

NOTICE OF DECISION
Site Design Review for Lyrics Cafe – Commercial Remodel
File No. DR223-0003 – 808/814 E Hancock Street

June 29, 2023

Rob Hankins
808 E Hancock Street
Newberg, OR 97132
Sent via email: gethankins@gmail.com;

Dear Mr. Hankins,

The Community Development Director has approved the site design review application DR223-0003 for the remodel of an existing coffee shop/cafe at 808/814 E Hancock Street. The decision will become effective on July 14, 2023, unless an appeal is filed.

You may appeal this decision to the Newberg Planning Commission within 14 calendar days of this decision in accordance with Newberg Development Code 15.100.170. All appeals must be in writing on a form provided by the Planning Division. If you wish to appeal, you must submit the written appeal form together with the required fee of \$582 (plus 5 percent technology fee) to the Planning Division within 14 days of the date of this decision.

The deadline for filing an appeal is 4:30 p.m. on July 13, 2023.

Site design review approval is only valid for one year from the effective date above. If approval for your project is approaching its expiration date, contact the Planning Division regarding extension opportunities.

If you have any questions, please contact me at 503-554-7768 or clay.downing@newbergoregon.gov.

Sincerely,



Clay Downing, Planning Manager
City of Newberg, Community Development Department

STAFF REPORT

Site Design Review for Lyrics Cafe – Commercial Remodel File No. DR223-0003 – 808/814 E Hancock Street

FILE NO: DR223-0003

REQUEST: Remodel café/coffee shop

LOCATION: 808 E Hancock Street
814 E Hancock Street

TAX LOT: R3219AA 6100
R3219AA 6700

APPLICANT: Rob Hankins

OWNER: George Fox University

ZONE: Central Business District C-3

PLAN: COM (Commercial)

OVERLAY: Airport Inner Horizontal Surface, Marijuana Exclusion Zone

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Section I: Application Information
Site Design Review for Lyrics Cafe – Commercial Remodel
File No. DR223-0003 – 808/814 E Hancock Street

A. DESCRIPTION OF APPLICATION:

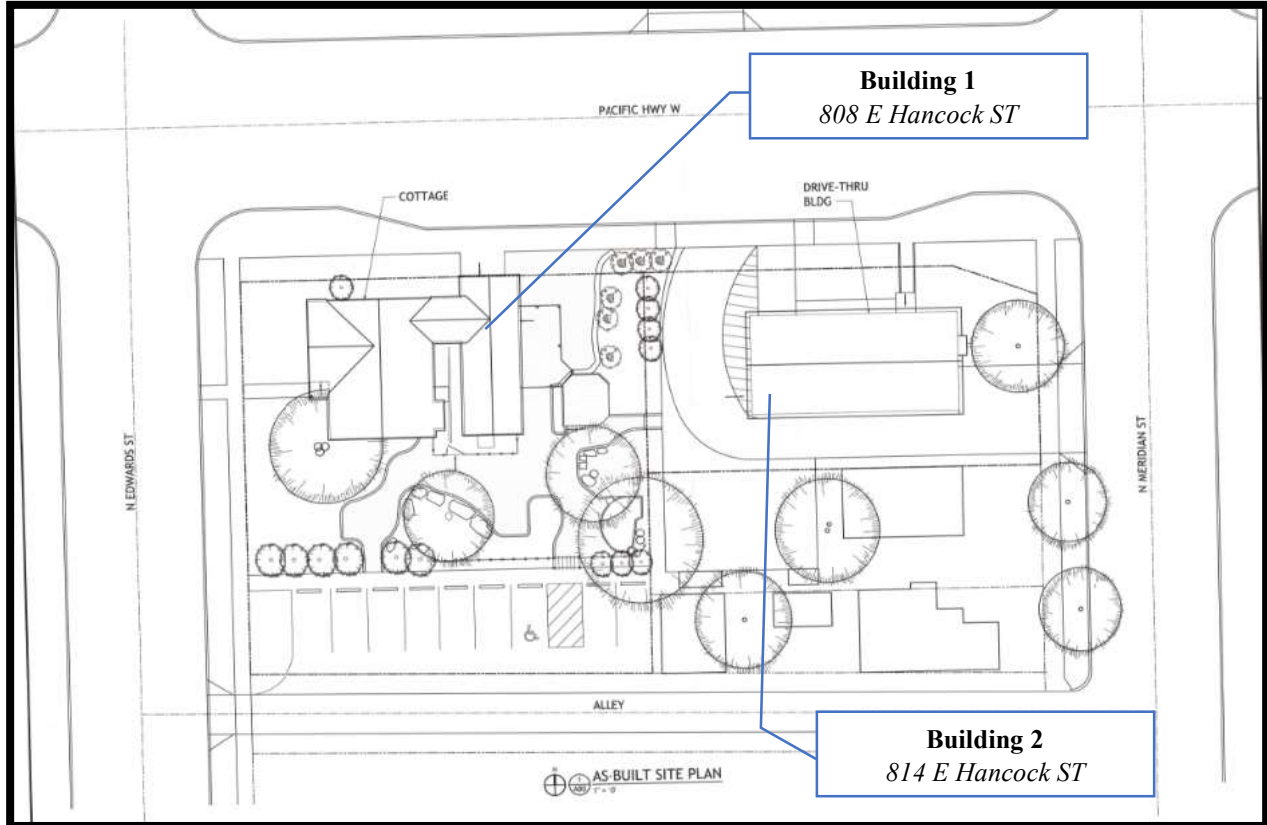
This Type II application for a site design review involves internal upgrades to an existing commercial space located at 808 and 814 E Hancock Street. The commercial space is a former coffee shop operation which will continue similar operation, and will utilize two separate buildings to provide customers with sit-down dining and drive-through service.

Building 1 (808 E Hancock Street) is a 1,684-square-foot structure at the southeast corner of E Hancock Street and N Edwards Street, which includes space for food prep and storage, retail sales, and a seating area (indoor and outdoor). The application materials (Attachment 1) describe the planned alterations to Building 1 as removing interior walls, updating kitchen equipment, moving the location of a bathroom to increase accessibility, and removing an existing chimney/fireplace.

Building 2 (814 E Hancock Street) is a 966-square-foot structure situated at the southwest corner of N Meridian Street and E Hancock Street. It includes a drive-through service area, a commercial kitchen, a food prep area, and a food storage area. The drive-through associated with Building 2 has a ±15-foot wide one-way lane with a driveway entrance on E Hancock Street and an exit on N Meridian Street. In Building 2, the Applicant intends to update the existing kitchen equipment and upgrade an existing garage door that faces E Hancock Street.

The development site consists of an off-street parking area south of Building 1 which is accessed via an alley that extends from N Edwards Street to N Meridian Street. The development site contains nine off-street parking spaces, including eight standard spaces and one van-accessible Americans with Disabilities Act (ADA) space.

Site Map



Zoning Map



B. SITE INFORMATION:

1. **Location:** 808 and 818 E Hancock Street (R3219AA 6100 and R3219AA 6700)

The development is in the C-3 zoning district, located south of E Hancock Street; it occupies the entire northern block between N Edwards Street and N Meridian Street. A coffee shop has occupied both buildings for approximately the past 20 years.

2. **Size:** ±0.37 acres (±16,117 square feet)
3. **Current Land Uses:** Coffee Shop/Café with a drive through
4. **Natural Features:** None
5. **Adjacent Land Uses:**
 - a) North (across E Hancock): Commercial (office space)
 - b) South (across an alley): Residential (single family dwelling)/Commercial (auto shop)
 - c) East: Residential use, single-family dwelling
 - d) West (across N Edwards Street): Commercial (bank)
6. **Zoning:** The following zoning districts abut the subject property.
 - a) North: C-3 / Central Business District
 - b) East: C-3 / Central Business District
 - c) South: C-3 / Central Business District
 - d) West: C-3 / Central Business District
7. **Access and Transportation:** The subject site includes two buildings on two separate tax lots. Building 1(808 E Hancock ST) has a parking lot to the south, which is accessed by an alley. Building 2 (814 E Hancock ST) has an established drive-through with an entrance on E Hancock Street and exit on N Meridian Street.
8. **Utilities:**
 - a) Water: There is an 18-inch water main in N Edwards Street that provides water to Building 1 (808 E Hancock ST) via a ¾-inch lateral. There is a 6-inch main

extending along N Meridian Street that provides water to Building 2 (814 E Hancock ST) via a ¾-inch lateral. Fire flow will need to be confirmed by a fire flow test.

- b) Wastewater: There is an 8-inch wastewater line located in E Hancock Street to the north of the site and a 10-inch wastewater line located in the alley to the south.
 - c) Stormwater: There is a 30-inch storm line located in E Hancock Street north of the property.
 - d) Overhead Lines: The existing buildings connect to overhead lines south of the subject site. Any new connection to the property will need to be undergrounded. See Newberg Municipal Code (NMC) 15.430.010 for exception provisions.
- C. **PROCESS:** The site design review request is a Type II application and follows the procedures in Newberg Development Code 15.100.030 and 15.100.220. Following a 15-day referral comment period, and a 14-day public comment period, the Community Development Director makes a decision on the application based on the criteria listed in the attached findings. The Director’s decision is final unless appealed.

Important dates related to this application are as follows:

- 1. 04/28/2023: The Community Development Director deemed the application complete.
- 2. 4/29/2023: The applicant posted a land use signs on the N Edwards Street, E Hancock Street, and N Meridian Street frontages of the subject property.
- 3. 4/29/2023: The applicant mailed a land use notice to all property owners within 500 feet of the subject property.
- 4. 05/01/2023: Application was routed for a 15-day agency referral review.
- 5. 06/29/2023: The Community Development Director issued a decision on the application.

No public comments were received during the 14-day public comment period.

- D. **AGENCY COMMENTS:** The application was routed to several public agencies for review and comment (Attachment 2). Comments and recommendations from city departments have been incorporated into the findings and conditions. As of the writing of this report, the city received the following agency comments:

- 1. **Building Official:** Reviewed, no comment.

2. **City Manager:** Reviewed, no comment.
3. **Community Development Director:** Reviewed, no conflict.
4. **Finance Department:** Reviewed, no conflict.
5. **Public Works Maintenance Superintendent:** Revised, no conflict.
6. **Public Works Maintenance Supervisor:** Comment received stating:
Be sure to properly size the grease interceptor per municipal code 1014.2.1.
7. **Public Works Water Treatment Plant Superintendent:** Reviewed, no conflict.
8. **Public Works Wastewater Treatment Plant:** Reviewed, no conflict. Comments received stating:
All drains from food prep from both buildings 808 and 814 need to flow to grease trap in building 814.
9. **Zipty Fiber:** Reviewed, no conflict.

E. ANALYSIS: The application materials indicate that the applicant’s remodel Building 1 (808 E Hancock ST) and Building 2 (814 E Hancock ST) will “provide a cosmetic update to the interior, as well as add functionality to the food prep space” and include:

- Building 1:
 - Removing three non-loading bearing walls,
 - Moving a bathroom to a more centralized location,
 - Modifying a bathroom for ADA compliance,
 - Modifying the dining area for improved ADA access,
 - Providing general kitchen area updates, and
 - Removal of a chimney/fireplace.
- Building 2:
 - Providing equipment and material upgrades,
 - Installation of a new grease trap and related plumbing to serve the grease trap, and
 - Replacement of an existing garage door with a 42-inch door on the northwestern portion of the building.

Although the proposed project will continue the subject property’s former use, the Applicant indicated that the project will exceed 25 percent of the assessed valuation of the existing structure. Additionally, the subject property in the C-3 zoning district, a commercial zoning district. Regarding applicability of Site Design Review requirements, Newberg Municipal Code (NMC) 15.220.020(A)(1)(i) states that institutional,

commercial or industrial interior remodels which do not exceed 25 percent of the assessed valuation of the existing structure shall be processed under Type I procedures. Because the proposed project is located in a commercial zoning district and the project value exceeds 25 percent of the assessed valuation of the existing structure, a Site Design Review was required to be processed under Type II procedures.

**Section II: Findings – File DR223-0003
Site Design Review for Lyrics Cafe – Commercial Remodel
File No. DR223-0003 – 808/814 E Hancock Street**

A. FINDINGS FOR SITE DESIGN REVIEW (NMC CHAPTER 15.225)

Chapter 15.220 Site Design Review

15.220.020 Site design review applicability.

A. Applicability of Requirements. Site design review shall be required prior to issuance of building permits or commencement of work for all improvements noted below. Site design review permits shall be processed as either Type I or Type II, as noted below.

1. Type I.

- a. Single-family dwellings;*
- b. Duplex dwellings;*
- c. Triplex dwellings;*
- d. Quadplex dwellings;*
- e. Townhouse dwellings;*
- f. Cottage cluster projects;*
- g. Institutional, commercial or industrial additions which do not exceed 1,000 square feet in gross floor area;*
- h. Multifamily additions or remodels which do not exceed 1,000 square feet in gross floor area, do not exceed 25 percent of the assessed value of the existing structure, and do not add any new units, or new construction incidental to the main use on an existing developed site which does not exceed 1,000 square feet in gross floor area and does not add any new units;*
- i. Institutional, commercial or industrial interior remodels which do not exceed 25 percent of the assessed valuation of the existing structure;*
- j. Signs which are not installed in conjunction with a new development or remodel;*
- k. Modifications, paving, landscaping, restriping, or regrading of an existing multifamily, institutional, commercial or industrial parking lot;*

l. Fences and trash enclosures;

m. Accessory dwelling units.

2. Type II.

a. Any new development or remodel which is not specifically identified within subsection (A)(1) or (A)(3) of this section.

b. Telecommunications facilities.

[...]

Finding: The application materials (Attachment 1) describe this project's scope as a remodel of an existing café/coffee shop. The subject properties are situated in the C-3 zoning district. According to the Yamhill County Tax Assessor's records, the buildings on the subject site have a total real market value of \$229,691.00. The applicant indicates that the value of the planned improvements is \$58,000.

NMC 15.220.020(A)(1)(i) states that institutional, commercial or industrial interior remodels which do not exceed 25 percent of the assessed valuation of the existing structure shall be reviewed pursuant to Type I procedures.

Because the project valuation exceeds 25 percent of the value of the existing structures and the subject properties are located in a commercial zoning district, the application for a Site Design Review is required to follow the Type II procedures.

The criterion is met.

15.220.050 Criteria for design review

[...]

B. Type II. The following criteria are required to be met in order to approve a Type II design review request:

1. Design Compatibility. The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed uses and structures in the surrounding area. This shall include, but not be limited to, building architecture, materials, colors, roof design, landscape design, and signage.

Finding: The scope of this project is primarily an interior remodel of existing buildings to continue the same use. As noted in the application materials (Attachment 1), the proposed upgrades will increase compliance with ADA accessibility requirements as well as provide necessary updates to the kitchen, food prep; and food storage areas.

The application materials (narrative and Sheet 3) indicate that removal of the chimney/fireplace in Building 1 will occur. However, conflicting application materials (building elevations, Sheet A2) indicate that the chimney for Building 1 will remain in place. Because the discrepancy exists within submitted application materials (Sheet 3 and Sheet A2) of the application materials, prior to issuance of building permits for the building at 808 E Hancock Street, the Applicant shall either submit revised building elevations that depict the roof configuration with the chimney removed or submit revised building plans that depict retention of the chimney/fireplace.

Despite the discrepancy related to the removal of the chimney/fireplace and because the proposal will predominantly result in retention of the existing architectural design while improving the functionality and accessibility of the structures, the proposed design is superior to the existing structures' design.

The criterion will be met if the aforementioned condition of approval is adhered to.

- 2. Parking and On-Site Circulation. Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation are provided for uses not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.*

Finding: The subject properties are in the C-3 zoning district. Pursuant to NMC 15.440.010(C), off-street parking is not required for properties in the C-3 zoning district.

According to the application materials (Attachment 1), an existing off-street parking area is located south of Building 1 that includes eight standard spaces and one van-accessible ADA space. NMC 15.440.010(C)(3) notes that when parking is provided on properties in the C-3 zoning district, the number of spaces is limited to the maximum allowed for the use. Based on the calculations outlined in NMC 15.440.010(F), the café/coffee shop is limited to a maximum of 31 off-street parking spaces. Because the minimum required off-street parking is zero spaces, the maximum number of allowable spaces is 31 parking spaces, the proposed parking exceed the minimum requirement while complying with the maximum number allowed.

The criterion is met.

- 3. Setbacks and General Requirements. The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.*

Finding: Findings for NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and 15.410.010 through 15.410.070

dealing with setbacks, coverage, vision clearance, and yard requirements are provided elsewhere in this staff report.

- 4. Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.***

Finding: Findings for NMC 15.420.010 dealing with landscape requirements and landscape screening are provided elsewhere in this staff report.

- 5. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.***

Finding: The application materials (Attachment 1) indicate that the site has existing signs that are expected to be altered in the future. An application for sign review was not submitted as part of this application and no signs will be modified as part of the proposed project. Because no application for a sign was submitted as part of the proposed project, the criterion is not applicable.

- 6. Manufactured Dwelling, Mobile Home and RV Parks. Manufactured dwelling and mobile home parks shall also comply with the standards listed in NMC 15.445.075 through 15.445.100 in addition to the other clear and objective criteria listed in this section. RV parks also shall comply with NMC 15.445.170 in addition to the other criteria listed in this section.***

Finding: This application does not involve a manufactured dwelling, or mobile home and RV park.

Because the proposed project does not involve a manufactured dwelling, mobile home, or RV park, this criterion is not applicable.

- 7. Zoning District Compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.305.010 through 15.336.020. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.***

Finding: This application involves an internal remodel of an existing coffee shop and café on a property in the C-3 zoning district. Such a use substantially fulfills the use category identified as an *Eating and Drinking Establishment* pursuant to 15.303.430. Pursuant to NMC 15.305.020, a non-alcohol related eating and drinking establishment is a *Permitted Use* in the C-3 zoning district.

Because the proposed use an eating and drinking establishment in the C-3 zoning district, the proposed use is considered a permitted use.

The criterion is met.

8. *Subdistrict Compliance. Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.*

Finding: The subject property is located in the Inner Horizontal Surface of the Airport Overlay Zone (AO) associated with Sportsman Airpark. According to the application materials, the proposed project will remodel existing structures. The application materials (Attachment 1) include elevations that show Building 1 is ± 23 feet tall and Building 2 is ± 14 feet in height. The proposed remodel will not alter the size of the existing structure.

Pursuant to NMC 15.05.030, the Inner Horizontal Surface is one of five of the airport's imaginary surfaces, and *"any object extending above these imaginary surfaces is an obstruction."* The definition of an Inner Horizontal Surface is an area 150 feet above the airport elevation. According to the facility details provided by the Federal Aviation Administration (FAA), the elevation of Sportsman Airpark is ± 181 feet. The subject property is at an elevation of ± 184 feet, meaning the Inner Horizontal Surface begins ± 147 above the subject property.

Because the project will not add or modify any structure to obtain a height of more than the 23 feet, the property's structures will not exceed the Inner Horizontal Surface of ± 147 feet.

The criterion is met.

9. *Alternative Circulation, Roadway Frontage Improvements and Utility Improvements. Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan. At the discretion of the city, these improvements may be deferred through use of a deferred improvement agreement or other form of security.*

Finding: According to the proposed project's site plan (Attachment 1), the subject property is fully improved with vehicle and pedestrian access to the public right of way. Existing single-family dwellings occupy the properties that abut the site. The subject site has frontage along E Hancock Street, N Meridian Street, and N Edwards Street. The streets are paved and have sidewalks of varying widths. N Meridian Street and Edwards Street have planter strips between the sidewalk and on-street parking areas. According to the Newberg Transportation System Plan,

E Hancock Street is classified as a Major Arterial, N Meridian Street is classified as a Minor Collector, and N Edwards Street is classified as a Local/Residential Street.

The subject property has recently undergone frontage improvements in coordination with the Public Works Department including a public improvement permit (EG23-0054) completed on April 18, 2023, for the replacement of a 111-foot long section of existing sidewalk.

Because property owners may be required to improve abutting right of way that does not conform to the applicable standards pursuant to NMC 12.05, the Applicant shall request and receive review of the existing right-of-way by the City of Newberg Public Works Department to determine if any further improvements are necessary prior to issuance of building permits.

The criterion will be met if the aforementioned condition of approval is adhered to.

10. Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director.

Finding: This application proposes an interior remodel of an existing building to continue the former use as a coffee shop and eating establishment under new different ownership. The site incorporates a drive-through lane and service window. This application does not propose to alter the existing building square footage or add additional drive through lanes. Because the proposed project does not increase the size of any structures and will continue a use that is substantially the same as the former use, a traffic study is not necessary.

This criterion is not applicable.

[...]

15.220.080 Additional requirements for development in the C-3 zoning district.

The purpose of this section is to ensure that new development and redevelopment in the C-3 zoning district maintains and promotes downtown Newberg as a desirable place to spend time. The standards below will help to assure continued quality and compatibility in construction and design. An applicant for a new development or redevelopment within the C-3 zoning district, which is subject to the site design review process, must demonstrate that seven out of 10 of the following site and building design elements have been incorporated into the design of the project. Exceptions to these additional development requirements may be granted if the requirements would result in construction that is out of character with surrounding development. Applicants for redevelopment of a designated landmark will not be subject to these additional requirements.

