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If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

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*This meeting is being recorded for public review on the City of Millersburg website.*

## **CITY OF MILLERSBURG PLANNING COMMISSION MEETING**

**This meeting will be conducted remotely. See instructions below to join.**  
October 22, 2020 @ 6:00 p.m.

### **Agenda**

**Instructions for joining the meeting by computer or phone are attached to this agenda. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Thursday, October cc.**

**Meeting link to join via computer:**

**<https://aspenuc.accessionmeeting.com/j/1167791701>**

**Phone number to join meeting: 503-212-9900**

**Meeting ID: 116 779 1701**

A. CALL TO ORDER

B. ROLL CALL

C. MEETING MINUTE APPROVAL

- 1) Planning Commission Meeting held on:
  - i. August 27<sup>th</sup>, 2020 Planning Commission Meeting.
  - ii. September 2<sup>nd</sup>, 2020 Planning Commission Meeting.

D. QUASI-JUDICIAL PUBLIC HEARING

- 1) File No: DC 18-01 Pratum Expansion

*Proposal: The applicant is requesting to expand the existing use on the site. The site currently features three buildings totaling 24,754 square feet. Two are attached (one 1,500 square foot, one 2,400 square foot) and one is a separate (20,854 square foot) structure. Additionally, there are some above ground tanks and parking. The application proposes to: convert the 2,400 square foot warehouse building into offices; add a 2,400 square feet second story over the proposed new office building for additional conference rooms and additional office space; construct a new 13,650 square foot steel building for additional storage and a service shop; add additional street landscaping; and add additional parking area with additional parking spaces and additional landscaping.*

E. CITY PLANNER UPDATE

F. ADJOURNMENT

Upcoming Meeting(s):

October 27, 2020 @ 4:00 p.m. – Tentative City Council Meeting  
November 10, 2020 @ 6:30 p.m. – City Council Meeting

*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.*



## CITY OF MILLERSBURG PLANNING COMMISSION MEETING

4222 NE Old Salem Road  
Thursday, August 27<sup>th</sup>, 2020  
6:00 pm

### Minutes

A. CALL TO ORDER: Deputy City Recorder Jake Gabell called the meeting to order at 6:05 pm.

B. APPOINTMENT OF PLANNING COMMISSION CHAIR AND VICE CHAIR

1) Planning Commission Chair Nominations

**ACTION:** Commissioner Vogler nominated Commissioner Peltier, Second by Commissioner Lepin.

**Commissioner Lepin: Yes**

**Commissioner Vogler: Yes**

**Commissioner Peltier: Yes**

**Commissioner Ayers: Yes**

**Commissioner Thomas: Yes**

**Motion Passed: 5/0**

2) Planning Commission Vice Chair Nomination

i. Commissioner Vogler nominated Commission Raum

ii. Commissioner Lepin nominated Commissioner Vogler

1. Commission Vogler declined the nominations

**ACTION:** Motion to appoint Commissioner Raum as the Planning Commission Vice Chair second by Commissioner Peltier.

**Commissioner Lepin: Yes**

**Commissioner Vogler: Yes**

**Commissioner Peltier: Yes**

**Commissioner Ayers: Yes**

**Commissioner Thomas: Yes**

**Motion Passed: 5/0**

C. ROLL CALL:

Members Present: Connie Lepin, Steve Vogler, Anne Peltier, Mark Raum, Monte Ayers, and Caryl Thomas.

Members Absent: Ryan Penning

Staff Present: Matt Straite, City Planner; Jake Gabell, Deputy City Recorder; Janelle Booth, Assistant City Manager/City Engineer; Kevin Kreitman, City Manager; and Forrest Reid, City Attorney

D. MEETING MINUTE APPROVAL

1) May 19<sup>th</sup> Meeting minutes

**Action:** Motion to accept the minutes as presented made by Commissioner Vogler; a second given by Commissioner Lepin.

**Commissioner Lepin: Yes**

**Commissioner Vogler: Yes**  
**Commissioner Peltier: Yes**  
**Commissioner Ayers: Yes**  
**Commissioner Thomas: Yes**  
**Motion Passed: 5/0**

E. QUASI-JUDICIAL PUBLIC HEARINGS

- 1) Public hearing on Land Use File SP 20-01 opened by Commission Chair Peltier at 6:09 pm.

File No: SP 20-01 RENA ADDITIONAL SIGN

*Proposal: The applicant requested a sign permit for two wall signs. The code only permits one per building; however, through a site plan review, the code allows the applicant to request additional signs. This review is limited to the one additional wall sign; all others are permitted by right.*

- i. Commissioner Vogler stated that he had done a site visit to the property.
- ii. Staff report was presented by Matt Straite, City Planner.
  1. No public comments or testimony.
  2. No questions for staff by the Planning Commission.

Public hearing closed at 6:19 pm by Chair Kirkendall.

- i. Deliberation of Planning Commissioners with questions for staff.

**ACTION**

**The following Motion was made by Commissioner Vogler:**

Based upon the above finding of fact the proposed project satisfies the applicable criteria, I motion that the Planning Commission approves application number SP 20-01.

**A second was given by Commissioner Lepin.**

**Commissioner Lepin: Yes**  
**Commissioner Vogler: Yes**  
**Commissioner Peltier: Yes**  
**Commissioner Ayers: Yes**  
**Commissioner Thomas: Yes**  
**Motion Passed: 5/0**

F. City Planner and Staff Updates; Matt Straite

- 1) Crooks Creek North Partition
- 2) Wyatt Partition
- 3) Land Use Code Update

G. Meeting adjourned by Commission Chair Peltier at 6:30 pm.

Respectfully submitted:

Reviewed by:

Jake Gabell  
Deputy City Recorder

Matt Straite  
City Planner



## CITY OF MILLERSBURG PLANNING COMMISSION MEETING

4222 NE Old Salem Road  
Wednesday, September 2<sup>nd</sup>, 2020  
6:00 pm

### Minutes

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:07 pm.

B. ROLL CALL:

Members Present: Connie Lepin, Steve Vogler, Anne Peltier, Mark Raum, Ryan Penning, Monte Ayers, and Caryl Thomas  
Ryan Penning joined at 6:23 pm

Members Absent: None

Staff Present: Matt Straite, City Planner; Jake Gabell, Deputy City Recorder; Janelle Booth, Assistant City Manager/City Engineer; Kevin Kreitman, City Manager; Forrest Reid, City Attorney; and John Morgan, Planning Manager joined at 6:10 pm

C. LEGISLATIVE PUBLIC HEARINGS

1) Public hearing on Land Use File DC 18-01 opened by Commission Chair Peltier at 6:09 pm.

File No: DC 18-01 Replacement of the Development Code, Zoning Map, revisions to the Comprehensive Plan, and adoption of a Comprehensive Plan Land Use Map.

Proposal: The City of Millersburg is proposing to replace the existing Development Code with an all new Development Code. The new Code will include new zoning designations that did not exist before as well as new names for zones that exist today. The proposed change includes a new Zoning Map for the City. All zoning designations will change for every property in the City, though many will be simply new names for zones that exist today. All standards for zones are proposed for revision as well.

Amendments are also proposed to the City's existing Comprehensive Plan. These text amendments are targeted to only revise text that would impact constancy between the new Development Code and the Comprehensive Plan. Additionally, the City currently uses a one-map system for the Comprehensive Plan and Zoning Map. This effort proposes to change from a one-map system to a two-map system, meaning a stand-alone Zoning Map and stand-alone Comprehensive Plan Land Use Map are proposed. Therefore, in all, the project proposes 4 actions:

- Adoption of an all new Development Code (Code text change amendment)
- Adoption of an all new Zoning Map (Zone Map amendment)
- Adoption of Comprehensive Plan Text amendments
- Adoption of an all new Comprehensive Plan Map (Comprehensive Plan Map amendment)

i. Staff report was presented by Matt Straite, City Planner.

1. Public comments.

a. Kimberly Samard of Aztek Loop, asked for a clearer map.

Public hearing closed at 6:33 pm by Chair Peltier.

- i. Deliberation of Planning Commissioners with questions for staff.
  1. Commissioner Lepin asked a clarification on why Construction businesses in the General Commercial zone was moved from permitted use to a conditional use.
  2. Commissioner Ayers asked if the zone change would affect many business owners in town.
  3. Commissioner Lepin asked why the provision requiring wireless communication towers to be at least 250 feet away from residential homes was removed.
- ii. Proposed amendments to the draft code
  1. The Fire station property should be changed to PF zoning
  2. Ms. Woods' property and her neighbor to the East should be changed to RL zoning.
  3. The County revisions to the Comprehensive Plan shall be incorporated.
  4. Move construction businesses in the General Commercial zone from the conditional use to permitted use.
  5. Add a provision to limit height of wireless communication towers.

**ACTION**

**The following Motion was made by Commissioner Vogler:**

Based upon the findings of fact and testimony, the proposed amendments satisfy the applicable criteria, therefore I motion that the Planning Commission recommend approval to the City Council of Application No. DC 18-01, which includes the proposed amendments tonight.

**A second was given by Commissioner Ayers.**

<b>Chari Peltier:</b>	<b>Yes</b>
<b>Commissioner Vogler:</b>	<b>Yes</b>
<b>Commissioner Lepin:</b>	<b>Yes</b>
<b>Commissioner Ayers:</b>	<b>Yes</b>
<b>Commissioner Thomas:</b>	<b>Yes</b>
<b>Commission Raum:</b>	<b>Yes</b>
<b>Commissioner Penning:</b>	<b>Yes</b>
<b>Motion Passed:</b>	<b>7/0</b>

D. City Planner Update:

- 1) No new cases
- 2) Update on the Buildable lands inventory by Planning Manager John Morgan.

E. Meeting adjourned by Commission Chair Kirkendall at 7:05 pm.

Respectfully submitted:

Reviewed by:

Jake Gabell  
Deputy City Recorder

Matt Straite  
City Planner



**Proposal:** The applicant is requesting to expand the existing use on the site. The site currently features three buildings totaling 24,754 square feet. Two are attached (one 1,500 square foot, one 2,400 square foot) and one is a separate (20,854 square foot) structure. Additionally, there are some above ground tanks and parking. The application proposes to:

- convert the 2,400 square foot warehouse building into offices,
- add a 2,400 square feet second story over the proposed new office building for additional conference rooms and additional office space,
- construct a new 13,650 square foot steel building for additional storage and a service shop,
- add additional street landscaping,
- and add additional parking area with additional parking spaces and additional landscaping.

## I. BACKGROUND

A. Applicant: Toby Meekins  
220 Ellsworth Street, Albany

B. Location: 3653 NE Steelhead Run Drive

C. Review Type: The proposed Site Plan Review requires a hearing before the Planning Commission. The Planning Commission is scheduled to hold a hearing on the application on October 22, 2020. The Planning Commission decision can be appealed to the City Council. Any appeal of the City Council's decision relating to this matter will be considered by the Oregon Land Use Board of Appeals (LUBA).

D. Public Notice and Hearing: Notice was mailed to all property owners within 100 feet of the proposed location, posted in City Hall on October 1, 2020, and posted on the City's website here - <http://cityofmillersburg.org/planning-commission/>

E. Review Criteria: Article 2 §2.400(2) Site Plan Review Criteria

F. Current Zoning: Limited Industrial (LI)

G. Proposed Zoning: N/A

H. Property Size: 4.86 Acres

I. Background: The existing structures were approved in 2014; an additional storage tank was added to the site with the benefit of permits in 2018. Steelhead Run Drive is a private street.

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

### Agencies:

The applicant's materials were transmitted to the following agencies/departments on September 23, 2020: City of Albany, Albany Fire Department, Linn County Sheriff's Office, City of Millersburg Engineer, Oregon Department of State Lands, PacificCorp, Linn County Planning and Building Department, Linn County GIS, Jefferson Fire, Northwest Natural Gas, United States Postal Service, and Republic Services. To date, the following comments have been received:

- Albany Fire Department dated September 24, 2020
- City of Millersburg Engineering dated October 9, 2020

### Public:

Notice of the October 22, 2020 hearing was mailed to all property owners within 100 feet of the property. To date, no written comments from the public have been received by staff.

## III. CRITERION

### CITY OF MILLERSBURG DEVELOPMENT CODE

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

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

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

**ANALYSIS:** Section 9 of the Comprehensive Plan contains a list of Land Use Goals and Policies. The proposed expansion is consistent with the zone purpose, which implements the Comprehensive Plan and its policies.

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



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

**ANALYSIS:** Based on staff's review of the proposed expansion, all zoning requirements are met. The Limited Industrial Zone (LI) leaves most standards up to the Commission to identify. Lot coverage is 80%, which the project complies with. All other standards such as lot area, lot depth and width, even building height are to be determined on a case by case basis by the Commission. Access to the site meets the requirements of the LI zone. Pertinent standards are reviewed in later sections of the staff report. With conditions, all standards are met.

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

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

**ANALYSIS:** The expansion is proposed to add more office space, storage, and to add a shop to the property. Some additional trucks will be used for deliveries, and some additional passenger vehicle trips for additional office staff as well as a slight increase in patrons visiting the site. These trips will fall below the amount required to trigger a traffic study, or to warrant any changes to the streets. These will create more traffic trips, however, not a significant amount.

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

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

**ANALYSIS:** No additional signage is proposed.

**FINDING:** This criteria does not apply.

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

**ANALYSIS:** The proposed project is an expansion of the business that is already on site. The site currently features a full complement of utilities. The proposed revisions will not require a significant amount of additional utilities.

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

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

**ANALYSIS:** The applicant did not provide any details on the impact of the proposed additional development to the drainage of the property. A condition of approval has been added that will require the applicant to submit a drainage analysis showing either no impacts or showing proposed improvements (mitigation) to assure there no impacts.

**FINDING:** With conditions of approval, this project meets this criterion.

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

**ANALYSIS:** The proposed expansion includes storage areas, an expanded office area, and a shop. It is not anticipated that this proposed use will generate any materials that would trigger nuisance concerns outlined in Section 2.140.

**FINDING:** This project meets this criterion.

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

**ANALYSIS:** The proposed project was transmitted to several local and State agencies for review. Albany Fire responded with a host of requirements and City of Millersburg Engineering provided comments relevant to stormwater. These have been added as conditions of approval. The City received no other responses.

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

#### **IV. STANDARDS**

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

##### **SECTION 5.117 YARD SETBACK EXCEPTIONS**

- (6) **Commercial & Industrial Setbacks.** In commercial or industrial districts where an interior yard is not required and a structure is not located at the property line, it shall be set back at least five (5.) feet from the property line to accommodate access to the building.

**ANALYSIS:** The proposed expansion of the structure is proposed to be more than 5 feet from the property line.

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

## **SECTION 5.118 DRAINAGEWAY SETBACKS**

- (1) **All fish-bearing streams and all year-round flowing streams shall have a minimum setback of 50 feet from the top of each bank. Additional setbacks may be required for riparian areas, wetlands and floodplains. Building Permit applications and land use applications to the City shall clearly indicate the boundary limits for riparian areas, wetlands and floodplains. Alteration of these areas, other than for continuation of agricultural use, by grading or placement of structures or impervious surfaces is prohibited unless approved by the City in accordance with the procedures of this Code and State Law.**
- (2) **All other intermittent drainageways and watercourses shall have a minimum setback that includes the vegetative fringe, top of bank or a minimum 15 feet from the center of the drainageway whichever is greater.**

**ANALYSIS:** Crooks Creek traverses near the northern boundary of the site. The proposed expanded building will be 35 feet from the property line, however, Crooks Creek is a fish bearing stream, therefore a 50 foot setback from the top of the bank applies. The applicant provided details to show that the proposed structure is more than 50 feet from the top of bank and therefore complies with this requirement.

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

## **SECTION 5.120 PARKING**

### **(1) Design and Improvement Requirements for Parking Lots:**

- (a) **All parking areas and driveway approaches shall be paved in accordance with the ACS (Albany Construction Standards) unless gravel is approved by the Planning Commission as a temporary use to facilitate drainage through the Site Plan Review, Conditional Use or Variance procedures of this Code. Permitted graveled areas are a temporary use and shall be paved in accordance with the ACS when requested by the City.**

**ANALYSIS:** The proposed project includes an expansion of the parking area. The proposed expansion is to be paved based on the site plan submitted by the applicant.

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

**(e) All parking areas, except those in conjunction with a single family or two family dwelling, shall have adequate drainage to dispose of the run-off generated by the impervious surface area of the parking area. On-site collection of drainage water shall not allow sheet flow of water onto sidewalks, public right-of-ways or abutting property and shall detain out-flow velocities to that of undeveloped land. All drainage systems shall conform to the standards contained in the ACS and shall be approved by the City as part of the review and approval process for Planned Developments, Site Plan Reviews, Conditional Uses and Variances and shall be approved for all Building Permits.**

**ANALYSIS:** The materials submitted by the applicant did not show any proposed drainage features or clearly indicate how the drainage of the expanded area will function. As such, a condition of approval has been added to require a drainage analysis. Any proposed mitigation will be required to be constructed to assure compliance with this requirement.

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

**(5) Should the owner or occupant of a lot or building change the use of the property to a use that increases the off-street parking requirements, it shall be unlawful and a violation of this Code to begin to maintain such altered use until the required increase in off-street parking is provided.**

**ANALYSIS:** The project is proposing to expand the parking area and add additional parking spaces.

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

**(8) A plan, drawn to scale, indicating how the off-street parking requirements are to be fulfilled, shall accompany a request for a Building Permit.**

**ANALYSIS:** A site plan was included that shows all new and existing parking.

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

**(9) Parking lots shall be provided with landscaping as provided in Section 5.134 and other suitable devices in order to divide the parking lot into sub-units to provide for pedestrian safety, traffic control, and to improve the appearance of the parking lot.**

**ANALYSIS:** While some landscaping is shown on the site plan with labels indicating landscaped areas, the parking landscaping is not clear. As such, a condition of

approval has been added to the project requiring a full landscape plan to be submitted showing all site landscaping in detail, including plant density, species, irrigation and sizes.

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

**SECTION 5.121 OFF-STREET PARKING REQUIREMENTS**

**ANALYSIS:** The applicant has indicated that the office area addition is proposed to be 2,400 square feet. At one space per 300 square feet, that would require a total of eight new parking spaces. The existing offices will remain, these are 1,500 square feet which requires a total of five spaces, for a total office parking requirement of 13 spaces. The applicant did not show parking calculations of the expanded storage area or the shop. These total 13,650 square feet.

For the shop, which is 3,500 square feet, the code requires one space per 400 square feet of floor area, for a total requirement of 8.75, or nine spaces.

For the new storage area, which is 10,145 square feet, the code requires one space per employee. Likewise, for the existing 20,000 square foot manufacturing building, the code requires one space per employee. The applicant has indicated that a total of 10 employees will be on site. Five of these are office positions and five work in the rest of the site. Therefore, the code requires five spaces of the five staffers who do not work in the office.

	Office	Shop	Warehouse/production building	Total
Spaces req	13	9	5	27

The project requires a total of 27 parking spaces. The site plan shows a total of 27 spaces.

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

**SECTION 5.122 TRANSPORTATION STANDARDS**

**(4) Existing Street Improvements**

**(a) Proposed development on property that is served by an existing public street or right of way that does not meet the City’s adopted street standards shall improve the existing street or right of way to accommodate the proposal and bring the street into compliance with City standards.**

**SECTION 5.123 STREETS**

**(5) Street Design Considerations for Subdivision, Partition, Site Plan Review, Conditional Use or Variance approval:**

- (e) Street trees shall be provided as specified in Section 5.134.
  - (f) Any right-of-way remaining after constructing the above improvements shall be utilized for landscaping and utilities.
  - (g) Street design shall include landscape strips between the curb and sidewalk unless otherwise approved by the Planning Commission.
- (15) **Private Streets:** Private streets are permitted within Planned Unit Developments, Mobile Home Parks and singularly owned developments of sufficient size to warrant interior circulation on private streets. Design standards shall be the same as those required for public streets unless approved by the Planning Commission.

