Old Salem Road. The project includes ample street landscaping, including the preservation of most of the existing mature trees along the street frontage. No specific buffering is required because the project is across the street from the residential zoning. Noise was discussed in the CUP criteria section.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the required criteria.

**d. Protections from any potential hazards.**

**ANALYSIS:** No hazards are anticipated on or near the property. No additional protections are needed.

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

**5.06.050 Property Line Adjustment Decision Criteria.**

**Approval of a property boundary adjustment shall require compliance with the following criteria:**

- (1) A property boundary adjustment cannot create or vacate a parcel. Creation or vacation of a parcel requires approval of a land division.**

**ANALYSIS:** The property currently features two parcels. A line is proposed to change, but it will leave the site with two parcels.

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

- (2) Following the adjustment, all lots or parcels must comply with the area and dimension standards of the applicable zone. For existing nonconforming lots or parcels, the adjustment shall not increase the degree of nonconformance of the subject property or surrounding properties.**

**ANALYSIS:** The project is in the Light Industrial (LI) zone. The LI zone has no lot minimum or maximum sizes.

The property line adjustment appears to be creating an individual lot for the new business proposed on lot 2 (building B, which has no user identified yet). The concept proposes to create a land locked lot, lot 2, meaning this lot will have no direct access or frontage to a street. The Development Code requires every lot to have frontage or provide an easement. More specifically Code section 4.02.030(3)b allows an easement to be used to provide access to a land locked lot if a connection to a street is not necessary for future development of adjoining property. All adjoining property to the north and south have frontage on NE Old Salem Road. The property on the east is bordered by train tracks. As crossing the tracks in this location is highly unlikely, no street is required to provide access to the property located to the east of the applicant's site. The applicant is proposing 2 access easements (vehicle and pedestrian) to assure that lot 2 (for building B) is not landlocked. The proposed change will continue to conform.

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

- (3) If there are existing structures on the lots or parcels, the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.**

**ANALYSIS:** Parcel 1 features an existing structure. The proposed new property lines will not result in any setback violations in the LI Zone. The property lines will not be under any existing or proposed structures.

**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 2, specifically the LI Zone setbacks and siting requirements, and Chapter 3 General Provisions as shown below. The following analysis is a summary of only the applicable standards or items that required additional explanation and/or additional conditions of approval to show clear consistency. These findings are in addition to those made in the applicant's narrative which is included here by reference.

##### **CHAPTER 3.02 STREET STANDARDS**

The street standards chapter explains the requirements for public and private streets. The project fronts the existing NE Old Salem Road. This is the only street that will be

required for the project, though easements are required for access, see discussing below. NE Old Salem Road is inside the City but under the County's jurisdiction as they own and maintain the road. The only comment provided by the County Road Department was that the applicant secure a commercial access permit, stormwater permit, and an erosion control permit prior to any construction. It should also be noted that the sidewalk improvements proposed have been modified from the standard City design to preserve several mature trees located within the right-of-way. The applicant worked with the City on this design, and the City supports the design. This design modification is permitted under the Municipal Code Chapter 7.30. No other street improvements are required.

### **SECTION 3.02.100 PRIVATE ACCESS EASEMENT**

**ANALYSIS:** This section is generally designed to address residential private access easements. However, the proposed project complies with all applicable requirements. The easement is 25 feet wide and planned to be paved. Subsection (1)c explains that the access should not be more than 200 feet in length. It is staff's interpretation that this is specifically meant for residential private access easements, not commercial or industrial. When read in context, most of the requirements of this section are specific to residential access easements. Therefore, the 200-foot requirement does not apply. With the easements shown, the proposed project complies with all other requirements of this section; however, a condition of approval has been added to assure the easements are recorded prior to the issuance of any building permits. This is key because without the easements the property line adjustment and development of lot 2, building B, does not comply.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the standards.

**CONDITION OF APPROVAL:** Prior to building permit issuance for either lot, all access and utility easements shown on the proposed plans must be recorded.

### **SECTION 3.02.120 TRAFFIC IMPACT ANALYSIS**

**ANALYSIS:** The proposed project triggers the requirements for a traffic study, and the applicant has already provided the study. The study found that the existing street system is adequate to accommodate the anticipated traffic levels from the project, and that truck queuing can be accommodated without any impact to the City.

**FINDING:** Based on the analysis above, the project meets the standards.

## **CHAPTER 3.03 OFF-STREET PARKING AND LOADING**

### **SECTION 3.03.060 OFF STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS**

**ANALYSIS:** Parking requirements were addressed above in the project criteria requirements. Each proposed lot has the parking capacity to accommodate each use on the respective proposed lot.

**FINDING:** Based on the analysis above, the project meets the standards.

### **SECTION 3.03.080 PARKING, DRIVEWAY, AND LOADING AREA DEVELOPMENT REQUIREMENTS.**

**ANALYSIS:** All driving surfaces are proposed to be paved. All passenger vehicle parking spaces meet the dimensional requirements of 9x20 feet.

Access spacing of the driveways is 300 feet, which is consistent with the spacing requirements of table 13 in the Code.

All aisle widths for the parking area complies.

Lighting plans have been conditioned to be submitted to verify that the requirements of subsection (4), lighting, will be met. These specifically require light not to trespass onto streets or neighboring properties.

The narrative explains that all outer boundary parking spaces will feature a curb at least 4" high.

Subsection (8) requires specific landscaping for the parking area. This is discussed more in the analysis of section 3.09 below.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the standards.

## **CHAPTER 3.06 SIGNS**

**ANALYSIS:** The applicant has shown general sign locations on the site plan. Signs are not proposed to be approved with this application, they will be permitted separately. The existing location currently features signage that is not permitted pursuant to this section. Prior to the final inspection for the project the current site will need to assure that all non-conforming signage is removed. More specifically, pursuant to Section 3.06.110, the project is allowed to have one free-standing (street/pole/ or monument sign). There are two on the site. One will need to be removed.

**FINDING:** Based on the analysis above, with conditions of approval, the project meets the standards.

**CONDITIONS OF APPROVAL:** Prior to the final inspection, for building A, all non-conforming signage must be removed, more specifically the project is allowed to have one street/pole/ or monument sign. There are two on the site. One will need to be removed.

**SECTION 3.09.030(1)b NON-RESIDENTIAL LANDSCAPING**

**ANALYSIS:** The site does not abut any residential property; no screening is required. The applicant provided a landscape and irrigation plan. No setbacks are required. All proposed landscaping complies with the requirements of this section.

**FINDING:** Based on the analysis above, the project meets the standards.

**SECTION 3.09.030(2) PARKING LOT LANDSCAPING**

Parking areas have specific landscape requirements. These include:

- i. Planter bays for more than 12 parking spaces in a row.
- i. Walkways must surround buildings or include 5 feet of landscaping.
- ii. Parking lot landscaping must be separated from gravel areas by boulder or other blockades.

**ANALYSIS:** It should be noted that the parking lot paving standards apply to passenger vehicle parking areas only, not truck and trailer parking areas. As required, planter bays are included to break up expanses of more than 12 parking spaces. Trees are shown in each bay.

**FINDING:** Based on the analysis above, the project meets the standards.

**V. RECOMMENDATION**

Based on the above findings of fact, and the conditions of approval, the proposed project satisfies the applicable criteria and standards, and staff recommends the Planning Commission approve Applications No. SP 23-02, CUP 23-01, and LA 23-01.

**VI. PROPOSED MOTION**

I move that the proposed project satisfies the applicable criteria and standards, and the Planning Commission approve SP 23-02, CUP 23-01, and LA 23-01 with the conditions of approval as listed in the staff report.

**VII. ALTERNATIVE RECOMMENDATION**

Should the Planning Commission not elect 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 applications.

**VIII. CONDITIONS OF APPROVAL****General Conditions:**

1. Development of this land use approval, for both buildings A and B and lots 1 and 2, shall substantially comply with the submitted preliminary Design Review Plans (attached) dated

6/20/23. Additional development or changes may require a new development application and approval.

2. Copies of any federal or state permits that may be required shall be filed in the Record File of this application.
3. 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.
4. A Private Construction of Public Infrastructure (PCPI) permit is required for all new public infrastructure. Proposed water and sewer mains shall be constructed to public infrastructure standards and easements shall be provided to the City of Millersburg in accordance with City of Millersburg Engineering Standards (15' for water main, 30' for parallel water and sewer main). Spacing between parallel water and sewer mains shall be minimum 10 feet.
5. City water must be extended to the eastern lot, lot 2, for fire protection, potable, and process use.
6. For building A, no outside storage of damaged or disassembled vehicles is permitted without screening added such that the storage area cannot be seen from the public right of way. Should screening be required, screening plans shall be provided to the City for review and approval by the Community Development Director, to the satisfaction of the Director.
7. During operation of the uses in building A, should truck engine and repair tool noise lead to multiple residential complaints, the applicant shall meet with the City Manager to discuss possible mitigation that will limit any excessive noise levels. The noise shall be addressed such that it fully complies with Municipal Code Chapter 9.20. This may require noise measurements to be made at the project boundary to assure all noise meets the requirements of the Municipal Code chapter 9.20.
8. Stormwater facilities for both lots shall be designed and constructed in accordance with the City of Millersburg Engineering Standards. Private stormwater quality facilities require the property owner to enter into a maintenance agreement. A grading permit is required for earthwork in excess of 50 cubic yards.

**Prior to Building Permit Issuance:**

9. Prior to building permit issuance for either lot, all access and utility easements shown on the proposed plans must be recorded.
10. Prior to the issuance of any building permits, for buildings A and B, the applicant shall provide evidence to the City that all applicable requirements of the Albany Fire Department letter dated July 7, 2023, have been met to the satisfaction of the Albany Fire Department.
11. Prior to the issuance of any building permits, on either lot, all applicable System Development Charges (SDCs) shall be paid.

12. Prior to the issuance of building permits on either lot, the applicant shall provide a lighting plan to the City for review and approval. All lighting must stay within the project site through the use of shielding or other methods.
13. Prior to the issuance of any building permit on either lot, the applicant shall provide evidence that the easterly lot has legal access through an easement. This can be done by showing the City that the current easement is legally sufficient or by adding an access easement on their own property (the westerly lot) for the easterly lot. This could be in the same place that the applicant is already proposing a utility easement for the easterly lot.

**Prior to Grading:**

14. Prior to grading of either lot the applicant must obtain a City of Millersburg Erosion Control Permit and Grading Permit prior to construction.
15. All required public improvement plans for either lot shall be approved by the City prior to beginning construction. All utilities shall remain uncovered until inspected and approved by the City.
16. Prior to beginning of construction on either lot, obtain a 1200C Erosion Control Permit and a City of Millersburg Erosion Prevention and Sediment Control Permit for all the disturbed ground, both on and off site that is in excess of one acre. The applicant shall follow the latest requirements from DEQ for NPDES 1200-C Permit submittals.

**Prior to Final Inspection:**

17. All required public improvements for lot A and B shall be completed and approved by the City prior to final inspection.
18. Prior to final inspection for building A and B, the applicant shall provide evidence to the City that all applicable requirements of the Albany Fire Department letter dated July 7, 2023, have been met to the satisfaction of the Albany Fire Department.
19. Prior to final inspection for building A and B, the applicant shall construct all required drainage facilities, or provide bonding (or similar) for all improvements approved by the City.
20. Prior to the sale of any vehicles, the applicant shall post signs at the driveways (in and out) explaining that Jake Brakes, or similar, should not be used within the City Limits.
21. A storm drainage report and grading plan was submitted with the land use application. The stormwater report will be reviewed and comments will be provided separately. A final grading and stormwater inspection will be required prior to issuance of a certificate of occupancy for buildings A and B.
22. Prior to the final inspection for building A, all non-conforming signage must be removed, more specifically the project is allowed to have one street/pole/ or monument sign. There are two on the site. One will need to be removed.



## 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. All applicable Connection Charges will be due at the time of building permits.
2. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
3. All required street signage and street lighting shall be approved by the City Engineer and installed.
4. Dust shall be controlled within the development during construction and shall not be permitted to drift onto adjacent properties.
5. The developer is responsible for all costs associated with any public facility improvements and shall ensure the construction of all public streets and utilities as required by these conditions of approval to the plans, standards, and specifications of the City of Millersburg.
6. **This approval is valid for a period of two (2) years from the date of the decision notice.** Extensions may be granted by the City as afforded by the Millersburg Development Code.
7. The continual operation of the property shall comply with the applicable requirements of the Millersburg Development Code.
8. 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.
9. All construction sites shall be maintained in a clean and sanitary condition at all times. Construction debris includes food and drink waste. All waste shall be contained on-site in proper containers or construction fencing enclosures and shall leave the construction site in proper disposal containers. 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

- Vicinity Map
- Zoning Map
- Applicant's Design Review Drawings dated 6/20/23 including:
  - a. Design Review Documents
    - 00.1 Coversheet
    - 00.2 Overall Site Rendering
    - 00.3 Birds Eye View
    - 00.4 Building A rendering
    - 00.5 Building B rendering
  - b. General
    - G1.0 Site Survey & existing conditions



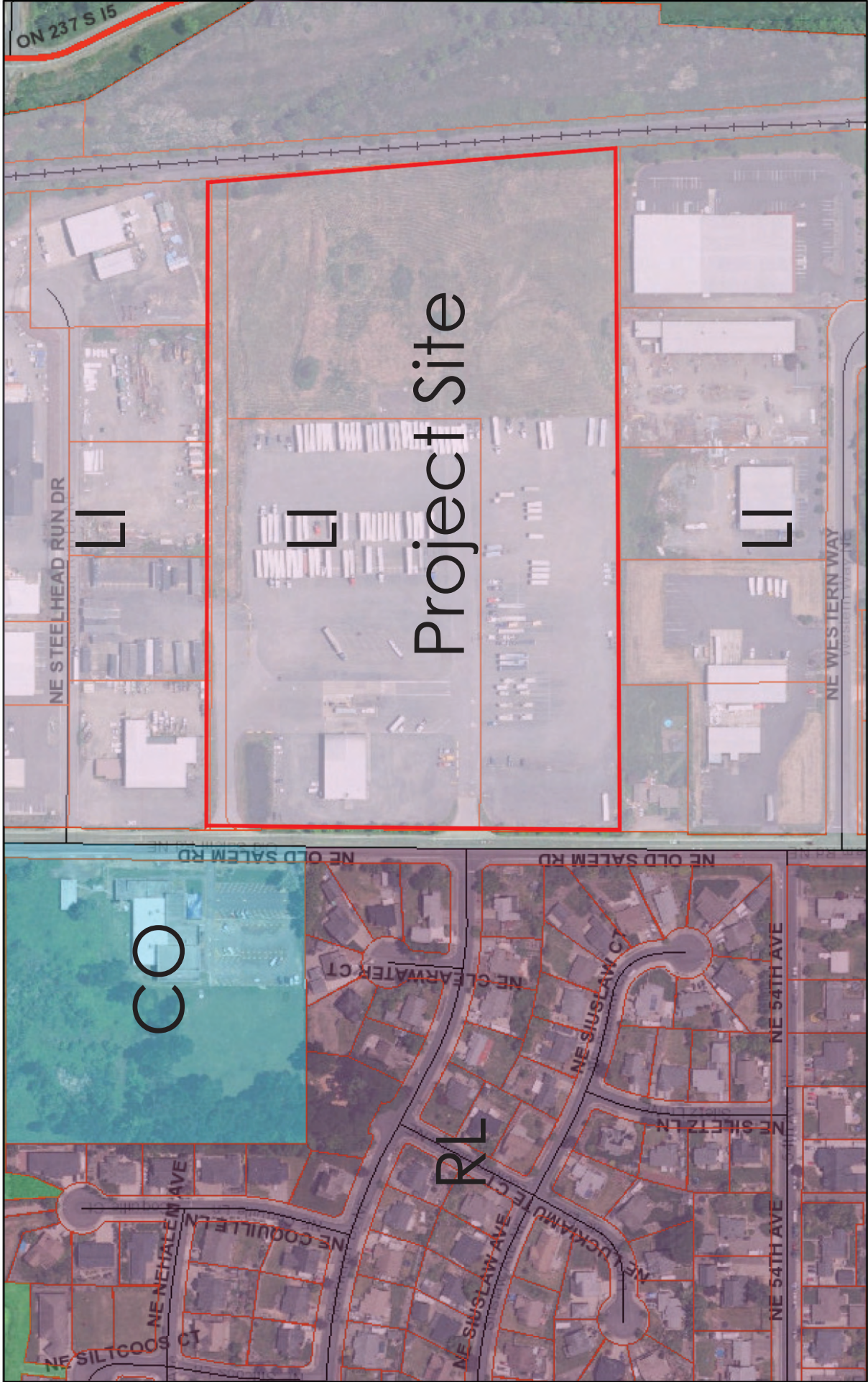
- c. Civil
  - C0 Civil General Notes
  - C1 Civil Existing Conditions & Demo Plan
  - C2 Civil Preliminary Grading Plan
  - C3 Civil Preliminary Profiles
  - C4 Civil Preliminary Storm Water Plan
  - C5 Civil Preliminary water and sewer plan
  - C6 Civil Preliminary Fire Plan
  - C7 Civil Preliminary power and franchise utilities
  - C8 Civil Preliminary Lot Adjustment Plan
- d. Landscape
  - L1.0 Landscape Plan
  - L1.1 Enlarged Landscape Plan
  - L1.2 Enlarged Landscape Plan
  - L1.3 Enlarged Landscape Plan
  - L1.4 Enlarged Landscape Plan
  - L2.0 Landscape specs and details
- e. Fire
  - FD-1 Site Plan Fire Response
- f. Architectural
  - 0A1.1 Site Plan
  - 0A1.3 Site details
  - 0A1.4 Site details
  - 1A2.1 Floor Plan Overall bldg. A
  - 1A2.5 Roof Plan bldg. A
  - 1A3.1 Elevations bldg. A
  - 1A3.2 Exterior Materials bldg. A
  - 1A4.1 Overall building sections bldg. A
  - 1A4.2 Wall Sections bldg. A
  - 2A2.1 Floor Plan Overall bldg. B
  - 2A2.5 Roof Plan bldg. B
  - 2A3.1 Elevations bldg. B
  - 2A3.2 Exterior Materials bldg. B
  - 2A4.1 Overall building sections bldg. B
  - 2A4.2 Wall Sections bldg. B
- Applicant's Narrative dated June 14, 2023
- Gordon Truck Center Site Traffic Impact Analysis by Lancaster Mobley dated May 24, 2023 (not included in the staff report for file size purposes, available upon request)
- Stormwater Calculations by Sisul Engineering dated May 30, 2023 (not included in the staff report for file size purposes, available upon request)
- Geotech Report by Foundation Engineering, Inc. dated May 27, 2020 (not included in the staff report for file size purposes, available upon request)
- Millersburg City Engineer Comments dated July 31, 2023
- Albany Fire Department Comment Letter dated July 7, 2023
- Linn County Road Department Comments dated July 24, 2023
- Public Hearing Notice

# SP 23-02 Vicinity Map





# SP 23-02 Zoning Map



**1:4,514**

0 0.03 0.06 0.09 0.17 km  
 0 0.04 0.09 0.17 mi

City of Albany, County of Linn, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, ArcGIS Web AppBuilder

**Millersburg Zoning**

	COMMERCIAL OFFICE		PUBLIC FACILITIES
	GENERAL INDUSTRIAL		RESIDENTIAL LOW DENSITY
	LIMITED INDUSTRIAL		

Highways

Railroad

Page 23 of 113



MILLERSBURG, OREGON

NOT FOR CONSTRUCTION

GORDON TRUCKS

MILLERSBURG EXPANSION

ZONING ANALYSIS - CITY OF MILLERSBURG

NOTE: REFERENCE TO THE PLANS FOR THE LOCATION OF COMPLIANCE...

ADDITIONAL NOTES AND REGULATIONS: ZONING: U1 OFFICE INDUSTRIAL...

ADJACENT TO ZONES SHALL BE: U1 - FRESH TOWN; NOT APPLICABLE...

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PROJECT SUMMARY

THE PROJECT CONSISTS OF THE EXPANSION OF THE EXISTING MANUFACTURING...

LOT DESCRIPTION

MAP 9 TALS LOT 101 - 8870043-0004 AND 8870043-0005...

SHEET INDEX

Table with 2 columns: NUMBER, SHEET NAME. Lists sheets 01 through 17.

BUILDING CODE ANALYSIS

ADJACENT TO ZONES SHALL BE: U1 - FRESH TOWN; NOT APPLICABLE...

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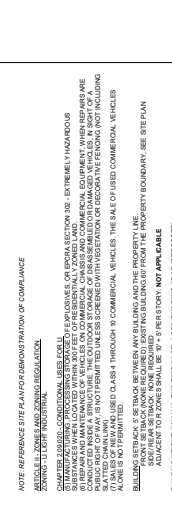
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VICINITY MAP



PROJECT SITE

DESIGN REVIEW - JUNE 2023

PROJECT SUMMARY

THE PROJECT CONSISTS OF THE EXPANSION OF THE EXISTING MANUFACTURING...

LOT DESCRIPTION

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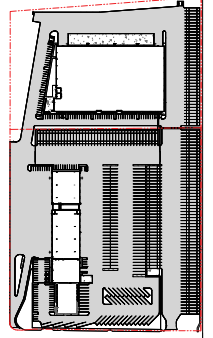
ADJACENT TO ZONES SHALL BE: U1 - FRESH TOWN; NOT APPLICABLE...

VICINITY MAP



PROJECT SITE

DESIGN REVIEW - JUNE 2023

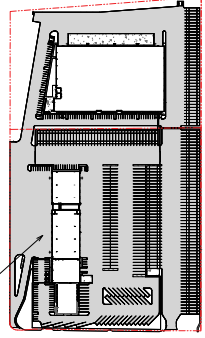


SITE ENTRANCE

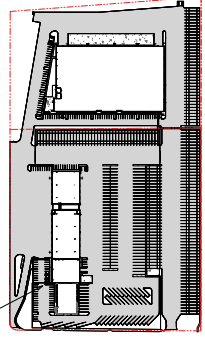




BIRD'S EYE  
VIEW OF THE  
SITE









Client Owner:  
**GORDON  
TRUCK  
CENTERS**

Client ADDR:

Project:  
**BUILDING  
ADDITION**

6541 NE OLD SALEM  
ROAD  
MILLERSBURG, OR

Sheet Title:

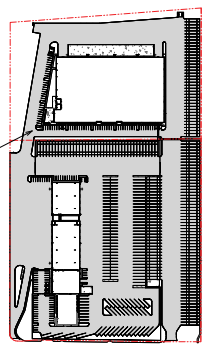
**BUILDING B  
RENDERING**

Revisions:  
# Description Date

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PROJECT: GORDON TRUCK CENTERS  
DRAWING: BUILDING B RENDERING  
DATE: 6/20/2023  
DRAWN BY: JET  
CHECKED BY: JET

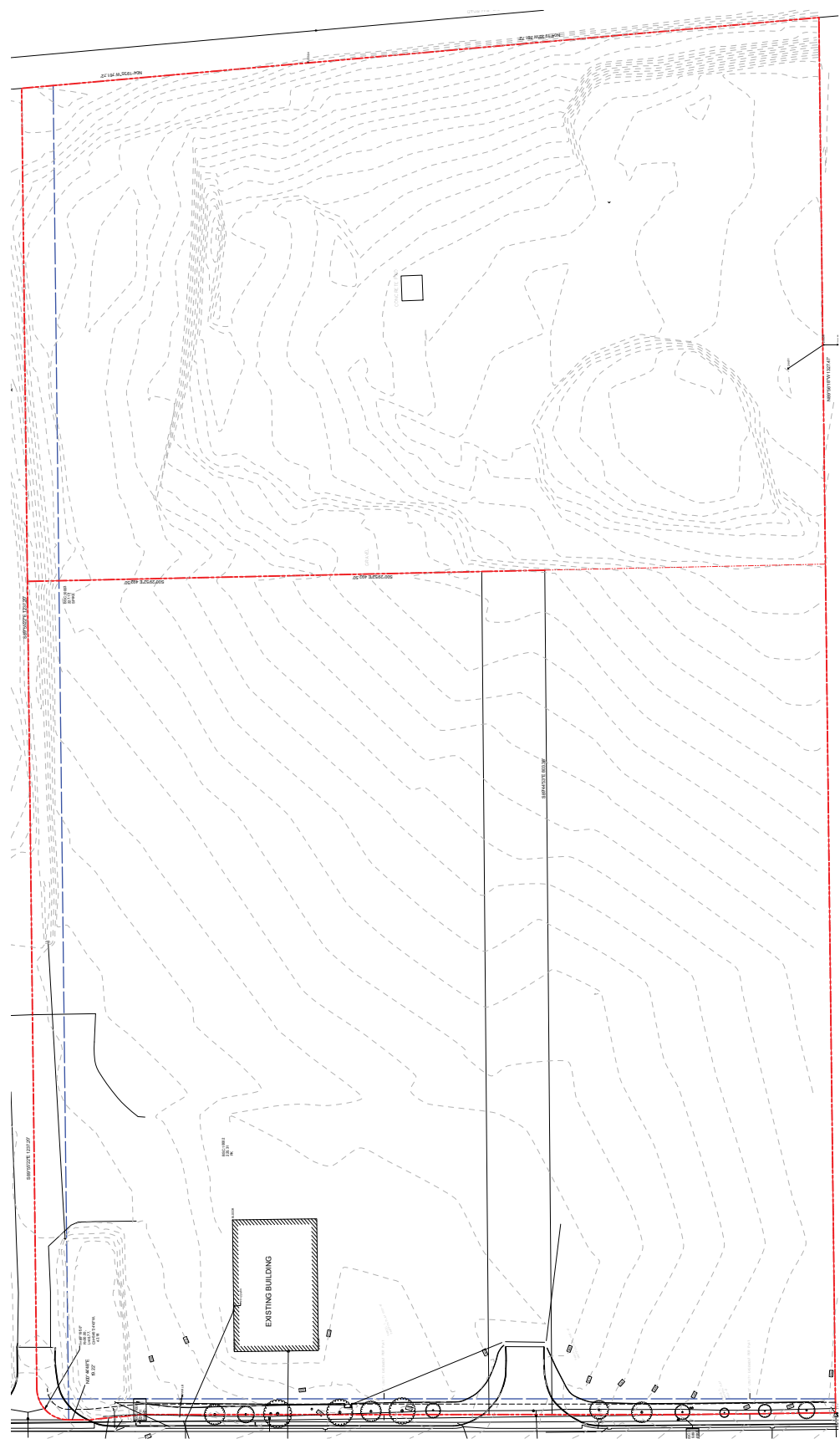


VIEW OF  
BUILDING B





REFER TO C1 FOR EXISTING CONDITION AND DEMOLITION PLAN



**1** EXISTING CONDITIONS



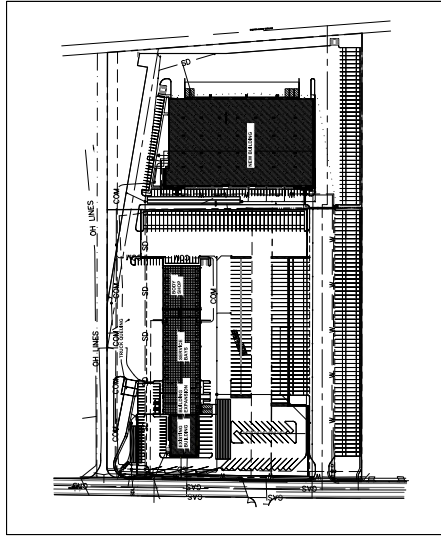
# GORDON TRUCK CENTER

## 5801 OLD SALEM ROAD, ALBANY OR

**CIVIL ENGINEER:**  
**SISUL ENGINEERING**  
 375 PORTLAND AVE.  
 GLADSTONE, OR. 97027  
 (503) 657-0188  
 CONTACT: TOM SISUL  
 EMAIL: TOMSISUL@SISULENINEERING.COM