[...]

Finding: The proposed project will remodel two existing building which will continue the former use of the site as a coffee shop and eating establishment on a subject property located

within the C-3 zoning district. Pursuant to NMC 125.220.020(A)(1)(i), the application requires a Type II review.

NMC 15.05.030 defines redevelopment as “a remodel or addition that requires a Type II application. Therefore, the design requirements outlined in NMC 15.220.080 apply. However, the proposed will be limited to an interior remodel, and except for replacing an existing garage door and removal of the Building 1 chimney, no exterior alterations are planned.

Because the proposed project is the remodel of existing structures that will continue the subject property’s former use, the requirement to demonstrate that site and building design elements have been incorporated into the design of the project is not applicable.

B. FINDINGS FOR DEVELOPMENT STANDARDS (NMC DIVISION 15.400)

Chapter 15.405 Lot Requirements

15.405.010 Minimum and maximum lot area.

[...]

Finding: The proposed project will occur on two existing tax lots, R3219AA 6100 and R3219AA 6700. Because the proposed project occurs on two existing lots of record and will not modify the proposed lot configurations, the criteria are not applicable.

15.405.020 Lot area exceptions.

[...]

Finding: No lot area exceptions were requested. Because lot area exceptions were requested, the criterion is not applicable.

15.405.030 Lot dimensions and frontage.

[...]

Finding: The proposed project will occur on two existing tax lots, R3219AA 6100 and R3219AA 6700.

Because the proposed project occurs on existing tax lots and does not request modifications to the lot dimensions and frontage, the criterion is not applicable.

15.405.040 Lot coverage and parking coverage requirements.

[...]

C. All other districts and uses not listed in subsection (B) of this section shall not be limited as to lot coverage and parking coverage except as otherwise required by this code.

Finding: According to the application materials (Attachment 1), this proposal is limited to an interior remodel of an established commercial development. Because the subject property is in the C-3 zoning district, there are no limitations on the lot coverage for the subject property.

The criterion is met.

Chapter 15.410 Yard Setback Requirements

15.410.020 Front yard setback.

[...]

B. Commercial.

[...]

3. All lots or development sites in the C-3 district shall have no minimum front yard requirements. The maximum allowable front yard shall be 20 feet. In the case of a through lot with two front yards, at least one front yard must meet the maximum setback requirement. In the case of three or more front yards, at least two front yards must meet the maximum setback requirements. No parking shall be allowed in said yard. Said yard shall be landscaped and maintained.

[...]

Finding: The subject property is located in the C-3 zoning district. The proposed project is for the remodeling of two existing structures which will continue to former use of the site as a coffee shop and eating establishment.

Because the existing structures will not be modified, the criterion is not applicable.

15.410.030 Interior yard setback.

[...]

B. Commercial.

1. All lots or development sites in the C-1 and C-2 districts have no interior yards required where said lots or development sites abut property lines of commercially or industrially zoned property. When interior lot lines of said districts are common with property zoned residentially, interior yards of not less than 10 feet shall be required opposite the residential districts.

2. All lots or development sites in the C-3 district shall have no interior yard requirements.

3. All lots or development sites in the C-4 district will comply with the interior yard requirements described in NMC 15.352.040(E).

[...]

Finding: The subject property is located in the C-3 zoning district. The proposed project is for the remodeling of two existing structures which will continue to former use of the site as a coffee shop and eating establishment.

Because the existing structures will not be modified, the criterion is not applicable.

15.410.040 Setback and yard restrictions as to schools, churches, public buildings.

[...]

Finding: Because the subject property is not schools, churches, public buildings, the criterion is not applicable.

15.410.050 Special setback requirements to planned rights-of-way

[...]

Finding: There are existing street frontages on three sides of the subject property. There are no planned rights-of-way or partial streets abutting the subject property.

Because there are no planned rights-of-way or partial streets abutting the subject property, the criterion are not applicable.

15.410.060 Vision clearance setback.

The following vision clearance standards shall apply in all zones (see Appendix A, Figure 9).

[...]

B. At the intersection of a private drive and a street, a triangle formed by the intersection of the curb lines, each leg of the vision clearance triangle shall be a minimum of 25 feet in length.

C. Vision clearance triangles shall be kept free of all visual obstructions from two and one-half feet to nine feet above the curb line. Where curbs are absent, the edge of the asphalt or future curb location shall be used as a guide, whichever provides the greatest amount of vision clearance.

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. The site plan identifies an off-street parking area located south of Building 1 that is accessed directly

via a public alley. The entrance to the one-way drive-through lane (associated with Building 2) is on E Hancock Street, and the exit is on N Meridian Street.

According to the provision in NMC 15.410.060, vision clearance areas must be maintained for the public alley with access onto N Edwards and N Meridian Streets, for the drive-through entrance from E Hancock Street, and for the drive-through exit onto N Meridian Street:

- Vision Clearance Triangle for public alley with access onto N Edwards and N Meridian Streets: No structures or obstructions are located within or will be added to the vision clearance triangle area. Because no structures or obstructions are located within or will be added to the vision clearance triangle area, the criterion is met for this location.
- Vision Clearance Triangle for drive-through entrance from E Hancock Street: No structures are located within or will be added to the vision clearance triangle area. As depicted in the figure below, landscaping of an undefined height is located within the vision clearance triangle. Because the landscaping within the vision clearance triangle, the applicant shall be required to ensure that that vision clearance triangle of the drive-through entrance is kept free of all visual obstructions from two and one-half feet to nine feet above the curb line.
- Vision Clearance Triangle for Drive-Through Exit onto drive-through exit onto N Meridian Street: No structures are located within or will be added to the vision clearance triangle area. As depicted in the figure below, landscaping of an undefined height is located within the vision clearance triangle. Because the landscaping within the vision clearance triangle, the applicant shall be required to ensure that that vision clearance triangle of the drive-through exit is kept free of all visual obstructions from two and one-half feet to nine feet above the curb line.

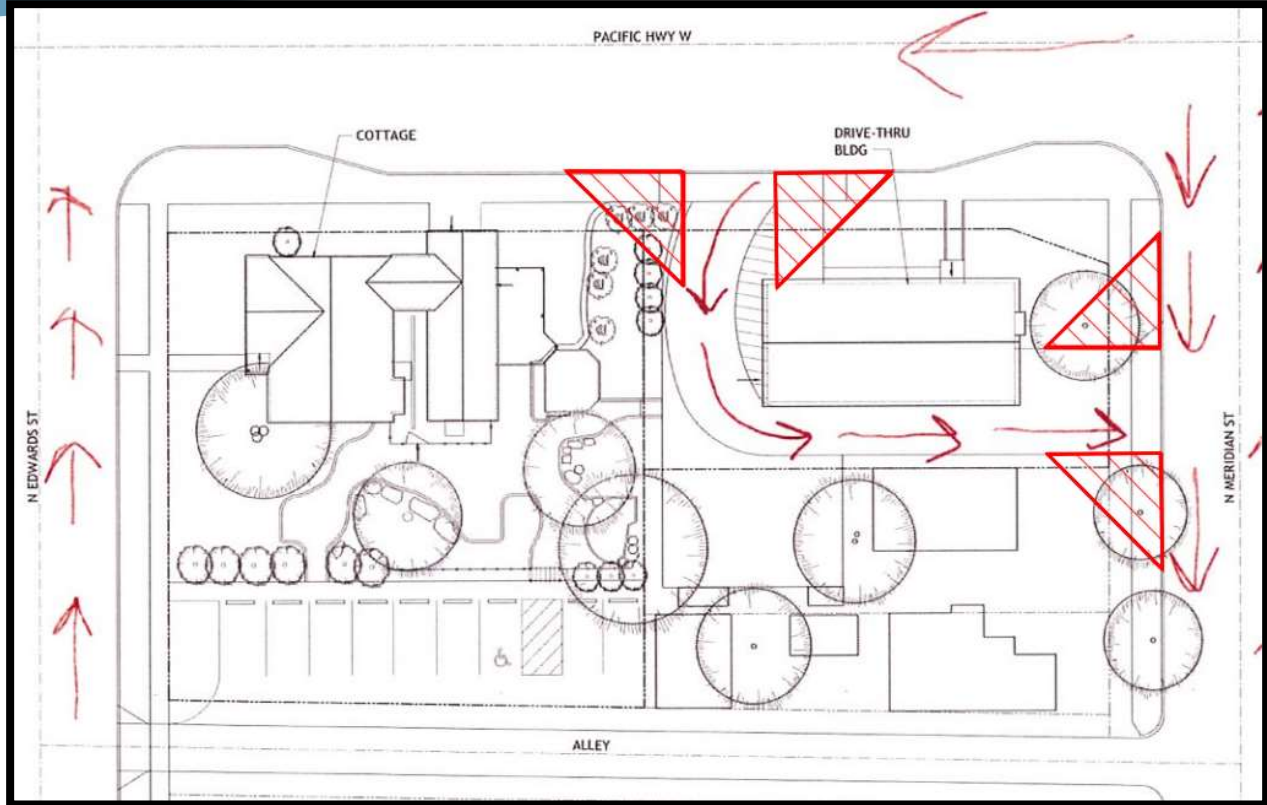


Figure 1. Vision Clearance Triangles for Drive-Through Area of Subject Property

The criterion will be met if the aforementioned conditions of approval are adhered to.

Chapter 15.415 Building and Site Design Standards

[...]

15.415.020 Building height limitation.

[...]

B. Commercial, Industrial and Mixed Employment.

[...]

2. ***In the AI, C-2, C-3, M-E, M-1, M-2, and M-3 districts there is no building height limitation, except, where said districts abut upon a residential district, the maximum permitted building height shall not exceed the maximum building height permitted in the abutting residential district for a distance of 50 feet from the abutting boundary.***

Finding: The subject property is located in the C-3 zoning district. The proposed project will not construct any new structures or modify the height of existing structures. Because there are no height limitations in the C-3 zoning district, all existing structures comply with the code section's standard.

The criterion is met.

15.415.040 Public access required.

No building or structure shall be erected or altered except on a lot fronting or abutting on a public street or having access to a public street over a private street or easement of record approved in accordance with provisions contained in this code. New private streets may not be created to provide access except as allowed under NMC 15.332.020(B)(24), 15.336.020(B)(8), and in the M-4 zone. Existing private streets may not be used for access for new dwelling units, except as allowed under NMC 15.405.030. No building or structure shall be erected or altered without provisions for access roadways as required in the Oregon Fire Code, as adopted by the city.

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of an of two existing buildings for the continued operation of a coffee shop and eating establishment. As noted on the submitted site plan, the property includes Building 1 which has frontage on E Hancock Street (north), N Edwards Street (west), and a public alley (south). The property also contains Building 2 which is situated has frontage on E Hancock Street (north) and N Meridian Street (east).

Because the application materials that the site's existing access to the public right-of-way will not be altered as a part of this project, the proposed use will continue to have access to public rights-of-way.

The criterion is met.

Chapter 15.420 Landscaping and Outdoor Areas

15.420.010 Required minimum standards.

[...]

B. Required Landscaped Area. The following landscape requirements are established for all developments except single-family dwellings:

- 1. A minimum of 15 percent of the lot area shall be landscaped; provided, however, that computation of this minimum may include areas landscaped under subsection (B)(3) of this section. Development in the C-3 (central business district) zoning district and M-4 (large lot industrial) zoning district is exempt from the 15 percent landscape area requirement of this section. Additional landscaping requirements in the C-4 district are described in NMC***

15.352.040(K). *In the AI airport industrial district, only a five percent landscaping standard is required with the goal of “softening” the buildings and making the development “green” with plants, where possible. The existence of the runway, taxiway, and approach open areas already provide generally for the 15 percent requirement. Developments in the AI airport industrial district with a public street frontage shall have said minimum landscaping between the front property line and the front of the building.*

Finding: The subject property is in the C-3 zoning district. According to NMC 15.420.010(B)(1), properties in the C-3 zoning district are exempt from the 15 percent landscape area requirement.

Because the subject property is located in the C-3 zoning district, this standard is not applicable.

2. All areas subject to the final design review plan and not otherwise improved shall be landscaped.

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of an of two existing buildings for the continued operation of a coffee shop and eating establishment. Because the landscape plan included in the application materials depict a mixture of large trees and additional landscaping provided throughout the site. Because established landscaping is provided throughout the site, the site is considered to be landscaped.

The criterion is met.

3. The following landscape requirements shall apply to the parking and loading areas:

a. A parking or loading area providing 10 or more spaces shall be improved with defined landscaped areas totaling no less than 25 square feet per parking space.

b. A parking, loading area, or drive aisle which runs adjacent to a property line shall be separate from any lot line adjacent to a street by a landscaped strip at least 10 feet in interior width or the width of the required yard, whichever is greater, and any other lot line by a landscaped strip of at least five feet in interior width. See subsections (B)(3)(c) and (d) of this section for material to plant within landscape strips.

c. A landscaped strip separating a parking area, loading area, or drive aisle from a street shall contain street trees spaced as appropriate to the species, not to exceed 50 feet apart on average, and a combination of shrubs and ground cover, or lawn. This landscaping shall provide partial screening of these areas from the street.

d. A landscaped strip separating a parking area, loading area, or drive aisle from an interior lot line shall contain any combination of trees, shrubs, ground cover or lawn. Plant material shall be selected from at least two different plant material groups (example: trees and shrubs, or lawn and shrubs, or lawn and trees and shrubs).

e. Landscaping in a parking or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.

f. Landscaping areas in a parking lot, service drive or loading area shall have an interior width of not less than five feet.

g. All multifamily, institutional, commercial, or industrial parking areas, service drives, or loading zones which abut a residential district shall be enclosed with a 75 percent opaque, site-obscuring fence, wall or evergreen hedge along and immediately adjacent to any interior property line which abuts the residential district. Landscape plantings must be large enough to provide the required minimum screening requirement within 12 months after initial installation. Adequate provisions shall be maintained to protect walls, fences or plant materials from being damaged by vehicles using said parking areas.

h. An island of landscaped area shall be located to separate blocks of parking spaces. At a minimum, one deciduous shade tree per seven parking spaces shall be planted to create a partial tree canopy over and around the parking area. No more than seven parking spaces may be grouped together without an island separation unless otherwise approved by the director based on the following alternative standards:

i. Provision of a continuous landscaped strip, with a five-foot minimum width, which runs perpendicular to the row of parking spaces (see Appendix A, Figure 13).

ii. Provision of tree planting landscape islands, each of which is at least 16 square feet in size, and spaced no more than 50 feet apart on average, within areas proposed for back-to-back parking (see Appendix A, Figure 14).

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment.

Regarding of required criteria:

- Sub-section a: The subject site has an existing off-street parking area that includes eight standard spaces and one van-accessible ADA space. The Applicant's narrative indicates

that there will be no alterations to the current parking area. Because less than 10 parking spaces are present, this criterion is not applicable.

- Sub-section b: The existing parking is located adjacent to an alley on the south side of the property and behind an 11-foot wide landscaped buffer along the N Edwards Street frontage of the subject property. Because a 11-foot wide landscaped buffer is provided between the parking area and existing parking, the criterion is met.
- Sub-section c: The existing parking is accessed via a public alley and possesses no drive aisles. Because the site possesses no landscaping strip or drive aisle associate with off-street parking and will not modify the existing parking, the criterion is not applicable.
- Sub-section d.: The existing parking is accessed via a public alley and possesses no drive aisles. Because the site possesses no landscaping strip or drive aisle associate with off-street parking and will not modify the existing parking, the criterion is not applicable.
- Sub-section e: The subject property provides more than the minimum required parking, and the provided parking is bounded by property lines on the south and eastern portions of the parking. The existing parking is bounded by a landscape strip to the west and landscaped areas to the north. On 808 E Hancock Street, landscaping is provided throughout the site and surrounding Building 1. On 814 E Hancock Street, landscaping is provided to the north and east of Building 2, areas that are not occupied by either Building 2 or the one-way drive-through. Because landscaping is provided through the site and bounds the northern and western areas adjacent to off-street parking, the criterion is met.
- Sub-section f: The existing parking is located adjacent to an alley on the south side of the property and behind an 11-foot wide landscaped buffer along the N Edwards Street frontage of the subject property. Because a 11-foot wide landscaped buffer exceeds five feet in width, the criterion is met.
- Sub-section h.: The proposed project will maintain existing off-street parking that includes eight standard spaces and one van-accessible ADA space, configured to provide a grouping of 7 and 2 parking spaces separated by a loading zone. An 11-foot wide landscape buffer separates the existing parking from N Edwards Street. The applicant's narrative indicates that there will be no alterations to the current parking area. Because the existing parking's group does not contain more than 7 contiguous spaces and a 11-foot wide landscape buffer is provided at the eastern end of the parking area, the criterion is met.

4. Trees, Shrubs and Ground Covers. The species of street trees required under this section shall conform to those authorized by the city council through resolution. The director shall have the responsibility for preparing and updating

the street tree species list which shall be adopted in resolution form by the city council.

- a. Arterial and minor arterial street trees shall have spacing of approximately 50 feet on center. These trees shall have a minimum two-inch caliper tree trunk or stalk at a measurement of two feet up from the base and shall be balled and burlapped or boxed.*
- b. Collector and local street trees shall be spaced approximately 35 to 40 feet on center. These trees shall have a minimum of a one and one-half or one and three-fourths inch tree trunk or stalk and shall be balled and burlapped or boxed.*
- c. Accent Trees. Accent trees are trees such as flowering cherry, flowering plum, crab-apple, Hawthorne and the like. These trees shall have a minimum one and one-half inch caliper tree trunk or stalk and shall be at least eight to 10 feet in height. These trees may be planted bare root or balled and burlapped. The spacing of these trees should be approximately 25 to 30 feet on center.*
- d. All broad-leafed evergreen shrubs and deciduous shrubs shall have a minimum height of 12 to 15 inches and shall be balled and burlapped or come from a two-gallon can. Gallon-can size shrubs will not be allowed except in ground covers. Larger sizes of shrubs may be required in special areas and locations as specified by the design review board. Spacing of these shrubs shall be typical for the variety, three to eight feet, and shall be identified on the landscape planting plan.*
- e. Ground Cover Plant Material. Ground cover plant material such as greening juniper, cotoneaster, minor Bowles, English ivy, hypericum and the like shall be one of the following sizes in specified spacing for that size:*

<i>Gallon cans</i>	<i>3 feet on center</i>
<i>4" containers</i>	<i>2 feet on center</i>
<i>2-1/4" containers</i>	<i>18" on center</i>
<i>Rooted cuttings</i>	<i>12" on center</i>

Finding: The Applicant has provided a landscape plan (Attachment 1) that identifies the existing trees on the site and surrounding properties. The subject site has frontage on E Hancock Street, N Edwards Street, and N Meridian Street.

Regarding, NMC 15.420.010(B)(4)(a – b), Newberg’s Transportation System Plan identifies:

- E Hancock Street is classified as a major arterial,

- N Edwards Street is classified as a local road, and
- N Meridian Street is classified as a minor collector.

Because the site's frontage along N Meridian Street includes an established tree west of the sidewalk, the N Meridian Street frontage complies with the requirements.

The E Hancock frontage is a curb-tight sidewalk with only one tree and a landscaping buffer depicted in the landscaping plan. Because the E Hancock Street frontage is a major arterial and no trees are depicted in front of 808 and 814 E Hancock for more than 111 feet, the Applicant shall ensure that three street trees of at least a 2-inch caliper tree trunk are planted or otherwise maintained along the E Hancock Street frontage.

Because the site's frontage along N Edwards Street includes an established tree southwest Building 1 and additional trees are provided on the eastern portion of the site adjacent to the off-street parking area, N Edwards Street frontage complies with the requirements.

Regarding, NMC 15.420.010(B)(4)(c-e), the Applicant materials do not propose additional planting. Because the project does not propose alterations or additions to the existing landscaping, the criterion are not applicable except as required by conditions of approval.

The criteria will be met if the aforementioned condition of approval are adhered to.

- 5. Automatic, underground irrigation systems shall be provided for all areas required to be planted by this section. The director shall retain the flexibility to allow a combination of irrigated and nonirrigated areas. Landscaping material used within nonirrigated areas must consist of drought-resistant varieties. Provision must be made for alternative irrigation during the first year after initial installation to provide sufficient moisture for plant establishment.*
- 6. Required landscaping shall be continuously maintained.*

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. The site is landscaped and project does not propose additional planting. Historical aerial imagery indicates the existing landscaping has been maintained for over ±20 years.

Alterations or additions to the current landscaping will require updated landscaping and irrigation plans consistent with NMC 14.420.010(B)(c-e).

Because landscaping is established and has been in place for ±20 years, the existing irrigation and maintenance complies with the requirements.

The criteria are met.

