

AGENDA
VENETA PLANNING COMMISSION
TUESDAY – MARCH 1, 2016 – 6:30 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

1. REVIEW AGENDA

2. PUBLIC COMMENT

If you wish to address the Planning Commission; state your name, address, and limit your comments to 3 minutes. Maximum time 20 minutes. The Planning Commission will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Planning Commission meeting.

3. APPROVAL OF MINUTES

- a) January 5, 2016 (A)
- b) February 2, 2016 (A)

4. (QUASI-JUDICIAL) PUBLIC HEARING – LIMITED LAND USE DECISION

- a) Site Plan Track 2 Adjustment to Commercial Design Standard, Veneta Land Development Ordinance No. 493 Section 5.13(2)(k), File # SR-5-15 - Track 2
 - Chair opens the Public Hearing
 - Commission members declaration of potential conflicts of interest; disclosure of “ex-parte” contact
 - Staff report (A)
 - Testimony from the applicant
 - Testimony in support of the application
 - Testimony opposed to the application
 - Testimony neither in support of nor opposed to the application
 - Summation by staff
 - Rebuttal from the applicant
 - Consideration of request for continuation of Public Hearing, extension of written record, or both
 - Close or continue Public Hearing; close or extend written record (continuance or extension by motion)
 - Planning Commission decision; possible questions to staff or public
 - Motion to approve, approve with conditions, or deny the application based on the information contained in the staff report, oral and written testimony, and all other evidence submitted into the record
 - Final Order signed by Chair incorporating findings and reasoning to support the decision

5. LIMITED LAND USE DECISION

- a) Site Plan Major Amendment, File #SR-5-15(A) (A)

6. PLANNING COMMISSION REVIEW AND COMMENT

- a) Proposed Amendments to Parking Lot Locational Standards (A)

7. ADMINISTRATIVE DECISIONS

8. OTHER

- a) 2015 Year End Planning and Building Activity Report (A)

9. ADJOURN

The Planning Commission considers all public comment, staff report, applicant's submittal, and City ordinances in arriving at a final decision. Staff reports are available for review at Veneta City Hall - 88184 8th Street - Veneta, Oregon seven (7) days prior to meeting.

Location is wheelchair accessible (WCA). Communication interpreter, including American Sign Language (ASL) interpretation, is available with 48 hours' notice. Contact Darci Henneman; Phone (541) 935-2191, FAX (541) 935-1838 or by TTY Telecommunications Relay Service 1-800-735-1232.
THIS MEETING WILL BE DIGITALLY RECORDED.

To access City Council meeting materials please go to <http://www.venetaoregon.gov/meetings>

PUBLIC HEARINGS - Please observe the following rules.

WRITTEN TESTIMONY:

Written comments received seven (7) days prior to the meeting have been incorporated in the staff report. All comments, including those received up until the meeting, are presented to the Planning Commission members to be considered in their decision.

ORAL TESTIMONY:

If you wish to testify with regard to a matter which has been set for **Public Hearing** please observe the following rules:

1. **State your name and address.**
2. **Indicate if you are in favor of or opposed to the proposal.**
3. **Limit your testimony to three (3) minutes. Testimony must be specific to the issue at hand. Keep your comments brief and to the point.**

Minutes of the Veneta Planning Commission

January 5, 2016

Present: James Eagle Eye, Len Goodwin, Kevin Conlin, Calvin Kenney, and Lily Rees

Others: Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Ric Ingham, City Administrator; and Darci Henneman, City Recorder

I. Review Agenda

Chair James Eagle Eye opened the Veneta Planning Commission meeting at 6:31 p.m. and reviewed the agenda.

II. Public Comment

None

III. Approval of Minutes

Motion: Len Goodwin made a motion to approve the December 1, 2015 minutes. Kevin Conlin seconded the motion which passed with a vote of 5-0.

Chair James Eagle Eye modified the agenda and started the meeting with the interpretation request.

IV. Interpretation Request

Garbett said staff received a site plan application requesting approval of indoor cultivation and processing of cannabis to serve medical marijuana patients. She said in the industrial zone, where the site plan is proposed, the code allows small scale manufacturing and processing subject to site plan review. Staff wanted to bring this to the Planning Commission to concur or not concur with the method of processing the applicant is proposing, also to concur or not concur what is considered processing of cannabis, cultivating or growing of cannabis indoors and is it considered manufacturing. Staff provided background information; recent Senate House Bill (HB) 3400 passed in November of 2015 and staff contacted six Oregon jurisdictions to ask if they considered cultivation of cannabis as manufacturing, which all six jurisdictions did. Garbett reviewed the Planning Commission's options for Interpretations 1 and 2.

In response to a question from Len Goodwin, Bork said staff heard from other cities that a chemical process was used for extraction of tetrahydrocannabinol (THC).

Len Goodwin said any form of extraction that creates a crystal from a plant has got to be a process. He said he doesn't see the relevance of Interpretation 1 because any form of chemical or mechanical extraction is considered a process. He suggested their interpretation be that.

Kevin Conlin said if the Planning Commission agrees with Interpretation 1, then it would seem that they are suggesting that this and this alone is considered processing or is the Planning Commission saying a specific thing is processing. He said it seems to be the latter, based on the language, and if that's the case, then all the Planning Commission is doing is affirming that of all the processes, this is to be counted among them.

Bork said staff is not wanting to limit it to one method. She said this is an example of how it's done. She said the definition in Senate HB 3400 states what processing is not, but if the product is changed somehow, then it's considered processing.

James Eagle said if the Planning Commission did agree with Interpretation 1 it might be cleaner to say "extraction of THC from cannabis is a process".

Len Goodwin said he's concerned if Interpretation 1 is approved as it stands, then there may be another form of processing down the road.

Calvin Kenney said we shouldn't identify the processing method but just that extraction is a process.

After a brief discussion, it was the consensus of the Planning Commission, with regard to Interpretation 1, that extraction of THC from cannabis, to separate into a powder or crystals, is considered a process.

The processing, compounding, or conversion of marijuana, either directly or indirectly by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis is considered processing.

James Eagle Eye said as to Interpretation 2, cultivation of cannabis is considered manufacturing and producing a product for sale.

Kevin Conlin said you can produce a number of things from wooden toys to leather belts in your home and if you're selling the product, it would be considered manufacturing.

Len Goodwin agreed but said as an example, there is a thriving market in growing orchids, but he doesn't think anyone would say growing orchids is considered manufacturing but if it requires indoor cultivation; artificial heat and light, then it begins to look more like manufacturing. He said he agrees that the production of marijuana plants is manufacturing, but we need to be careful that we don't overreach and end up declaring some things as manufacturing that are clearly agricultural in nature. He wouldn't want someone to be accused of manufacturing in a residential zone because they had a hot house in the backyard, with water and electricity, to grow orchids.

Calvin Kenney said but if they were being grown for resale, it would be considered manufacturing.

Bork said our code allows horticulture in residential zones as horticulture. She said if you consider cultivation of marijuana as manufacturing, then it would only be allowed in industrial zones.

Len Goodwin said we're doing something that requires processing before it's put to its ultimate use. An orchid is not processed, it's just grown and sold. He said cannabis needs to be grown and then processed. He said it would be helpful if the definition considered manufacturing but have something in the notes that would address the orchid grower as horticultural and not manufacturing. He said the growing of plants, for processing into a product, is manufacturing.

Garbett said our code states industrial zones allow manufacturing and other uses and processing so the manufacturing goes hand in hand.

Bork said the intent is to get an interpretation to allow us to move forward with the site plan. She said we weren't intending to change the code and she doesn't feel the code would need to be changed with the interpretation because we are getting inquiries for other types of grow operations and we want to make sure we're giving people information so they can move forward or not move forward with properties they're looking at, mostly in the industrial area, for indoor grow operations. She said that would help simplify the process.

MOTION: Calvin Kenney made a motion that Interpretation 1 should read "extraction of Tetrahydrocannabinol (THC) from cannabis is to separate the THC crystals into a powder and then package the remaining product is considered 'processing'".

Bork asked for clarification to make sure the intent of the Planning Commission is that Interpretation 1 should be more general rather than be so specific.

In response to a question from James Eagle Eye, Bork said it should be more generalized than the extraction of THC from cannabis is considered processing. She said the definition in HB 3400 states “the conversion of marijuana either directly or indirectly, by extraction, from the natural origin” seems like a good definition.

MOTION: Calvin Kenney withdrew his motion.

James Eagle Eye said Interpretation 1 is asking if the extraction of THC into powder and then packaging the powder is considered processing.

Kevin Conlin said the Planning Commission is only being asked to concur or not concur with the definitions presented. If there are problems then the proper option would be not to concur. He said he is abstaining from voting but if the Planning Commission decides to move forward, then we should explain what and why we’re doing this so in the future we cannot be accused of exceeding the mandate.

MOTION: Len Goodwin made a motion to not concur with Interpretation 1 as presented by staff and in the alternative, directed staff to interpret processing to the effect that the extraction of Tetrahydrocannabinol (THC) from cannabis, to separate THC crystals into a powder, is processing. Lily Rees seconded the motion.

Bork asked for clarification for future inquiries, if staff could rely on the HB 3400 definition for processing. She said staff could bring it back to the Planning Commission again.

James Eagle Eye said the definition in HB 3400 only states conversion of marijuana and doesn’t talk about extraction of the THC. He said the Planning Commission agrees that extraction of the THC is processing.

Len Goodwin said Section B26(a) is state law. He felt we don’t need to say anything.

Bork said many cities are coming up with their own definitions.

Len Goodwin said we have just added a further definition of process to supplement state law. He said unless someone wants to take the proposition forward that somehow this preempts local authority. He doesn’t feel there is anything that indicates a specific intent of the state legislature to preempt the definition process. He said he’s not sure why we have to say anything about the state definition.

Bork said these aren’t land use definitions but licensures definitions.

Len Goodwin said if someone wanted to know what processing for marijuana is, the first thing we could do is look at the statute.

VOTE: The motion passed with a vote of 4-1. Kevin Conlin abstained from the vote.

MOTION: Len Goodwin made a motion to concur with Interpretation 2. Lily Rees seconded the motion which passed with a vote of 4-1. Kevin Conlin abstained from the vote.

V. Discussion and Review of Parking Location Standards

Bork said last month the Planning Commission reviewed a site plan that required an interpretation to determine if the applicant’s site plan complied with the intent of the off street parking standards in the City’s Land Development Ordinance. At that time, the Planning Commission expressed the desire to review those standards, and if necessary to amend them. She said there are two sections of the Veneta Land Development Ordinance that address off street parking as it relates to the building location. Bork reviewed the parking standards.

She said staff reviewed two past code amendments, one in 1999 during periodic review which updated several sections of the code. She said in 2007 and 2009 we received a TGM grant which was used to add and implement the residential and commercial design standards to the Downtown Master Plan and to create mixed use areas.

James Eagle Eye said he remembers a lot of discussion about Broadway/Commercial and trying to create a pedestrian feel but Territorial Rd. didn't really fall into play with that. He said there was also some conversation that south Territorial had too much traffic and the focus should be on the north side of Highway 126.

In response to a question from James Eagle Eye, Bork said the Territorial/Commercial district was between Hunter and Broadway but it wasn't pursued. She said then there was a discussion about Community/Commercial to the north of Highway 126 (the Northeast Employment Center). At that time, it was mentioned that perhaps the Planning Commission could consider design standards for that district similar to the downtown district. She said that wasn't pursued either.

Len Goodwin said in his opinion, based on the site plan review under discussion at that time, there was more reason for restrictiveness, with respect to parking, in the Residential/Commercial and Broadway/Commercial zones. He said it was clearly intentional for both zones because we wanted to create a pedestrian friendly development in the Broadway/Commercial zone and because the Residential/Commercial zone is partly residential. He said we don't generally think of parking between the building and the sidewalk for a residential or mixed use residential structure. But Community/Commercial is different and its intent is to be commercial and it's not designed for any other purpose. He said he's not sure that the pedestrian friendly objective is as critical as it might be with the Broadway/Commercial or Residential/Commercial which don't have a Track 2 available and is likely intentional. He said there was a lot of discussion about those two zoning districts that we wanted to keep consistent and not create too much of an opening for alternative development. He said he thought the conclusion was to allow for more flexibility in Community/Commercial and maybe we did that by allowing the Track 2 process.

James Eagle Eye said we have the Track 2 options, we're not limited, we just completed the process and it does work. He said when looking at Community/Commercial, it's not as important as Broadway/Commercial and he doesn't think it hurts us to have codes that allow more pedestrian friendly zones. He said he's not sure if it needs to be changed because, in his opinion, the Track 2 option solves the issue.

Bork said we do have the Track 2 option but it's not available for parking and it would require amending the code to allow off street parking for Community/Commercial or Highway/Commercial. She said the code now states "all new parking for commercial" so that would include Highway/Commercial. If the Planning Commission wanted to do the Track 2 process then we could amend the code to allow that for all zones except Broadway/Commercial and Residential/Commercial in order to maintain pedestrian friendly zones.

Len Goodwin said maybe we need to think about this more because some of it doesn't make sense. He suggested tweaking Section 5.20(3)(c) to read "parking lots and loading docks from public and semipublic buildings". He said the City Administrative offices do not have parking in the side and rear and he would hate to make a non-confirming use of the City Administrative offices.

Bork said she can bring back several options for the Planning Commission to review.

After a thorough discussion, it was the consensus of the Planning Commission to direct staff to provide more information and bring it back for review.

Bork said staff would also like clarification if commercial uses in the industrial zone should comply with commercial design standards. She said she will bring that back at the next meeting.

Len Goodwin said it makes sense to rely on the characteristics of the underlying zone. He said if there's a commercial establishment in an industrial zone, its attribute should take on the characteristics of the underlying zone and not the commercial zone, which in his opinion, creates greater consistency.

VI. Administrative Decisions

a. 2015 Land Use Decisions Summary

Garbett said staff noticed in past minutes that administrative land use decisions were announced at meetings. She said as part of the code, staff is required to notify the Planning Commission of any administrative approvals. She said staff recently posted the 2015 Land Use Decision summary on the City's website which staff provided to the Planning Commission. She said administrative approvals would be Type "A" and "B" tree permits, temporary use permits like the annual fireworks sales and back yard chicken permits. She said Type "B" tree permits are for significant trees, or for one or two trees that happen to meet the heritage criteria.

Len Goodwin requested that a summary of the building permit data be provided at the next meeting.

VII. Other

None

VIII. Adjourn

Chair James Eagle Eye adjourned the Veneta Planning Commission at 7:20 p.m

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James Eagle Eye, Chairman

ATTEST:

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Darci Henneman, City Recorder

Minutes of the Veneta Planning Commission

February 2, 2016

Present: James Eagle Eye, Len Goodwin, Kevin Conlin, Calvin Kenney, and Lily Rees

Others: Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Ric Ingham, City Administrator, Phil Velie, Michael Weishar

I. Review Agenda

Chair James Eagle Eye opened the Veneta Planning Commission meeting at 6:30 p.m. and reviewed the agenda.

II. Public Comment

None

III. Review partition Request, M-1-15, Sproat Ranch Estates Lots 1 and 2

a. Request approval of a tentative plan for a two (2) lot partition of tax lot 902 that lies within Veneta City limits and the Veneta Urban Growth Boundary

Garbett said the partition is for a 16.9 acre parcel of which 2.04 acres is in Veneta City limits. She said the remaining 17.5 acres lies within Lane County and according to the Lane County planner, the subdivision application has been put on hold until April. She said the applicant is proposing private wells and septic systems on proposed lots 1 and 2 within City limits. The site is on Jeans Rd. There is a non-significant wetland which is not regulated by the Veneta Wetland Protection Ordinance because it's been deemed non-significant in our associated Natural Resource Study. There is a condition of approval that the Oregon Dept. of State Lands (DSL) regulates wetlands regardless of whether or not the City's Natural Resource Study says it's significant or not. DSL recommended a wetland delineation for proposed lot 1 and may require a removal fill permit. The application was deemed complete on July 8, 2015 and on November 4, 2015 the applicant signed a waiver to the 120 day rule not to exceed 245 days. The 245 day timeline expires March 9, 2016. Notice was mailed to property owners within 300 feet and posted at the site on July 9, 2015. The reason for the completeness review and time period that occurred before staff brought this to the Planning Commission was related to the applicant and the City Engineer reviewing a couple of site distance documents. Jeans Rd. slightly curves east of the proposed site and because of that curve, the City Engineer wanted to see more information from the applicant's engineer in terms of sight distance. Two comments were received, a telephone call from Mr. Martin on Jesse James. His concern was the impact to the water supply in the area. The second letter was received from Mr. and Mrs. Campbell on Jeans Rd., their concerns were related to light pollution for the new access and site distance due to the curve of Jeans Rd. The latter written comment was included in the staff report. Key issues in the staff report were in regards to water and sewer for lots 1 and 2. The City Engineer and Public Works Director are not requiring extension of City services but there is a condition of approval for the applicant to sign an irrevocable petition for future public improvements for water and sewer. The proposed access to the development is a proposed private easement named Sproat Ranch Rd. Applicant is proposing a 20 ft. paved width with utility easements, this is the same as Lane County. Staff recommended approval with conditions.

In response to a question from Len Goodwin, Garbett said the most recent tentative partition plan dated December 29, 2015 does not show where the future secondary access to the Northeast Employment Center would be.

Ingham said the applicant also owns the NE Employment Center.

Len Goodwin said it's not within the jurisdiction of the Planning Commission but he's concerned about the long road ending with a cul-de-sac and no secondary access to the adjoining parcel; the NE Employment Center. He said Lane County has failed to act and wonders if the City has been asked to comment on the action before Lane County.

Garbett said Lane County planners indicated that they postponed its decision until April and her understanding is that access needed to be granted by the City before Lane County would decide on the County portion.

Len Godwin wonders about approving an access here and then the County deciding something different which means the entire development is at risk. He's concerned that the cart may be before the horse. This is critical as we develop out. Jesse James is a stranded street and for us to take an action that sets in motion another long stranded street that goes well beyond the fire authority's recommended limit. He said just a turn-around is inadequate for nine lots but at this point we're only talking about lots 1 and 2 and he's concerned that by approving lots 1 and 2 we would allow or encourage that to happen.

In response to a question from Len Goodwin, Garbett said staff emailed a few proposed conditions but the second sight distance study had not been submitted yet so staff indicated to the County that these were tentative proposed conditions of approval.

Bork said we are relying on Lane Fire Authority to comment on the length of the roads.

Len Goodwin said he expects Lane Fire Authority to comment regarding the fire safety but they would not comment with respect to connectivity - that would be the City's responsibility.

In response to questions from James Eagle Eye, Garbett said the City Engineer's recommendation to widen the roadway by 6 ft. is needed to accommodate future bicycle and pedestrian traffic. She said we could modify condition of approval No. 5 to read "that the applicant may construct a 6 ft. wide asphalt shoulder along the site frontage". Garbett said the City Engineer did not recommend additional easements on adjacent property so he's fine with the study that recommended the site distance on lot 1.

In response to a question from Len Goodwin, Garbett said currently, there are three uncontrolled intersections on Jeans Rd., east of Territorial Rd. and Huston Rd.

MOTION: Len Goodwin made a motion to approve the partition request M-1-15. Kevin Conlin seconded the motion which did not pass with a vote of 1 to 4.

Bork asked the Planning Commission for specific conditions of denial of the application.

Len Goodwin said the speed study notwithstanding, he finds the recommended easement inadequate to provide adequate safety. The existence of four uncontrolled intersections on the north side of Jeans Rd. between those two major intersections is a risk which is inappropriate and if this were to be approved, it would have to be as a controlled intersection with a stop sign. He is unwilling to approve in the absence of clear indication from Lane County that they do not have conditions of approval which would cause this to be a failed development. He's concerned that the proposed development fails to provide secondary access through the adjoining property which is already commented to have secondary access to the NE Employment Center.

Lily Rees concurred with Len Goodwin.

Kevin Conlin said he may be willing to place a little more faith regarding the easement but in essence, he agrees with Len Goodwin.

Len Goodwin said he doesn't like to be in a position of denying an application. He believes conditions should be approved whenever possible and it's very unfortunate to be in a position to recommend a denial but in the absence of dealing with these issues, he would recommend denial of the application.

In response to a question from Bork, Len Goodwin said the Planning Commission did not approve the recommended final order but the applicant is entitled to a decision and should not be subjected to waiting for the 245 day extension to expire and then moving onto the City Council for an appeal. If they wish to appeal then we need to give them a denial.

MOTION: Len Goodwin made a motion to deny approval of the partition request M-1-15. Kevin Conlin seconded the motion which passed with a vote of 5-0.

IV. Review Code Amendment Options for New Off-Street Parking Locations

Bork said as requested, staff brought forward some code amendment options for the Planning Commission to consider relating to the discussion for the veterinary clinic and the discussion last month about amending the code provisions, more specifically, implementing a possible Track 2 process which would allow parking location standards to fall under that Track 2 process - similar to other commercial design standards. Bork reviewed the options.

Len Goodwin said he doesn't want loading docks in the front of a building, under any circumstance. He would like to see parking moved around as a Track 2 process but loading docks should be on the side or rear of the building.

Bork said staff will include language to require loading docks to the rear or side of the building as its own provision or amend a provision for inclusion.

Bork said Option 2a would amend the mix use design standards to include the Community/Commercial zone and allow it to go through Track 2 changes. There are a few Community/Commercial zones in the Southwest Area Plan (SWAP) that might fit in with the neighborhood if their parking was to the side or rear and more pedestrian oriented like Broadway/Commercial. So new development would go through the Track 2 process if they can't meet that standard. She said this would still meet the intent but we want to have people think of that as their first option if it makes sense in that neighborhood. Staff is proposing doing away with the parking lot location requirements for industrial but requiring it for public and semi-public uses.

In response to a question from James Eagle Eye, Bork said it would be removed from commercial and industrial.

Len Goodwin said he's fine with 4b with a modification to address loading docks.

There was a consensus of the Planning Commission that this is the direction staff should follow.

V. Administrative Decisions

Garbett said staff approved two Type "A" Tree Removal permits issued which are described on the City's website under Land Use Decisions and the Planning tab.

Len Goodwin said next Tuesday Lane County Commissioners are holding a public hearing on the Fern Ridge Community Policing District at Deep Woods Event Center on Territorial Rd.

VI. Other None

VII. Adjourn

Chair James Eagle Eye adjourned the Veneta Planning Commission at 7:15 p.m.

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James Eagle Eye, Chairman

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

**VENETA PLANNING COMMISSION'S
STAFF REPORT**

Yurtel, Bed & Breakfast – Track 2 Site Plan Review, City File #SR-5-15 – Track 2

Application Received: November 24, 2015
Incomplete Determination: December 16, 2015
Additional Information Received: January 21, 2016
Supplemental Information Received: January 26, 2016
Application Complete: January 27, 2016
120 days from Completeness: May 26, 2016
Notice Mailed: January 27, 2016
Notice Posted: January 27, 2016
Notice Published: February 3, 2016
Staff Report Date: February 16, 2016

Prepared by: Lisa Garbett, Associate Planner

Referrals: Lane Branch, P.E., City Engineer (Branch Engineering)
Kyle Schauer, Public Works Director, City of Veneta
David Mortier, Veneta Building Official (The Building
Department, LLC)
Dean Chappell, Fire Inspector, Lane Fire Authority
Matt Caswell, P.E., Development Review Coordinator,
Oregon Department of Transportation, Region 2
Oregon Department of State Lands, Wetlands Program
Scott Johnson, Sanipac
Emerald People's Utility District

Owner/ Applicant: James M. & Patricia H. Haddock
87945 Sherwood Street
Veneta, OR 97487

Location: 87991 Territorial Road, Veneta, OR

Assessor's Map Number: 17-05-31-32
Tax Lot Number: 02300

Plan Designation: Commercial (C)
Zoning Designation: Community Commercial (CC)

Associated Files: SR-3-04, Site Plan Review, Beauty Salon

REQUEST

The request before the Planning Commission is to conduct a Public Hearing on adjustment requested to the commercial design standard per Veneta Land Development Ordinance No. 493, Section 5.13(2)(k)- Standards, for the proposed yurt structures primary exterior materials.

PROPERTY CHARACTERISTICS

The subject property was formerly a beauty salon, known as Rosie's Salon which was established in 2004 with approved Site Plan (City File# SR-3-04).

The site contains an existing +/-988 square foot building which formerly housed the Beauty Salon. The applicant is proposing to convert the existing building into an office and area for breakfast, in addition to adding three new 24-foot in diameter yurts with full bathrooms.

The site is an approximate 0.43 acres or 18,730 square feet.

The site abuts Territorial Road (a Minor Arterial per Veneta Transportation System Plan – Map 12).

To the north and south of the subject property is Community Commercial (CC) zoned property. To the east is General Residential (GR) zoned property and Greenway Subzone. To the west is Territorial Road.

Below is a vicinity map of the subject site.



SUBMITTAL REQUIREMENTS

Site Plan Review, SR-5-15 – Track 2

The applicant has submitted the required information in accordance with Veneta Land Development Ordinance 493, Section 6.03 - Required Information on Site Plan.

APPROVAL CRITERIA

Veneta Land Development Ordinance No. 493, Section 6.05(2) – Alternatives to the Commercial and Mixed Use Design Standards. The Track 2 Site Plan Review process allows alternatives to the Commercial and Mixed Use Design Standards of Section 5.13 that may be granted by the Planning Commission following a public hearing where the Commission finds that the alternative design meets the approval criteria.

- (1) Alternatives to the Commercial and Mixed Use Design Standards of Section 5.13 or Residential Design Standards of Section 5.29 may be granted by the Planning Commission following a public hearing where the Commission finds that the alternative design:
 - (a) Meets the purpose and intent of the applicable design standard being adjusted
 - (b) Conforms with the design guidelines provided in Section 5.13 or 5.29 as applicable
 - (c) Promotes pedestrian safety, convenience and comfort
 - (d) Contains architectural features substituting for code required features which are consistent with the overall design intent and composition of the building
 - (e) Maintains or enhances compatibility between new development and existing uses, including aesthetics and privacy for residential uses

REFERRAL COMMENTS

Comments were received by the City Engineer (Branch Engineering, Inc.), Veneta Public Works Director, the Oregon Department of Transportation, the Oregon Department of State Lands – Wetlands Program and Lane County Public Works which are attached as Exhibits.

PUBLIC NOTICE

A notice was mailed to all property owners within 300-feet for the entire contiguous site and posted at the property on January 27, 2016 in accordance with Veneta Land Development Ordinance 493, Section 2.11 – Notice of Public Hearing.

PUBLIC COMMENT

No public comment has been received as of the date of this staff report.

ISSUES

The following issues have been raised concerning the proposal:

Alternatives to the Commercial Design Standards

The applicant is requesting an adjustment to one Commercial Design Standard listed in Veneta Land Development Ordinance No. 493, Section 5.13(2)(k). Specifically, the applicant is proposing three (3) new yurts containing exterior materials which are an acrylic coated polyester

fabric for the sides and a fire retardant vinyl-laminate material for the roof. Whereas, the code requires building materials to consist of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, per Veneta Land Development Ordinance No. 493 (VLDO), Section 5.13(2)(k) – Commercial and Mixed Use Design Standards. Applicable criteria for alternatives to the design standards per VLDO Section 6.05(2) have been met, as described in the proposed final order.

STAFF RECOMMENDATION

Based on the findings for the Site Plan Review request stated in the Proposed Final Order, City File #SR-5-15 – Track 2, staff recommends approval of the Track 2 Site Plan Review.

If the Planning Commission does not approve of the proposed building materials, the application could be denied and a condition of approval could be added to the Site Plan Amendment, City File #SR-5-15(A) to require proposed exterior materials to be constructed of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, in accordance with Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards.

POSSIBLE ACTIONS BY THE PLANNING COMMISSION

The Commission may:

- a. Approve the Track 2 Site Plan based on the findings in the Proposed Final Order.
- b. Modify the proposed findings in the Proposed Final Order.
- c. Deny the Track 2 Site Plan based on the Commission’s findings.
- d. Continue deliberations on the Track 2 Site Plan if more information is needed.

EXHIBITS

- A. Proposed Final Order
- B. Applicant’s Submittal

**FINAL ORDER OF THE
VENETA PLANNING COMMISSION**

**Yurtel Bed and Breakfast, Track 2 Site Plan Review,
City File #SR-5-15 – Track 2,
Assessor’s Map and Tax Lot No. 17-05-31-32-02300**

A. The Veneta Planning Commission finds the following:

1. The Veneta Planning Commission has reviewed all material relevant to the Track 2 Site Plan Review, SR-5-15 – Track 2, which has been submitted by the applicant, staff, and the general public regarding this matter.
2. The Veneta Planning Commission held a public hearing on March 1, 2016 to discuss the Track 2 Site Plan application for Assessor Map and Tax Lot No. 17-05-31-32-02300 after giving the required notice to surrounding property owners in accordance with Section 2.11 of Veneta Land Development Ordinance No. 493.
3. The Veneta Planning Commission followed the required procedure and standards for approving site plans as required by Section 6.05 and 6.06 of Veneta Land Development Ordinance No. 493.

B. The Veneta Planning Commission approves with conditions the Yurtel Bed and Breakfast, Track 2 Site Plan, SR-5-15 – Track 2. The applicant shall comply with the following conditions of approval:

PRIOR TO FINAL SITE PLAN APPROVAL:

- 1) The applicant shall install a sight obscuring fence or vegetation along the entire north property boundary in order to maintain compatibility with existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 6.05(2)(e) – Approval Criteria.
- 2) The applicant shall install sight obscuring vegetation or install a sight-obscuring fence along the east property line in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 6.05(2)(e) – Approval Criteria.

C. IT IS HEREBY ORDERED THAT the City of Veneta Planning Commission approves with conditions the Track 2 Site Plan Review for the Yurtel Bed and Breakfast, SR-5-15 – Track 2, based on the information presented in the following findings of fact:

*Veneta Land Development Ordinance 493, Article 4 – Use Zones
SECTION 4.06 COMMUNITY COMMERCIAL*

(8) Building Orientation and Design. All development, including new structures and exterior remodels to existing structures or developments, shall comply with the design standards in Section 5.13.

The proposal is consistent with this standard. Alternatives to the Commercial Design Standards of Section 5.13 may be granted by the Planning Commission following a public hearing when the Commission finds that the alternative design meets the approval criteria per Veneta Land Development Ordinance No. 493, Section 6.05 as described below.

Veneta Land Development Ordinance 493, Article 6 – Site Plan Review
SECTION 6.05 APPROVAL CRITERIA

(2) Alternatives to the Commercial and Mixed Use Design Standards of Section 5.13 or Residential Design Standards of Section 5.29 may be granted by the Planning Commission following a public hearing where the Commission finds that the alternative design:

(a) Meets the purpose and intent of the applicable design standard being adjusted.

The applicant is proposing adjustment to commercial design standard of Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards. Specifically, the applicant is proposing three (3) new yurts containing exterior materials which are an acrylic coated polyester fabric for the sides and a fire retardant vinyl-laminate material for the roof. Whereas, the code requires primary exterior materials to be consistent with the overall design, composition and intent of a building design and materials to consist of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability. The purpose and intent of the design standard being adjusted, VLDO 5.13(2)(k), has been met as the unique materials proposed are typical of yurt construction, a commercial bed and breakfast with the proposed yurt structures make for an atypical destination accommodation for guests and the buildings intent is to be unique.

If the Planning Commission does not approve of the proposed building materials, the application could be denied and a condition of approval could be added to the Site Plan Amendment, City File #SR-5-15(A) to require proposed exterior materials to be constructed of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, in accordance with Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards.

(b) Conforms with the design guidelines provided in Section 5.13 or 5.29 as applicable.

The proposal is consistent with this standard. There is no applicable design guideline related to VLDO Section 5.13(2)(k) per Section 5.13(3) – Design Guidelines.

(c) Promotes pedestrian safety, convenience and comfort.

The adjustment requested is not applicable to this standard.

(d) Contains architectural features substituting for code required features which are consistent with the overall design intent and composition of the building.

The proposal is consistent with this standard. The submitted exterior elevations (Sheet A-4) includes primary exterior materials which are consistent with the overall design composition and intent of typical yurt structure.

(e) Maintains or enhances compatibility between new development and existing uses, including aesthetics and privacy for residential uses.

As conditioned, the proposal is consistent with this standard. To the east (T.L. 3400) of the subject site is an existing single-family residence within the General Residential (GR) zone. Existing cedar trees exist along the north and east property line. The existing cedar trees along the east property line provide a sight obscuring buffer (at least 75 percent opaque when viewed from any angle at a point 25 feet away) if the existing cedar trees limbs are not pruned around the base of the trunk similar to pruning that has occurred along the north property line. The property to the north (T.L. 2200) of the subject site, contains split zoning (Community Commercial and General Residential). However, the subject sites north property boundary abuts the Community Commercial (CC) zoned portion of T.L. 2200. An existing single family residence occupies the west end of T.L. 2200 and commercial vehicle storage occupies the east end of T.L. 2200. To the south of the subject site is Veneta Medical, a public medical facility within the Community Commercial (CC) zone.

The proposed Site Plan provides an approximate twenty (20) foot setback along the east property line from any proposed structures. There is an existing hedge located along the north property boundary adjacent to the existing off-street parking area, however, the remaining north property boundary contains no fence or plantings. The applicant has verbally discussed installing a fence along all boundaries of the site.

Prior to final site plan approval, the applicant shall install a sight obscuring fence or sight obscuring vegetation along the entire north property boundary in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 6.05(2)(e) – Approval Criteria. In addition, maintenance of existing sight obscuring vegetation or installation of a sight-obscuring fence is required, prior to final site plan approval, along the east

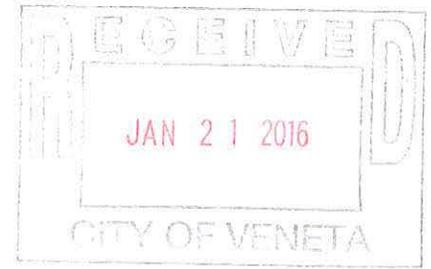
property line in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 6.05(2)(e) – Approval Criteria.

- D. This approval shall become final on the date this decision and supporting findings of fact are signed. A Planning Commission decision may be appealed to the City Council within 15 days after the final order has been signed and mailed. An appeal of the City Council’s decision must be submitted to the Land Use Board of Appeals within 21 days of the Council’s decision becoming final. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court. Site plan approvals are effective for three (3) years from the date of final decision, unless a building permit has been issued and substantial construction pursuant thereto has taken place. Within one (1) year from the final decision, a final map shall be prepared and filed with the Building and Planning Official, including all required modifications and conditions. Approved site plans including site plan amendments, that do not have a final map submitted within one (1) year shall be void per Veneta Land Development Ordinance No. 493, Section 6.09 - Time Limit On An Approved Site Plan.**

XXXXXXXXXXXXXXXXXXXX

**James Eagle Eye, Chairperson
Veneta Planning Commission**

Date



To the City of Veneta

Community Development Department

VENETA LAND DEVELOPMENT
ORDINANCE No. 493
SECTION 6.03 (5) NARRATIVE
SITE PLAN REVIEW

For : **YURTEL – VENETA**

A UNIQUE BED AND BREAKFAST ESTABLISHMENT

TABLE OF CONTENTS

PAGE

(pg. 1 ... Cover Page

(pg. 2 ... Table of Contents

(pg. 3 ... Application Summary

a. Site Description

b. Request Summary ; including Change of Occupancy

(pg. 4 ... Veneta Land Use Development Ordinance - Articles 1 & 2

(pg. 5, 6, & 7 ... Veneta Land Use Development Ordinance – Articles 3 & 4

(pg. 8 thru 22 ... Veneta Land Use Development Ordinance - Article 5

(pg, 23, 24 ... Veneta Land Use Development Ordinance - Article 6

APPLICATION SUMMARY

SITE DESCRIPTION

SITUS ADDRESS : 87991 TERRITORIAL ROAD VENETA OREGON

PROPERTY CLASS : 201

TAX CODE AREA : 02898 ACRES: 0.43

MAP & TAX LOT : 17-05-31-32-02300

ZONING : COMMUNITY COMMERCIAL (CC)

OWNERS : JAMES M. & PATRICIA H. HADDOCK

87945 SHERWOOD STREET

VENETA, OR. 97487

REQUEST SUMMARY & CHANGE OF OCCUPANCY

This request is for the approval of a Site Plan Review for the property at 87991 Territorial Road. The purpose of the proposed Site Plan Review permit is to correlate the general ordinance requirements with the specific site conditions and proposed uses and change of use from a "Beauty Salon" to a "Bed & Breakfast" through a comprehensive review process to assure that the development is in conformance with the applicable land use regulations of the Veneta Land Development Ordinance.

The prior use of the property was established as a Beauty Salon in April of 2004 with the approval of a Site Plan of above mentioned property. The change of use with the approval of this document in accordance with VLDO section 4.06 (2) (m) Bed and Breakfast is a permitted use for Community Commercial zone. The proposed new Site Plan refurbishes the Beauty Salon into an office and area for breakfast, and adds three new twenty four (24) foot in diameter Yurts with full bathrooms for a most unique overnight stay experience.

CITY OF VENETA LAND USE DEVELOPMENT ORDINANCE No. 493

NOTE: Each of the applicable Articles and subsequent sections of the City of Veneta Land Development Ordinance are addressed on the subsequent pages. Direct citations of these ordinances are shown in italics, Articles in **bold**, and compliance statements will be in **bold**.

ARTICLE 1 – INTRODUCTORY PROVISIONS

SECTION 1.01 TITLE

This ordinance shall be known as the VENETA LAND DEVELOPMENT ORDINANCE OF 2010

SECTION 1.02 PURPOSE

The purpose of this ordinance is to establish standards and procedures for the orderly development of land within the City of Veneta: to assist in implementing the Veneta Comprehensive Plan and to promote the public health and general welfare.

ARTICLE 2 – ADMINISTRATIVE PROVISIONS

SECTION 2.09 WETLANDS DEVELOPMENT

(1) NOTIFICATION – The city shall provide notice to the Division of State Lands (DSL) the applicant, and the owner of record within five working days of the acceptance of any complete application for the subdivisions; building permits for the new structures; other development permits and approvals that allow physical alteration of land involving excavation and grading, including permits for removal or fill, or both, or development in the floodplain; conditional uses and variances that involve physical alteration of land or construction of new structures, and planned unit development approvals that are wholly or partially within areas identified as wetlands on the Statewide Wetlands Inventory. This provision does not apply if a permit from DSL has been issued for the proposed activity.

The corner of the property that was designated as Wetlands is per the City of Veneta Inventory approximately 600 square feet residing at the south east corner of the property. It extends about 20 feet north and 30 feet west from that corner. This area of the property will remain undisturbed. At that location on the lot resides a redwood tree. Upon an inquiry to the State of Oregon the new map of the area does not include any wetlands on the site.

ARTICLE 3 – ESTABLISHMENT OF ZONES

SECTION 3.01 CLASSIFICATION of BASIC ZONES

For the purposes of this ordinance there are eleven (11) basic zones established by the Specific Development Plan. This proposal is only concerned with its own designation of Community Commercial (CC)

ARTICLE 4 - USE ZONES

SECTION 4.06 COMMUNITY COMMERCIAL (CC)

- (1) **PURPOSE:** *To provide areas suitable and desirable for a wide range of small commercial and business facilities to serve the Fern Ridge community.*

This proposal complies with the provisions of this section. It would be very desirable and beneficial to the City of Veneta to have overnight lodging within its city limits.

- (2) **USES PERMITTED SUBJECT TO SITE PLAN REVIEW..**

In a CC zone, the following uses and their accessory uses are permitted subject to the site plan review provisions of Article 6, provided all operations except off street parking, recreational facilities, common areas (e.g., plazas), and temporary activities associated with an allowed use shall be conducted entirely within an enclosed building (excludes drive-thru facilities).

*(m) **Bed and Breakfast;** boarding, lodging, or rooming home.*

This proposal complies with the provisions of this section.

- (3) **CONDITIONAL USES ;**

The provisions of this section do not apply to this proposal.

- (4) **LOT SIZE AND WIDTH.** *In the CC zone, minimum lot size and width shall be as follows :*

(a) Lot size: 3000 square feet; lot width: twenty feet

The lot size of this proposal is 18,000 square feet.

The lot width of this proposal is seventy one (71) feet.

(5) **YARDS** *Except as provided in Articles 5,6, and 8, in a CC zone, and as required below, there are no minimum yards:*

(a) *Front yards abutting a residential zone (RR, SFR, and GR) shall be a minimum twenty (20) feet.*

The provisions of this section do not apply to this proposal.

(b) *Back and side yards abutting a residential zone (RR, SFR, and GFR) shall be ten (10) feet back.*

This proposal complies with the provisions of this section. There will actually be a twenty (20) foot yard setback at the rear of the property abutting a residence.

