

City of Klamath Falls Planning Division
Administrative Review

In the matter of an
Administrative Review for:

Final Decision and Conditions: **1-DR-10**

Klamath 9-1-1
PO Box 999
Klamath Falls, OR 97601

ZCS Engineering, Inc.
900 Klamath Ave
Klamath Falls, OR 97601

Date: January 26, 2010

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, ZCS Engineering, Inc. for Klamath 9-1-1, proposes to construct an approximately 5,576 sq ft building to be used by Klamath 9-1-1. The proposed building will be co-located on the property approved for the new City Police Department building at 2501 Shasta Way. The Police Department building was approved through City File number 2-CUP-08 and is currently being constructed. The Police Department building is scheduled to be completed in July 2010 and construction of the proposed 9-1-1 facility is anticipated to begin by May 2010.

The subject property is zoned Public Facility and comprises approximately 129,809 sq ft (2.98 acre) on fourteen contiguous lots known as Lots 4-10 and 21-27, Block 310, of Darrow Addition. The property is also known by the following County Assessor's Tax Map and Lot identifier: R-3809-033DD tax lot 14500. The property is located at 2501 Shasta Way on the north side of Shasta Way, east of Mitchell Street and west of Washburn Way. The proposed use of the property as a government office is a permitted use in Public Facility zones. The City of Klamath Falls owns the property.

AGENCY COMMENTS

Planning –

1. Setbacks: Public Facility zones require 10' setbacks from all property lines. The existing structures have the following setbacks from the property lines: Approximately 26' front yard (south), approximately 60' rear yard (north), approximately 6' interior side yard (west), and approximately 98' interior side yard (east). The proposed building addition will reduce the east side yard setback to approximately 13'. All other setback distances will remain unchanged. The existing west side yard setback does not meet the setback requirements of the Community Development Ordinance (CDO) but this pre-existing non-conformity will not be expanded through the proposed building addition, nor through the construction/remodel of the Police Department.
2. Lot Coverage: Public Facility zones allow for 100% lot coverage provided all parking and landscaping requirements are met. The existing buildings have a combined footprint of

approximately 25,383 sq ft (23,893 sq ft main building, 1,297 sq ft garage, 193 sq ft storage building) and the proposed structure has a footprint of approximately 5,576 sq ft. The combined footprint of the existing and proposed buildings is 30,959 sq ft which will cover approximately 24% of the approximately 129,809 sq ft (2.98 acre) subject property.

3. Height: The maximum allowed building height for Public Facility zones is 70'. The maximum proposed building height for the new structure is approximately 27'.
4. Parking: Parking for the approved Police Department building being constructed on the subject property was calculated using a requirement of 1 parking space per 700 sq ft of gross floor area for the main structure plus 1 space per employee. The approximately 23,893 sq ft building required 34 parking spaces and the 63 employees required 63 spaces for a total of 97 parking spaces. Using the same calculations for the proposed structure the approximately 5,576 sq ft building requires 8 additional spaces and the estimated 8 employees require 8 additional spaces. The total number of required parking spaces for the site is 113. The proposed site plan shows a total of 114 parking spaces which is within the number of allowed spaces permitted by CDO Section 14.010(4).

CDO Section 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces. The 113 required vehicle parking spaces require 10 bicycle spaces to be provided for the site. The proposed Klamath 9-1-1 facility will share bicycle parking with the Police Department facility.

Parking areas with 101-150 parking spaces require 5 parking spaces for use by people with disabilities and at least 1 van accessible parking space for people with disabilities. The proposed site plan shows a total of 6 ADA accessible spaces, two of which are van accessible.

All parking lot improvements shall be completed prior to building occupancy. The ADA accessible spaces for people with disabilities shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage.

5. Landscaping: The applicant proposes to provide landscaping for this portion of the subject property that will be contiguous with the approved landscaping plan for the Police Department building. The plans include landscaped areas around the perimeter of the property and scattered throughout the parking area. A large amount of landscaping will be in the front of the property along Shasta Way. The CDO requires at least three percent of the area used for parking and maneuvering to be landscaped. This proposal exceeds this requirement. The applicant shall submit a finalized landscape plan for review and approval.

The applicant shall submit a detailed landscaping plan, to City Planning, for review and approval, prior to installing landscaping.

All landscaping shown on the detailed landscaping plan, once approved, shall be installed by the applicant prior to occupancy and maintained by the applicant.

6. Fences: The site plan shows the placement of a CMU security/screen wall to be constructed on the east side of the proposed 9-1-1 facility. Approval of this Design Review does not constitute approval of fence placement, materials, or height. **A fence permit shall be submitted, reviewed, and approved prior to installation of any fence.**

7. Signs: Approval of this Design Review does not constitute approval of sign placement or size. **A sign permit shall be submitted, reviewed, and approved prior to installation of any sign. All signs shall conform to the Uniform Sign Act found in CDO Sections 14.300 – 14.368.**

