

City of Klamath Falls Planning Department
Administrative Review

In the matter of an
Administrative Review for:

Final Decision and Conditions: **5-DR-10**

Spring Street Properties
PO Box 5143
Klamath Falls, OR 97601

Summit Building Products
PO Box 1419
Klamath Falls, OR 97601

Date: March 18, 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, Summit Building Products, proposes to expand the use of the subject property to include the manufacturing of trusses. Summit Building Products currently uses the property for metal roof manufacturing. The existing use will remain and the truss manufacturing will be added to a portion of the existing yard space. The applicant does not plan to build any new structures on the property at this time. There are three buildings located on the property: Building #1 is approximately 9,754 sq ft in area, approximately 28' tall and used for metal roof manufacturing; Building #2 is approximately 4,242 sq ft in area, approximately 18' tall and currently unused; Building #3 is approximately 2,914 sq ft in area, approximately 45' tall and currently unused. The subject property, owned by Spring Street Properties, is addressed as 843 and 853 Spring Street and can be found on Assessor's Map 3809-033CB Tax Lots 00100 & 00102. The property can also be described as Lots 11-16, Block 19, 2nd Railroad Addition. The property is zoned Industrial.

AGENCY COMMENTS

Planning –

1. **Lot Coverage:** Industrial zoning allows for 100% lot coverage provided all parking, landscaping and setback requirements are met. The proposed addition of a truss manufacturing area does not include the construction of any new structures. There are three buildings currently located on the property: Building #1 is approximately 9,754 sq ft in area, Building #2 is approximately 4,242 sq ft in area and Building #3 is approximately 2,914 sq ft in area. The total footprint of all existing buildings is approximately 16,910. The existing buildings cover approximately 37.5% of the approximately 45,000 sq ft subject property.
2. **Setbacks:** Industrial zones require a minimum 10' setback from all property lines. The existing buildings have the following setback distances: 0' north, 4' east, 85' south and 0' west. Three of the existing setback distances do not comply with the setback requirements of Community Development Ordinance (CDO) Section 12.010. CDO Section 12.865 (1) allows

nonconforming structures to be altered, repaired or expanded as long as the alteration, repair or expansion does not increase the existing nonconformity or create a new one. The proposed addition of a truss manufacturing area will not increase the existing setback nonconformity or create a new nonconformity.

3. **Height:** There are three buildings located on the property: Building #1 is approximately 28' tall, Building #2 is approximately 18' tall and Building #3 is approximately 45' tall. All existing structures are within the maximum 45' height limitation of Industrial zones.
4. **Street Improvements:** Community Development Ordinance (CDO) Section 14.050 requires all parcels and lots to abut upon an improved street with sidewalks for the entire length of the lot frontage. Spring Street is a 100' wide right-of-way that has been developed with a 20'-30' asphalt paved driving surface near the center and the remainder of the right-of-way is occupied by utilities, parking and loading areas, and some loading docks that encroach into the right-of-way. The only sidewalks on Spring Street are located at the northern and southern ends of the street; approximately 700' from the subject property to the south and more than 2,000' from the subject property to the north. Since the placement of sidewalks adjacent to the subject property will not create connectivity to existing sidewalks and the future design / use of the Spring Street right-of-way has not been determined, the applicant will not be required to construct street improvements adjacent to the subject property at this time. A Local Improvement Contract shall be signed, recorded with the Klamath County Clerk's Office, and returned to the City Planning Division prior to the issuance of a development permit.

The City is considering developing a master plan for the future use and development of the Spring Street right-of-way. Once this plan is adopted the overall layout of the right-of-way will be known and street improvements can be made in a logical manner.

The property owner shall sign and record a Local Improvement Contract with the Klamath County Clerk's office for improvements to Spring Street and shall be responsible, without further action by the City, for those street improvements once a master plan for Spring Street has been adopted by the City.

5. **Parking:** Community Development Ordinance (CDO) 14.010 requires 1 parking space for every 700 sq ft of building space for manufacturing businesses. The total floor area of the three existing buildings is approximately 16,910 requiring a total of 24 parking spaces (16,910 / 700). The subject property, like many of the properties abutting Spring St, has been developed in a fashion that utilizes a portion of the Spring Street right-of-way as parking area. This development pattern has left many of these properties without adequate off-street parking. City Planning has allowed the re-use of existing structures, in the Spring Street area, that do not meet the off-street parking requirements; provided that the applicant maximizes the amount of off-street parking available on the site, the proposal does not include building expansion, and the proposed use does not expand the parking demand for the site. These conditions coupled with the availability of parking within the Spring Street right-of-way have allowed for the effective re-use of buildings in the area that would otherwise be unusable given the CDO requirements for off-street parking.

