

**VENETA PLANNING DEPARTMENT**  
**STAFF REPORT**  
**Federal Security Storage and Warehousing - City File No. SR-3-23**  
**Site Plan Review**

<b>Application Received:</b>	August 21, 2023
<b>Incomplete Determination:</b>	September 18, 2023
<b>Additional Info Received:</b>	February 27, 2024
<b>2<sup>nd</sup> Incomplete Determination:</b>	March 12, 2024
<b>Additional Info Received:</b>	March 12, 2024
	March 14, 2024
<b>Application Complete:</b>	March 19, 2024
<b>Notice Mailed:</b>	April 2, 2024
<b>Notice Posted:</b>	April 2, 2024
<b>Staff Report Date:</b>	May 1, 2024
<b>120 days from Completeness:</b>	July 17, 2024
<b>Referrals:</b>	Branch Engineering – Lane Branch, City Engineer Veneta Public Works – Kyle Schauer, Public Works Director Brian Sayles, Lane Fire Authority Oregon Department of Transportation (ODOT) Region 2 Lane County Public Works/Transportation Planning Sanipac EPUD Building Official – Jason Bush, CBO
<b>Prepared by:</b>	Daniel Findlay, Associate Planner

## **BASIC DATA**

<b>Owner:</b>	JBC SR Enterprises PO Box 833 Corvallis, OR 97339
<b>Applicant:</b>	John L. Demers, Architect AIA PO Box 219 Veneta, OR 97487
<b>Site Address:</b>	25320 Loten Way
<b>Assessor's Map No.</b>	17-05-31-20
<b>Tax Lot No.</b>	3800
<b>Zoning District:</b>	Industrial-Commercial
<b>Comprehensive Plan Designation:</b>	Industrial-Commercial

## **REQUEST**

The request is for a Site Plan Review for a storage and warehousing facility.

## **BACKGROUND, PROPERTY CHARACTERISTICS, AND CONTEXT**

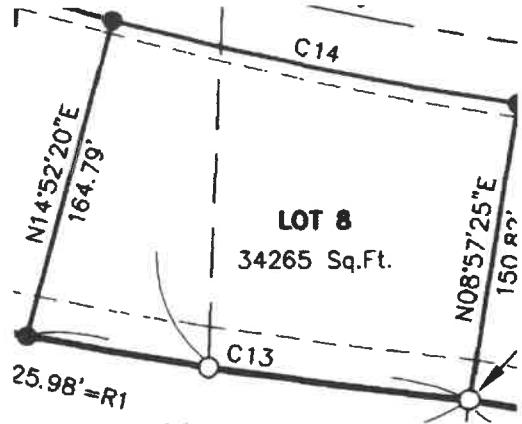
The subject site is located on the southwest corner of Loten Way and Cornerstone Drive. See the below vicinity map.



The subject site is Lot 8 of the Veneta Business Park Subdivision (File No. S-4-02 & V-4-02), the final plat of which was recorded on November 29, 2007. Lot 8 contains one existing structure, built in 1996. On December 10, 2008, a Site Plan Review for a cold storage building was approved. The improvements required and approved under this site plan were never installed, and thus, the original approval has since expired.

There is an existing 7-foot public utility easement running along the north property line of Lot 8 and a 20-foot tree conservation easement running along the south property line of Lot 8. See the image to the right for reference.

The subject site will have access through a driveway approach off of Loten Way. The applicant is proposing to construct a six-foot sidewalk and five-foot planter strip where the property fronts Loten Way.



To the west are lots zoned Industrial-Commercial. To the north are lots zoned Medium Industrial. To the east is a lot zoned Highway Commercial.

To the immediate south of the site is Highway 126. To the east is a vacant lot. To the north is an industrial manufacturing site and storage yard. To the northwest is a vacant lot. To the west is an outdoor storage yard.

#### Water

City water is available off of Loten Way. The applicant is proposing to connect to water and there is enough capacity to serve the request.

#### Sewer

City sewer is available off of Loten Way. The applicant is proposing to connect to sewer and there is enough capacity to serve the request.

#### Stormwater

The applicant is proposing to connect to the City stormwater line along Loten Way. The City Engineer has provided comments on the applicant's stormwater design (see Exhibit C) and staff has added conditions of approval in the final order to ensure that these comments are addressed (See Exhibit A).

#### PUBLIC NOTICE

Notice was mailed to all property owners and occupants within 300 feet of the site on April 2, 2024. Notice was posted at the Site, Veneta City Hall, Fern Ridge Library, and on the City website on April 2, 2024. All public notice was done in accordance with Veneta Land Development Ordinance No. 493, Section 11.06(2).

#### APPROVAL CRITERIA

Veneta Land Development Ordinance No. 493, Article 6, Section 6.05 – Approval Criteria.

### **REFERRAL COMMENTS**

The Veneta Building Official provided comments on the request (see Exhibit C). Their comments were:

- 1) A plumbing permit is required for all utilities and storm water treatment and dispersion systems;
- 2) A building permit is required for the ADA parking and associated accessibility work; and
- 3) A single-occupant restroom is required and will also require building, plumbing, mechanical, and electrical permits for the construction of a restroom with a minimum of one water closet and one lavatory. This is required under Chapter 29 of the Oregon Structural Specialty Code (OSSC), Section (2902.1) and Table (2902.1). The authority comes from the Scope of Chapter 29 as found in Section (2901.1).

Staff has added conditions of approval to ensure that the applicant addresses and follows through with the Building Official's comments.

The City Engineer also provided referral comments on the request (See Exhibit D). They raised the following issues:

- 1) The application contains references to the 2020 Portland Stormwater Management Manual, and storm design is presumed to be in accordance with the 2020 Portland Stormwater Management Manual. The City of Veneta's current standard is the 2008 Portland Stormwater Management Manual.
- 2) The stormwater design does not appear to be based on actual infiltration rates from a testing procedure.
- 3) The ADA parking stall and access aisle should include additional grade callouts that demonstrate the ADA facilities are designed with acceptable slopes that meet ADA requirements.
- 4) The public sidewalk should reference and include an ODOT standard drawing showing the maximum allowable longitudinal and cross slope information. The sidewalk will need to meet all applicable ADA design standards throughout the frontage, including the proposed driveway approach apron. Grade callouts are preferred (although not required) at key locations. All public sidewalk shall shed toward the right-of-way and not onto private property.
- 5) Additional grade call-outs are needed to confirm the proposed accessible route meets the ADA slope and cross slope criteria. The preferred (not required) location for the accessible route is the head of parking rather than behind parking stalls.
- 6) Notes 12 and 14 on Sheet C2.1 appear to be missing the PVC storm pipe that it is intended to refer to.

Staff has added conditions of approval to ensure that the applicant addresses the issues raised by the City Engineer. These conditions can be found in the final order (Exhibit A).

### **PUBLIC COMMENT**

No public comment has been received as of the date of this staff report.

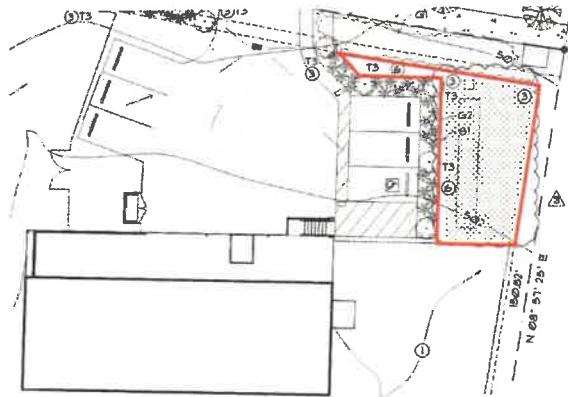
## **ISSUES**

The following issues have been raised concerning the proposal:

### **Landscaping**

The applicant's landscaping plan generally meets the standards of VZDC Section 5.12 – Landscaping, but one area on the applicant's landscape is unclear about the proposed planting. See the image to the right of the applicant's site plan with the area in question highlighted in red.

The landscape plan does not identify what the groundcover species will be. A condition of approval has been added requiring the applicant to submit and receive approval of a final landscaping plan showing what groundcover species will be planted in this area.



### **Paving**

Section 5.20(2)(A) states that 'All required parking lots, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete, six (6) inches Portland Cement concrete over approved base, or other materials approved by the City Engineer which are designed to reduce or slow rates of stormwater runoff. All parking lots shall be graded so as not to drain storm water over the sidewalk onto any abutting property.' The applicant is proposing to pave all parking spaces and driveways, with the exception of a small area that will be used to access the portion of the site enclosed by a chain-link fence. See the image to the right of the area in question, highlighted in red.

The site plan is unclear as to what the groundcover will be for this portion of the site. A condition of approval has been added requiring the applicant to pave this portion of the site in accordance with Section 5.20(1)(A).



### **STAFF DECISION**

Based on the findings for the Site Plan Review request stated in the Final Order, the Building and Planning Official **approves with conditions** the Site Plan Review request. The conditions of approval are specified in the Final Order (Exhibit A).

### **EXHIBITS**

Exhibit A – Final Order

Exhibit B – Applicant’s Submittal

Exhibit C – City Engineer’s Comments

Exhibit D – Building Official’s Comments

## Exhibit A

### FINAL ORDER OF THE VENETA BUILDING AND PLANNING OFFICIAL

#### Federal Security Storage and Warehousing Site Plan Review (File No. SR-3-23)

**A. The Veneta Building and Planning Official finds the following:**

1. The Veneta Building and Planning Official has reviewed all material relevant to the Site Plan Review (SR-3-23) which has been submitted by the applicant and the general public regarding this matter.
2. The Veneta Building and Planning Official provided proper notice of the limited land use decision in accordance with Section 11.06(2) of the Veneta Land Development Ordinance No. 493.
3. The Veneta Building and Planning Official followed the required procedure and standards for approving the Site Plan Review as required by Article 6 of the Veneta Land Development Ordinance No. 493.

**B. The Veneta Building and Planning Official APPROVES with conditions the Federal Security Storage and Warehousing Site Plan Review (File No. SR-3-23). The applicant shall comply with the following conditions of approval:**

**GENERAL CONDITIONS OF APPROVAL:**

1. The City of Veneta application and approval process does not take the place of, or relieve the Applicant of responsibility for, acquiring such other permits, or satisfy any restrictions or conditions thereon. This approval process does not remove, alter, or impair in any way any covenants or restrictions imposed on this property by deed or other instrument.
2. The applicant is herein advised that the use of the property involved in this application may require additional permits from the City or other local, County, State and Federal agencies.

**PRIOR TO BEGINNING OPERATIONS ON SITE**

3. Prior to beginning operations, the applicant shall make a connection to the City's water system and to the City's sanitary sewer system.
4. Prior to beginning operations, the applicant shall apply for and receive a plumbing

permit for the utility connections and stormwater treatment and dispersion system.

5. Prior to beginning operations, the applicant shall install a single-occupant restroom with a minimum of one water closet and one lavatory, in accordance with Chapter 29 of the Oregon Structural Specialty Code (OSSC). The applicant shall apply for and receive a building permit for this work and for the ADA parking space and associated accessibility work.
6. Prior to beginning operations, and in addition to the area proposed to be paved with asphaltic concrete shown on the applicant's site plan (Sheet C1.1), the applicant shall pave with asphaltic concrete the area south of parking lot 6, east of the proposed chain-link access gate (identified under Note 28 on Sheet C1.1 of the applicant's submittal), north of the existing storage building, and west of the proposed edge of the paved area (identified under Note 29 on Sheet C1.1 of the applicant's submittal).
7. The applicant shall install sight-obscuring slats on all chain-link fence on the site in accordance with Section 5.12(9) of the Veneta Land Development Ordinance No. 493 and in accordance with the approved site plan (Sheet C1.1).
8. Prior to beginning operations, the applicant shall submit and receive approval by the City of a final landscaping plan that shows, in addition to the proposed landscaping shown on Sheet L1.1 of the applicant's submittal, the trees, shrubs, and groundcover species that will be planted in the northeast corner of the site that is south of the front yard setback, west of the east property line, east of the east three parking spaces, and north of the north edge of the portion of the chain-link fence that is east of the existing building, in accordance with Section 5.12 of the Veneta Land Development Ordinance No. 493.
9. Prior to beginning operations, the applicant shall submit and receive approval by the City of a final utility plan that clarifies notes 12 and 14 on Sheet C2.1.
10. Prior to beginning operations, the applicant shall submit and receive approval by the City of the appropriate worksheet that is provided in the 2008 Portland Stormwater Management Manual for the sizing and design of the storm facility.
11. Prior to beginning operations, the applicant shall submit and receive approval by the City of a final grading and drainage plan containing the following elements:
  - a. The final plan may be split up into multiple sheets depending on the scope of information required.
  - b. The final grading and drainage plan shall include additional grade callouts that demonstrate compliance with all ADA requirements for the accessible parking stall and access aisle.
  - c. The final grading and drainage plan shall reference and include an ODOT standard drawing showing the maximum allowable longitudinal and cross slope

information. The final grading and drainage plan shall include grade callouts at key locations and show that all public sidewalks will shed toward the right-of-way and not onto private property.

12. Prior to beginning operations, the applicant shall construct the six-foot sidewalk and the five-foot planter strip where the site fronts Loten Way in accordance with the approved site plan (Sheet C1.1).
- C. **IT IS HEREBY ORDERED THAT the City of Veneta Building and Planning Official APPROVES with conditions the Federal Security Storage and Warehousing Site Plan Review (City File No. SR-3-23) based on the information presented in the following findings of fact:**

**Veneta Land Development Ordinance No. 493**

**Article 6 – Site Plan Review**

**Section 6.05 – Approval Criteria**

- 1) *After an examination of the site and prior to approval of plans, the Planning Commission or Building and Planning Official must make the following findings:*
  - A. *That all provisions of city ordinances are complied with.*

**Building Official's Findings:**

- 1) A plumbing permit is required for all utilities and storm water treatment and dispersion systems.
- 2) A building permit is required for the ADA parking and associated accessibility work; and
- 3) A single-occupant restroom is required and will also require building, plumbing, mechanical, and electrical permits for the construction of a restroom with a minimum of one water closet and one lavatory.

**Findings:** As will be discussed and determined throughout these findings, the proposal meets the applicable provisions of City ordinances. In instances where conditions of approval are warranted and necessary, the findings related to that particular matter will be discussed and addressed under the relevant section of the Veneta Land Development Ordinance No. 493 and other applicable provisions of City ordinances.

**Condition of Approval:** Prior to beginning operations, the applicant shall apply for and receive a plumbing permit for the utility connections and stormwater treatment and dispersion system.

**Condition of Approval:** Prior to beginning operations, the applicant shall install a single-occupant restroom with a minimum of one water closet and one lavatory, in accordance with Chapter 29 of the Oregon Structural Specialty Code (OSSC). The applicant shall apply for and receive a building permit for this work and for the ADA parking space and associated accessibility work.

B. *That traffic congestion is avoided; pedestrian, bicycle and vehicular safety are protected; and future street right-of-way is protected.*

**Findings:** The proposed use is not expected to generate a number of trips that will have a significant impact on traffic congestion on Loten Way or in the area. As will be discussed further below, the proposed use as conditioned meets the requirements of VLDO 493 in regards to off-street parking and pedestrian, bicycle and vehicular safety. There is no future street right-of-way needed for Loten Way because it is a Local Street, which has a standard width of 58 feet according to the Transportation System Plan, and the right-of-way width for Loten Way is 60 feet where the subject site fronts the street. This criterion is met.

