

City of Klamath Falls Planning Division
Administrative Review

In the matter of an
Administrative Review for:

Final Decision and Conditions: **2-DR-11**

Integrated Building Solutions
Attn: Doug Jackson
6601 Swan Court
Klamath Falls, OR 97601

Date: February 17, 2011

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 applicants, Integrated Building Solutions, propose to add an approximately 9,500 square foot addition to facilitate the expansion / diversification of their product line. The property was previously reviewed for a three phase development that would include approximately 45,000 square feet of total building area. Two of the phases, totaling approximately 27,000 square feet, have been built. The plans for the property have changed slightly and the applicant wishes to modify the site plan and to change the phasing plan. The new plan includes the 9,500 square foot building, an approximately 1,440 square foot break room and bathroom addition (to be constructed in approximately 6 months) and an approximately 8,300 square foot addition (shown as phase 3 on the plans) (date of construction yet to be determined). The total footprint of all existing and proposed buildings will be approximately **47,580 square feet** and will include the following: a 1,440 square foot office space (existing), a 21,900 square foot manufacturing space (front building, existing), a 5,000 square foot manufacturing space (back building, existing), a 9,500 square foot manufacturing space (back building, proposed), a 8,300 square foot manufacturing space (front building, proposed), and a 1,440 square foot break room and bathroom area (proposed).

The subject property is zoned Industrial and comprises approximately 4.97 acres of land on a single lot known as Lot 1 of Klamath Falls Industrial Park, Tract 1463. The east side of the property is currently encumbered with an 80' wide easement for future right-of-way. The City has agreed to reduce this easement to a width of 40' along the east property line. Since this easement is reserved for future right-of-way use the property encumbered by the easement cannot be developed. This reduces the usable acreage of the property to approximately 4.47 (4.97 acres – 0.5 acres (40' x 549' = 21,960 square feet or 0.5 acres). The property is also known by the following County Assessor's Tax Map and Lot identifiers: R-3909-02200 tax lot 01700. The property is located at 6601 Swan Court on the northeast corner of Swan Court and Joe Wright Road. Access is currently obtained from two driveways along Swan Court. There is no vehicle access from Joe Wright Road.

AGENCY COMMENTS

Planning –

1. Use: The existing and proposed use of the subject property as a manufacturing facility is a permitted use in the Industrial zone.

2. Phases: This Design Review is being conducted for all remaining phases of development on the subject property which includes: a 9,500 square foot manufacturing space building (to be constructed spring 2011), an approximately 1,440 square foot break room and bathroom addition (to be constructed in approximately 6 months) and an approximately 8,300 square foot addition (shown as phase 3 on the plans) (date of construction yet to be determined). As long as future development matches the approved site plan there will be no need for future design reviews to be conducted for future phases. *A Development Permit shall be issued by the Planning Division for each phase of development to insure all Engineering and Building concerns are addressed prior to construction.*
3. Setbacks: Industrial zones require a minimum 10' setback from all property lines. The proposed setbacks after all phases of construction will be as follows: the setback from the north property line will be approximately 32', the setback from the west property line (abutting Swan Court) will be approximately 57', the setback from the east property line (using the beginning of the right-of-way easement as the property line) will be approximately 21', and the setback from the south property line (abutting Joe Wright Road) will be approximately 213'.
4. Lot Coverage: Industrial zoning allows for 100% lot coverage provided all parking, landscaping and setback requirements are met. The approximately 47,580 square feet of total building area shown in all phases of construction will cover approximately 24% of the approximately 194,713 sq ft subject property.
5. Height: The maximum allowed building height for Industrial zones is 45'. The maximum proposed building height is approximately 32'.
6. Parking: CDO Section 14.010 requires manufacturing businesses to have 1 parking space for every 700 sq ft of gross floor area plus one parking space per employee. Proposed changes to the CDO will reduce the number of required parking space to 1 space per employee. The proposed changes to the CDO are intended to correct the current requirement which causes industrial developments to be over-parked. Integrated Building Solutions plans to have as many as 30-35 employees working on site at any one time. The proposed site plan shows a total of 45 parking spaces. Three of these spaces, labeled "A", "B" & "C" on the site plan, would conflict with traffic patterns on the site. These spaces should be removed from the plan leaving a total of 42. Forty-two parking spaces should adequately provide parking for up to 35 employees along with visitors to the site.

CDO Section 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces. The 42 required vehicle parking spaces require a total of 4 bicycle spaces to be provided within 50' of the primary entrance to the building.

Parking areas with 26-50 parking spaces require a total of 2 parking spaces for people with disabilities, one of which must be a van accessible parking space. The proposed site plan shows two ADA van accessible spaces located in front of the entrance to the existing building.

A portion of the parking lot has already been paved. The remainder of the parking lot as shown on the parking lot plan will be paved as a requirement of this Design Review.

All parking spaces shall be a minimum of 9.5' wide and 19' long and shall be striped with 4" wide painted lines. All bicycle parking shall comply with the requirements of CDO Sections 14.046 – 14.047. All parking lot improvements shall be completed by September 1, 2011.

