

City of Klamath Falls Planning Division
Administrative Review

In the matter of an
Administrative Review for:

Final Decision and Conditions: **8-DR-10**

Klamath Falls Gospel Mission
PO Box 87
Klamath Falls, OR 97601

Adkins Consulting Engineers, Inc.
2950 Shasta Way
Klamath Falls, OR 97603

Date: May 12, 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, Adkins Consulting Engineers for Klamath Falls Gospel Mission, proposes to construct an approximately 6,240 sq ft building across from the existing Klamath Falls Gospel Mission to accommodate a Life Skills Training Center and an Emergency Women's Shelter. The subject property is currently undeveloped and owned by the Gospel Mission. The proposed building is Phase I of a four phased expansion/redevelopment plan the Klamath Falls Gospel Mission has for much of the 800 block of Walnut Avenue. Only Phase I of the overall development/redevelopment project will be considered at this time. Additional review will be required at the time of future development/redevelopment of the Gospel Mission property.

The subject property is zoned General Commercial and comprises approximately 14,300 sq ft (0.33 acres). The property is addressed as 838 Walnut Avenue and can be found on Klamath County Assessor's Tax Map R-3809-032AA, tax lot 14500.

AGENCY COMMENTS

Planning –

1. Setbacks and Lot Coverage: General Commercial zoning allows for 100% lot coverage and zero setbacks, provided all parking and landscaping requirements are met. The proposed addition will have the following setback distances: Approximately 29.5' front yard (west), approximately 2' rear yard (east), approximately 16' interior side yard (south), and approximately 35' exterior side yard (north). The proposed 6,240 sq ft building will cover approximately 44% of the approximately 14,300 sq ft subject property.
2. Height: The maximum allowed building height for General Commercial zones is 45'. The maximum proposed building height for the new structure is approximately 26'.
3. Driveways: The proposed site plan shows a total of three one-way driveways. One will enter the site from Walnut Avenue, one will exit the site to Walnut Avenue, and one will exit the site to S. 9th Street. City Code Section 8.570 allows for up to two driveways per street and maximum of four driveways for commercial developments.

All driveways shall be signed and striped appropriately to indicate the permitted direction of travel. All required signage and striping shall be shown on the engineering/design drawing.

4. Parking: Community Development Ordinance (CDO) 14.010 requires 1 parking space for every 4 beds in Residential Facilities and 1 space for every 700 sq ft for storage areas. The proposed facility will have a total of 17 beds, requiring 4.25 parking spaces and approximately 3,000 sq ft of storage space (used for receiving and sorting donations), requiring 4.30 parking spaces. The total number of spaces required for this development is 9. The proposed site plan shows a total of 4 parking spaces: three standard spaces and one ADA van accessible space. The applicant proposes to add the subject property to the Downtown Parking District in order to meet the total parking requirement.

CDO Section 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces. The 9 required vehicle parking spaces require 1 bicycle space to be provided for the site. The proposed site plan does not show an area for bicycle parking.

Parking areas with 1-25 parking spaces require 1 van accessible parking space for use by people with disabilities. The proposed site plan shows 1 ADA van accessible spaces.

All parking lot improvements shall be completed prior to building occupancy and prior to June 1, 2011. 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. The applicant shall request, in writing (letter to be submitted to Erik Nobel in the City Planning office), that the subject property be added to the Downtown Parking District. If the request is granted the applicant shall pay any applicable parking district fees. If the request is denied the applicant will be responsible for providing the required number of parking spaces in a manner that is consistent with the provisions of the CDO. A minimum of 1 bicycle parking space shall be provided within 50' of the primary entrance of the building.

5. Landscaping: CDO Section 14.410 (3) (c) requires a minimum of 3% of the space provided for vehicular circulation to be landscaped. The site plan shows approximately 1,138 sq ft of landscaping which is equal to approximately 8% of the total lot area. The site plan does not provide details about name, number, and placement of landscaping materials.