**ANALYSIS:** The sections above were included in the staff report to show the Commission that proposed site plan reviews must bring any existing streets into full conformance. This includes landscaping. Additionally, while Steelhead Run is a private street, the same standards apply. Project landscaping was shown on the site plan but not to sufficient detail to assure compliance with the requirements shown above. A condition of approval has been added that required detailed landscape plans to be submitted prior to the issuance of building permits and installation prior to the final inspection. Said landscaping must include street trees, landscape strips, and parking lot landscaping.

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

## **SECTION 5.134 LANDSCAPING**

**All properties shall be landscaped and maintained according to the standards contained herein. All front yard or street side yard setbacks and parking areas shall be landscaped in accordance with the following requirements:**

- (a) Landscaping shall primarily consist of ground cover, trees, shrubs or other living plants with irrigation to maintain all vegetation.
- (b) A site and species-specific, detailed landscape and irrigation plan shall be submitted to the City for review and approval with all applications. Existing trees, plantings and special site features shall be shown on all submitted plans and shall clearly indicate items proposed to be removed and those intended to be preserved. The plan shall be drawn to a scale that is a multiple of 1 inch equals 10 feet, shall include required fencing, buffering, screening, tree plantings, and any monument locations. The plans shall be of professional quality, and must be acceptable to the City. On-site development shall not be approved until the City determines that the plans comply with the standards of this Section. All required landscaping and related improvements shall be completed or financially guaranteed prior to the issuance of a Certificate of Occupancy.
- (h) Required landscaping, tree plantings, buffering, screening and fencing shall be installed prior to building occupancy.

- (3) **Minimum Street-Facing Yard Landscaping.** All street facing yard areas are required to be landscaped for all zones and uses including residential. Minimum landscaping per 1,000 square feet of required landscape area shall be as follows:
- (a) **On-site Street Trees** in conformance with Item (2) (a) unless Street Trees are provided in a street landscaped strip.
  - (b) **A minimum of 1 tree at least 8 feet in height** if Street Trees are provided in a street landscaped strip.
  - (c) **Five 1-gallon shrubs or accent plantings.**
  - (d) **Fifty percent (50%) of the remaining landscaped area exclusive of walks, drives, parking areas and buildings shall be planted with suitable living ground cover, lawn, ivy, shrubs and other plantings exclusive of decorative design elements such as fountains, benches, sculptures, planters and similar elements placed within the required landscaping area. The remaining area may be concrete, rocks bark or other decorative ground cover.**

**ANALYSIS:** The sections above were included in the staff report to show the Commission and the applicant the specific sections that apply to the landscape plans. Again, no landscape plans were provided, but a condition of approval has been added that required detailed landscape plans to be submitted prior to the issuance of building permits and installation prior to the final inspection. Said landscaping must include street trees, landscape strips, and parking lot landscaping.

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

- (4) **Parking Lot Landscaping: Trees in parking areas shall be dispersed throughout the lot to provide a canopy for shade and visual relief.**
- (b) **Parking lots shall have curbed landscaped islands and trees at the ends of parking rows to facilitate movement of traffic and to break large areas of parking surface. The minimum dimension of the landscaped area excluding the curbs shall be 4 feet and the landscaping shall be protected from vehicular damage by wheel guards.**
  - (c) **Parking lots containing more than 16 parking spaces shall have a minimum of 5 percent of the area devoted to landscaping and trees. Landscaping shall be evenly distributed throughout the parking lot and long rows of parking spaces shall be interrupted by landscaped islands. The 5 percent landscaping shall be within or abutting the parking area and shall be in addition to required yard landscaping.**

**ANALYSIS:** The proposed new parking areas do not meet this standard in that there are no landscape islands at the end of the parking rows, and the plans do not show that at least 5% of the parking area is landscaped. A condition of approval has been added to require the site plan to be revised to show the required islands, landscape plans to show the landscaping, and to have the

landscaping and island constructed, with irrigation, prior to the final inspection of the building. The applicant has indicated that the islands could present safety concerns and has requested not to build them. The code does not have a provision to allow the Planning Commission to consider alternatives on this issue, and the staff feel that the islands would not present safety risks if properly located and landscaped.

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

## **SECTION 5.126 STORM DRAINAGE**

**Urban level curb inlets, catch basins, and drainage pipe improvements are required for all land divisions and property development in the City of Millersburg.**

**ANALYSIS:** As was previously explained, the applicant did not submit any information regarding drainage of the property. As such a condition of approval has been added to require the applicant to submit a drainage study to show compliance.

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

### **V. RECOMMENDATION**

Based on the above findings of fact, and the conditions of approval, the proposed project satisfies the applicable criteria and staff recommends the Planning Commission approve Application No. SP 20-02.

### **VI. PROPOSED MOTION**

Based on the findings of fact in the staff report, and the conditions of approval, the proposed project satisfies the applicable criteria and the Planning Commission approves Site Plan SP 20-02 with the conditions of approval.

### **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 application.

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### **VIII. CONDITIONS OF APPROVAL**

#### **General Conditions:**



1. This land use approval shall substantially comply with the submitted preliminary site plans and elevations included as Exhibit C and D, except as indicated in the following conditions. Additional development or change of use may require a new development application and approval.

### **Prior to Building Permit Issuance**

2. Prior to the issuance of building permits the applicant shall provide a clearance letter to the City from the Albany Fire Department indicating that all applicable requirements of the letter dated September 24, 2020 have been met to the satisfaction of the Fire Department.
3. Applicant shall design stormwater detention and water quality facilities as required to meet City standards. Stormwater calculations shall be submitted to the City Engineer for review and approval. Maintenance of detention basin and water quality facilities shall be the responsibility of the applicant.

If the existing stormwater detention basin is sufficient to accommodate the current site and proposed development, applicant must submit documentation for review and approval.

4. The applicant shall provide landscape plans that show all landscaped areas on the project site, including parking lot areas and streetscapes. The plans shall include details on plant types, plant densities, tree types and species, planting details, and full irrigation plans. The plans must specifically show:
  - Parking lot landscaping that includes at least 5% of the parking area in landscaping; and,
  - At least one landscaped parking island at the end of each parking row; and,
  - Street trees at least 30 feet apart for the full street frontage of the entire project site.
5. The applicant shall submit a revised site plan for staff approval that includes:
  - A landscaped island in the parking area at the end of each row of parking stalls.

### **Prior to Final Inspection:**

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

8. Prior to the final inspection all parking shall be installed, including landscaped islands.

## **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. Prior to the issuance of building permits the applicant shall provide a clearance letter to the City from the Albany Fire Department indicating that all applicable requirements of the letter dated September 24, 2020 have been met to the satisfaction of the Fire Department.
2. All required public improvement plans shall be approved by the City prior to beginning construction. All utilities shall remain uncovered until inspected and approved by the City. All required public improvements shall be completed and approved by the City prior to construction.
3. Applicant must obtain a grading permit from the City of Millersburg prior to beginning work.
4. Applicant must obtain a City of Millersburg erosion control permit prior to construction.
5. In addition to City of Millersburg erosion control permit, applicant is required to obtain a 1200C Erosion Control Permit for site disturbance of one acre or greater. The applicant shall follow the latest requirements from DEQ for NPDES 1200-C Permit submittals. A copy of the approved and signed permit shall be provided to the City prior to any ground disturbing activities.
6. Copies of any required federal or state permits that may be required shall be filed in the record file of this application.
7. Compliance with the conditions of approval is the responsibility of the developer or its successor in interest.
8. The developer is responsible for all costs associated with any remaining public facility improvements and shall ensure the construction of all public streets and utilities within and adjacent to the tentative map as required by these conditions of approval, to the plans, standards, and specifications of the City of Millersburg.

9. **This approval is valid for a period of one (1) year from the date of the decision notice.** Extensions may be granted by the City as afforded by the Millersburg Development Code.
10. The continual operation of the property shall comply with the applicable requirements of the Millersburg Development Code.
11. 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.
12. Noise shall be kept at the minimum level possible during construction. The developer shall agree to aggressively ensure that all vehicles working in the development shall have adequate and fully functioning sound suppression devices installed and maintained at all times.
13. All construction sites shall be maintained in a clean and sanitary condition at all times. 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**

- A. Zoning Map
- B. Vicinity Map
- C. Applicant's Site Plan
- D. Applicants Floor Plans and Elevations
- E. Public Hearing Notice



To: Millersburg Planning Commission

From: Matt Straite

Date: October 22, 2020

Re: Additional Notice to the Applicant

The building classification of the storage building allows for the storage of non-hazardous materials. However, staff believes that the applicant may plan to store materials that could be classified as hazardous. Should they store certain quantities of any such materials, fire and building codes would require the applicant to revise the building classification which would require either fire walls between uses (the shop and the storage areas) or possibly even changes to the building fire setbacks. This could result in a change to the design of the structure and possibly the layout of the project. As such, staff proposes the following additional notice to be added to the final decision:

**Additional Notice:** The application did not clarify what materials will be stored in the new structure. The storage of hazardous materials, depending on quantity, could trigger building and fire code requirements that may result in structural or design changes. Any significant changes may require Planning Commission review and approval prior to the issuance of building permits. Please provide any changes to the planning staff for review.

# Zoning Map SP 20-02



LINN COUNTY, OREGON - NOT FOR LEGAL, ENGINEERING, OR SURVEYING PURPOSES



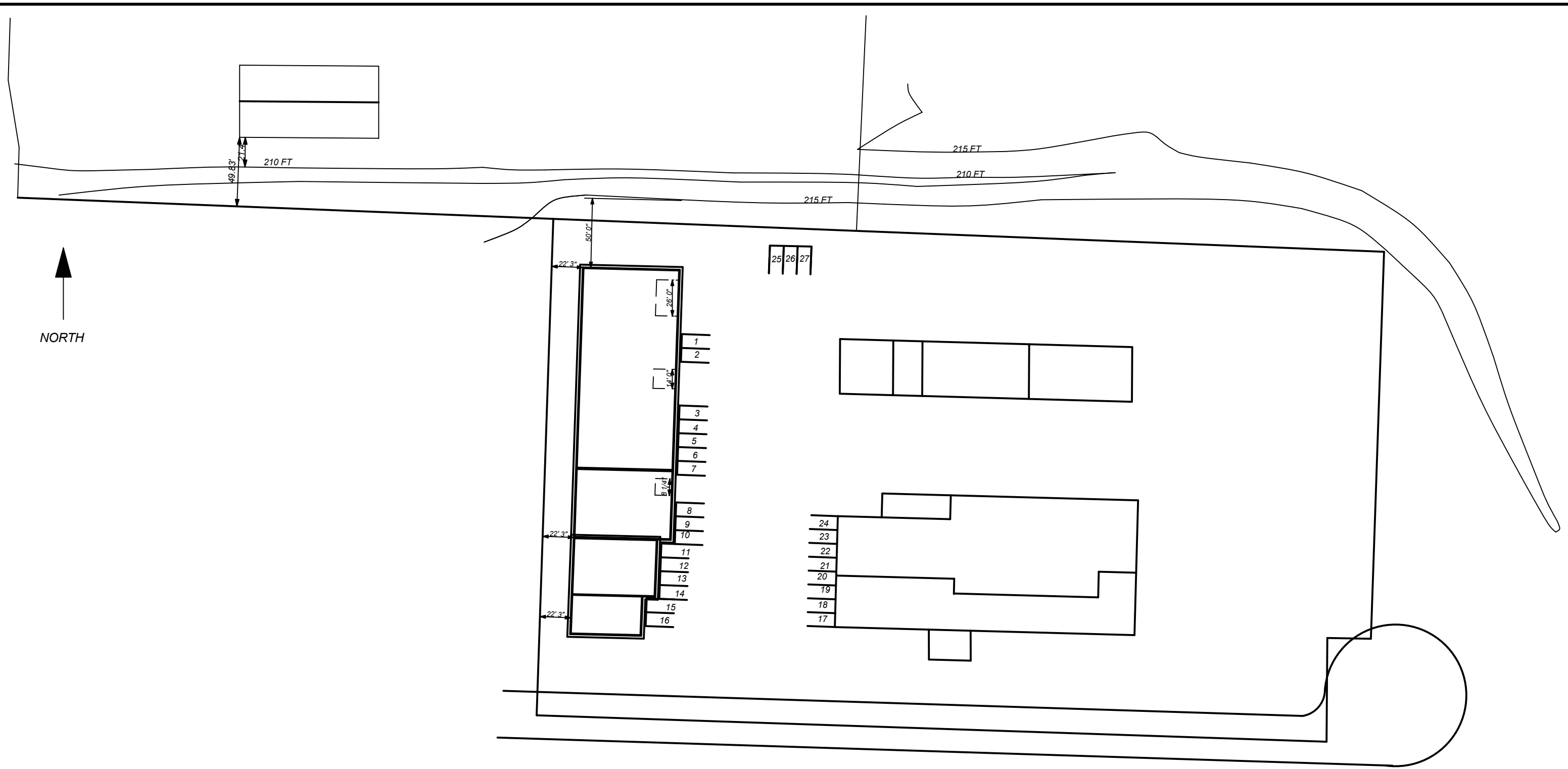
This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain usability of the information.



# Vicinity Map SP 20-02



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



**A**  
**SP**

**SITE PLAN**  
1" = 70'

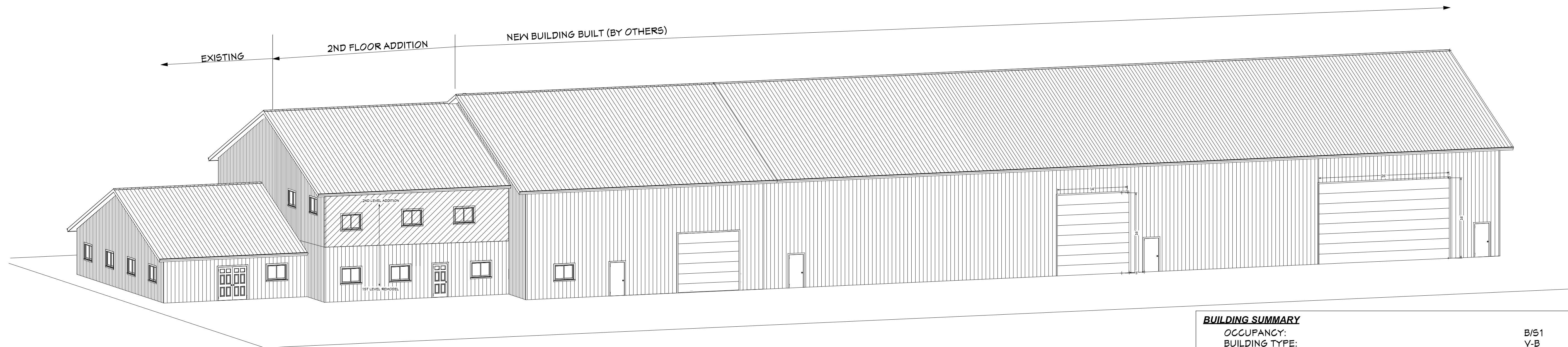
**MEEKINS  
DESIGN**

33230 HIGHWAY 99E  
TANGENT, OR 97389  
TEL.: (541)791-7118  
EMAIL: toby.meekins@gmail.com

<b>SITE PLAN</b>	
NOLAN SHROCK - PRATUM 3653 NE STEELHEAD RUN ALBANY, OREGON	
Job No. 20-106NS	Date: JUNE 2020

sh.  
**1**  
of  
**3**





**FRONT OF ADDITIONS TO BUILDING**

ADDITION —  1ST FLOOR OFFICES  
2ND FLOOR OFFICES/CONFERENCE ROOM

**BUILDING SUMMARY**

OCCUPANCY:	B/S1
BUILDING TYPE:	V-B
BASIC ALLOWABLE AREA: 13,500 SQFT (B); 13,500 SQF (S-1) (TABLE 506.2) (NO SEPARATION REQUIRED) (TABLE 506.4) (NOTE GIVEN CHEMICALS INVOLVED, PROVIDE 2HR FIRE WALL)	
EXISTING 1ST LEVEL	40FT X 60FT = 2400 SQFT
1ST LEVEL	30FT X 50FT = 1500 SQFT
PROPOSED AREA FOR ADDITION: 40FT X 60FT = 2400 SQFT SECOND LEVEL	
TOTAL BOTH LEVELS	= 6300 SQFT AREA OK
ADDITION NEW BUILDING	
NEW:	BUILDING 1 70 FT X 50 FT = 3500 SQFT
	BUILDING 2 70 FT X 145 FT = 10,145 SQFT
TOTAL: =	= 13,645 SQFT
OCCUPANT LOAD/EXITING REQUIREMENTS: OFFICE AREA ADDITION = 2400 SQFT GROSS; APPROXIMATELY 2000 SQFT EXCLUDING CORRIDORS AND RESTROOM OCCUPANT LOAD = 2000/100 = 20 < 49 THEREFORE ON (1) EXIT REQUIRED (2) PROVIDED. EXIT WIDTH REQUIRED 0.2"(20) = 4" VS (36" + 36") = 72" PROVIDED	
<b>PARKING</b>	
OFFICE AREA ADDITION =	2400/300 = 8.0
EXISTING OFFICE =	1500/300 = 5.0
	= 13 SPOTS
STORAGE 2400 ADDITION 2ND LEVEL =	2400/5000 = .48
TOTAL PARKING	13.48 = 14 SPOTS

**VICINITY MAP**



3653 NE STEELHEAD RUN DR  
MILLERSBURG, OREGON

**TAX LOT**

MAP TAX LOT: 10S03W21AA  
ACRES: 4.86 AC



**DRAWING INDEX**

- A1 TITLE PAGE
- A2 CONSTRUCTION NOTES
- A3 EXISTING ELEVATIONS
- A4 EXISTING FLOOR PLANS
- A5 NEW ELEVATIONS
- A6 NEW CROSS SECTION
- A7 NEW FLOOR PLAN
- A8 NEW UPPER FLOOR PLAN
- A9 FLS DETAIL SHEET
- S1 FOUNDATION PLAN/DETAILS
- S2 2ND FLOOR JOIST SUPPORTS
- S3 2ND FLOOR FRAMING PLAN
- S4 ROOF FRAMING PLAN/DETAILS
- S5 LATERAL COMPLIANCE

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

TITLE PAGE

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

DATE:

9/23/2020

SCALE:

NOT TO SCALE

SHEET:

A1



**GENERAL NOTES**

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. THE ENGINEERS SHALL BE NOTIFIED OF ANY DISCREPANCIES OR INCONSISTENCIES.
2. DO NOT SCALE DRAWINGS. COORDINATE DIMENSIONS WITH "A" DESIGN DRAWINGS. COORDINATE CONSTRUCTION WITH ALL TRADES.
3. ALL WORK SHALL CONFORM TO THE MINIMUM STANDARDS OF 2019 OREGON STRUCTURAL SPECIALTY CODE ADOPTED BY THE STATE OF OREGON.
4. METHODS, PROCEDURES, AND SEQUENCES OF CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO MAINTAIN AND ENSURE THE INTEGRITY OF THE STRUCTURE AT ALL STAGES OF CONSTRUCTION.
5. THE STRUCTURAL DRAWINGS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE ALL MEASURES NECESSARY TO PROTECT THE STRUCTURE, WORKERS, AND VISITORS DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT NOT LIMITED TO BRACING, SHORING FOR CONSTRUCTION LOADS, ETC. VISITS TO THE SITE BY THE PROJECT ENGINEER OR HIS AGENT OR REPRESENTATIVE, SHALL NOT INCLUDE REVIEW OF THE ABOVE ITEMS.
6. OPENINGS, POCKETS, ETC. SHALL NOT BE PLACED IN STRUCTURAL ELEMENTS UNLESS SPECIFICALLY DETAILED OR APPROVED BY THE PROJECT ENGINEER WHOSE NAME AND SEAL (STAMP) APPEAR ON THESE STRUCTURAL DRAWINGS.
7. CONSTRUCTION LOADS (MATERIAL AND EQUIPMENT) SHALL NOT EXCEED THE DESIGN LIVE LOAD PER SQUARE FOOT. PROVIDE ADEQUATE SHORING AND/OR BRACING WHERE THE STRUCTURE HAS NOT ATTAINED DESIGN STRENGTH.
8. WHEN A DETAIL IS IDENTIFIED AS TYPICAL, THE CONTRACTOR SHALL APPLY THIS DETAIL IN ESTIMATING AND CONSTRUCTION TO EVERY LIKE CONDITION WHETHER OR NOT THE REFERENCE IS MADE IN EVERY INSTANCE.
9. 5:12 ROOF PITCH (U.N.O)
10. TRUSS MFG. TO VERIFY ALL DIMENSIONS PRIOR TO TRUSS ASSEMBLY.
11. PROVIDE 22"x30" ATTIC ACCESS TO ANY ATTIC AREA WITH CLEAR HEIGHT GREATER THAN 30".
12. ALL NAILING TO BE IN COMPLIANCE W/ OSSC 2019 CHAPTER 6

**STANDARD CONSTRUCTION NOTES COMMERCIAL**

1. CONSTRUCTION SHALL COMPLY TO ANY AND ALL COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED AGAINST THE LAND.
2. SAFETY, CARE OF ADJACENT PROPERTIES DURING CONSTRUCTION AND COMPLIANCE WITH ALL APPLICABLE SAFETY REGULATIONS IS AND SHALL BE, THE CONTRACTORS AND ALL SUBCONTRACTOR'S RESPONSIBILITY.
3. ALL TREES SHALL BE PROTECTED FROM DAMAGE (IF APPLICABLE)

**METAL:**

1. ALL FLASHING SHALL BE 24 GA. G.I. METAL GRAVEL STOPS AND BEAM CAPS TO BE 22 GA. G.I. METAL.
2. ALL FRAMING CONNECTORS TO BE SIMPSON CO. OR EQUAL. SIMPSON A35N TO BE USED WITH EACH TRUSS.