7. Landscaping: A landscaping plan was submitted and approved for previous Design Review's for the subject property. *All landscaping shown on the detailed landscaping plan shall be installed adjacent to each building phase prior to the occupancy of each building addition and maintained by the applicant.*
8. Fences: The site plan does not show the placement of any new fences on the subject property. Approval of this Design Review does not constitute approval of fence placement, materials, or height. *All trash containers greater than 50 gallons in capacity shall be screened to a height of six feet, by a site-obscuring fence. Trash enclosure location shall not conflict with approved parking. A fence permit shall be submitted, reviewed, and approved prior to installation of any fence.*
9. 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. There are no proposed changes to any existing City water services to the property shown per this application request.
2. The applicant will need to complete both the Sewer Use Evaluation form and the Sewer System Development Charge (SDC) Calculation Information Sheet (w/ two sets of the plumbing fixture plans), and submit them to the Planner of record for processing with the City Engineering and Waste Water Divisions. Along with any plumbing fixtures planned for the new building to the east of the existing building; the bathrooms previously identified for this project on the west side of the existing building shall be included. Sewer SDC's will be based on those calculations.
3. The site plan is not showing any new sewer connection to the City's main line.
4. The applicant will need to provide the total amount of combined excavation and fill material for this project to determine if this is a large site grading erosion (\$450) or small site grading erosion (\$250) project. The fees are for City Engineering plan review and inspection.
5. The remainder of the parking lot on the west side of the main building shall be paved as previously identified. All areas where vehicles will park or maneuver on are required to be paved.
6. Department of Environmental Quality (DEQ) letter dated 1/19/11, to Doug Jackson of Integrated Building Solutions, recognizes termination of the project site's 1200-C permit, reference File No. 113585. The letter incorrectly identifies the City as having jurisdiction of the road side storm drainage system in Joe Wright Road. That storm system is under Klamath County jurisdiction, since it is a County right of way and within their drainage district. DEQ further commented that the next phase of this project does not meet the threshold of disturbed acreage to warrant a new State issued 1200-C permit. It is the applicant/property owner's responsibility to provide the proper information to DEQ so that they can determine if a permit is required or not. It is further the applicant/property owner's responsibility to utilize appropriate Best Management Practices to

reduce turbid discharge from reaching Klamath County's storm system on Joe Wright Road, which eventually enters the waters of the State.

7. An Engineering Site Construction Permit will be required for this site and can be obtained at the City Engineering Division office located at 226 South 5th Street, 2nd floor. An updated plan set shall be submitted for City Engineering and Planning review and comments.

KC Fire Dist #1 –

“KCFD no.1 has no comments at this time.”

Building Division –

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.

US Bureau of Reclamation:	No comments were received.
Klamath County Public Works:	No comments were received.
Avista:	No comments were received.
Qwest:	No comments were received.
Charter:	No comments were received.
PP&L:	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) An Engineering Site Construction Permit will be required for this site and can be obtained at the City Engineering Division office located at 226 South 5th Street, 2nd floor. An updated plan set shall be submitted for City Engineering and Planning review and comments.
- 2) The applicant shall complete both the Sewer Use Evaluation form and the Sewer System Development Charge (SDC) Calculation Information Sheet (w/ two sets of the plumbing fixture plans), and submit them to the Planner of record for processing with the City

Engineering and Waste Water Divisions. Along with any plumbing fixtures planned for the new building to the east of the existing building; the bathrooms previously identified for this project on the west side of the existing building shall be included. Sewer SDC's will be based on those calculations.

- 3) The applicant will need to provide the total amount of combined excavation and fill material for this project to determine if this is a large site grading erosion (\$450) or small site grading erosion (\$250) project. The fees are for City Engineering plan review and inspection.
- 4) Department of Environmental Quality (DEQ) letter dated 1/19/11, to Doug Jackson of Integrated Building Solutions, recognizes termination of the project site's 1200-C permit, reference File No. 113585. The letter incorrectly identifies the City as having jurisdiction of the road side storm drainage system in Joe Wright Road. That storm system is under Klamath County jurisdiction, since it is a County right of way and within their drainage district. DEQ further commented that the next phase of this project does not meet the threshold of disturbed acreage to warrant a new State issued 1200-C permit. It is the applicant/property owner's responsibility to provide the proper information to DEQ so that they can determine if a permit is required or not. It is further the applicant/property owner's responsibility to utilize appropriate Best Management Practices to reduce turbid discharge from reaching Klamath County's storm system on Joe Wright Road, which eventually enters the waters of the State.

➤ **General Conditions:**

- 5) The remainder of the parking lot on the west side of the main building shall be paved as previously identified prior to October 1, 2011.
- 6) All parking spaces shall be a minimum of 9.5' wide and 19' long and shall be striped with 4" wide painted lines. All bicycle parking shall comply with the requirements of CDO Sections 14.046 – 14.047.
- 7) All landscaping shown on the detailed landscaping plan shall be installed adjacent to each building phase prior to the occupancy of each building addition and maintained by the applicant.
- 8) All trash containers greater than 50 gallons in capacity shall be screened to a height of six feet, by a site-obscuring fence. Trash enclosure location shall not conflict with approved parking. A fence permit shall be submitted, reviewed, and approved prior to installation of any fence.
- 9) 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.
- 10) All contractors working on or at the subject property shall maintain a valid City Business License.
- 11) All businesses located on the subject property shall maintain a valid City Business License.
- 12) 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.

- 13) 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).
- 14) No work shall commence prior to plan review and issuance of the appropriate building and trade permits.
- 15) 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 17 FEBRUARY 2011

Joe Slaughter
Associate Planner

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