**DEVELOPER:**  
**GORDON TRUCK CENTER**  
 277 STEWARD RD  
 PACIFIC, WA. 98047

FEB 2023



ATTENTION EXCAVATORS: OREGON LAW REQUIRES COMPLIANCE WITH OAR 854-200 FROM 2001A THROUGH 854-2001-0000. THESE RULES REQUIRE YOU TO OBTAIN A PERMIT FROM THE OREGON DEPARTMENT OF GEOLOGY CENTER (503) 226-1897. YOU MUST NOTIFY THE CENTER AT LEAST 14 DAYS BEFORE YOU BEGIN ANY EXCAVATION. CALL BEFORE YOU DIG (503) 246-6692



### INDEX

SHEET	DESCRIPTION
CO	COVER
C1	EXISTING CONDITIONS AND DEMOLITION PLAN
C2	PRELIMINARY GRADING PLAN
C3	PRELIMINARY STORM WATER PLAN
C4	PRELIMINARY SEWER AND WATER PLAN
C5	PRELIMINARY POWER AND FRANCHISE UTILITIES PLAN
C6	CONSTRUCTION DETAILS
DEQ - 1200-C	PERMIT (LISTED FOR REFERENCE ONLY)
ESC1	EROSION & SEDIMENT CONTROL COVER SHEET
ESC2	EARLY CONSTRUCTION EROSION & SEDIMENT CONTROL PLAN
ESC3	LATE CONSTRUCTION EROSION & SEDIMENT CONTROL PLAN
ESC4	EROSION & SEDIMENT CONTROL DETAILS

86227 REVISED 12/20/20 10  
 PWS 3/17/20 P.1410

NO.	DATE	REVISIONS
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2		
3		
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10		

# BUILDING ADDITION AND NEW BUILDING

GORDON TRUCK CENTER

Existing Conditions & Demolition Plan

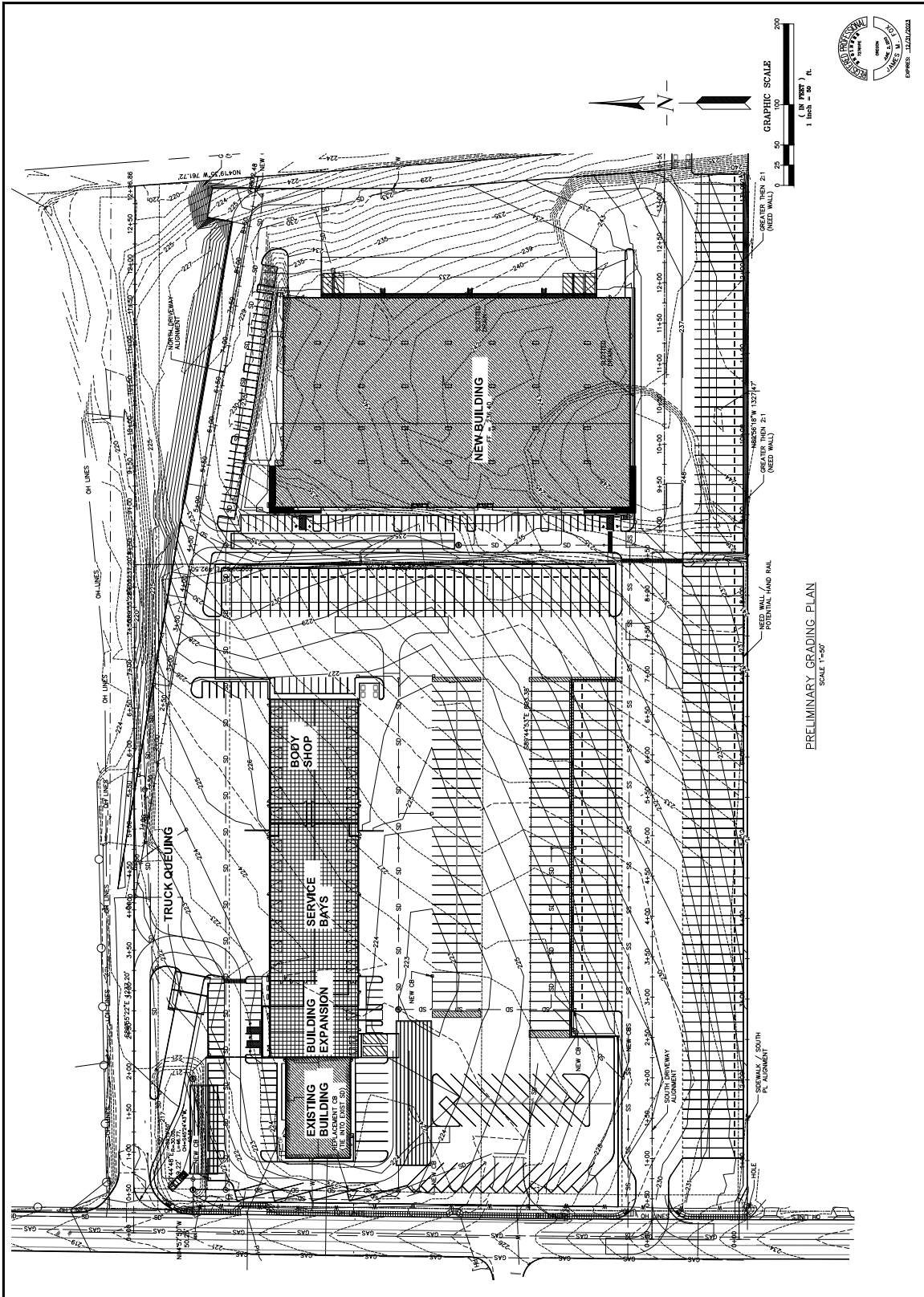
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 CLATSOP COUNTY, OREGON  
 (503) 852-3528  
 DATE: FEB 2023  
 SCALE: 1"=50'  
 JOB: 23-119  
 SHEET: 12 OF 15



SURVEY DATA PROVIDED BY  
**BARKER SURVEYING**

**SURVEY BENCHMARK**  
 TEMPORARY BENCHMARK  
 ELEV: 223.33' NAVD 88  
 LOCATED AT THE CORNER OF THE OFFICE BUILDING AT THE INTERSECTION OF THE MAIN DRIVE AND THE SIDE DRIVE. THE BENCHMARK IS TO BE PROTECTED AT ALL TIMES.

**SURVEY DISCLAIMER**  
 THE SURVEY DATA SHOWN ON THIS PLAN IS THE PROPERTY OF BARKER SURVEYING AND IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BARKER SURVEYING. THE USER ASSUMES ALL LIABILITY FOR ANY AND ALL DAMAGES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF THE USE OF THIS PLAN. THE USER SHALL INDEMNIFY AND HOLD HARMLESS BARKER SURVEYING FROM AND AGAINST ALL SUCH DAMAGES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF THE USE OF THIS PLAN.



PRELIMINARY GRADING PLAN  
 SCALE 1"=50'

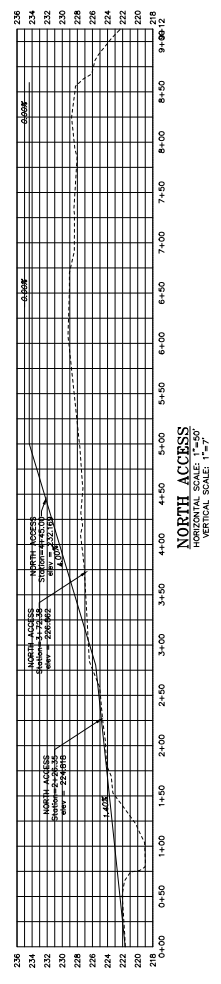
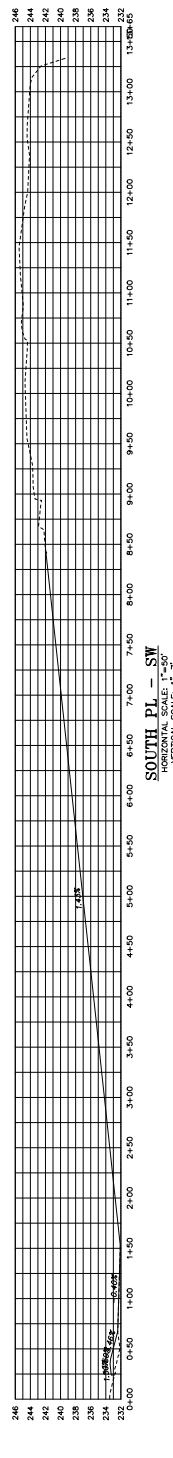
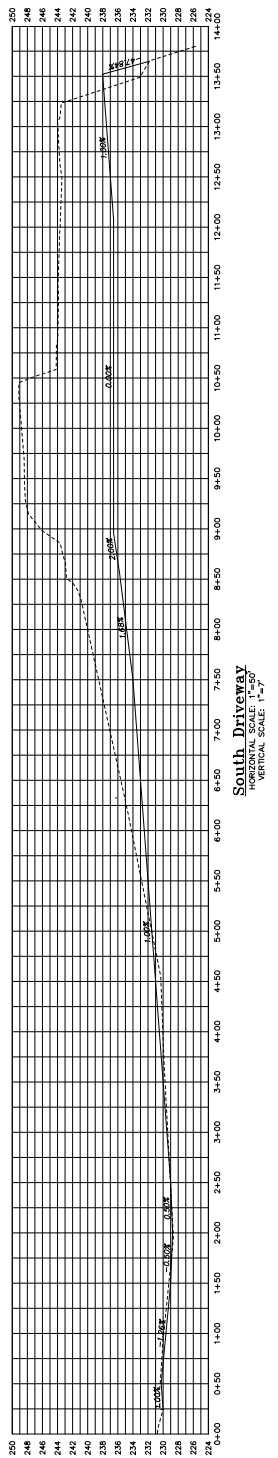
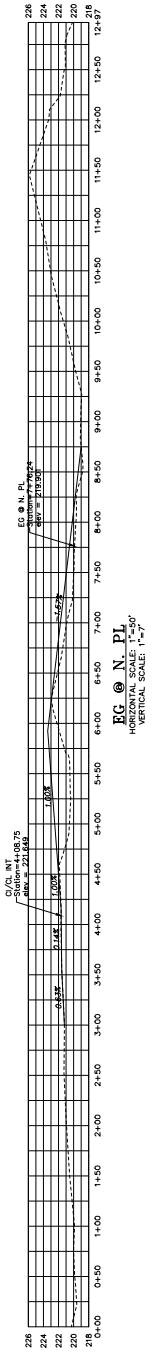
NO.	DATE	BY	REVISIONS

**BUILDING ADDITION  
AND NEW BUILDING**  
GORDON TRUCK CENTER

Preliminary Profiles

**SISUL ENGINEERING**  
1500 N. W. 10th St.  
Portland, Oregon 97027  
Phone: 503-251-1988  
Fax: 503-251-1989  
Email: sisul@sisul.com

DATE: FEB 2023  
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DRAWN: JMT  
JOB: SCLB-076  
SHEET: 83  
OF: 05 SHEETS  
DWG NO: JMT/2023

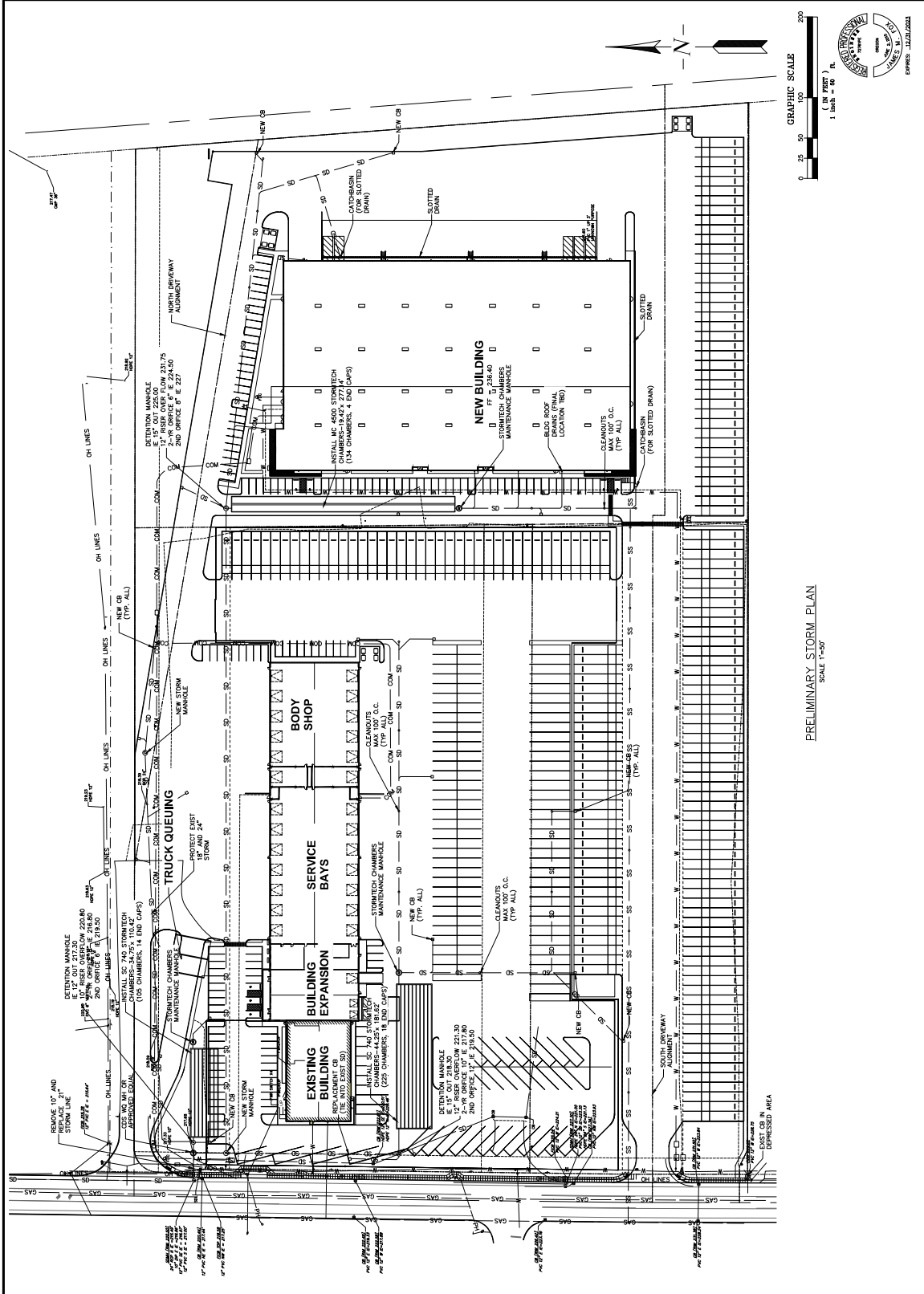


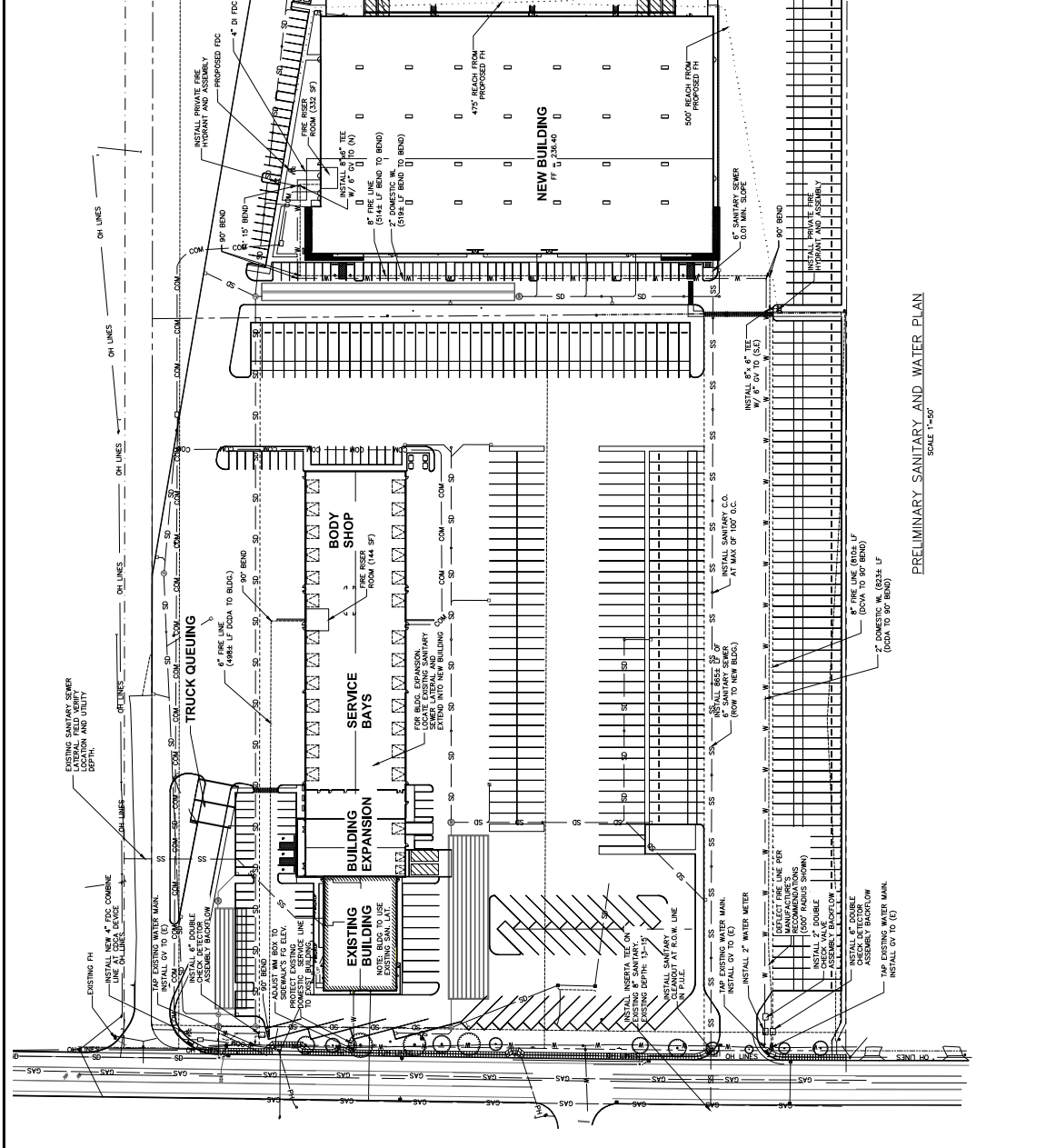
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**BUILDING ADDITION  
AND NEW BUILDING**  
GORDON TRUCK CENTER

Preliminary Storm Plan

**S** ENGINEERING  
 1800 S. WASHINGTON AVENUE  
 PORTLAND, OREGON 97207  
 PHONE: 503-255-8888  
 FAX: 503-255-8889  
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 SCALE: 1"=50'  
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 CHECK: JMT  
 JOB: 2021-076  
 SHEET: C4  
 OF: CS  
 BRETS  
 EXPIRES: 12/31/2024







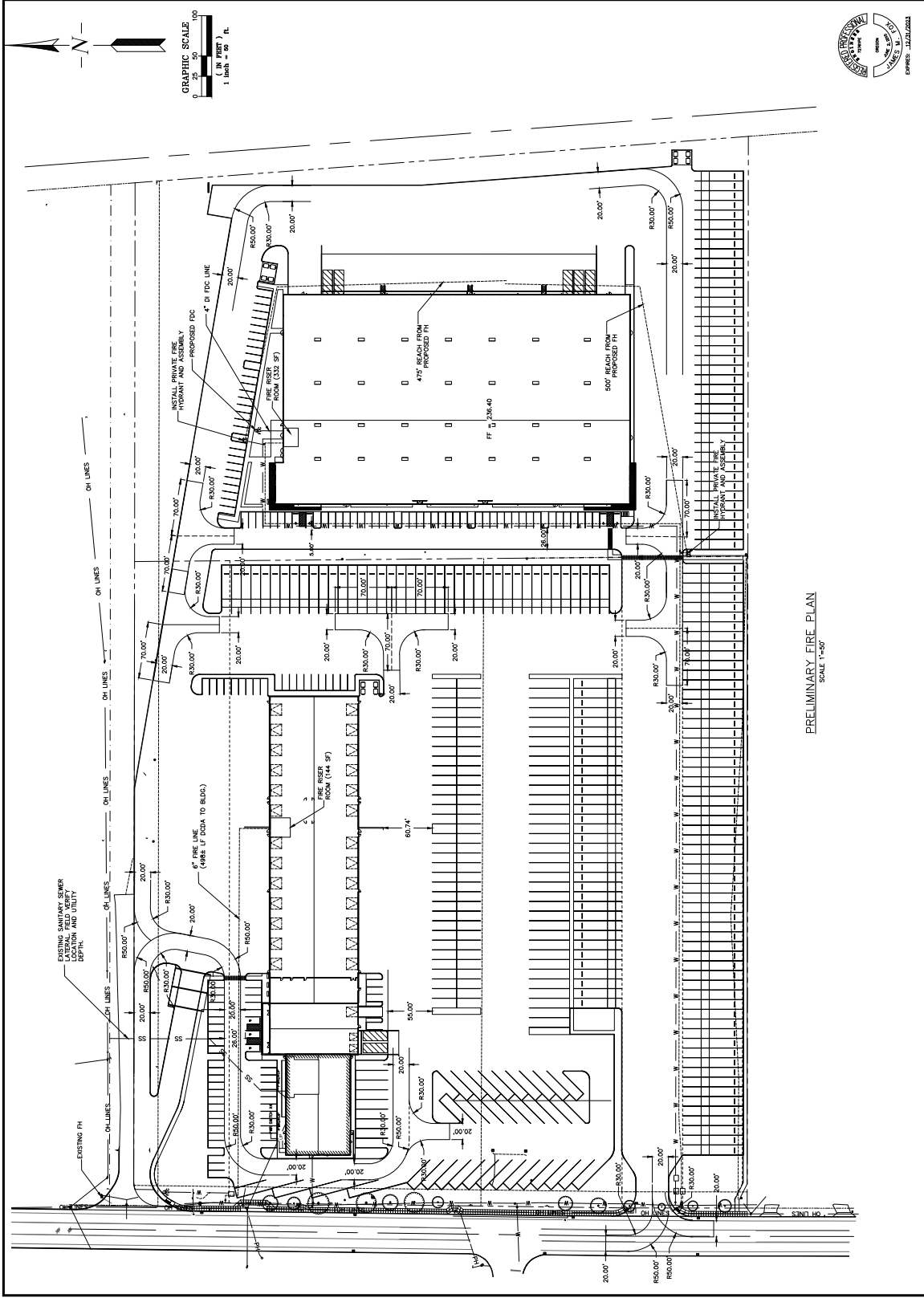
NO.	DATE	DESCRIPTION

**BUILDING ADDITION  
AND NEW BUILDING**  
GORDON TRUCK CENTER

Preliminary Fire Plan

**SISUL ENGINEERING**  
1500 N. W. 10th St., Suite 100  
Fort Lauderdale, FL 33304  
Phone: (954) 561-1111  
Fax: (954) 561-1112  
www.sisul.com

DATE	FEB 2023
SCALE	1" = 60'
DRAWN	JMT
CHECK	
JOB	2023-01-076
SHEET	69
OF	69



PRELIMINARY FIRE PLAN  
SCALE 1"=60'



