

# STAFF REPORT

# Community Development

Tom Humphrey, AICP
Community Development Director

# STAFF REPORT

March 2, 2021

## AGENDA ITEM: VII-A (File No. CUP-20002)

Consideration of a Conditional Use Permit application to allow a public facility at 235 South Haskell Street. The 5.12 acre site is within the General Commercial (GC) commercial zoning district in the Transit Oriented Development (TOD) Corridor and is identified on the Jackson County Assessor's Map as 37S 2W 10AD Tax Lots 700 & 798. **Applicant**: Central Point Parks & Public Works Department; **Agent**: S&B James Construction Management.

#### **SOURCE**

Justin Gindlesperger, Community Planner II

#### **BACKGROUND**

The Applicant is requesting a Conditional Use Permit for the construction and operation of a public facility for use as the City of Central Point Public Works Operation Center. The property is located at 235 South Haskell Street, near the intersection of Cheney Loop and South Haskell Street. The property is currently undeveloped and the application for Conditional Use Permit is being reviewed concurrently with an application for Site Plan and Architectural Review (SPAR-20013). Specific site development considerations are detailed in that application.

Conditional uses require special consideration because of special attributes and to ensure they are properly located with respect to the surrounding neighborhoods. A public facility is designated a conditional use in the GC zoning district in accordance with section 17.65.070 of the Central Point Municipal Code.

#### **Project Description:**

The proposed facility will consist of a 7,746 square foot 2-story office building, an approximately 15,000 square foot warehouse, parking for equipment and machinery and on-site storage of materials. Additional site improvements for the facility include frontage improvements, landscaping and perimeter fencing.

# Access:

The project will have two (2) points of access: the main entrance for staff and visitors is along South Haskell Street, which aligns with the intersection of Cheney Loop, and an access is proposed near the northeast corner of the property along Ash Street, which will be used by large trucks, equipment and machinery. Development of the project site requires installation of South Haskell and Ash Streets. Improvements will be reviewed as part of SPAR-20013 and will be required to comply with City of Central Point Public Works construction standards.

## **Traffic Impacts:**

The project is not anticipated to create traffic conflicts due to low traffic volume and separate access provided on Ash Street for larger fleet traffic and South Haskell Street for office and visitor trips. The threshold to require a Traffic Impact Analysis (TIA) is 25 peak hour trips (PHT) per intersection. The initial phase of development proposes to occupy the first floor of the office building and approximately 11,000 square feet of the proposed warehouse for a total of 16 PHT from the site. Therefore, a TIA is not required at this time. Future development, including development of future phases, will require additional traffic analysis.

# Site Design:

The Site Plan (Attachment "A-1") depicts the location of the structures, parking and circulation areas, and areas for stormwater management and landscaping. Per the Applicant's findings, the proposed office building design will complement the existing residential developments across South Haskell Street and ample landscape areas provide a visual buffer to the development. The proposed site design and building designs and will be reviewed for compliance as part of SPAR-20013. Plans for on-site lighting were not included as part of the application. Per site design standards, the lighting for the proposed use shall be directed downward to prevent light from spilling onto adjacent properties or streets.

#### **Neighborhood Compatibility:**

The project location is part of the Snowy Butte Station Master Plan area and is adjacent to commercially zoned properties to the north and south (Attachment "A-3"). The commercial properties are bound by South Haskell Street to the west and the railroad right-of-way to the east. There is existing residential development to the west, across South Haskell Street, platted as Phase 2 of Snowy Butte Station. There are several factors that will reduce conflicts of the public facility with the existing residential uses:

- The Project Site is separated from the residential properties by South Haskell Street, classified as a Collector Street. The building situated closest to the residential properties is the proposed office building, which will be designed to comply with the Building Design Standards in CPMC 17.67.070 and the features will complement the residential development.
- Large trucks, equipment and maintenance facilities will be located to the rear of the property, along the railroad right-of-way, at the farthest location on the project site from the residential properties.
- Proposed perimeter landscaping and perimeter fencing provides a visual and sound buffer.
- The area experiences a large amount of traffic noise along South Front Street and the nearby railroad tracks.

Due to the existing noise impacts of the area and proposed mitigation measures, the proposed public facility is not expected to conflict with or adversely impact the existing residential uses.

### **ISSUES**

There are no issues relative to this application.

# FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Central Point Parks & Public Works Department Conditional Use Permit has been evaluated for compliance with the applicable Conditional Use Criteria set forth in CPMC 17.76 and found to comply as conditioned and as evidenced in the Applicant's Findings (Attachment "B").

## CONDITIONS OF APPROVAL

None.

#### **ATTACHMENTS**

Attachment "A-1" – Site Plan

Attachment "A-2" – Architectural Elevations

Attachment "A-3" – Snowy Butte Station Land Use Plan

Attachment "B" – Applicant's Findings

Attachment "C" – Parks & Public Works Department Staff Report, dated 02-16-2021

Attachment "D" – Rogue Valley Sewer Services Staff Report, dated 02-11-2021

Attachment "E" – Jackson County Fire District No. 3 Staff Report, dated 02-10-2021

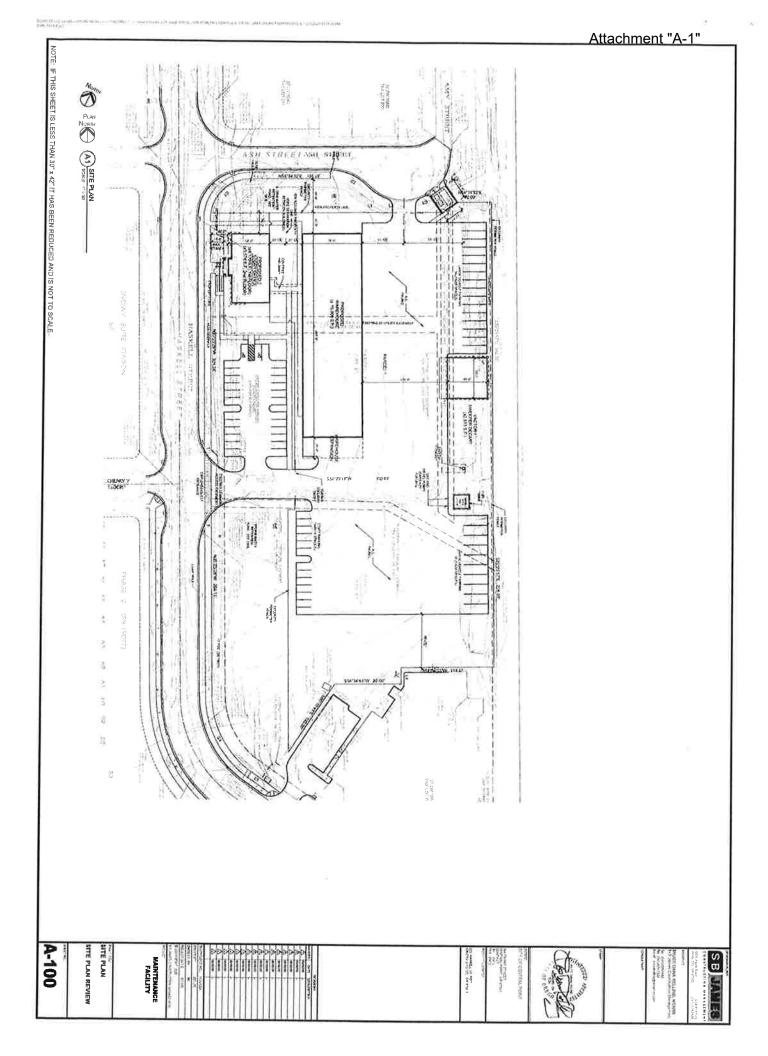
Attachment "F" - Resolution No. 888

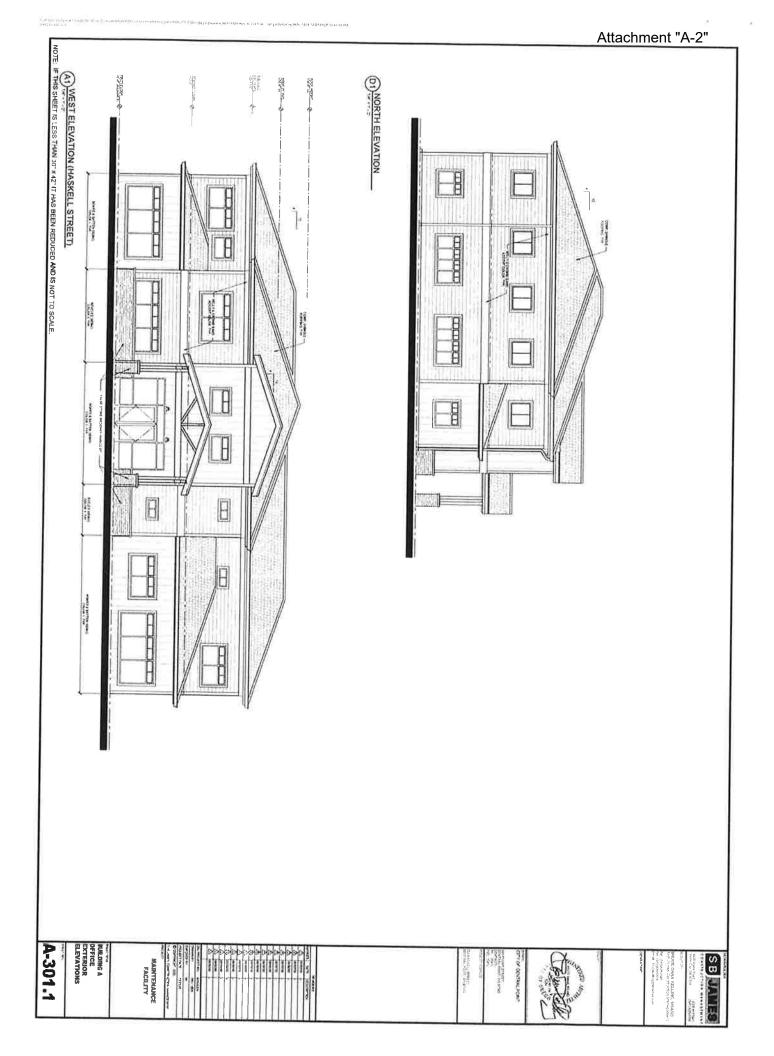
#### **ACTION**

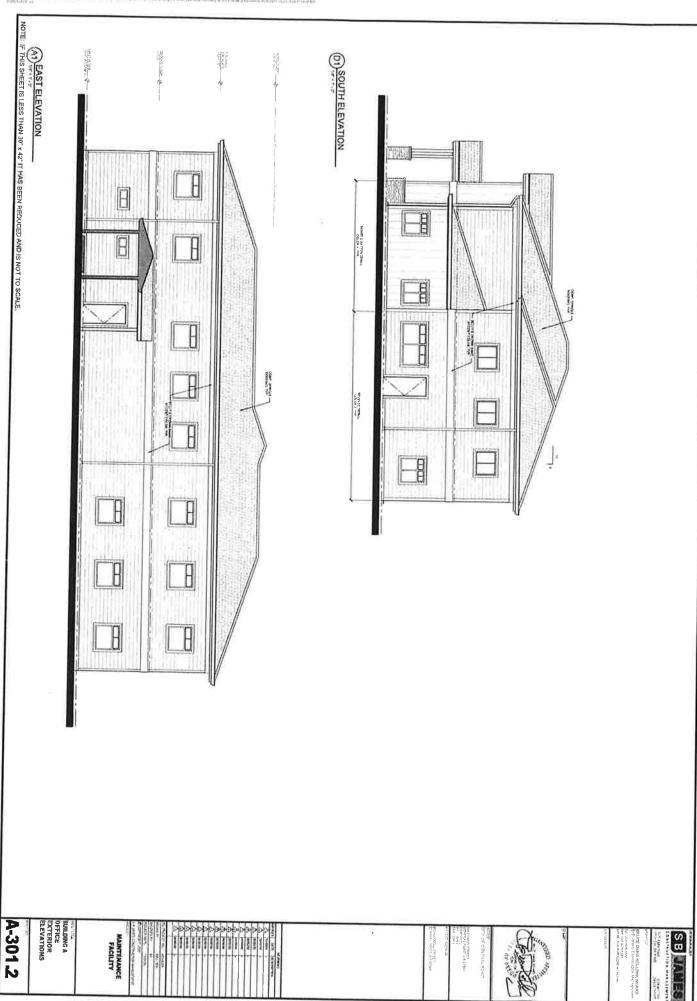
Consideration of Resolution No. 888, Conditional Use Permit for a carwash and 1) approve; 2) approve with modifications; or 3) deny the application.

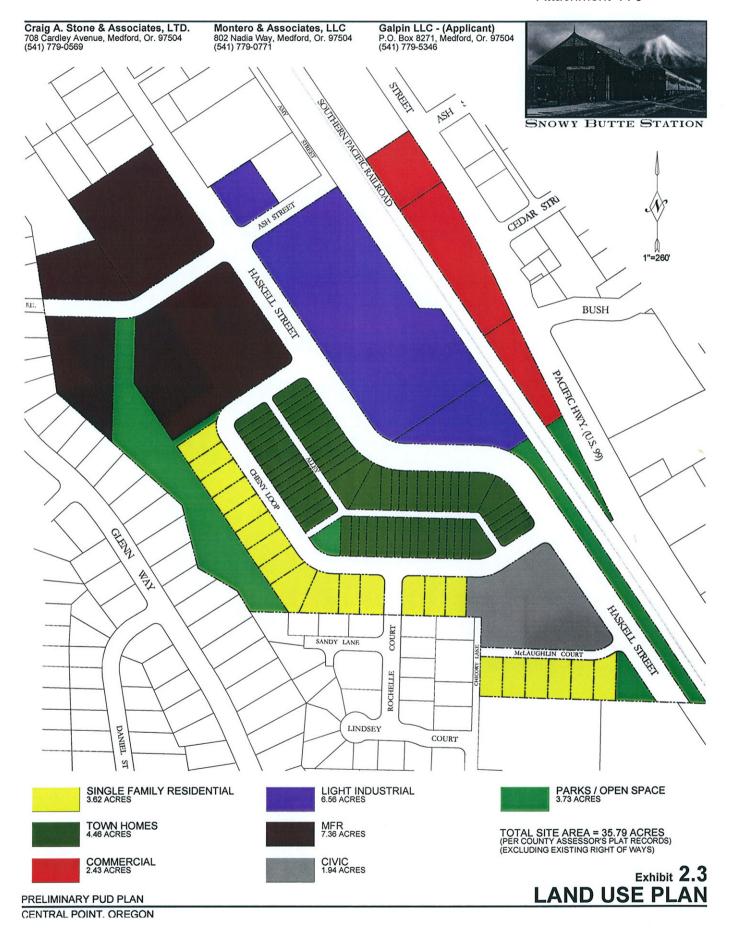
## RECOMMENDATION

Approve Resolution No. 888 Conditional Use Permit for a public facility per the Staff Report dated March 2, 2021, including all attachments thereto.











December 21, 2020

# City of Central Point, Community Development Department

140 South Third Street Central Point, OR 97502

RE:

Central Point Public Works Department

## **FINDINGS OF FACT - CONDITIONAL USE**

The following "Findings of Fact" are as required in the Conditional Use process. Specifically, these are discussing the requirements of CPMC (Central Point Municipal Code) Section 17.76.

This projects site is located at 235 South Haskell Street (372w10ad), Central Point, OR. The site(s), consisting of Tax Lots 700 and 798, are zoned as TOD GC / C-4 properties (Transit Oriented Development – General Commercial), with Comprehensive Plan Designation as TOD Corridor. Additionally, these properties are part of the "Snowy Butte Master Plan Development".

# Section 17.65 - TOD Districts and Corridors

This project is for development of new buildings for the City of Central Point Public Works Department. Per Section 17.65.040, sub-section C, Civic uses such as government offices are the primary uses intended in this district.

Per 17.65.050, Table 1, Community Services - Public Facilities are listed as a "Conditional Use".

Table 2 (Zoning Standards) lists the following standards for the GC district –

Building Setbacks -

Front (min / max) - 0-ft / 15-ft Corner (min / max) - 15-ft / 30-ft

Rear - 0-ft / 15-ft (when adjacent to Residential Zone)

Max. Building Height - 60-ft

Max. Lot Coverage - 100%

Min. Landscaped Area - 15% of Site(s)

Table 3 (Vehicle Parking Standards) lists the following standards for the GC district -

Civic (Community Services) - Number to be determined as part of Site Plan or Conditional

Use Review. Note: This Site Plan has been developed based upon 1)

Commercial (Professional Office), and 2) Industrial Service

requirements.

Table 4 (Land Uses) lists "Civic - Public Facilities" as a "Conditional Use".

Table 5 (Zoning Standards) lists the same standards as noted in Table 2 above. However, there is a conflict in the listing of the Maximum Lot Coverage. This Table lists maximum as 85%, with Table 2 listing maximum as 100%.

**SUMMARY**: In review of the Site Plan developed for this project, all standards of this Section comply with the project layout. Refer to Architectural Site Plan.

## Section 17.76 - Conditional Use Permits

Per Section 17.76.040, consider the following;

- A. The project site(s) consist of approximately 5.12-acres, with buildings covering approximately 0.6-acres (25,783-sf). The balance of the site(s) area consists of landscaped / existing grounds, asphalt paved vehicle areas, and pedestrian walkways.
- B. This project is bounded to the west by Haskell Street and to the north by Ash Street. The layout is designed with vehicle access to both streets.
- C. Per Section 17.65, this project is allowed in this area due to the listing as "primary use" intended. Further, consider the following:

Office building is situated closest to both streets, and designed to complement the residential structures to west of Haskell Street. Other buildings are setback from both streets, and obscured from view by a wooden fence and landscaping.

City vehicles (large) shall be using the drive access at end of Ash Street, primarily, with staff and visitor vehicles from drive access on Haskell Street.

Buildings are setback from property lines as required in Section 17.65, at a minimum.

Office Building height is designed at approximately 26'-9" average, with high point at 30'-5". Warehouse building is at approximately 30'-4" average, with high point at 39'-0". Vactor Decant building is at approximately 20'-1" average, with high point at 22'-6".

Fences are designed to be wood slats, with height at 6'-0" as allowed.

Landscaping is designed to meet Municipal Code requirements at a minimum, and as allowed in the Snowy Butte Master Plan Development documents.

Outdoor lighting will be subdued surrounding the office building, and minimal in the fenced yard area.

Signage shall be designed, if desired, to comply with Municipal Code requirements.

- D. Design and operation of this project, and the facilities therein, shall meet codes and local, state and federal requirements existing at this time. This project is designed to meet or exceed the requirements on the project site and surrounding community.
- E. It is our belief that the design of this project meets or exceeds the potential conditions noted in this subsection. In the event that review of this project requires additional conditions for approval, said conditions will be taken into consideration to allow approval for permitting.

Per Section 17.76.060, Expiration, the intent for this project is to have the Site Plan and Architectural Review process proceed at the same time as this Conditional Use Approval process. The Construction Permit documents shall be issued to the Community Development Department immediately to gain the required Building Permit and begin construction as soon as is practicable.

www.sbjames.com | OFFICE: 541-826-5668 | FAX: 541-826-5536 | 8425 Agate Road, White City OR 97503 | CCB 167945

Per Section 17.76.070, Revocation, this is acknowledged. Upon review of the documents, we believe that the approving agency will determine that this project is in full compliance.

Per Section 17.76.080, Appeal, this is hereby acknowledged.

Per Section 17.76.090, Effect, construction documents shall not be issued to the Community Development Department for permitting until after the ten days noted herein.

Per 17.76.110, Mapping, the permit application file number shall be so indicated.

Per 17.76.120, Change of ownership, the Conditional Use permit shall run with the land record.

**SUMMARY**: It is our belief that after review of this application, the approving agency can and will issue approval to proceed with this project.

Respectfully,



Bruce Dana Kelling, Architect

# Public Works Department



## Greg Graves, Construction Services Cordinator

# PUBLIC WORKS STAFF REPORT

February 16, 2021

**AGENDA ITEM:** Central Point Parks and Public Works Operations Center (CUP-2002 and SPAR-20013)

37S 2W 10AD Tax Lots 700 and 798 –Site Plan and Conditional Use Permit

Applicant: City of Central Point

Agent: S&B James, Inc.

## **Traffic/Street Details:**

The applicant is proposing a 3,500 square foot professional office and a 11,000 square foot warehouse. Per the ITE, professional office generates 1.49 peak hour trips (PHT) per 1,000 square feet and the trip rate for General Light Industrial uses is .98, for a total trip rate of 16 PHT. If calculated as a Utility (ITE Code 170), the rate is 2.40 peak hour trips per 1,000 square feet, or 36.25 PHT. A Traffic Impact Analysis (TIA) threshold is 25 PHT, per intersection. Since there are two points of access from the site to a collector, a TIA is not required for this development.

# **Existing Infrastructure:**

Water: There are existing 12-inch water lines servicing the site.

Streets: South Haskell Street is Collector and Ash Street is a local street.

Stormwater: There is an existing 12-inch storm drain line in South Haskell Street.

Storm Water

Quality: The applicant is proposing on-site detention in swales in two locations on their site plan.

## **Background/Issues:**

The applicant is proposing a new operations center and warehouse. Public Works has the following issues/notes about the proposed modification and Phase 1 tenative plan.

- 1. Any phase of development will need to include frontage improvements on Ash and South Haskell Streets, including sidewalks and street trees.
- 2. There are several easements on the site for power and water, that are not being used, and need to be vacated.

# **Conditions of Approval:**

Prior to Public Works Civil Improvement Plan approval and the start of construction of infrastructure improvements for Phase 1 as modified, the Appliant shall:

1. <u>Stormwater Management Plan</u> – The Applicant shall submit and receive approval for a stormwater management plan from the Public Works Department. The Stormwater Plan shall demonstrate

compliance with the Rogue Valley Stormwater Quality Design Manual for water quality and quantity treatment. Construction on site must be sequenced so that the permanent stormwater quality features are installed and operational when stormwater runoff enters.

- 2. <u>Erosion and Sediment Control</u> The proposed development will disturb more than one acre and requires an erosion and sediment control permit (NPDES 1200-C) from the Department of Environmental Quality (DEQ). The applicant shall obtain a 1200-C permit from DEQ and provide a copy to the Public Works Department.
- 3. <u>Landscape and Irrigation Plans</u> Applicant shall prepare and gain approval for a landscape and irrigation plan for all public landscape rows before any development occurs.

Prior to the building final, the applicant shall comply with the following conditions of approval:

- 1. <u>Easement & Right-of-Way Vacation</u> Applicant shall vacate all unused easements on the site and the unused portions of the right-of-way along Ash Street.
- 2. <u>Frontage Improvements</u> Applicant shall complete frontage improvements along South Haskell Street and Ash Street as required per the civil improvements and landscape and irrigation plans approved by the Public Works Department.
- 3. <u>Stormwater Quality Operations & Maintenance</u>— The Applicant shall record an Operations and Maintenance Agreement for all new stormwater quality features and provide a copy of the recorded document to the Public Works Department.



## February 11, 2021

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

Re: SPAR 20013/CUP-20002, City of Central Point Maintenance Facility, Map 37 2W 10AD, TL 700 & 798

There is an 8 inch sewer main along Haskell Street and an 8 inch main stubbed to the property at the intersection of Cheney Loop and Haskell Street. There are also 4 inch sewer services stubbed to each tax lot. Sewer service for the proposed development can be had by connecting to the existing sewer services.

Rogue Valley Sewer Services requests that approval of this project be subject to the following conditions:

- 1. The developer must submit architectural plumbing plans for the calculation of sewer System Development Charges.
- 2. The developer must obtain a sewer connection permit and pay all related fees to RVSS.

Feel free to call me with any questions.

Nicholas R. Bakke, PE

**District Engineer** 

# Fire District 3 Comments for CUP-20002/SPAR 20013

Central Point Public Works Operations Center.

# Fire Apparatus Access

#### AERIAL APPARATUS ACCESS OFC D105

SECTION D105-AERIAL FIRE APPARATUS ACCESS ROADS

D105.1 Where required. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

D105.2 Width. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm) in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

D105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

#### FIRE DEPARTMENT APPARATUS ACCESS-GATES OFC 503.1

Access control devices must be approved by Fire District 3. All gates shall have approved locking devices. Manual gates shall have a lock connected to a long length of chain. Automatic gates shall be equipped with an approved emergency services activated opening device.

OFC 503.1; 503.4; 503.5; 503.6

## "NO PARKING-FIRE LANE" SIGNS REQUIRED OFC 503.3

Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC D103.6.1). This will include Ash Street.

Where parking is prohibited for fire department vehicle access purposes, NO PARKING-FIRE LANE signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in residential areas) and at fire department designated turn-around. The signs shall have red letters on a white background stating "NO PARKING FIRE LANE TOW AWAY ZONE ORS 98.810 to 98.812" (See handout).

# Premises Identification and Key Boxes

## ADDRESS IDENTIFICATION 2019 OFC Sec. 505.1

Building numbers shall be placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

Temporary signs shall be installed at each street intersection when construction of new roadways allows passage of vehicles.

MINIMUM ACCESS ADDRESS SIGN 2019 OFC Sec. 505

The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized.

Key Boxes 2019 OFC Sec. 506.1

A key Knox box is required for this facility. Contact FD3 Administrative Office at 541-826-7100 for details and directions.

# **Fire Protection Water Supply**

Water Supply 2019 OFC Sec 507.1

An *approved* water supply in accordance with Section 507 and Appendix B, capable of supplying the required fire flow for fire protection shall be provided to premises on which facilities, buildings or portions of buildings are hereafter constructed.

Fire Hydrants 2019 OFC Sec. 507.5

Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6 and Appendix C. On-site fire hydrants and water mains may be required by the *fire code official*. Work with the FD3 Fire Marshal's Office to determine specific needs and fire hydrant requirements.

# Fire Safety Systems

# Automatic Sprinkler Systems 2019 OFC Sec 903

An automatic fire suppression sprinkler system may be required depending upon specific details regarding building use classification, building size and building construction type. Refer to OFC Section 903.1 through 903.6. Consult with FD3 Fire Marshal's Office for questions.

Valves controlling the water supply for *automatic sprinkler systems*, pumps, tanks, water levels and temperatures, critical air pressures and water flow switches on all sprinkler systems shall be electrically supervised by a *listed* fire alarm control unit.

**Monitoring.** Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an *approved* supervising station

**Alarms.** An approved audible device, located on the exterior of the building in an *approved* location, shall be connected to each *automatic sprinkler system*. Such sprinkler water flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system.

## Portable Fire Extinguishers 2019 OFC Sec 906

Portable fire extinguishers shall be selected, installed and maintained in accordance with OFC Section 906 and NFPA 10. Consult with FD3 Fire Marshal's Office for questions.

#### PLANNING COMMISSION RESOLUTION NO. 888

# A RESOLUTION OF THE PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR A PUBLIC FACILITY ON LANDS WITHIN THE GENERAL COMMERCIAL (GC) ZONING DISTRICT.

(File No: CUP-20002)

**WHEREAS**, the applicant has submitted an application for approval of a Conditional Use Permit to develop a 5.12 acre site within the Civic zone with a public facility; and

**WHEREAS**, on March 2, 2021 the City of Central Point Planning Commission conducted a duly-noticed public hearing on the application, at which time it reviewed the Staff Report and heard testimony and comments on the application; and

**WHEREAS**, the application has been found to be consistent with the approval criteria applicable to Conditional Use Permits in accordance with Section 17.76 of the Central Point Municipal Code; and per conditions noted in the Staff Report dated March 2, 2021; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Central Point Planning Commission by Resolution No. 888 does hereby approve the Conditional Use Permit application for City of Central Point Parks & Public Works Department. This approval is based on the findings and conditions of approval as set forth in Exhibit "A," the Planning Department Staff Report dated March 2, 2021, including attachments incorporated by reference.

**PASSED** by the Planning Commission and signed by me in authentication of its passage this 2<sup>nd</sup> day of March, 2021.

	Planning Commission Chair
ATTEST:	
City Representative	_