7. *Maximum height of tree species shall be considered when planting under overhead utility lines.*

Finding: Overhead utility lines are located south of the subject site along the alley. The Applicant is not proposing to plant new trees that will impact this area.

Because the project will not plant new trees, the criterion is not applicable.

8. *Landscaping requirements and standards for parking and loading areas (subsection (B)(3) of this section) will apply to development proposals unless the institution has addressed the requirements and standards by an approved site development master plan. With an approved site development master plan, the landscape requirements will be reviewed through an administrative Type I review process.*

Finding: This site is not associated with a site development master plan. Because the site is not associated with a site development master plan, the criterion is not applicable.

C. *Installation of Landscaping. All landscaping required by these provisions shall be installed prior to the issuance of occupancy permits, unless security equal to 110 percent of the cost of the landscaping as determined by the director is filed with the city, insuring such installation within six months of occupancy. A security – cash, certified check, time certificates of deposit, assignment of a savings account, bond or such other assurance of completion as shall meet with the approval of the city attorney – shall satisfy the security requirements. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the director, the security may be used by the city to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the city shall be returned to the applicant.*

Finding: The proposed project is for the remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. An existing mixture of large trees and additional landscaping is found throughout the site. The proposed project will maintain the existing landscaping and no additions or modifications to the landscaping are requested in the proposed project.

Because landscaping is required as a condition of approval elsewhere in this staff report, all landscaping must be completed prior to final occupancy. If landscaping cannot be completed, options listed in NMC15.420.010(C) may apply.

The criterion will be met if the aforementioned condition of approval is adhered to.

15.420.020 Landscaping and amenities in public rights-of-way.

- A. Pedestrian Space Landscaping.** *Pedestrian spaces shall include all sidewalks and medians used for pedestrian refuge. Spaces near sidewalks shall provide plant material for cooling and dust control, and street furniture for comfort and safety, such as benches, waste receptacles and pedestrian-scale lighting. These spaces should be designed for short-term as well as long-term use. Elements of pedestrian spaces shall not obstruct sightlines and shall adhere to any other required city safety measures. Medians used for pedestrian refuge shall be designed for short-term use only with plant material for cooling and dust control, and pedestrian-scale lighting. The design of these spaces shall facilitate safe pedestrian crossing with lighting and accent paving to delineate a safe crossing zone visually clear to motorists and pedestrians alike.*
- 1. Street trees planted in pedestrian spaces shall be planted according to NMC 15.420.010(B)(4).*
 - 2. Pedestrian spaces shall have low (two and one-half feet) shrubs and ground covers for safety purposes, enhancing visibility and discouraging criminal activity.*
 - 3. Pedestrian-scale lighting shall be installed along sidewalks and in medians used for pedestrian refuge.*
 - 4. Street furniture such as benches and waste receptacles shall be provided for spaces near sidewalks only.*
 - a. Furniture should be sited in areas with the heaviest pedestrian activity, such as downtown, shopping districts, and shopping centers.*
 - b. Benches should be arranged to facilitate conversation between individuals with L-shaped arrangements and should face the area focal point, such as shops, fountains, plazas, and should divert attention away from nearby traffic.*
 - 5. Paving and curb cuts shall facilitate safe pedestrian crossing and meet all ADA requirements for accessibility.*

Finding: The proposed project is for the remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. An existing mixture of large trees and additional landscaping are found throughout the site. The proposed project will maintain the existing landscaping and no additions or modifications to the landscaping are requested in the proposed project.

The subject site abuts public streets to the north, west, and east.

- To the west, N Edwards Street includes a ±4-foot-wide sidewalk and a ±6-foot-wide planter strip. The planter strip is landscaped with ground cover and low shrubs.
- To the east, N Meridian Street has a ±4-foot-wide sidewalk and a ±6-foot-wide planter strip that includes ground cover and street trees along the site's frontage.
- The site's northern boundary abuts E Hancock Street, which has a sidewalk that is ±16 feet wide at the intersections and ±7 feet wide along the street. Three streetlights are located along E Hancock Street, south of the sidewalk.

Regarding the Code section's criteria:

1. See Findings for NMC 15.420.010(B) for findings and conditions of approval related to street trees.
2. Because the existing landscaping includes a mixture of mature trees and shrubs, the existing landscaping substantially complies with this criterion.
3. The project does not propose to install additional exterior lighting. Because existing lighting is provided as shown in the application materials, including at pedestrian entrances and the pedestrian pathway leading from Building 1 to the parking area, the criterion is met.
4. Because no street furniture is proposed for this project, the criterion is not applicable.
5. Because the proposed project will not add curb cuts or paving and will not modify any pedestrian crossing or public right-of-way areas, the criterion is not applicable.

The criteria are met.

B. Planting Strip Landscaping. All planting strips shall be landscaped. Planting strips provide a physical and psychological buffer for pedestrians from traffic with plant material that reduces heat and dust, creating a more comfortable pedestrian environment. Planting strips shall have different arrangements and combinations of plant materials according to the frequency of on-street parking (see Appendix A, Figures 18 and 19).

1. ***Planting strips which do not have adjacent parking shall have a combination of ground covers, low (two and one-half feet) shrubs and trees. Planting strips adjacent to frequently used on-street parking, as defined by city staff, shall only have trees protected by tree grates, and planting strips adjacent to infrequently used on-street parking shall be planted with ground cover as well as trees (see Appendix A, Figures 18 and 19, Typical Planting***

Strip Layouts). District themes or corridor themes linking individual districts should be followed utilizing a unifying plant characteristic, e.g., bloom color, habit, or fall color. When specifying thematic plant material, monocultures should be avoided, particularly those species susceptible to disease.

2. *Street trees shall be provided in all planting strips as provided in NMC 15.420.010(B)(4).*
 - a. *Planting strips without adjacent parking or with infrequent adjacent parking shall have street trees in conjunction with ground covers and/or shrubs.*
 - b. *Planting strips with adjacent parking used frequently shall have only street trees protected by tree grates.*
3. *Shrubs and ground covers shall be provided in planting strips without adjacent parking with low (two and one-half feet) planting masses to enhance visibility, discourage criminal activity, and provide a physical as well as psychological buffer from passing traffic.*
 - a. *Plantings shall be 90 percent evergreen year-round, provide seasonal interest with fall color or blooms and at maturity maintain growth within the planting area.*
 - b. *Ground cover able to endure infrequent foot traffic shall be used in combination with street trees for planting strips with adjacent occasional parking (refer to plant material matrix below).*
 - c. *All plant placement shall adhere to clear sight line requirements as well as any other relevant city safety measures.*

Finding: The proposed project is for the remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. An existing mixture of large trees and additional landscaping are found throughout the site. The proposed project will maintain the existing landscaping and no additions or modifications to the landscaping are requested in the proposed project.

The subject site abuts public streets to the north, west, and east.

- To the west, N Edwards Street includes a ± 4 -foot-wide sidewalk and a ± 6 -foot-wide planter strip. The planter strip is landscaped with ground cover and shrubs, and on-street parking is providing along this frontage.
- To the east, N Meridian Street has a ± 4 -foot-wide sidewalk and a ± 6 -foot-wide planter strip that. The planter strip is landscaped with grass and this frontage has no adjacent parking.

- The site's northern boundary abuts E Hancock Street, which has a curb-tight sidewalk that is ± 16 feet wide at the intersections and ± 7 feet wide along the street. The E Hancock frontage has adjacent on-street parking and no planter strip. Three streetlights are located along E Hancock Street, south of the sidewalk.

Regarding the Code section's criteria:

1. Because the N Edwards frontage has no adjacent on parking, no street trees are required and the criterion is met for this frontage. Because the N Meridian frontage has adjacent parking and possesses established landscaping of shrubs and low plants, the criterion is met for this frontage. Because the frontage on E Hancock does not possess a planter strip, the criterion is not applicable to this frontage.
2. See Findings for NMC 15.420.010(B) for findings and conditions of approval related to street trees.
3. Because the N Edwards frontage has no adjacent on parking and the grass used for landscaping is less than two and on-half feet in height, the criterion is met. Because the N Meridian and E Hancock frontages have adjacent parking, the criterion is not applicable.

The criteria are met.

C. Maintenance. All landscapes shall be maintained for the duration of the planting to encourage health of plant material as well as public health and safety. All street trees and shrubs shall be pruned to maintain health and structure of the plant material for public safety purposes.

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of an of two existing buildings for the continued operation of a coffee shop and eating establishment. The site is landscaped and project does not propose additional planting. Historical aerial imagery indicates the existing landscaping has been maintained for over ± 20 years.

Because landscaping is established and has been in place for ± 20 years, the existing irrigation and maintenance complies with the requirements.

The criterion is met

Chapter 15.425 Exterior Lighting

15.425.020 Applicability and exemptions.

A. Applicability. Outdoor lighting shall be required for safety and personal security in areas of assembly, parking, and traverse, as part of multifamily residential, commercial, industrial, public, recreational and institutional uses. The applicant

for any Type I or Type II development permit shall submit, as part of the site plan, evidence that the proposed outdoor lighting plan will comply with this section. This information shall contain but not be limited to the following:

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of an of two existing buildings for the continued operation of a coffee shop and eating establishment. The application materials (Attachment 1) include an exterior lighting plan which identifies the established exterior lighting on the site. The proposed project will add no additional exterior lighting and does not propose to modify the existing lighting.

Because the proposed project will continue the former use and will not add or modify the existing lighting, the criterion is not applicable.

Chapter 15.430 Underground Utility Installation

15.430.010 Underground utility installation.

- A. All new utility lines, including but not limited to electric, communication, natural gas, and cable television transmission lines, shall be placed underground. This does not include surface-mounted transformers, connections boxes, meter cabinets, service cabinets, temporary facilities during construction, and high-capacity electric lines operating at 50,000 volts or above.*
- B. Existing utility lines shall be placed underground when they are relocated, or when an addition or remodel requiring a Type II design review is proposed, or when a developed area is annexed to the city.*

Finding: The subject site is developed with an established use. The existing utility connections are expected to provide adequate service.

The criterion is met.

Chapter 15.435 Signs

[...]

Finding: The application materials (Attachment 1) indicate that the site has existing signs that are expected to be altered in the future. An application for sign review was not submitted as part of this application and no signs will be modified as part of the proposed project. Because no application for a sign was submitted as part of the proposed project, the criterion is not applicable.

Chapter 15.440 Off-Street Parking, and Private Walkways

15.440.010 Required off-street parking.

[...]

C. Off-street parking is not required in the C-3 district, except for:

1. *Dwelling units meeting the requirements noted in NMC 15.305.020.*
2. *New development which is either immediately adjacent to a residential district or separated by nothing but an alley.*
3. *In cases where the applicant is proposing off-street parking, refer to subsection (F) of this section for the maximum number of parking spaces.*

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. The subject property is in the C-3 zoning district. The subject property includes off-street parking area with eight standard spaces and one van-accessible ADA space. The subject site fronts three public streets, two of which have on-street parking.

Because the proposed project is for the continued use of an eating establishment and located in the C-3 zoning district, no parking is required.

Pursuant to NMC 15.440.010(F), when off-street parking is provided, the maximum number of parking spaces allowed is determined by multiplying the minimum required for a use by a factor of one-fifth of those spaces. Per NMC 15.440.030, the minimum parking requirements for establishments for the sale and consumption on the premises of food and beverages with a drive-up window is one for every 100 square feet. The total square footage of Building 1 and 2 is 2,650 square feet. Therefore, the calculated minimum number of spaces would be 26 if the subject property were located in a zoning district that required parking, and the maximum number of parking spaces allowed is 31. Because a total of 9 off-street parking spaces is provided, the existing number of parking spaces does not exceed the maximum.

The criterion is met.

15.440.100 Facility requirements.

Bicycle parking facilities shall be provided for the uses shown in the following table. Fractional space requirements shall be rounded up to the next whole number.

<i>Use</i>	<i>Minimum Number of Bicycle Parking Spaces Required</i>
<i>New commercial, industrial, office, and institutional developments, including additions that total 4,000 square feet or more</i>	<i>One bicycle parking space for every 10,000 square feet of gross floor area. In C-4 districts, two bicycle parking spaces, or one per 5,000 square feet of building area, must be provided, whichever is greater</i>

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of an of two existing buildings for the continued operation of a coffee shop and eating establishment.

The subject property is in the C-3 zoning district. Because the project does not include new development or additions that total 4,000 square feet or more, no additional bike parking is required.

The criterion is not applicable.

[...]

15.440.140 Private walkway design.

- A. All required private walkways shall meet the applicable building code and Americans with Disabilities Act requirements.*
- B. Required private walkways shall be a minimum of four feet wide.*
- C. Required private walkways shall be constructed of portland cement concrete or brick.*
- D. Crosswalks crossing service drives shall, at a minimum, be painted on the asphalt or clearly marked with contrasting paving materials or humps/raised crossings. If painted striping is used, it should consist of thermoplastic striping or similar type of durable application.*
- E. At a minimum, required private walkways shall connect each main pedestrian building entrance to each abutting public street and to each other.*
- F. The review body may require on-site walks to connect to development on adjoining sites.*
- G. The review body may modify these requirements where, in its opinion, the development provides adequate on-site pedestrian circulation, or where lot dimensions, existing building layout, or topography preclude compliance with these standards.*

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. Pedestrian walkways are provided to both Building 1 and 2 from adjacent sidewalk areas. Additionally, Building 1 includes pedestrian walkway areas leading from Building 1 to the parking area located at the southern portion of the subject property.

- A. The project shall be required to apply for applicable building permits following land use review, and requirements of the Americans with Disabilities Act will be reviewed where appropriate during building permit review.
- B. Because pedestrian pathways leading from sidewalks to main buildings and between Building 1 and the parking area are at least 4 feet wide, the pedestrian pathways meet the criterion.

- C. The existing pedestrian pathway is paved in cement and brick.
- D. Because all crosswalks crossing services occur at sidewalk areas in the public right-of-way, the criterion is not applicable.
- E. Building 1 has pedestrian pathways that connect to sidewalks on the abutting N Edwards and E Hancock Streets. Building 2 has a pedestrian pathway that connects to the sidewalk on E Hancock Street.
- F. Because no code section requires such an addition, no additional on-site walks to connect to adjoining sites is required.
- G. Because the proposed project will continue the operation of a coffee shop and eating establishment use that the site was formerly used for, the existing on-site pedestrian pathway are adequate for the proposed use.

The criteria are met.

C. FINDINGS FOR PUBLIC IMPROVEMENTS (NMC CHAPTER 15.505)

Chapter 15.505 Public Improvements Standards

[...]

15.505.020 Applicability.

The provision and utilization of public facilities and services within the City of Newberg shall apply to all land developments in accordance with this chapter. No development shall be approved unless the following improvements are provided for prior to occupancy or operation, unless future provision is assured in accordance with NMC 15.505.030(E).

- A. Public Works Design and Construction Standards. The design and construction of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required shall comply with the requirements of the most recently adopted Newberg public works design and construction standards.*

Finding: All improvements reviewed under this application are identified in the NMC 15.505 section specific to them and are conditioned to comply with the Public Works Design and Construction Standards in those sections.

The criterion is met.

- B. Street Improvements. All projects subject to a Type II design review, partition, or subdivision approval must construct street improvements necessary to serve the development.*

Finding: This application is for a site design review and is required to follow Type II design review procedures based on the scope of the project. The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment.

The subject property has recently undergone frontage improvements in coordination with the Public Works Department including a public improvement permit (EG23-0054) completed on April 18, 2023, for the replacement of a 111-foot long section of existing sidewalk.

Because property owners may be required to improve abutting right of way that does not conform to the applicable standards pursuant to NMC 12.05, the Applicant shall request and receive review of the existing right-of-way by the City of Newberg Public Works Department to determine if any further improvements are necessary prior to issuance of building permits.

The criterion will be met if the aforementioned condition of approval is adhered to.

C. Water. All developments, lots, and parcels within the City of Newberg shall be served by the municipal water system as specified in Chapter 13.15 NMC.

Finding: According to the city utility maps, the existing building is connected to the public water system.

The criterion is met.

B. Wastewater. All developments, lots, and parcels within the City of Newberg shall be served by the municipal wastewater system as specified in Chapter 13.10 NMC.

Finding: According to city utility maps, the existing building is connected to the public wastewater system.

The criterion is met.

C. Stormwater. All developments, lots, and parcels within the City of Newberg shall manage stormwater runoff as specified in Chapters 13.20 and 13.25 NMC.

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of two existing buildings for the continued operation of a coffee shop and eating establishment. No additions are proposed. Because the proposed project does not modify or add to the site's impervious surface area, stormwater and stormwater management associated with the site will not be impacted.

The criterion is met.

D. Utility Easements. Utility easements shall be provided as necessary and required by the review body to provide needed facilities for present or future development of the area.

Finding: The site is established with existing utility connections. New easements are not requested as part of this application.

The criterion is met.

E. City Approval of Public Improvements Required. No building permit may be issued until all required public facility improvements are in place and approved by the director, or are otherwise bonded for in a manner approved by the review authority, in conformance with the provisions of this code and the Newberg Public Works Design and Construction Standards.

Finding: The application materials (Attachment 1) indicate that this proposal is a remodel of an of two existing buildings for the continued operation of a coffee shop and eating establishment.

Because improvements will be limited to private property and will not modify public facilities, no public improvement permit is anticipated to be required for this project.

The criterion is not applicable.

D. CONCLUSION

The proposed site design review meets the applicable review criteria for a Type II site design review.

**Section III: Conditions of Approval – DR223-0003
Site Design Review –Lyrics Cafe – Commercial Remodel
File No. DR223-003 – 808/814 E Hancock Street**

A. THE FOLLOWING MUST BE COMPLETED BEFORE THE CITY WILL ISSUE A BUILDING PERMIT:

1. **Permit Submittal:** Prior to construction, receive approval for all required building permits.
2. **Conditions of Approval:** Either write or otherwise permanently affix the conditions of approval contained within this report onto the first page of the plans submitted for building permit review.
3. **Revision of Plans for Building Permits:** Prior to issuance of building permits for the building at 808 E Hancock Street, the Applicant shall either submit revised building elevations that depict the roof configuration with the chimney removed or submit revised building plans that depict retention of the chimney/fireplace.
4. **Public Right-of-Way Review:** The Applicant shall request and receive review of the existing public right-of-way facilities on the subject property by the City of Newberg Public Works Department to determine if any further improvements are necessary prior to issuance of building permits.
5. **Vision Clearance Triangles:**
 - a. The Applicant shall be required to ensure that that vision clearance triangle of the drive-through entrance is kept free of all visual obstructions from two and one-half feet to nine feet above the curb line.
 - b. The applicant shall be required to ensure that that vision clearance triable of the drive-through exit is kept free of all visual obstructions from two and one-half feet to nine feet above the curb line.
6. **Street Trees:** The Applicant shall ensure that three street trees of at least a 2-inch caliper tree trunk are planted or otherwise maintained along the E Hancock Street frontage of the subject property.
7. **Landscaping:** all landscaping must be completed prior to final occupancy. If landscaping cannot be completed, options listed in NMC15.420.010(C) may apply.

Attachment 1: Application and Supplemental Materials



TYPE II APPLICATION - LAND USE

DR223-0003

File #: _____

TYPES - PLEASE CHECK ONE:

- Design review
- Tentative Plan for Partition
- Tentative Plan for Subdivision
- Type II Major Modification
- Variance
- Other: (Explain) _____

APPLICANT INFORMATION:

APPLICANT: Rob Hankins
 ADDRESS: 808 E Hancock St. CITY: Newberg STATE: OR ZIP: 97132
 EMAIL ADDRESS: gethankins@gmail.com PHONE: _____ MOBILE: _____
 OWNER (if different from above): George Fox University PHONE: 503-538-8383
 ADDRESS: 414 N. Meridian St. CITY: Newberg STATE: OR ZIP: 97132
 ENGINEER/SURVEYOR: _____ CONTACT: _____
 EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

GENERAL INFORMATION:

PROJECT LOCATION: 808/814 E Hancock St. PROJECT VALUATION: \$ 58,000
 PROJECT DESCRIPTION/USE: Cafe/Coffee Shop Remodel
 MAP/TAX LOT NO. (i.e. 3200AB-400): R3219AA 06100 + R319AA 06700 SITE SIZE: 12 SQ. FT. ACRE
 COMP PLAN DESIGNATION: _____ CURRENT ZONING: C-3
 CURRENT USE: Cafe/Coffee Shop
 SURROUNDING USES:
 NORTH: Commercial Offices SOUTH: Commercial Offices/Auto Body Single Family
 EAST: Commercial Auto Repair WEST: Commercial Bank

ATTACHED PROJECT CRITERIA AND REQUIREMENTS (check all that apply)

General Checklist: Fees Public Notice Information Current Title Report Written Criteria Response Owner Signature
 2 Copies of full Application Packet

For detailed checklists, applicable criteria for the written response, and other requirements per application type, turn to:

Design Review	p. 13
Partition Tentative Plat	p. 15
Subdivision Tentative Plat	p. 17
Variance Checklist	p. 20
Short-term Rental	p. 22

The Application Packet can be submitted to Planning@newbergoregon.gov or at 414 E First St., Newberg OR, 97132
 If the Application is emailed 2 physical copies must be mailed or brought into the Community Development Department

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

[Signature] 3/23/23
 Applicant Signature Date

[Signature] 3-27-2023
 Owner Signature Date

Rob Hankins
 Print Name

Vicki Piersall
 Print Name

Summary of Project:

The proposed project is to remodel the interior of 808 and 814 E Hancock St, Newberg, OR where the Coffee Cottage café and drive thru previously operated. The new business will be called Lyrics Café.