**FRAMING:**

1. EXPOSED EXTERIOR PLYWOOD SHALL BE EXTERIOR GRADE CDX. NAIL 6 IN. ON EDGE AND 12 IN. IN FIELD.
2. ALL DIM. LUMBER TO BE D.F.L., STANDARD OR BETTER.
3. PLUMBING WALLS SHALL BE 2X6. BATH TUB FRAMED AT 60 1/2" (U.N.O.)
4. PROVIDED BLOCKING FOR OTHER TRADES INCLUDING, BUT NOT LIMITED TO: DRYWALL BACKING, SHOWER ROD 84 IN. HT., TOWEL ROD(S) 42 IN. HT., CURTAIN ROD(S) EACH SIDE OF ALL WINDOWS.
5. ALL PREWIRING WILL BE COORDINATED WITH OWNER (T.V., TELEPHONE, ETC.)
6. INSULATION BAFFLES SHALL BE 3/8 IN. CDX PLYWOOD: NO FELT PAPER ALLOWED.
  1. USE METAL FASTENERS AT ALL POST TO FOOTING CONNECTIONS.
  2. ALL NAILING TO BE IN COMPLIANCE W/ OSSC 2019 CHAPTER 6.
  3. ALL DECK FOOTINGS SHALL BE IDENTIFIED IN PLANS
  4. HEADERS SHALL BE 4X8 DFL #2 (U.N.O.)
  5. STANDARD HEADER HEIGHT SHALL VARY
  6. WALL HEIGHT 9'-9" (FIRST LEVEL) (U.N.O)  
WALL HEIGHT 10'-3" (SECOND LEVEL) (U.N.O)
7. 1/2" CDX EXTERIOR SHEATHING OR 7/16" OSB EXTERIOR SHEATHING

**CONCRETE REINFORCEMENT NOTES**

1. MAX. AGGREGATE SIZE IS 3/4 INCH. MIX DESIGNS SHALL BE SIGNED BY AN ENGINEER LICENSED IN THE STATE OF OREGON.
2. AGGREGATE FOR NORMAL WEIGHT CONCRETE SHALL CONFORM TO ASTM C33.
3. ADMIXTURES MAY BE USED WITH PRIOR APPROVAL OF THE PROJECT ENGINEER. ADMIXTURES USED TO INCREASE THE WORKABILITY OF THE CONCRETE SHALL NOT BE CONSIDERED TO REDUCE THE SPECIFIED MINIMUM CEMENT CONTENT. CALCIUM CHLORIDE SHALL NOT BE USED.
4. COMPRESSIVE STRENGTHS OF CONCRETE AT 28 DAYS SHALL BE AS FOLLOWS:
  - 4.1 FOOTINGS ----- 2500 PSI
  - 4.2 SLABS ----- 2500 PSI
5. MIXING, TRANSPORTING AND PLACING OF CONCRETE SHALL CONFORM TO ACI 304R. ALL CONCRETE SURFACES AGAINST WHICH CONCRETE IS TO BE PLACED SHALL BE THOROUGHLY CLEANED. LAITANCE AND STANDING WATER SHALL BE REMOVED.
6. ALL REINFORCING BARS, ANCHOR BOLTS, AND OTHER CONCRETE CONNECTORS SHALL BE WELL SECURED IN POSITION PRIOR TO PLACING CONCRETE. PROVIDE CONCRETE PROTECTION AS REQUIRED AND NECESSARY.
7. CONCRETE COVER PROTECTION FOR REINFORCEMENT BAR SHALL BE AS FOLLOWS: (SEE ACI 318-02 FOR CONDITIONS NOT NOTED.)
8. REINFORCING STEEL (REBAR) FOR CONCRETE SHALL BE DEFORMED, GRADE 60 (FY=60000 PSI YIELD STRENGTH). A615
  - 8.1 CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH ----- 3"
  - 8.2 CONCRETE EXPOSED TO EARTH OR WEATHER ----- 1 1/2"
9. DETAILING OF CONCRETE REINFORCEMENT BARS AND ACCESSORIES SHALL CONFORM TO THE RECOMMENDATIONS OF THE AMERICAN CONCRETE INSTITUTE (ACI) DETAILING MANUAL, ACI COMMITTEE 315.
10. GROUT SHALL BE NON-SHRINKABLE GROUT CONFORMING TO AST, C827 AND SHALL HAVE A SPECIFIED COMPRESSIVE STRENGTH AT 28 DAYS OF 5000 PSI. PREGROUTING OF BASE PLATES WILL NOT BE PERMITTED.
11. STEEL WELDED WIRE REINFORCEMENT (WWR)
  - 11.1 ASTM A185, PLAIN TYPE IN ROLLS, PLAIN FINISH. PROVIDE 6" X 6" - W1.4 X W1.4 WWF, GRADE 65 MIN. (65000 PSI YIELD)
  12. BAR AND WELDED WIRE REINFORCEMENT SUPPORTS
    - 12.1 PROVIDE ALL SPACERS, CHAIRS (HCM), TIES AND OTHER DEVICES NECESSARY TO PLACE, SPACE, SUPPORT AND MAINTAIN REBAR AND/OR WWR IN LOCATIONS IN ACCORDANCE WITH ACI 315.
    - 12.2 CONFORM TO "BAR SUPPORT SPECIFICATION", CRSI MANUAL OF STADARD PRACTICE, CHAPTER 3, LATEST EDITION, AND BE OF THE FOLLOWING TYPES:
      - 12.2.1 SUPPORT REINFORCING IN FOOTINGS WITH PRECAST CONCRETE BLOCKS.
      - 12.2.2 SUPPORT FOR WWR IN SLABS WITH PRECAST CONCRETE BLOCKS OR METAL CHAIRS OF ACI TYPE HCM, CLASS 3.

**FOUNDATION**

1. FOUNDATION SOIL BEARING PRESSURE ASSUMED TO BE 1000 PSI.
2. THE CONTRACTOR SHALL PROVIDE FOR DE-WATERING OF EXCAVATIONS FOR EITHER SURFACE, GROUND OR SEEPAGE WATER.
3. ANY ABANDONED MATERIALS, FOOTING, UTILITIES, ETC., THAT INTERFERE WITH NEW CONSTRUCTION SHALL BE REMOVED.
4. THE CONTRACTOR SHALL PROVIDE FOR DESIGN AND INSTALLATION OF ALL CRIBBING SHEATHING, AND SHORING REQUIRED TO SAFELY RETAIN THE EARTH BANKS.

**ELEVATION NOTES**

1. GUTTERS AND DOWNSPOUTS ARE NOT SHOWN FOR CLARITY. DOWNSPOUTS SHALL BE LOCATED TOWARDS THE FRONT AND REAR OF THE HOUSE. LOCATE DOWNSPOUTS IN NON-VISUALLY OFFENSIVE LOCATIONS, FOR EXAMPLE, FRONT WALL OF HOUSE, BESIDE PORCH COLUMNS, ETC. GENERAL CONTRACTOR SHALL VERIFY EXISTING GRADES AND COORDINATE ANY NECESSARY ADJUSTMENTS TO HOUSE WITH OWNER.
2. PLUMBING AND HVAC VENTS SHALL BE GROUPED IN ATTIC TO LIMIT ROOF PENETRATIONS AND TO BE LOCATED AWAY FROM PUBLIC VIEW, I.E. AT THE REAR OF THE HOUSE AND SHALL BE PRIMED AND PAINTED TO MATCH ROOF COLOR.
3. PROVIDE ATTIC VENTILATION PER LOCAL CODE REQUIREMENTS.
4. EXTERIOR FLASHING SHALL BE CORRECTLY INSTALLED AT ALL CONNECTIONS BETWEEN ROOFS, WALLS CHIMNEYS, PROJECTIONS AND PENETRATIONS, AS REQUIRED BY APPROVED CONSTRUCTION PRACTICES.
5. CONTRACTOR SHALL PROVIDE ADEQUATE ATTIC VENTILATION/ROOF VENTS PER LOCAL GOVERNING CODE. INSTALL CONTINUOUS RIDGE VENTILATION AND PAINT TO MATCH ROOF. PROVIDE APPROPRIATE SOFFIT VENTILATION AT OVERHANGS.

**MECHANICAL NOTES**

1. MECHANICAL HVAC BY OTHERS.

**ELECTRICAL NOTES**

1. ELECTRICAL BY OTHERS.

**FLOOR JOIST NOTES**

1. FLOOR JOISTS SHALL BE MANUFACTURED BY: APPROVED FLOOR JOIST MANUFACTURER.
2. FLOOR JOIST LATERAL BRIDGING/BLOCKING SHALL BE DESIGNED AND PROVIDED BY FLOOR JOIST MANUFACTURER.

**GLUE LAMINATED BEAMS (GLU-LAM) BEAM NOTES**

1. GLUE LAMINATED (GLU-LAM) MEMBERS SHALL BE A COMBINATION GRADE OF 24F-V4 (DOUGLAS FIR - LARCH, DF-L) WITH EXTERIOR GLUE.
2. GLUE LAMINATED MEMBERS SHALL BE MANUFACTURED AND IDENTIFIED AS REQUIRED IN AITC A190.1 AND ASTM D3737.

**FINISHES NOTES**

1. COORDINATE COLORS, TRIM, MOULDING, ETC. WITH OWNER.

**DIMENSIONAL LUMBER NOTES**

1. DIMENSIONAL LUMBER FOR FRAMING SHALL BE DOUGLAS FIR - LARCH (DF-L)

**ROOF TRUSS NOTES**

1. ROOF TRUSSES SHALL BE DESIGNED AND STAMPED BY AN ENGINEER IN THE STATE OF OREGON.

**SIDING NOTES**

1. SIDING SHALL BE STANDARD METAL SIDING.

**SIMPSON STRONG-TIE**

1. INSTALL SIMPSON PRODUCTS PER MANUFACTURER'S INSTRUCTIONS. AS NEEDED (CATALOG C-C-2019)

**GROUNDING ELECTRODE NOTES**

1. IF CONCRETE REINFORCING BAR IS USED AS A GROUNDING ELECTRODE, USED UNCOATED #4 REINFORCING BAR INSTALLED NOT LESS THAN 3 INCHES FROM THE BOTTOM OF THE FOOTING AND NOT LESS THAN 20 FEET IN LENGTH ENCASED WITH A MINIMUM OF 2 INCHES OF CONCRETE.

**SMOKE ALARM NOTES**

1. SMOKE ALARM DEVICES SHALL BE INTERCONNECTED IN SUCH A MANNER THAT THE ACTUATION OF ONE ALARM WILL ACTIVATE ALL OF THE ALARMS IN THE INDIVIDUAL UNIT. THE ALARM SHALL BE CLEARLY AUDIBLE IN ALL BEDROOMS OVER BACKGROUND NOISE LEVELS WITH ALL INTERVENING DOORS CLOSED. ALL SMOKE ALARMS SHALL BE LISTED AND INSTALLED IN ACCORDANCE WITH MANUFACTURERS INSTRUCTIONS AND THE CURRENT OREGON RESIDENTIAL SPECIALTY CODE.
  - 1.1 THE REQUIRED SMOKE ALARMS SHALL RECEIVE THEIR PRIMARY POWER FROM THE BUILDING WIRING AND WHEN PRIMARY POWER IS INTERRUPTED, THE ALARMS SHALL RECEIVE POWER FROM A BATTERY.

**MISCELLANEOUS NOTES**

1. FASTENERS PENETRATING ALL PRESSURE PRESERVATIVE AND FIRE RETARDANT TREATED WOOD SHALL BE OF HOT DIPPED GALVANIZED STEEL, STAINLESS STEEL, SILICON BRONZE, OR COPPER. EXCEPTION: 1/2" DIAMETER OR GREATER STEEL BOLTS.
4. AFTER THE FRAMING INSPECTION AND PRIOR TO THE INSTALLATION OF INTERIOR FINISHES, THE BUILDING OFFICIAL SHALL BE NOTIFIED IN WRITING BY THE GENERAL CONTRACTOR THAT ALL MOISTURE SENSITIVE WOOD FRAMING MEMBERS USED IN CONSTRUCTION HAVE A MOISTURE CONTENT OF NOT MORE THAN 19 PERCENT OF THE WEIGHT OF THE DRY WOOD FRAMING MEMBERS.

**MISCELLANEOUS NOTES**

1. PROVIDE INSULATION BAFFLES AT EAVE VENTS BETWEEN RAFTERS/TRUSSES.
2. HANDRAILS SHALL BE MOUNTED 34" MIN. ABOVE NOSING OF STAIRS. GUARDRAILS SHALL BE MOUNTED AT 36".

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

**CONSTRUCTION NOTES**

**PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR**

DRAWINGS PROVIDED BY:  
**MEEKINS DRAFTING AND DESIGN**

DATE:

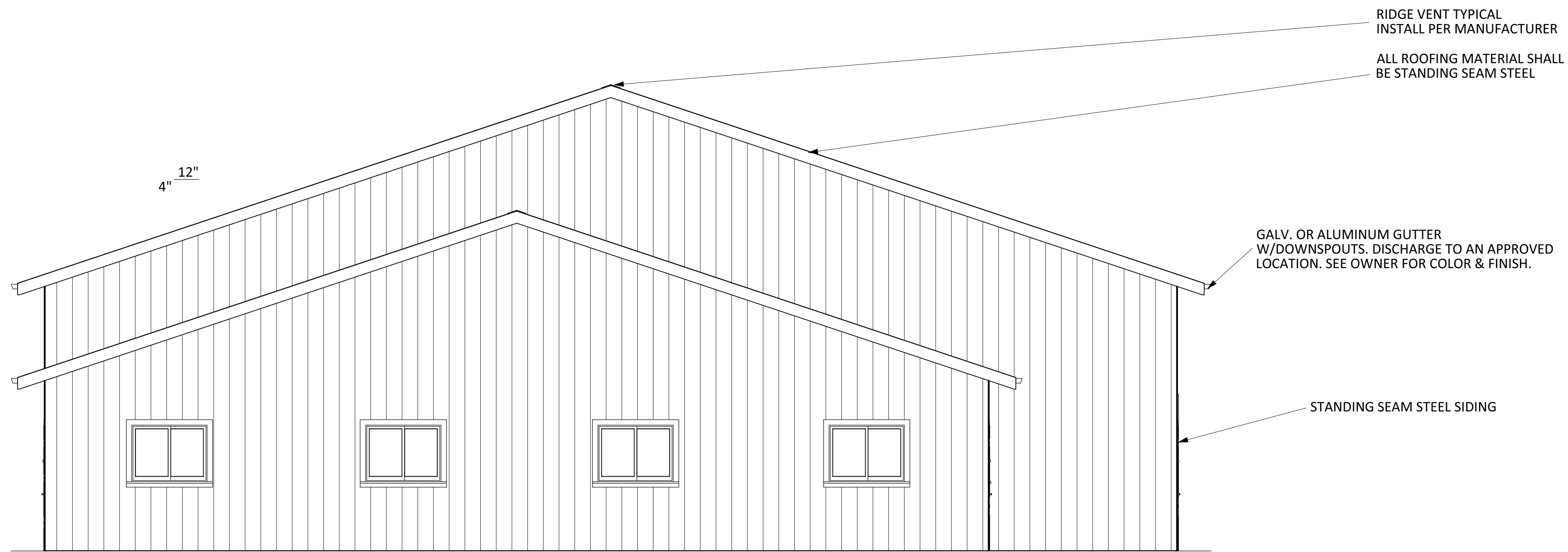
9/23/2020

SCALE:

NOT TO SCALE

SHEET:

**A2**



**A**  
A3 SOUTH ELEVATION  
1/4" = 1' 0"



**B**  
A3 EAST ELEVATION  
1/4" = 1' 0"

**ELEVATION NOTES:**

1. GUTTERS AND DOWNSPOUTS ARE NOT SHOWN FOR CLARITY. DOWNSPOUTS SHALL BE LOCATED TOWARDS THE FRONT AND REAR OF THE HOUSE. LOCATE DOWNSPOUTS IN NON-VISUALLY OFFENSIVE LOCATIONS, FOR EXAMPLE, FRONT WALL OF HOUSE, BESIDE PORCH COLUMNS, ETC. GENERAL CONTRACTOR SHALL VERIFY EXISTING GRADES AND COORDINATE ANY NECESSARY ADJUSTMENTS TO HOUSE WITH OWNER.
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5. CONTRACTOR SHALL PROVIDE ADEQUATE ATTIC VENTILATION / ROOF VENTS PER LOCAL GOVERNING CODE. INSTALL CONTINUOUS RIDGE VENTILATION AND PAINT TO MATCH ROOF. PROVIDE APPROPRIATE SOFFIT VENTILATION AT OVERHANGS.

