

City of Klamath Falls Planning Department
Administrative Review

In the matter of an
Administrative Review for:

Final Decision and Conditions: **4-DR-09**

Tim Anderson
445 Commercial Street
Klamath Falls, OR 97601

Date: March 17, 2009

In accordance with the provisions of Sections 11.050-11.094 of the Community Development Ordinance (CDO), the City of Klamath Falls Planning Department has reviewed this request for a Design Review.

NATURE OF THE PROPOSAL

The applicant, Tim Anderson proposes to re-develop a site for a print shop and office. The site was most recently used as an office and bus repair shop. The existing site shall meet current City standards including landscaping, parking, site access and sidewalks. The property is zoned Light Industrial and the proposed print shop and office uses for the property are permitted outright in this zone designation. The property is addressed as 445 Commercial Street and can be found on Assessor's Map R-3809-033BB, tax lot 07800 & 07900 and on Assessor's Map R-3809-033BC, tax lot 05800 (Lots 6C, 6D, 7C, and 7D, Block 5, Railroad Addition). The lots front approximately 100.00 feet of Commercial Street right-of-way.

AGENCY COMMENTS

Planning:

1. **Setback & Lot Coverage:** Light Industrial zoning allows for 100% lot coverage and zero setbacks unless the property abuts a residential zone. The subject property does not abut a residential zone.

There are two existing buildings on this site. The westernmost building is being used for an office and the easternmost building is being used for print production. The office building is setback approximately 0'0" from the west property line, 83'0" from the east property line, 0'0" from the south property line, and 60'0" from the north property line. The print production building is setback approximately 55'0" from the west property line, 10'0" from the east property line, 5'0" from the south property line, and 65'0" from the north property line. The buildings have an existing footprint of approximately 2,612.0 sq ft and cover 22.71% of the 11,500.0 sq ft of subject lots.

2. **Parking:** The Community Development Ordinance (CDO) 14.010 requires 1 off street parking space for every 400 sq ft of professional office and 1 off street parking space for every 700 sq ft of manufacturing. The 1,112 sq ft of office requires a minimum of 3 parking spaces and the 1,500 sq ft of manufacturing space requires a minimum of 3 parking spaces. The applicant shall provide 6 off street parking spaces. The site plan shows 6 off street parking spaces. CDO 10.010 Parking Space Standards requires that all standard parking spaces shall have a minimum width of 9' and minimum length of 19'. **The submitted site plan shows parking spaces at 12' by 20'.**

CDO 14.040(1) requires that all areas used for parking and maneuvering of vehicles, including driveways and truck loading areas, to have either a concrete or asphalt surface. The site plan shows that an asphalt area will be maintained. **A loading area shall be designated with 'no parking' signage and striped in front of the three garage/bay doors on the north side of the print production building, and shown on a revised site plan.**

CDO 14.040(4) requires that access aisles which provide two-way traffic shall be a minimum of 24 feet in width. The applicant shall provide two-way traffic for the vehicle access aisle. CDO 14.040(6) requires that directional signs and pavement markings be used to control vehicle movement within parking and loading facilities.

Parking for people with disabilities:

CDO 14.010(2) requires 1 parking space for people with disabilities for every 25 parking spaces. Parking spaces for people with disabilities shall be at least 9' wide by 19' in length. Since the proposed buildings shall have 6 parking spaces, 1 parking space for people with disabilities is required. CDO 14.010(2)(b) requires that parking spaces for people with disabilities shall be located closest to the nearest accessible entrance. **The applicant proposes 1 space for people with disabilities.**

CDO 14.010(2)c. requires at least a 6' wide by 19' long parking access aisle adjacent to each parking space for people with disabilities. Van accessible spaces shall have an access aisle at least 8' wide and 19' long. CDO 14.010(2) a. requires that one in every eight accessible spaces, but no less than one space, shall be van accessible. **The applicant shall have 1 van accessible access aisle for people with disabilities, and shall be shown on a revised site plan.** Per ORS 447.233(2)d. the access aisle shall be located on the passenger side of the parking space except that two adjacent accessible parking spaces may share a common access aisle.

Bicycle parking:

CDO 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces and CDO 14.046(2) requires the bicycle parking facility to be located no further than 50' from a public entrance. CDO 14.047(4) requires that the bicycle rack be anchored to the ground. **The 6 vehicle parking spaces require a total of 1 bicycle space be provided. The applicant shall show the location of the bicycle rack on a revised site plan.**

The approved vehicle parking layout shall be striped according to a parking plan approved by the Planning Division, with four inch-wide painted lines. Wheel stops or curbing shall be installed (CDO 14.040(3)) along property lines and to prevent vehicles from driving over landscaping, unpaved areas, and sidewalks, and the ADA van accessible space shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage.