In the 808 building, the proposed project will provide a cosmetic update to the interior, as well as add functionality to the food prep space. This includes removing three non-load bearing walls, moving a bathroom to a more centralized space, bringing the existing bathroom into ADA compliance, as well as providing ADA access to the dining area. The kitchens will be updated with materials that are more typical in modern commercial kitchen environments, primarily FRP and stainless steel. The remodel also involves removing a chimney/fireplace to better utilize space in the dining area.

The 814 building will receive equipment and material upgrades, as well as installing a new grease trap and plumbing which includes all the kitchen plumbing to flow through the trap. In addition to this, we intend to replace the garage door with a more secure 42 inch door on the north west entrance to the building.

A side by side comparison of the two structures, both existing and the proposed remodel, are shown on the following page for a quick reference so changes can be easily seen.

The bulk of this document will be going through points listed on pages 13-14 of the application packet, with some of the supporting documents at the end by way of appendix.

*****Please note : Throughout this proposal, 808 E Hancock is sometimes referred to as "Cottage" building and 814 E Hancock is sometimes referred to as "Drive Thru". This is in keeping with the common nomenclature of the existing buildings before remodel, and is seen on things such as the initial as-built drawings commissioned. Going forward (and in our proposed remodel drawings), 808 is referred to as "Café" and 814 is referred to as "Drive-Thru".

The following are **written responses to permitting questions** as outlined on Page 13 of the application packet:

1.Design Compatibility. The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed uses and structures in the surrounding area. This shall include, but not be limited to, building architecture, materials, colors, roof design, landscape design, and signage.

In the 808 building, the proposed design allows for more efficient use of food preparation and delivery path to customers. This will be done by focusing food to be on the east side of the breezeway, which requires the removal of wall on the southeast corner of the building. The moving of a bathroom allows more than one customer to use the restroom at once. The removal of the fireplace which hasn't been used in quite some time allows for better floor plan for seating. The proposed plan also gives the ceiling more height upon entrance to open and brighten the space. This design also allows our guests with disabilities to enjoy our dining space and restroom.

The 814 building will have a grease trap replaced and all sinks properly flowing into them, as is the current health code for restaurants.

Both food prep spaces will have anti-microbial surfaces added to increase food prep sanitation, including FRP panels and stainless steel. The outdoor signage will be of similar size (4 ft.) and location as the previous signage. There are no landscape design, or roof design changes.

2.Parking and On-Site Circulation. Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation are provided for uses not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.

There are no changes to the current parking on property, and is not part of this remodel.

3.Setbacks and General Requirements. The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.

There are no changes to the setbacks of the current buildings, and not part of this remodel, and it currently is within requirements.

4.Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.

5.Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.

The signs will be of a similar size and shape as the existing signs for Coffee Cottage, which are circular with a 4 foot diameter and affix to the building. There will continue to be a small light up Espresso sign on the north west side of the 814 building (see appendix).

6.Manufactured Dwelling, Mobile Home and RV Parks. Manufactured dwelling and mobile home parks shall also comply with the standards listed in NMC 15.445.075 through 15.445.100 in addition to the other clear and objective criteria listed in this section. RV parks also shall comply with NMC 15.445.170 in addition to the other criteria listed in this section.

This project does not encompass manufactured dwellings.

7.Zoning District Compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.305.010 through 15.336.020. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.

This property exists in c-3, and will continue to operate as it has, as a coffee shop/cafe, and drive thru coffee bar, which complies with the zoning for this district.

8.Sub district Compliance. Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.

This property is not affected by sub districts.

9.Alternative Circulation, Roadway Frontage Improvements and Utility Improvements.

Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan.

There is no road development or changes to road access through this project.

10.Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director.

As indicated by the staff at city hall, we do not anticipate this project needing a traffic study due to it having a continuing use.

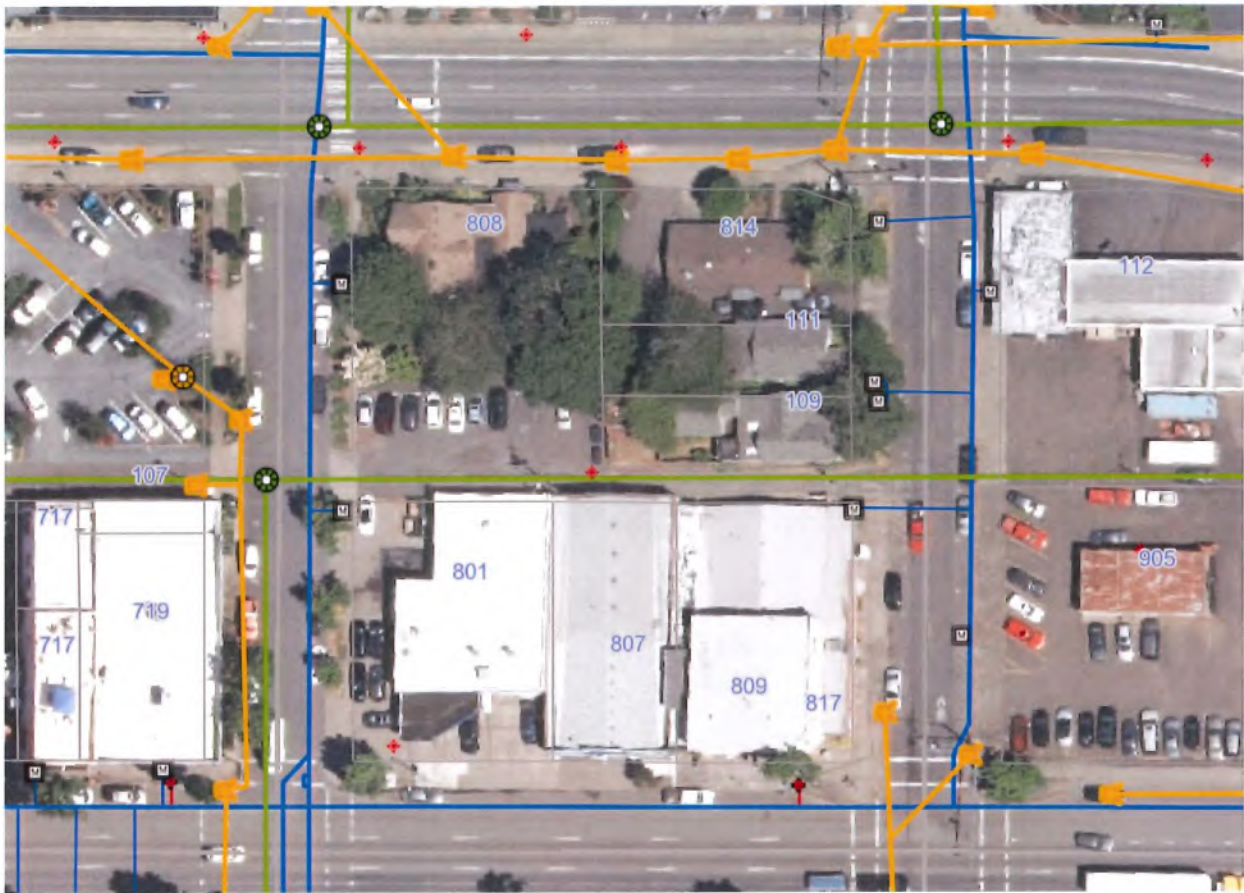
Site Plan Development:

Existing Site Features : ariel shot.



The Drainage and grading will not change in this project.

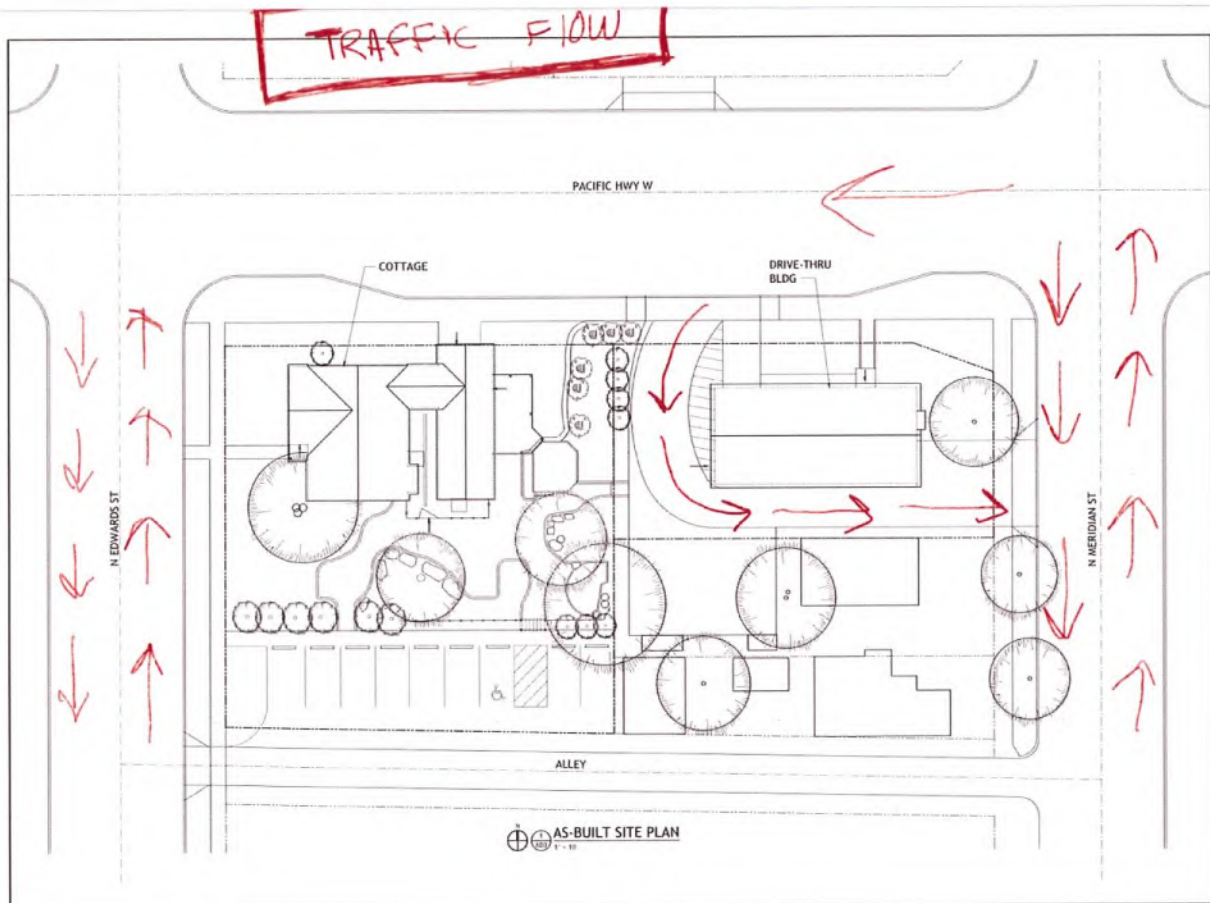
Utilities are shown on the following picture. We do not anticipate any changes:



Public Improvements:

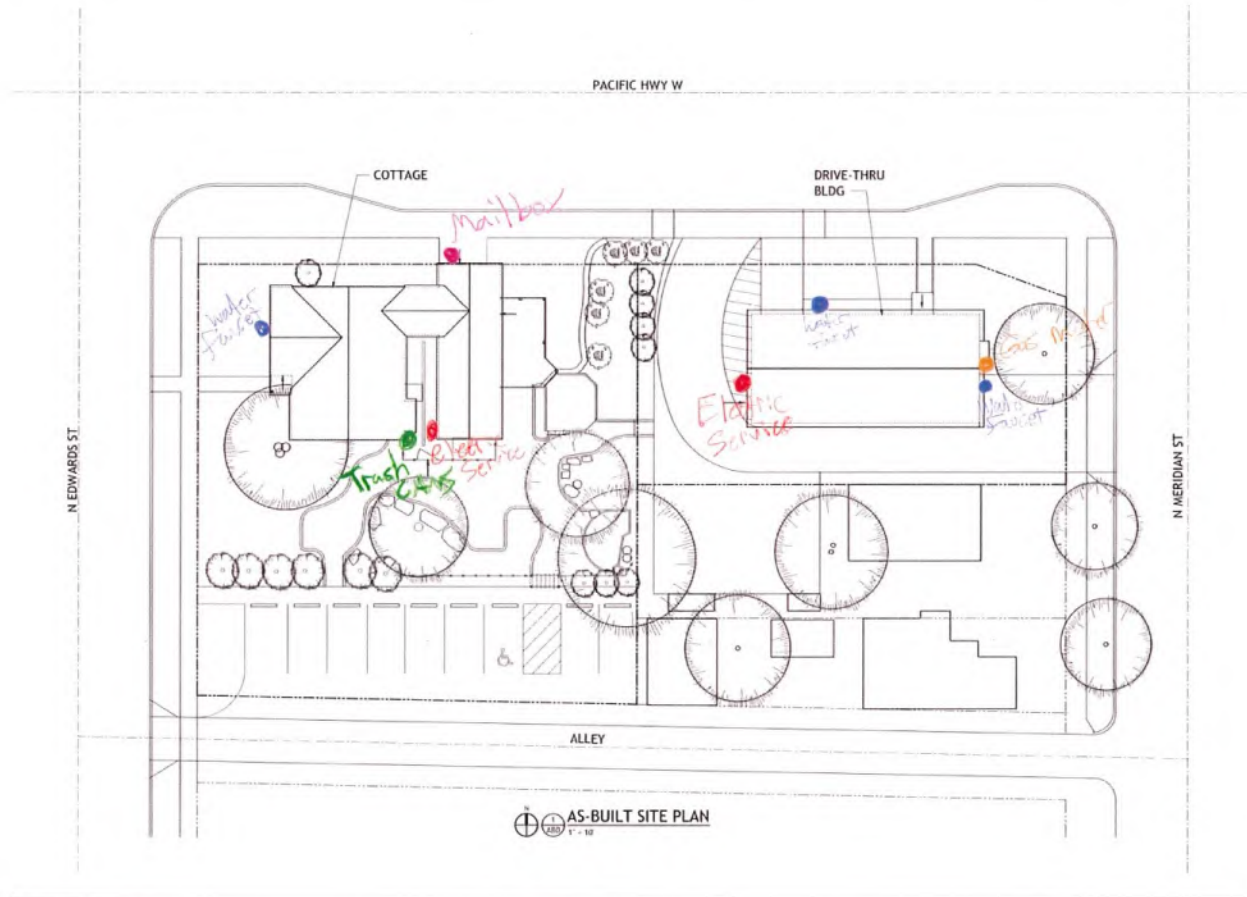
There are no public improvements associated with this project. There is already a permit in process for the sidewalk on Edwards. The ADA ramp will connect to the sidewalk on Hancock.

This is the current traffic flow. It will remain unchanged. Parking spaces are also shown. Dimensions of the parking spaces are 110" x 192"



Site Features:

The following is a map of existing site features as outlined (mail delivery, trash disposal, above ground utilities).





Garbage



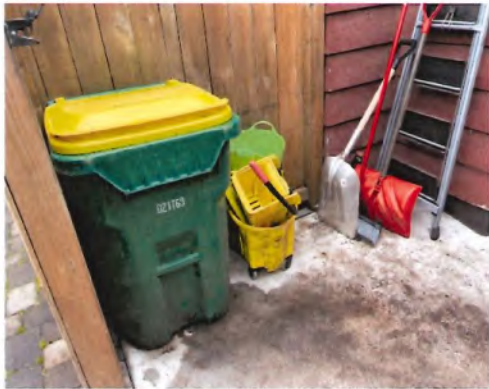
Mailbox



Faucet, West side, 808



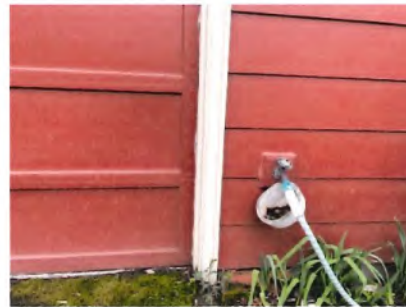
Electrical Service



Faucet, east side, 808



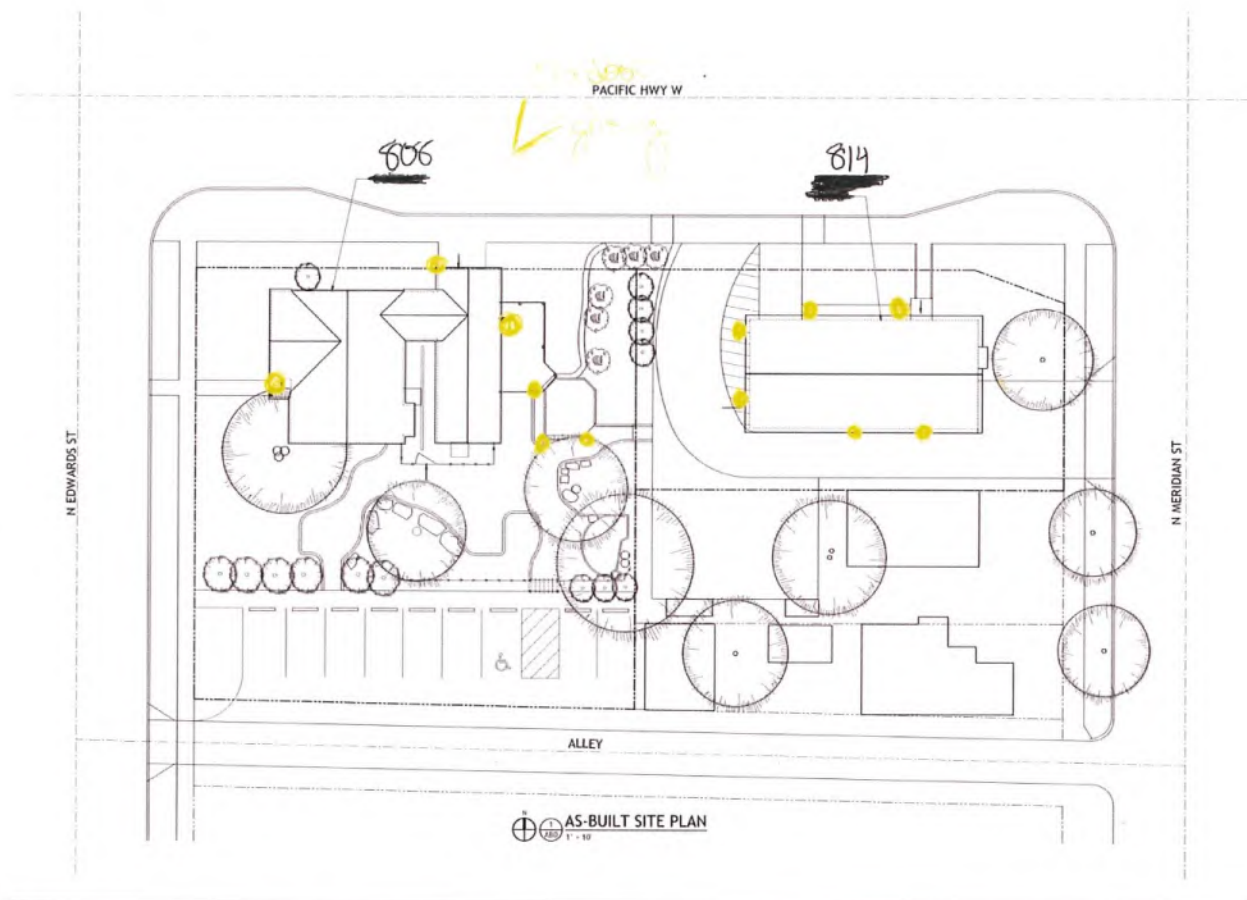
Faucet, North Side, 814



Gas Service



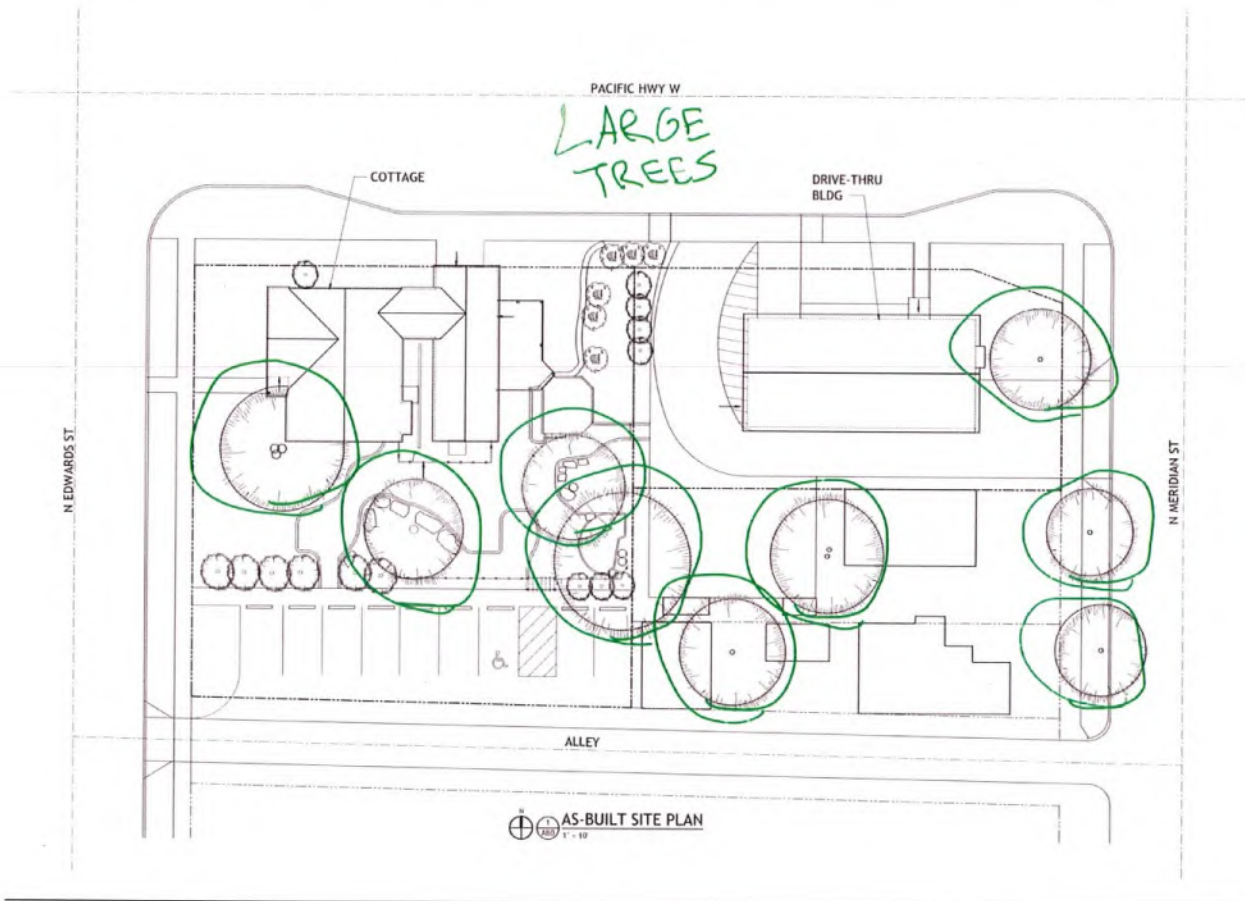
Exterior Lighting Plan



In addition to this, there are string lights around the 814 building and some on the patio on the east side of 808 building. These are removeable.

