



MONROE PLANNING COMMISSION
August 3, 2020 6:00 PM
MONROE CITY HALL MEETING ROOM

Commission Members: Kathy Smith, Tim Eastridge, Dan Sheets, Fred Cuthbertson, Linda Fredricks, David Mills, John Greydanus

Staff: Tracy Floyd

- 1) OPENING: Call to Order/Pledge of Allegiance/Roll Call
- 2) PUBLIC ITEMS AND COMMENTS: (please limit your comments to less than 3 minutes)
- 3) APPROVAL OF MINUTES: Minutes of March 2, 2020
- 4) PUBLIC HEARINGS:
 - (a) A Public Hearing to receive public input regarding a site plan review application for a new RV pad in the Monroe City Park and allow for maintenance personnel to live on site to assist in the security of the park property and its amenities.
 - (b) A Public Hearing to receive public input regarding a site plan review application to re-occupy the former Hard Times Distillery at 175 S. 5th St and divide the building into an artist studio, storage area and a retail sales room. The application is accompanied by building permits that will be for both inside and outside improvements.
- 5) DECISION: Monroe City Park RV Pad
- 6) DECISION: 175 S 5th Street
- 7) OTHER BUSINESS:
 - (a) SDC Methodology
 - (b) Planning Project Updates
- 8) ADJOURNMENT:



The City of Monroe is an Equal Opportunity Provider and Employer

MONROE PLANNING COMMISSION MINUTES

March 2, 2020

6 PM

Monroe City Hall

Present: Chair; Kathy Smith, Commissioners: Fred Cuthbertson, Tim Eastridge, David Mills, Dan Sheets. Staff: Laurie Eastridge, Administrative Assistant, Patrick Depa, Benton County Associate Planner. Audience: CP; Floyd Billings, and Steve Wilson, MonteVista Homes.

Call to Order: Chair Smith called the meeting to order at 6:00 pm.

Public Comments: None

Approval of Minutes: Commissioner Eastridge moved to accept the December 3, 2019 minutes and Commissioner Mills seconded the motion. Ayes: All

PUBLIC HEARING: Chair Smith opened the Public Hearing at 6:02. Discussion on Draft System Development Charges Methodology. No script for the chair to follow was presented. Patrick Depa mentioned that from before when the SDC were developed it wasn't through this methodology, rather just gathered information from other cities to use. This current draft is a more scientific version of what was done in the past. Commissioner Cuthbertson questioned if the Planning Commission was to determine to recommend this to the Council, but not the rate of the SDC fees. Commissioner David mentioned that the system was fine, but the charges are high. Commissioner Eastridge would like to send this plan to the council, with the stipulation to stay with the current fees. Commissioner Sheets said that when there was a work session with City Council it was discussed to keep the current fee, but every year a 2% increase.

Staff Report: None given

Public Testimony: Steve Wilson with MonteVista Homes, which is based out of Bend and currently the builders in the Red Hills Subdivision. He gave several reasons why building homes in Monroe was appealing, between Corvallis and Eugene and people wanting to live in a more relaxing life style community. SDC charges can significantly impact the affordable level of homes. Commissioner Eastridge commented that the Red Hills Subdivision is the most up-to-date and current set up: curbs, gutters, sidewalks, etc... for the City of Monroe. Steve replied that the idea for system development charge is for the impact of future homes have on the city, not to bring it up to a higher standard. Chair Smith said that she's noticed that they are over in Red Hills, seven days a week. Commissioner Eastridge was impressed with the quality of the homes and how different each home looks. Steve replied that they have only so many plan designs, but each home can have different modifications to make it unique. Commissioner Cuthbertson asked Steve what is your target SDC fees? Steve comments: each community will be different depending on many factors; Land cost, material cost/delivery and labor.

Other public comments: CP Billings: this is the first group that encourages growth in the City. If we need to look at the SDC fees to keep growing, we need to look at it that way.

Chair Smith closed public hearing 6:28 pm.

Other discussion with the Draft SDC Methodology plan, included Fees, Transportation cost, increased city growth, etc... It was suggested that the Red Hills development be "grandfathered" into the current SDC fees.

Commissioner Eastridge made a motion to accept the methodology with the current SDC fees. After much discussion, the motion was amended that we table this until we can have another meeting, with Civil West and get some clarification to our questions. 2nd the motion by Commissioner Cuthbertson, Vote: All Ayes. Commissioner Cuthbertson suggested that there be a meeting with Rick and City Council Members to make a list of questions before meeting with Civil West.

Riparian Review: Patrick Depa led discussion on this. He will send Rick some information on this to give to all Planning Commissioners before the next meeting. Shaffer Creek and The Brickyard areas were mentioned.

Training and Review and Preparation for the Development Code Composition Project. Patrick Depa talked about Oregon's Statewide Planning Goals and Guidelines. Talked about the Planning Commission Responsibilities:

- Understand land use planning
- Reflect the values of the community
- Educate the public on land use
- Understand opportunities and limits of PC authority
- Understand the legislative and quasi-judicial processes
- Interpret and apply zoning ordinance provisions
- Make decision/recommendations.

Having a questionnaire for the community not just Monroe citizens might be something worthwhile to develop. Have a booth at Festival, Farmers Market, School events, etc...

Other business: Commissioner Eastridge asked what happened to the resolution to send to the council about inspections of driveways, yards for new development, and a fee. Did anything happen with this? It was called a Site Development Review. We need to find out what happened with this. Then Commissioner Eastridge asked about how many remonstrance accounts it has.

Adjournment: Chair Smith adjourned the Planning Commission meeting at 7:45 pm.

Minutes approved by Planning Commission action on April 6, 2020

Chair Kathy Smith

Date:

Submitted by: _____ Laurie Eastridge



STAFF REPORT

DATE:	July 28, 2020
PROPERTY OWNER:	City of Monroe
NATURE OF REQUEST:	RV Pad Approval
PROPERTY LOCATION:	24811 HWY 99W, Monroe, OR 97456
APPLICABLE CRITERIA:	Section (s) 4.400, 4.151, 2.400 & 3.400 of the MDC
ZONE DESIGNATION:	P (Public Use) & Highway Corridor Overlay Zone (HZ)
COMP. PLAN DESIGNATION:	Public
STAFF CONTACT:	Patrick Depa, Associate Planner
FILE NUMBER:	P20-05

NATURE OF THE PROCEEDING

The City of Monroe is proposing to add an RV pad to the east side of the old water treatment building in Monroe Park. This RV pad will be the site of a permanent park host. The City will set standard operating procedures for the park host, but essentially their function will be to monitor activity at the park and maintain the restrooms and picnic facilities. In a P (Public) Zone, any use or structure is permitted subject to the Site Plan Review procedures of Section 2.400 provided that it is governmentally owned and complies with all applicable provisions of City Codes governing the type of use or structure proposed. A Site Plan Review requires a "Limited Land Use Review" by the Planning Commission in conformance with Section 3.400.

COMMENTS

No public comments have been received at the time the staff report was written. Public Works, Police and Fire did not submit any comments.

BACKGROUND

1. The RV Pad will have direct access from Hwy 99W via the park entrance.
2. The City's sewer lagoons are currently located at the northern end of the park.
3. The City has just built a new restroom and picnic pavilion in Monroe Park to support the ball field and daily use of the park by its visitors.
4. The old and new water treatment facility is also located in the Park and enclosed by a fence.
5. The development code does not list specific public or semi-public uses allowed in the park but just that they be governmentally owned.

DECISION CRITERIA/FINDING OF FACT

Section 2.400(2) Site Plan Review RECOMMENDED FINDINGS APPLYING ORDINANCE CRITERIA. Decision Criteria. After an examination of the Site and prior to approval, the Planning Commission must make the following findings:

(a) That the characteristics of the proposed development are compatible with the land use zone, the surrounding area and potential impacts have been mitigated to the maximum extent practical.

The addition of a permanent host to live directly on the park property to monitor park facilities and serve as security for the City's Public Utilities is compatible with the land use zone and surrounding area.

(b) That the applicable provisions of city codes and ordinances are complied with.

The applicant meets all of the provisions required by Section 4.151 – Public Use Zone. The property is also within the Highway Corridor Overlay Zone (HZ) however, the required attributes for the HZ zone don't apply since there will be no permanent structures.

(c) That traffic congestion is avoided, pedestrian and vehicular safety is protected, and future street rights-of-way are protected.

The RV Pad will be entirely on the park's property outside of the public right of way and proposes no sight or vision obstructions.

(d) That proposed signs or lighting will not, by size, location or color, interfere with traffic, limit visibility or adversely impact adjacent properties.

No additional signs to the park are proposed.

(e) That adequate water, sewage disposal system and utilities for the proposed use are available.

The RV will have access to existing electric service which will be entirely on its own meter. The RV will be attached to the existing rest room sewage system and will have its own water tap.

(f) That drainage-ways are protected and drainage facilities provided.

The RV Pad will not impact the onsite storm water system or adjacent drainage ways.

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

The RV will be stationary for the most part and will not create noise, excessive light or any emissions that could be seen as a nuisance.

