

City of Klamath Falls Planning Department
Administrative Review

In the matter of an
Administrative Review for:

Final Decision and Conditions: **5-CUP-09**

Robert Zarosinski
P.O. Box 5080
Klamath Falls, OR 97601

Four Leaf Clover Place, LLC
2575 Campus Drive #444
Klamath Falls, OR 97601

July 27, 2009

In accordance with the provisions of Sections 10.805, 11.100-11.120, 12.010 and 12.380 of the Community Development Ordinance (CDO), and the Development Standards for the Campus Planned Unit Development, the City of Klamath Falls Planning Division has reviewed this request for a Conditional Use Permit.

NATURE OF THE PROPOSAL

The applicant, Robert Zarosinski for Four Leaf Clover Place, LLC, proposes to build an approximately 1,000 sq ft addition onto an existing medical office and convert the site into the new home of the Klamath Heart Clinic. The expansion will be accomplished by enclosing an existing courtyard in front of the building which will bring the total building area to approximately 4,800 sq ft. The plans also include expanding the parking area and relocating the driveway. The subject property is zoned Medical-Professional/Apartment within the Campus Planned Unit Development (PUD). The property address is 2614 Clover Street and the property can be found on Assessor's Map R-3809-020BD tax lot 02700. The property can also be described as Lot 11, Block 5, Campus View Subdivision excepting the northerly 10' of Lot 11.

AGENCY COMMENTS

Planning –

1. **Uses Permitted by Zone:** The Permitted Uses section of the Campus PUD Development Standards (PUDDS) lists all uses that are conditionally permitted within the Campus PUD. The proposed use of this property as a medical office is appropriate for the Medical-Professional/Apartment portion of the Campus PUD.
2. **Lot Coverage:** The Campus PUDDS allow a maximum lot coverage of 60% for Medical-Professional properties. The proposed addition will increase the building footprint to a total of approximately 4,800 sq ft which will cover approximately 20% of this 23,940 sq ft property.
3. **Building Height:** The Campus PUDDS list a maximum height of 30' for buildings in Medical-Professional/Apartment zones. The maximum proposed building height is 22'.
4. **Setbacks:** The Campus PUDDS require a minimum 30' setback for all street frontages and a minimum 20' setback for all side and rear yards. The north, east and west setbacks will not be changed by the proposed addition and will remain at approximately 20' from the north

property line, approximately 56' from the east property line and approximately 30' from Clover Street to the west. The proposed building addition will reduce the south side yard setback to approximately 46'. All existing and proposed setbacks meet or exceed minimum setback distance requirements.

5. **Parking:** The Campus PUDDS require all uses within the Campus PUD to provide off street parking in accordance with the requirements of Chapter 14 of the Community Development Ordinance (CDO). CDO Section 14.010 requires 1 space for every 200 sq ft for dental offices. The proposed addition will increase the medical office area to approximately 4,800 sq ft requiring 24 parking spaces.

CDO Section 14.010(4) allows for a maximum number of parking spaces equal to 110% of the total number required, allowing for a maximum of 27 parking spaces for this development. The proposed site plan shows a total of 26 parking spaces, which is within the allowable range.

CDO Section 14.040(7) b. states that small vehicle parking spaces may satisfy up to 30 percent of the spaces required by Section 14.010. The remaining 70 percent of the required number of parking spaces shall be standard parking spaces meaning that this development is required to have at least 17 standard spaces. The site plan shows 17 standard, 19' x 9', parking spaces to be provided. The remaining 9 spaces will be small vehicle parking spaces measuring 16' x 9'.

CDO Section 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces. The 24 required vehicle parking spaces require a total of 2 bicycle spaces to be provided. The proposed site plan does not show any bicycle parking spaces. *The applicant shall submit a revised site plan showing the placement of at least 2 bicycle parking spaces located within 50' of the main entrance of the building.*

Parking lots with 25-50 parking spaces are required to provide a minimum of 2 parking space for use by people with disabilities which meet the disabled space design requirements listed in CDO 14.010 (2). The submitted site plan shows a total of 2 disabled parking space which are shown to be ADA van accessible.

