

## Community Development Department

P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132

503-537-1240 ▪ Fax 503-537-1272 ▪ [www.newbergoregon.gov](http://www.newbergoregon.gov)

**NOTICE OF DECISION**  
**A Storage Place – Hancock**  
**Design Review/Parking Determination - DR2-16-006/MISC-16-021**

10/13/16

Jerry Carlson  
7100 SW Arbor Lake Drive  
Wilsonville, OR 97070

The Newberg Community Development Director has approved the proposed design review DR2-16-006/MISC-16-021 for a storage building at the NW corner of Elliott Road and Hancock Street, Yamhill County tax lot 3220AA-1101, subject to the conditions listed in the attached report. The decision will become effective on 10/28/16 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. Anyone wishing to appeal must submit the written appeal form together with the required fee of \$440 to the Planning Division within 14 days of the date of this decision.

**The deadline for filing an appeal is 4:30 pm on 10/27/16.**

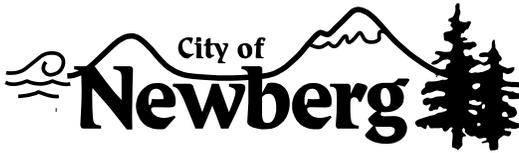
At the conclusion of the appeal period, please remove all notices from the site.

Design review approval is only valid for one year from the effective date above. If building or construction permits are not issued within this time period, then design review approval becomes null and void and no construction may take place. If design review approval on your project is approaching its expiration date, contact the Planning Division regarding extension opportunities.

Please note that final building plans submitted for building permit review must comply with the attached conditions. If you have any questions, please contact me at 503-537-1215 or [steve.olson@newbergoregon.gov](mailto:steve.olson@newbergoregon.gov).

Sincerely,

Steve Olson, Senior Planner



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### DECISION AND FINDINGS

#### A Storage Place – Hancock: Design Review application

FILE NO: DR2-16-006/MISC-16-021

REQUEST: Design review/parking determination approval for a two-story self-storage building

LOCATION: NW corner of Elliott Road and Hancock Street

TAX LOT: 3220AA-1101

APPLICANT: Jerry Carlson

OWNER: A Storage Place Hancock, LLC

ZONE: C-2

OVERLAYS: Airport Overlay

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#### CONTENTS

Section I: Application Information

Section II: Findings

Section III: Conditions

Attachments:

1. Aerial Photo
2. Site Plan
3. Public/agency comments
4. Application (by reference)



- a. North: Commercial – office, car wash, self-storage
  - b. East: Commercial – Parr Lumber
  - c. South: Light industrial – mix of uses
  - d. West: Light industrial – mix of uses.
7. Access and Transportation: The project site has frontage on Elliott Road to the east and Hancock Street to the south. Elliott Road is a major collector and Hancock Street is a local street. The proposed building will use a driveway on Elliott Road for access. There is an existing driveway on the western edge of the site on Hancock Street, which is utilized as a fire access road.
8. Utilities:
- a. Wastewater: There are existing 8-inch public wastewater mainlines in Elliott Road and Hancock Street that could service the development.
  - b. Water: There are existing 8-inch public water mainlines in Elliott Road and Hancock Street that could service the development
  - c. Stormwater: There are existing public stormwater mainlines in Elliott Road (12-inch) and Hancock Street (12-inch and 27-inch) that could service the development

**C. PROCESS:** The Design Review request is a Type II application and follows the procedures in Newberg Development Code 15.100.030. Following 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. 9/14/16: The Director deemed the application complete.
- 2. 9/14/16: The applicant mailed notice to the property owners within 500 feet of the site.
- 3. 9/14/16: The applicant posted notice on the site.
- 4. 9/29/16: The 14-day public comment period ended.
- 5. 10/13/16: The Director issued a decision on the application.

**D. AGENCY COMMENTS:** The application was routed to several public agencies for review and comment. 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. Newberg School District: *Reviewed, no conflict.*
- 2. PGE: *Reviewed, no conflict.*
- 3. Oregon Department of Aviation: *(summarized – see attached full comment) The ODA has conducted an aeronautical study and determined that notice to the FAA is required. ODA does not object to the proposal with conditions. Marking and lighting are recommended for aviation safety. It should be installed and maintained in accordance with FAA Advisory Circular AC70/7460-1L.*
- 4. Federal Aviation Administration: *(summarized – see attached full comment) The FAA has*

*conducted an aeronautical study and issued a Determination of No Hazard to Air Navigation letter, with notification requirements.*

- E. PUBLIC COMMENTS:** As of the writing of this report, the city has not received any written public comments.