C. *That proposed signs or lighting will not, by size, location, or color, interfere with traffic or limit visibility.*

**Findings:** No signs or lighting are proposed. This criterion is not applicable.

D. *That adequate water, sewer, and other required facilities for the proposed use are available.*

**Findings:** The proposed use will connect the building to City water and sanitary sewer and there is adequate capacity to serve the development. This criterion is met.

E. *That drainageways are protected, existing drainage patterns are maintained, and drainage facilities are provided in accordance with Section 5.16 of this ordinance.*

**Findings:** The applicant is proposing to connect to the City's stormwater system at Loten Way. As conditioned, the applicant's grading and stormwater drainage and detention system will meet this criterion. See the findings under Section 5.16 for further discussion and for the specific conditions of approval.

F. *That the extent of emissions and potential nuisance characteristics are reasonably compatible with the land use district, adjacent land uses and the standards of all applicable regulatory agencies having jurisdiction.*

**Findings:** The proposed use of the site for storage and warehousing is consistent with the purpose of the Industrial-Commercial zone, which is to 'provide areas suitable for limited manufacturing, warehousing, and commercial activities which have minimal emissions or nuisance characteristics.' The proposed use is compatible with adjacent land uses because the adjacent land uses are an outdoor storage yard to the west, a site used for manufacturing and material storage yard to the north, and a vacant lot zoned Highway Commercial to the east. The proposed use does not contain any outdoor operations that would create a nuisance for surrounding land uses.

- G. Where the applicant has requested an adjustment to Site Plan Review criteria (Type II Site Plan Review) pursuant to the Veneta Land Development Ordinance No. 493, the applicant shall identify all applicable criteria in this ordinance and specifically address each adjustment.

2) Alternatives to the Commercial and Mixed Use Design Standards of Section 5.13, or Residential Design Standards of Section 5.29 or Off Street Parking Location Standards Section 5.20(3)(c) may be granted by the Planning Commission following a public hearing where the Commission finds that the alternative design:

- A. Meets the purpose and intent of the applicable design standard being adjusted.
- B. Conforms with the design guidelines provided in Section 5.13 or 5.29 as applicable.
- C. Promotes pedestrian safety, convenience and comfort.
- D. Contains architectural features substituting for code required features which are consistent with the overall design intent and composition of the building.
- E. Maintains or enhances compatibility between new development and existing uses, including aesthetics and privacy for residential uses.

**Findings:** The proposed use is in an industrial use in the Industrial-Commercial zone. These criteria do not apply.

#### **Article 4 – Use Zones**

##### **Section 4.08 – Industrial Commercial (IC)**

1) Purpose. To provide areas suitable for limited manufacturing, warehousing, and commercial activities which have minimal emissions or nuisance characteristics.

**Findings:** The proposed use is for storage and warehousing, which will have minimal emissions and nuisance characteristics on surrounding properties. This criterion is met.

2) Uses Permitted subject to Site Plan Review. The following uses and accessory uses are permitted, subject to the provisions of Article 6, Site Plan Review. All operations except off-street parking and temporary activities associated with the established businesses shall be conducted entirely within an enclosed building:

- A. All uses provided in Table 4.4 and similar uses as provided by Section 2.05.
- B. Medical Marijuana Facility, when not located within 1,000 feet of real property comprising a public park. For purposes of this subsection, "within 1,000 feet" means a straight line measurement in a radius extending for 1,000 feet or less in every direction from any point on the boundary line of the real property comprising an existing, public park. This buffer shall not apply to new parks located within 1,000 feet of an existing Medical Marijuana Facility.
- C. Interim agricultural cultivation on undeveloped land provided the spraying, dust, odors and other side effects such uses do not interfere with the successful operations of adjacent land uses.
- D. The requirement for Site Plan Review may be waived by the Director if there is a

*Change of Use in  
an existing building or development site with all improvements in place and similar  
or reduced on/offsite impacts and trip generation.*

**Findings:** This criterion is met because the proposed use falls under the 'Storage and Warehousing' use category identified in Table 4.4, which is permitted in the Industrial-Commercial zone subject to Site Plan Review approval. The request is being processed as a Site Plan Review.

- 3) *Conditional Uses. The following uses and accessory uses are permitted, subject to the provisions of Article 6, Site Plan Review and Article 8, Conditional Uses.*
  - A. *All uses provided in Table 4.4 and similar uses as provided by Section 2.05.*
  - B. *The requirement for Site Plan Review may be waived by the Director if there is a Change of Use in an existing building or development site with all improvements in place and similar or reduced on/offsite impacts and trip generation.*

**Findings:** This subsection is not applicable as the use does not require a Conditional Use Permit.

4. *Yards. Yards shall be as specified in Table 4.3 except as follows:*
  - A. *Front yards shall be a minimum of twenty (20) feet when a lot abuts a residential zone.*
  - B. *Back and side yards shall be a minimum of twenty (20) feet from property line when a lot abuts a residential zone.*
  - C. *Side yard requirements may be waived on common lot lines when adjoining lot owners enter into a joint development agreement for coordinated vehicular access and parking development and party wall or adjoining building walls meeting required fire separation requirements of the State Structural Specialty Code and Fire and Life Safety Code.*
  - D. *Yard requirements are in addition to any planned road right-of-way widths in order to permit the eventual widening of streets.*
  - E. *See Veneta Tree Preservation and Protection Ordinance for possible setback exemptions for the preservation of heritage trees.*

**Findings:** The proposed use complies with the setbacks of the Industrial-Commercial zone as identified in Table 4.3. The subject site does not abut a residential zone. The development is not proposing a coordinated vehicular access and parking development with any other lots. Loten Way does not need any additional right-of-way. No heritage trees are proposed to be removed.

5. *Lot Coverage. Lot coverage shall be as specified in Table 4.3, provided the requirements of Articles 5, 6, and 8, as applicable, are met.*

**Findings:** The subject site has an area of approximately 34,412 square feet. The total area of the building on the site is 3,206 square feet, meaning that the lot coverage of the site is approximately 9.3%.

6. Off-street Parking and Loading. *Off-street parking shall be provided as specified in Section 5.20.*

**Findings:** See the findings further below under Section 5.20.

7. Performance Standards.

- A. *Water Supply. All industrial uses must connect to the City of Veneta water system. Projected water use must be shown to be within Veneta's water system capabilities and approved by the City Engineer.*

**Findings:** The applicant is proposing to connect to the City's water system. Conditions of approval have been added to ensure that the connection is made and that the City Engineer's comments are addressed.

**Condition of Approval:** Prior to beginning operations, the applicant shall make a connection to the City's water system and to the City's sanitary sewer system.

- B. *Waste Water Standards. All industrial uses must be connected to the City of Veneta sanitary sewerage system. Veneta's sanitary sewerage system must be shown to be capable of treating the projected amount and quality of waste water and approved by the City Engineer.*

**Findings:** The applicant is proposing to connect to the City's sanitary sewer system. A condition of approval has been added to ensure that this connection is made.

**Condition of Approval:** Prior to beginning operations, the applicant shall make a connection to the City's water system and to the City's sanitary sewer system.

- C. *Stormwater Drainage. The development site, its operations and improvements thereon shall detain and treat all stormwater as required by Section 5.16 of this ordinance. There shall be no contamination of stormwater from solid or other wastes.*

**Findings:** As conditioned, this criterion will be met. See the findings under Section 5.16 for further discussion.

- D. *Solid Waste Containers. Garbage collection areas, service facilities and air conditioning facilities located outside the building shall be appropriately screened and landscaped to obscure view from beyond the boundary of the development site. No hazardous wastes may be collected or stored within the development site.*

**Findings:** The applicant is proposing to install a garbage enclosure with chain-link fence with slats installed. This criterion is met.

*E. Odor Standards. No emission or odorous matter shall be produced in such a manner to cause a public nuisance or contribute to a condition of air pollution. An odor nuisance may be measured as an emission that occurs for sufficient duration or frequency so that two (2) measurements made within a period of one (1) hour, separated by not less than fifteen (15) minutes, are equal to or greater than a Centimeter No. O or equivalent dilution measured at the property line.*

**Findings:** The proposed use is not expected to cause any emission of odorous matter because it is for storage and warehousing inside a building. This criterion is met.

*F. Noise Standards. Operations must demonstrate, by noise production methods, that it shall not exceed DEQ standards set forth in Oregon Administrative Rules, Chapter 340, Division 35: "Oregon State Noise Control Regulations for Industry and Commerce," and the Veneta Noise Ordinance No. 299.*

**Findings:** The proposed use of outdoor storage is not expected to produce noise that exceeds DEQ standards set forth in Oregon Administrative Rules, Chapter 340, Division 35, and the Veneta Noise Ordinance No. 299 because it will be for storage and warehousing inside a building.

*G. Dust and Fugitive Emission Standards. Open operations on the development site require a paved dust-free and adequately drained durable surface of asphaltic concrete or Portland cement or other approved materials. Vegetative screens or buffers shall be required to minimize dust "drift" onto abutting properties. Buffers are to be installed as required under parking area standards, Section 5.20.*

**Findings:** The proposed use will have a paved vehicular circulation area and paved off-street parking lots. However, there is a proposed access through a gate into the portion of the site fenced-off by a chain-link fence. The applicant's site plan does not show that this access will be paved. In order to keep the vehicle circulation area paved to ensure compliance with this criterion, a condition of approval has been added.

**Condition of Approval:** Prior to beginning operations, and in addition to the area proposed to be paved with asphaltic concrete shown on the applicant's site plan (Sheet C1.1), the applicant shall pave with asphaltic concrete the area south of parking lot 6, east of the proposed chain-link access gate (identified under Note 28 on Sheet C1.1 of the applicant's submittal), north of the existing storage building, and west of the proposed edge of the paved area (identified under Note 29 on Sheet C1.1 of the applicant's submittal).

*H. Aesthetic Standards: Landscaping shall be installed around building areas and outdoor uses as required by the approved site plan or conditional use permit. Natural landscaping shall positively project the identity and image of the firm and of the City. Landscaping shall meet the standards established in Section 5.12.*

**Findings:** See the findings under Section 5.12 – Landscaping for a further discussion of the site's landscaping.

## **Article 5 – Supplementary Provisions**

### **Section 5.12 – Landscaping**

*All yards, required screening areas, and parking areas shall be landscaped in accordance with the following requirements:*

- 1) *Provisions for landscaping, screening and maintenance are a continuing obligation of the property owner and such areas shall be maintained in a clean, weed free manner.*
- 2) *Site plans indicating landscape improvements shall be included with the plans submitted to the Building and Planning Official or Planning Commission for approval. Issuance of a Building permit includes these required improvements which shall be completed before issuance of a Certificate of Occupancy.*
- 3) *Minimum Landscaped Area. The minimum percentage of required landscaping is as follows:*
  - A. *Residential and Residential-Commercial Zones: 20% of each lot for residential developments, 10% for commercial or mixed use.*
  - B. *Community Commercial and Broadway Commercial Zones: 10% of the site.*
  - C. *Highway Commercial Zone: 10 % of the site.*
  - D. *Industrial Zones (IC, LI, MI): 5% of the site.*
  - E. *When the above requirements conflict with landscaping requirements found elsewhere in this ordinance, the standard which maximizes landscaped area shall apply.*

**Findings:** The subject site is zoned Industrial-Commercial, thus, a minimum of 5% of the site is required to be landscaped. The site area is approximately 34,412 square feet, meaning that a minimum of 1,720 square feet of landscaping is required. The applicant's landscape plan (Sheet L1.1) shows greater than 1,720 square feet of landscaping. This criterion is met.

- 4) *Minimum number of trees and shrubs acceptable per 1,000 square feet of landscaped area:*
  - A. *One tree, minimum 2" caliper.*
  - B. *Four 5-gallon shrubs or accent plants.*

**Findings:** The applicant is proposing to landscape approximately 3,265 square feet of the site. This means that four trees and sixteen 5-gallon shrubs or accents plants. The applicant is proposing a total of 8 new 2-inch caliper trees (not including street trees in the public right-of-way) and approximately 155 5-gallon shrubs. This is in addition to the existing band of fir trees that run along the south of the site where it fronts Highway 126. This criterion is met.

- 5) *Minimum percentage Ground Cover. All landscaped area, whether or not required, that*

*is not planted with trees and shrubs, or covered with non-plant material (subsections (6)(F) & (G), below), shall have ground cover plants that are sized and spaced to achieve 75% coverage of the area not covered by shrubs and tree canopy.*

**Findings:** Where the applicant is proposing landscaping that is not planted with trees or shrubs or covered with non-plant material, there are groundcover plants sized and spaced to achieve 75% coverage of the area not covered by shrubs and tree canopy. There is, however, one area where this is not the case. At the northeast corner of the site, the applicant is proposing groundcover, but the landscape plan does not elaborate on what will actually be planted there. A condition of approval has been added to ensure that this landscaped area complies with the requirements of Section 5.12.

**Condition of Approval:** Prior to beginning operations, the applicant shall submit and receive approval by the City of a final landscaping plan that shows, in addition to the proposed landscaping shown on Sheet L1.1 of the applicant's submittal, the trees, shrubs, and groundcover species that will be planted in the northeast corner of the site that is south of the front yard setback, west of the east property line, east of the eastern three parking spaces, and north of the northern edge of the portion of the chain-link fence that is east of the existing building, in accordance with Section 5.12 of the Veneta Land Development Ordinance No. 493.

- 6) **Landscape Materials.** Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected size of the plants at maturity, i.e., typically three (3) or more years after planting.
  - A. **Existing Vegetation.** Existing non-invasive vegetation may be used in meeting landscape requirements.
  - B. **Plant Selection.** A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, soil, exposure, water availability, and drainage conditions. Applicants are encouraged to select native plants which are drought tolerant to reduce the demand on the City's water supply.
  - C. **Plant Establishment.** Unless a certified landscape architect specifically recommends otherwise, all new landscaping shall be irrigated for a minimum of two (2) years to ensure viability.
  - D. **Soil amendment.** When new vegetation (including sod) is planted, topsoil shall be added and/or soils amended or aerated as necessary, to allow for healthy plant growth. Compaction of the planting area shall be minimized whenever practical and compacted soils shall be amended and/or aerated as necessary prior to planting.
  - E. **"Invasive" plants.** shall be removed during site development and the planting of new invasive species is prohibited. Lists of locally invasive species are available through the local USDA extension office.
  - F. **Hardscape features,** May cover up to ten percent (10%) of the required landscape area; except in the Downtown Area where publicly accessible hardscape features

*may cover up to eighty percent (80%) of the required landscape area, subject to approval through Site Plan Review. Swimming pools, sports courts, and similar active recreation facilities, as well as paving for parking and access, may not be counted toward fulfilling the landscape requirement.*

G. *Non-plant Ground Covers.* Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped and shall be confined to areas underneath plants. Non-plant ground covers cannot be a substitute for ground cover plants.

**Findings:** Section 5.12(6)(A) states that existing vegetation may be used to meet landscaping requirements. The subject site contains an existing band of fir trees along the south end of the site.

7) *Multi-family sites and parking lots shall be screened from abutting single-family land uses by a combination of sight-obscuring fences, walls and landscaping adequate to provide privacy and separation for the abutting land use.*

**Findings:** There are no abutting single-family land uses. This criterion is not applicable.

8) *Garbage collection areas, service facilities and air conditioning facilities located outside the building shall have sight-obscuring screening. Mechanical equipment, lights, emissions, shipping/receiving areas, and garbage collection areas for industrial, commercial, and public facility uses shall be located away from residential areas, schools, and parks.*

**Findings:** The applicant is proposing to install a garbage enclosure screened via the use of chain-link fence with slats. This criterion is met.