The approved vehicle parking layout shall be striped with four inch-wide painted lines, wheel stops or curbing shall be installed to prevent vehicles from driving over landscaping, unpaved areas, and sidewalks. The ADA accessible spaces shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage.

6. **Signs:** The proposed site plan does not show the placement of any new or existing signs. Approval of this Conditional Use Permit does not constitute approval of current or future sign placement or size. A sign permit must be submitted, reviewed, and approved prior to installation or modification of any sign. All signs shall conform to the uniform sign code found in CDO 14.300-14.368 and Section 10 of the Campus PUDDS.
7. **Driveways:** City Code Section 8.570 allows a maximum width of 24' for commercial driveways and CDO Section 14.040(4) requires access aisles which provide two way traffic to be a minimum of 24' wide. The proposed site plan shows a single 24' driveway on Clover Street and the access aisle within the parking lot is 24' wide.

8. **Landscaping:** The new landscaping shown on the landscaping plan along with the existing landscaping will provide landscaping that meets the requirements found in CDO sections 14.400-14.430 for total area, placement, coverage, etc. Any changes to the proposed landscaping plan will require review by the City Planning Division. All landscaping shown on the approved landscape plan shall be installed prior to occupancy of the new building addition. *The design/construction plans shall provide information for the irrigation system out to the southwest corner of the property labeled with “this area will need sprinklers” on the landscaping plan.*
9. **Fences, Trash Enclosures and Recycling:** Commercial developments having a solid waste receptacle shall provide a site of equal or greater size adjacent to or with access comparable to, the common solid waste receptacle to accommodate materials collected by local solid waste franchise under its residential route collection program for purposes of recycling. Both the recycle site and the solid waste receptacle shall be screened to a height of six feet with sight obscuring fence or vegetation (CDO 14.180 (1)).

The proposed site plan shows the placement of a trash enclosure near the northeast corner of the building. *Room shall be provided for recycling within the proposed “trash enclosure” and the enclosure shall be screened to a height of six feet. The proposed trash enclosure will require a fence permit from the City Planning Division. Approval of this Conditional Use Permit does not constitute approval of future fence placement. A fence permit (no fee) must be submitted, reviewed, and approved prior to installation of any fence. Maximum fence heights cannot be exceeded without an approved variance.*

Engineering -

1. A Site Construction Permit (SCP) is required for this development, which can be issued by the Engineering Division, following the Conditional Use Permit, satisfactory review of the engineering design/construction drawings, and payment of determined fees. The developer/contractor will need to complete the SCP application and return it to the City Engineering office.
2. From the information provided on the conceptual plan; engineered large site erosion/grading plan will not be required. The amount of grading and paving work on site can be monitored through small site grading/erosion measures (\$250 fee), which can be referenced on the engineering design/construction plans.
3. From the information provided on the conceptual plan a private storm drainage report will not be required. The engineering design/construction drawings will need to demonstrate how storm water from the parking lot will be collected and properly disbursed without sheet flowing across the new proposed sidewalk (per City Code 5.640).
4. A continuous sidewalk constructed of Portland Cement Concrete (PCC) shall be constructed connecting the south and north terminus of the existing sidewalk contiguous with this site. It shall be designed and constructed to the City of Klamath Falls Public Works Engineering Standards (CKFPWES) with references to the City Engineering Drawings (CED's) pertaining to sidewalks. The driveway shall be reconstructed to comply with CED No. 8-210. These improvements shall be shown on the engineering design/construction plans. Combined fee = \$150, for sidewalk construction and driveway excavation.

5. The conceptual plan is not showing the existing water and sewer service to this site. The engineering design/construction drawings shall show this information and any proposed water meter changes (size, location or addition), along with any proposed fire suppression (public hydrant, private hydrant or fire vault). This information is required to determine any additional water System Development Charges (SDC's) or related fees. The applicant will need to provide City Engineering with two copies of the plumbing fixture plans and a completed Sewer Calculation Information Sheet to determine any sewer SDC required for this development.
6. A City approved back flow device, for the irrigation system, shall be shown on the engineering design/construction drawings.
7. The applicant shall return a completed sewer evaluation form to City Engineering, which was provided to them at the pre-application meeting.
8. The total of the City Engineering fees and SDC's will be determined once the engineering design/construction drawings and forms have been submitted and reviewed by staff.