NO.	DATE	BY	REVISIONS

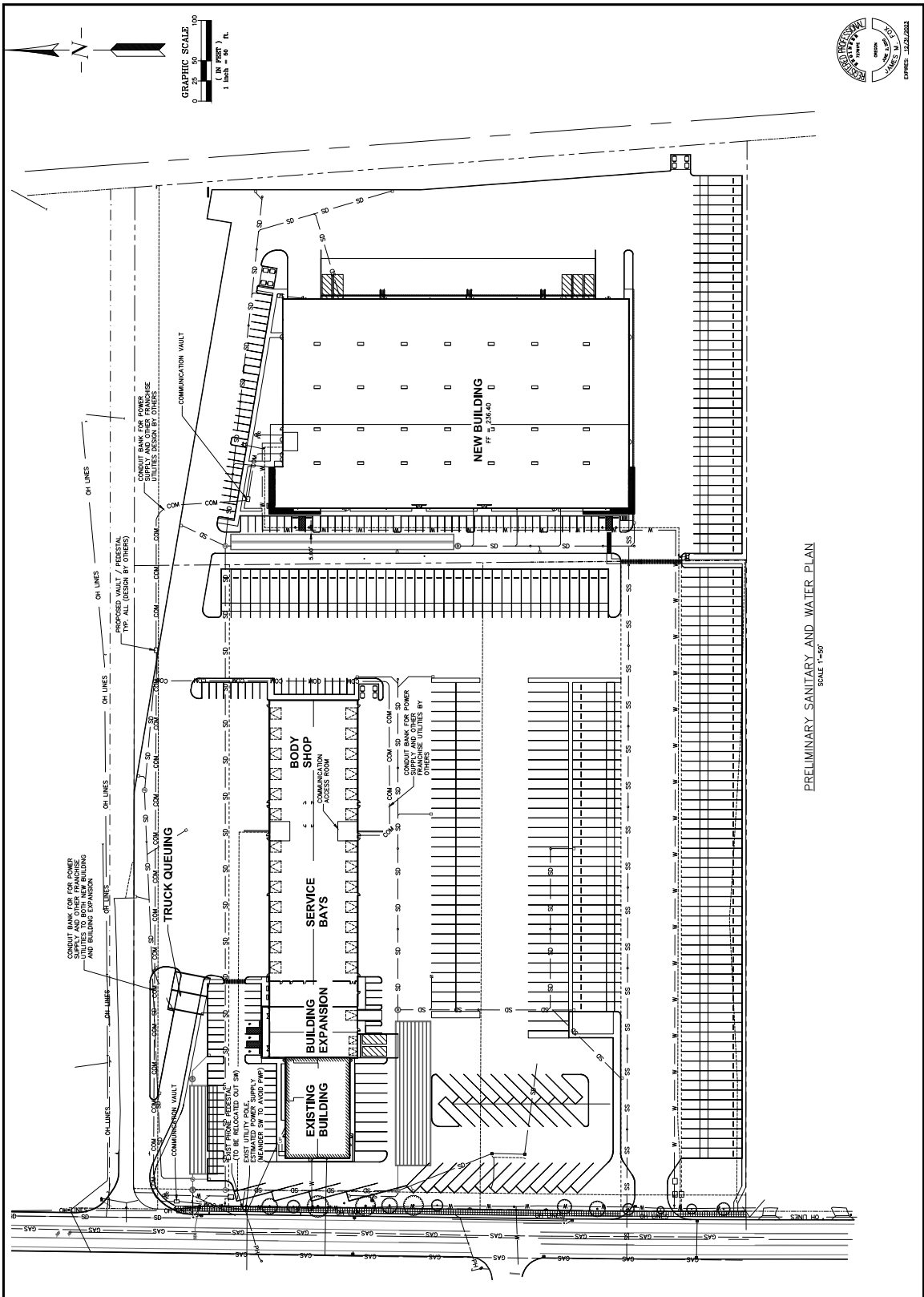
**BUILDING ADDITION  
AND NEW BUILDING**  
GORDON TRUCK CENTER

Preliminary Power  
and Franchise Utilities

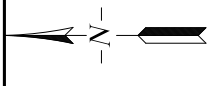
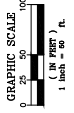
**SISUL ENGINEERING**  
SISUL ENGINEERING  
1505 FORELAND AVENUE  
CLATSOP COUNTY, OREGON 97027  
PHONE: 503-738-4188  
FAX: 503-738-4189  
EMAIL: SISE@SISUL.COM  
WWW: WWW.SISUL.COM

DATE	FEB 2023
SCALE	1" = 50'
DRAWN	JMT
CHECKED	JMT
DATE	FEB 2023
SCALE	1" = 50'
DRAWN	JMT
CHECKED	JMT
DATE	FEB 2023
SCALE	1" = 50'
DRAWN	JMT
CHECKED	JMT

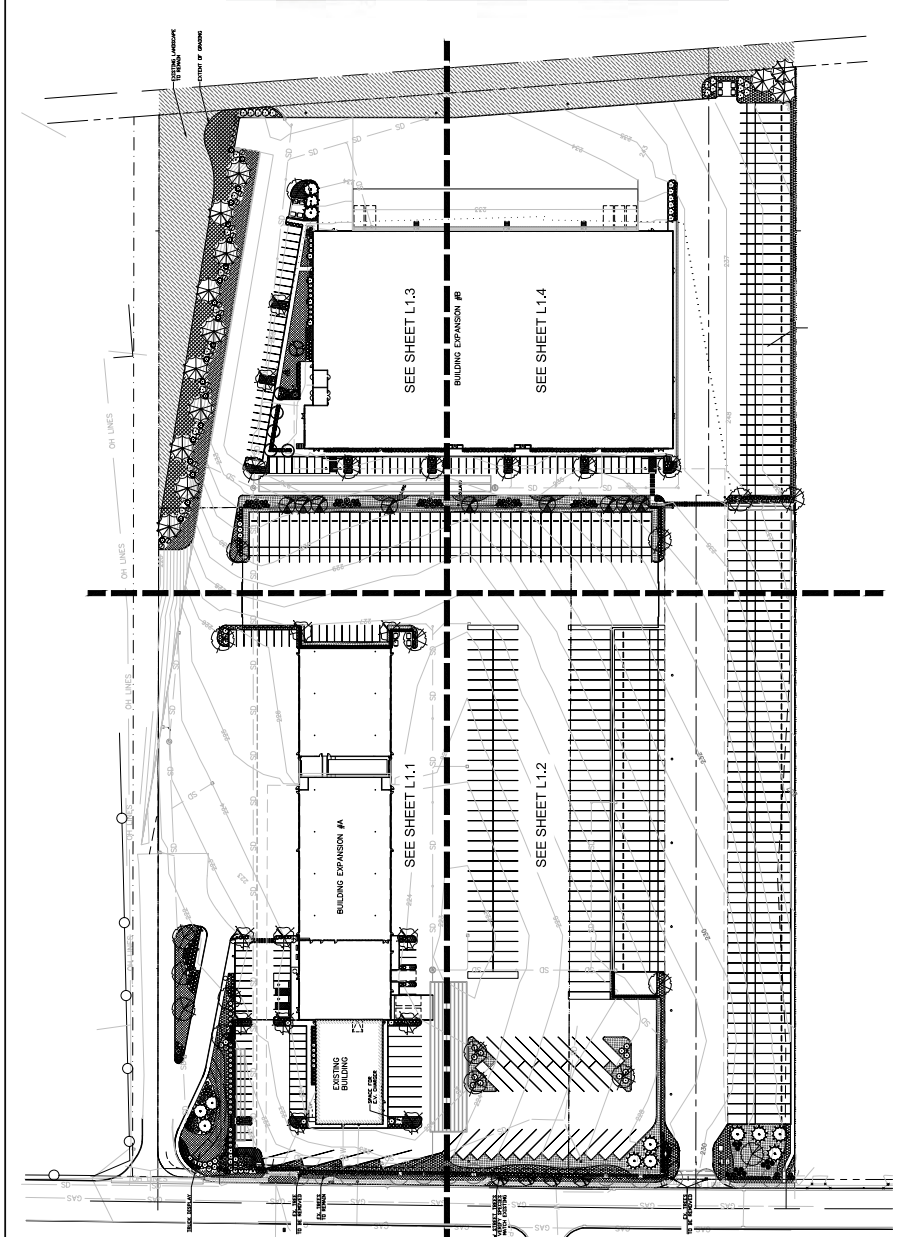
SHEET  
**47**  
OF  
65  
SHEETS



**PRELIMINARY SANITARY AND WATER PLAN**  
SCALE 1"=50'







SCALE 1" = 60'-0"

LANDSCAPE PLAN

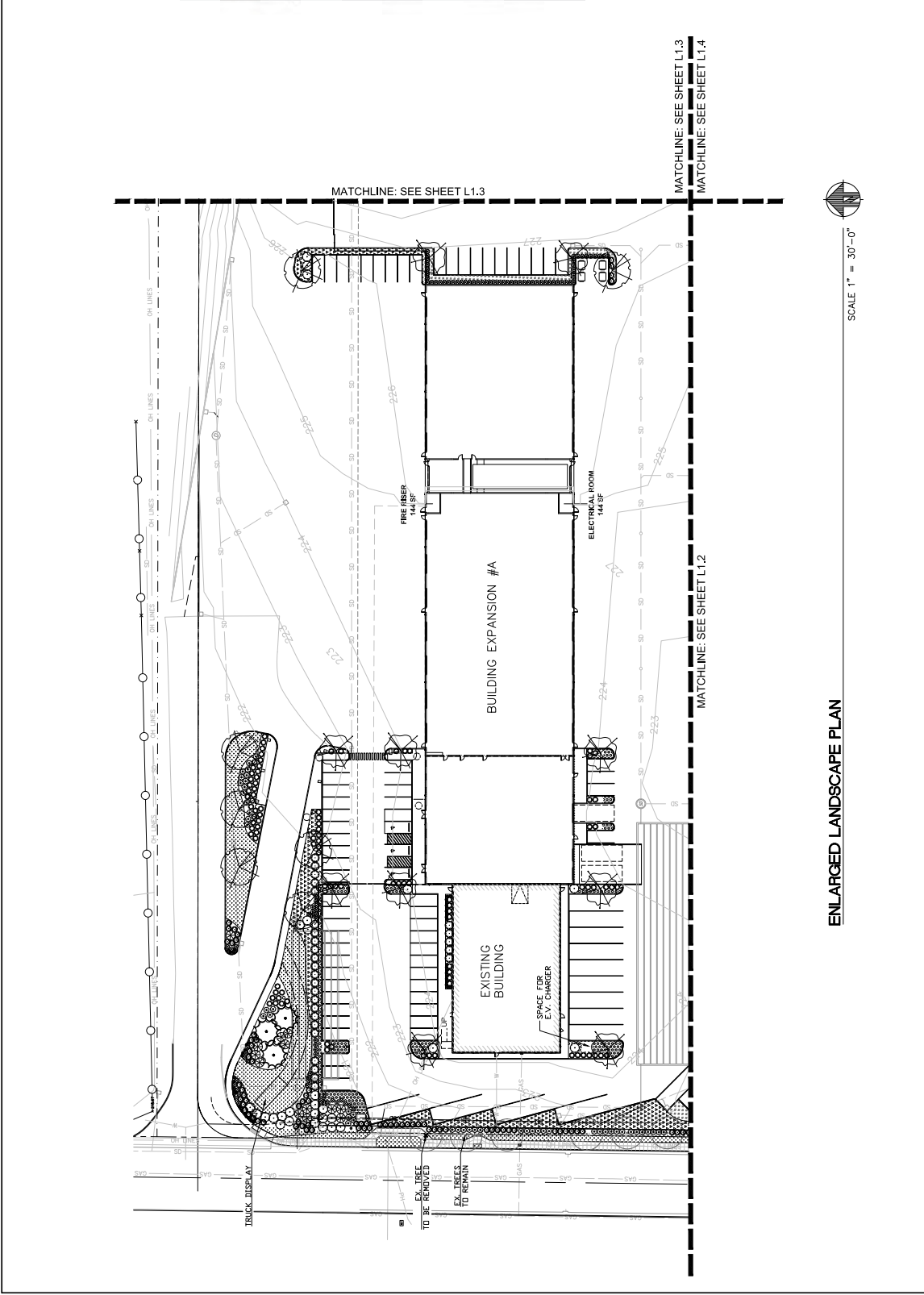
**PLANT LIST**

SYMBOL	PLANT NAME	SIZE	SPACING
①	PLANT	8" H.	As shown
②	PLANT	1.5' H.	As shown
③	PLANT	8" H.	As shown
④	PLANT	1.5' H.	As shown
⑤	PLANT	8" H.	As shown
⑥	PLANT	1.5' H.	As shown
⑦	PLANT	8" H.	As shown
⑧	PLANT	1.5' H.	As shown
⑨	PLANT	8" H.	As shown
⑩	PLANT	1.5' H.	As shown
⑪	PLANT	8" H.	As shown
⑫	PLANT	1.5' H.	As shown
⑬	PLANT	8" H.	As shown
⑭	PLANT	1.5' H.	As shown
⑮	PLANT	8" H.	As shown
⑯	PLANT	1.5' H.	As shown
⑰	PLANT	8" H.	As shown
⑱	PLANT	1.5' H.	As shown

SYMBOL	DESCRIPTION	SIZE	SPACING
①	PLANT	8" H.	As shown
②	PLANT	1.5' H.	As shown
③	PLANT	8" H.	As shown
④	PLANT	1.5' H.	As shown
⑤	PLANT	8" H.	As shown
⑥	PLANT	1.5' H.	As shown
⑦	PLANT	8" H.	As shown
⑧	PLANT	1.5' H.	As shown
⑨	PLANT	8" H.	As shown
⑩	PLANT	1.5' H.	As shown
⑪	PLANT	8" H.	As shown
⑫	PLANT	1.5' H.	As shown
⑬	PLANT	8" H.	As shown
⑭	PLANT	1.5' H.	As shown
⑮	PLANT	8" H.	As shown
⑯	PLANT	1.5' H.	As shown
⑰	PLANT	8" H.	As shown
⑱	PLANT	1.5' H.	As shown

- GENERAL NOTES:**
1. Contractor is to verify all plant quantities.
  2. All plants are to be installed by an automatic, underground system, which will be installed by the contractor.
  3. Project is to be irrigated by an automatic, underground system for a minimum one year. Show #100 Irrigation System Schedule.
  4. All plants are to be installed by the contractor, including any necessary container, liner and mulch.
  5. All plants are to be fully irrigated, well leached and true to form.
  6. All plants are to be installed by the contractor. The contractor shall be responsible for any site changes or unforeseen conditions that may be detrimental to plant health, or cause future problems to any structure elements of the project.

- 1000 PLANTING  
 1100 PLANTING  
 1200 PLANTING  
 1300 PLANTING  
 1400 PLANTING  
 1500 PLANTING  
 1600 PLANTING  
 1700 PLANTING  
 1800 PLANTING  
 1900 PLANTING  
 2000 PLANTING  
 2100 PLANTING  
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 5700 PLANTING  
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 5900 PLANTING  
 6000 PLANTING

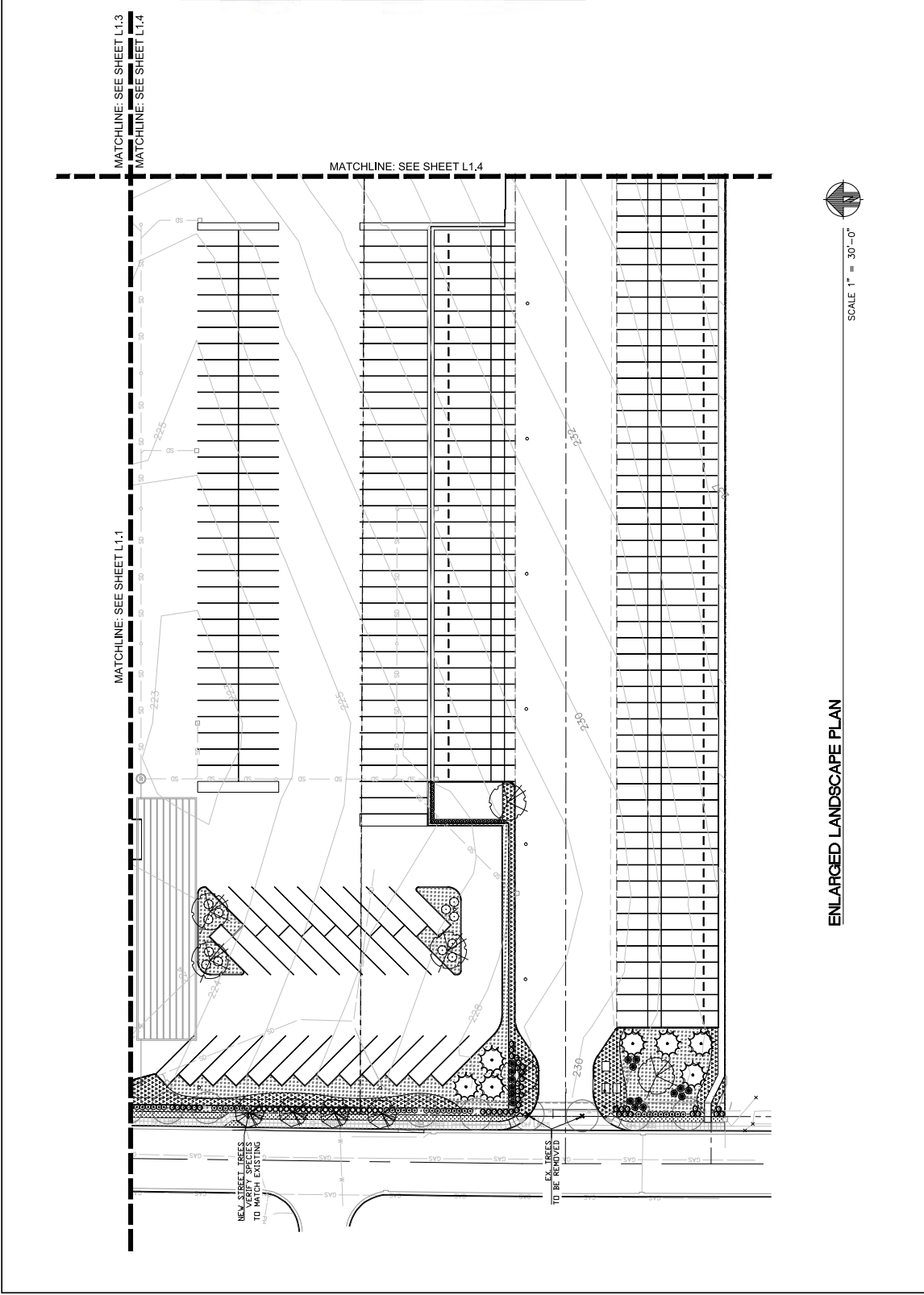


ENLARGED LANDSCAPE PLAN



SCALE 1" = 30'-0"

		3333 South Kelly Avenue, Suite B - Portland, OR 97239 Phone: (503) 973-0371 - www.ottenla.com		LANDSCAPE PLAN 5801 NE OLD SALEM ROAD MILLERSBURG, OR	
DATE: 08-14-2023 SCALE: NOTED DRAWN: [blank] CHECKED: [blank] IN CHARGE: [blank]		PROJECT NO.: [blank] SHEET NO.: [blank]		<b>L1.2</b>	



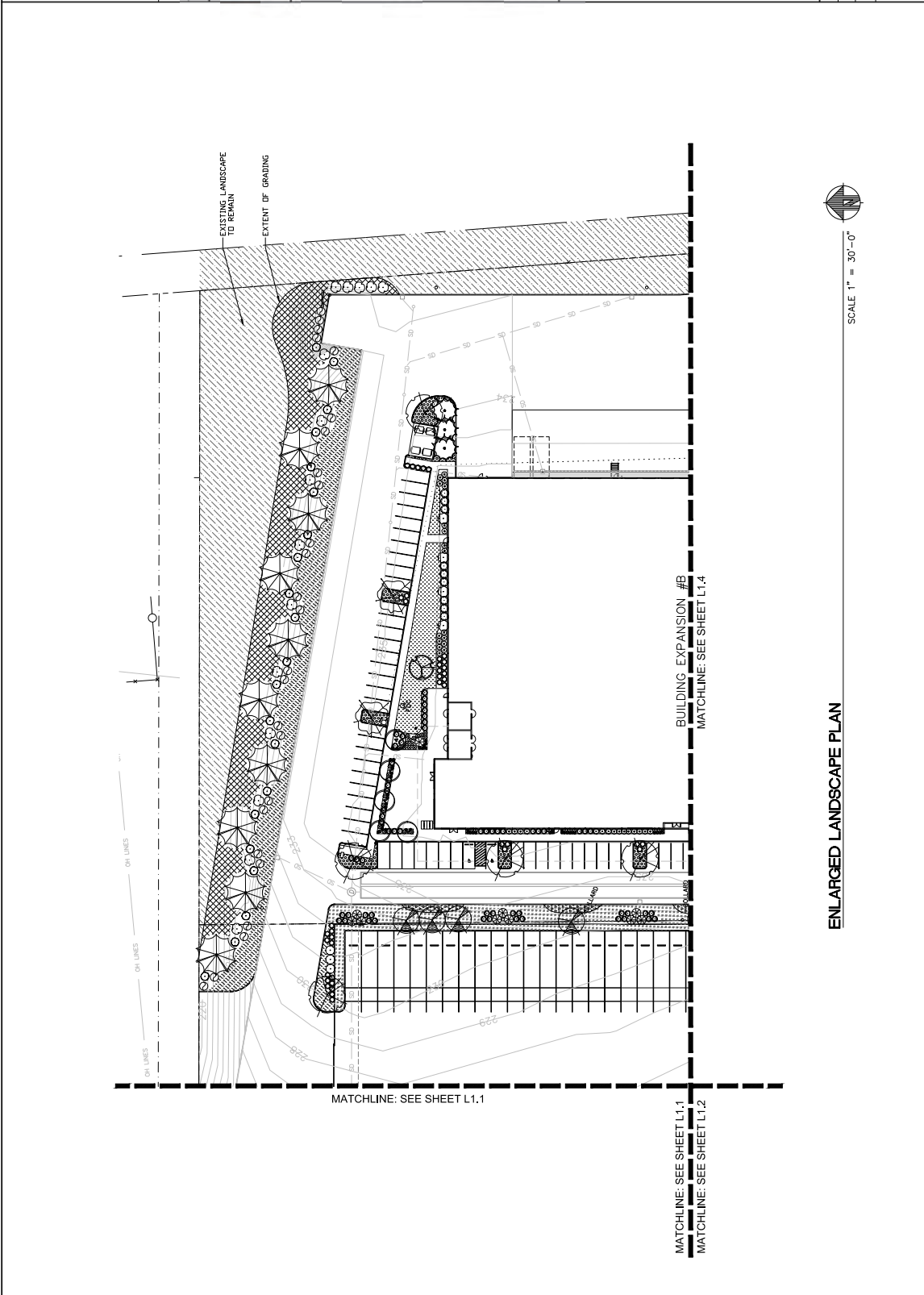
NO.	DATE	REVISIONS



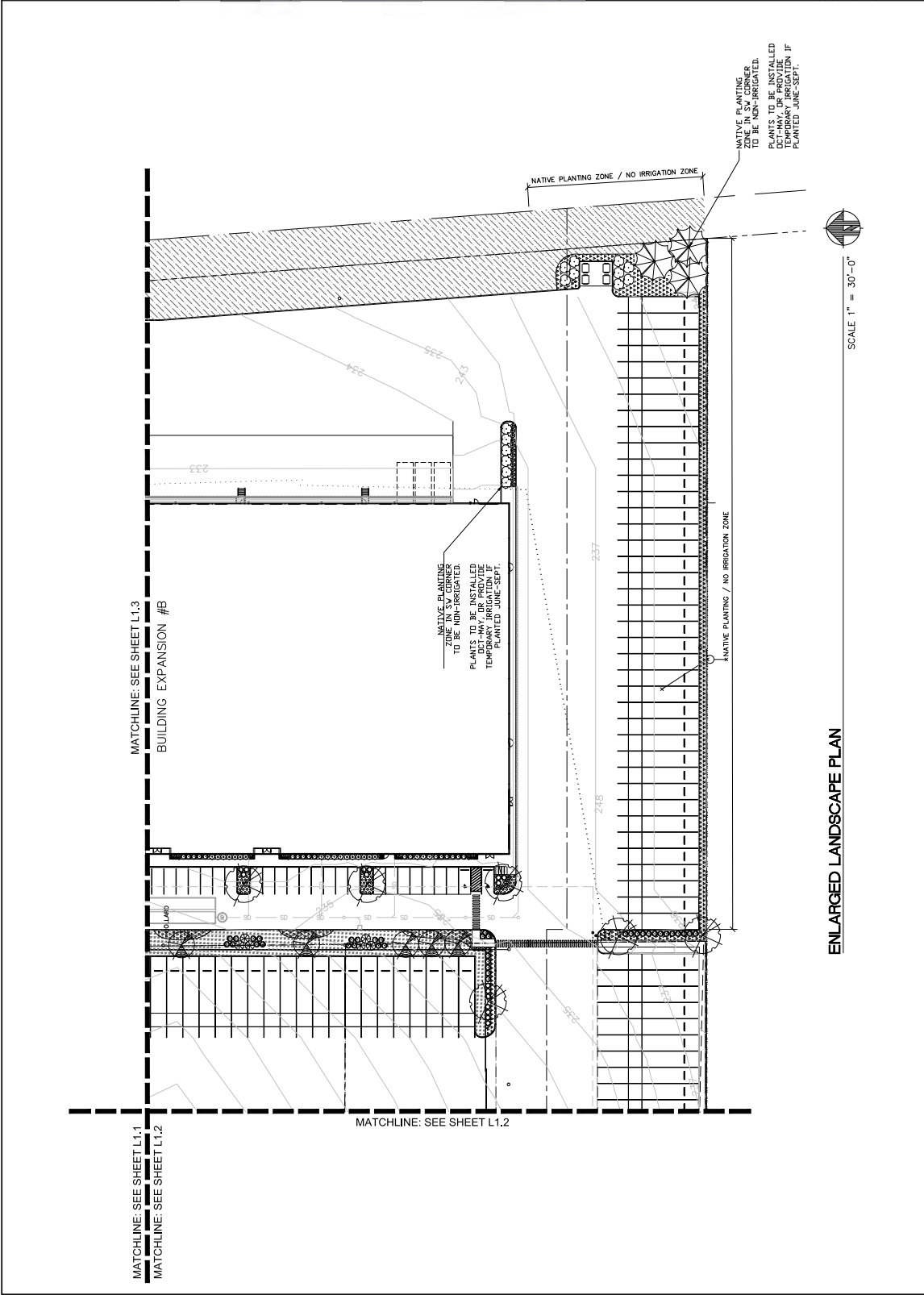
**OTEN + ASSOCIATES**  
 LANDSCAPE ARCHITECTURE  
 3333 South Kelly Avenue, Suite B - Portland, OR 97239  
 Phone: (503) 973-0377 - www.otenla.com

**GORDON TRUCK CENTERS**  
 LANDSCAPE PLAN  
 15801 NE OLD SALEM ROAD  
 MILLESBURG, OR  
 DATE: 08-11-2023  
 SCALE: AS SHOWN  
 DRAWN: [Name]  
 CHECKED: [Name]  
 DATE: [Date]  
 SHEET NO: [Number]

**L1.3**  
 ENLARGED LANDSCAPE PLAN  
 SCALE 1" = 30'-0"



								3333 South Kelly Avenue, Suite B - Portland, OR 97239 Phone: (503) 973-0371 - www.ottenla.com	
<b>GORDON TRUCK CENTERS</b> 5801 NE OLD SALEM ROAD MILLSBORO, OR									
LANDSCAPE PLAN		DATE: 06-14-2023		SCALE: NOTES:		DRAWN: AHI			
						CHECKED: EDI			
						SHEET NO: <b>L14</b>			