9) *When a sight-obscuring fence, wall, or hedge is required under the provisions of this ordinance, it must meet the following provisions:*

- In order to be “sight-obscuring”, fences and walls must be at least 75 percent opaque when viewed from any angle at a point 25 feet away from the fence or wall. Hedges shall be of an evergreen species which will meet and maintain year-round the same standard within three (3) years of planting. Creative use of deciduous hedge materials may be proposed to provide screening in conjunction with wider planting areas. Deciduous hedges may be approved on a case by case basis as the sole discretion of the Planning Official.*
- Fences and walls must be maintained in a safe condition and opacity must be maintained. Wooden materials shall be protected from rot, decay and insect infestation. Plants forming hedges must be replaced within six (6) months after dying or becoming diseased to the point that the opacity required is not met.*

**Findings:** The proposed chain-link fence around the garbage enclosure and the chain-link fence around the graveled area of the site are proposed to have slats installed. A condition of

approval has been added to ensure that these slats are installed.

**Condition of Approval:** The applicant shall install sight-obscuring slats on all chain-link fence on the site in accordance with Section 5.12(9) of the Veneta Land Development Ordinance No. 493 and in accordance with the approved site plan (Sheet C1.1).

*10) When adjacent land uses are of a different type and the proposed use may impact the adjacent land uses, the Building and Planning Official or Planning Commission may require sight-obscuring fencing, walls, and/or landscaping. In order to provide appropriate buffering and screening, the Building and Planning Official or Planning Commission may increase the required yard dimension.*

**Findings:** To the west of the subject site is an outdoor storage yard zoned Industrial-Commercial. To the east is a vacant lot zoned Highway Commercial. The proposed use is not expected to impact the adjacent land uses.

*11) All stormwater detention facilities shall be landscaped according to City standards.*

**Findings:** The applicant is proposing an underground soakage trench to detain and treat all stormwater on the site. Thus, this criterion is not applicable.

### **Section 5.02 – Access**

*All lots shall be provided with access according to the standards of Article 6, Section 6.04 of the Veneta Land Division Ordinance.*

**Findings:** This criterion is met because access to the site will be achieved through a driveway approach off of Loten Way in accordance with Article 6, Section 6.04 of the Veneta Land Division Ordinance No. 494.

### **Section 5.16 – Stormwater Detention and Treatment**

*As the City of Veneta develops, impervious surfaces create increased amounts of stormwater runoff, disrupting the natural hydrologic cycle. Without stormwater management, these conditions decrease groundwater recharge while increasing channel erosion and the potential for localized flooding. The City continues to use swales and other more natural methods to control and convey stormwater run-off, incorporating wetlands and other natural systems into stormwater drainage plans to the greatest extent possible rather than relying exclusively on pipes. Runoff from urban areas is a major source of pollution and watershed degradation. The City is currently a Designated Management Agency (DMA) under the Willamette Basin TMDL and as such, is responsible for reducing pollutant loads transported to surface waters from runoff. In order to protect and enhance watershed health and long-term livability, the City requires that development comply with the following stormwater management criteria.*

*1) For all projects that create greater than or equal to 1000 square feet of new impervious*

*surface, stormwater detention and treatment facilities shall be provided. Detention and treatment facilities shall be designed and sized according to the City of Portland Stormwater Management Manual, Revision #4, August 1, 2008 which is adopted as the City's Stormwater Management Manual. Where the manual and this section conflict, this section shall prevail.*

- 2) *The intent of these requirements is as follows: A. To maintain runoff peak flows at predevelopment levels B. To provide treatment of runoff to limit the transport of pollutants to area waterways. C. To limit accumulation of ponded water by discouraging the use of detention ponds and other centralized stormwater facilities through the dispersal of small detention and treatment facilities throughout a development. Preference shall be given to detention and treatment systems designed to drain completely within 24 hours to limit standing water. D. To encourage the use of vegetated treatment systems over structural pollution control devices.*
- 3) *Exceptions or alternatives to the requirements and standards of the Stormwater Management Manual may be allowed by the City Engineer based on specific site conditions provided that detention and treatment requirements are met in conformance with the intent as stated above. Applicants are encouraged to use either the Simplified Approach or Presumptive Approach to size facilities.*
- 4) *The following storm data (Eugene Airport) shall be used in sizing facilities.*

## 24-HOUR RAINFALL DEPTHS

Recurrence Interval, Years	2	5	10	25	100
Flood Control. Destination: 24-Hour Depths, Inches	3.12	3.6	4.46	5.18	6.48

Pollution Reduction: 24-Hour Depths. 1.4 Inches

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**City Engineer's Findings:** There are references to the 2020 Portland Stormwater Management Manual and storm design is presumed to be in accordance with the 2020 Portland Stormwater Design Manual. The City of Veneta's current standard is the 2008 Portland Stormwater Management Manual.

The stormwater design does not appear to be based on actual infiltration rates from a testing procedure. The procedure for testing infiltration rates is identified in Appendix F2 of the 2008 Portland Stormwater Management Manual.

The storm facility shall be designed and sized with the appropriate worksheet that is provided in the 2008 Portland Stormwater Management Manual. This worksheet shall be submitted for review.

Note 12 on C2.1 appears to be missing the PVC storm pipe that it is intended to refer to.

Note 14 on C2.1 appears to be missing the PVC water pipe that it is intended to refer to.

**Findings:** Staff has added the following conditions of approval to ensure that the applicant addresses the issues raised by the City Engineer.

**Condition of Approval:** Prior to beginning operations, the applicant shall submit and receive approval by the City of a final utility plan that clarifies notes 12 and 14 on Sheet C2.1.

**Condition of Approval:** Prior to beginning operations, the applicant shall submit and receive approval by the City of the appropriate worksheet that is provided in the 2008 Portland Stormwater Management Manual for the sizing and design of the storm facility.

### **Section 5.20 – Off-Street Parking Requirements**

*For each new structure or use, each structure or use increased in area and each change in the use of an existing structure, there shall be provided and maintained off-street parking areas in conformance with the provisions of this section.*

- 1) *Design and improvement requirements for residential parking for single-family and multi-family dwellings.*
  - A. *Except where the City Engineer has approved a porous paving system to manage storm water runoff and water quality, all parking areas, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete or six (6) inches Portland Cement concrete over approved base or other materials approved by the City Engineer. Paved driveways are not required in situations approved by the Planning Commission or Building and Planning Official in which the driveway will be used temporarily until further land divisions or development occur.*
  - B. *Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper so placed to prevent a motor vehicle from extending over the property line.*
  - C. *Off-street parking areas shall not be located in a required front yard, except that driveways may be used for off-street parking.*
  - D. *A house with one street frontage and at least one hundred feet of width, or any house with two local street frontages may be served by a circular drive. Driveways shall not cover more than fifty percent (50%) of the required front yard area. Driveways shall not be constructed in required clear vision areas. All City standards including but not limited to those relating to storage of RVs, trailers, or inoperable vehicles, shall continue to apply.*

**Findings:** This subsection is not applicable, as the proposed use is not residential.

- 2) *Design and improvement requirements for parking lots (not including single-family or multi-family dwellings).*
  - A. *All required parking lots, driveways, and driveway approaches shall be surfaced with*

*two (2) inches of asphaltic concrete, six (6) inches Portland Cement concrete over approved base, or other materials approved by the City Engineer which are designed to reduce or slow rates of stormwater runoff. All parking lots shall be graded so as not to drain storm water over the sidewalk or onto any abutting property.*

**Findings:** The required parking lots and driveway are proposed to be paved with asphaltic concrete. The proposed driveway approach will be concrete. The parking lots are graded to drain storm water into the proposed stormwater detention and treatment facility. As mentioned under the findings for Section 4.08(7)(G), the access through the chain-link fence onto the graveled area of the site is not proposed to be paved, even though it is in the vehicular circulation area. A condition of approval is required to ensure that all vehicular circulation areas and driveways on the site are surfaced with asphaltic concrete.

**Condition of Approval:** Prior to beginning operations, the applicant shall pave with asphaltic concrete the area south of parking lot 6, east of the proposed chain-link access gate (identified under Note 28 on Sheet C1.1 of the applicant's submittal), north of the existing storage building, and west of the proposed edge of the paved area (identified under Note 29 on Sheet C1.1 of the applicant's submittal).

*B. Service drives and parking spaces on surfaced parking lots shall be clearly and permanently marked. Parking spaces, except for handicap spaces, shall have a minimum dimension of eighteen (18)' X nine (9)' exclusive of maneuvering and access area. The dimension includes the area in front of the curb stop over which the front of a vehicle would extend. Handicap spaces shall be provided as required by the Oregon State Structural Specialty Code.*

**Findings:** The proposed parking spaces all have a minimum dimension of 18' by 9' exclusive of maneuvering and access area. Handicap spaces are discussed further below under the findings for Section 5.20(12). This criterion is met.

*C. Parking lots shall be served by a service driveway so that no backing movements or other maneuvering within a street other than an alley shall be required. Design for parking arrangements and turning movements shall be approved by the Building and Planning Official. Two-way driveways shall have a minimum width of twenty (20) feet and a maximum width of 30 feet. One-way driveways shall have a minimum width of twelve (12) feet and a maximum width of sixteen (16) feet.*

**Findings:** The applicant is proposing one service driveway/vehicular circulation area that will provide access to all six parking spaces. At its narrowest, this two-way service driveway is 20 feet wide. This criterion is met.

*D. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper so placed to prevent a motor vehicle from extending over the property line.*

**Findings:** No parking spaces are proposed to be adjacent a property line. This criterion is not applicable.

*E. Service driveways to off-street parking lots shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and maximum safety of pedestrian and vehicular traffic on the site. The number of service driveways shall be limited to the minimum that will allow the property to accommodate and service the traffic anticipated.*

**Findings:** The applicant is proposing one service driveway/vehicular circulation area that will provide access to all six off-street parking spaces. This criterion is met.

*F. All off-street parking lots within or abutting residential districts or uses shall be provided with a sight-obscuring fence, wall or hedge as approved by the Building and Planning Official to minimize disturbances to adjacent residents.*

**Findings:** The site does not abut a residential district. This criterion is not applicable.

*G. A grading structure and drainage plan shall be submitted to the City Building and Planning Official and approved by the City Engineer.*

**Findings:** The applicant has submitted a grading and drainage plan. As conditioned, this criterion will be met. See the findings under Section 5.16 for further discussion.

*H. Parking lots shall be provided with landscaping as provided in Section 5.12 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. A minimum of one shade tree per sixteen (16) parking spaces shall be provided in planter islands distributed throughout the lot. A maximum of twenty (20) spaces shall be allowed between planter islands.*

**Findings:** There are six proposed parking spaces, which is below the minimum for required parking lot landscaping. This criterion is not applicable.

*I. Parking lot lighting must comply with Veneta Municipal Code Chapter 15.15*

**Findings:** No parking lot lighting is proposed. This criterion is not applicable.

3) *Location standards for parking lots.*

*A. Off-street parking shall be provided for development in all zones. Off street parking areas may be located no farther than 400 feet from the building or use they are required to serve, with the exception of uses within the Broadway Commercial (BC) zone which are subject to the requirements of Section 4.05(11).*

- B. *Parking lots and loading docks for new public, and semi-public buildings shall be located to the side or rear of the building, except as approved through Type II Site Plan Review.*
- C. *Loading docks for new commercial, industrial, public, and semi-public buildings shall be located to the side or rear of the building.*

**Findings:** The proposed off-street parking spaces are less than 400 feet from the building they're serving. There is a loading dock on this building, but the building is existing, not new, so the standards of subsections (B) and (C) do not apply.

10) *The Building and Planning Official or the Planning Commission may approve the use of on-street parking spaces in lieu of required off-street parking spaces in the Broadway Commercial, Community Commercial, Residential-Commercial, Industrial-Commercial and Public Facilities & Park zones.*

**Findings:** The applicant has not proposed the use of on-street parking spaces in lieu of the required off-street parking spaces. This criterion is not applicable.

11) *Space requirements for off-street parking shall be consistent with Table 5.20(a) below. Fractional space requirements shall be counted as a whole space. When square feet are specified, the area measured shall be the gross floor area of all buildings but shall exclude any space within a building used for off-street parking, loading or service functions not primary to the use. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. A reduction in the number of required spaces not to exceed (fifty) 50% of the required spaces may be permitted by the Planning Commission. A reduction in excess of 50% may be permitted through a Type II Site Plan Review, pursuant to Article 6, if evidence is provided to show that a reduced amount of parking is sufficient and will not cause any detrimental impacts to on-street parking or other parking areas. For example, an employer working with Lane Transit District to provide bus passes to employees or who offers van pools or other transportation demand management measures may need fewer parking spaces for employees.*

Table 5.20(a) Off-Street Parking Requirements			
Use Categories	Motor Vehicle Parking Requirement	Bicycle Parking Requirement	Type and % Bicycle Parking
Storage Facilities	One (1) space per 300 square feet of gross floor area of the office area or three (3) spaces, whichever is greater	NA	NA
Industrial uses shall provide space for	Minimum of three (3) parking spaces in	NA	NA

<i>patron and visitor use</i>	<i>addition to the requirements listed</i>		
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**Findings:** The proposed use of storage and warehousing falls under the definition of 'Storage Facilities' in Table 5.20(a). There is no office area in the building, so the requirement is three parking spaces. Additionally, Table 5.20(a) states that a minimum of three parking spaces in addition to the requirements listed is required to 'provide space for patron and visitor use.' This brings the total required off-street parking spaces to six, which the applicant is proposing to provide. There is no bicycle parking requirement for this use. This criterion is met.

**12) Accessible Parking Spaces.** *Parking shall be provided for disabled persons, in accordance with the Americans with Disabilities Act. Accessible parking is included in the minimum number of required parking spaces listed in Table 5.20(b).*

<i>Table 5.20(b) Minimum Accessible Parking Requirements</i>			
<i>Total Number of Parking Spaces Required</i>	<i>Total Minimum Number of Accessible Parking Spaces (60" and 96" aisles)</i>	<i>Van Accessible Parking Spaces with min. 96" wide access aisle</i>	<i>Accessible Parking Spaces with min. 60" wide access aisle</i>
1 to 25	1	1	0

**City Engineer's Findings:** The ADA parking stall and access aisle should include additional grade callouts that demonstrate the ADA facilities are designed with acceptable slopes that meet ADA requirements.

The public sidewalk should reference and include an ODOT standard drawing showing the maximum allowable longitudinal and cross slope information. The sidewalk will need to meet all applicable ADA design standards throughout the frontage, including through the proposed driveway approach apron. Grade callouts are preferred (although not required) at key locations. All public sidewalks shall shed toward the right-of-way and not onto private property.

An ADA Accessible Ramp is required to the building entrance from the accessible route in the parking area. The access ramp will need to include grade callouts to confirm slopes and cross slopes are ADA compliant.

Additional Grade call-outs are needed to confirm the proposed accessible route meets the ADA slope and cross slope criteria. The preferred (not required) location for the accessible route is the head of parking rather than behind parking stalls.

**Findings:** The applicant is proposing to provide six off-street parking spaces, meaning that 1 accessible parking space is required. The applicant is proposing to provide 1 accessible parking space with a minimum 96" wide access aisle. A condition of approval have been added to ensure that the applicant addresses the City Engineer's comments. As conditioned, this criterion is met.