CONCLUSION

Staff concludes: The applicant meets all of the applicable provisions required by Section 2.400 – Site Plan review and Section 4.151 – Public Use Zone siting standards. The RV Pad and its host will be an asset to Monroe Park as it will help ensure the cleanliness and security of the Park.

RECOMMENDED MOTION AND CONDITIONS

Staff concludes that the site plan review for the proposed RV Pad can be approved as presented.

Recommended Motion:

I MOVE TO APPROVE the application by the City of Monroe to allow the installation of a RV Pad in its proposed location based on the findings of fact and the results of the approval criteria contained in the staff report dated July 28, 2020.

File # 2020-05



CITY OF MONROE

644 Commercial Street
PO Box 486
Monroe, OR 97456
541-847-5175; 541-847-5177 (FAX)
www.ci.monroe.or.us

APPLICATION FOR SITE DESIGN REVIEW

Fee: \$400

Applicant(s)

Name: _____ City of Monroe _____ Bus Phone: _____ 541-847-5175 _____

Address: 664 Commercial St Home Phone: _____

Monroe, OR 97456

Name: _____ Bus Phone: _____

Address: _____ Home Phone: _____

Interest in Property (Owner, Purchaser, Agent, etc.): _____ Owner _____

General Property Information

Street Address: _____ 24811 HWY 99W _____

Assessor's Map: _____ 14533 _____ Tax Lot: _____ 202550 _____ Zoning: _____ P _____

Existing Structures: Baseball dugouts, water treatment plant, wastewater treatment plant, old water treatment plant, storage, restroom and picnic structure

Current use(s) of the Property: City Park with Water Treatment and Wastewater Treatment

Describe the Proposed Use: City Park, this city is looking to add an RV pad to the east side of the old water treatment building. This RV pad will be the site of a permanent park host. The city will set standard operating procedures for the park host, but essentially their function will be to monitor activity at the park and maintain the restrooms and picnic facilities.

Required Application Information

Site Design Review Information. An application for site design review shall include the following information, as deemed applicable by the Planning Official:

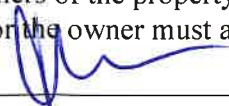
1. Site analysis map. At a minimum the site map shall contain the following:
 - a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between

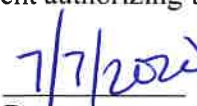
- the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;
- b. Topographic contour lines at intervals determined by the City;
 - c. Identification of slopes greater than 20 percent;
 - d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
 - e. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
 - f. Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
 - (1) Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
 - (2) Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
 - (3) The location, size and species of trees and other vegetation having a caliper (diameter) of 6 inches or greater at DBH;
 - g. North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed.
 - h. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
 - i. Other information, as determined by the Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features.
 - j. Proposed site plan. The site plan shall contain the following information, if applicable:
 - (1) The proposed development site, including boundaries, dimensions, and gross area;
 - (2) Features identified on the existing site analysis map, which are proposed to remain on the site.
 - (3) Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - (4) The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - (5) The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
 - (6) The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - (7) The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops as applicable);
 - (8) Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - (9) Loading and service areas for waste disposal, loading and delivery;
 - (10) Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
 - (11) Location, type, and height of outdoor lighting;
 - (12) Location of mail boxes, if known;
 - (13) Name and address of project designer, if applicable.
 - (14) Location of bus stops and other public or private transportation facilities.
 - (15) Locations, sizes, and types of signs.

- (16) The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with the Philomath Municipal Code.
2. Architectural drawings. Architectural drawings shall be submitted showing:
 - a. Building elevations with building height and width dimensions;
 - b. The name of the architect or designer.
 3. Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required.
 4. Landscape plan. A landscape plan is required and shall show the following:
 - a. The location and height of existing and proposed fences and other buffering or screening materials;
 - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
 - d. Existing and proposed building and pavement outlines;
 - e. Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule.
 - f. Other information as deemed appropriate by the Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 18.70 of the Philomath Municipal Code.
 5. Sign drawings shall be required in conformance with the City's Sign Code, PMC 18.95.
 6. Copies of all existing and proposed restrictions or covenants.
 7. Letter or narrative report documenting compliance with the applicable approval criteria for a Site Design Review.

Signature(s)

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.




Date

Date

Processing Information

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony to the Planning Official prior to any decision. The City will also send notices regarding the application and final decision to the applicant, affected *government* agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

Anyone who submitted written testimony to the Planning Official may appeal a decision of the Planning Official to the Planning Commission by filing an appeal application with the City within 14 days of the decision.

For Office Use Only

Date Application Received: 7/7/2020 Receipt Number: _____ By: _____

File Number Assigned: 202005 Date Application Deemed Complete: _____



Find address or place



Stm

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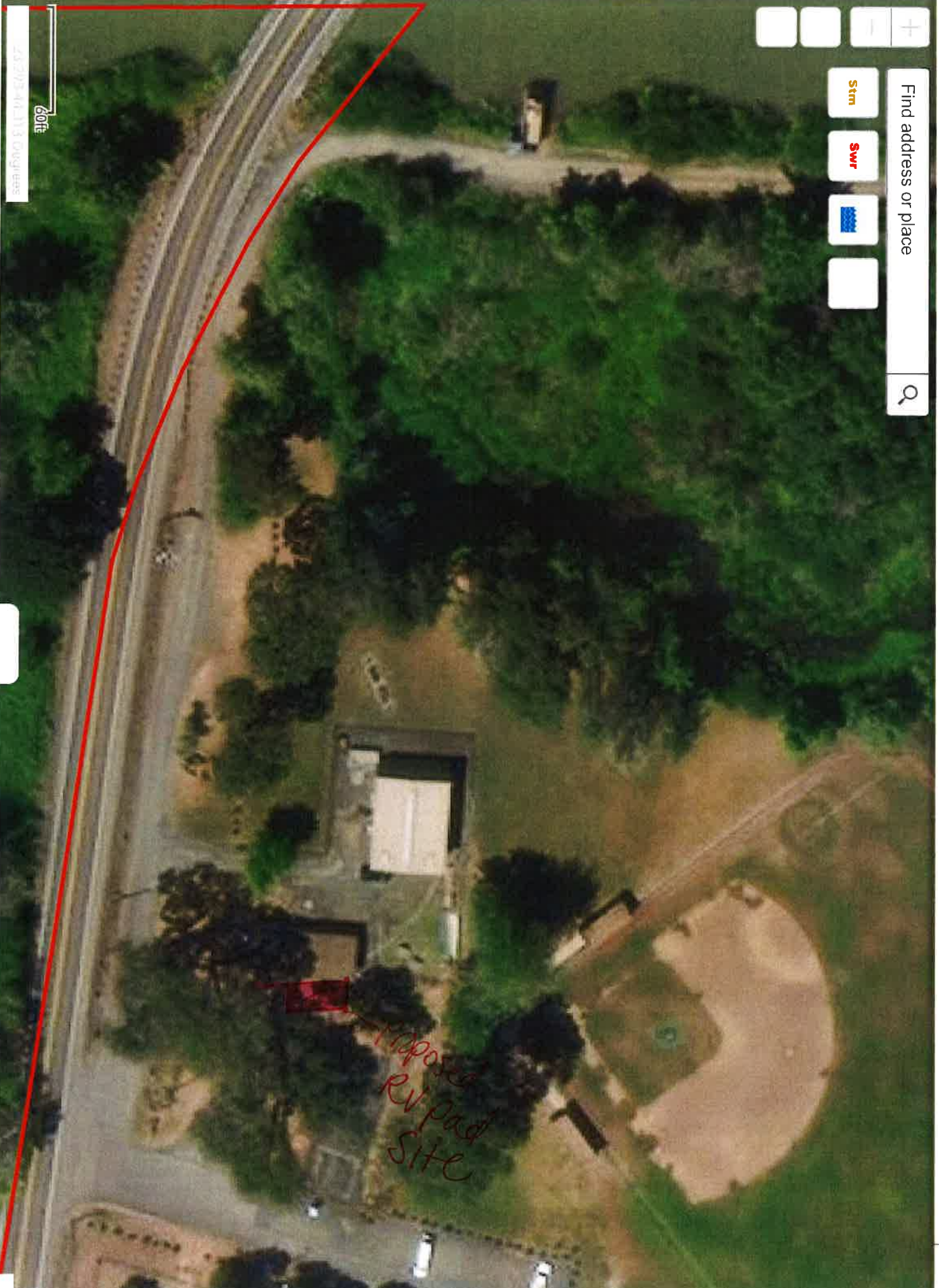
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60ft