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 for the site. The proposed site plan does not show bicycle parking spaces.

Parking areas with 1-25 parking spaces require 1 van accessible parking space for people with disabilities. The applicant shall be responsible for insuring that the space provided meets all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage.

CDO Section 14.040 (1) requires all areas used for parking and maneuvering vehicles to be paved with either a concrete or asphalt surface. The area shown as a “gravel area” between the paved portion of Spring Street and the subject property must be paved if it is to be used as a driveway. This area can be used to satisfy the landscaping requirements discussed below as well. **All portions of the unpaved area between the paved portion of Spring Street and the existing fence not landscaped shall be paved with either concrete or asphalt. A minimum 20’ long apron shall also be paved on the private property side of the fence for the width of the gate to insure mud and other debris are not tracked into the street from the unpaved portions of the site.** There is equipment, miscellaneous materials and a car currently stored in this unpaved portion of the right-of-way between the paved portion of the street and the existing fence. No storage will be permitted within the right-of-way. **All stored items shall be removed from the right-of-way prior to the issuing of a Development Permit and prior to June 1, 2010. All storage shall take place within the subject property behind a sight obscuring fence.**

The unpaved portions of the yard area shall be covered in rock or other acceptable materials to insure that mud and dust are minimized on the site. Confer with City Engineering to determine an acceptable type of materials and coverage depth before rock is placed.

Additional comments / requirements (Site Construction Permit, storm water detention, etc.) may be provided from City Engineering for the addition of paved surfaces not shown on the original site plan and the applicant is responsible for addressing these comments / requirements.

The van 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.

All standard parking spaces shall be a minimum of 9’ x 19’.

A minimum of 2 bicycle parking spaces shall be provided.

All required parking lot improvements shall be completed by July 1, 2010.

6. **Fences:** (See discussion regarding storage under parking) All storage shall take place on private property behind a sight obscuring fence. **The existing fence along the Spring Street right-of-way shall be made sight obscuring in order to store materials on site. A fence permit must be obtained prior to the placement of any new fence.**
7. **Landscaping:** CDO Section 14.410 (3) (c) requires a minimum of 3% of the space provided for vehicular circulation to be landscaped and in no case shall there be less than 200 sq ft of landscaped area. There is no off-street parking area provided by this proposal and so the 200 sq ft minimum landscaping area will be required. The unpaved area between the paved portion of Spring Street and the existing fence has been identified as an appropriate place for landscaping. A minimum 200 sq ft of this area shall be landscaped and the remaining portion shall be paved with either concrete or asphalt (see parking above). The applicant shall

determine the ratio of paving and landscaping in this area as long as a minimum of 200 sq ft of landscaping is provided. A detailed landscaping plan is necessary to determine if all CDO requirements for landscaping have been addressed by this application.

CDO Section 14.405 (3) requires a minimum of 1 street tree to be planted for every 50 feet of street frontage. The subject property's 300' of frontage along Spring Street requires a minimum of 6 street trees to be provided by the applicant, however, the existing condition / use of the Spring Street right-of-way adjacent to this property makes the placement of street trees unrealistic at this time. Street trees, along with other required street improvements shall be deferred until such time as the City has a comprehensive street plan for the area completed. At that time the applicant shall be responsible for the placement of all required street trees.

The applicant shall submit a detailed landscaping plan, for review and approval, showing the following details:

- **Location and dimension of landscaping areas; and**
- **all areas devoted to landscaped space shall have a minimum of one tree and two shrubs with at least one tree and two shrubs provided for every 1,000 sq ft of the total landscaped area; and**
- **all landscaped areas not covered with trees or other vegetation shall be covered with bark mulch; and**
- **a minimum of 50% of the landscaping area shall be covered by vegetation; and**
- **all required trees will be a minimum of 2" caliper in size; and**
- **irrigation method; and**
- **the species names of all plants.**

All landscaping shown on the detailed landscaping plan, once approved, shall be installed by the applicant prior to July 1, 2010 and maintained in perpetuity by the property owner.

8. **Signs:** Approval of this Design Review does not constitute approval of sign placement or size. **A sign permit must be submitted, reviewed, and approved prior to installation of any/each sign.**

Engineering –

1. The plans submitted for Administrative Review are not showing any additional fire or domestic water service, or any sanitary sewer expansions (plumbing fixtures). Based on that information there are no additional water or sewer System Development Charges. Any changes or additions to existing water and sewer service will need to be discussed with City Engineering.
2. The gravel area and drive shown on the submitted plan, at the south end of the site, needs clarification before Engineering Division comments are made on those areas in question.
3. Grading/Erosion and storm drainage responses cannot be made at this time until above item 2 is addressed.