- KEYNOTES**
- SP001 PROPOSED LINE - TO BE REMOVED
  - SP002 LOT LINE TO BE ADJUSTED
  - SP003 EXISTING ACCESS EASEMENT
  - SP004 ACCESSIBLE PARKING SPACE, SEE E. SIDEWALK AND RAMP - SEE DETAIL
  - SP005 ACCESSIBLE PARKING SPACE, SEE E. SIDEWALK AND RAMP - SEE DETAIL
  - SP006 ACCESSIBLE ROUTE TO SIGN
  - SP007 ACCESSIBLE ROUTE TO SIGN
  - SP008 LANDSCAPING, SEE LANDSCAPE PLAN FOR PLANTING LOCATIONS AND SCHEDULES
  - SP009 LANDSCAPING, SEE LANDSCAPE PLAN FOR PLANTING LOCATIONS AND SCHEDULES
  - SP010 LANDSCAPING, SEE LANDSCAPE PLAN FOR PLANTING LOCATIONS AND SCHEDULES
  - SP011 LANDSCAPING, SEE LANDSCAPE PLAN FOR PLANTING LOCATIONS AND SCHEDULES
  - SP012 LANDSCAPING, SEE LANDSCAPE PLAN FOR PLANTING LOCATIONS AND SCHEDULES
  - SP013 LANDSCAPING, SEE LANDSCAPE PLAN FOR PLANTING LOCATIONS AND SCHEDULES
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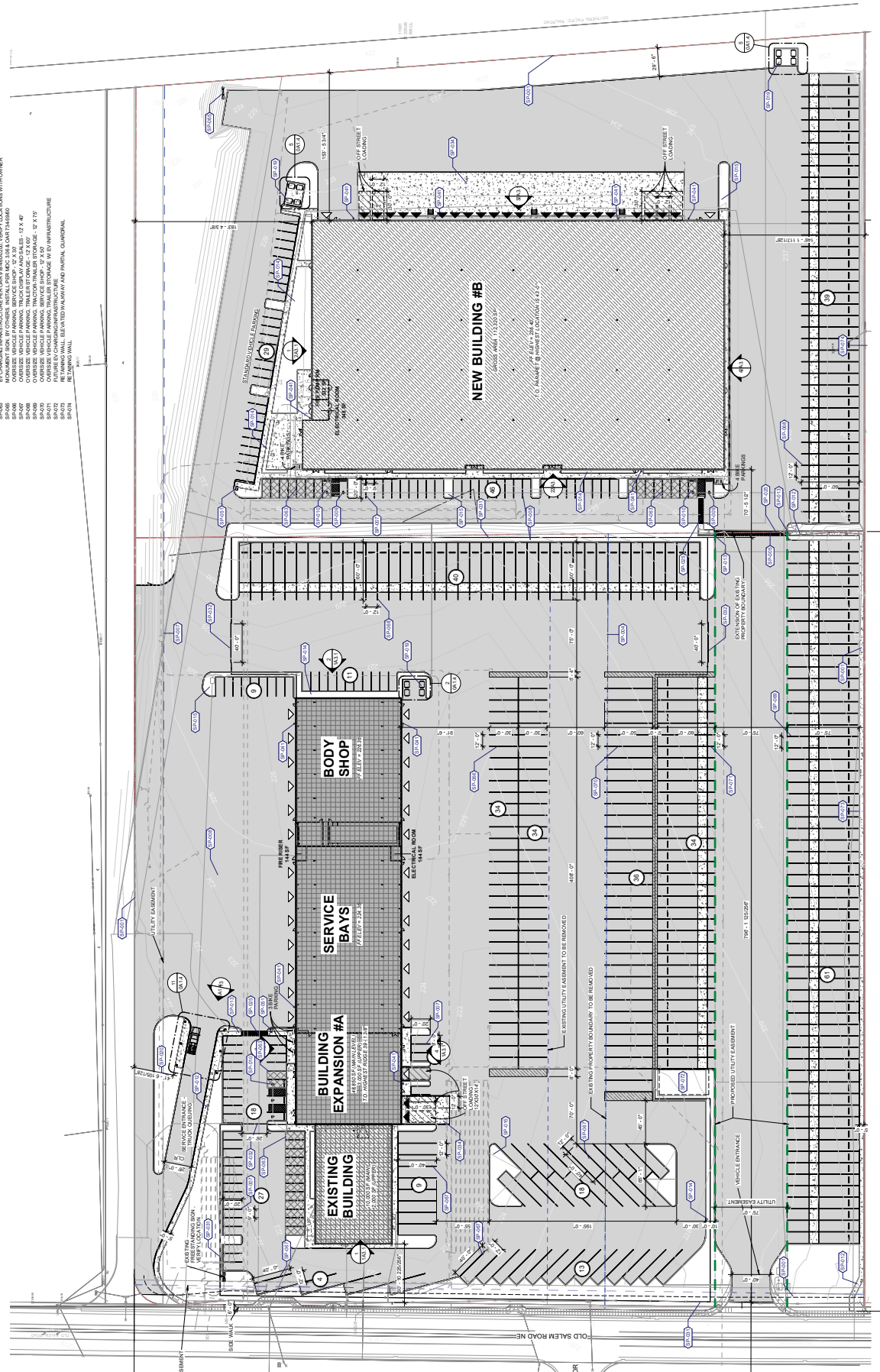
**PARKING SCHEDULE**

Category	Quantity
Handicapped	2
Accessible	2
Standard	100
Motorcycle	10
Storage	10
Trailer	10
RV	10
Other	10
<b>TOTAL</b>	<b>156</b>

**AREA SCHEDULE - ZONING**

Area	Area (sq ft)	Zoning
Lot Area	100,000	U-1
Building Footprint	10,000	U-1
Parking	50,000	U-1
Other	40,000	U-1
<b>TOTAL</b>	<b>200,000</b>	<b>U-1</b>

- LEGEND**
- DRIVEWAY DOOR
  - DOCKHEIGHT DOOR
  - AREA OF WORK
  - PARKING COUNT SUB TOTAL
  - SLOPE DOWN LINO
  - ELECTRICAL VEHICLE CHARGING INFRASTRUCTURE





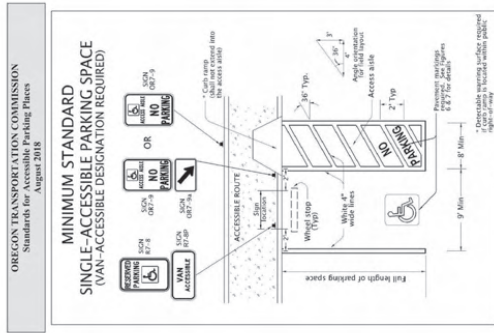


Figure 1

**6 ODOT - SINGLE-ACCESSIBLE PARKING SPACE**  
12-110

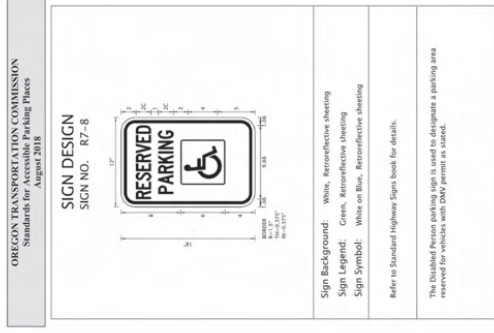


Figure 8

**7 ODOT - SIGN R7-8**  
12-110

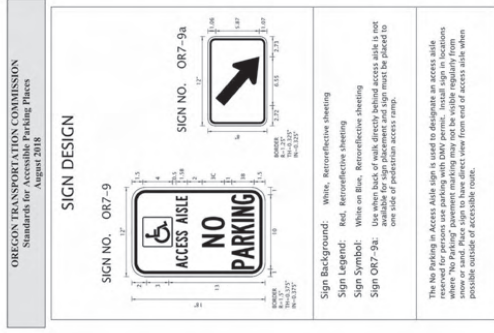


Figure 11

**8 ODOT - SIGN OR7-9**  
12-110

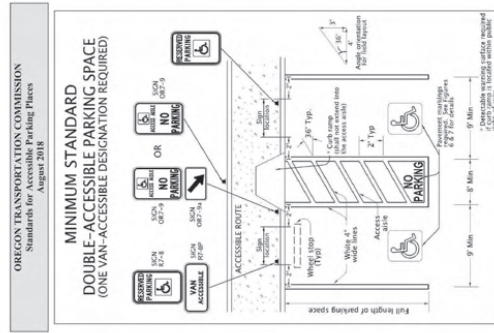


Figure 2

**16 ODOT - DOUBLE-ACCESSIBLE PARKING SPACE**  
12-110

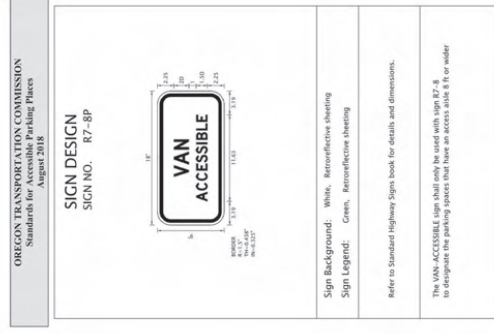


Figure 9

**17 ODOT - SIGN R7-8P**  
12-110



Figure 7

**18 ODOT - MARKING LEGEND**  
12-110

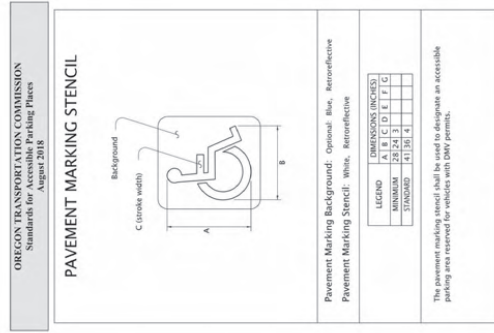
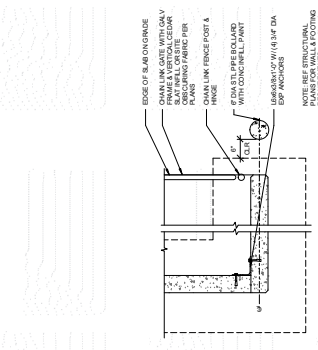
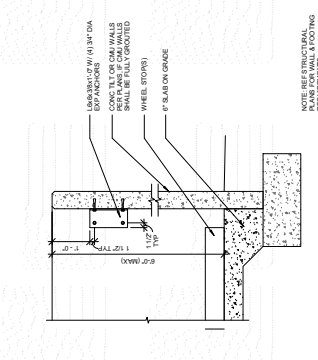


Figure 6

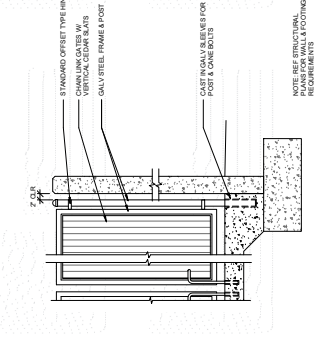
**19 ODOT - MARKING STENCIL**  
12-110



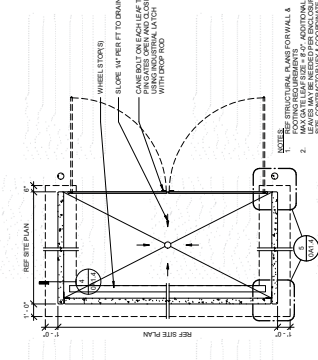
**1 CONCRETE FILLED BOLLARD**  
3/8" = 1'-0"



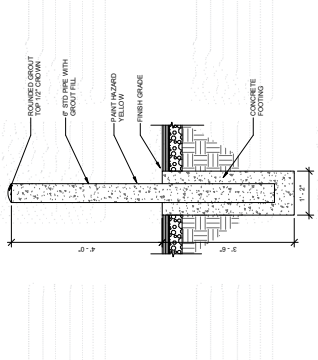
**2 TRASH ENCLOSURE PLAN**  
3/8" = 1'-0"



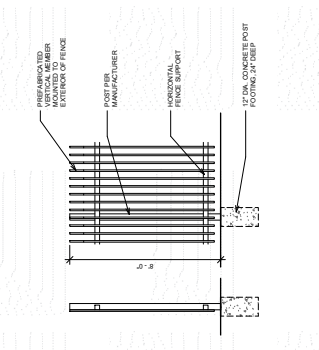
**3 TRASH ENCL GATE ELEVATION**  
3/8" = 1'-0"



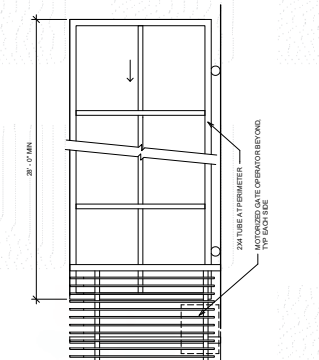
**4 TRASH ENCL WALL SECTION**  
3/8" = 1'-0"



**5 TRASH ENCL ENLARGED PLANS**  
3/8" = 1'-0"



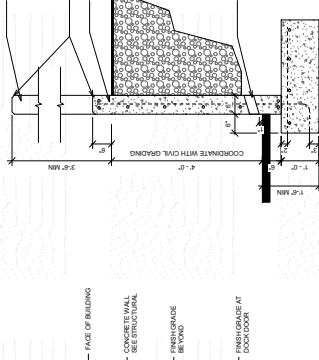
**6 GUARDRAIL ELEVATION AT RECESSED DOCK**  
1/8" = 1'-0"



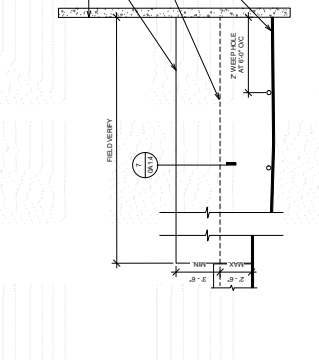
**7 GUARDRAIL SECTION AT RECESSED DOCK**  
3/8" = 1'-0"



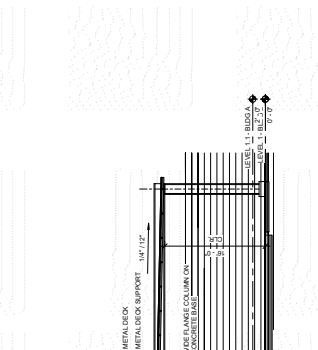
**8 ROLLING GATE AND PERIMETER FENCE DETAILS**  
3/8" = 1'-0"



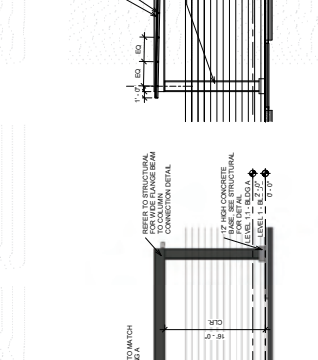
**9 TRUCK QUEUING STRUCTURE ROOF**  
3/8" = 1'-0"



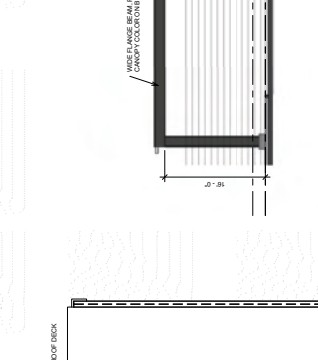
**10 TRUCK QUEUING STRUCTURE PLAN**  
3/8" = 1'-0"



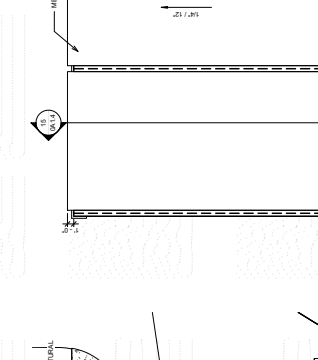
**11 TRUCK QUEUING STRUCTURE PLAN**  
3/8" = 1'-0"



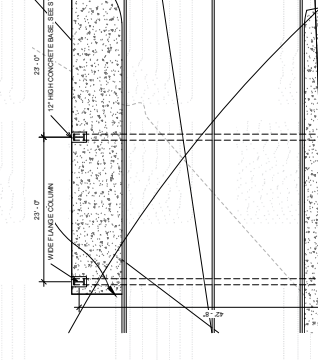
**12 TRUCK QUEUING STRUCTURE ROOF**  
3/8" = 1'-0"



**13 TRUCK QUEUING STRUCTURE ELEVATION**  
3/8" = 1'-0"



**14 TRUCK QUEUING STRUCTURE ELEVATION**  
3/8" = 1'-0"



**15 SECTION TRUCK QUEUING STRUCTURE SECTION**  
3/8" = 1'-0"





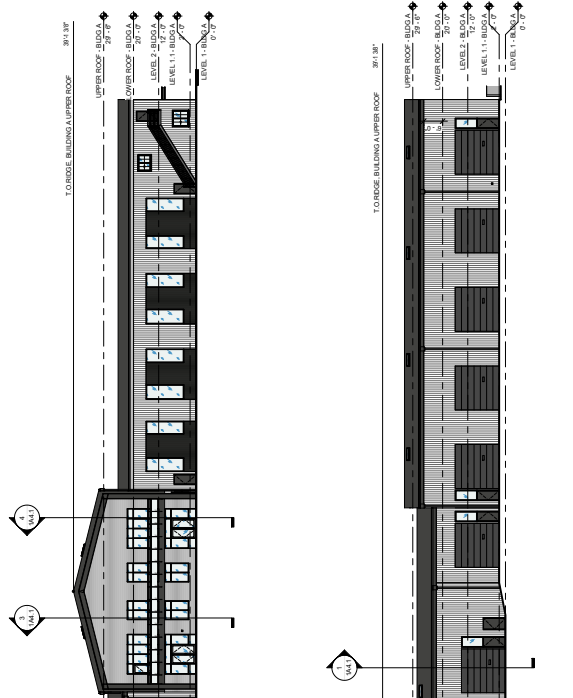
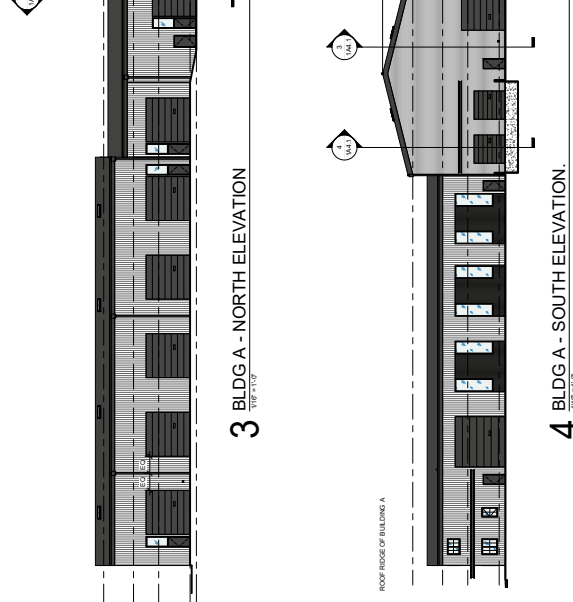
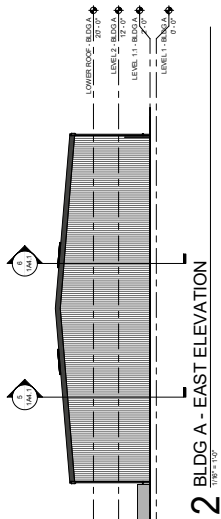
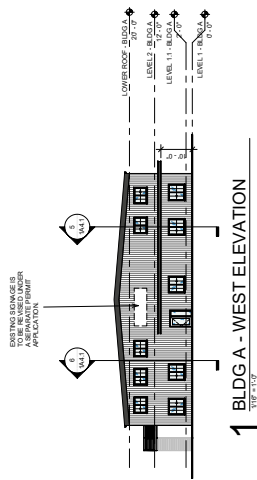


**GENERAL NOTES - EXTERIOR ELEVATIONS**

1. REFER TO BLDG. ELEV. PROFILE CHANGES APPLICABLE TO ALL PORTIONS OF THE WORK.
2. REFER TO BLDG. ELEV. PROFILE CHANGES APPLICABLE TO ALL PORTIONS OF THE WORK.
3. REFER TO BLDG. ELEV. PROFILE CHANGES APPLICABLE TO ALL PORTIONS OF THE WORK.
4. REFER TO BLDG. ELEV. PROFILE CHANGES APPLICABLE TO ALL PORTIONS OF THE WORK.
5. REFER TO BLDG. ELEV. PROFILE CHANGES APPLICABLE TO ALL PORTIONS OF THE WORK.
6. REFER TO BLDG. ELEV. PROFILE CHANGES APPLICABLE TO ALL PORTIONS OF THE WORK.

**KEYNOTES**

MATERIALS SCHEDULE (REFER TO 1A3.2)



Client Owner:  
**GORDON  
TRUCK  
CENTERS**

Client Addr:  
**6541 NE OLD SALEM  
ROAD  
MILLERSBURG, OR**

Project:  
**BUILDING  
ADDITION**

Sheet Title:  
**ELEVATIONS  
BLDG A**

Revised:  
# Description  
Date

DATE PLOTTED: 06/20/2023 12:14:22  
PLOTTER: HP DesignJet T1100e  
PLOT SCALE: 1/8\"/>

**EXTERIOR LIGHTING**

Lithonia Lighting  
Pole Mounted Site Fixture  
DSXO LED- P1, P2, P3, SM1, SM2,  
Finish: TBD



**d"series**

Gotham  
Round Downlight 4"  
EV04: R-1



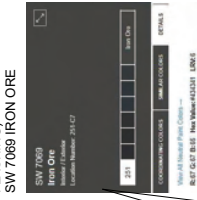
Bega  
LED Wall Luminaires  
33 514, Finish: TBD



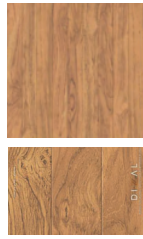
Bega  
LED Wall Luminaires  
SM-3, Finish: TBD



PT-3 (HM & OH DOORS, CANOPY,  
FLASHING)

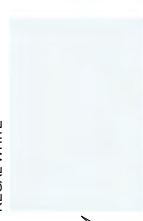


ALUMINUM TRELLIS  
MFR: DIZAL  
SIZE: 2" X 6", 5" O.C. END MOUNT  
FINISH: 124-02 BURMA TEAK BLOND  
ALUMINUM SOFFIT CEILING  
PROFILE: 6" PLANK V GROOVE PROFILE  
FINISH: 124-02 BURMA TEAK BLOND



**COLOR**

PT-1 (MAIN BODY METAL COLOR)  
REGAL WHITE



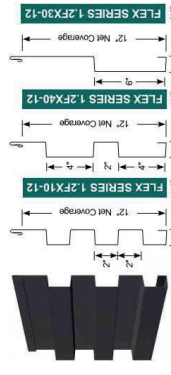
Cool **REGAL WHITE**  
SRI: 88 • LRV: 75

PT-2 (ACCENT PANEL AND ROOF COLOR)  
MIDNIGHT BRONZE

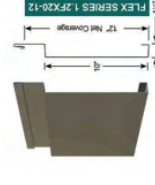


Cool **MIDNIGHT BRONZE**  
SRI: 27 • LRV: 7

METAL PANEL (AEP SPAN FLEX SERIES)  
HORIZONTAL & VERTICAL STAGGERED  
2", 4", & 6" PATTERN



METAL PANEL (AEP SPAN FLEX SERIES)  
VERTICAL 10" PATTERN



METAL ROOF  
MFR: AEP SPAN  
STYLE: SPANSEAM METAL ROOFING, 22 GA  
COLOR: MIDNIGHT BRONZE



**MATERIAL BOARD**

BUILDING ELEMENT	MATERIAL	FINISH	TEXTURE/SHEEN
EXTERIOR WALLS	METAL CLADDING	SEE LEGEND	MFR
STOREFRONT	ALUMINUM	ANODIZED, DARK BRONZE	SMOOTH
GLAZING	GLASS	CLEAR	SMOOTH
DOORS	ALUMINUM	ANODIZED, DARK BRONZE	SMOOTH
DOORS	HOLLOW METAL	PAINT, SW 7069 IRON ORE	SMOOTH/ SATIN
DOORS	OVERHEAD	PAINT, SW 7069 IRON ORE	SMOOTH/ SATIN
CANOPY	WOOD TUBE AND / OR CHANNEL	PAINT, SW 7069 IRON ORE	SMOOTH/ SATIN
CANOPY SOFFIT	WOOD	CLEAR	SMOOTH/ SATIN
FLASHING	METAL	PAINT, SW 7069 IRON ORE	SMOOTH/ SATIN

Client/Owner:  
**GORDON  
TRUCK  
CENTERS**

CLIENT ADDR:  
501 NE OLD SALEM  
ROAD  
MILLERSBURG, OR

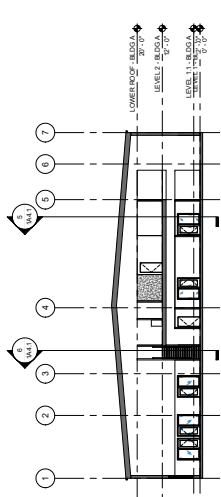
Project:  
**BUILDING  
ADDITION**

Sheet Title:  
**EXTERIOR  
MATERIALS  
BLDG A**

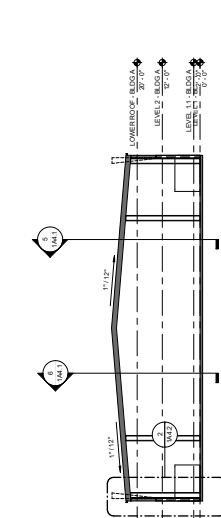
Revisions:  
# Description Date

8/20/2023  
8/20/2023  
8/21/23

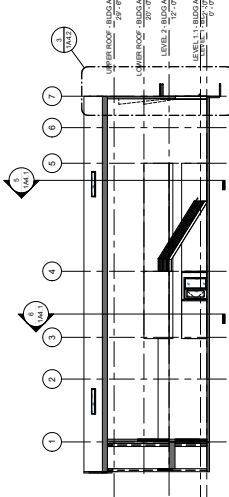
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PLOT SHEET NUMBER: 02030203  
PLOT SHEET TITLE: EXTERIOR MATERIALS BLDG A  
PLOT SHEET DATE: 8/21/23



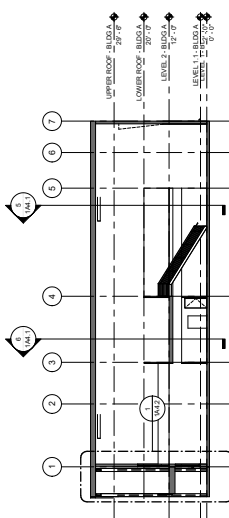
**1** BLDG A SERVICE BAYS SECTION  
R1211.MKT



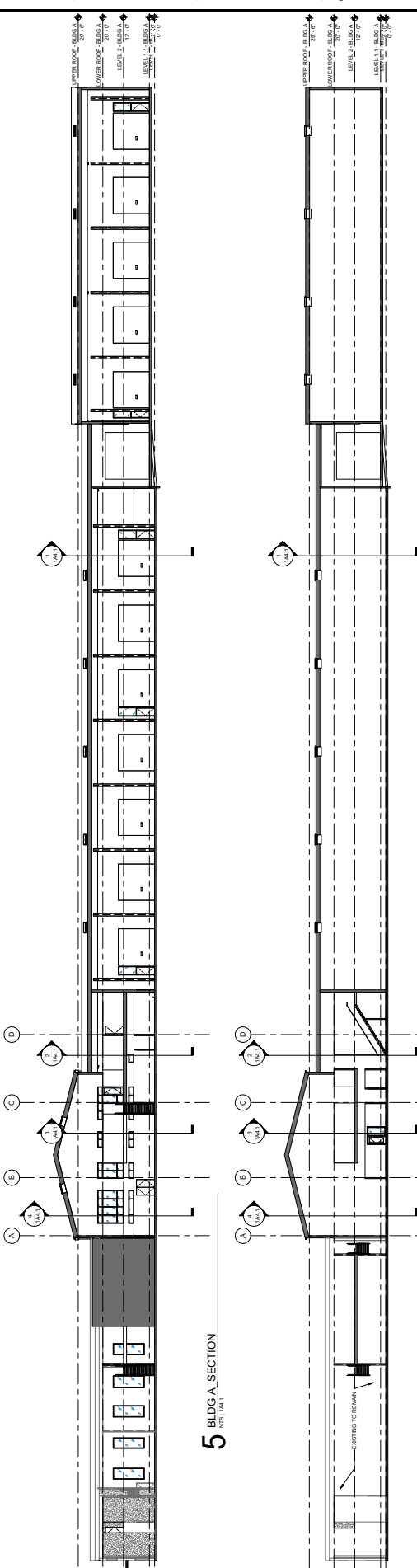
**2** BLDG A SECTION A  
R1211.MKT



**3** BLDG A SECTION THROUGH LOBBY  
R1211.MKT



**4** BLDG A SECTION B  
R1211.MKT



**5** BLDG A SECTION  
R1211.MKT

**6** BLDG A SECTION THROUGH EXISTING AND ADDITION  
R1211.MKT

**GENERAL NOTES - WALL SECTIONS**

1. REFER TO SHEET LOG FOR PROJECTIONS APPLICABLE TO ALL PORTIONS OF THE WORK.
2. REFER TO SHEET LOG FOR FINISHES APPLICABLE TO ALL PORTIONS OF THE WORK.
3. REFER TO SHEET LOG FOR VERTICAL AND HORIZONTAL DIMENSIONAL TYPES.