43°02'41" N 113°00'00" W



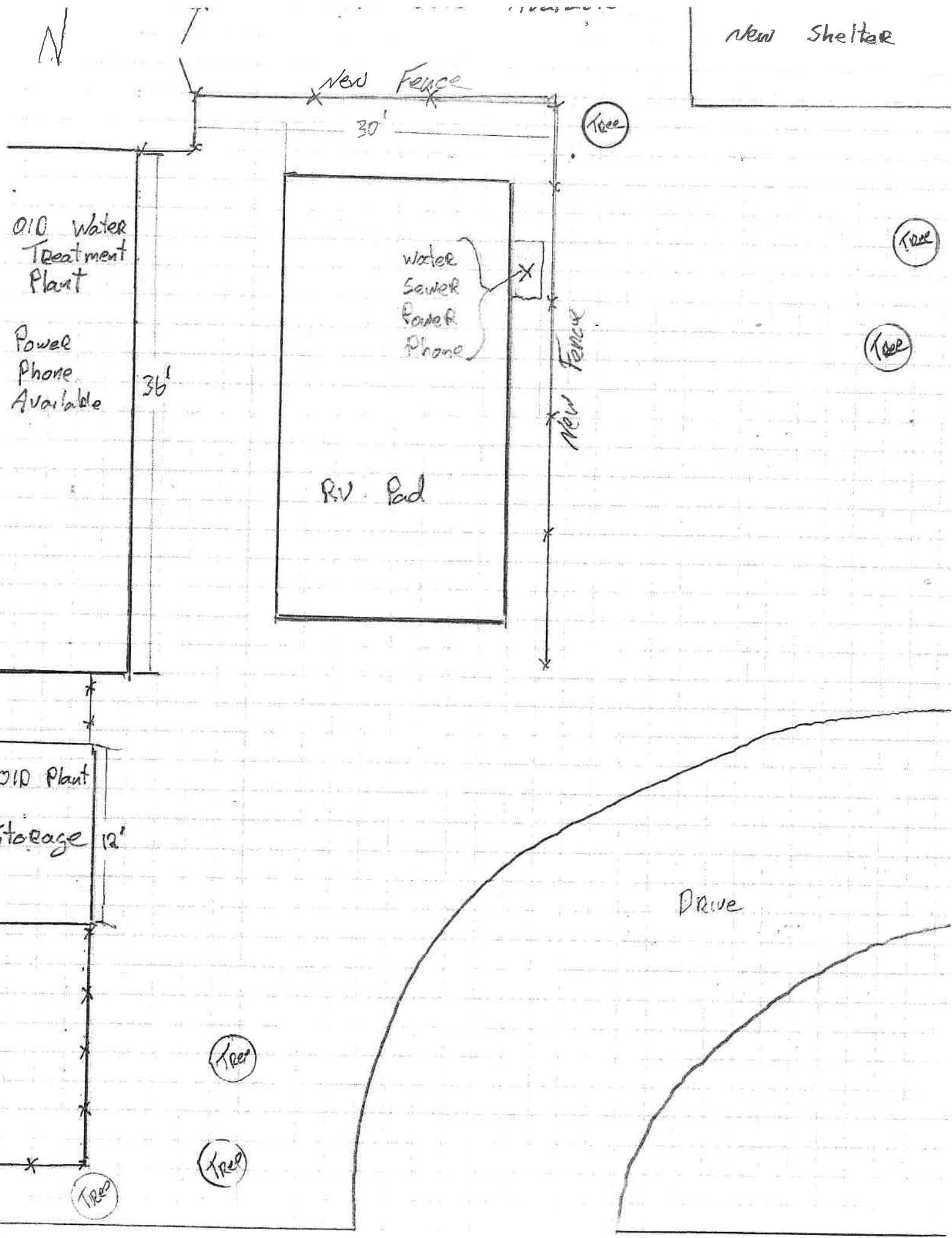
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Benton County, Oregon



N

New Shelter



N

New Shelter

New Fence

30'

Tree

Tree

Tree

Old Water Treatment Plant

Power Phone Available

36'

Water Sewer Power Phone

New Fence

Rv Pad

Old Plant

Storage

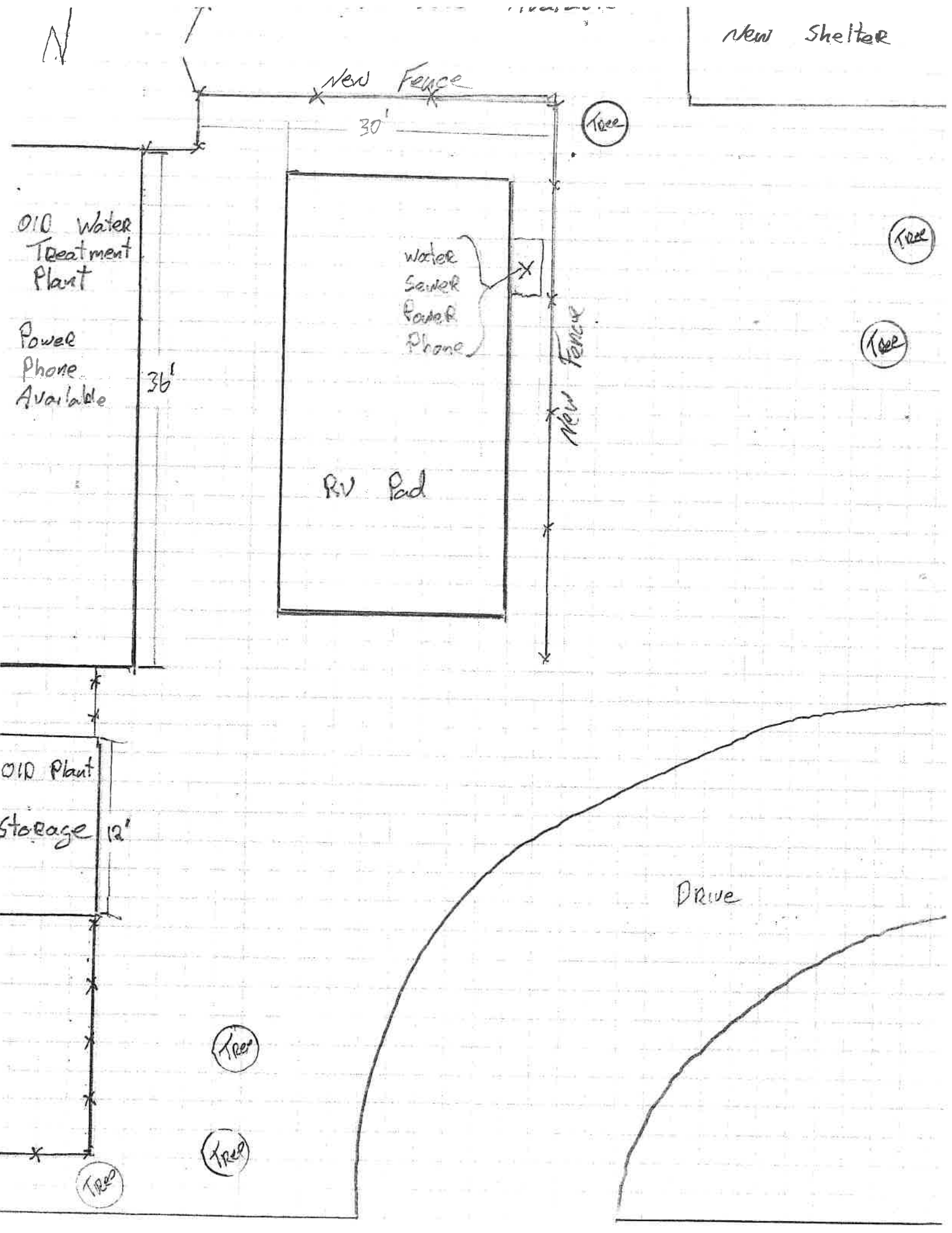
12'