County Building -

1. The building permit submittal shall include a comprehensive code evaluation, drawings, calculations, and specifications for the project. All design documents shall be prepared and stamped by an Architect or Engineer licensed by the State of Oregon to practice as such.
2. Building permit application shall include site plan and development approvals from City of Klamath Falls Planning and Engineering departments. Any variations to the site plan require re-approval by the City of Klamath Falls prior to issuance of building permit(s).
3. No work shall commence prior to plan review and issuance of the appropriate building and trade permits.
4. Phased construction and / or deferred submittals require approval of the Building Division and submittals for such work shall follow established policy for plan review. No work shall commence prior to review and approval of the associated project phase.

KCFD #1 –

“Fire District 1 has no concerns with this project as long as Building Code requirements are met.”

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

RELEVANT REVIEW CRITERIA, FACTS AND ANALYSIS

This proposal is being reviewed according to the provisions of the Klamath Falls Community Development Ordinance (CDO Chapters 10-14), specifically Sections 11.100 to 11.120 regarding Conditional Use Permits:

Criterion #1: The conditional use permit conforms to all provisions of Chapter 10 to 14 and any applicable street plan.

Facts and Analysis: Specific provisions of CDO Chapters 10 to 14 are addressed in the Planning Comments listed above and covered again in Criteria 2-7.

Finding: *The proposed conditional use permit will conform to all applicable provisions of chapters 10 – 14 of the Community Development Ordinance through conditions. **This criterion is met with conditions.***

Criterion #2: The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls, and fences, parking, loading, landscaping, and other features required to adjust said use with land and uses in the neighborhood.

Facts and Analysis: The Campus PUDDS allow a maximum lot coverage of 60% for Medical-Professional properties. The proposed addition will increase the building footprint to a total of approximately 4,800 sq ft which will cover approximately 20% of this 23,940 sq ft property.

The Campus PUDDS list a maximum height of 30' for buildings in Medical-Professional/Apartment zones. The maximum proposed building height is 22'.

The Campus PUDDS require a minimum 30' setback for all street frontages and a minimum 20' setback for all side and rear yards. The north, east and west setbacks will not be changed by the proposed addition and will remain at approximately 20' from the north property line, approximately 56' from the east property line and approximately 30' from Clover Street to the west. The proposed building addition will reduce the south side yard setback to approximately 46'. All existing and proposed setbacks meet or exceed minimum setback distance requirements.

The Campus PUDDS require all uses within the Campus PUD to provide off street parking in accordance with the requirements of Chapter 14 of the Community Development Ordinance (CDO). CDO Section 14.010 requires 1 space for every 200 sq ft for dental offices. The proposed addition will increase the medical office area to approximately 4,800 sq ft requiring 24 parking spaces.

CDO Section 14.010(4) allows for a maximum number of parking spaces equal to 110% of the total number required, allowing for a maximum of 27 parking spaces for this development. The proposed site plan shows a total of 26 parking spaces, which is within the allowable range.

CDO Section 14.040(7) b. states that small vehicle parking spaces may satisfy up to 30 percent of the spaces required by Section 14.010. The remaining 70 percent of the required number of parking spaces shall be standard parking spaces meaning that this development is required to have at least 17 standard spaces. The site plan shows 17 standard, 19' x 9', parking spaces to be provided. The remaining 9 spaces will be small vehicle parking spaces measuring 16' x 9'.

CDO Section 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces. The 24 required vehicle parking spaces require a total of 2 bicycle spaces to be provided. The proposed site plan does not show any bicycle parking spaces. The applicant shall submit a revised site plan showing the placement of at least 2 bicycle parking spaces located within 50' of the main entrance of the building.

Parking lots with 25-50 parking spaces are required to provide a minimum of 2 parking spaces for use by people with disabilities which meet the disabled space design requirements listed in CDO 14.010 (2). The submitted site plan shows a total of 2 parking spaces which are shown to be ADA van accessible.

The approved vehicle parking layout shall be striped with four inch-wide painted lines, wheel stops or curbing shall be installed to prevent vehicles from driving over landscaping, unpaved areas, and sidewalks. The ADA accessible spaces shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage.