**KEYNOTES**

**NOT FOR  
CONSTRUCTION**

Client/Owner:  
**GORDON  
TRUCK  
CENTERS**

Client ADDR:

Project:  
**BUILDING  
ADDITION**

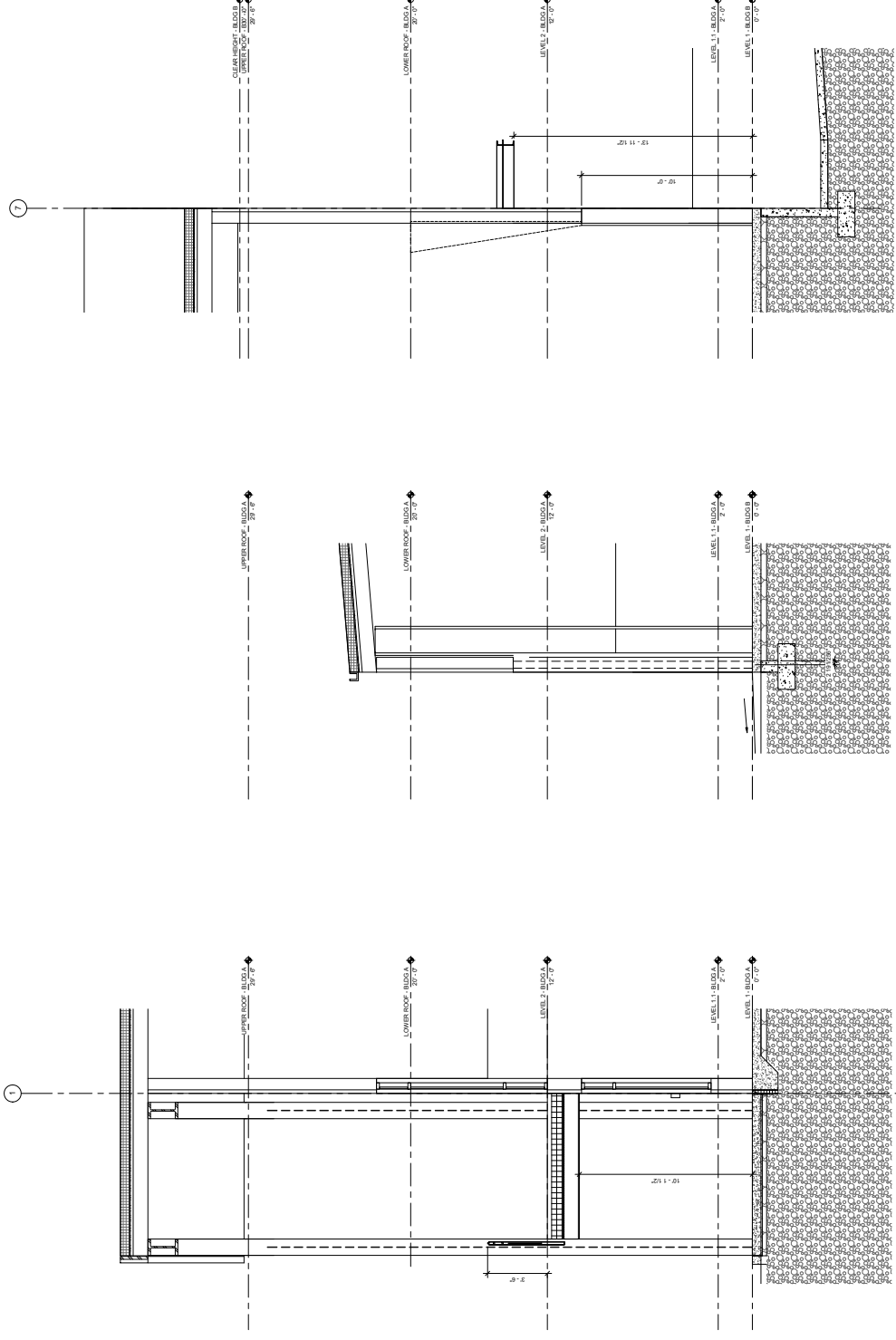
6541 NE OLD SALEM  
ROAD  
MILLERSBURG, OH

Sheet Title:

**WALL  
SECTIONS  
BLDG A**

Revisions:  
# Description Date

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PLOTTER: HP DesignJet T1100PS  
PLOT SCALE: 1/8" = 1'-0"  
DATE: 6/20/2023  
DRAWN BY: J. HEDGECOCK  
CHECKED BY: J. HEDGECOCK  
SCALE: 1/8" = 1'-0"



**1** BLDG A, SECTION THROUGH LOBBY - Callout 1

**2** BLDG A, SERVICE BAYS SECTION - Callout 1

**3** BLDG A, SECTION B - Callout 1



**GENERAL NOTES - ROOF PLANS**

- 1. REFER TO BLDG CONTRACT AND SUPPLEMENTARY SPECIFICATIONS TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 2. REFER TO ALL SPECIFICATIONS FOR TRADES AND MATERIALS TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 3. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 4. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 5. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 6. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 7. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 8. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.
- 9. PROVIDE ALL MATERIALS AND EQUIPMENT TO ALL APPLICABLE TRADES FOR ALL TRADES.

**SKYLIGHT AREA CALCULATIONS**

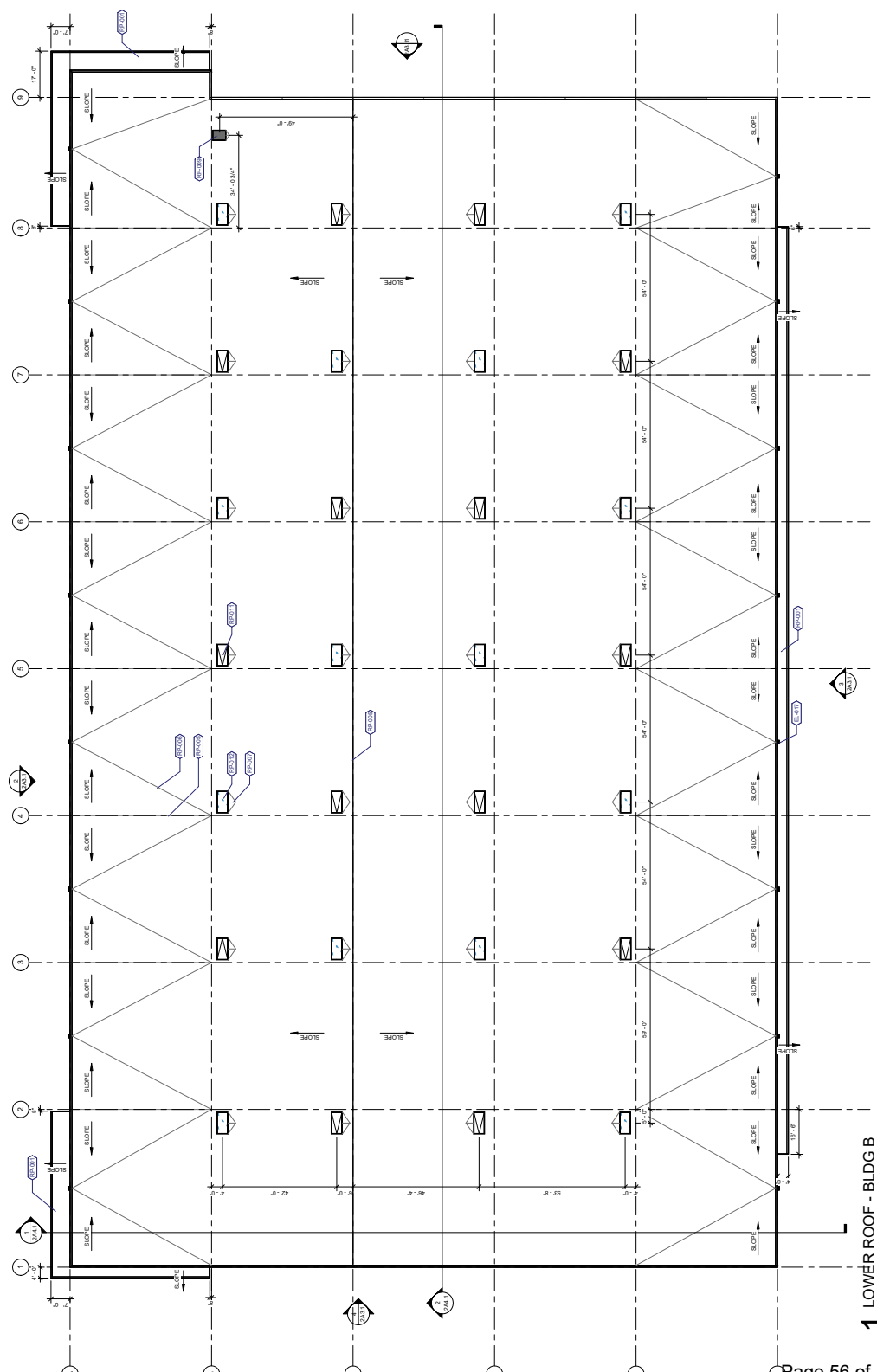
SKYLIGHT SIZE QUANTITIES INCLUDE:  
SKYLIGHT 2'0" x 2'0" = 4.00 SF @ 12 = 48.00 SF  
SKYLIGHT 2'6" x 2'6" = 6.75 SF @ 6 = 40.50 SF  
SKYLIGHT 3'0" x 3'0" = 9.00 SF @ 2 = 18.00 SF  
TOTAL SKYLIGHT AREA = 106.50 SF (AS SHOWN)

**DOWNSPOUT CALCULATIONS**

PRELIMINARY CALCULATIONS - PLUMBING CONTRACTOR TO VERIFY  
PER OPEC TABLE 1103.1  
ESTIMATED DRAIN FLOW PER TABLE 901.1.1.3 INCHES  
MINIMUM 7.000 SF = 141.13 SF DOWNSPOUTS REQUIRED  
(11 DOWNSPOUTS @ 12.81 SF)

**SMOKE AND HEAT VENT AREA  
CALCULATION**

SMOKE AND HEAT VENT AREA  
SMOKE AND HEAT VENT AREA  
SMOKE AND HEAT VENT AREA  
SMOKE AND HEAT VENT AREA  
SMOKE AND HEAT VENT AREA  
TOTAL FLOOR AREA REQUIRED = 101.000 SF (AS SHOWN)  
TOTAL FLOOR AREA REQUIRED = 101.000 SF (AS SHOWN)



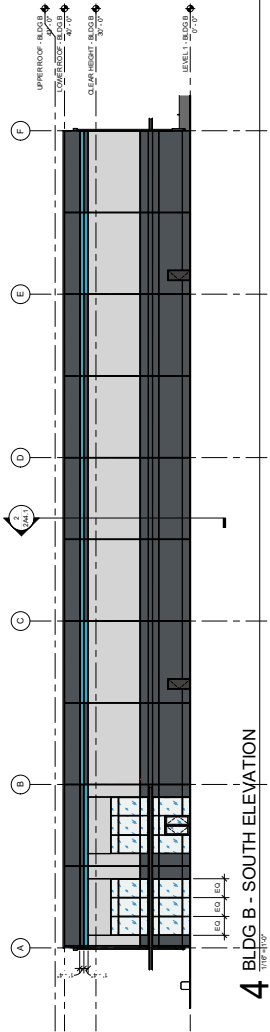
**1 LOWER ROOF - BLDG B**

MATERIALS SCHEDULE (REFER TO 2A3.2)

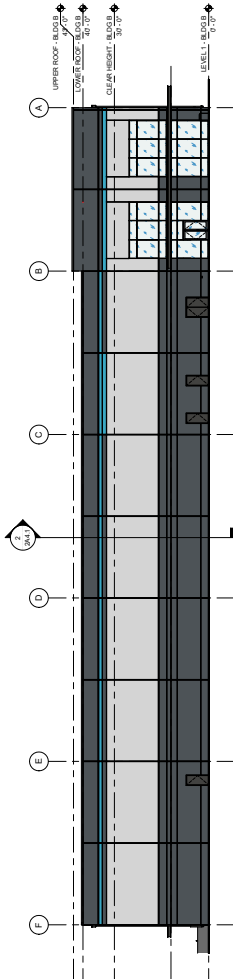
**GENERAL NOTES - EXTERIOR ELEVATIONS**

- 1. ELEVATIONS SHALL BE TO ALL PORTIONS OF THE WORK.
- 2. ELEVATIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 3. DIMENSIONS TO CENTER OF WINDOW OR DOOR UNLESS NOTED OTHERWISE.
- 4. CONTRACTOR TO VERIFY ALL MATERIALS, FINISHES & ELEVATIONS.
- 5. FINISHES TO BE AS SHOWN ON FINISH SCHEDULE.
- 6. BUILDING ADDRESS IS 6540 NE SALEM ROAD.

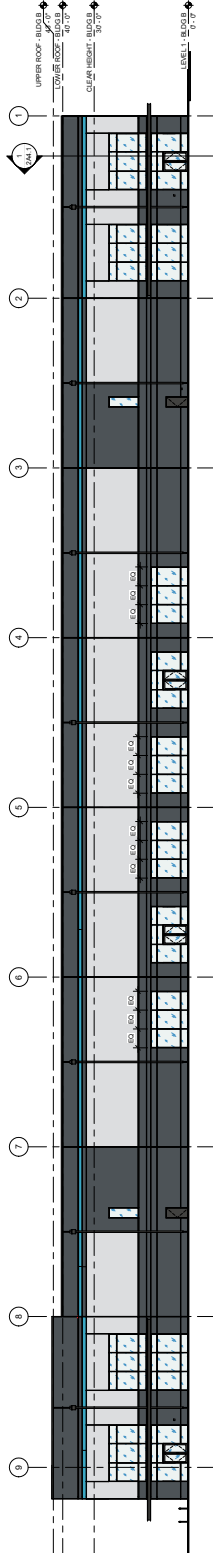
**KEYNOTES**



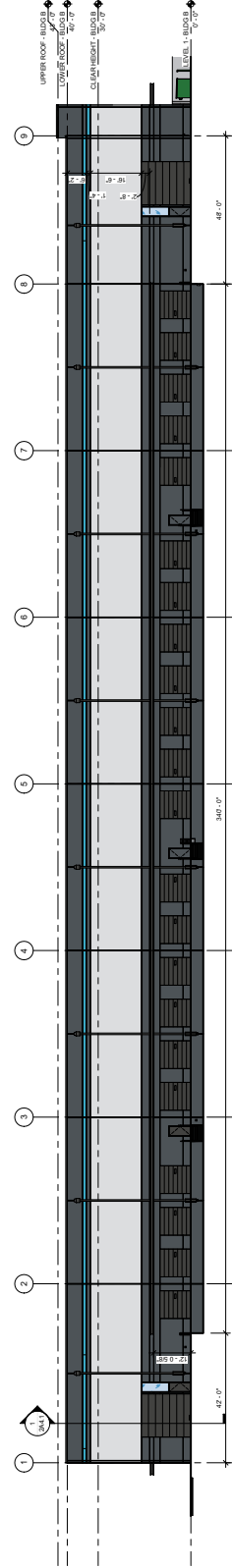
**4** BLDG B - SOUTH ELEVATION



**1** BLDG B - NORTH ELEVATION



**2** BLDG B - WEST ELEVATION



**3** BLDG B - EAST ELEVATION

Client Owner:  
**GORDON  
TRUCK  
CENTERS**

CLIENT ADDR

Project:  
**BUILDING  
ADDITION**

6540 NE OLD SALEM  
ROAD  
MILLSBORO, OR

Sheet Title

**ELEVATIONS  
BLDG B**

Revisions	Date
#	Description

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PLOTTER: HP DesignJet T1100PS  
PLOT SCALE: 1/8" = 1'-0"  
PLOT AREA: 11.00" X 17.00"  
PLOT OFFSET: 0.50" X 0.50"  
PLOT ORIENTATION: Landscape  
PLOT SCALE: 1/8" = 1'-0"  
PLOT AREA: 11.00" X 17.00"  
PLOT OFFSET: 0.50" X 0.50"  
PLOT ORIENTATION: Landscape



**COLOR**

**PT-1 (MAIN BODY COLOR, DOOR COLOR, DOWNSPOUT)**  
SW 9640 SEA MARINER



**PT-2 (ACCENT BODY COLOR)**  
SW 6246 NORTH STAR

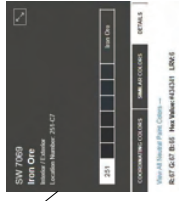


**PT-3 (TOP ACCENT COLOR)**  
PATONE 7702 C



**#48a9c5**  
RGB 72 169 197

**PT-4 (CANOPY, FLASHING)**  
SW 7069 IRON ORE



**EXTERIOR LIGHTING**

Lithonia Lighting  
Polaris Round Downlight Fixture  
DSK0 LED, P1, P2, P3, SM1, SM2,  
Finish: TBD



Gotham  
Round Downlight 4"  
EV04-R-1



Bega  
LED Wall Luminaires  
SM-3, Finish: TBD

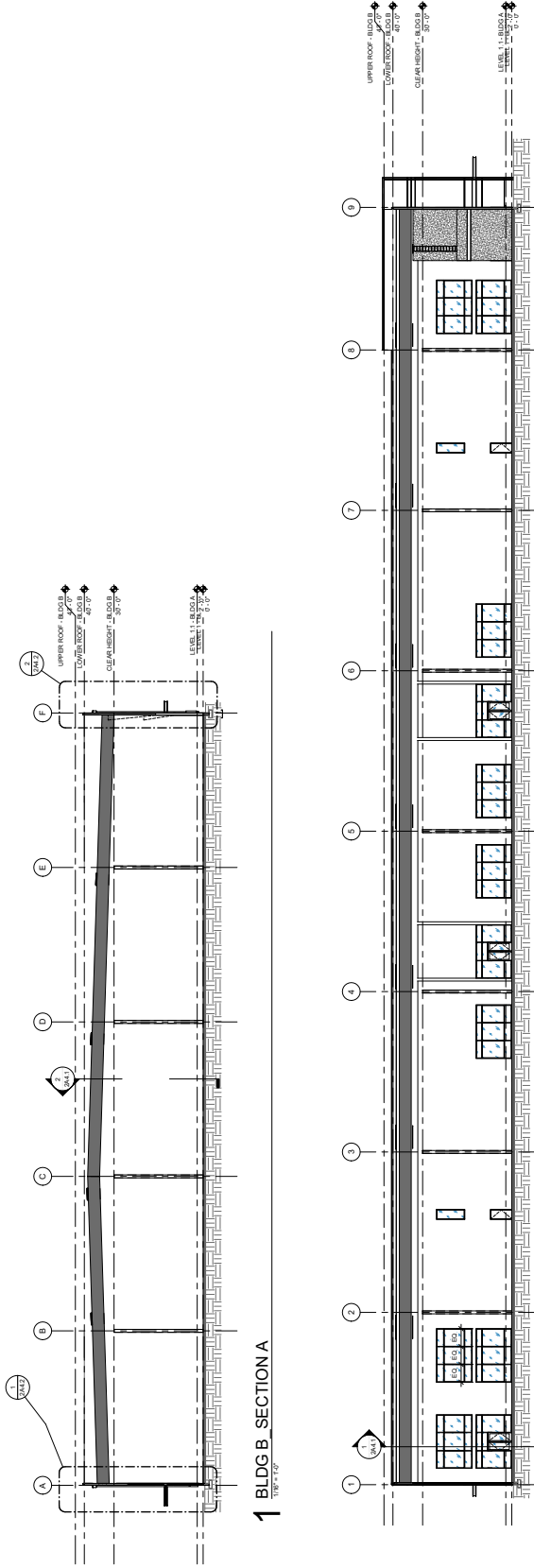


BUILDING ELEMENT	MATERIAL	FINISH	TEXTURE/SHEEN
EXTERIOR WALLS	CONCRETE, TILT UP	PAINT, SEE LEGEND	SMOOTH/ SATIN
STOREFRONT	ALUMINUM	ANODIZED, DARK BRONZE	SMOOTH
FLASHING	ALUMINUM	ANODIZED	SMOOTH
DOORS	HOLLOW METAL	PAINT, DARK BRONZE	SMOOTH/ SATIN
DOORS	OVERHEAD	PAINT, SW 9640 SEA MARINER	SMOOTH/ SATIN
CANOPY	STEEL TUBE AND / OR CHANNEL	PAINT, SW 9640 SEA MARINER	SMOOTH/ SATIN
ENTRY SOFFIT	WOOD	CLEAR	SMOOTH/ SATIN
PARAPET COPING & FLASHING	METAL	PAINT, SW 7069 IRON ORE	SMOOTH/ SATIN

**GENERAL NOTES - WALL SECTIONS**

1. REFER TO SHEET 00 FOR PROJECT NOTES APPLICABLE TO ALL PORTIONS OF THE WORK.
2. REFER TO SHEET 00 FOR PROJECT NOTES APPLICABLE TO ALL PORTIONS OF THE WORK.
3. REFER TO SHEET 00 FOR PROJECT NOTES APPLICABLE TO ALL PORTIONS OF THE WORK.