(c) *Yards for off-street parking areas shall be a minimum of five (5) feet; additional yard area may be required under Articles 5,6, or 8; e.g., for clear vision and compatibility with abutting uses. This standard does not apply to parking spaces in driveways for individual dwellings, except that driveways shall be designed so that parked vehicles do not encroach into the public right-of-way.*

This proposal complies with the provisions of this section.

(d) *Yards shall be landscaped pursuant to Section 5.12. Up to eighty (80) percent of the required yard may consist of hardscape features, subject to Site Plan Review.*

This proposal complies with the provisions of this section.

(e) *See Section 5.09 for additional setbacks on designated streets.*

(f) *Yard requirements are in addition to any planned road right-of-way widths in order to permit the eventual widening of streets.*

This proposal complies with the provisions of these sections.

(6) **LOT COVERAGE** *In the CC zone, the maximum allowable lot coverage by buildings is seventy (70) percent. Up to eighty (80) percent coverage may be approved for mixed-use developments incorporating residential and commercial uses. All lot areas not covered by development shall be landscaped pursuant to Section 5.12.*

This proposal complies with the provisions of this section. The total lot coverage of existing and new is 2,350 square feet, plus an additional 480 square feet of roof overhang and front porch area equals approximately sixteen (16) percent of total lot.

(7) **BUILDING HEIGHT** *Except as provided in Articles 5, 6, and 8, in a CC zone, the maximum building height is forty five (45) feet; up to fifty five (55) feet in height is allowed for mixed-use buildings that contain dwellings at a minimum density of twenty (20) units per acre; dwellings must be located above a ground floor commercial space that has a floor-to-ceiling height of at least fourteen (14) feet.*

This proposal complies with the provisions of this section. The total height of the Yurts including foundation will be under twenty (20) feet.

(8) **BUILDING ORIENTATION and DESIGN** *All development, including new structures and exterior remodels to existing structures or developments, shall comply with the design standards in Section 5.13.*

This proposal does not comply with the provisions of this section if it was a commercial retail business, but since this is a Bed and Breakfast business the strict standards of building orientation and design do not apply. The concept of the bed and breakfast establishments is to conform an existing building's interior to accommodate added rooms for rent, while keeping the exterior intact in order to maintain it's natural charm. The existing building does not apply to this section and the yurts do not face any street.

PEDESTRIAN ACCESS A sidewalk shall provide safe, convenient pedestrian access from the street to the primary building entrance. If the sidewalk must cross a parking lot or driveway, it shall be paved, raised and/or marked in a manner that calls attention to the sidewalk.

This proposal complies with the provisions of this section. An existing sidewalk allows pedestrian flows to the primary building entrance. The Yurts will be connected to the main building via new sidewalks and shown on a site map.

(9) For additional requirements see Article 5 – Supplementary Provisions

ARTICLE 5 - SUPPLEMENTARY PROVISIONS

SECTION 5.03 CLEAR VISION AREAS

In all zones except the BC zone a clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, a street-alley or street-railroad.

This proposal complies with the provisions of this section. There is not any corners or any intersections at the front entrance, a clear vision will be maintained to the adjacent properties for a non-hindered vision of any traffic on Territorial Road.

SECTION 5.11 PROJECTIONS FROM BUILDINGS

Architectural features such as cornices, canopies, sunshades, gutters, chimneys, and flues may not into required yards or public easements. Eaves may extend up to two (2) feet into a required side and/or rear yard and up to six (6) feet into a required front yard. The building setback shall be measured from the foundation of the structure, including covered porches.

This proposal complies with the provisions of this section.

SECTION 5.12 LANDSCAPING

All yards, required screening areas, and parking areas shall be landscaped in accordance with the following requirements.

- (1) Provisions for landscaping, screening, and maintenance are a continuing obligation of the property owner and such areas shall be maintained in a clean, weed free manner.*

This proposal meets or exceeds the provisions of this section. The subject parcel will be landscaped in accordance with Section 5.12 of the Veneta Land Development Ordinance and a landscape plan will be provided in the final design of the site plan. The new landscape will be 5,600 square feet or approximately 31 % of the lot.

- (2) Site plans indicating landscape improvements shall be included with the plans submitted to the Building and Planning Official or Planning Commission for approval. Issuance of a Building permit includes these required improvements which shall be completed before issuance of a Certificate of Occupancy.*

This proposal meets or exceeds the provisions of this section. The subject parcel will be landscaped in accordance with Section 5.12 of the Veneta Land Development Ordinance and a landscape plan will be provided in the final design of the site plan.

(3) *Minimum Landscaped Area. The minimum percentage of required landscaping is as follows:*

(b) *Community Commercial and Broadway Commercial Zones ; 10 percent of the site.*

This proposal meets or exceeds the provisions of this section. The total landscaped area will be 5,600 square feet or approximately 31 percent of the lot.

(4) *Minimum number of trees and shrubs acceptable per 1,000 square feet of landscaped areas:*

(a) *One (1) tree, minimum 2" caliper.*

(b) *Four (4) 5-gallon shrubs or accent plants.*

This proposal meets or exceeds the provisions of this section. The subject parcel will be landscaped in accordance with Section 5.12 of the Veneta Land Development Ordinance and a landscape plan will be provided in the final design of the site plan. There are already twelve (12) trees with a diameter over twenty (20) inches along with many shrubs and flowers.

SECTION 5.13 COMMERCIAL AND MIXED USE DESIGN STANDARDS

(1) PURPOSE and APPLICABILITY

The following standards are minimum requirements for new developments that are subject to Site Plan Review or Planned Unit Development approval in the RC, BC, and CC zones. The standards are intended to protect and enhance the appearance, safety, and economy of Veneta through appropriate building and site plan regulations. The standards may be adjusted by the Planning Commission through the Track 2 Site Plan Review process.

(2) STANDARDS

This section provides minimum standards for site and building design in the RC, BC, and CC zones. The standards are administered through Site Plan Review under Article 6. The graphics serve as references only; they are conceptual and are not intended to

prescribe a particular architectural style. Examples of compliant development, and guidelines for adjustments, are contained in section 5.13 (3).

- (a) *New commercial and mixed use buildings in the BC or the RC zone shall have their primary entrances facing and within twenty (20) feet of a street right of way; except the standard does not apply to: individual residential units in a mixed use building; buildings where the primary entrance orients to a pedestrian plaza between a building entrance and street right right-of-way; or where additional setback is required under other code provisions (e.g. clear vision areas).*

This proposal is not in the BC or the RC zones. The provisions of this section are not applicable.

- (b) *Commercial mixed use, and public buildings on corner lots along West Broadway Avenue shall have their primary entrances oriented to the street corner; or where corner placement is not practical due to internal building functions, existing conditions of the site, or other relevant circumstances unique to the proposed use. The decision making body may approve an alternative design without requiring approval of a separate adjustment. In such case, the building corner shall be chamfered or have other architectural detailing that appropriately emphasizes the corner location.*

This proposal is not on a corner lot along the West Broadway Avenue zone. The provisions of this section are not applicable.

- (c) *Building entrances shall incorporate pedestrian shelters (e.g., recessed entrances, porch, stoop, eave overhang, or similar feature) that provide adequate weather protection (e.g., shelter from the rain over a portion of the sidewalk); individual pedestrian shelters shall be at least forty-eight (48) inches in width and thirty-six (36) inches in depth.*

This proposal complies with the provisions of this section. The entrances to the Yurts will be sheltered by a ten (10) foot width and a eight (8) foot depth covered porch structure.

- (d) *The design of multi-story commercial and mixed-use buildings shall clearly define the building's base, middle and top (see figure 5.13 (a). This may be accomplished with changes in materials, placement of windows , porches, canopies, dormers, eaves, bellyband, cornice, parapet or similar features, with appropriate detailing such as changes in patterns, and/or textures on exterior elevations. The design of single story buildings need not separately define the*

building base and middle but the top of the building, for example, with eaves, parapet, cornice, or similar detailing.

This proposal complies with the provisions of this section. The Yurts are single story buildings and have a distinct color, a tan industrial quality flame retardant vinyl-laminate roof, with the special long lasting acrylic coated polyester fabric in shades of pale green, blue, and auburn for the middle or main surface. The covering of the pier block foundation will be pressure treated exterior plywood.

- (e) Designs for buildings longer than fifty (50) feet shall incorporate varying rooflines, such as gables, sheds or dormers on pitched roofs, and stepped parapets, cornices or similar features on flat roofs, to break down the elevation into smaller modules and to reduce the perceived scale of the building.*

This proposal is not longer than fifty (50) feet, but twenty four (24) feet in diameter. The provisions of this section are not applicable.

- (f) Building height shall transition from taller buildings to adjacent shorter buildings. For buildings sharing a common wall, this standard is met when the height of the taller building does not exceed the height of the shorter building by more than ten (10) feet within a horizontal distance of ten (10) feet from where the two buildings share a common wall. Beyond the ten foot area, the taller building may increase in height one (1) foot for every one (1) foot of additional distance of twelve (12) feet from the common wall, the taller building may be twelve (12) feet taller than the abutting building.*

This proposal complies with the provisions of this section. The Yurts have a minimum ten (10) foot spacing between them, the height difference will be either one (1) or two (2) feet between them.

- (g) Roof-mounted equipment shall be screened so that it is not visible, or is visually subordinate to the primary roof form, as viewed from adjacent public ways. Solar panels and mini-wind turbines may project beyond roof elevations when approved through Site Plan Review. See also, Section 5.10 Exceptions to Building Height Limitations.*

This proposal complies with the provisions of this section. The Yurts have no roof mounted equipment, the small ductless heat pump will be mounted on a pad next to the units and not visible from any public view points. The existing roof mounted heat pump on the main building will be screened from view.

- (h) *Building elevations facing a street, plaza, or similar public or Quasi-public space shall be broken down into smaller planes to promote pedestrian scale and compatibility with adjacent uses. A break in plane is an offset, projection or recess of at least one (1) foot in depth over a width of at least four (4) feet of horizontal distance. Such breaks shall occur at least once every 30 lineal feet of a building's street-facing elevation(s). A break may occur in one or more of the following ways, as appropriate to the overall composition and design of the building: offsets, projections, overhangs; bays, arcades, alcoves; entries, balconies, porches, window reveals; dormers, towers, cupolas; pergolas, arbors, or similar planter boxes integrated into a building elevation; belt course, eaves, pillars, posts, and base materials; or similar features and detailing that contribute to the building's overall composition (see figure 5.13(b).*

This proposal complies with the provisions of this section. The Yurts will have eighty (80) square feet of porch facing a common area of at least ten (10) feet of horizontal distance.

- (i) *All commercial building elevations in the RC, BC, and CC zones facing a street plaza, or other public or quasi-public space shall have openings (transparent windows, doors, balconies, etc.) covering not less than sixty (60) percent of such elevation. Windows shall be sized/proportioned, shaped, placed/spaced, and trimmed consistent with the building's overall architecture; and meet the intent, which is to provide visual interest from the outside of a building and natural surveillance from the inside, at a pedestrian level. Exception: where a building faces more than one street, as on a corner, the above standard applies only on the elevation facing the primary street (i.e., Broadway, Territorial, or an internal driveway designed to substitute for a street). The standard is reduced by one-half for an elevation facing a secondary street.*

This proposal will use the grandfather clause to comply with the provisions of this section. The office and the breakfast portion of this proposal has been in existence for sixty (60) years. It was given previous site plan approval as a Beauty Salon in the year 2004. The main entrance, office and eating area does have substantial frontage window area, actually 45 square feet, or 30 percent of the total.

- (j) *In the RC, BC, and CC zones, a weather-protection canopy, awning, overhang, eave, or similar feature with a depth of not less than four (4) feet shall extend across at least seventy five (75) percent of all building elevations that are adjacent to a sidewalk, outdoor seating area, walkway, plaza, or similar pedestrian space, as determined by the Building and planning Official. The pedestrian shelter must be placed at a height that achieves the intended purpose*

of providing weather protection, summer shade, and shelter from the rain (see figure 5.13(c).

This proposal complies with the provisions of this section. The Yurts will have front porch area eight (8) feet in depth and extend ten (10) feet across the entrance. Being a curved structure this covers a substantial area.

- (k) Primary exterior materials shall be consistent with the overall design composition and intent of a building design. Materials shall consist of durable wood, composites (e.g., concrete fiber-board, or similar materials that have a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability. Vinyl or metal may be used on the exterior, but may not be used as the primary cladding material. Where metal is used, it shall be non-reflective split seam or similar metal. Metal may also be used for exterior detailing (e.g., wainscoting, flashing, brackets, etc.) and for renewal energy, energy efficiency, or water conservation systems (e.g., solar panels and cells, mini-wind turbines, rainwater harvesting, etc.), subject to Site Plan Review.*

This proposal does not comply with the provisions of this section. The Yurts will have to be granted an exclusion from this section. The exterior materials are; an acrylic coated polyester fabric for the sides, and a fire retardant vinyl-laminate material for the roof. Samples of the sides and the roof materials will be provided.

- (l) Where off-street parking is to be provided in the BC, and RC zones, it shall not be located between the building's primary entrance and any street (see figure 5.13(d)).*

This proposal is not in the BC or the RC zones. The provisions of this section are not applicable.

- (m) Where alleys exist or can reasonably be extended to serve development, parking areas shall be accessed from alleys. Where alley access is not feasible, access may be provided from a private driveway (see figure 5.13(d)). Curb openings shall be minimized by combining and sharing driveways to the greatest extent practicable. See also, Section 5.24 Access Management*

This proposal has no alley access. The provisions of this section are not applicable.

SECTION 5.14 IMPROVEMENT REQUIREMENTS

(1) WATER AND SEWER CONNECTIONS.

All developments requiring water within the SFR, GR, RC, BC, CC, IC, and I zones shall be connected city water and sanitary sewers. Developments in the RR zone and HC zone on Highway 126, east of Territorial Road, shall be required to hook up to city water and sanitary sewer when available, but connections are required for development to occur.

This proposal complies with the provisions of this section. The existing building has City of Veneta water and a double sanitary sewer allowance.

(2) AGREEMENT FOR IMPROVEMENTS.

Before approval of a building permit, the land developer may be required to install required street, sidewalk, water, sewer, storm sewer, drainage, and other required public facilities and shall repair existing streets and other public utilities damaged in the development, or execute and file with the city an agreement between the owner of the land and the city specifying the period within which required improvements and repairs shall be completed. If the improvements are not installed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the land developer.

This proposal will comply with the provisions of this section. All required expansion of existing or additional utilities deemed necessary by the City of Veneta will be part of the building permit process.

SECTION 5.15 SIGNS

(1) PURPOSE :

- (a) *This section of the Veneta Land Development Ordinance will be referred to as the Veneta Sign Code*

(b) *The general purpose of signs is to communicate. The public benefits from this expression of speech, particularly in identifying businesses. This benefit supports the Comprehensive Plan Goal of establishing Veneta as a service and retail center for the Fern Ridge area and an attractive residential community.*

(2) DEFINITIONS ... SIGN: *Any identification, description, illustration, symbol, or device which is placed, painted, or affixed directly or indirectly upon a building structure, flag, or land visible from a public right-of-way.*

(k) FREE STANDING SIGN : *A non-temporary sign erected on a free-standing frame, mast, or pole and not attached to any building. Signs shall comply with the size and height standards for the sign district in which the sign is located and with the Uniform Sign Code (USC).*

(3) DESIGNATED SIGN DISTRICTS

(b) *Business District(s) : All property zoned commercial, residential/commercial, industrial/commercial, industrial, and public facilities and parks which do not abut Hwy 126, except residential uses.*

(8) SIGN PERMITS

(a) A sign permit is required in each of the following instances:

1. Upon erection of any new sign.
2. To make a structural or electrical alteration to an existing sign.
3. To replace a pre-existing sign.

This proposal complies with the provisions of this section. An existing sign that conforms to size and distance from driveways, height requirement, square footage, and does not inhibit line of sight the drivers from my establishment or the neighboring commercial property when entering onto Territorial Road. A sign permit will be submitted if there is a change in the sign location or design.

SECTION 5.16 STORMWATER DETENTION AND TREATMENT

As the City of Veneta develops, impervious surfaces create increased amounts of storm water runoff, disrupting the natural hydrologic cycle. Without storm water management, these conditions decrease groundwater recharge while increasing channel erosion and the potential for local flooding. The City continues to use swales and other more natural methods to control and convey storm water run-off, incorporating wetlands and other natural systems into storm water drainage plans to the greatest extent possible rather than relying exclusively on pipes. The city is currently a Designated Management agency (DMA) under the Willamette Basin TMDL and as such, is responsible for reducing pollutant loads transported to surface waters from runoff. In order to protect and enhance watershed health and long-term livability, the City requires that the development comply with the following storm water criteria.

(2) The intent of these requirements is as follows:

- (a) To maintain runoff peak flows at predevelopment levels.*
- (b) To provide treatment of runoff to limit the transport of pollutants to area waterways.*
- (c) To limit accumulation of ponded water by discouraging the use of detention ponds and other centralized storm water facilities through the dispersal of small detention and treatment facilities throughout a development. Preference shall be given to detention and treatment systems designed to drain completely within 24 hours to limit standing water.*
- (d) To encourage the use of vegetated treatment systems over structural pollution control devices.*

This proposal complies with the provisions of this section, with a reasonable explanation. The proposed site will be developed with an additional 1,350 square feet of roof surface area. This exceeds the maximum allowable exclusion to the Portland Storm water Management Manual's requirement by 351 feet. I request that this proposal be given a waiver since the foundation of the Yurts is of the standard Manufactured home design there is no restriction to rain water flowing underneath the Yurts, thus giving them a transparency as regards to subsection (a) with little impact to peak flows of predevelopment levels. This proposal already has three (3) times the required landscape area. To cultivate a natural outdoors setting I will incorporate as many plants as possible giving the landscape area an additional 100 mulched mini catch basins. Also, the added sidewalk and new parking space up front will add only 762 square feet total impervious surface, well below the maximum 1000 square feet.

SECTION 5.20 OFF-STREET PARKING REQUIREMENTS

(2) Design and improvement requirements for parking lots; not including single-family and two-family dwellings.

- (a) *All parking lots, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete, six (6) inches of Portland Cement concrete over approved base, or other materials approved by the City Engineer which are designed to reduce or slow rates of storm water runoff. All parking lots shall be graded so as not to drain storm water over the sidewalk or onto any abutting property.*

This proposal complies with the provisions of this section from an existing site plan approval in 2004.

- (b) *Service drives and parking spaces on surfaced parking lots shall be clearly and permanently marked. Parking spaces, except for handicap spaces, shall have a minimum dimension of eighteen (18) feet by nine (9) feet exclusive of maneuvering and access area. The dimension includes the area in front of the curb stop over which the front of a vehicle would extend. Handicap spaces shall be provided as required by the Oregon State Structural Specialty Code.*

This proposal complies with the provisions of this section. The required four (4) parking spaces are minimum 9 feet wide and the handicap van parking space will have eight (8) feet on it's right side striped.

- (c) *Parking lots shall be served by a service driveway so that no backing movements or other maneuvering within a street other than an alley shall be required. Design for parking arrangements and turning movements shall be approved by the Building and Planning Official. Two-way driveways shall have a minimum width of twenty (20) feet and a maximum width of thirty (30) feet. One-way driveways shall have a minimum width of twelve (12) feet and a maximum width of sixteen (16) feet.*

This proposal complies with the provisions of this section. The front entrance from or onto Territorial Road is twenty two (22) feet wide, the side of the property has a driveway width of twenty (20) feet.

- (d) *Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper so placed to prevent a motor vehicle from extending over the property line.*

This proposal complies with the provisions of this section. There are no parking spaces that face any property lines. The existing parking spaces already have concrete curbs in front, and the new rear parking will also have curbs or bumpers.

- (e) Service driveways to off-street parking lots shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of access and egress and maximum safety of pedestrian and vehicular traffic on the site. The number of service driveways shall be limited to the minimum that will allow the property to accommodate and service the traffic anticipated.

This proposal complies with the provisions of this section. See section 5.14 (c)

- (f) *All off-street parking lots within or abutting residential districts or uses shall be provided with a sight-obscuring fence, wall, or hedge as approved by the building and Planning Official to minimize disturbances to adjacent residents.*

This proposal complies with the provisions of this section. The existing parking area in front of the office has a six foot hedge extending the length of the parking lot toward a house about 200 feet away. The rear parking lot will have a six foot fence between a house a minimum of 100 feet away.

- (g) *A grading structure and drainage plan shall be submitted to the City Building and Planning Official and approved by the City Engineer.*

This proposal complies with the provisions of this section. A site map including elevation shows the natural flow to the north and east.

- (h) *Parking lots shall be provided with landscaping as provided in Section 5.12 and other suitable devices in order to divide the parking lots into subunits to provide for pedestrian safety, traffic control, and to improve the appearance of the parking lot. A minimum of one shade tree per sixteen (16) parking spaces shall be provided in planter islands distributed throughout the lot. A maximum twenty (20) spaces shall be allowed between planter islands.*

This proposal has a front parking lot with four (4) parking spaces including handicap marked parking. The rear has one loading and unloading parking space. They are separated by the office/breakfast building, so this section does not apply to this site plan.

- (i) *Parking lot lighting must comply with Veneta Municipal Code Chapter 15.15.*

This proposal complies with the provisions of this section. There will be no new parking lot lighting since the existing preapproved from the previous 2004 site plan lighting has not changed. It consists of a front and back dusk until dawn lights mounted next to the doors which extend light to the parking area.

(11) SPACE REQUIREMENTS FOR OFF-STREET PARKING :

Required parking spaces shall be consistent with Table 5.20(a). Fractional space requirements shall be counted as a whole space. When square feet are specified the area measured shall be the gross floor area of all buildings but shall exclude any space within a building used for off-street parking, loading, or service functions not primary to its use. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. A reduction in the number of required spaces not to exceed fifty percent (50%) of the required spaces may be permitted by the planning commission. A reduction in excess of 50% may be permitted through a Track 2 Site Plan Review, pursuant to Article 6, if evidence is provided to show that a reduced amount of parking is sufficient and will not cause any detrimental impacts to on-street parking or other parking areas.

This proposal complies with the provisions of this section. There is the four (4) required parking spaces now in front of the office/breakfast building of which one (1) is designated van handicap and it leads to a ramped entrance to the building. There will be an additional one non-required parking space at the rear of the before mentioned building between the first Yurt and the south fence. All that is required for three (3) units is 1 space per unit plus 1 space for a manager, this proposal is in compliance.

(12) ACCESSABLE PARKING SPACES .

Parking shall be provided for disabled persons, in accordance with the American Disabilities Act. Accessible parking is included in the minimum number of required parking spaces listed above.

This proposal complies with the provisions of this section. There is the four (4) required parking spaces now in front of the office/breakfast building of which one (1) is designated van handicap and it leads to a ramped entrance to the building, at the rear of the main building will be a raised walkway to the first ADA compliant Yurt. There will be an additional one non-required parking space at the rear of the before mentioned building between the first Yurt and the south fence.

(14) OFF-STREET LOADING:

Except as provided below, under subsection (b), in any zone, every building or part thereof hereafter erected and having a gross floor area of 10,000 square feet or more, which is to be occupied for manufacturing, storage, warehousing, goods display, retail sales, , or as a hotel, hospital, mortuary, laundry, dry cleaning, establishment, or other uses similarly requiring the receipt or distribution by vehicles of material or merchandise, there shall be provided and

maintained at least one (1) off-street loading space, plus one (1) additional such loading space for each additional 20,000 square feet of gross floor area.

This proposal does not meet the minimum 10,000 square foot floor space, existing is 1,000 sq. ft. and the new buildings will equal 1,350 sq. ft. total. The provisions of this section is not applicable.

(15) STACKING AND QUEUING AREAS

Stacking and queuing areas shall apply to all developments that involve queuing of vehicles, loading and unloading of goods, materials, or people. All queuing areas are required to have an area for vehicle stacking to prevent or minimize congestion of public streets. Examples of uses include but are not limited to schools and drive-through services such as banks, car washes, and coffee stands.

This proposal does not have areas that require queuing of vehicles or loading and unloading of goods that are within the main flow of vehicle traffic. The provisions of this section are not applicable.

(17) BICYCLE PARKING

Bicycle parking shall apply to all developments that require a Site Plan Review or Site Plan Amendment for new development, changes for use, and building expansions or remodels. Bicycle parking spaces are intended to provide a safe , convenient and attractive place for the circulation and parking of bicycles as well as encouraging the use of alternative modes of transportation. Long term bicycle parking requirements are intended to accommodate employees, students, residents, commuters, and other persons who expect to leave their bicycles parked for more than 2 hours. Short term bicycle spaces accommodate visitors, customers, messengers, and other persons expected to depart within 2 hours.

(a) BICYCLE PARKING SPACE REQUIREMENTS

(2) NON-RESIDENTIAL PARKING – *Required bicycle parking shall be provided by either short or long term parking, or both as outlined in Table 5.20 (a) for all commercial, mixed use, and industrial zoned parcels. Short or long term parking requirements are as following:*

- a. All required long term bicycle parking spaces shall be provided in a well lit location within a convenient distance of a main entrance and shall be sheltered from weather elements such as rain and wind either within a building or bicycle locker, or under an eve, overhang, or similar structure. The minimum required width of long term bicycle parking may be reduced to 18” to accommodate parking in a more compact area.*

- b. *All required short term bicycle parking shall consist of a securely fixed structure that supports the bicycle frame in a stable position without damage to wheels that may be locked to the rack by the bicyclist's own locking device. Bicycle parking shall not be farther than the closest automobile parking space (except disabled parking).*
- c. *Direct access from the bicycle parking area to the public right-of-way shall be provided with access ramps when elevations in access change (e.g. elevation change between a sidewalk and driveway).*

This proposal complies with the provisions of this section. The bicycle parking is to be moved from the side of the main building to the rear near the north east corner, also bicycles can be secured to each Yurt's front decking.

SECTION 5.22 PEDISTRAIN ACCESS AND CIRCULATION

- (1) *Internal pedestrian circulation shall be provided within a new commercial office, and multi-family residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, or similar techniques.*

This proposal complies with the provisions of this section. There will be a concrete walkway that connects each Yurt to the main building and to the customer parking at the front of the main building.

- (2) *Pedestrian access to transit facilities shall be provided from new commercial, employment, multi-family residential developments, and new activity centers. Existing developments shall provide safe and accessible pedestrian access to transit facilities when site changes , uses, or is retrofitted.*

This proposal complies with the provisions of this section. There is a bus stop sign just one hundred (100) feet south of the property on the sidewalk.

- (3) *Internal pedestrian and bicycle systems shall connect with external existing or planned systems. Pedestrian access from public sidewalks to the main entrance of public, semi-public, commercial, and multi-family buildings shall not cross driveways or parking lots.*

This proposal complies with the provisions of this section. An additional concrete walkway extending from the front of the main building to the bicycle pad and then extend past the rear of the building and connecting up to the front entrance of the Yurts.

(4) *All streets shall have sidewalks except rural local streets and rural lanes unless there is compelling evidence that other pedestrian systems meet the needs of pedestrians.*

This proposal complies with the provisions of this section. There is an existing sidewalk at the front of the property abutting Territorial Road.

SECTION 5.23 TRANSIT FACILITIES

Table 5.23(a) below shows the transit amenities that may be required. Determination of specific requirements will be made on a case basis for each development by weighing the following factors in consultation with the Lane Transit District:

- *Expected transit ridership generated by development.*
- *Level of existing or planned service adjacent to development.*

(Planned service is defined as service which will be established within five years after the completion of the development).

- *Location of existing transit facilities.*
- *Proximity to other transit ridership generators.*

Amenities for phased developments shall be required to be built at the time the development will generate enough peak hour traffic trips to meet the requirements. Transit easements may be required for bus stops and shelters.

This proposal complies with the provisions of this section. The impact to the Lane Transit District bus system should be minimal. Most residents to the daily usage of the Yurts will be driving a car. It would be rare to have walk up, or bus driven clients.

SECTION 5.24 ACCESS MANAGEMENT

(2) Properties that only front on collector or arterial streets are encouraged to share an access with neighboring properties. The decision making body may require a combined access for two or more developments, and shared driveways between developments, including land divisions, where access spacing standards cannot otherwise be met.

The provisions of this section are non-applicable. The only access street is a main access street, Territorial Road.

SECTION 5.27 TRAFIC IMPACT ANALYSIS AND MITIGATION

(1) *A Traffic Impact Analysis (TIA) and review is required when one of the following conditions exist:*

(a) *The development will generate more than 100 vehicle trips during the a.m. or p.m. peak hour as determined by using the most recent edition of the Institute of Transportation Engineer's Trip Generation Manual. In developments involving a land division, the peak hour trips shall be calculated based on the likely development that will occur on all lots resulting from the land division.*

This proposal complies with the provisions of this section. According to the ITE trip Generation Manual the proposed three Yurt rentals will generate approximately eight vehicle trips during the peak a.m. or p.m. peak hours. This substantially less than the 100 vehicle trips necessary to require a TIA.

ARTICLE 6 SITE PLAN REVIEW

SECTION 6.05 APPROVAL CRITERIA

(1) *After an examination of the site and prior to approval of plans, the Planning Commission or Building and Planning Official must make the following findings:*

(a) *That all provisions of the City Ordinances are complied with.*

This proposal complies with the provisions of this section. All applicable provisions of the City of Veneta Land Development Ordinance No. 493 are addressed in the presiding sections of this narrative.

(b) *That traffic congestion is avoided; pedestrian, bicycle, and vehicular safety are protected; and future street right-of-way is protected.*

This proposal complies with the provisions of this section. This proposal does not affect traffic congestion; complies with all pedestrian, bicycle and vehicular safety specified in the previous sections. The right-of-way has already been established on Territorial Road, so future use should be protected.

(c) *That proposed signs or lighting will not, by size location or color, interfere with traffic or limit visibility.*

This proposal complies with the provisions of this section. The proposed new sign will be set back a minimum 12 feet from the inside edge of the sidewalk and be of limited size in accordance with the city of Veneta guidelines. The lighting will accent only the sign.

(d) That adequate water, sewer and utilities for the proposed use are available.

This proposal complies with the provisions of this section. Water and sewer expansion requirements will be determined by the City of Veneta, and just the details to be ironed out. A new 400 amp service will be installed by EPUD as soon as preliminary approval is given.

(e) That drainage ways are protected, existing drainage patterns are maintained and drainage patterns are maintained and drainage facilities are provided in accordance with Section 5.16 of this ordinance.

This proposal complies with the provisions of this section. There will be no “foundations” to interrupt the drainage flow. The Yurt structures base will be a “pier block” style similar to manufactured homes.

(f) That the extent of emissions and potential nuisance characteristics are reasonably compatible with the land use district, adjacent land uses and the standards of all applicable regulatory agencies having jurisdiction.

This proposal complies with the provisions of this section. There parcel will not have any industrial, manufacturing, or typical residential emissions and potential nuisance attributed to such zoning activities. Overnight rest is the main activity for this proposal.

IV. CONCLUSION

This application narrative and the attached exhibits demonstrate that all applicable chapters and subsequent sections of the Veneta Land Development Ordinances as they relate to the proposed Site Plan Review have been addressed.

James M. Haddock, owner.

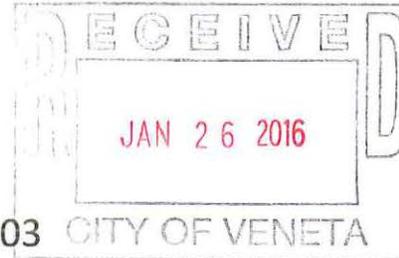
To the City of Veneta Community Development Department

Completeness Review: YURTEL BED & BREAKFAST

(Assessor's Map/ Tax Lot No. 17-05-31-32-02300)

Site Plan Review / Major Amendment

VENETA LAND DEVELOPMENT ORDINANCE 493, SECTION 6.03 CITY OF VENETA



SECTION 6.03 – Required Information on Site Plan.

(1) SITE PLAN

(a) VICINITY MAP - Approved - [meets the Requirements]

(b) DEVELOPMENT PLANS

1. Building and Land Use Plans – NOT Approved – [Does NOT meet the Requirements]

My COMMENT: Of course the new buildings, (aka Yurts), do not meet the commercial – retail models depicted in the section 5.13, since they are not facing a street and they are not a retail type business. The Site plan of 2004 is still valid for the front building and only the new Yurts should be involved in the implementation of section 5.13. All aspects of that section are consistent for the Yurts except the exterior materials. I have samples of the materials and engineering specifications available upon request.

2. Parking and Traffic Flow Plans - NOT Approved – [Does NOT meet the Requirements]

My COMMENT: An existing paved parking space in the front left of the building with van accessibility will be marked as such, this eliminates one of the required parking spaces, so a paved new parking space will be installed just to the right of the entrance. This addition gives the project the required four (4) spaces. A loading and unloading gravel parking space will be installed at the rear in between the south fence and the first Yurt. The new parking and the concrete sidewalks extending from the front to rear of the main building then to each Yurt will be added to site maps.

3. Landscaping and Site Improvements - NOT Approved – [Does NOT meet the Requirements]

My COMMENT: The existing landscaping is equal to 4,465 square feet or 25.96 % of the lot, this does not include the rear gravel and grassy area. The new landscape design which includes former grass and some former gravel area will be equal to 5,607 square feet or 32.6 % of the site. This far exceeds the 10% minimum. An Ariel site map will be included to the site plan.

4. Utility Plans – NOT Approved = [may NOT meet the Requirements]

My COMMENTS: Per the Veneta City engineer Kyle, connections, size of pipes, etc. will be determined during the building permit process. The reason for this is the size and depth of the existing sewer and water connections already at the site. The new electrical will come from a 400 amp to be installed service to replace the existing service. The Yurt power will have a separate main box on the same north wall of the building. From there branching to each Yurts panel at a depth required by EPUD. First comes site approval and building permit approval.

5. Emissions or Potential Hazards – Approved – [meets the Requirements]
6. Tree Removal Plans – Not specified.

My COMMENT: There is no requirement for any trees to be removed, All trees are on the perimeter of the property and do not hinder but enhance this project.

(2) ADDITIONAL INFORMATION

- a. Storm water - NOT Approved -
- b. Steep slopes
- c. Wetlands
- d. Flood Plains

[Application does NOT meet this Requirement]

My COMMENT: With the new square feet calculations adding more than 534 square feet of sidewalk, and a new paved parking slot with van accessibility, approx. 228 square feet, total addition of 762 square feet, the added burden of a Storm water retention swale will not be necessary . Because I didn't use the grassy area and gravel area as part of the existing landscape, the new landscape plan adds 1,873 sq. feet of landscaping around the Yurts minus the added parking and sidewalks of 762 sq. feet gives us an added retention area of 1,113 sq. feet. Even if the Yurts are factored in the sum is still under 1,000 sq. feet.

(3) DEED RESTRICTIONS and EASEMENTS - Approved - [meets the Requirements]

(4) BUILDING ORIENTATION and DESIGN - NOT Approved – [does NOT meet the Requirements]

My COMMENT: This is not a commercial retail business, the concept of Bed and Breakfast establishments is to conform an existing building's interior to accommodate added rooms for rent, while keeping the exterior intact in order to maintain it's natural charm. Prior approval in 2004 should grandfather this section. The only area for consideration should be the exterior of the Yurts since the fabric is not listed as standard. Samples will be provided.

(2) Alternatives to the Commercial and Mixed Use Design Standards

(a) Meets the purpose and intent of the applicable design standard being adjusted.

My COMMENT : The purpose and intent of the design standard is to enhance the neighborhood and community with a well laid out attractive building or buildings as the case may be. This project does that.

(b) Conforms with the design guidelines in Section 5.13 & 5.29 as applicable.

My COMMENT : The last word of Section (2) (b) "as applicable" is the alternative of this section that this project relies on. Most of the design standards are only applicable to commercial retail outlets. This project is a Bed and Breakfast.

(c) Promotes pedestrian safety, convenience and comfort.

My COMMENT : There will be little actual street pedestrians that use this facility. Most patrons will be driving to the overnight lodging. The clients will have ample walkways away from any driver hazards.

(d) Contains architectural features substituting for code required features which are consistent with the overall design intent and composition of the building.

My COMMENT : The architectural design of the Yurts made by Pacific Yurts from Cottage Grove have documented engineering design specifications (available upon request) and display models at their factory, plus a web page to show the unique features of the Yurt design.

(e) Maintains or enhances compatibility between new development and existing uses, including aesthetics and privacy for residential uses.

My COMMENT : This project will definitely enhance the area with the added landscaping and upgrades to the main office and breakfast building. Instead of a dry or muddy back parking lot, depending on the season, the eye pleasing Yurts and landscaping will be a positive improvement. The privacy for the Yurts and the surrounding residences is accomplished by a six (6) foot wooden fence on both sides and the back of the property.

(5) PROGRAM ELEMENTS - NOT Approved – [does NOT meet the Requirements]

- (a) Narrative Statement documenting how each required criteria in the land development ordinance have been met, including those criteria that are required in accordance with Section 6.03(1) above.

My COMMENT: The amended Narrative will include those criteria brought to my attention and implemented.

- (b) A completed environmental assessment may be required by the Planning Commission or Building and Planning Official if it finds that a potential hazard, nuisance, or emissions exists, existed, or will be created by the development and has not been adequately addressed in the development plans and program.

My COMMENT: May the Gods of the EPA show mercy and allow this project to continue.

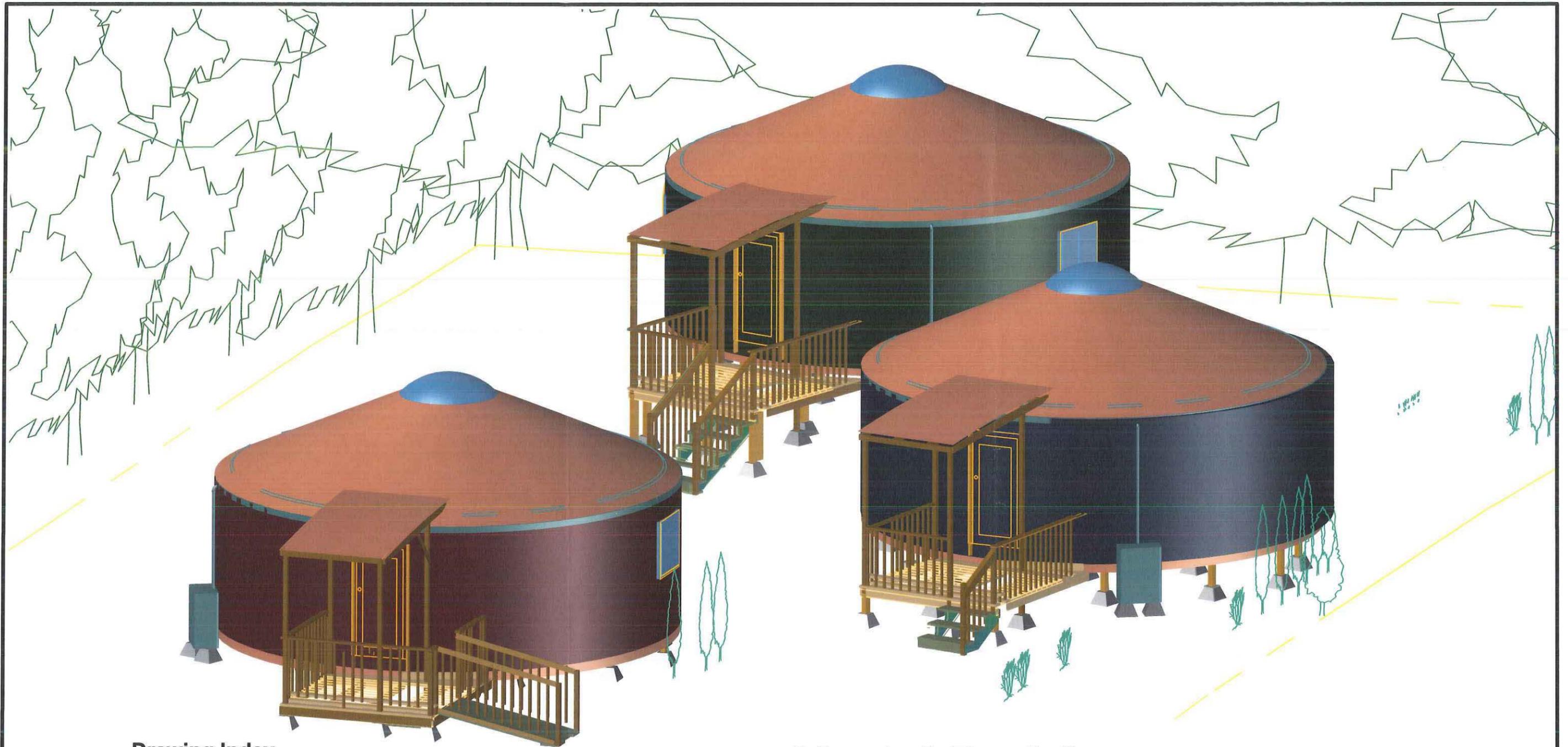
- (c) A timetable indicating when utility and drainage facilities intended to serve the development are to be installed. If the development is to be constructed in stages, the timetable shall reflect this.