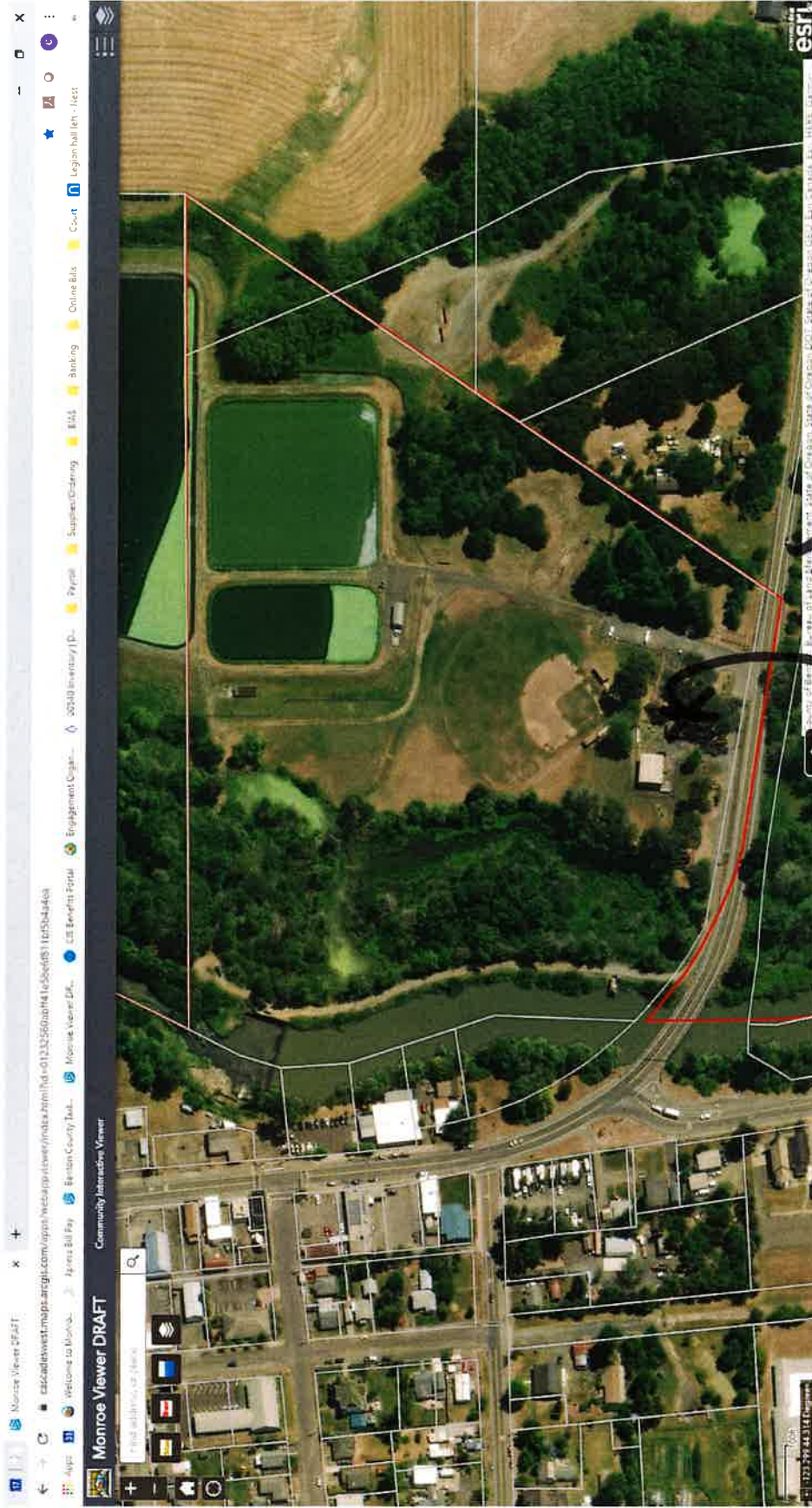
Drive

Tree

Tree

Tree





File 2020-01-20

New RV Pad Location

Designated for a Security and Maintenance Employee

New Shelter and
Rest Rooms

New RV Pad





+STAFF REPORT

DATE:	July 28, 2020
PROPERTY OWNER:	Nystrom Holdings, LLC
NATURE OF REQUEST:	Art Studio and Retail Shop
PROPERTY LOCATION:	175 S 5 th Street, Monroe, OR 97456
APPLICABLE CRITERIA:	Section (s) 4.400, 4.121, 2.400 & 3.400 of the MDC
ZONE DESIGNATION:	C (Commercial) & Highway Corridor Overlay Zone (HZ)
COMP. PLAN DESIGNATION:	Commercial
STAFF CONTACT:	Patrick Depa, Associate Planner
FILE NUMBER:	P20-13

NATURE OF THE PROCEEDING

The applicant is proposing to renovate and re-occupy the former Hard Times Distillery building located in Monroe's Downtown Commercial District for the purposes of establishing an Art Studio with a retail component. An art studio and retail shop are a permitted use in the commercial district however, the property is also in the city's Highway Corridor Overlay Zone (HZ) and all land use actions in the HZ are subject to the Site Plan Review procedures of Section 2.400. A Site Plan Review requires a "Limited Land Use Review" by the Planning Commission in conformance with Section 3.400.

COMMENTS

No public comments have been received at the time the staff report was written. Public Works, Police and Fire did not submit any comments.

BACKGROUND

1. The current building on the site was built in 1980.
2. On May 22, 2017 the City of Monroe's City Council adopted the Highway Corridor Overlay Zone (HZ).
3. The proposed Art Studio and retail shop is in line with the policies of the City's new comprehensive plan.
4. The art studio will continue to use the existing approach and will have direct access from Hwy 99W.
5. The existing building will mostly remain but with minor improvements that bring it closer in line with the requirements of the HZ District.
6. The property owners also own the one acre vacant parcel adjacent to the river and the development if the owners ever decide to expand.

DECISION CRITERIA/FINDING OF FACT

Section 2.400(2) Site Plan Review RECOMMENDED FINDINGS APPLYING ORDINANCE CRITERIA. Decision Criteria. After an examination of the Site and prior to approval, the Planning Commission must make the following findings:

(a) That the characteristics of the proposed development are compatible with the land use zone, the surrounding area and potential impacts have been mitigated to the maximum extent practical.

The proposed upgrades to the building and its amenities is compatible with the land use zone and surrounding area. Improvements include a new entrance way, new paved parking, street and parking area landscaping, new decorative lighting & signage that includes a mural.

(b) That the applicable provisions of city codes and ordinances are complied with.

The applicant meets all of the provisions required by Section 4.121 – Commercial Zone. The property is also within the Highway Corridor Overlay Zone (HZ) where new and renovated structures shall be compatible with the existing pattern in architectural design. The proposed improvements meets the intent of the HZ for this scale of development.

(c) That traffic congestion is avoided, pedestrian and vehicular safety is protected, and future street rights-of-way are protected.

The existing approach meets ODOT standards with plenty of room to pull completely off the highway and clear the driveway into the parking lot. The parking lot is completely being paved with a total of seven parking stalls which include an ADA space and plenty of room to expand to the east side of the site if needed. The paved parking area will ensure that vehicles will not be constantly bringing gravel from the site to HWY 99W.

(d) That proposed signs or lighting will not, by size, location or color, interfere with traffic, limit visibility or adversely impact adjacent properties.

All proposed lighting is directed downward to not interfere with vehicles traveling on HWY 99W. The applicant is proposing to reuse the existing ground signage structure and paint a mural on the side of the building which will not limit visibility or impact adjacent properties.

(e) That adequate water, sewage disposal system and utilities for the proposed use are available.

The current building has access to the City's existing water and sewer infrastructure.

(f) That drainage-ways are protected and drainage facilities provided.

The new parking area is designed with a storm water system that will not impact adjacent properties or other offsite and adjacent drainage ways.

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

The proposed use of an art studio and retail shop will not create noise, excessive light or any emissions that could be seen as a nuisance.

CONCLUSION

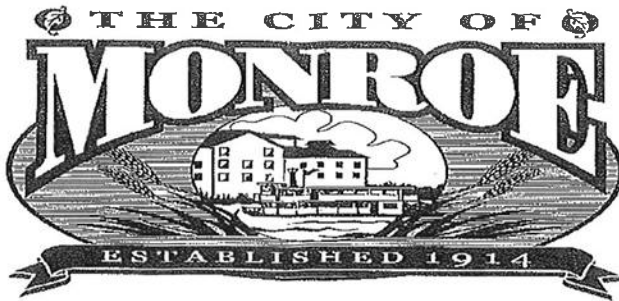
Staff concludes: The applicant meets all of the applicable provisions required by Section 2.400 – Site Plan review and Section 4.121 – Commercial Zone siting standards. The proposed building interior and exterior renovations and the onsite improvements will have a positive impact to Monroe’s downtown corridor.

RECOMMENDED MOTION AND CONDITIONS

Staff concludes that the site plan review for the proposed Art Gallery can be approved as presented.

Recommended Motion:

I MOVE TO APPROVE the application by Nystrom Holdings LLC to allow the renovation and re-occupancy at 175 S 5th Street for the use as an Art Studio and retail shop based on the findings of fact and the results of the approval criteria contained in the staff report dated July 28, 2020.

**CITY OF MONROE**

644 Commercial Street
 PO Box 486
 Monroe, OR 97456
 541-847-5175; 541-847-5177 (FAX)
 www.ci.monroe.or.us

APPLICATION FOR SITE DESIGN REVIEW

Fee: \$400

Applicant(s)

Name: Nystrom Holdings Bus Phone: 541-913-2393
 Address: 25674 Cherry Cr. Rd. Home Phone: 541-847-5701
Monroe, OR

Interest in Property (Owner, Purchaser, Agent, etc.): ☒ Owner _____

General Property Information

Street Address: 175 S.5th St, Monroe, OR 97456

Assessor's Map: 14533AB Tax Lot: 00902 and 00900 Zoning: C

Existing Structures: Distillery building on lot 902 and CMU restroom on lot 900

Current use(s) of the Property: Distillery and tasting room.

Describe the Proposed Use: The distillery area will be divided into art studio and storage.
Tasting room will become retail sales room.

Required Application Information

Site Design Review Information. An application for site design review shall include the following information, as deemed applicable by the Planning Official:

Site analysis map. At a minimum the site map shall contain the following:

The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;

Topographic contour lines at intervals determined by the City;

Identification of slopes greater than 20 percent;

The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;

Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;

Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;

Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;

Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;

The location, size and species of trees and other vegetation having a caliper (diameter) of 6 inches or greater at DBH;

North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed.

Name and address of project designer, engineer, surveyor, and/or planner, if applicable.

Other information, as determined by the Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features.

Proposed site plan. The site plan shall contain the following information, if applicable:

The proposed development site, including boundaries, dimensions, and gross area;

Features identified on the existing site analysis map, which are proposed to remain on the site.

Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;

The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;

The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;

The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;

The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops as applicable);

Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;

Loading and service areas for waste disposal, loading and delivery;

Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;

Location, type, and height of outdoor lighting;

Location of mail boxes, if known;

Name and address of project designer, if applicable.

Location of bus stops and other public or private transportation facilities.

Locations, sizes, and types of signs.

The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with the Philomath Municipal Code.

Architectural drawings. Architectural drawings shall be submitted showing:

Building elevations with building height and width dimensions;

The name of the architect or designer.

Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. The preliminary grading plan shall show the location and extent to which grading will

take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required.

Landscape plan. A landscape plan is required and shall show the following:

The location and height of existing and proposed fences and other buffering or screening materials;

The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;

The location, size, and species of the existing and proposed plant materials (at time of planting);

Existing and proposed building and pavement outlines;

Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule.

Other information as deemed appropriate by the Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 18.70 of the Philomath Municipal Code.

Sign drawings shall be required in conformance with the City's Sign Code, PMC 18.95.

Copies of all existing and proposed restrictions or covenants.

1. Letter or narrative report documenting compliance with the applicable approval criteria for a Site Design Review.

Signature(s)

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

Edel J. N. P.

5/22/20
Date

Dan H. N. P.

5/22/20
Date

Processing Information

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony to the Planning Official prior to any decision made by the Planning Commission. If the application is approved, all conditions of approval shall be specified in the Planning Commission Minutes and posted to the City's web site. All conditions must be satisfied within the time specified in the approval.

Anyone who submitted written testimony to the Planning Official or gave testimony at the Planning Commission meeting may appeal a decision of the Planning Commission to the City Council by filing an appeal application with the City within 14 days of the decision.

For Office Use Only

Date Application Received: 6/15/2020 Receipt Number: 3323 By: TF
File Number Assigned: 2020-13 Date Application Deemed Complete: _____

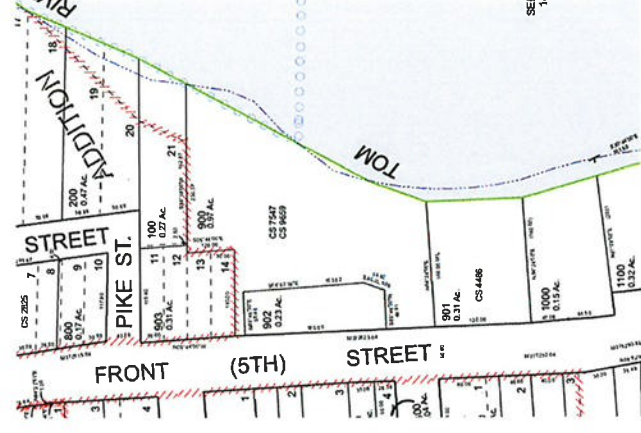
[illegible]

ART STUDIO SITE INFORMATION:
175 S 5TH ST MONROE, OREGON 97456

TAX LOT #: 14533AB00902 AND
(14533AB00900)

ZONE CC - NO SETBACKS

LANDSCAPING:
**ALL TREES (6) TO BE PISTACIA CHINENSIS*
1.5" CALIPER.
**ALL SHRUBS (2) TO BE RHAPHIOLEPIS
INDICA "BALLERINA" - 1 GALLON.



1 **Site Plan**
G-003 **SCALE: 1" = 40'**

TAX LOT MAP

REV 1 / 11-12-19 / Plan Review Revisions 1.

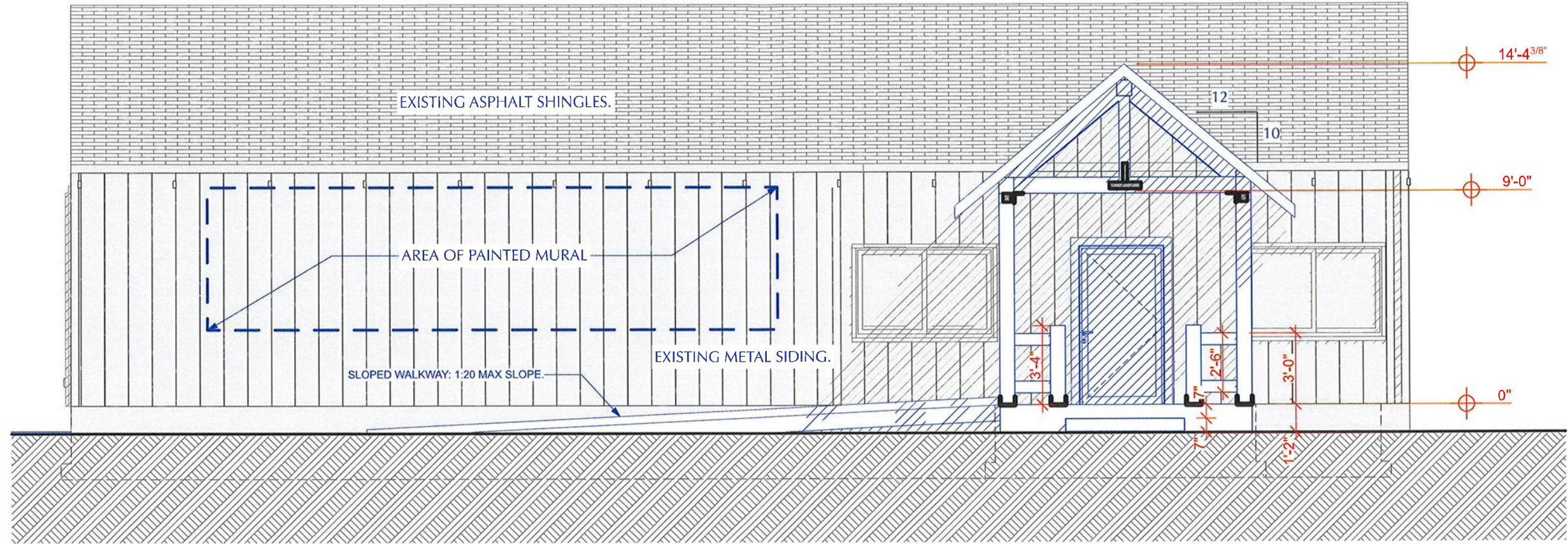
Extended Site Plan

Nystrom

Art Studio
175 S 5TH ST
Corvallis, OR
541-847-5700

G-003

REGISTERED ARCHITECT
4711
LORI STEPHENS
CORVALLIS, OREGON
STATE OF OREGON



1
/01

West Elevation
SCALE: 1" = 5'

West Elevation

/01

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541-847-5700

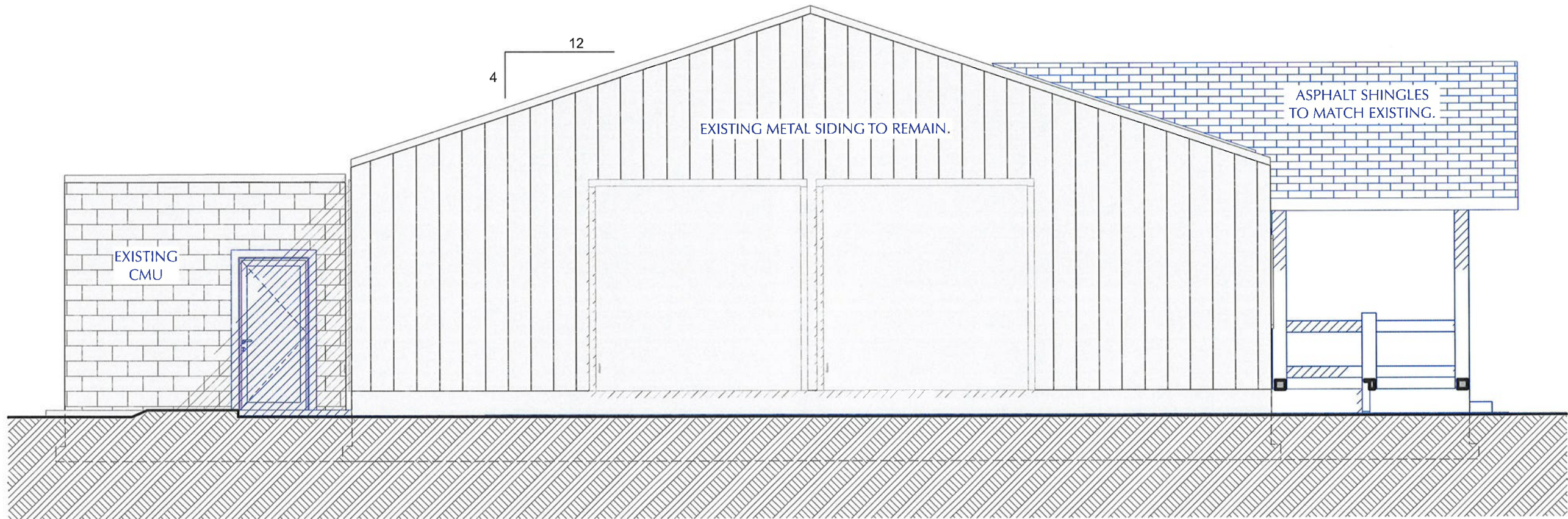
DATE OF ISSUE: Tuesday, June 9, 2020

CAD FILE NAME: distil E 1.pln

DRAWN BY: #CAD Technician Full Name

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1
/02

North Elevation
SCALE: 1" = 5'