**KEYNOTES**



**1** BLDG B - SECTION A

**2** BLDG B - SECTION B

Client Owner:  
**GORDON  
TRUCK  
CENTERS**

CLIENT ADDR

Project:  
**BUILDING  
ADDITION**

654 NE OLD SALEM  
ROAD  
MILLERSBURG, OR

Sheet Title:

**OVERALL  
BUILDING  
SECTIONS  
BLDG B**

Revisions:  
# Description Date

DATE PLOTTED: 06/20/2023 11:52 AM  
DRAWN BY: JACOB W. HARRIS  
CHECKED BY: JACOB W. HARRIS  
DATE: 06/20/2023  
SCALE: 1/8" = 1'-0"  
SHEET NUMBER: 21 OF 21  
SHEET

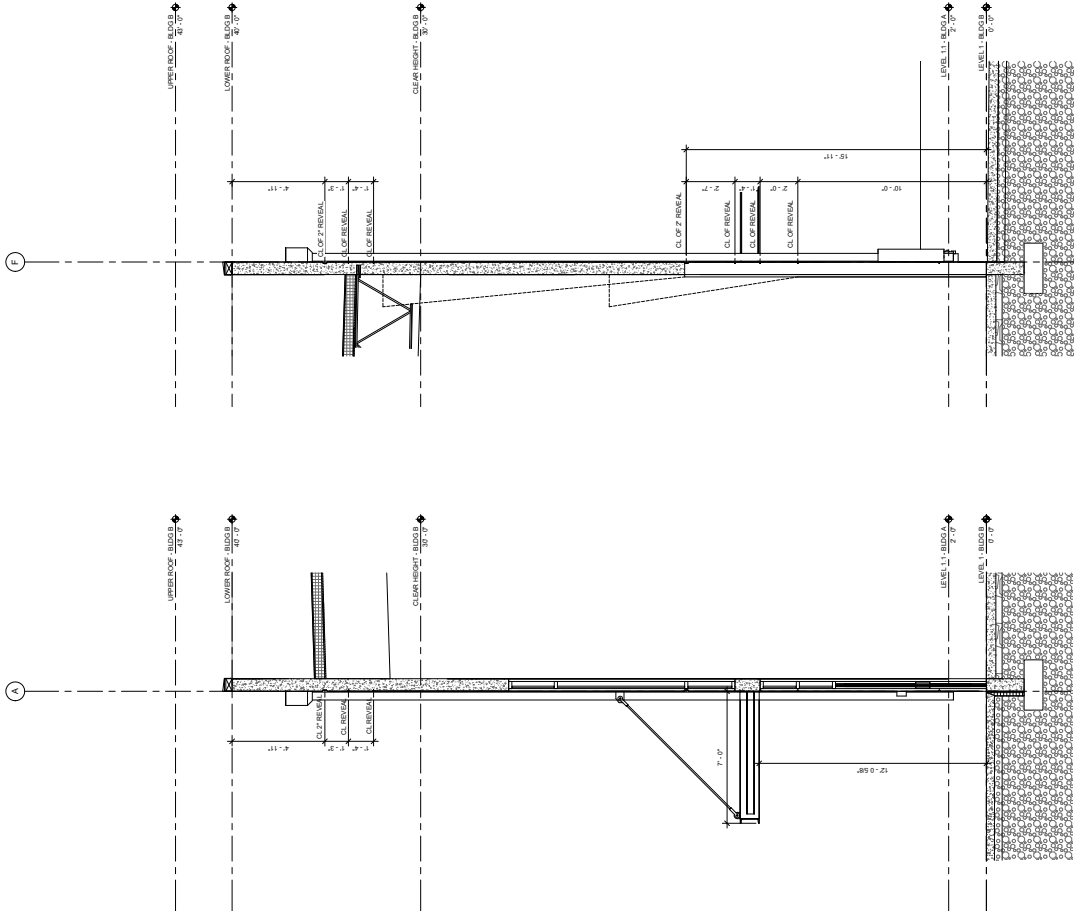
2A4.1

DESIGN REVIEW - JUNE 2023

**GENERAL NOTES - WALL SECTIONS**

1. REFER TO SHEET 10 FOR PROJECT SPECIFICATIONS APPLICABLE TO ALL PORTIONS OF THE WORK.
2. REFER TO SHEET 10 FOR FINISHES AND MATERIALS.
3. REFER TO SHEET 04 FOR VERTICAL AND HORIZONTAL DIMENSIONAL TYPING.

**KEYNOTES**



**1** BLDG B\_SECTION A - Callout 1  
10/11/23

**2** BLDG B\_SECTION A - Callout 2  
10/11/23

*Type III – Site Development Review*  
*Type I – Property Boundary Adjustment*  
*Type III – Conditional Use Permit*

***NARRATIVE: Gordon Truck Centers***

Date: June 14<sup>th</sup>, 2023



**Applicant:**

Gordon Truck Centers  
277 Steward Road  
Pacific, WA 98047  
Dominic Nicandri  
[Dominic.nicandri@gordontruckcenters.com](mailto:Dominic.nicandri@gordontruckcenters.com)

**Development Location:**

5801 NE Old Salem Road  
Millersburg, OR 97231

**Prepared for:**

City of Millersburg  
Planning & Zoning  
4222 NE Old Salem Road  
Albany OR 97321  
Matt Straite  
Phone - 458-233-6300

**Prepared by:**

First Forty Feet  
412 NW Couch Street, Suite 405  
Portland, Oregon 97209  
Will Grimm, [will@firstfortyfeet.com](mailto:will@firstfortyfeet.com)  
Phone - 802-595-9448

**Architect:**

MDG Architecture/Interiors  
4875 SW Griffith Drive, Suite 300  
Beaverton, Oregon 97005  
Jeff Wilder - [jeff@mdgpc.com](mailto:jeff@mdgpc.com)  
Phone - 503-244-0552

# Development Review Application

## Explanation of Intent

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First Forty Feet, in collaboration with MDG Architecture/Interiors, will be submitting for the following reviews:

- 1) Site Development Review (Type III Action). A Type III action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow discretion. Public notice and a public hearing are provided. Appeal of a Type III decision is to the City Council.
- 2) Property Boundary Adjustment (Type I Action). A ministerial action reviewed by staff based on clear and objective standards. Conditions are limited to those that ensure compliance with Code requirements and implement these standards. Decisions are memorialized on the relevant permit form or other order.
- 3) Conditional Use Permits (Type III Action). A Type III action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow discretion. Public notice and a public hearing are provided. Appeal of a Type III decision is to the City Council.

### PROJECT SUMMARY

This proposed development Building A scope is an approximately 48,850 SF commercial expansion of an existing 12,000 SF commercial building with B, F-1, and S-1 occupancies. The building will be constructed of metal frame with interior office, service and sales along with shipping and storage. The building will consist of 13 drive thru service bays of approximately 38,000 SF. New office space will include a mezzanine level of about 3,000 SF. The warehouse and support is a single story area of approximately 6,800 SF with a warehouse area of 3,638 SF. Building A will have 69 parking spaces including 3 ADA parking spaces, 2 dock overhead doors and 1 drive-in overhead door and storefront entrances. The site will include areas for truck display for sales, over-sized vehicle parking, and tractor trailer parking with appropriate circulation. Access to the site will be via Old Salem Road. The proposed building height is 39'-1 3/8".

The project also proposes building B, the new construction of a single story building, shell only, assume occupancy S1-F and B permit with associated parking, landscape and utilities. Building B will have 75 parking spaces. Total proposed building square footage is approximately 112,320 SF. The building is proposed as a tilt-up concrete Type III-B construction at 43'.

### EXISTING CONDITIONS

The project site is located east of Old Salem Road NE, north of Western Way NE, and south of Steelhead Run Drive in Millersburg, Oregon. The subject site is located in an area zoned as Light Industrial (LI), with industrial land uses to the north and south, a religious



institution to the northwest, residential land uses to the west, and Interstate 5 and a railroad to the east.

The project site includes two properties (tax lots 10S03W21-00304 and 00305) which encompass an approximate total of 22.59 acres. The site is currently developed with a 12,000 SF truck repair shop building near the northwest edge of the site. There are currently two existing driveways along Old Salem Road NE: one access along the north side of the site and one located opposite Clearwater Drive.

Both properties are primarily graded with slopes under 3 percent. The site slopes to the northwest towards an existing stormwater facility near Old Salem Road's right-of-way. The graded area of the site is graveled and extends for a width of 800 feet from the existing right-of-way of Old Salem Road for the entire width of its frontage. On tax lot 304 within the 800-foot-wide graded area is an existing industrial building that has approximately 12,000 square feet of rooftop. Stormwater runoff from within the graveled area is gathered in private catch basins and directed towards the existing stormwater facility in the northwest corner by the right-of-way.

Behind the 800-foot mark on tax lot 304 and 305 is an area of undocumented fill. This area extends another 500 feet and contains steeper slopes. In the southeast corner is a mound of undocumented fill that extends about 8 feet above the surrounding surface. Additionally, around the perimeter of this area abutting neighboring properties are steeply sloped banks, that are graded downward towards the neighboring properties. The back 500 feet is covered with low growing vegetation such as weeds, black berry bushes, and grass.

## PARCEL

Map & Tax Lot ID 10S03W21-00304 and 00305

## SITE DESIGN

**Building Address:** 5801 NE Old Salem Road, Millersburg, OR 97231

**Zoning:** Light Industrial (LI)

**Site Area:** 984,215.57 SF (22.6 acres)

**Proposed Building Area:** Building #A 63,850 SF; Building #B 112,320 SF

**Parking/Paving Area:** 623,915.15 SF

**Building Height:** Building #A 39'-1 3/8"; Building #B 43'

**Vehicle Parking:** Building #A 69 spaces; Building #B 75 spaces

**Truck Parking:** 263 spaces

**Electric Vehicle Charging:** Building #A 14 stations; Building #B 15 stations

**Bicycle Parking:** Building #A 3 spaces; Building #B 8 spaces

**Staffing:** current = 14.79; 3-5 years = 35; 10+ years = 54



## Applicable Standards

The following standards have been addressed within this Narrative.

Development Code City of Millersburg:

2.09 Light Industrial Zone (LI)

3.02 Street Standards

3.03 Off-Street Parking and Loading (including calculations)

3.04 Storm Drainage and Grading

3.05 Utility Lines and Facilities

3.06 Signs

3.07 Fencing and Screening

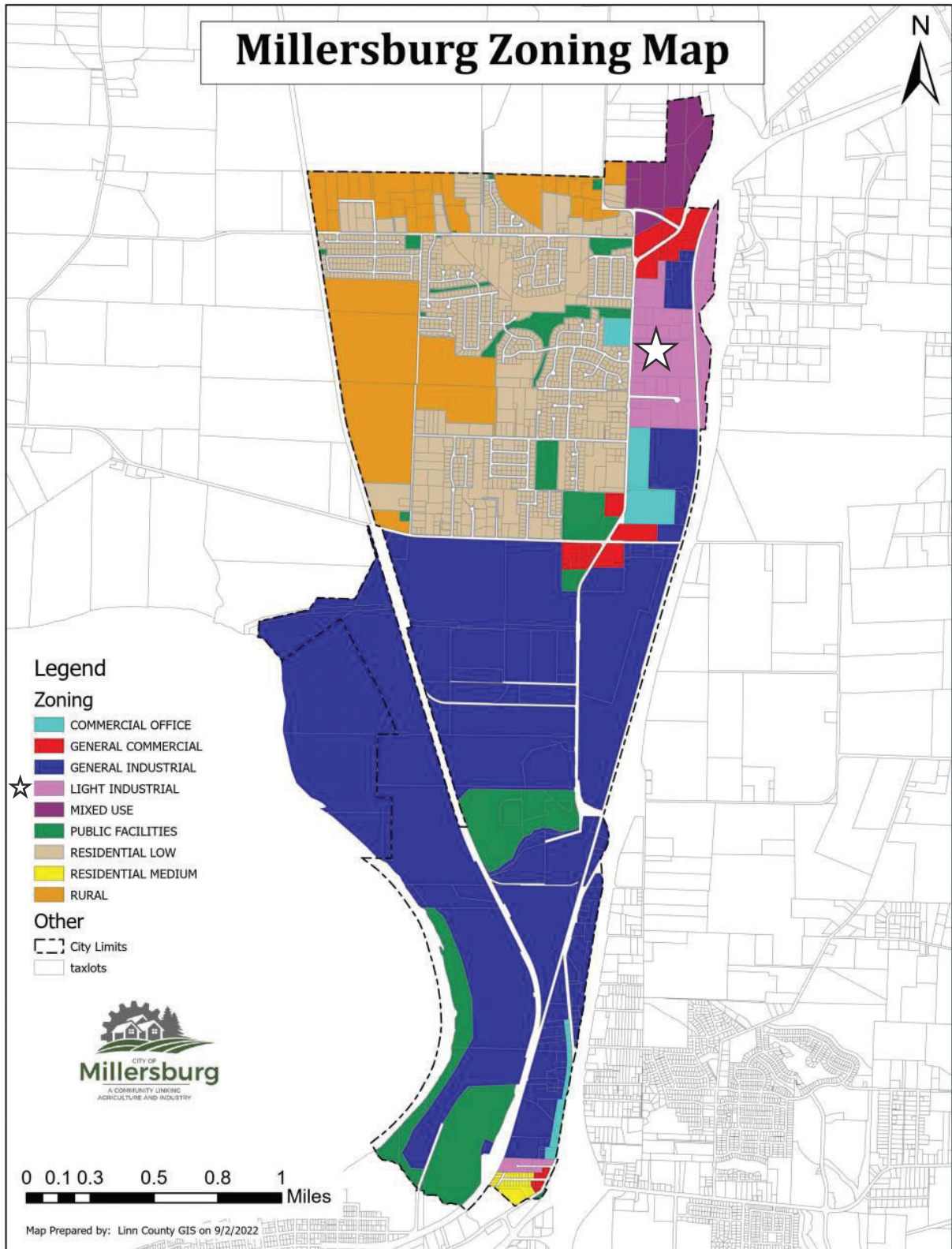
3.09 Landscaping

5.04 Processing Conditional Use Permits

5.05 Processing Site Development Reviews

5.06 Processing Property Boundary Adjustments

Zoning Map



Site Aerial



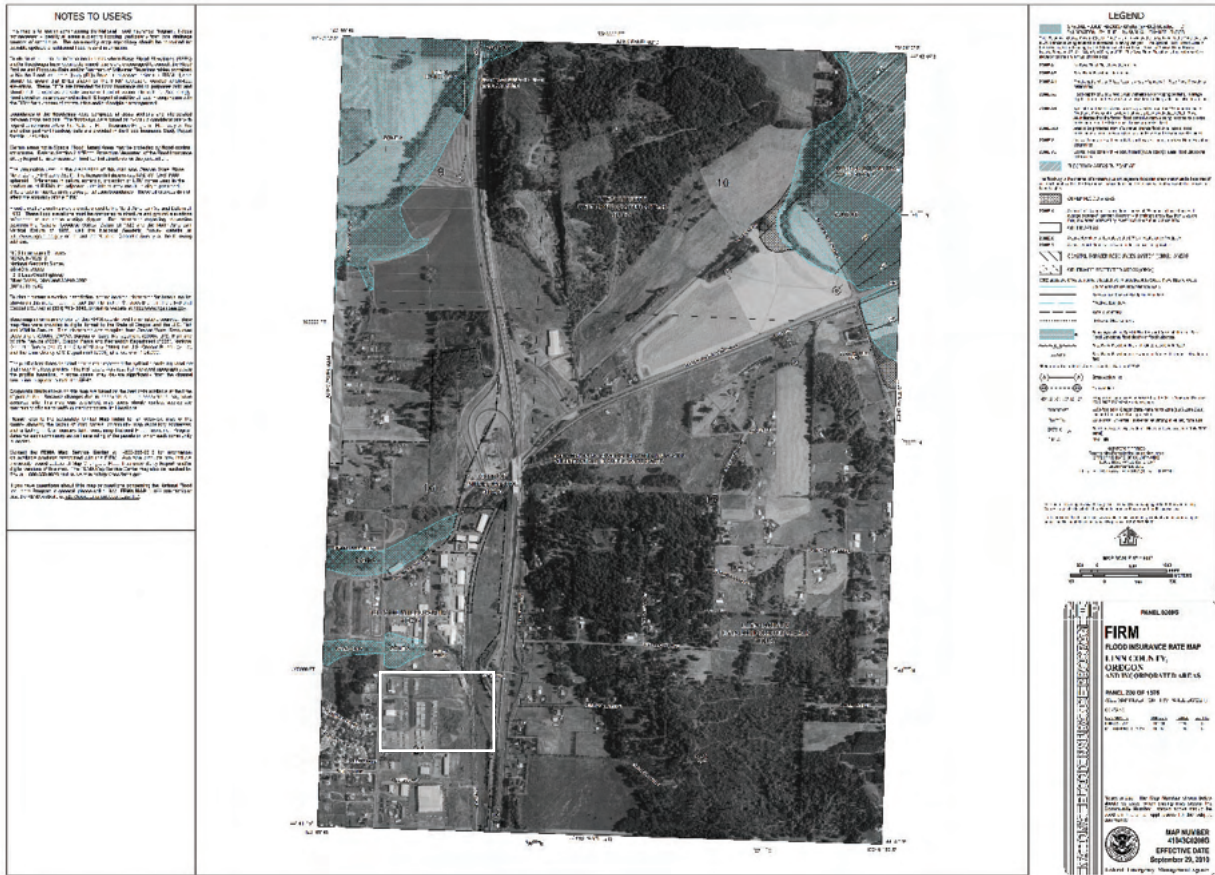
**PROJECT SITE**

Map & Tax Lot ID





# FEMA Map



The site has no floodway areas as determined by FEMA.

## ARTICLE II. – ZONES AND ZONING REGULATIONS

### 2.09 – LIGHT INDUSTRIAL ZONE (LI)

#### 2.09.010 Purpose

The Light Industrial Zone is applied to areas suitable for limited manufacturing and warehousing activities which have minimal emissions or nuisance characteristics potentially detrimental to the public health, safety, or general welfare that would impact adjacent non-industrial areas.

#### 2.09.020 Permitted Uses.

The following uses, when developed under the applicable development standards in the Code, are permitted in the LI zone:

(1) All manufacturing, warehousing, wholesaling, compounding, assembling, processing, storing, researching, or testing uses, including personal storage facilities such as mini-storage warehouses provided all operations except off-street parking and temporary activities shall be conducted entirely within an enclosed building or screened per requirements in [Section 2.09.060\(6\)](#).

(2) Uses of a nature that are consistent with the purpose statement of the zone. The intent is to permit flexibility in allowing appropriate uses generated by emerging technologies. For example, server farms or call centers would be consistent with provision.

(3) Public and private utility buildings and structures, including, but not limited to, fire stations, electric substations, telephone exchanges, and communications antennas or towers.

(4) Utility substations or pumping stations, excluding outdoor storage of equipment or materials.

(5) Welding, machining, fabrication, blacksmith shop, and similar facilities.

(6) Construction businesses such as floor laying, building equipment, masonry and stone, plumbing, electrical, metal work, or painting.

**Response:** None of the existing or proposed uses are permitted outright in the LI zone. See 2.09.040 Conditional Uses below.

### 2.09.040 Conditional Uses

The following uses require approval of a conditional use permit and are subject to Site Development Review:

(1) Publicly owned and operated facilities or structures, including government offices and stations, public use buildings, and recreation sites excluding water and sewage treatment facilities.

(2) Agricultural chemical, fertilizer, insecticide storage, and distribution, excluding ammonium nitrate.

(3) Lumber yard and contracting supplies for lumber, stone, masonry, or metal.

(4) A caretaker's residence, either free-standing or incorporated into another building, for an established or concurrently being developed industrial use, subject to the provisions of [Chapter 3.28](#).

(5) Manufacturing, processing, storage of explosives, or EPCRA Section 302 - Extremely Hazardous Substances when located within 300 feet of residentially zoned land.

(6) Repair and maintenance of vehicles on commercial chassis and commercial equipment, when repairs are conducted inside a structure. The outdoor storage of disassembled or damaged vehicles, in sight of a public right of way, is not permitted unless screened with vegetation or decorative fencing (not including slatted chain link).

(7) Sales of new and used class 4 through 10 commercial vehicles. The sale of used commercial vehicles alone is not permitted.

**Response:** The applicant is applying for a Conditional Use Permit and Site Development Review in this land use application, seeking approval for two conditional uses. The conditional uses requested are: *(6) Repair and maintenance of vehicles on commercial chassis and commercial equipment, when repairs are conducted inside a structure. The outdoor storage of disassembled or damaged vehicles, in sight of a public right of way, is not permitted unless screened with vegetation or decorative fencing (not including slatted chain link); (7) Sales of new and used class 4 through 10 commercial vehicles. The sale of used commercial vehicles alone is not permitted.*



## 2.09.050 Dimensional Standards.

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the LI Zone:

Table 8 LI Zone Dimensional Standards	
LI Zone Dimensional Standards	
Minimum Lot Area	
All Development	Sufficient to meet setbacks and development requirements
Minimum Setbacks	
All Yards	0 feet
All Yards Adjacent to "R" Zones	10 feet + 5 feet per story
Maximum Structure Height	
Principal and Accessory building	50 feet (or higher with a Conditional Use Permit)
Maximum Lot Coverage	90%

**Response:** The proposed development meets the LI Zone Dimensional Standards. There are no minimum setbacks for each yard, although structures are required to be 5' from any property line. The closest structure to a property line is over 60'. The building heights are under the maximum of 50' at 39'-1-3/8" and 43'. The lot coverage is 81.3% which meets the maximum lot coverage standard of 90%. See Site Plan.

## 2.09.060 Development Standards

All development in the LI zone shall comply with the following specific standards:

- (1) *Off-Street Parking.* Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.

(2) *Signs*. Signs in the LI zone shall conform to the standards contained in Chapter 3.06.

(4) *Site Development Review*. All new development and expansion of an existing structure or use in the Light Industrial Zone shall be subject to the site development review procedures of Chapter 5.05.

(5) *Landscaping*. Any required or established yard shall be landscaped with trees, shrubs, and groundcover and maintained pursuant to provisions in Chapter 3.09.

**Response:** The narrative below addresses the specific standards that apply to developments within the LI zone. See sections 3.03, 3.06, 5.05, and 3.09.

## ARTICLE III. – DEVELOPMENT REQUIREMENTS

### 3.02 – STREET STANDARDS

#### 3.02.010 Purpose

(1) To provide for safe, efficient, convenient multi-modal movement in the City of Millersburg.

(2) To provide adequate access to all proposed developments in the City of Millersburg.

(3) To provide adequate area in all public rights-of-way for sidewalks, bikeways, sanitary sewers, storm sewers, water lines, natural gas lines, power lines, and other utilities commonly and appropriately placed in such rights-or-way.

(4) For purposes of this Chapter:

a. “Adequate access” means direct routes of travel between destinations; such destinations may include residential neighborhoods, parks, schools, shopping areas, and employment centers.

b. “Adequate area” means space sufficient to provide all required public services to standards defined in this Code or the City’s most current Engineering Standards.

#### 3.02.020 Scope

The provisions of this Chapter shall be applicable to:

(1) The creation, dedication, or construction of all new public or private streets, bikeways, or accessways in all subdivision, partitions, or other developments in the City of Millersburg.

(2) The extension or widening of existing public or private street rights-of-way, easements, or street improvements including those which may be proposed by an individual or the City, or which may be required by the City in association with other development approvals.

(3) The construction or modification of any utilities, sidewalks, or bikeways in public rights-of-way or street easements.

### 3.02.030 General Provisions

The following provision shall apply to the dedication, construction, improvement, or other development of all public streets in the City of Millersburg. Unless otherwise modified through provisions in this Chapter, all streets shall be designed in conformance with the specific requirements of the City's Transportation System Plan developed in accordance with and the most current Engineering Standards.

(1) **Street Layout.** The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets.

(2) **Continuation.** Development proposals shall provide for the continuation of all streets, bikeways, and accessways within the development and to existing streets, bikeways, and accessways outside the development.

(3) **Alignment.** All streets other than local streets or cul-de-sacs, shall be in alignment with existing streets by continuation of the centerlines to the maximum extent feasible. The staggering of street alignments resulting in "T" intersections shall be avoided wherever practical. However, when not practical, the staggering of street alignments resulting in "T" intersections shall meet with the approval of the City Engineer and ensure compliance with accepted traffic safety standards.

(4) **Future Street Extensions.** When it appears possible to continue a street, bicycle path, and/or pedestrian accessway into a future subdivision, adjacent acreage, or area attractors such as schools and shopping centers, these facilities shall be platted to a boundary of the subdivision or development. Further, the street may be platted without a turnaround unless the Public Works Department or local Fire District finds a turnaround is necessary for reasons of traffic safety.

(5) **Intersection Angles.** Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles.

Intersections of less than 60 degrees shall require approval of the City Engineer. All tangent calculations and curb radii shall comply with the City's most current Engineering Standards.

(6) **Existing Streets.** Whenever existing public streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of subdivision, partitioning, or development.

(7) **Half-Streets.** Half-streets, while generally not acceptable, may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. Whenever a half-street is adjacent to a tract to be developed, the other half of the street shall be dedicated. Reserve strips and street plugs may be required to preserve the objectives of half-streets. The City Engineer may require additional width beyond the half-street when warranted for safety reasons and accordance with the City's most current Engineering Standards.

(8) **Cul-de-sacs.** Cul-de-sacs are not encouraged and allowed only where no other reasonable alternative exists. Where permitted, a cul-de-sac shall have maximum lengths of 800 feet and terminate with a circular turn-around. Cul-de-sacs over 400 feet in length shall provide accessways to provide connectivity to adjacent streets and uses, unless physical constraints preclude a pedestrian/bicycle accessway. The Fire Code may establish additional standards.

(9) **Street Names.** Street names and numbers shall conform to the established pattern in the City.

(10) **Grades and Curves.** Grades shall conform with the City's most current Engineering Standards.

(11) **Marginal Access Streets.** If a development abuts or contains an existing or proposed arterial street, the City may require marginal access streets, reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

(12) **Lots Abutting a Partial Street.** Development of property abutting an existing public street which does not meet the minimum right-of-way standards, shall include sufficient yard setback equal to the minimum yard requirements of the zoning district, plus, the additional land required to meet the minimum right-of-way width.

(13) **Unimproved Street.** Development of property adjacent to an unimproved right-of way shall require the installation of an improved surface to meet fire code

requirements and the payment of connection charges. At the City's option, submittal of a waiver of non-remonstrance to participate in future street improvements may be required in lieu of connection charges.

(14) **Street Cross Section Design Guidelines.** Unless modified per Section 3.02.050 the following cross-section design guidelines shall apply:

Table 12 - Street Cross-Section Design Guidelines

Street Cross-Section Design Guidelines								
Functional Classification	Right-of-Way <sup>1</sup>	Design Widths						
		Minimum Curb-To-Curb Paving <sup>2</sup>	Within Curb-To-Curb Area				Landscape Buffer (Both Sides)	Sidewalks (Both Sides)
			Motor Vehicle Travel Lane	Median and/or Center Turn Lane	Bike Lane (Both Sides)	On-Street Parking		
<b>Arterial</b>								
2 Lanes	60 ft	36 ft	12 ft	N/A	6 ft	N/A	5 ft	5 ft
2 Lanes + Center Turn	80 ft	50 ft	12 ft	14 ft	6 ft	N/A	5 ft	5 ft
<b>Collector – Residential</b>								
No parking	60 ft	36 ft	12 ft	N/A	6 ft	N/A	0-5 ft	5 ft
Parking both sides	60 ft	50 ft	12 ft		6 ft	7 ft	N/A	5 ft
<b>Local – Residential</b>								
Parking one side	50 ft	32 ft	Unstriped	N/A	N/A	Unstriped	4 ft	5 ft
Parking both sides	50 ft	36 ft	Unstriped			Unstriped	None or 4 ft	5 ft
Alley <sup>4</sup>	20–24 ft	18–20 ft	N/A			N/A	N/A	Optional
<b>Local – Industrial</b>								
Parking both sides	60 ft	40 ft	Unstriped	N/A	N/A	Unstriped	Behind <sup>5</sup>	5–6 ft
<b>Local – Commercial Service/Alley</b>								
No Parking	30 ft	20 ft	Unstriped	N/A	N/A	N/A	N/A	4 ft <sup>6</sup>
Parking one side	40 ft	28 ft	Unstriped			Unstriped		
<b>Trails and Shared-Use Path</b>								
Collector with Shared-Use Path <sup>3</sup>	60 ft	36 ft	12 ft	N/A	6 ft	N/A	4.5 ft	5 ft one side, 10 ft multi-use path other side
Trails	10–20 ft	10–12 ft	N/A	N/A	N/A	N/A	2–7 ft	N/A
Notes:								
<ol style="list-style-type: none"> <li>Right-of-way may be wider than the suggested cross-section; this limits fences from abutting the sidewalk and allows for flexibility in cases of unforeseen growth or development.</li> <li>Curbs are generally six inches wide.</li> <li>Collector with Shared-Use Path includes sidewalk on one side of street and path on other side of street.</li> <li>Not appropriate standards for commercial streets.</li> <li>Street trees shall be located on the outside edges of the right-of-way.</li> <li>Sidewalk required on one side only.</li> </ol>								

**Response:** The proposed development’s impact to Old Salem Road, an arterial street, will be a public sidewalk improvement (6 feet wide).