My COMMENT: This project will take logical and timely steps or stages. First Site Plan Approval, then Building Permits acquired, next trench digging and utilities laid. The foundations and flooring installed, next the walls then roof installed on each Yurt. While the interior is being completed, the sidewalks and parking is laid. Then last the clean-up then landscaping is installed. Time will be of the essence, so this timetable is as soon as possible.

- (d) If the site plan calls for tree removal which would require a tree removal permit pursuant to Veneta Municipal Code, Chapter 8.10.030, a tree removal permit, together with the required filing fee, must be submitted.

My COMMENT: There is no requirement for any trees to be removed, All trees are on the perimeter of the property and do not hinder but enhance this project.

James Haddock, owner.



Drawing Index

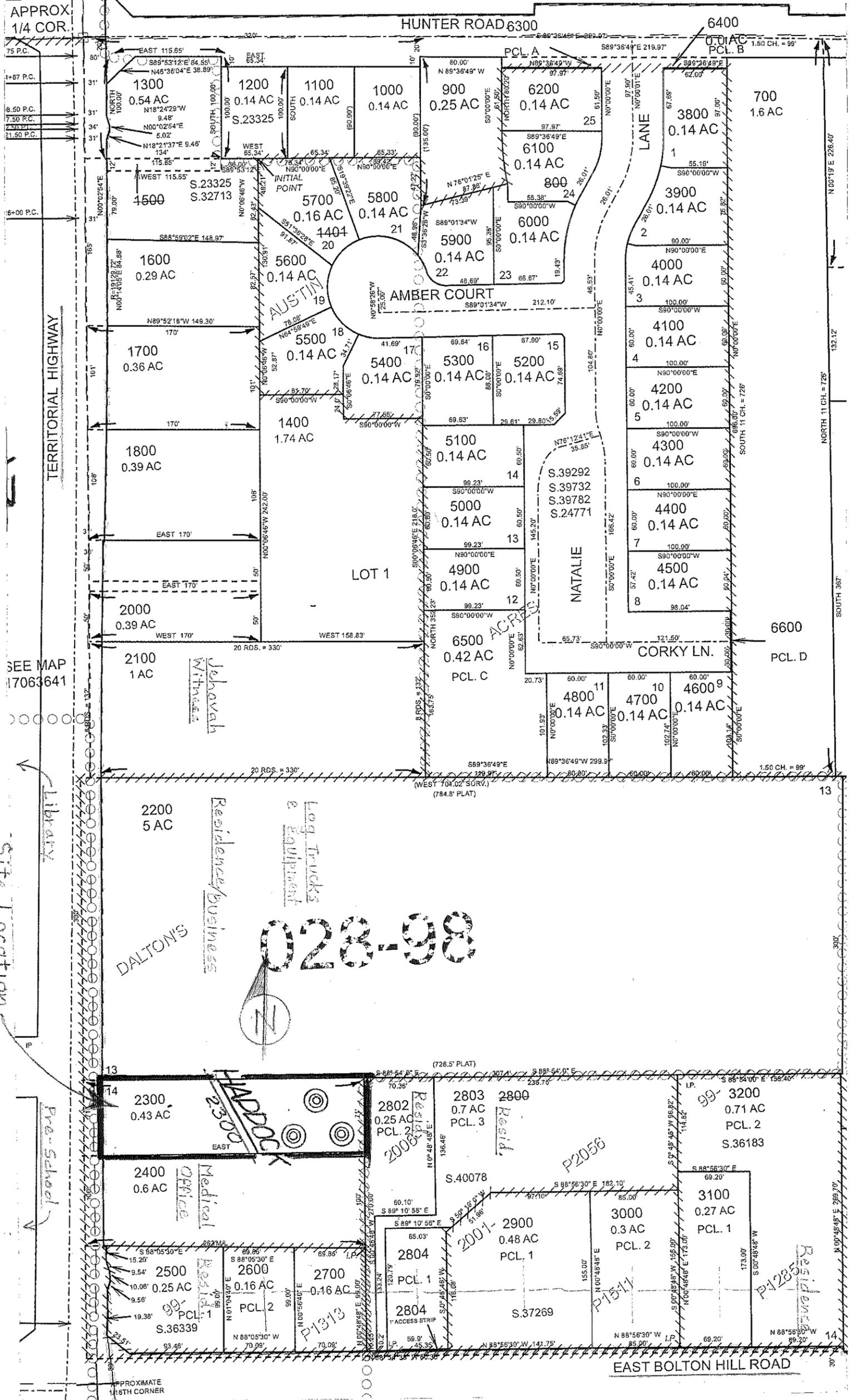
Sheet No.	Drawing
Cover sht	
A-1	Vicinity Map
A-2	Site Plan
A-3	Floor Plan
A-4	Exterior Elevations
A-5	Grading Plan
A-6	Utility Plan
A-7	Framing Plan
A-8	Building Sections
A-9	Details and Interior Elevations
A-10	Landscape

Yurtel Bed & Breakfast

*Designed by
Michael A Short*

Mr. & Mrs. Jim Haddock
87991 Territorial Road
Veneta, Oregon

SEE MAP
17053123



Designed by MASHORT	Checked by 	Approved by - date 	Filename A-1	Date 11/10/2015	Scale 1:100'
MR. & MRS. JIM HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON					
VICINITY - MAP					
Edition A-1					
Sheet A-1					

028-98



Site Location

Pre-School

DALTON'S

Residence/Business

Log Trucks & Equipment

Jehovah's Witnesses

Medical Office

HADDOCK

Residence

P2056

P1511

P1285

SEE MAP 17063641

APPROX 1/4 COR.

HUNTER ROAD 6300

6400

AMBER COURT

NATALIE

CORKY LN.

EAST BOLTON HILL ROAD

TERRITORIAL HIGHWAY

Library

Pre-School

APPROXIMATE 1/4 CORNER

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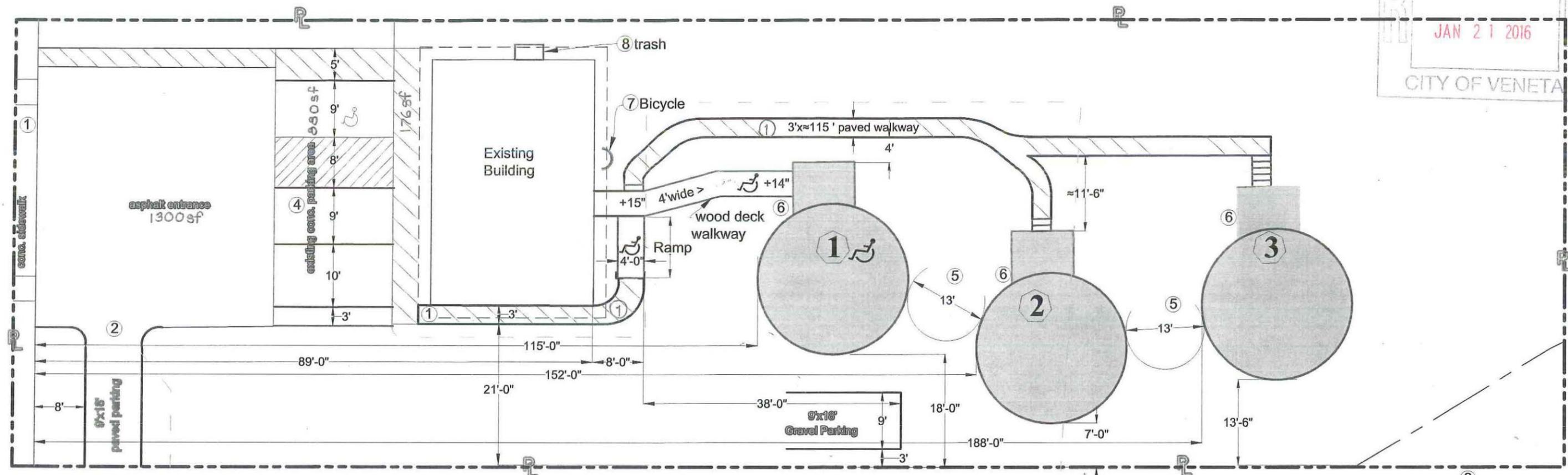
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RECEIVED
 JAN 21 2016
 CITY OF VENETA



SITE PLAN

Site Total is 18,531sq.ft.
 Exist'g. bldg. is 1,014 sq.ft., ≈5%
 Proposed Yurt is 452 sq.ft. ≈2%
 each x 3 Yurts 1,356 sq.ft. ≈7%

N

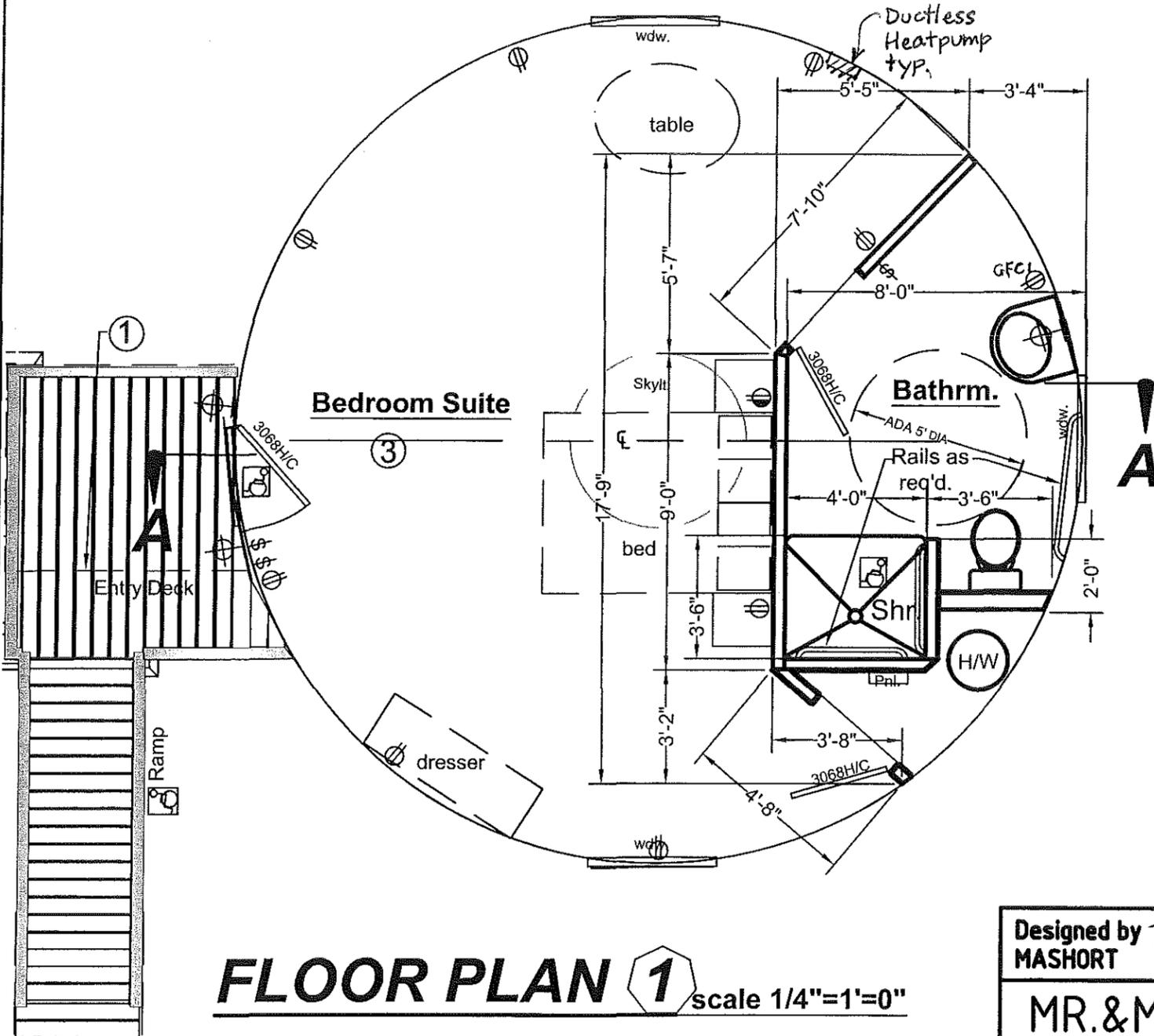
NOTES:

- ① New 3' wide paved sidewalks, with lengths of about 38' and 115'. The first to match to the existing front walkway. Approximately 460 sq. ft.
- ② Add a asphalt parking stall ≈170 sq.ft., south of existing asphalt entrance.
- ③ The Yurts are setback clear of Green Way as per Mapped location..
- ④ The proposed existing parking to be restriped as shown.
- ⑤ The proposed Yurt site locations exceeds the five feet set-back sides and ten feet backyard requirements. The spacing between each Yurt also exceeds the ten feet minimum.
- ⑥ The proposed Yurt upgrade maintains existing site grade and conditions with compacted gravel as required at pier block locations.
- ⑦ Bicycle metal tube rack.
- ⑧ Covered enclosed trash containers.

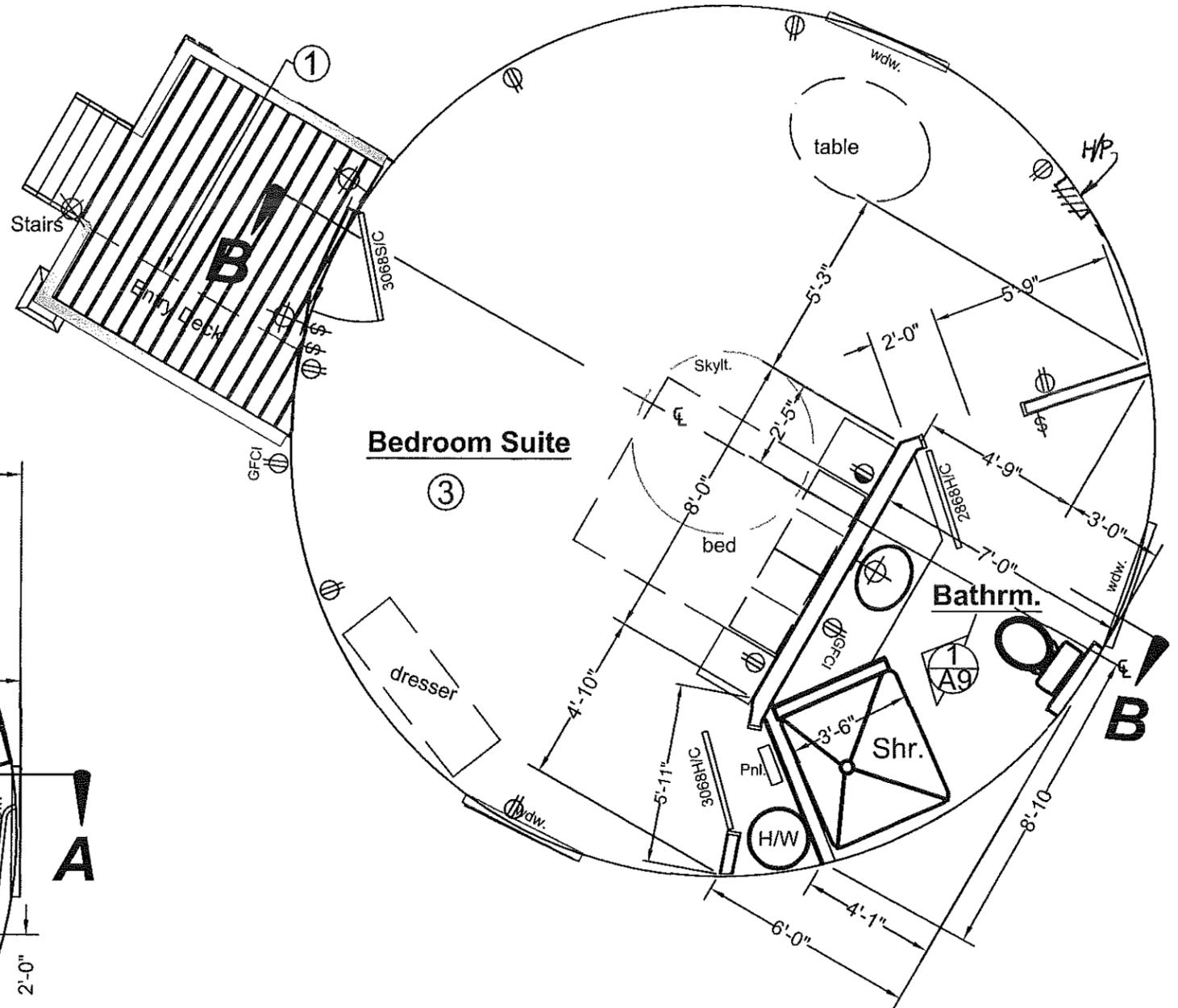
Designed by MASHORT	Checked by:	Approved by - date	Filename Yurtel-Site	Date 11/11/2015 - 1/11/2016	Scale 1/16"=1'
Mr. & Mrs. Jim Haddock 87991 Territorial Road Veneta, Oregon			SITE PLAN		
73U92015					

NOTES:

- ① Each Yurt is to have an awning of $\approx 6' \times 8'$ over the entrance, see sht. A-9 for detail.
- ② Pacific Yurts manufactured water catchment system is engineered for conserving rain water and to minimize wall run-off. See sheet A-4, note ⑧.
- ③ Yurts are numbered in these plans as ①, ② & ③ are for reference to location of the two differing layouts and construction methods. Yurt ① as referenced in these plans is to provide for the handicapped with applied ADA requirements.

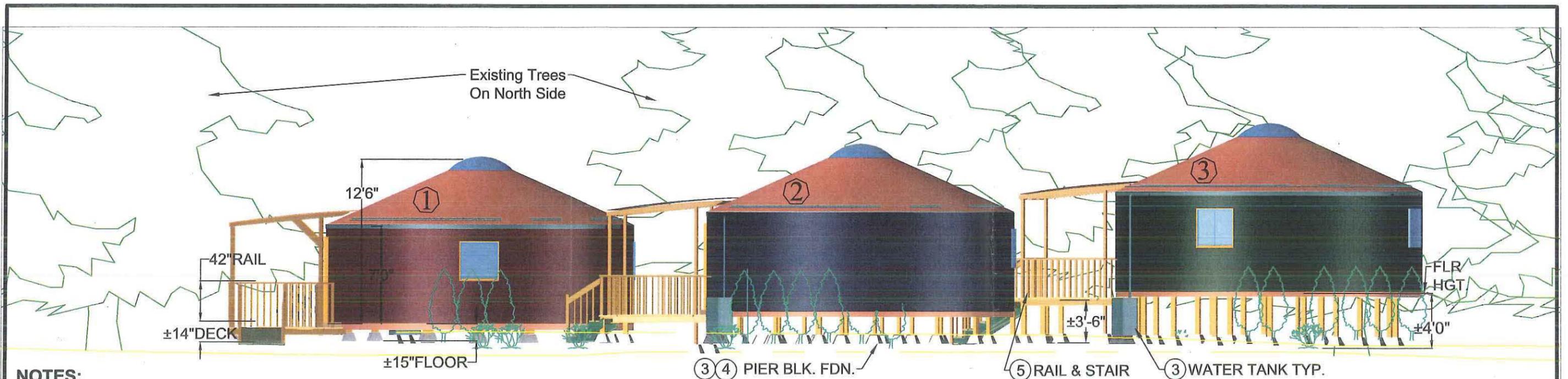


FLOOR PLAN 1 scale 1/4"=1'-0"



FLOOR PLAN 3 scale 1/4"=1'-0"
Yurt ② sim. Mirrored

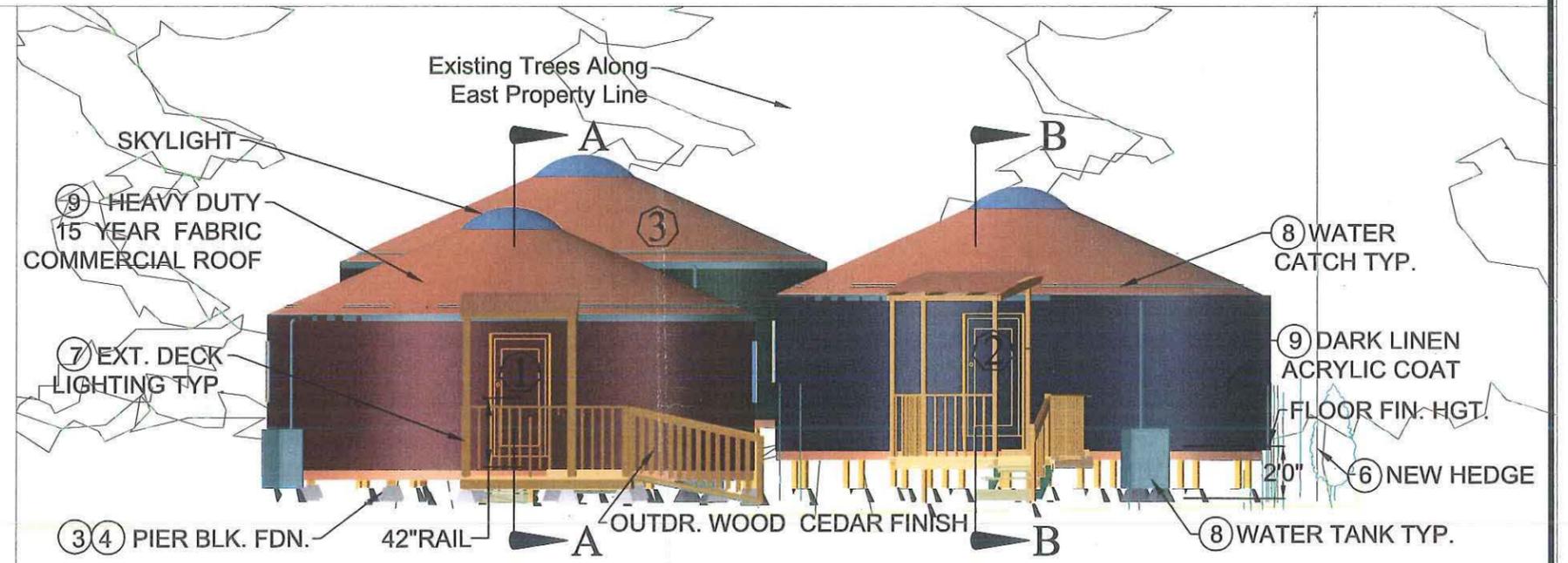
Designed by MASHORT <i>M. Ashort</i>	Checked by _____	Approved by - date _____	Filename YURFLR	Date 11/9/2015	Scale 1/4"=1'-0"
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON <i>J.H.</i>			FLOOR-PLAN		
			73U92015	Edition -	Sheet A-3



NORTH ELEVATION

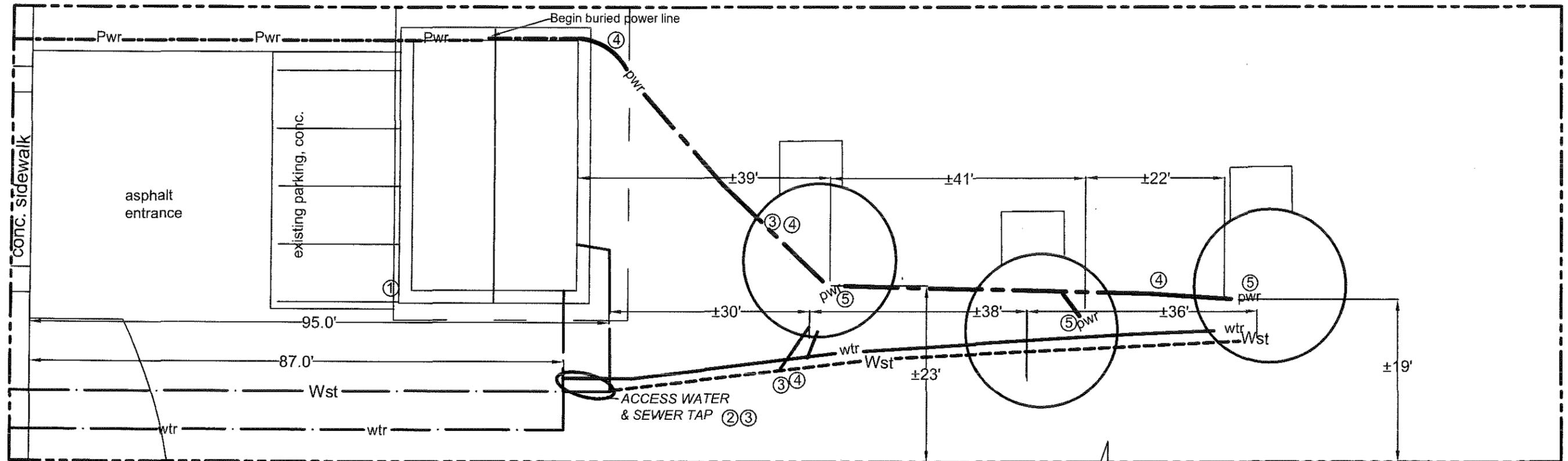
NOTES:

- ① Project Yurtel approaches the Existing Site conditions with a sustainable minimal impact. The grounds will remain undisturbed except for what is required for new utilities and only at each Yurt pier block location.
- ② **Phase 1**, locates the three Yurt Sites and coordinates with utilities for an added 200 AMP Power service to the north side of the Existing Building. This includes the locating and staking with lines each proposed Yurt pier pad and the respective buried utility to each Yurt Site.
- ③ All pier pad locations should have sod and top soil cut cleared and leveled before placement of compacted rock as required.
- ④ **Phase 2**, install the buried Power, Water and Sewer lines to the Yurt Sites. Set leveled concrete pier pads and post as required. Build decks and frames for all, including ramps, stairs and interior partition walls. Call for buried utilities and framing inspections.
- ⑤ All exterior decks, ramp and rails shall be outdoor wood with cedar finish sealer.
- ⑥ **Phase 3**, Install Elect. panel and shower stall, see sht. A-3. Cover partition walls, finish, and paint as required. Install Pacific Yurts complete with seven-layer reflective insulation (NASA) and Interior fabric vapor barrier. See notes 8 and 9.
- ⑦ **Phase 4**, Install Electrical and Plumbing fixtures in respective bath interiors as required. Complete all Plumbing and Electrical connections, including deck & stair lighting. Electrical and Plumbing inspections. To improve the aesthetics and precipitation control, install fence and planter sections to the south property line and new parking borders. Top the Proposed Parking areas as seen on sht. A-2 with a ¾ minus gravel. Final inspection and construction approval.
- ⑧ Pacific Yurts provide a Water catch system engineered to conserve rainwater with roof run-off to downspout. Clamp to down drain (1½" PVC or equiv.) to a valved containment (potable water cistern or tank) with hose bibb attachment to water planters, maintenance and overflow control.
- ⑨ Yurt fabric is superior in strength, mildew resistant, meets NFPA 701 and other flame resistant specifications: Owner selected colors.



EAST ELEVATION

Designed by MASHORT	Checked by _____	Approved by - date _____	Filename ZURTELEXTLV	Date 11/9/2015	Scale 1/8"=1'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			EXTERIOR-ELEVATIONS		
			73U92015	Edition -	Sheet A-4



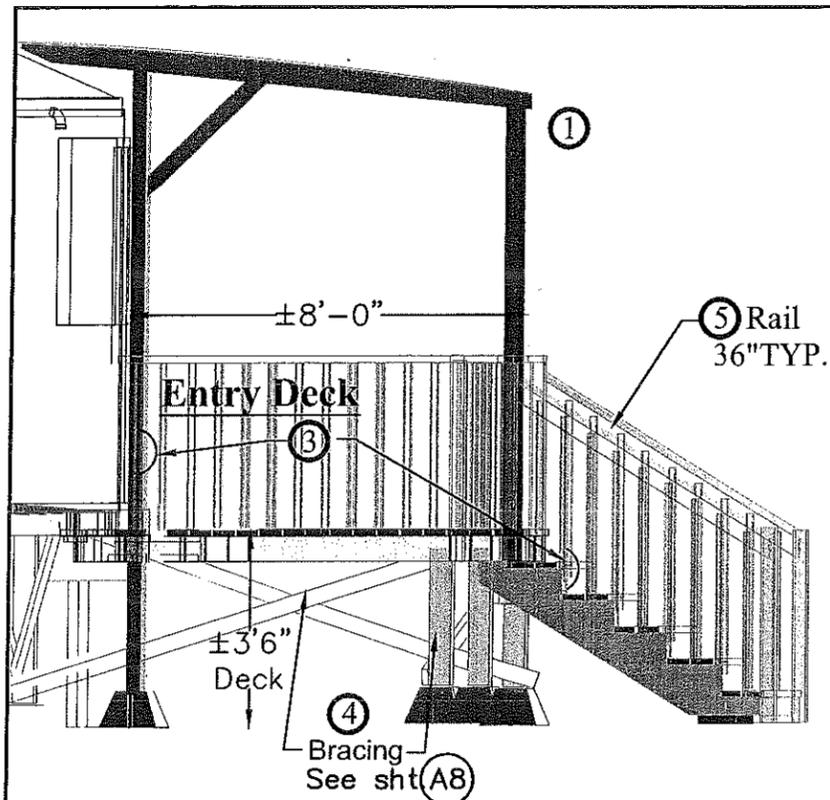
UTILITY PLAN



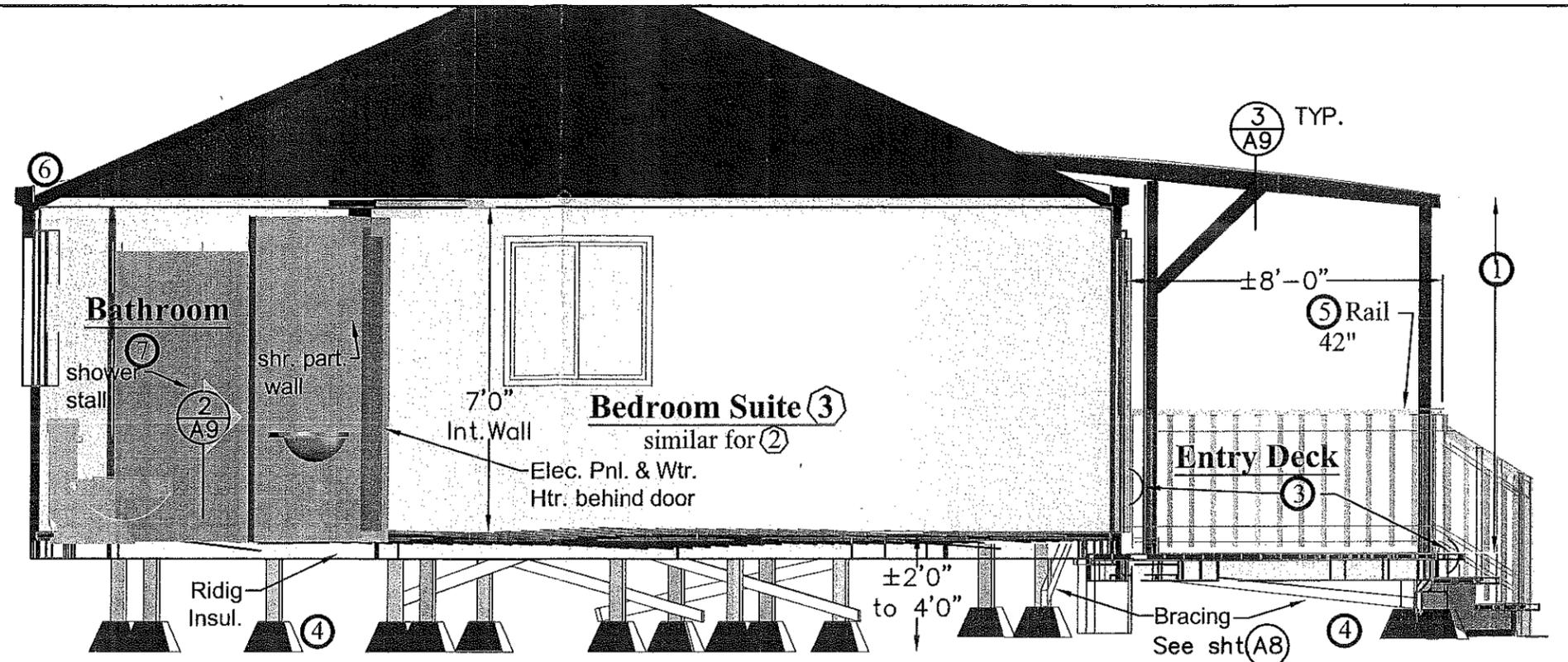
NOTES:

- ① Existing Concrete Sidewalk.
- ② Existing buried Water main and Sewer lines access tap location.
- ③ Existing graveled surface.
- ④ Proposed underground utility routes to new hook-ups.
- ⑤ Proposed Yurt site Utility Stub-up location.

Designed by MASHORT	Checked by _	Approved by - date _	Filename YURTEL-UTIL.	Date 10/29/2015	Scale 1:20'
MR. & MRS. JIM, HADDOCK 87991 Territorial Road Veneta, Oregon			UTILITY-PLAN		
			73U92015	Edition REV.A	Sheet A-6

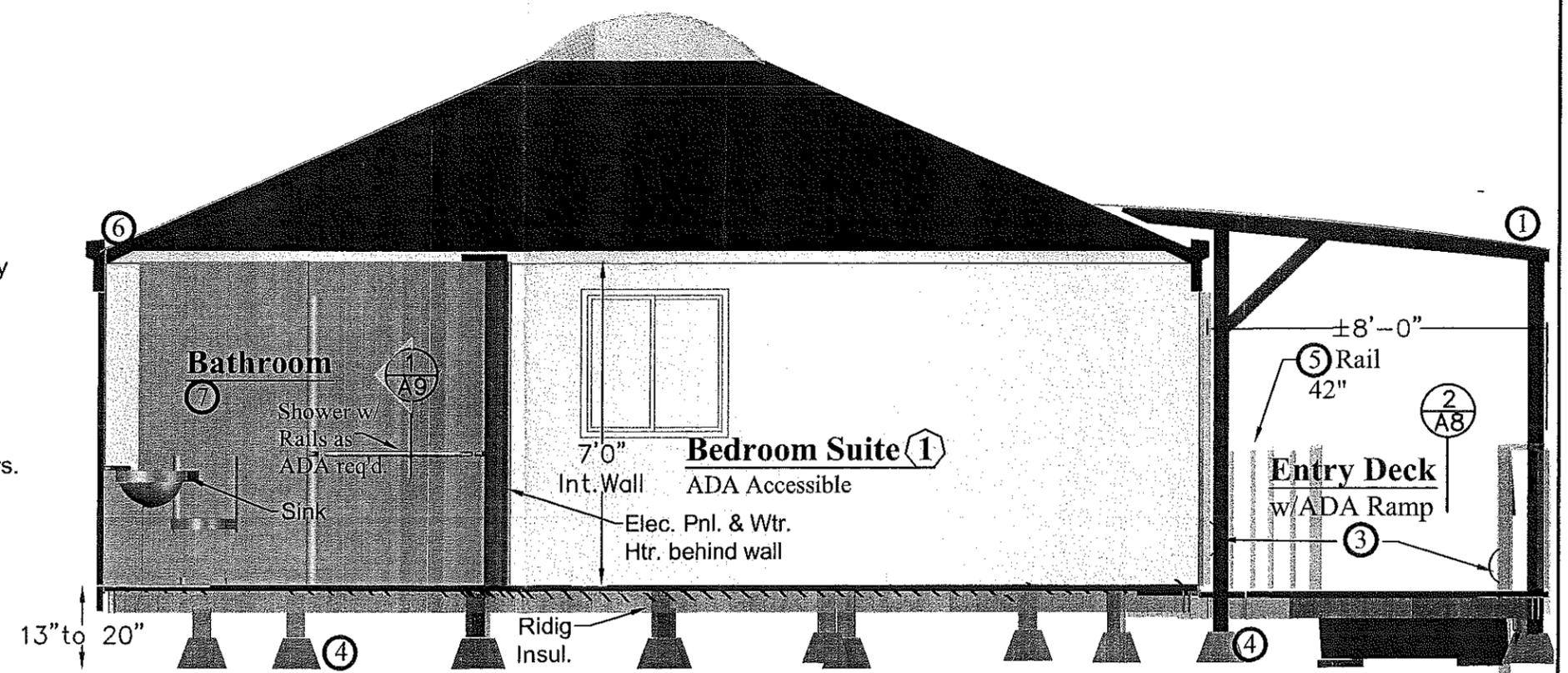


Yurt 3 Detail

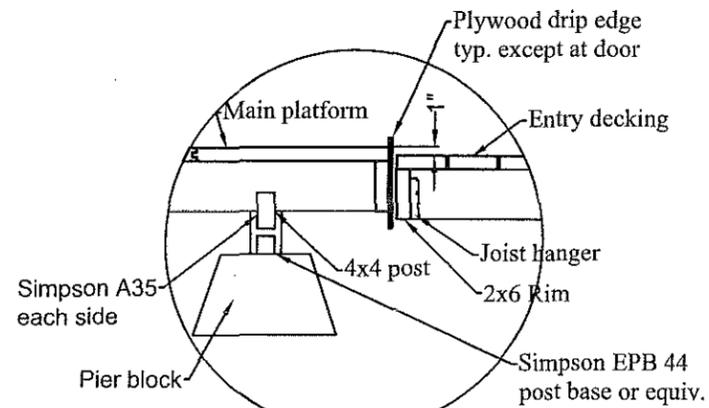


NOTES:

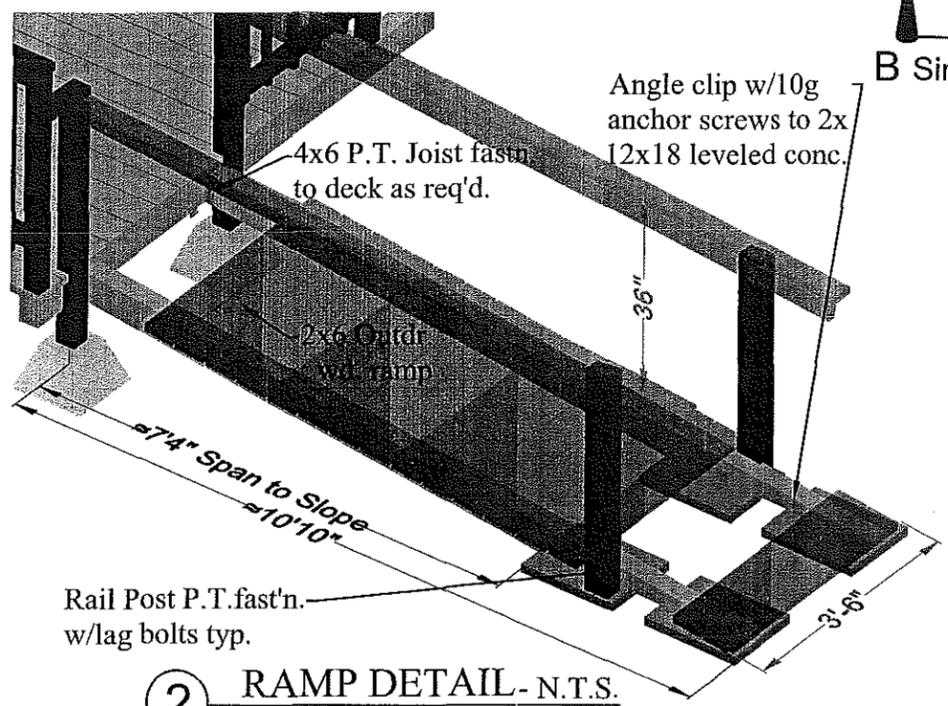
- ① The Pacific Yurts attached 5'x6' door awning to act as a transition for larger ≈ 6'x8' awning. Fastened together to a 2x outdoor wood frame supported by the same 4x4 post. The awning height may vary and is dependant on the height of the manufactured yurt awning.
- ② Pacific Yurts superior strength, mildew resistant, meets NFPA 701 flame resistant spec,s. install as required seven-layer reflective insulation (NASA) engineered with interior fabric vapor barrier.
- ③ Install deck and step outdoor lighting, typical for both ramp and stairs.
- ④ For all pier pad locations see sht. A-8 Framing Plan.
- ⑤ All exterior decks, ramp and rails shall be outdoor wood with cedar finish sealer or equiv.
- ⑥ Pacific Yurts water catch system.
- ⑦ Bathrooms Phase 3, see Interior Elevation sht. A-9.