**Condition of Approval:** Prior to beginning operations, the applicant shall submit and receive approval by the City of a final grading and drainage plan containing the following elements:

- A. The final plan may be split up into multiple sheets depending on the scope of information required.
- B. The final grading and drainage plan shall include additional grade callouts that demonstrate compliance with all ADA requirements for the accessible parking stall and access aisle.
- C. The final grading and drainage plan shall reference and include an ODOT standard drawing showing the maximum allowable longitudinal and cross slope information. The final grading and drainage plan shall include grade callouts at key locations and show that all public sidewalks will shed toward the right-of-way and not onto private property.

#### **Section 5.22 – Pedestrian and Bicycle Access and Circulation**

- 1) *Internal pedestrian and bicycle circulation shall be provided within new commercial, office, and multifamily residential developments through the clustering of buildings, construction of hard surface pedestrian walkways, multi-use paths for shared pedestrian and bicycle travel, landscaping, or similar techniques.*

**Findings:** The proposed use is not a commercial, office, or multifamily residential development. This criterion is not applicable.

- 2) *Pedestrian and bicycle access to transit facilities shall be provided from new commercial, employment, and multi-family residential developments and new activity centers shall be provided while existing developments shall provide safe and accessible pedestrian and bicycle access to transit facilities when a site changes uses or is retrofitted.*

**Findings:** There are no transit facilities adjacent to or within the surrounding area of the proposed use. This criterion is not applicable.

- 3) *Internal pedestrian and bicycle systems shall connect with external existing or planned systems. Pedestrian access from public sidewalks to the main entrances of public, semi-public, commercial, and multi-family buildings shall not cross driveways or parking lots.*

**Findings:** The applicant is proposing a pedestrian walkway that connects with the external planned public sidewalk. This criterion is met.

- 4) *All streets shall have sidewalks except rural local streets and rural lanes unless there is compelling evidence that other pedestrian systems meet the needs of pedestrians.*

**Findings:** The site currently does not have sidewalk where it fronts Loten Way. The applicant is

proposing to install a 6-foot wide sidewalk and a 5-foot wide planter strip. A condition of approval has been added to ensure that these public improvements are installed.

**Condition of Approval:** Prior to beginning operations, the applicant shall construct the six-foot sidewalk and the five-foot planter strip where the site fronts Loten Way in accordance with the approved site plan (Sheet C1.1).

- 5) *Compliance with the commercial design standards for and mixed-use, residential and commercial development, respectively, in Chapters 5.13 and 5.29, is required.*

**Findings:** The proposed use is industrial and is thus not subject to the requirements of this criterion.

- 6) *Safe, Direct, and Convenient. Walkways/paths within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets and existing or planned transit stops, based on the following criteria:*
  - A. *Reasonably direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.*
  - B. *Safe and convenient. Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.*
  - C. *"Primary entrance" for commercial, industrial, mixed use, public, and institutional buildings is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.*
  - D. *"Primary entrance" for residential buildings is the front door (i.e., facing the street). For multi-family buildings in which units do not have their own exterior entrance, the "primary entrance" may be a lobby, courtyard, or breezeway that serves as a common entrance for more than one dwelling.*

**Findings:** The applicant is proposing a walkway from the public sidewalk to the stairs that lead up to the loading dock and into the building. The walkway is reasonably direct, relatively free from hazards, and leads towards the primary entrance of the building. This criterion is met.

### **Section 5.27 – Traffic Impact Analysis**

- 1) *A Traffic Impact Analysis (TIA) and review is required when one of the following conditions exists:*
  - A. *The development will generate more than 100 vehicle trips during the a.m. or p.m. peak hour as determined by using the most recent edition of the Institute of Transportation Engineer's Trip Generation Manual. In developments involving a land division, the peak hour trips shall be calculated based on the likely development that will occur on all lots resulting from the land division.*
  - B. *The proposal is immediately adjacent to an intersection that is functioning at a level of service below LOS D, the City's minimum acceptable operating condition during*

*the weekday peak hour.*

- C. *The Traffic Impact Analysis is required by the State or County due to increased traffic on a State or County road within the City's Urban Growth Boundary.*
- D. *The proposed use is expected to generate or receive traffic by vehicles exceeding 26,000 pounds gross vehicle weight as part of daily operations. "Daily operations" includes, but is not limited to, delivery to or from the site of materials or products processed, sold, or distributed by the business occupying the site. Trips associated with routine services provided to the site by others, such as mail delivery, garbage pickup, or bus service, are exempt from this provision.*
- E. *An access driveway that does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate, creating a safety hazard.*
- F. *An access driveway that does not meet the access spacing standard of the roadway on which the driveway is located.*
- G. *A change in internal traffic patterns that may cause safety problems, such as back-up onto public streets or traffic conflicts in the approach area.*

**Findings:** The proposal is not expected to generate more than 100 trips during the a.m. or p.m. peak hour. The proposal is not immediately adjacent to an intersection that is functioning at a level of service below LOS D. A TIA was not required by the County or State. The proposed use is not expected to generate or receive traffic by vehicles exceeding 26,000 pounds gross vehicle weight as part of daily operations. The proposed access driveway will meet minimum intersection sight distance requirements. The proposed access driveway will meet the access spacing standard of the roadway on which the driveway is located. There are no proposed changes in internal traffic patterns. This criterion is not applicable.

### **Section 5.28 – Street Trees**

*When street trees are proposed, their selection and installation shall be according to the following requirements. Planting of street trees shall generally follow construction of curbs and sidewalks, however, the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction.*

- 1) **Species selection.** *Trees shall be selected from the City's adopted tree list and shall be appropriate for the planning location based on the criteria found therein.*
- 2) **Caliper Size.** *All street trees shall be a minimum of 2 inch caliper at time of planting.*
- 3) **Spacing and Location.** *Street trees shall be planted within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strips, except when utility easements occupy these areas. Street tree spacing shall be determined by the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall contain 16 square feet, or typically, 4 feet by 4 feet. In general, trees shall be spaced at 30-40 foot intervals, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. All street trees shall be placed outside utility easements and clear vision areas.*
- 4) **Growth Characteristics.** *Trees shall be selected based on climate zone, growth*

*characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection by developers and approval by the City:*

- A. *Provide a broad canopy where shade is desired, except where limited by available space.*
- B. *Use low-growing trees for spaces under low utility wires.*
- C. *Select trees which can be "limbed-up" to comply with vision clearance requirements.*
- D. *Use species with similar growth characteristics on the same block for design continuity.*
- E. *Use deciduous trees for summer shade and winter sun, unless unsuited to the location due to soil, wind, sun exposure, annual precipitation, or exhaust.*

**Findings:** The subject site fronts Loten Way for approximately 210 feet. Section 5.28(3) requires street trees at a 30-40 foot interval, meaning that approximately 5-7 street trees would be required. The applicant is proposing 7 street trees.

The applicant is proposing 3 separate species for the street trees: *Quercus Coccinea*, *Acer Rubrum*, and *Fraxinus Pennsylvanica*. These species are all found on the City's adopted tree list.

Section 5.28(4)(D) requires that developers should use species with similar growth characteristics for design continuity. *Quercus Coccinea* has a mature height of 50' and a mature width of 45'. *Acer Rubrum* has a mature height of 40' and a mature width of 35'. *Fraxinus Pennsylvanica* has a mature height of 45' and a mature width of 40'. These growth characteristics are similar, thus, this criterion is met.

- D. Unless a condition of approval specifies otherwise or the decision of the Building and Planning Official is appealed, this decision will become effective twelve (12) days after the City mails the notice of decision. A decision of the Building and Planning Official may be appealed to the Planning Commission within twelve (12) days of the date the notice of decision is mailed, in accordance with Section 11.06(6) of the Veneta Land Development Ordinance No. 493. An appeal of the Planning Commission's decision must be submitted to the City Council within 12 days of the Planning Commission's decision becoming final. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court.



Daniel Findlay  
Veneta Building and Planning Official

5-1-2024  
Date



## Exhibit B

### General Land Use Application

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

Receipt #: 203320110  
Date Received: 3-21-2023  
Planning File #: SR-3-23

Letter of Intent Received: \_\_\_\_\_

Associated File #: \_\_\_\_\_

Print Property Owner Name: JBC Sr Enterprises LLC Phone: 541.757.8153

Mailing Address: BO Box 833 Corvallis OR 97339

Print Applicant (if not owner): John L. Demers, Architect ALA Phone: 541.729.4890

Mailing Address: BO Box 219 Veneta OR 97487

Print Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Assessor's Map Number (Township, Range, Section, and Quarter Section)	Tax Lot(s)	Acres	Zone
<u>17 - 05 - 31 - 20</u>	<u>03800</u>	<u>0.79</u>	<u>IC</u>

Subject property address(es): 25320 Loten Way Veneta OR 97487

Subzone (if applicable): \_\_\_\_\_

Check all applicable APPLICATIONS and DEPOSITS below

Technical Review/Public Notice Deposit (for ALL applications except Property Line Adjustments) \$350

#### APPLICATION DEPOSITS (Application fees are calculated by ACTUAL PROCESSING COSTS)

##### SITE PLAN REVIEW

		PLANNED DEVELOPMENTS	
<input checked="" type="checkbox"/>	Site Plan Review/Major Amendment	<u>\$1,350</u>	Conceptual Plan <u>\$350</u>
<input type="checkbox"/>	Site Plan Minor Amendment (Administrative)	<u>\$350</u>	General Development Plan <u>\$550+25/unit</u>
<input type="checkbox"/>	Site Plan Minor Amendment (Planning Commission)	<u>\$450</u>	Final Development Plan <u>\$300</u>

##### OTHER APPLICATIONS PROCESSED WITH DEPOSITS

<input type="checkbox"/>	Conditional Use Permits (Note: Some Conditional Use Permits also require a Site Plan Review)	<u>\$775</u>
<input type="checkbox"/>	Specific Area Plan Amendment – NE Employment Center & Southwest Area Plan (/SDP)	<u>\$7,500</u>
<input type="checkbox"/>	Variance to the Veneta Wetland Protection Ordinance (Veneta Municipal Code Chapter 18.10)	<u>\$700</u>

#### APPLICATIONS WITH FIXED FEES (These are non-refundable)

<input type="checkbox"/>	Appeals	<u>\$525</u>	Amendments (except Specific Area Plan above)	
<input type="checkbox"/>	Variance	<u>\$425</u>	Comprehensive Plan (text only)	<u>\$800</u>
			Ordinance (text only)	<u>\$200</u>
			Zone Change (map only)	<u>\$600</u>
			Plan Designation & Zoning Map	<u>\$1,000</u>

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Property Owner Signature: Jim Gates

Applicant Signature: Jim Gates

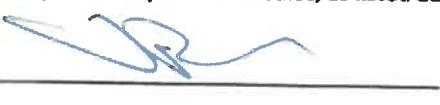
#### APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Applicants seeking development which requires more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Applicant acknowledges and agrees that Applicant's failure to pay City costs over the base fee amounts, as charged monthly by the City, may result in the City pursuing any or all legal remedies available, including but not limited to liening Property in the amount owed; prosecution for violation of the City's current fee resolution and City land development or division ordinances; issuance of a stop work order, non-issuance of building permits for Property, or cessation of related proceedings; set-off against any reimbursement owed; and turning amounts owed over to a collection agency.

**Application Deposits:** Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to Applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by Applicant on a monthly basis. Applicant agrees that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

**Application Fees:** Fixed fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

**Technical Review/Publication Deposit:** The actual costs charged to the City for technical review of land use applications, including but are not limited to City's planning, public works, engineering, administration, legal, wetland specialists, geologists, biologists, arborist, and any other services provided in processing Application, shall be charged to Applicant, at the rate(s) charged to the City. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to Applicant. Such costs shall be adjusted as soon as the specific amounts are known. Applicant agrees that any deficiencies shall be collected from Applicant, and that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

Applicant: 

Owner(s): 

#### REQUEST FOR CONSOLIDATION OF LAND DEVELOPMENT AND/OR LAND DIVISION APPLICATIONS

I hereby request that my applications be consolidated. I understand that by consolidating these applications, any limited land use action (site review, partition, subdivision) that is combined with a quasi-judicial action (variance, conditional use permit, or other action requiring a public hearing) may be subject to a public hearing and the 14-day limitation for written comments will be waived. Wetland Variances requiring a joint decision by the City Council and Veneta Planning Commission may not be combined with any other land use hearing.

Applicant: 

Owner(s): 

**2**  
**A1.1** **EXISTING NORTH ELEVATION**  
NOTE: ALL ELEMENTS EXISTING WITH EXCEPTION OF STT

NOTE: ALL ELEMENTS EXISTING WITH EXCEPTION OF STAIRS

SCALE: 3/16"

NOTE: ALL ELEMENTS EXISTING WITH EXCEPTION  
OF STAIRS

SCALE: 3/16"

**1**  
**FLOOR PLAN**  
**A.1**  
NOTE: ALL ELEMENTS EXCLUDED

NOTE ALL ELEMENTS EXISTING WITH EXCEPTION OF STAIRS

SCALE: 3/16"

(E) EXISTING

**NOTES TO FLOOR PLAN & ELEVATIONS**

① (E) LOADING RAMP TO REMAIN  
② (E) METAL SWING WALL TO REMAIN  
③ (E) OVERHEAD DOOR TO REMAIN  
④ (E) STL. COL. SUPPORTING DOCK COVERING (TYPE OF E) TO REMAIN  
⑤ PROPOSED CONCRETE LANDINGS, STAIRS & WALL (SEE SITE PLAN NOTES FOR DETAILS)

**3 EXISTING EAST ELEVATION**

NOTE: ALL ELEMENTS EXISTING WITH EXCEPTION OF STAIRS

SCALE: 3/16"

Architectural floor plan showing a room with the following dimensions and features:

- Width: 4' (indicated by a dimension line at the bottom)
- Length: (E) 10'-0" (indicated by a dimension line at the top)
- Length: (E) 14'-0" (indicated by a dimension line at the bottom)
- Length: (E) 25'-10" (indicated by a dimension line at the right)
- Doors: Two doors are shown, one on the right side and one on the left side, both labeled with circled numbers (1) and (2).
- Stairs: A set of stairs is located on the left side, leading down to a lower level.
- Symbol: A small triangle symbol is located near the bottom center of the room.

△ 02-27-2024

△ 02-27-2024

**FEDERAL SECURITY  
SITE PLAN REVIEW**

25320 LOTEN WAY

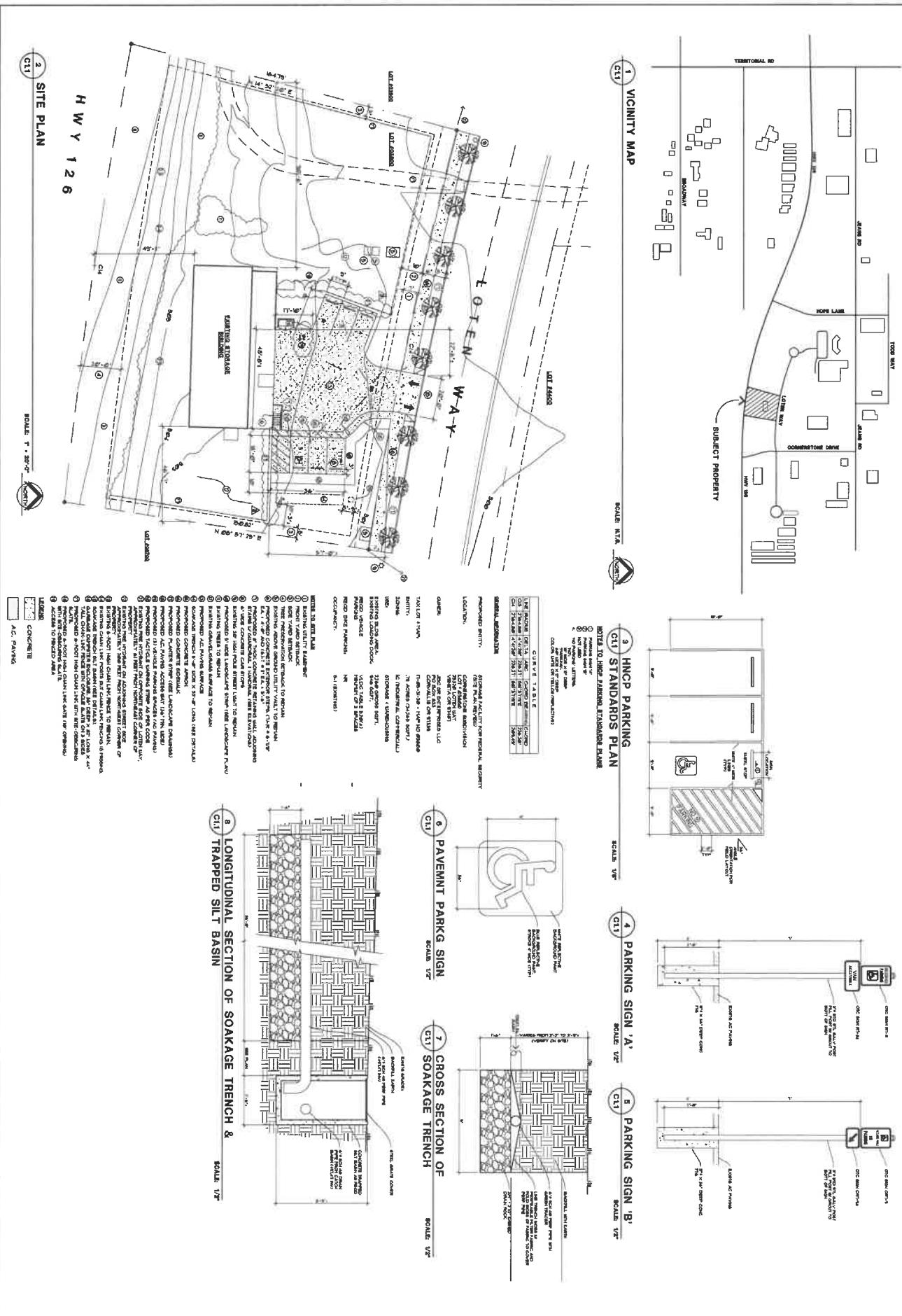
VENETA OREGON

24244B SERTIC ROAD  
PO BOX 219 VENETA OR 97487  
(541)-935-8010 FAX: (541)-935-3331  
E-MAIL: [johnnd@jdaarchitects.com](mailto:johnnd@jdaarchitects.com)

A circular registration stamp. The outer ring contains the text "REGISTERED APRIL 19, 1941" at the top and "SYNDERIA, OREGON" at the bottom. The inner circle contains "JOHN I. DENNER" at the top and "SYNDERIA, OREGON" at the bottom.

DATE: 07-31-2023

DATE: 07-31-2023



**FEDERAL SECURITY  
SITE PLAN REVIEW**

**VENETA OREGON**

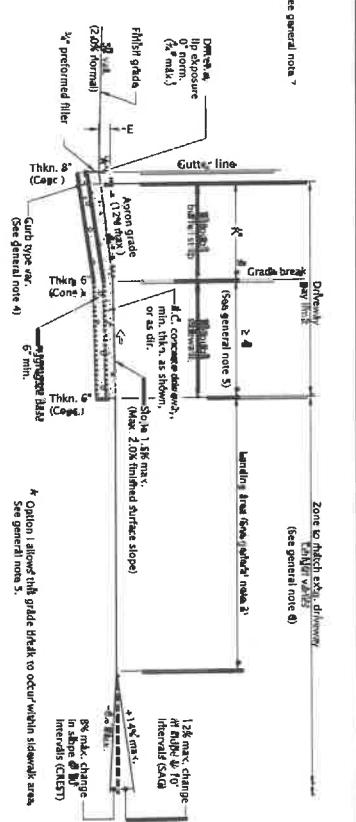
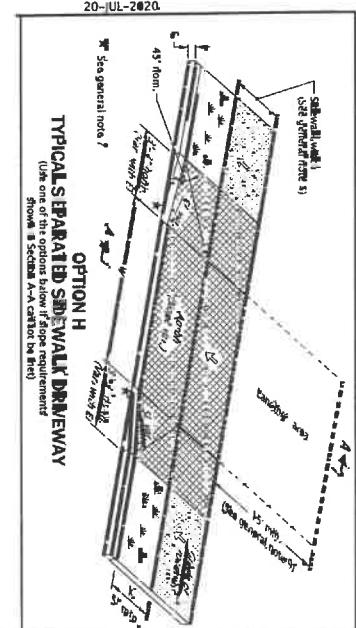
24244B SERTIC ROAD  
PO BOX 219 VENETA OR 97487  
(541)-935-8010 FAX: (541)-935-3331  
E-MAIL: [johnd@jarchitectsllc.com](mailto:johnd@jarchitectsllc.com)



3

DATE: 07-31-2023  
PROJ. #: 202308

△ 03-13-2024



Glossary 113

3. The following dimensions are as shown on plans, or as directed driveway width, driveway stops, sidewalk width, buffer strip width, curb exposure, driveway lip exposure. Including deck length, and width. See project plan for details not shown.

4. curb gutter, driveway, curb, tables, details, see S34, Driv. R5704, R5705, R5706, see S34, Driv. R5721, for curb details.

5. A greater than or equal to 4' unbracketed clear passage with gross slope 1.5% max. Max. 2.0% finished surface slope is required behind driveway apron.

6. Where widening driveway is in good condition, but meets joint conditions, construct only as much widening area as required for satisfactory connection with new work.

7. Extend the gutter to the depth at driveway location to assure that the seasonal flood does not wet over the back of sidewalk at driveway. Overlapping occurs place an inlet at upstream side of driveway or perform other approved design mitigation.

8. Construct a full depth expansion joints with 1/2" fin preferred joint filler at ends of each driveway.

9. Treated joints are required at all driveway stops, break lines.

10. Any dimensions except those of grade control 3 may be immediately back-filled. See them in 4.

11. Any dimensions except those of grade control 3 may be immediately back-filled. See them in 4.

 <b>OREGON STANDARD DRAWINGS</b> <b>SEPARATED SIDEWALK DRIVEWAYS</b> <b>OR ALLEYS (OPTIONS H, I &amp; J)</b> <b>LOCAL JURISDICTIONS</b>	
<b>NOTE: THIS DRAWING IS TO BE USED IN CONJUNCTION WITH THE OREGON STATE STANDARDS FOR ALLEY AND DRIVEWAY DESIGN. IT IS NOT INTENDED TO BE USED AS A SUBSTITUTE FOR THESE STANDARDS. IT IS THE RESPONSIBILITY OF THE OWNER AND DESIGNER TO ENSURE THAT THE FACILITIES CONFORM TO THE STANDARDS.</b>	
<b>DATE</b> 2021	<b>REVISION</b> 0000000000
<b>PROFESSIONAL ENGINEER:</b> 	
<b>BOOK NO.:</b> <u>NA</u> <b>EDITION:</b> <u>6th</u> <b>DATE:</b> <u>2020/06/09</u>	<b>RD740</b>

Effective Date: June 1, 2023 – November 30, 2023

**FEDERAL SECURITY  
SITE PLAN REVIEW**

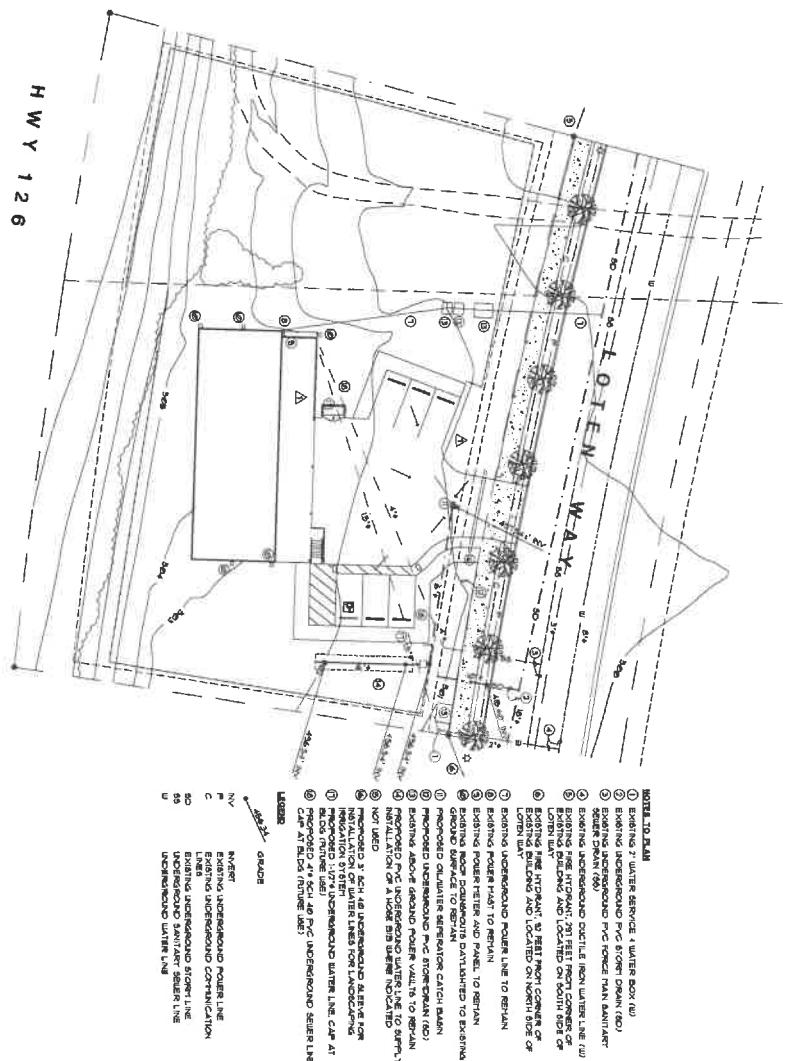
上傳人: 1000000000



JOHN L DEMERS  
ARCHITECT AIA

24244B SERTIC ROAD  
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(541)-935-6010 FAX: (541)-935-3331  
E-MAIL: johnd@jarchitects.com





**1 HORIZONTAL CONTROL  
C2.1 UTILITY PLAN**

SCALE: T = 30'-0"

10

**FEDERAL SECURITY  
SITE PLAN REVIEW**

## SITE PLAN REVIEW

VENETA OREGON

24244B SERTIC ROAD  
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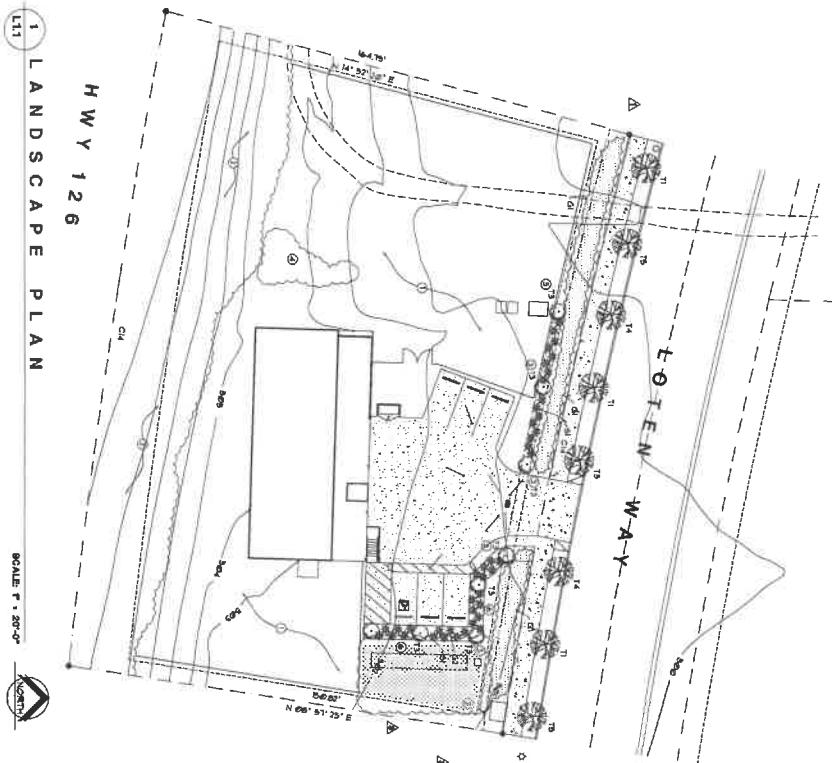
21

DATE: 07-31-2022

△ 02-27-202  
△ 03-12-202

25320 LOTEN WAY





SCALE: 1" = 20'-0"

LEGEND

Gravel

L11

LANDSCAPE PLAN

1

ITEM #	QTY.	BOTANICAL NAME	PLANT SCHEDULE		CARTON NAME	MIN. SIZE	NOTES
			PLANT	SIZE			
11	3	CAULIFLOWER COCCINEA	SCARLET OAK	2' CAL.	②		
12	6	NOT USED					
13	6	CORNUS SODA WITH WOODSIE	WHITE SPURGE	3' CAL.	①		
14	3	ACER SWEET	DOUGLAS	2' CAL.	②		
15	3	PRUNUS PENINSULARIS	MAPLE RED AMBER	2' CAL.	②		
			WHITE ASH	2' CAL.	②		

NOTES TO PLANT SCHEDULE

① PLANT TREE HEIGHT TO BE 6 FEET

② PLANT GROWTH HALL

GENERAL LANDSCAPE NOTES

SOIL PREPARATION

- SOIL PREPARATION TO BE 12" DEEP, REACHING PAST FROST LINE.
- BACKSOIL SHALL BE TILLED A MINIMUM OF 6" DEEP, INSTALLATION OF TOPSOIL.
- TOPSOIL PLACEMENT TO THREE INCHES DEEP, AND SHALL BE TILLED A MINIMUM OF 6" DEEP.
- PROVIDE 2" FINEST LAYER OF CARBON COMPOST OR 5-6-50 FERTILIZER OVER TOP SOIL IN BEGGINING AREAS.

PLANT MATERIALS

1. PROVIDE PLANT MATERIAL AS INDICATED IN PLANT SCHEDULE

2. IRREGULAR SPACES

3. IRREGULAR SPACES SHALL BE TILLED AS APPROPRIATE AND SHALL BE

4. COMPLETELY WOKE AND LAYER OF 2" DIA. GRAVEL SHALL OVERLAY ON ALL LANDSCAPED AREAS

NOTES TO LANDSCAPE PLANS

① EXISTING GRAVEL SURFACE TO REMAIN

② EXISTING TREES - AVERAGE HEIGHT ABOUT 10 FEET, NEED TO REPLAN

③ TREES TO BE PLANTED IN FRONT YARD REBACK, BUT NOT PINE PLANT

④ EXISTING GROUP OF PINE TREES - AVERAGE HEIGHT ABOUT 30 FEET, NEED TO

⑤ NOT PLANT

⑥ PINE USE PLANTER STRIP (1'W UNLESS NOTED OTHERWISE)

FEDERAL SECURITY  
SITE PLAN REVIEW

VENETA OREGON



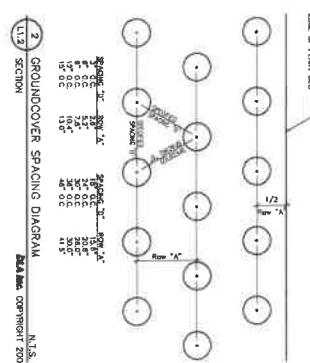
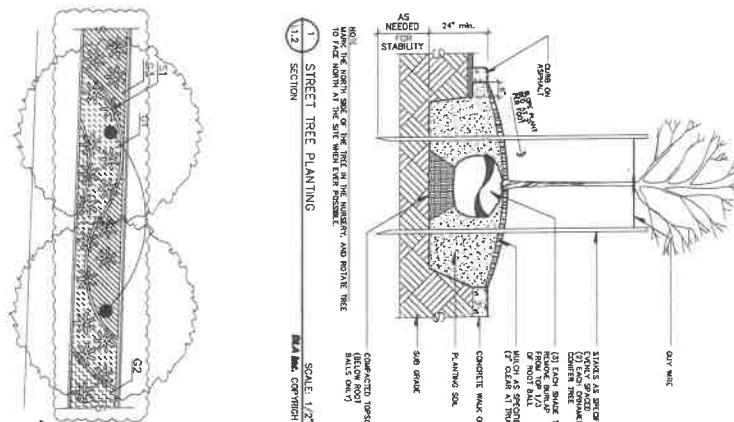
242448 SECTIC ROAD  
PO BOX 218 VENETA OR 97487  
(541) 935-8010 FAX: (541) 935-3331  
E-MAIL: john@jldarchitects.com



DATE: 07-31-2023  
REVIEWED:  
△ 02-27-2024  
△ 03-12-2024  
△ 03-13-2024  
PROJ. #: 202303



25320 Loten Way



NOTE: DRAWINGS ON THIS SHEET PRINTED WITH THE  
PERMISSION OF "DLA INC."

**FEDERAL SECURITY  
SITE PLAN REVIEW**

JOHN L DEMERS

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E-MAIL: iohnd@architectala.com



DATE: 07-31-2021  
PROJ. #: 20230

5

# TRANSMITTAL

From: **JOHN L. DEMERS ARCHITECT, AIA**  
24244B Sertic Road  
PO Box 219  
Veneta, OR. 97487

Phone: (541) 935-6010  
Email: johnd@jdarchitectaia.com

To: **City of Veneta  
Planning Department  
88184 8<sup>th</sup> Street  
Veneta OR 97487**

Date: **August 21, 2023**

Project: **SPR**

Job No: **202308**

Attention:

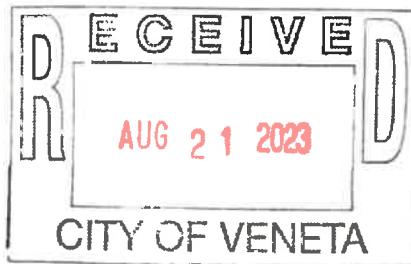
Attached  
 Copy of letter  
 Transmitted Separately  
 For your information  
 For review & approval  
 Approved as noted

Originals  
 Prints  
 Shop drawings  
 Specifications  
 As requested

Remarks:

**Please find attached the following:**

- (1) - copy of signed General Land Use Application
- (1) - 11"x17" copy of C1.1\_ Site Plan
- (5) - copies of O&M packet
- (5) - copies of 24"x36" Site Plan Review drawings (sheets C1.1, C1.2, C2.2, C3.1, L1.1, L1.2 & A1.1)



Signed:

# **SITE PLAN REVIEW NARRATIVE**

**for**

**FEDERAL SECURITY**  
**25320 Loten Way**  
**Veneta OR 97487**

**Project no. 202304**

**July 31, 2023**

## **VENETA LAND DEVELOPMENT ORDINANCE No. 493**

### **Article 4 USE ZONES**

**Table 4.3 (IC) General Development Standards in Commercial & Industrial Zones**

Min lot size – None  
*(Meets standard)*

Min. Lot Width  
*(Meets standard)*

Minimum Setbacks  
Off-Street Parking – 0  
*(Within the standard)*

**Table 4.4 (IC) Permitted & Conditional Uses in Commercial & Industrial Zones**

Storage & Warehousing, Mini Storage - SPR  
*(A Site Plan Review is prepared and is submitted.)*

**4.08      Industrial – Commercial (IC)**  
2) Uses Permitted subject to Site Plan Review  
A.      All uses provided in Table 4.4 ...  
*(See comments under Section 5.20 in this review)*

## Article 5 SUPPLEMENTARY PROVISIONS

### 5.02 Access

All lots shall be provided with access according to the standards of Article 6, Section 6.04 of the Veneta Land Division Ordinance (*See Site Plans C1.1 and C1.2 for street driveway and driveway curb cut*)

### 5.12 Landscaping

All yards, required screening, and parking areas shall be landscaped in accordance with the following requirements:

- 2) Site Plans indicating landscaping improvements shall be included with the plans submitted to the Building and Planning Commission for approval...  
*(A Landscape Plan has been prepared that illustrates landscaping.)*
- 3) Minimum Landscape Area. The minimum percentage of landscaping is as follows:
  - D. Industrial Zones (IC, LI, MI): 5% of the site  
*(Total development site square footage is approximately 34,269 square feet @ 5% = 1,713 square feet of required landscaping.)*
- 4) Minimum number of trees and shrubs acceptable per 1,000 square feet of landscaped area:
  - A. One tree, minimum 2" caliper.  
*(1,713 square feet / 1000 = 2 trees. There is a stand of fir trees of varying heights between Hwy 126 and the south side of the subject property, 9 (nine) proposed site trees and 7 (seven) proposed street trees.)*
  - B. Four 5-gallon shrubs or accent plants.  
*(1,713 / 1000 x 4 = 7 shrubs. There are approximately 53 (fifty-three) shrubs proposed in street landscaping strip and approximately 51 (fifty-one) shrubs proposed in parking and driveway strips. See drawings sheets L1.1 and L1.2.)*
- 5) Minimum percentage Ground Cover. All landscape areas, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material (subsections (6)(F) & (G), below), shall have ground cover plants that are sized and spaced to achieve 75% coverage of the area not covered by shrubs and tree canopy.  
*(Groundcover plantings are in the street landscape strip and driveway and parking strips and are planted as per the Plant Schedule and plant location drawings. See Sheet L1.1 and L1.2.)*
- 6) Landscape Materials. Permitted landscape materials include trees, shrubs, and ground cover plants, non-plant ground covers, and outdoor hardscape

features, as described below “Coverage” is based on the projected size of the plants at maturity, i.e., typically (3) – or more years after planting.

A. Existing vegetation. Existing non-invasive vegetation may be used in meeting landscape requirements.

***(No existing non-invasive vegetation is used for landscape requirements)***

B. Plant selection. A combination of deciduous & evergreen trees, shrubs, & ground covers shall be used for all planted areas, the selection of which shall be based on local climate, soil, exposure, water availability, & drainage conditions. Applicants are encouraged to select native plants which are drought tolerant to reduce the demand in the City’s water supply.

***(Please see the Plant Schedule on sheet L1.1.)***

C. Plant establishment. Unless a certified landscape architect specifically recommends otherwise, all new landscaping shall be irrigated for a minimum of (2) – years to ensure viability.

***(Acknowledged)***

D. Soil amendment. When new vegetation (including sod) is planted, topsoil shall be added and/or soil amended or aerated as necessary, to allow for healthy plant growth. Compaction of the planting area shall be minimized whenever practical & compacted soils shall be amended and/or aerated as necessary prior to planting.

***(Landscape areas shall utilize new topsoil.)***

E. Invasive plants shall be removed during site development and the planting of new invasive species is prohibited. List of locally invasive species are available from the local USDA extension office.

***(N.A.)***

G. Non-plant Ground Covers. Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped & shall be confined to area underneath plants. Non-plant ground covers cannot be substituted for ground cover plants.

***(N.A.)***

## 5.16

### Stormwater Detention and Treatment

As the City of Veneta develops, impervious surfaces create increased amounts of stormwater runoff, disrupting the natural hydrologic cycle. Without stormwater management, these conditions decrease groundwater recharge while increasing channel erosion and the potential for localized flooding. The City continues to use swales and other more natural methods to control and convey stormwater runoff, incorporating wetlands and other natural systems into stormwater drainage plans to the greatest extent possible rather than relying exclusively on

pipes. Runoff from urban areas is a major source of pollution and watershed degradation. The City is currently a Designated Management Agency (DMA) under the Willamette Basin TMDL and as such, is responsible for reducing pollutant loads transported to surface waters Veneta Land Development Ordinance No. 493 64 from runoff. In order to protect and enhance watershed health and long-term livability, the City requires that development comply with the following stormwater management criteria.

- 1) For all projects that create greater than or equal to 1000 square feet of new impervious surface, stormwater detention and treatment facilities shall be provided. Detention and treatment facilities shall be designed and sized according to the City of Portland Stormwater Management Manual, Revision #4, August 1, 2008 which is adopted as the City's Stormwater Management Manual. Where the manual and this section conflict, this section shall prevail. *(A Soakage Trench facility has been designed. Please see proposed stormwater facility on sheet C1.1 and submitted Stormwater Management Manual documents. Please note that the RLID report classifies the site soil as a group B (Veneta loam). The infiltration rate of this soil type varies from 1.42 to 5.67in/hr. A soakage Trench designed by the Simplified method requires a minimum of 2in/hr.)*

## 5.20

### Off-Street Parking Requirements

For each new structure or use, each structure or use increased in area and each change in the use of an existing structure, there shall be provided and maintained off-street parking with the provisions of this section.

- 2) Design and improvement requirements for parking lots (not including single family or multi-family dwellings).
  - A. All required parking lots, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete, six (6) inches Portland Cement concrete over approved base, or other materials approved by the City Engineer which are designed to reduce or slow rates of stormwater runoff. All parking lots shall be graded so as not to drain storm water over the sidewalk or onto any abutting property. *(Parking spaces and parking driveway are a minimum of 2 inches of A.C. paving. See drawing sheet C1.1.)*
  - B. Service drives and parking spaces on surfaced parking lots shall be clearly and permanently marked. Parking spaces, except for handicap spaces, shall have a minimum dimension of eighteen (18)' X nine (9)' exclusive of maneuvering and access area. The dimension includes the area in front of the curb stop over which the front of a vehicle would extend. Handicap spaces shall be provided as required by the Oregon State Structural Specialty Code. *(Parking spaces and their associated curb stops are located and dimensioned as per the drawings. See drawing sheet C1.1.)*
  - C. Parking lots shall be served by a service driveway so that no backing movements or other maneuvering within a street other than an alley shall

be required. Design for parking arrangements and turning movements shall be approved by the Building and Planning Official. Two-way driveways shall have a minimum width of twenty (20) feet and a maximum width of 30 feet. One-way driveways shall have a minimum width of twelve (12) feet and a maximum width of sixteen (16) feet.

***(Parking lot is served by a 20' wide driveway. Backing or movement of vehicles is contained within the subject property.)***

- D. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper so placed to prevent a motor vehicle from extending over the property line.

***(Parked vehicles are restricted from extending over the property lines or other lines by car bumps. See drawing sheet C1.2.)***

- G. A grading structure and drainage plan shall be submitted to the City Building and Planning Official and approved by the City Engineer. ***(Please see grading plan.)***

- I. Parking lot lighting must comply with Veneta Municipal Code Chapter 15.15. ***(Parking spaces shall receive some lighting from the existing street light pole as indicated on the Site Plan, sheet C1.21. No other lighting is proposed at this time.)***

3) Location standards for parking lots.

- A. Off-street parking shall be provided for development in all zones. Off street parking areas may be located no farther than 400 feet from the building or use they are required to serve, with the exception of uses within the Broadway Commercial (BC) zone which are subject to the requirements of Section 4.05(11). ***(Off street parking is provided and is within the 400-foot maximum limit of the existing building.)***

4) Required parking spaces shall be available for the parking of operable motor vehicles for residents, customers, patrons and employees only and shall not be used for storage of vehicles, materials, or for repair or servicing. ***(Parking spaces meet these requirements.)***

12) Accessible Parking Spaces. Parking shall be provided for disabled persons, in accordance with the Americans with Disabilities Act. Accessible parking is included in the minimum number of required parking spaces listed in Table 5.20(b). ***(The Proposed accessible parking space meets the standards of ADA and the number of spaces meets the minimum in Table 5.20(a & b) of the Veneta LDO.)***

17)

A. Bicycle Parking Space Requirements.

- 2. Non-Residential Parking. Required bicycle parking shall be provided by either short- or long-term parking, or both as outlined in Table 5.20(a) above for all commercial, mixed-use, and industrial zoned parcels. Short- or long-term parking requirements are as follows: ***(No bicycle spaces are required as per table 5.2(a) of the Veneta LDO.)***

### Street Trees

When street trees are proposed, their selection and installation shall be according to the following requirements. Planting of street trees shall generally follow construction of curbs and sidewalks, however, the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction.

- 1) Species selection. Trees shall be selected from the City's adopted tree list and shall be appropriate for the planning location based on criteria found therein. *(Please see Landscape Plans.)*
- 2) Caliper size. All trees shall be a minimum of 2-inch caliper at the time of planting. *(Proposed trees are of 2" diameter caliper. Please see Landscape Plans.)*
- 3) Spacing and location. Street trees shall be placed within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strip, except when utility easements occupy these areas. Street tree placing shall be determined by the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall contain 16 square feet, or typically, 4 feet by 4 feet. In general, trees shall be spaced at 30–40-foot intervals, except where planting a tree would conflict with existing trees, retaining walls, utilities, and similar physical barrier. All street trees shall be placed outside utility easements and clear vision areas. *(Please see Landscape plan for requirements of this sub-section.)*
- 4) Growth Characteristics. Trees shall be selected based on climate zone, growth characteristics and site condition, including available space, overhead clearance, soil conditions, exposure & desired color & appearance. The following it should guide to tree selection by developers and approval by the city:
  - D. Use species with similar growth characteristics on the same block for design continuity. *(Proposed tree species are similar to existing Loten Way street tree species.)*
- 6) Maintenance. Maintenance of street trees shall be the responsibility of the adjacent property owner. *(Acknowledged)*
  - A. Standards. All trees located within the public right-of-way must be pruned to National Arborist Association Pruning Standards for Shade Trees. *(Acknowledged)*
  - B. Adjacent Property Owners to Maintain Trees. Every adjacent property owner of any tree overhanging any street or right-of-way within the city, including trees within the right-of-way, shall prune the branches so that such branches shall not obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet, six inches (13'6") over the street, and/or eight (8) feet above the sidewalk. Said owners shall remove all dead, diseased, or dangerous trees; or broken or decayed limbs which constitute a menace to public safety. *(Acknowledged)*
  - C. Adjacent Property Owners Liable. The owner of property abutting trees on a right-of-way shall be liable for injury, damage, or loss to

persons or property caused by the property owner's negligent failure to comply with subsection (b) of this section.

***(Acknowledged)***

D. **Notification**. The City may serve notice on the adjoining property owner to prune, remove, or otherwise treat any tree on a right-of-way as conditions may require. Any such notice shall be governed by the standards below. Neither the duty of the adjoining property owner to maintain trees located on a right-of-way, nor the liability for the property owner's failure to do so, is dependent upon any notice from the city.

***(Acknowledged)***

1. **Notice to Prune or Remove**. Should any property owner fail to maintain adjacent trees as per Section 7 of this ordinance, the City shall order such person or persons, within ten days of mailing of such notice, to so prune or remove such trees.

***(Acknowledged)***

2. **Notice Required**. The notice required herein shall be served by mailing a copy of the order to the last known address of the property owner, by certified mail.