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 approximately 130' of frontage along Walnut Avenue requires a minimum of three street trees along Walnut Avenue. The Subject property's approximately 110' of frontage along S. 9th Street requires a minimum of three street trees along S. 9th Street. The site plan shows two street trees places along Walnut Avenue and two street trees placed along S. 9th Street. One more street tree shall be added along Walnut Avenue. In addition to street trees being placed in the planter strip area (the area between the curb and the sidewalk) the area shall be landscaped in a manor consistent with the other landscaping areas provided on the subject property. This shall include providing ground cover, bark mulch around trees and a permanent irrigation system

The applicant shall submit a detailed (scaled) landscaping plan to City Planning, for review and approval, showing the following details:

- *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*
- *the placement of a minimum of 3 street trees to be planted along Walnut Avenue and a minimum of 3 street trees to be planted along S. 9th Street; and*
- *all required trees will be a minimum of 2” caliper in size; and*
- *irrigation method for all landscaped areas; 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 occupancy of the building and before June 1, 2011 and maintained in perpetuity by the property owner.

6. Fences: The site plan shows the placement of a 6’ high chain link fence to be placed along a portion of the south property line and a 3’ high chain link fence to be placed along the remainder of the south property line. Approval of this Design Review does not constitute approval of fence placement, materials, or height. *A fence permit (no fee) 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.*
8. Sidewalks: City Code Enforcement has inspected the sidewalks adjoining the site for compliance with the City Code regarding sidewalks. The sidewalks have been marked to show which sections (panels) need to be replaced. The sidewalks along Walnut are chipped, cracked and spalding along the entire property frontage and need to be replaced. The sidewalks along 9th Street are in similar condition with the exception of the sections of sidewalk that have been more recently replaced. *All portions of the sidewalk abutting the subject property along Walnut Avenue shall be replaced along with all portions of the sidewalk along 9th Street with the exception of the more recently replaced sections. If you have questions regarding specific panels please contact City Code Enforcement Officer Rick Bowman at (541) 883-5358.*

Engineering –

1. Traffic Analysis Letter: The report submitted appears to have adequately addressed the requirements of the City of Klamath Falls Public Works Engineering Standards (CKFPWES) manual for Section 12. The \$500 Engineering Division (ED) review and comment fee was not submitted with the report.
2. Driveways: The egress only driveway located on 9th Street is acceptable, but will require curb/gutter replacement and a concrete apron approach all per the CKFPWES current edition. The ingress only driveway located on Walnut will require the Community Development Director’s approval since it is not in compliance with City Code regarding the minimum separation distance between commercial driveways (refer to the existing adjoining driveway to the southwest) . The egress only driveway located on Walnut Avenue will require an Engineering Variance, since the location is less than 100 feet from the nearest intersection. The Engineering Variance review and comment fee is \$250. If all three driveways are approved the ED plan review and inspection will be \$225 total (3 @ \$75 each).