**Section II: Findings –File DR2-16-006/MISC-16-021**  
**A STORAGE PLACE – HANCOCK: SELF STORAGE**

**A. Design Review; Criteria That Apply - Newberg Development Code 15.220.050(B):**

*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 proposed structure is a two-story building with a peaked metal roof. The siding is a mix of CMU block siding on the ground floor and metal siding on the upper floor. There are many storage bays with roll-up doors along the east and west facades. The height is 24 feet 3 inches to the peak of the roof. The buildings to the north are primarily storage buildings with metal siding, and the building to the west is a typical industrial building with metal siding. The proposed exterior wall lights are shielded, and light trespass will not exceed 0.5 foot-candles at the property line. As proposed, the structure is similar to adjacent buildings, and is compatible with existing structures in the surrounding area.

*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.*

***PARKING DETERMINATION: 15.440.040 Parking requirements for uses not specified. The parking space requirements for buildings and uses not set forth herein shall be determined by the director through a Type I procedure. Such determination shall be based upon the requirements for the most comparable building or use specified herein.***

**Finding:** The ground floor area of the building is 19,925 square feet, and the total square footage is 37,525. There will be 280 storage units in the building, a business office, and a manager's apartment. The Development Code does not have a parking standard for self-storage facilities, and there is no comparable use listed in the parking requirements table. An industrial warehouse would require 1 parking space per 700 feet of gross floor area, which would result in 54 required parking spaces for this site. An industrial warehouse typically is much more active than a self-storage facility, and has more employees. A self-storage facility is infrequently visited by the facility users, and typically has one employee on site. The applicant proposes to build 7 parking spaces near the main office of the storage facility, and 15 parking spaces around the edges of the facility to serve as loading zones for users. The applicant has supplied information about similar self-storage facilities in the area:

- Oswego Storage, Lake Oswego: 3 parking spaces at the office, loading zone parking spaces along the building, 33,000 square feet, 264 units.
- A Storage Place of Clackamas: 5 parking spaces at the office, loading zone parking spaces along the building, 108,000 square feet, 800 units.

- A Storage Place, Deborah Road, Newberg: 5 parking spaces at the office, loading zone parking spaces along the building, 345 units. Has a manager's apartment.

Each facility needs at least 1 parking space for the on-site manager/manager's apartment unit. All of the comparable facilities are 1-2 stories tall and have loading zone parking spaces along the face of the storage building for use by customers. The number of loading zone spaces is therefore closely related to the size of the facility, due to the nature of the use and the perimeter roll-up exterior doors on ground-floor storage units. The number of perimeter loading zone spaces therefore does not need to be regulated if the storage facility is 1-2 stories tall and designed with perimeter access doors along the sides; the number of perimeter loading zone spaces will be related directly to the size of the building. The facility needs a certain number of parking spaces for new or existing customers visiting the office, or those not using the loading zone spaces because they are only retrieving small items from storage. Based on the comparable facilities in the area, 1 parking space per 100 storage units would be an adequate amount of parking. The amount of required parking spaces for this proposed facility is therefore 1 parking space for the manager, plus 3 parking spaces for the 280 storage units, for a total of 4 required parking spaces. At least 1 parking space is required to be an ADA van-accessible parking space. The proposal includes 7 parking spaces, including an ADA van-accessible space, and therefore has provided adequate off-street parking for the facility.

The facility is required by code to have 4 bicycle parking spaces. The applicant has requested that this be reduced to 2 spaces, as part of the parking determination. The nature of the facility is such that nearly all traffic to the site will be by car or truck to enable loading or unloading. The employee/manager may need bicycle parking, however, and an occasional customer may need bicycle parking. The amount of bicycle parking for a self-storage building is therefore determined to be a minimum of 2 spaces. The applicant's proposal for 2 bicycle parking spaces is adequate.

***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 NMC 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.***

**Finding:** The proposed building and drive aisles are setback at least 10 feet from the front property lines, which meets the C-2 setback requirements. The development meets the vision clearance requirements at the street corner and driveways. The site has public access on two street frontages. The building is 24 feet 3 inches tall, and there is no set height limit in the C-2 zone. Following compliance with design review conditions, the proposed project will meet the height restrictions and public access requirements, setback, coverage, vision clearance and yard requirements of the Code.

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

**Finding:** The proposed plan has 15% landscaping, which meets the minimum coverage requirement. The landscape plan shows street trees, but does not identify the type. Revise the landscaping plan to show the street tree type, which must be a type listed on the city's preferred street tree list. The front yard setback along both street frontages is landscaped. There is a 5 foot wide landscape buffer required between the drive aisle and the northern property line; the proposed landscape strip appears to be 3.5 feet wide. Revise the landscaping plan & site plan to make the landscape buffer strip along the northern property line 5 feet wide. The western half of the site will remain a grass field until the next phase of development.

