

STAFF REPORT

January 29, 2015

AGENDA ITEM (File No. 14024)

Consideration of a Site Plan and Architectural Review application to expand the Fed Ex Ground distribution and delivery center located at 555 Federal Way in the Federal Way Business Park. The 8.27 acre site is zoned M-1, Light industrial and is identified by the Jackson County Assessor's Map as 37 2W 12B, Tax Lot 212. Applicant: Fed Ex Ground; Agent: Clark Stevens, Richard Stevens & Associates.

SOURCE

Stephanie Holtey, Community Planner II

BACKGROUND

Fed Ex Ground currently operates a package distribution and delivery center on the project site (59,135 sq. ft.), which was approved by the Planning Commission per Resolution No. 751 (File No. 08183). At this time the applicant proposes to expand the existing Fed Ex Ground distribution and delivery center by constructing a 32,614 square foot building addition and 16 new truck trailer parking spaces at the rear of the project site. The architectural character of the building addition (metal) is consistent with the existing structure. Features of the addition include 10 loading bays on the north elevation and 18 home delivery van staging spaces on the south elevation (Attachment "A-2").

To accommodate new employees, Fed Ex is proposing to increase the off-street employee parking lot located between the front façade (west elevation) and Federal Way. The parking lot expansion will accommodate 76 additional parking spaces including 2 new accessible parking. Landscape improvements provided in the new asphalt parking area include terminals and islands, perimeter planters and a bioswale between the parking area and Federal Way (Attachment "A-4").

Bioswales proposed along property boundaries collect, treat and convey stormwater runoff from the site ultimately discharging to an existing off-site detention facility as shown on the Conceptual Drainage & Utility Plan (Attachment "A-3").

ISSUES

The evaluation of the proposed project is based on the application of current City standards to the proposed addition only. The existing facility was not subjected to any additional review, i.e. parking lot landscaping.

There are three issues relative to this application, as follows:

1. **Parking.** The parking plan proposes 76 additional parking spaces to provide 148 total spaces to serve the expanded facility. CPMC Table 17.64.02B allows a min./max. of 92 spaces. The applicant is requesting

an adjustment to the parking allowance pursuant to Section 17.64.040(B)(2). Table 1 shows the parking adjustment as compared to the code requirements.

Table 1. Fed Ex Employee Parking					
	Gross Floor Area	Parking/GFA Ratio	Required Parking	Proposed Parking	Surplus/(Deficit)
Existing Building	59,135	1/1000	59	72	13
Proposed Addition	32,614	1/1000	33	76	43
Total	91,749	1/1000	92	148	56
Adjustment Request	91,749	1/620	148	148	0

Comment: The City's parking standard is based on general industrial uses as opposed to the more specific parking needs of a use similar to the Fed Ex proposal. The Applicant's Findings (Attachment "B") present a parking analysis based on the parking demand used by other Fed Ex Ground. The applicant's parking analysis demonstrates the ratio of parking spaces to GFA¹ ranges between 1 space per 500 s.f. and 620 s.f. Based on the analysis provided, the applicant's request to provide 148 spaces for expanded Fed Ex distribution and delivery center is justified.

2. **Landscaping.** The proposed landscape plan has been evaluated against the minimum landscape requirements of Section 17.75.039(G). Identified discrepancies are noted below:

- a. Perimeter Landscaping Requirements. Perimeter landscaping for the proposed employee parking lot expansion consists of a 10-ft wide bioswale to the west and 5-ft planters to the south and east, which complies with the code's dimensional standards. However, shrubs are not included in the bioswale as required per Table 17.75.03. A condition has been added requiring the planting of shrubs in the bioswales per an approved stormwater management plan.

Comment: The proposal complies as conditioned.

- b. Terminal and Interior Islands. The central parking rows in the proposed employee parking area expansion include two islands that are oriented perpendicular to the parking stalls. This layout is a typical, but was used in conjunction with compact spaces to avoid loss of parking. Typical island dimensions are 8-ft. by 38-ft., the proposed island dimensions are 8-ft by 28-ft which are substandard. The appropriate sized landscape islands can be easily provided without the loss of parking. A condition has been added requiring correction to the landscape islands.

Comment: The proposal complies as conditioned.

3. **Outstanding Development Conditions.** There are two development conditions from the original site plan approval that have not been completed, including:

¹ The Applicant's Findings used an incorrect (lessor) GFA. Table 1 uses the corrected number.

- Sidewalk construction along Federal Way; and,
- Tree installation along the front building elevation.

Comment: The outstanding site development conditions have been identified in the Applicant's Findings (Attachment "B") and included as part of the current application. The proposal complies as conditioned.

FINDINGS

As conditioned, the proposal can be found to comply with Site Plan and Architectural Review criteria set forth in Chapter 17.72 of the Central Point Municipal Code (Attachment "Planning Department Supplemental Findings").

CONDITIONS OF APPROVAL

1. Prior to building permit issuance, the applicant shall submit a revised landscape plan that includes revisions per Attachment "A-1" or as otherwise designed to provide the following:
 - a. A minimum of 19 shrubs planted within the bioswale planter along the west perimeter parking area; and,
 - b. Expanded parking islands at least 38-feet in length by 8-feet in width.
2. Prior to building occupancy, the applicant shall complete outstanding development conditions from the original site plan approval (Resolution No. 751), including:
 - a. Sidewalk construction along Federal Way to complete street frontage improvements as shown in Attachment "A-4"; and,
 - b. Tree installation in front of the existing structure (west elevation) as shown in Attachment "A-4".
3. Conditions as listed in the Parks & Public Works Department Staff Report (Attachment "C").
4. Conditions as listed in the Rogue Valley Sewer Services Staff Report (Attachment "D").
5. Building construction shall comply with the Fire Code requirements per the Fire District #3 Staff Report (Attachment "E").

ATTACHMENTS

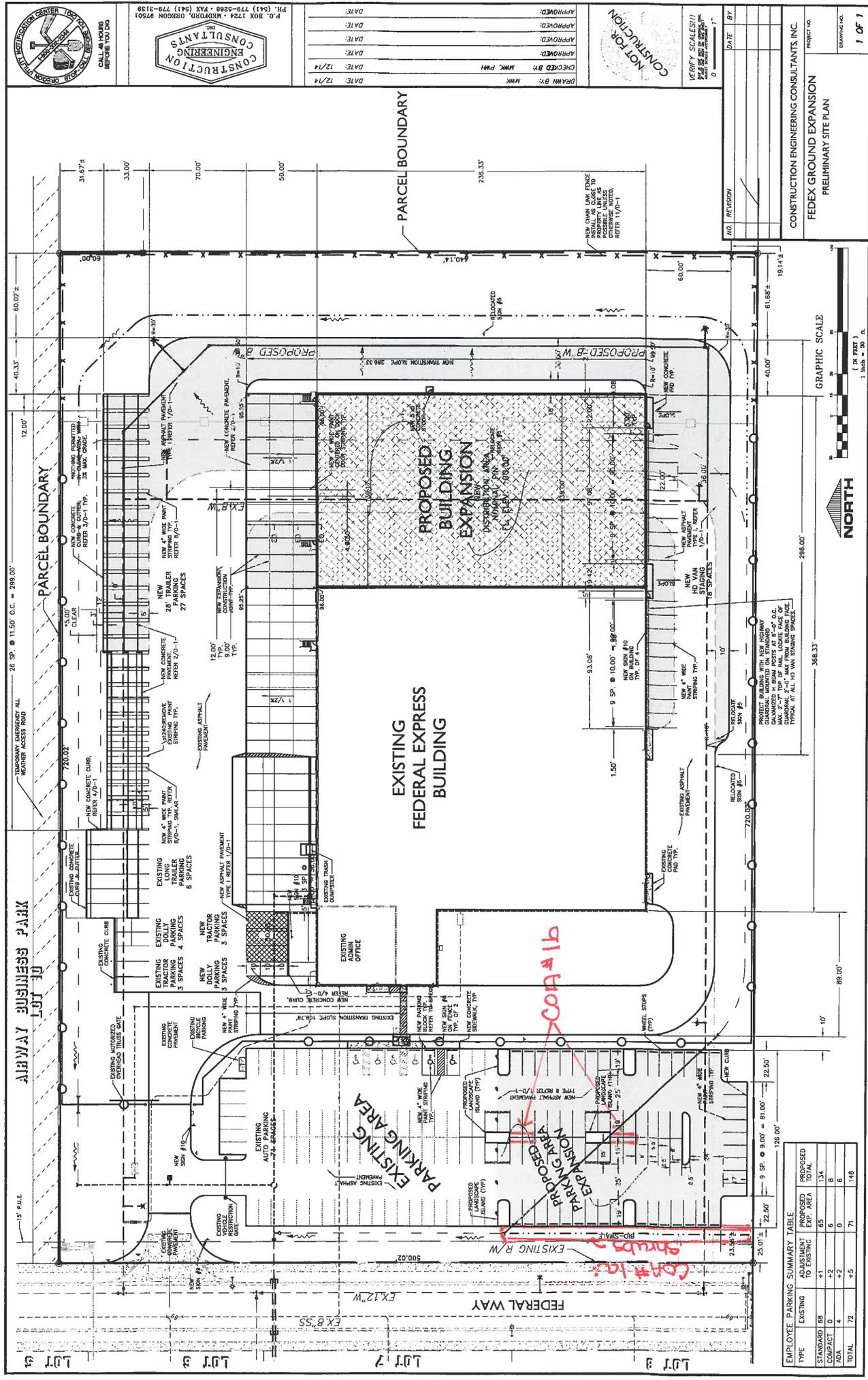
Attachment "A-1" – Site Plan (modified)
Attachment "A-2" – Architectural Elevations
Attachment "A-3" – Conceptual Drainage & Utility Plan
Attachment "A-4" – Landscape Plan
Attachment "B" – Applicant's Findings
Attachment "C" – Parks & Public Works Department Staff Report
Attachment "D" – Rogue Valley Sewer Services Staff Report
Attachment "E" – Fire District #3 Staff Report
Attachment "F" – Planning Department Supplemental Findings

ACTION

Consider the proposed Site Plan & Architectural Review application and 1) approve; 2) approve with revisions; or 3) deny the application.

RECOMMENDATION

Approve the Site Plan & Architectural Review application for the Fed Ex Expansion per the Staff Report dated January 29, 2015.



P.O. BOX 1724 - MEDFORD, OREGON 97501
 PH: (541) 778-8888 - FAX (541) 778-3138
CONSTRUCTION ENGINEERING CONSULTANTS, INC.

CHECKED BY: MJK, PMH
 DATE: 12/14
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____

VERIFY SCALES!!!
 ALL DIMENSIONS TO BE SHOWN ON THIS PLAN SHALL BE TO THE CENTER UNLESS OTHERWISE NOTED.
 REFER 1/10-1

NOT FOR CONSTRUCTION

NO.	REVISION	DATE	BY

CONSTRUCTION ENGINEERING CONSULTANTS, INC.
 FEDEX GROUND EXPANSION
 PRELIMINARY SITE PLAN

PROJECT NO.
 DRAWING NO.
 1 OF 1

GRAPHIC SCALE
 1" = 30'
 1" = 30'

EMPLOYEE PARKING SUMMARY TABLE

TYPE	EXISTING	PROPOSED TO EXISTING	PROPOSED TO EXISTING	TOTAL
STANDARD	88	+1	65	154
COMPACT	0	+2	0	2
ADA	4	+2	0	6
TOTAL	96	+5	65	166

BEFORE THE COMMUNITY DEVELOPMENT DEPARTMENT FOR THE
CITY OF CENTRAL POINT, OREGON

IN THE MATTER OF AN APPLICATION)
FOR AN EXPANSION/AMENDMENT TO AN)
APPROVED SITE PLAN REVIEW LOCATED)
SOUTH OF HAMRICK ROAD ON THE EAST)
SIDE OF FEDERAL WAY; THE SITE IS)
DESCRIBED AS ASSESSOR'S MAP NO.)
T.37S-R.2W-SEC. 12B, TAX LOT 212; FED)
EX GROUND, APPLICANTS; RICHARD)
STEVENS & ASSOCIATES, INC.)
AGENTS.)

DEMONSTRATION
OF
COMPLIANCE

RECITALS:

Owners-	Robert Lumley Berdan Federal Way, LLC. 501 Spectrum Circle Oxnard, CA 93030	
Applicant-	FedEx Ground 1000 FedEx Drive Moon Township, PA 15108	
Agents-	Ordell Construction, LLC 29771 E. Enid Road Eugene OR 97402	JDC Developments, LLC 4520 Madison Ave. Ste.100 Kansas City, MO 64111
Agents/ Consultant-	Richard Stevens & Associates, Inc. PO Box 4368 Medford, OR 97501	
Property-	T.37S-R.2W-SECT.12B, Tax Lot 212	
Acreage-	8.27 acres	
Zoning-	M-1, Industrial District	

INTRODUCTION:

The purpose of this Type 2 review application is to expand the existing facility for FedEx Ground that consists of approximately 59,135 square feet. This facility was originally reviewed and approved by the City of Central Point in August, 2008 (File No. 08183) for a 59,135 sq.ft. structure for a package distribution and delivery center within the M-1 zoning district.

This expansion of the use will be located at the rear of the structure and lot area. There is also an expansion of the employee off-street parking area proposed with this application. There are no changes to the front elevations proposed, only to the expansion areas with the northern, southern and eastern elevations. There are also no changes to the access points or any signage on the site along Federal Way.

The applicants have submitted a landscape plan, in conjunction with this Site Plan application. The applicant will provide landscaping in accordance with the Central Point Parks Department for the off-street parking area and perimeter landscaping. The street scape landscaping has already been established along Federal Way. The required sidewalk will be installed prior to occupancy of the expanded area of the FedEx Ground facility.

APPROVAL STANDARDS:

The application procedures and applicable approval standards for a Site Plan within the M-1 district are listed in Sections 17.72, 17.75 and 17.64 Central Point Municipal Code (CPMC). The allowed uses within the M-1 zoning district, found in Section 17.48, were previously approved by the City. The applicable review standards for an expansion of the existing use are:

17.72.020 Applicability:

(B) Major Projects. The following are "major projects" for the purposes of the site plan and architectural review process and are subject to Type 2 procedural requirements as set forth in Chapter 17.05, Applications and Types of Review Procedures:

(1)(a.) Includes a new building or building addition of five thousand square feet or more:

17.75.030 Site design and development standards:

The design and development standards of this chapter apply to all development within the City of Central Point. The site design and development standards are presented in two parts.

17.64.040 Off-street parking:

All uses shall comply with the number of off-street parking requirements identified in Table 17.64.02A, Residential Off-Street Parking Requirements, and Table 17.64.02B, Non-Residential Off-Street Parking Requirements. For residential uses the off-street parking requirements are stated in terms of the minimum off street parking required. For non-residential uses the off-street parking requirements are presented in terms of both minimum and maximum off-street parking required. The number of off-street parking spaces in Table 17.64.02B, Non-Residential Off-Street Parking, may be reduced in accordance with subsection B of this section, Adjustments to Off-Street Vehicle Parking.

CHAPTER 17.72, SITE PLAN AND ARCHITECTURAL REVIEW:

17.72.020:

Discussion:

The proposed expansion for the FedEx Ground project is approximately 32,614 sq. ft. of floor area on the subject property. As provided within Section 17.72.020(B)(1), major projects are subject to the Type 2 procedural review requirements as prescribed in Section 17.05. Table 17.05.1 also demonstrates that major Site Plan Reviews are a Type 2 review by the Director.

The subject property totals 8.27 acres that is proposed to have an 88,492 sq.ft. package distribution center.

The existing use on site was approved by the City of Central Point in 2008, File No. 08183 for a 59,135 sq.ft. structure for a package distribution and delivery center within the M-1 zoning district. There is an outstanding development condition, being the street sidewalk for Federal Way that still needs to be completed. The applicants are aware of this circumstance and are in agreement to complete the sidewalk improvement along the frontage of the subject site, as a part of this review. All other street and frontage improvements have been completed.

In addition, there was a requirement for 5 landscape trees at the front of the existing structure that was required and not completed. The applicants agree to complete this standard, which is also reflected on the attached landscape and irrigation plan to be proposed.

CHAPTER 17.75, DESIGN AND DEVELOPMENT STANDARDS

17.75.031:

Discussion:

The subject property has direct road frontage on Federal Way, along the western boundary. There is sufficient street connectivity and capacity to accommodate the proposed expansion on the subject site. The driveway and access standards, along with the pedestrian circulation, have already been reviewed by the City for compliance. This facility is a secure industrial project that does not have any retail components or direct customers that visit the site.

17.75.039:

Discussion:

The off-street parking for the expanded parking area is needed for the future employees. There will be no retail or customer parking provided at this facility. This use is a secure area that is used exclusively for the authorized employees of FedEx Ground. The parking spaces are at 90 degree angles that typically have 9 foot X 19 foot configurations. There are also parking spaces that will be used for either compact cars or motorcycle parking areas.

There are landscaped islands that are proposed to break up the "mass" of the expanded parking area. The use of bioswales are also provided for storm drainage on the subject property. See attached Landscape Plan.

The parking area will also have lights for security purposes. The illumination of light will be directed away from neighboring properties and Federal Way.

The landscaping plan reflects the area proposed for trees and shrubs. There were 5 trees adjacent to the front elevation that were omitted from the original site plan and will be planted in accordance with the approved site plan. The applicants will be using a bioswale that traverses the perimeter of the subject property. There is also a bioswale existing along the street side of the parking area that will be retained. As provided in Section 17.75.039(G)(3), the use of bioswales allows for a reduction in the number of trees planted, the applicant does request the reduction, consistent with the original approved site plan.

Bicycle parking is also provided and is existing on-site. There are 9 parking racks/spaces provided for bicycles with the looped design. The bicycle parking standards within Table 17.64.04 requires 0.1 space per 1000 sq.ft. This calculates for 8.8 spaces for an 88,492 sq.ft. structure. The existing bike rack with 9 spaces is sufficient for the existing use and expansion requirements. This amendment application is consistent with Table 17.64.04 CPMC.

17.64.030:

Discussion:

The expansion of the structure does propose to have 10 additional loading bays. Table 17.64.01 prescribes a minimum of 3 bays for the 32,614 sq.ft. expansion area. This proposal meets the minimum standard. These bays are located off-street and are located on the northern elevation, adjacent to the existing bays on site. The proposed site plan and building elevations meets and exceeds the minimum off-street loading berth requirement.

17.64.040:

Discussion:

Based on the parking spaces on the site plan there are currently 68 standard parking spaces with 4 handicap parking spaces for a total of 72 parking spaces.

Due to the parking requirements for providing additional handicap spaces near the entrance of the facility along with the required total parking spaces, the proposed site plan demonstrates that there are a total of 148 parking spaces. With the re-striping of the parking area to meet the minimum requirements, there are 134 standard parking spaces, 8 compact car or motorcycle spaces and 6 handicap parking spaces provided for the employees on site. Therefore, this expansion is proposing a total increase of 76 parking spaces.

The FedEx Ground Distribution Center is a unique use that is not specifically identified/classified in Table 17.64.02B. If the minimum/maximum parking requirements for "Assembly and Manufacturing" found in Table 17.64.02B were used, the proposed 76 parking spaces exceeds the required 65 parking spaces (32,614 divided by 500 = 65.22). However, with the expansion of the site, the total area of the facility being approximately 88,492 sq.ft., the proposed parking area does not meet the minimum/maximum standard of 177 parking spaces (88492 divided by 500 = 176.98).

	Existing Area	Adjusted	Proposed	Total Parking Area
Standard	68	-3 +4 (+1)	65	134
Compact	0	+2	6	8
Handicap	4	+2	0	6
Total	72	+5	71	148

Due to the unique use on site, the applicants are requesting an adjustment to the parking requirements in Table 17.64.02B. With FedEx Ground experience with numerous other facilities and their employment expectations during peak demand, it has been calculated that their expectation is to provide 1 parking space per 550 - 600 sq.ft. of gross floor area. This is also based on dozens of designs from the architects, JDC Developments, for other operating distribution facilities located across the United States.

Other FedEx Ground facilities and their associated parking -

Location:	GFA	Total Parking	Parking Ratio to GFA
New Castle, DE	182,815	338	541
Jacksonville, FL	300,000	537	559
Central Point, OR	88,492	148	598

As can be seen with the above comparison, the proposed parking ratio is within their goal for parking areas and when compared to other facilities, the Central Point facility has less parking per 1000 square feet than the others identified.

With this information provided as justification to exceed the minimum/maximum requirement for parking with the 88,492 square foot FedEx Ground facility, the City of Central Point can conclude that this additional parking request is needed for the distribution center. The additional parking spaces are needed for the FedEx Ground employees, to provide for a safe and secure off-street parking area during their shifts.

FedEx Ground is providing 2 landscape islands within the center isle of the off-street parking that are perpendicular to the parking stalls to preserve as many parking spaces as possible. These parking spaces at the islands will be used for compact car spaces. The 4 landscape islands that are located on the perimeter of the parking area are proposed to visually break the mass of the parking area from the street view.

All fire safety standards and lock box to access the structure and grounds, beyond the off-street parking area, will remain and not be modified with this expansion application.

SUMMARY AND CONCLUSIONS:

Appropriate measures have been included in the site plan to ensure that the health, safety and general welfare of other businesses/employees will not be significantly impacted, particularly along Federal Way, south of Hamrick Road. These include perimeter fencing, bioswale storm drainage and sufficient off-street parking.

The City of Central Point can conclude that this application for an amendment/expansion to an approved site plan has addressed the applicable approval criteria as outlined in Chapters 17.72, 17.75 & 17.64 CPMC and that this application is in compliance with the Code, along with the consideration of the requested adjustment to the parking requirements and interior landscape islands.

With the attached documents, site plans and information before the City of Central Point, the applicant respectfully requests approval of this Type 2 application.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Clark Stevens". The signature is written in a cursive style and is positioned below the "Respectfully Submitted:" text.

Richard Stevens & Associates, Inc.
Clark Stevens

PUBLIC WORKS STAFF REPORT

January 13, 2015

Agenda Item:

FedEx Expansion
Applicant: FedEx Ground
Zoning: M-1, Light Industrial

Traffic:

No TIA is required of this application.

Issues:

There are two issues relative to this application:

1. Infrastructure - Currently all water, sewer, and storm drain are available to the site. A water line exists where there is a proposed building. Also the storm water quality structure appears undersized based upon current water quality standards.
2. Sidewalks and landscape row – There are no sidewalks or landscape along the frontage of the property.

Existing Infrastructure:

Water: There is an 8-inch waterline that exists around the facility.
Streets: Federal Way is a standard Industrial Street.
Stormwater: There is a 24-inch storm drain line in Federal Way.

Conditions of Approval:

1. Waterline Abandonment – Applicant shall abandon the existing waterline where the proposed building will be relocated prior to building permit issuance. A new waterline shall be constructed per city standards before Public Works Final Inspection approval.
2. Sidewalks – The applicant shall construct sidewalks along the frontage of Federal Way prior to Public Works Final Inspection approval.
3. PW Standards and Specifications – Applicant shall use the 2014 revised Public Works Standards and Specifications for all new construction drawings.



ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 7502-0005
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

January 14, 2015

Stephanie Holtey
City of Central Point Planning Department
155 South Second Street
Central Point, Oregon 97502

Re: File 14024-FedEx, 372W12B-TL 212

Adequate system capacity exists for the proposed development from the existing 8 inch mainline in Federal Way. Sewer service for the building addition can come from the existing 6 inch service lateral serving the existing facility.

Rogue Valley Sewer Services requests that approval of this development be subject to the following condition

1. Proposed development must comply with the Oregon State Plumbing Specialty Code.
2. Applicant must pay all related System Development Charges and permit fees due to Rogue Valley Sewer Services prior to connecting the new building.
3. Applicant must submit a stormwater management plan for the entire tax lot demonstrating compliance with the MS4 Phase II stormwater quality standards to Rogue Valley Sewer Services for review and approval prior to the start of construction.
4. Applicant must obtain a MS4 Phase II 1200CN permit for soil disturbances between 1 and 5 acres. Contact RVSS for issuance of the 1200CN permit.
5. The City verifies with RVSS that all of the above conditions have been met prior to the issuance of building occupancy.

Feel free to call me if you have any questions.

Wade Denny, PE

Digitally signed by Wade Denny, PE
DN: cn=Wade Denny, PE, o=Rogue Valley Sewer Services,
ou=District Engineer, email=wdenny@rvss.us, c=US
Date: 2015.01.14 09:30:19 -0800

Wade Denny, P.E.
District Engineer

Stephanie Holtey

From: Mark Northrop <MarkN@jcf3.com>
Sent: Friday, January 16, 2015 10:17 AM
To: Stephanie Holtey
Subject: RE: Action Needed: Request for Agency Comments

Stephanie:

I have reviewed the site plan for the addition for FedEx. I have no comments at this time. I do however reserve the right comments when full plans are submitted, including fire sprinkler and fire alarm.

Mark Northrop, DFM

Jackson County Fire District 3

8383 Agate Rd, White City, OR 97503

Markn@jcf3.com

Office: 541.831.2776

Cell 541.660.7689

jcf3.com



Together We're Better

From: Stephanie Holtey [<mailto:Stephanie.Holtey@centralpointoregon.gov>]
Sent: Monday, January 12, 2015 4:44 PM
To: Chad Plier; David.McFadden@avistacorp.com; Jeff Keyser (jeff.keyser@pacificorp.com); Jeff Wedman (jeff.wedman@centurylink.com); Jeff Wedman (roberta.robison@centurylink.com); 'kuntzm@jacksoncounty.org'; Marcy Black; Mark Northrop; Matt Samitore; Rogue River Valley Irrigation District (rrvid@rrvid.org); Thomas Guevara Jr. (thomas.guevara@odot.state.or.us); Wade Denny; Bobbie Pomeroy
Subject: Action Needed: Request for Agency Comments
Importance: High

Good afternoon,

The City has received Site Plan & Architectural Review application to expand the existing FedEx distribution facility in the Federal Way Business Park. The subject property zoned M-1 Industrial and is identified on the Jackson County Assessor's Map as 37 2W 12B, Tax Lot 212. The request for comments and application information are attached to this email for your review.

If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Stephanie Holley, CFM
Community Planner II
City of Central Point
140 South 3rd Street
Central Point, OR 97502
Desk: (541) 664-7602, Ext. 244
Fax: (541) 664-6384
www.centralpointoregon.gov



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**FINDINGS OF FACT
AND CONCLUSIONS OF LAW
File No.: 14024**

**Consideration of a Site Plan & Architectural Review
to Expand the Fed Ex Distribution and Delivery Center**

Applicant:)	Findings of Fact
Fed Ex Ground)	and
1000 Fed Ex Drive)	Conclusion of Law
Moon Township, PA 15108)	

**PART 1
INTRODUCTION**

The applicant proposes to expand the Fed Ex distribution and delivery center by constructing a 32,614 square foot building addition that features 10 loading bays and 18 home delivery van staging spaces. Other improvements associated with the proposed expansion include:

- 16 truck trailer parking spaces north of the proposed addition;
- 76 additional employee parking spaces; and
- Parking lot and building frontage landscaping.

The site plan and architectural review request is a Major Project, which is processed using Type II application procedures. Type II procedures set forth in Section 17.05.300 provide the basis for decisions upon standards and criteria in the development code and the comprehensive plan, when appropriate.

The project site is located in the M-1, Industrial District and is subject to the standards and criteria set forth in CPMC 17.72, Site Plan and Architectural Review and CPMC 17.75, Design and Development Standards.

The following findings address each of the standards and criteria as applies to the proposed application for the Fed Ex Expansion.

**PART 2
ZONING ORDINANCE**

17.72.020 Applicability

No permit required under Title [15](#), Buildings and Construction, shall be issued for a major or minor project, as defined in this section, unless an application for site plan and architectural review is submitted and approved, or approved with conditions, as set forth in this chapter.

- A. Exempt Projects. Except as provided in subsection (B)(3) of this section the following projects do not require site plan and architectural review:
1. Single-family detached residential structures;
 2. Any multiple-family residential project containing three or less units;
 3. Landscape plans, fences, when not part of a major project;
 4. Storage sheds, patio covers, garages and carports, decks, gazebos, and similar non-occupied structures used in conjunction with residential uses; and

5. Signs that conform to a previously approved master sign program for the project site.

Exempt projects are required to comply with all applicable development standards of this chapter.

B. Major Projects. The following are “major projects” for the purposes of the site plan and architectural review process and are subject to Type 2 procedural requirements as set forth in Chapter [17.05](#), Applications and Types of Review Procedures:

1. New construction, including private and public projects, that:
 - a. Includes a new building or building addition of five thousand square feet or more;
 - b. Includes the construction of a parking lot of ten or more parking spaces; or
 - c. Requires one or more variances or conditional use permits and, in the judgment of the director, will have a significant effect upon the aesthetic character of the city or the surrounding area;
2. Any attached residential project that contains four or more units;
3. Any minor project, as defined in subsection C of this section, that the director determines will significantly alter the character, appearance, or use of a building or site.

C. Minor Projects. Except when determined to be an exempt project or a major project pursuant to subsections A and B of this section respectively, the following are defined as “minor projects” for the purposes of site plan and architectural review, and are subject to the Type I procedural requirements of Chapter [17.05](#), Applications and Types of Review Procedures:

1. New construction, including private and public projects, that involves a new building or building addition of less than five thousand square feet;
2. Signs that meet all applicable standards as set forth in Section [17.75.050](#), Signage standards;
3. Exterior remodeling within the commercial or industrial zoning districts when not part of a major project;
4. Parking lots less than ten parking spaces;
5. Any project relating to the installation of cabinets containing communications service equipment or facilities owned and operated by a public utility and not subject to Section [17.60.040](#), Antenna standards;
6. Minor changes to the following:
 - a. Plans that have previously received site plan and architectural review approval;
 - b. Previously approved planned unit developments;
7. At the discretion of the director any changes to previously approved plans requiring site plan and architectural review.

As used in this subsection, the term “minor” means a change that is of little visual significance, does not materially alter the appearance of previously approved improvements, is not proposed for the use of the land in question, and does not alter the character of the structure involved. At the discretion of the director if it is determined that the cumulative effect of multiple minor changes would result in a major change, a new application for site plan and architectural review is required. All minor changes must comply with the development standards of this chapter.

Finding 17.72.020: *The proposed Fed Ex Expansion provides for a building addition that is greater than 5,000 square feet, a Major Project, and is being processed using Type II administrative procedures.*

Conclusion 17.72.020: *Consistent.*

17.72.030 Information Required

Application for site plan and architectural review shall be made to the community development department and shall be accompanied by the application fee prescribed in the city of Central Point planning department fee schedule. The application shall be completed, including all information and submittals listed on the official site plan and architectural review application form.

Finding 17.72.030: *The Fed Ex Expansion application was reviewed for completeness and accepted as complete per the notice of completion dated January 12, 2015.*

Conclusion 17.72.030: *Consistent.*

17.72.040 Site Plan and Architectural Standards

In approving, conditionally approving or denying any site plan and architectural review application, the approving authority shall base its decision on compliance with the following standards:

- A. Applicable site plan, landscaping and architectural design standards as set forth in Chapter 17.75, Design and Development Standards.

Finding 17.72.040(A): *The project proposal has been reviewed against all applicable criteria in Chapter 17.75, as demonstrated in the subsequent findings and conclusions, and found to comply as conditioned.*

Conclusion 17.72.040(A): *The proposal complies as conditioned.*

- B. City of Central Point Department of Public Works Department Standard Specifications and Uniform Standard Details for Public Works Construction.

Finding 17.72.040(B): *The Parks & Public Works Department reviewed the application for compliance with the Standard Specifications and Uniform Standards Details for Public Works Construction and provided conditions of approval to ensure consistency with the same per the Public Works Staff Report dated January 13, 2015.*

Conclusion 17.72.040(B): *The proposal complies as conditioned.*

- C. Accessibility and sufficiency of firefighting facilities to such a standard as to provide for the reasonable safety of life, limb and property, including, but not limited to suitable gates, access roads and fire lanes so that all buildings on the premises are accessible to fire apparatus.

Finding 17.72.040(B): *Fire District #3 evaluated the proposed expansion and had no comments or conditions of approval related to site accessibility or firefighting facility sufficiency.*

Conclusion 17.72.040(B): *Consistent.*

17.75.031 General Connectivity, Circulation and Access Standards

The purpose of this section is to assure that the connectivity and transportation policies of the city's Transportation System Plan are implemented. In achieving the objective of maintaining and enhancing the city's small town environment it is the city's goal to base its development pattern on a general circulation grid using a walkable block system. Blocks may be comprised of public/private street right-of-way, or accessways.

- A. Streets and Utilities. The public street and utility standards set forth in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction shall apply to all development within the city.

Finding 17.75.031(A): *The proposed site development is within the Federal Way Business Park subdivision and fronts Federal Way, an industrial street. The proposed Fed Ex Expansion does not alter or otherwise impact Federal Way.*

Conclusion 17.75.031(A): *Not applicable.*

- B. Block Standards. The following block standards apply to all development:

1. Block perimeters shall not exceed two thousand feet measured along the public street right-of-way, or outside edges of accessways, or other acknowledged block boundary as described in subsection (B)(4) of this section.
2. Block lengths shall not exceed six hundred feet between through streets or pedestrian accessways, measured along street right-of-way, or the pedestrian accessway. Block dimensions are measured from right-of-way to right-of-way along street frontages. A block's perimeter is the sum of all sides.
3. Accessways or private/retail streets may be used to meet the block length or perimeter standards of this section, provided they are designed in accordance with this section and are open to the public at all times.
4. The standards for block perimeters and lengths may be modified to the minimum extent necessary based on written findings that compliance with the standards are not reasonably practicable or appropriate due to:
 - a. Topographic constraints;
 - b. Existing development patterns on abutting property which preclude the logical connection of streets or accessways;
 - c. Major public facilities abutting the property such as railroads and freeways;
 - d. Traffic safety concerns;
 - e. Functional and operational needs to create large commercial building(s); or
 - f. Protection of significant natural resources.

Finding 17.75.031(B): *The proposed site development is within the Federal Way Business Park subdivision. The street network was established in accordance with block standards in effect at that time. The current application does not create new blocks.*

Conclusion 17.75.031(B): *Not applicable.*

- C. Driveway and Property Access Standards. Vehicular access to properties shall be located and constructed in accordance with the standards set forth in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction, Section 320.10.30, Driveway and Property Access.

Finding 17.75.031(C): *The project has direct access from Federal Way. The existing ingress and egress will remain and no changes are requested with this application.*

Conclusion 17.75.031(C): *Not applicable.*

- D. Pedestrian Circulation. Attractive access routes for pedestrian travel shall be provided through the public sidewalk system, and where necessary supplemented through the use of pedestrian accessways as required to accomplish the following:

1. Reducing distances between destinations or activity areas such as public sidewalks and building entrances;
2. Bridging across barriers and obstacles such as fragmented pathway systems, wide streets, heavy vehicular traffic, and changes in level by connecting pedestrian pathways with clearly marked crossings and inviting sidewalk design;
3. Integrating signage and lighting system which offers interest and safety for pedestrians;
4. Connecting parking areas and destinations with retail streets or pedestrian accessways identified through use of distinctive paving materials, pavement striping, grade separation, or landscaping.

Finding 17.75.031(D): *Street frontage improvements including sidewalks were approved as part of the original site plan approval per Planning Commission Resolution No. 751. All street frontage improvements were constructed except the sidewalks. As conditioned, the proposed Fed Ex Expansion project will complete sidewalk construction along Federal Way in accordance with the pedestrian circulation standards on which the original approval was based.*

Conclusion 17.75.031(D): *Not applicable.*

- E. Accessways, Pedestrian. Pedestrian accessways may be used to meet the block requirements of subsection B of this section. When used pedestrian accessways shall be developed as illustrated in Figure 17.75.01. All landscaped areas next to pedestrian accessways shall be maintained, or plant materials chosen, to maintain a clear sight zone between three and eight feet from the ground level.

Finding 17.75.031: *The project proposal does not involve the creation of pedestrian accessways.*

Conclusion 17.75.031: *Not applicable.*

17.75.039 Off-street Parking Design and Development Standards

All off-street vehicular parking spaces shall be improved to the following standards:

- A. Connectivity. Parking lots for new development shall be designed to provide vehicular and pedestrian connections to adjacent site unless as a result of any of the following such connections are not possible:
 1. Topographic constraints
 2. Existing development patterns on abutting property which preclude a logical connection;
 3. Traffic safety concerns; or
 4. Protection of significant natural resources.

Finding 17.75.039(A): *The project has direct access from Federal Way and is the only site developed within the Federal Way Business Park subdivision. Vehicular access occurs at the north of the project site and sidewalk are to be completed per the original street frontage improvements approved by Planning Commission Resolution No. 751. Sidewalk completion along Federal Way as conditioned is consistent with the requirement to provide pedestrian circulation as part of the public sidewalk system.*

Conclusion 17.75.039(A): *Consistent*

- B. Parking Stall Minimum Dimensions. Standard parking spaces shall conform to the following standards and the dimensions in Figure 17.75.03 and Table 17.75.02.

Finding 17.75.039(B): *The project has been evaluated against the minimum parking stall dimensions and found to comply.*

Conclusion 17.75.039(B): *Consistent.*

C. Access. There shall be adequate provision for ingress and egress to all parking spaces.

Finding 17.75.039(C): *The proposed parking has been evaluated for adequate access and has been found to comply.*

Conclusion 17.75.039(C): *Consistent.*

D. Driveways. Driveway width shall be measured at the driveway's narrowest point, including the curb cut. The design and construction of driveways shall be as set forth in the Standard Specifications and Public Works Department Standards and Specifications.

Finding 17.75.039(D): *The project site is served by existing driveways. The proposal does not include any changes to the driveway configuration as part of this application.*

Conclusion 17.75.039(D): *Not applicable.*

E. Improvement of Parking Spaces.

1. When a concrete curb is used as a wheel stop, it may be placed within the parking space up to two feet from the front of a space. In such cases, the area between the wheel stop and landscaping need not be paved, provided it is maintained with appropriate ground cover, or walkway. In no event shall the placement of wheel stops reduce the minimum landscape or walkway width requirements.
2. All areas utilized for off-street parking, access and maneuvering of vehicles shall be paved and striped to the standards of the city of Central Point for all-weather use and shall be adequately drained, including prevention of the flow of runoff water across sidewalks or other pedestrian areas. Required parking areas shall be designed with painted striping or other approved method of delineating the individual spaces, with the exception of lots containing single-family or two-family dwellings.
3. Parking spaces for uses other than one- and two-family dwellings shall be designed so that no backing movements or other maneuvering within a street or other public right-of-way shall be necessary.
4. Any lighting used to illuminate off-street parking or loading areas shall be so arranged as to reflect the light away from adjacent streets or properties.
5. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway centerline, the street right-of-way line, and a straight line joining the lines through points twenty feet from their intersection.
6. Parking spaces located along the outer boundaries of a parking lot shall be contained by a curb or a bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line, a public street, public sidewalk, or a required landscaping area.
7. Parking, loading, or vehicle maneuvering areas shall not be located within the front yard area or side yard area of a corner lot abutting a street in any residential (R) district, nor within any portion of a street setback area that is required to be landscaped in any commercial (C) or industrial (M) district.

Finding 17.75.039(E): *The proposal has been evaluated against the parking space improvement standards set forth in this section and found to comply.*

Conclusion 17.75.039(E): *Consistent.*

- F. **Limitation on Use of Parking Areas.** Required parking areas shall be used exclusively for vehicle parking in conjunction with a permitted use and shall not be reduced or encroached upon in any manner. The parking facilities shall be so designed and maintained as not to constitute a nuisance at any time, and shall be used in such a manner that no hazard to persons or property, or unreasonable impediment to traffic, will result.

Finding 17.75.039(F): *The proposed employee parking area is for the exclusive use of Fed Ex Ground Employees who work at the distribution and delivery center.*

Conclusion 17.75.039(F): *Consistent.*

- G. **Parking/Loading Facility Landscaping and Screening.** Parking lot landscaping shall be used to reinforce pedestrian and vehicular circulation, including parking lot entries, pedestrian accessways, and parking aisles. To achieve this objective the following minimum standards shall apply; however, additional landscaping may be recommended during the site plan and architectural review process (Chapter [17.72](#)). All parking lots shall be landscaped in accordance with the following standards:

1. **Perimeter and Street Frontage Landscaping Requirements.** The perimeter and street frontage for all parking facilities shall be landscaped according to the standards set forth in Table 17.75.03.

Finding 17.75.039(G)(1): *Street frontage landscape improvements were completed as part of the original approval and are not being evaluated as part of this application. As conditioned, the proposed employee parking area meets the perimeter landscaping requirements.*

Conclusion 17.75.039(G)(1): *Consistent.*

2. **Terminal and Interior Islands.** For parking lots in excess of ten spaces all rows of parking spaces must provide terminal a minimum of six feet in width to protect parked vehicles, provide visibility, confine traffic to aisles and driveways, and provide a minimum of five feet of space for landscaping. In addition, when ten or more vehicles would be parked side-by-side in an abutting configuration, interior landscaped islands a minimum of eight feet wide must be located within the parking row. For parking lots greater than fifty parking spaces, the location of interior landscape island shall be allowed to be consolidated for planting of large stands of trees to break up the scale of the parking lot.

The number of trees required in the interior landscape area shall be dependent upon the location of the parking lot in relation to the building and public right-of-way:

- a. Where the parking lot is located between the building and the public right-of-way, one tree for every four spaces;
- b. Where the parking lot is located to the side of the building and partially abuts the public right-of-way, one tree for every six spaces;
- c. Where the parking lot is located behind the building and is not visible from the public right-of-way, one tree for every eight spaces.

Finding 17.75.039(G)(2): *As conditioned, the proposal provides sufficient landscaped terminals and interior islands consistent with the code requirements.*

Conclusion 17.75.039(G)(2): *Consistent.*

3. **Bioswales.** The use of bioswales within parking lots is encouraged and may be located within landscape areas subject to site plan and architectural review. The tree planting standards may be reduced in areas dedicated to bioswales subject to site plan and architectural review.

Finding 17.75.039(G)(3): A bioswale is utilized along the west perimeter of the off-street parking area to provide both stormwater management and landscape screening. Five trees are included in the bioswale. No reduction to the tree planting requirement is necessary as the proposal complies with the tree planting requirements in Table 17.75.03.

Conclusion 17.75.039(G)(3): Consistent.

- H. Bicycle Parking. The amount of bicycle parking shall be provided in accordance with Section 17.64.040 and constructed in accordance with the following standards:
1. Location of Bicycle Parking. Required bicycle parking facilities shall be located on-site in well lighted, secure locations within fifty feet of well-used entrances and not farther from the entrance than the closest automobile parking space. Bicycle parking shall have direct access to both the public right-of-way and to a main entrance of the principal use. Bicycle parking may also be provided inside a building in suitable, secure and accessible locations. Bicycle parking for multiple uses (such as in a commercial center) may be clustered in one or several locations.
 2. Bicycle Parking Design Standards. All bicycle parking and maneuvering areas shall be constructed to the following minimum design standards:
 - a. Surfacing. Outdoor bicycle parking facilities shall be surfaced in the same manner as a motor vehicle parking area or with a minimum of a three-inch thickness of hard surfacing (i.e., asphalt, concrete, pavers or similar material). This surface will be maintained in a smooth, durable and well-drained condition.
 - b. Parking Space Dimension Standard. Bicycle parking spaces shall be at least six feet long and two feet wide with minimum overhead clearance of seven feet.
 - c. Lighting. Lighting shall be provided in a bicycle parking area so that all facilities are thoroughly illuminated and visible from adjacent sidewalks or motor vehicle parking lots during all hours of use.
 - d. Aisles. A five-foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.
 - e. Where bicycle parking facilities are not directly visible from the public rights-of-way, entry and directional signs shall be provided to direct bicycles from the public rights-of-way to the bicycle parking facility.
 3. Exceptions to Bicycle Parking. The community development director may allow exceptions to the bicycle parking standards in connection with temporary uses or uses that do not generate the need for bicyclists parking such as Christmas tree sales and mini-storage units. (Ord. 1946 (part), 2011).

Finding 17.75.039(H): Bicycle parking was provided in conjunction with the original site plan and architectural review approval per Planning Commission Resolution No. 751. There are 9 existing spaces within the employee parking lot and no changes to the location or configuration of these has been proposed as part of this application or is anticipated.

Conclusion 17.75.039(H): Not applicable.

PART 3 SUMMARY CONCLUSION

As evidenced in findings and conclusions, the proposed Fed Ex Expansion site plan and architectural plan is consistent with applicable standards and criteria in the Central Point Municipal Code as conditioned.