3. Engineering recommends that the City Code Enforcement office inspect the adjoining sidewalk for compliance with City Code regarding sidewalks.
4. The southeast corner of the Walnut and 9th Street intersection has two public sidewalk curb ramps that the developer needs to bring into ADA and City compliance by installing approved truncated dome mats for each ramp. The ED plan review and inspection fee is \$75 for that item.
5. The site plan is showing a fire hydrant replacement by the developer. The ED plan review and inspection fee is \$300 for that item.
6. The site plan is indicating that there is an active domestic water meter in place on Walnut Avenue. The plans will need to show the State/City approved back-flow device for the irrigation meter. The proposed fire service will need to be in conformance with the CKFPWES (refer to Section 11 – Series 7 of the water detail drawings). The ED plan review and inspection of the fire service is \$300. As noted at the pre-application meeting on 1/21/10, the applicant shall submit a Water Data Connection Report for City review and comments. The ED review and comment fee will be determined at the conclusion of the review and report since it is based on an hourly rate.
7. The site plan is showing one proposed sewer lateral connection on Walnut Avenue. The lateral and clean out shall be in conformance with the CKFPWES (refer to Section 11 – Series 5 of the sewer detail drawings). The ED plan review and inspection fee for this item is \$75.
8. The applicant shall submit the City’s Sewer System Development Charge (SDC) Calculation sheet and two sets of plumbing fixture plans for determination of the sewer SDC.
9. The applicant has submitted a Commercial/ Industrial Sewer Use Evaluation form that was forwarded to the City Wastewater Pretreatment Supervisor for review and comment.
10. A large site grading/erosion plan, with a narrative, shall be included in the Engineering design/construction plans. The ED review and inspection fee is \$450.
11. The applicants engineering consultant has satisfactorily submitted a Private Storm Drainage Report and Plan that complies with the requirements of the CKFPWES Section 4. The plan shall be included in the submitted Engineering design/construction plans. The ED plan review and construction observation of the private infrastructure is \$600.
12. The site plan is showing a public storm drainage catch basin and storm pipe. The HDPE pipe shall be specified “water tight”. The infrastructure items shall be in compliance with the CKFPWES Section 4 and Section 11 Detail Drawings. These items shall be included in the Engineering design/construction plans. The ED plan review and inspection fee is \$150 (\$75 catch basin installation & \$75 storm pipe installation).
13. A traffic control plan for all work within the public rights of way shall be included in the Engineering design/construction plans.
14. Engineering design/construction plans meeting the specifications of the CKFPWES shall be submitted for plan review and comments. Contact the City Surveyor at 541.883.5365 for the number of plan sets that are required to be submitted for this project.
15. A Site Construction Permit (SCP), issued by City Engineering, will be required prior to any work commencing at this site. The SCP application will be provided to the developer at the conclusion of the first Engineering design/construction plan review.

16. The total calculated ED fees to date; **less** the sewer SDC, the water data connection report review, items not shown on the site plan, and any outstanding items that may have been overlooked by the developer/consultant is \$2925.

County Building –

- 1. Building permit submittal shall include a comprehensive code evaluation, drawings, calculations, and specifications for the project. Unless waived by Building Official, 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 Divisions. 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.

KC Fire Dist #1 –

Klamath Co. Fire Dist. No1 has no issues with Phase 1. As long all Building codes and Fire codes are applied during building design and construction.

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.
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) A Site Construction Permit (SCP), issued by City Engineering, will be required prior to any work commencing at this site. The SCP application will be provided to the developer at the conclusion of the first Engineering design/construction plan review.
 - 2) Engineering design/construction plans meeting the specifications of the CKFPWES shall be submitted for plan review and comments. Contact the City Surveyor at 541.883.5365 for the number of plan sets that are required to be submitted for this project. The plans shall include the following details:

- Driveways: The egress only driveway located on 9th Street is acceptable, but will require curb/gutter replacement and a concrete apron approach all per the CKFPWES current edition. The ingress only driveway located on Walnut will require the Community Development Director's approval since it is not in compliance with City Code regarding the minimum separation distance between commercial driveways (refer to the existing adjoining driveway to the southwest) . The egress only driveway located on Walnut Avenue will require an Engineering Variance, since the location is less than 100 feet from the nearest intersection. The Engineering Variance review and comment fee is \$250. If all three driveways are approved the Engineering Division plan review and inspection will be \$225 total (3 @ \$75 each).
- All portions of the sidewalk abutting the subject property along Walnut Avenue shall be replaced along with all portions of the sidewalk along 9th Street with the exception of the more recently replaced sections. If you have questions regarding specific panels please contact City Code Enforcement Officer Rick Bowman at (541) 883-5358.
- The applicant shall bring the two public sidewalk curb ramps on the southeast corner of Walnut and 9th Street into ADA and City compliance by installing approved truncated dome mats for each ramp. The Engineering Division plan review and inspection fee is \$75 for that item.
- The site plan is indicating that there is an active domestic water meter in place on Walnut Avenue. The plans will need to show the State/City approved back-flow device for the irrigation meter. The proposed fire service will need to be in conformance with the CKFPWES (refer to Section 11 – Series 7 of the water detail drawings). The Engineering Division plan review and inspection of the fire service is \$300. As noted at the pre-application meeting on 1/21/10, the applicant shall submit a Water Data Connection Report for City review and comments. The Engineering Division review and comment fee will be determined at the conclusion of the review and report since it is based on an hourly rate.
- The site plan is showing one proposed sewer lateral connection on Walnut Avenue. The lateral and clean out shall be in conformance with the CKFPWES (refer to Section 11 – Series 5 of the sewer detail drawings). The Engineering Division plan review and inspection fee for this item is \$75.
- A large site grading/erosion plan, with a narrative, shall be included in the Engineering design/construction plans. The Engineering Division review and inspection fee is \$450.
- The applicants engineering consultant has satisfactorily submitted a Private Storm Drainage Report and Plan that complies with the requirements of the CKFPWES Section 4. The plan shall be included in the submitted Engineering design/construction plans. The Engineering Division plan review and construction observation of the private infrastructure is \$600.
- The site plan is showing a public storm drainage catch basin and storm pipe. The HDPE pipe shall be specified "water tight". The infrastructure items shall be in compliance with the CKFPWES Section 4 and Section 11 Detail Drawings. These items shall be included in the Engineering design/construction plans. The Engineering Division plan review and inspection fee is \$150 (\$75 catch basin installation & \$75 storm pipe installation).

