



City of Mill City

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MILL CITY PLANNING COMMISSION AGENDA

Regular Meeting

September 20, 2016 6:30 p.m.

City Hall – 444 S. First Avenue

MILL CITY, OREGON 97360

1. **Call to Order and Flag Salute – 6:30 PM** Chair Ann Carey
2. **Approval of Minutes:** August 16, 2016 Regular Meeting

3. **Public Comment:**

We welcome you to today's regular monthly meeting of the Mill City Planning Commission. This is an open meeting of the Commission and you are invited to observe the meeting.

If you wish to speak to the board regarding an issue which is not on the agenda, the Commission provides time at the beginning of each meeting to listen to public comments. The chairperson will ask for public comment. When you are recognized, please state your name, address and briefly explain the issue you wish to discuss. Depending on the nature of the issue, the Planning Commission may address the issue during this meeting, table the issue to a future meeting or may request that you speak with the City Recorder or Planning Consultant outside the meeting.

4. **Presentation: None Scheduled**

5. **Public Hearings:**

File No. 2016-09

Purpose: Zoning Code Amendments

- Paving Requirements for Parking Lots in CC & CH zones.
- Parking Requirements for Commercial & Multi-Family uses.
- Architectural Standards for new home construction.
- Site Plan Review requirements
- Change of Use requirements

Applicant: City of Mill City

6. **Old Business**

7. New Business

- a. October 2016 Regular Meeting

8. Informational Items

- a. City Recorder Report
- b. Planning Consultant Time Report
- c. New and Prospective Applications
- e. Other

9. Adjournment

Upcoming Planning Commission Meetings (All meetings at City Hall)

| | | | |
|-------------------|---------|-----------------|--|
| October 18, 2016 | 6:30 PM | Regular Meeting | Reschedule- October 19 th or 20 th |
| November 15, 2016 | 6:30 PM | Regular Meeting | |
| December 20, 2016 | 6:30 PM | Regular Meeting | |

Upcoming City Council Hearing on Zoning Code Amendments

| | | |
|------------------|---------|--|
| October 25, 2016 | 6:30 PM | Part of the Regular City Council Meeting |
|------------------|---------|--|

Public Hearing Format for Land Use Hearings Before the Mill City Planning Commission

- A. Opening of the Public Hearing & Rules of Conduct Chairperson
- B. Declarations of Ex Parte Contact, Conflicts of Interest or Bias
- C. Applicant's Presentation of the Application
- D. Staff Report Planning Consultant for the City
- E. Proponent's Testimony (Persons in Favor)
- F. Opponent's Testimony (Persons Opposed)
- G. General Testimony of Individuals or Organizations
- H. Questions of Clarification from the Planning Commission and Staff
- I. Applicant's Summary and Rebuttal
- J. Staff Summary
- K. Close of Public Hearing
- L. Deliberation and Recommendation to the City Council

Planning Commission Deliberation & Decision

No public testimony is permitted during the Planning Commission's deliberation. The Planning Commission will normally make a recommendation or a decision on an issue following a public hearing, but may continue their deliberation to either a special meeting or the next regular meeting of the Planning Commission.

Guidelines for Public Testimony:

The Chair of the Planning Commission, as presiding officer, will recognize all speakers. If you wish to testify during the public hearing, please assist the Chairperson by abiding by the following rules:

1. State your name and address.
2. Indicate whether you support the application, oppose the application or wish to offer general testimony. Provide factual evidence and direct your testimony to the decision criteria.
3. Please keep your testimony brief and to the point. Limit comments to 3-5 minutes per person.
4. Direct any questions you have to the Chairperson. The Chairperson will direct your question to the applicant, city staff or other person who may be able to provide an answer.
5. The Chairperson may limit testimony when it is cumulative, repetitive, irrelevant or immaterial to the issues being considered.

ORS 197.763(5) STATEMENT INFORMATION REGARDING PROCEDURES FOR LAND USE HEARING

Legislative Amendment to the Mill City Zoning Code

The applicable substantive criteria upon which this case will be decided are found in the Mill City Comprehensive Plan and the Mill City Zoning Ordinance sections which are listed in the staff reports. Zoning Code Amendment criteria are found in Chapter 17.60 of the Zoning Code.

All testimony, arguments and evidence received during this public hearing must be directed toward these approval criteria, or to such other rule, law, regulation or policy which you believe to apply to this case.

An issue which may be the basis for an appeal shall be raised not later than the close of the record at or following the final evidentiary hearing on this case. Such issues shall be raised with sufficient specificity so as to afford this body, and the parties to this hearing an adequate opportunity to respond to each issue.

The Planning Commission's decision will make a recommendation to the City Council. The City Council will then hold a public hearing and make a final decision on the proposal. If the City Council approves the proposed code amendments, it will adopt an Ordinance. The City Council's final action may be appealed within 21 days of mailing of notice of the decision to the Oregon Land Use Board of Appeals.

The Presiding Officer over the public hearing reserves the right to limit the time of any presentation. Please try to avoid repetition; if someone else has already expressed the same thoughts, it is perfectly alright to state that you agree with the statements of that previous speaker.

If you have documents, maps or letters that you wish to have considered by this body, they must formally be placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with Planning Staff who will make sure your evidence is properly taken care of.

Prior to the conclusion of the initial evidentiary hearing in this case, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application involved here. Continuances may take the form of holding an additional public hearing with oral testimony allowed, or may consist of holding the evidentiary record open for a period of time designated by the City, for submittal from the public of written evidence.

If you have any questions regarding any of the information contained in this Statement, please voice those questions, or objections at the time you testify. If you do not wish to testify, your questions or objections may be submitted in writing and will be dealt with during the course of the hearing. Any written material must be presented prior to the closure of the record in this case.

SCRIPT TO BE READ AT COMMENCEMENT OF A QUASI-JUDICIAL LAND USE PUBLIC HEARING

Good evening, [Introduce yourself and Commission members].

I will be presiding over this hearing.

This is a public hearing to consider Land Use File #2016-09, a legislative amendment to the City of Mill City Zoning Code.

The Planning Commission proposes several amendments to modify the City's zoning regulations on parking, paving for new commercial uses, architectural design standards for new homes, site plan review requirements for new buildings and development standards that apply to a change of use.

A copy of the agenda and hearing procedures for this meeting is on the back counter. This hearing is now open.

Oregon land use law requires a statement be made available to those in attendance. The detailed Statement, with the information required under ORS 197.763(5), is printed and available at the back counter.

The Planning Commission will consider the application, written and oral testimony and the criteria listed in the Mill City Zoning Ordinance when making a decision. All testimony, arguments and evidence received

during this public hearing must be directed to the approval criteria, or to such other rule, law, regulation or policy which you believe to apply to this case.

If anyone has any questions or objections regarding the Statement or these proceedings, please raise those questions when it comes to your turn to speak during the hearing.

If you testify, please state your name, address, if you support the proposal, are opposed to the proposal or have questions. Please limit your testimony to 3-5 minutes.

Objections

At this time I would ask the audience if there are any objections:

- (1) Are there any objections to the notice that was sent in this case?

- (2) Are there any objections to the jurisdiction of the Planning Commission to hear and consider this case?

[If there are none, announce "there are no objections".]

Declarations of Conflict of Interest, Bias and Ex Parte Contact

I will now ask the Planning Commission members if they are ready to consider the proposal:

- (1) Are there any declarations of conflict of interest; ex parte contact or bias by any members of this body?

[if there are, have the Planning Commission member(s) state what the conflict, bias on ex part contact is]

We are now ready for the staff report.

Follow the Hearing Agenda Format for the order of the staff report and public testimony.

CLOSING STATEMENT

At the close of the public hearing, please read:

The Planning Commission's decision action may be appealed to the City Council within 14 days of the mailing of the notice of decision by the City. If no appeal is filed, the decision is final.

MILL CITY PLANNING COMMISSION
Meeting of August 16, 2016

Planning Commission members present: Chair Ann Carey, Dennis Chamberlin, Allison Goodwin, Marge Henning, David Leach, Tony Trout and Frances Villwock.