### 3.02.040 Access Standards

Table 13 - Access Spacing

Street Access Spacing			
Functional Classification	Posted Speed	Minimum Spacing between Driveways <sup>1,2</sup>	Minimum Spacing between Intersections <sup>1,2</sup>
State Managed Arterial	35-45 mph	ODOT Standard	ODOT Standard
Arterial	35-45 mph	300 feet <sup>3</sup>	600 feet
Collector	25-30 mph	50 feet <sup>3</sup>	300 feet
Local Residential	25 mph	Access to each lot permitted subject to provisions below	125 feet
Local Industrial	25 mph	Access to each lot permitted	300 feet
Notes:			
<ol style="list-style-type: none"> <li>1. Desirable design spacing; existing spacing will vary. Each parcel is permitted one driveway regardless of the minimum driveway spacing standard although shared access is encouraged.</li> <li>2. Spacing standards are measured centerline to centerline.</li> <li>3. Circular driveways are allowed. In this case there shall be no more than two driveways and each driveway width shall not exceed 15 feet.</li> </ol>			

**Response:** The proposed development’s driveways are on Old Salem Road, which is an arterial street. There are currently two existing driveways along Old Salem Road: one access along the north side of the site and one located opposite Clearwater Drive. The north access will be maintained following redevelopment of the site while the access opposite Clearwater Drive will be relocated approximately 180 feet to the south. The minimum spacing required between driveways on arterial streets is 300 ft. The distance between these two driveways will be approximately 642’, exceeding the minimum standard. There will be no adjustment to posted speeds or intersections related to this project.

### 3.02.070 Sidewalks

Public sidewalk improvements are required for all property development in the City of Millersburg.

(1) Sidewalks may be deferred:

- a. At the discretion of the City where future road or utility improvements are planned and expected to be completed within 10 years.

b. On property where a new dwelling is being constructed, there are no sidewalks existing on properties on either side, and no elevations or profiles have been established for future street or sidewalk improvements along the adjacent or the subject property's frontage.

c. The property owner is obligated to provide the sidewalk when requested by the City or is obligated to pay their proportionate share if sidewalks are installed by the City at a later date.

(2) Sidewalks shall be constructed within the street right-of-way. Sidewalk easements shall only be accepted where the City Engineer determines that full right-of-way acquisition is impractical.

(3) Sidewalks shall connect to and align with existing sidewalks. Sidewalks may transition to another alignment as part of the approval process.

(4) Sidewalk width and location, including placement of any landscape strip, shall comply with City of Millersburg Engineering Standards.

(5) Planter strips and the remaining right-of-way shall be landscaped and maintained as part of the yard of abutting properties. Maintenance of sidewalks and planters shall be the continuing obligation of the abutting property owner.

(6) Mid-block Sidewalks. The City may require mid-block sidewalks for long blocks or to provide access to schools, parks, shopping centers, public transportation stops, or other community services.

(7) Internal pedestrian circulation and accessways shall be provided within all commercial, multi-family, and planned unit developments.

**Response:** The proposed development's sidewalk update will connect and align with existing sidewalks. The proposed sidewalk width of 6' exceeds the minimum requirement for sidewalks on arterial streets. The sidewalk will comply with City of Millersburg Engineering Standards and will be maintained by the property owner. Internal pedestrian circulation is provided throughout the site. See Site Plan.

### 3.02.120 Traffic Impact Analysis

The purpose of this subsection is to coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the state Transportation Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be

reviewed for potential traffic impacts; when a Traffic Impact Analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a Traffic Impact Analysis; and who is qualified to prepare the analysis.

(1) When a Traffic Impact Analysis is Required. The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:

- a. A change in zoning or a plan amendment designation;
- b. Operational or safety concerns documented in writing by a road authority;
- c. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;
- d. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;
- e. An increase in the use of adjacent streets by vehicles exceeding the 20,000- pound gross vehicle weights by 10 vehicles or more per day;
- f. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;
- g. A change in internal traffic patterns that may cause safety concerns; or
- h. A TIA required by ODOT pursuant to OAR 734-051.

(2) Traffic Impact Analysis Preparation. A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the Traffic Impact Analysis.

**Response:** The proposed development has a Traffic Impact Analysis prepared by professional engineers at Lancaster Mobley. See the attached Traffic Impact Analysis. Conclusions from the report below:

No significant trends or crash patterns were identified at the existing north site access study intersection that were indicative of safety concerns. Accordingly, no safety mitigation is recommended per the crash data analysis.

Provided any obstructing on-site trees along the east side of Old Salem Road NE are either removed or properly maintained, adequate intersection sight distances can be made available at the site access intersections along Old Salem Road NE to allow safe operation at each intersection for passenger cars and trucks. No other sight distance related mitigation is necessary at the access intersections.

Traffic signal warrants are not projected to be met at any of the unsignalized study intersections under year 2025 conditions, regardless of whether or not the proposed development is constructed. Therefore, no new traffic signals are necessary or recommended as part of the proposed development application.

All study intersections are currently operating acceptably per jurisdictional standards and are projected to continue operating acceptably through the 2025 site buildout year. Accordingly, no operational mitigation is necessary or recommended at the study intersections.

Based on the intersection queuing analysis, all applicable turning movements at the study intersections have adequate storage space to accommodate projected 95th percentile queues at each intersection. Accordingly, no intersection queuing related mitigation is necessary or recommended as part of the proposed development.

### 3.03 – OFF-STREET PARKING AND LOADING

#### 3.03.010 Purpose

The purpose of this Chapter is to provide adequate areas for the parking, maneuvering, loading, and unloading of vehicles for all land uses in the City of Millersburg.

#### 3.03.020 Scope

(1) **Application.** Except as modified or restricted elsewhere within this Code, the provisions of this Chapter shall apply to the following types of development:

a. Any new building or structure erected after the effective date of this Code.

b. The construction or provision of additional floor area, seating capacity, or other expansion of an existing building or structure.

(2) **Change of Use Exception.** A change in the use of an existing building or structure to another use identified in the zone shall not require additional parking spaces or off-street loading areas, if according to the parking space requirements, the new use requires 150% of the same amount of parking as the prior use, or less.

### 3.03.050 General Provisions Off-Street Parking and Loading

(1) **Parking Required.** The provision and maintenance of off-street parking and loading space is a continuing obligation of the property owner. No building permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this Code.

(2) **Interpretation of Parking Requirements.** Requirements for types of buildings and uses not specifically listed herein shall be determined by the Planning Director based upon the requirements of comparable uses listed and expectations of parking and loading need.

(3) **Multiple Use Facilities.** In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the uses computed separately, unless a reduction is approved for shared parking pursuant to Section 3.03.040.

(4) **Storage Prohibited.** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials.

### 3.03.060 Off-Street Vehicle and Bicycle Parking Requirements

(1) **Vehicle Parking Spaces.** Provisions for Off-Street vehicle and bicycle parking shall comply with the following minimum requirements:



Table 14 - Vehicle and Parking Space Requirements

<b>Vehicle and Bicycle Parking Space Requirements</b>				
	<b>Land Use Activity</b>	<b>Vehicle Spaces</b>	<b>Bicycle Spaces</b>	<b>Measurement</b>
A.	1, 2, and 3 family dwellings	2 spaces per dwelling unit	0	None
B.	Multi-family dwellings (4 or more units)	Studio – 1 space/unit 1-2 bedroom – 1.5 spaces/unit 3+ bedroom – 2 spaces/unit	0.25	Per dwelling unit
C.	Hotel, motel, boarding house	1 space per guest room plus 1 space for the owner or manager	1	Per 20 guest rooms
D.	Club, lodge	Spaces sufficient to meet the combined minimum requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.	2	Per 20 vehicle spaces
E.	Hospital, nursing home	1 space per two beds and 1 space per 2 employees	0.5	Per five beds
F.	Churches, auditorium, stadium, theater	1 space per 4 seats or every 8 feet of bench length, or 36 sq. ft. of area w/o fixed seats	1	Per 20 vehicle spaces
G.	Elementary, junior high school	2 spaces per classroom	2	Per classroom
H.	High school	1 space per classroom and one space per employee	1	Per classroom
I.	Bowling alley, skating rink, community center	1 space per 100 sq. ft. plus 1 space per two employees	1	Per 20 vehicle spaces
J.	Retail store, except as provided in "K"	1 space per 500 sq. ft. plus 1 space per 2 employees	1	Per 20 vehicle spaces
K.	Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles or furniture	1 space per 800 sq. ft. of gross floor area, plus 1 space per 2 employees	1	Per 30 vehicle spaces
L.	Bank; office buildings; medical and dental clinic	1 space per 400 sq. ft. of gross floor area, plus 1 space per 2 employees	1	Per 20 vehicle spaces

Vehicle and Bicycle Parking Space Requirements				
	Land Use Activity	Vehicle Spaces	Bicycle Spaces	Measurement
M.	Eating and drinking establishments including food pods	Greater of 1 space per 4 seats, or, 1 space per 400 sq. ft. of gross floor area	1	Per 20 vehicle spaces
N.	Wholesale establishment	1 space per 1,000 sq. ft. of gross floor area, plus 1 space per 800 sq. ft. of retail area	1	Per 30 vehicle spaces
O.	Municipal and governmental	1 space per 800 sq. ft., plus 1 space per 2 employees	1	Per 20 vehicle spaces
P.	Manufacturing and processing:			
	0-24,900 sq. ft.	1 space per 600 sq. ft.	1	Per 20 vehicle spaces
	25,000-49,999 sq. ft.	1 space per 700 sq. ft.	1	Per 20 vehicle spaces
	50,000-79,999 sq. ft.	1 space per 800 sq. ft.	1	Per 20 vehicle spaces
	80,000-199,999 sq. ft.	1 space per 1,000 sq. ft.	1	Per 20 vehicle spaces
	200,000 sq. ft. and over	1 space per 2,000 sq. ft.	1	Per 20 vehicle spaces
Q.	Warehousing and storage distribution, terminals			
	0-49,999 sq. ft.	1 space per 3,000 sq. ft.	1	Per 30 vehicle spaces
	50,000 sq. ft and over	1 space per 5,000 sq. ft.	1	Per 30 vehicle spaces

(2) **Bicycle Spaces.** Bicycle parking development requirements

a. **Space Size.** Each bicycle parking space shall be a minimum of six feet long and two feet wide and be accessible by a minimum five-foot aisle.

b. **Location.** All bicycle parking shall be within 100 feet of a building entrance(s) and located within a well-lit area. Any long-term bicycle parking spaces shall be sheltered from precipitation.

(3) **Maximum Vehicle Parking Spaces.** The minimum spaces identified under item (1) in this Section, shall not be increased by more than 30%.

**Response:** See below for vehicle and bicycle parking calculations:

## VEHICLE PARKING

Building A (12000+48850+3000= 63,850 SF)

Total Parking Spaces Required = 68.13

Total Parking Spaces Provided = 69

### Existing

- Warehouse and Storage (main level):  $(8000/3000) = 2.6$  spaces
- Service and Support (main and upper level):  $(4000/800) = 5$  spaces

### New Addition

- Warehouse and Storage (main level):  $(3638/3000) = 1.2$  spaces
- Service and Support (main level):  $(6800/800) = 8.5$  SPACES
- Service and Support (upper level):  $(3000/800) = 3.75$  SPACES
- Employee:  $(66/2) = 33$
- \*Service Bay:  $(38,412/800)=48$  (see note below)= 14 spaces + 34 oversized spaces
- \*Chapter 3.03 Table 14 is not applicable for the 38,412 SF of the service bays as the service customers are using the oversized parking spots. In addition to providing 14 regular vehicle parking spots, 34 oversized parking are available on-site for the service bay customers; see the Site Plan.

Building B (112,320 SF)

Total Parking Spaces Required = 73.77

Total Parking Spaces Provided = 75

- Assume Office Space:  $(6000/400) = 15$  spaces
- Assume Warehouse Space:  $(75792/5000) = 15.16$  spaces
- Assume Manufacturing Space:  $(30528/7000) = 43.61$  spaces

### Accessible Parking

PER OSSC TABLE 1106.1, TOTAL PARKING SPACES 51-75 REQUIRED 2 STANDARD ACCESSIBLE 1 VAN ACCESSIBLE

	REQUIRED	BUILDING A AND EXISTING	BUILDING B
STANDARD ACCESS	2	2	2
VAN ACCESSIBLE	1	1	2
TOTAL	3	3	4

## BIKE PARKING

### Building A

Total Bike Parking Spaces Required =  $(68.13/30)$  2.3

Total Bike Parking Spaces Provided = 3

### BUILDING B

Total Bike Parking Spaces Required =  $((15/20) + (15.16/30) + (43.61/20))$  3.44

Total Bike Parking Spaces Provided = 8

### 3.03.070 Off-Street Loading Requirements

Commercial or industrial buildings between 10,000 to 25,000 square feet in area shall require a loading space. One additional space shall be required for each additional 25,000 square feet of gross floor area, or any portion thereof. The minimum loading space dimensions shall be 12 feet wide, 30 feet long, and 14 feet high.

**Response:** See below for off-street loading calculations:

### Building A:

Total Off-Street Loading Spaces Required =  $(63945/25000)$  2.6

Total Off-Street Loading Spaces Provided = 3

### Building B:

Total Off-Street Loading Spaces Required =  $(112320/25000)$  4.49

Total Off-Street Loading Spaces Provided = 5



### 3.03.080 Parking and Loading Area Development Requirements

All parking and loading areas shall be developed and maintained as follows:

(1) **Surfacing.** All driveways, parking, and loading areas shall have a durable hard surface of asphaltic cement or concrete. Surface improvements shall conform to the following:

a. **Paving Improvements.** Paving shall comply with adopted Engineering Standards of the City of Millersburg.

b. **Timing.** Unless modified by a variance or a site development review, or bonded per City requirements, all driveways and off-street parking and loading areas shall be improved prior to occupancy of the primary structure.

**Response:** The proposed development's driveways, parking, and loading areas will be made of asphalt and concrete and will comply with adopted Engineering Standards of the City of Millersburg.

(2) **Parking Spaces.** Parking spaces shall be a minimum 9-foot wide and 20-foot in length. Up to 20% of the parking area may contain "compact spaces" with dimensions of 8.5-foot in width and 18-foot in length.

**Response:** The proposed development's parking spaces are 9'x20' for standard spaces. There will be no compact spaces.

(3) **Driveways.** The following standards shall apply to all driveways:

a. Access spacing shall be in compliance with Section 3.02.040 -Access Standards

b. Internal Driveways for Multi-Family, Commercial, Industrial, and Public Uses.



Table 15 - Internal Driveway Requirements

<b>Internal Driveways for Multi-family, Industrial, and Public Uses</b>	
<b>Without Adjacent Parking</b>	
Direction	Driveway Width
One-way	12 feet
Two-way	26 feet
<b>With Adjacent Parking</b>	
Parking Angle	Driveway Width
0 to 40	12 feet*
41 to 45	13 feet*
46 to 55	15 feet*
56 to 70	18 feet*
71 to 90	24 feet
*One-way only driveways	

**Response:** The proposed development has 2-way, 90 degree parking with a driveway width of 24 ft.

(4) **Lighting.** Any light used to illuminate a parking or loading area shall be arranged to be directed entirely onto the loading or parking area, shall be deflected away from any residential use and shall not cast a glare or reflection onto moving vehicles on public rights-of-way.

**Response:** The proposed development’s parking lot lighting will be a pole mounted light fixture. See specifications below and on the Exterior Materials Sheet.

Lithonia Lighting  
 Pole Mounted Site Fixture  
 DSX0 LED: P1, P2,P3, SM1M SM2  
 Finish: TBD

(5) **Driveway Required.** Groups of more than four parking spaces shall be so located and served by a driveway that their use will require no backing movements or maneuvering within a street right-of-way.

**Response:** The proposed development has two driveways to service the parking spaces so that there will be no backing movements or maneuvering with a street right-of-way. See Site Plan.

(6) **Traffic Safety.** Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and the maximum safety of pedestrians and vehicular traffic on the site.

**Response:** The proposed development's driveways to off-street parking areas are designed to facilitate the flow of traffic with north and south entrances and parking lot circulation. The driveways and parking lot provide maximum safety for vehicles and pedestrians with sidewalks, aisle width, and lighting. See Site Plan.

(7) **Curbing.** Parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail at least 4" high, located a minimum of three feet from the property line, to prevent a motor vehicle from extending over an adjacent property or a street.

(8) **Landscaping.**

b. See Chapter 3.09 for additional landscaping requirements.

**Response:** The curb will be at least 4" high on outer boundaries of the site, going above the minimum 3 feet from property lines with sidewalks. See notes above from Chapter 3.09, as well as the Landscape Plans for parking area details.

### **3.04 – STORM DRAINAGE AND GRADING**

#### **3.04.010 Purpose**

To provide for the drainage of surface water from all residential, commercial, and industrial development; to minimize erosion; to reduce degradation of water quality due to sediments and pollutants in storm water runoff.

#### **3.04.020 Scope**

The provisions of this Chapter shall apply to all partitions, subdivisions, multi-family developments, commercial developments, and industrial development; and to the reconstruction or expansion of such developments.

### 3.04.030 Plan for Storm Drainage and Erosion Control

It is the obligation of the property owner to provide proper drainage and protect all runoff and drainage ways from disruption or contamination. On-site and off-site drainage improvements may be required. Property owners shall provide proper drainage and shall not direct drainage across another property except within a continuous drainage way. Paving and catch basin outflows may require detention cells and/or discharge permits. Maintaining proper drainage is a continuing obligation of the property owner.

No construction of any facilities in a development included in Chapter 3.01.030 shall be permitted until a storm drainage and erosion control plan, designed in accordance with the most recently adopted City Engineering Standards, for the project is prepared by an engineer registered in the State of Oregon and is approved by the City. This plan shall contain at a minimum:

- (1) The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
- (2) Plans for the construction of storm sewers, open drainage channels, and other facilities which depict line sizes, profiles, construction specifications, and other such information as is necessary for the City to review the adequacy of the storm drainage plans.
- (3) Calculations used by the engineer in sizing storm drainage facilities.

**Response:** A professional engineer with Sisul Engineering has created preliminary civil drawings and calculations including a Stormwater Plan and Stormwater Report, see these attached. Prior to building permitting the applicant and engineer will provide Erosion Control plans.

### 3.04.040 General Standards

- (1) **Design Standards.** All development shall be planned, designed, constructed, and maintained to:
  - a. Protect and preserve existing natural drainage channels to the maximum practicable extent;
  - b. Protect development from flood hazards;
  - c. Provide a system by which water within the development will be controlled without causing damage or harm to the natural environment, or to property or persons within the drainage basin;

- d. Assure that waters drained from the development are substantially free of pollutants, through such construction and drainage techniques as sedimentation ponds, reseeding, phasing of grading, and water quality facilities;
- e. Assure that waters are drained from the development in such a manner that will not cause erosion to any greater extent than would occur in the absence of development;
- f. Avoid placement of surface detention or retention facilities in road rights-of-way.

(2) **Public Easements.** In the event a development or any part thereof is traversed by any water course, channel, stream or creek, gulch, or other natural drainage channel, adequate easements for storm drainage purposes shall be provided to the City. This shall not imply maintenance by the City.

(3) **Obstruction of Channel.** Channel obstructions are not allowed except as approved for the creation of detention or retention facilities approved under the provisions of this Code and in compliance with City Engineering Standards.

(4) **Conveyance of Flows.** All new development within the City shall make provisions for the continuation or appropriate projection of existing storm sewer lines or drainage ways serving surrounding areas. Drainage extensions may be required through the interior of a property to be developed where the City determines that the extension is needed to facilitate upstream flows

(5) **City Inspection.** Prior to acceptance of a storm sewer system by the City, the storm sewers shall be flushed and inspected by the City. All costs shall be borne by the developer.

### 3.04.050 Grading

(1) **Grading permits** are required for the following activities and shall be subject to the most recently adopted City Engineering Standards.

- a. Grading in excess of 50 cubic yards;
- b. Grading potentially impacting, riparian areas, drainageways, flood hazard areas, or greenways;
- c. Grading that could possibly impact adjacent properties;
- d. Grading proposed over public storm drains, sanitary sewers, or water lines;

- e. Grading requiring tree removal;
- f. Other areas with potential impacts as determined by the City;
- g. Land partitions and subdivisions.

**Response:** A professional engineer with Sisul Engineering has created preliminary civil drawings and calculations for grading. See preliminary Grading Plan. The applicant will go after a grading permit if required.

### **3.05. – UTILITY LINES AND FACILITIES**

#### **3.05.010 Purpose**

To provide adequate services and facilities appropriate to the scale and type of development.

#### **3.05.020 Standards**

(1) **Design and Location.** The location, design, installation, and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site.

(2) **Private Utilities.** All development which has a need for electricity, gas, and communications services shall install them pursuant to the requirements of the district or company serving the development. Except where otherwise prohibited by the utility district or company, all such facilities shall be underground.

(3) **Water Service Required.** All development which has a need for public water shall install the facilities pursuant to the requirements of the City. Installation of such facilities shall be coordinated with the extension of necessary sanitary sewer services and storm drainage facilities.

(4) **Sanitary Sewer Required.** All development which has a need for public sanitary sewers shall install the facilities pursuant to the requirements of the City. Installation of such facilities shall be coordinated with the extension of necessary water services and storm drainage facilities.

(5) **Subsurface Sewage Disposal.** Installation of sub-surface disposal systems shall only be allowed per City's Municipal Code regulations.



(6) **Streetlights.** When required, the installation of streetlights shall be pursuant to the requirements of the City Engineering Standards and the requirements of the utility company serving the development.

(7) **Easements, General.** Easements shall be provided along property lines as deemed necessary by the City, special districts, and utility companies. Easements for special purpose uses shall be of a width deemed appropriate by the responsible agency. Such easements shall be designated on the final plat of all subdivisions and partitions.

**Response:** See utility drawings and information on the Preliminary Sanitary and Water Plan and the Topographic Survey.

### **3.06 – SIGNS**

#### **3.06.010 Purpose**

The purpose of this Chapter is to provide equitable rights, reduce conflicts, promote traffic and pedestrian safety, increase the aesthetic value and economic viability of the City, all by classifying and regulating the location, size, type, and number of signs and related matters, in a content-neutral manner.

#### **3.06.030 Review Procedures**

(1) **Permit Required.** Unless otherwise authorized by provisions in this Chapter, sign permits shall be required for all residential, commercial, industrial, and public/semipublic uses. No property owner, lessee, or contractor shall construct or alter any sign without first obtaining a valid sign permit.

(2) **Current Signs.** Owners of conforming or nonconforming signs existing as of the date of adoption of this Code are not required to obtain a permit.

(3) **Application Requirements.** An application for a sign permit shall be made on a form provided by the City. The application shall include, at a minimum, a sketch drawn to scale indicating the proposed sign, identifying existing signs on the premises, the sign's location and graphic design and other information established by the City to process the request.

(4) **Approval.** The City shall issue a permit for a sign unless the sign is in violation of the provisions of these or other provisions of the Millersburg Development Code. Sign permits mistakenly issued in violation of these or other provisions of the Development Code are void. The City may revoke a sign permit if it finds there was a material and misleading false statement of fact in the application for the permit.

#### **3.06.040 General Provisions**

(1) **Conflicting Standards.** Signs shall be allowed subject to the provisions of this Chapter, except when these provisions conflict with the specific standards for signs in the subject zone.

(2) **Signs Subject to State Approval.** In addition to City sign regulations, all signs visible to the traveling public from State highways are subject to the regulations also permit requirements of the Highway Division of the State of Oregon Department of Transportation. Where the regulations of the State and City differ, the more restrictive regulations shall govern.

(3) **Design, Construction, and Maintenance.** All signs shall be designed, constructed, and maintained according to the following standards:

a. All signs shall comply with the applicable provisions of Building Code in effect at the time of the sign permit application and all other applicable structural, electrical, and other similar regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements.

b. Except for banners, flags, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure.

c. All signs shall be maintained in a good structural condition and readable at all times.

d. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or Codes regulating signs.

(4) **Holiday Displays.** Nothing in these regulations shall prohibit displays between Thanksgiving and January 3rd.

### 3.06.050 Nonconforming Signs

(1) **Alteration of Nonconforming Sign Faces.** When a nonconforming sign face is damaged or destroyed by fire, flood, wind, or similar calamity, such sign face may be restored to its original condition within 180-days of such calamity. However, a sign structure or support mechanisms so damaged shall not be replaced except in conformance with the provisions of these regulations.

(2) **Outdoor Advertising Sign Relocation.** If development of land between Old Salem Road and I-5 requires relocating an outdoor advertising sign existing on the date of this code adoption, the sign may be relocated on the east side of Old Salem Road within 250 feet of its original location.

(3) **Permits for Properties with Nonconforming Signs.** No permits shall be issued for new or altered signs unless all signs of the individual property or business comply with these regulations.