Waste Management: Provide written confirmation that Waste Management has approved the method of refuse collection, and the design, size, and location of any proposed refuse collection area. The dumpster enclosure must be located at least five (5') from the building, and constructed of masonry block or brick.

Following compliance with design review conditions, the landscape plan and parking lot complies with NMC 15.420.010. All areas subject to the final design review plan and not otherwise improved are landscaped.

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

**Finding:** The proposed major freestanding sign will be approximately 32 square feet in area, which is below the 100 square foot maximum for the site. It is located outside of the vision clearance triangle. The sign appears to be setback less than 5 feet from the front property line; at that setback the height is limited to 3 feet. If the sign will be 3-6 feet tall then it is required to be setback at least 5 feet from the front property line. The electronic message center is less than 30 square feet in area. Provide drawings showing the sign height and width, and a site plan showing the front setback. The electronic message center can show static or alternating messages, but cannot show extended video messages or use flashing or rapid scrolling messages.

**6. Manufactured Home, Mobile Home and RV Parks. Manufactured home, mobile home, and recreational vehicle parks shall also comply with the standards listed in NMC 15.445.050 et seq. in addition to the other criteria listed in this section.**

**Finding:** Not applicable. The development proposal is not a manufactured home, mobile home, or RV park.

**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 15.304.010 through 15.328.040. 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:** The site is zoned C-2. A self-storage use is an outright permitted use in the zone.

**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 site is within the Airport Overlay Transitional Surface subdistrict, which limits the overall height of buildings on the site. The applicant has estimated that the height limitation at the building location is 31 feet above the roof of the proposed building. It appears that the proposed building is well below the Airport Overlay height limitation.

The ODA has conducted an aeronautical study and determined that notice to the FAA is required. ODA does not object to the proposal with conditions. Marking and lighting are recommended for aviation safety. It should be installed and maintained in accordance with FAA Advisory Circular AC70/7460-1L.

The FAA has conducted an aeronautical study and issued a Determination of No Hazard to Air Navigation letter, with notification requirements.

The full ODA and FAA letters are in Attachment 3. The proposal is required to comply with all ODA and FAA conditions. A roof light is required per the ODA conditions of approval; if the ODA removes this requirement in writing then the roof light does not need to be installed.

***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:** Access to the property is from Elliott Road, a minor collector under the City of Newberg's jurisdiction. Access to adjacent properties is available through existing driveways and parking areas. This criterion is met.

***NDC 15.510.040: Water Supply***  
***All lots and parcels within subdivisions and partitions shall be served by the water system of the City of Newberg.***

**Findings:**

1. The applicant is proposing to tap the public water mainline in Hancock Street to provide water to the building. No new public water lines are being proposed for the development. This requirement is met.
2. Section 3.2.4 requires a 10-ft separation of water lines from wastewater lines and a 3-ft separation of water lines from stormwater and other utility lines. The applicant is proposing to utilize existing lines for utilities. This requirement is met.
3. The applicant is proposing a 1.5-inch water service lateral to the building. Public Works (PW) Design and Construction Standards 3.3.9 specifies that a water service lateral shall be one of the following sizes: 0.75-inch, 1-inch, 2-inch, 4-inch, 6-inch, 8-inch, 10-inch, or 12-inch. The applicant must submit a revised utility plan that specifies a standard water line size that complies with PW Design and Construction Standards 3.3.9.
4. Fire hydrants must be within 250 feet of a commercial/industrial area. There is a fire hydrant at the intersection of Hancock Street and Elliott Road and the applicant is proposing to provide a sprinkler system for the building. This requirement is met.

***NDC 15.510.050: Wastewater***  
***All lots and parcels within subdivisions and partitions shall, where practicable, as determined by the Director, in accordance with the provisions of this Code, be served by the sewage system of the City.***

**Finding:**

1. PW Design and Construction Standards Section 2.7 requires buildings to be connected to wastewater. The applicant is proposing to connect the building to the existing private

wastewater line that runs diagonally across the property from Hancock St to the north side of the lot. This requirement is met.

2. The current utility plan does not provide a size for the wastewater lines used to service the development. The applicant must submit a revised utility plan specifying wastewater service line sizes that comply with PW Design and Construction Standards Section 2.7.