Staff in attendance: Planning Advisor David Kinney.

City Council Representatives: Councilor Scott Baughman.

Citizens present: None.

The meeting was called to order at 6:30 p.m. and Chairperson Ann Carey led the pledge of allegiance.

APPROVAL OF MINUTES:

The July 19, 2016 minutes were reviewed by Planning Commission. Tony Trout moved, seconded by Dennis Chamberlin, to approve the minutes of July 19, 2016 minutes as corrected. The motion carried unanimously (7:0).

Chairman Carey discussed her planning meeting with Mayor and said it went well.

PUBLIC COMMENT: None.

PUBLIC HEARINGS: None Scheduled.

OLD BUSINESS:

Dangerous and Derelict Buildings Ordinance.

Chair Ann Carey reported the City Council had discussed the DRAFT ordinance at the July 28th and August 8th council meetings. They discussed the use of a hearings officer to handle appeals. The City attorney has recommended using a hearings officer rather than appeals to the City Council. Councilors Baughman and Lundquist stated they had several questions about the ordinance.

Mr. Kinney reported that he has responded to a series of questions from Mr. Lundquist and made several changes to the proposed ordinance including an explanation of the how a “derelict building compliant” is investigated, identified and referred to the Derelict Building Committee. Other changes included:

1. Add references to Chapter 24 of the Oregon Structural Specialty Code to identify types of glass or similar materials that can be used to repair broken windows.
2. Add a requirement to provide the Council with a report on the number of complaints, outcome of any investigation and action taken to fix any derelict buildings.
3. Minor changes to clarify the terms of a “voluntary compliance agreement”.
4. Add a requirement to notify the Council if a property owner fails to comply with the voluntary compliance agreement or repair order.
5. Minor corrections to the “hearings officer” section.

6. Add a provision to allow a person to set up a payment agreement with the City to cover the City's cost of abatement.

Zoning Code Amendments.

The Commission reviewed the draft zoning code amendments. This draft incorporates changes recommended by the Planning Commission at their July 19th meeting. The proposed zoning code amendments include:

1. Paving Requirements for Parking Lots in the CH Zone: In Section 17.44.060.H, modify parking lot paving requirements for new structures in the CH zone.
2. Parking Space Requirements for Commercial and Multi-Family Dwellings: In Section 17.44.060.E require 1 paved parking space per 350 sf of building area for a retail store and 1 paved parking space per 200 sf of building area for an eating/drinking/restaurant establishment. The Planning Commission also recommends adding Section 17.44.060.H.6 to require an RV parking space requirement for new retail, restaurant or hospitality uses.
3. Architectural Standards for New Home Construction. The Planning Commission recommends revisions to the architectural design standards in Section 17.12.080 (R-1 Zone) and 17.16.080 (R-2 Zone) that will apply to the construction of a new single family home and placement of a manufactured home. The revised standards provide more options for builders and should improve the aesthetic appearance of the new homes and add "curb appeal".

Number of Architectural Features Required:

- a. At least four design elements on the front of the structure facing the street.
- b. At least two architectural features for any other side of the structure that faces a street.

Architectural design standards do not currently apply to duplexes or multi-family housing projects. The Commission recommended architectural standards also apply to duplexes and multi-family housing complexes.

4. Site Plan Review Requirements. Add a new Chapter 17.76 that will make it easier for staff to share applicant requirements with potential applicants and provide more consistent standards and criteria for decisions. The Planning Commission concurred and proposes the standards apply to any new structure with a total building footprint of 1,000 sf or more. No site plan review will be required for construction of a single family home in the CC Zone. Submitted plans should be drawn to scale.

Councilor Baughman inquired about the City's review of projects which change the use of a structure from one type of commercial use to another commercial use or from a residential use to a commercial use. He suggested the City add a section in the zoning code to require the new project to comply with basic public works, zoning and parking requirements when a structure is converted to a new use. The Commission discussed several provisions:

- Parking
- Public facilities: water, sewer, sidewalks, etc.
- Building Code

- ADA compliance.

Mr. Kinney agreed to research other codes to see if there is clear language that could be added to the Mill City development code to clarify this issue.

Commissioner Dennis Chamberlin asked if applicants for a site plan review are required to submit lighting plans. Mr. Kinney noted the approval criteria require a review of lighting to ensure it does not affect traffic or cause glare in adjacent properties. He will modify the site plan application requirement to address the omission.

5. Bed & Breakfast Business: The City currently allows Bed & Breakfast businesses in the R-1 Single Family and R-2 Multi-Family zones as a conditional use. The Commercial zones allow hotels, motels and boarding rooms. This allows a B&B in the CC & CH zones. Commissioner Villwock recommends the city's zoning code reference ORS, OAR and Oregon Health Authority requirements for B&Bs. The Commission agreed to add a definition for B&B's that complies with ORS 624.010 and OAR 333.170 et seq.

The majority of the commission recommend B&B's be permitted as allowed uses in the two commercial zones (CH) and (CC), but not be permitted as a conditional use in the residential zones.

6. Vacation Rentals: The Commission discussed whether or not the City should adopt regulations governing vacation rentals and Air B&B regulations. The Commission concluded no changes will be recommended to address short-term rentals at this time.

A public hearing on the proposed zoning code amendments is scheduled for September 20, 2016 at 6:30 p.m. as part of the regular meeting.

NEW BUSINESS: None scheduled.

There was a brief discussion on what is the city policy for when new curbs and sidewalks are required for any new development on an unimproved street. The City does not have a consistent policy on when it does/does not require sidewalks to be installed on partially improved or turnpike style streets. Chairperson Carey indicated this may be an item to add to the Planning Commission work program.

OTHER BUSINESS: Mr. Kinney's July 2016 timesheet and the City Recorder's report were included in the packet.

FURTHER BUSINESS FROM THE PLANNING COMMISSION: None.

The meeting was adjourned at 8:10 p.m.

Prepared by:



David W. Kinney, Planning Advisor and
Stacie Cook, MMC, City Recorder/Planning Secretary

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September 12, 2016

To: City of Mill City Planning Commissioners

From: David W. Kinney, Planning Consultant

In RE: File 2016-09
2016 Zoning Code Amendments –Hearing DRAFT
September 20, 2016 Planning Commission Public Hearing

Mill City Zoning Code Issues:

The City Council has asked the Planning Commission to modify several sections of the Zoning Code regarding architectural design standards, site plan review and parking requirements. In addition, the Planning Commission has identified several minor language and administrative changes it proposes to include in a 2016 zoning code update. Specific issues include:

1. Paving Requirements for Parking Lots in the CH Zone:

In Section 17.44.060.H, modify parking lot paving requirements for new structures in the CH zone. The code currently allows gravel parking lots for new building construction, if less than 10 parking spaces are required. The Planning Commission recommends this section be modified to require paved parking areas for new buildings.

2. Parking Space Requirements for Commercial Buildings.

The Dollar General project requested a variance for the number of parking spaces needed for a new Commercial use. The Planning Commission asked staff to look at other codes to see how Mill City's parking requirements compare. Mill City requires 1 paved space per 200 sf.

DLCD's Model Code for small cities recommends one parking space per 400 sf of retail floor area, but also notes the industry standard is 3-4 parking spaces per 1000 sf of retail floor area, with fewer parking spaces required for retail sales of autos, furniture, appliances and other bulky goods. A review of zoning codes in nearby communities show 1 paved space per 300 or 400 sf of building area.¹

The Planning Commission recommends Section 17.44.060.E be modified to require 1 paved parking space per 350 sf of building area for a retail store and 1 paved parking space per 200 sf of building area for an eating/drinking/restaurant establishment. The Planning Commission also recommends adding Section

¹ Retail parking requirements: Albany 1 per 300 sf; Aumsville-1 per 400 sf + employees; Stayton-1 per 250 sf; Corvallis 1 per 400 sf; Lebanon – 1 per 250 sf; 1 per 400 sf for big box; Independence-1 per 500 sf; Dallas-1 per 350 sf;

17.44.060.H.6 to require an RV parking space requirement for new retail, restaurant or hospitality uses for buildings adjacent to Hwy 22.