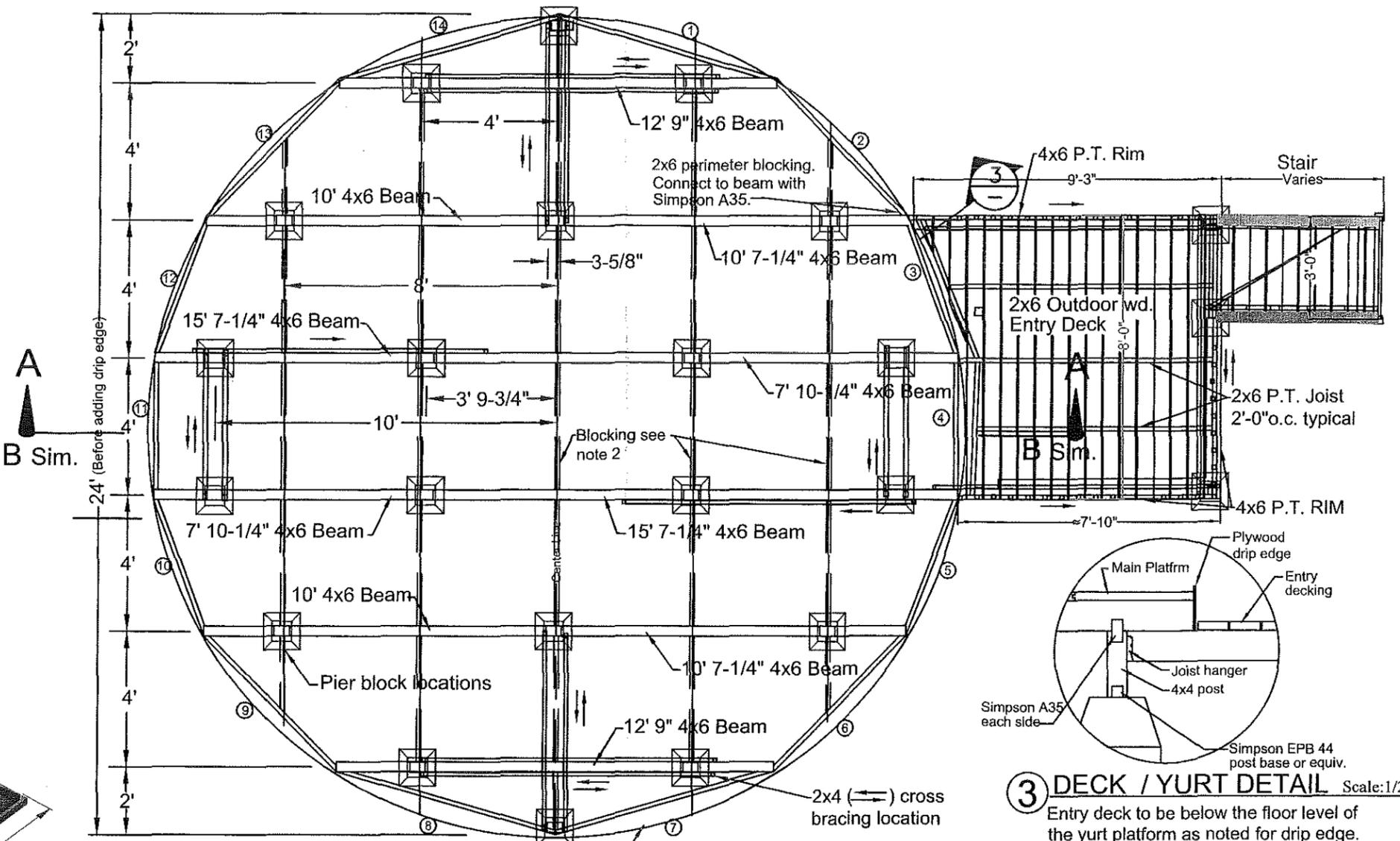
Designed by MASHORT	Checked by _____	Approved by - date _____	Filename YURTELSECT	Date 10/29/2015	Scale 1/4"=1'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			SECTION/DETAILS		



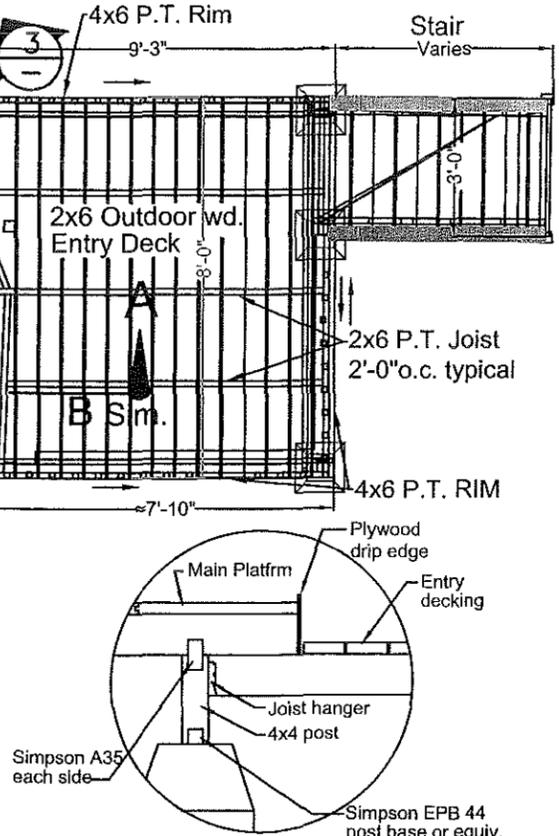
1 Handicap DECK DETAIL Scale: 1/2"=1'
 Entry deck to be below the floor level of the Yurt platform as noted.



2 RAMP DETAIL - N.T.S.



A
B Sim.



3 DECK / YURT DETAIL Scale: 1/2"=1'
 Entry deck to be below the floor level of the yurt platform as noted for drip edge.

3/8" x 8" exterior plywood drip edge attached to edge of platform. Top of drip edge to be 1" above floor level.

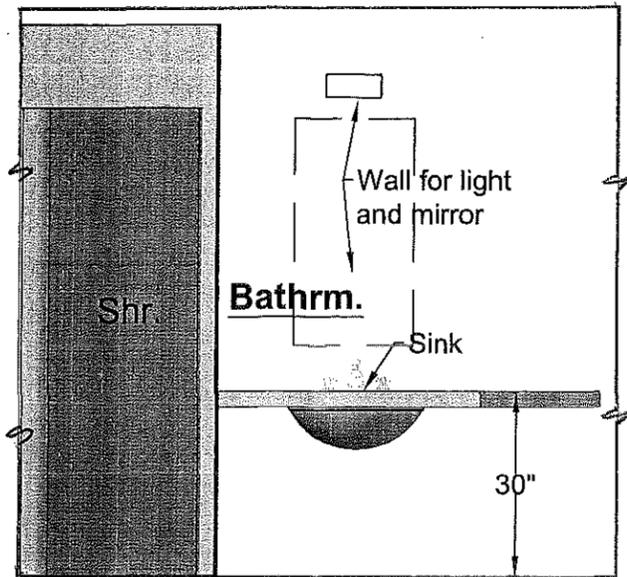
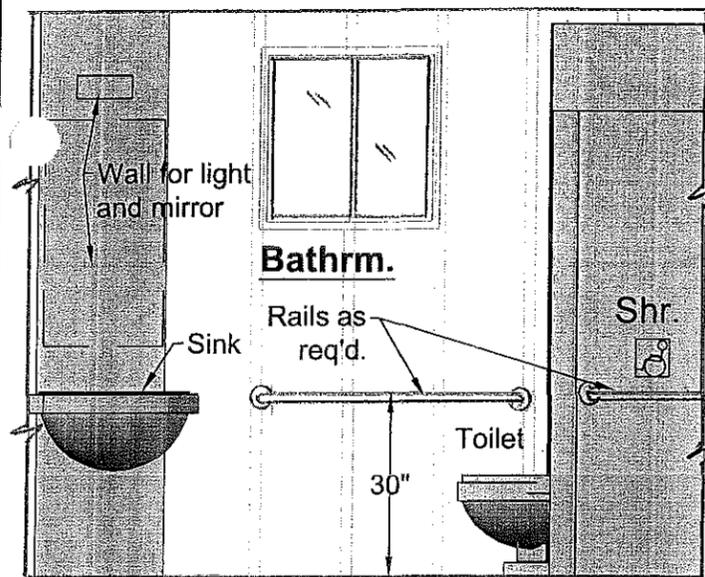
Perimeter blocking - Approximate length			
6' 8"	(1)	(7)	(8)
5' 7"	(2)	(6)	(9)
4' 3 1/4"	(3)	(5)	(10)
3' 8 1/2"	(4)	(11)	

FRAMING PLAN

Scale: 1/4"=1'

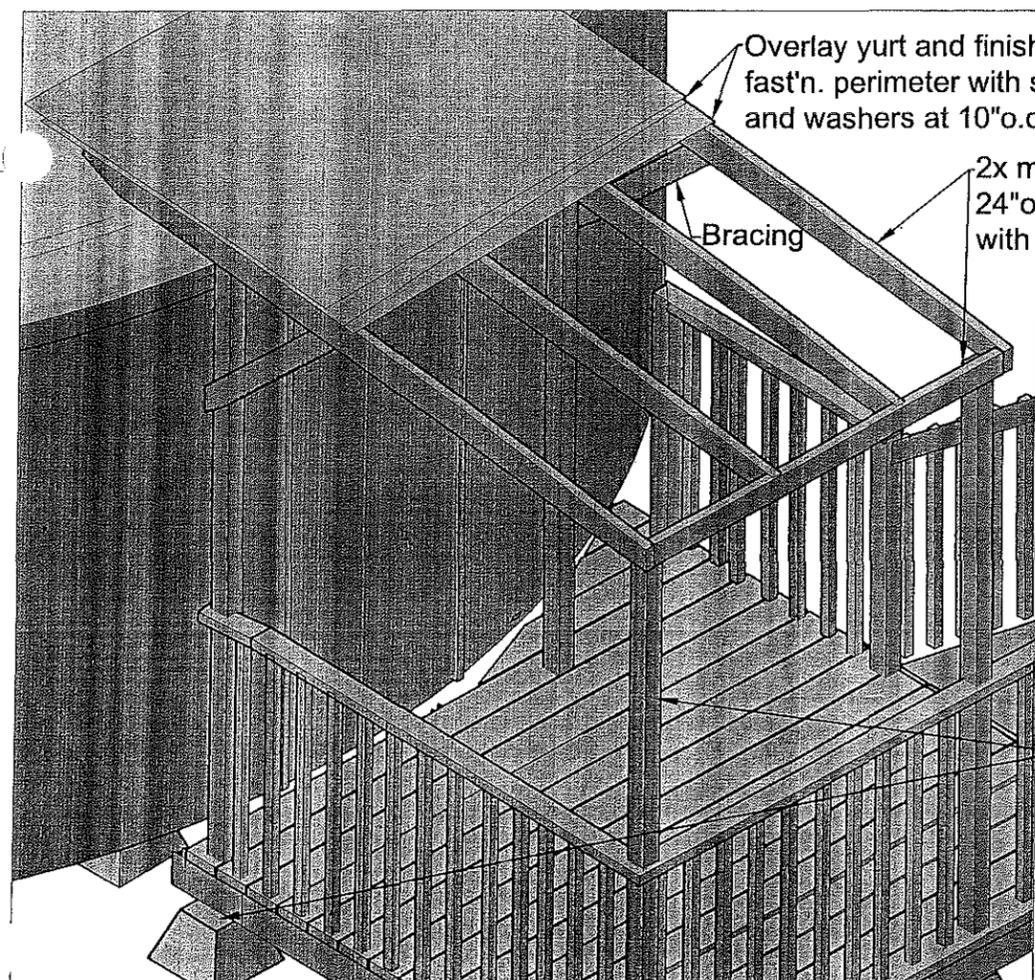
- NOTES:**
- 1 Outdr. wood for all Decks, Rails, Ramp and Stairs. Cedar tone finish and fast'n. w/cedar deck screws.
 - 2 All interior blocking to be 2x6 at 4' o.c. laid perpendicular to 4x6 beams, see sht. A-9, plywood layout.

Designed by MASHORT	Checked by	Approved by - date	Filename YURTFRM	Date 11/9/2015	Scale ASNOTED'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			FRAMING-PLAN		
			73U92015	Edition -	Sheet A-8



① **Hndcp. Bathrm.** -Scale: 3/8"= 1'

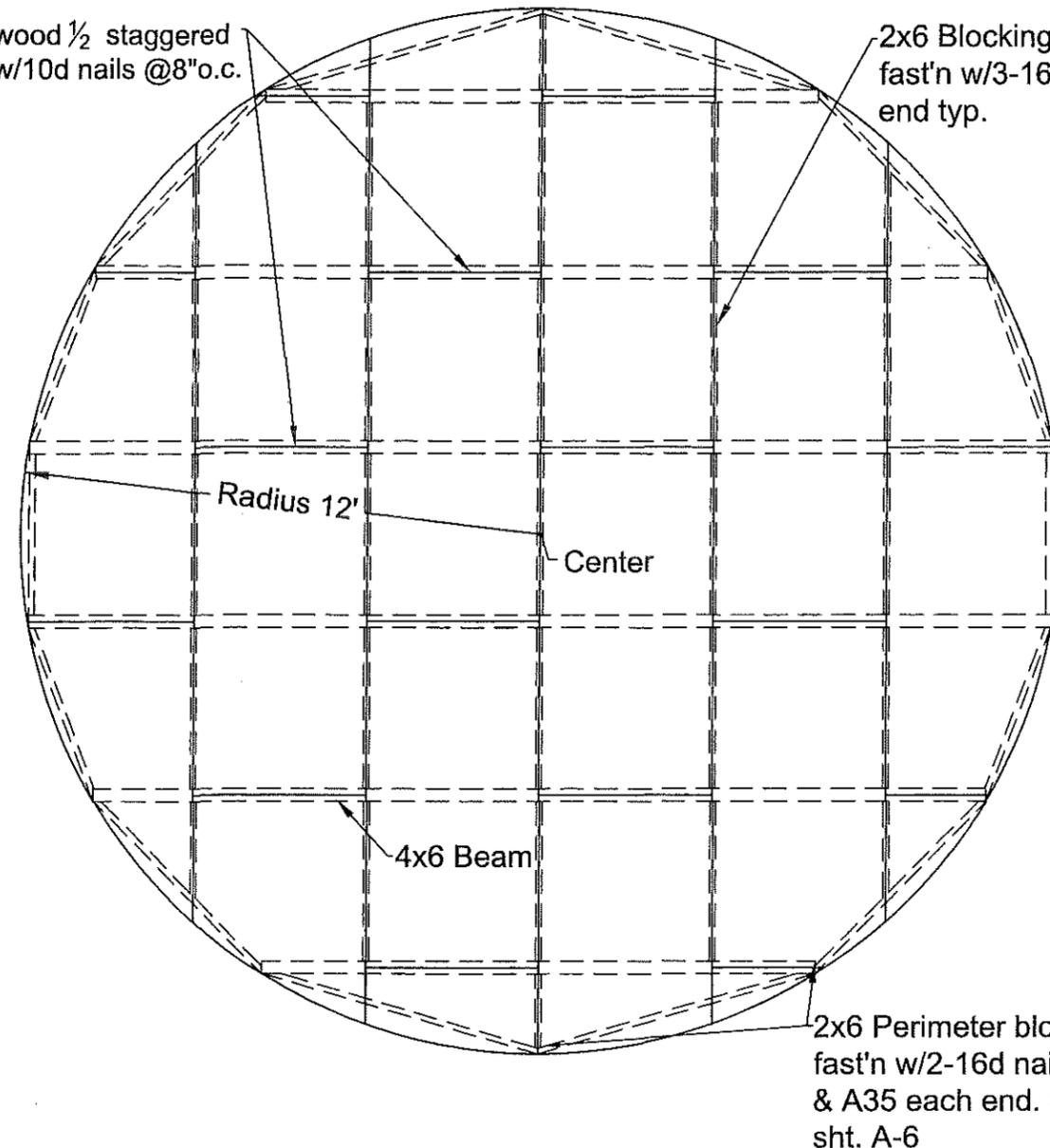
② **Bathroom** -Scale: 3/8"= 1'



③ **Awning Detail** -N.T.S.

1-1/8" Plywood 1/2 staggered Fast'n. w/10d nails @8"o.c.

2x6 Blocking 4' o.c. fast'n w/3-16d each end typ.

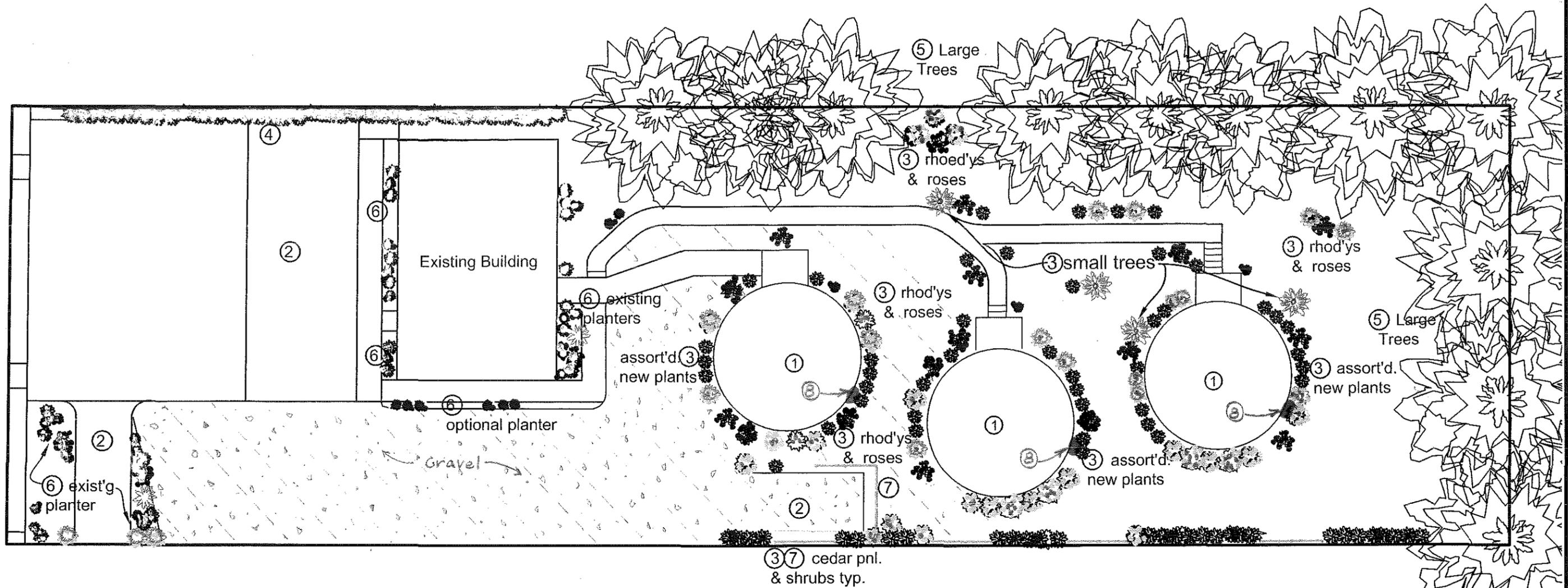


2x6 Perimeter block'g fast'n w/2-16d nails & A35 each end. See sht. A-6

- 1.) At center build and secured 12' radius non-stretch compass to layout an accurate cut mark.
- 2.) Using a sharp circular saw carefully cut the platform to exactly 24 feet in diameter.
- 3.) Due to the tongue and groove on 1-1/8" plywood a need to laminate a small piece of scrap to one edge may occur in order to achieve the full diameter.

Plywood Layout -Scale: 1/4"= 1'
expanded on Pacific Yurt recommended layout

Designed by MASHORT	Checked by _____	Approved by - date _____	Filename YURDTL	Date 11/11/2015	Scale ASNOTED'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			DETAILS		
J.H.					



Landscape

NOTES:

- ① Proposed Yurt site location. Planters surround $\approx 420sf$
- ② Proposed Site Parking see sheet A-2 Site Plan.
- ③ Plants will be mostly along perimeters of structures and boundaries (annuals, shrubbery, rhododendrons, rose bushes) and a few small trees.
- ④ There is Existing shrubbery on the north front boarder. $320sf$
- ⑤ There is twelve Existing Heritage Trees, greater than 24"Ø, bordering the North and East property lines.
- ⑥ There is Existing planters at the entrance and all around the existing building. $410sf$
- ⑦ Cedar fence panel located in approximate locations shown as accent screens.
- ⑧ Heat pump to be 75% concealed.

Legend
Exceeds req'd. 10% = 1,853sf

	Trees. ⑤ $\approx 2,280sf$
	New plants ③ $\approx 760sf$
	Exist'g plants ④⑥ $\approx 730sf$
	New gravel $\approx 2,300sf$
	Exist'g gravel $\approx 2,900sf$

Designed by MASHORT	Checked by	Approved by - date	Filename YURLAND	Date 11/24/2015	Scale 1/16"=1'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			LANDSCAPE		
			73U92015	Edition REV.A	Sheet A-10

**VENETA PLANNING COMMISSION'S
STAFF REPORT**

Yurtel, Bed & Breakfast – Site Plan (Major Amendment) Review, City File # SR-5-15(A)

Application Received: November 24, 2015
Incomplete Determination: December 16, 2015
Additional Information Received: January 21, 2016
Supplemental Information Received: January 26, 2016
Application Complete: January 27, 2016
120 days from Completeness: May 26, 2016
Notice Mailed: January 27, 2016
Notice Posted: January 27, 2016
Notice Published: February 3, 2016
Staff Report Date: February 16, 2016

Prepared by: Lisa Garbett, Associate Planner

Referrals: Lane Branch, P.E., City Engineer (Branch Engineering)
Kyle Schauer, Public Works Director, City of Veneta
David Mortier, Veneta Building Official (The Building
Department, LLC)
Dean Chappell, Fire Inspector, Lane Fire Authority
Matt Caswell, P.E., Development Review Coordinator,
Oregon Department of Transportation, Region 2
Oregon Department of State Lands, Wetlands Program
Scott Johnson, Sanipac
Emerald People's Utility District

Owner/ Applicant: James M. & Patricia H. Haddock
87945 Sherwood Street
Veneta, OR 97487

Location: 87991 Territorial Road, Veneta, OR

Assessor's Map Number: 17-05-31-32
Tax Lot Number: 02300

Plan Designation: Commercial (C)
Zoning Designation: Community Commercial (CC)

Associated Files: SR-3-04, Site Plan Review, Beauty Salon

REQUEST

The request is for Site Plan (Major Amendment) Review for a proposed “Yurtel” Bed and Breakfast in accordance with Veneta Land Development Ordinance No. 493, Section 4.06 – Community Commercial and Article 6 – Site Plan Review.

PROPERTY CHARACTERISTICS

The subject property was formerly a beauty salon, known as Rosie’s Salon which was established in 2004 with approved Site Plan (City File# SR-3-04).

The site contains an existing +/-988 square foot building which formerly housed the Beauty Salon. The applicant is proposing to convert the existing building into an office and area for breakfast, in addition to adding three new 24-foot in diameter yurts with full bathrooms.

The site is an approximate 0.43 acres or 18,730 square feet.

The site abuts Territorial Road (a Minor Arterial per Veneta Transportation System Plan – Map 12).

To the north and south of the subject property is Community Commercial (CC) zoned property. To the east is General Residential (GR) zoned property and Greenway Subzone. To the west is Territorial Road.

Below is a vicinity map and zoning map for the subject site.



SUBMITTAL REQUIREMENTS

Site Plan Review, SR-5-15(A)

The applicant has submitted the required information in accordance with Veneta Land Development Ordinance 493, Section 6.03 - Required Information on Site Plan.

APPROVAL CRITERIA

Veneta Land Development Ordinance No. 493, Section 6.05:

- (1) After an examination of the site and prior to approval of plans, the Planning Commission or Building and Planning Official must make the following findings:
 - (a) That all provisions of city ordinances are complied with.
 - (b) That traffic congestion is avoided; pedestrian, bicycle and vehicular safety are protected; and future street right-of-way is protected.
 - (c) That proposed signs or lighting will not, by size, location or color, interfere with traffic or limit visibility.
 - (d) That adequate water, sewer, and other required facilities, for the proposed use are available
 - (e) That drainageways are protected, existing drainage patterns are maintained and drainage facilities are provided in accordance with Section 5.16 of this ordinance.
 - (f) That the extent of emissions and potential nuisance characteristics are reasonably compatible with the land use district, adjacent land uses and the standards of all applicable regulatory agencies having jurisdiction.
 - (g) Where the applicant has requested an adjustment to Site Plan Review criteria (Track 2 Site Plan Review) pursuant to the Veneta Land Development Ordinance, the applicant shall identify all applicable criteria in this ordinance and specifically address each adjustment

REFERRAL COMMENTS

Comments were received by the City Engineer (Branch Engineering, Inc.), Veneta Public Works Director, the Oregon Department of Transportation, the Oregon Department of State Lands – Wetlands Program and Lane County Public Works which are attached as Exhibits.

PUBLIC NOTICE

A notice was mailed to all property owners within 300-feet for the entire contiguous site and posted at the property on January 27, 2016 in accordance with Veneta Land Development Ordinance 493, Section 2.13 – Notice of Limited Land Use Actions.

PUBLIC COMMENT

No public comment has been received as of the date of this staff report.

ISSUES

The following issues have been raised concerning the proposal:

Proposed Building Materials

The applicant has requested an adjustment to one Commercial Design Standard listed in Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) for an adjustment to building materials proposed as part of the Track 2 – Site Plan Request (City File # SR-5-15 – Track 2).

Specifically, the applicant is proposing three (3) new yurts containing exterior materials which are an acrylic coated polyester fabric for the sides and a fire retardant vinyl-laminate material for the roof, whereas, the code requires building materials to consist of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, per Veneta Land Development Ordinance No. 493 (VLDO), Section 5.13(2)(k) – Commercial and Mixed Use Design Standards.

If the Planning Commission does not approve of the adjustment requested to the proposed building materials, a condition of approval could be added to this Site Plan Amendment, City File #SR-5-15(A) to require proposed exterior materials to be constructed of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, in accordance with Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards.

STAFF RECOMMENDATION

Based on the findings for the Site Plan Review request stated in the Proposed Final Order, City File #SR-5-15(A), staff recommends conditional approval of the Site Plan (Major Amendment) Review. The proposed conditions of approval are specified in the Proposed Final Order.

POSSIBLE ACTIONS BY THE PLANNING COMMISSION

The Commission may:

- a. Approve the Site Plan (Major Amendment) with specified conditions of approval based on the findings in the Proposed Final Order.
- b. Modify the proposed findings or conditions of approval in the Proposed Final Order.
- c. Deny the Site Plan (Major Amendment) based on the Commission’s findings.
- d. Continue deliberations on the Site Plan (Major Amendment) if more information is needed.

EXHIBITS

- A. Proposed Final Order
- B. Applicant’s Submittal
- C. Veneta Engineer Technical Memorandum
- D. Veneta Public Works Director

- E. Oregon Department of Transportation - Email
- F. Lane County Public Works – Email
- G. Oregon Department of State Lands – Wetland Program (WN2015-0348)
- H. Irrevocable Development Agreement #A-77

**FINAL ORDER OF THE
VENETA PLANNING COMMISSION**

**Yurtel Bed and Breakfast, Site Plan (Major Amendment) Review,
City File #SR-5-15(A), Assessor's Map and Tax Lot No. 17-05-31-32-02300**

A. The Veneta Planning Commission finds the following:

1. The Veneta Planning Commission has reviewed all material relevant to the Site Plan (Major Amendment) Review, SR-5-15(A) which has been submitted by the applicant, staff, and the general public regarding this matter.
2. The Veneta Planning Commission held a public meeting on March 1, 2016 to discuss the Site Plan (Major Amendment) application for Assessor Map and Tax Lot No. 17-05-31-32-02300 after giving the required notice to surrounding property owners in accordance with Section 2.11 of Veneta Land Development Ordinance No. 493.
3. The Veneta Planning Commission followed the required procedure and standards for approving site plans as required by Section 6.05 and 6.06 of Veneta Land Development Ordinance No. 493.

B. The Veneta Planning Commission approves with conditions the Yurtel Bed and Breakfast, Site Plan, SR-5-15(A). The applicant shall comply with the following conditions of approval:

GENERAL CONDITIONS:

- 1) The applicant shall submit and receive approval of a Sign permit for any of the following instances: 1) Upon the erection of any new sign except signs specifically listed in Table 5.15 as signs not requiring a permit, 2) To make structural or electrical alteration to an existing sign, including a change in the size, shape, materials or location or 3) to replace a pre-existing sign in accordance with Veneta Land Development Ordinance 493, Section 5.15(8)(a).
- 2) A state permit is required for 50 cubic yards or more of removal and/ or fill in wetlands, below ordinary high water of streams, within other waters of the state, or below highest measured tide, where applicable, in accordance with the Oregon Department of State Lands.
- 3) The applicant shall not conduct any prohibited uses within the Greenway-Open Space Subzone in accordance with Veneta Land Development Ordinance 493, Section 4.12(5)(a) – Prohibited Uses.

PRIOR TO FINAL SITE PLAN APPROVAL:

- 4) The applicant shall submit and receive approval of a revised Site Plan per Veneta

Land Development Ordinance No. 493, Section 6.06(5), consistent with all conditions of approval including:

- (a) A minimum five (5) foot setback along the south property boundary for off-street parking areas in accordance with Veneta Land Development Ordinance No. 493, Section 4.06(5)(c) – Yards.
 - (b) Curb or bumper along the outer boundary of all paved parking spaces in order to prevent a motor vehicle from extending over the property line in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(2)(d) - Design and improvement requirements for parking lots (not including single-family two-family dwellings).
 - (c) Striping and appropriate signage for one (1) van accessible parking stall in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(12) – Accessible Parking Spaces.
 - (d) Existing parking spaces striped to provide a minimum dimension of eighteen (18)' x nine (9)' exclusive of maneuvering and access area in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(2)(b).
- 5) The applicant shall submit and receive approval of a revised Landscape Plan per Veneta Land Development Ordinance No. 493, Section 6.06(5), consistent with all conditions of approval including:
- (a) Ground cover plants that are sized and spaced to achieve seventy-five (75) percent coverage of the area not covered by shrubs and tree canopy in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(5).
 - (b) Proposed yurt structures' service facilities and/or air conditioning facilities, if applicable, located outside of buildings with sight-obscuring screening in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(8) - Landscaping.
 - (c) Sight obscuring fence or sight obscuring vegetation along the entire north property boundary in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) - Landscaping.
 - (d) Maintenance of existing sight obscuring vegetation or installation of a sight-obscuring fence along the east property line in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) – Landscaping.
- 6) The applicant shall submit a signed and have recorded a Development Agreement per Veneta Land Development Ordinance No. 493, Section 6.06(5) stating:
- (a) All site areas and unused property shall be maintained in suitable ground cover and kept in a clean, weed-free manner.
 - (b) Landscaping, screening and maintenance are the continuing obligation of the property owner.
 - (c) Garbage collection areas, service facilities and air conditioning facilities located outside of the buildings shall maintain sight obscuring screening. Any required sight-obscuring fence or walls must maintain at least seventy-five (75) percent opaque when viewed from any angle a point 25 feet away from

the fence or wall. All wooden materials shall be protected from rot, decay and insect infestation in compliance with Veneta Land Development Ordinance No. 493, Section 5.12(9)(b). Plants forming hedges shall be replaced within six (6) months after dying or becoming diseased to the point that the opacity required is not met.

- (d) Within 1 year from the date of final approval of this site plan, the applicant will complete improvements as conditioned.
- (e) All required parking spaces will be available for the parking of operable motor vehicles for customers, patrons and employees and not used for storage of vehicles or materials or for parking of trucks not used to conduct daily business.
- (f) Maintenance of off-street parking spaces will be the continuing obligation of the property owner in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(5).

PRIOR TO ISSUANCE OF BUILDING PERMIT:

- 7) The applicant shall pay all System Development Charges (SDC's) applicable to the development at the time of building permit issuance in accordance with Veneta Municipal Code, Chapter 13.25.090 – Collection of Charges.

PRIOR TO CERTIFICATE OF OCCUPANCY:

- 8) The applicant shall complete all improvements associated with the approved Site Plan/ Landscape Plan in accordance with Veneta Land Development Ordinance No. 493, Section 6.08 and Section 5.12(2) – Landscaping.
- 9) Garbage collection areas, service facilities and air conditioning facilities located outside of yurt structures shall have sight-obscuring screening in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(8) and 5.12(9) – Landscaping.

C. IT IS HEREBY ORDERED THAT the City of Veneta Planning Commission approves with conditions the Site Plan (Major Amendment) Review for the Yurtel Bed and Breakfast, SR-5-15(A) based on the information presented in the following findings of fact which address applicable standards:

*Veneta Land Development Ordinance 493, Article 6 – Site Plan Review
SECTION 6.03 – Required Information on Site Plan*

As application for a Site Plan Review, Site Plan review with adjustments (Track 2) or Amendment, as applicable, shall include the following information based on the size, scale and complexity of the development. The Building and Planning Official, at his or her discretion, may waive certain application submittal items where such items are not relevant to the review or the information is already available.

The applicant received Site Plan Review approval (City File #SR-3-04) for a beauty

salon in 2004. The applicant submitted a Site Plan (Major Amendment) Review application and filing fee to change the use from beauty salon to bed and breakfast.

Site Plan (Major Amendment) Review, applicable criteria. Ordinance language is in *italics*. Findings are in **bold**.

Veneta Land Development Ordinance 493, Article 6 – Site Plan Review
SECTION 6.05 APPROVAL CRITERIA

(1) After an examination of the site and prior to approval of plans, the Planning Commission or Building and Planning Official must make the following findings:

(a) That all provisions of city ordinances are complied with.

The proposal is consistent with all applicable provisions of Veneta Land Development Ordinance No.493, based on the findings and conditions of approval addressed below.

(b) That traffic congestion is avoided; pedestrian, bicycle and vehicular safety are protected; and future street right-of-way is protected.

The proposal is consistent with this standard. The proposal is well below the threshold of 100 peak hour trips necessary to require a traffic study. There is an existing access off of Territorial Road which will serve the proposal. The Oregon Department of Transportation commented that they have no objections, conditions or requirements in regards to the use of the existing access.

(c) That proposed signs or lighting will not, by size, location or color, interfere with traffic or limit visibility.

As conditioned, the proposal is consistent this standard. The applicant is proposing to provide lighting which will be directed at a new proposed sign. Veneta Municipal Code, Chapter 15.15.050 – Shielding, requires all nonexempt outdoor lighting fixtures to have shielding as required by the shielding requirements table.

As a general condition of approval, the applicant shall submit and receive approval of a Sign permit for any of the following instances: 1) Upon the erection of any new sign except signs specifically listed in Table 5.15 as signs not requiring a permit, 2) To make structural or electrical alteration to an existing sign, including a change in the size, shape, materials or location or 3) to replace a pre- existing sign in accordance with Veneta Land Development Ordinance 493, Section 5.15(8)(a).

(d) That adequate water, sewer and utilities for the proposed use are available.

The proposal is consistent with this standard. The City Engineer commented that public water and sewer exist in Territorial Road along the site frontage and are available to serve the proposal. In addition, the proposed utility plan indicates the development will

be served with public water and sewer.

(e) That drainageways are protected, existing drainage patterns are maintained and drainage facilities are provided in accordance with Section 5.16 of this ordinance.

The proposal is consistent with this standard. The City Engineer has commented the submitted grading plan, proposed yurt structures, sidewalk and a parking space will be constructed with minimal grading disturbance, which will maintain existing drainage patterns. In addition, the yurt structures will be elevated on piers allowing stormwater runoff to flow underneath as needed to maintain pervious area for stormwater conveyance and disposal. Shrubs and trees are also proposed surrounding the yurt structures to assist with stormwater disposal. In summary, the proposed pervious improvements (paving/ pathway improvements) are equal to less than the 1,000 square feet impervious area threshold to require stormwater detention and treatment. The City Engineer also commented that since the yurt structures are relatively small and will not be on a conventional footing and stem wall foundation, roof runoff is expected to mimic existing conditions.

(f) That the extent of emissions and potential nuisance characteristics are reasonably compatible with the land use district, adjacent land uses and the standards of all applicable regulatory agencies having jurisdiction.

The proposal is consistent with this standard. The extent of traffic, emissions, and potential nuisance characteristics are compatible with the Community Commercial zone requirements per Veneta Land Development Ordinance No. 493, Section 4.06 – Community Commercial. The subject site was used for commercial use in the past as a beauty salon. A condition of approval is proposed to require sight obscuring fence or sight obscuring vegetation along the entire north property boundary in order to maintain compatibility with the existing residence and maintenance of existing sight obscuring vegetation or installation of a sight-obscuring fence along the east property line in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) – Landscaping.

*Veneta Land Development Ordinance 493, Article 2 – Administrative Provisions
SECTION 2.09 WETLAND DEVELOPMENT*

Development within a wetland is subject to compliance with the Veneta Wetland Protection Ordinance, Veneta Municipal Code Chapter 18.10.

(1) Notification. The City shall provide notice to the Division of State Lands (DSL) the applicant, and the owner of record within five working days of the acceptance of any complete application for subdivisions; building permits for new structures; other development permits and approvals that allow physical alteration of land involving excavation and grading, including permits for removal or fill, or both, or development in the floodplain; conditional uses and variances that involve physical alteration of land or construction of new

structures; and planned unit development approvals that are wholly or partially within areas identified as wetlands on the Statewide Wetlands Inventory. This provision does not apply if a permit from DSL has been issued for the proposed activity.

- (2) *Approval. Approval of any activity described above shall include one of the following:*
- (a) *Issuance of a permit by DSL required for the project before any physical alteration takes place within the wetlands;*
 - (b) *Notice from DSL that no permit is required; or*
 - (c) *Notice from DSL that no permit is required until specific proposals to remove fill or alter the wetlands are submitted.*

If DSL fails to respond within 30 days of notice, the City approval may be issued with written notice to the applicant and the owner of record that the proposed action may require state or federal permits. The City may issue local approval for parcels identified as or including wetlands on the Statewide Wetlands Inventory upon providing to the applicant and owner of record a written notice of possible presence of wetlands and the potential need for state and federal permits and providing DSL with a copy of the notification of comprehensive plan map or zoning map amendments for specific properties.

As conditioned, the proposal is consistent with this standard. In accordance with Land Development Ordinance No. 493, Section 2.09, notification was sent to the Oregon Department of State Lands, Wetlands Program (DSL #WN2015-0348). The Oregon Department of State Lands, Wetlands Program responded (DSL #WN2015-0348) to notification request that a state permit is required for 50 cubic yards or more of removal and/ or fill in wetlands, below ordinary high water of streams, within other waters of the state, or below highest measured tide where applicable. In addition, the response cited that it is unlikely that there are jurisdictional wetlands or waterways on the property based upon review of wetlands maps, the county soil survey and other information. As a general condition of approval, a state permit is required for 50 cubic yards or more of removal and/ or fill in wetlands, below ordinary high water of streams, within other waters of the state, or below highest measured tide, where applicable in accordance with the Oregon Department of State Lands.

*Veneta Land Development Ordinance 493, Section 4 – Use Zones
SECTION 4.12 GREENWAY – OPEN SPACE SUBZONE (GW)*

- (3) *Permitted Uses. In a GW subzone, the following uses are permitted subject to compliance with all state and local requirements, including the development standards of Section 4.12(6) of this ordinance.*
- (a) *Public accesses such as bicycle and walk ways, streets, lookout points, and access roads for maintenance of channels, wetlands, and other natural resource areas.*
 - 1. *A path, walkway or running trail shall be constructed as far from*

significant wetlands as practicable with the toe of slope falling no closer than 15 feet from the boundary of a significant wetland.

2. *All paths shall be designed and constructed according to City standards.*
3. *Streets shall be constructed as far from significant wetlands as practicable with the toe of slope falling no closer than 15 feet from the boundary of a significant wetland*

The proposal is consistent with this standard. The submitted Site Plan depicts the Greenway-Open Space Subzone as adopted on the Veneta Zoning Map and no development is proposed in this area. There are no proposed improvements on the Site Plan that are within the Greenway-Open Space Subzone boundary.

(5) Prohibited Uses

- (a) Any new structures or development (including fences), other than those allowed as permitted uses or approved as conditional uses, construction or ground disturbing activities, gardens, lawns, dumping of materials of any kind, and operation of heavy machinery.*
- (b) Storage of hazardous materials as defined by the Department of Environmental Quality.*
- (c) Application of herbicides, pesticides, fertilizer or other chemical products without first contacting City Hall.*
- (a) Removal of existing vegetation except as specified in 3(f) of this Section.*
- (b) Planting or establishment of nonnative or invasive species.*
- (c) Removal of trees without an approved permit. Standards for granting a permit to remove trees within the Greenway shall be those found in Veneta Municipal Code 8.10.080. These standards shall apply to the removal of any tree (as defined in VMC 18.10.020) within the boundaries of the Greenway. When practicable, trees removed under this section shall be replaced by planting an equal number of native trees within the remaining greenway.*

As conditioned, the proposal is consistent with this standard. As a general condition of approval, the applicant shall not conduct any prohibited uses within the Greenway-Open Space Subzone in accordance with Veneta Land Development Ordinance 493, Section 4.12(5)(a) – Prohibited Uses.