City Code Section 8.570 allows a maximum width of 24' for commercial driveways and CDO Section 14.040(4) requires access aisles which provide two way traffic to be a minimum of 24' wide. The proposed site plan shows a single 24' driveway on Clover Street and the access aisle within the parking lot is 24' wide.

The new landscaping shown on the landscaping plan along with the existing landscaping will provide meet the requirements found in CDO sections 14.400-14.430 for total area, placement, coverage, etc. Any changes to the proposed landscaping plan will require review by the City Planning Division. All landscaping shown on the approved landscape plan shall be installed prior to occupancy of the new building addition. The design/construction plans shall provide information for the irrigation system out to the southwest corner of the property labeled with "this area will need sprinklers" on the landscaping plan.

Commercial developments having a solid waste receptacle shall provide a site of equal or greater size adjacent to or with access comparable to, the common solid waste receptacle to accommodate materials collected by local solid waste franchise under its residential route collection program for purposes of recycling. Both the recycle site and the solid waste receptacle shall be screened to a height of six feet with sight obscuring fence or vegetation (CDO 14.180 (1)).

The proposed site plan shows the placement of a trash enclosure near the northeast corner of the building. Room shall be provided for recycling within the proposed "trash enclosure" and the enclosure shall be screened to a height of six feet. The proposed trash enclosure will require a fence permit from the City Planning Division. Approval of this Conditional Use Permit does not constitute approval of future fence placement. A fence permit (no fee) must be submitted, reviewed, and approved prior to installation of any fence. Maximum fence heights cannot be exceeded without an approved variance.

Finding: *The site for the proposed use is adequate in size and shape to accommodate said uses and all yards, spaces, walls, and fences, parking, loading, landscaping, and other features required to adjust said uses with land and uses in the neighborhood given the conditions listed in the Conditions section. This criterion is met with conditions.*

Criterion #3: The site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

Facts and Analysis: The subject property is currently developed as a medical office and the proposed addition is not expected to have a significant impact on the transportation system.

City Code Section 8.570 allows a maximum width of 24' for commercial driveways and CDO Section 14.040(4) requires access aisles which provide two way traffic to be a minimum of 24' wide. The proposed site plan shows a single 24' driveway on Clover Street and the access aisle within the parking lot is 24' wide.

Finding: *The site for the proposed use will relate to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use given the conditions listed in the Conditions section. **This criterion is met.***

Criterion #4: The proposed use will have no adverse effect on abutting property or the permitted uses thereof.

Facts and Analysis: The Permitted Uses section of the Campus PUD Development Standards (PUDDS) lists all uses that are conditionally permitted within the Campus PUD. The proposed use of this property as a medical office is appropriate for the Medical-Professional/Apartment portion of the Campus PUD. The proposed use of the property is not expected to have adverse effects on abutting property with the conditions placed on the development.

Finding: *The proposed use will have no adverse effect on abutting property or the permitted uses thereof given the conditions listed in the Conditions section. **This criterion is met with conditions.***

Criterion #5: The adequate capacity of City facilities for water, sewer, paved access, electricity and storm drainage can and will be provided to and through the property;

Facts and Analysis: From the information provided on the conceptual plan; engineered large site erosion/grading plan will not be required. The amount of grading and paving work on site can be monitored through small site grading/erosion measures (\$250 fee), which can be referenced on the engineering design/construction plans.

From the information provided on the conceptual plan a private storm drainage report will not be required. The engineering design/construction drawings will need to demonstrate how storm water from the parking lot will be collected and properly disbursed without sheet flowing across the new proposed sidewalk (per City Code 5.640).

A continuous sidewalk constructed of Portland Cement Concrete (PCC) shall be constructed connecting the south and north terminus of the existing sidewalk contiguous with this site. It shall be designed and constructed to the City of Klamath Falls Public Works Engineering Standards (CKFPWES) with references to the City Engineering Drawings (CED's) pertaining to sidewalks. The driveway shall be reconstructed to comply with CED No. 8-210. These improvements shall be shown on the engineering design/construction plans. Combined fee = \$150, for sidewalk construction and driveway excavation.