REVISION TABLE	
NUMBER	DATE

EXISTING ELEVATIONS

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

DATE:

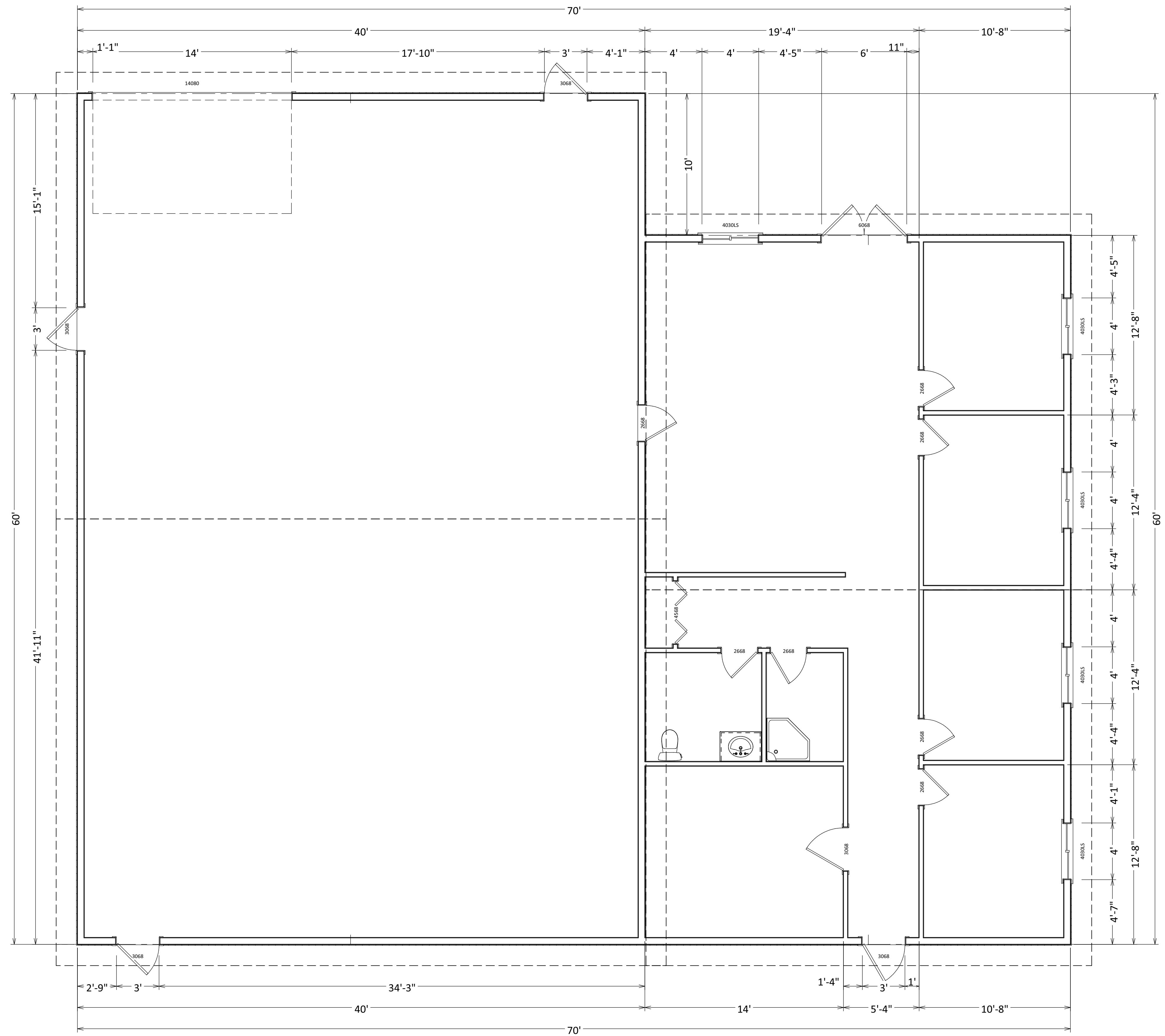
9/23/2020

SCALE:

1/4" = 1' 0"

SHEET:

A3



**A**  
**A4** EXISTING FLOOR PLAN  
 1/4" = 1' 0"

REVISION TABLE	
NUMBER	DATE

**EXISTING FLOOR PLAN**

**PRATUM  
 STEELHEAD RUN DR.  
 MILLERSBURG, OR**

DRAWINGS PROVIDED BY:  
**MEEKINS DRAFTING AND DESIGN**

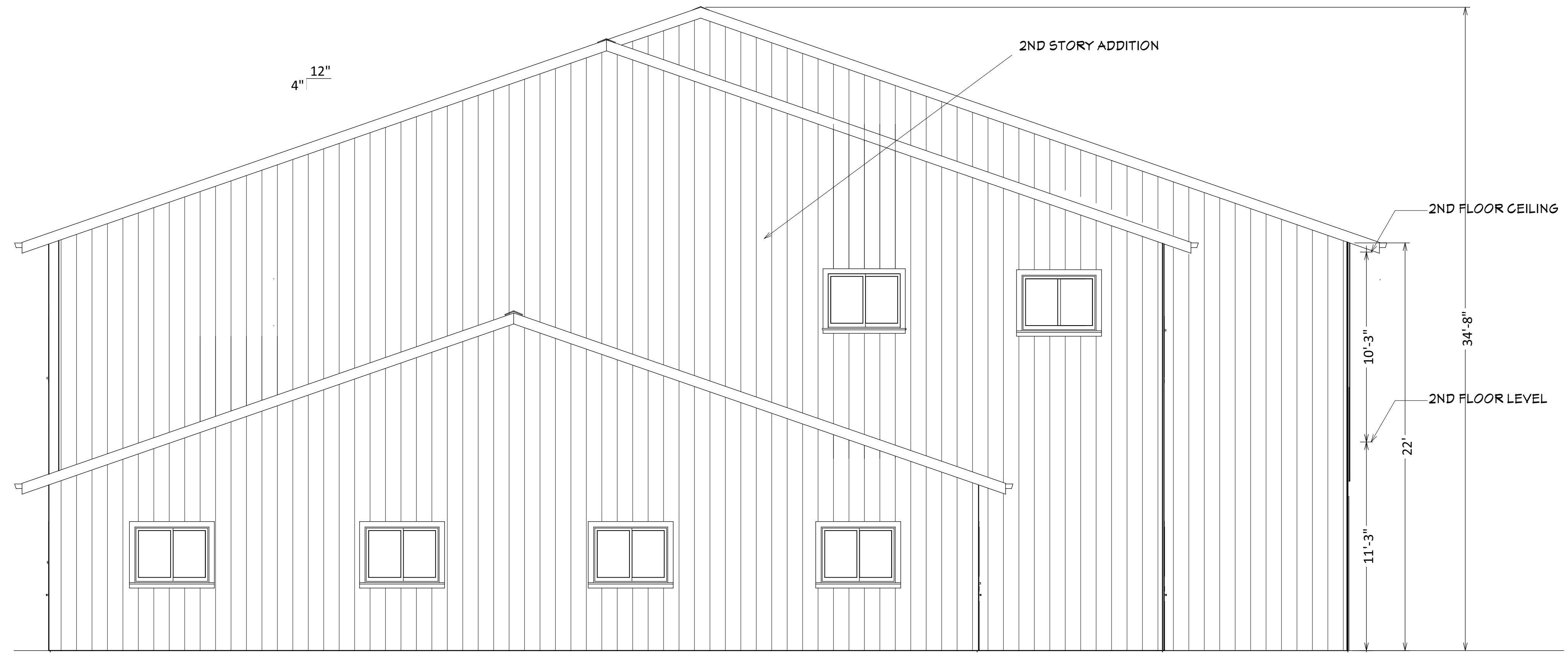
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9/23/2020

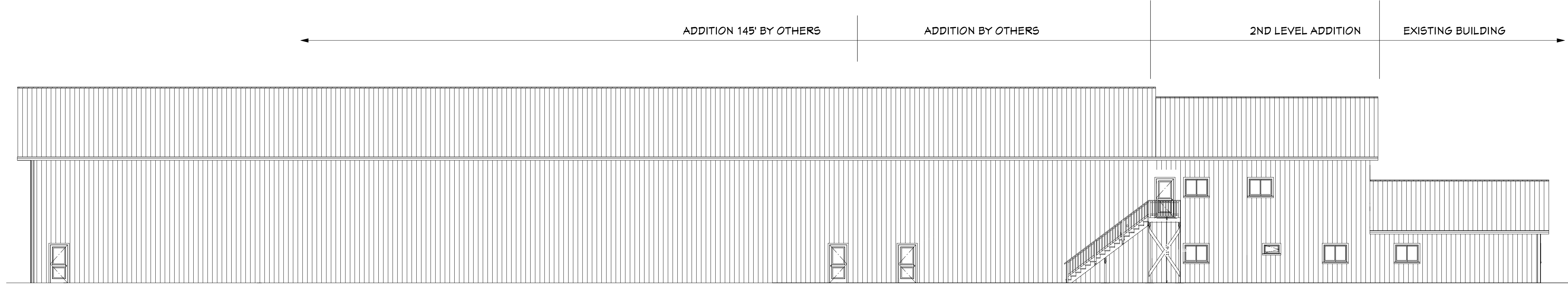
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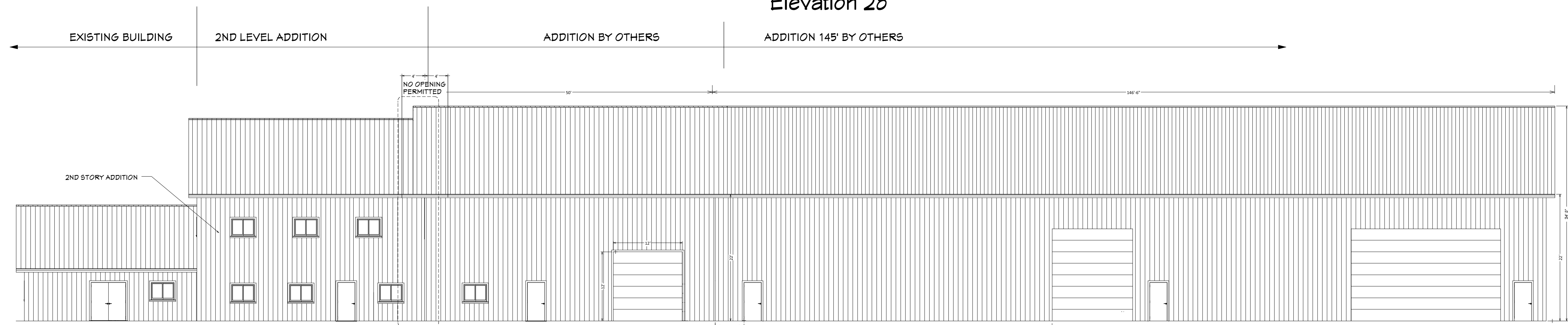
**A4**



**A**  
**A5** SOUTH ELEVATION  
1/4" = 1' 0"



**Elevation 28**



**B**  
**A5** EAST ELEVATION  
3/32" = 1' 0"

REVISION TABLE	
NUMBER	DATE

ADDITION ELEVATIONS

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

DATE:

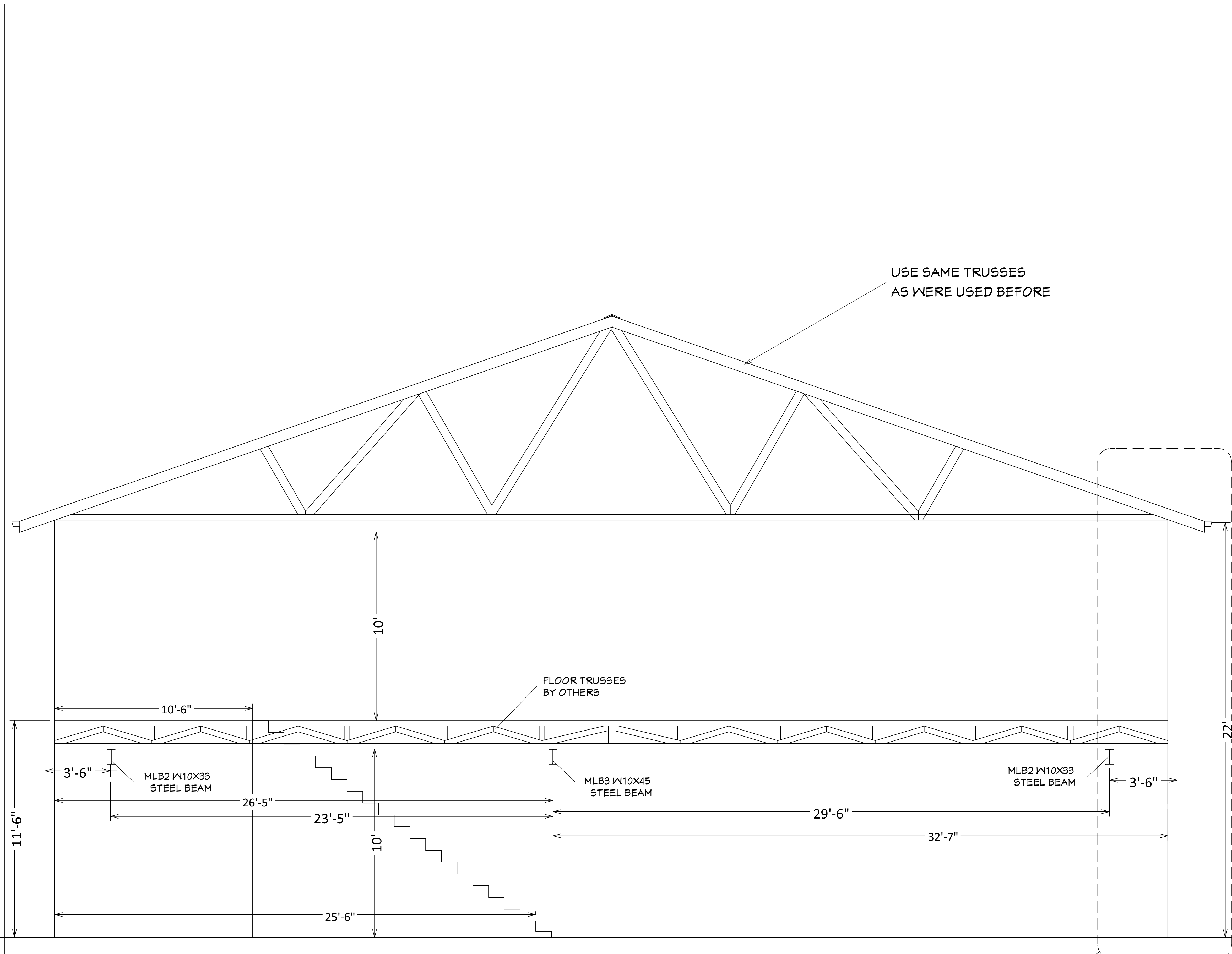
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SCALE:

1/4" = 1' 0"

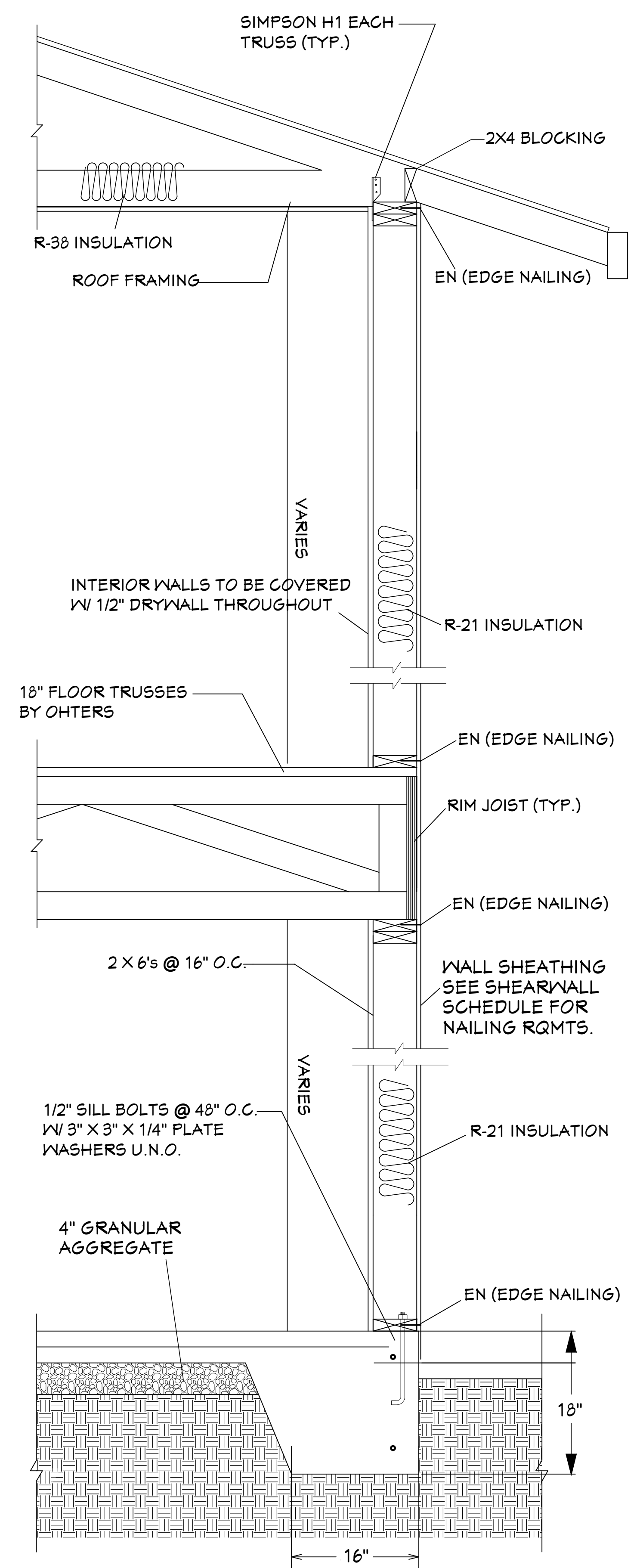
SHEET:

A5



**A**  
A6 BUILDING CROSS SECTION  
3/8" = 1' 0"

**B**  
A6



**B**  
A6 WALL CROSS SECTION  
N.T.S.

REVISION TABLE	NUMBER	DATE	REVISED BY	DESCRIPTION

CROSS SECTION

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

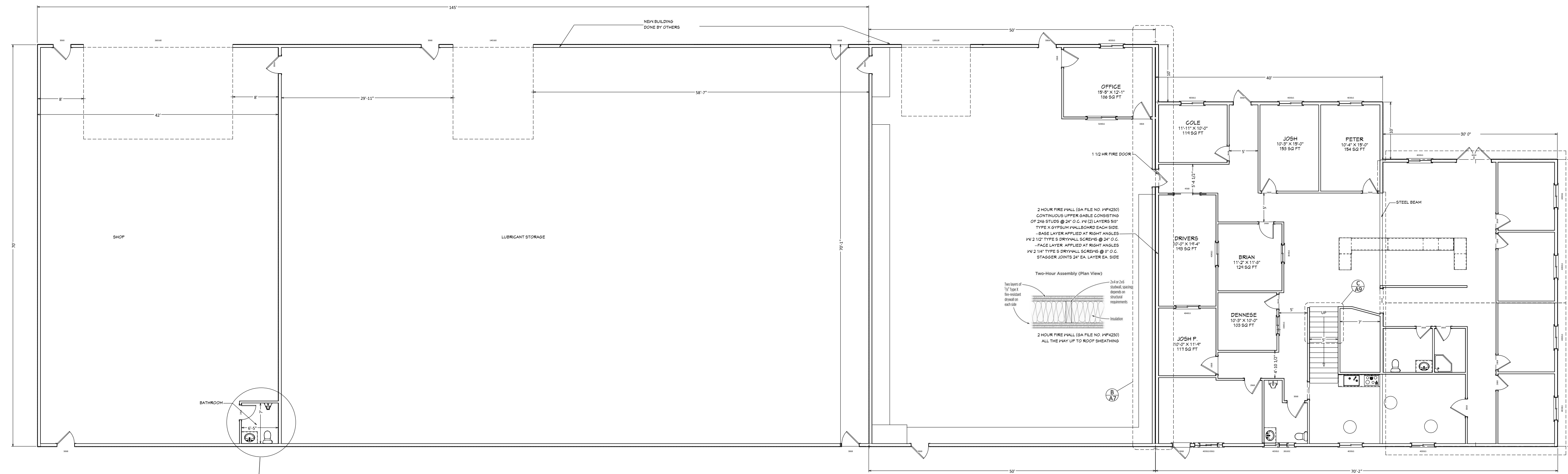
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9/23/2020