***NDC 15.510.060 Land Surface Drainage***

***Such grading shall be done and such drainage facilities shall be constructed by the land divider as are adequate for the purpose of proper drainage of the partition or subdivision, of areas affected thereby, and for the preservation of healthful and convenient surroundings and conditions for residents of the subdivision or partition, and for the general public, in accordance with specifications adopted by the City Council under § 15.510.030.***

**Finding:**

1. PW Design and Construction Standards Section 1.8.7 and the City's Erosion and Sediment Control Manual requires that a 1200-C permit be obtained and submitted to the City for review if the disturbed area that is greater than 1 acre. The disturbed area for the development is greater than 1 acre; the applicant must obtain a 1200-C permit from DEQ and provide it to the City for review.
2. The applicant is proposing infiltration swales, raingardens, and a detention pond for stormwater management. The swales and raingardens were sized using the LIDA sizing form. The applicant must complete infiltration tests at the areas proposed for the infiltration facilities and submit the results in a revised stormwater report. The applicant must also provide an engineered design for the swales and raingardens in conformance with PW Design and Construction Standards Section 4.9.1 in the revised stormwater report.
3. The applicant is proposing to locate the western stormwater facilities over an existing public stormwater line.
  - a. The minimum cover for stormwater lines is 4 feet to protect the line. The applicant must provide evidence that the private stormwater lines will not affect the public stormwater line and agree to pay for any and all costs and expenses associated with repairing or replacing any part of the stormwater line that has been damaged by stormwater infiltrating from the private stormwater facility.
  - b. Stormwater from the facility may flow along the rock surrounding the existing stormwater line. The applicant must provide additional protection to prevent stormwater from using the public stormwater line as a preferred pathway.
  - c. Maintenance needs to be completed from time to time on all public stormwater lines. The applicant shall defend, indemnify, and hold the City harmless from any damage, losses, costs, or expenses caused to the private stormwater facility in the event that the public stormwater line needs to be cleaned, repaired, replaced or otherwise maintained by City.

4. The stormwater report submitted with the land use application did not contain calculations to accommodate the 2-yr storm. The applicant must submit a revised stormwater report that provides hydrologic calculations for all applicable design storm events including the 2-yr design storm event as required by PW Design and Construction Standards 4.5.1.
5. The swales and raingardens will be privately maintained. As part of the stormwater report, the applicant must submit a draft maintenance plan and maintenance agreement for the private stormwater facilities that complies with PW Design and Construction Standards Section 4.9.2 to the City for review.

***15.505.060 Street width and design standards.***

***A. Design standards. All streets shall conform with the standards contained in Table 15.505.060.***

**Findings:**

1. The right of way width for major collector streets is 60 ft. Hancock Street and Elliott Road have widths complying with this standard. This requirement is met.
2. PW Design and Construction Standards Section 5.13 requires no parking on major collectors with bike lanes. The applicant must provide a revised site plan with “No Parking” signage, instead of the current “No Parking for trucks and trailers” on Elliott Road in compliance with PW Design and Construction Standards Sections 5.13 and 5.15. Hancock Road is currently signed as “No Parking” on the side of the development.

***C. Bike Lanes.***

**Findings:** The City of Newberg Transportation System Plan requires striped bike lanes on major collectors such as Hancock Street and Elliott Road. The applicant must provide a revised site plan designating 6-ft wide bike lanes as required by PW Design and Construction Standards 5.15.

***G. Sidewalks***

**Findings:**

1. In order to meet ADA requirements for safety and access, sidewalk ramps are required at street intersections. The intersection of Hancock Street and Elliott Road does not currently have a sidewalk ramp that complies with ADA requirements. The applicant is proposing to construct a sidewalk ramp that complies with PW Design and Construction Standards Section 5.14. This requirement is met.
2. Setback sidewalks are required by PW Design and Construction Standards Section 5.14. The applicant is proposing setback curved sidewalks to conserve the placement of existing fire hydrants. PW Engineering does not have any concerns with a Type 1 Sidewalk Determination being granted so that the applicant may curve sidewalks and conserve the placement of existing fire hydrants.

**15.525.040 Requirements**

**A. General Requirements – All Zoning Districts.**

**3. High level fixtures**

**Findings:** Street lighting is required for all major collector streets. Currently, neither Hancock Street nor Elliott Road have public street lights nor are street lights proposed for the development. The applicant must provide a photometric layout for street lights on Hancock Street and Elliott Road that complies with PW Design and Construction Standards Section 5.17.

**FIRE CODE REVIEW: Tualatin Valley Fire & Rescue (TVF&R)**

*These notes are provided in regards to the plans dated July 5, 2016. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.*

**FIRE APPARATUS ACCESS:**

**1. FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDINGS AND FACILITIES:** Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1))

*Finding: This requirement is met.*

**2. FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)

*Finding: This requirement is met.*

**3. NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, “No Parking” signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read “NO PARKING - FIRE LANE” and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)

*Finding: No parking signs will need to be installed along the outside edge of the access road around the building.*

**4. NO PARKING:** *Parking on emergency access roads shall be as follows (OFC D103.6.1-2):*

**1. 20-26 feet road width – no parking on either side of roadway**

**2. 26-32 feet road width – parking is allowed on one side**

**3. Greater than 32 feet road width – parking is not restricted**

*Note: For specific widths and parking allowances, contact the local municipality.*

**Finding:** No parking will be allowed along the outside edge of the access road around the building.

**5. PAINTED CURBS:** *Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked “NO PARKING FIRE LANE” at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)*

**Finding:** Curbing shall be painted red in color and marked as indicated per OFC 503.3.

**6. SURFACE AND LOAD CAPACITIES:** *Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)*

**7. TURNING RADIUS:** *The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)*

**Finding:** This requirement is met.

**8. ACCESS ROAD GRADE:** *Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).*

**9. ANGLE OF APPROACH/GRADE FOR INTERSECTIONS:** *Intersections shall be level (maximum 5%) with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)*

**10. GATES:** *Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):*

**1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).**

**2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.**

**3. Electric gates shall be equipped with a means for operation by fire department personnel**

**4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.**

**Finding:** The security gate located at the SW corner of the property will need to be set back a minimum of 30ft and be equipped with a means of operation by fire department personnel. Security gates located on the premises will need to meet the above requirements.

**11. ACCESS DURING CONSTRUCTION:** *Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)*

**12. TRAFFIC CALMING DEVICES:** *Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1).*

**FIREFIGHTING WATER SUPPLIES:**

**13. COMMERCIAL BUILDINGS – REQUIRED FIRE FLOW:** *The minimum fire flow and flow duration shall be determined in accordance with OFC Table B105.2. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi residual. (OFC B105.3)*

*Note: OFC B106, Limiting Fire-Flow is also enforced, except for the following:*

- *The maximum needed fire flow shall be 3,000 GPM, measured at 20 psi residual pressure.*
- *Tualatin Valley Fire & Rescue does not adopt Occupancy Hazards Modifiers in section B105.4-B105.4.1*

**14. FIRE FLOW WATER AVAILABILITY:** *Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project. (OFC Appendix B)*

**Finding:** Provide documentation of fire hydrant flow test.

**15. WATER SUPPLY DURING CONSTRUCTION:** *Approved firefighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 3312.1)*

**Finding:** Provide documentation that approved firefighting water supplies are installed and operational prior to beginning any combustible construction or storage of combustible materials on the site.

**FIRE HYDRANTS:**

**16. FIRE HYDRANTS – COMMERCIAL BUILDINGS:** *Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)*

- *This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.*
- *The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.*

**Finding:** This requirement is met.

**17. FIRE HYDRANT(S) PLACEMENT: (OFC C104)**

- *Existing hydrants in the area may be used to meet the required number of hydrants as approved. Hydrants that are up to 600 feet away from the nearest point of a subject building that is protected with fire sprinklers may contribute to the required number of hydrants. (OFC 507.5.1)*
- *Hydrants that are separated from the subject building by railroad tracks shall not contribute to the required number of hydrants unless approved by the Fire Marshal.*
- *Hydrants that are separated from the subject building by divided highways or freeways shall not contribute to the required number of hydrants. Heavily traveled collector streets may be considered when approved by the Fire Marshal.*
- *Hydrants that are accessible only by a bridge shall be acceptable to contribute to the required number of hydrants only if approved by the Fire Marshal.*

**Finding:** A fire hydrant will need to be installed at the NE entrance off of Elliott Road to meet the requirements for the fire department connection.

**18. FIRE HYDRANT DISTANCE FROM AN ACCESS ROAD: Fire hydrants shall be located not more than 15 feet from an approved fire apparatus access roadway unless approved by the Fire Marshal. (OFC C102.1)**

**Finding:** This requirement is met.

**19. REFLECTIVE HYDRANT MARKERS: Fire hydrant locations shall be identified by the installation of blue reflective markers. They shall be located adjacent and to the side of the center line of the access roadway that the fire hydrant is located on. In the case that there is no center line, then assume a center line and place the reflectors accordingly. (OFC 507)**

**Finding:** Contact TVFR for reflective blue dots.

**20. PHYSICAL PROTECTION: Where fire hydrants are subject to impact by a motor vehicle, guard posts, bollards or other approved means of protection shall be provided. (OFC 507.5.6 & OFC 312)**

**Finding:** Bollard protection may be required for the new hydrant and FDC at the NE entrance.

**21. CLEAR SPACE AROUND FIRE HYDRANTS: A 3 foot clear space shall be provided around the circumference of fire hydrants. (OFC 507.5.5)**

**22. FIRE DEPARTMENT CONNECTION (FDC) LOCATIONS: FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved. (OFC 912.2.1 & NFPA 13)**

- *Fire department connections (FDCs) shall normally be located remotely and outside of the fall-line of the building when required. FDCs may be mounted on the building they serve, when approved.*

- *FDCs shall be plumbed on the system side of the check valve when sprinklers are served by underground lines also serving private fire hydrants.*

**Findings:** Plans indicate the FDC will be located on the south side of the building. This places the FDC within the buildings collapse zone. The FDC will need to be relocated to the NE entrance off of Elliott Rd.