Landscape Plan

There will be no major changes to the landscape. The larger trees are noted in this site plan. These trees will remain.



The following are images of the larger shrubs and bushes and plantings on the property. They will remain as well.



Platycladus orientalis, Oriental arborvitae



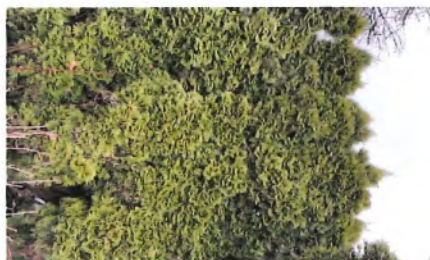
Miscanthus sinensis, Ornamental grasses



Salvia rosmarinus, Rosemary



Pieris japonica, Japanese Andromeda
Laurus nobilis, Sweet Bay Laurel

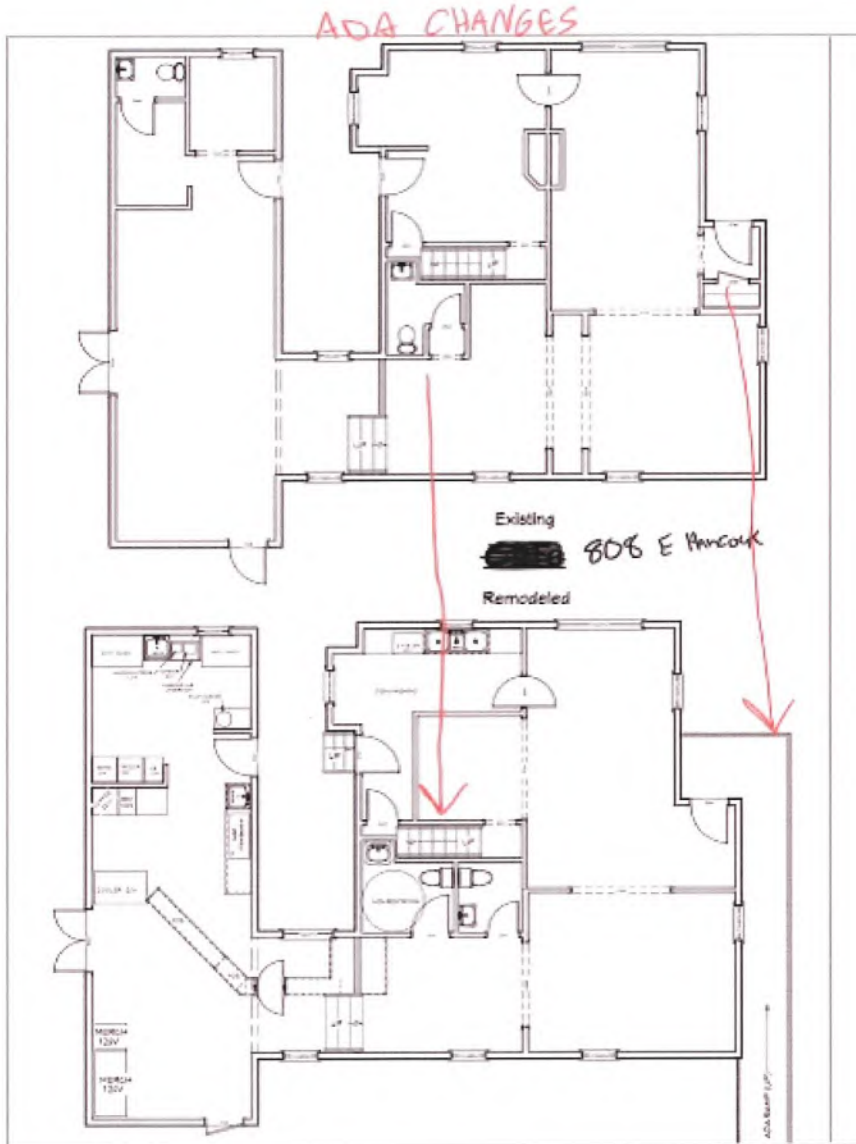


Euphorbia characias, Mediterranean spurge



ADA Plan Compliance:

As shown in the remodeled floor plan, the current bathroom is being remodeled into an ADA compliant bathroom. In addition, we will be equipping the building with a ramp on the west entrance as shown in drawings.



Appendix:

1. Title
2. Public Notice Information
3. As Built Architectural Drawings
4. Plans of proposed remodel.
5. Picture of existing sign.



First American Title™

First American Title Insurance Company

775 NE Evans Street
McMinnville, OR 97128
Phn - (503)376-7363
Fax - (866)800-7294

YAMHILL COUNTY TITLE UNIT

FAX (866)800-7294

Title Officer: Clayton Carter

(503)376-7363

ctcarter@firstam.com

LOT BOOK SERVICE

George Fox University
414 N Meridian St.
Newberg, OR 97132

Order No.: 1032-4017118
March 23, 2023

Attn:
Phone No.: (503)538-8383 - Fax No.:
Email:

Re:

Fee: \$125.00

We have searched our Tract Indices as to the following described property:

The land referred to in this report is described in Exhibit A attached hereto.

and as of 03/21/2023 at 8:00 a.m.

We find that the last deed of record runs to

George Fox University, an Oregon non-profit corporation

We find the following apparent encumbrances within ten (10) years prior to the effective date hereof:

NONE

1. City liens, if any, of the City of Newberg.

Note: There are no liens as of November 21, 2022. All outstanding utility and user fees are not liens and therefore are excluded from coverage.

2. The policy insures that all liens, levies and assessments for city liens and water, sanitary, wastewater, irrigation, and soil and water conservation districts listed as exceptions in this Schedule B are current as of the Date of Policy.
3. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.

4. Easement granted to The State of Oregon, by and through its Department of Transportation, for water, gas, electric and communication service lines, fixtures, facilities and constructing, reconstructing, operating and maintaining slopes including the terms and provisions thereof, in Stipulated Final Judgement in Yamhill County Circuit Court Case No. CV00352, recorded February 1, 2002, Instrument No. 200202409, Deed and Mortgage Records.
5. Easement granted to The State of Oregon, by and through its Department of Transportation, for water, gas, electric and communication service lines, fixtures, facilities and constructing, reconstructing, operating and maintaining slopes including the terms and provisions thereof, recorded June 23, 2000, Instrument No. 200008548, Deed and Mortgage Records.
6. Easement and Maintenance Agreement and the terms and conditions thereof:

Between: David and Sally Mehler
And: David and Sally Mehler
Recording Information: October 24, 2005, Instrument No. 200523514, Deed and Mortgage Records
7. Declaration of Restrictions Agreement and the terms and conditions thereof:
Between: Donald J. Hubbard, trustee of the Hubbard Family Revocable Trust dated February 26, 1985
And: David and Sally Mehler
Recording Information: June 25, 2010, Instrument No. 201008153, Deed and Mortgage Records

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find:

NONE

We find the following unpaid taxes and city liens:

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.



LONGVIEW, WA
NEWBERG, OR
NEHALEM, OR
WWW.BRITTELLARCH.COM

~~Feasibility Study for
2342 Cook Creek Road
Clatsop County, WA~~

PRELIMINARY
NOT FOR CONSTRUCTION

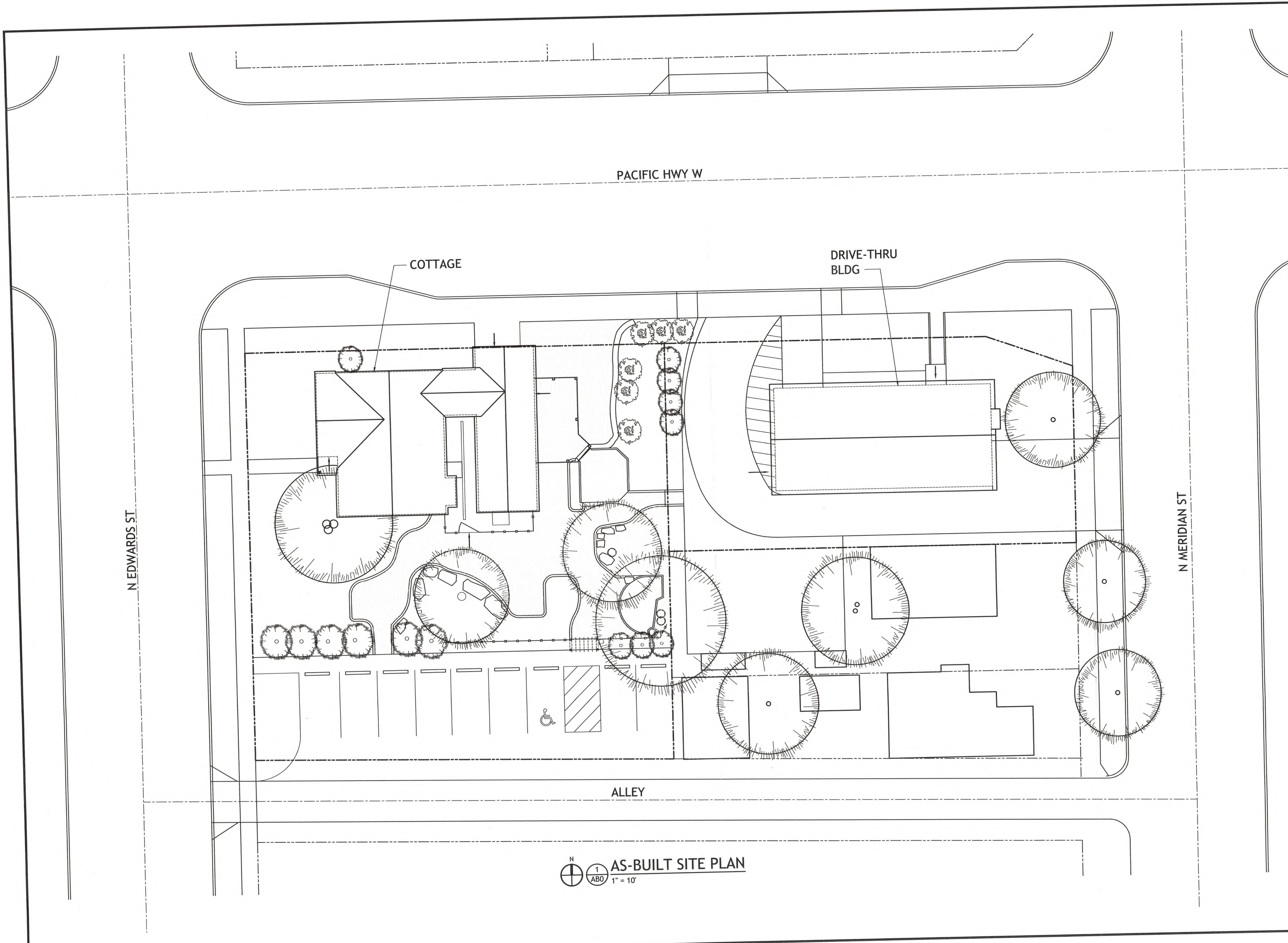
MRK	DATE	DESCRIPTION
A	...	PRELIMINARY SITE STUDY

JOB NUMBER:
2306

SHEET:

ABO

AS-BUILT SITE PLAN




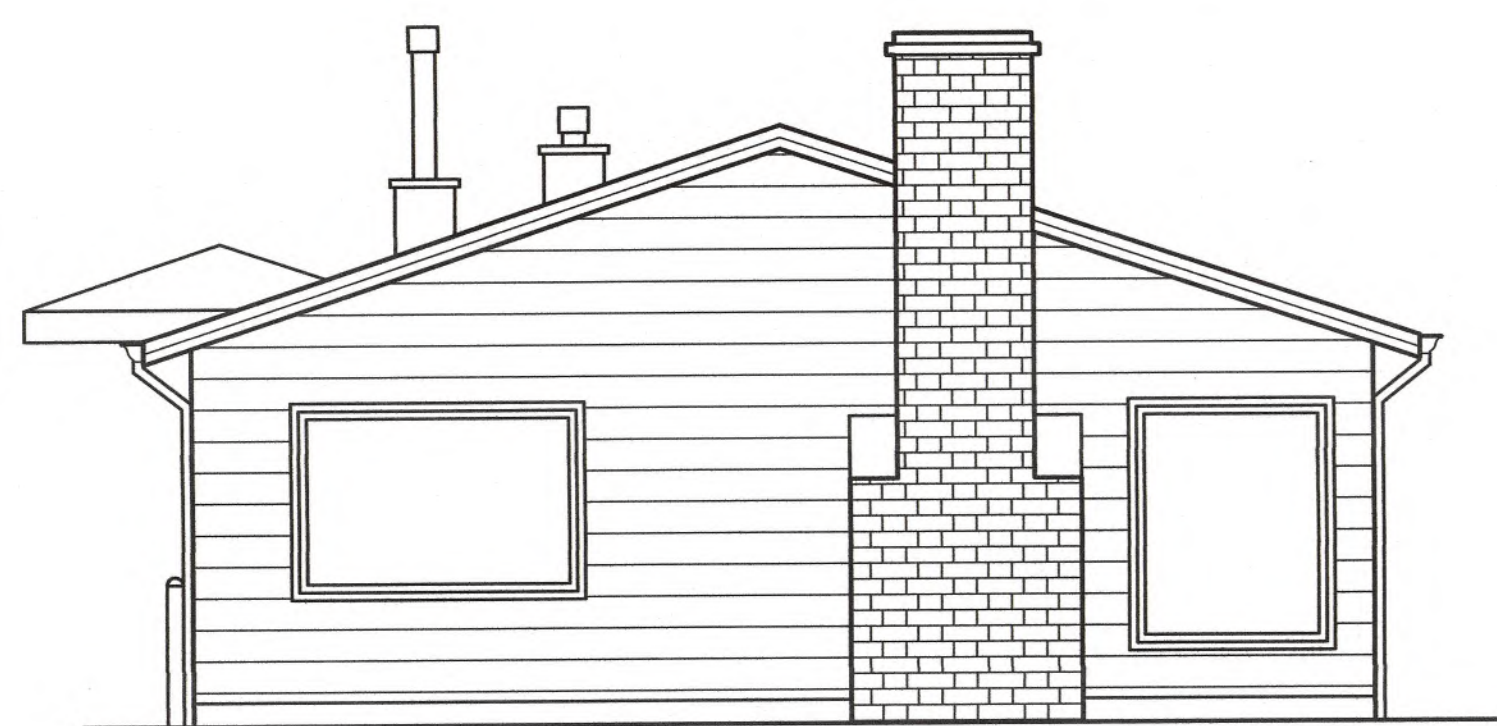
PACIFIC HWY W

N EDWARDS ST

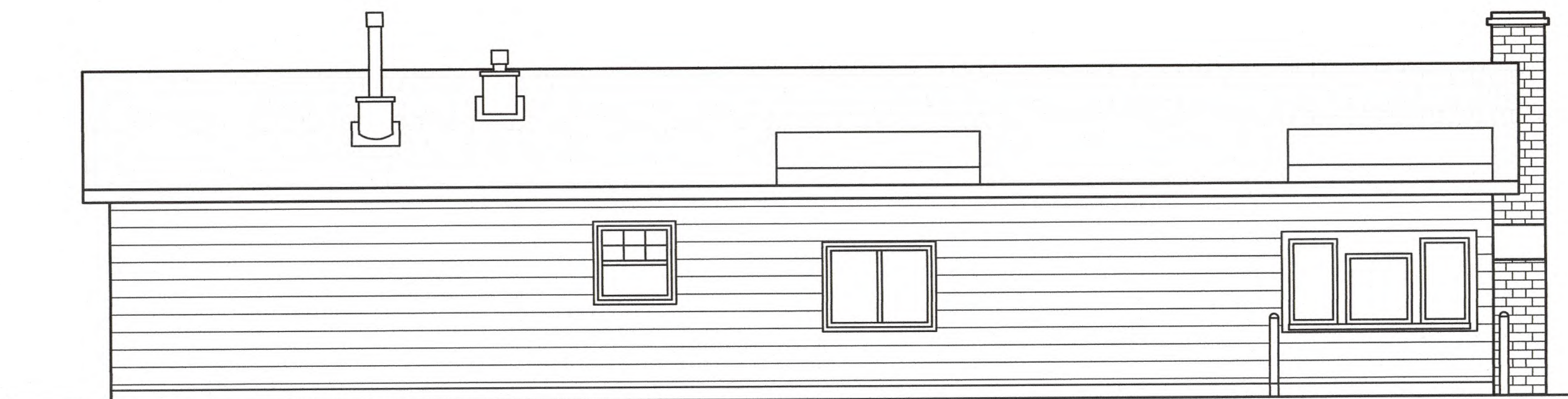
N MERIDIAN ST

ALLEY

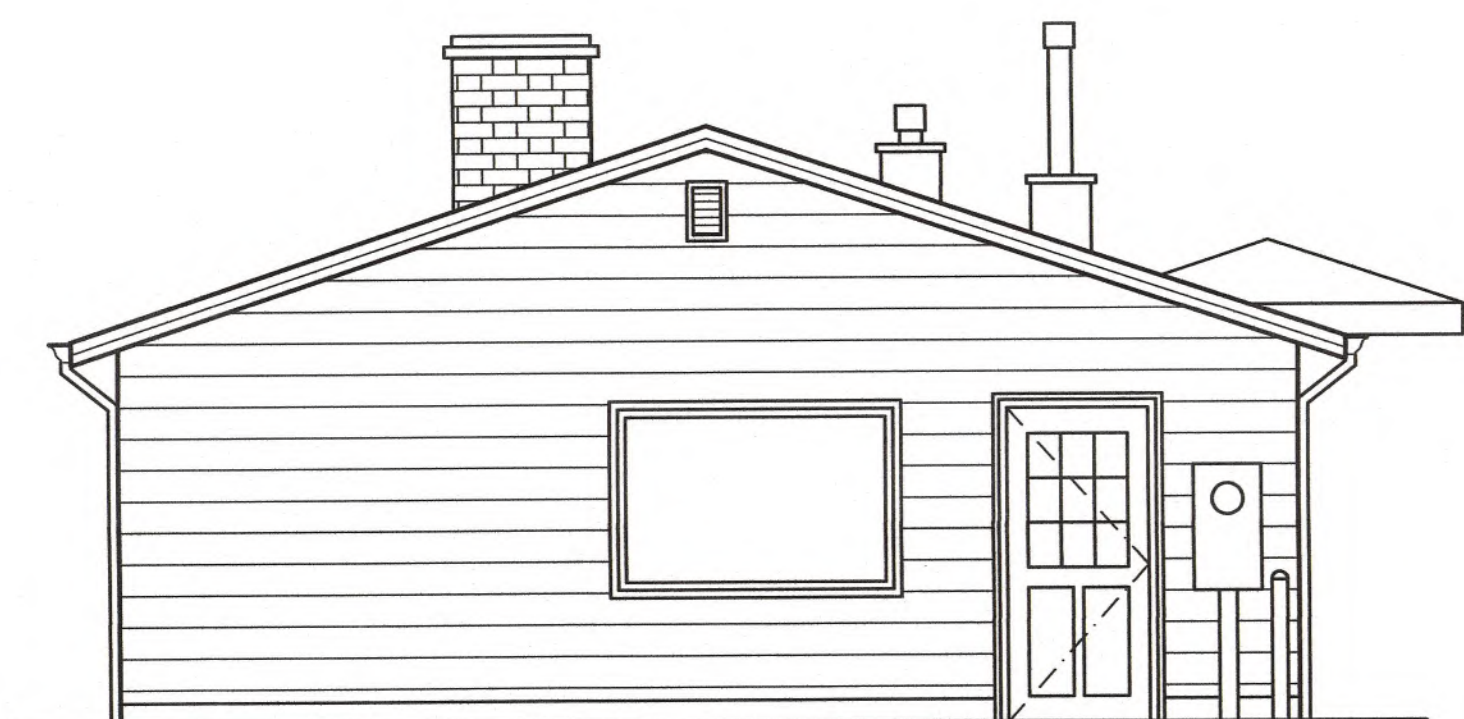
 **AS-BUILT SITE PLAN**
1/ABO 1" = 10'