North Elevation

/02

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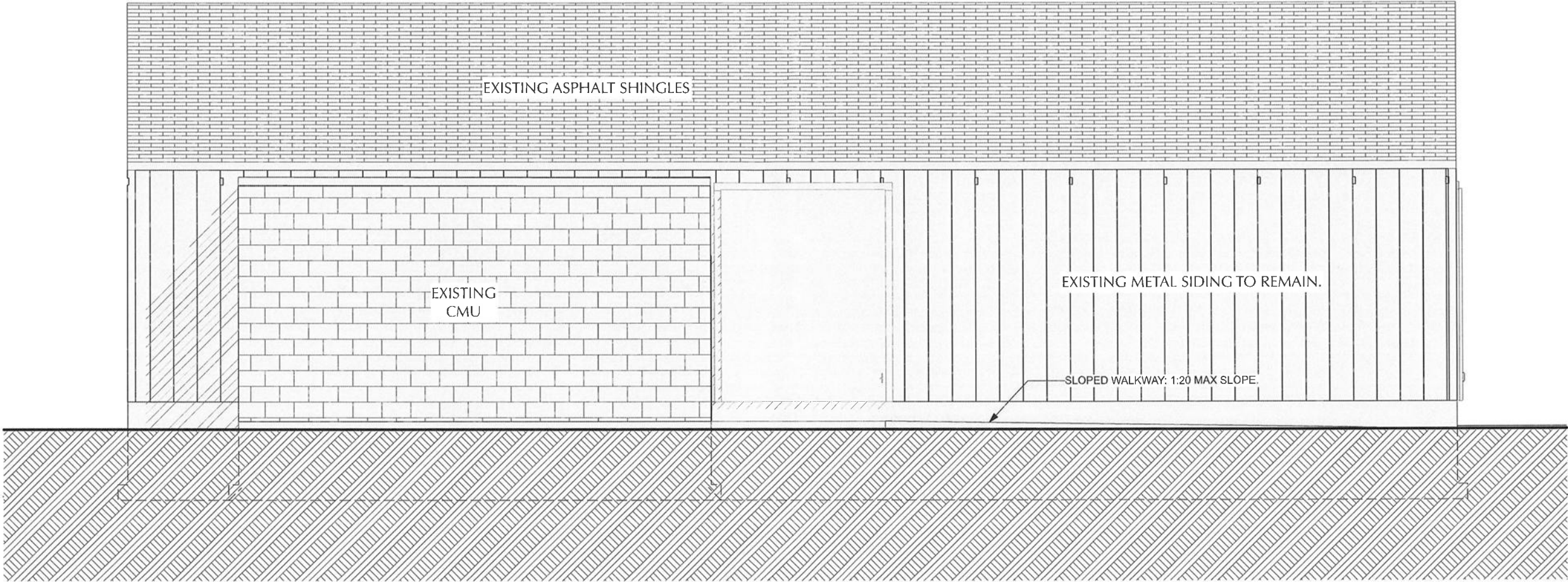
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1
/03

East Elevation
SCALE: 1" = 5'



East Elevation

/03

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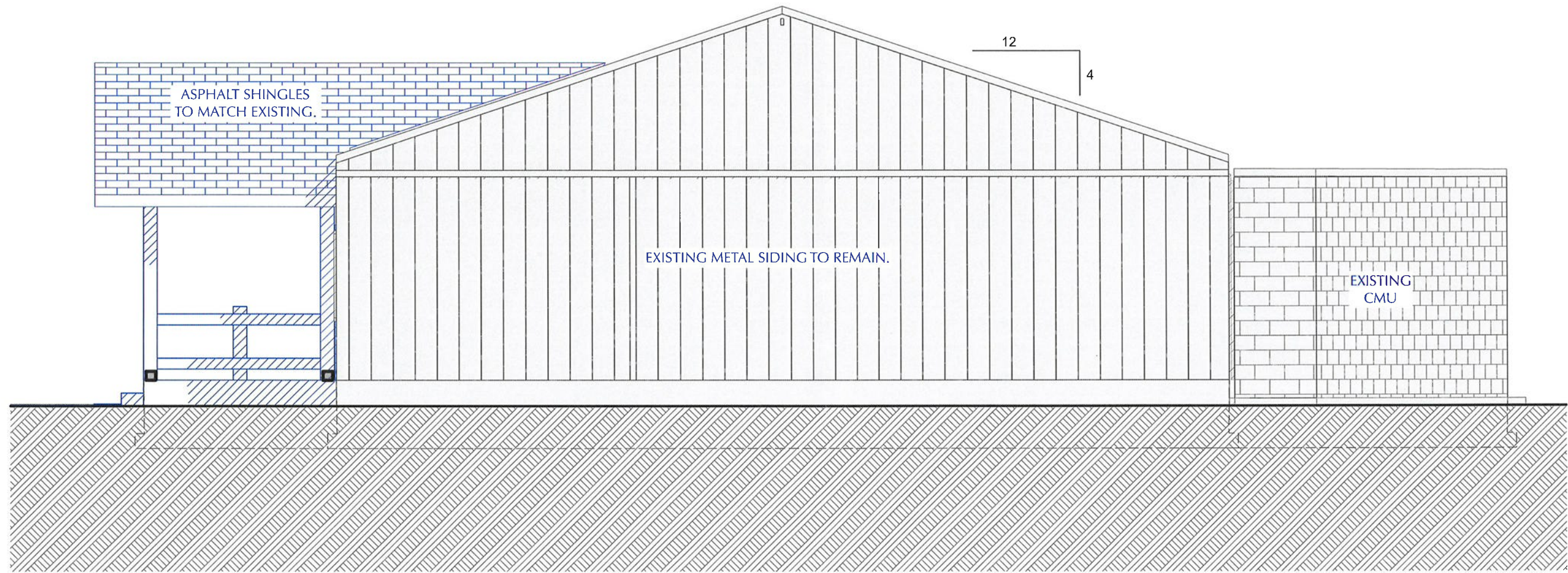
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1
/04

South Elevation
SCALE: 1" = 5'



South Elevation

/04

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Corvallis, OR
541-847-5700

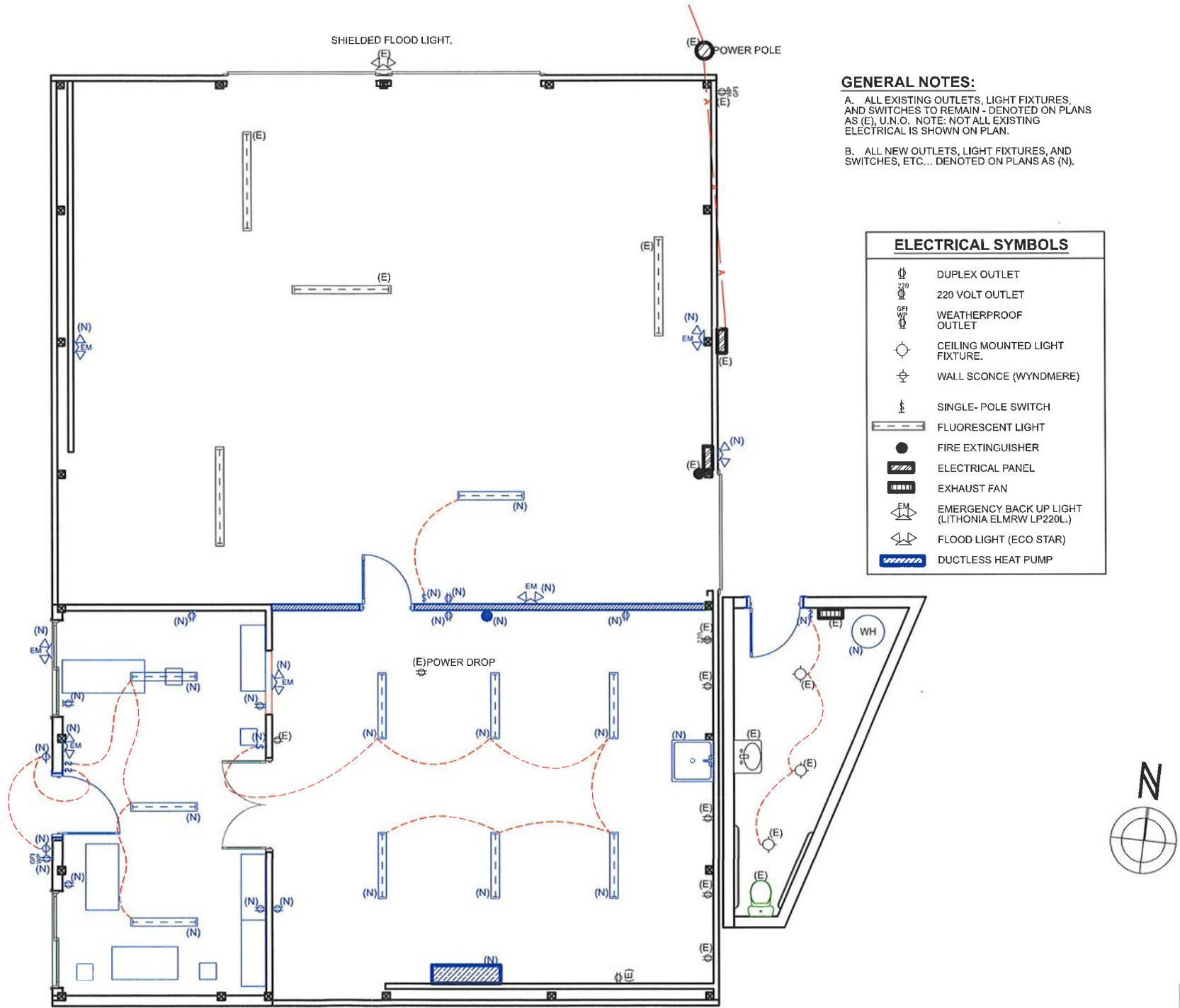
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BROADLEAF ARCHITECTURE
534 NW 4TH ST
CORVALLIS, OR 97330