### **BUILDING ACCESS AND FIRE SERVICE FEATURES**

**23. KNOX BOX:** *A Knox Box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via [www.tvfr.com](http://www.tvfr.com) or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)*

**24. FIRE PROTECTION EQUIPMENT IDENTIFICATION:** *Rooms containing controls to fire suppression and detection equipment shall be identified as “Fire Control Room.” Signage shall have letters with a minimum of 4 inches high with a minimum stroke width of 1/2 inch, and be plainly legible, and contrast with its background. (OFC 509.1)*

**25. PREMISES IDENTIFICATION:** *New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)*

**Finding:** Premises identification, fire protection equipment identification and knox box requirements per OFC 505.1, 509.1 and 506.1 must met for this site and included in the building permit drawings.

**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:** Not applicable - No traffic study is required as fewer than 40 trips per PM peak hour will occur as a result of this project.

**15.220.070 Additional requirements for development in the C-2 zoning district.**

**Exceptions to these additional development requirements may be granted if the requirements would result in construction that is out of character with surrounding development.**

**A. Building Entrances.** *Each building on a lot shall have a primary pedestrian entrance oriented to the primary street. “Oriented to a street” means that the building entrance faces the street or is connected to the street by a direct and convenient pathway not exceeding 60 feet in length. “Primary street” means the street which has the highest estimated volume of pedestrian traffic. This requirement does not apply to buildings that are located behind other buildings on the lot such that 50 percent or more of their building frontage is blocked by the front building, as measured by sight lines that are perpendicular to the street right-of-way. Such rear buildings shall have a*

*primary entrance oriented to an internal sidewalk or pedestrian pathway system which is internally connected and provides a connection to the primary street.*

**B. Parking and Service Drives.** *No off-street parking or service drives shall be placed within the required front yard setback. No off-street parking shall be placed between the front property line of the primary street, as defined in subsection (A) of this section, and the building. This requirement does not apply to buildings that are located behind other buildings on the lot such that 50 percent or more of their building frontage is blocked by the front building, as measured by sight lines that are perpendicular to the street right-of-way.*

**C. Exceptions.** *The review body may approve exceptions to the above, provided there are no reasonable alternatives that would allow access to or parking on the lot.*

**Finding:** There is a pedestrian path from the sidewalk to the office door, but the nature of the self-storage use means that almost all users will drive to the site to load or unload goods, and there will be a perimeter drive aisle with loading zone parking spaces between the building and the front setback. The applicant has requested an exception to the standards in A and B above due to the nature of the use and the design. The buildings north of the site do not meet these standards either, so a requirement to meet these standards would result in construction that is out of character with surrounding development. An exception to these standards is granted based on the building design and the character of surrounding development.

**D. Building Mass.** *Where building elevations are oriented to the street in conformance with subsection (A) of this section, architectural features such as windows, pedestrian entrances, building offsets, projections, detailing, change in materials or similar features, shall be used to break up and articulate large building surfaces and volumes.*

**E. Corner Lots.** *Buildings on corner lots shall have their primary entrance oriented to the street corner, or within 40 feet of the street corner (i.e., as measured from the lot corner). In this case, the street corner shall provide an extra-wide sidewalk or plaza area with landscaping, seating or other pedestrian amenities. The building corner shall provide architectural detailing or beveling to add visual interest to the corner.*

**F. Pedestrian-Scale Building Entrances.** *Recessed entries, canopies, and/or similar features shall be used at the entries to buildings in order to create a pedestrian scale.*

**Finding:** The building design uses the roof design and change of materials on the south and east street-facing facades to break up the building mass. The office entry has a store-front window system and one-story roof overhang, which helps create a pedestrian-scale building entrance. The building is on a corner, but due to the nature of the self-storage use there is a perimeter drive aisle and loading zones along the edge of the building, which conflicts with orienting the entrance to the corner. The proposal is granted an exception to this requirement based on the nature of the use and because it would also be out of character with surrounding development.

**G. Windows.**

**I. On commercial building facades facing a public street, windows shall comprise a minimum of 40 percent of the ground floor facade. For large-scale buildings and developments meeting the standards under subsection (H) of this section, windows shall comprise a minimum of 20 percent of the ground floor facade.**

**Finding:** The nature of the storage building use is that the ground floor is lined with roll-up doors for storage units, which directly conflicts with the requirement for windows on the façade. The nearby storage and office uses to the north also do not meet this standards. An exception is granted to this window standard based on the nature of the self-storage use and because it would be out of character with surrounding development.