*Veneta Land Development Ordinance No. 493 ARTICLE 4 USE ZONES
SECTION 4.06 Community Commercial*

- (1) Permitted Uses Subject to Site Plan Review. In a CC zone, the following uses and their accessory uses are permitted subject to the site plan review provisions of Article 6, provided all operations except off-street parking, recreational facilities, common areas (e.g., plazas), and permitted temporary activities associated with an allowed use shall be conducted entirely within an enclosed building (excludes drive-*

thru facilities):

(m) Bed and breakfast; boarding, lodging and rooming home.

The proposal is consistent with the purpose and permitted uses of the Community Commercial zone with submittal of this Site Plan and conformance with any applicable conditions of approval.

(5) Yards.

(b) Back and side yards abutting a residential zone (RR, SFR, and GR) shall be ten (10) feet.

The proposal is consistent with this standard. The property to the north (T.L. 2200) of the subject site, contains split zoning (Community Commercial and General Residential). However, the subject sites north property boundary abuts the Community Commercial (CC) zoned portion of T.L. 2200. The abutting property to the east is zoned General Residential (GR). The proposed Site Plan provides an approximate twenty (20) foot setback along the east property line from any proposed structures.

(c) Yards for off-street parking areas shall be a minimum of five (5) feet; additional yard area may be required under Articles 5, 6 or 8; e.g. for clear vision and compatibility with abutting uses. This standard does not apply to parking spaces in driveways for individual dwellings, except that driveways shall be designed so that parked vehicles do not encroach into the public right-of-way.

As conditioned, the proposal is consistent with this standard. The proposed Site Plan (Sheet A-2) indicates re-striping of the existing asphalt parking stalls in order to accommodate the van accessible aisle on the right side of the van accessible parking stall. An addition of one (1) new paved parking stall is proposed to be located abutting the south property line as shown on the Site Plan. Prior to final site plan approval, a minimum five (5) foot setback along the south property boundary for off-street parking areas in accordance with Veneta Land Development Ordinance No. 493, Section 4.06(5)(c) – Yards.

As an informational item, the one (1) new paved parking space may need to be oriented at an angle or as parallel parking, in order to accommodate the five (5) foot required yard and required parking stall length of eighteen (18) feet.

(d) Yards shall be landscaped pursuant to Section 5.12. Up to eighty percent (80%) of the required yard may consist of hardscape features, subject to Site Plan Review.

As conditioned under Veneta Land Development Ordinance No. 493, Section 5.12 – Landscaping, the proposal is consistent with this standard.

(6) *Lot Coverage.* In the CC zone, the maximum allowable lot coverage by buildings is seventy percent (70%). Up to eighty percent (80%) coverage may be approved for mixed use developments incorporating residential and commercial uses. All lot areas not covered by development shall be landscaped pursuant to Section 5.12.

The proposal is consistent with this standard. The site is an approximate 0.43 acre or +/-18,730 square feet in size. Seventy percent (70%) of the site is equal to +/-13,111 square feet. The proposal includes three new yurts (+/-452 square feet each) and an existing building (+/-988 square feet) for a total lot coverage by buildings of +/-2,344 square feet which is consistent with Veneta Land Development Ordinance No. 493, Section 4.06(6) – Lot Coverage.

(7) *Building Height.* Except as provided in Articles 5, 6 and 8, in a CC zone, the maximum building height is forty-five (45) feet; up to fifty-five (55) feet in height allowed for mixed-use buildings that contain dwellings at a minimum density of twenty (20) units per acre; dwellings must be located above a ground floor commercial space that has a floor-to-ceiling height of at least fourteen (14) feet.

The proposal is consistent with this standard. According to the applicant's narrative, the total height of the proposed yurts will be less than twenty (20) feet.

(8) *Building Orientation and Design.* All development, including new structures and exterior remodels to existing structures or developments, shall comply with the design standards in Section 5.13.

The proposal is consistent with this standard. The proposed yurt structures comply the applicable design standards in Veneta Land Development Ordinance No. 493, Section 5.13 – Commercial and Mixed Use Design Standards as described in the findings below. The applicant has requested an alternative to Veneta Land Development Ordinance No. 493.

(9) *Pedestrian Access.* A sidewalk shall provide safe, convenient pedestrian access from the street to the primary building entrance. If the sidewalk must cross a parking lot or driveway, it shall be paved, raised and/or marked in a manner that calls attention to the sidewalk.

The proposal is consistent with this standard. There is an existing sidewalk along the site frontage along Territorial Road. A striped/ marked pedestrian walkway exists along the north property line which provides a safe and convenient pedestrian access from the street to the primary building entrance in accordance with Veneta Land Development Ordinance No. 493, Section 4.06(9) – Pedestrian Access. In addition, a new approximate three (3) foot paved sidewalk is proposed to connect parking stalls to the proposed yurt structures.

(10) For additional requirements see Article 5 – Supplementary Provisions.

As conditioned below under Section 5.12, Section 5.14, Section 5.15 and Section 5.20, the proposal is consistent with this standard.

SECTION 5.12 LANDSCAPING

All yards and parking areas shall be landscaped in accordance with the following requirements:

(1) Provisions for landscaping, screening and maintenance are a continuing obligation of the property owner and such areas shall be maintained in a clean, weed free manner.

As conditioned, the proposal is consistent with this standard. As a general condition of approval, the applicant shall maintain in a clean and weed free manner all on-site landscaping and screening in accordance with Veneta Land Development Ordinance No. 493, Section 5.12 – Landscaping.

(2) Site plans indicating landscape improvements shall be included with the plans submitted to the Building and Planning Official or Planning Commission for approval. Issuance of a Building permit includes these required improvements which shall be completed before issuance of a Certificate of Occupancy.

As conditioned, the proposal is consistent with this standard. The applicant has submitted the necessary Site Plan and Landscape Plan for consideration by the Planning Commission. Prior to certificate of occupancy, the applicant shall complete improvements associated with the approved Site Plan/ Landscape Plan in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(2) - Landscaping.

(3) Minimum Landscaped Area. The minimum percentage of required landscaping is as follows:

(b) Community Commercial and Broadway Commercial Zones. 10 percent of the site.

The proposal is consistent with this standard. The site is an approximate 0.43 acres or +/-18,730 square feet. Therefore, ten (10) percent of the site is equal to +/-1,873 square feet. The submitted Landscape Plan (Sheet A-10) shows existing and proposed landscaping is equal to 3,770 square feet (or +/-20%) of landscaping including; existing tree (+/-2,280 square feet), new plantings (+/-760 square feet), existing plantings (+/-730 square feet).

(4) Minimum number of trees and shrubs acceptable per 1,000 square feet of landscaped area:

- a. One tree, minimum 2” caliper.*
- b. Four 5-gallon shrubs or accent plants.*

The proposal is consistent with this standard. The site already contains at least one tree and four (4) 5-gallon shrubs or accent plants.

(5) Minimum percentage Ground Cover. All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material (subsections (6)(f) & (g), below), shall have ground cover plants that are sized and spaced to achieve 75 percent coverage of the area not covered by shrubs and tree canopy.

As conditioned, the proposal is consistent with this standard. Prior to final site plan approval, a revised Landscape Plan shall be submitted and approved by the city that is consistent with the Veneta Land Development Ordinance No. 493, Section 5.12(5), including ground cover plants that are sized and spaced to achieve seventy-five (75) percent coverage of the area not covered by shrubs and tree canopy.

(6) Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected size of the plants at maturity, i.e. typically three (3) or more years after planting.

The proposal is consistent with this standard as conditioned above.

(7) Multiple-family sites and parking lots shall be screened from abutting single-family land uses by a combination of sight-obscuring fences, walls and landscaping adequate to provide privacy and separation for the abutting land use.

The proposal is consistent with this standard. To the north of the existing off-street parking lot is a single family residential land use. The north property line contains an existing hedge which provide adequate privacy and separation for the abutting land use.

(8) Garbage collection areas, service facilities and air conditioning facilities located outside the building shall have sight-obscuring screening. Mechanical equipment, lights, emissions, shipping/receiving areas, and garbage collection areas for industrial, commercial, and public facility uses shall be located away from residential areas, schools, and parks.

As conditioned, the proposal is consistent with this standard. The applicant is proposing the garbage collection area to be located adjacent to the northeast corner of the existing building as shown on the Site Plan (Sheet A-2). There is an existing hedge along north property line adjacent to the existing building which provides a sight obscuring screen. As a general condition of approval, the proposed yurt structures service facilities and/or air conditioning facilities located outside of buildings, if applicable, shall have sight-obscuring screening in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(8) - Landscaping.

(9) *When a sight-obscuring fence, wall, or hedge is required under the provisions of this ordinance, it must meet the following provisions:*

(a) *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 of an evergreen species which will meet and maintain year-round the same standard within three (3) years of planting. Creative use of deciduous hedge materials may be proposed to provide screening in conjunction with wider planting areas. Deciduous hedges may be approved on a case by case basis as the sole discretion of the Planning Official.*

(b) *Fences and walls must be maintained in a safe condition and opacity must be maintained. Wooden materials shall be protected from rot, decay and insect infestation. Plants forming hedges must be replaced within six (6) months after dying or becoming diseased to the point that the opacity required is not met.*

(10) *When adjacent land uses are of a different type and the proposed use may impact the adjacent land uses, the Building and Planning Official or Planning Commission may require sight-obscuring fencing, walls, and/or landscaping. In order to provide appropriate buffering and screening, the Building and Planning Official or Planning Commission may increase the required yard dimension.*

As conditioned, the proposal is consistent with this standard. To the east (T.L. 3400) of the subject site is an existing single-family residence within the General Residential (GR) zone. Existing cedar trees exist along the north and east property line. The existing cedar trees along the east property line provide a sight obscuring buffer (at least 75 percent opaque when viewed from any angle at a point 25 feet away) if the existing cedar trees limbs are not pruned around the base of the trunk similar to pruning that has occurred along the north property line. The property to the north (T.L. 2200) of the subject site, contains split zoning (Community Commercial and General Residential). However, the subject sites north property boundary abuts the Community Commercial (CC) zoned portion of T.L. 2200. An existing single family residence occupies the west end of T.L. 2200 and commercial vehicle storage occupies the east end of T.L. 2200. To the south of the subject site is Veneta Medical, a public medical facility within the Community Commercial (CC) zone.

The proposed Site Plan provides an approximate twenty (20) foot setback along the east property line from any proposed structures. There is an existing hedge located along the north property boundary adjacent to the existing off-street parking area, however, the remaining north property boundary contains no fence or plantings. The applicant has verbally discussed installing a fence along all boundaries of the site.

Prior to final site plan approval, the applicant shall install a sight obscuring fence or sight obscuring vegetation along the entire north property boundary in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) - Landscaping. In addition, maintenance of existing sight obscuring vegetation or installation of a sight-obscuring fence is required, prior to final site plan approval, along the east property line in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) – Landscaping.

As a general condition of approval, when a sight obscuring fence, wall or hedge is required under the provisions of this ordinance, it must meet the standards per Veneta Land Development Ordinance No. 493, Section 5.12(9) – Landscaping.

As a general condition of approval, all wooden materials shall be protected from rot, decay and insect infestation in compliance with Veneta Land Development Ordinance No. 493, Section 5.12(9)(b). Plants forming hedges shall be replaced within six (6) months after dying or becoming diseased to the point that the opacity required is not met.

(11) All stormwater facilities shall be landscaped according to City standards.

This standard is not applicable. The City Engineer has commented that the proposed paving/ sidewalk improvements total less than the 1,000 square feet impervious area threshold to require stormwater detention and treatment. In addition, the yurts are relatively small, and will not restrict runoff from draining underneath the floor, roof runoff is expected to mimic existing conditions.

SECTION 5.13 – COMMERCIAL AND MIXED USE DESIGN STANDARDS

(2) Standards.

(c) Building entrances shall incorporate pedestrian shelters (e.g., recessed entrance, porch, stoop, eave overhang, or similar feature) that provide adequate weather protection (e.g., shelter from rain over a portion of the sidewalk); individual pedestrian shelters shall be at least forty-eight (48) inches in width and thirty-six (36) inches in depth.

The proposal is consistent with this standard. The applicant provided proposed elevation, floor plans and details (Sheet A-3, A-4, A-7 and A-9) that shows each yurt structure will have an attached five (5) foot by six (6) foot door awning to act as a transition for a larger +/- six (6) foot by eight (8) foot awning which will provide adequate weather protection for guests.

(g) Roof-mounted equipment shall be screened so that it is not visible, or is visually subordinate to the primary roof form, as viewed from adjacent public ways. Solar panels and mini-wind turbines may project beyond roof elevations when

approved through Site Plan Review. See also, Section 5.10 Exceptions to Building Height Limitations.

This standard is not applicable. The applicant is not proposing any roof mounted equipment.

(k) Primary exterior materials shall be consistent with the overall design composition and intent of a building design. Materials shall consist of durable wood, composites (e.g., concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability. Vinyl or metal may be used on the exterior, but may not be used as the primary cladding material. Where metal is used, it shall be non-reflective split seam or similar metal. Metal may also be used for exterior detailing (e.g. wainscoting, flashing, brackets, etc.) and for renewable energy, energy efficiency, or water conservation systems (e.g., solar panels and cells, mini-wind turbines, rainwater harvesting, etc.), subject to Site Plan Review.

The proposal is consistent with this standard. The applicant has requested an adjustment to this commercial design standard (Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) through a Track 2 Site Plan Review (City File# SR-5-15 - Track 2).

The applicant is proposing three (3) new yurts containing exterior materials which are an acrylic coated polyester fabric for the sides and a fire retardant vinyl-laminate material for the roof. Whereas, the code requires primary exterior materials to be consistent with the overall design, composition and intent of a building design and materials to consist of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability.

If the Planning Commission does not approve of the proposed building materials through the Track 2 Site Plan Review (City File# SR-5-15 – Track 2), a condition of approval could be added to this Site Plan Amendment, City File #SR-5-15(A) to require proposed exterior materials to be constructed of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, in accordance with Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards.

(l) Where new off-street parking is to be provided in the RC and BC zones, it shall not be located between a buildings' primary entrance and any street (see figure 5.13(d) below). Figure 5.13(d).

This standard is not applicable. The subject site is not located in the RC or BC zone.

(m) Where alleys exist or can reasonably be extended to serve development, parking areas shall be accessed from alleys. Where alley access is not feasible, access may be provided from a private driveway (see figure 5.13(d) above). Curb openings shall be minimized by combining and sharing driveways to the greatest extent practicable. See also, Section 5.24 Access Management.

The proposal is consistent with this standard. The applicant is proposing access via the existing curb cut along Territorial Road.

SECTION 5.14 IMPROVEMENT REQUIREMENTS

All applicants for land development shall comply with all public improvement requirements specified in Article 7 of the Veneta Land Division Ordinance and shall install improvements in accordance with specifications approved by the City Engineer.

(1) Water and Sewer connections. All developments requiring water within the SFR, GR, CR, CC, IC, and I zones shall be connected to City water and sanitary sewers. Developments in the RR zone and HC zone on Highway 126, east of Territorial Road, shall be required to hook up to city water and sanitary sewer when available, but connections are not required for development to occur.

As described above under Section 6.05(1)(d) – Approval Criteria, the proposal is consistent with this standard.

(2) Agreement for Improvements. Before approval of a building permit, the land developer may be required to install required street, sidewalk, water, sewer, storm sewer, drainage and other required public facilities and shall repair existing streets and other public utilities damaged in the development or execute and file with the city an agreement between the owner of the land and the city specifying the period within which required improvements and repairs shall be completed. If the improvements are not installed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the land developer.

The proposal is consistent with this standard. The site utilizes existing access via Territorial Road, under the jurisdiction of the Oregon Department of Transportation (ODOT) and already contains bicycle lanes and sidewalks. ODOT commented that there is no objection, conditions or requirements in regards to the use of the existing highway access and the issuance of a building permit, if applicable, for the improvements associated with the proposed bed and breakfast.

(3) Specifications for Improvements. All improvements shall comply with the Public Improvement Specifications of Veneta Ordinances in addition to the standard of this ordinance. If the City does not have adopted standards or specifications, the developer shall submit proposed improvement standards and specifications to the City for approval by the City Engineer.

The proposal is consistent with this standard. All of the provisions of Veneta Land Development Ordinance No. 493 have been met or can be met with conditions of approval.

- (4) *Improvements within a Public Right-of way.* A construction permit shall be required for all improvements constructed within a public right-of-way. The City Engineer shall have the authority to approve, disapprove, or modify construction permits and plans in accordance with Veneta Ordinances.

This standard is not applicable. The proposal does not include any improvements within the right-of-way of Territorial Road and none are required.

- (5) *Dedication of Street Right-of way.* Before approval of a building permit, the City may require dedication of additional public right-of-way in order to obtain adequate street widths, in accordance with the Veneta Comprehensive Plan, Land Division Ordinance and any adopted street plans. Dedication shall be considered whenever the existing street width adjacent to or within a development is of inadequate width.

The proposed site plan does not require any additional right-of-way acquisition along Territorial Road; therefore the provisions of this section are not applicable.

- (6) *Utility and Drainage Easements.* Before approval of a building permit, the City may require that an easement agreement be executed between the city and the property owner for sewer, water, electric, drainage, storm sewer or other public utility easements wherever necessary. The easements shall be at least fourteen (14) feet wide and located adjacent to lot or parcel lines, except for utility pole tieback easements which may be reduced to six (6) feet in width.

The proposal is consistent with this standard. No public utility easement agreements are necessary as part of this site plan review.

SECTION 5.15 SIGNS

(8) Sign Permits.

(a) *A sign permit is required in each of the following instances.*

1. *Upon erection of any new sign except signs specifically listed in Table 5.15 as signs not requiring a permit.*
2. *To make structural or electrical alteration to an existing signs, including a change in the size, shape, materials or location.*
3. *To replace a pre-existing sign.*

As conditioned, the proposal is consistent with this standard. As a general condition of approval, the applicant shall submit and receive approval of a Sign permit for any of the following instances: 1) Upon the erection of any new sign except signs

specifically listed in Table 5.15 as signs not requiring a permit. 2) To make structural or electrical alteration to an existing sign, including a change in the size, shape, materials or location or 3) to replace a pre-existing sign in accordance with Veneta Land Development Ordinance 493, Section 5.15(8)(a) – Sign Permits.

SECTION 5.16 STORMWATER DETENTION AND TREATMENT

(1) *For all projects that create greater than or equal to 1000 square feet of new impervious surface, stormwater detention and treatment facilities shall be provided. Detention and treatment facilities shall be designed and sized according to the City of Portland Stormwater Management Manual, Revision #4, August 1, 2008 which is adopted as the City's Stormwater Management Manual. Where the manual and this section conflict, this section shall prevail.*

As described above under Section 6.05(1)(e) – Approval Criteria, the proposal is consistent with this standard.

SECTION 5.20 OFF-STREET PARKING REQUIREMENTS

For each new structure or use, each structure or use increased in area and each change in the use of an existing structure, there shall be provided and maintained off-street parking areas in conformance with the provisions of this section.

(2) *Design and improvement requirements for parking lots (not including single-family, two-family dwellings).*

(a) *All parking lots, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete or six (6) inches Portland Cement concrete over approved base or other materials approved by the City Engineer. All parking lots shall be graded so as not to drain storm water over the sidewalk or onto any abutting property.*

The proposal is consistent with this standard. Three (3) of the four (4) required parking stalls, driveway and driveway approach are sufficiently paved. The applicant is proposing to pave (asphalt) one (1) new parking stall located adjacent to the south property line. The City Engineer has indicated that the proposed paving is sufficient based on the applicant's description.

(b) *Service drives and parking spaces on surfaced parking lots shall be clearly and permanently marked. Parking spaces, except for handicap spaces, shall have a minimum dimension n of eighteen (18)' X nine (9)' exclusive of maneuvering and access area. The dimension includes the area in front of the curb stop over which the front of a vehicle would extend. Handicap spaces shall be provided as required by the Oregon State Structural Specialty Code.*

The proposal is consistent with this standard. The applicant is proposing to re-stripe the existing concrete parking area to the west of the existing building as depicted on the Site Plan (Sheet A-2). All parking spaces have a minimum dimension of eighteen (18) feet x nine (9) feet exclusive of maneuvering and access as proposed on the applicant's Site Plan.

- (c) Parking lots shall be served by a service driveway so that no backing movements or other maneuvering within a street other than an alley shall be required. Design for parking arrangements and turning movements shall be approved by the Building and Planning Official. Two-way driveways shall have a minimum width of twenty (20) feet and a maximum width of 30feet. One-way driveways shall have a minimum width of twelve (12) feet and a maximum width of sixteen (16) feet.*

The proposal is consistent with this standard. An existing driveway will serve the site via Territorial Road which meets the standard.

- (d) Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper so placed to prevent a motor vehicle from extending over the property line.*

As conditioned, the proposal is consistent with this standard. Curb or bumpers at the terminus of proposed parking stalls are required. As a general condition of approval, the applicant shall install curbs or bumpers in all proposed off-street parking spaces in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(2)(d).

- (e) Service driveways to off-street parking lots shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and maximum safety of pedestrian and vehicular traffic on the site. The number of service driveways shall be limited to the minimum that will allow the property to accommodate and service the traffic anticipated.*

The proposal is consistent with this standard. Access to the site is existing via Territorial Road which is maintained by ODOT. ODOT provided no recommended conditions or objections to the proposal.

- (g) A grading structure and drainage plan shall be submitted to the City Building and Planning Official and approved by the City Engineer.*

The proposal is consistent with this standard. A Grading Plan (Sheet A-5) has been submitted. The City Engineer has commented that the proposed yurt structures, sidewalk and a parking space are proposed to be constructed with minimal grading disturbance. New impervious surface improvements are less than the 1,000 square feet area threshold to require stormwater detention and treatment.

(h) Parking lots shall be provided with landscaping as provided in Section 5.12 and other suitable devices in order to divide the parking lot into sub-units to provide for pedestrian safety, traffic control and to improve the appearance of the parking lot. A minimum of one shade tree per sixteen (16) parking spaces shall be provided in planter islands distributed throughout the lot. A maximum of twenty (20) spaces shall be allowed between planter islands.

This standard is not applicable. The proposal does not require the number of parking spaces which would trigger a planter island to be proposed.

(i) Parking lot lighting must comply with Veneta Municipal Code Chapter 15.15

As conditioned, the proposal is consistent with this standard. Lighting is not proposed as part of the submitted application. However, as a general condition of approval, the applicant shall comply with all lighting requirements of Chapter 15.15 of the Veneta Municipal Code Chapter for all proposed parking lot lighting.

(3) Location standards for parking lots

(b) Off-street parking areas for commercial or industrial developments shall not be located in a required front yard.

This standard is not applicable given the parking area is existing and formerly approved through the initial Site Plan (City File SR-3-04).

(c) Parking lots and loading docks for new commercial, public, and semi-public buildings shall be located to the side or rear of the building.

This standard is not applicable given the parking area is existing and formerly approved through the initial Site Plan (City File SR-3-04).

(4) Required parking spaces shall be available for the parking of operable motor vehicles for residents, customers, patrons and employees only and shall not be used for storage of vehicle or materials or for the parking of trucks used in conducting the business or for repair or servicing.

As conditioned, the proposal is consistent with this standard. As a general condition of approval, all required parking spaces shall be available for the parking of operable motor vehicles for customers, patrons and employees and not used for storage of vehicles or materials or for the parking of trucks used to conduct daily business.

(5) The provision and maintenance of off-street parking spaces are continuing obligations of the property owner. No building or other permit shall be issued until plans are presented that show parking space. The subsequent use of

property for which the permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking area required by this ordinance.

As conditioned, the proposal is consistent with this standard. As a general condition of approval, maintenance of off-street parking spaces are a continuing obligation of the property owner per Veneta Land Development Ordinance No. 493, Section 5.20(5).

- (6) *Should the owner or occupant of a lot or building change the use of the property to a use which increases the off-street parking requirements, it shall be unlawful and a violation of this ordinance to begin to maintain such altered use until the required increase in off-street parking is provided.*
- (11) *Space requirements for off-street parking shall be consistent with Table 5.20(a) below. Fractional space requirements shall be counted as a whole space. When square feet are specified, the area measured shall be the gross floor area of all buildings but shall exclude any space within a building used for off-street parking, loading or service functions not primary to the use. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. A reduction in the number of required spaces not to exceed (fifty) 50% of the required spaces may be permitted by the Planning Commission. A reduction in excess of 50% may be permitted through a Track 2 Site Plan Review, pursuant to Article 6, if evidence is provided to show that a reduced amount of parking is sufficient and will not cause any detrimental impacts to on-street parking or other parking areas. For example, an employer working with Lane Transit District to provide bus passes to employees or who offers van pools or other transportation demand management measures may need fewer parking spaces for employees.*

The proposal is consistent with this standard. Any changes in use or changes that increase off-street parking requirements shall require a site plan amendment in accordance with Article 6 of Veneta Land Development Ordinance No. 493.

The previous use (beauty salon) required two (2) parking spaces (City File# SR-3-14) but four (4) were provided. Veneta Land Development Ordinance No. 493 Table 5.20(1) requires one (1) space per guest room, plus one (1) additional space for the owner or manager. The applicant is proposing four (4) parking spaces including one (1) van accessible space as shown on the Site Plan (Sheet A-2) which meets this parking standard.

- (11) *Accessible Parking Spaces.* *Parking shall be provided for disabled persons, in accordance with the Americans with Disabilities Act. Accessible parking is included in the minimum number of required parking spaces listed above.*

Minimum Number of Accessible Parking Spaces

<i>Total Number of Parking Spaces Provided</i>	<i>Total Minimum Number of Accessible Parking Spaces (60" and 96" aisles)</i>	<i>Van Accessible Parking Spaces with min. 96" wide access aisle</i>	<i>Accessible Parking Spaces with min. 60" wide access aisle</i>
1 to 25	1	1	0

The proposal is consistent with this standard. The applicant has proposed one (1) van accessible parking stall including with a minimum 96-inch access aisle which meets the standard.

(17) Bicycle Parking.

(a)2. Non-Residential Parking. Required bicycle parking shall be provided by either short or long term parking, or both as outlined in Table 5.20(a) above for all commercial, mixed use, and industrial zoned parcels.

The proposal is consistent with this standard. One bicycle parking space is required for every ten (10) employees per Veneta Land Development Ordinance No. 493, Section 5.20, Table 5.20(a). Given less than ten (10) employees are anticipated to serve the bed and breakfast, bicycle parking is not required.

SECTION 5.22 PEDESTRIAN ACCESS AND CIRCULATION

(1) Internal pedestrian circulation shall be provided within new commercial, office, and Multi-family residential developments through the clustering of buildings, construction of hard surface walkways, landscaping or similar techniques.

The proposal is consistent with this standard. The applicant is proposing to construct an approximate three (3) foot wide paved sidewalk from each proposed yurt to provide access from the off-street parking area and existing building. One (1) proposed yurt, which is located closest to the existing building, will include a four (4) foot wide accessible ramp and walkway to accommodate guests as shown on the Site Plan.

(2) Pedestrian access to transit facilities shall be provided from new commercial, employment, and multi-family residential developments and new activity centers shall be provided while existing developments shall provide safe and accessible pedestrian access to transit facilities when a site changes uses or is retrofitted.

The proposal is consistent with this standard. Territorial Road contains existing sidewalks along the site frontage which provide pedestrian access to nearby transit

facilities. For example, Lane Transit District has service available (Route 93 Veneta) along Territorial Road with a bus stop within one-hundred (100) feet south of the property along the existing sidewalk.

(3) Internal pedestrian and bicycle systems shall connect with external existing or planned systems. Pedestrian access from public sidewalks to the main entrances of public, semi-public, commercial, and multi-family buildings shall not cross driveways or parking lots.

The proposal is consistent with this standard. The site contains a marked (striped) walkway which connects the existing building to the public sidewalk along Territorial Road.

(4) All streets shall have sidewalks except rural local streets and rural lanes unless there is compelling evidence that other pedestrian systems meet the needs of pedestrians.

The proposal is consistent with this standard. Territorial Road contains existing sidewalks along the site frontage.

(5) Compliance with the commercial design standards for mixed-use, residential and commercial development, respectively, in Chapters 5.13 and 5.29, is required.

The proposal is consistent with this standard. The applicant is proposing adjustment to commercial design standard of Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards. Specifically, the applicant is proposing three (3) new yurts containing exterior materials which are an acrylic coated polyester fabric for the sides and a fire retardant vinyl-laminate material for the roof. Whereas, the code requires primary exterior materials to be consistent with the overall design, composition and intent of a building design and materials to consist of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability. The purpose and intent of the design standard being adjusted, VLDO 5.13(2)(k), has been met as the unique materials proposed are typical of yurt construction, a commercial bed and breakfast with the proposed yurt structures make for an atypical destination accommodation for guests and the buildings intent is to be unique.

If the Planning Commission does not approve of the proposed building materials through the Track 2 Site Plan Review (City File# SR-5-15 – Track 2), a condition of approval could be added to this Site Plan Amendment, City File #SR-5-15(A) to require proposed exterior materials to be constructed of durable wood, composites (e.g. concrete fiber-board or similar materials that has a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability, in accordance with Veneta Land Development Ordinance No. 493, Section 5.13(2)(k) – Standards.

SECTION 5.24 ACCESS MANAGEMENT

- 2. Properties that only front on collector or arterial streets are encouraged to share an access with neighboring properties. The decision making body may require a combined access for two or more developments and shared driveways between developments, including land divisions, where access spacing standards cannot otherwise be met.*

The proposal is consistent with this standard. The subject site fronts on a minor arterial, Territorial Road. The site already contains a dedicated access off of Territorial Road which serves the site.

- 3. Access to state highways is regulated by the Oregon Department of Transportation (ODOT) as described in the Oregon Highway Plan.*

The proposal is consistent with this standard. The subject site fronts, Territorial Road which is regulated by ODOT. ODOT commented that they have no objections, conditions or requirements in regards to the use of the existing access.

SECTION 6.06 PROCEDURE FOR APPROVING SITE PLANS

- (5) As a result of an approved site plan, a final map shall be prepared and filed with the Building and Planning Official, including all required modifications and conditions. Once approved, the site plan submitted shall become the official plan. The applicant may be required to sign and record a Development Agreement in a form approved by the City Attorney against the property to assure compliance with ongoing conditions of approval. Building permits shall be issued only for plans which substantially conform to the official plan and all construction shall substantially conform to the official plan or a Certificate of Occupancy may be withheld until compliance.*

As conditioned, the proposal is consistent with this standard. Prior to final site plan approval, the applicant shall submit and receive approval of a Final Site Plan consistent with all conditions of approval to the City by March 1, 2017 including:

- 1. Depict a minimum five (5) foot setback along the south property boundary for off-street parking areas in accordance with Veneta Land Development Ordinance No. 493, Section 4.06(5)(c) – Yards.**
- 2. Curb or bumper along the outer boundary of all paved parking spaces in order to prevent a motor vehicle from extending over the property line in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(2)(d) - Design and improvement requirements for parking lots (not including single-family two-family dwellings).**
- 3. Striping and appropriate signage for one (1) van accessible parking stall in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(12) – Accessible Parking Spaces.**
- 4. Existing parking spaces striped to provide a minimum dimension of eighteen (18)' x nine (9)' exclusive of maneuvering and access area in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(2)(b).**

5. **Sight obscuring fence or sight obscuring vegetation along the entire north property boundary in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) - Landscaping.**
6. **Maintenance of existing sight obscuring vegetation or installation of a sight-obscuring fence along the east property line in order to maintain compatibility with the existing residence in accordance with Veneta Land Development Ordinance No. 493, Section 5.12(10) – Landscaping.**

The city has a development agreement on file for the subject property (Irrevocable Development Agreement A-77) in conformance with Veneta Land Development Ordinance No. 493, Section 6.06(5). However, a new development agreement specific to this proposal is required. Prior to final site plan approval, the applicant shall submit and record a new development agreement which includes:

1. **All site areas and unused property shall be maintained in suitable ground cover and kept in a clean, weed-free manner.**
2. **Landscaping, screening and maintenance are the continuing obligation of the property owner.**
3. **Garbage collection areas, service facilities and air conditioning facilities located outside of the buildings shall maintain sight- obscuring screening. Any required sight-obscuring fences and walls must maintain at least seventy-five (75) percent opaque when viewed from any angle a point 25 feet away from the fence or wall. All wooden materials shall be protected from rot, decay and insect infestation in compliance with Veneta Land Development Ordinance No. 493, Section 5.12(9)(b). Plants forming hedges shall be replaced within six (6) months after dying or becoming diseased to the point that the opacity required is not met.**
4. **Within 1 year from the date of final approval of this site plan, the applicant will complete improvements as conditioned.**
5. **All required parking spaces will be available for the parking of operable motor vehicles for customers, patrons and employees and not used for storage of vehicles or materials or for parking of trucks not used to conduct daily business.**
6. **Maintenance of off-street parking spaces will be the continuing obligation of the property owner in accordance with Veneta Land Development Ordinance No. 493, Section 5.20(5).**

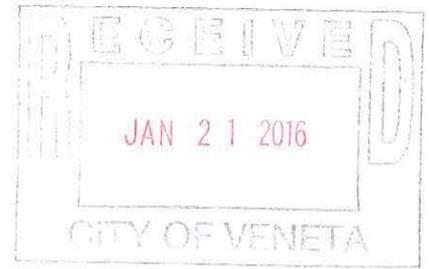
D. This approval shall become final on the date this decision and supporting findings of fact are signed. A Planning Commission decision may be appealed to the City Council within 15 days after the final order has been signed and mailed. An appeal of the City Council’s decision must be submitted to the Land Use Board of Appeals within 21 days of the Council’s decision becoming final. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court. Site plan approvals are effective for three (3) years from the date of final decision, unless a building permit has been issued and substantial construction pursuant thereto has taken place. Within one (1) year from the final

decision, a final map shall be prepared and filed with the Building and Planning Official, including all required modifications and conditions. Approved site plans including site plan amendments, that do not have a final map submitted within one (1) year shall be void per Veneta Land Development Ordinance No. 493, Section 6.09 - Time Limit On An Approved Site Plan.

XXXXXXXXXXXXXXXXXXXX

James Eagle Eye, Chairperson
Veneta Planning Commission

Date



To the City of Veneta

Community Development Department

VENETA LAND DEVELOPMENT
ORDINANCE No. 493
SECTION 6.03 (5) NARRATIVE
SITE PLAN REVIEW

For : **YURTEL – VENETA**

A UNIQUE BED AND BREAKFAST ESTABLISHMENT

TABLE OF CONTENTS

PAGE

(pg. 1 ... Cover Page

(pg. 2 ... Table of Contents

(pg. 3 ... Application Summary

a. Site Description

b. Request Summary ; including Change of Occupancy

(pg. 4 ... Veneta Land Use Development Ordinance - Articles 1 & 2

(pg. 5, 6, & 7 ... Veneta Land Use Development Ordinance – Articles 3 & 4

(pg. 8 thru 22 ... Veneta Land Use Development Ordinance - Article 5

(pg, 23, 24 ... Veneta Land Use Development Ordinance - Article 6

APPLICATION SUMMARY

SITE DESCRIPTION

SITUS ADDRESS : 87991 TERRITORIAL ROAD VENETA OREGON

PROPERTY CLASS : 201

TAX CODE AREA : 02898 ACRES: 0.43

MAP & TAX LOT : 17-05-31-32-02300

ZONING : COMMUNITY COMMERCIAL (CC)

OWNERS : JAMES M. & PATRICIA H. HADDOCK

87945 SHERWOOD STREET

VENETA, OR. 97487

REQUEST SUMMARY & CHANGE OF OCCUPANCY

This request is for the approval of a Site Plan Review for the property at 87991 Territorial Road. The purpose of the proposed Site Plan Review permit is to correlate the general ordinance requirements with the specific site conditions and proposed uses and change of use from a "Beauty Salon" to a "Bed & Breakfast" through a comprehensive review process to assure that the development is in conformance with the applicable land use regulations of the Veneta Land Development Ordinance.

The prior use of the property was established as a Beauty Salon in April of 2004 with the approval of a Site Plan of above mentioned property. The change of use with the approval of this document in accordance with VLDO section 4.06 (2) (m) Bed and Breakfast is a permitted use for Community Commercial zone. The proposed new Site Plan refurbishes the Beauty Salon into an office and area for breakfast, and adds three new twenty four (24) foot in diameter Yurts with full bathrooms for a most unique overnight stay experience.

CITY OF VENETA LAND USE DEVELOPMENT ORDINANCE No. 493

NOTE: Each of the applicable Articles and subsequent sections of the City of Veneta Land Development Ordinance are addressed on the subsequent pages. Direct citations of these ordinances are shown in italics, Articles in **bold**, and compliance statements will be in **bold**.

ARTICLE 1 – INTRODUCTORY PROVISIONS

SECTION 1.01 TITLE

This ordinance shall be known as the VENETA LAND DEVELOPMENT ORDINANCE OF 2010

SECTION 1.02 PURPOSE

The purpose of this ordinance is to establish standards and procedures for the orderly development of land within the City of Veneta: to assist in implementing the Veneta Comprehensive Plan and to promote the public health and general welfare.

ARTICLE 2 – ADMINISTRATIVE PROVISIONS

SECTION 2.09 WETLANDS DEVELOPMENT

(1) NOTIFICATION – The city shall provide notice to the Division of State Lands (DSL) the applicant, and the owner of record within five working days of the acceptance of any complete application for the subdivisions; building permits for the new structures; other development permits and approvals that allow physical alteration of land involving excavation and grading, including permits for removal or fill, or both, or development in the floodplain; conditional uses and variances that involve physical alteration of land or construction of new structures, and planned unit development approvals that are wholly or partially within areas identified as wetlands on the Statewide Wetlands Inventory. This provision does not apply if a permit from DSL has been issued for the proposed activity.

The corner of the property that was designated as Wetlands is per the City of Veneta Inventory approximately 600 square feet residing at the south east corner of the property. It extends about 20 feet north and 30 feet west from that corner. This area of the property will remain undisturbed. At that location on the lot resides a redwood tree. Upon an inquiry to the State of Oregon the new map of the area does not include any wetlands on the site.

ARTICLE 3 – ESTABLISHMENT OF ZONES

SECTION 3.01 CLASSIFICATION of BASIC ZONES

For the purposes of this ordinance there are eleven (11) basic zones established by the Specific Development Plan. This proposal is only concerned with its own designation of Community Commercial (CC)

ARTICLE 4 - USE ZONES

SECTION 4.06 COMMUNITY COMMERCIAL (CC)

- (1) **PURPOSE:** *To provide areas suitable and desirable for a wide range of small commercial and business facilities to serve the Fern Ridge community.*

This proposal complies with the provisions of this section. It would be very desirable and beneficial to the City of Veneta to have overnight lodging within its city limits.

- (2) **USES PERMITTED SUBJECT TO SITE PLAN REVIEW..**

In a CC zone, the following uses and their accessory uses are permitted subject to the site plan review provisions of Article 6, provided all operations except off street parking, recreational facilities, common areas (e.g., plazas), and temporary activities associated with an allowed use shall be conducted entirely within an enclosed building (excludes drive-thru facilities).

*(m) **Bed and Breakfast;** boarding, lodging, or rooming home.*

This proposal complies with the provisions of this section.

- (3) **CONDITIONAL USES ;**

The provisions of this section do not apply to this proposal.

- (4) **LOT SIZE AND WIDTH.** *In the CC zone, minimum lot size and width shall be as follows :*

(a) Lot size: 3000 square feet; lot width: twenty feet

The lot size of this proposal is 18,000 square feet.

The lot width of this proposal is seventy one (71) feet.

(5) **YARDS** *Except as provided in Articles 5,6, and 8, in a CC zone, and as required below, there are no minimum yards:*

(a) *Front yards abutting a residential zone (RR, SFR, and GR) shall be a minimum twenty (20) feet.*

The provisions of this section do not apply to this proposal.

(b) *Back and side yards abutting a residential zone (RR, SFR, and GFR) shall be ten (10) feet back.*

This proposal complies with the provisions of this section. There will actually be a twenty (20) foot yard setback at the rear of the property abutting a residence.

(c) *Yards for off-street parking areas shall be a minimum of five (5) feet; additional yard area may be required under Articles 5,6, or 8; e.g., for clear vision and compatibility with abutting uses. This standard does not apply to parking spaces in driveways for individual dwellings, except that driveways shall be designed so that parked vehicles do not encroach into the public right-of-way.*

This proposal complies with the provisions of this section.