### 3.06.110 Commercial and Industrial Signs

The following regulations apply to signs for commercial and industrial uses:

(1) Signs for Businesses not in Integrated Business Centers:

a. **Total Sign Area.** One and one-half square feet of total allowed sign area for each lineal foot of building frontage facing the street, up to a maximum total allowed area of 150 square feet.

b. **Type, Number, and Sign Size.** Within the total allowed area, one free standing sign per street frontage, and a total of no more than two wall or canopy signs. Regardless of total allowed area, each free-standing sign shall be limited to a maximum of 48 square feet in area.

c. **Sign Height.** The maximum sign height shall be as follows:

i. Wall and canopy signs: Shall not project above the parapet or roof eaves.

ii. Free-standing signs: Maximum height of 12 feet above finished ground level.

d. **Sign Location.** Signs shall be located as follows:

i. Wall signs: May project up to 1.5 feet from the building.

ii. Free-standing sign: No limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks.

**Response:** The proposed development will apply for sign permits at a later date.

### **3.07 – FENCING AND SCREENING**

#### **3.07.010 Placement of Fencing on Public Rights-of-Way or Easements**

Fences may be constructed on public rights-of-way and/or easements subject to certain restrictions. Construction of fences on public rights-of-way or easements requires permission from the appropriate public agency. The City allows placement of fences on public rights-of-way and certain easements, provided that action does not impair the City's ability to address its public functions and the permit holder agrees to remove the fence upon request.

#### **3.07.020 General Requirements**

- (1) A wall is considered a fence and shall be built consistent with the applicable fencing requirements.
- (2) No fence shall be permitted in the sidewalk area or in a location which may impair the construction of a public sidewalk, pathway, or walkway.
- (3) Fences greater than six feet in height require the owner to secure a building permit as required by the Building Official.
- (4) In the event any fence restricts access to or use of rights-of-way and easements, it shall be the fence owner's responsibility to provide access upon City request or other affected agency or utility provider request.
- (5) A property owner who restricts access to any utility meter or fire hydrant shall provide access through the fence by a gate.
- (6) Fence installation shall not impair the clear vision triangle clearance requirements at street and alley intersections.
- (7) Fence heights shall be measured from undisturbed ground level, top of sidewalk, or street grade (crest or crown of the road), whichever is highest. Height of fences or walls within 20 feet of a street right-of-way shall include the measured height of the fence or wall and any retaining wall, berm, or other structure within the same 20 feet.

#### **3.07.040 Fencing Requirements for Commercial and Industrial Zones**

- (1) Industrial or commercial fencing installed adjacent to residential areas must be sight obscuring. Fences that do not exceed six feet in height may be located or maintained on any property line within this zone, except within the clear vision triangle area and along the frontage of presentation streets. Commercial or

industrial fencing intended to be placed on Old Salem Road or Conser Road frontage is subject to design review.

(2) Fences intended for security purposes may be installed to a height of eight feet on any property line within the commercial and industrial zones, except within vision triangle areas and along the frontage of presentation streets. Barbed wire may be used as the top section for security fences, provided the barbed wires are a minimum of 72-inches above grade and do not project over public rights-of-way.

(3) Fencing placed along Old Salem Road or Conser Road is subject to site plan review.

**Response:** The proposed development will have an ornamental black bar fence and gate, 8 feet high, on Old Salem Road. The gate will be equipped with a means for operation by Fire Department personnel. The fencing design is included in this Site Development Review application. See OA1.4 sheet for details.

### **3.09 – LANDSCAPING STANDARDS**

#### **3.09.010 Purpose**

Natural vegetation, landscaping, street trees, fences, and walls—together, these elements of the natural and built environment contribute to the visual quality, environmental health, and character of the community. Trees provide climate control through shading during summer months and wind screening during winter. Trees and other plants can also buffer pedestrians from traffic. Walls, fences, trees, and other landscape materials also provide vital screening and buffering between land uses. Landscaped areas help to control surface water drainage and can improve water quality, as compared to paved or built surfaces. A well landscaped and maintained yard or property promotes a sense of community wellbeing.

#### **3.09.020 Applicability**

Whenever landscaping is required in a zone, it shall be installed in accordance with these standards. When the standards of a zone specify locations or amounts of landscaping, those locations or amounts can be used to meet the standards of this section.

#### **3.09.030 Standards**

(1) **General Requirements.** Landscaping requirements by type of use are listed below:



**b. Landscaping Required – Mixed-Use and Non-Residential Zones.** All required front and interior setbacks (exclusive of accessways and other permitted intrusions) must be landscaped or have landscaping guaranteed in accordance with this Code before an occupancy permit will be issued. Minimum landscaping acceptable for every 1,000 square feet of required setbacks in all commercial-industrial zones is as follows:

- i. One tree at least six feet tall when planted for every 30 feet of street frontage.
- ii. Five 5-gallon or eight 1-gallon shrubs, trees, or accent plants.
- iii. The remaining area treated with suitable living ground cover, lawn, or decorative treatment of bark, rock, or other attractive ground cover.

**Response:** The proposed Landscape Plan meets the standards of plant size, quantity, and location set forth in section 3.09.030. There are no minimum setbacks for this land. Landscape areas include perimeter setbacks, interior areas around new buildings, and parking lot landscaping. Irrigation will be provided for all planted areas. Street trees are proposed where existing street trees are absent, and the proposed trees are intended to match similar size and spacing of the existing street tree row. See Landscape Plans and Specifications.

**(2) Parking Lot Landscaping.** The purpose of landscaping in parking lots is to provide shade, reduce stormwater runoff, and direct traffic. Incorporation of approved vegetated post-construction stormwater quality facilities in landscaped areas is encouraged. Parking lots must be landscaped in accordance with the following minimum standards:

- a. **Planter Bays.** Parking areas shall be divided into bays of not more than 12 parking spaces. At both ends of each parking bay, there shall be curbed planters at least five feet wide, excluding the curb. Gaps in the curb may be allowed for connections to approved post-construction stormwater quality facilities. Each planter shall contain one canopy tree at least 10 feet high at time of planting and decorative ground cover containing at least two shrubs for every 100 square feet of landscape area. Neither planter bays nor their contents may impede access on required public sidewalks or paths, or handicapped-accessible parking spaces.
- b. **Parking Space Buffers.** Parking areas shall be separated from the exterior wall of a structure by pedestrian walkways or loading areas or by a five-foot strip of landscaping materials.

**Response:** The proposed parking lot is landscaped in accordance with the minimum standards above. Parking areas are divided into bays of 12 or less parking spaces for standard vehicle parking. Commercial vehicle and truck parking does not apply to these standards. A perimeter fence and evergreen shrubs will provide screening and buffering from parking and loading areas. Plantings are enhanced in higher visibility areas and trees are shown in all parking lot islands (curbed planters 5 feet wide). See Landscape Plans and Specifications.

(3) **Irrigation of Required Landscaping.** All required landscaped areas must be provided with an irrigation system unless a licensed landscape architect, landscape construction professional, or certified nurseryman submits written verification that the proposed plants do not require irrigation. Irrigation systems installed in the public right-of-way require an encroachment permit.

**Response:** Irrigation will be provided for all planted areas.

(4) **Identification of Existing Trees.** In all proposed developments, existing trees over 25 inches in circumference (eight inches in diameter) as measured 4.5 feet above mean ground level from the base of the trunk shall be noted on all development plans, with notations indicating whether they are to be removed or utilized in the development. To obtain the circumference of a tree with multiple trunks, add the individual trunk circumferences, which are greater than six inches in circumference. Clusters of trees in open space and floodplain areas may be noted in approximate locations. No trees 6.5 feet in circumference (approximately 25 inches in diameter) or greater may be removed without a permit per Millersburg Municipal Code Section 7.30.040.

**Response:** Existing trees are identified in the Topographic Survey.

### 3.09.040 Landscape Plans

(1) With the exceptions noted below, all development applications involving buildings and parking areas must include landscape plans. The following uses are required to meet the landscaping requirements of this code but are not required to submit landscape plans:

- a. Single-family dwellings, duplexes, and triplexes.
- b. Accessory buildings.
- c. Changes internal to an existing structure.

d. Building additions involving less than 500 square feet.

(2) **Street Tree Species Allowed Within Right-of-Ways.** Only trees included in the list of approved City street trees are allowed.

(3) **Trees Requiring Approval.** It is unlawful to plant willow, cottonwood, or poplar trees anywhere in the City unless the City Engineer approves the site as one where the tree roots will not be likely to interfere with public sewers.

(4) **Height Requirements in Rights-of-Way.** Trees or shrubs growing in the right-of-way or on private property adjacent to a street right-of-way must be trimmed to maintain a minimum canopy height of eight feet above sidewalks or 14 feet above streets or alleys.

(5) **Planting in Roadways Having No Gutter, Curb.** No trees, shrubs, or plantings more than 18 inches tall shall be planted in the public right-of-way abutting roadways having no established curb and gutter.

(6) **Completion Guarantees.** Final occupancy of a development that required land use approval may be allowed prior to the complete installation of all required landscaping and irrigation only under the following circumstances:

a. A security guarantee is provided to the City in accordance with this Code.

b. The required landscaping and irrigation shall be installed within six months of the date the final occupancy permit is issued. If an occupancy permit is not required, the landscaping and irrigation shall be installed within six months of the date of the land use approval.

c. To verify that the landscaping, and irrigation if required, has been installed per the approved plan, an inspection shall be made prior to any security being returned.

d. Required post-construction stormwater quality facilities incorporated into the required landscaped areas have been completed (or financially assured) consistent with the requirements of the Municipal Code and applicable postconstruction stormwater quality permits.

**3.09.050 Maintenance of Landscaped Areas** It shall be the continuing obligation of the property owner to maintain required landscaped areas in an attractive manner free of weeds and noxious vegetation. In addition, the minimum amount of required living landscape materials shall be maintained. Private post-construction stormwater quality facilities located in landscaped areas shall be maintained consistent with the terms of any operation and maintenance agreements between the property owner and the City.

**Response:** The owner acknowledges their responsibility for the maintenance of landscaped areas for the proposed development in compliance with City code.

## ARTICLE V. – Review Procedures

### CHAPTER 5.04 – PROCESSING CONDITIONAL USE PERMITS

#### **5.04.010 - Applicability.**

A conditional use is a use which is generally acceptable as a land use activity in a particular zone, but due to certain aspects of the activity, buffering, screening, time limitations or other conditions are necessary to ensure compatibility with adjacent property. Conditional uses are presumed to be allowed unless conditions to ensure their compatibility cannot be established.

#### **5.04.020 - Process.**

Conditional use shall be reviewed in accordance with the Type III review procedures specified in Chapter 5.19.

#### **5.04.030 - Application.**

An application for a conditional use shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.19.

#### **5.04.040 - Submittal Requirements.**

The applicant shall prepare and submit an application, site plan, and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The site plan shall show pertinent information to scale to facilitate the review of the proposed development.

(1) General Information. The following general information shall be shown on the site plan:

- a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
- b. North arrow and scale of drawing.
- c. Tax map and tax lot number or tax account of the subject property.
- d. Dimensions and size in square feet or acres of the subject property and of any proposed parcels or lots.

e. Location of all existing easements within the property.

f. Location of City utilities (water, sanitary sewer, storm drainage) within the property.

g. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be noted whether the existing structures are to remain or be removed from the property.

h. A site plan clearly indicating the proposed location of the proposed conditional use including the dimensions of any existing, expanded, or new structure proposed to house the conditional use along with all site improvements including parking, lighting, screening, landscaping, etc.

(2) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

**Response:** The proposed development's application includes a Site Plan that complies with the general requirements above. See Site Plan.

#### **5.04.050 - Decision Criteria.**

A conditional use shall be approved if the applicant provides supporting evidence that all the requirements of this Code relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

(1) The use is listed as a conditional use in the underlying zone and complies with the development requirements of the underlying zone.

(2) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.

(3) The proposed development is timely, considering the adequacy of transportation systems, public facilities, and services, existing or planned for the area affected by the use.

(4) The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying zone.

**Response:** The City of Millersburg revised the zoning code in 2022 to allow the proposed uses for this development. This narrative, application, and supporting materials has provided sufficient information for a Conditional



Use Permit that is being applied for in conjunction with the Site Development Review, also a Type III procedure.

## 5.05 – PROCESSING SITE DEVELOPMENT REVIEWS

### 5.05.060. - Site Development Submittal Requirements

The following information shall be submitted as part of a complete application for Site Development Review. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. At the discretion of the City, the information may be submitted graphically or by written summary.

#### (1) Site Analysis.

- a. Existing site topography;
- b. Identification of areas exceeding 10% slopes;
- c. Site drainage, identified flood zones and areas within the greenway;
- d. Existing structures, roadway access, and utilities; and
- e. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.

#### (2) Site Plan.

- a. Proposed grading and topographical changes;
- b. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing;
- c. Vehicular and pedestrian circulation patterns, parking, loading, and service areas;
- d. Proposed access to public roads and highways, railroads, or transportation systems;

**Response:** The proposed development's application includes a Site Analysis and Site Plan that complies with submittal requirements. See Site Plan and preliminary Civil plans and reports.

### 5.05.060 - Site Development Review Criteria

The applicant must provide a narrative that explains how the project meets all the required criteria and any applicable standards. The criteria are listed below.

(1) The proposed use is allowed in the zone and complies with the underlying zone development standards.

(2) The proposed use will not create negative impacts on the surrounding area resulting from traffic flow, noise, dust, glare, odor, potential incompatible adjacent uses such as parking lots, or other impacts identified in the public hearing process.

(3) The City may impose conditions of approval intended to mitigate potential impacts including but not limited to:

- a. Provisions for public utilities, including drainage and erosion control needs;
- b. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways, and pedestrian facilities;
- c. Provision for adequate noise and/or visual buffering from non-compatible uses including using site and landscaping design to provide needed buffering; and
- d. Protections from any potential hazards.
- e. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system, and electrical services;
- f. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
- g. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
- h. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site;
- i. A schedule of expected development;
- j. A traffic impact analysis if requested by the City Manager;
- k. Computation of gross density for residential developments; and

I. Other appropriate studies and information that may be required by the City to adequately evaluate the project.

**Response:** This narrative is intended to show compliance with applicable standards and is supplemented by supporting documents and drawings.

## **5.06 - PROCESSING PROPERTY BOUNDARY ADJUSTMENTS**

### **5.06.010. – Applicability**

A property line adjustment is a change to a property line that only extinguishes property lines or modifies existing lots or parcels and does not create a new parcel of land. This may include the elimination of property line to consolidate lots or parcels.

### **5.06.020 Process**

A property line adjustment application shall be reviewed in accordance with the Type I review procedures specified in Chapter 5.17.

### **5.06.030 Application**

An application for a property line adjustment shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Chapter. Notice shall be subject to the provisions in Chapter 5.17.

### **5.06.040 Submittal Requirements**

The following information and material must be submitted by the applicant:

- (1) The application must be signed by the owners of all lots affected by the application.
- (2) In addition, the following information shall be submitted by the applicant:
  - a. Copies of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the affected parcels.
  - b. Plan, map, or other document showing the properties before and after the adjustment.
  - c. A written statement which explains the applicant's reasons for adjusting the property line and demonstrating that the adjustment conforms to City land use policies and regulations of the applicable zone.

d. The applicant(s) shall certify in writing that the application does not violate any deed restrictions that may be attached to or imposed upon the subject property.

**Response:** The applicant is proposing a property line adjustment for simplicity per building owner while still allowing the buildings on each parcel to access the utilities within the easement. There is an application for each owner which is signed and will be notarized at the counter upon submission. See the Title Report, Declaration of Reciprocal Driveway Easement, and the Preliminary Plat.

TO: Matt Straite, City Planner  
FROM: Janelle Booth, Millersburg City Engineer  
DATE: July 31, 2023  
SUBJECT: SP 23-02 - Engineering Comments

Engineering has reviewed the above project and has the following comments:

1. Copies of any required federal or state permits that may be required shall be filed in the Record File of this application.
2. A Private Construction of Public Infrastructure (PCPI) permit is required for all new public infrastructure, including connections to public infrastructure.
3. All required public improvements shall be designed in accordance with City of Millersburg adopted standards and plans shall be reviewed and approved by the City with submission of PCPI permit 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 occupancy of the new building.
4. Stormwater:
  - a. Prior to beginning of construction obtain a 1200C Erosion Control Permit and a **City of Millersburg Erosion Prevention and Sediment Control Permit** for all the disturbed ground, both on and off site that is in excess of one acre. The applicant shall follow the latest requirements from DEQ for NPDES 1200-C Permit submittals.
  - b. Stormwater facilities shall be designed and constructed in accordance with the City of Millersburg Engineering Standards. Private stormwater quality facilities require the property owner to enter into a maintenance agreement. A grading permit is required for earthwork in excess of 50 cubic yards.
  - c. A storm drainage report and grading plan was submitted with the land use application. The stormwater report will be reviewed and comments will be provided separately. A final grading and stormwater inspection will be required prior to issuance of a certificate of occupancy.



5. Dust shall be controlled within the development during construction and shall not be permitted to drift onto adjacent properties.
6. 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.
7. All construction sites shall be maintained in a clean and sanitary condition at all times. Construction debris, including food and drink waste, shall be restricted from leaving 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.



TO: Matt Straite, Community Development Director

From: Lora Ratcliff, Fire Marshal

DATE: July 7, 2023

SUBJECT: SP-23-02 – Gordon Trucking - Albany Fire Department Comments

The fire department has reviewed the above project for conformance to the 2022 Oregon Fire Code (OFC) per your request and has the following comments.

**\*\* NOTE: Addition of a private fire line will result in a quarterly Fire Line Fee\***

1. All newly constructed buildings 50,000 square feet in size or larger shall have *approved* radio coverage for emergency responders within the building based upon the existing coverage levels of the Albany Police and Fire Department communication systems the exterior of the building [see OFC Appendix J and Attachment]. (OFC 510; OSSC 915)

Be advised Linn County Sheriff operates on the 700 MHz radio spectrum, while the Albany Fire Department currently operates on the VHF spectrum transmitting and receiving on the same radio frequency. Your solution must address both frequency spectrums and provide for future movement of the fire department's radio communications to the 700 or 800 MHz radio spectrum. **Please see the attachment "Emergency Responder Radio Coverage" and contact the fire department for specific requirements as early as possible in your design process. This will apply to the entire structure, existing and new construction.**

Albany Fire has adopted an alternative to the installation of an Emergency Responder Communications Coverage System (ERCCS). The alternative is to opt-in to a one-time contribution to an established, dedicated, communication fund aimed at upgrades to the Albany Fire Department's communications system. The fee schedule is based on building square footage:

Square footage	0-49,999	50,000-99,999	100,000-299,999	300,000+
Cost per sq. ft.	\$0	\$ 0.45	\$0.35	\$ 0.30

2. Buildings or facilities having a gross building area of more than 62,000 square feet shall be provided with two separate and approved fire apparatus access roads.

Exception: Projects having a gross building area of up to 124,000 square feet that have a single approved fire apparatus access road where all buildings are equipped throughout with approved automatic sprinkler systems (OFC Appendix D104.2)

**Two access are proposed, as are fire sprinklers.**

3. Where two fire apparatus access roads are required, they shall be placed a distance apart or equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses. (OFC Appendix D104.3)

**Provide verification the two accesses are the minimum distance apart if exception to #2 above will not be utilized.**

4. 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)

**This project utilizes an access easement which will double as an Emergency Vehicle Access. Before the City/County will approve issuance of a building permit for this parcel, the applicant must provide the Building Official with evidence that the following will occur before construction materials are brought on to the site (OFC 503):**

**An Emergency Vehicle Access Easement recorded on the affected parcels identifying that said easement shall be maintained by the owners and for purposes of ingress and egress to provide, without limitation, fire protection, ambulances and rescue services and other lawful governmental or private emergency services to the premises, owners, occupants and invitees thereof and said easement shall made part of any submittal.**

**A “no-parking” restriction must be placed over the private access road and any additional areas on the property the Fire Marshal determines must be restricted for fire access.**

5. The fire apparatus roadways for this project are required to be provided and maintained at a minimum of 20 feet wide of improved surface. (OFC 503.2.1) Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access 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)
6. 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.
7. 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)
8. The Civil Site Plans submittal for all future Planning and Building permit approval shall provide information on fire department access and water supply in a form and format as detailed in the Albany Fire Department’s “Fire Site Plan Submittal Checklist – New Construction/Additions” available on the City’s web site at [http://www.cityofalbany.net/images/stories/cd/devcenter/forms/fire\\_site\\_plan\\_review.pdf](http://www.cityofalbany.net/images/stories/cd/devcenter/forms/fire_site_plan_review.pdf)

LAR/lar

Lora Ratcliff  
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541-917-7728

## Matt Straite

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**From:** Taylor, Stephanie <staylor@co.linn.or.us>  
**Sent:** Monday, July 24, 2023 9:09 AM  
**To:** Matt Straite  
**Subject:** RE: SP 23-02, CUP 23-01, LA 23-01 Review Request

Good Morning Matt,

RE: SP 23-02/ CUP 23-01 / LA 23-01 – Gordon Truck Centers

Comments from the Linn County Road Department are as follows:

***A commercial access permit is required prior to any work being done in the Linn County Right of Way. Also, a Stormwater permit and an Erosion and Sediment Control permit will be required. Please contact the Linn County Road Department for more information.***

Let me know if you have any questions.

Thanks,

Stephanie Taylor  
Linn County Road Department  
3010 Ferry Street SW  
Albany, OR 97322  
[staylor@co.linn.or.us](mailto:staylor@co.linn.or.us)  
(541) 967-3919

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**From:** Matt Straite <mstraite@cityofmillersburg.org>  
**Sent:** Thursday, July 6, 2023 11:59 AM  
**To:** Shelton, Sarah (SO) <sshelton@linnsheff.org>; Sterling, Derrick <dsterling@co.linn.or.us>; James.Cahill@nwnatural.com; d6b@nwnatural.com; Bonn, Christopher <cbonn@co.linn.or.us>; Scott.Seaton@pacificcorp.com; jeff.r.lehmeyer@usps.gov; Chris.LaBelle@cityofalbany.net; Janelle Booth <jbooth@cityofmillersburg.org>; planninglist@cityofalbany.net; Lora.ratcliff@cityofalbany.net; sshortes@co.linn.or.us; or.97208amsportland@usps.gov; Barnett, Steve <sbarnett@co.linn.or.us>; Taylor, Stephanie <staylor@co.linn.or.us>; case.bowman@albany.k12.or.us; Mink, Wayne <wmink@co.linn.or.us>; Sforty@ocwcog.org; industrialpretreatment@cityofalbany.net; Olson, Benjamin <bolson@co.linn.or.us>  
**Subject:** SP 23-02, CUP 23-01, LA 23-01 Review Request

The City of Millersburg is requesting your review of a proposed application (set of applications really). The applicant is proposing to expand an existing use and build a new spec warehouse building on a neighboring site. The project description and all project materials can be found here- <https://www.cityofmillersburg.org/planning/page/sp-23-02-cup-23-01-la-23-01-gordon-truck-centers>

The project is tentatively scheduled for a hearing on September 5, 2023. Please have your comments back by July 31, 2023. Let me know if you have any questions.

**Matt Straite**

Community Development Director  
City of Millersburg  
458-233-6306







**NOTICE OF PUBLIC HEARING**  
**September 5, 2023, 6:00 p.m.**  
**The meeting will be in person**  
**and online or by phone-**

**See the agenda for the link and phone number details**

The **MILLERSBURG PLANNING COMMISSION** will hold a public hearing to consider the requests described below. If anyone needs any special accommodations, please let the City know in advance of the hearing. The hearing item may be heard later than the time indicated, depending on the agenda schedule. Interested parties are invited to send written comment or may testify during the hearing. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide sufficient specific information to allow the Planning Commission an opportunity to respond to the issue will preclude your ability to appeal the decision to the City Council and 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. Any document request must be made by phone, email, in person at City Hall. Most documents can be viewed at the following web location- <https://www.cityofmillersburg.org/planning/page/land-use-applications-and-applications-under-review>. A staff report relating to the applicant's proposal will be available seven days prior to the public hearing at the same web location. For further information, contact Millersburg City Hall at (458)-233-6300.

**APPLICANTS:** Will Grimm, First Forty Feet, LLC for Gordon Trucking  
**LOCATION:** 5801 NE Old Salem Road  
**TAX LOT:** lots 10S-03W-21-00304 and 305.  
**PARCEL SIZE:** 22.59 acres  
**ZONING:** Light Industrial (LI)  
**REQUEST:**

- SP 23-02. The Site Plan Review proposes an expansion of the existing truck service center located at 5801 NE Old Salem Road, from the current 12,000 square feet to 60,850 square feet total. The plans call this building A. Parts of the building will feature second floors (2,000 square feet existing 3,000 square feet additional proposed). Building A will feature 13 drive thru service bays, a body shop, and the existing structure will be converted to an all new use, truck sales. The project also includes relocation of one driveway, the addition of new passenger vehicle and truck parking spaces, a drive through entry feature and new stormwater underground storage and filtration areas.

The Site Plan Review also includes a new structure called building B on the plans. This structure is a concrete-tiltup light industrial warehouse/manufacturing proposed to be 112,320 square feet. No tenant has been identified; the structure is being built as a spec building.

- CUP 23-01. A Conditional Use Permit is requested because both proposed uses are listed as conditional uses in the Light Industrial Zone (truck repair and truck sales). The uses include repair and maintenance of vehicles, and sales of new and used class 4 through class 10 commercial vehicles. It should be noted that no use is proposed in building B.
- LA 23-01. A Property Line Adjustment is proposed to adjust the line that is currently between the lots so that each building is on its own lot. Lot 1 is proposed to be 608,565 square feet and lot 2 is proposed to be 375,649 square feet. Access easements are proposed for lot 2 to have access

to the street.

**CRITERIA:** Chapter 5.05.060 Site Development Review Criteria, 5.04.050 Conditional Use Permit Criteria, and Chapter 5.06.050 Property Boundary Adjustments Criteria.

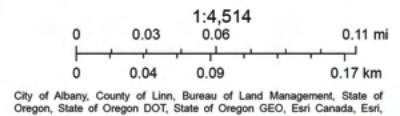
**FILE No.:** SP 23-02, CUP 23-01, LA 23-01

If you need any special accommodations to attend or participate in the hearing, please notify City Hall twenty-four hours before the meeting. For further information, please contact City Hall at (458)-233-6300.

### SP 23-02 Vicinity Map



- Highways
- Tax Lots
- Railroad
- Roads



ArcGIS Web AppBuilder  
City of Albany, County of Linn, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | GeoTerra, 2021 | Linn County GIS |