



COMMUNITY DEVELOPMENT DEPARTMENT

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • (503) 588-6173 • (503) TTY 588-6353 • (503) Fax 588-6005

July 12, 2012

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W. Josh Wells
Westech Engineering
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RE: Urban Growth Area Development Permit (UGA) and Type II Site Plan Review Application for the 2500 Block of Boone Road SE (Marion County Assessor's Map 083W11D 00600, 083W12C 00702, and 083W12C 01900).

Dear Mr. Oyen, Mr. Hodson, and Mr. Wells:

The Planning Division reviewed the materials submitted on June 29, 2012 for a consolidated UGA and Type II Site Plan Review. The following additional information is needed to allow the application to be deemed complete, unless otherwise noted, and to allow for the continued processing of the application.

- (1) The size and location of solid waste and recyclables storage and collection areas and amount of overhead clearance above such enclosures (SRC 163.050(d)).

The site plan indicates a 17 foot by 20 foot garbage area at the south end of the parking area between the two buildings. The standards of SRC 130.604 require a minimum of 8 feet of unobstructed vertical clearance for receptacles two cubic yards or less in size and a minimum of 14 feet of unobstructed vertical clearance for receptacles greater than two cubic yards or in size. While we will be reviewing building plans for conformance with the solid waste enclosure standards, we recommend that you review the standards and contact the waste hauler prior to submitting the site plan so that you may determine the appropriate size of containers for the proposed use, find out whether the containers must be covered, and design the enclosure with the appropriate vertical clearance. If you would like to request administrative relief from any of the applicable standards, that request could be included in the Type II Site Plan Review application. You may contact the Mid-Valley Garbage and Recycling Association at 503-409-1413 for waste hauler information.

Please submit a brief written statement with the following information:

Name of waste hauler
Description of contact with waste hauler.
Receptacle size(s) that will be used on the property
Coverage requirements for receptacles for the proposed use
Amount of overhead clearance

- (2) Summary table which includes site zoning designation, total site area, gross floor area by use (i.e. manufacturing, office, retail, storage), building height, itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, including areas to be paved for parking and sidewalks (SRC 163.050(c)(6)).

Because the access driveway is on tax lot 083W12C 01900, the subject property for the Site Plan Review will include all three tax lots (083W11D 00600, 083W12C 00702, and 083W12C 01900), totaling 14.86 acres. The defined



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improvement limits for this Site Plan Review are smaller than the subject property and larger than the area within the CO zone. It would be helpful to have additional information in the summary table to explain these differences.

The summary table should include information on lot coverage by buildings and total lot coverage including paving for parking and sidewalks. Building lot coverage is stated as 24%; I would recommend deleting that figure and replacing it with separate lot coverage figures for each parcel.

In the summary table, please add the following information:

Area within the CO zone (from written statement – 3.86 acres)

Area within the defined improvement limits

Building lot coverage for Property A (from written statement – 20%)

Building lot coverage for Property B (from written statement – 7%)

Total lot coverage for Property A including areas to be paved for parking and sidewalks

Total lot coverage for Property B including areas to be paved for parking and sidewalks

- (3) Traffic Impact Analysis, if required for the development, shall be provided based on a format and thresholds specified in standards established by the Director of Public Works (SRC SRC 163.050(c)(8)).

You have indicated that this document will be submitted by the end of this week (July 13).

Please submit the above requested materials and/or information to our office, by mail or in person, as soon as possible. By Oregon State Law, you have until December 26, 2012 (180 days from the date the application was submitted) to provide the requested information or your application will be automatically withdrawn. If you have any questions, please contact me at (503) 540-2309.

Sincerely,

Pamela Cole
Case Manager

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