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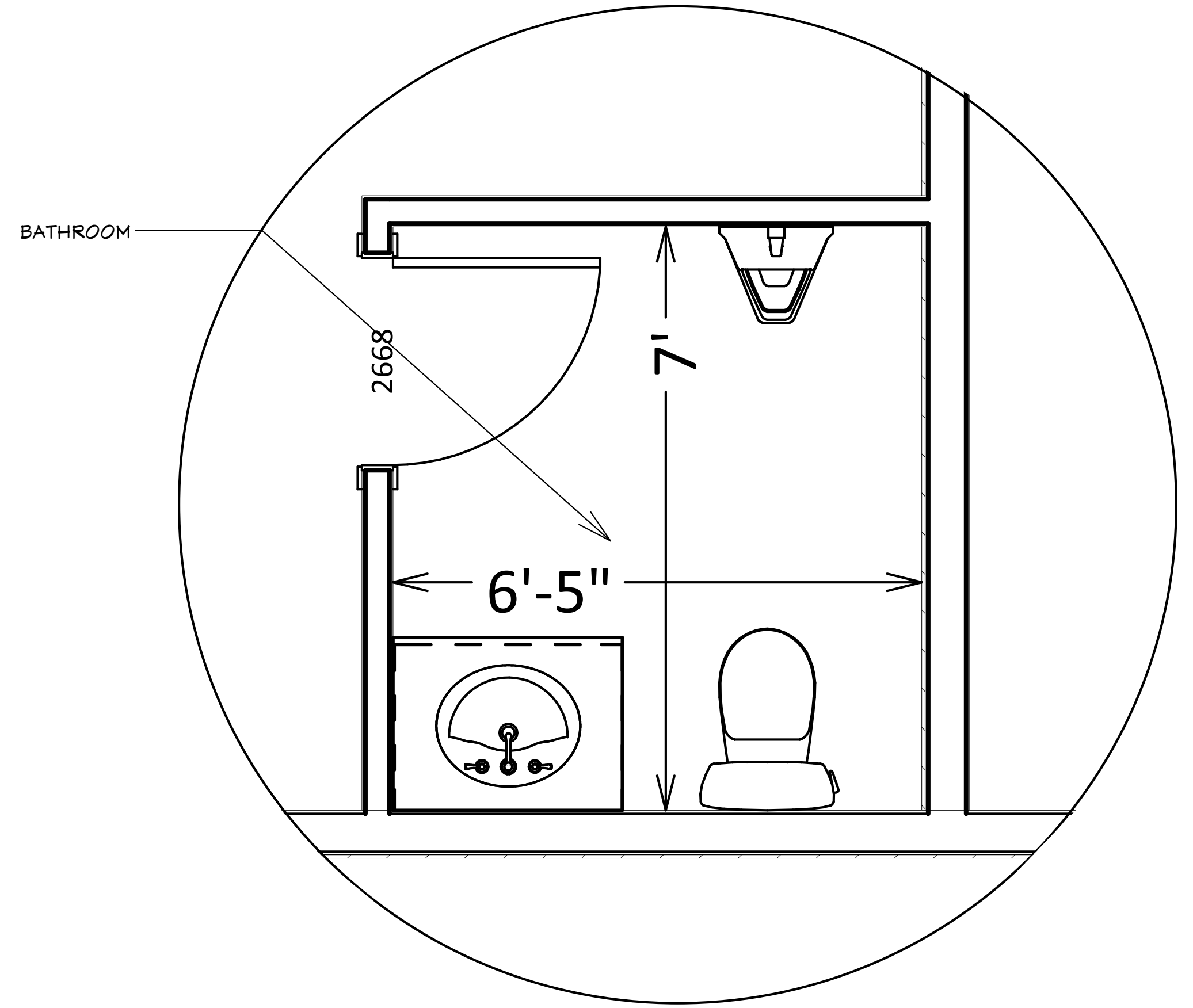
SHEET:

A6



B  
A6.5

A  
A6.5 ADDITION 145' BUILDING  
3/32" = 1' 0"



B  
A6.5 BATH ROOM DETAIL  
3/32" = 1' 0"

REVISION TABLE	
NUMBER	DATE

ENLARGED FLOOR PLAN

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

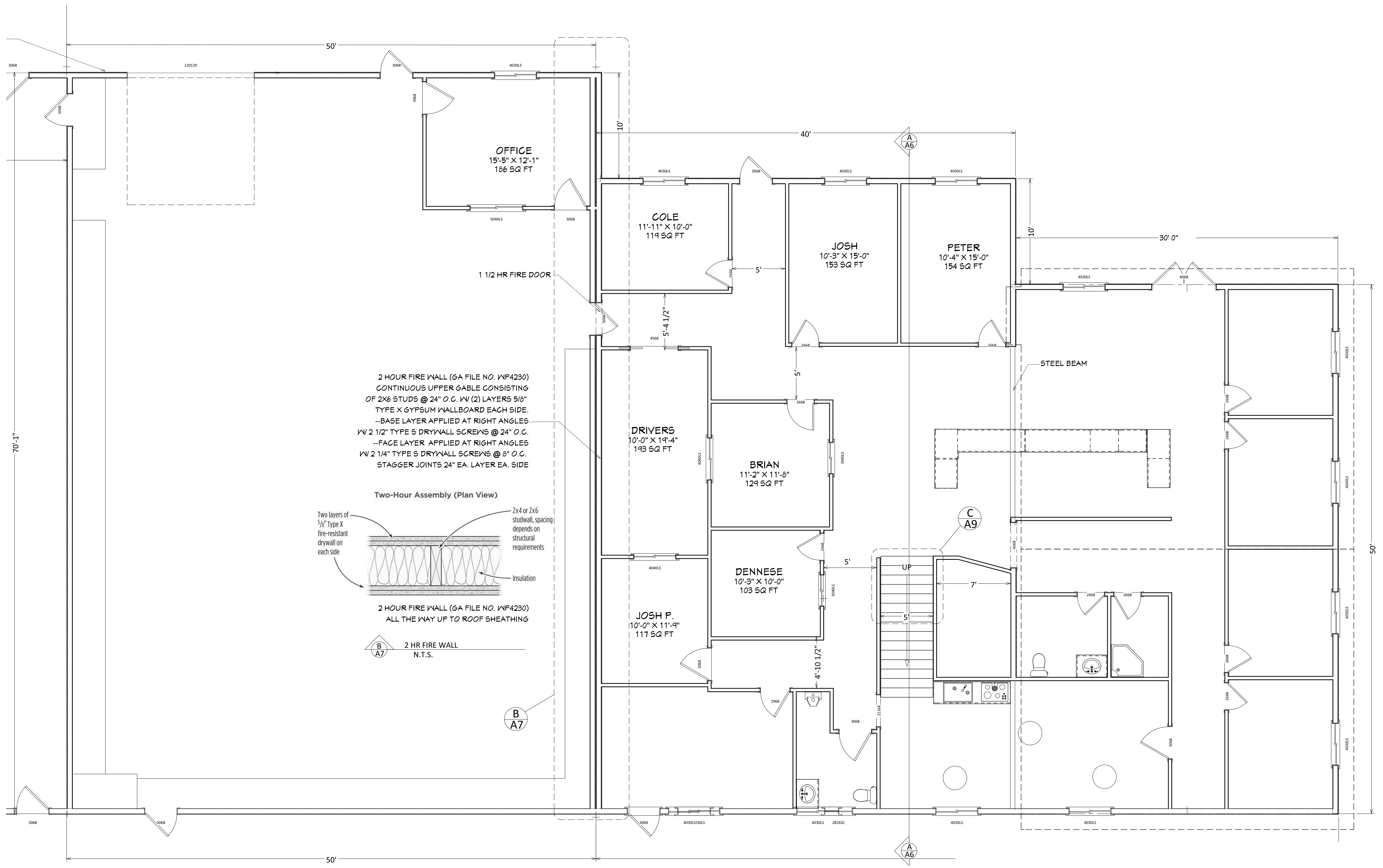
DATE:

9/23/2020

SCALE:

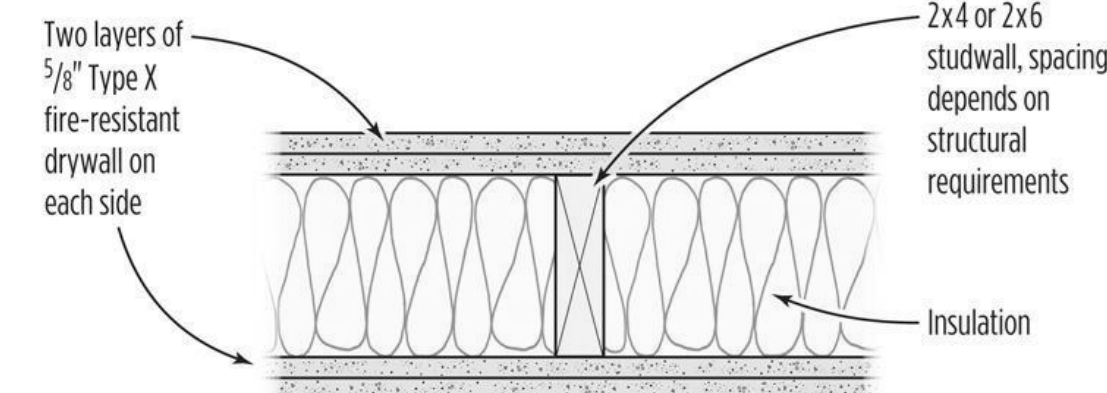
SHEET:

A6.5



2 HOUR FIRE WALL (GA FILE NO. WF4230)  
 CONTINUOUS UPPER GABLE CONSISTING  
 OF 2X6 STUDS @ 24" O.C. W/ (2) LAYERS 5/8"  
 TYPE X GYPSUM WALLBOARD EACH SIDE.  
 --BASE LAYER APPLIED AT RIGHT ANGLES  
 W/ 2 1/2" TYPE S DRYWALL SCREWS @ 24" O.C.  
 --FACE LAYER APPLIED AT RIGHT ANGLES  
 W/ 2 1/4" TYPE S DRYWALL SCREWS @ 8" O.C.  
 STAGGER JOINTS 24" EA. LAYER EA. SIDE

Two-Hour Assembly (Plan View)



2 HOUR FIRE WALL (GA FILE NO. WF4230)  
 ALL THE WAY UP TO ROOF SHEATHING

2 HR FIRE WALL  
 N.T.S.

1ST FLOOR PLAN  
 1/4" = 1' 0"

REVISION TABLE			
NUMBER	DATE	REVISOR	DESCRIPTION

REMODELED FLOOR PLAN

PRATUM  
 STEELHEAD RUN DR.  
 MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
 MEEKINS DRAFTING AND DESIGN

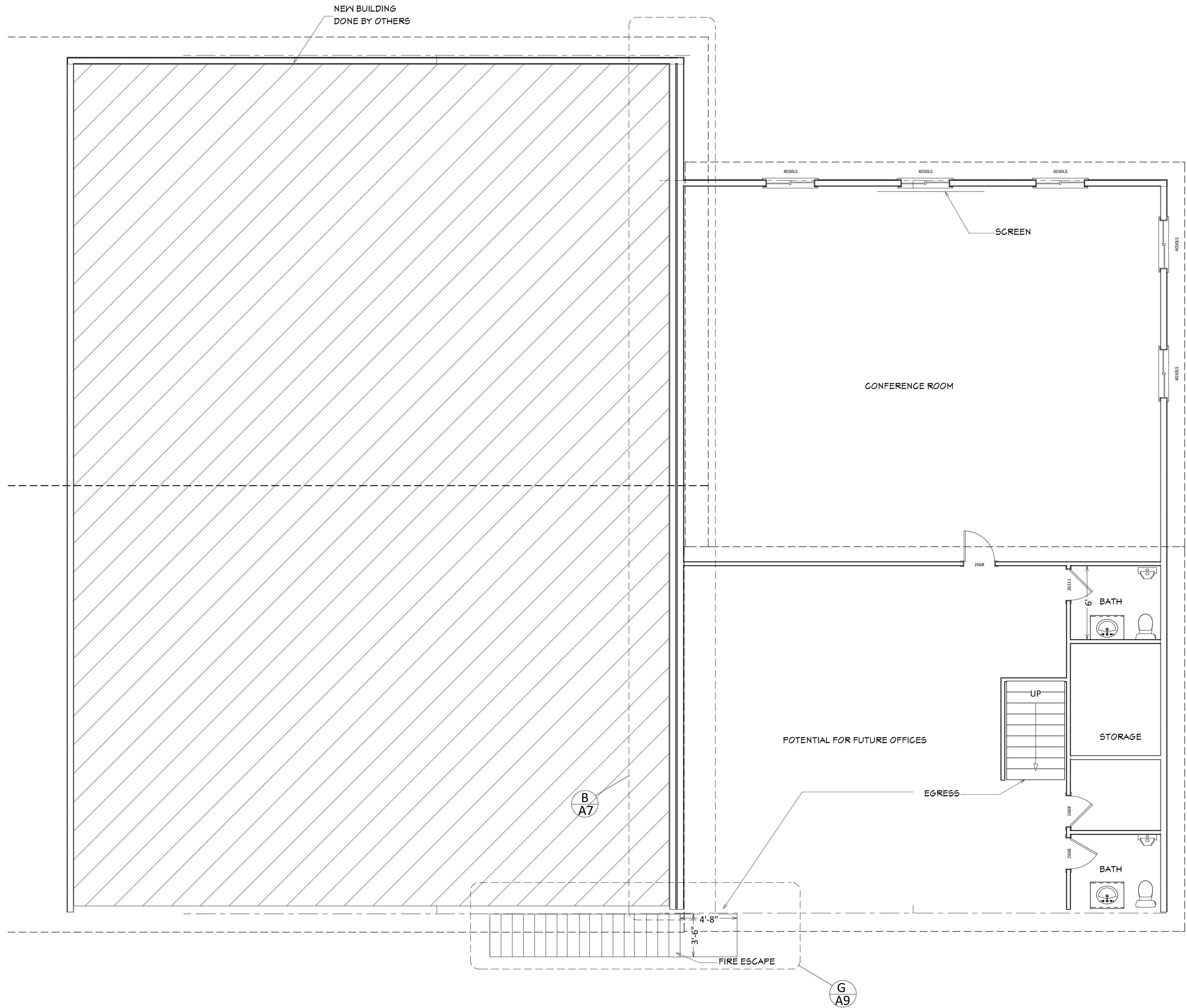
DATE:


9/23/2020

SCALE:

SHEET:

A7




**ADDITION 2ND FLOOR PLAN**  
 1/4" = 1' 0"

REVISION TABLE	NUMBER	DATE	REVISED BY	DESCRIPTION

**ADDITION 2ND LEVEL**

**PRATUM STEELHEAD RUN DR. MILLERSBURG, OR**

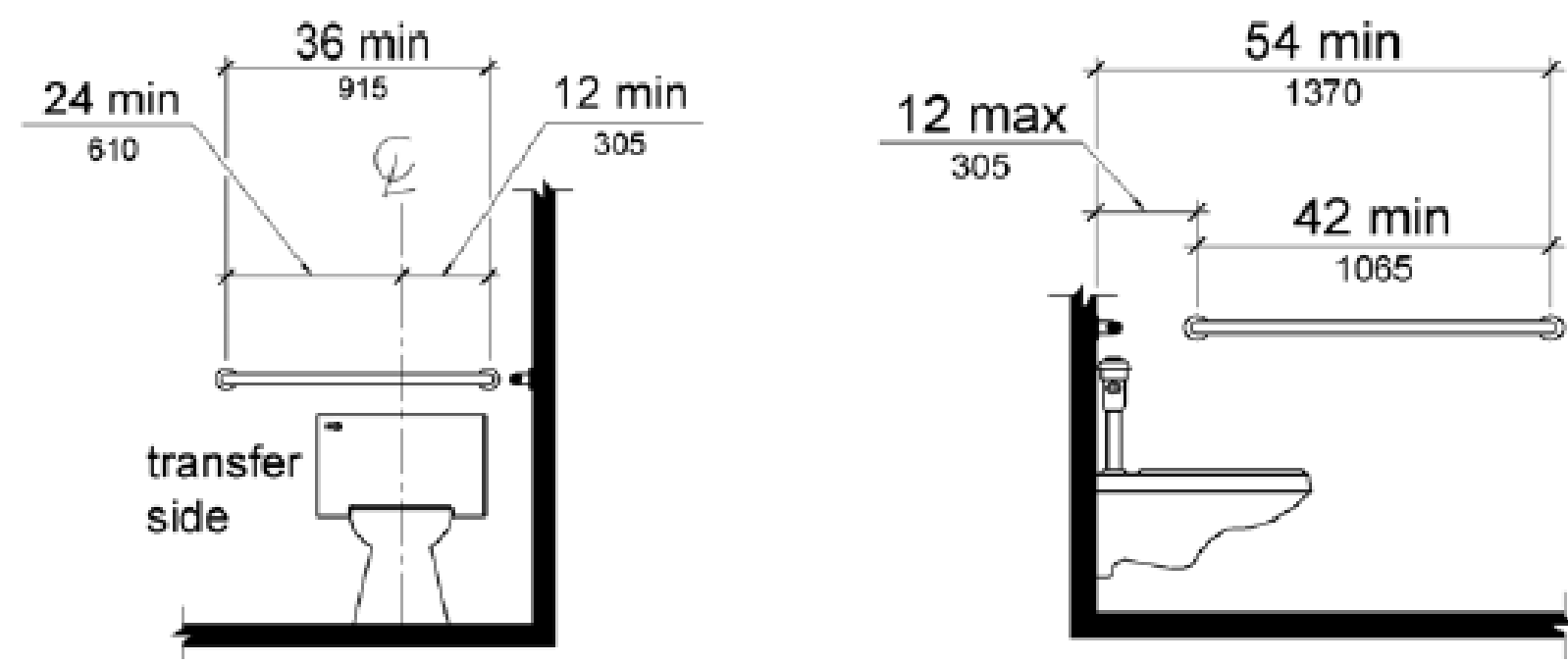
DRAWINGS PROVIDED BY:  
**MEEKINS DRAFTING AND DESIGN**