GENERAL NOTES:
A. ALL EXISTING OUTLETS, LIGHT FIXTURES, AND SWITCHES TO REMAIN - DENOTED ON PLANS AS (E), U.N.O. NOTE: NOT ALL EXISTING ELECTRICAL IS SHOWN ON PLAN.
B. ALL NEW OUTLETS, LIGHT FIXTURES, AND SWITCHES, ETC., DENOTED ON PLANS AS (N).

ELECTRICAL SYMBOLS	
	DUPLEX OUTLET
	220 VOLT OUTLET
	WEATHERPROOF OUTLET
	CEILING MOUNTED LIGHT FIXTURE
	WALL SCONCE (WYNDMERE)
	SINGLE- POLE SWITCH
	FLUORESCENT LIGHT
	FIRE EXTINGUISHER
	ELECTRICAL PANEL
	EXHAUST FAN
	EMERGENCY BACK UP LIGHT (LITHONIA ELMRW LP220L.)
	FLOOD LIGHT (ECO STAR)
	DUCTLESS HEAT PUMP

1
/05 Lighting
NOT TO SCALE



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Art Studio
175 S 5TH ST
Corvallis, OR
541-847-5700

Lighting

105

June 9, 2020

City of Monroe
644 Commercial St.
PO BOX 486
Monroe, OR 97456

RE: Site Design Review - Art Studio at 175 S 5th St, Monroe, OR 97456

SITE DESIGN REVIEW NARRATIVE :

5.120 Parking :

Parking lot will be paved with 2" asphaltic concrete over a 4" aggregate base. Landscape islands will be protected by a 6" high concrete curb.

5.121 Off Street Parking Requirements :

Per (6)(a), one standard parking space is provided for the retail space. There is also an ADA Van accessible parking stall with access aisle. In addition, three standard parking spaces and two compact spaces are provided for the studio and storage areas.

5.126 Storm Drainage :

The parking lot will slope to drain to the north and east where vast areas of gravel exist. The paved area is 3,000sf. The area of gravel north of the parking area and on the same lot is 2,150sf. The other lot of gravel to the north and directly to the east (between the parking lot and the river) is 32,600sf and has the same property owner. We proposed an infiltration basin at the north east corner of the parking lot. See attached letter from Streamline Engineering and see site plan for location.

5.134 Landscaping, Fencing, and Screening :

10% of a commercial property must be landscaped. Lot 900 is 10,308sf. 10% of 10,308sf is 1,031sf. On the west side of the building is our landscape area of 1,093sf consisting of existing grassy lawn, pathways, and entry deck. There will be (2) 1 gallon drought-tolerant shrubs (*Raphiolepis indica* 'ballerina') planted by the entry deck.

Per parking areas (5)(i), 5% of the parking/maneuvering areas must be landscaped. The asphaltic parking lot area is 2,700sf. 5% of 2,700sf is 135sf. There are two landscape islands proposed on either side of the entry driveway and contiguous to the parking area. The landscape islands will have one drought-tolerant tree (*Pistacia chinensis* of 1.5" caliper) each and total 136sf.

Per (5)(l), parking and maneuvering areas are separated from the building by a 5' wide concrete walkway.

Per (5)(m) and (11), the garbage and recycling area is screen located behind the building (east of the building) and is screened from street views by the building walls.

Per (6), we will be using drought-tolerant plants in lieu of irrigation.

Per (8), 4 drought-tolerant (*Pistacia chinensis*) 1.5" caliper street trees will be planted a maximum of 30ft apart (not including the driveway).

5.135 Exterior Lighting :

Exterior lighting will consist of an existing flood light high on the north wall of the building. It has a light obscuring lens. New flood lighting will be added which is directed downward. Wall sconces also will have covers to direct light downward. See attached cut sheets.

5.136 Signs :

There will be a mural denoting the art studio painted on the west side of the building.

Please let me know if you have any questions.

Sincerely,



Lori Stephens
Architect, AIA
Broadleaf Architecture PC
534 NW 4th St,
Corvallis, OR 97330



MEMORANDUM

Streamline Engineering

P.O. Box 975
Philomath, Oregon 97370
Cell (541) 231-7351
bpstream@peak.org

To: Lori Stephens / Broadleaf Architecture

Date: June 09, 2020

Re: Community Art Center – Monroe, Oregon
Storm Water drainage considerations

From: Bill Patton

SUBJECT SITE

The Subject Site is Tax Map 14533AB Lot 00902, at 175 South 5th Street, Monroe Oregon. Refer to Drawings G-002 and -003 for illustration.

The neighboring parcel east of the Subject Site is Lot 00900, and is owned by Owners of the Subject Site.

RECOMMENDATION

- A. As described in the following, it is recommended the proposed site improvements include surface grading to yield drainage to an infiltration basin in the northeast corner of the proposed paved vehicle park area on the Subject Site (Tax Lot 00902). The infiltration basin should be carefully maintained to prevent development of wetland vegetation or conditions.
- B. If the City requires additional drainage facilities, it is recommended a shallow swale be excavated to provide a continuous drainageway from the infiltration basin across Tax Lot 00900; this swale would serve to convey overflow from the infiltration basin during major storm events.
 - a) Such a swale should be located near the north boundaries of the Subject Site and Tax Lot 00900 to reduce likelihood of conflict with any future uses of Tax Lot 00900.
 - b) If required by the City, an easement for the swale should be granted by Tax Lot 00900 to Tax Lot 00902 for drainage and for maintenance of the swale.
 - c) Such a swale, if required, should be carefully maintained similar to infiltration basin maintenance to prevent development of wetland vegetation or conditions.

BACKGROUND

1. At your request, I have reviewed the site and City of Monroe Land Use Development Code regarding storm drainage.
2. Proposed improvements associated with the Community Art Center are considered by the City to constitute a change-of-use of the site. Proposed site improvements include paving a vehicle park area to satisfy City requirements for change-of-use.
3. The Site Plan indicates a rectangular area at the northeast corner of the proposed paved area on the Subject Site (Tax Lot 902) is to remain unpaved.
4. Existing conditions indicate storm water drainage is via surface flow across the Subject Site and continuing by surface flow across Tax Lot 00900. Portions of Tax Lot 00900 slope steeply down to Long Tom River, but no continuous channel is apparent across the upper portions of the Subject Site or Tax Lot 00900.
5. City Land Development Code Section 5.126 indicates "Property owners shall provide proper drainage and shall not direct drainage across another property except within a continuous drainageway."
6. Oregon law restricts increase in surface runoff across neighboring properties.

CONCLUSIONS AND RECOMMENDATIONS

- A. The proposed site improvements do not significantly alter the area of impervious surface.
 - a) It is our understanding no significant change in size is proposed for the existing structure.
 - b) According to NRCS TR-55, compacted gravel surfaces are considered to yield only slightly more storm water available for runoff than paved areas. The Subject Site has long been hard-packed gravel subject to heavy traffic.
- B. Any such minor increase in surface water available for runoff can be mitigated by inclusion of an infiltration basin with site improvements.
- C. The rectangular area at northeast corner of proposed pavement area lends itself to a location for infiltration basin.
 - a) It would be advantageous to slope the paved area away from the structure.
 - b) Infiltration would be enhanced at this location before surface water has opportunity to drain across the neighboring Tax Lot 00900.

D. Preparation of the infiltration basin should include

- a) Excavation as necessary to remove compacted material and material that might otherwise tend to re-compact itself.
- b) Loosening and scarification of soil as necessary to yield permeable conditions at the bottom of basin.
- c) Observation of soil types and strata during preparation, by Architect, Engineer or other qualified consultant.

E. Maintenance of the infiltration basin should include

- a) Annual (or semi-annual, if necessary) loosening and scarification of soil to maintain permeable characteristics;
- b) Annual (or semi-annual, if necessary) removal of any wetland vegetation;
- c) Observation of infiltration performance, and if needed
 - enlargement of basin,
 - removal of any impediments to infiltration,
 - loosening of soil.