(d) *Yards shall be landscaped pursuant to Section 5.12. Up to eighty (80) percent of the required yard may consist of hardscape features, subject to Site Plan Review.*

This proposal complies with the provisions of this section.

(e) *See Section 5.09 for additional setbacks on designated streets.*

(f) *Yard requirements are in addition to any planned road right-of-way widths in order to permit the eventual widening of streets.*

This proposal complies with the provisions of these sections.

(6) **LOT COVERAGE** *In the CC zone, the maximum allowable lot coverage by buildings is seventy (70) percent. Up to eighty (80) percent coverage may be approved for mixed-use developments incorporating residential and commercial uses. All lot areas not covered by development shall be landscaped pursuant to Section 5.12.*

This proposal complies with the provisions of this section. The total lot coverage of existing and new is 2,350 square feet, plus an additional 480 square feet of roof overhang and front porch area equals approximately sixteen (16) percent of total lot.

(7) **BUILDING HEIGHT** *Except as provided in Articles 5, 6, and 8, in a CC zone, the maximum building height is forty five (45) feet; up to fifty five (55) feet in height is allowed for mixed-use buildings that contain dwellings at a minimum density of twenty (20) units per acre; dwellings must be located above a ground floor commercial space that has a floor-to-ceiling height of at least fourteen (14) feet.*

This proposal complies with the provisions of this section. The total height of the Yurts including foundation will be under twenty (20) feet.

(8) **BUILDING ORIENTATION and DESIGN** *All development, including new structures and exterior remodels to existing structures or developments, shall comply with the design standards in Section 5.13.*

This proposal does not comply with the provisions of this section if it was a commercial retail business, but since this is a Bed and Breakfast business the strict standards of building orientation and design do not apply. The concept of the bed and breakfast establishments is to conform an existing building's interior to accommodate added rooms for rent, while keeping the exterior intact in order to maintain it's natural charm. The existing building does not apply to this section and the yurts do not face any street.

PEDESTRIAN ACCESS A sidewalk shall provide safe, convenient pedestrian access from the street to the primary building entrance. If the sidewalk must cross a parking lot or driveway, it shall be paved, raised and/or marked in a manner that calls attention to the sidewalk.

This proposal complies with the provisions of this section. An existing sidewalk allows pedestrian flows to the primary building entrance. The Yurts will be connected to the main building via new sidewalks and shown on a site map.

(9) *For additional requirements see Article 5 – Supplementary Provisions*

ARTICLE 5 - SUPPLEMENTARY PROVISIONS

SECTION 5.03 CLEAR VISION AREAS

In all zones except the BC zone a clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, a street-alley or street-railroad.

This proposal complies with the provisions of this section. There is not any corners or any intersections at the front entrance, a clear vision will be maintained to the adjacent properties for a non-hindered vision of any traffic on Territorial Road.

SECTION 5.11 PROJECTIONS FROM BUILDINGS

Architectural features such as cornices, canopies, sunshades, gutters, chimneys, and flues may not into required yards or public easements. Eaves may extend up to two (2) feet into a required side and/or rear yard and up to six (6) feet into a required front yard. The building setback shall be measured from the foundation of the structure, including covered porches.

This proposal complies with the provisions of this section.

SECTION 5.12 LANDSCAPING

All yards, required screening areas, and parking areas shall be landscaped in accordance with the following requirements.

- (1) Provisions for landscaping, screening, and maintenance are a continuing obligation of the property owner and such areas shall be maintained in a clean, weed free manner.*

This proposal meets or exceeds the provisions of this section. The subject parcel will be landscaped in accordance with Section 5.12 of the Veneta Land Development Ordinance and a landscape plan will be provided in the final design of the site plan. The new landscape will be 5,600 square feet or approximately 31 % of the lot.

- (2) Site plans indicating landscape improvements shall be included with the plans submitted to the Building and Planning Official or Planning Commission for approval. Issuance of a Building permit includes these required improvements which shall be completed before issuance of a Certificate of Occupancy.*

This proposal meets or exceeds the provisions of this section. The subject parcel will be landscaped in accordance with Section 5.12 of the Veneta Land Development Ordinance and a landscape plan will be provided in the final design of the site plan.

(3) *Minimum Landscaped Area. The minimum percentage of required landscaping is as follows:*

(b) *Community Commercial and Broadway Commercial Zones ; 10 percent of the site.*

This proposal meets or exceeds the provisions of this section. The total landscaped area will be 5,600 square feet or approximately 31 percent of the lot.

(4) *Minimum number of trees and shrubs acceptable per 1,000 square feet of landscaped areas:*

(a) *One (1) tree, minimum 2" caliper.*

(b) *Four (4) 5-gallon shrubs or accent plants.*

This proposal meets or exceeds the provisions of this section. The subject parcel will be landscaped in accordance with Section 5.12 of the Veneta Land Development Ordinance and a landscape plan will be provided in the final design of the site plan. There are already twelve (12) trees with a diameter over twenty (20) inches along with many shrubs and flowers.

SECTION 5.13 COMMERCIAL AND MIXED USE DESIGN STANDARDS

(1) PURPOSE and APPLICABILITY

The following standards are minimum requirements for new developments that are subject to Site Plan Review or Planned Unit Development approval in the RC, BC, and CC zones. The standards are intended to protect and enhance the appearance, safety, and economy of Veneta through appropriate building and site plan regulations. The standards may be adjusted by the Planning Commission through the Track 2 Site Plan Review process.

(2) STANDARDS

This section provides minimum standards for site and building design in the RC, BC, and CC zones. The standards are administered through Site Plan Review under Article 6. The graphics serve as references only; they are conceptual and are not intended to

prescribe a particular architectural style. Examples of compliant development, and guidelines for adjustments, are contained in section 5.13 (3).

- (a) *New commercial and mixed use buildings in the BC or the RC zone shall have their primary entrances facing and within twenty (20) feet of a street right of way; except the standard does not apply to: individual residential units in a mixed use building; buildings where the primary entrance orients to a pedestrian plaza between a building entrance and street right right-of-way; or where additional setback is required under other code provisions (e.g. clear vision areas).*

This proposal is not in the BC or the RC zones. The provisions of this section are not applicable.

- (b) *Commercial mixed use, and public buildings on corner lots along West Broadway Avenue shall have their primary entrances oriented to the street corner; or where corner placement is not practical due to internal building functions, existing conditions of the site, or other relevant circumstances unique to the proposed use. The decision making body may approve an alternative design without requiring approval of a separate adjustment. In such case, the building corner shall be chamfered or have other architectural detailing that appropriately emphasizes the corner location.*

This proposal is not on a corner lot along the West Broadway Avenue zone. The provisions of this section are not applicable.

- (c) *Building entrances shall incorporate pedestrian shelters (e.g., recessed entrances, porch, stoop, eave overhang, or similar feature) that provide adequate weather protection (e.g., shelter from the rain over a portion of the sidewalk); individual pedestrian shelters shall be at least forty-eight (48) inches in width and thirty-six (36) inches in depth.*

This proposal complies with the provisions of this section. The entrances to the Yurts will be sheltered by a ten (10) foot width and a eight (8) foot depth covered porch structure.

- (d) *The design of multi-story commercial and mixed-use buildings shall clearly define the building's base, middle and top (see figure 5.13 (a). This may be accomplished with changes in materials, placement of windows , porches, canopies, dormers, eaves, bellyband, cornice, parapet or similar features, with appropriate detailing such as changes in patterns, and/or textures on exterior elevations. The design of single story buildings need not separately define the*

building base and middle but the top of the building, for example, with eaves, parapet, cornice, or similar detailing.

This proposal complies with the provisions of this section. The Yurts are single story buildings and have a distinct color, a tan industrial quality flame retardant vinyl-laminate roof, with the special long lasting acrylic coated polyester fabric in shades of pale green, blue, and auburn for the middle or main surface. The covering of the pier block foundation will be pressure treated exterior plywood.

- (e) Designs for buildings longer than fifty (50) feet shall incorporate varying rooflines, such as gables, sheds or dormers on pitched roofs, and stepped parapets, cornices or similar features on flat roofs, to break down the elevation into smaller modules and to reduce the perceived scale of the building.*

This proposal is not longer than fifty (50) feet, but twenty four (24) feet in diameter. The provisions of this section are not applicable.

- (f) Building height shall transition from taller buildings to adjacent shorter buildings. For buildings sharing a common wall, this standard is met when the height of the taller building does not exceed the height of the shorter building by more than ten (10) feet within a horizontal distance of ten (10) feet from where the two buildings share a common wall. Beyond the ten foot area, the taller building may increase in height one (1) foot for every one (1) foot of additional distance of twelve (12) feet from the common wall, the taller building may be twelve (12) feet taller than the abutting building.*

This proposal complies with the provisions of this section. The Yurts have a minimum ten (10) foot spacing between them, the height difference will be either one (1) or two (2) feet between them.

- (g) Roof-mounted equipment shall be screened so that it is not visible, or is visually subordinate to the primary roof form, as viewed from adjacent public ways. Solar panels and mini-wind turbines may project beyond roof elevations when approved through Site Plan Review. See also, Section 5.10 Exceptions to Building Height Limitations.*

This proposal complies with the provisions of this section. The Yurts have no roof mounted equipment, the small ductless heat pump will be mounted on a pad next to the units and not visible from any public view points. The existing roof mounted heat pump on the main building will be screened from view.

- (h) *Building elevations facing a street, plaza, or similar public or Quasi-public space shall be broken down into smaller planes to promote pedestrian scale and compatibility with adjacent uses. A break in plane is an offset, projection or recess of at least one (1) foot in depth over a width of at least four (4) feet of horizontal distance. Such breaks shall occur at least once every 30 lineal feet of a building's street-facing elevation(s). A break may occur in one or more of the following ways, as appropriate to the overall composition and design of the building: offsets, projections, overhangs; bays, arcades, alcoves; entries, balconies, porches, window reveals; dormers, towers, cupolas; pergolas, arbors, or similar planter boxes integrated into a building elevation; belt course, eaves, pillars, posts, and base materials; or similar features and detailing that contribute to the building's overall composition (see figure 5.13(b).*

This proposal complies with the provisions of this section. The Yurts will have eighty (80) square feet of porch facing a common area of at least ten (10) feet of horizontal distance.

- (i) *All commercial building elevations in the RC, BC, and CC zones facing a street plaza, or other public or quasi-public space shall have openings (transparent windows, doors, balconies, etc.) covering not less than sixty (60) percent of such elevation. Windows shall be sized/proportioned, shaped, placed/spaced, and trimmed consistent with the building's overall architecture; and meet the intent, which is to provide visual interest from the outside of a building and natural surveillance from the inside, at a pedestrian level. Exception: where a building faces more than one street, as on a corner, the above standard applies only on the elevation facing the primary street (i.e., Broadway, Territorial, or an internal driveway designed to substitute for a street). The standard is reduced by one-half for an elevation facing a secondary street.*

This proposal will use the grandfather clause to comply with the provisions of this section. The office and the breakfast portion of this proposal has been in existence for sixty (60) years. It was given previous site plan approval as a Beauty Salon in the year 2004. The main entrance, office and eating area does have substantial frontage window area, actually 45 square feet, or 30 percent of the total.

- (j) *In the RC, BC, and CC zones, a weather-protection canopy, awning, overhang, eave, or similar feature with a depth of not less than four (4) feet shall extend across at least seventy five (75) percent of all building elevations that are adjacent to a sidewalk, outdoor seating area, walkway, plaza, or similar pedestrian space, as determined by the Building and planning Official. The pedestrian shelter must be placed at a height that achieves the intended purpose*

of providing weather protection, summer shade, and shelter from the rain (see figure 5.13(c).

This proposal complies with the provisions of this section. The Yurts will have front porch area eight (8) feet in depth and extend ten (10) feet across the entrance. Being a curved structure this covers a substantial area.

- (k) Primary exterior materials shall be consistent with the overall design composition and intent of a building design. Materials shall consist of durable wood, composites (e.g., concrete fiber-board, or similar materials that have a wood appearance), brick, split-face or rusticated concrete block (must be tinted), natural stone, or materials of similar appearance and durability. Vinyl or metal may be used on the exterior, but may not be used as the primary cladding material. Where metal is used, it shall be non-reflective split seam or similar metal. Metal may also be used for exterior detailing (e.g., wainscoting, flashing, brackets, etc.) and for renewal energy, energy efficiency, or water conservation systems (e.g., solar panels and cells, mini-wind turbines, rainwater harvesting, etc.), subject to Site Plan Review.*

This proposal does not comply with the provisions of this section. The Yurts will have to be granted an exclusion from this section. The exterior materials are; an acrylic coated polyester fabric for the sides, and a fire retardant vinyl-laminate material for the roof. Samples of the sides and the roof materials will be provided.

- (l) Where off-street parking is to be provided in the BC, and RC zones, it shall not be located between the building's primary entrance and any street (see figure 5.13(d)).*

This proposal is not in the BC or the RC zones. The provisions of this section are not applicable.

- (m) Where alleys exist or can reasonably be extended to serve development, parking areas shall be accessed from alleys. Where alley access is not feasible, access may be provided from a private driveway (see figure 5.13(d)). Curb openings shall be minimized by combining and sharing driveways to the greatest extent practicable. See also, Section 5.24 Access Management*

This proposal has no alley access. The provisions of this section are not applicable.

SECTION 5.14 IMPROVEMENT REQUIREMENTS

(1) WATER AND SEWER CONNECTIONS.

All developments requiring water within the SFR, GR, RC, BC, CC, IC, and I zones shall be connected city water and sanitary sewers. Developments in the RR zone and HC zone on Highway 126, east of Territorial Road, shall be required to hook up to city water and sanitary sewer when available, but connections are required for development to occur.

This proposal complies with the provisions of this section. The existing building has City of Veneta water and a double sanitary sewer allowance.

(2) AGREEMENT FOR IMPROVEMENTS.

Before approval of a building permit, the land developer may be required to install required street, sidewalk, water, sewer, storm sewer, drainage, and other required public facilities and shall repair existing streets and other public utilities damaged in the development, or execute and file with the city an agreement between the owner of the land and the city specifying the period within which required improvements and repairs shall be completed. If the improvements are not installed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the land developer.

This proposal will comply with the provisions of this section. All required expansion of existing or additional utilities deemed necessary by the City of Veneta will be part of the building permit process.

SECTION 5.15 SIGNS

(1) PURPOSE :

- (a) *This section of the Veneta Land Development Ordinance will be referred to as the Veneta Sign Code*

(b) *The general purpose of signs is to communicate. The public benefits from this expression of speech, particularly in identifying businesses. This benefit supports the Comprehensive Plan Goal of establishing Veneta as a service and retail center for the Fern Ridge area and an attractive residential community.*

(2) DEFINITIONS ... SIGN: *Any identification, description, illustration, symbol, or device which is placed, painted, or affixed directly or indirectly upon a building structure, flag, or land visible from a public right-of-way.*

(k) FREE STANDING SIGN : *A non-temporary sign erected on a free-standing frame, mast, or pole and not attached to any building. Signs shall comply with the size and height standards for the sign district in which the sign is located and with the Uniform Sign Code (USC).*

(3) DESIGNATED SIGN DISTRICTS

(b) *Business District(s) : All property zoned commercial, residential/commercial, industrial/commercial, industrial, and public facilities and parks which do not abut Hwy 126, except residential uses.*

(8) SIGN PERMITS

(a) A sign permit is required in each of the following instances:

1. Upon erection of any new sign.
2. To make a structural or electrical alteration to an existing sign.
3. To replace a pre-existing sign.

This proposal complies with the provisions of this section. An existing sign that conforms to size and distance from driveways, height requirement, square footage, and does not inhibit line of sight the drivers from my establishment or the neighboring commercial property when entering onto Territorial Road. A sign permit will be submitted if there is a change in the sign location or design.

SECTION 5.16 STORMWATER DETENTION AND TREATMENT

As the City of Veneta develops, impervious surfaces create increased amounts of storm water runoff, disrupting the natural hydrologic cycle. Without storm water management, these conditions decrease groundwater recharge while increasing channel erosion and the potential for local flooding. The City continues to use swales and other more natural methods to control and convey storm water run-off, incorporating wetlands and other natural systems into storm water drainage plans to the greatest extent possible rather than relying exclusively on pipes. The city is currently a Designated Management agency (DMA) under the Willamette Basin TMDL and as such, is responsible for reducing pollutant loads transported to surface waters from runoff. In order to protect and enhance watershed health and long-term livability, the City requires that the development comply with the following storm water criteria.

(2) The intent of these requirements is as follows:

- (a) To maintain runoff peak flows at predevelopment levels.*
- (b) To provide treatment of runoff to limit the transport of pollutants to area waterways.*
- (c) To limit accumulation of ponded water by discouraging the use of detention ponds and other centralized storm water facilities through the dispersal of small detention and treatment facilities throughout a development. Preference shall be given to detention and treatment systems designed to drain completely within 24 hours to limit standing water.*
- (d) To encourage the use of vegetated treatment systems over structural pollution control devices.*

This proposal complies with the provisions of this section, with a reasonable explanation. The proposed site will be developed with an additional 1,350 square feet of roof surface area. This exceeds the maximum allowable exclusion to the Portland Storm water Management Manual's requirement by 351 feet. I request that this proposal be given a waiver since the foundation of the Yurts is of the standard Manufactured home design there is no restriction to rain water flowing underneath the Yurts, thus giving them a transparency as regards to subsection (a) with little impact to peak flows of predevelopment levels. This proposal already has three (3) times the required landscape area. To cultivate a natural outdoors setting I will incorporate as many plants as possible giving the landscape area an additional 100 mulched mini catch basins. Also, the added sidewalk and new parking space up front will add only 762 square feet total impervious surface, well below the maximum 1000 square feet.

SECTION 5.20 OFF-STREET PARKING REQUIREMENTS

(2) Design and improvement requirements for parking lots; not including single-family and two-family dwellings.

- (a) *All parking lots, driveways, and driveway approaches shall be surfaced with two (2) inches of asphaltic concrete, six (6) inches of Portland Cement concrete over approved base, or other materials approved by the City Engineer which are designed to reduce or slow rates of storm water runoff. All parking lots shall be graded so as not to drain storm water over the sidewalk or onto any abutting property.*

This proposal complies with the provisions of this section from an existing site plan approval in 2004.

- (b) *Service drives and parking spaces on surfaced parking lots shall be clearly and permanently marked. Parking spaces, except for handicap spaces, shall have a minimum dimension of eighteen (18) feet by nine (9) feet exclusive of maneuvering and access area. The dimension includes the area in front of the curb stop over which the front of a vehicle would extend. Handicap spaces shall be provided as required by the Oregon State Structural Specialty Code.*

This proposal complies with the provisions of this section. The required four (4) parking spaces are minimum 9 feet wide and the handicap van parking space will have eight (8) feet on it's right side striped.

- (c) *Parking lots shall be served by a service driveway so that no backing movements or other maneuvering within a street other than an alley shall be required. Design for parking arrangements and turning movements shall be approved by the Building and Planning Official. Two-way driveways shall have a minimum width of twenty (20) feet and a maximum width of thirty (30) feet. One-way driveways shall have a minimum width of twelve (12) feet and a maximum width of sixteen (16) feet.*

This proposal complies with the provisions of this section. The front entrance from or onto Territorial Road is twenty two (22) feet wide, the side of the property has a driveway width of twenty (20) feet.

- (d) *Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper so placed to prevent a motor vehicle from extending over the property line.*

This proposal complies with the provisions of this section. There are no parking spaces that face any property lines. The existing parking spaces already have concrete curbs in front, and the new rear parking will also have curbs or bumpers.

- (e) Service driveways to off-street parking lots shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of access and egress and maximum safety of pedestrian and vehicular traffic on the site. The number of service driveways shall be limited to the minimum that will allow the property to accommodate and service the traffic anticipated.

This proposal complies with the provisions of this section. See section 5.14 (c)

- (f) *All off-street parking lots within or abutting residential districts or uses shall be provided with a sight-obscuring fence, wall, or hedge as approved by the building and Planning Official to minimize disturbances to adjacent residents.*

This proposal complies with the provisions of this section. The existing parking area in front of the office has a six foot hedge extending the length of the parking lot toward a house about 200 feet away. The rear parking lot will have a six foot fence between a house a minimum of 100 feet away.

- (g) *A grading structure and drainage plan shall be submitted to the City Building and Planning Official and approved by the City Engineer.*

This proposal complies with the provisions of this section. A site map including elevation shows the natural flow to the north and east.

- (h) *Parking lots shall be provided with landscaping as provided in Section 5.12 and other suitable devices in order to divide the parking lots into subunits to provide for pedestrian safety, traffic control, and to improve the appearance of the parking lot. A minimum of one shade tree per sixteen (16) parking spaces shall be provided in planter islands distributed throughout the lot. A maximum twenty (20) spaces shall be allowed between planter islands.*

This proposal has a front parking lot with four (4) parking spaces including handicap marked parking. The rear has one loading and unloading parking space. They are separated by the office/breakfast building, so this section does not apply to this site plan.

- (i) *Parking lot lighting must comply with Veneta Municipal Code Chapter 15.15.*

This proposal complies with the provisions of this section. There will be no new parking lot lighting since the existing preapproved from the previous 2004 site plan lighting has not changed. It consists of a front and back dusk until dawn lights mounted next to the doors which extend light to the parking area.

(11) SPACE REQUIREMENTS FOR OFF-STREET PARKING :

Required parking spaces shall be consistent with Table 5.20(a). Fractional space requirements shall be counted as a whole space. When square feet are specified the area measured shall be the gross floor area of all buildings but shall exclude any space within a building used for off-street parking, loading, or service functions not primary to its use. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. A reduction in the number of required spaces not to exceed fifty percent (50%) of the required spaces may be permitted by the planning commission. A reduction in excess of 50% may be permitted through a Track 2 Site Plan Review, pursuant to Article 6, if evidence is provided to show that a reduced amount of parking is sufficient and will not cause any detrimental impacts to on-street parking or other parking areas.

This proposal complies with the provisions of this section. There is the four (4) required parking spaces now in front of the office/breakfast building of which one (1) is designated van handicap and it leads to a ramped entrance to the building. There will be an additional one non-required parking space at the rear of the before mentioned building between the first Yurt and the south fence. All that is required for three (3) units is 1 space per unit plus 1 space for a manager, this proposal is in compliance.

(12) ACCESSABLE PARKING SPACES .

Parking shall be provided for disabled persons, in accordance with the American Disabilities Act. Accessible parking is included in the minimum number of required parking spaces listed above.

This proposal complies with the provisions of this section. There is the four (4) required parking spaces now in front of the office/breakfast building of which one (1) is designated van handicap and it leads to a ramped entrance to the building, at the rear of the main building will be a raised walkway to the first ADA compliant Yurt. There will be an additional one non-required parking space at the rear of the before mentioned building between the first Yurt and the south fence.

(14) OFF-STREET LOADING:

Except as provided below, under subsection (b), in any zone, every building or part thereof hereafter erected and having a gross floor area of 10,000 square feet or more, which is to be occupied for manufacturing, storage, warehousing, goods display, retail sales, , or as a hotel, hospital, mortuary, laundry, dry cleaning, establishment, or other uses similarly requiring the receipt or distribution by vehicles of material or merchandise, there shall be provided and

maintained at least one (1) off-street loading space, plus one (1) additional such loading space for each additional 20,000 square feet of gross floor area.

This proposal does not meet the minimum 10,000 square foot floor space, existing is 1,000 sq. ft. and the new buildings will equal 1,350 sq. ft. total. The provisions of this section is not applicable.

(15) STACKING AND QUEUING AREAS

Stacking and queuing areas shall apply to all developments that involve queuing of vehicles, loading and unloading of goods, materials, or people. All queuing areas are required to have an area for vehicle stacking to prevent or minimize congestion of public streets. Examples of uses include but are not limited to schools and drive-through services such as banks, car washes, and coffee stands.

This proposal does not have areas that require queuing of vehicles or loading and unloading of goods that are within the main flow of vehicle traffic. The provisions of this section are not applicable.

(17) BICYCLE PARKING

Bicycle parking shall apply to all developments that require a Site Plan Review or Site Plan Amendment for new development, changes for use, and building expansions or remodels. Bicycle parking spaces are intended to provide a safe , convenient and attractive place for the circulation and parking of bicycles as well as encouraging the use of alternative modes of transportation. Long term bicycle parking requirements are intended to accommodate employees, students, residents, commuters, and other persons who expect to leave their bicycles parked for more than 2 hours. Short term bicycle spaces accommodate visitors, customers, messengers, and other persons expected to depart within 2 hours.

(a) BICYCLE PARKING SPACE REQUIREMENTS

(2) NON-RESIDENTIAL PARKING – *Required bicycle parking shall be provided by either short or long term parking, or both as outlined in Table 5.20 (a) for all commercial, mixed use, and industrial zoned parcels. Short or long term parking requirements are as following:*

- a. All required long term bicycle parking spaces shall be provided in a well lit location within a convenient distance of a main entrance and shall be sheltered from weather elements such as rain and wind either within a building or bicycle locker, or under an eve, overhang, or similar structure. The minimum required width of long term bicycle parking may be reduced to 18” to accommodate parking in a more compact area.*

- b. *All required short term bicycle parking shall consist of a securely fixed structure that supports the bicycle frame in a stable position without damage to wheels that may be locked to the rack by the bicyclist's own locking device. Bicycle parking shall not be farther than the closest automobile parking space (except disabled parking).*
- c. *Direct access from the bicycle parking area to the public right-of-way shall be provided with access ramps when elevations in access change (e.g. elevation change between a sidewalk and driveway).*

This proposal complies with the provisions of this section. The bicycle parking is to be moved from the side of the main building to the rear near the north east corner, also bicycles can be secured to each Yurt's front decking.

SECTION 5.22 PEDISTRAIN ACCESS AND CIRCULATION

- (1) *Internal pedestrian circulation shall be provided within a new commercial office, and multi-family residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, or similar techniques.*

This proposal complies with the provisions of this section. There will be a concrete walkway that connects each Yurt to the main building and to the customer parking at the front of the main building.

- (2) *Pedestrian access to transit facilities shall be provided from new commercial, employment, multi-family residential developments, and new activity centers. Existing developments shall provide safe and accessible pedestrian access to transit facilities when site changes , uses, or is retrofitted.*

This proposal complies with the provisions of this section. There is a bus stop sign just one hundred (100) feet south of the property on the sidewalk.

- (3) *Internal pedestrian and bicycle systems shall connect with external existing or planned systems. Pedestrian access from public sidewalks to the main entrance of public, semi-public, commercial, and multi-family buildings shall not cross driveways or parking lots.*

This proposal complies with the provisions of this section. An additional concrete walkway extending from the front of the main building to the bicycle pad and then extend past the rear of the building and connecting up to the front entrance of the Yurts.

(4) *All streets shall have sidewalks except rural local streets and rural lanes unless there is compelling evidence that other pedestrian systems meet the needs of pedestrians.*

This proposal complies with the provisions of this section. There is an existing sidewalk at the front of the property abutting Territorial Road.

SECTION 5.23 TRANSIT FACILITIES

Table 5.23(a) below shows the transit amenities that may be required. Determination of specific requirements will be made on a case basis for each development by weighing the following factors in consultation with the Lane Transit District:

- *Expected transit ridership generated by development.*
- *Level of existing or planned service adjacent to development.*
(Planned service is defined as service which will be established within five years after the completion of the development).
- *Location of existing transit facilities.*
- *Proximity to other transit ridership generators.*

Amenities for phased developments shall be required to be built at the time the development will generate enough peak hour traffic trips to meet the requirements. Transit easements may be required for bus stops and shelters.

This proposal complies with the provisions of this section. The impact to the Lane Transit District bus system should be minimal. Most residents to the daily usage of the Yurts will be driving a car. It would be rare to have walk up, or bus driven clients.

SECTION 5,24 ACCESS MANAGEMENT

(2) Properties that only front on collector or arterial streets are encouraged to share an access with neighboring properties. The decision making body may require a combined access for two or more developments, and shared driveways between developments, including land divisions, where access spacing standards cannot otherwise be met.

The provisions of this section are non-applicable. The only access street is a main access street, Territorial Road.

SECTION 5.27 TRAFIC IMPACT ANALYSIS AND MITIGATION

(1) *A Traffic Impact Analysis (TIA) and review is required when one of the following conditions exist:*

(a) *2The development will generate more than 100 vehicle trips during the a.m. or p.m. peak hour as determined by using the most recent edition of the Institute of Transportation Engineer's Trip Generation Manual. In developments involving a land division, the peak hour trips shall be calculated based on the likely development that will occur on all lots resulting from the land division.*

This proposal complies with the provisions of this section. According to the ITE trip Generation Manual the proposed three Yurt rentals will generate approximately eight vehicle trips during the peak a.m. or p.m. peak hours. This substantially less than the 100 vehicle trips necessary to require a TIA.

ARTICLE 6 SITE PLAN REVIEW

SECTION 6.05 APPROVAL CRITERIA

(1) *After an examination of the site and prior to approval of plans, the Planning Commission or Building and Planning Official must make the following findings:*

(a) *That all provisions of the City Ordinances are complied with.*

This proposal complies with the provisions of this section. All applicable provisions of the City of Veneta Land Development Ordinance No. 493 are addressed in the presiding sections of this narrative.

(b) *That traffic congestion is avoided; pedestrian, bicycle, and vehicular safety are protected; and future street right-of-way is protected.*

This proposal complies with the provisions of this section. This proposal does not affect traffic congestion; complies with all pedestrian, bicycle and vehicular safety specified in the previous sections. The right-of-way has already been established on Territorial Road, so future use should be protected.

(c) *That proposed signs or lighting will not, by size location or color, interfere with traffic or limit visibility.*

This proposal complies with the provisions of this section. The proposed new sign will be set back a minimum 12 feet from the inside edge of the sidewalk and be of limited size in accordance with the city of Veneta guidelines. The lighting will accent only the sign.

(d) That adequate water, sewer and utilities for the proposed use are available.

This proposal complies with the provisions of this section. Water and sewer expansion requirements will be determined by the City of Veneta, and just the details to be ironed out. A new 400 amp service will be installed by EPUD as soon as preliminary approval is given.

(e) That drainage ways are protected, existing drainage patterns are maintained and drainage patterns are maintained and drainage facilities are provided in accordance with Section 5.16 of this ordinance.

This proposal complies with the provisions of this section. There will be no “foundations” to interrupt the drainage flow. The Yurt structures base will be a “pier block” style similar to manufactured homes.

(f) That the extent of emissions and potential nuisance characteristics are reasonably compatible with the land use district, adjacent land uses and the standards of all applicable regulatory agencies having jurisdiction.

This proposal complies with the provisions of this section. There parcel will not have any industrial, manufacturing, or typical residential emissions and potential nuisance attributed to such zoning activities. Overnight rest is the main activity for this proposal.

IV. CONCLUSION

This application narrative and the attached exhibits demonstrate that all applicable chapters and subsequent sections of the Veneta Land Development Ordinances as they relate to the proposed Site Plan Review have been addressed.

James M. Haddock, owner.

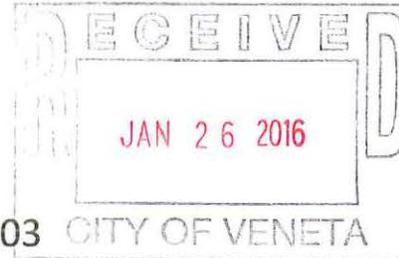
To the City of Veneta Community Development Department

Completeness Review: YURTEL BED & BREAKFAST

(Assessor's Map/ Tax Lot No. 17-05-31-32-02300)

Site Plan Review / Major Amendment

VENETA LAND DEVELOPMENT ORDINANCE 493, SECTION 6.03 CITY OF VENETA



SECTION 6.03 – Required Information on Site Plan.

(1) SITE PLAN

(a) VICINITY MAP - Approved - [meets the Requirements]

(b) DEVELOPMENT PLANS

1. Building and Land Use Plans – NOT Approved – [Does NOT meet the Requirements]

My COMMENT: Of course the new buildings, (aka Yurts), do not meet the commercial – retail models depicted in the section 5.13, since they are not facing a street and they are not a retail type business. The Site plan of 2004 is still valid for the front building and only the new Yurts should be involved in the implementation of section 5.13. All aspects of that section are consistent for the Yurts except the exterior materials. I have samples of the materials and engineering specifications available upon request.

2. Parking and Traffic Flow Plans - NOT Approved – [Does NOT meet the Requirements]

My COMMENT: An existing paved parking space in the front left of the building with van accessibility will be marked as such, this eliminates one of the required parking spaces, so a paved new parking space will be installed just to the right of the entrance. This addition gives the project the required four (4) spaces. A loading and unloading gravel parking space will be installed at the rear in between the south fence and the first Yurt. The new parking and the concrete sidewalks extending from the front to rear of the main building then to each Yurt will be added to site maps.

3. Landscaping and Site Improvements - NOT Approved – [Does NOT meet the Requirements]

My COMMENT: The existing landscaping is equal to 4,465 square feet or 25.96 % of the lot, this does not include the rear gravel and grassy area. The new landscape design which includes former grass and some former gravel area will be equal to 5,607 square feet or 32.6 % of the site. This far exceeds the 10% minimum. An Ariel site map will be included to the site plan.

4. Utility Plans – NOT Approved = [may NOT meet the Requirements]

My COMMENTS: Per the Veneta City engineer Kyle, connections, size of pipes, etc. will be determined during the building permit process. The reason for this is the size and depth of the existing sewer and water connections already at the site. The new electrical will come from a 400 amp to be installed service to replace the existing service. The Yurt power will have a separate main box on the same north wall of the building. From there branching to each Yurts panel at a depth required by EPUD. First comes site approval and building permit approval.

5. Emissions or Potential Hazards – Approved – [meets the Requirements]
6. Tree Removal Plans – Not specified.

My COMMENT: There is no requirement for any trees to be removed, All trees are on the perimeter of the property and do not hinder but enhance this project.

(2) ADDITIONAL INFORMATION

- a. Storm water - NOT Approved -
- b. Steep slopes
- c. Wetlands
- d. Flood Plains

[Application does NOT meet this Requirement]

My COMMENT: With the new square feet calculations adding more than 534 square feet of sidewalk, and a new paved parking slot with van accessibility, approx. 228 square feet, total addition of 762 square feet, the added burden of a Storm water retention swale will not be necessary . Because I didn't use the grassy area and gravel area as part of the existing landscape, the new landscape plan adds 1,873 sq. feet of landscaping around the Yurts minus the added parking and sidewalks of 762 sq. feet gives us an added retention area of 1,113 sq. feet. Even if the Yurts are factored in the sum is still under 1,000 sq. feet.

(3) DEED RESTRICTIONS and EASEMENTS - Approved - [meets the Requirements]

(4) BUILDING ORIENTATION and DESIGN - NOT Approved – [does NOT meet the Requirements]

My COMMENT: This is not a commercial retail business, the concept of Bed and Breakfast establishments is to conform an existing building's interior to accommodate added rooms for rent, while keeping the exterior intact in order to maintain it's natural charm. Prior approval in 2004 should grandfather this section. The only area for consideration should be the exterior of the Yurts since the fabric is not listed as standard. Samples will be provided.

(2) Alternatives to the Commercial and Mixed Use Design Standards

(a) Meets the purpose and intent of the applicable design standard being adjusted.

My COMMENT : The purpose and intent of the design standard is to enhance the neighborhood and community with a well laid out attractive building or buildings as the case may be. This project does that.

(b) Conforms with the design guidelines in Section 5.13 & 5.29 as applicable.

My COMMENT : The last word of Section (2) (b) "as applicable" is the alternative of this section that this project relies on. Most of the design standards are only applicable to commercial retail outlets. This project is a Bed and Breakfast.

(c) Promotes pedestrian safety, convenience and comfort.

My COMMENT : There will be little actual street pedestrians that use this facility. Most patrons will be driving to the overnight lodging. The clients will have ample walkways away from any driver hazards.

(d) Contains architectural features substituting for code required features which are consistent with the overall design intent and composition of the building.

My COMMENT : The architectural design of the Yurts made by Pacific Yurts from Cottage Grove have documented engineering design specifications (available upon request) and display models at their factory, plus a web page to show the unique features of the Yurt design.

(e) Maintains or enhances compatibility between new development and existing uses, including aesthetics and privacy for residential uses.

My COMMENT : This project will definitely enhance the area with the added landscaping and upgrades to the main office and breakfast building. Instead of a dry or muddy back parking lot, depending on the season, the eye pleasing Yurts and landscaping will be a positive improvement. The privacy for the Yurts and the surrounding residences is accomplished by a six (6) foot wooden fence on both sides and the back of the property.

(5) PROGRAM ELEMENTS - NOT Approved – [does NOT meet the Requirements]

- (a) Narrative Statement documenting how each required criteria in the land development ordinance have been met, including those criteria that are required in accordance with Section 6.03(1) above.

My COMMENT: The amended Narrative will include those criteria brought to my attention and implemented.

- (b) A completed environmental assessment may be required by the Planning Commission or Building and Planning Official if it finds that a potential hazard, nuisance, or emissions exists, existed, or will be created by the development and has not been adequately addressed in the development plans and program.

My COMMENT: May the Gods of the EPA show mercy and allow this project to continue.

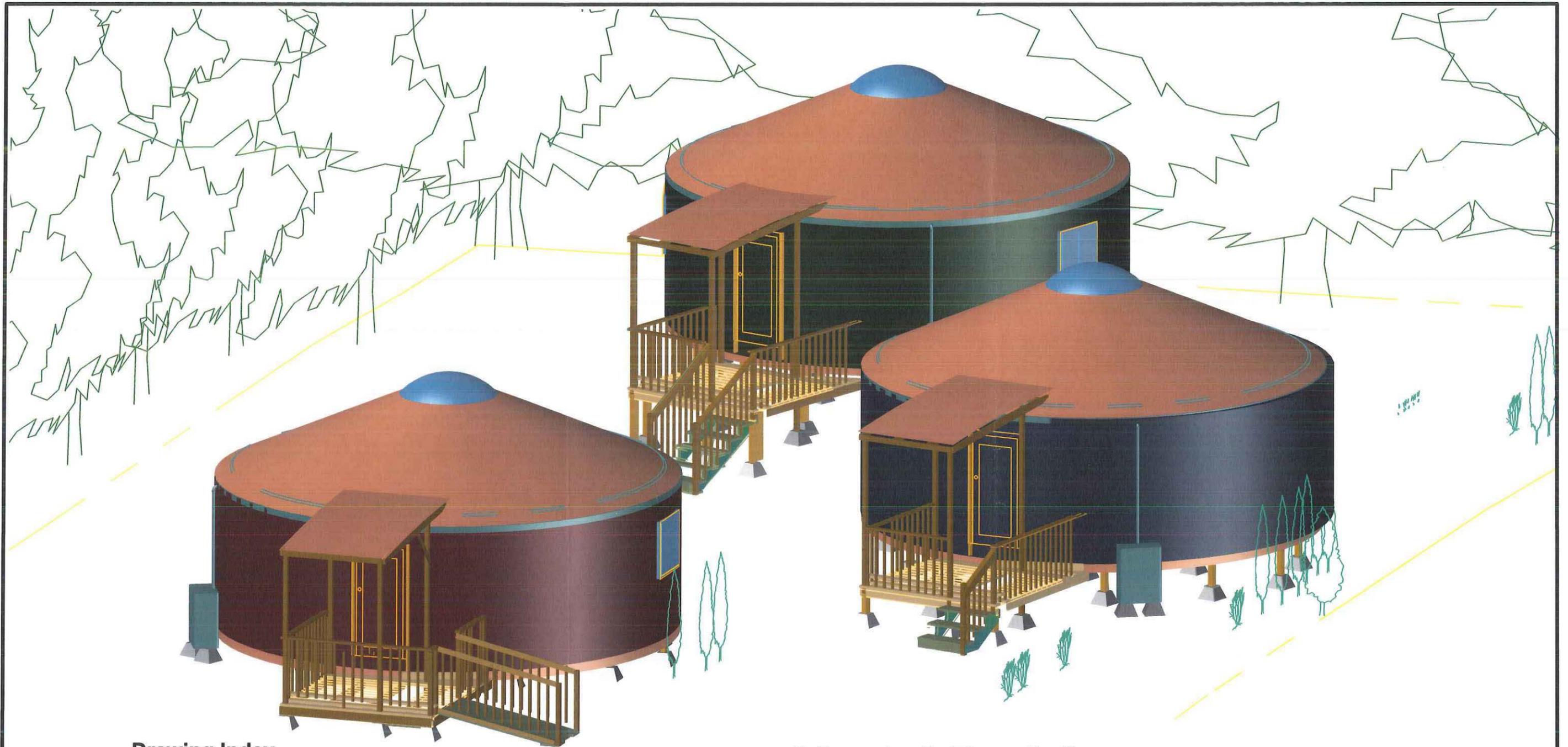
- (c) A timetable indicating when utility and drainage facilities intended to serve the development are to be installed. If the development is to be constructed in stages, the timetable shall reflect this.