DATE:  
 9/23/2020

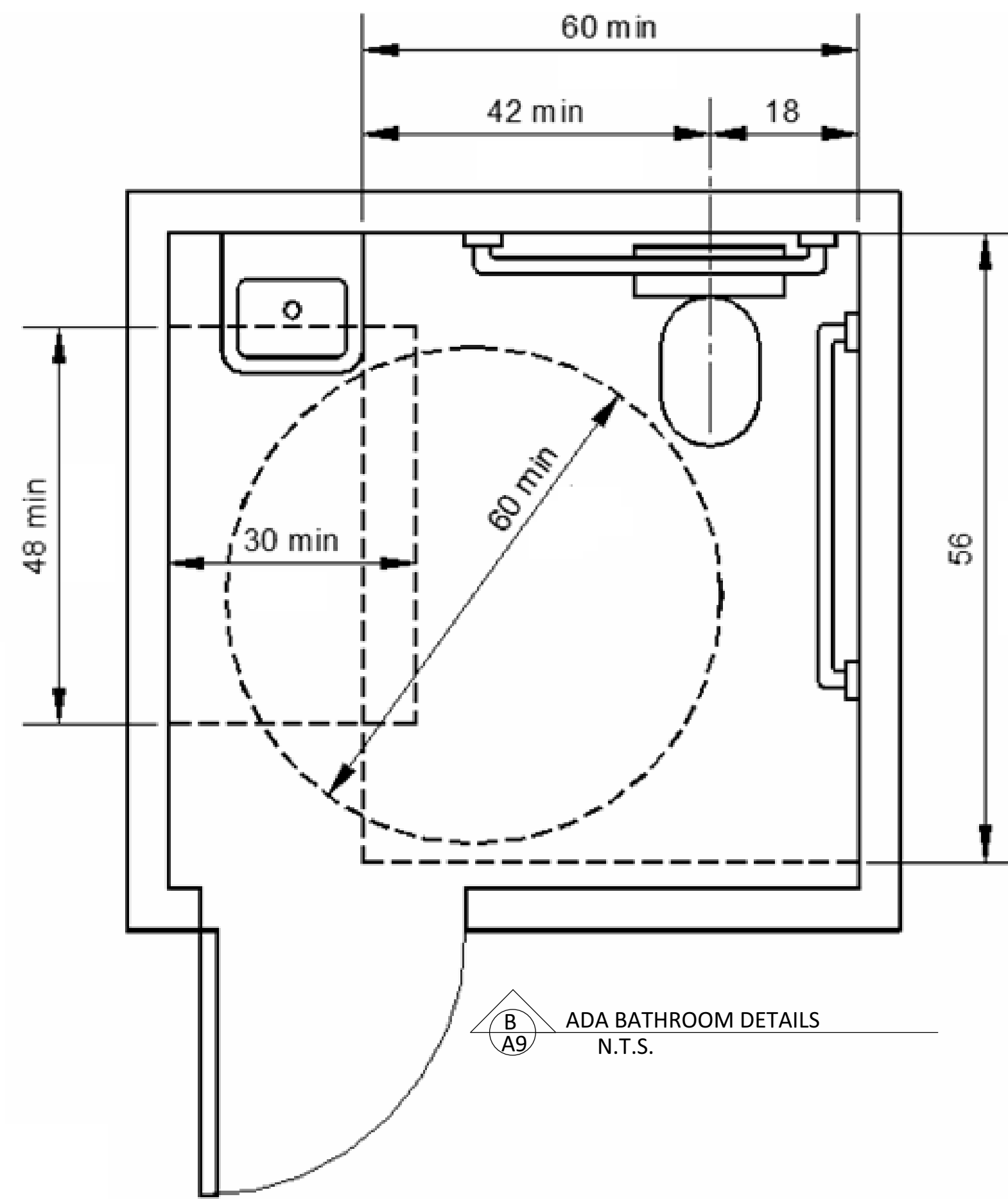
SCALE:  
 1/4" = 1' 0"

SHEET:  
**A8**

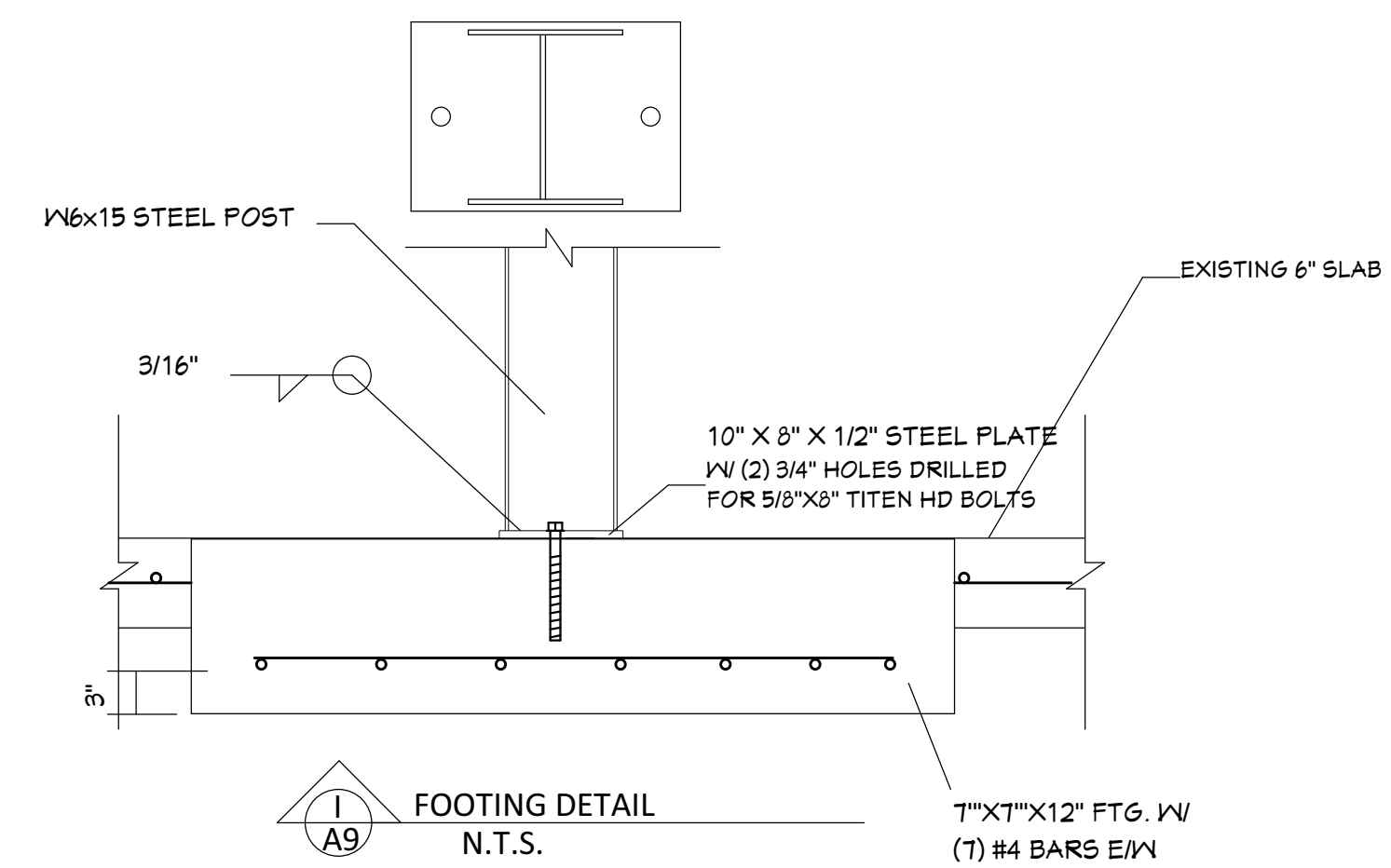




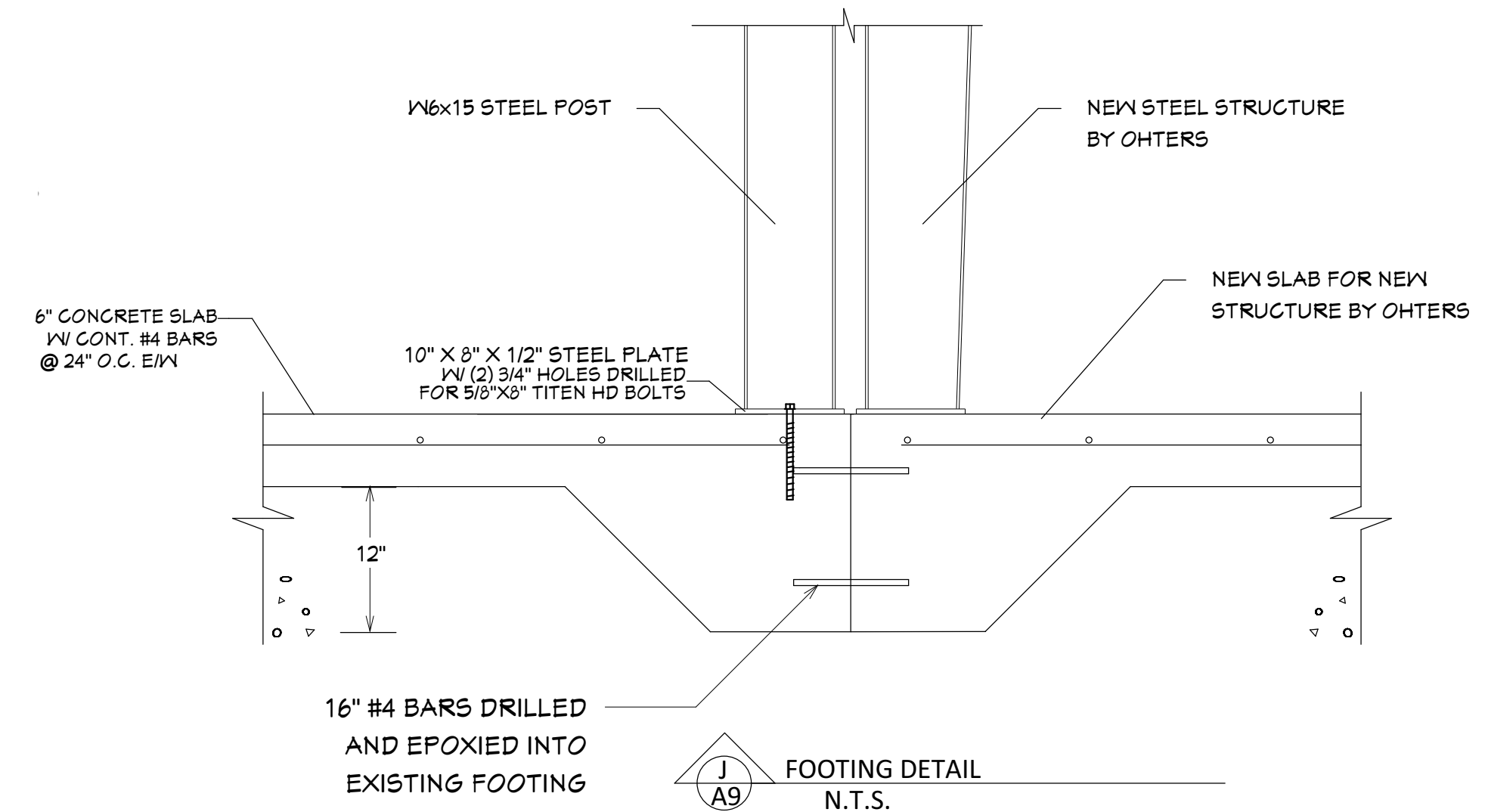
**A**  
A9 ADA BATHROOM DETAILS  
N.T.S.



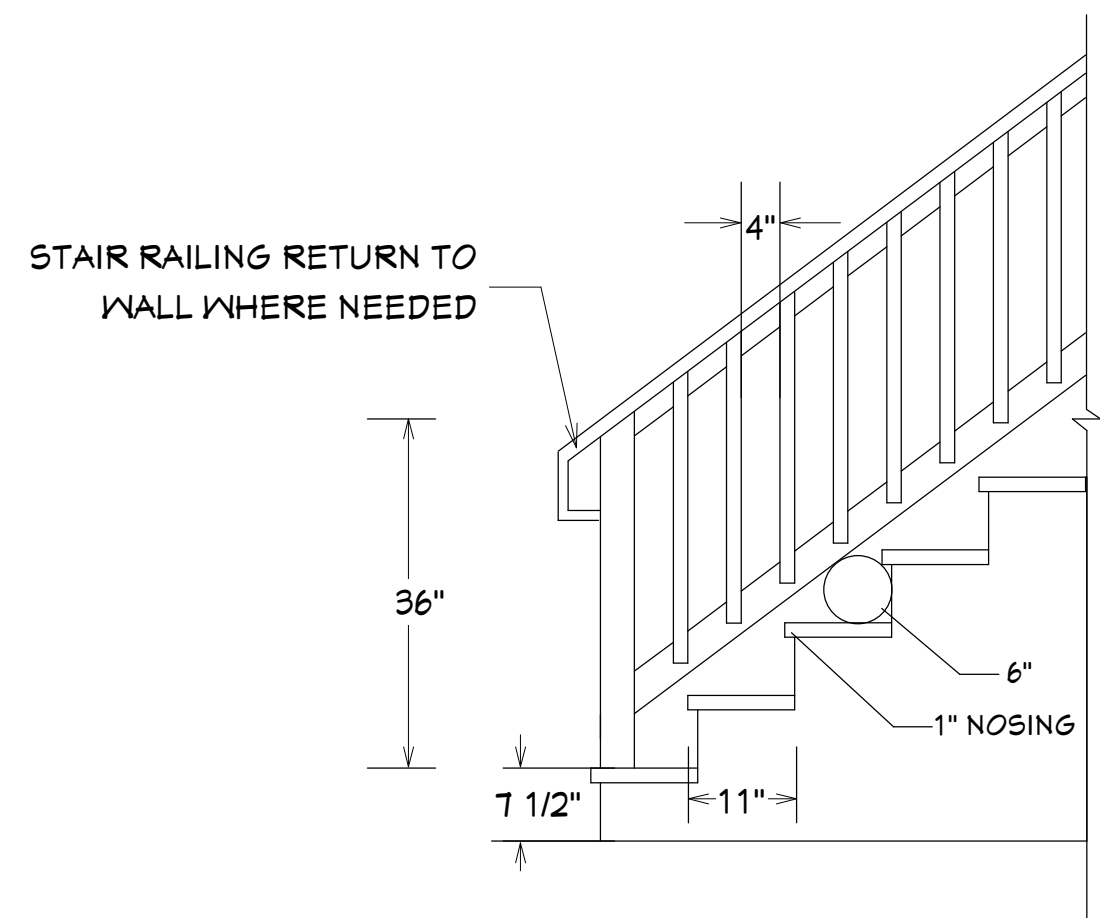
**B**  
A9 ADA BATHROOM DETAILS  
N.T.S.



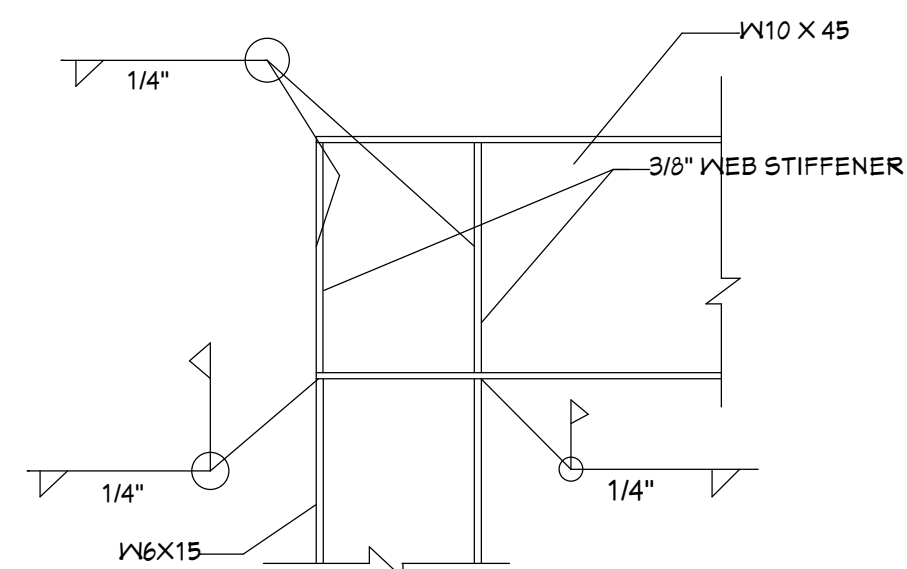
**I**  
A9 FOOTING DETAIL  
N.T.S.



**J**  
A9 FOOTING DETAIL  
N.T.S.

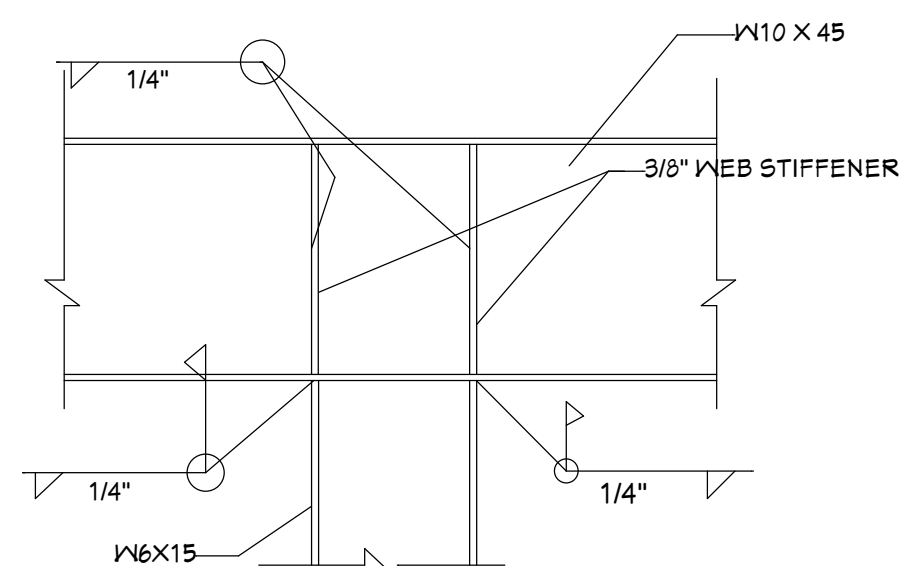


**C**  
A9 INTERIOR STAIR DETAIL  
N.T.S.



NOTE: PLACE HORT. BEAM OVER THE TOP OF VERT. POST.

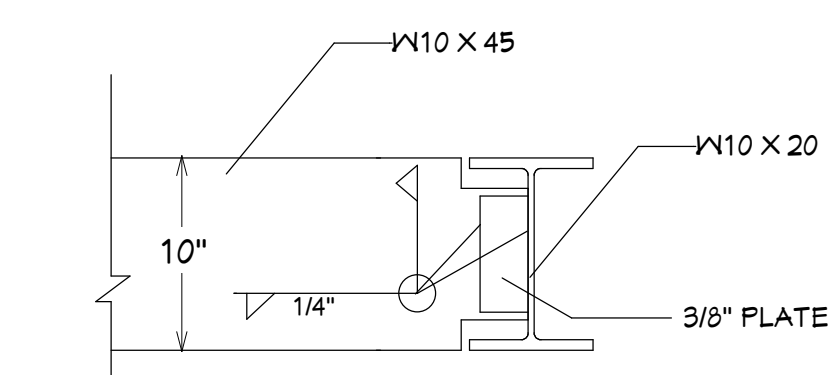
**D**  
A9 BEAM CONNECTION DETAIL  
N.T.S.