3. Architectural Design Standards for New Homes.

The architectural design standards for new home construction are easy to meet in Mill City. Councilor Baughman has suggested the City eliminate several of the design standards and add more design elements that will create more “curb appeal”.

The Planning Commission reviewed standards and drawings from other city codes and DLCD’s Model Development Code for Small Cities. The Commission recommends the following revisions to Mill City’s architectural design standards in Section 17.12.080 (R-1 Zone) and 17.16.080 (R-2 Zone) that will apply to the construction of a new single family home and placement of a manufactured home. The Planning Commission also recommends the architectural design standards apply to duplexes and multi-family housing.

Number of Architectural Features Required:

- a. At least four design elements on the front of the structure facing the street.
- b. At least two architectural features for any other side of the structure that faces a street.

Changes to the Design Features 17.12.080.C & 17.16.080.C

1. Dormers or gables.
2. ~~Cupolas~~ *[DELETE – not used]*
2. Bay or bow windows.
3. Exterior shutters or **window trim (4”+ wide)**. *[New feature added]*
4. Recessed front entries. The entry shall be recessed at least four feet from the front wall.
5. Recessed Garage. The garage shall be recessed at least four feet from the front wall.
6. **Recess or building wall off-sets in the building face (minimum 2’)**. *[New feature added]*
7. Front porch at least **two hundred (200) square feet**, which may extend into the required front setback. *[increased from 100 sf to 200 sf]*
8. **Covered front entry area with pillars or posts**. *[combined two standards into one]*
9. Roof with pitch greater than **six (6) feet in height per each twelve (12) feet** in length. *[increased from 3/12 to 6/12 pitch]*
10. Front side exterior brickwork or masonry.
11. **Permanent planter boxes with exterior brick, stone or masonry**. *[New feature added]*
12. **Balcony**. *[New feature added]*
13. **Eaves (minimum 16” eave)**. *[New feature added]*
14. **Decorate patterns on the exterior finish (e.g. scales/shingles, wainscoting, ornamentation and similar architectural design features)**. *[New feature added]*
15. **Decorative cornices**. *[New feature added]*

4. Site Plan Review Requirements.

The Mill City Zoning Code includes several sections that outline site plan review application requirements and different decision criteria. The City Council has asked the Planning Commission to require a site plan review for new commercial buildings in the Central Commercial (CC) Zone. Staff proposes that the site plan review requirements be placed in a new Chapter 17.76 that will make it easier for staff to share applicant requirements with potential applicants and provide more consistent standards and criteria for decisions.

Under the proposed amendments, a site plan review is required for:

- a. Any new duplex or multi-family dwelling. [No change].
- b. Any structure in the CC, CH, I and Public zone with 1,000 sf or more. [Adds CC, I and P zones].
- c. Any building addition in the CC, CH, I and Public zone where 1,000 sf or more is added to a building.
- d. A change in land use (e.g., increase the number of dwelling units, change from residential to commercial use, or from less intensive to more intensive commercial or industrial use) that will;
 - i. Add dwelling units, or.
 - ii. Require three or more additional parking spaces or an additional loading area; or
 - iii. Modify site circulation or access. Modified site circulation or access includes changes to the parking lot configuration, changes in circulation, access between multiple parcels or change in the driveway location.

If the new site plan chapter is adopted, then several other sections of the Zoning Code will be modified to delete duplications and refer to the new Chapter 17.76 on site plan review.

5. Bed & Breakfast Business:

The City currently allows Bed & Breakfast businesses in the R-1 Single Family and R-2 Multi-Family zones as a conditional use. The Commercial zones allow hotels, motels and boarding rooms. This allows a B&B in the CC & CH zones.

Bed and Breakfast Inn. Any establishment located in a structure designed for a single-family residence and structures appurtenant thereto, providing limited overnight lodging and meals for guests.

The Planning Commission recommends several changes for B&B's:

1. Add a definition for a Bed & Breakfast use in Section 17.04.010.
2. Add a parking requirement of one space per guest room in Section 17.44.060.B.
3. Do not permit B&B's in residential zones.
4. Allow B&B's in the CC & CH zones.

6. Code Compliance:

A new section is added to clarify the city's zoning requirements, including setbacks, parking, lot coverage, etc. apply even if a land use application is not required.

Proposed 2016 Mill City Zoning Code Amendments

R-1 Single Family Residential and R-2 Multi-Family Residential

17.12.080 and 17.16.080 Design standards in the R-1 and R-2 zones.

Within the R-1 zone, all single-family dwellings, including manufactured homes, **all duplexes and all multi-family residential housing units** shall contain the following design standards:

- A. Attached or detached garage;
- B. Gutters and down spouts;
- C. Design Features. All residential dwellings, including single family dwellings, manufacture homes, **duplexes and multi-family housing units, shall contain at least four of the following design elements on the front of the structure which faces a street and two of the following design elements on any other side of the structure which faces a street to provide architectural relief:**

Changes to the Design Features 17.12.080.C & 17.16.080.C

1. Dormers or gables.
2. ~~Cupolas~~ **[DELETE – not used]**
3. Bay or bow windows.
4. Exterior shutters or **window trim (4"+ wide)**. *[New feature added]*
5. Recessed front entries. The entry shall be recessed at least four feet from the front wall.
6. Recessed Garage. The garage shall be recessed at least four feet from the front wall.
7. **Recess or building wall off-sets in the building face (minimum 2')**. *[New feature added]*
8. Front porch at **least two hundred (200) square feet**, which may extend into the required front setback. *[increased from 100 sf to 200 sf]*
9. **Covered front entry area with pillars or posts**. *[combined two standards into one]*
10. Roof with pitch greater than **six (6) feet in height per each twelve (12) feet in length**. *[increased from 3/12 to 6/12 pitch]*
11. Front side exterior brickwork or masonry.
12. **Permanent planter boxes with exterior brick, stone or masonry**. *[New feature added]*
13. **Balcony**. *[New feature added]*
14. **Eaves (minimum 16" eave)**. *[New feature added]*
15. **Decorate patterns on the exterior finish (e.g. scales/shingles, wainscoting, ornamentation and similar architectural design features)**. *[New feature added]*
16. **Decorative cornices**. *[New feature added]*

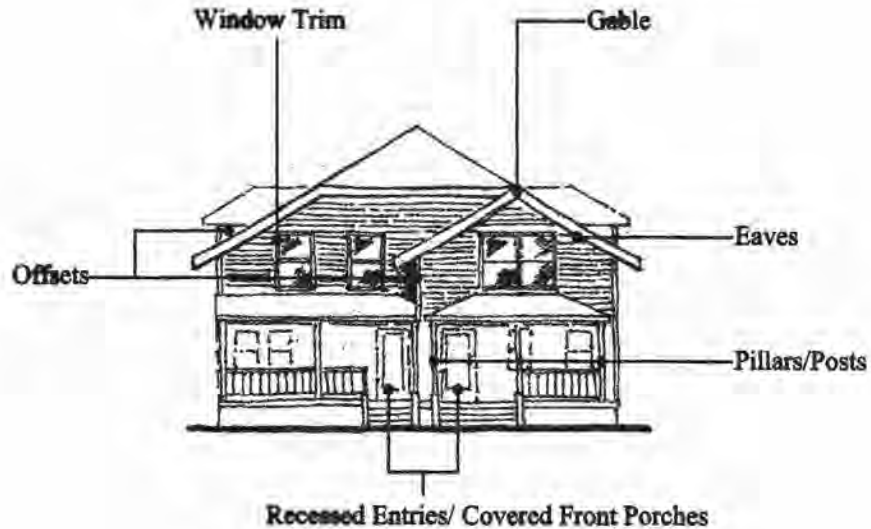
(Ord. 339 § 2 (part), 2006; Ord. 320 § 1 (part), 2004)

Architectural Design Standards from DLCD Model Code for Small Cities

The next two pages provide drawings that were developed and recommended by a consultant for DLCD as part of the model development code for small cities. They are very similar to Mill City's standards, but the illustrations provide some guidance on how to interpret the design features.

2.1.190 - Architectural Standards (*continued*)

Figure 2.1.190(c)2 Examples of Architectural Details

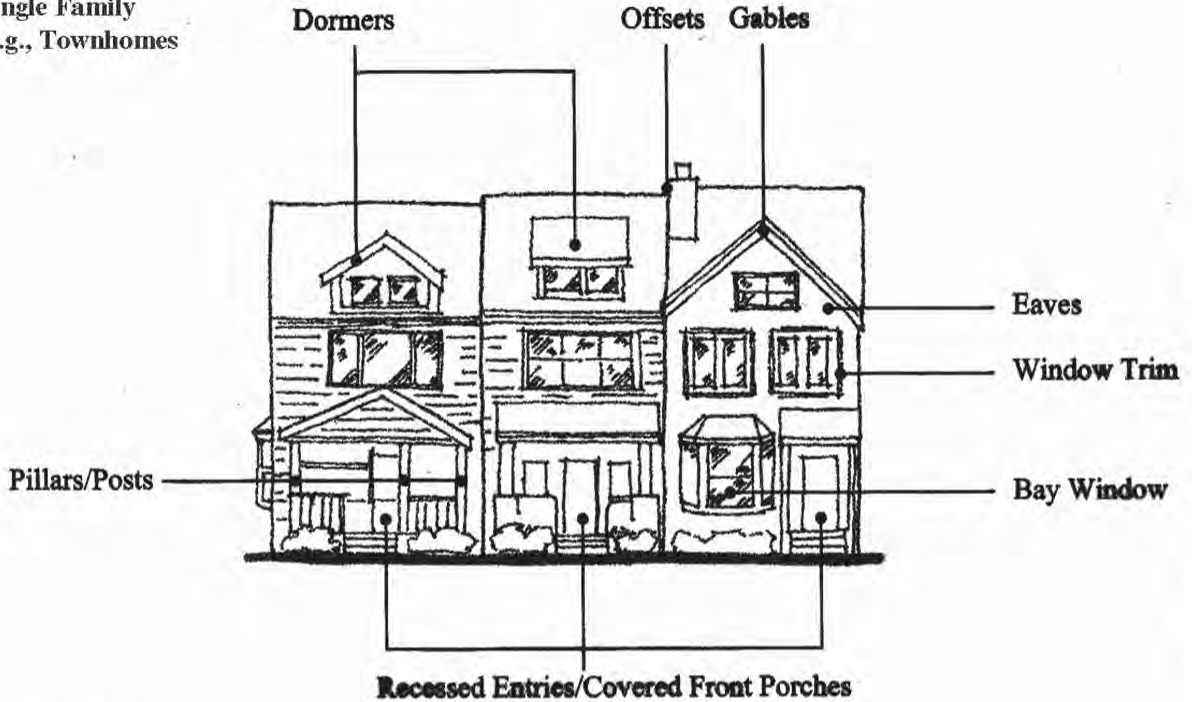


3. Detailed Design. All buildings shall provide detailed design along all elevations (i.e., front, rear and sides). Detailed design shall be provided by using at least 3 of the following architectural features on the front elevation and 2 on the rear and side elevations, as appropriate for the proposed building type and style (may vary features on rear/side/front elevations):
 - a. Dormers
 - b. Gables
 - c. Recessed entries
 - d. Covered porch entries
 - e. Cupolas or towers
 - f. Pillars or posts
 - g. Eaves (min. 6-inch projection)
 - h. Off-sets in building face or roof (minimum 16 inches)
 - i. Window trim (minimum 4-inches wide)
 - j. Bay windows
 - k. Balconies
 - l. Decorative patterns on exterior finish (e.g., scales/shingles, wainscoting, ornamentation, and similar features)
 - m. Decorative cornices and roof lines (e.g., for flat roofs)
 - n. An alternative feature providing visual relief, similar to options a-m above.

2.1.190 - Architectural Standards (continued)

Figure 2.1.190(c)3 Examples of Architectural Details (continued)

Single Family
(e.g., Townhomes)



Multi-Family Housing



Site Plan Review and Parking Standards

17.20.100 Site plan review. – CC Zone

Replace the Site Plan review standards for all types of multi-family residential and commercial projects with a new Site Plan Review chapter. See sample language at end of this document.

17.20.025 Uses permitted subject to site plan review. – CC Zone

The following uses are permitted in the CC zone subject to site plan review by the planning commission as specified in Section 17.20.045 of this chapter. The following activities require site plan review:

- A. RV storage facilities adjacent to SE Fairview Street and SE Remine Rd, with recreational vehicle storage entirely within the enclosed buildings. RV storage facilities are not permitted in any other area of the CC zone;
- B. Public Facilities;
- C. Church.
- D. Any new structure or structures, with a total building footprint of 1,000 square feet or more, other single family residences.**

(Ord. 344 § 1 (part), 2007)

17.44.060 Off-street parking. Modify retail parking standards and require all new multi-family, commercial parking lots and access driveways to be paved

At the time a building is constructed or enlarged, off-street parking spaces shall be provided as set forth in this chapter. Square foot measurements shall include ground floor area less space within a building for off-street parking and loading. Number of employees shall be defined as those working on the premises, including the proprietor, during the largest shift at peak season.

| Uses | Parking Space Requirements |
|--|--|
| A. Residential Uses. | |
| Single-family dwelling, duplex, or mobile home | Two spaces per dwelling unit |
| Multiple-family housing | Three spaces per two dwelling units |
| B. Commercial Residential Uses. | |
| Motel, Bed & Breakfast | One space per guest room or suite plus one additional space for the owner or manager |
| Club, lodge | Spaces to meet the combined requirements of the uses being conducted such as hotel, restaurant, auditorium, etc. |
| C. Place of Public Assembly. | |

| | |
|---|--|
| Church, other auditorium meeting room, arena, theater | One space per four seats or eight feet of bench length in the main auditorium |
| Nursery, primary school | Two spaces per teacher |
| Elementary, junior or senior high school | One space per classroom plus one space per administrative employee; or one space per four seats or eight feet of bench length in auditorium or assembly room, whichever is greater |
| D. Commercial Amusement Uses. | |
| Bowling alley | Five spaces per alley plus one space per two employees |
| Dance hall, skating rink | One space per 100 square feet of floor area plus one space per employee |
| E. Commercial Uses. | |
| Retail store except as provided in this subsection | One space per 350 200 square feet for retail store |
| Eating or drinking establishment | One space per 200-100 square feet of floor area for eating or drinking establishments |
| Service or repair shop; retail store handling exclusively bulky merchandise such as automobiles and furniture; bank; office (except medical or dental) | One space per 600 square feet of floor area plus one space per two employees |
| Medical or dental clinic | One space per 300 square feet of floor area plus one space per two employees |
| F. Industrial Uses. | |
| Storage warehouse; manufacturing establishment; rail or trucking freight terminal; wholesale establishment | One space per employee plus one space per 700 square feet of patron serving area |
| G. Other: Requirements for a building or development not specifically listed herein shall be determined by the planning commission based upon the requirements of comparable uses listed. | |
| H. Parking Standards. | |
| 1. Land hereafter used as an access driveway and/or parking area automobile parking area for multi-family residential use with three or more dwelling units, or for commercial, industrial or public use, requiring ten (10) or more parking spaces shall comply with the design, layout, drainage and paving requirements which are part of the city public works design standards as adopted by the city council. Land hereafter used as an automobile parking area for residential uses with two or fewer dwelling units, or for commercial, industrial or public use requiring nine or fewer spaces are | |

| | |
|---|---|
| | exempted from the parking requirements as specified in this chapter. An automobile, truck, trailer, or recreational vehicle sales area shall be paved with asphalt, concrete, or other all-weather, dust-free surface; |
| 2. | Driveway spacing requirements which are a part of the city public works design standards shall apply to all partitions and subdivisions approved after adoption of this section, to all two-family and multi-family housing and to all commercial, industrial and public uses. Single-family housing outside of a newly approved partition or subdivision is exempt from the driveway spacing requirements; |
| 3. | Driveway approach standards that are a part of the public works design standards shall apply to all new development in the city; |
| 4. | Driveway standards that are a part of the public works design standards shall not apply to single-family and two-family residences unless they are served by a common driveway serving multiple lots or a flag lot driveway over one hundred fifty (150) feet in length; |
| 5. | Each space within a parking lot for a multi-family dwelling or for a commercial, industrial or public use where the parking requirement is for ten (10) or more spaces shall be clearly and permanently delineated as shown in the city public works design standards. Bumper guards or wheel barriers shall be installed so that no portion of a vehicle projects into the right-of-way or over the adjoining property. |
| 1. | For retail, restaurant or hospitality uses in the CH zone, the Planning Commission may require the designation of 1 parking space for a vehicle + RV/trailer/boat or designate a parking space in a nearby public parking area. |
| I. Commercial Long-Term Vehicle Parking in a Residential Zone. The parking of a log truck, semi-truck, or similar commercial vehicle in a residential zone is permitted subject to the following provisions. | |
| 1. | The vehicle shall be either owned or operated by the occupant of the dwelling where the vehicle is parked; |
| 2. | The vehicle shall be parked wholly within the residential lot or on the street immediately adjacent to the lot; |
| 3. | The vehicle or trailer shall not be parked in a vision clearance area. |

(Ord. 283 § 6, 2001; Ord. 273 § 5.060, 1998)

Bed and Breakfast

Modify the code to allow Bed and Breakfast facilities. In reviewing the Mill City Zoning Code Bed & Breakfast facilities are currently allowed in the following zones:

Add the following definition in Section 17.04.010

Bed and Breakfast. “Bed and Breakfast” means any establishment located in a structure designed for a single family residence and structures appurtenant thereto, regardless of whether the owner or operator resides in any of the structures, that:

- (a) Has more than two rooms for rent on a daily basis to the public;

(b) Offers meal service as provided in ORS 624.046 (Bed and breakfast facility regulation) as part of the cost of the room.

[Note: See ORS 624.010 and OAR 333.170 for additional regulatory requirements from the Oregon Health Authority, Public Health Division].

| | |
|--|--|
| R-1 Single Family Residential Zone. | Eliminate B&B as a Conditional Use Permit in R-1 zone. |
| R-2 Multi-family Residential Zone. | Eliminate B&B as a Conditional Use Permit in R-2 zone. |
| CC Central Commercial Zone. | Allowed outright – lodging. Add a reference to B&B. |
| CH Highway Commercial Zone. | Allowed outright – lodging. Add a reference to B&B. |

NEW CHAPTER – SITE PLAN REVIEW

| | |
|-------------------|---|
| Section 17.76.010 | Application |
| Section 17.76.020 | Hearing and Action on a Site Plan Application |
| Section 17.76.030 | Criteria for Review of a Site Plan |
| Section 17.76.040 | Conditions of Approval |
| Section 17.76.050 | Time Limit on Approved Site Plan |
| Section 17.76.060 | Certificate of Occupancy |

Section 17.76.010. Application.

- A. Pre-Application Coordination. Before the city may accept an application for site plan review, the applicant shall meet with the zoning official, or his or her designee, to review the applicable city code requirements and procedures. The purpose of the pre-application meeting is to answer questions about city requirements and inform the applicant of any other requirements (e.g., those of outside agencies or service providers) that must be addressed before the city can accept an application as complete and schedule a planning commission hearing.
- B. Site Plan Review Application. An application for a site plan review and a filing fee shall be submitted to the City in accordance with the provisions of Chapter 17.64 of this title.
- C. Site Plan Submittal Requirements. The site plan shall show the general layout of the property where the development is to be sited and shall meet the application requirements of Section 17.64.060. In addition, the applicant shall submit the following information, if applicable to the proposed use:
 1. The location and dimensions of each existing or proposed building, the distance from all property lines for all buildings to be located on the property and the distances between the buildings.
 2. The number of dwelling units to be placed on the property, including information pertaining to the size of the dwelling unit and the number of bedrooms by type of unit (i.e. studio apartment).
 3. When the proposed development contains three (3) or more dwelling units or non-residential structure larger than 5,000 sf, an architectural rendering of the project, showing typical views of the property which would be seen from the street or abutting properties. Architectural

renderings will include elevation plans, drawn to scale, for front, rear and side views of all structures, other than accessory uses.

4. The location, pavement width, and type of surfacing for all streets abutting the proposed development and for those streets which are intended to serve as primary access to the proposed development.
5. The location, width, and intended ownership and maintenance responsibility of the access driveways and any interior access roads serving the property, and of walkways serving the property.
6. The location, width, and surfacing for all sidewalks and pathways to be located on or adjacent to the property.
7. The design, location and dimensions of the parking lot, the number of parking spaces to be accommodated, and the locations and dimensions of each parking space.
8. The location and dimensions of recreation and play areas and a detailed site plan for the recreation and play area.
9. Detailed site plans showing existing and proposed sewer facilities and water facilities including water mains, fire hydrants, backflow prevention devices and other fire protection facilities.
10. Detailed plan for storm drainage, including drainage calculations, storm sewers, detention/retention facilities, bio swales, rain gardens, water courses and water quality structures and facilities.
11. Proposed cuts, and fills, and flood plain certification and flood proofing measures, if necessary.
12. A plan for the location of refuse containers on the site including how the containers will be screened from view.
13. A plan for the location and dimensions of any identification signs to be placed on the site, in compliance with Section 17.68.
14. A plan for buffering, screening, fencing, and landscaping. The landscaped area shall comprise no less than 10% of the site. The plan shall show proposed landscaping and buffering. Plans shall identify existing trees with a 12" diameter or larger trunk and any unique natural features on the property.
15. A plan for the location and type of exterior lighting.
16. Proposed ownership pattern and a proposal for maintaining the property.

Section 17.76.020. Hearing and Action on a Site Plan Application.

Before the planning commission may act on an application for a site plan review it shall hold a public hearing in accordance with the provisions of Sections 17.64.080 to 17.64.090 of this title. After the public hearing is closed, the planning commission shall either: approve, deny, or approve with conditions or modifications.

Section 17.76.030. Criteria for Review of a Site Plan.

A decision to approve or deny a site plan shall be based on the following criteria:

- A. The existence of or ability to provide adequate utilities including water, sewer, surface water drainage, power and communications, including easements, to properly serve development on the subject property in accordance with city public works standards.
- B. Provision of safe and efficient internal traffic circulation, including pedestrian and motor vehicle traffic, and provision for safe access to and from the property to adjacent public streets.
- C. Provision of necessary improvements to local streets, including the dedication of additional right-of-way to the city and/or the improvement of traffic facilities to accommodate access for emergency vehicles and the additional traffic load generated by the proposed development of the site.
- D. Provision of on-site parking areas and adequate loading/unloading areas for the proposed uses and in compliance with Sections 5.200 to 5.230 of this ordinance. The parking area shall be designed to facilitate the safe movement of traffic and pedestrians and minimize traffic congestion.
- E. The design and placement on the site of buildings and other structural improvements shall provide compatibility in size, scale, and intensity of use between the proposed development and similar development on neighboring properties. The location, appearance and size of the proposed buildings shall be designed to properly serve anticipated users of the proposed improvements.
- F. Provision of landscaping of the site including the planting of trees, street trees, shrubs, and groundcovers so that the landscaping presents an attractive interface with adjacent residential properties.
- G. Provision of visual or physical barriers around the property including the provision of site obscuring fencing or vegetative screening between a commercial and/or public use and adjacent residential properties.
- H. Lighting sufficient to satisfy the intended use of the property but designed in such a manner as to not present an adverse impact (as measured by excessive brightness or glare) upon adjacent land uses or traffic movements.
- I. The use is in compliance with the other development standards which are specified by Mill City Zoning Code or public works design and construction specifications.

Section 17.76.040. Conditions.

The Planning Commission, in granting approval, reserves the right to place additional conditions that are consistent with the intent and purpose of this ordinance. These may include, but are not limited to, the number of dwelling units, buffers or screening, landscaping, lighting, location and design of parking areas, number of access points, security gates and fencing, flood protection measures, public improvement requirements and any other conditions to ensure compliance with applicable regulations and laws.

Section 17.76.050. Time Limit on Approved Site Plan.

Approval of a site plan shall be void two years after the date of the Notice of Decision unless a building permit has been issued. However, upon written request, the planning commission has the authority to grant one extension for a period of up to one year.

Section 17.76.060. Certificate of Occupancy.

A certificate of occupancy for the building will be issued upon final inspection and approval by the Building Inspector and certification by the City that all of the conditions of approval have been complied with. It shall be unlawful to use or occupy any new building or premises until a certificate of occupancy has been issued by the Building Official stating that the proposed use of the building or land conforms to the requirements of the adopted building code, this ordinance, and any other City conditions attached to the development or use of the building or land.

RELATED CHANGES

Note: If the site review Chapter is recommended, the City will need to amend the following sections of the Code to refer to the new Chapter 17.76 “Site Plan Review”.

| | | |
|-----------------|--|--|
| SFR Zone | 17.12.030 - Conditional Uses | Modify & Refer to new Chapter 17.76. |
| | 17.16.020 - Permitted Uses | Modify & Refer to new Chapter 17.76. |
| MF Zone | 17.16.030 - Conditional Uses | Modify & Refer to new Chapter 17.76. |
| | 17.16.100 - Site Plan Review | Modify & Refer to new Chapter 17.76. |
| CC Zone | 17.20.025 - Permitted Uses subject to Site Plan Review. | Modify Section |
| | 17.20.045 - Site Plan Review | Delete Section on Site Plan Review. |
| CH Zone | 17.24.050 – Site Plan Review | Modify & Refer to Chapter 17.76. |
| I Zone | 17.28.025 - Site Plan Review | Add a new Section on Site Plan Review and Refer to Chapter 17.76. Landscaping & Buffering are currently the only items subject to Site Plan Review. Modify and Refer to Chapter 17.76. |
| P Zone | 17.32.020 - Public Buildings | Add a requirement for site plan review for Public buildings. Discuss what facilities will be required to undergo a Site Plan Review. Modify and Refer to Chapter 17.76. |
| SPD Zone | 17.36.020 – Permitted Uses | Site Plan Review is required. Change reference from standards in Section 17.36.020 to Chapter 17.76. |

Chapter 17.12 – Single Family Residential (R-1) Zone

The Planning recommends change references for Site Plan Review to the new Chapter 17.76. All new buildings which require a conditional use permit will also go through the site plan review process.

17.12.030 Conditional uses permitted.

In an R-1 zone, the following uses and their accessory uses may be permitted subject to the provisions of Sections 17.52.010 through 17.52.080 of this title **and the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title:**

- A. Church;
- B. Community center;
- C. Governmental structure or use of land;
- D. Hospital, sanitarium, rest home, convalescent home, residential facility, or similar facility;
- E. Nursery school, day nursery, kindergarten, day care facility, or similar activity;
- F. Public school or private school offering curricula similar to public school;
- G. Public utility facility;
- ~~H. Bed and breakfast establishment as defined by ORS 624.010;~~
- I. Parking lot intended to serve a use permitted within the CC or CH zone when the parking lot abuts or is across a street or an alley from the use in the CC or CH zone.

Chapter 17.16 – Multi-Family Residential (R-2) Zone

The Planning Commission recommends modifying the architectural design standards for all new duplexes and multi-family housing. The code is also modified to change references for Site Plan Review from 17.16.100 to the new Chapter 17.76.

17.16.020 Uses permitted outright.

In an R-2 zone, the following uses and their accessory uses are permitted outright:

- C. Two-family dwelling, **subject to the design standards in Section 17.16.080 and Section 17.16.100 and the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title.**
- D. Multifamily dwelling, **subject to the design standards in Section 17.16.080 and Section 17.16.100 and the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title.**

17.16.030 Conditional uses permitted.

In an R-2 zone, the following uses and their accessory uses are permitted subject to the provisions of Sections 17.52.010 through 17.52.080 of this title **and the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title:**

- A. Conditional use permitted in the R-1 zone;
- B. Manufactured home park.

17.16.100 ~~Site Plan Review.~~ Duplex and Multi-family housing development standards.

Modify section to eliminate all procedural requirements in this section.

When more than one residential structure is to be placed on a lot or when a residential structure with two or more dwelling units is to be placed on a lot, the proposal must comply with the following development standards:

- A. Buffer. A buffer shall be provided on each side of a property. The buffer area shall be a minimum of five feet in width for a one story building and seven and one-half feet in width for a building taller than one story. The buffer shall contain a continuous fence or wall a minimum of three feet in height, supplemented with landscape planting, so as to effectively screen the property from adjoining residential properties. Buffer areas may not be used for building, parking, or driveways, unless the area is the most suitable location for a driveway. Buffers may be used for landscaping, sidewalks or pathways and for utility placement.
- B. Landscaping.
 - 1. All areas intended for use as part of the building project shall be completely and permanently landscaped except for buildings, areas used for refuse containers, and areas set aside for access driveways, off-street parking, sidewalks, and pathways.
 - 2. All landscaped and buffered areas shall be continually maintained in an attractive manner.
- C. Screening of Refuse Containers. Except for one- and two-family dwellings, any refuse container or disposal area visible from a public street or abutting property zoned R-1 or R-2 shall be screened from view by placement of a solid wood, concrete block or similar fence or evergreen hedge at least five feet in height.
- D. Fencing.
 - 1. Barbed wire and electric fences are prohibited.
 - 2. Fences shall be maintained in a condition of reasonable repair and shall not remain in a condition of disrepair, including noticeable leaning, broken supports, missing sections, or replaced or supplemented with weeds or noxious vegetation.
- E. Parking.
 - 1. Off-street parking shall be provided in compliance with the standards of Section 17.44.060 of this title.
 - 2. Off-street parking areas for residential structures with three or more dwelling units shall be set back a minimum of fifteen (15) feet from property lines abutting a street and ten (10) feet from lots zoned either R-1 or R-2.
- F. Access Driveways. The location and improvement of an access driveway onto a public street shall meet the following requirements:
 - 1. Driveways shall have a width of ten (10) to sixteen (16) feet for one-way driveways and twenty (20) to thirty-two (32) feet for two-way driveways.
 - 2. There shall be a minimum separation of twenty-two (22) feet between driveways.
 - 3. Driveways shall be at least twenty (20) feet from the intersection with a minor street and thirty (30) feet from the intersection with an arterial or collector street.
 - 4. Driveway spacing, as well as driveways and driveway approaches, shall be consistent with the public works design standards as adopted by the City of Mill City.

Chapter 17.20 – Central Commercial (CC) Zone

The Planning recommends new commercial and multi-family buildings in the CC zone go through a site plan review process and comply with the architectural design standards for all new duplexes and multi-family housing. Changes references for Site Plan Review from 17.16.100 to the new Chapter 17.76.

17.20.025 Uses permitted subject to site plan review.

Any of the following uses and activities are permitted in the CC zone subject to **the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title:**

- A. Construction of a new building larger than 1,000 square feet.
- B. An addition to an existing building(s) larger than 1,000 square feet.
- C. A change in land use (e.g., increase the number of dwelling units, change from residential to commercial use, or from less intensive to more intensive commercial or industrial use) that will;
 - 1. Add dwelling units, or
 - 2. Require three or more additional parking spaces or an additional loading area; or
 - 3. Modify site circulation or access. Modified site circulation or access includes changes to the parking lot configuration, changes in circulation, access between multiple parcels or change in the driveway location.
- C. RV storage facilities adjacent to SE Fairview Street and SE Remine Rd, with recreational vehicle storage entirely within the enclosed buildings. RV storage facilities are not permitted in any other area of the CC zone. The following special standards apply to RV storage facilities:
 - 1. Provision of security fencing and gates to control entry and exit of vehicles into the site, with security fencing and gates located to ensure that recreational vehicles can pull completely off of the public street before entering the security gate.
 - 2. Provision of landscaping in public right-of-way on SE Fairview Street and Remine Road.
 - 3. No outside storage shall be permitted.
- D. Government building, schools and public facilities.
- E. Church.

17.20.045 Site plan review process. Delete this section. Replaced by Chapter 17.76.

Chapter 17.24 – Highway Commercial (CH) Zone

Modifies section to eliminate all procedural requirements in this section and add reference to the Site Plan Review Chapter 17.76.

17.24.050 Site plan review process.

In an CH zone, a use that is subject to a site plan review shall comply with the site **plan review provisions in Sections 17.76.010 to 17.76.060 of this title and the following requirements:**

- A. Within five days of acceptance of the site plan application, the city shall furnish one copy of the proposal to the Oregon Department of Transportation (ODOT), the Mill City Rural Fire Protection District, and to all other affected city, county, state and federal agencies, special districts and utilities, as determined appropriate by the city and as outlined in Section 17.64.080 of this title.

- B. Hearing and Action on a Site Plan Review Application. Before the planning commission may act on an application for a site plan review it shall hold a public hearing thereon in accordance with the provisions of Sections 17.64.080 and 17.64.090 of this title. Hearing notice shall be provided to the Oregon Department of Transportation. After the public hearing is closed, the planning commission shall approve, deny, or approve with conditions or modifications, the site plan review application based on the site plan review standards and criteria in Chapter 17.76 and the following additional criteria:
1. Adequate on-site parking is available and is designed to facilitate the safe movement of traffic and pedestrians;
 2. Access to or from Highway 22 will conform to the Oregon Highway 22-Access Management Plan in Mill City provisions (highway access spacing, access management and streetscape/landscape improvements) under Section 17.24.090;

Chapter 17.28 – Industrial (I) Zone

Modifies section to add standards and a reference to the Site Plan Review Chapter 17.76.

17.28.025 Uses permitted subject to site plan review.

Any of the following uses and activities are permitted in the I zone subject to **the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title:**

- A. Construction of a new building larger than 1,000 square feet.
- B. An addition to an existing building(s) larger than 1,000 square feet.
- C. A change in land use (e.g., increase the number of dwelling units, change from residential to commercial use, or from less intensive to more intensive commercial or industrial use) that will;
 1. Add dwelling units, or
 2. Require three or more additional parking spaces or an additional loading area; or
 3. Modify site circulation or access. Modified site circulation or access includes changes to the parking lot configuration, changes in circulation, access between multiple parcels or change in the driveway location.

Chapter 17.32 P PUBLIC ZONE* [Add 17.32.025 & Renumber Sections]

- [17.32.010 Applicability.](#)
- [17.32.020 Use regulations.](#)
- [17.32.025 Uses Permitted subject to site plan review](#)
- [17.32.030 Conditional uses permitted.](#)
- [17.32.040 Lot size and width.](#)
- [17.32.050 Height requirements.](#)
- [17.32.060 Yard requirements.](#)

Modifies section to add a reference to the Site Plan Review Chapter 17.76.

17.32.025 Uses permitted subject to site plan review.

Any of the following uses and activities are permitted in the P zone subject to **the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title:**

- A. Construction of a new building larger than 1,000 square feet.
- B. An addition to an existing building(s) larger than 1,000 square feet.
- C. A change in land use (e.g., change from a less intensive to more intensive public use) that will;
 1. Require three or more additional parking spaces or an additional loading area; or
 2. Modify site circulation or access. Modified site circulation or access includes changes to the parking lot configuration, changes in circulation, access between multiple parcels or change in the driveway location.

Chapter 17.36 SPD SPECIAL PLANNED DEVELOPMENT ZONE

17.36.020 Uses permitted outright.

In the SPD zone no use of property shall be permitted outright. Any uses and activities permitted in the SPD zone are subject to **the site plan review provisions in Sections 17.76.010 to 17.76.060 of this title.**

NEW SECTION – COMPLIANCE

17.04.040 Compliance with title provisions.

- A. No building shall be erected, enlarged or structurally altered, nor shall any land or building be used for any purpose other than is permitted in the zone in which said building or land is located.
- B. No lot shall be so reduced or diminished so that the yards or other open spaces shall be smaller than prescribed by this title nor shall the density of population be increased in a manner except in conformity with the area regulations herein established.
- C. No yard or other open space provided about any building in compliance with this title shall be considered as any part of a yard or open space for any other building, nor shall any yard or open space of adjacent property be considered as providing a yard or open space required for a building.
- D. **Activities and developments that do not require a land use application are nevertheless subject to the provisions of this title, including, but not limited to setbacks, lot coverage, building height, design standards, parking, public works standards, on-site development and environmental standards.**

(Ord. 273 § 1.040, 1998)

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Community Development Consultant
791 E. Hollister St.
Stayton, OR 97383-1334
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INVOICE

Client: **City of Mill City**
P.O. Box 256
Mill City, OR 97360

Project: Planning Services Job #: 1025

Billing Date: August 30, 2016

Professional Services rendered to the City of Mill City for the period August 1-29, 2016.

Planning & Administrative Services:

General

11.35 hours General Planning Services: PC Meeting, meet with Spring Aerni re site improvements @ SW Cedar; prospective applicant @ VSP; site visits, Dangerous & Derelict Building reviews and edits, consultations w/ Stacie Cook and Councilor Baughman on planning issues.

11.35 hours @ 70/hr \$ 794.50

Planning Applications

5.80 hours 2016-06 Dollar General – Building Permit plans review & coordination with City Engineer on civil plans requirements; Building Permit checklist for staff.
3.10 hours 2016-06 Dollar General – Building Permit plans review & coordination with City Engineer on civil plans requirements; Building Permit checklist for staff.
2.75 hours 2016-09 Zoning Code Amendments: Parking, Site Review, etc.

12.65 hours @ 70/hr \$ 815.50

Subtotal – General Planning & Admin Personal Services \$ 1,610.00

No Charge

4.25 hours Miscellaneous items, building permit review form. ORCA cert of occ review etc.

Expenses

Mileage Charges @ .55 per mile – 72 miles \$ 39.60
Phone & Fax Charges \$ 0.00

Subtotal of Expenses \$ 39.60

Total Due: \$ 1,649.60

Remit to:

David W. Kinney
Community Development Consultant
791 E. Hollister St.
Stayton, Oregon 97383

David W. Kinney
Community Development Consultant
791 E. Hollister Street, Stayton, OR 97383
Office: 503.769.2020 * Cell: 503.551.0899 * Fax: 503.769.4111
dwkinney@wvi.com

Client: City of Mill City

Month: August 1 to 31, 2016

Land Use Applications

| Date | Start Time | End Time | Total | Admin | Planning General | Comp Plan Update | ORCA | Dollar General | Boneyard Bakery | Zoning Code Amendmts | No Charge | Total | Work Activities | Miles |
|-----------|------------|----------|-------|-------|------------------|------------------|------|----------------|-----------------|----------------------|-----------|-------|---|-------|
| | | | | | | | | | | | | | | |
| 8/5/2016 | 1:50 | 2:15 | 0.40 | | 0.40 | | | | | | | 0.40 | Research Home Occupation Question for property on SW Spring St. and Email response to Stacie | |
| 8/7/2016 | 12:45 | 3:45 | 3.00 | | 0.50 | | | | | 1.50 | 1.00 | 3.00 | Prep PC Agenda & PC Packet; Email Packets to Stacie Cook & PC Members; Email Form 1 Notice of Zoning Code Amendments to DLCD & Stacie Cook; | |
| 8/11/2016 | 3:45 | 5:15 | 1.50 | | 1.50 | | | | | | | 1.50 | Review Dangerous & Derelict Building Code Revisions per Roel Lundquist comments. Email response w/ copy of corrected ordinance to Roel. | |
| 8/12/2016 | 2:15 | 3:30 | 1.25 | | 1.25 | | | | | | | 1.25 | Review Dangerous & Derelict Building Code Revisions per Roel Lundquist followup email of 8-12. Check MCMC Chapter 3.08 and Oregon State Structural Specialty Code, Chapter 24 "Windows & Glazing";. | |
| 8/12/2016 | 4:10 | 4:40 | 0.50 | | 0.50 | | | | | | | 0.50 | Review Dangerous & Derelict Building Code Revisions per Roel Lundquist followup email of 8-12. Email response w/ copy of corrected ordinance to Roel. | |
| 8/15/2016 | 3:45 | 4:05 | 0.35 | | 0.35 | | | | | | | 0.35 | Call w/ Stephanie re: new home requirements for lot at 410 Santiam Pointe Loop; Follow-up Email to Stacie and Kim. | |
| 8/15/2016 | 12:45 | 12:55 | 0.15 | | 0.15 | | | | | | | 0.15 | Check OAR 333 re: Bed & Breakfast requirements; Email info to Kim to print for PC; Email response to Ann Carey; | |
| 8/16/2016 | 4:00 | 4:45 | 0.75 | | 0.75 | | | | | | | 0.75 | Prep PC minutes template; PC meeting | |
| 8/16/2016 | 6:15 | 8:15 | 0.75 | | 0.75 | | | | | 1.25 | | 2.00 | PC meeting | |
| 8/17/2016 | 2:15 | 3:15 | 0.80 | | | | | 0.80 | | | | 0.80 | Call w/ John Ashley to review the PW Design Review of the Civil Drawings for the Dollar General building plans. | |
| 8/17/2016 | 3:20 | 3:30 | 0.15 | | 0.15 | | | | | | | 0.15 | Call w Leah (VSP, Property @ 150 Santiam Pointe Loop) | |
| 8/18/2016 | 3:50 | 4:05 | 0.25 | | 0.25 | | | | | | | 0.25 | Phone call from Scott Baughman re: Spring Aerni commercial development; change of use requirements for Air B&B type facility.. | |
| 8/22/2016 | 10:10 | 10:40 | 0.25 | | | | | 0.25 | | | | 0.25 | Call w/ John Ashley, Shawn Nguy (Dollar General Engineer) & Brad Krem (Embrece Development) re: engineering comments, particularly storm drainage system design and detention requirements. | |
| 8/24/2016 | 9:40 | 11:30 | 1.25 | | | | | 1.00 | | | 0.25 | 1.25 | Review Partition map for Dollar General site; Prepare partition checklist for City reviews of all final plat submittals.. | |
| 8/24/2016 | 11:45 | 1:00 | 1.25 | | 1.25 | | | | | | | 1.25 | Spring Aerni - Air B&B building Site Visit; ID city code issues to be addressed with final building review: fence location, Clear Vision, Pergola Extension; ADA Parking Requirements, Driveway Approach Paving, Accessory Building Setbacks; Review prior Code Interpretations w/ Stacie Cook - Residential vs. commercial use | 36 |
| 8/24/2016 | 2:15 | 3:00 | 0.75 | | | | | 0.75 | | | | 0.75 | Review Partition map for Dollar General site; Prepare partition checklist, compile docs and email memo to John Ashely for his review.for | |
| 8/24/2016 | 3:00 | 5:15 | 2.00 | | | | | 1.25 | | | 0.75 | 2.00 | Review Building Permit - Site Plan Review Requirements for Dollar General; Review Civil Engineering plan submittal from PACLAND Engineering (Shawn Nguy); Prepare building permit checklist for City Hall staff to use. Email to Stacie Cook. | |
| 8/25/2016 | 9:40 | 10:15 | 0.50 | | 0.50 | | | | | | | 0.50 | Code Interpretation Memo to Spring Aerni re: commercial lodging facility at 213 Cedar Street in Mill City; Review of Central Commercial zone basic zoning requirements, fencing, setbacks, clear vision, parking and public work requirements. | |
| 8:25-2016 | 10:30 | 11:00 | 0.50 | | | | | 0.50 | | | | 0.50 | Call w/ John Ashley re: civil plans review; partition review and building permit checklist for City staff. | |

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Client: City of Mill City

Month: August 1 to 31, 2016

Land Use Applications

| Date | Start Time | End Time | Total | Admin | Planning General | Comp Plan Update | ORCA | Dollar General | Boneyard Bakery | Zoning Code Amendmts | No Charge | Total | Work Activities | Miles |
|-----------|------------|----------|-------|-------|------------------|------------------|------|----------------|-----------------|----------------------|-----------|-------|--|-------|
| 8/25/2016 | 11:30 | 12:30 | 1.00 | | | | | 0.75 | | | 0.25 | 1.00 | Edit Partition Checklist Memo & Email to Michael Rennick, Weddle Surveying, Shawn Nguy, PACLAND, John Ashley & Stacie Cook. Edit Building Permit Checklist for Dollar General based on discussion w/ John Ashley. | |
| 8/25/2016 | 1:00 | 3:00 | 2.00 | | 1.00 | | | | | | 1.00 | 2.00 | Code Interpretation Memo to Spring Aermi re: commercial lodging facility at 213 Cedar Street in Mill City; Review of Central Commercial zone basic zoning requirements, fencing, setbacks, clear vision, parking and public work requirements. | |
| 8/25/2016 | 3:10 | 3:20 | 0.15 | | 0.15 | | | | | | | 0.15 | Call w/ Stacie re: various emails: Aermi, DG Bldg Permit, Dangerous Building Ord. | |
| 8/26/2016 | 2:45 | 3:15 | 0.50 | | | | | 0.50 | | | | 0.50 | Review City Engineer's Letter of Conditional Approval - Dollar General; Modify Building Permit Checklist for City staff. | |
| 8/26/2016 | 3:15 | 3:40 | 0.40 | | 0.40 | | | | | | | 0.40 | Dangerous Building Ordinance Final review. Email edits to Scott Baughman, Roel Lundquist and Stacie Cook. | |
| 8/29/2016 | 8:45 | 9:45 | 1.00 | | 1.00 | | | | | | | 1.00 | Meet property owner @ VSP site to identify setbacks / development requirements. | 36 |
| 8/29/2016 | 9:30 | 12:00 | 2.50 | | 0.50 | | 1.25 | | | | 0.75 | 2.50 | CH: Review ORCA Request for release of Certificate of Occupancy; Russ re: 365 NE Third prop line; Site inspection at ORCA w/ Russ Foltz for final inspection and | |
| 8/29/2016 | 1:15 | 3:00 | 1.75 | | | | 1.50 | | | | 0.25 | 1.75 | Email and phone calls w/ Gerry Juster & Robert Earl @ ODOT Permits; Call w/ Stacie Cook re: do not issue certificate of occupancy until Ron Ped resolves ODOT Permit issues and outstanding site plan review requirements; Email to Ron Ped w/ cc to ODOT, Stacie re: permit requirements. | |
| 8/29/2016 | 4:35 | 5:00 | 0.35 | | | | 0.35 | | | | | | Conference call w/ Ron Ped, Gerry Juster and Robert Earl, ODOT re approach construction requirements.. | |
| | | | | | | | | | | | | - | | |
| | | | 26.00 | - | 11.35 | - | 3.10 | 5.80 | - | 2.75 | 4.25 | 26.90 | | 72 |

| Hours | Rate | Total |
|-------|------|-----------------|
| 23.00 | 70 | 1,610.00 |
| 72 | 0.55 | 39.60 |
| | | 1,649.60 |