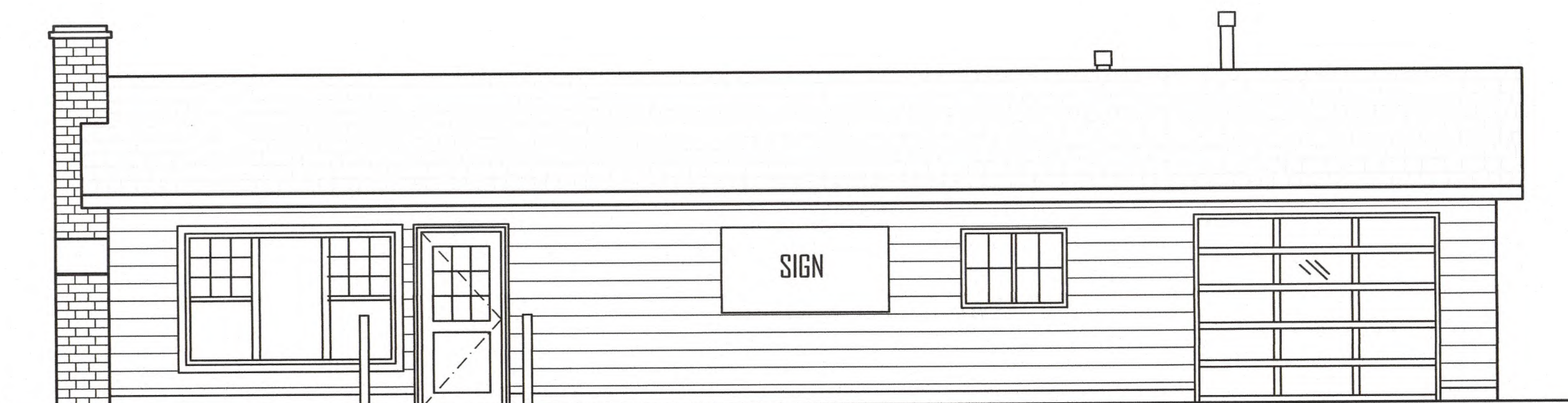
Drive Through Bldg
EAST ELEVATION
 4
 AB1.2 1/4" = 1'-0"



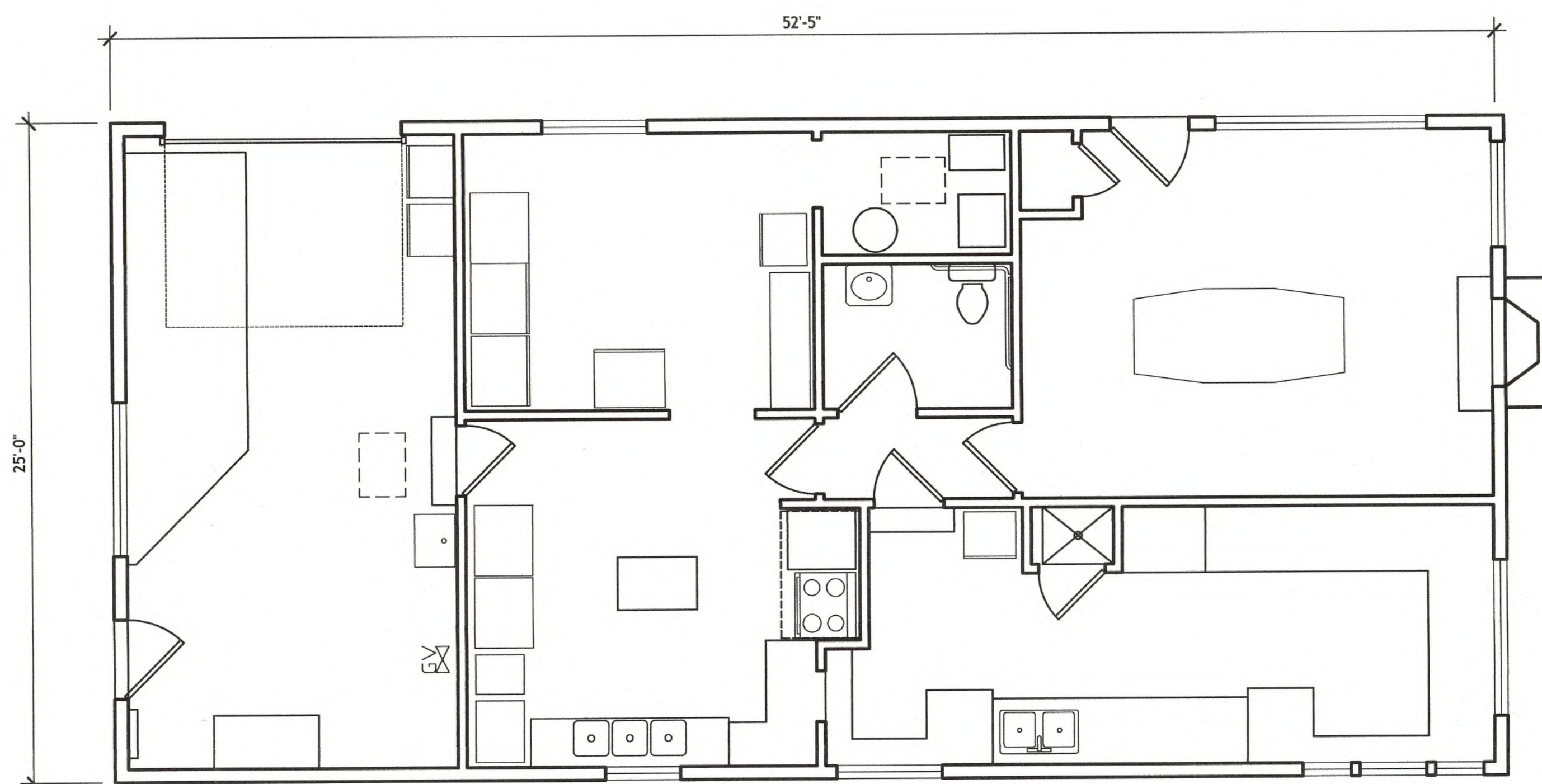
Drive Through Bldg
SOUTH ELEVATION
 5
 AB1.2 1/4" = 1'-0"



Drive Through Bldg
WEST ELEVATION
 3
 AB1.2 1/4" = 1'-0"



Drive Through Bldg
NORTH ELEVATION
 2
 AB1.2 1/4" = 1'-0"



Drive Through Bldg
FLOOR PLAN
 1
 AB1.2 1/4" = 1'-0"



LONGVIEW, WA
 NEWBERG, OR
 NEHALEM, OR
 WWW.BRITTELLARCH.COM

Feasibility Study for
 23472 Coak Creek Road
 Coquille County, WA

PRELIMINARY
 NOT FOR CONSTRUCTION

MRK	DATE	DESCRIPTION
A	...	PRELIMINARY SITE STUDY

JOB NUMBER:
2306

SHEET:

AB1.2

AS-BUILT DRIVE THROUGH
 FLOOR PLAN



LONGVIEW, WA
NEWBERG, OR
NEHALEM, OR
WWW.BRITTELLARCH.COM

~~Exhibitory study to
2842 Coal Creek Road
Clatsop County, WA~~

PRELIMINARY
NOT FOR CONSTRUCTION

MRK DATE DESCRIPTION
A 9-05-12 #8808080808 STUDY

JOB NUMBER:
2306

SHEET:

A2

ELEVATIONS



COTTAGE
WEST ELEVATION
3
ABZ
1/4" = 1'-0"



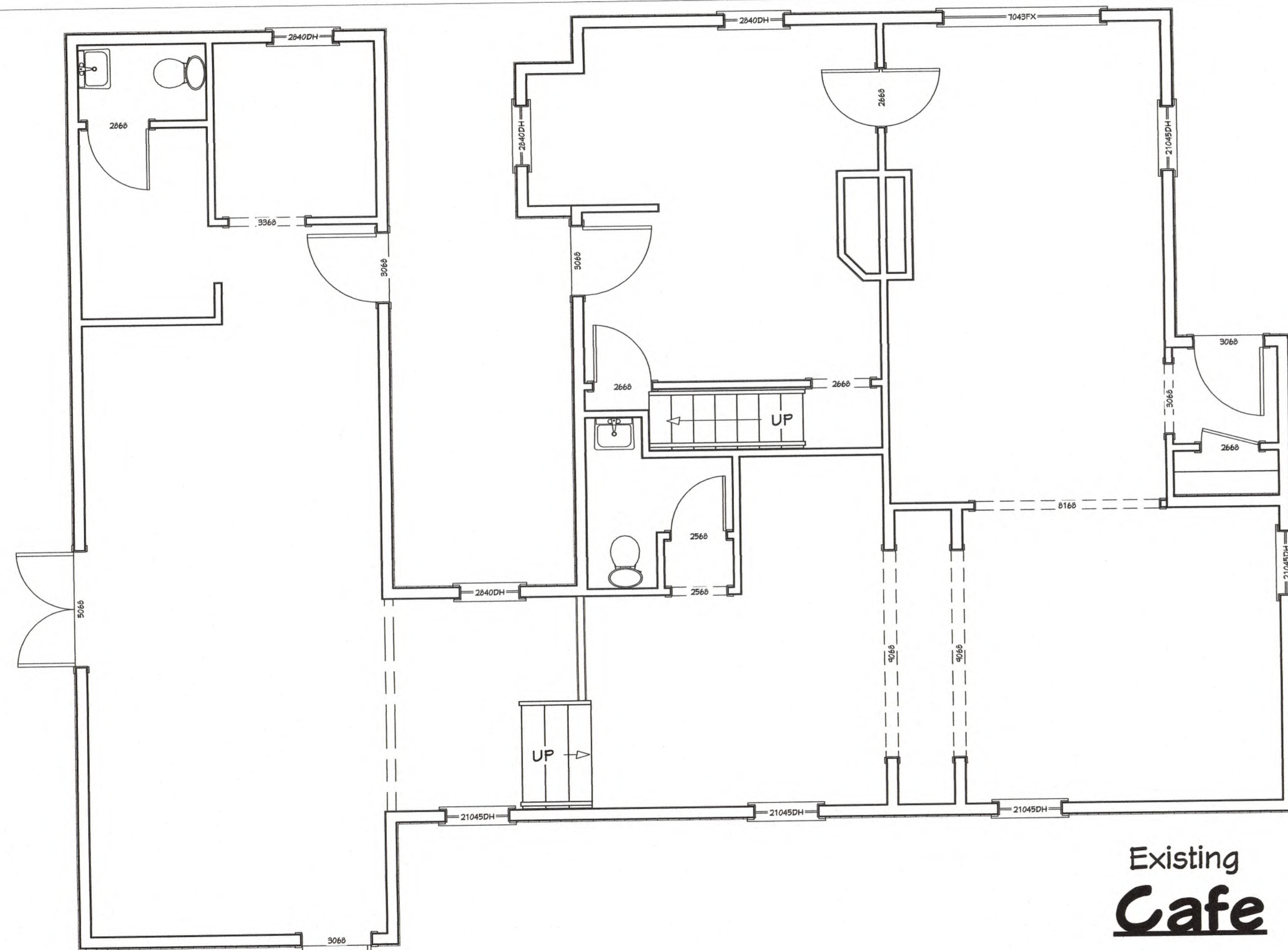
COTTAGE
SOUTH ELEVATION
3
ABZ
1/4" = 1'-0"



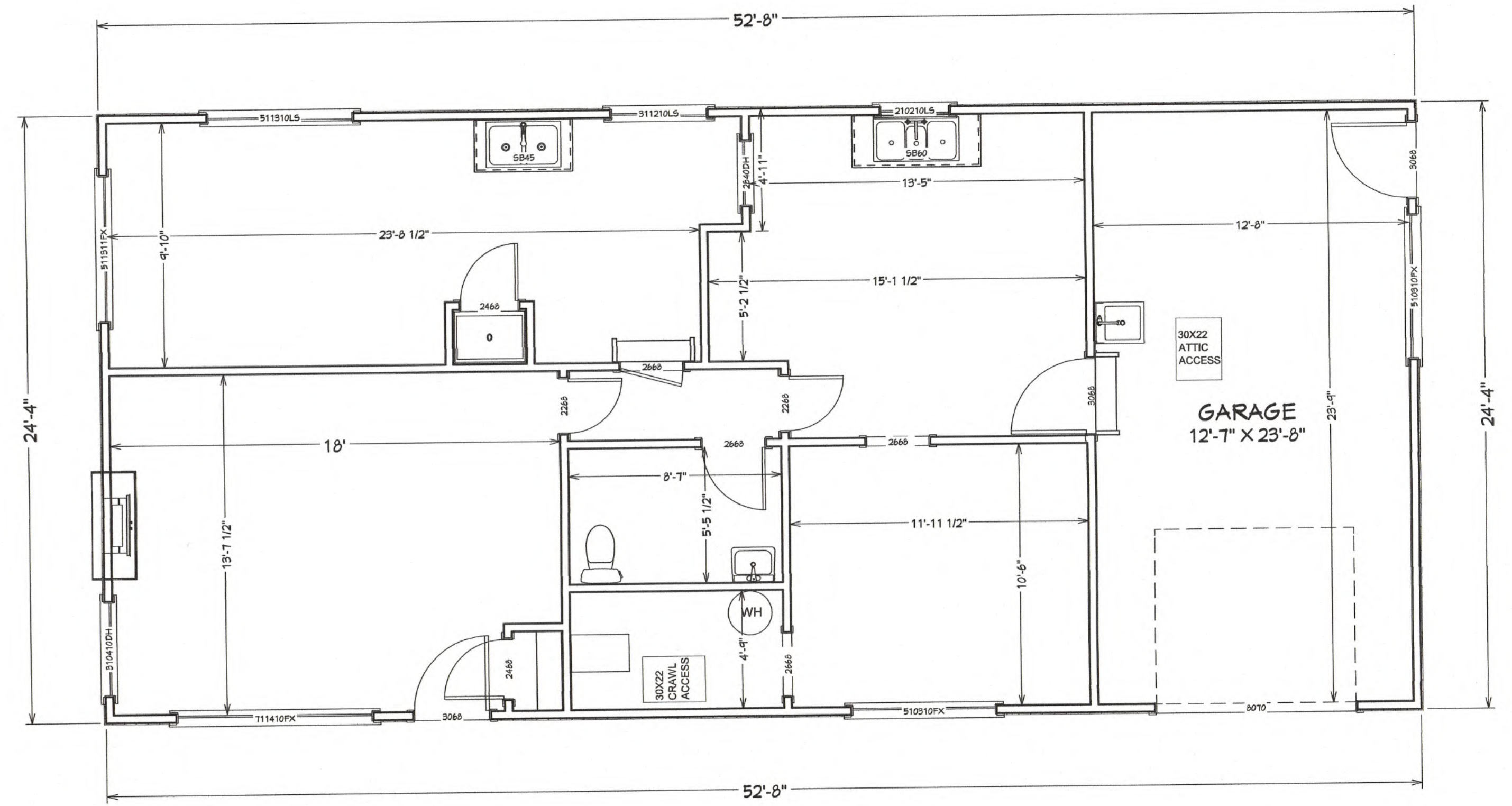
COTTAGE
EAST ELEVATION
2
ABZ
1/4" = 1'-0"