F. If basin performance is deemed by the Owner, City, Architect or Engineer to be inadequate, additional measures may be necessary to meet requirements of Section 5.126 of the City Land Development Code.

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A classic design, the bulb guard, and round wall plate of this outdoor light give it an old-time feel.

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PRODUCT DETAILS

The antique bronze finish that takes center stage in this classic design is hand-applied in a multi-step process. The functional bulb guard adds a cozy, old-fashioned charm to the look.

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- 9" high x 6 1/4" wide. Extends 6 1/2" from the wall.
- Uses one maximum 60 watt standard-medium base bulb (not included).
- Industrial lighting style porch or garage wall light by Minka Lavery. Wire cage elements around the glass.
- Antique bronze finish. White glass globe.
- Wet location rated for outdoor use.

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Outdoor Ceiling
\$99.99



Urban Barn
Collection 13" High
Bronze Outdoor Wall
\$79.99



Franklin Park 16"
High Bronze Metal
Cage Outdoor Wall
\$199.99

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QUESTION:**Will LED bulb with photo cell work?**

Ben G on Oct 19, 2018

ANSWER:

Hi, due to the frosted glass an LED bulb with photocell may not function properly.

[Reply](#) · [Inaccurate](#) · [Juan L](#) Staff on Oct 19, 2018[Add Answer](#) · I Have This Question Too (0)**QUESTION:****What size bulb base, specifically, which base code, does this fixture take?**

A shopper on Jul 25, 2017

ANSWER:

This fixture is rated for an A19 60 watt E26 medium based bulb. We often recommend using the A15 E26 medium based bulbs so that the bulb sits a little higher in the fixture but that is a personal preference. Click on the images below for recommended bulbs.

[Reply](#) · [Inaccurate](#) · [Tanya F](#) Staff on Jul 26, 2017[Add Answer](#) · I Have This Question Too (0)**QUESTION:****Does this light have an on off switch on the wall plate ?**

A shopper on Jul 4, 2017

ANSWER:

Hi - no, this fixture is installed and then operated from a wall switch.

[Reply](#) · [Inaccurate](#) · [Jon B](#) Staff on Jul 5, 2017[Add Answer](#) · I Have This Question Too (0)**QUESTION:****How wide is the round backplate that mounts to the wall?**

April O on Jun 27, 2017

ANSWER:

The backplate is 5 inches across.

[Reply](#) · [Inaccurate](#) · [robert m](#) on Jun 27, 2017 · *Purchased on Jan 8, 2017*[Add Answer](#) · I Have This Question Too (0)**QUESTION:****Why did you choose this?**

Lamps Plus Store

I needed a smaller back door light..This had just the right dimensions and style!

Charlene K on Sep 11, 2018

Price and style

Janel R on Oct 7, 2017

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FEATURES & SPECIFICATIONS

INTENDED USE — To be powered by Quantum® series emergency units, exit-unit combos and any battery voltage system between 8VDC and 30VDC output and with adequate wattage capacity. Remote lamp head matches the appearance of the Quantum® ELM2L, ELM4L, ELM6L series units, as part of an emergency lighting system providing light for the path of egress. **Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate. [Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.](#)**

CONSTRUCTION — Die-cast lamp head housing, yoke, and single-gang junction box cover providing wet location protection and heat dissipation. Finishes are textured powder coat paint for dark bronze and glossy paint for white, black, and natural aluminum.

UV stable resin resists discoloration from natural and man-made light sources. Strong, compact and corrosion-resistant with a UL94V-0 flame rating.

Single or twin heads available.

Fully adjustable lamp heads to meet all aiming requirements.

OPTICS — LED, available in 1.2W (LP220L) or 3.3W (SP640L) lamps @ 8VDC-30VDC (-40 - 55°C) input. The typical life of the LED is 10 years.

LISTINGS — UL wet location listed up to -40 - 131°F (-40 - 55°C). Meets UL 924, NFPA 101 (current Life Safety Code). Meets NFPA 70 (NEC), C22.2 CSA, FCC Title 47, Part 15, Subpart B. Meets NEC and OSHA illumination standards. Meets Mexican standards.

WARRANTY — 5-year limited warranty. Complete warranty terms located at: www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx

NOTE: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

Specifications subject to change without notice.

Catalog Number
Notes
Type



LED Wet Location Emergency Remote

ELMRW



ELMRW LP220L
DDBTXD SGL



ELMRW LP220L
DDBTXD T



ELMRW SP640L
DDBTXD SGL



ELMRW SP640L
DDBTXD T

MOUNTING

All dimensions are inches (centimeters) unless otherwise indicated.

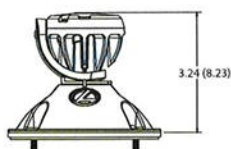
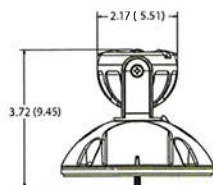
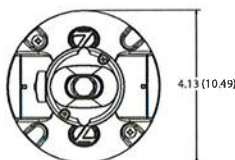
ELMRW LP220L SGL Specifications

Length: 4.13 (10.49)

Depth: 3.24 (8.23)

Height: 4.13 (10.49)

Weight of SGL: 0.7lbs (0.3Kg)



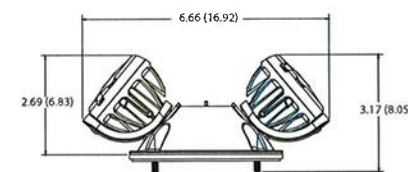
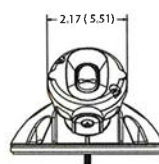
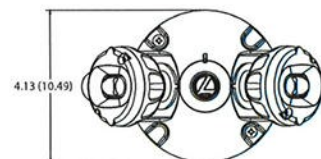
ELMRW LP220L T Specifications

Length: 6.66 (16.92)

Depth: 2.69 (6.83)

Height: 4.13 (10.49)

Weight of T: 1 lb (.45 Kg)



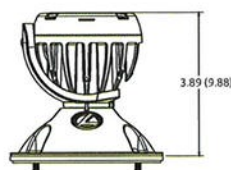
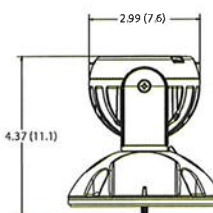
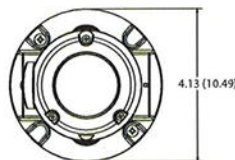
ELMRW SP640L SGL Specifications

Length: 4.13 (10.49)

Depth: 3.89 (9.88)

Height: 4.13 (10.49)

Weight of SGL: 0.9lb (0.4Kg)



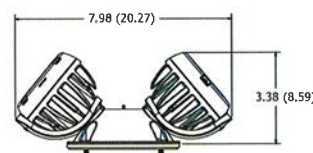
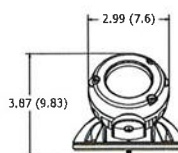
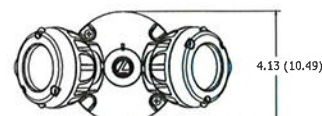
ELMRW SP640L T Specifications

Length: 7.98 (20.27)

Depth: 3.38 (8.59)

Height: 4.13 (10.49)

Weight of T: 1.7lbs (.77Kg)



ELMRW Quantum® LED Wet Location Emergency Remote

ORDERING INFORMATION

For shortest lead times, configure product using **bolded options**.

Example: ELMRW SP640L DDBTXD T

Series	Voltage	Lamp Type	Housing Color	Number of lamps
ELMRW LED Wet Location Emergency Remote	(blank) Universal DC Voltage (8-30VDC)	LP220L 110 lumen, 1.2 watt, linear pattern SP640L 320 lumen, 3.3 watt, spot pattern	DDBTXD Dark bronze textured DBLXD Black DWHXD White DNAXD Natural aluminum	SGL Single T Twin ¹

Notes

1 For twin (T) remote, multiply lumens and watts by 2.

BATTERY CAPACITY AND LOADING

Battery Option (LTP Only)	Battery Voltage	Total Capacity 90 Minutes	LP220L (1.2 Watts each) Maximum # Remote Lamps ¹	SP640L (3.3 Watts each) Maximum # Remote Lamps ¹
ELM2L LTP	9.6V	4.8 watts	2	0
ELM2LF LTP	9.6V	4.8 watts	2	0
ELM4L LTP	9.6V	11 watts	3	1
ELM4L LTP HO	9.6V	22 watts	12	4
ELM4L LTP EHO	12.8V	32 watts	21	7
ELM6L LTP	9.6V	11 watts	0	0
ELM6L LTP HO	9.6V	22 watts	9	3
ELM6L LTP EHO	12.8V	32 watts	17	6
ELM6L LLH LTP	9.6V	11 watts	9	3
ELM6L LLH LTP HO	9.6V	22 watts	18	6
ELM6L LLH LTP EHO	12.8V	32 watts	26	9

Notes

1 These are in addition to the lamp heads on the product.

2020 Planning Files

[illegible]