**B. CONCLUSION:** Based on the above mentioned findings, the project meets the criteria required within the Newberg Development Code, subject to completion of the attached conditions.

**Section III: Conditions –File DR2-16-006**  
**A STORAGE PLACE – HANCOCK SELF STORAGE**

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

1. **Permit Submittal:** Submit a building permit application and two (2) complete working drawing sets of the proposed project. Show all the features of the plan approved through design review, including the following:
  - a. Grading plan
  - b. Site circulation layout
  - c. Structural details
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. **Landscaping:**
  - a. Revise the landscaping plan to show the street tree type, which must be a type listed on the city's preferred street tree list.
  - b. Revise the landscaping plan & site plan to make the landscape buffer strip along the northern property line 5 feet wide.
4. **Signs:** Provide drawings showing the sign height and width, and a site plan showing the front setback. The electronic message center can show static or alternating messages, but cannot show extended video messages or use flashing or rapid scrolling messages.
5. **Oregon Dept. of Aviation/Federal Aviation Administration:** The proposal is required to comply with all ODA and FAA conditions. A roof light is required per the ODA conditions of approval; if the ODA removes this requirement in writing then the roof light does not need to be installed.
6. **Waste Management:** Provide written confirmation that Waste Management has approved the method of refuse collection, and the design, size, and location of any proposed refuse collection area. The dumpster enclosure must be located at least five (5') from the building, and constructed of masonry block or brick.
7. **Disabled/ADA Requirements:** Coordinate with the Building Division to comply with O.S.S.C. Chapter 11 requirements.
8. **Public Works – Engineering:** Construction Plans must be submitted for all infrastructure per the requirements below.
  1. Water Requirements
    - a. The applicant must submit a revised utility plan that specifies a standard water line size that complies with PW Design and Construction Standards 3.3.9.
  2. Wastewater Requirements

- a. The applicant must submit a revised utility plan specifying wastewater service line sizes that comply with PW Design and Construction Standards Section 2.7.
3. Stormwater Requirements
- a. The disturbed area for the development is greater than 1 acre; the applicant must obtain a 1200-C permit from DEQ and provide it to the City for review.
  - b. The applicant must complete infiltration tests at the areas proposed for the infiltration facilities and submit the results in a revised stormwater report. The applicant must also provide an engineered design for the swales and raingardens in conformance with PW Design and Construction Standards Section 4.9.1 in the revised stormwater report.
  - c. The applicant must provide evidence that the private stormwater lines will not affect the public stormwater line and agree to pay for any and all costs and expenses associated with repairing or replacing any part of the stormwater line that has been damaged by stormwater infiltrating from the private stormwater facility.
  - d. The applicant must provide additional protection to prevent stormwater from using the public stormwater line as a preferred pathway.
  - e. The applicant shall defend, indemnify, and hold the City harmless from any damage, losses, costs, or expenses caused to the private stormwater facility in the event that the public stormwater line needs to be cleaned, repaired, replaced or otherwise maintained by City.
  - f. The applicant must submit a revised stormwater report that provides hydrologic calculations for all applicable design storm events including the 2-yr design storm event as required by PW Design and Construction Standards 4.5.1.
  - g. As part of the stormwater report, the applicant must submit a draft maintenance plan and maintenance agreement for the private stormwater facilities that complies with PW Design and Construction Standards Section 4.9.2 to the City for review.
4. Street Requirements
- a. The applicant must provide a revised site plan with “No Parking” signage, instead of the current “No Parking for trucks and trailers” on Elliott Road in compliance with PW Design and Construction Standards Sections 5.13 and 5.15. Hancock Street is currently signed as “No Parking” on the side of the development.
  - b. The applicant must provide a revised site plan designating 6-ft wide bike lanes on Hancock Street and Elliott Road as required by PW Design and Construction Standards 5.15.
  - c. The applicant must provide a photometric layout for street lights on Hancock Street and Elliott Road that complies with PW Design and Construction Standards Section 5.17.

**9. TVF&R:**

- a. No parking signs will need to be installed along the outside edge of the access road around the building. No parking will be allowed along the outside edge of the access road around the building.
- b. Curbing shall be painted red in color and marked per OFC 503.3.