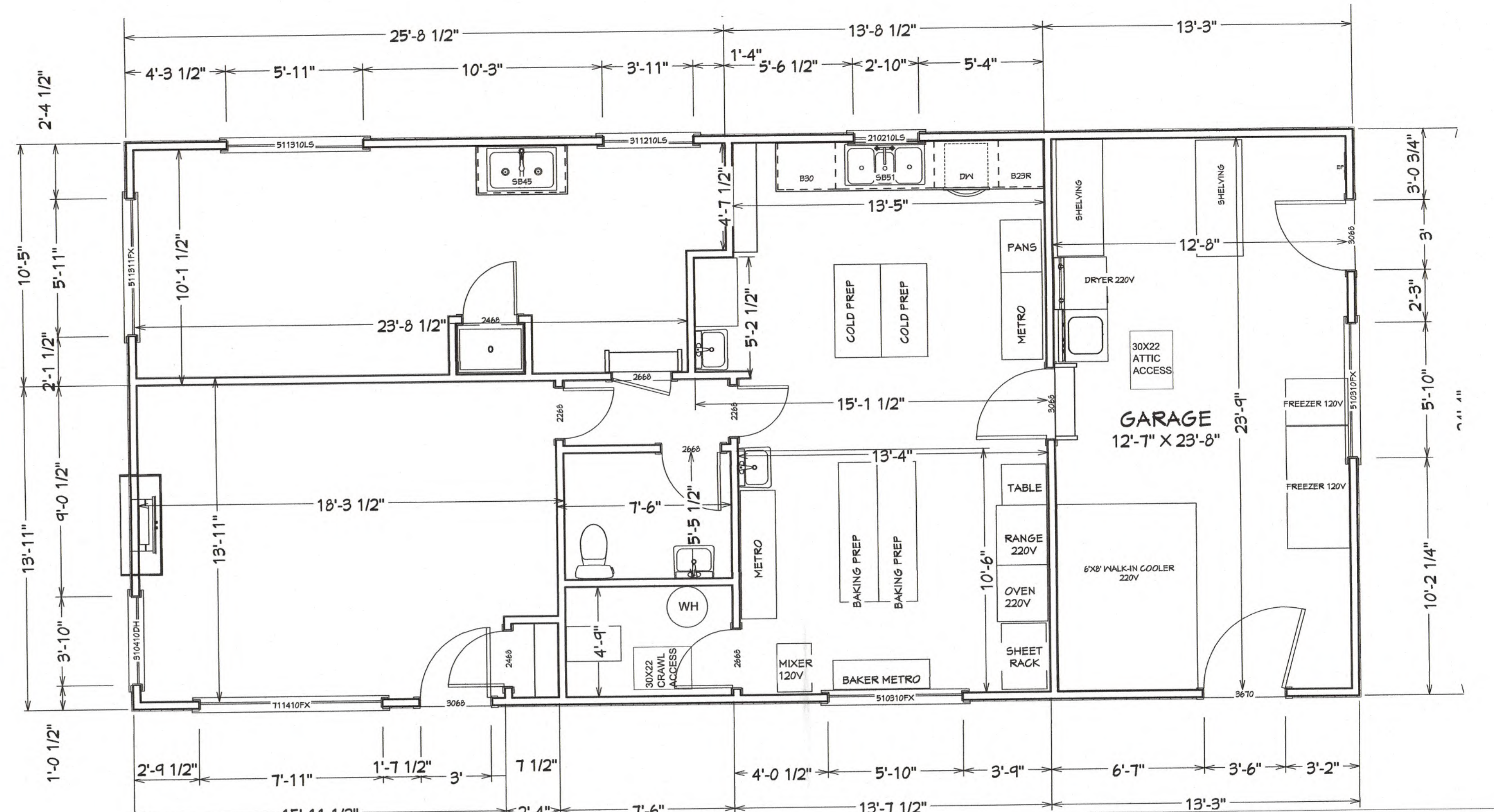
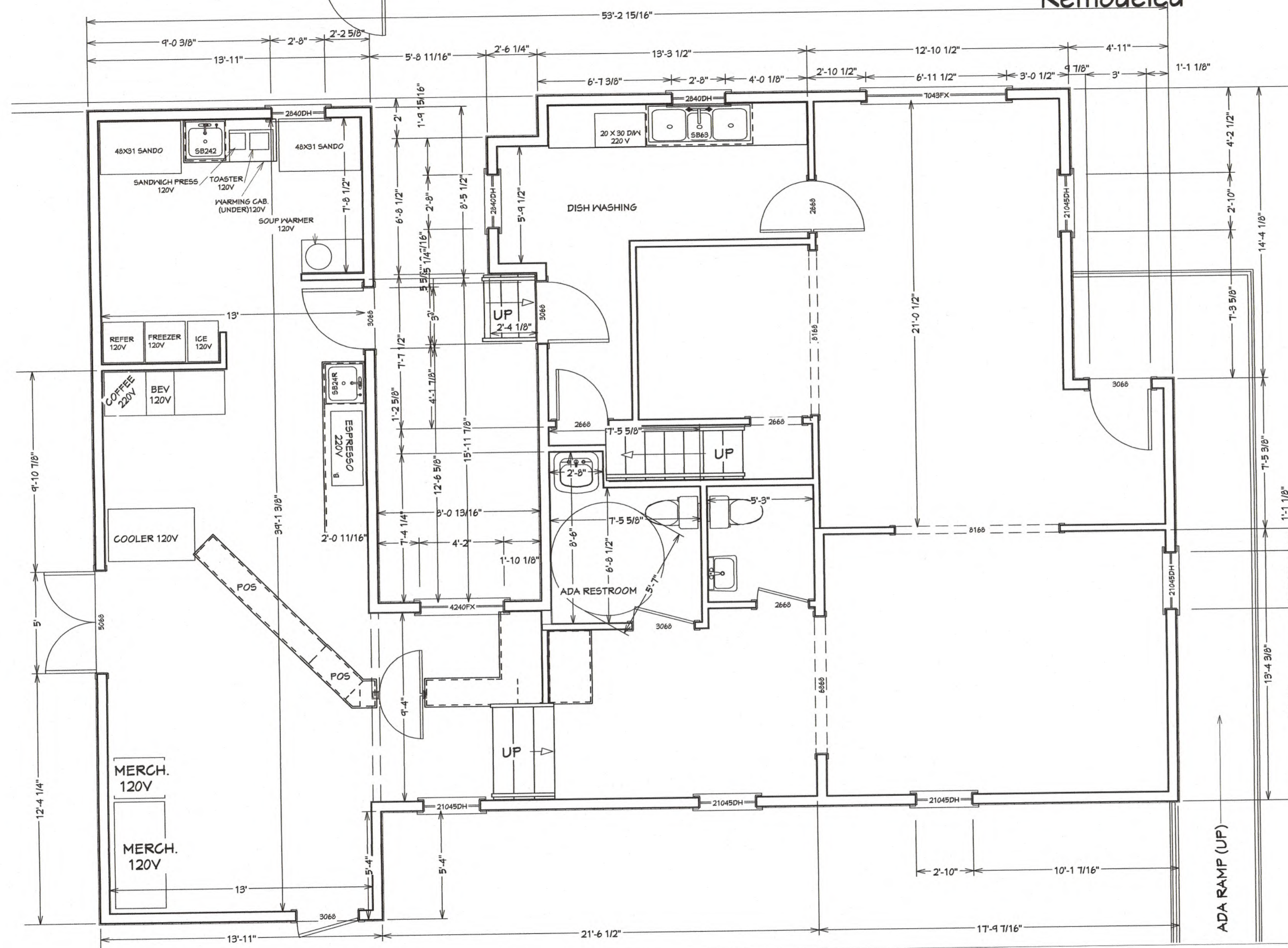
COTTAGE
NORTH ELEVATION
1
ABZ
1/4" = 1'-0"



Existing
Cafe
Remodeled



Existing
Drive-Thru
Remodeled



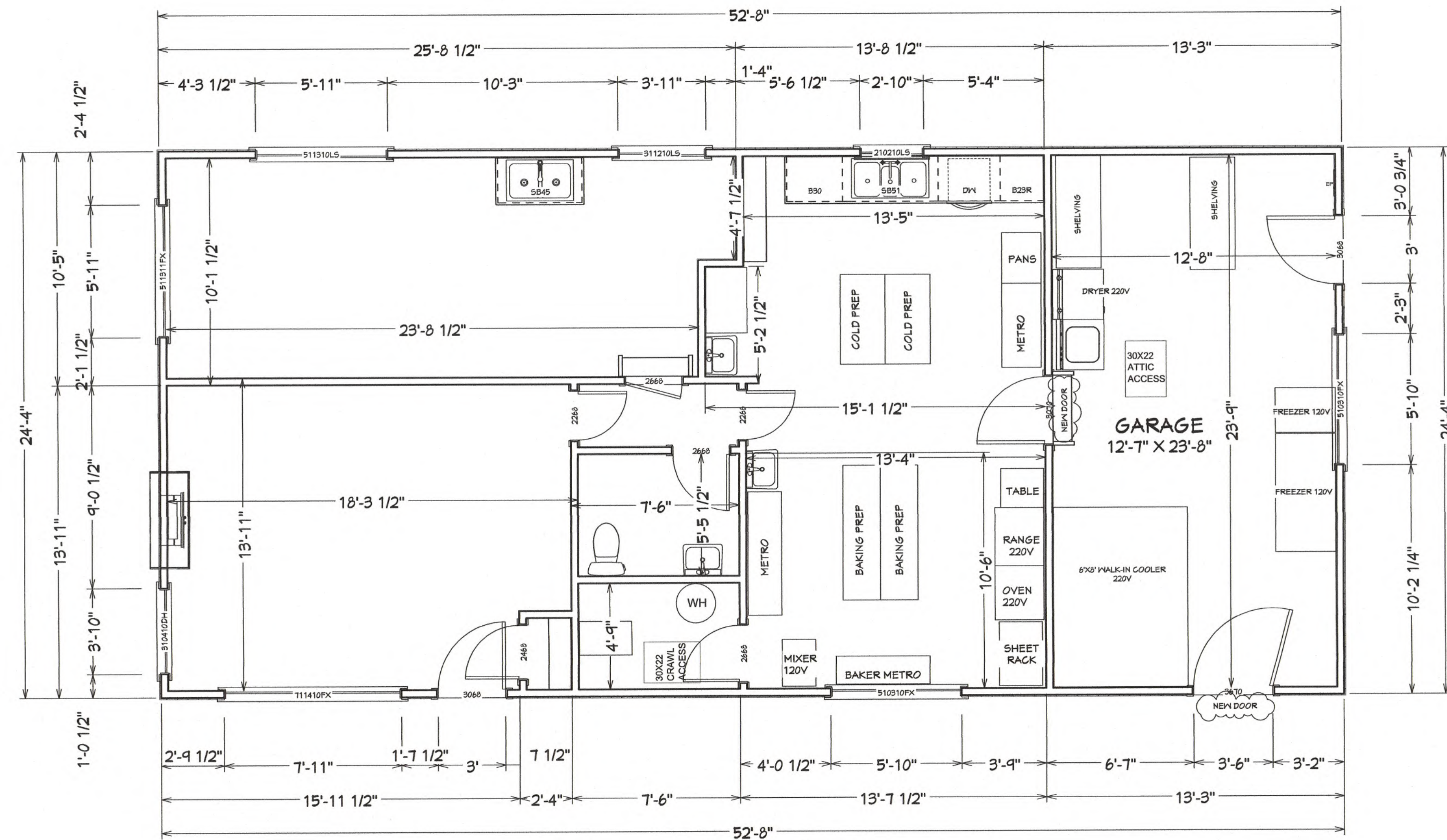
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www.powellbuilt.com

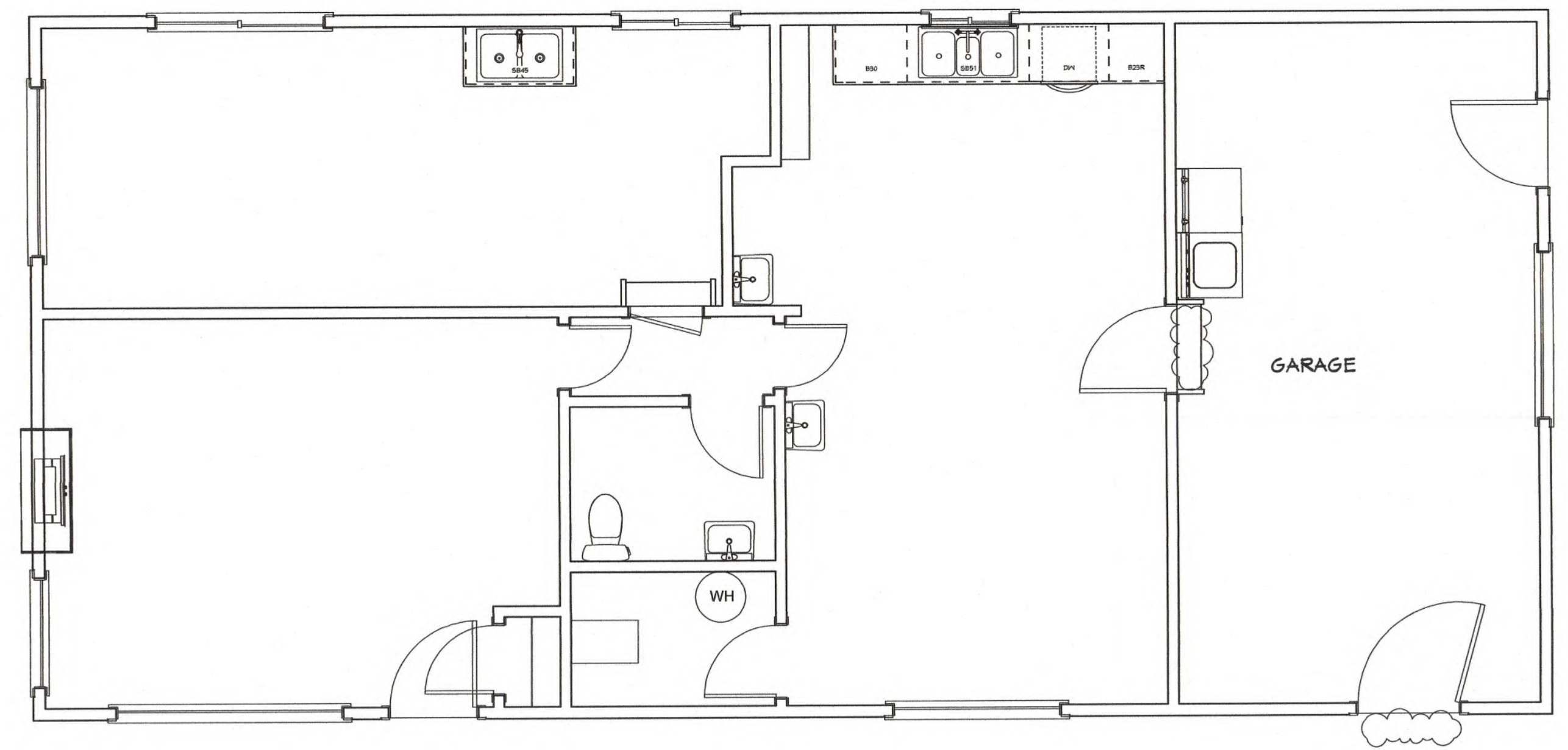
Design by: Matthew Powell
Sheet Description
Lyrics

Scale
1/4" = 1'
Date
4/4/2023

3



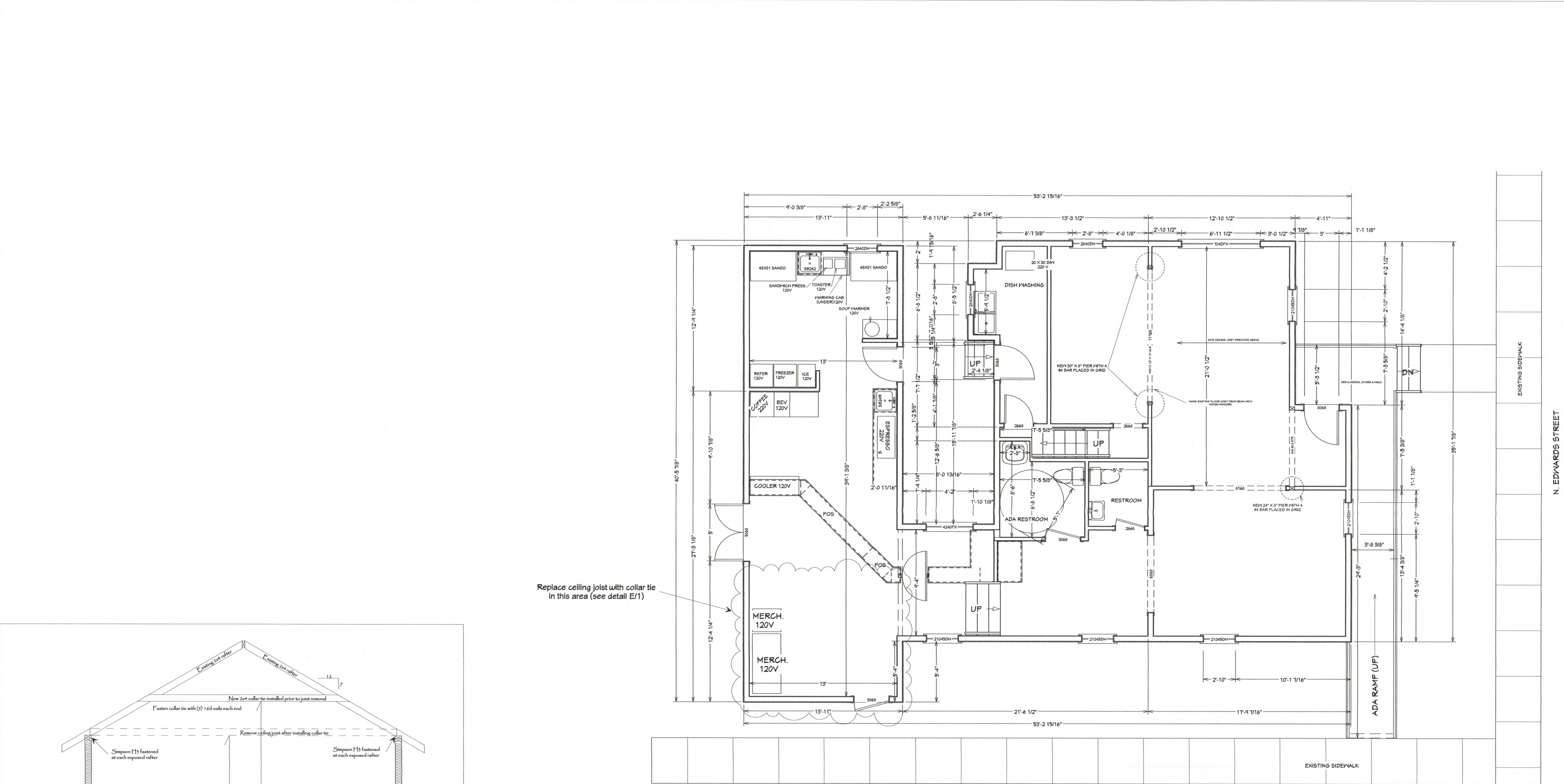
TOTAL AREA
966 SQ FT
Remodel Floor Plan



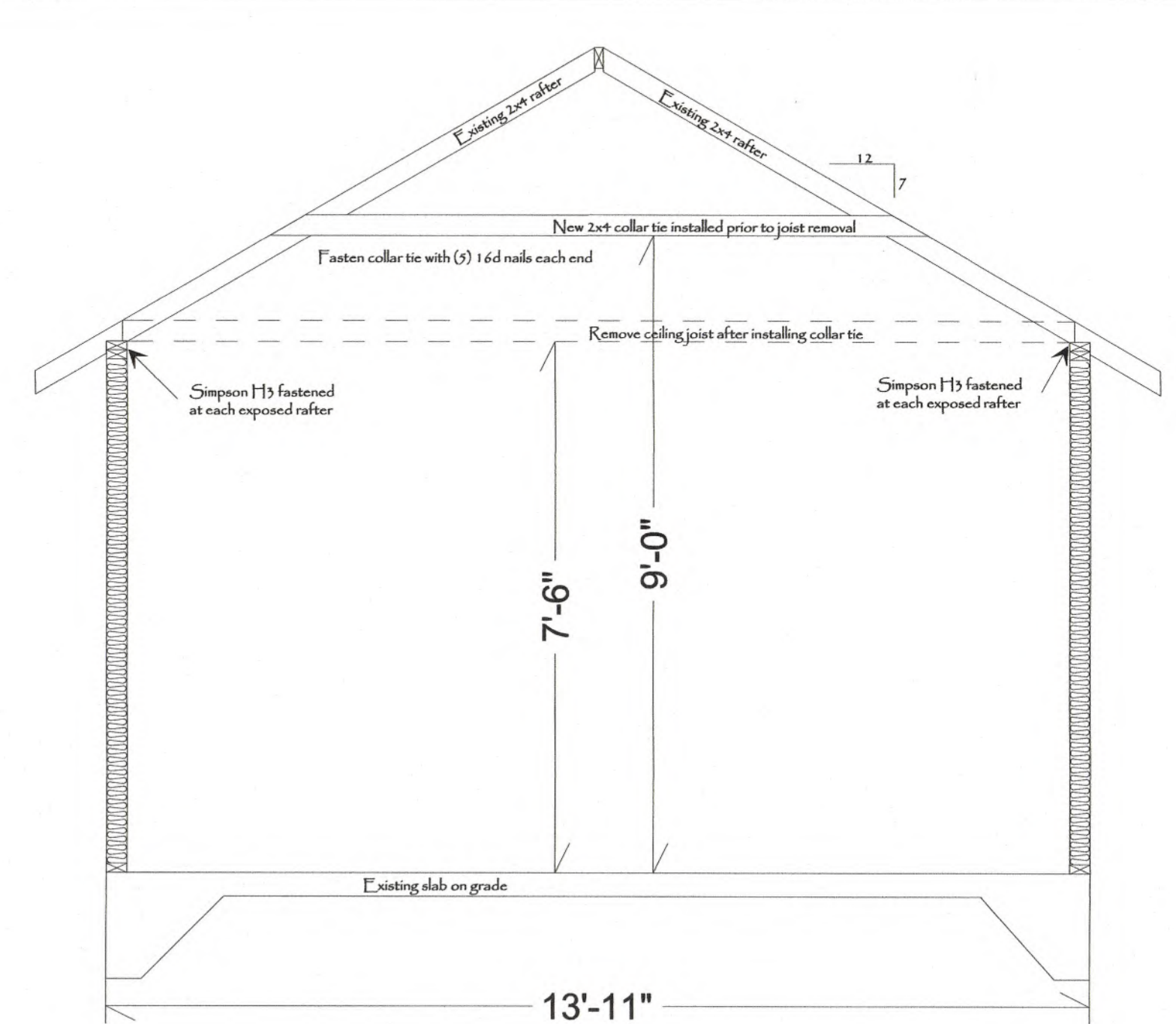
Plumbing Plan

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 FJDs-1000
 Newberg, OR 97132
 www.powellbuilt.com
Powell Built, Inc.
 Design & Construction

Design by: Matthew Powell
 Sheet Description: **Floor Plan Plumbing Plan**
 Scale: 1/4" = 1'
 Date: 4/27/2023
4



Replace ceiling joist with collar tie in this area (see detail E/1)



E/1 Collar Tie Detail

LIVING AREA
1684 SQ FT

E. HANGCOCK STREET

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Design & Construction
10320 W. 100th
Overland Park, KS 66212
www.powellbuilt.com

Design by: Matthew Powell

Sheet Description: **Floor Plan**

Scale: 1/4" = 1'

Date: 4/27/2023

5

Land Use Notice

FILE #

PROPOSAL: (Remodeling of kitchen and dining space in 808 and 814 E Hancock St. and re-open again as a café, coffee house and bakery.)

FOR FURTHER INFORMATION, CONTACT:

City of Newberg Community Development Department 414 E First Street
Phone: 503-537-1240



Community Development Department
P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240. Fax 503-537-1272 www.newbergoregon.gov

**WE WANT YOUR COMMENTS ON A PROPOSED NEW
DEVELOPMENT IN YOUR NEIGHBORHOOD**

A property owner in your neighborhood submitted an application to the City of Newberg to renovate *the kitchen and dining spaces of 808 and 814 E Hancock St.*. You are invited to take part in the City's review of this project by sending in your written comments. You also may request that the Planning Commission hold a hearing on the application. The applicable criteria used to make a decision on this application for preliminary subdivision plan approval are found in Newberg Development Code 15.235.050(A).

For more details about giving comments, please see the back of this sheet.

The development would include remodeling the existing kitchen spaces to bring them to current health and building codes, as well as update dining space.