3. **Building Height:** The maximum allowed building height in Light Industrial zones is 45'. **The peak building height for the office building will remain at approximately 13'0" and the peak building height for the print production building will remain at approximately 23'6".**
4. **Access and Driveways:** There is currently one driveway at the site that has access on to Commercial Street. The existing driveway is approximately 18' wide at curb cut and 14'6" at gate entrance. Klamath County Fire District #1 requires a minimum driveway width of 20'. City of Klamath Falls Public Works Engineering Standards (CKFPWES) requires a minimum driveway width of 24'. **The applicant shall reconfigure the existing driveway, including the curb cut and gate to accommodate a 24' wide driveway.** The applicant shall install curbs in areas of driveway construction, changes and/or elimination.

Any proposed driveways shall conform to the City of Klamath Falls Code 8.570 for width and number of driveways, and to section 8-5.3.8 of the CKFPWES current edition for location and design criteria.

5. **Signs:** During a recent site visit there were four small 11" by 14" signs taped to the inside of the office building windows with commercial messages and a large banner sign tied to railings. Existing and proposed signs to be located on the subject property must meet the requirements of

the uniform sign code found in CDO sections 14.300-14.368. Any proposed signs shall not be located within the street right-of-way of Commercial Street nor within the required sign setbacks.

A sign permit must be submitted, reviewed, and approved prior to the installation or change of any signs. All existing signs shall be made to conform to the uniform sign code found in CDO Sections 14.300-14.368.

6. **Landscaping:** CDO 14.405(6) requires mulch consisting of wood chips, bark, or similar organic materials, to be installed and maintained no less than three inches in depth within the drip-line of required trees. CDO 14.405(3) requires that a minimum of one tree be planted for every 50 feet of frontage along each street. **The 100 feet of property along Commercial Street requires the planting of at least 2 street trees.** CDO 14.405 requires that for each 1,000 square feet of landscaped open space or fraction thereof, a minimum of 1 tree and 2 shrubs shall be planted.

The City does not support placing rock in the right-of-way. Also, rock placed around lawn areas can create problems with properly maintaining and grooming those lawns.

Landscaping needs to be added to all sides of the parking area in order to satisfy the requirements of CDO 14.410(1). CDO 14.410(4)(b) requires that parking lots shall have landscaped islands at the ends of parking rows to facilitate movement of traffic and to break large areas of parking surface. **The applicant shall install landscaping areas at the ends of all parking rows landscaped in a similar manner to the other vegetation strips.**

CDO 14.410 (4)(c) requires a minimum of 3% of the space provided for vehicular circulation such as driveways, driveway easements or open parking areas shall be landscaped which shall be evenly distributed throughout when the parking area contains five or more spaces. **The applicant proposes approximately 200 sq ft (5' x 40') of landscaping, or 2.73% of the approximately 7,315 sq ft of vehicular circulation area. The applicant shall add a minimum of 220 sq ft of landscaping (20 sq ft more than proposed) to achieve the 3% landscaping minimum standard.**

CDO 14.410(1) requires all areas set aside for landscaping to have a minimum vegetative cover of at least 50%. The applicant shall ensure that this requirement is met.

The site plan does not show an irrigation method. The landscaping data provided on the site plan is inadequate and is not approved.

The applicant shall submit a detailed landscaping plan on 11" x 17" paper, for review and approval, showing the following:

- **A minimum of 220 sq ft of landscaping**
- **Reconfigured landscape area that accommodates a 24' wide driveway**
- **Landscaping at both ends of the parking row**
- **An irrigation plan**
- **Name of plant material, the number of each species of plant that will be used, and the location of the different plant material**
- **A minimum of 1 tree and 2 shrubs for every 1,000 square feet of landscaping or fraction thereof**
- **All landscaped areas not covered with trees or other vegetation shall be covered with a 3 inch layer of bark mulch**
- **A minimum of 50% of the landscaping area shall be covered by vegetation**
- **All required trees shall be a minimum of 2" caliper in size**
- **All shrubs shall be planted from a 5 gallon container**
- **Trees planted at a minimum of every 50 feet along Commercial Street, if feasible. A minimum of 2 street trees along Commercial Street.**

The applicant shall install and maintain the required landscaping as part of this Design Review. This requires that any existing lawn areas shall be brought into compliance or replaced.

7. **Trash Enclosures and Fences:** All trash containers greater than 50 gallons in capacity shall be screened to a height of six feet by a sight-obscuring fence per CDO 14.150(1). **The applicant shall place the trash container(s) in a screened trash area.**

If a common solid waste receptacle is provided an equal area shall be provided for recycling adjacent to or within the trash enclosure. The trash and recycle containers shall be placed in an approved area and indicated on the site plan.

The property currently contains a chain link fence that runs the length of the property along the eastern and northern property line and runs along 60' of the west property line. The existing fence was never approved through a fence permit. A fence permit shall be submitted once the fence is modified for the widening of the driveway. Approval of this Design Review does not constitute approval of future fence placement. **A fence permit (no fee) must be submitted, reviewed, and approved prior to installation or modification of any fence, including the fence screening the trash and recycle area.**

8. **Sidewalks:** The City of Klamath Falls Public Works Engineering Standards (CKFPWES) requires that sidewalks or curb ramps are installed in any areas within the City right-of-way adjacent to this site that are missing sidewalks or public sidewalk curb ramps (ADA ramps). Water from the site flowing across the sidewalk will not be permitted. **A barrier/curbing material shall be installed between the landscaping and the sidewalk to prevent material from washing into the public right-of-way and between the landscaping and parking lot to prevent vehicles from damaging the landscaping.**

Engineering:

1. Based on the information provided by the applicant and a site visit, the following has been determined:
 - A Site Construction Permit is required.
2. A storm water site plan is not required. However, water from the site flowing across the sidewalk will not be permitted. See section 4-10 of the City of Klamath Falls Public Works Engineering Standards (CKFPWES) and City Code 5.640.
3. The existing driveway shall conform to the City of Klamath Falls Code 8.570 for width, and to section 8-5.3.8 of the CKFPWES current edition for design criteria. The driveway width shall be increased to 24 feet.
4. Curbs/gutter shall be installed in areas of driveway construction, changes and/or elimination.
5. Any public improvements shall be shown on a set of construction plans that meet the requirements of the CKFPWES current edition.
6. The plans will need to identify both existing and proposed water services, fire service and irrigation back-flow devices. It is the applicant's responsibility to determine whether or not the existing water main lines will supply enough water for domestic use, irrigation, and fire suppression.
7. The applicant will be required to have a signed set of the Site Construction Permit set of drawings, from City Engineering office, prior to the issuance of the Site Construction Permit.
8. Refer to the attached Engineering Fee Schedule to determine the fees related to this project.

9. City records indicate this site is currently serviced by a 5/8 inch water meter. Contact the Engineering Plans Examiner (Ray @ 541-883-5291) if an additional meter or an upgrade in meter size is required.
10. The applicant will need to submit two copies of their plumbing fixture plans showing both existing conditions and any proposed changes/additions; along with a completed Sewer System Development Charge Calculation Information Sheet (attached). The sewer System Development Charge (SDC) will be calculated by the City for the applicant to pay prior to receiving their Development Permit.
11. The applicant shall submit the attached Industrial Sewer Use Evaluation information sheet to City Engineering, along with the design/construction plans, to determine if there are any pretreatment requirements for this site. Please note: The signature line on page 4 of this form is to be completed by a person in charge of the facility.

Building Dept.:

“Project appears to be a ‘change of use’ under Section 110 of the Oregon Structural Specialty Code, and will require an inspection and new Certificate of Occupancy.”

KCFD#1:

“The current site map shows the entrance to be 19’. Fire Code 503.21 (demands) the minimum width is 20’, 506.11 also requires a Knox Box pad lock or lock box for access gates. A change in occupancy is required by the Klamath County Building Department. The buildings may be required to have the exterior walls closest to the property line on the south side upgraded.”

Basin Transit:

“No comments.”

SPOKES:

“No details of h/c (handicap) parking spot are shown. Please refer to ORS 447.233 for necessary specifications.”

Avista:	No comments were received.
PP & L:	No comments were received.
Charter:	No comments were received.
Qwest:	No comments were received.
Proponents:	No comments were received.
Opponents:	No comments were received.

DECISION

After consideration of all staff, agency and citizen comments, and reviewing various data, the application is **approved** as presented subject to the following conditions:

CONDITIONS

1) Prior to the issuance of the Development Permit:

- a) The applicant shall submit a Site Construction Permit (SCP).
- b) The applicant is not required to submit a storm water site plan. However, water from the site flowing across the sidewalk will not be permitted. See section 4-10 of the City of Klamath Falls Public Works Engineering Standards (CKFPWES) and City Code 5.640 for more information.
- c) The applicant shall submit a site plan identifying both existing and proposed water services, fire service, and irrigation back-flow devices. It is the applicant's responsibility to determine whether or not the existing water main lines will supply enough water for domestic use, irrigation, and fire suppression.
- d) The applicant shall contact the Engineering Plans Examiner (Ray @ 541-883-5291) if an additional meter or an upgrade in meter size is required. City records indicate this site is currently serviced by a 5/8 inch water meter.
- e) The applicant shall verify the business address for Anderson Printing. The design review application is for 445 Commercial Street and the water service is for 443 Commercial Street.
- f) The applicant shall show any public improvements and grading/erosion control (if applicable) on a set of engineering design/construction plans that meet the requirements of the CKFPWES current edition.
- g) The applicant shall conform to the City of Klamath Falls Code 8.570 for driveway width, and to section 8-5.3.8 of the CKFPWES current edition for design criteria. The driveway width shall be increased to 24 feet. Curbs/gutters shall be installed in areas of driveway construction, changes and/or elimination.
- h) The applicant is required to have a signed set of the Site Construction Permit set of drawings, from City Engineering office, prior to the issuance of the Site Construction Permit.
- i) The applicant shall pay all Engineering fees related to this project. Refer to the attached Engineering Fee Schedule to determine the fees related to this project.
- j) The applicant shall submit two copies of their plumbing fixture plans showing both existing conditions and any proposed changes/additions; along with a completed Sewer System Development Charge Calculation Information Sheet (attached). The sewer System Development Charge (SDC) will be calculated by the City for the applicant to pay prior to receiving their Development Permit.
- k) The applicant shall submit the attached Industrial Sewer Use Evaluation information sheet to City Engineering, along with the design/construction plans, to determine if there are any pretreatment requirements for this site. Please note: The signature line on page 4 of this form is to be completed by a person in charge of the facility.
- l) The applicant shall submit a revised site plan to City Planning for review and approval showing the following:
 - A 24' wide minimum driveway.
 - Modified fence and gate accommodating 24' wide driveway.
 - A striped loading area in front of the three garage doors with no parking signage.
 - To scale location of trash and recycle receptacles.
 - Location of a handicap van accessible access aisle.
 - Location of a bicycle rack.
 - Reconfigured landscape area that accommodates a 24' wide driveway.

- Landscape area at the eastern terminus of the parking isle.
 - A barrier or curbing material between the landscaping and the sidewalk.
- m) The applicant shall submit a detailed landscaping plan, to City Planning for review and approval, showing the following details:
- A minimum of 220 sq ft of landscaping
 - Reconfigured landscape area that accommodates a 24' wide driveway
 - Landscaping at both ends of the parking isle
 - An irrigation plan
 - Name of plant material, the number of each species of plant that will be used, and the location of the different plant material
 - A minimum of 1 tree and 2 shrubs for every 1,000 square feet of landscaping or fraction thereof
 - All landscaped areas not covered with trees or other vegetation shall be covered with a 3 inch layer of bark mulch
 - A minimum of 50% of the landscaping area shall be covered by vegetation
 - All required trees shall be a minimum of 2" caliper in size
 - All shrubs shall be planted from a 5 gallon container
 - Trees planted at a minimum of every 50 feet along Commercial Street. A minimum of 2 street trees along Commercial Street.

2) General Conditions:

- a) All contractors working on this job shall maintain a valid city business license.
- b) The applicant shall obtain an inspection through the Klamath County Building Department and obtain a new certificate of occupancy prior to the new use moving in to the new building.
- c) The applicant shall install a Knox Box pad lock or lock box for access gates per Fire Code 506.11 prior to issuance of Certificate of Occupancy.
- d) The applicant shall install curbs in areas of driveway construction, changes and/or elimination.
- e) The applicant shall re-stripe the parking lot according to the approved site plan, with four inch painted lines and install wheel stops or curbing to prevent vehicles from driving over landscaping or sidewalks, the placement of approved bicycle parking, and installing signs identifying ADA spaces. All required parking lot improvements shall be completed prior to July 15, 2009 or issuance of Certificate of Occupancy.
- f) The applicant shall install all required landscaping prior to July 15, 2009.
- g) The applicant shall install a barrier or curbing material between the landscaping and the sidewalk to prevent material from washing into the public right-of-way prior to July 15, 2009.
- h) The applicant shall submit for review and approval a fence permit (no fee) prior to installation of any fence or any stand alone trash enclosure.
- i) The applicant shall submit for review and approval, a sign permit prior to the installation of any signs. All existing signs shall be made to conform to the uniform sign code found in CDO Sections 14.300-14.368.

This **Design Review** has met the condition and scope of the City of Klamath Falls Comprehensive Plan, acknowledged by the Oregon State Land and Conservation Development Commission on May 31, 1984. In doing so, this **Design Review** does address the appropriate policies encompassed in the Comprehensive Plan.

APPLICANTS ARE ADVISED THAT THIS DECISION IS FINAL AS OF THE DATE OF MAILING THIS DECISION (MARCH 17, 2009), UNLESS WRITTEN APPEAL AND A \$200 APPEAL FEE IS FILED WITH THE CITY PLANNING DEPARTMENT WITHIN 12 DAYS OF THE DATE OF MAILING.

DATED THIS 17TH OF MARCH 2009.

Kelly O'Neill
Planner

c: Tom Del Santo, Development Coordinator
Rick Bowman, Code Enforcement Officer