The conceptual plan is not showing the existing water and sewer service to this site. The engineering design/construction drawings shall show this information and any proposed water meter changes (size, location or addition), along with any proposed fire suppression (public hydrant, private hydrant or fire vault). This information is required to determine any additional water System Development Charges (SDC's) or related fees. The applicant will need to provide City Engineering with two copies of the plumbing fixture plans and a completed Sewer Calculation Information Sheet to determine any sewer SDC required for this development.

Finding: *The adequate capacity of City facilities for water, sewer, paved access, electricity and storm drainage can and will be provided to and through the property given the conditions listed in the Conditions section. **This criterion is met with conditions.***

Criterion #6: The proposed use is similar in scale, bulk, and coverage and is architecturally compatible with other uses in the area.

Facts and Analysis: The Campus PUDDS allow a maximum lot coverage of 60% for Medical-Professional properties. The proposed addition will increase the building footprint to a total of approximately 4,800 sq ft which will cover approximately 20% of this 23,940 sq ft property.

The Campus PUDDS list a maximum height of 30' for buildings in Medical-Professional/Apartment zones. The maximum proposed building height is 22'.

The Campus PUDDS require a minimum 30' setback for all street frontages and a minimum 20' setback for all side and rear yards. The north, east and west setbacks will not be changed by the proposed addition and will remain at approximately 20' from the north property line, approximately 56' from the east property line and approximately 30' from Clover Street to the west. The proposed building addition will reduce the south side yard setback to approximately 46'. All existing and proposed setbacks meet or exceed minimum setback distance requirements.

Finding: *The proposed use is similar in scale, bulk, and coverage and is architecturally compatible with other uses in the area. **This criterion is met.***

Criterion #7: Provisions of public facilities and services to the site will not cause service delivery shortage to existing developments.

Facts and Analysis: From the information provided on the conceptual plan; engineered large site erosion/grading plan will not be required. The amount of grading and paving work on site can be monitored through small site grading/erosion measures (\$250 fee), which can be referenced on the engineering design/construction plans.

From the information provided on the conceptual plan a private storm drainage report will not be required. The engineering design/construction drawings will need to demonstrate how storm water from the parking lot will be collected and properly disbursed without sheet flowing across the new proposed sidewalk (per City Code 5.640).

A continuous sidewalk constructed of Portland Cement Concrete (PCC) shall be constructed connecting the south and north terminus of the existing sidewalk contiguous with this site. It shall be designed and constructed to the City of Klamath Falls Public Works Engineering Standards (CKFPWES) with references to the City Engineering Drawings (CED's) pertaining to sidewalks. The driveway shall be reconstructed to comply with CED No. 8-210. These improvements shall be shown on the engineering design/construction plans. Combined fee = \$150, for sidewalk construction and driveway excavation.

The conceptual plan is not showing the existing water and sewer service to this site. The engineering design/construction drawings shall show this information and any proposed water meter changes (size, location or addition), along with any proposed fire suppression (public hydrant, private hydrant or fire vault). This information is required to determine any additional water System Development Charges (SDC's) or related fees. The applicant will need to provide City Engineering with two copies of the plumbing fixture plans and a completed Sewer Calculation Information Sheet to determine any sewer SDC required for this development.

Finding: *Provisions of public facilities and services to the site will not cause service delivery shortage to existing developments given the conditions listed in the Conditions section. **This criterion is met with conditions.***

Criterion #8: The conditions stated in the decision are deemed necessary to protect the public safety and general welfare.

Facts and Analysis: The conditions stated in the decision are necessary to insure that all applicable laws and standards are being met by the proposal. These laws and standards are necessary to protect the public safety and general welfare.

Finding: *The conditions stated in the decision are deemed necessary to protect the public safety and general welfare. This criterion is met.*

DECISION

After consideration of all staff, agency and citizen comments, and reviewing various data, the application for a **Conditional Use Permit** is **approved with the following conditions:**