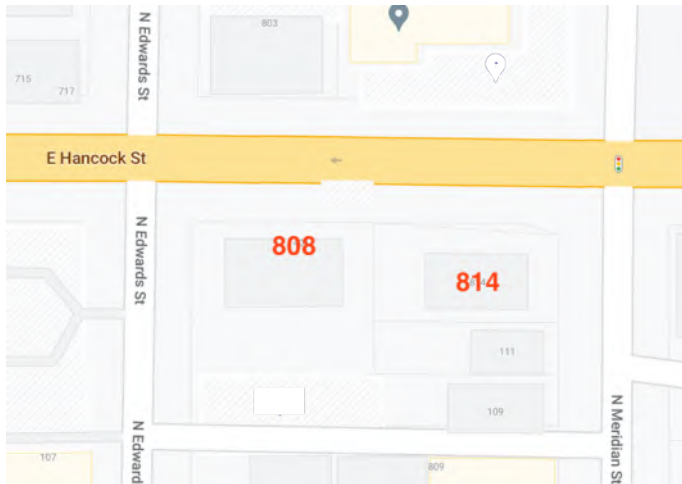
Applicant : Rob Hankins

Telephone : 609-480-7375

Property Owner : George Fox University

Location : 808 & 814 E Hancock St., Newberg, OR 97132

Tax Lot Number : R3219AA 06100, R319AA 06700



We are mailing you information about this project because you own land within 500 feet of the proposed new project. We invite you to send any written comments for or against the proposal within 14 days from the date this notice is mailed. You also may request that the Newberg Planning Commission hold a hearing on the application by sending a written request during this 14-day period and identifying the issues you would like the Planning Commission to address.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File No.XX City of Newberg
Community Development
PO Box 970

Newberg, OR 97132

All written comments must be turned in by 4:30 p.m. on **April 7th**. Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be submitted to the City in writing before this date. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for preliminary subdivision plan approval are found in Newberg Development Code 15.235.050(A).

You can look over all the information about this project or drop comments off at Newberg City Hall, 414 E. First Street. You can also buy copies of the information for a cost of 25 cents a page. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

The Community Development Director will make a decision at the end of a 14-day comment period. If you send in written comments about this project, you will be sent information about any decision made by the City relating to this project.

Date Mailed: **March 24th**

TAXID	Owner Name	Mailing Address	Mail City	Mail State	Mail Zip	Site Address	Site City	Site State	Site Zip
R3219AA 05800	Tina Kasuba	Po Box 269	Newberg	OR	97132	717 E 1st St	Newberg	OR	97132
R3219AA 01200	Dalshi Investments LLC	16872 SW Edy Rd UNIT 211	Sherwood	OR	97140	206 N Edwards St	Newberg	OR	97132
R3219AA 01300	Whopper Properties LLC	Chris Brecke	Wilsonville	OR	97070	803 E Hancock St	Newberg	OR	97132
R3219AA 05000	Vicente & Maria Gonzalez	Po Box 1104	Newberg	OR	97132	615 E 1st St	Newberg	OR	97132
R3219AA 04900	James & Ann Gigandet	611 E 1st St	Newberg	OR	97132	611 E 1st St	Newberg	OR	97132
R3219AA 06400	Dragonfly Properties Of Oregon	Po Box 571	Salem	OR	97308	811 E 1st St	Newberg	OR	97132
R3219AA 09000	Hu Tian & Huiying Wang	26741 Venado Dr	Mission Viejo	CA	92691	720 E 1st St	Newberg	OR	97132
R3219AA 07000	Sasi Real Estate Holdings LLC	817 E 1st St	Newberg	OR	97132	915 E 1st St	Newberg	OR	97132
R3219AA 06900	112 N Meridian LLC	18450 NE Hillside Dr	Newberg	OR	97132	112 N Meridian St	Newberg	OR	97132
R3219AA 06300	Danny & Laurie Garnder	22000 NE Mountain Top Rd	Newberg	OR	97132	807 E 1st St	Newberg	OR	97132
R3218DD 13400	David Wellikoff & Leigh Kane-Wellikoff	Po Box 713	Newberg	OR	97132	312 N Edwards St	Newberg	OR	97132
R3219AA 08700	Margaret Shipman	132 N Lucerne Blvd	Los Angeles	CA	90004	710 E 1st St	Newberg	OR	97132
R3219AA 02000	Degaje LLC	708 E Sheridan St	Newberg	OR	97132	208 N College St	Newberg	OR	97132
R3219AA 01800	Michael & Heidi Pender	708 E Sheridan St	Newberg	OR	97132	708 E Sheridan St	Newberg	OR	97132
R3219AA 02400	Salmon LLC	606 S Corinne Dr	Newberg	OR	97132	619 E Hancock St	Newberg	OR	97132
R3219AA 08400	Sandra & Richard Dormer	19120 NE Highway 240	Newberg	OR	97132	112 S Edwards St	Newberg	OR	97132
R3219AA 07600	Randall & Cindy Linke	44700 NW Elk Mountain Rd	Banks	OR	97106	114 S Meridian St	Newberg	OR	97132
R3219AA 09290	Llp Properties Llp	Po Box 1060	Newberg	OR	97132	116 S College St	Newberg	OR	97132
R3219AA 14600	Lajos & Sharon Kovacs	19355 SE Highway 224	Damascus	OR	97089	814 E 2nd St STE C	Newberg	OR	97132
R3219AA 01000	215 Meridian LLC	17410 Schalit Way	Lake Oswego	OR	97035	215 N Meridian St	Newberg	OR	97132
R3219AA 07500	Randall & Cindy Linke	44700 NW Elk Mountain Rd	Banks	OR	97106	115 S Center St	Newberg	OR	97132
R3218DD 13500	Cheryl Nelson	11320 SW Cottonwood Ln	Portland	OR	97223	801 E Sheridan St	Newberg	OR	97132
R3219AA 04501	Mark & Lorie Stevens	19155 NE Herring Ln	Newberg	OR	97132	111 N College St	Newberg	OR	97132
R3219AA 07700	Karl & Theresa Raudsepp	108 S Meridian St	Newberg	OR	97132	108 S Meridian St	Newberg	OR	97132
R3219AA 08600	Randy Hopp	Po Box 150	Newberg	OR	97132	No Site Address	Newberg	OR	97132
R3220BB 03500	Oregon Department Of Transport	417 Transportation	Salem	OR	97310	1000 E Hancock St	Newberg	OR	97132
R3219AA 02500	Gary & Janice Allen	614 E Sheridan St	Newberg	OR	97132	614 E Sheridan St	Newberg	OR	97132
R3219AA 02501	Matt & Melissa Meyer	1600 E 2nd St	Newberg	OR	97132	618 E Sheridan St	Newberg	OR	97132
R3219AA 06800	Richard & Sandra Drew	112 N Meridian St	Newberg	OR	97132	905 E 1st St	Newberg	OR	97132
R3219AA 09500	Riverstone Development LLC	PO Box 985	Oregon City	OR	97045	108 S College St	Newberg	OR	97132
R3219AA 06000	Third Way Investments LLC	2212 Jod Cart	Newberg	OR	97132	107 N Edwards St	Newberg	OR	97132
R3219AA 08200	Hopp Ins Agency Inc	Po Box 150	Newberg	OR	97132	812 E 1st St	Newberg	OR	97132
R3219AA 08100	William Pollan	3245 Curlew St	San Diego	CA	92103	808 E 1st St	Newberg	OR	97132
R3218DD 14500	Betty Morrison	717 E Sheridan St	Newberg	OR	97132	717 E Sheridan St	Newberg	OR	97132
R3219AA 02600	Andrew & Madelyn White	610 E Sheridan St	Newberg	OR	97132	610 E Sheridan St	Newberg	OR	97132
R3219AA 06600	Nicholas & Sarah Mehler	111 N Meridian St	Newberg	OR	97132	111 N Meridian St	Newberg	OR	97132
R3219AA 06700	George Fox University	414 N Meridian St	Newberg	OR	97132	814 E Hancock St	Newberg	OR	97132
R3219AA 05500	Maureen & Bill Rogers	701 E 1st St	Newberg	OR	97132	701 E 1st St	Newberg	OR	97132
R3219AA 01600	Degaje LLC	708 E Sheridan St	Newberg	OR	97132	716 E Sheridan St	Newberg	OR	97132
R3219AA 00100	Allen Page & Donna Settlor	16095 SW Wimbledon Ct # 16	Portland	OR	97224	203 N Center St	Newberg	OR	97132
R3219AA 09700	Jules & Joan Drabkin	307 NE 7th St	Mcminnville	OR	97128	614 E 1st St	Newberg	OR	97132
R3219AA 09100	General Telephone Co Of Nw	1068 Po Box	Everett	WA	98206	115 S Edwards St	Newberg	OR	97132
R3219AA 05900	Joe & Tola Young	Po Box 729	Newberg	OR	97132	719 E 1st St	Newberg	OR	97132
R3218DD 14400	Robert & Annie Soppe	709 E Sheridan St	Newberg	OR	97132	709 E Sheridan St	Newberg	OR	97132
R3219AA 06100	George Fox University	808 E Hancock St	Newberg	OR	97132	808 E Hancock St	Newberg	OR	97132
R3220BB 03000	George Fox University	414 N Meridian St	Newberg	OR	97132	205 N River St	Newberg	OR	97132
R3219AA 07200	Richard & Kullapranee Condon	Po Box 85	Newberg	OR	97132	914 E 1st St	Newberg	OR	97132
R3220BB 07000	Andrew Wilder	11995 NE Worden Hill Rd	Newberg	OR	97132	1004 E 1st St	Newberg	OR	97132
R3219AA 06200	Danny & Laurie Gardner	22000 NE Mountain Top Rd	Newberg	OR	97132	801 E 1st St	Newberg	OR	97132
R3219AA 00200	George Fox University	414 N Meridian St	Newberg	OR	97132	211 N Center St	Newberg	OR	97132
R3219AA 01500	Scott & Diana Winter	22430 NE Hidden Springs Rd	Dundee	OR	97115	209 N Edwards St	Newberg	OR	97132
R3219AA 09600	Bishop Creek Services Inc	Po Box 16	Newberg	OR	97132	700 E 1st St	Newberg	OR	97132

R3219AA 08900	Hu Tian & Huiying Wang	26741 Venado Dr	Mission Viejo	CA	92691	716 E 1st St	Newberg	OR	97132
R3219AA 01100	Christopher Thomas	221 Navigator Dr	Scotts Valley	CA	95066	800 E Sheridan St	Newberg	OR	97132
R3219AA 09300	Pensco Trust Company	311 N Meridian St	Newberg	OR	97132	112 S College St # 1/2	Newberg	OR	97132
R3219AA 07400	Randall & Cindy Linke	44700 NW Elk Mountain Rd	Banks	OR	97106	113 S Center St	Newberg	OR	97132
R3219AA 09200	General Telephone Co Of Nw	1068 Po Box	Everett	WA	98206	711 E 2nd St	Newberg	OR	97132
R3219AA 14000	T & C Apartments LLC	35401 SW Geer Rd	Newberg	OR	97132	201 S Edwards St	Newberg	OR	97132
R3219AA 07100	Richard & Kullapranee Condon	Po Box 85	Newberg	OR	97132	910 E 1st St	Newberg	OR	97132
R3220BB 03400	Oregon Department Of Transport	417 Transportation	Salem	OR	97310	1006 E Hancock St	Newberg	OR	97132
R3219AA 01900	John & Kaydi Paxman	700 E Sheridan St	Newberg	OR	97132	700 E Sheridan St	Newberg	OR	97132
R3219AA 02100	Francis Enterprises Inc	2950 Crater Ln	Newberg	OR	97132	202 N College St	Newberg	OR	97132
R3219AA 01400	Francis Enterprises Inc	2950 Crater Ln	Newberg	OR	97132	715 E Hancock St	Newberg	OR	97132
R3219AA 05600	Salmon LLC	707 E 1st St	Newberg	OR	97132	707 E 1st St	Newberg	OR	97132
R3220BB 07100	Wilder Rentals 2 LLC	11995 NE Worden Hill Rd	Newberg	OR	97132	106 S Center St	Newberg	OR	97132
R3219AA 00700	Meridian Street LLC	201 N Meridian St STE B	Newberg	OR	97132	201 N Meridian St STE B	Newberg	OR	97132
R3219AA 02200	James Cain	27775 NW Williams Canyon Rd	Gaston	OR	97119	611 E Hancock St	Newberg	OR	97132
R3219AA 02300	James Cain	27775 NW Williams Canyon Rd	Gaston	OR	97119	615 E Hancock St	Newberg	OR	97132
R3219AA 00600	Nw Yearly Meeting Of Friends C	200 N Meridian St	Newberg	OR	97132	200 N Meridian St	Newberg	OR	97132
R3219AA 05400	First Federal Savings & Loan	Po Box 239	Mcminnville	OR	97128	121 N Edwards St	Newberg	OR	97132
R3220BB 03600	Center Street Partners	Po Box 24	Newberg	OR	97132	1003 E 1st St	Newberg	OR	97132
R3219AA 09400	General Telephone Co	Po Box 289	Newberg	OR	97132	111 S Edwards St	Newberg	OR	97132
R3219AA 08500	City of Newberg	535 NE 5th St	Mcminnville	OR	97128	0 0 S Edwards St	Newberg	OR	
R3219AA 07300	Rebekah Skaggs	111 S Center St	Newberg	OR	97132	111 S Center St	Newberg	OR	97132
R3219AA 05100	Wala Properties LLC	4695 Raybell Rd NE	Saint Paul	OR	97137	621 E 1st St	Newberg	OR	97132
R3219AA 08300	The Pines Newberg Or LLC	1237 State Rd	Bensalem	PA	19020	105 S Meridian St	Newberg	OR	97132
R3218DD 13800	Greg & Kim Armbrust	305 N Meridian St	Newberg	OR	97132	305 N Meridian St	Newberg	OR	97132
R3219AA 07900	Randy Hopp	Po Box 150	Newberg	OR	97132	804 E 1st St	Newberg	OR	97132
R3219AA 08000	John & Rachel Powell	753 SE Boysen Ln	Dundee	OR	97115	806 E 1st St	Newberg	OR	97132
R3219AA 04502	Slpd Properties LLC	115 N College St # 3	Newberg	OR	97132	115 N College St # 3	Newberg	OR	97132
R3219AA 08800	Tesmer & Emery LLC	Po Box 1029	Newberg	OR	97132	714 E 1st St	Newberg	OR	97132
R3218DD 13700	Stephan Thornton	301 N Meridian St	Newberg	OR	97132	301 N Meridian St	Newberg	OR	97132
R3219AA 00800	211 Meridian LLC	17410 Schalit Way	Lake Oswego	OR	97035	211 N Meridian St	Newberg	OR	97132
R3219AA 01700	Rhett & Julie Luedtke	714 E Sheridan St	Newberg	OR	97132	714 E Sheridan St	Newberg	OR	97132
R3219AA 11400	Gary Buhler	405 N Edwards St	Newberg	OR	97132	111 S College St	Newberg	OR	97132
R3219AA 06500	David & Marjorie Hegeman	109 N Meridian St	Newberg	OR	97132	109 N Meridian St	Newberg	OR	97132
R3219AA 14500	800 E 2Nd Street LLC	35401 SW Geer Rd	Newberg	OR	97132	800 E 2nd St STE 101	Newberg	OR	97132
R3219AA 05200	City of Newberg	414 E 1st St	Newberg	OR	97132	625 E 1st St	Yamhill	OR	97148
R3218DD 13900	Douglas & Lori Petersen	311 Meridian St	Newberg	OR	97132	311 N Meridian St	Newberg	OR	97132
R3219AA 05700	Tina Kasuba	Po Box 269	Newberg	OR	97132	713 E 1st St	Newberg	OR	97132
R3219AA 05801	717 First LLC	602 NE Joanne Ct	Hillsboro	OR	97124	717 E 1st St	Newberg	OR	97132
R3218DD 13600	Marc & Kelly Shelton	803 E Sheridan St	Newberg	OR	97132	803 E Sheridan St	Newberg	OR	97132
R3217CC 00100	George Fox University	414 N Meridian St	Newberg	OR	97132	1009 E North St	Newberg	OR	97132



Sign referenced in Criteria 5, page 13.

Attachment 2: Agency Comments



COMMUNITY DEVELOPMENT
LAND USE APPLICATION REFERRAL

Brooks Bateman

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: May 16, 2023
Please refer questions and comments to: Clay Downing

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A



Project Information is Attached:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

Brooks Bateman
Reviewed By:

5-9-23
Date:

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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REQUEST: Coffee Shop Remodel
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FILE NO: DR223-0003
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- Comments. (Attach additional pages as needed)

Digitally signed by Will
DNE, CN=US, OU=Will Worthey, O=City of Newberg, CN=Will,
E=will.worthey@newbergoregon.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2023.05.01 17:16:46-0700
Foxit PhantomPDF, Version: 10.1.9

5/1/23

Reviewed By:

Date:

Will Worthey CM

Organization:



COMMUNITY DEVELOPMENT
LAND USE APPLICATION REFERRAL

Doug Rux

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APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A

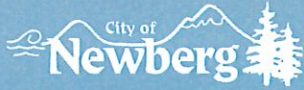
Project Information is Attached:

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- Meeting requested.
- Comments. (Attach additional pages as needed)

Doug Rux
Reviewed By:

5/2/23
Date:

City of Newberg
Organization:



COMMUNITY DEVELOPMENT
LAND USE APPLICATION REFERRAL

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APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A



Project Information is Attached:

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- Meeting requested.
- Comments. (Attach additional pages as needed)

[Signature]
Reviewed By:

5/12/23
Date:

Frances
Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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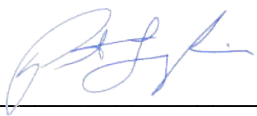
NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A



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- Meeting requested.
- Comments. (Attach additional pages as needed)



Reviewed By:

5/11/23

Date:

Maintenance Superintendent

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A

RECEIVED

5/2/2023

batesf

Project Information is Attached:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

Carl Ramseyer
Reviewed By:

5/2/23

Date:

Organization:

Summary of Project:

The proposed project is to remodel the interior of 808 and 814 E Hancock St, Newberg, OR where the Coffee Cottage café and drive thru previously operated. The new business will be called Lyrics Café.

In the 808 building, the proposed project will provide a cosmetic update to the interior, as well as add functionality to the food prep space. This includes removing three non-load bearing walls, moving a bathroom to a more centralized space, bringing the existing bathroom into ADA compliance, as well as providing ADA access to the dining area. The kitchens will be updated with materials that are more typical in modern commercial kitchen environments, primarily FRP and stainless steel. The remodel also involves removing a chimney/fireplace to better utilize space in the dining area.

The 814 building will receive equipment and material upgrades, as well as installing a new grease trap and plumbing which includes all the kitchen plumbing to flow through the trap. In addition to this, we intend to replace the garage door with a more secure 42 inch door on the north west entrance to the building.

Be sure to properly size the grease interceptor per municipal code 1014.2.1.

A side by side comparison of the two structures, both existing and the proposed remodel, are shown on the following page for a quick reference so changes can be easily seen.

The bulk of this document will be going through points listed on pages 13-14 of the application packet, with some of the supporting documents at the end by way of appendix.

*****Please note : Throughout this proposal, 808 E Hancock is sometimes referred to as “Cottage” building and 814 E Hancock is sometimes referred to as “Drive Thru”. This is in keeping with the common nomenclature of the existing buildings before remodel, and is seen on things such as the initial as-built drawings commissioned. Going forward (and in our proposed remodel drawings), 808 is referred to as “Café” and 814 is referred to as “Drive-Thru”.



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A



Project Information is Attached:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested. * All drains from food prep from both buildings 808 and 814 need to flow to grease trap in building 814.
- Comments. (Attach additional pages as needed)

April Catan

Digitally signed by April Catan
DN: cn=US, ou=Operations, o=City of Newberg, cn=April Catan,
E=april.catan@newbergoregon.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2023.05.02 06:46:33-07'00'
Post-PhantomPDF, Version: 10.1.0

5/2/23

Reviewed By:

Date:

City of Newberg

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
HEARING DATE: N/A



Project Information is Attached:

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- Meeting requested.
- Comments. (Attach additional pages as needed)

Karyn G. Hanson, PE Digitally signed by Karyn G. Hanson, PE
Date: 2023.05.14 17:04:40 -07'00'

5/15/23

Reviewed By:

Date:

City of Newberg

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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Please refer questions and comments to: Clay Downing

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APPLICANT: Rob Hankins
REQUEST: Coffee Shop Remodel
SITE ADDRESS: 808/814 E Hancock St
LOCATION: N/A
TAX LOT: R3219AA 06100
FILE NO: DR223-0003
ZONE: C-3 (Comercial Business Zoning)
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- Meeting requested.
- Comments. (Attach additional pages as needed)

Reviewed By:

Scott Albert - Ziplly Fiber Network Engineer
Organization: 503-526-3544 scott.albert@ziply.com

5/2/23

Date: