

Staff Report Template – Site Plan Review for Commercial or Industrial Development

Notice Information

Notice of Filing Mail Date	February 12, 2024
Notice Area	300 feet
Comment Period	14 days
Comment Due Date	February 26, 2024
Comments Received (summarize below)	1

COMMENTS:

Comments concerning the proposed land development were submitted by Elizabeth Krabill of 604 Bain Street on February 26, 2024, prior to 5:00 p.m. Comments expressed concern of habitat loss due to the tree felling and visual impacts, duration of the construction of the proposed development, and future proposed development upon the subject property.

The applicant proposes to fell a total of nine trees for the placement of two modular office units. The trees to be felled are not located within the Significant Wetland or the corresponding Riparian Corridor. Findings addressing tree felling are found within this staff report.

The proposed development is clustered near the existing development to limit the number of trees to be felled and to provide easy access to the existing development and improvements. The Albany Development Code does not contain design standards for matching materials or exterior colors for properties in commercial zoning districts located outside of a Village Center Comprehensive Plan designation.

The submitted comments were relayed to the applicant’s representative for further clarification concerning the development timeline and any further development plans upon the site. The applicant’s representative did not respond to comments submitted. Staff do not have any additional information to answer these questions.

Analysis of Development Code Criteria

Section 2.450 of the ADC includes the following review criteria, which must be met for this application to be approved. Development code criteria are written in bold followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

CRITERION 1 – COMPLETENESS

Date application received: January 18, 2024

Date application was paid: January 18, 2024

Date application deemed complete: February 8, 2024

CRITERION 2 – ZONING DISTRICT DEVELOPMENT STANDARDS

Standard	CC Zone	Proposal
Minimums		
Lot size (sq. ft.)(1)	None	No change
Lot width	None	No change
Lot depth	None	No change
Front setback	10'	No change
Interior setbacks -abutting non-res'l	None	No change
Interior setbacks - abutting res'l district	10' (5)	Over 10'
Maximums		
Building Size (sq. ft.)	100,000	Two new buildings each 360 square feet.
Lot size (sq. ft.)	None	No change
Height (8)	50'	No change

Lot Coverage (7)	90%	Total coverage will increase to 36%
Landscaped Area (3)	100%	No change
Open Space	N/A	N/A

Special Circumstances and Exceptions	
(1)	The minimum lot size for residential units is 1,600 sq. ft. per unit. No minimum lot size is required for non-residential development.
(2)	New NC zones may be no more than 30,000 sq. ft. of contiguous land.
(3)	All yards adjacent to streets. Approved vegetated post-construction stormwater quality facilities are allowed in landscaped areas.
(4)	The minimum lot size for supporting commercial uses may be smaller than 3 acres.
(5)	Structures on property abutting residential districts and/or uses require 1 foot of setback for each foot of finished wall height with a minimum setback of 10 feet.
(6)	No setbacks are required for buildings abutting railroad rights-of-way.
(7)	Lot coverage for single dwelling detached and middle housing development shall only include the area of the lot covered by buildings or structures.
(8)	Unless in Airport Approach Overlay District. See Sections 4.400 to 4.440.
(9)	Ten or more multiple-dwelling units require common open space. See Section 8.220.
(10)	The maximum business footprint for supporting commercial uses allowed in IP is 5,000 square feet. The maximum business footprint for convenience-oriented and personal service-oriented retail uses in NC and OP is 5,000 square feet. Convenience-oriented and personal service-oriented retail uses in buildings constructed prior to February 7, 2003, in the NC and OP districts are exempt from the maximum business footprint.
(11)	When adjacent to or across the street from residentially zoned land, the setback shall be 1 foot for each foot of building height over 30 ft. Buildings may increase in height (“step” up) as the setback increases. For example, at the minimum setback in LI, a building may be 30 feet tall but may increase in height up to 50 feet when set back 50 feet from the property line.
(12)	Higher structures permitted by Conditional Use approval.
(13)	The maximum building size may be exceeded for non-commercial and non-office uses when the building is multi-story.

CRITERION 3 – SPECIAL PURPOSE DISTRICTS

Overlay	Checklist	Supplemental Findings
Article 4, Airport Approach	Transitional Surface <input type="checkbox"/> Horizontal Surface <input type="checkbox"/> Conical Surface <input checked="" type="checkbox"/> Approach Surface <input type="checkbox"/> None <input type="checkbox"/>	3.1: The subject property is located within the conical surface of the Airport Approach overlay district. The proposed development will not exceed the maximum height for structures within the Conical Surface Airport Approach Overlay.
Article 4, Ldn Contours	55 Ldn <input type="checkbox"/> 60 Ldn <input type="checkbox"/> 65 Ldn <input type="checkbox"/> None <input checked="" type="checkbox"/>	
Article 6, Floodplain Overlay District (/FP)	Floodway <input checked="" type="checkbox"/> Floodplain <input checked="" type="checkbox"/> FIRM Panel No. 41043C214H Base Flood Elevation 214.5 NGVD 29 <input type="checkbox"/> NAVD 88 <input checked="" type="checkbox"/> Elevation Cert. <input type="checkbox"/> LOMA <input type="checkbox"/> LOMR-F <input type="checkbox"/> CLOMR-F <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	3.2: Portions of the subject property are located within the determined Floodway and flood fringe. The proposed development is not located within the floodway or flood fringe upon the subject property.
Article 6, Hillside Development Overlay (/HD)	Applicable <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> Geotech Report Required <input type="checkbox"/>	3.3: The subject property contains slopes that are greater than 12 percent. The proposed development is not located within the hillside development overlay district.
Article 6, Riparian Corridor Overlay (/RC)	Exempt <input type="checkbox"/> Natural Resource Impact Review <input type="checkbox"/> Mitigation Required <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	3.4: The subject property contains portions within the Riparian Corridor overlay. The applicant submitted a site map with the surveyed Ordinary High Water Mark (OHWM) surveyed. The proposed development is not located in or within 30 feet of the Riparian Corridor overlay district.

Article 6, Significant Wetland Overlay (/SW)	Exempt <input type="checkbox"/> Natural Resource Impact Review <input type="checkbox"/> Mitigation Required <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	3.5: The subject property contains portions within the Significant Wetland Overlay. The proposed development is not located within the Significant Wetland overlay district.
Article 6, Habitat Assessment Overlay (HA)	Exempt <input type="checkbox"/> Natural Resource Impact Review <input type="checkbox"/> Mitigation Required <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	
Article 6, Willamette Greenway Overlay (/WG)	Applicable <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	
Article 7, Historic Overlay District	Monteith <input type="checkbox"/> Hackleman <input type="checkbox"/> Downtown Commercial <input type="checkbox"/> Albany Municipal Airport <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	
Conditions		
None		

CRITERION 4 – APPLICABLE DESIGN STANDARDS OF ARTICLE 8

Commercial/Institutional Standards	Summary Description*	Checklist
Entrance Orientation, ADC 8.330(1)	New buildings shall be oriented to existing or new public streets.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Main Entrance Design, ADC 8.330(1)(a)	At least one main entrance, compliant with subsection (1), must be designed to include at least three (3) architectural features.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Parking Location, ADC 8.330(2)	Off-street parking must be located to the side or rear of the building(s) and not between the building and the street, except where the applicant demonstrates that one or more situations apply.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Façade Design & Articulation, ADC 8.345(2)	Regulated façades shall include a minimum of two types of architectural features.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Ground Floor Windows, ADC 8.345(3)	Ground floor windows or entrance doors shall be provided along regulated façades at the pedestrian level in accordance with the standards.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Windows on Upper Stories, ADC 8.345(4)	In the HD, CB, DMU, and WF zoning districts, buildings with two or more stories shall provide windows occupying at least 25 percent of the regulated façade on the upper stories in accordance with the standards.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Pedestrian Amenities, ADC 8.360(1) & (2)	New buildings or expansions or modifications to existing buildings except those where a land use application is not required pursuant to ADC Section 1.105 shall provide pedestrian amenities.	Source: Attachment B Standard met <input type="checkbox"/> With conditions <input checked="" type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input type="checkbox"/> See findings below <input checked="" type="checkbox"/>
Pedestrian Amenities, ADC 8.365(1)	Pedestrian amenities are required in the HD, CB, DMU, and WF zones. Each development shall provide a minimum of one of the improvements listed in 8.365(1)(a) – (f).	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Compatibility Standards, ADC 8.390	Commercial and institutional development shall be designed to comply with compatibility standards and any other improvements needed to reduce negative impacts on adjacent uses.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Supplemental Findings

- 4.1: The applicant proposes to place a modular structure to be used as additional office space. The location of the modular placement is behind an existing building with no additional off-street parking provided. Main entrance, parking location, façade design and window standards are not applicable due to the modulares being separated from the public right-of-way by existing buildings.
- 4.2: The proposed modulares, together, consist of 1,440 square feet of new office space upon the subject property. Pursuant to Table 8.360-1 new buildings between zero and 20,000 square feet requires one pedestrian amenity point per 2,500 square feet. Based upon the additional building square feet, 0.58 pedestrian amenity points are required. Table 8.360-2 provides a list of amenities and their associated point value.
- 4.3: The applicant’s narrative provided findings addressing the required pedestrian amenities. The applicant proposes to provide two trees along the south property line to meet the required 0.58 pedestrian amenity points. Table 8.360-2 allows the planting of trees that are 50 percent larger than required by Code or plant more trees than required by Code with one point awarded for every four trees planted.
- 4.4: ADC 8.650(3)(a) “Additional standards for pedestrian amenities” state: “Amenities shall be located outside the building main entrance, along pedestrian corridors, or within 50 feet of a transit stop. Amenities shall be visible and accessible to the general public from an improved public or private street.” The location of the proposed trees must be located to comply with ADC 8.360(3). As a condition of approval, the proposed pedestrian amenity must be located along pedestrian corridors within the site.

Conditions

Condition 1: Prior to the Certificate of Occupancy, all required pedestrian amenities must be installed and compliant with ADC 8.360.

*This staff report checklist is a guide only. Refer to the Albany Development Code for the full text of standards.

CRITERION 5 – MANUFACTURED HOME DEVELOPMENT STANDARDS OF ARTICLE 10

Standard	Checklist	Supplemental Findings
Design Standards of Article 10	Applicable <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>	

CRITERION 6 – ONSITE DEVELOPMENT AND ENVIRONMENTAL STANDARDS OF ARTICLE 9

Bicycle Parking Standards	Summary Description*	Checklist
Bicycle Parking, ADC 9.030(3)(a)	All bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Bicycle Parking, ADC 9.030(3)(b)	If bicycle parking is located within vehicle parking areas, it must be separated from vehicular maneuvering areas by curbing or other barriers to prevent damage to parked bicycles.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Bicycle Parking, ADC 9.030(3)(c)	Bicycle parking may be in a public right-of-way, including on a public sidewalk with approval from the City Engineer.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Bicycle Parking, ADC 9.030(3)(d)	All required bicycle parking spaces for new multi-dwelling unit development, mixed-use development, offices, and institutional development shall be sheltered. For all other uses, at least 50 percent of required bicycle parking spaces must be sheltered, including 50 percent of spaces sized for larger/cargo bicycles.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Bicycle Parking, ADC 9.030(3)(e)	Bicycle parking spaces and access dimensions must comply with the standards in Table 9.030-2, except that at least 25 percent of bicycle parking spaces must be 3 feet wide by 8 feet long, with a 5-foot-wide access aisle and on the ground to accommodate cargo bicycles, including family and cargo bicycles.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Bicycle Parking, ADC 9.030(3)(f)	Bicycle parking spaces must be served by access aisles conforming to the minimum dimensions set forth in Table 9.030-2. These areas must be constructed of concrete, asphalt, or a pervious hard surface such as pavers, or an equivalent.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Bicycle Parking, ADC 9.030(3)(g)	Each bicycle parking space must have a parking rack securely fastened to the ground except for vertical tipped spaces. Bicycle parking racks must support each bicycle at a minimum of two points.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.1: The applicant proposes to place two modular offices consisting of 1,440 square feet together. The subject property had installed 21 bicycle spaces, with 7 of the spaces covered as part of a previous land use decision (SP-06-13), which exceeded and continues to exceed the minimum required bicycle parking spaces for the uses upon the property.		
Conditions		
None		

Carpool/Vanpool Spaces	Summary Description*	Checklist
Carpool/Vanpool Spaces, ADC 9.035(1)	When parking is provided, at least one standard-sized parking space shall be reserved for carpool/vanpool parking, or ten percent of employee-use parking spaces provided, whichever is greater.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Carpool/Vanpool Spaces, ADC 9.035(2)	Preferential carpool/vanpool parking spaces must be closer to the employee entrance of the building than other parking spaces, except for ADA accessible parking spaces.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Carpool/Vanpool Spaces, ADC 9.035(3)	Required carpool/vanpool spaces must be clearly marked "Reserved – Carpool/Vanpool Only."	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

		See findings below <input type="checkbox"/>
Accessible Spaces, ADC 9.040	Spaces compliant with the Americans with Disabilities Act (ADA) must be provided in accordance with ORS 477.233 when off-street parking is provided.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.2: The applicant proposes to place two modular offices units on the developed site. The development will not create additional parking stalls.		
Conditions		
None		

Electric Vehicle Charging	Summary Description*	Checklist
Electric Vehicle Charging Capacity, ADC 9.050	Electrical service capacity sufficient for a level 2 electric vehicle charging station must be provided for no less than 20 percent of all new vehicle parking spaces for non-residential developments and no less than 40 percent of all vehicle parking spaces serving newly constructed residential buildings with five or more multi-dwelling units.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Electric Vehicle Charging Capacity, ADC 9.050(2)	Electric vehicle charging capacity must be provided for 40 percent of ADA spaces in residential and mixed-use developments with five or more units, and 25 percent of ADA and Carpool/Vanpool spaces in non-residential developments.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Electric Vehicle Charging Capacity, ADC 9.050(3)	When charging facilities are provided for accessible spaces, charging facilities must be located so there is a clear and accessible path from the vehicle to the sidewalk and shall be accessible in height.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.3: The applicant proposes to place two modular offices units on the developed site. The development will not create additional parking stalls.		
Conditions		
None		

Loading Standards	Summary Description*	Checklist
Loading Standards, ADC 9.060(1)	Loading spaces are required for all uses in the berth shall not protrude into a public right-of-way or sidewalk. Loading berths shall be located so that vehicles are not required to back or maneuver in a public street	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Loading Standards, ADC 9.060(2)	A school having a capacity greater than 25 students shall have a driveway designed for the continuous forward flow of passenger vehicles for the purpose of loading and unloading children.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Loading Standards, ADC 9.060(3)	The minimum required loading area is as follows: (a) 250 square feet for buildings of 10,000 to 20,000 square feet of gross floor area; (b) 500 square	Source:

	feet for buildings of 20,000 to 50,000 square feet of gross floor area; (c) 750 square feet for buildings greater than 50,000 square feet of gross floor area.	Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Loading Standards, ADC 9.060(4)	The required loading area shall not be less than 10 feet wide by 25 feet long and shall have an unobstructed height of 14 feet.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Loading Standards, ADC 9.060(5)	Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Loading Standards, ADC 9.060(6)	Loading areas shall be subject to the same provisions as parking areas relative to plan information, setbacks, buffering/screening requirements, and lighting.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.4: The applicant proposes to place two modular office units on the developed site. Loading standards do not apply to office uses.		
Conditions		
None.		

Parking Area Improvement Standards	Summary Description*	Checklist
Parking Area Improvement Standards, ADC 9.100	All public or private parking areas, loading areas and outdoor vehicle sales areas must be improved based on the standards. When the total surface parking area for the development site exceeds 10,890 square feet, parking area improvements must comply with the standards in Section 9.135.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Other Requirements, ADC 9.100(2)	All parking areas shall conform to the setback, clear vision, landscaping, and buffering/screening provisions of this Code.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Surfacing, ADC 9.100(3)	All required parking, travel aisles, and access, shall have a durable, dust-free surface of asphalt, cement concrete, or other materials approved by the Director.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Drainage, ADC 9.100(4)	All parking lots must provide a drainage system to dispose of the runoff generated by the impervious surface. Provisions shall be made for the on-site collection of drainage water to eliminate sheet flow of such water. All drainage systems must be approved by the Director of Public Works.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Perimeter Curb, ADC 9.100(5)	Perimeter curbing is required for protection of landscaped areas and pedestrian walkways, and to prevent runoff onto adjacent properties.	Source: Standard met <input type="checkbox"/>

		With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Wheel Bumper, ADC 9.100(6)	All parking stalls fronting a sidewalk, alleyway, street or property line, shall provide a secured wheel bumper at least six inches high and at least six feet long, set back from the front of the stall at least 2-1/2 feet, but no more than three feet. If the sidewalk is widened to seven feet six inches, no wheel bumpers are required.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Turnaround, ADC 9.100(7)	Groups of more than two parking spaces must be located and served by an aisle or turnaround so that their use will require no backing movements or other maneuvering in a street right-of-way other than an alley.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Striping, ADC 9.100(8)	Lots containing more than two parking spaces must have all required spaces permanently and clearly striped. Stripes must be at least four inches wide. When motorcycle parking, compact, or parking spaces for the disabled are provided, they shall be designated within the stall.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Connecting to Adjacent Parking Areas, ADC 9.100(9)	Where an existing or proposed parking area is adjacent to a site within the same zoning district, any modifications to the parking areas must be designed to connect to the existing or future adjacent parking area, unless waived by the Director.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Parking Lot Landscaping, ADC 9.100(10)	Parking lots shall be landscaped according to the standards in Section 9.150.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Compact Car Parking, ADC 9.100(11)	No more than 40 percent of parking spaces provided may be designated for compact cars. Compact spaces must be signed and/or the space painted with the words "Compact Car Only."	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Parking Accessible to the Disabled, ADC 9.100(12)	All parking areas must provide accessible parking spaces in conformance with the Oregon Structural Specialty Code.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Lighting, ADC 9.100(13)	Any lights provided to illuminate any public or private parking area or vehicle sales area must be arranged to reflect the light away from any abutting or adjacent properties.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Pedestrian Access, ADC 9.100(14)	Walkways and accessways shall be provided in all new off-street parking lots and additions to connect sidewalks adjacent to new development to the entrances of new buildings.	Source: Attachment B Standard met <input checked="" type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input type="checkbox"/> See findings below <input checked="" type="checkbox"/>
Occasional Overflow Parking, ADC 9.110	The Director may approve the use of gravel surfacing for parking above the maximum parking requirements intended for occasional needs.	Source: Standard met <input type="checkbox"/>

		With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Conversion of Off-Street Parking, ADC 9.115)	When new development, including expansions to existing structures, results in the conversion or elimination of existing off-street surface parking areas for a use other than bicycle-oriented and transit-oriented facilities, all existing parking areas that are physically impacted by the development must be improved to the standards in Article 9.	Source: Attachment B Standard met <input checked="" type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input type="checkbox"/> See findings below <input checked="" type="checkbox"/>
Supplemental Findings		
6.5: The applicant proposes to place two modular office units and will not create any new off-street parking.		
6.6: The proposed development will maintain the existing pedestrian access.		
6.7: The subject property contains a large existing non-conforming parking lot. The applicant does not propose to alter the existing parking lot.		
Conditions		
None		

Parking Lot Design & Circulation	Summary Description*	Checklist
Off-Street Parking Lot Design & Circulation, ADC 9.120(1)	All off-street parking lots over 1,000 square feet (contiguous) must be designed in accordance with the standards in this Article and the City standards for parking stalls and drive aisles as set forth in Table 9.120-1: Parking Lot Design and supplemental drawings in Figures 1 and 2.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Driveways and Drive Aisles, ADC 9.120(2)	<i>Driveways</i> are major travel routes through a site that provide access to and from surrounding streets and connections through the site to buildings and parking lot drive aisles. <i>Drive aisles</i> primarily provide vehicular access to bordering parking spaces. See Figure 9.120-1.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Internal Circulation System, ADC 9.120(3)	Interior driveways shall meet the standards in (a) – (g) unless the driveway is lined with angled or perpendicular parking stalls. Developments must provide street-like design and features along driveways including curbs, pedestrian facilities, and buildings built up to pedestrian facilities.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Minimum Driveway and Drive Aisle Widths, ADC 9.120(4)	Driveways for two-way traffic and emergency vehicle operations must be at least 24 feet wide. One-way driveways and one-way emergency vehicle access must be at least 20 feet wide. Drive aisle dimensions must comply with the standards in Table 9.120-1.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Parking Lot Design, ADC 9.120(5)	Parking stall and aisle dimensions must comply with Table 9.120-1. Stall dimensions are measured from inside the stripes. The design of driveways and on-site maneuvering and loading areas for commercial and industrial developments shall include 20 feet of storage length.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Compact Spaces, ADC 9.120(6)	Shall be at least 8 feet wide by 16 feet long.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Accessible Spaces, ADC 9.120(7)	Accessible spaces shall be a minimum of 9 feet wide and 17 feet long and designed in accordance with the Oregon Structural Specialty Code (OSSC). An adjacent access aisle must be provided that is at least eight feet wide	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/>

	and 17 feet long for a van-accessible space, and six feet wide for a standard accessible space.	Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Stall Width, ADC 9.120(8)	Long-term parking spaces must be at least 8.5 feet wide. Parking stalls for grocery stores or adjacent to planter islands must be at least 9.5 feet wide. Stall dimensions are measured from inside the stripes.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.8: The applicant proposes to place two office modular buildings upon the developed site. The development does not alter the existing parking lot.		
Conditions		
None		

Surface Parking Areas Standards	Summary Description*	Checklist
Surface Parking Areas, ADC 9.130(1)	Standards apply to new or improved surface parking areas of more than 0.25 acres (10,890 square feet), when existing parking areas are enlarged to more than 10,890 square feet, and when re-construction of a surface parking area of more than 0.25 acres is proposed.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Surface Parking Areas, ADC 9.130(2)	Compliance with at least one of the following options in (a) – (c).	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Surface Parking Areas, ADC 9.130(3)	Trees must be provided along all driveways but are not required along drive aisles. Trees shall be at least 10 feet tall at the time of planting.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Surface Parking Areas, ADC 9.130(4)	Development of a tree canopy plan under this section shall be done in coordination with the local electric utility and other utility providers, including pre-design, design, building and maintenance phases and meet the standards in (a) – (e).	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Surface Parking Areas, ADC 9.130(5)	Parking lots shall be designed to separate pedestrians from vehicles and include protected pedestrian walkways from parking areas to building entrances.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Surface Parking Areas, ADC 9.130(6)	Parking lots with 75 or more spaces must comply with additional standards to ensure pedestrian safety and to improve vehicle circulation and reduce visual impacts of large expanses of pavement.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.9: The site contains existing surface parking areas. The applicant proposes to add two modular office buildings and does not propose any alterations to the existing parking lot.		

Conditions
None

Connectivity	Summary Description*	Checklist
Street, Bicycle and Pedestrian Connectivity, ADC 9.133(4)	Pedestrian and bicycle connections shall be provided in the following locations: (a) Between an existing or planned transit stop and new development that is at, or within, 200 feet of the existing or planned transit stop; (b) Between the building's main entrance(s) and the nearest sidewalk abutting the site or roadway where there is no sidewalk; (c) Between the development site and abutting properties.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Major Transit Stops, ADC 9.133(5)	Sites at major transit stops shall provide the items listed in (a) – (f).	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Supplemental Findings
6.10: The applicant proposes to place two modular office buildings on the developed site. The subject property currently contains pedestrian connections to both Pacific Boulevard and 7 th Avenue. The applicant proposes to provide pedestrian connections from the modulars to the existing pedestrian connections upon the site.

Conditions
None

Non-Residential Landscaping	Summary Description*	Checklist
Landscaping Required – Non-Residential, ADC 9.140(2)	All required front and interior setbacks (exclusive of accessways and other permitted intrusions) must be landscaped or have landscaping guaranteed in accordance with ADC 9.190 before an occupancy permit will be issued.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Supplemental Findings
6.11: The applicant proposes to place two modular office units upon the developed site. The site currently has all the required front and interior landscaping.

Conditions
None

Parking Lot Landscaping	Summary Description*	Checklist
Planter Bays, ADC 9.150(1)	Parking areas shall be divided into bays of not more than 12 parking spaces. At both ends of each parking bay, there shall be curbed planters at least six feet wide, excluding the curb.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Entryway Landscaping, ADC 9.150(2)	Both sides of a parking lot entrance shall be bordered by a minimum five-foot-wide landscape planter strip meeting the same landscaping provisions as planter bays, except that no sight-obscuring trees or shrubs are permitted.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Parking Space Buffers, ADC 9.150(3)	Parking areas shall be separated from the exterior wall of a structure by pedestrian walkways or loading areas or by a five-foot strip of landscaping materials.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Stormwater Collection System, ADC 9.150(4)	Vegetated post-construction stormwater quality facilities shall be considered as the initial stormwater collection system.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Landscape Protection, ADC 9.150(5)	Required landscaped areas adjacent to graveled areas must be protected, either by railroad ties secured by rebar driven 18 inches into the ground, by large boulders, or by another acceptable means of protection.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Parking Area Perimeter Landscaping in Village Centers, ADC 9.160	All parking areas (excluding entranceways) adjacent to a public street shall be screened according to one of the following options in (a) through (d). The landscape plan shall be prepared by a licensed landscape architect.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Irrigation of Required Landscaping, ADC 9.165	All required landscaped areas must be provided with an irrigation system unless a licensed landscape architect, landscape construction professional, or certified nurseryman submits written verification that the proposed plants do not require irrigation.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.12: The applicant proposes to place two modular office units upon the developed site. The site currently contains a non-conforming parking lot which is currently landscaped. The applicant does not propose alterations to the existing parking lot.		
Conditions		
None.		

Tree Felling Standards	Summary Description*	Checklist
Tree Felling, ADC 9.205(1)	The Director or his/her designee shall approve a Site Plan Review for tree felling when the applicant demonstrates that the felling of the tree(s) is warranted because of the condition of the tree(s) with respect to disease, hazardous or unsafe conditions, danger of falling, proximity to existing structures or proposed construction, or interference with utility services or pedestrian or vehicular safety.	Source: Attachment D Standard met <input checked="" type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input type="checkbox"/> See findings below <input checked="" type="checkbox"/>
Tree Felling, ADC 9.205(2)	For property where a Site Plan Review, Conditional Use, or land division application has been approved or is currently under review for development of the property, the Director or his/her designee shall approve Site Plan Review for tree felling when the applicant demonstrates that all of the review criteria in (a) – (d) are met.	Source: Attachment D Standard met <input checked="" type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input type="checkbox"/> See findings below <input checked="" type="checkbox"/>
Tree Felling, ADC 9.205(3)	For property where tree felling is proposed and there is no approved or concurrent Site Plan Review, Conditional Use, or land division application for development of the property, the Director or his/her designee shall approve a Site Plan Review application for tree felling when the applicant demonstrates that all the review criteria in subsection (2) above are met, and the additional criteria in (a) – (g) are met.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Fence & Wall Standards	Summary Description*	Checklist
Fence and Wall Standards in Residential, MUR and MUC zones, ADC 9.380(1)	Fences shall be no taller than 4 feet in required front setbacks. Properties listed on the National Register of Historic Places may have front yard fences taller than 4 feet if the fence is appropriate to the building style and scale and is approved by the Landmarks Commission.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Fence and Wall Standards on Corner Lots in Residential, MUR and MUC zones, ADC 9.380(2)	Corner properties, which by definition have two front yards, may have a fence no taller than 6 feet in the front yard adjacent to the street that does not contain the main door entrance when the fence does not extend in front of the building and one of the conditions in (a) – (d) is met.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Fence and Wall Standards for Interior Setbacks in Residential, MUR and MUC zones, ADC 9.380(3)	Fences in a residential zone in Article 3 or in the MUR or MUC zone may have fences up to six feet tall in the interior setbacks except that a single-dwelling use or zone that shares an interior property line with a multiple-dwelling unit, commercial or industrial use or zone may have a fence up to eight feet tall along the property line.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Fence and Wall Standards in Commercial, Industrial, ES, LE, MS, PB, and TD zones, ADC 9.380(4)	Fences shall be no taller than 6 feet in required front setbacks. 6-foot fences containing barbed wire on top or fences taller than 6 feet are not permitted in the front setback.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Fence and Wall Standards in HD, DMU, CB, and WF zones, ADC 9.380(5)	Fences shall be no taller than 4 feet within 10 feet of a front lot line unless allowed under (a)-(c). Barbed wire on top of fences is not permitted within 10 feet of a front lot line.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Standards for All Fences, ADC 9.380(6)-(10)	<input type="checkbox"/> Over 8 feet <input type="checkbox"/> Clear Vision Area verified <input type="checkbox"/> Fence height verified <input type="checkbox"/> Setbacks verified <input type="checkbox"/> Property line verified	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Screening Standards, ADC 9.385(1)-(2)	In order to be "sight-obscuring," fences and walls must be at least 75 percent opaque when viewed from any angle at a point 25 feet away from the fence or wall. Hedges must be an evergreen species that will meet the standards year-round within two years of planting. Fences and walls will be a minimum of 6 feet tall. Hedges will be of a species capable of attaining a height of at least six feet within two years of planting.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.16: The applicant does not propose any fencing with this development.		
Conditions		
None.		

Environmental Standards	Summary Description*	Checklist
Environmental Standards – Noise, ADC 9.440(1)-(5)	The City noise standards are stated in Albany Municipal Code Title 7, Public Peace, Morals and Safety. Oregon Administrative Rules (OAR) 340-035-0035, Noise Control Regulations for Industry and Commerce, is adopted here in its entirety, and as may be subsequently amended by the State of Oregon.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>

Environmental Standards – Visible Emissions, ADC 9.450	Within the mixed-use, commercial, IP and WF zoning districts, there shall be no use, operation, or activity that results in a stack or other point source emission, other than an emission from space heating, or the emission of pure uncombined water (steam) that is visible from a property line.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Environmental Standards – Water Quality, ADC 9.455	Direct discharge of stormwater and process waste from the operation of industries shall comply with the water quality standards adopted by the City of Albany, DEQ and as authorized by a National Pollutant Discharge Elimination System (NPDES) Permit.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Environmental Standards – Vibration, ADC 9.460	Continuous, frequent, or repetitive vibrations that exceed 0.002g peak may not be produced. Vibrations from temporary construction and vehicles that leave the site (such as trucks, trains, or aircraft) are exempt; vibrations lasting less than five minutes per day are also exempt. Vibrations from primarily on-site vehicles and equipment are not exempt.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Environmental Standards – Odors, ADC 9.470	Continuous, frequent, or repetitive odors or the emission of odorous gases or other matter in such quantities as to be readily detectable at any point beyond the property line of the use creating the odors is prohibited.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Environmental Standards – Glare and Heat, ADC 9.480	No direct- or sky-reflected glare in excess of 0.5-foot candles of light, whether from floodlights or from high-temperature processes such as combustion or welding or otherwise, visible at the lot line shall be permitted. There shall be no emission or transmission of heat or heated air so as to be discernible at the lot line of the source.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Environmental Standards – Insects and Rodents, ADC 9.490	All materials including wastes shall be stored and all grounds shall be maintained in a manner that will not attract or aid the propagation of insects or rodents or create a health hazard.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Environmental Standards – Hazardous Waste, ADC 9.500	Hazardous wastes are subject to the regulations of Oregon Administrative Rules (OAR) 340.100-110, Hazardous Waste Management.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/>
Supplemental Findings		
6.17: The applicant proposes to place two modular offices on the developed site. The proposed development will not have any environmental impacts.		
Conditions		
None		

*This staff report checklist is a guide only. Refer to the Albany Development Code for the full text of standards.

CRITERION 7 – PUBLIC FACILITIES AND UTILITIES IN ACCORDANCE WITH ARTICLE 12

Utility	Diameter Size	Location	Checklist
Sanitary Sewer	15-inch	Along the eastern property line.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/> Connection Charge <input type="checkbox"/>
	8-inch	Traverse east to west through the middle of the subject property.	
	8-inch	Traverse east to west through the southern portion of the subject property.	

			Connection Required <input type="checkbox"/> System Development <input type="checkbox"/>
Water	8-inch	West property line	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings below <input type="checkbox"/> Connection Charge <input type="checkbox"/> Connection Required <input type="checkbox"/> System Development <input type="checkbox"/>
Storm Drainage	24-inch public	Traverse east to west through the southern portion of the property and discharges to Periwinkle Creek.	Source: Standard met <input type="checkbox"/> With conditions <input type="checkbox"/> Standard not met <input type="checkbox"/> Connection Charge <input type="checkbox"/> Connection Required <input type="checkbox"/> Onsite Detention <input type="checkbox"/> SWQ Facility <input type="checkbox"/> System Development <input type="checkbox"/> N/A <input type="checkbox"/> See findings below <input checked="" type="checkbox"/>
Supplemental Findings			
<p>7.1: The proposed development will have no impact on the public sanitary sewer and/or water systems.</p> <p>7.2: It is the property owner's responsibility to ensure that the proposed grading, fill, excavation, or other site work does not negatively impact drainage patterns to, or from, adjacent properties. In some situations, the applicant may propose private drainage systems to address potential negative impacts to surrounding properties. Private drainage systems that include piping will require the applicant to obtain a plumbing permit from the Building Division prior to construction. In addition, any proposed drainage systems must be shown on the construction drawings. The type of private drainage systems, as well as the location and method of connection to the public system must be reviewed and approved by the City of Albany's Engineering Division.</p> <p>7.3: ADC 12.530 states that a development will be approved only where adequate provisions for storm and flood water run-off have been made, as determined by the City Engineer.</p> <p>7.4: AMC 12.45.030 and 12.45.040 require that a post-construction stormwater quality permit shall be obtained for all new development and/or redevelopment projects on a parcel(s) equal to or greater than one acre, including all phase of the development, where more than 8,100 square feet of impervious surfaces will be created or replaced. (ORD 5841 § 3, 2014)</p> <p>7.5: Because the site is larger than one acre, but less than 8,100 square feet of impervious surfaces will be created or replaced, post construction stormwater quality permit will not be required.</p> <p>7.6: The applicant's preliminary utility plan shows that the new buildings will tie into the existing onsite system. The stormwater report showed that the development would need to utilize a smaller orifice than allowed in the City of Albany Engineering Standards and therefore detention is not feasible. The proposed stormwater design is generally acceptable.</p>			
Conditions			
None			

CRITERION 8 – TRANSPORTATION IMPROVEMENTS IN ACCORDANCE WITH ARTICLE 12

Street Name or Alley	Classification	Frontage Condition	Supplemental Findings
Pacific Boulevard	Principal Arterial <input checked="" type="checkbox"/> Minor Arterial <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local <input type="checkbox"/> Alley <input type="checkbox"/>	Meet City Standards <input checked="" type="checkbox"/> Not Improved <input type="checkbox"/> Curb and Gutter <input type="checkbox"/> Sidewalk <input type="checkbox"/> Vehicle Lane <input type="checkbox"/> Bicycle Lane <input type="checkbox"/> On-Street Parking <input type="checkbox"/>	8.1 The subject property has access to Pacific Boulevard via an access easement through the property directly to the north.
7 th Avenue	Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/>	Meet City Standards <input checked="" type="checkbox"/> Not Improved <input type="checkbox"/> Curb and Gutter <input type="checkbox"/> Sidewalk <input type="checkbox"/>	8.2 The subject property has direct access to 7 th Avenue.

	Local <input checked="" type="checkbox"/>	Vehicle Lane <input type="checkbox"/>	
	Alley <input type="checkbox"/>	Bicycle Lane <input type="checkbox"/>	
		On-Street Parking <input type="checkbox"/>	
	Principal Arterial <input type="checkbox"/>	Meet City Standards <input type="checkbox"/>	
	Minor Arterial <input type="checkbox"/>	Not Improved <input type="checkbox"/>	
	Major Collector <input type="checkbox"/>	Curb and Gutter <input type="checkbox"/>	
	Minor Collector <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	
	Local <input type="checkbox"/>	Vehicle Lane <input type="checkbox"/>	
	Alley <input type="checkbox"/>	Bicycle Lane <input type="checkbox"/>	
		On-Street Parking <input type="checkbox"/>	
Supplemental Findings			
8.3: The project is for an expansion of the Linn County Administrative Office complex located at 2730 Pacific Boulevard. The project will construct four 360-square-foot modular buildings.		Traffic Impact Analysis <input type="checkbox"/>	
8.4: The development site has frontage on 7 th Avenue. ADC 12.060 requires that all streets within and adjacent to new development be improved to city standards. The site's frontage on 7 th Avenue is improved to city standards.		Trip Generation Report <input type="checkbox"/>	
8.5: Access to the site is currently provided by a driveway connection to 7 th Avenue and a shared driveway access to Pacific Boulevard. No changes to the site's access or driveway connections are proposed with this development.		Capacity/Congestion <input type="checkbox"/>	
8.6: Ferguson and Associates, Inc. conducted a trip generation survey of this site on December 19, 2023. The purpose of the survey was to document the site's PM peak hour vehicle trip generation rate. A total of 56 PM peak hour trips were observed, which resulted in a trip generation rate of 1.47 vehicle trips per 1,000 square feet of building area.		AM Peak Hr. Trips _____	
8.7: The proposed development will add approximately 1,440 square feet of new office area to the complex. Based on the site trip rate established by the Ferguson survey the development is expected to generate an additional 2.11 vehicle trips during the PM peak traffic hour. Albany's threshold for submittal of a traffic impact analysis is 100 more new PM peak hour vehicle trips.		PM Peak Hr. Trips _____	
8.8: Albany's Transportation System Plan does not identify any congestion or capacity issues occurring along the frontage of the site.		See findings at left <input checked="" type="checkbox"/>	
Conditions			
Condition 4: None.			

CRITERION 9 – STORMWATER QUALITY FACILITIES CONSISTENT WITH AMC TITLE 12

Supplemental Findings	
9.1: See findings under Site Plan Review Criterion Seven (above) related to stormwater quality standards in response to this review criterion.	Site Larger than 1 Acre <input type="checkbox"/> > 8,100 sf Impervious Surface <input type="checkbox"/> SWQ Permit Req'd. <input type="checkbox"/> N/A <input checked="" type="checkbox"/> See findings at left <input checked="" type="checkbox"/>
Conditions	
None	

CRITERION 10 – PRIOR LAND USE CONDITIONS

Prior Land Use Cases <input checked="" type="checkbox"/>	Not Applicable <input type="checkbox"/>
List Most Recent to Oldest: SP-06-13; LA-11-05; VR-01-03; SP-73-95; LA-02-86; SP-39-86; PA-04-80; PA-04-77; ZC-10-73	
Outstanding Conditions: None.	

CRITERION 11 – NONCONFORMING SITES IN ACCORDANCE WITH ADC 2.330

Supplemental Findings	
11.1 The subject property contains nonconforming development of an existing parking lot that exceeds the maximum provided off-street parking. The applicant is not proposing any changes to the exiting parking lot.	Nonconforming Development <input checked="" type="checkbox"/> Nonconforming Lot <input type="checkbox"/> Nonconforming Use <input type="checkbox"/>
11.2 Any further development may require a Nonconforming Development review.	N/A <input type="checkbox"/> See findings at left <input checked="" type="checkbox"/>
Conditions	
None.	

Analysis of Development Code Criteria

Section 2.455 of the ADC includes the following review criteria applicable to non-residential development, which must be met for this application to be approved. Development code criteria are written in bold followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

CRITERION 1 – TRANSPORTATION SYSTEM CAN SAFELY AND ADEQUATELY ACCOMMODATE THE PROPOSED DEVELOPMENT

Findings
1.1: Transportation findings and conclusion under Site Plan Review Criterion Eight (above) are incorporated here by reference.
Conditions
None.

CRITERION 2 – PARKING AREAS AND ENTRANCE-EXIT POINTS ARE DESIGNED TO FACILITATE TRAFFIC AND PEDESTRIAN SAFETY AND AVOID CONGESTION

Findings
2.1: The subject property has two existing driveways, one to Pacific Boulevard and the other to 7 th Avenue. No new driveways are proposed in this review.
2.2: Pedestrian access is provided from the buildings to both Pacific Boulevard and 7th Avenue via existing sidewalks. The applicant proposes to connect pedestrian access to the two modular office units from the existing building's pedestrian access.
Conditions
None.

CRITERION 3 – DESIGN AND OPERATING CHARACTERISTICS OF THE PROPOSED DEVELOPMENT ARE REASONABLY COMPATIBLE WITH SURROUNDING DEVELOPMENT AND LAND USES, AND ANY NEGATIVE IMPACTS HAVE BEEN SUFFICIENTLY MINIMIZED.

Findings
3.1: The submitted Site Plan Review is for the placement of two modular office units totaling 1,440 square feet. The site contains a 31,058-square-foot building consisting of medical office and traditional office spaces. The subject property is located within the Community Commercial (CC) zoning district, which allows commercial uses.
Conditions
None

Overall Conclusion

As proposed and conditioned, the application for Site Plan Review satisfies all applicable review criteria as outlined in this report.

Conditions of Approval

Condition 1 Prior to the Certificate of Occupancy, all required pedestrian amenities must be installed and compliant with ADC 8.360.

Condition 2 In the event the proposed development does not take place, the trees proposed for removal on the Tree Felling Plans shall not be removed without a separate approval for tree felling not associated with development.

Attachments

- A. Location Map
- B. Site Map
- C. Applicant’s Narrative
- D. Tree Felling Map
- E. Received Comments

Acronyms

ADC	Albany Development Code
ADT	Average Daily Trip
AMC	Albany Municipal Code
CC	Community Commercial Zoning District
FEMA	Federal Emergency Management Administration
FIRM	Flood Insurance Rate Map
ITE	Institute of Transportation Engineers
SFHA	Special Flood Hazard Area
TIA	Traffic Impact Analysis
TSP	Transportation Systems Plan

Information for the Applicant

Please read the following requirements. This list is not meant to be all-inclusive; we have tried to compile requirements that relate to your specific type of development. These requirements are not conditions of the land use decision. They are Albany Municipal Code (AMC) or Development Code regulations or administrative policies of the Planning, Engineering, Fire, or Building Departments that you must meet as part of the development process. You must comply with state, federal, and local law. The issuance of this permit by the City of Albany does not eliminate the need for compliance with other federal, state, or local regulations. It is the applicant's responsibility to contact other federal, state, or local agencies or departments to ensure compliance with all applicable regulations.

Planning

1. Land use approval does not constitute Building or Public Works permit approvals.
2. Construction of the development must substantially conform to the approved Site Plan Review.
3. This proposal must be initiated within three years of the date of this letter of approval.

Building

The Building Division within Community Development has provided the following comments:

4. The proposed project may require permits that will need to be applied for at www.albanyoregon.gov/permits. For questions about permitting requirements, please email cd.customerservice@albanyoregon.gov.
5. The proposed design has not been reviewed for code compliance with the Oregon Building Code and the design will need to meet the applicable Oregon Building Code requirement in effect at time of application.

Engineering

6. The City of Albany's infrastructure records, drawings, and other documents have been gathered over many decades, using differing standards for quality control, documentation, and verification. All information provided represents the current information we have in a readily available format. While the information we provide is generally believed to be accurate, occasionally this information proves to be incorrect, and thus we do not warrant its accuracy. Prior to making any property purchases or other investments based, in full or in part, upon the information provided, we specifically advise that you independently field verify the information contained within our records.
7. An erosion prevention and sediment control (EPSC) permit shall be obtained for land-disturbing activities affecting an area of 2,000 square feet or greater, cumulatively (AMC 12.40.030)

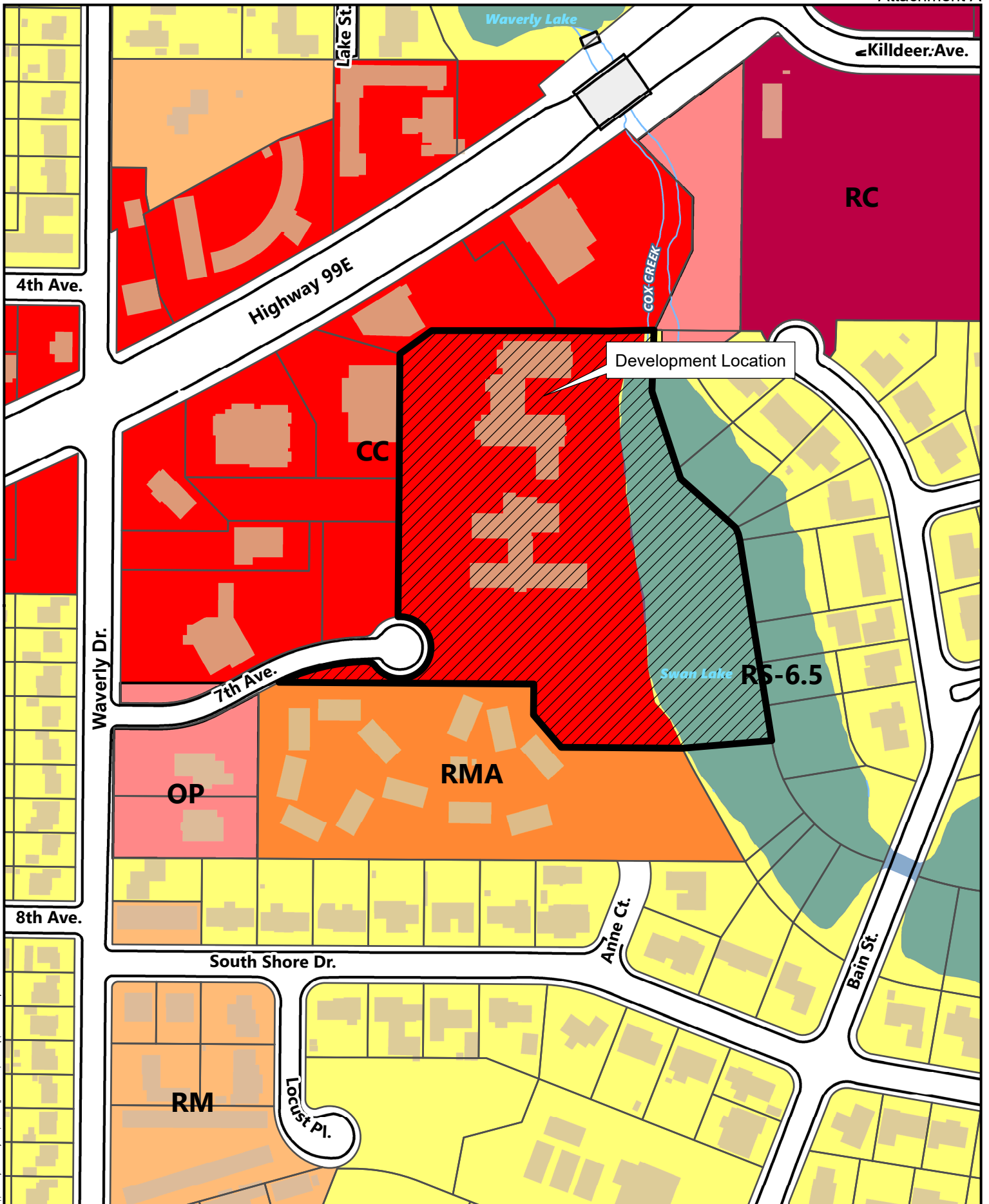
Fire

The fire department has reviewed the above project for conformance to the 2022 Oregon Fire Code (OFC) per your request and has the following comments.

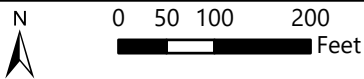
****NOTE: Addition of a private fire line will result in a quarterly Fire Line Fee****

**** Land Use permit will include a \$125 Fire Plans Review fee****

8. Approved fire apparatus roadways must extend to within 150 feet of all exterior portions of any structure that will be built on the property as measured by an *approved* route of travel around the exterior of the structure. (OFC 503.1.1)
9. Dead-end fire apparatus roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus (OFC 503.2.5 and D103.4)
10. This proposed project is located within a "Protected Area" as defined by Oregon Fire Code (OFC) Appendix B, Section B102 and this area is currently served by a public water system. The Fire Flow required shall be as specified in Appendix B of the fire code. (OFC 507.3)



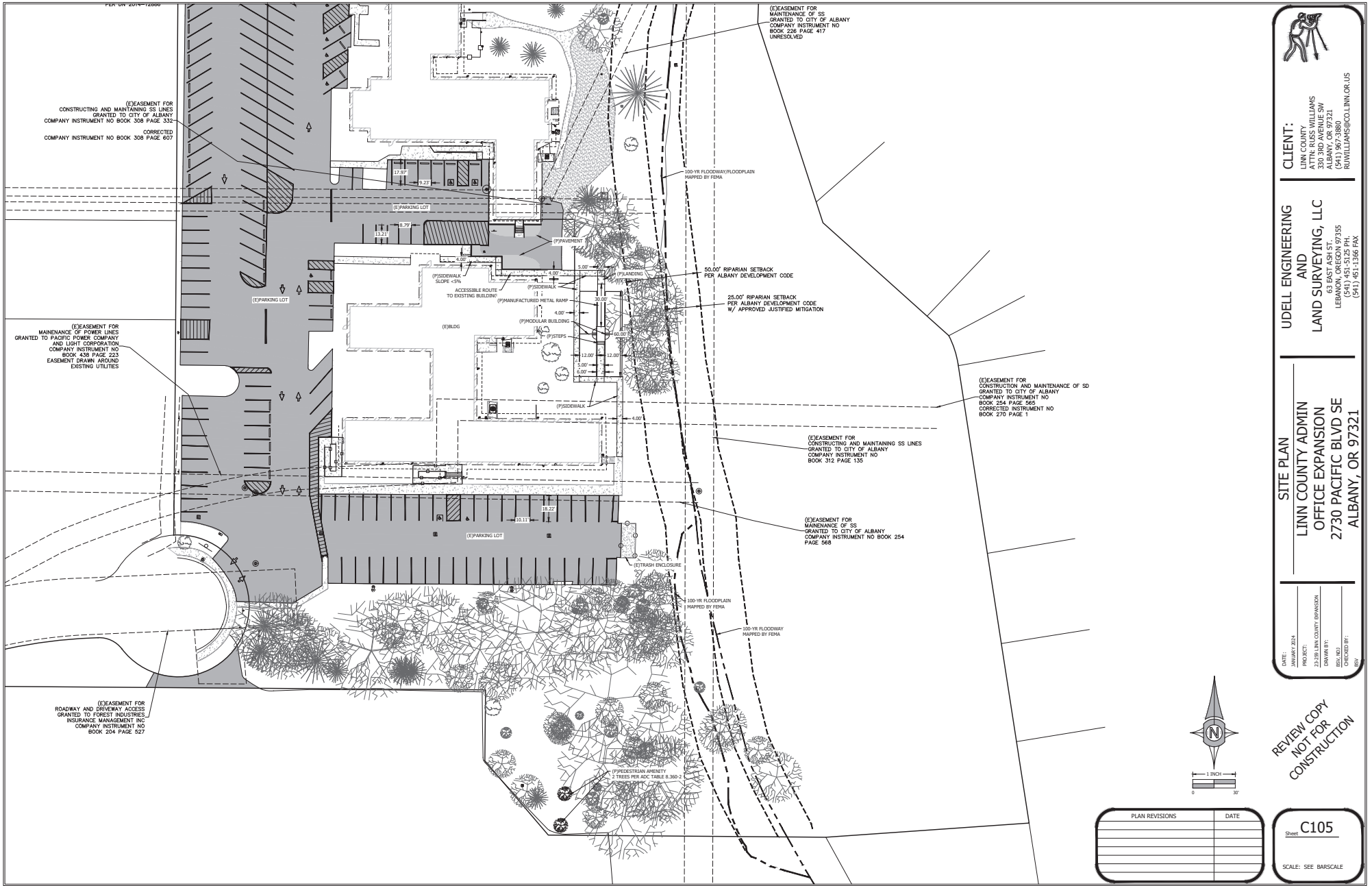
\\con.cityofalbany.net\homes\jenmifac\Desktop\Location Map.mxd



Date: 1/18/2024 Map Source: City of Albany

2730 Pacific Blvd.

Location Map



CLIENT:
 LINN COUNTY
 ATTN: RUSSELL WILLIAMS
 63 EAST ASH ST.
 ALBANY, OR 97321
 (541) 967-3880
 RUWILLIAMS@COLLINN.ORG US

UDELL ENGINEERING
 AND
 LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBAION, OREGON 97335
 (541) 451-5125 PH.
 (541) 451-1366 FAX

SITE PLAN
 LINN COUNTY ADMIN
 OFFICE EXPANSION
 2730 PACIFIC BLVD SE
 ALBANY, OR 97321

DATE: JANUARY 2024
 PROJECT: 22-258 LINN COUNTY EXPANSION
 DRAWN BY: [REDACTED]
 REV. NO: [REDACTED]
 CHECKED BY: [REDACTED]
 2024

REVIEW COPY
 NOT FOR
 CONSTRUCTION

PLAN REVISIONS	DATE

Sheet **C105**
 SCALE: SEE BARSCALE

SITE PLAN REVIEW & TREE FELLING APPLICATIONS

Submitted to: City of Albany; Planning Division
P.O. Box 490, Albany, Oregon 97321

Property Owners: Linn County
P.O. Box 100, Albany, Oregon 97321

Applicant's Representatives: Udell Engineering and Land Surveying, LLC
63 E. Ash Street, Lebanon, OR 97355

Brian Vandetta, PE, PLS
brian@udelleng.com; (541) 451-5125

Laura LaRoque, Land Use Planner
laura@udelleng.com; (541) 990-8661

HMK Company
363 State St., Salem, OR 97301

Skip Hamilton, Project Manager
skip.hamilton@hmkco.org; (541) 990-2514

DLR Group
421 SW Sixth Avenue, Suite 1212,
Portland, Oregon 97204

John Fulton, AIA Senior Associate
ifulton@DLRGROUP.com; (503) 274-2675

Site Location: 2730 Pacific Blvd. SE, Albany, OR 97321

Linn County Assessor's Map No.: 11S-03W-05DD Tax Lot 602

Site Size: ±7.34-acres

Existing Land Use: Office Suites

Zone Designation: Community Commercial (CC) with the following overlays:
Floodplain Overlay District (/FP); Hillside Development Overlay District (/HD); Riparian Corridor Overlay (/RC); Significant Wetland Overlay (/SW); Airport Approach Overlay

Comprehensive Plan Designation: Commercial - General

Surrounding Zoning: North: Community Commercial (CC)
East: Residential Single-Dwelling Unit District (RS-6.5)
South: Residential Medium Density Attached District (RMA)
West: Community Commercial (CC)



I. Executive Summary

The proposal is an application for Site Plan Review to place modular office buildings to the east of the site's south building along with associated site and utility improvements. Concurrent review of a tree felling application is included to fell trees in association with the proposed development.

The subject site is located at 2730 Pacific Boulevard SE, approximately ±7.34-acres in size, and located in the Community Commercial (CC) zoning district. Offices are permitted in the CC zone with Site Plan Review approval.

The following criteria are addressed in this report: Site Plan Review criteria contained in Albany Development Code (ADC) 2.450, 9.205(2), and the Commercial Design Standards under ADC 8.310 – 8.390. These criteria must be satisfied to grant approval for this application.

II. Site Plan Review Decision Criteria

Section 2.450 of the ADC includes the following review criteria, which must be met for this application to be approved. Development code criteria are written in **bold** followed by findings, conclusions, and conditions of approval, where conditions are necessary to meet the review criteria.

Criterion 1

The application is complete in accordance with the applicable requirements.

Findings and Conclusions

- 1.1 In accordance ADC 1.160, the application was deemed complete as of the date of submittal.
- 1.2 This criterion is met without conditions.

Criterion 2

The application complies with all applicable provisions of the underlying zoning district including, but not limited to, setbacks, lot dimensions, density, lot coverage, building height, and other applicable standards.

Findings of Fact

- 2.1 Proposal. The proposed modular building is intended for office use. Pursuant to the ADC 4.050 Schedule of Permitted Uses and Table 4.050-1, an office use is permitted in the CC zone with Site Plan Review approval.
- 2.2 Location. The subject property is located south of Pacific Boulevard, east of 7th Avenue, and west of Swan Lake at 2730 Pacific Boulevard SE (Linn County Tax Assessor Map No. 11S03W05DD Tax Lot 602).
- 2.3 Zoning. The subject property is entirely within the Community Commercial (CC) zoning district with portions of the property within the Floodplain Overlay District (/FP); Hillside Development Overlay District (/HD); Riparian Corridor Overlay (/RC); Significant Wetland Overlay (/SW); and Airport Approach Overlay Districts.

- 2.4 Lot Size, Dimensional Requirements, and Lot Coverage. Table 4.090-1 within the ADC contains the development standards for the CC zoning district. Pursuant to Table 4.090-1, the CC zoning district does not contain a minimum lot size, maximum lot size, width, or depth. The CC zoning district has a minimum front setback of 10 feet and zero-foot interior setbacks unless the property abuts a residential zone. The subject property abuts CC zoned properties to the north, south, and west and an residentially zoned property to the east and south and has frontage along a portion of Seventh Avenue SE, therefore, the interior setbacks are zero feet for along the north and west property lines, 10-foot along the Seventh Avenue SE, and per wall height with a minimum of 25 feet along the east and south property lines.

		Required	Proposed
Building Size		Maximum 100,000 square feet	±1,440 sf
Setbacks	Front	10 feet	±362 ft.
	Interior - abutting non-residential	None (zero)	Not applicable
	Interior - abutting residential district	Structures on property abutting residential districts and/or uses require 1 foot of setback for each foot of finished wall height with a minimum setback of 10 feet.	±323 ft.
	Public / Semi-public buildings (per ADC 4.210)	Any new construction of a school, church, or public or semi-public building must be set back at least 25 feet from any property line adjoining or directly across public right-of-way from any residential district.	±323 ft.
Lot Coverage		90%	36.5%

- 2.5 Building Height. Pursuant to ADC Table 4.090-1, the CC zoning district contains a maximum building height of 50 feet unless located within the Airport Overlay District. According to Figure 4.410-1 of the ADC, the subject property is located within the Horizontal Area of the Airport Approach Overlay Zone. The maximum height in the CC zoning district is 50 feet, well under the maximum height for the Horizontal Areas. The proposed structure will have an overall height of ±13-feet.

- 2.6 Density. There is no density standard associated with office uses in the CC zone. This standard is not applicable.

Conclusions

- 2.1 The proposal meets all applicable development standards.
- 2.2 This review criterion is met without conditions.

Criterion 3

Activities and developments within special purpose districts comply with the regulations described in Articles 4 (Airport Approach), 6 (Natural Resources), and 7 (Historic), as applicable.

Findings of Fact

- 3.1 Article 4: Airport Approach district. According to Figure 4.410-1 of the ADC, the subject property is located within the Horizontal Area of the Airport Approach Overlay Zone. The horizontal surface has an elevation of 372 feet. The proposed structure will have an overall height of ± 13 -feet. The site elevation averages about 216 feet in the vicinity of the south building; therefore, the proposed structure will not penetrate the elevation of the Airport Horizontal Surface area.
- 3.2 Article 6: Significant Natural Vegetation and Wildlife Habitat. *Comprehensive Plan Plate 3: Natural Vegetation and Wildlife Habitat*, does not show any areas of vegetation or wildlife habitat on the property.
- 3.3 Article 6: Riparian Corridor: *Comprehensive Plan Plate 6: Natural Vegetation and Wildlife Habitat*, shows Swan Lake along the site's east property line with a riparian corridor overlay district extending 50 feet upland from the Ordinary High-Water mark. As shown on the site plan, no development is proposed within the riparian corridor overlay.
- 3.4 Article 6: Floodplains. *Comprehensive Plan Plate 5: Floodplains*, shows a 100-year floodplain along the lakeshore on the eastern side of the property. FEMA/FIRM Community Panel No. 41043C0214H dated December 8, 2016, shows a portion of the property in the Special Flood Hazard Area (SFHA) Zone AE, where the base flood elevations ranging from 214.5 to 214.7 based on NAVD 88 Vertical Datum which translates to 211.12-211.32 feet based on NGVD 29/47 Vertical Datum which is the City of Albany Vertical Datum and the submitted plan set Vertical Datum. There is also an accompanying floodway. However, as shown on the site plan, the proposed modular building is not located within the floodplain, nor will any part of the project take place within it.
- 3.5 Article 6: Wetlands. *Comprehensive Plan Plate 6: Wetland Sites*, does not show any locally regulated wetlands on the subject property; and the National Wetlands Inventory does show Swan Lake as a 11.12-acre freshwater pond along the east of the subject property. However, as shown on the site plan, no development is proposed within wetland areas.
- 3.6 Article 6: Topography. *Comprehensive Plan, Plate 7: Slopes*, does show some steep slopes along the bank of Swan Lake. However, as shown on the site plan, no development is proposed within the Hillside Development overlay.
- 3.7 Article 7: Historic and Archaeological Resources. *Comprehensive Plan, Plate 9: Historic Districts*, shows the property is not located in a historic district. There are no known archaeological sites on the property.

Conclusions

- 3.1 The proposed development is located within the Airport Approach special purpose district but will not exceed the maximum height standard of the zone.
- 3.2 Portions of the site are also within the Floodplain Overlay District (/FP); Hillside Development Overlay District (/HD); Riparian Corridor Overlay (/RC); Significant Wetland Overlay (/SW); Airport Approach Overlay but no development is occurring within these areas.
- 3.3 This review criterion is met without conditions.

Criterion 4

The application complies with all applicable Design Standards of Article 8.

Findings of Fact

- 4.1 Applicability. ADC 8.315 applies to new developments and to the expansion of existing developments where commercial and/or institutional uses, as defined in Article 22, are existing or proposed including when such uses are part of a mixed-use development or live/work dwelling unit, with some listed exceptions. The proposal is for new commercial development (office use) and is therefore subject to the standards of ADC 8.310 – 8.390.
- 4.2 Relationship to Historic Overlay Districts. ADC 8.320 requires designated historic resources to comply with the standards in Article 7. The site is not located in a historic district, nor does the property contain designated historic resources. This standard is not applicable.
- 4.3 Entrance Orientation and Parking Location: ADC 8.330(1) requires new buildings to be oriented to existing or new public streets by placing the building(s) and public entrance(s) close to streets, except if a proposed building is separated from the street by another building(s). The subject property is separated from Pacific Boulevard SW by a parcel developed with an existing commercial structure. The proposed structure is also obscured from the view of Seventh Avenue by the site's existing south building. As such, the proposed modular office building is exempt from the standard in accordance with ADC 8.330(1)(b). This standard is met.
- 4.4 Parking Location: According to ADC 8.330(2), off-street parking must be located to the side or rear of the building(s) and not between the building and the street, except there the applicant demonstrates that one or more situations listed in (a) through (e) applies, and the buffer standard in subsection (3) is met. The subject property has an improved parking lot, and no modifications to the existing parking lot are proposed in association with this development proposal. Therefore, this standard is not applicable.
- 4.5 Parking Lot Buffer: ADC 8.330(3) states that where a landscape buffer is required pursuant to subsection (2), a minimum 10-foot-wide landscape buffer meeting the landscape standards in ADC 9.240 must be placed between the parking area and the street. As stated previously, the subject property has an improved parking lot, and no modifications to the existing parking lot are proposed in association with this development proposal. Therefore, this standard is not applicable.

- 4.6 Regulated Facades. According to ADC 8.345, the façade, articulation, and windows standards apply to new buildings (excluding accessory buildings). The proposed is a detached building that is subordinate to and used in association with the principal use of the property and is therefore considered an accessory building. Therefore, the standards under ADC 8.345 are not applicable.
- 4.7 Pedestrian Amenities: According to ADC 8.360 pedestrian amenities are required to enhance pedestrian comfort by providing awnings, seating, special paving, planters, and similar improvements. New buildings or expansions or modifications to existing buildings shall provide pedestrian amenities with a total point value no less than the minimum amount shown in Table 8.360-1. Proposed new building areas between zero and 20,000 square feet require one pedestrian amenity point per 2,500 square feet. The proposed building is ±1,440 square feet; therefore, the proposal requires 0.58 of a point ($1,440 / 2,500 = 0.58$). Table 9.360-2 assigns point values of pedestrian amenities. The applicant proposes to plant two trees near the south property line for a total of 0.58 points. This standard is met.
- 4.8 Compatibility Standards: ADC 8.390(1) requires any undesirable impacts produced on the site, such as noise, glare, odors, dust, or vibrations to be adequately screened from adjacent properties. ADC 8.390(2) requires that any site is protected from any undesirable impacts that are generated on abutting properties. ADC 8.390(3) requires service areas, equipment, utilities, and similar exterior improvements to be screened. The proposed building is not anticipated to generate any undesirable impacts and is obscured from public view by existing on-site development. This standard is met.

Conclusion

- 4.1 The proposed development meets the design standards of Article 8.
- 4.2 This review criterion is met without conditions.

Criterion 5

The application complies with all applicable Design Standards of Article 10

Findings of Fact and Conclusion

- 5.1 Article 10 pertains to manufactured homes, manufactured home parks, and RV parks. The proposal does not include development of a manufactured home, manufactured home park, or RV park; therefore, this criterion is not applicable.

Criterion 6

The application complies with all applicable On-Site Development and Environmental Standards of Article 9.

Findings of Fact

- 6.1 Article 9 includes provisions for off-street parking and loading; landscaping; tree protection; buffering and screening; fences; and environmental.

6.2 The subject property has an improved parking lot, and no modifications to the existing parking lot are proposed in association with this development proposal. Therefore, ADC 9.020 – 9.050 and ADC 9.065 – 9.134 are not applicable. The proposed development has less than 10,000 square feet of gross floor area and is therefore not required to provide loading spaces (see ADC 9.060).

6.3 According to ADC 9.140(20 all required front and interior setbacks (exclusive of accessways and other permitted intrusions) must be landscaped or have landscaping guaranteed in accordance with ADC 9.190 before an occupancy permit will be issued.

The proposal is to place a small modular accessory building on a developed site. The proposed development is greater than 300 feet from the north, west, and south property lines and 184 feet from the east property line. Landscaping in the required front and interior setbacks and parking lot were reviewed and approved in association Planning Files SP-06-13, SP-73-95, and SP-39-86. Therefore, no additional landscaping is required in association with this request.

6.4 Findings regarding the tree protection standards in ADC 9.202 – 9.206 are included in Section III below and incorporated herein by reference.

6.5 According to ADC 9.208, screening and buffering is required between uses to reduce the potential objectionable impacts of higher intensity uses on adjacent lower intensity uses.

As stated under finding 6.3 above, the proposal is to construct a small modular accessory building on a developed site. The proposed development is greater than 300 feet from the north, west, and south property lines and 184 feet from the east property line. The subordinate of the proposed development is not anticipated to generate any impacts, such as, light pollution and glare, noise, visual impacts, or loss of privacy. Additionally, screening and buffering provision were reviewed previously in association Planning Files SP-06-13, SP-73-95, and SP-39-86. Therefore, no additional screening and buffering provisions are required in association with this request.

6.6 ADC 9.255 requires that any refuse container or disposal area that would otherwise be visible from a public street, customer or resident parking area, public facility, or any residential area, must be screened from view by placement of a sight-obscuring fence, wall, or hedge at least six feet tall. All refuse materials must be contained within the screened area.

As shown on the existing conditions sheet of the plan set, there is an existing refuse area at the east end of the south parking lot. The existing refuse area is not within 15 feet of any dwelling window or located in a required buffer or setback area and is screened by a fence.

6.7 ADC 9.360 – 9.390 include fence regulations. No fences are proposed or required in association with this proposal. Therefore, these standards are not applicable.

6.8 Environmental Standards. ADC 9.400 - 9.500 includes environmental standards related to noise, visible emissions, vibrations, odors, glare, heat, insects, rodents, and hazardous waste. The design and operating characteristics of the proposed development are comparable to

other commercial operations in the vicinity, and therefore, no adverse environmental impacts are anticipated.

Conclusions

- 6.1 The proposed development meets the design standards of Article 9.
- 6.2 This review criterion is met without conditions.

Criterion 7

The Public Works Director has determined that public facilities and utilities are available to serve the proposed development in accordance with Article 12 or will be made available at the time of development.

Findings of Fact

Sanitary Sewer

- 7.1 City utility maps show a 15-inch public sewer main along the west bank of the lake (east of the building), an 8-inch main through the center of the site (east – west direction), and an 8-inch main through the southern portion of the site (east – west direction). The existing buildings on the property are connected to one or more of these public sewer mains.
- 7.2 No additional sewer services are proposed for the proposed use.

Water

- 7.3 City utility maps show an 8-inch public water main along the west boundary of the site. The existing buildings on the property are connected to this public main.
- 7.4 No additional water services are proposed for the proposed use.

Storm Drainage

- 7.5 City utility maps show a 24-inch public storm drainage through the southern portion of the site. This utility main carries storm water from the west and discharges to the lake in the east portion of the site. The impervious surfaces on the site drain to a private storm water collection system which discharges to the public main running through the site.
- 7.6 No significant changes are proposed to the impervious surfaces on the property, so only minor modifications to the existing drainage system are anticipated (see Preliminary Grading and Drainage Plan, Sheet C200).

Conclusions

- 7.1 Public utilities (sanitary sewer, water, storm drainage) are in place and are adequate to serve the proposed development.
- 7.2 The applicant’s preliminary storm water collection plans have been reviewed and are generally acceptable.
- 7.3 This criterion is met without conditions.



Criterion 8

The Public Works Director has determined that transportation improvements are available to serve the proposed development in accordance with Article 12 or will be available at the time of development.

Findings of Fact and Conclusion

- 8.1 ADC 12.060 requires that all streets within and adjacent new development be improved to city standards.
- 8.2 ADC 12.290 requires new development to install public sidewalk improvements on all public streets within and adjacent to the development.
- 8.3 The subject property has frontage on and access to Seventh Avenue and access via easement to Pacific Boulevard. No new access encroachments or modifications to existing access encroachments are proposed with the development.
- 8.4 Pacific Boulevard SW is classified as a principal arterial street under the jurisdiction of ODOT and improved to city standards along the frontage of the development site. Improvements include curb, gutter, and sidewalk; two vehicle travel lanes in each direction, a two-way center left turn lane, and on-street bike lanes.
- 8.5 Seventh Avenue is classified as a local street and improved to city standards along the frontage of the development site.
- 8.6 Ferguson and Associates, Inc conducted a trip generation survey on December 19, 2023, and provided a trip generation letter dated December 29, 2023. As outlined in the provided letter, the existing county office complex was observed to generate 56 p.m. peak hour trips during the highest one-hour period during the p.m. peak period. This resulted in a trip generation rate of 1.47 p.m. peak hour trips during the p.m. peak hour.
- 8.7 Albany's threshold for submittal of a trip generation estimate is 50 peak hour trips. Developments that generate 100 or more peak hour trips are required to submit a TIA.
- 8.8 Albany's Transportation System Plan does not identify any congestion or capacity issues occurring along the frontage of the site.

Conclusions

- 8.1 The proposed development meets the design standards of Article 12.
- 8.2 This review criterion is met without conditions.

Criterion 9

The proposed post-construction stormwater quality facilities (private and/or public) can accommodate the proposed development, consistent with Title 12 of the Albany Municipal Code.

Findings of Fact and Conclusion

- 9.1 See Findings under Site Plan Review Criterion Seven (above) related to stormwater quality standards in response to this review criterion. These findings are incorporated here by reference.
- 9.2 This criterion is met as conditioned in Criterion Seven (above).

Criterion 10

The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable.

Findings of Fact and Conclusion

10.1 Prior land use approvals include the following:

- Site Plan Review under file no. SP-06-13.
- Lot Line Adjustment under file no. LA-11-05.
- Variance (file no. VR-01-03) to allow a sign on a property with less than 75 feet of frontage.
- Site Plan Review (file no. SP-73-95) for a 7,341 square foot addition to an existing engineering office and related paved parking.
- Lot line Adjustment under file no. LA-02-86.
- Site Plan Review (file no. SP-39-86) to construct a 5,600 square foot building for an engineering office.
- Partitions under files no. PA-04-77 and PA-04-80.
- Zone Map Amendment under file no. ZC-10-73.

10.2 All previously approved property line adjustments and partitions were approved and completed upon recordation of final recording instruments.

10.3 All conditions of Site Plan Review approvals were satisfied prior to the issuance of certificates of occupancy.

10.4 The Zone Map Amendment was completed upon the effective date of the accompanying ordinance.

Conclusions

- 10.1 The proposed development has satisfied all existing conditions of approval as required by prior land use decisions.
- 10.2 This review criterion is met without conditions.

Criterion 11

Sites that have lost their nonconforming status must be brought into compliance and may be brought into compliance incrementally in accordance with Section 2.370.



Findings of Fact and Conclusion

11.1 The site is not considered nonconforming. This criterion is not applicable.

III. Review Criteria – Additional Criteria for Non-Residential Applications (including the non-residential portion of a mixed-use development)

Section 2.455 of the ADC includes the following review criteria applicable to non-residential development, which must be met for this application to be approved. Development code criteria are written in bold followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

Criterion 1

The transportation system can safely and adequately accommodate the proposed development.

Findings of Fact and Conclusion

1.1 Transportation findings and conclusions under Site Plan Review Criterion Eight (above) are incorporated here by reference.

1.2 Based on the findings and conclusions under Site Plan Review Criterion Eight, the existing transportation system can safely and adequately accommodate the proposed development. This criterion is met.

Criterion 2

Parking areas and entrance-exit points are designed to facilitate traffic and pedestrian safety and avoid congestion.

Findings of Fact and Conclusion

2.1 The subject property has an improved access encroachment and parking lot, and no modifications are proposed in association with this development proposal. Therefore, this criterion is not applicable.

Criterion 3

The design and operating characteristics of the proposed development are reasonably compatible with surrounding development and land uses, and any negative impacts have been sufficiently minimized.

Findings of Fact and Conclusion

3.1 The new building proposed for office use is allowed in the CC zoning district with site plan review approval.

3.2 The design of the building uses similar finish materials to what is used in nearby commercial buildings.

3.3 The office use and hours of operation are similar to adjacent businesses and will not create off-site impacts such as excessive traffic, noise, or light pollution.

3.4 The subject property is within a developed portion of town and abuts properties located within the CC zoning district to the north and east and properties located within the RMA and RS-6.5 zoning district to the south and west. The proposed accessory building will be obscured by existing on-site development.

3.5 As proposed, the design and operating characteristics of the proposed development are reasonably compatible with surrounding development and land uses. This criterion is met.

IV. **Tree Felling Review Criteria (ADC 9.205)**

Site Plan Review approval is required for the felling of five or more trees larger than 25 inches in circumference (approximately eight inches in diameter) on a lot or property in contiguous single ownership in excess of 20,000 square feet with some limited exceptions.

Section 9.205(2) of the ADC includes the following review criteria, which must be met for this application to be approved. Development code criteria are written in bold followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

Criterion 1

The Community Development Director or his/her designee shall approve a Site Plan Review for tree felling when the applicant demonstrates that the felling of the tree(s) is warranted because of the condition of the tree(s) with respect to disease, hazardous or unsafe conditions, danger of falling, proximity to existing structures or proposed construction, or interference with utility services or pedestrian or vehicular safety. The Director, in consultation with the City Arborist, may also grant an exception to any of the tree cutting standards for industrial development on industrially zoned land. The Director may require the applicant to provide a Certified Arborist's report.

Findings

- 1.1 According to ADC 9.204, Site Plan Review approval is required for the felling of five or more trees larger than 25 inches in circumference (approximately eight inches in diameter) on a lot or property in contiguous single ownership in excess of 20,000 square feet in any zone.
- 1.2 The proposal is to place modular office buildings to the east of the site's south building along with associated site and utility improvements.
- 1.3 It is necessary to remove numerous on the subject site to place the proposed modular building. Nine trees indicated for removal are subject to ADC 9.204 because they are eight inches in diameter or larger.
- 1.4 The submitted Tree Felling Plans show the locations of the trees along with their type and size. If not removed, the trees would be severely impacted during development and if retained, would prevent the proposed development of the subject property.
- 1.5 In the event proposed development does not take place, the trees proposed for removal on the Tree Felling Plans shall not be removed without separate approval for tree felling not

associated with development, using criteria listed in ADC 9.205(3).

Criterion 2

For property where a Site Plan Review, Conditional Use, or land division application has been approved or is currently under review for development of the property, the Community Development Director or his/her designee shall approve Site Plan Review for tree felling when the applicant demonstrates that all of the following review criteria are met:

- a) It is necessary to fell tree(s) in order to construct proposed improvements in accordance with an approved Site Plan Review or Conditional Use review, or to otherwise utilize the applicant's property in a manner consistent with its zoning, this Code, applicable plans adopted by the City Council, or a logging permit issued by the Oregon Department of Forestry.

Findings

- 1.1 It is necessary to remove nine trees from the subject site to place the proposed modular building.
 - 1.2 The subject property is located within the CC zoning district. The applicant proposes to place modular office buildings to the east of the site's south building. Offices uses are consistent with the zoning district.
 - 1.3 Oregon Department of Forestry (ODF) permits are required only if commercial use of the felled trees will occur (e.g., logs E or firewood are sold). None of the felled trees will be sold.
 - 1.4 Findings under Section IV, Criteria 1 and 3, incorporated herein by reference, address all other applicable tree felling provisions.
- b) **The proposed felling is consistent with City ordinances including tree regulations in the Albany Municipal Code, and the proposed felling does not negatively impact the environmental quality of the area, including but not limited to: the protection of nearby trees and windbreaks; wildlife; erosion; soil retention and stability; volume of surface runoff and water quality of streams; scenic quality; and geological sites.**
- 2.1 The applicable Albany Development Code sections are as follows:
 - a. ADC Table 1.100-1 which includes the below table sections:

Application Action	Procedure Type	Decision Body	Pre-App. conference required	Neighborhood Mtg. Required	Applicable Sections
Tree Removal	I-L	CDD	Yes*	No	9.204, 9.205

*Unless waived by the Community Development Director (CCD)

- 2.2 Pursuant to ADC 9.205, the application will be processed via a Type I-L review procedure, which includes issuance of a notice of decision by the Community Development Director.
- 2.3 In accordance with ADC Table 1.100-1, a pre-application meeting was held on December 14, 2023, to discuss the development proposal and associated tree felling (see PR-55-23).
- 2.4 Per ADC Table 1.100-1, a neighborhood meeting was not required or conducted in association with this request.
- 2.5 Findings pertaining to ADC 9.204 and 9.205 are included above in Criterion 1 and included herein by reference.
- 2.6 Tree regulations are found in Chapter 7.98 of the Albany Municipal Code. The applicable sections are as follows:
- a. AMC 7.98.030(6): *Unless removal is expressly authorized by a land use action or approval issued by the City of Albany, it shall be unlawful to remove any tree larger than or equal to 6.5 feet in circumference (approximately 25 inches in diameter), public or private, within the City of Albany city limits without first making application to the City of Albany and obtaining a permit or as otherwise authorized by this code*
 - b. AMC 7.98.404(2): *A permit shall be obtained from the City Forester, applying criteria contained in AMC 7.98.180, for the removal of individual trees equal to or greater than six and one-half feet in circumference on all property within the city limits of the City of Albany.*
 - c. AMC 7.98.100(2): *Additional tree removal permits are not required for any trees that have been authorized for removal in an approved site plan review processed in accordance with the Albany Development Code.*
 - d. AMC 7.98.120: *The Parks, Recreation, and Tree Advisory Commission may designate certain trees as "heritage trees" within the City with the consent of the owner(s) of record. The purpose of the heritage tree designation is to recognize, foster appreciation of, and protect trees having significance to the community. The Parks, Recreation, and Tree Advisory Commission shall have the authority to determine, select, and identify such trees that qualify as heritage trees. Once a tree is designated as a heritage tree, it will remain so unless it becomes necessary to classify it as a dangerous tree and removed as such. Heritage trees may not be removed without the express consent of the Parks, Recreation, and Tree Advisory Commission.*
 - e. AMC 7.98.205: *Permit application fees for removal permits shall be established by Council resolution.*

- f. AMC 7.98.215: *When removing trees under a permit or site plan approval, precautions shall be made to protect residual trees and tree roots from damaging agents during and after the removal process. The following tree protection specifications should be followed to the maximum extent feasible for all projects with protected existing trees:*
- 1) *Within the drip line of any protected existing tree, there shall be no cut or fill over a four-inch depth unless a qualified arborist or forester has evaluated and approved the disturbance.*
 - 2) *Prior to and during construction, an orange fence shall be erected around all protected existing trees that is a minimum of four feet tall, secured with metal T-posts, no closer than six feet from the trunk or within the drip line, whichever is greater. There shall be no storage or movement of equipment, material, debris, or fill within the fenced tree protection zone.*
 - 3) *During the construction stage of development, the applicant shall prevent the cleaning of equipment or material or the storage and disposal of waste material such as paints, oils, solvents, asphalt, concrete, motor oil, or any other material harmful to the life of a tree within the drip line of any protected tree or group of trees.*
 - 4) *No damaging attachment, wires, signs, or permits may be fastened to any protected tree.*
 - 5) *Large property areas containing protected trees and separated from construction or land clearing areas, road rights-of-way, and utility easements may be “ribboned off,” rather than erecting protective fencing around each tree as required in subsection (2) of this section. This may be accomplished by placing metal T-post stakes a maximum of 50 feet apart and tying ribbon or rope from stake-to-stake along the outside perimeters of such areas being cleared.*
 - 6) *The installation of utilities, irrigation lines, or any underground fixture requiring excavation deeper than six inches shall be accomplished by boring under the root system of protected existing trees at a minimum depth of 24 inches. The auger distance is established from the face of the tree (outer bark) and is scaled from tree diameter at breast height as described in the table below.*

<i>Auger Distances for Installation of Utilities</i>	
<i>Tree Diameter at Breast Height (inches)</i>	<i>Auger Distance from Face of Tree (feet)</i>
<i>8-9</i>	<i>5</i>
<i>10-14</i>	<i>10</i>
<i>15-19</i>	<i>12</i>
<i>Over 19</i>	<i>15</i>

- 2.7 Per AMC 7.98.030(6), AMC 7.98.404(2), AMC 7.98.100(2), and ADC 9.204, this Site Plan Review – Tree Felling application was submitted for review and approval.
- 2.8 There are no heritage trees on the subject property, therefore, the provisions of AMC 7.98.120 are not applicable.

- 2.9 In accordance with AMC 7.98.205, the paid application fee was based on the adopted fee schedule.
- 2.10 The provisions of AMC 7.98.215 are reviewed in association with an Erosion Prevention and Sediment Control (EPSC) plan, which will be reviewed and approved by the Public Works Department prior to on-site work.
- c) **The uniqueness, size, maturity, structure, and historic value of the trees have been considered and all other options for tree preservation have been exhausted. The Director may require that trees determined to be unique in species, size, maturity, structure, or historic values are preserved.**
- 3.1 ADC 9.204 states Site Plan Review approval is required for the felling of five or more trees larger than 25 inches in circumference (approximately eight inches in diameter) on a lot or property in contiguous single ownership in excess of 20,000 square feet in any zone.
- 3.2 A tree inventory has been conducted and outlined in the Tree Felling Plans. As shown, trees proposed to be removed include a variety of deciduous and coniferous trees. All trees within the Significant Natural Resource Overlay district are to be protected as are tree groves along the south property line abutting existing residential development. Only trees in the area of the modular building are proposed to be felled. As shown in the Tree Felling Plans, the trees proposed to be removed would be severely impacted during development, or if retained, would prevent the proposed development upon the subject property.
- 3.3 None of the trees are known to possess historic value and no heritage trees exist on the site.
- d) **Tree felling in Significant Natural Resource Overlay Districts meets the applicable requirements in Article 6.**
- 4.1 The property where tree felling is proposed is not located within a Significant Natural Resource Overlay district; therefore, this criterion is not applicable.

Criterion 3

For property where tree felling is proposed and there is no approved or concurrent Site Plan Review, Conditional Use, or land division application for development of the property, the Community Development Director or his/her designee shall approve a Site Plan Review application for tree felling when the applicant demonstrates that all the review criteria in subsection (2) above are met, and the following additional criteria are met:

- a) Trees shall be retained in significantly large areas and dense stands so as to ensure against wind throw.
- b) Wooded areas that will likely provide an attractive on-site amenity to occupants of future developments shall be retained.

- c) Wooded areas associated with natural drainage ways and water areas will be maintained to preserve riparian habitat and minimize erosion. The wooded area to be retained shall be at least 10 feet in width or as required elsewhere in this Code.
- d) Wooded areas along ridges and hilltops will be retained for their scenic and wildlife value.
- e) Tree felling on developable areas will be avoided to retain the wooded character of future building sites and so preserve housing and design options for future City residents. (f) Wooded areas along property lines shall be retained at a minimum width of 10 feet to provide buffers from adjacent properties. (g) The plan for tree felling shall be consistent with the preservation of the site's future development potential and zoning.

Findings

- 3.1 The Site Plan Review Tree Felling application has been submitted concurrently with a Site Plan Review application; therefore, this criterion is not applicable.

V. Overall Conclusion

As proposed, the application for Site Plan Review satisfies all applicable review criteria as outlined in this report.

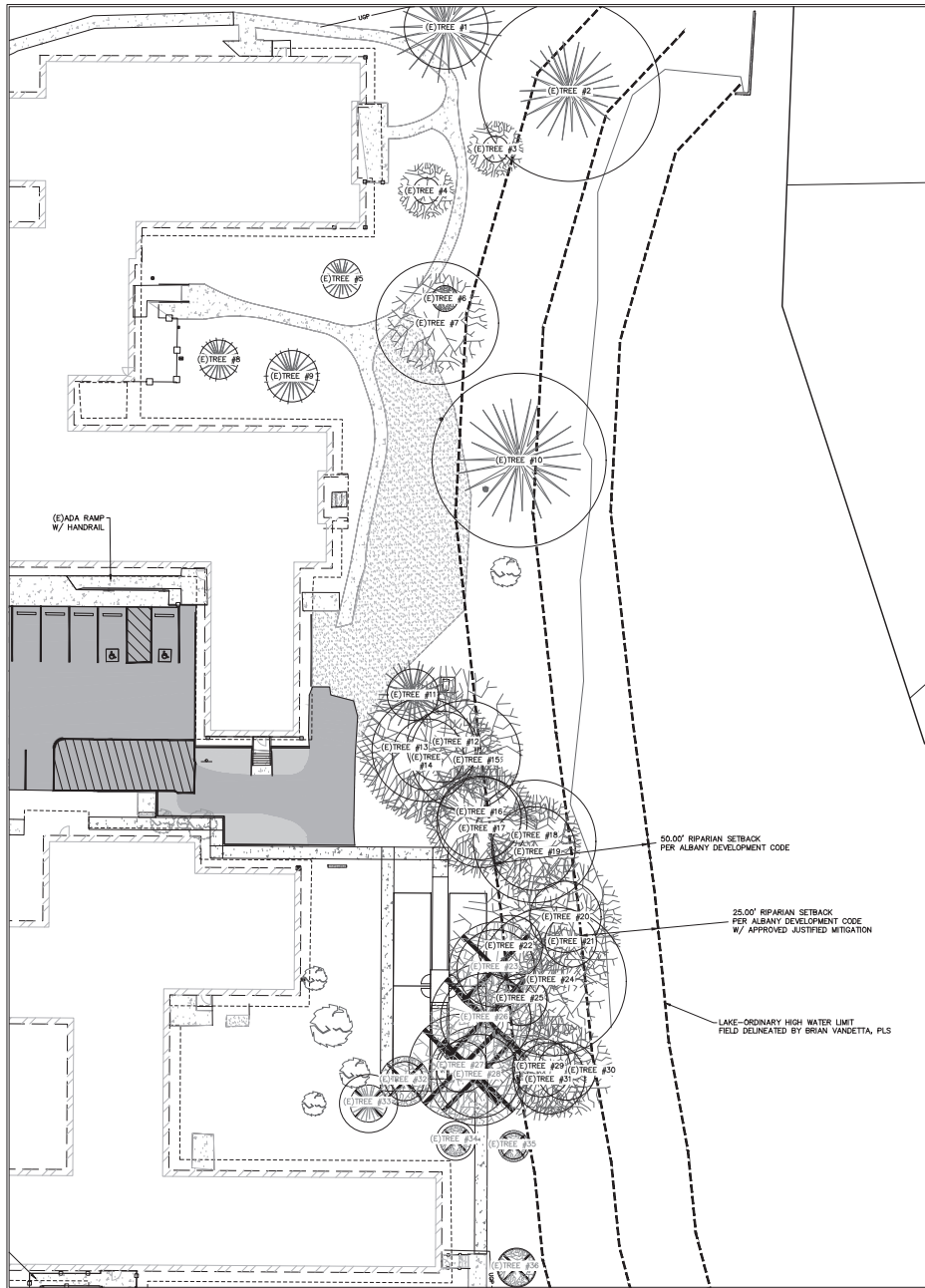
VI. Attachments

- A. Preliminary Plan Set
 - a. Cover
 - b. Demo/Existing Conditions
 - c. Preliminary Overall Tree Felling
 - d. Preliminary Tree Felling North
 - e. Preliminary Tree Felling South
 - f. Preliminary Site plan
 - g. Preliminary Grading and Drainage
 - h. Preliminary Utility plan
 - i. Preliminary Fire Department Plans
 - j. Preliminary Fire Department Plans
- B. Building Elevation
- C. Preliminary Stormwater Report
- D. Letter from the City of Albany, City Forester
- E. FIRMette Map with Site Traced

Acronyms

ADC	Albany Development Code
CC	Community Commercial
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
RMA	Residential Medium Density Attached
TSP	Transportation Systems Plan





CONSTRUCTION DISTURBES LESS THAN 30% OF CRITICAL ROOT ZONE


CONSTRUCTION DISTURBES LESS THAN 30% OF CRITICAL ROOT ZONE

Modular Building Tree Felling						
Tree ID Number	Species	Trunk Circumference Diameter (in)	Canopy (sq ft)	Retain/ remove	Significant	
1	Fir	13	41	7.1	Retain	No
2	Fir	28	88	5.6	Retain	Yes
3	Maple	4	13	1.8	Retain	No
4	Maple	4	13	1.8	Retain	No
5	Pine	6	19	0.8	Retain	No
6	Cluster	4	13	0.3	Retain	No
7	Maple	19	60	5.6	Retain	No
8	Cedar	6	19	1.1	Retain	No
9	Cedar	8	25	1.8	Retain	No
10	Pine	27	85	8.7	Retain	Yes
11	Pine	8	25	2.6	Retain	No
12	Oak	11	35	14.7	Retain	No
13	Oak	16	50	10.6	Retain	No
14	Oak	11	35	10.6	Retain	No
15	Oak	17	53	3.1	Retain	No
16	Oak	13	41	7.1	Retain	No
17	Oak	14	44	7.1	Retain	No
18	Oak	19	60	4.9	Retain	No
19	Oak	13	41	4.9	Retain	No
20	Oak	11	35	7.1	Retain	No
21	Oak	8	25	5.6	Retain	No
22	Oak	10	31	8.7	Retain	No
23	Oak	12	38	4.9	Remove	No
24	Oak	23	72	7.1	Retain	No
25	Oak	8	25	4.9	Retain	No
26	Oak	14	44	7.1	Remove	No
27	Oak	8	25	6.3	Remove	No
28	Oak	13	41	5.6	Remove	No
29	Oak	9	28	6.3	Retain	No
30	Oak	9	28	4.9	Retain	No
31	Oak	11	35	3.1	Retain	No
32	Deciduous	6	19	1.4	Remove	No
33	Pine	9	28	0.8	Remove	No
34	Deciduous	6	19	0.5	Remove	No
35	Deciduous	4	13	0.5	Remove	No
36	Deciduous	6	19	0.8	Remove	No



TREE LEGEND	
	EXISTING DECIDUOUS TREE
	EXISTING EVERGREEN TREE
	EXISTING TREE TO BE REMOVED
	TREE CRITICAL ROOT ZONE

PLAN REVISIONS	DATE



CLIENT:
LINN COUNTY
ATTN: RIGGS WILLIAMS
1000 W. 1ST ST.
ALBANY, OR 97321
(541) 867-3880
RUWILLIAMS@COLLINN.ORG US

UDELL ENGINEERING AND LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125 PH.
(541) 451-1366 FAX

PRELIMINARY TREE FELLING PLAN NORTH
LINN COUNTY ADMIN
OFFICE EXPANSION
2730 PACIFIC BLVD SE
ALBANY, OR 97321

DATE: JANUARY 2024
PROJECT: 22-291 LINN COUNTY EXPANSION
DRAWN BY: [REDACTED]
REV. NO.: [REDACTED]
CHECKED BY: [REDACTED]
APP: [REDACTED]

REVIEW COPY
NOT FOR
CONSTRUCTION

Sheet **C103**

SCALE: SEE BARSCALE

From: [Elizabeth Krabill](#)
To: [Cepello, Jennifer](#)
Subject: Site Plan Review Comments 2730 Pacific Blowhard SE
Date: Monday, February 26, 2024 9:42:34 AM

[WARNING! This email came from outside our organization. Do NOT click unknown attachments or links in email.]

Hi Jen,

We live at *604 Bain Street, SE Albany, OR 97322*. Our house is located directly across the lake where the proposed plan is issued. We bought this property two and a half years ago for the lakefront views, swimming pool, privacy, and the peaceful and quiet neighborhood (including the government buildings located right across the lake). With that said, our family spends a lot of time outside in our backyard. We have already dealt with Phase 1 of the large sewer project this past summer that took away the use of our cul de sac for our kids to ride bikes and play in our front yard, ripped up our yard, and took away a lot of landscaping that heled keep transients at bay. And, we will be dealing with many more interruptions with that project when the next few phases begin on our street. So, we have a few questions and concerns in regards to this project that may affect us and our property.

- 1) The plans are so small and very hard to read. Where exactly is the mobile office going to be located?
- 2) How long will the mobile office be in the particular location?
- 3) Will the mobile office match the exterior of the current structures on the property? (paint color etc)?
- 4) On the proposed site plan property quite a few large established trees have already been taken down which was very disturbing. Our lake is home to a vast variety of wildlife including, cranes, ducks, minks, fish, turtles, many birds, and most importantly bald eagles which nest in the area where the trees were taken down already. How many more trees are planned to be taken down and where?
- 5) What is the long term plan for this property? Does the city plan to build more building structures?
- 6) How long is the proposed construction going to last, including any future plans on the property?

Again, this proposed plan affects our back yard as well as all our neighbors on the lakefront. With the warmer weather right around the corner we are planning to open our pool and will be spending our days in the backyard. We are truly hoping the disturbance will not greatly affect us. I really appreciate you and your team addressing the above questions. Feel free to reach out if you have any questions for us and we really look forward to hearing back from you. Also, I'm happy to come down to your office to speak in person, if that would be more helpful.

Have a wonderful day!

Many thanks,
Elizabeth Krabill

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TO: Jennifer Cepello, Planner

FROM: Lora Ratcliff, Fire Marshal

DATE: January 24, 2024

SUBJECT: SP-01-24 – 2730 Pacific Blvd SE –New Commercial– Fire Department Comments

The fire department has reviewed the above project for conformance to the 2022 Oregon Fire Code (OFC) per your request and has the following comments.

**** NOTE: Addition of a private fire line will result in a quarterly Fire Line Fee ****

**** Land Use permit will include a \$125 Fire Plans Review fee ****

1. Approved fire apparatus roadways must extend to within 150 feet of all exterior portions of any structure that will be built on the property as measured by an approved route of travel around the exterior of the structure. (OFC 503.1.1)
2. Dead-end fire apparatus roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus (OFC 503.2.5 and D103.4)
3. This proposed project is located within a “Protected Area” as defined by Oregon Fire Code (OFC) Appendix B, Section B102 and this area is currently served by a public water system. The Fire Flow required for shall be as specified in Appendix B of the fire code. (OFC 507.3)

LAR/lar

Lora Ratcliff

Lora.ratcliff@cityofalbany.net

541-917-7728