4. The applicant shall show the storm drainage connections between the drain inlets and catch basins, on site, with pipe sizes and direction of flow to the public infrastructure. The last drain inlet/catch basin on site, before draining to a public catch basin, will need to have an outlet modification for pollution control similar to the one shown on City Engineering Standard Drawing 4-105. If unable to make that modification a new City approved drain inlet/catch basin shall be installed in its' place.
5. The applicant will need to complete and return an Industrial Sewer Use Evaluation (Commercial Development is included) form that can be obtained at the City Engineering Division office.
6. A revised plan shall be submitted to the Planner of record addressing above items 2 and 4, along with any additional comments by the Planning office. The plan shall have a signature line for both the City Planning Division and Engineering Division.
7. A Site Construction Permit from City Engineering will be required for the drain inlet/catch basin modification or replacement (\$75 review/inspection fee), and any other related work and fees determined in above item 3 after the revised plans are reviewed.

Building Division –

“The County Building Division has no issues or concerns with this proposal at this time.”

Avista:	No comments were received.
PP & L:	No comments were received.
USBR:	No comments were received.
KCFD No. 1:	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) Any changes or additions to existing water and sewer service will need to be discussed with City Engineering.
 - 2) The applicant shall complete and return an Industrial Sewer Use Evaluation (Commercial Development is included) form that can be obtained at the City Engineering Division office.
 - 3) The applicant shall sign and record a Local Improvement Contract with the Klamath County Clerk’s office for improvements to Spring Street and shall be responsible, without further action by the City, for those street improvements once a master plan for Spring Street has been adopted by the City.
 - 4) All stored items shall be removed from the right-of-way prior to the issuing of a Development Permit and prior to June 1, 2010.
 - 5) The applicant shall provide 3 copies of a revised site plan to city planning showing the following:

- The drain inlets and catch basins, on site, with pipe sizes and direction of flow to the public infrastructure. The last drain inlet/catch basin on site, before draining to a public catch basin, will need to have an outlet modification for pollution control similar to the one shown on City Engineering Standard Drawing 4-105. If unable to make that modification a new City approved drain inlet/catch basin shall be installed in its' place; and
 - all portions of the unpaved area between the paved portion of Spring Street and the existing fence not landscaped shall be paved with either concrete or asphalt. A minimum 20' long apron shall also be paved on the private property side of the fence for the width of the gate to insure mud and other debris are not tracked into the street from the unpaved portions of the site; and
 - the unpaved portions of the yard area shall be covered in rock or other acceptable materials to insure that mud and dust are minimized on the site; and
 - all standard parking spaces shall be a minimum of 9' x 19'; and
 - at least two (2) bicycle parking spaces located not more than 50' from the main entrance of the building; and
 - one (1) van 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; and
 - a signature line for both the City Planning Division and Engineering Division.
- 6) The applicant shall submit a detailed landscaping plan, for review and approval, showing the following details:
- Location and dimension of landscaping areas; and
 - all areas devoted to landscaped space shall have a minimum of one tree and two shrubs with at least one tree and two shrubs provided for every 1,000 sq ft of the total landscaped area; and
 - all landscaped areas not covered with trees or other vegetation shall be covered with bark mulch; and
 - a minimum of 50% of the landscaping area shall be covered by vegetation; and
 - all required trees will be a minimum of 2" caliper in size; and
 - irrigation method; and
 - the species names of all plants.
- 7) Additional comments / requirements (Site Construction Permit, storm water detention, etc.) may be provided from City Engineering for the addition of paved surfaces not shown on the original site plan and the applicant is responsible for addressing these comments / requirements.
- 8) A Site Construction Permit from City Engineering will be required for the drain inlet/catch basin modification or replacement (\$75 review/inspection fee), and any other related work and fees determined after the revised plans are reviewed.

➤ **General Conditions:**

- 9) All landscaping shown on the detailed landscaping plan, once approved, shall be installed by the applicant prior to July 1, 2010 and maintained in perpetuity by the property owner.
- 10) The van 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. All standard parking spaces shall be a minimum of 9' x 19'. A minimum of 2 bicycle parking spaces shall be provided. All required parking lot improvements shall be completed by July 1, 2010.
- 11) All contractors working on site shall have a current City Business License from the City of Klamath Falls.
- 12) All businesses located on the subject property shall maintain a valid City Business License from the City of Klamath Falls.
- 13) All storage shall take place within the subject property behind a sight obscuring fence.
- 14) A sign permit is required prior to the placement of any sign.
- 15) The existing fence along the Spring Street right-of-way shall be made sight obscuring in order to store materials on site.
- 16) A fence permit must be applied for and approved prior to the placement of any fence.

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 18TH OF MARCH 2010

Joe Slaughter
Associate Planner

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