- c. The security gate located at the SW corner of the property will need to be set back a minimum of 30ft and be equipped with a means of operation by fire department personnel. Security gates located on the premises will need to meet the following requirements.
  - GATES: Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):***
    - 1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).***
    - 2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.***
    - 3. Electric gates shall be equipped with a means for operation by fire department personnel***
    - 4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.***
- d. Provide documentation of fire hydrant flow test.
- e. Provide documentation that approved firefighting water supplies are installed and operational prior to beginning any combustible construction or storage of combustible materials on the site.
- f. A fire hydrant will need to be installed at the NE entrance off of Elliott Rd to meet the requirements for the fire department connection.
- g. Contact TVFR for reflective blue dots.
- h. Bollard protection may be required for the new hydrant and FDC at the NE entrance.
- i. Plans indicate the FDC will be located on the south side of the building. This places the FDC within the buildings collapse zone. The FDC will need to be relocated to the NE entrance off of Elliott Road.
- j. Premises identification, fire protection equipment identification and knox box requirements per OFC 505.1, 509.1 and 506.1 must met for this site and included in the building permit drawings.

**B. THE FOLLOWING MUST BE ACCOMPLISHED PRIOR TO OCCUPANCY**

- 1. **Design Review Conditions:** Contact the Planning Division (503-537-1240) to verify that all design review conditions have been completed.
- 2. **Site Inspection:** Contact the Building Division (503-537-1240) for Building, Mechanical, and Plumbing final inspections. Contact the Fire Department (503-537-1260) for Fire Safety final inspections. Contact Yamhill County (503-538-7302) for electrical final inspections.

**C. DEVELOPMENT NOTES**

- 1. Systems development charges (SDCs) will be collected when building permits are issued. For questions regarding SDCs please refer to the City fee packet and contact the Engineering Services Department.







Kate Brown, Governor

# Oregon

ATTACHMENT 3



June 9, 2016

Leonard Rydell, PE, PLS  
601 Pinehurst Dr.  
Newberg, OR 97132

3040 25th Street, SE  
Salem, OR 97302-1125  
Phone: (503) 378-4880  
Toll Free: (800) 874-0102  
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**Subject: Oregon Department of Aviation comments regarding the construction of a storage building w/ office to 24-FEET in height located in Newberg, OR near the Sportsman Airpark.**

### Aviation Reference: 2016-ODA-193-OE

The Oregon Department of Aviation (ODA) has conducted an aeronautical study of this proposed construction / alteration and has determined that notice to the FAA is required. The structure does FAR Part 77.9 (b & TERPs) and Obstruction Standards of OAR 738-70-0100.

This determination is based, in part, on the foregoing description which includes specific coordinates and heights. Any changes to the original application will void this determination. Any future construction or alteration to the original application will require a separate notice from ODA.

This determination will expire (12) months from the date of this letter if construction has not been started.

#### Mitigation Recommendation:

- We do not object with conditions to the construction described in this proposal. This determination does not constitute ODA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.
- Marking and lighting are recommended for aviation safety. We recommend it be installed and maintained in accordance with FAA Advisory Circular AC70/7460-1L
- The proposed obstruction should to be lower to a height that is no longer a hazard to the airport primary and horizontal surface FAA FAR 77
- The proposed obstruction should be relocate outside the airport primary and horizontal surface FAA FAR 77

Sincerely,

Jeff Caines, AICP – Land Use Planner



Mail Processing Center  
 Federal Aviation Administration  
 Southwest Regional Office  
 Obstruction Evaluation Group  
 10101 Hillwood Parkway  
 Fort Worth, TX 76177

Aeronautical Study No.  
 2016-ANM-1702-OE

Issued Date: 08/16/2016

JERRY CARLSON  
 A STORAGE PLACE HANCOCK  
 P. O. BOX 5717  
 SANTA BARBARA, CA 93150-5717

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Building A STORAGE PLACE HANCOCK
Location:	NEWBERG, OR
Latitude:	45-18-06.00N NAD 83
Longitude:	122-57-14.00W
Heights:	188 feet site elevation (SE)
	27 feet above ground level (AGL)
	215 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)  
 Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed and maintained in accordance with FAA Advisory circular 70/7460-1 L.

This determination expires on 02/16/2018 unless:

- the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- extended, revised, or terminated by the issuing office.
- the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates , heights, frequency(ies) and power . Any changes in coordinates , heights, and frequencies or use of greater power will void this determination. Any future construction or alteration , including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

Any failure or malfunction that lasts more than thirty (30) minutes and affects a top light or flashing obstruction light, regardless of its position, should be reported immediately to (877) 487-6867 so a Notice to Airmen (NOTAM) can be issued. As soon as the normal operation is restored, notify the same number.

If we can be of further assistance, please contact our office at (202) 267-4525. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2016-ANM-1702-OE.

**Signature Control No: 295573777-301866321**

David Maddox  
Specialist

( DNE )