CONDITIONS

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

- 1) A Site Construction Permit (SCP) is required for this development, which can be issued by the Engineering Division, following the Conditional Use Permit, satisfactory review of the engineering design/construction drawings, and payment of determined fees. The developer/contractor will need to complete the SCP application and return it to the City Engineering office.
- 2) From the information provided on the conceptual plan; engineered large site erosion/grading plan will not be required. The amount of grading and paving work on site can be monitored through small site grading/erosion measures (\$250 fee), which can be referenced on the engineering design/construction plans.
- 3) From the information provided on the conceptual plan a private storm drainage report will not be required. The engineering design/construction drawings will need to demonstrate how storm water from the parking lot will be collected and properly disbursed without sheet flowing across the new proposed sidewalk (per City Code 5.640).
- 4) A continuous sidewalk constructed of Portland Cement Concrete (PCC) shall be constructed connecting the south and north terminus of the existing sidewalk contiguous with this site. It shall be designed and constructed to the City of Klamath Falls Public Works Engineering Standards (CKFPWES) with references to the City Engineering Drawings (CED's) pertaining to sidewalks. The driveway shall be reconstructed to comply with CED No. 8-210. These improvements shall be shown on the engineering design/construction plans. Combined fee = \$150, for sidewalk construction and driveway excavation.
- 5) The conceptual plan is not showing the existing water and sewer service to this site. The engineering design/construction drawings shall show this information and any proposed water meter changes (size, location or addition), along with any proposed fire suppression (public hydrant, private hydrant or fire vault). This information is required to determine any additional water System Development Charges (SDC's) or related fees. The applicant will need to provide City Engineering with two copies of the plumbing fixture plans and a completed Sewer Calculation Information Sheet to determine any sewer SDC required for this development.
- 6) A City approved back flow device, for the irrigation system, shall be shown on the engineering design/construction drawings.

- 7) The applicant shall return a completed sewer evaluation form to City Engineering, which was provided to them at the pre-application meeting.
- 8) The total of the City Engineering fees and SDC's will be determined once the engineering design/construction drawings and forms have been submitted and reviewed by staff. The total amount due for SDC's shall be paid to City Engineering prior to the issuance of a Development Permit.
- 9) The design/construction plans shall provide information for the irrigation system out to the southwest corner of the property labeled with "this area will need sprinkles" on the landscaping plan.
- 10) The applicant shall submit a revised site plan showing the placement of at least 2 bicycle parking spaces located within 50' of the main entrance of the building.
- 11) The proposed site plan shows the placement of a trash enclosure near the northeast corner of the building. Room shall be provided for recycling within the proposed "trash enclosure" and the enclosure shall be screened to a height of six feet. The proposed trash enclosure will require a fence permit from the City Planning Division. Approval of this Conditional Use Permit does not constitute approval of future fence placement. A fence permit (no fee) must be submitted, reviewed, and approved prior to installation of any fence. Maximum fence heights cannot be exceeded without an approved variance.

➤ **General Conditions:**

- 12) All contractors working on this job shall maintain a valid city business license.
- 13) The approved vehicle parking layout shall be striped with four inch-wide painted lines, wheel stops or curbing shall be installed to prevent vehicles from driving over landscaping, unpaved areas, and sidewalks. The ADA accessible spaces shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage. The bicycle parking shall be installed as shown on the approved site plan. All required parking shall be completed prior to October 31, 2009.
- 14) All trash and recycling facilities as shown on the approved site plan shall be installed prior to occupancy of any of the proposed buildings.
- 15) All landscaping shown on the approved landscape plan shall be installed prior to October 31, 2009.
- 16) Building permit submittal shall include a comprehensive code evaluation, drawings, calculations, and specifications for the project. All design documents shall be prepared and stamped by an Architect or Engineer licensed by the State of Oregon to practice as such.
- 17) Building Permit application shall include site plan and development approvals from City of Klamath Falls Planning and Engineering Divisions. Any variations to the site plan require re-approval by the City of Klamath Falls prior to issuance of building permit(s).
- 18) No work shall commence prior to plan review and issuance of the appropriate building and trade permits.

- 19) Phased construction and/or deferred submittals require approval of the Building Division and submittals for such work shall follow established policy for plan review. No work shall commence prior to review and approval of the associated project phase.
- 20) A fence permit (no fee) must be submitted, reviewed, and approved prior to installation of any fence.
- 21) A sign permit must be reviewed and approved for each sign prior to the placement of any new sign on the property.

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 27TH DAY OF JULY, 2009.

Joe Slaughter
Associate Planner

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