***(Acknowledged)***

3. **Failure to Comply**. When a person to whom a notice is directed shall fail to comply within this specified time, it shall be lawful for the city to cause the trees in question to be pruned and/or removed; and the exact cost thereof shall be assessed to the property owner as provided by law in the case of public nuisance abatements.

***(Acknowledged)***

E. **Debris Removal**. The person working on trees on a street, highway, or public area shall be required to remove all debris from the right-of-way by sunset of the same day, unless specifically authorized to do otherwise by the Community Development Director, or designee. The acceptable standard shall be a broom clean finish or better.

***(Acknowledged)***

F. **City Tree Maintenance**. The city shall have the right to plant, prune, maintain, and remove trees located within the public right-of-way as may be necessary to preserve or enhance the symmetry and beauty of such areas. The city may remove, or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electrical power lines, natural gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said tree is in accordance with this ordinance.

***(Acknowledged)***

G. **City Held Harmless**. The city of Veneta shall not be liable for injury, damage, or loss to the person or property caused in whole or part by the defective or dangerous condition of any tree located in or upon a right-of-

way. The property owner shall defend and hold harmless the city from all claims for loss and damage arising from the owner's negligent failure to comply with Section 7 of this ordinance.

***(Acknowledged)***

## **Article 6 SITE PLAN REVIEW**

### **6.02 Filing Copies of Site Plan**

- 1) Applications for a Site Plan Review or amendment shall include:
  - A. Fifteen (15) copies of the site plan, narrative, improvement plans and other supplementary data for review and action.  
***(Meets standard)***
  - B. A reproducible 11"x17" black and white copy of the proposed site plan map.  
***(Meets standard)***
  - C. Electronic copies of all materials including maps in PDF format.  
***(Meets standard)***
  - D. All maps shall be 18"x24" folded to 8 1/2" x 11" in size as shown in figure 6.02(a). The Building and Planning Official may allow submittal of 11x17 maps when larger format is not necessary for clarity.  
***(Meets standard)***

### **6.03 Required Information on Site Plan**

- 1) Site Plan:
  - A. **Vicinity Map**. A Scaled vicinity map clearly showing their relationship of the proposed site to surrounding developments, tax lots, streets, storm drainage(s), sewer, water and other required public facilities.  
***(A vicinity Map has been prepared. A Horizontal Control Plan has been prepared that illustrates existing sewer and water underground lines and other utilities.)***
  - B. **Development Plans**. A development plan shall include the following items in accordance with Article 5:
    1. Building and Land Use Plans.
      - a. Location of all proposed buildings and existing buildings which will remain on the site. ***(Please see drawing sheet C1.1. There are no new buildings proposed. There is an existing storage building on site. This structure is a concrete tilt-up structure with a covered concrete dock. The building proper consists of two storage areas. This existing***

***structure is proposed to be used for storage of items necessary for the running of Federal Security business. There are no proposed changes to the existing building and its usage shall be as originally designed.)***

- b. Floor elevations. ***(Please see drawing sheet A1.1.)***
  - c. Preliminary architectural plans showing one or all the following for new buildings and major remodels in conformance with Section 5.13 or 5.29 of this ordinance: ***(No new structures are proposed. Please see drawing sheet A1.1.)***
    - i. Building elevations with building height and widths dimensioned, and materials labeled. ***(Please see drawing sheet A1.1.)***
    - ii. Building materials, colors and type; a materials sample board may be required. ***(Building materials, colors and type are existing. Walls of the two storage areas are concrete with natural concrete color. Walls surround part of the loading dock are vertical metal siding and are beige in color (approximately). Nothing new is proposed.)***
    - iii. The name of the architect or designer. ***(Please see drawing title block.)***
  - d. Existing land uses adjacent to the property. ***(The subject property(s) are boarded on the south by Hwy 126 right-of-way, on the west by lot # 03700 of IC land use, on the north by Loten Way and lot # 4400 of IC land use and on the east by lot 03900 of IC land use.)***
  - e. The phases, if any, of development construction. Such phases shall be clearly marked on the plan. ***(N.A.)***
- 2. Parking and Traffic Flow Plans.
  - a. Location, arrangement, number and dimensions of automobile garages and parking spaces, width of aisles, bays and angle of parking. ***(Location, arrangement, and number of vehicle parking spaces can be seen on drawing sheet C1.1.)***
  - b. Location, arrangement and dimensions of truck loading and unloading spaces, if any. ***(N.A.)***
  - c. Location of bikeways, pedestrian walkways, malls and trails ***(No bikeways, malls, trails or pedestrian ways are proposed save the street sidewalk.)***
  - d. Traffic flow pattern showing the circulation of vehicles within and adjacent to the site, including fire equipment access and turnarounds. ***(Traffic flow pattern within the site can be seen on drawing sheet C1.1. Traffic adjacent to the site on the north is via Loten Way. Fire equipment can park on Loten Way for access to the buildings on the site and access distance to the most remote part of the existing building is within guidelines. There is an existing fire hydrant on the opposite side of Loten Way as noted on drawing sheet C1.1. and another fire hydrant on the***

*property side of Loten way to the west as noted on same said sheet.)*

- e. Stacking and queuing areas that involve queuing of vehicles, loading and unloading of goods, materials, or people shall provide an area for vehicle stacking in accordance with Section 5.20(15) of this ordinance. **(N.A.)**
- f. Location of all existing and proposed streets, public ways, railroad, and utility rights-of way within and immediately adjacent to the development. **(Please see Site Plan and narrative in 1)B 2.d above.)**
- g. A Traffic Impact Analysis if required under Section 5.27 of this ordinance. **(N.A.)**

3. Landscaping and Site Improvements.

- a. Location and type of all landscaping proposed for the development, including irrigation systems in conformance with Section 5.12 of this ordinance. **Please see the Landscaping Plans.)**
- b. Location, height and materials of all walls, fences and screen plantings. Elevation drawings of typical walls and fences shall be included. **(Please see Site Plan.)**
- c. Location, size, height and means of illumination of all proposed signs and lighting. **(There are no means of illumination planned for the development site. Please see the site Plan for existing streetlights)**
- d. Open space to be maintained and controlled by the owners of the property but not included in the development. **(Acknowledged)**
- e. Areas proposed to be dedicated or reserved for public parks, playgrounds, school sites, public buildings and others to be reserved or dedicated to the public. **(N.A.)**

4. Utility Plans.

- a. Existing and proposed contour map of the site. **(Please see Grading Plan.)**
- b. Location, flow elevations and capacities of all existing and proposed storm drainage facilities designed and constructed in accordance with Section 5.16 of this ordinance. **Directional arrows on drawing plans indicate flow of surface water off impervious surfaces. Impervious surface water is collected at a curbside oil/water catch basin which is then transferred to a soakage trench, the location and details of which are indicated on sheet C1.1 as well as other accompanying documents. Other subject property drainage is absorbed by existing soil type(s). There has been no record of surface water runoff during a flash flood existing during the lifespan of the subject property. Existing soil(s) have good infiltration properties.)**

- c. Location of all existing and proposed water mains. (*Please see the Horizontal Control Plan.*)
- d. Location, flow elevations and certified capacities of all existing and proposed sewer lines. (*Sewer lines located in Loten Way are shown on the Horizontal Control Plan for reference. Since there is no utilization of any sewer for the proposed development, existing sewer lines are not indicated with certified capacities.*)
- e. Location of all other underground facilities, including phone, electricity, and cable television. (*The existing underground power lines located on Lonen way and the subject property are indicated on the drawings. There is no proposed change to the power system of the existing building or in the existing building. There are no requirements for phone or cable television for the usage of the existing building. See drawing sheet C1.3.*)

5. Emissions or Potential Hazards. Specifications of the extent of emissions and potential hazard or nuisance characteristics caused by the proposed use including approvals of all regulatory agencies having jurisdiction. The applicant shall accurately specify the extent of emissions and nuisance characteristics relative to the proposed use including, but not limited to surface or groundwater pollution, noise, vibration, smoke, odor, fumes, dust, heat, glare or electromagnetic interference. Misrepresentations or omissions of required data shall be grounds for termination of a Certificate of Occupancy. All uses shall meet all applicable standards and regulations of the Oregon State Board of Health, the Oregon Department of Environmental Quality and any other public agency having appropriate regulatory jurisdiction. Prior to construction, evidence shall be submitted to the City indicating that the proposed activity has been approved by all appropriate regulatory agencies. Any such other data as may be necessary to permit the Planning Commission to make the required findings. (*The proposed existing Storage facility does not create any hazards as per this section.*)

6. Tree Removal Plans. If development of the proposed plan will require removal of trees as defined by Veneta Municipal Code 8.10, detailed tree removal plans are required. Plans shall be in conformance with VMC 8.10. (*N.A.*)

2) Additional Information. Prior to the end of the completeness review period, the Building and Planning Official may require an applicant to submit studies, reports or exhibits prepared by qualified professionals to show compliance with applicable criteria addressing specific site features or impacts including but not limited to:

- A. Stormwater (*Acknowledged*)
- B. Steep Slopes (*Acknowledged*)
- C. Wetlands (*Acknowledged*)
- D. Flood Plains (*Acknowledged*)

3) Deed Restrictions and easements. The applicant shall submit copies of all existing and proposed restrictions or covenants and any proposed easements. *(Acknowledged)*

4) Building Orientation and Design. All new or remodeled commercial, mixed-use, or residential buildings that require a site plan review or site plan amendment shall comply with the commercial or residential design standards in Article 5 of this ordinance. *(N.A.)*

5) Program Elements.

- A. Narrative statement documenting how each required criteria in the land development ordinance Veneta Land Development Ordinance No. 493 94 have been met, including those criteria that are required in accordance with Section 6.03(1) above. *(Please see this document.)*
- B. A completed environmental assessment may be required by the Planning Commission or Building and Planning Official if it finds that a potential hazard, nuisance or emissions exists, existed or will be created by the development and has not been adequately addressed in the development plans and program. *(N.A.)*
- C. A timetable indicating when utility and drainage facilities intended to serve the development are to be installed. If the development is to be constructed in stages, the timetable shall reflect this. *(There shall be no "stages" in this development.)*
- D. If the site plan calls for tree removal which would require a tree removal permit pursuant to Veneta Municipal Code Chapter 8.10.030, a tree removal permit, together with the required filing fee, must be submitted. *(N.A.)*



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Feb. 27, 2024

City of Veneta  
Planning  
88184 8<sup>th</sup> Street  
Veneta OR 97487

RE: Federal Security Site Plan Review (City File No. SRZ-3-23)

Arch. #: 202304

Daniel Findlay,

The following is a response to your letter dated Sept. 18, 2023. The attempt in this correspondence is to duplicate the Articles and their corresponding checked boxes indicating "The application does not meet this requirement" and the comments or questions listed in the box under "Notes". The responses shall be inserted in parentheses and bold italic text as follows:

2. Parking and Traffic Flow Plans.

The application does not meet this requirement

**Notes:** Please provide trip generation estimate to determine whether this use will trigger the Traffic Impact Analysis requirement in Veneta Land Development Ordinance 493 Section 5.27 □ Traffic Impact Analysis and Mitigation. (***Here is the response to this question from the Owner, "3 vehicles on Monday through Thursday, we are closed Friday through Sunday. The 3 team members arrive at work at 7:30am and load up a company van for the day and head out. They return at 4-5 pm, park the vans, get into their cars, and head home. No consumers or clients come to this location whatsoever".***)

Additionally, the concrete driveway apron on the site plan slightly differs from the ODOT standard drive detail provided. Please clarify the driveway design. (***The concrete driveway shown on sheet C1.1 has been modified to meet ODOT standards (delta mark & cloud)***)

3. Landscaping and Site Improvements

The application does not meet this requirement

**Notes:** According to Veneta Land Development Ordinance 493 Section 5.12(5), All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material shall have ground cover plants that are sized and spaced to achieve 75% coverage of the area not covered by shrubs and tree canopy.

There is an existing gravel surface on site. Please identify extent of gravel surface on landscape plan in order to determine what is not covered by hardscape feature and therefore must conform to VLDO 493 Section 5.12(5). Additionally, in order to determine compliance with said section, groundcover species and planting details will need to be identified. (***The Site and Landscape plans have been revised to indicate the extent of existing graveled surfaces. Planting species and planting details are indicated in the "Plant Schedule" as well as "General Landscaping Notes", respectively. Please see clouds and revision mark.***)

The landscape plan does not show the proposed landscaping for the front setback. Please identify groundcover species and planting details for this area. (***The Landscape plan has***)

4. Utility Plans.

The application does not meet this requirement

Notes: VMC 13.10.290 Connection to Sewer Required states: The owner of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes, situated within the city and abutting any street, alley or right-of-way in which there is not located or may in the future be located a public sanitary sewer of the city, is hereby required at owners expense to install suitable sewage facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter. (Ord. 409 § 1, 1999; Ord. 258 § 28, 1983)

VLDO 493, Section 4.08(7)(B) states: Waste Water Standards. All industrial uses must be connected to the City of Veneta sanitary sewerage system.

No sewer connection shown on utility plans. Sewer connection will be required. (***The revised Horizontal Control Plan indicates underground sewer connection lateral. Please see could and revision mark.***)

Additionally, VMC 8.05.020 states: Open vaults, privies, or other facilities intended or used for the disposal of sewage, constructed and maintained within the city. This chapter does not extend to privies constructed or maintained in accordance with health division regulations and used in connection with construction projects, temporary public events of no more than five days, and public parks. (***The existing porta-potty will be removed.***)

VLDO 493, Section 4.08(7)(A) states: Water Supply. All industrial uses must connect to the City of Veneta water system.

No water connection shown on utility plans. Water connection will be required. (***The revised Horizontal Control Plan indicates underground water connection lateral. PI's see cloud.***)

5. Program Elements.

The application does not meet this requirement

According to VLDO 493 Section 4.08(7)(D), "Garbage collection areas, service facilities and air conditioning facilities located outside the building shall be appropriately screened and landscaped to obscure view from beyond the boundary of the development site."

There are existing garbage dumpsters on-site that are not screened, as shown in the pictures

below. A screened garbage collection area will be required as part of this development. (***One of the existing garbage dumpsters shall be removed and the other garbage dumpster shall be moved to the location indicated on the revised site plan and screeded as per the comment below.***)

Additionally, VLDO 493 Section 5.20(2)(A) states: All required parking lots, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete, six (6)

inches Portland Cement concrete over approved base, or other materials approved by the City

Engineer which are designed to reduce or slow rates of stormwater runoff.

Any driveway to access the required screened garbage collection area shall also be paved according to the standards of VLDO 493 Section 5.20(2)(A). (***There shall be only one garbage***

*(dumpster and its location, paved surface and screening is indicated on the revised site plan. Please see cloud & revision mark.)*

Additional Comments:

The proposed stormwater catch basin and piping will need to be located on-site (outside of public right-of-way and public utility easements). ***(The catch basin and associated piping has been moved onto the site. Please see the revised Site***

Further Applicant Information:

- 1. The exterior stairs from the parking area to the existing building have been moved as can be seen on the revised drawings. Please see clouds, delta mark #1 dated 02-27-2024.***



March. 12, 2024

City of Veneta  
Planning  
88184 8<sup>th</sup> Street  
Veneta OR 97487

RE: Federal Security Site Plan Review (City File No. SRZ-3-23)

Arch. #: 202304

Daniel Findlay,

The following is a response to your letter dated March 12, 2024. The attempt in this correspondence is to duplicate the Articles and their corresponding checked boxes indicating "The application does not meet this requirement" and the comments or questions listed in the box under "Notes". The responses shall be inserted in parentheses and bold italic text as follows:

2. Parking and Traffic Flow Plans.

The application does not meet this requirement

**Notes:**

Table 5.20(a) of VLDO 493 states, under 'Industrial Uses,' that a 'Minimum of three (3) parking spaces in addition to the requirements listed.' This requires 3 spaces in addition to the 3 required spaces under the use category of 'Industrial uses which are primarily warehousing and distribution.'