Engineering –

1. It was determined at the pre-application meeting, held on 9/10/09, that sidewalks on Union Street adjacent to this site would be deferred to a later date at the time that sidewalks immediately to either the east or west of the site get constructed.
2. This development is not proposing any additional driveways and intends to use the ones approved for the City Police Office project.
3. From the information provided at the pre-application meeting it was decided that the site would be monitored, with respect to grading and erosion, as a small site. The fee at the time of permit application for that activity is \$250.
4. Not enough information was provided to determine if a storm drainage plan/report will be required. The applicant will need to refer to the City of Klamath Falls Public Works Engineering Standards (CKFPWES) Figure 4-1 (flow chart) for a response to that item. Related fees will be based on that determination.
5. The 911 development project will require individual City utility connections for water and sewer. The Engineering design/construction drawings will need to comply with the CKFPWES and show the location of the water meter, any back-flow device, fire service, irrigation meter and sewer lateral. A fee of \$75 will be required for the sewer service connection and \$300 for the fire service. Both fees cover plan review and inspection for those items.
6. The size of the water meter requested will determine the meter installation fee and water System Development Charge. The Engineering drawings will need to identify that meter size.
7. The applicant will need to complete a City Sewer System Development Charge Calculation Information Sheet. Submit two sets of plumbing fixture plans with the required form (provided) to the City Planner of record for this project. The Sewer System Development Charges will be calculated from this information. .
8. The applicant shall complete the City Industrial Sewer Use Evaluation form and return it to the City Planner of record for this project. The applicant was provided the form on 9/10/09 at the pre-application meeting.
9. The applicant shall submit the Engineering design/construction drawings, which meet the requirements of the current edition of the CKFPWES, to the City Planner of record for this project. The number of plans to submit is unknown at this time until the applicant addresses above item 4. Once that has been determined the applicant can check with the City Surveyor/Development Supervisor (541.883.5365) for the number of plan sets.
10. A City Engineering issued Site Construction Permit (SCP) will be required for the improvements on this development project. The SCP application is attached for the applicant and contractor to complete and submit. A fee schedule of other Engineering Division services is attached for the applicant's reference.

KC Fire Dist #1 –

“Provided the building is built per current NFPA 1221 & current O.S.S.C. and current OFC. KCFD No. 1 has no comments.”

Avista:	No comments were received.
Qwest:	No comments were received.
PP&L:	No comments were received.
Charter:	No comments were received.
City Police:	No comments were received.
County Building:	No comments were received.
USBR:	No comments were received.
SPOKES:	No comments were received.
Opponents:	No comments were received.
Proponents:	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

➤ **Prior to the issuance of the Development Permit:**

- 1) Not enough information was provided to determine if a storm drainage plan/report will be required. The applicant shall refer to the City of Klamath Falls Public Works Engineering Standards (CKFPWES) Figure 4-1 (flow chart) and provide additional information in response to that item. Related fees will be based on that determination.
- 2) The applicant shall submit Engineering design/construction drawings, which meet the requirements of the current edition of the CKFPWES, to the City Planner of record for this project. The number of plans to submit is unknown at this time until the applicant addresses above condition 1). Once that has been determined the applicant can check with the City Surveyor/Development Supervisor (541.883.5365) for the number of plan sets.
- 3) The applicant shall obtain a City Engineering issued Site Construction Permit (SCP) for the improvements on this development project. The SCP application is attached for the applicant and contractor to complete and submit.
- 4) The size of the water meter requested will determine the meter installation fee and water System Development Charge. The applicant shall submit Engineering drawings that identify that meter size. The applicant shall pay all required SDC's prior to issuance of a Development Permit.
- 5) The 911 development project will require individual City utility connections for water and sewer. The applicant shall submit Engineering design/construction drawings that comply with the CKFPWES and show the location of the water meter, any back-flow device, fire service, irrigation meter and sewer lateral. The applicant shall pay a fee of \$75 for the sewer service connection and \$300 for the fire service. Both fees cover plan review and inspection for those items.

- 6) The applicant shall complete a City Sewer System Development Charge Calculation Information Sheet. Submit two sets of plumbing fixture plans with the required form (provided) to the City Planner of record for this project. The Sewer System Development Charges will be calculated from this information. .
- 7) The applicant shall complete the City Industrial Sewer Use Evaluation form and return it to the City Planner of record for this project. The applicant was provided the form on 9/10/09 at the pre-application meeting.
- 8) The site will be monitored, with respect to grading and erosion, as a small site. The applicant shall pay the \$250 fee for the small site grading and erosion permit.
- 9) The applicant shall submit a detailed landscaping plan, to City Planning, for review and approval, prior to installing landscaping.

➤ **General Conditions:**

- 10) All parking lot improvements shall be completed prior to building occupancy. The ADA accessible space for people with disabilities shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage.
- 11) All landscaping shown on the detailed landscaping plan, once approved, shall be installed by the applicant prior to occupancy and maintained by the applicant.
- 12) A sign permit shall be submitted, reviewed, and approved prior to installation of any sign. All signs shall conform to the Uniform Sign Act found in CDO Sections 14.300 – 14.368.
- 13) A fence permit shall be submitted, reviewed, and approved prior to installation of any fence.
- 14) All contractors working on or at the subject property shall maintain a valid City Business License.

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 BECOMES FINAL TWELVE DAYS FROM THE DATE OF MAILING THIS DECISION, UNLESS WRITTEN APPEAL AND A \$200 APPEAL FEE IS FILED WITH THE CITY PLANNING DEPARTMENT.

DATED THIS 26 JANUARY 2010

Joe Slaughter
Associate Planner

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