- A traffic control plan for all work within the public rights of way shall be included in the Engineering design/construction plans.
- 3) All required SDC's and Engineering fees shall be paid to the Engineering Division. The total calculated Engineering Division fees to date; **less** the sewer SDC, the water data connection report review, items not shown on the site plan, and any outstanding items that may have been overlooked by the developer/consultant is \$2925. Fees include:
 - Traffic Analysis Letter: The report submitted appears to have adequately addressed the requirements of the City of Klamath Falls Public Works Engineering Standards (CKFPWES) manual for Section 12. The \$500 Engineering Division review and comment fee was not submitted with the report.
 - The site plan is showing a fire hydrant replacement by the developer. The Engineering Division plan review and inspection fee is \$300 for that item.
 - Other fees listed in condition 2) above.
 - 4) The applicant shall submit the City's Sewer System Development Charge (SDC) Calculation sheet and two sets of plumbing fixture plans for determination of the sewer SDC.
 - 5) The applicant shall submit a detailed (scaled) landscaping plan to City Planning, for review and approval, showing the following details:
 - 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
 - the placement of a minimum of 3 street trees to be planted along Walnut Avenue and a minimum of 3 street trees to be planted along S. 9th Street; and
 - all required trees will be a minimum of 2" caliper in size; and
 - irrigation method for all landscaped areas; and
 - the species names of all plants.
 - 6) The applicant shall demonstrate that the property will meet the parking requirements of the CDO by either joining the Downtown Parking District or by some other means consistent with the provisions of the CDO. (The applicant shall request, in writing (letter to be submitted to Erik Nobel in the City Planning office), that the subject property be added to the Downtown Parking District. If the request is granted the applicant shall pay any applicable parking district fees. If the request is denied the applicant will be responsible for providing the required number of parking spaces in a manner that is consistent with the provisions of the CDO.)
 - 7) The applicant shall submit a revised site plan showing a minimum of 1 bicycle parking space shall be provided within 50' of the primary entrance of the building.

➤ **General Conditions:**

- 8) All parking lot improvements shall be completed prior to building occupancy and prior to June 1, 2011. 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.
- 9) All landscaping shown on the detailed landscaping plan, once approved, shall be installed by the applicant prior to occupancy of the building and before June 1, 2011 and maintained in perpetuity by the property owner.
- 10) 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.
- 11) A fence permit (no fee) shall be submitted, reviewed, and approved prior to installation of any fence.
- 12) All contractors working on or at the subject property shall maintain a valid City Business License.
- 13) Building permit submittal shall include a comprehensive code evaluation, drawings, calculations, and specifications for the project. Unless waived by Building Official, all design documents shall be prepared and stamped by an Architect or Engineer licensed by the State of Oregon to practice as such.
- 14) 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).
- 15) No work shall commence prior to plan review and issuance of the appropriate building and trade permits.
- 16) 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.

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 12 MAY 2010

Joe Slaughter
Associate Planner

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