A minimum of 6 parking spaces will be required. (**3 additional parking spaces are added. Please see clouds and rev mark 2 on drawings.**)

Table 5.20(a) of VLDO 493 requires a minimum of 1 bicycle parking space per 5,000 square feet of floor area. The floor area of the proposed use is 2,260 square feet. According to VLDO 493, Section 5.20(11), '...Fractional space requirements shall be counted as a whole space..."

A minimum of 1 short-term bicycle parking space will be required. (**Bike parking is not required for a "Storage area" in Table 5.20.**)

3. Landscaping and Site Improvements

The application does not meet this requirement

**Notes:** According to VLDO 493 Section 5.12(5), "All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material...shall have ground cover plants that are sized and spaced to achieve 75% coverage of the area not covered by shrubs and tree canopy."

The existing gravel landscaping on site does not conform to the section cited above. The areas currently covered with gravel will need to conform to Section 5.12 and be planted with groundcover species sized and spaced to achieve 75% coverage of the area not covered by shrubs and tree canopy. Alternatively, the gravel portions of the site could potentially remain if screened with the use of sight-obscuring fence, wall, or landscaping.

(**A 6 feet high chain link fence with slats has been added. Please see plans with clouds and rev 2 mark.**)

March 13, 2024

City of Veneta  
Planning  
88184 8<sup>th</sup> Street  
Veneta OR 97487

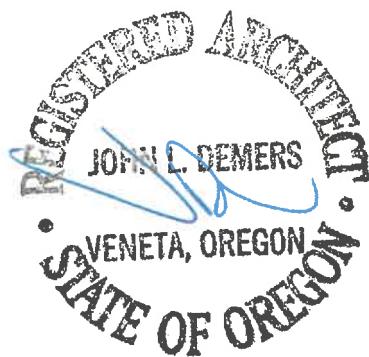
RE: Federal Security Site Plan Review (City File No. SRZ-3-23)

Arch. #: 202304

Daniel Findlay,

The following addresses the remaining issues to complete this review as per your email on March 13, 2024, at 1:25 pm.

1. The proposed chain link fence with slats has been moved as per the site plan. A 10-foot-wide gate is proposed where shown. Access to the fenced area is just to the north of the dumpster enclosure area. Please see clouds and rev mark 3 on the site drawing.
2. Landscaping has been modified as follows:
  - a. The area to the east of the vehicle parking spaces has been proposed to be covered in grass. Please cloud and rev mark 3.
  - b. Landscaping around the 3 parking spaces to the west has been removed.
  - c. Shrubs have been added in the street landscaping strip as per cloud on sheet L1.2. Please see cloud and rev mark 3. These shrubs have been added to the total site shrub landscaping requirements (see below)
  - d. Shrub count is as follows:
    - (i) Total site area = 34,247 – 3,236 for building – 3,718 for paved areas = 27,293.
    - (ii) (4) - 5-gallon shrub per 1,000 square feet = approximately 108 required shrubs. As can be seen on the Plant Schedule, there are approximately 155 shrubs proposed.



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## STANDARD O&M PLAN FOR THE SIMPLIFIED APPROACH

### Drywells and Soakage Trenches

Structural components must be operated and maintained in accordance with the design specifications.		
MAINTENANCE INDICATOR	CORRECTIVE ACTION	
Clogged inlets, maintenance holes, catch basins, or silt traps	Clean gutters, rain drains, catch basins, or silt traps at least twice a year. Remove sediment, debris, and blockages from catch basins, trench drains, curb inlets, and pipes to maintain at least 50% conveyance at all times.	
Cracked drain-pipes, catch basins or maintenance holes	Repair or seal cracks. Replace when repair is insufficient.	
Vegetation encroachment	Prevent large root systems from trees and bushes from damaging subsurface structural components.	
Ponding water	Remove sediment and debris from all accessible components. Repeated ponding in the system may indicate end of facility life. Consult with City prior to decommissioning or replacement activities.	

### Annual Maintenance Schedule

Summer	Make structural repairs. Clear drains, inlets and catch basins.
Fall	Clean gutters and rain drains; remove sediment and plant debris.
Winter	Monitor infiltration rates.
Spring	Clean gutters and rain drains

**Maintenance Records:** All facility operators are required to keep an inspection and maintenance log. Record date, description, and contractor (if applicable) for all repairs, landscape maintenance, and facility cleanout activities. Keep work orders and invoices on file and make available upon request of the City inspector.

**Access:** Maintain ingress/egress per design standards, maintaining access to the entirety of the facility for inspection & maintenance.

**Infiltration/Flow Control:** Facilities must drain within 48 hours of the end of a rain event. Record time/date, weather, and site conditions when ponding occurs.

**Pollution Prevention:** All sites must implement Best Management Practices to prevent the introduction of pollutants to stormwater and/or the facilities discharge point. In the event of a spill, call 503-823-7180 to report it immediately and document the circumstances and the corrective action taken; include the date/time, weather and site conditions. Never wash spills into a stormwater facility.

**Vectors (Mosquitoes and Rats):** Stormwater facilities must not harbor mosquito larvae or rodents that pose a threat to public health or that undermine the facility structure. Record the time/date, weather, and site conditions when vector activity observed. Record when vector abatement started and ended.

## Operations and Maintenance Log

# SIMPLIFIED APPROACH FORM

## PROPOSED STORMWATER FACILITIES

### Proposed Stormwater Facilities

**Please note:** Each individual tax lot is required to manage the stormwater runoff it generates on the same lot to the maximum extent feasible (for new construction or redevelopment). The following table includes accepted Simplified Approach facilities as described in Chapters 2 & 3 of the 2020 *Stormwater Management Manual*. Copies of the manual are available online at [www.portlandoregon.gov/bes/SWMM](http://www.portlandoregon.gov/bes/SWMM).

STORMWATER FACILITY TYPE	AREA DRAINING TO FACILITY (SF)	FACILITY SIZING FORMULA	FACILITY SIZE (surface area of facility)
Ecoroof		Area x 1 (1:1 ratio)	
Pervious Pavement		Area x 1 (1:1 ratio)	
Rain garden		Area x 0.10	
Basin		Area x 0.09	
Planter		Area x 0.06	
Filter Strip		See sizing table in SWMM Section 3.3.2.1	
Driveway Center Strip		Min. width is 3 ft; max. length is 50 ft if slope is 10-15% (max. slope is 15%).	
Drywell		See Maximum Catchment Area Managed by a Single Drywell Table below	(Drywell diameter, depth number)
Soakage Trench	3,274	25 ft <sup>2</sup> of soakage trench for every 500 ft <sup>2</sup> of impervious area. (Depth = 1.5 ft; width & length vary)	165 sq.ft.
Surface Sand Filter		Area x 0.06	
<b>TOTAL IMPERVIOUS AREA</b> (Managed, new, and redeveloped)		Total impervious area must equal the total <b>NEW AND REDEVELOPED</b> impervious area being proposed.	

Maximum Catchment Area Managed by a Single Drywell (ft <sup>2</sup> )			
MATERIAL	PLASTIC	CONCRETE	CONCRETE
Ring Diameter	24 inches	28 inches	48 inches
2 ft deep	500 ft <sup>2</sup>	NA	NA
5 ft deep	NA	1,000 ft <sup>2</sup>	2,500 ft <sup>2</sup>
10 ft deep	NA	2,500 ft <sup>2</sup>	4,500 ft <sup>2</sup>
15 ft deep	NA	3,500 ft <sup>2</sup>	5,000 ft <sup>2</sup>

No more than 2 plastic drywells allowed per catchment area.

### Required Certifications

#### SIMPLE PIT TEST

Name of Tester

Signature of Tester

Date

#### PERSON RESPONSIBLE FOR APPLICATION ACCURACY

John, L. Demers, Architect ALA

Contact Name-Printed

Signature  
August 7, 2023

Date

## Exhibit C

### Daniel Findlay

---

**From:** Jason Bush <buildingofficial@cottagegrove.org>  
**Sent:** Thursday, April 11, 2024 3:09 PM  
**To:** Daniel Findlay  
**Subject:** Re: FW: City of Veneta Referral Request - Federal Security Site Plan Review (SR-3-23)  
**Attachments:** SKM\_C750i24041114380.pdf

**CAUTION:** This email originated from outside the organization. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi Daniel,

I have reviewed the proposed site development plans and have the following comments:

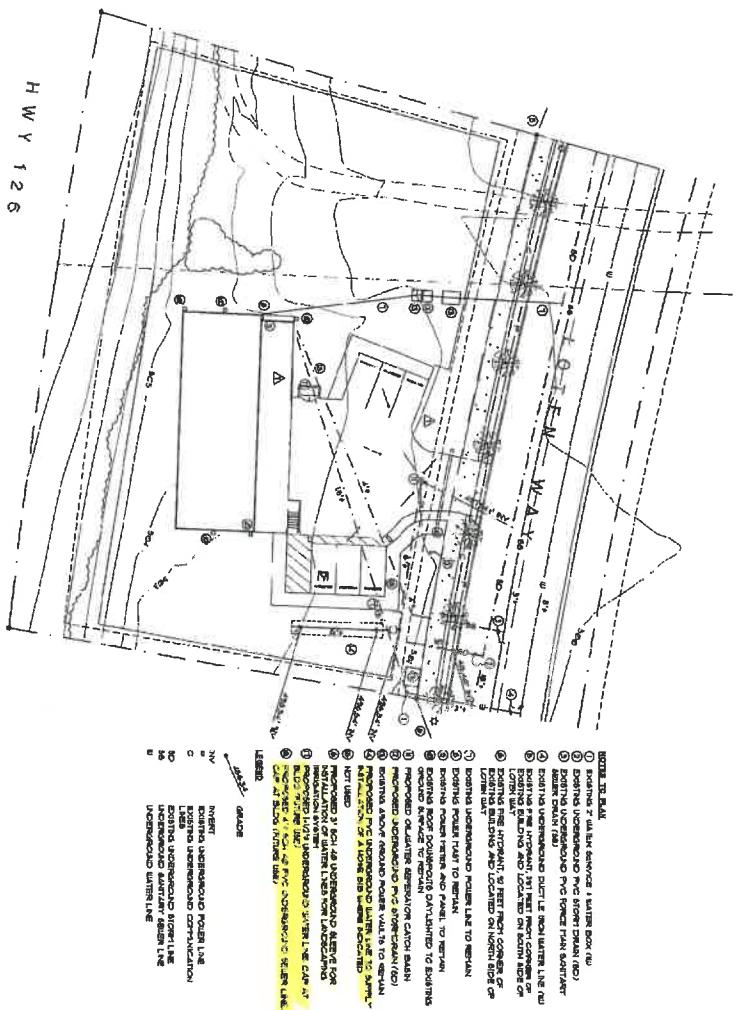
1) A plumbing permit is required for all utilities and storm water treatment and dispersion systems;  
2) A building permit is required for the ADA parking and associated accessibility work; and,  
3) A single occupant restroom is required and will also require building, plumbing, mechanical, and electrical permits for the construction of a restroom with a minimum of one water closet and one lavatory. This is required under Chapter 29 of the Oregon Structural Specialty Code (OSSC) Section, (2902.1) and Table (2902.1). The authority comes from the Scope of Chapter 29 as found in Section (2901.1).

I hope this information is helpful, and I thank you for the opportunity to provide comments on the development.

Yours in Building Safety,

Jason Bush, CBO  
Building Official  
Cottage Grove | Veneta | Creswell

400 East Main Street  
Cottage Grove, OR. 97424  
Cell: 541) 952-1456



OREGON STRUCTURAL SPECIALTY CODE:  
(OSSC) CHAPTER 29; "PLUMBING  
SYSTEMS," REQUIRES A MINIMUM  
AMOUNT OF PLUMBING FIXTURES IN  
ALL BUILDINGS BASED ON THE 12  
USE AND OCCUPANCY.

SECTION 2902.1, MINIMUM NUMBER OF FIXTURES REFERS US TO TABLE 2902.1. ITEM NUMBER 8 - STORAGE, REQUIRES A MINIMUM OF (1) WATER CLOSET AND (1) LAVATORY BASED ON THE MINIMUM OCCUPANCY LOAD FACTOR ASSOCIATED WITH THE SIZE AND OCCUPANCY OF THE STRUCTURE.

32

DATE 07-31-2024

△  
02-27-2024  
△  
03-12-2024

**FEDERAL SECURITY  
SITE PLAN REVIEW**

25320 LOTEN WAY

VENETA OREGON



JOHN L DEMERS  
ARCHITECT AIA

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E-MAIL: [johnd@jarchitectala.com](mailto:johnd@jarchitectala.com)



## Exhibit D

# MEMORANDUM



DATE: April 19, 2024

TO: Daniel Findlay, Associate Planner

City of Veneta

FROM: Dan Haga, P.E., Julie Leland, P.E., Principal

CC: Lane Branch, P.E.

RE: Public Works Engineering Comments For:

Site Review: Federal Security Storage and Warehousing Development City File SR-3-23

---

Thank you for the opportunity to assist the City and provide comments for the Site Review of the Federal Security Site at 25320 Loten Way.

My findings are as follows:

**Finding:** The site plan should show all existing and proposed utilities and connections to public water, sewer, and storm (if applicable), including all other above-ground and underground utilities within and directly adjacent to the site. However, the accompanying drawing labeled C2.1 has the existing and proposed utility information included.

**Finding:** There are references to the 2020 Portland Stormwater Management Manual and storm design is presumed to be in accordance with the 2020 Portland Stormwater Design Manual. The City of Veneta's current standard is the 2008 Portland Stormwater Management Manual.

**Finding:** The stormwater design does not appear to be based on actual infiltration rates from a testing procedure. The procedure for testing infiltration rates is identified in Appendix F2 of the 2008 Portland Stormwater Management Manual.

**Finding:** The storm facility shall be designed and sized with the appropriate worksheet that is provided in the 2008 Portland Stormwater Management Manual. The worksheet shall be submitted for review.

**Finding:** The ADA parking stall and access aisle should include additional grade callouts that demonstrate the ADA facilities are designed with acceptable slopes that meet ADA requirements.

**Finding:** The public sidewalk should reference and include an ODOT standard drawing showing the maximum allowable longitudinal and cross slope information. The sidewalk will need to meet all applicable ADA design standards throughout the frontage, including through the proposed driveway approach apron. Grade callouts are preferred (although not required) at key locations. All public sidewalk shall shed toward the right-of-way and not onto private property.

**Finding:** An ADA Accessible Ramp is required to the building entrance from the accessible route in the parking area. The access ramp will need to include grade callouts to confirm slopes and cross slopes are ADA compliant.

---

**Finding:** Additional Grade call-outs are needed to confirm the proposed accessible route meets the ADA slope and cross slope criteria. The preferred (not required) location for the accessible route is the head of parking rather than behind parking stalls.

**Finding:** It's not clear if the garbage receptacle is covered or not.

**Finding:** Note 12 on C2.1 appears to be missing the PVC storm pipe that it is intended to refer to.

**Finding:** Note 14 on C2.1 appears to be missing the PVC water pipe that it is intended to refer to.

**END OF COMMENTS**