My COMMENT: This project will take logical and timely steps or stages. First Site Plan Approval, then Building Permits acquired, next trench digging and utilities laid. The foundations and flooring installed, next the walls then roof installed on each Yurt. While the interior is being completed, the sidewalks and parking is laid. Then last the clean-up then landscaping is installed. Time will be of the essence, so this timetable is as soon as possible.

- (d) If the site plan calls for tree removal which would require a tree removal permit pursuant to Veneta Municipal Code, Chapter 8.10.030, a tree removal permit, together with the required filing fee, must be submitted.

My COMMENT: There is no requirement for any trees to be removed, All trees are on the perimeter of the property and do not hinder but enhance this project.

James Haddock, owner.



Drawing Index

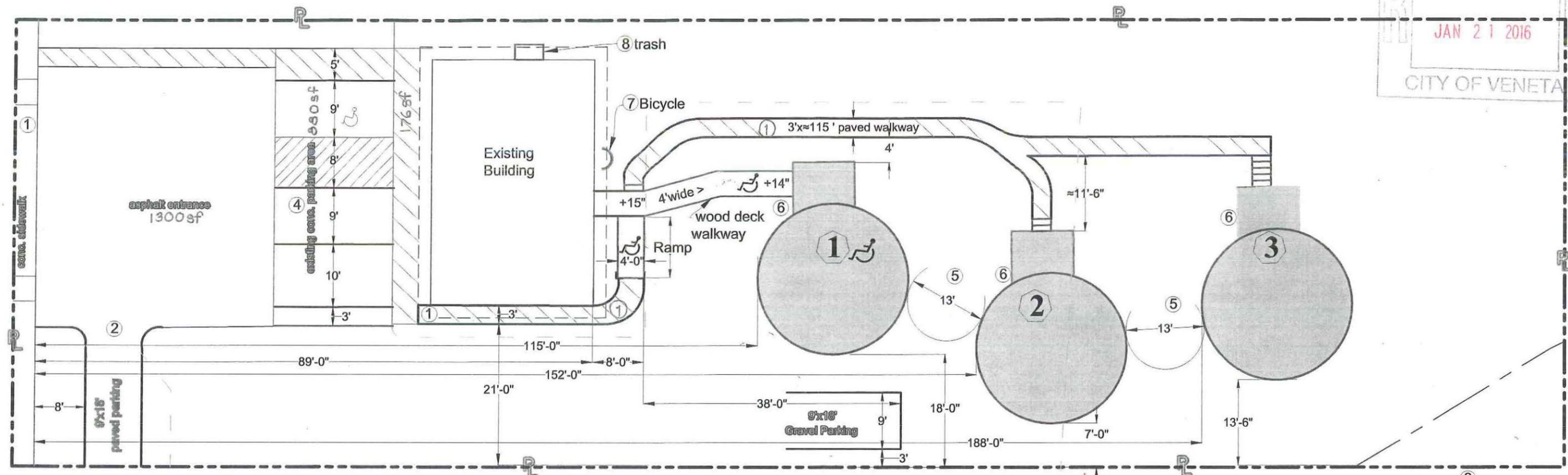
Sheet No.	Drawing
Cover sht	
A-1	Vicinity Map
A-2	Site Plan
A-3	Floor Plan
A-4	Exterior Elevations
A-5	Grading Plan
A-6	Utility Plan
A-7	Framing Plan
A-8	Building Sections
A-9	Details and Interior Elevations
A-10	Landscape

Yurtel Bed & Breakfast

*Designed by
Michael A Short*

Mr. & Mrs. Jim Haddock
87991 Territorial Road
Veneta, Oregon

RECEIVED
 JAN 21 2016
 CITY OF VENETA



SITE PLAN

Site Total is 18,531sq.ft.
 Exist'g. bldg. is 1,014 sq.ft., ≈5%
 Proposed Yurt is 452 sq.ft. ≈2%
 each x 3 Yurts 1,356 sq.ft. ≈7%

N

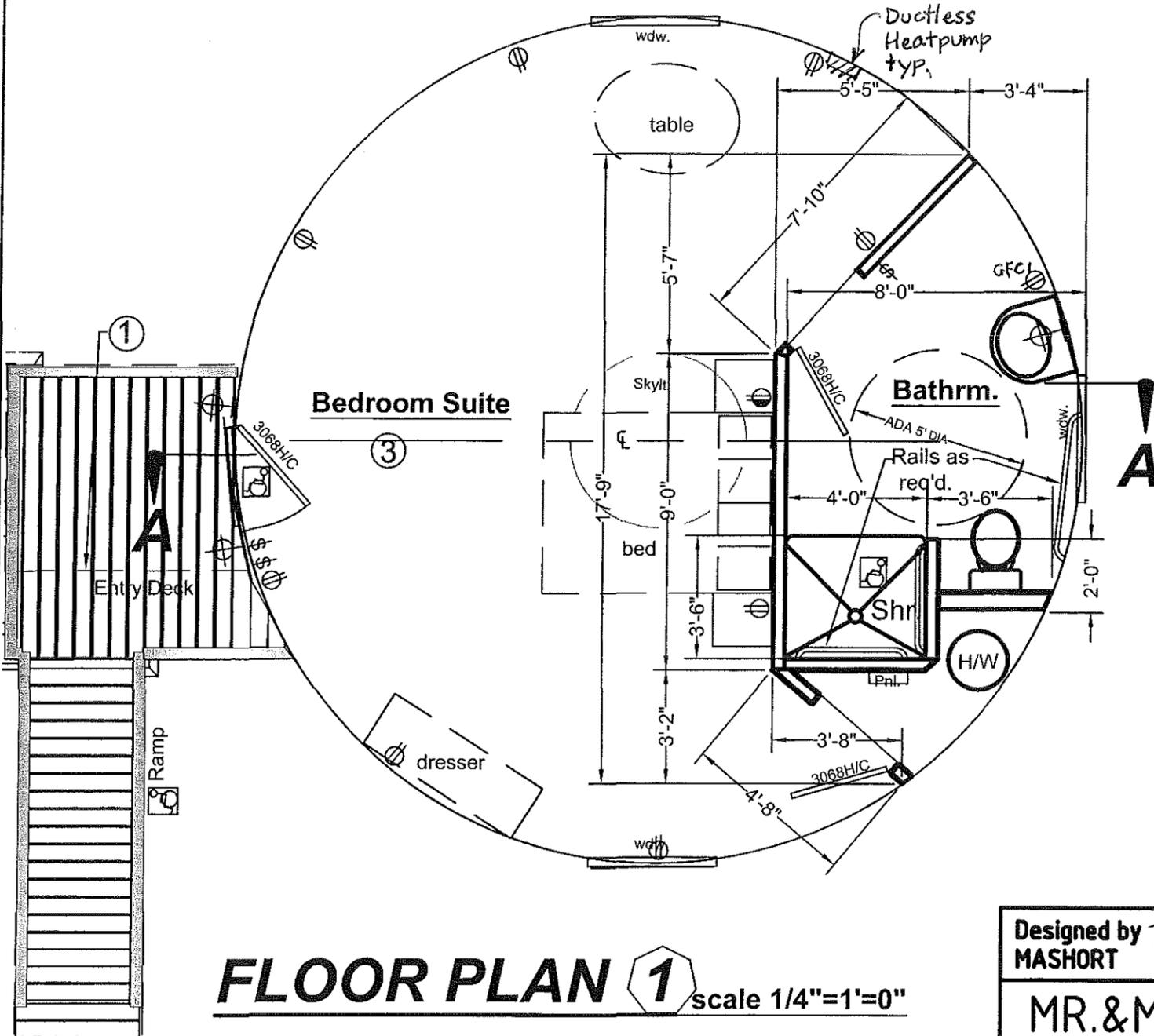
NOTES:

- ① New 3' wide paved sidewalks, with lengths of about 38' and 115'. The first to match to the existing front walkway. Approximately 460 sq. ft.
- ② Add a asphalt parking stall ≈170 sq.ft., south of existing asphalt entrance.
- ③ The Yurts are setback clear of Green Way as per Mapped location..
- ④ The proposed existing parking to be restriped as shown.
- ⑤ The proposed Yurt site locations exceeds the five feet set-back sides and ten feet backyard requirements. The spacing between each Yurt also exceeds the ten feet minimum.
- ⑥ The proposed Yurt upgrade maintains existing site grade and conditions with compacted gravel as required at pier block locations.
- ⑦ Bicycle metal tube rack.
- ⑧ Covered enclosed trash containers.

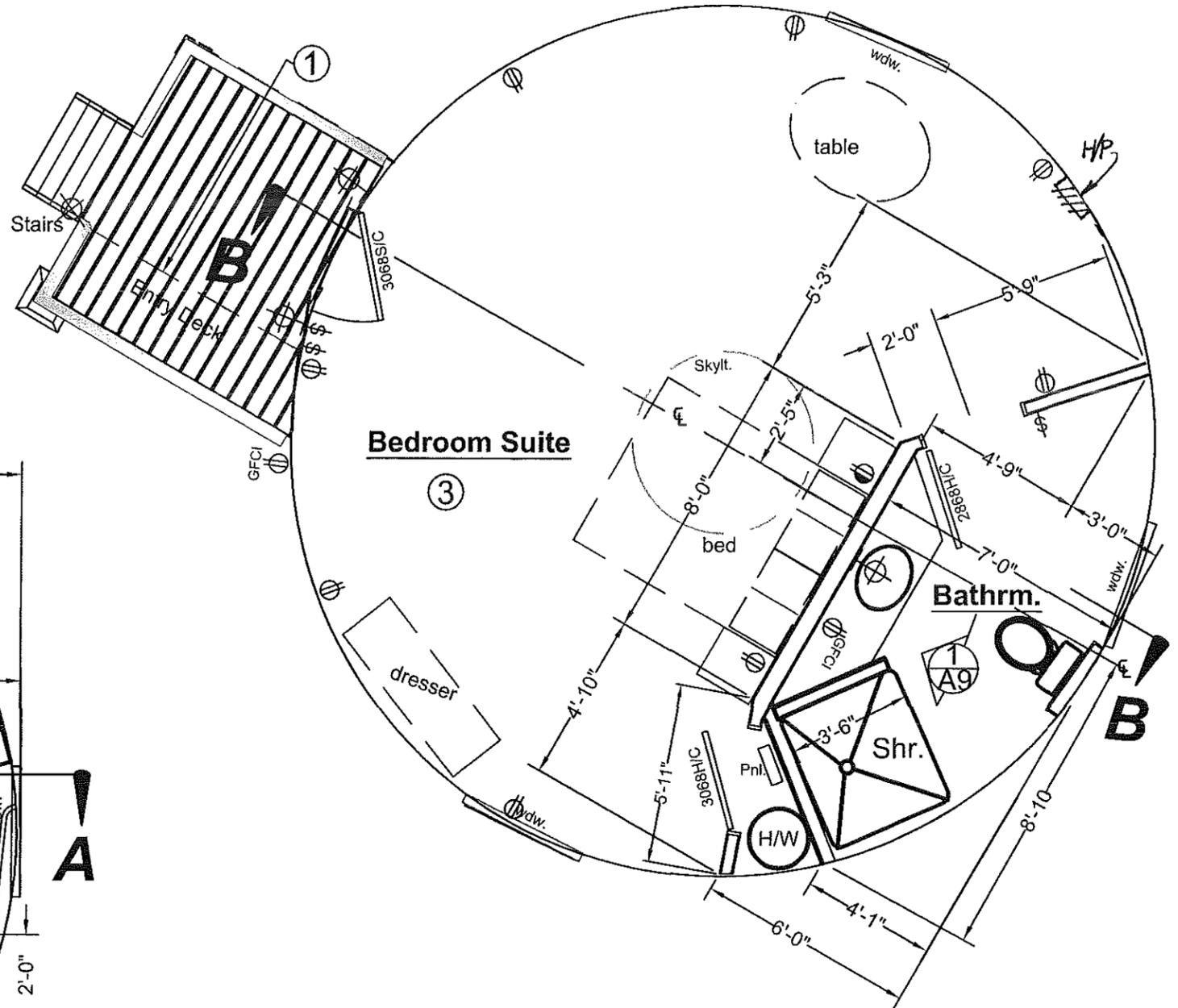
Designed by MASHORT	Checked by:	Approved by - date	Filename Yurtel-Site	Date 11/11/2015 - 1/11/2016	Scale 1/16"=1'
Mr. & Mrs. Jim Haddock 87991 Territorial Road Veneta, Oregon			<h2>SITE PLAN</h2>		

NOTES:

- ① Each Yurt is to have an awning of $\approx 6' \times 8'$ over the entrance, see sht. A-9 for detail.
- ② Pacific Yurts manufactured water catchment system is engineered for conserving rain water and to minimize wall run-off. See sheet A-4, note ⑧.
- ③ Yurts are numbered in these plans as ①, ② & ③ are for reference to location of the two differing layouts and construction methods. Yurt ① as referenced in these plans is to provide for the handicapped with applied ADA requirements.

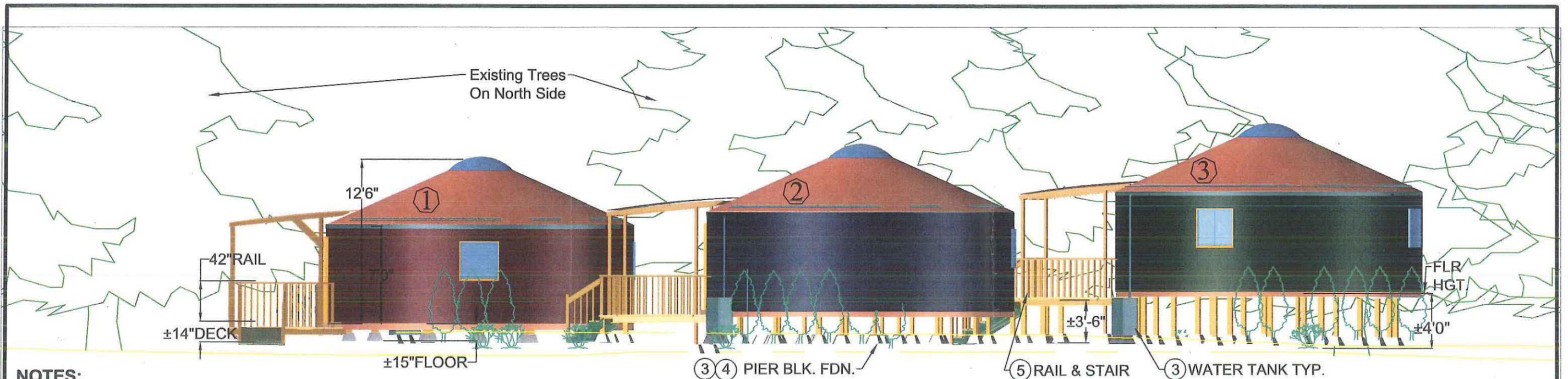


FLOOR PLAN 1 scale 1/4"=1'-0"



FLOOR PLAN 3 scale 1/4"=1'-0"
Yurt ② sim. Mirrored

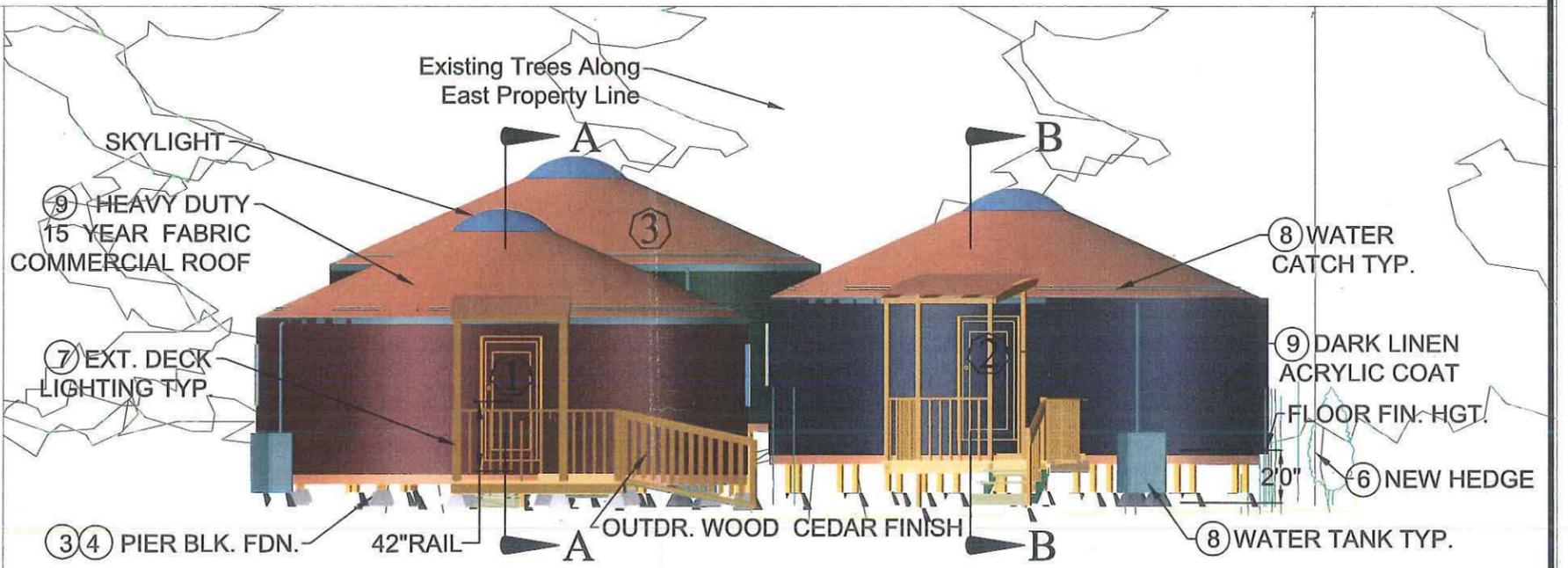
Designed by MASHORT <i>M. Ashort</i>	Checked by _____	Approved by - date _____	Filename YURFLR	Date 11/9/2015	Scale 1/4"=1'-0"
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON <i>J.H.</i>			FLOOR-PLAN		
			73U92015	Edition -	Sheet A-3



NORTH ELEVATION

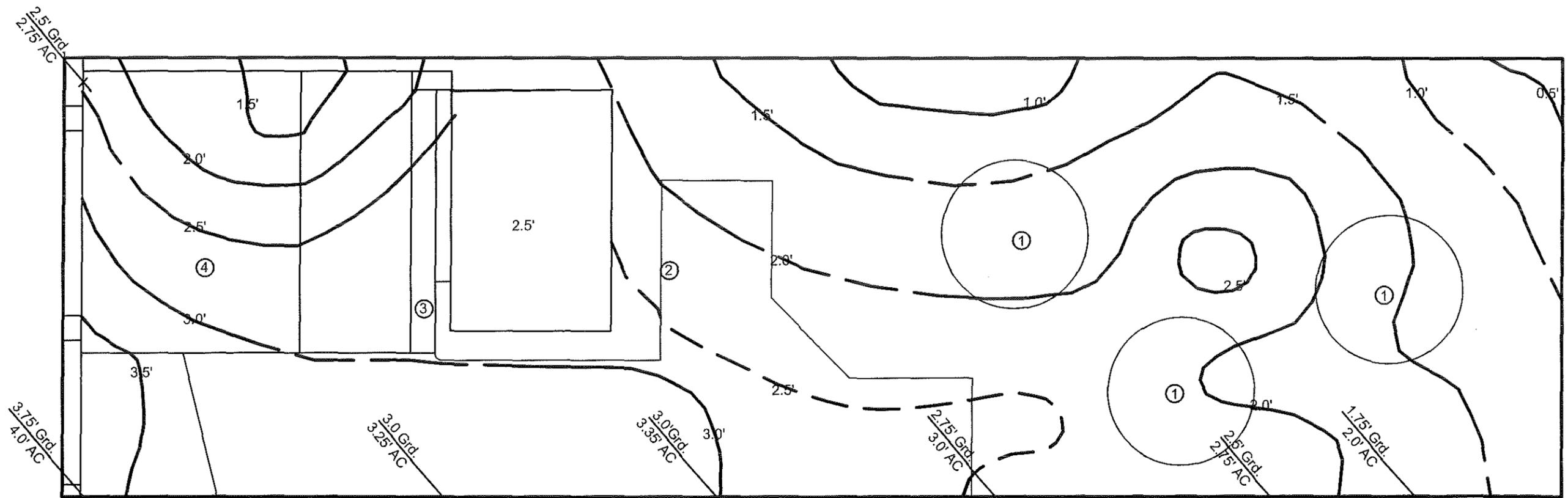
NOTES:

- ① Project Yurtel approaches the Existing Site conditions with a sustainable minimal impact. The grounds will remain undisturbed except for what is required for new utilities and only at each Yurt pier block location.
- ② **Phase 1**, locates the three Yurt Sites and coordinates with utilities for an added 200 AMP Power service to the north side of the Existing Building. This includes the locating and staking with lines each proposed Yurt pier pad and the respective buried utility to each Yurt Site.
- ③ All pier pad locations should have sod and top soil cut cleared and leveled before placement of compacted rock as required.
- ④ **Phase 2**, install the buried Power, Water and Sewer lines to the Yurt Sites. Set leveled concrete pier pads and post as required. Build decks and frames for all, including ramps, stairs and interior partition walls. Call for buried utilities and framing inspections.
- ⑤ All exterior decks, ramp and rails shall be outdoor wood with cedar finish sealer.
- ⑥ **Phase 3**, Install Elect. panel and shower stall, see sht. A-3. Cover partition walls, finish, and paint as required. Install Pacific Yurts complete with seven-layer reflective insulation (NASA) and Interior fabric vapor barrier. See notes 8 and 9.
- ⑦ **Phase 4**, Install Electrical and Plumbing fixtures in respective bath interiors as required. Complete all Plumbing and Electrical connections, including deck & stair lighting. Electrical and Plumbing inspections. To improve the aesthetics and precipitation control, install fence and planter sections to the south property line and new parking borders. Top the Proposed Parking areas as seen on sht. A-2 with a ¾ minus gravel. Final inspection and construction approval.
- ⑧ Pacific Yurts provide a Water catch system engineered to conserve rainwater with roof run-off to downspout. Clamp to down drain (1½" PVC or equiv.) to a valved containment (potable water cistern or tank) with hose bibb attachment to water planters, maintenance and overflow control.
- ⑨ Yurt fabric is superior in strength, mildew resistant, meets NFPA 701 and other flame resistant specifications: Owner selected colors.



EAST ELEVATION

Designed by MASHORT	Checked by _____	Approved by - date _____	Filename ZURTELEXTLV	Date 11/9/2015	Scale 1/8"=1'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			EXTERIOR-ELEVATIONS		

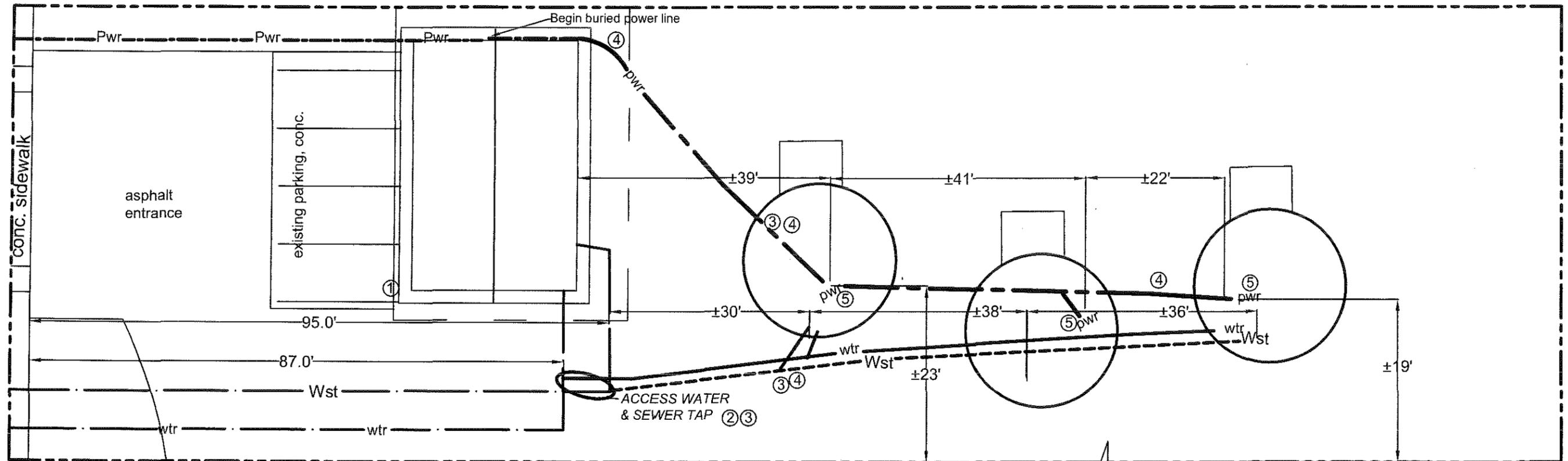


GRADING PLAN

NOTES:

- ① Proposed Yurt site to keep with minimal disturbance to the natural existing grade conditions to also serve for the Yurt Site Finish Grade as required..
- ② Proposed Site Parking sits over existing gravel surface. To be topped with $\frac{3}{4}$ minus. Some vegetation along the sides to assist with current rain/precipitation conditions with site low impact improvements.
- ③ Existing concrete parking and sidewalk surfaces.
- ④ Existing asphalt surface at entrance.

Designed by MASHORT <i>M.S.</i>	Checked by _____	Approved by - date _____	Filename YURTEL-GRD	Date 10/29/2015	Scale 1:20'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON <i>J.H.</i>			GRADE-PLAN		
			73U92015	Edition -	Sheet A-5



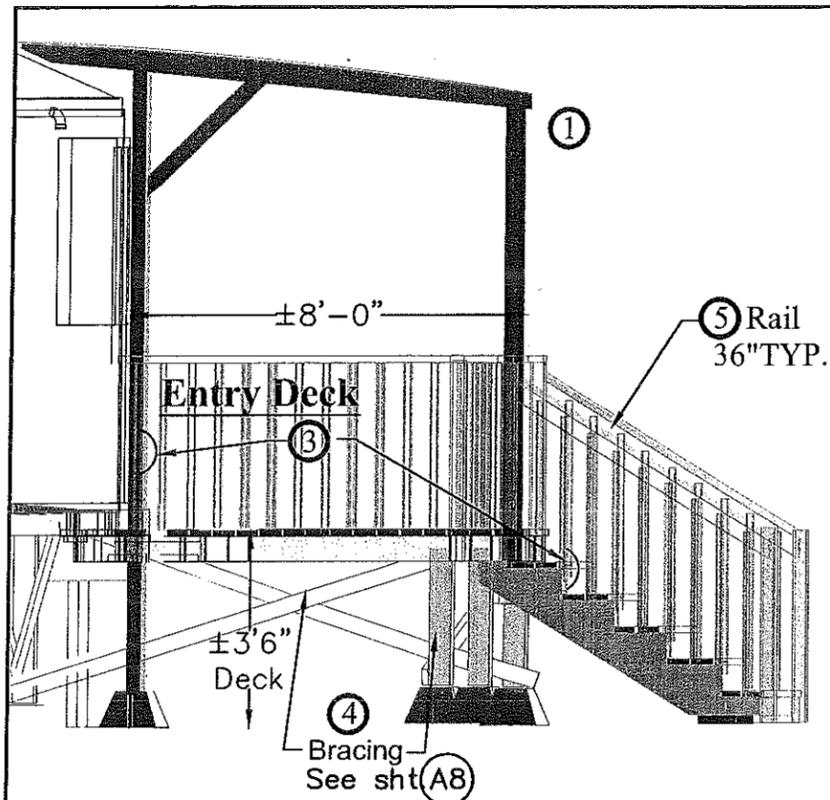
UTILITY PLAN



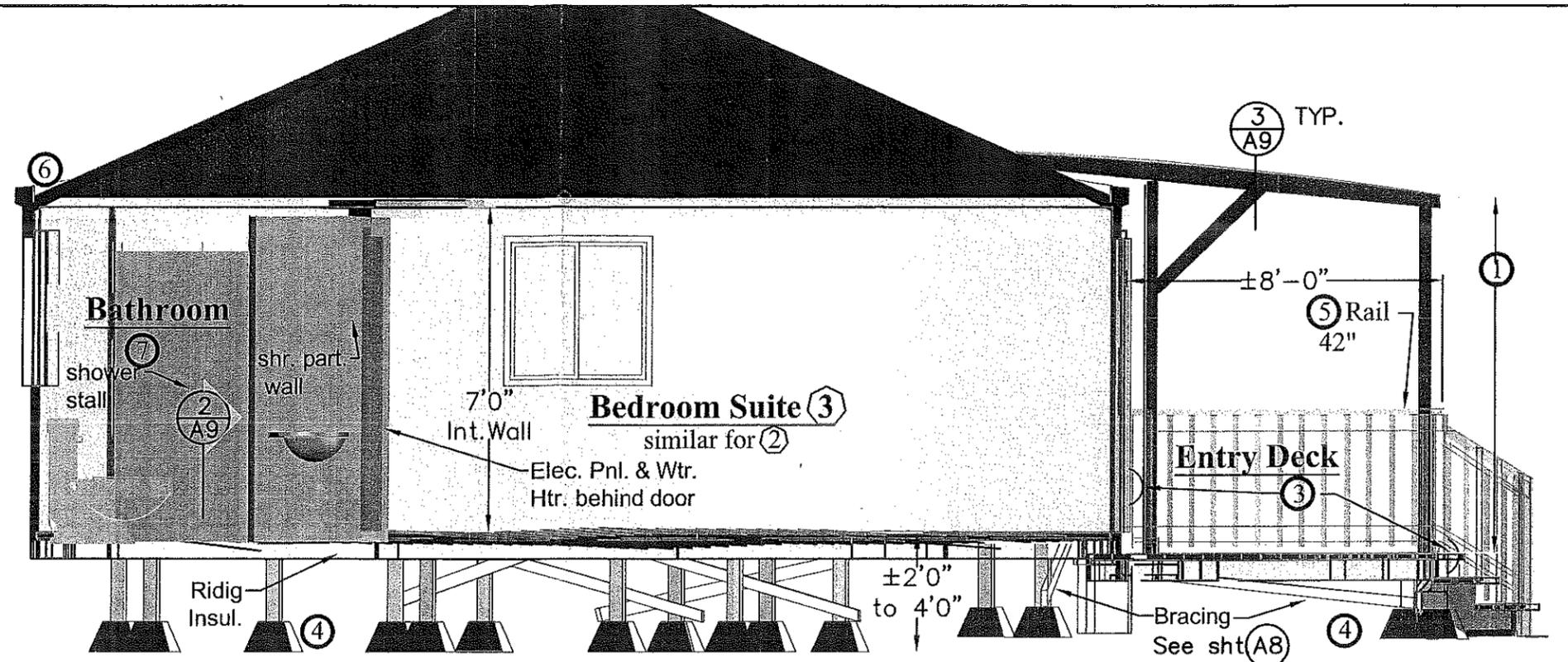
NOTES:

- ① Existing Concrete Sidewalk.
- ② Existing buried Water main and Sewer lines access tap location.
- ③ Existing graveled surface.
- ④ Proposed underground utility routes to new hook-ups.
- ⑤ Proposed Yurt site Utility Stub-up location.

Designed by MASHORT	Checked by _	Approved by - date _	Filename YURTEL-UTIL.	Date 10/29/2015	Scale 1:20'
MR. & MRS. JIM, HADDOCK 87991 Territorial Road Veneta, Oregon			UTILITY-PLAN		
			73U92015	Edition REV.A	Sheet A-6

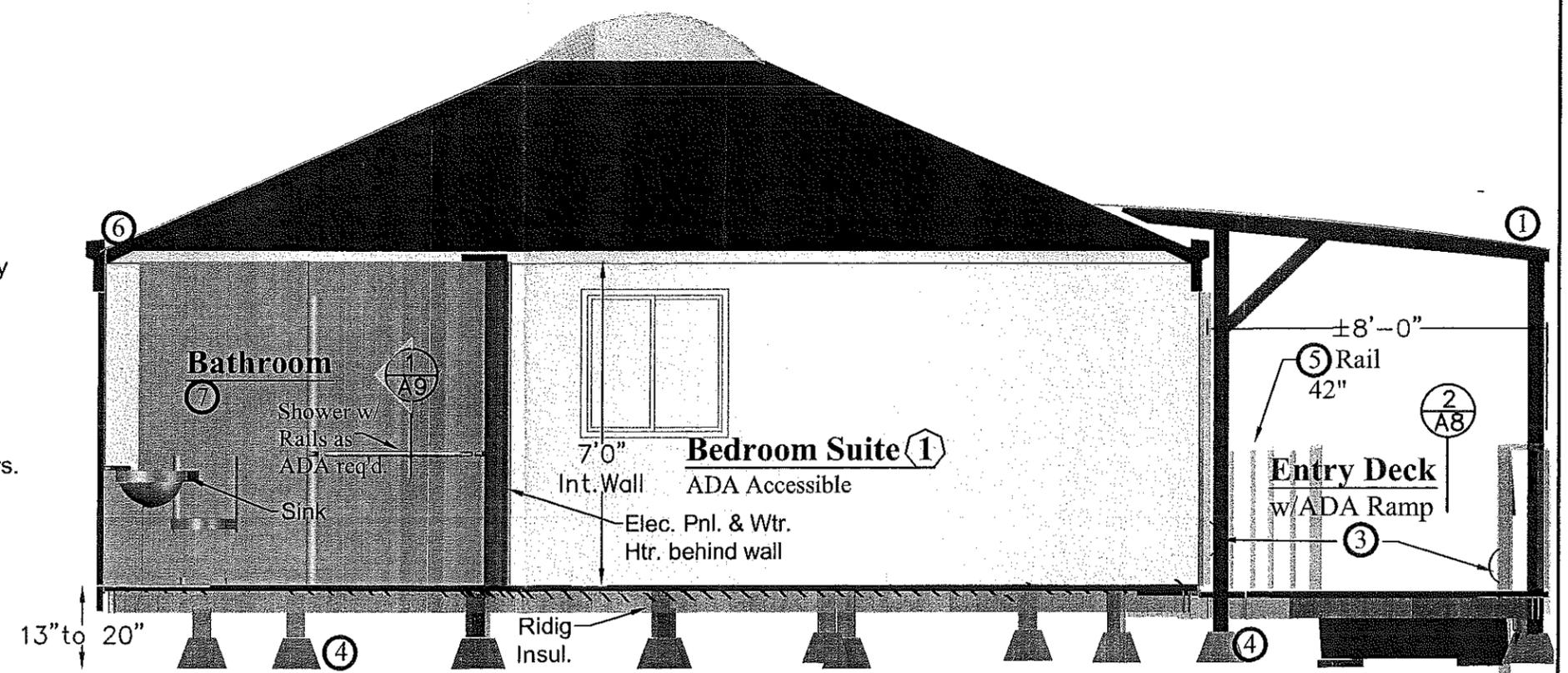


Yurt 3 Detail

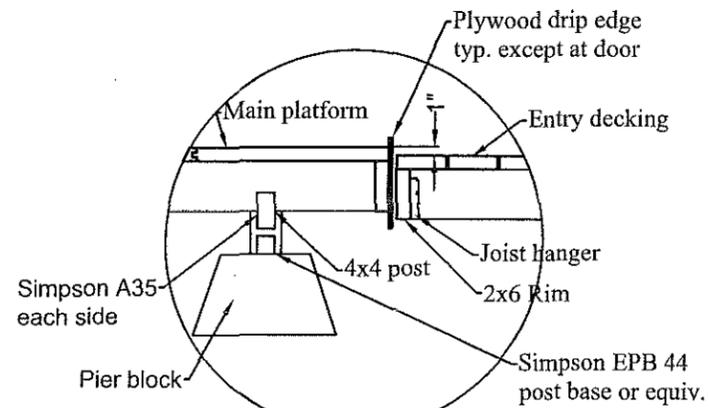


NOTES:

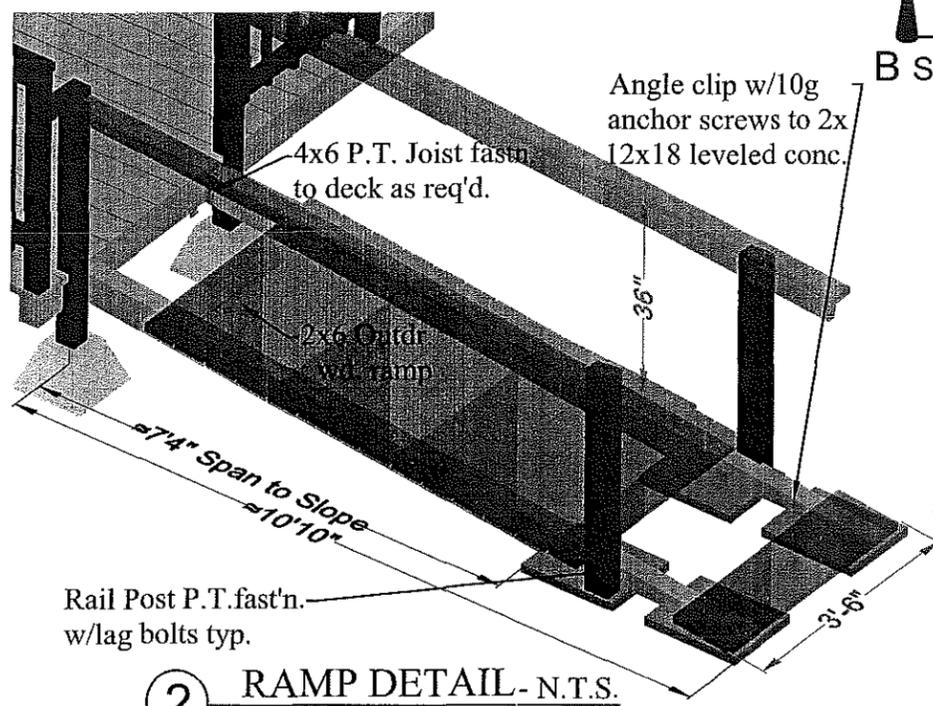
- ① The Pacific Yurts attached 5'x6' door awning to act as a transition for larger ≈ 6'x8' awning. Fastened together to a 2x outdoor wood frame supported by the same 4x4 post. The awning height may vary and is dependant on the height of the manufactured yurt awning.
- ② Pacific Yurts superior strength, mildew resistant, meets NFPA 701 flame resistant spec,s. install as required seven-layer reflective insulation (NASA) engineered with interior fabric vapor barrier.
- ③ Install deck and step outdoor lighting, typical for both ramp and stairs.
- ④ For all pier pad locations see sht. A-8 Framing Plan.
- ⑤ All exterior decks, ramp and rails shall be outdoor wood with cedar finish sealer or equiv.
- ⑥ Pacific Yurts water catch system.
- ⑦ Bathrooms Phase 3, see Interior Elevation sht. A-9.



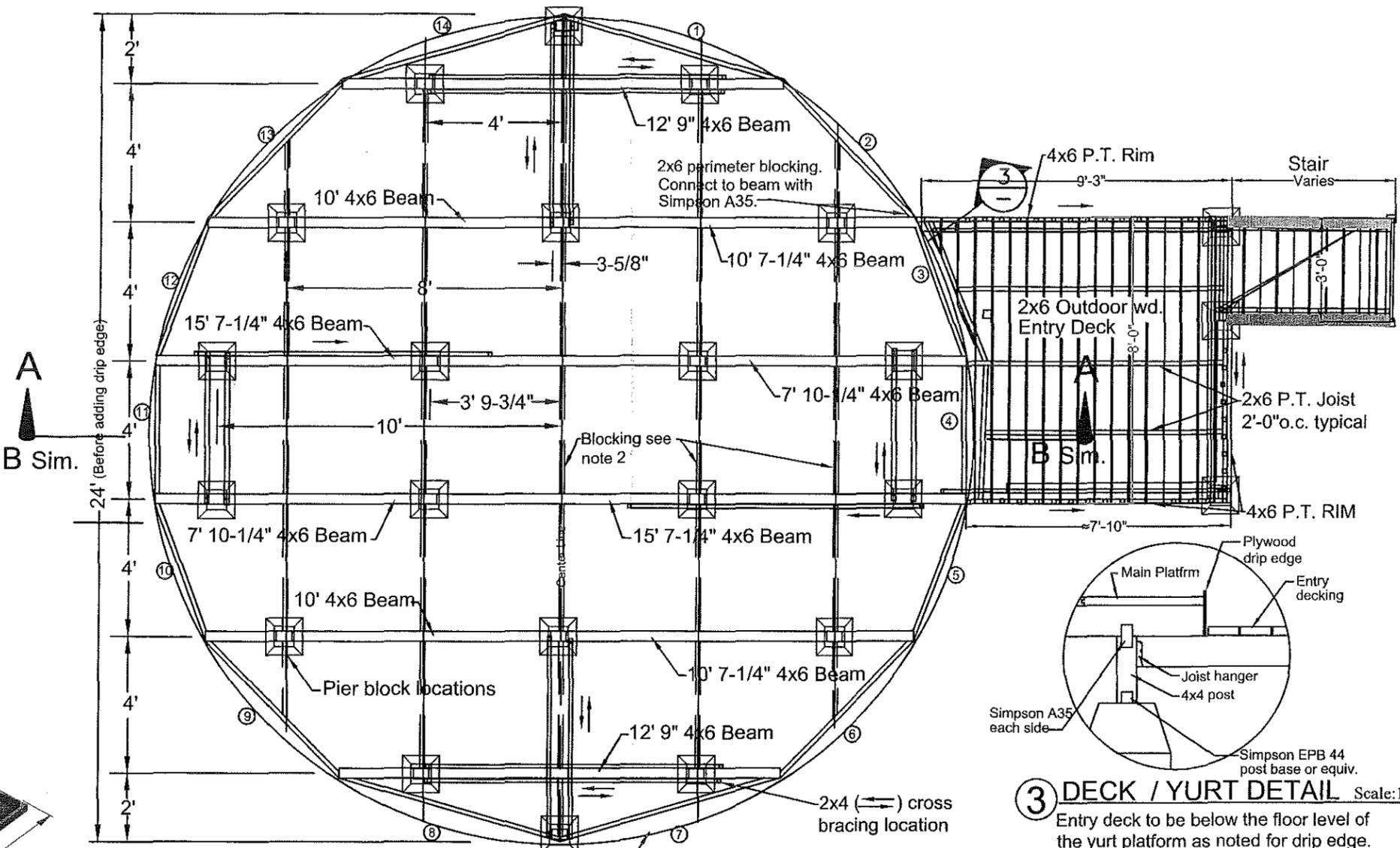
Designed by MASHORT	Checked by _____	Approved by - date _____	Filename YURTELSECT	Date 10/29/2015	Scale 1/4"=1'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			SECTION/DETAILS		
J.H.					



1 Handicap DECK DETAIL Scale: 1/2"=1'
 Entry deck to be below the floor level of the Yurt platform as noted.



2 RAMP DETAIL- N.T.S.



3/8" x 8" exterior plywood drip edge attached to edge of platform. Top of drip edge to be 1" above floor level.

Perimeter blocking - Approximate length			
6' 8"	(1)	(7)	(8)
5' 7"	(2)	(6)	(9)
4' 3 1/4"	(3)	(5)	(10)
3' 8 1/2"	(4)	(11)	

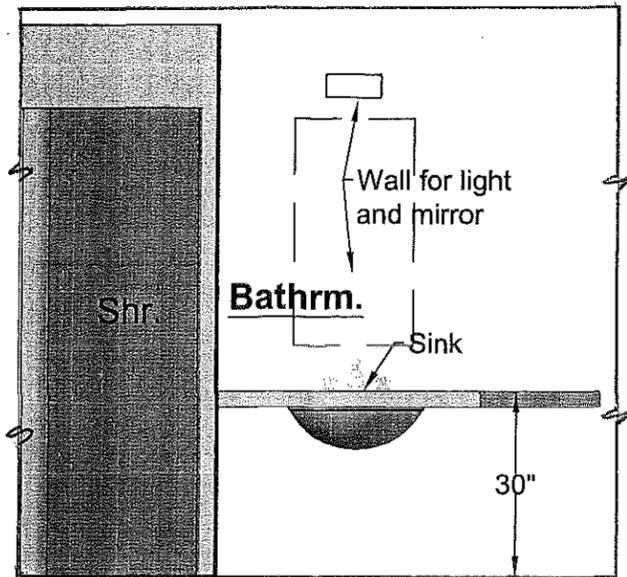
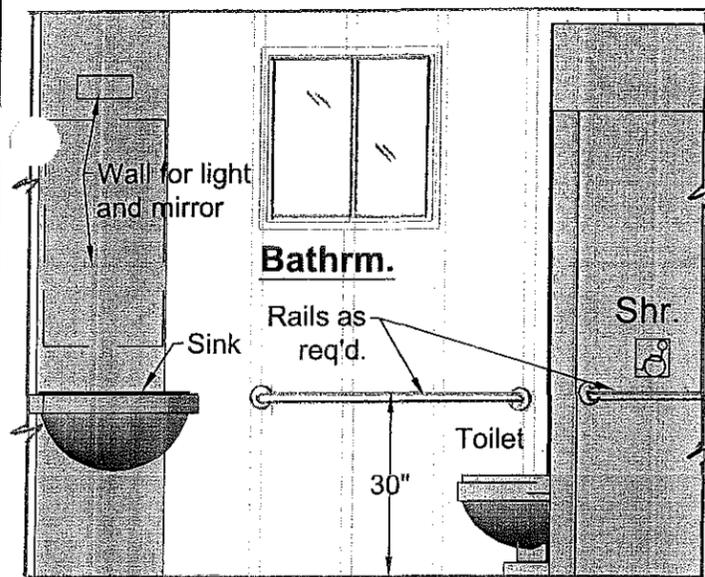
3 DECK / YURT DETAIL Scale: 1/2"=1'
 Entry deck to be below the floor level of the yurt platform as noted for drip edge.

FRAMING PLAN

Scale: 1/4"=1'

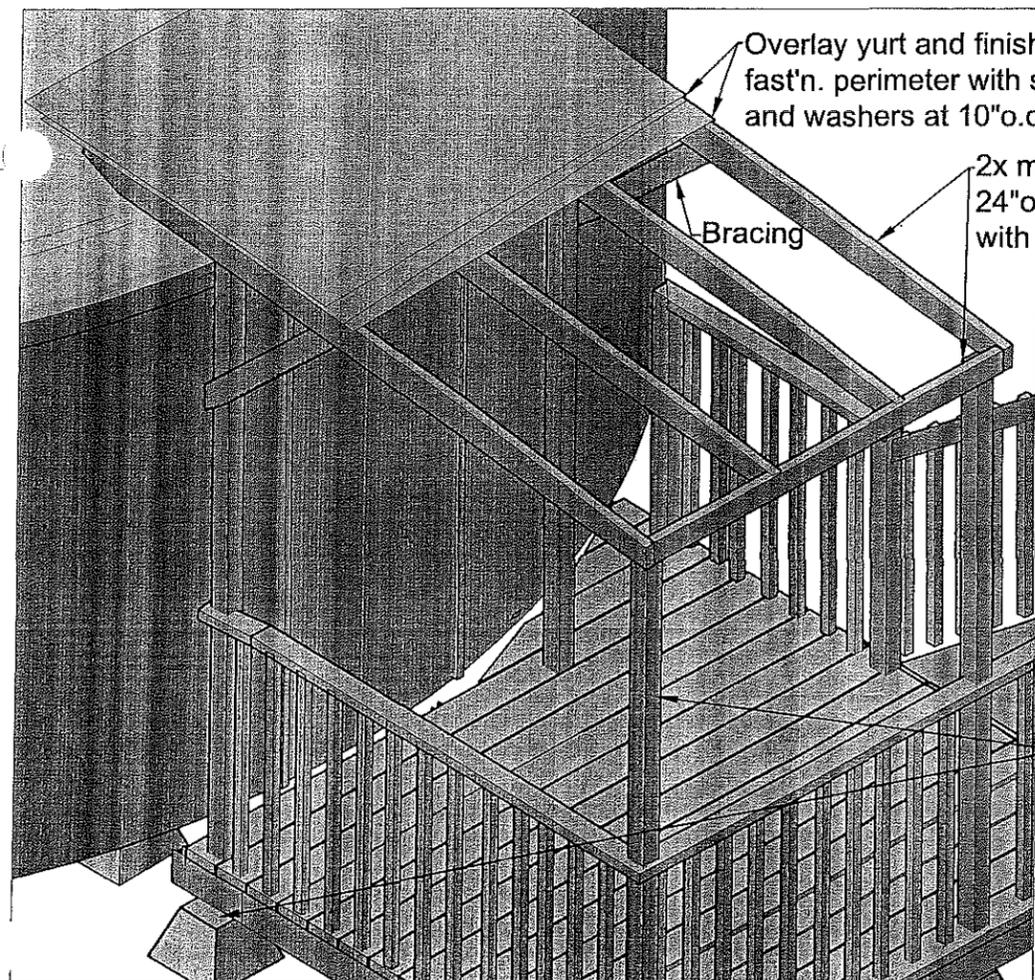
- NOTES:**
- 1 Outdr. wood for all Decks, Rails, Ramp and Stairs. Cedar tone finish and fast'n. w/cedar deck screws.
 - 2 All interior blocking to be 2x6 at 4' o.c. laid perpendicular to 4x6 beams, see sht. A-9, plywood layout.

Designed by MASHORT	Checked by	Approved by - date	Filename YURTFRM	Date 11/9/2015	Scale ASNOTED'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			FRAMING-PLAN		
			73U92015	Edition -	Sheet A-8



① **Hndcp. Bathrm.** -Scale: 3/8"= 1'

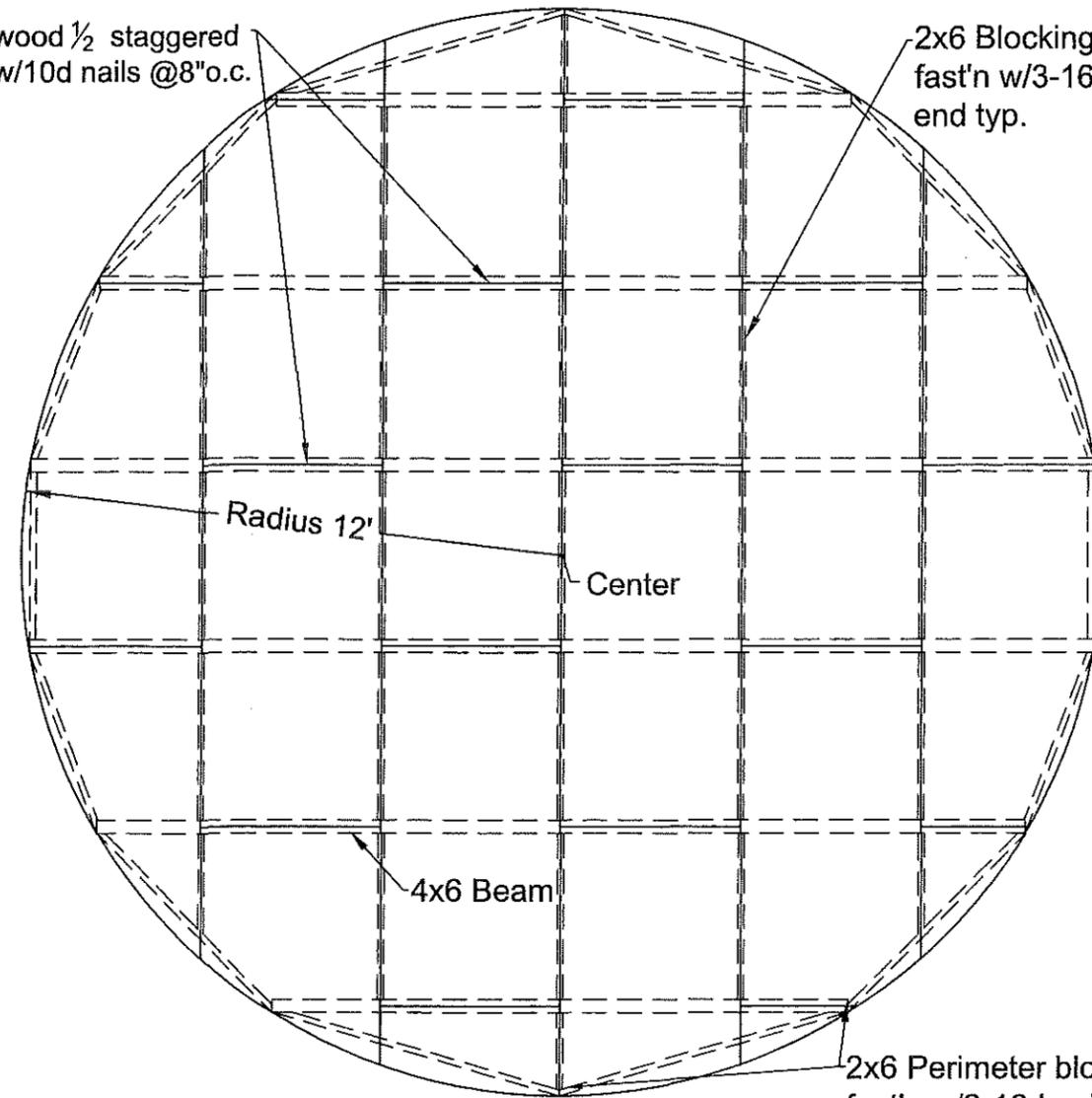
② **Bathroom** -Scale: 3/8"= 1'



③ **Awning Detail** -N.T.S.

1-1/8" Plywood 1/2 staggered Fast'n. w/10d nails @8"o.c.

2x6 Blocking 4' o.c. fast'n w/3-16d each end typ.

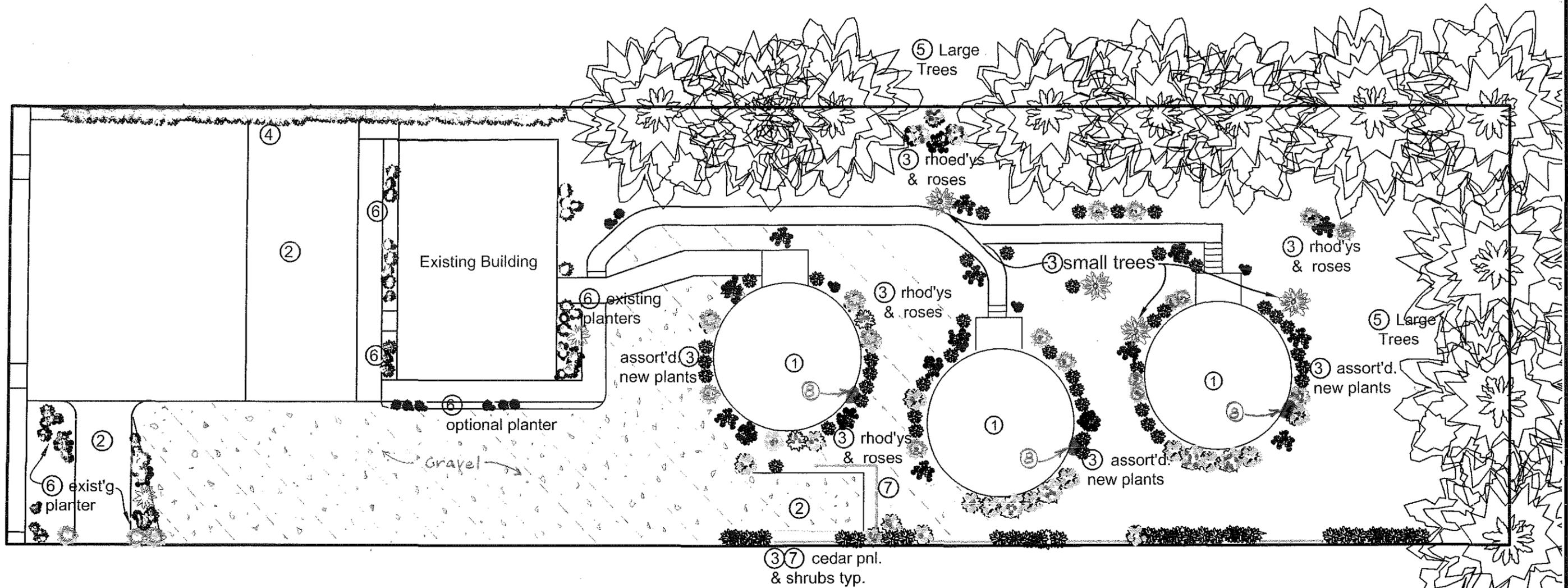


2x6 Perimeter block'g fast'n w/2-16d nails & A35 each end. See sht. A-6

- 1.) At center build and secured 12' radius non-stretch compass to layout an accurate cut mark.
- 2.) Using a sharp circular saw carefully cut the platform to exactly 24 feet in diameter.
- 3.) Due to the tongue and groove on 1-1/8" plywood a need to laminate a small piece of scrap to one edge may occur in order to achieve the full diameter.

Plywood Layout -Scale: 1/4"= 1'
expanded on Pacific Yurt recommended layout

Designed by MASHORT	Checked by _____	Approved by - date _____	Filename YURDTL	Date 11/11/2015	Scale ASNOTED'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			DETAILS		



Landscape

NOTES:

- ① Proposed Yurt site location. Planters surround $\approx 420\text{sf}$
- ② Proposed Site Parking see sheet A-2 Site Plan.
- ③ Plants will be mostly along perimeters of structures and boundaries (annuals, shrubbery, rhododendrons, rose bushes) and a few small trees.
- ④ There is Existing shrubbery on the north front boarder. 320sf
- ⑤ There is twelve Existing Heritage Trees, greater than 24"Ø, bordering the North and East property lines.
- ⑥ There is Existing planters at the entrance and all around the existing building. 410sf
- ⑦ Cedar fence panel located in approximate locations shown as accent screens.
- ⑧ Heat pump to be 75% concealed.

Legend
Exceeds req'd. 10% = 1,853sf

	Trees. ⑤ $\approx 2,280\text{sf}$
	New plants ③ $\approx 760\text{sf}$
	Exist'g plants ④⑥ $\approx 730\text{sf}$
	New gravel $\approx 2,300\text{sf}$
	Exist'g gravel $\approx 2,900\text{sf}$

Designed by MASHORT	Checked by	Approved by - date	Filename YURLAND	Date 11/24/2015	Scale 1/16"=1'
MR. & MRS. JIM, HADDOCK 87991 TERRITORIAL HWY VENETA, OREGON			LANDSCAPE		
			73U92015	Edition REV.A	Sheet A-10

MEMORANDUM



DATE: February 9, 2016

TO: Lisa Garbett, Associate Planner
City of Veneta

FROM: Lane Branch, P.E., City Engineer

RE: Public Works Engineering Comments
Site Review SR-5-15a Yurtel Bed and Breakfast

Thank you for the opportunity to assist the City and provide comments for the Yurtel Bed and Breakfast Site Review SR-5-15a. I have reviewed the application material, and my findings are as follows:

Veneta Land Development Ordinance 493, Article 6 - Site Plan Review

Section 6.05 APPROVAL CRITERIA

(1.b) That traffic congestion is avoided; pedestrian, bicycle and vehicular traffic are protected; and future street right-of-way is protected.

The site fronts and accesses Territorial Highway, which is an ODOT facility. It is expected ODOT will provide comment on transportation related items, if any.

The expected trip generation of the proposed development is well below the threshold of 100 peak hour trips necessary to require a traffic study.

(1.d) That adequate water, sewer, and utilities for the proposed use are available.

Public water and sewer exist in Territorial along the site frontage and are available to serve this project. In addition, the proposed utility plan indicates the development will be served with public water and sewer. The proposal complies with this criteria.

(1.e) That drainageways are protected, existing drainage patterns are maintained and drainage facilities are provided in accordance with Section 5.16 of this ordinance.

The proposal complies with this criteria. According to the applicant's grading plan, the proposed yurt structures, sidewalk, and a parking space will be constructed with minimal grading disturbance, which will maintain existing drainage patterns. In addition, the yurt structures will be elevated on piers allowing stormwater runoff to flow underneath as needed to maintain pervious area for stormwater conveyance and disposal. Shrubs and trees are also proposed around the yurt structures to assist with stormwater disposal.

The paving/sidewalk improvements total less than the 1,000 sq.ft. impervious area threshold to require stormwater detention and treatment. Also, since the yurts are relatively small, and will

not be on a conventional footing and stemwall foundation, roof runoff is expected to mimic existing conditions.

SECTION 5.24 ACCESS MANAGEMENT

1. Properties that only front on collector or arterial street are encouraged to share an access with neighboring properties. The decision making body may require a combined access for two more developments and shared driveways between developments, including land divisions, where access spacing standards cannot otherwise be met.

The site fronts Territorial Highway, which is under ODOT’s jurisdiction. The City will defer to ODOT for access management requirements.

SECTION 5.14 IMPROVEMENT REQUIREMENTS

(1) Water and Sewer connections. All developments requiring water within the SFR, GR, CR, CC, IC, and I zones shall be connected to City water and sanitary sewers. Developments in the RR zone and HC zone on Highway 126, east of Territorial Road, shall be required to hook up to city water and sanitary sewer when available, but connections are not required for development to occur.

The development is consistent with this standard. Public water and sewer are available in Territorial Highway, and the development proposal illustrates utilizing these public utilities with the new improvements.

(2) Agreement for Improvements. Before approval of a building permit, the land developer may be required to install required street, sidewalk, water, sewer, storm sewer, drainage and other required public facilities and shall repair existing streets and other public utilities damaged in the development or execute and file with the city an agreement between the owner of the land and the city specifying the period within required improvements and repairs shall be completed. If the improvements are not installed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the land developer.

The development is consistent with this standard. Territorial Highway is under the jurisdiction of ODOT. It also already has been improved with bicycle lanes and sidewalks.

(3) Specifications for Improvements. All improvements shall comply with the Public Improvement Specifications of Veneta Ordinances in addition to the standard of this ordinance. If the City does not have adopted standards or specifications, the developer shall submit proposed improvement standards and specifications to the City for approval by the City Engineer.

Public improvements are not expected to be necessary to serve the proposed development. This is not applicable to this project.

(4) Improvements within a Public Right-of-Way. A construction permit shall be required for all improvements constructed within a public right-of-way. The City Engineer shall have the authority to approve, disapprove, or modify construction permits and plans in accordance with Veneta Ordinances.

Public improvements are not expected to be necessary to serve the proposed development. This is not applicable to the project.

(5) Dedication of Street Right-of-Way. Before approval of a building permit, the City may require dedication of additional public right-of-way in order to obtain adequate street widths, in accordance with the Veneta Comprehensive Plan, Land Division Ordinance and any adopted street plans.

Dedication shall be considered whenever the existing street width adjacent to or within a development is of adequate width.

Dedication of street right-of-way is not required for the project.

(6) Utility and Drainage Easements. Before approval of a building permit, the City may require that an easement agreement be executed between the city and the property owner for sewer, water, electric, drainage, storm sewer or other public utility easements wherever necessary. The easements shall be at least fourteen (14) feet wide and located adjacent to lot or parcel lines, except for utility pole tieback easements which may be reduced to six (6) feet in width.

Utilities are already extended to this area. Easement dedication is not required with this project.

SECTION 5.16 STORMWATER DETENTION AND TREATMENT

As the City of Veneta develops, impervious surfaces create increased amounts of stormwater runoff, disrupting the natural hydrologic cycle. Without stormwater management, these conditions decrease groundwater recharge while increasing channel erosion and the potential for localized flooding. The City continues to use swales and other more natural methods to control and convey stormwater runoff, incorporating wetlands and other natural systems into stormwater drainage plans to the greatest extent possible rather than relying exclusively on pipes. Runoff from urban areas is a major source of pollution and watershed degradation. The City is currently a Designated Management Agency (DMA) under the Willamette Basin TMDL and as such is responsible for reducing pollutant loads transported to surface waters from runoff. In order to protect and enhance watershed health and long-term livability, the City requires that development comply with the following stormwater management criteria:

(1) For all projects that create greater than or equal to 1000 square feet of new impervious surface, stormwater detention and treatment facilities shall be provided. Detention and treatment facilities shall be designed and sized according to the City of Portland Stormwater Management Manual, Revision #4, August 1, 2008 which is adopted as the City's Stormwater Management Manual. Where the manual and this section conflict, this section shall prevail.

The paving/sidewalk improvements total less than the 1,000 sq.ft. impervious area threshold to require stormwater detention and treatment. Also, since the yurts are relatively small, and will not restrict runoff from draining underneath the floor, roof runoff is expected to mimic existing conditions.

END OF COMMENTS

City of Veneta
M E M O R A N D U M

DATE: January 27, 2016
TO: Attn: Kyle Schauer, Public Works Director
FROM: Lisa Garbett, City of Veneta
RE: Track 2 Site Plan (Major Amendment) Review,
City File# SR-5-15(A) – Yurtel, Bed and Breakfast
Assessor's Map/ Tax Lot No. 17-05-31-32-02300

The City has received a request for Track 2, Site Plan (Major Amendment) review for a Yurtel – Bed and Breakfast at 87991 Territorial Road, Veneta, OR, 97487.

This request is being forwarded for your review, comment and conditioning. If you have conditions of approval you would like incorporated into the City's consideration of this request, please list them and return to this office **no later than February 10, 2016**.

Please call me at 935-2191 ext. 304 if you are unable to return comments by this date.

Please reference file number SR-5-15(A) in your reply.

- We are not affected by the proposal.
- We have reviewed the proposal and have no comments. - 
- Our comments are attached.
- Our comments are:

City of Veneta - P.O. Box 458 - Veneta, Oregon 97487
Phone (541) 935-2191 - Fax (541) 935-1838

Lisa Garbett

From: CASWELL Matthew C <Matthew.C.CASWELL@odot.state.or.us>
Sent: Tuesday, February 09, 2016 9:02 AM
To: Lisa Garbett
Cc: PROCIW Jeffrey * Jeff; JONES April C
Subject: CHAMPS 78408: SR-5-15(A) - Yurtel, Bed & Breakfast (87991 Territorial Rd, Veneta, OR, 97487)
Attachments: Revised Sheet A2.pdf; Narrative 1.21.16.pdf; referrals - ODOT SR-5-15(A).doc

Lisa,

ODOT has no objections, conditions or requirements in regards to the use of the existing highway access and the issuance of a building permit for the Yurtel, Bed and Breakfast development site as detailed and referenced in the attached site plan and narrative. Please provide us with the City's decision, final site plan, and any conditions of approval.

Thank you for the opportunity to review and comment on the attached land use notice.

Sincerely,

Matt Caswell, P.E.

Oregon Department of Transportation
Development Review Coordinator
Region 2, 455 Airport Rd SE, Bldg. B
Salem, OR 97301-5395
503.986.2849 (Office)
503.986.2630 (FAX)
e-mail: matthew.c.caswell@odot.state.or.us

Lisa Garbett

From: INGRAM Daniel B <Daniel.Ingram@co.lane.or.us>
Sent: Tuesday, December 01, 2015 11:09 AM
To: Lisa Garbett
Cc: TAYLOR Becky
Subject: RE: Yurtel Bed & Breakfast (87991 Territorial Rd)

Map and Tax Lot No. 17-05-31-32-02300 is located within the City of Veneta and takes access from Territorial Highway. Territorial Highway is a State of Oregon facility subject to the jurisdiction of the Oregon Department of Transportation (ODOT). Transportation, access, and permitting issues within the right-of-way of Territorial Highway should be directed to ODOT.

The closest Lane County Road to the subject property is the Lane County portion of E. Bolton Road which is approximately 0.4 miles southeast of the subject property. The intersection of E. Bolton Road and Bolton Hill Road with Territorial Highway are both under the jurisdiction of the City of Veneta. The proposal is unlikely to significantly impact Lane County Transportation facilities.

Lane County Transportation Planning has no further comment on the proposal.

Thanks for providing the opportunity to review this proposal.

Daniel B. Ingram, P.E., P.L.S.
Senior Engineering Associate
Lane County Public Works
Phone: (541) 682-6996
e-mail: Daniel.Ingram@co.lane.or.us

From: Lisa Garbett [mailto:lgarbett@ci.veneta.or.us]
Sent: Monday, November 30, 2015 9:11 AM
To: INGRAM Daniel B
Subject: Yurtel Bed & Breakfast (87991 Territorial Rd)
Importance: Low

Hi Daniel,

The City of Veneta has received a request for Site Plan (Major Amendment) review for a "Yurtel Bed & Breakfast" located at 87991 Territorial Road, Veneta, OR 97487. Please see attached application. It's my understanding that Lane County is responsible for a portion of Bolton Hill Road and the intersection of Bolton and Territorial Rd. This application is near the intersection.

This request is being forwarded for completeness review only. If there is additional information necessary, please let me know no later than December 8th.

Thanks,
-Lisa

Lisa Garbett | Associate Planner
City of Veneta
P.O. Box 458
88184 Eighth Street
Veneta, OR 97487



WETLAND LAND USE NOTIFICATION RESPONSE
OREGON DEPARTMENT OF STATE LANDS
 775 Summer Street NE, Suite 100, Salem, OR 97301-1279
 Phone (503) 986-5200
www.oregonstatelands.us

DSL File Number: WN2015-0348

Cities and counties have a responsibility to notify the Department of State Lands (DSL) of certain activities proposed within wetlands mapped on the Statewide Wetlands Inventory. Lisa Garbett from city of Veneta submitted a WLUN pertaining to local case file #: SR-4-15A.

Activity location:

township: 17S	range: 05W	section: 31	quarter-quarter section:
tax lot(s): 2300			
street address: 87991 Territorial Rd			
city: Veneta		county: Lane	
latitude: 44.045902		longitude: -123.351004	

Mapped wetland/waterway features:

Oregon Removal-Fill requirement (s):

A state permit is required for 50 cubic yards or more of removal and/or fill in wetlands, below ordinary high water of streams, within other waters of the state, or below highest measured tide where applicable.

Your activity:

It is unlikely that there are jurisdictional wetlands or waterways on the property based upon a review of wetland maps, the county soil survey and other information.

Contacts:

For permit information and requirements contact DSL Resource Coordinator (see website for current list) http://www.oregonstatelands.us/DSL/contact_us_directory.shtml#Wetlands_Waterways

For wetland delineation report requirements and information contact DSL Wetlands Specialist (see website for current list)

http://www.oregonstatelands.us/DSL/contact_us_directory.shtml#Wetlands_Waterways

For removal-fill permit and/or wetland delineation report fees go to

http://www.oregon.gov/DSL/PERMITS/docs/ff_fees.pdf

A permit may be required by the U.S. Army Corps of Engineers (503-808-4373).

This is a preliminary jurisdictional determination and is advisory only.

Response by: Lauren Brown date: 12/07/2015



00590602200400459140030031

\$36.00

06/17/2004 08:13:14 AM

RPR-AGRE Cnt=1 Stn=6 CASHIER 07
\$15.00 \$10.00 \$11.00

After recording return to:
City of Veneta
P. O. Box 458
Veneta, Oregon 97487

IRREVOCABLE AGREEMENT

between James M. Haddock & Patricia Haddock and the City of Veneta

PETITIONER IS THE OWNER OF THE FOLLOWING DESCRIBED REAL PROPERTY:

Beginning at the Northwest corner of Lot 14, DALTON'S POULTRY FARMS, as platted and recorded in Book 10, Page 26, Lane County Oregon Plat Records; run thence East 261 feet; thence South 71 feet; thence West 261 feet to the West line of said Lot 14; thence North 71 feet to the point of beginning, in Lane County, Oregon.

EXCEPT all that portion described as Parcel 1 in Deed to the State of Oregon, by and through its Department of Transportation, Highway Division, recorded July 27, 1993, Reception No. 9346511, Lane County Official Records.

Petitioner hereby agrees to comply with the conditions of approval for the Site Plan (SR-6-03) approved for the above-described property located in Veneta, Oregon as follows:

- (1) At the end of two years from the date the Final Occupancy Permit is issued for the conversion of the dental office to a beauty shop, the water usage shall be reviewed and system development charges (SDCs) shall be re-evaluated. If water use increases to more than the average use for the dental office, the property owner will be required to pay additional water and sewer SDCs. If the review shows no increase in water usage, no additional charges shall be necessary.
- (2) The property owner shall be required to continually maintain all of the required parking areas, landscaping, and screening. All parking spaces shall be reserved for operable motor vehicles for customers, patrons, and employees only and shall not be used for storage of vehicles or materials.
- (3) Prior to paying of the rear parking lot, the property owner must obtain City of Veneta approval of a drainage plan which includes storm water detention in accordance with City standards.

The obligations of this agreement shall run with the land and shall be binding upon Petitioner and Petitioner's assigns and successors in interest. This agreement shall be recorded by Petitioner in the Deed Records of Lane County, Oregon. This agreement shall not be deemed finally accepted by the City of Veneta as satisfaction of conditions of approval for SR-6-03 until a copy of the recorded agreement with its recording information is returned to the City of Veneta.

This agreement is irrevocable and will remain in full force and effect until such time as amendments to the site plan have been granted by the City of Veneta.

If the City of Veneta is required to file any action in any court of competent jurisdiction to enforce this agreement or to prohibit the violation of any of the covenants contained herein, the prevailing party shall be entitled to recover reasonable attorney fees and costs and disbursements of litigation at trial or on appeal.

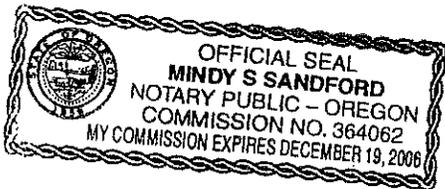
In construing this petition, singular words include the plural.

DATED this 5th day of May, 2004

By James M. Haddock
James M. Haddock

STATE OF OREGON)
) ss
County of Lane

Personally appeared before me this 5th day of MAY, 2004 the above named James M. Haddock.

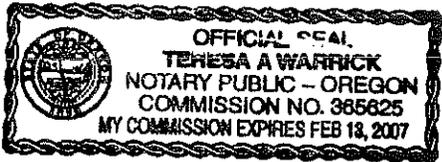


Mindy S. Sandford
Notary Public for Oregon
My Commission Expires: 12-19-06

By Patricia Haddock
Patricia Haddock

STATE OF OREGON)
) ss
County of Lane

Personally appeared before me this 5th day of May, 2004 the above named Patricia Haddock.



Theresa A. Warrick
Notary Public for Oregon
My Commission Expires: 2-13-07

ACCEPTANCE

The City of Veneta, Oregon, does hereby accept the Irrevocable Agreement between James M. Haddock & Patricia Haddock and the City of Veneta for Site Plan SR-6-03 this 11 day of May, 2004.


R. RIC INGHAM, City Administrator

STATE OF OREGON)
) ss:
County of Lane)

This instrument was acknowledged before me on the 11th day of May, 2004 by R. Ric Ingham as City Administrator of the City of Veneta.



Notary Public for Oregon Theresa A. Warrick
My Commission Expires: 2-13-07

VENETA PLANNING COMMISSION

AGENDA ITEM SUMMARY

TITLE/TOPIC: POTENTIAL CODE REVISIONS FOR OFF-STREET PARKING LOCATION

Meeting Date: March 1, 2016
Department: Community Development

Staff Contact: Kay Bork, Director
Email: kbork@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext.314

ISSUE STATEMENT

Planning Commission is being asked to review the final code amendments addressing parking lot locational standards before scheduling a public hearing for April 5, 2016.

BACKGROUND

At the February 2, 2106 meeting, Planning Commission reviewed several options for amending the code to address issues with the City's parking lot locational standards. Staff brought forward suggested amendments to address discrepancies between Sections 5.13(2)(a), 5.13(2)(l) and 5.20(3)(b) of the Veneta Land Development Ordinance.

After review Planning Commission selected **Option 2a** to amend section 5.13(2)(l) to allow off-street parking location standards to be adjusted under the Track 2 process for all commercial development by adding the CC zone. Planning Commission agreed the Highway Commercial is not required to meet the parking lot location standards since this zoning district is intended to serve auto travelers and therefore recommended eliminating the reference to all commercial uses from Section 5.20(3)(c).

The result of the amendments is commercial buildings in the RC, BC, and CC zones are required to locate parking to the side or rear unless approved through the Trak 2 Site Plan process. Criteria for the Trak 2 process are listed in Section 6.05(2) shown below.

Planning Commission also selected **Option 4b** to exclude industrial uses from the off-street parking location standards 5.20(3)(c), but still require loading docks be located to the side or rear of buildings.

Below are the proposed amendments to the code sections. Additions are underlined and deletions are shown with strikethrough.

Amend Veneta Land Development Ordinance Section 5.13(2)(l)

Where new off-street parking is to be provided in the RC, ~~and~~ BC, and CC zones, it shall not be located between a buildings' primary entrance and any street, except as approved through Track 2 Site Plan Review. (see figure 5.13(d) below)."

Amend Veneta Land Development Ordinance Section 6.05 (2)

Alternatives to the Commercial and Mixed Use Design Standards of Section 5.13, or Residential Design Standards of Section 5.29 or Off Street Parking Location Standards Section 5.20(20)(3)(c) may be

granted by the Planning Commission following a public hearing where the Commission finds that the alternative design:

- (a) Meets the purpose and intent of the applicable design standard being adjusted.
- (b) Conforms with the design guidelines provided in Section 5.13 or 5.29 as applicable.
- (c) Promotes pedestrian safety, convenience and comfort.
- (d) Contains architectural features substituting for code required features which are consistent with the overall design intent and composition of the building.
- (e) Maintains or enhances compatibility between new development and existing uses, including aesthetics and privacy for residential uses.”

Amend Veneta Land Development Ordinance Section 5.20(3)(c) and add subsection (d)

“(c) Parking lots ~~and loading docks~~ for new commercial, industrial, public, and semi-public buildings shall be located to the side or rear of the building, except as approved through Track 2 Site Plan Review.”

“(d) Loading docks for new commercial, industrial, public, and semi-public buildings shall be located to the side or rear of the building.”

Housekeeping Amendment

Staff is proposing an additional housekeeping amendment. The Veneta Land Development Ordinance doesn’t include the new language within the definition of ORS 92.010(12) which defines “property line adjustment” as “a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.” The ORS was amended in 2008 with the new definition.

Veneta Land Division Ordinance, Section 3.02 Property Line Adjustment Review Criteria reads:

“The tentative plan shall be clearly and legibly drawn to a scale of not less than one (1) inch equals 100 feet or multiples of ten (10) thereof. The Building and Planning Official shall approve, approve with conditions, or deny the request based on the criteria below.

(1) The property line adjustment does not create any new lots or parcels.”

Amend Veneta Land Division Ordinance Section 3.02 (1) to read as follows:

“(1) The Property line adjustment is a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.”

PLANNING COMMISSION

AGENDA ITEM SUMMARY

Title/Topic: 2015 Year End Planning and Building Activity Report

Meeting Date: March 1, 2016
 Department: Community Development

Staff Contact: Kay Bork, Community
 Development Director
 Email: kbork@ci.veneta.or.us
 Telephone Number: 541-935-2191 Ext.314

Current Planning Activity Summary

The table below summarizes 2015 Land Use applications and inquiries approved or in process as of December 31, 2015. The most significant applications for the year include Applegate Landing Phase 3 Final Plat, re-location of West Lane Technical Learning Center at the West Lane Shopping Center, Veneta Elementary School expansion, and approval of the Veneta Veterinary Hospital on Jeans Road. A complete list and details of land use applications approved in 2015 is on the City's web site at <http://www.venetaoregon.gov/planning/page/land-use-decisions>

Planning Applications & Inquiries for 2015	
Application Type	Year to Date Total
Pre Development	1
Amendment	1
Subdivisions	0
Subdivision Final Plat	1
Site Plan Reviews	1
Site Plan Amendment	6
Partitions	1
Property Line Adjustments	0
Variances	0
Temporary Use Permits Renewal	2
Temporary Use Permit	0
Conditional Use Permits	0
Zone Changes	0
Appeals	0
Tree Removal Type A	17
Tree Removal Type B	4
Tree Removal Type C	1
Chicken Permits	2
Inquiries	96
Total Permits/Applications	37

Building Permit Activity Summary

The table below summarizes building permits issued for each calendar year from 1999-2015. In 2015, the City issued 25 single family residential permits and 76 other building permits so far. The City has collected a total of \$473,615.25 in System Development Charges this year as of December 31, 2015.

Building Permits Issued By Year			
YEAR	New SFR	Other	Total
1999	23	72	95
2000	10	73	83
2001	35	140	175
2002	56	71	127
2003	115	67	182
2004	126	79	205
2005	112	108	220
2006	120	112	232
2007	55	125	180
2008	25	79	104
2009	23	64	87
2010	15	59	74
2011	12	63	75
2012	11	58	69
2013	30	81	111
2014	13	116	129
2015	25	76	101

Long Range Planning and Other Activities Summary

An Amendment and adoption of the Urban Renewal Plan including updated projects occurred in 2015.

Staff adopted proposed amendments to the Veneta Comprehensive Plan and Land Development Ordinance to reflect the recently adopted Residential Buildable Land Inventory and Housing Needs Analysis (2014) and Economic Opportunity Analysis (2015).

Staff will be bringing potential code updates to the Planning Commission in 2016 including options to amend off-street parking standards. City will likely enter into a contract with ODOT in the spring of 2016 to hire a consultant to update the City’s Transportation System Plan.