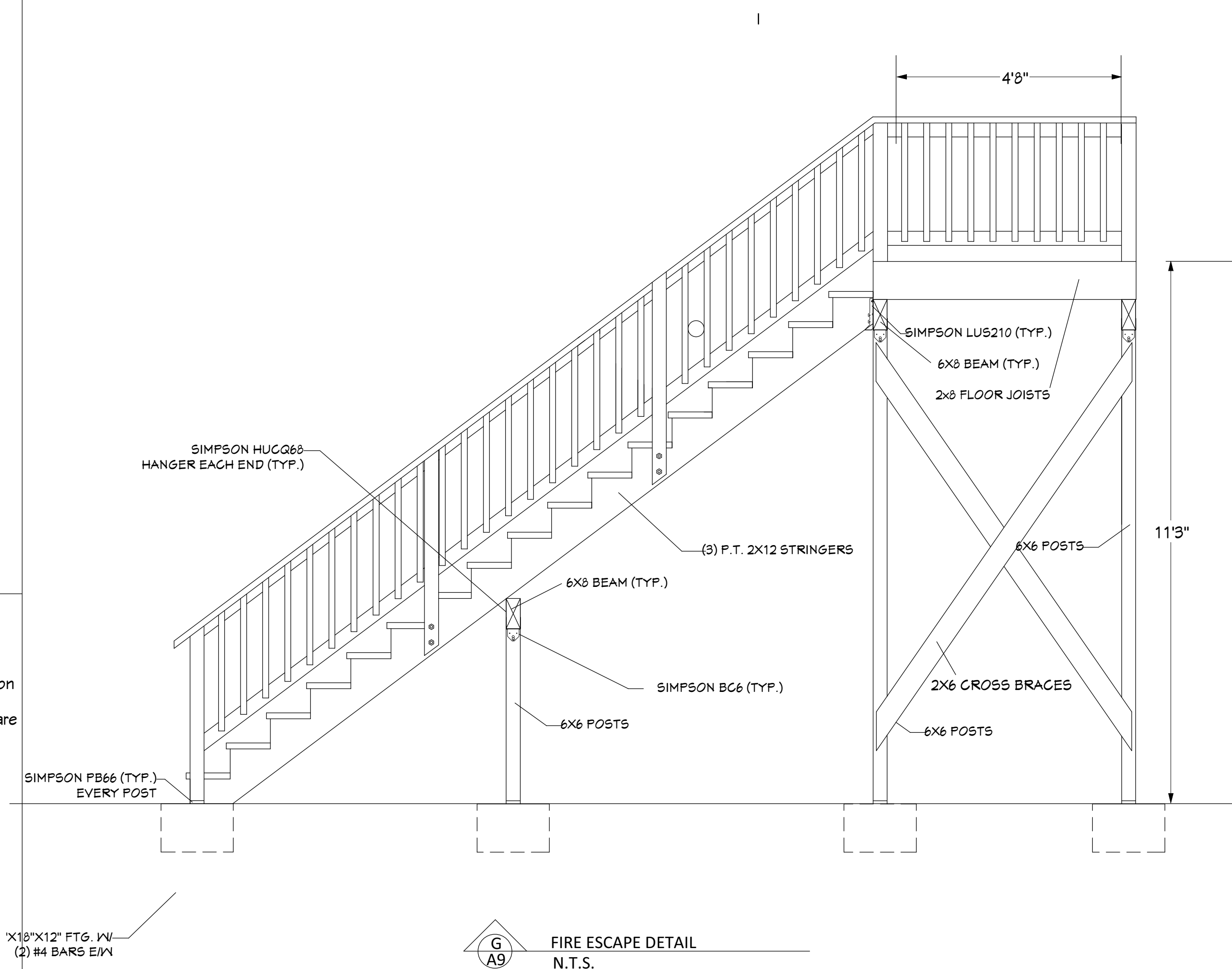
NOTE: PLACE HORT. BEAM OVER THE TOP OF VERT. POST.

**E**  
A9 BEAM CONNECTION DETAIL  
N.T.S.

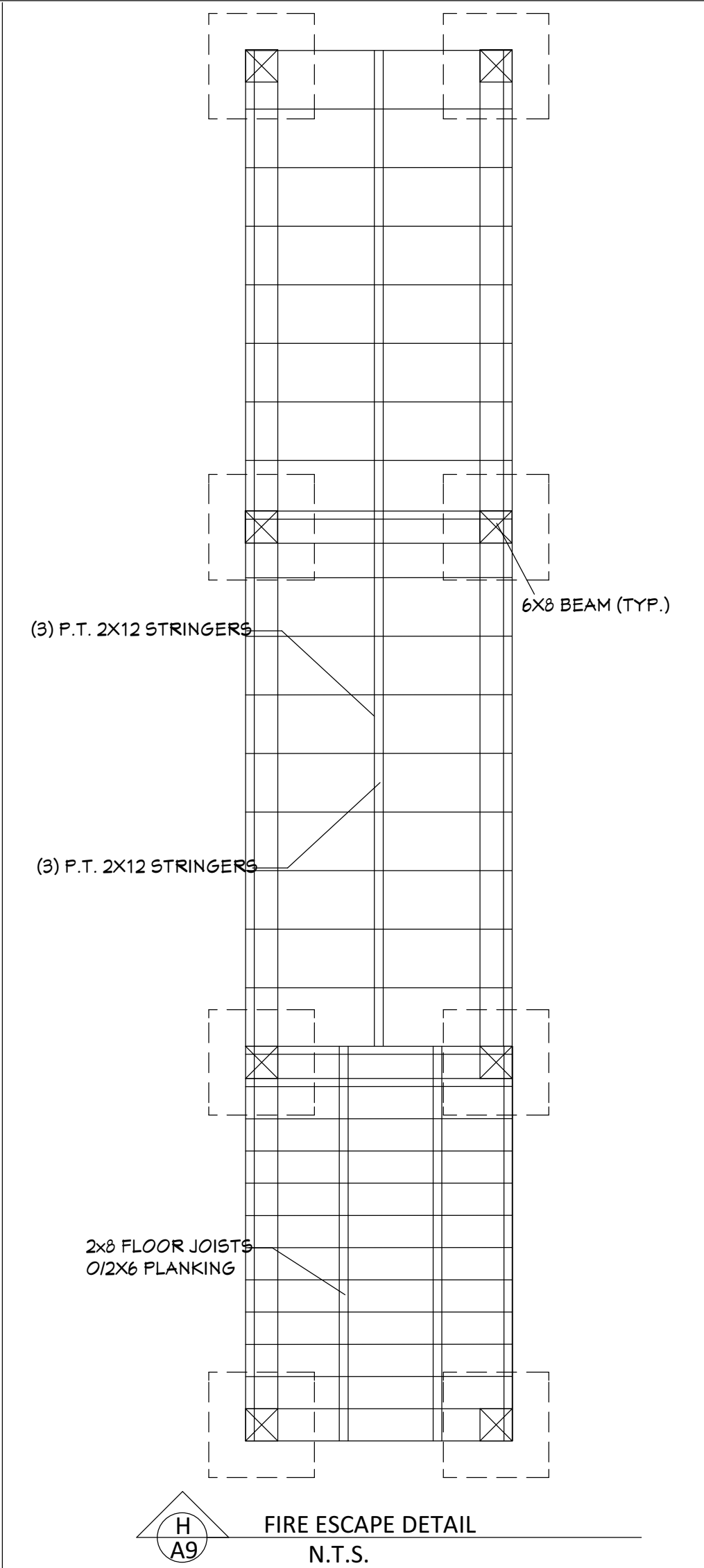
1704.2 Special inspections and tests. Where application is made to the building official for construction as specified in Section 105, the owner or the owner's authorized agent, other than the contractor, shall employ one or more approved agencies to provide special inspections and tests during construction on the types of work specified in Section 1705 and identify the approved agencies to the building official. These special inspections and tests are in addition to the inspections by the building official that are identified in Section 110.



**F**  
A9 BEAM CONNECTION DETAIL  
N.T.S.



**G**  
A9 FIRE ESCAPE DETAIL  
N.T.S.



**H**  
A9 FIRE ESCAPE DETAIL  
N.T.S.

REVISION TABLE	REVISION BY	DESCRIPTION
NUMBER	DATE	

FIRE LIFE SAFETY/ DETAILS

PRATUM STEELHEAD RUN DR. MILLERSBURG, OR

DRAWINGS PROVIDED BY: MEEKINS DRAFTING AND DESIGN

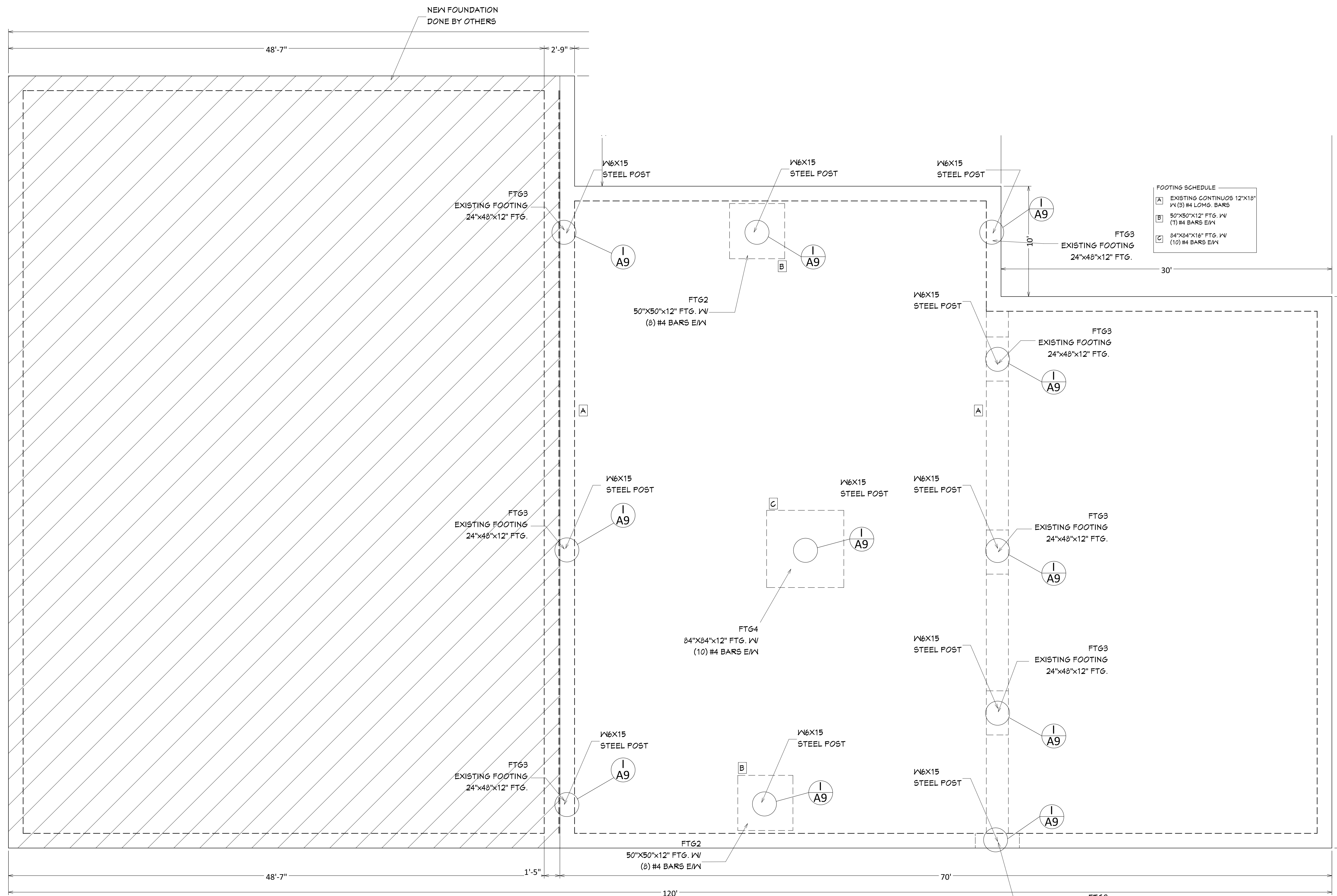
DATE:

9/23/2020

SCALE:

SHEET:

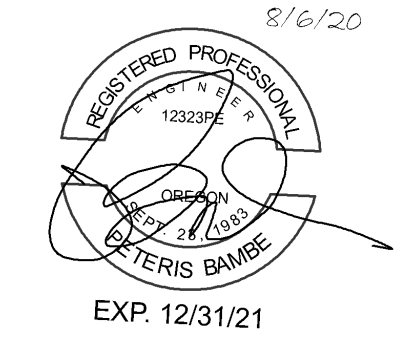
A9



FOOTING SCHEDULE

[A]	EXISTING CONTINUOUS 12"x18" W (3) #4 LONG. BARS
[B]	50"x50"x12" FTG. W/W (7) #4 BARS E/W
[C]	84"x84"x12" FTG. W/W (10) #4 BARS E/W

**FOUNDATION PLAN**  
1/4" = 1' 0"



REVISION TABLE	NUMBER	DATE	REVISED BY	DESCRIPTION

**FOUNDATION PLAN**

**PRATUM STEELHEAD RUN DR. MILLERSBURG, OR**

**DRAWINGS PROVIDED BY: MEEKINS DRAFTING AND DESIGN**

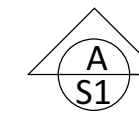
**DATE:**

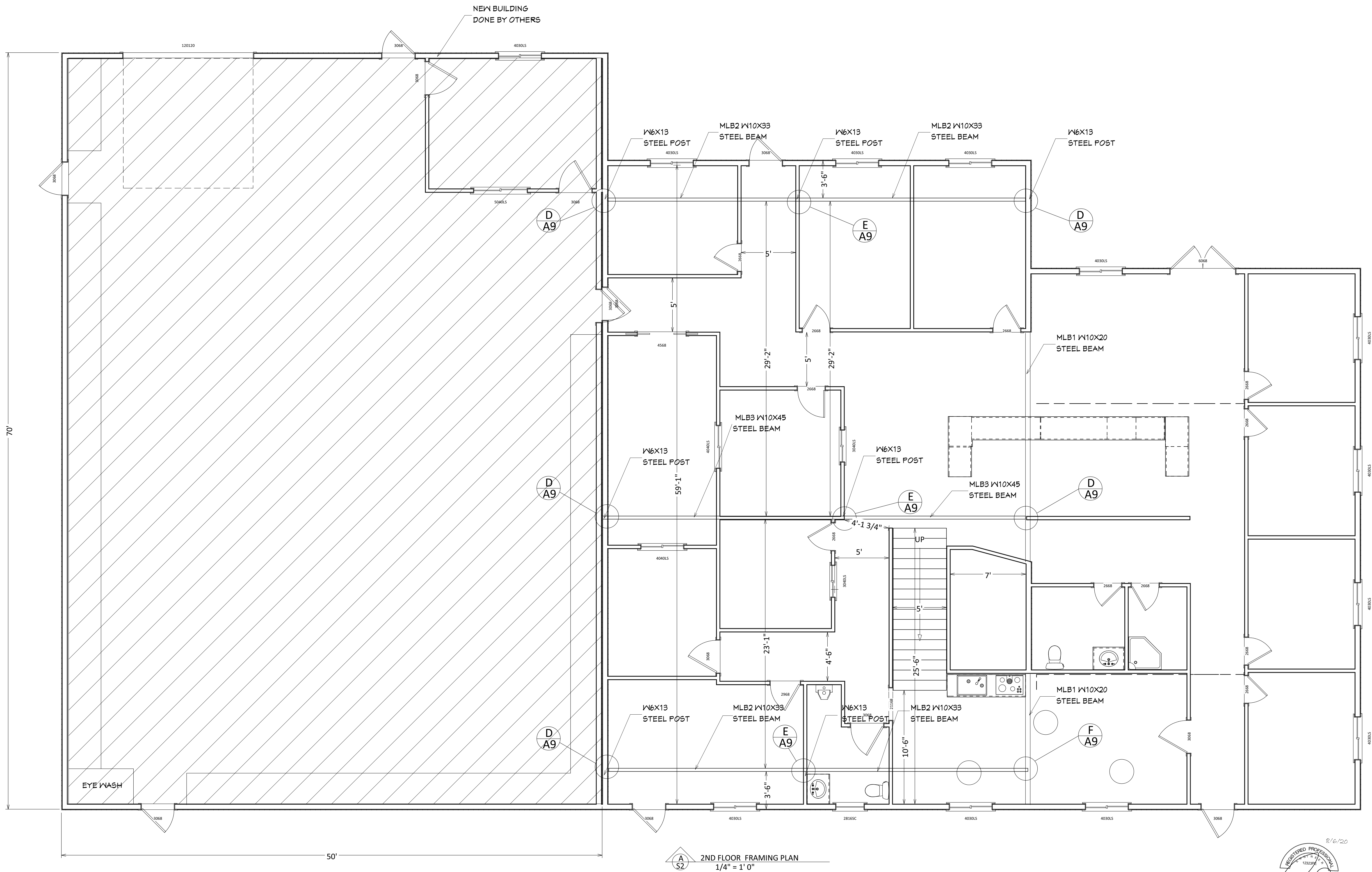
9/23/2020

**SCALE:**

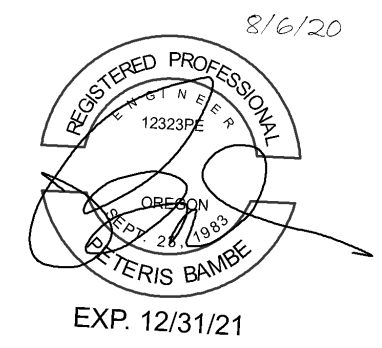
**SHEET:**

**S1**





A  
S2 2ND FLOOR FRAMING PLAN  
1/4" = 1' 0"



REVISION TABLE	NUMBER	DATE	REVISED BY	DESCRIPTION

2ND FLOOR FRAMING PLAN

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

DATE:

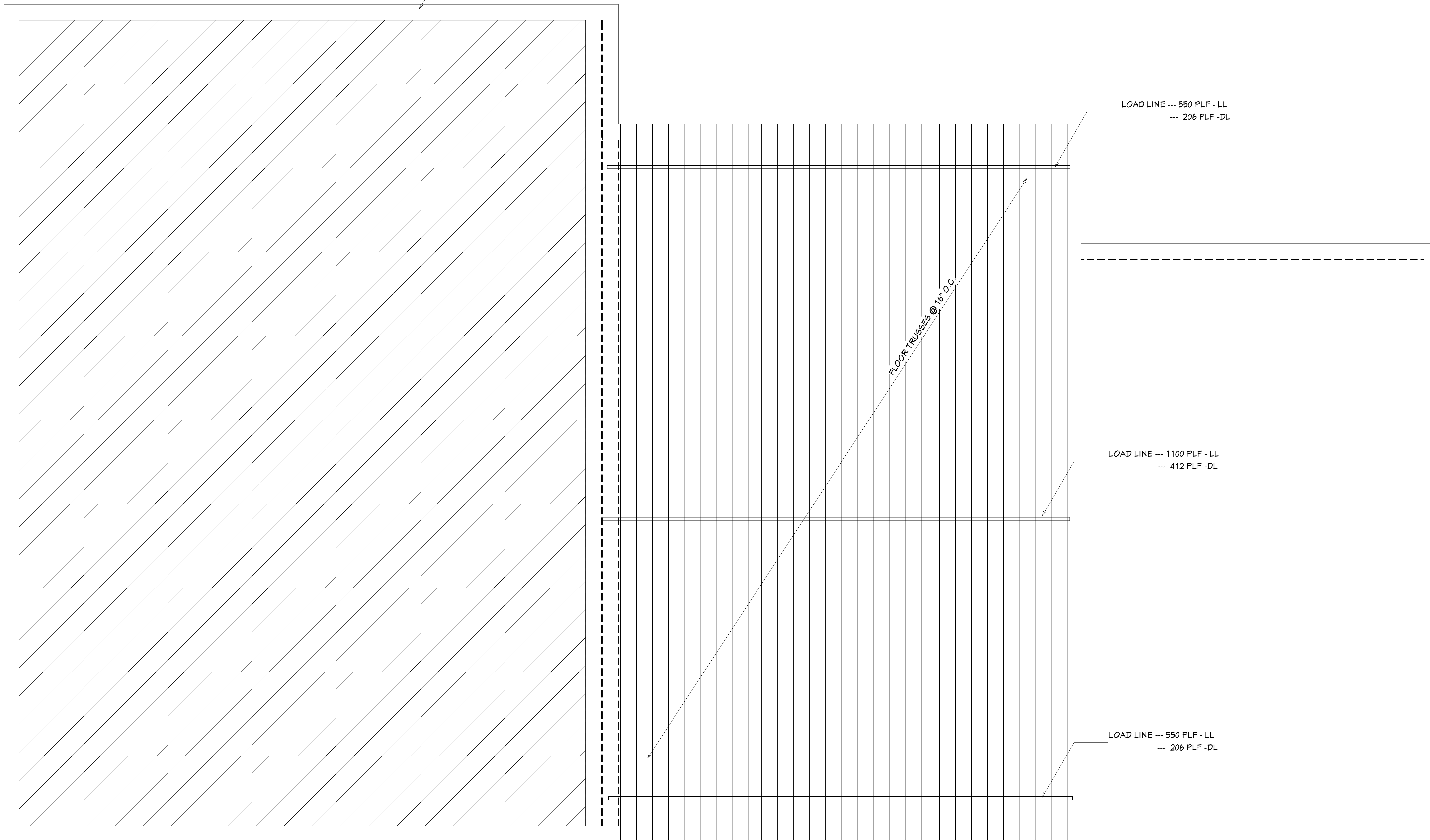
9/23/2020

SCALE:

SHEET:

S2

NEW BUILDING  
DONE BY OTHERS



**A**  
**S2** 2ND FLOOR FRAMING PLAN  
1/4" = 1' 0"

REVISION TABLE	
NUMBER	DATE

**2ND FLOOR FRAMING PLAN**

**PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR**

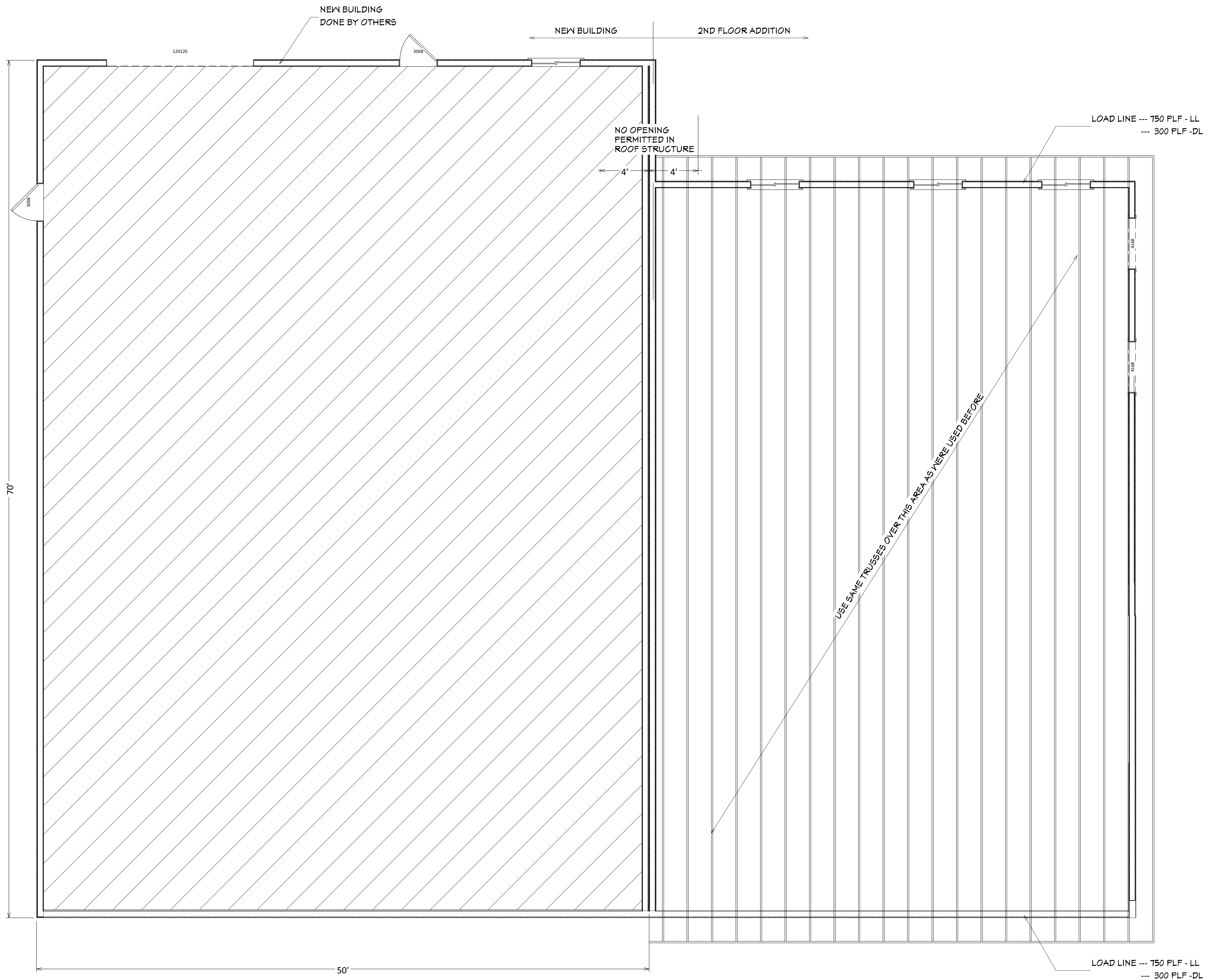
**DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN**

**DATE:  
9/23/2020**

**SCALE:**

**SHEET:**

**S3**



**B**  
S3

ROOF FRAMING PLAN  
1/4" = 1' 0"

REVISION TABLE	NUMBER	DATE	REVISED BY	DESCRIPTION

**ROOF FRAMING PLAN**

**PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR**

**DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN**

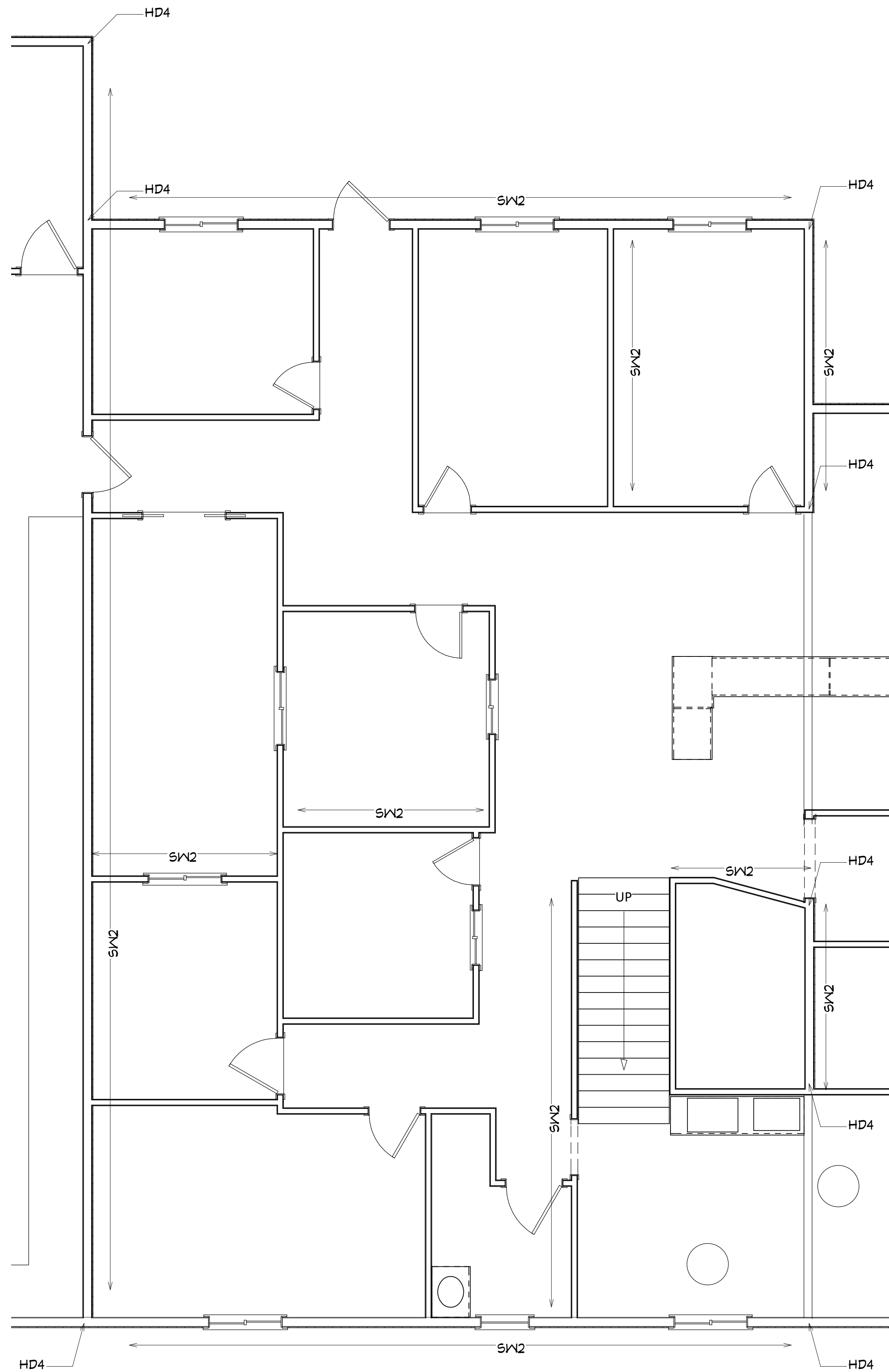
**DATE:**

9/23/2020

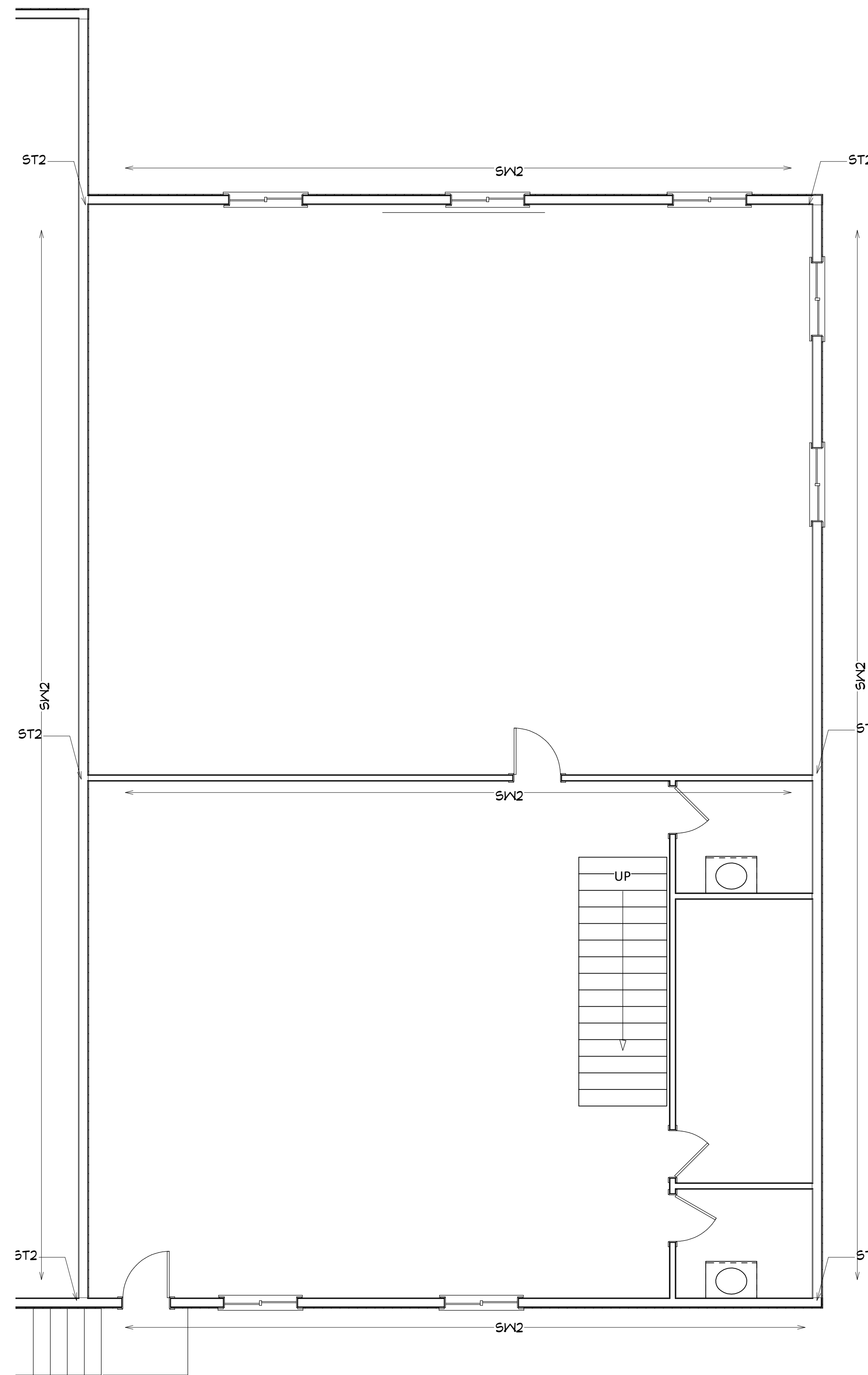
**SCALE:**

**SHEET:**

**S4**



**A**  
S4  
1ST FLOOR SHEARWALL PLAN  
1/4" = 1' 0"

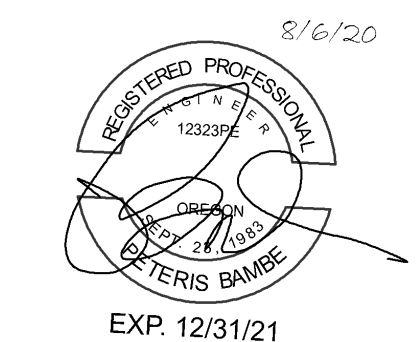


**B**  
S4  
2ND FLOOR SHEARWALL PLAN  
1/4" = 1' 0"

**SHEAR WALL SCHEDULE**

SW1	1/2" PLYWOOD WITH ALL PANEL EDGES TO BE NAILED 8D @ MAXIMUM 6" O.C.
SW2	1/2" PLYWOOD WITH ALL PANEL EDGES TO BE NAILED 8D @ MAXIMUM 4" O.C.

- SHEARWALL NOTES:**
- 1) 7/16" ORIENTED STRANDBOARD (OSB) MAY BE USED IN LIEU OF 1/2" PLYWOOD IN SHEARWALL APPLICATIONS.
  - 2) FIELD NAILING FOR PLYWOOD TO BE 8D @ 12" O.C. UNLESS NOTED OTHERWISE.
  - 3) UNLESS NOTED OTHERWISE ON PLANS OR BY TRUSS MANUFACTURER, PROVIDE SIMPSON H2.5 HURRICANE CLIPS AT ALL TRUSS AND/OR RAFTER SUPPORT LOCATIONS.
  - 4) ALL SHEARWALL NAILINGS ARE TO EXTEND DOWN TO THE FOUNDATION PLATE LINE.
  - 5) PROVIDE 2X BLOCKING ALONG ALL UNSUPPORTED PLYWOOD PANEL EDGES UNLESS NOTED OTHERWISE.
  - 6) USE HOT-DIP GALVANIZED NAILS FOR ALL NAILS IN PRESSURE TREATED PLATES.
  - 7) INSTALL 1/2" SILL BOLTS AT 48" O.C. AROUND ENTIRE PERIMETER OF BUILDING UNLESS NOTED OTHERWISE ON THE FOUNDATION PLAN.
  - 8) PROVIDE 3" X 3" X 1/4" GALVANIZED PLATE WASHERS AT ALL SILL BOLT LOCATIONS.
  - 9) PROVIDE SIMPSON HDU4-SDS2.5 HOLDOWNS WITH SIMPSON SSTB20 ANCHOR RODS AT LOCATIONS DENOTED HD4 ON THE PLANS.
  - 10) USE BORATE TREATED (GREEN BOARD) SILL PLATES AT FOUNDATION PLATES FOR ALL SHEARWALLS. SHOULD AC2 (STANDARD) PRESSURE TREATED BOARDS BE USED, THEN ALL CONNECTIONS INCLUDING SILL PLATES SHOULD BE STAINLESS STEEL OR HOT DIPPED GALVANIZED.



REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

LATERAL COMPLIANCE

PRATUM  
STEELHEAD RUN DR.  
MILLERSBURG, OR

DRAWINGS PROVIDED BY:  
MEEKINS DRAFTING AND DESIGN

DATE:  
9/23/2020

SCALE:

SHEET:

S5



## NOTICE OF PUBLIC HEARING

**\*\*Special COVID 19 Process, Read Carefully\*\***

**October 22, 2020, 6:00 p.m.**

**\*\*By Phone or Online ONLY\*\***

**Join by URL:**

**<https://aspenuc.accessionmeeting.com/j/1151368524>**

**See more detailed instructions on the next page**

**Or join by phone:**

**Dial: +1 5032129900 (US Toll)**

**Meeting ID: 115 136 8524**

Due to the COVID-19 situation the **MILLERSBURG PLANNING COMMISSION** will hold a public hearing by phone and online only to consider the request described below. The City is taking this precaution to keep the Planning Commission, the applicant, Staff and the public safe. 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 by phone or online 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 Commission an opportunity to respond to the issue will preclude your ability to appeal the decision to the Land Use Board of Appeals based on that issue.

The application, all documents and evidence submitted by or on behalf of the applicant and the applicable criteria are available for inspection at no cost or copies are available for a minimal cost. City Hall is temporarily closed to the public. Any document request must be made by phone or email, or can be viewed at the following web location- <http://cityofmillersburg.org/current-planning-applications/>. 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:** Toby Meekins  
**LOCATION:** 3653 NE Steelhead Run Drive, OR 97321  
**TAX LOT:** Township 10 South; Range 3 West; Section 21AA; Tax Lot 00500  
**PARCEL SIZE:** 4.86 Acres  
**ZONING:** Limited Industrial (LI)  
**REQUEST:** The applicant is requesting to add a second story to an existing building, to add a 13,650 sf building and add additional parking and landscaping.  
**CRITERIA:** Millersburg Development Code; Section 2.400(2)  
**FILE No.:** SP 20-02

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.



# Vicinity Map SP 20-02



DEW COUNTY, OREGON - NOT FOR LEGAL, ENGINEERING, OR SURVEYING PURPOSES





## Join Meeting Instructions – General Public

To join the meeting via computer:

1. Click on the link provided or enter the link in your web browser. You will see the following:

Your meeting should start in a few seconds...



If nothing prompts from browser, [download & run](#) .

*If this is your first time joining an AspenUC meeting, you will be prompted to install a file. This should run automatically. If not, you may need to click on the blue text. The computer will ask if you want to install the program. Click Yes.*

2. The program will now ask you if you want to join the audio using your computer or your phone.
  - o If you want to use the computer audio and microphone, click yes. You will now join the meeting.
  - o If you want to use your phone:
    - click the button on the computer screen that says ‘use phone audio.’
    - You will now join the meeting.
    - Dial 503-212-9900. When asked, enter the Meeting ID.
    - You will also be asked to enter you participant ID number. It should be on the computer screen in front you. If you do not have a participant code, just enter #.
3. While the meeting is in progress, you will see the participant toolbar at the bottom of the screen.

### Participant toolbar:



4. Use the **Microphone** icon to toggle your microphone on  and off  ..
5. To speak during Public Comment periods “raise hand” by clicking on the hand icon. When the presiding officer calls upon you to speak, the meeting organizer will unmute you. Once your comment period is finished, you will be muted again.

To join the meeting via phone (audio only):

Enter the Dial-in number and when prompted, enter the Meeting ID. If you do not have a participant code, just enter #.

*During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.*

*All normal public meeting rules will be followed.*