

WALDPORT PLANNING COMMISSION
NOVEMBER 27, 2023
MEETING NOTICE AND AGENDA

THE WALDPORT PLANNING COMMISSION WILL MEET ON MONDAY, NOVEMBER 27, 2023 AT 2:00 P.M. AT WALDPORT CITY HALL, 355 NW ALDER STREET TO TAKE UP THE FOLLOWING AGENDA:

1. CALL TO ORDER AND ROLL CALL
2. REVIEW OF MINUTES FROM SEPTEMBER 25, 2023
3. CITIZENS' OPENING COMMENTS
4. ACTION ITEMS AND NEW BUSINESS
 - A. Public Hearing – Case File #2-CU-PC-23
Applicant: Gerald Buchko
Application: Conditional Use to Construct Storage Facility in Industrial Zone;
Taxlot #13-11-31-BD-01500; 120 SW Kahleen Street
 - B. Spruce Ridge Subdivision – Phase 1 Plat Approval
 - C. Waldport Residential Code Review – Cottage Clusters
 - D. Other Business
5. PLANNER UPDATES
6. CITIZENS' CLOSING COMMENTS
7. COMMISSION COMMENTS AND RECOMMENDATIONS
8. ADJOURNMENT

Attachments:

- September 25, 2023 Minutes
- Staff Report Case File #2-CU-PC-23
- Spruce Ridge Memo
- Cottage Clusters Text
- Planner's Log

Notice given this 20th day of November 2023

NOTE: The City Council Meeting Room is accessible to all individuals. Pursuant to Order 20-16, comments prior to the meeting may be emailed to: reda.eckerman@waldport.org. The public is also encouraged, if they see fit, to mail written testimony to the City. Comments may be mailed to PO Box 1120, Waldport, OR, 97394. Comments must be received no later than 1:30 pm on the day of the meeting to be considered.

WALDPORT PLANNING COMMISSION
SEPTEMBER 25, 2023
MEETING MINUTES

1. CALL TO ORDER AND ROLL CALL: Chair Barham called the meeting to order at 2:00 p.m. Chair Barham and Commissioners Crall, Campbell and Buck then answered the roll. Commissioner Schlosser arrived during roll call. Commissioner Miklic was excused. A quorum was present.

2. MINUTES: The Commission considered the minutes from the August 28th, 2023 meeting. Commissioner Crall moved to approve the minutes as presented. Commissioner Buck seconded and the motion carried unanimously.

3. CITIZEN'S OPENING COMMENTS: None.

4. ACTION ITEMS AND NEW BUSINESS:

A. Waldport Residential Code Review - Cottage Clusters: Discussion ensued regarding the proposed Code language. Topics within the discussion included the conditional use process, maximum footprint and living space, parking requirements, allowable zones, restrictions against ADUs and short-term rentals.

City Planner White will edit the draft document as per the discussion and present it for review at the next Commission meeting.

B. Other Business: None.

5. PLANNER UPDATES: Mr. White reviewed his written report.

6. CITIZENS' CLOSING COMMENTS: None.

7. COMMISSION COMMENTS AND RECOMMENDATIONS: None.

8. ADJOURNMENT: At 4:08 p.m., there being no further business to come before the

1 Commission, the meeting was adjourned.

2
3 Respectfully submitted,

4
5
6 Reda Q Eckerman, City Recorder

7
8 Approved by the Planning Commission this ____ day of _____, 2023.

9 Signed by the Chair this ____ day of _____, 2023.

10
11 _____
12 Steve Barham, Chair
13

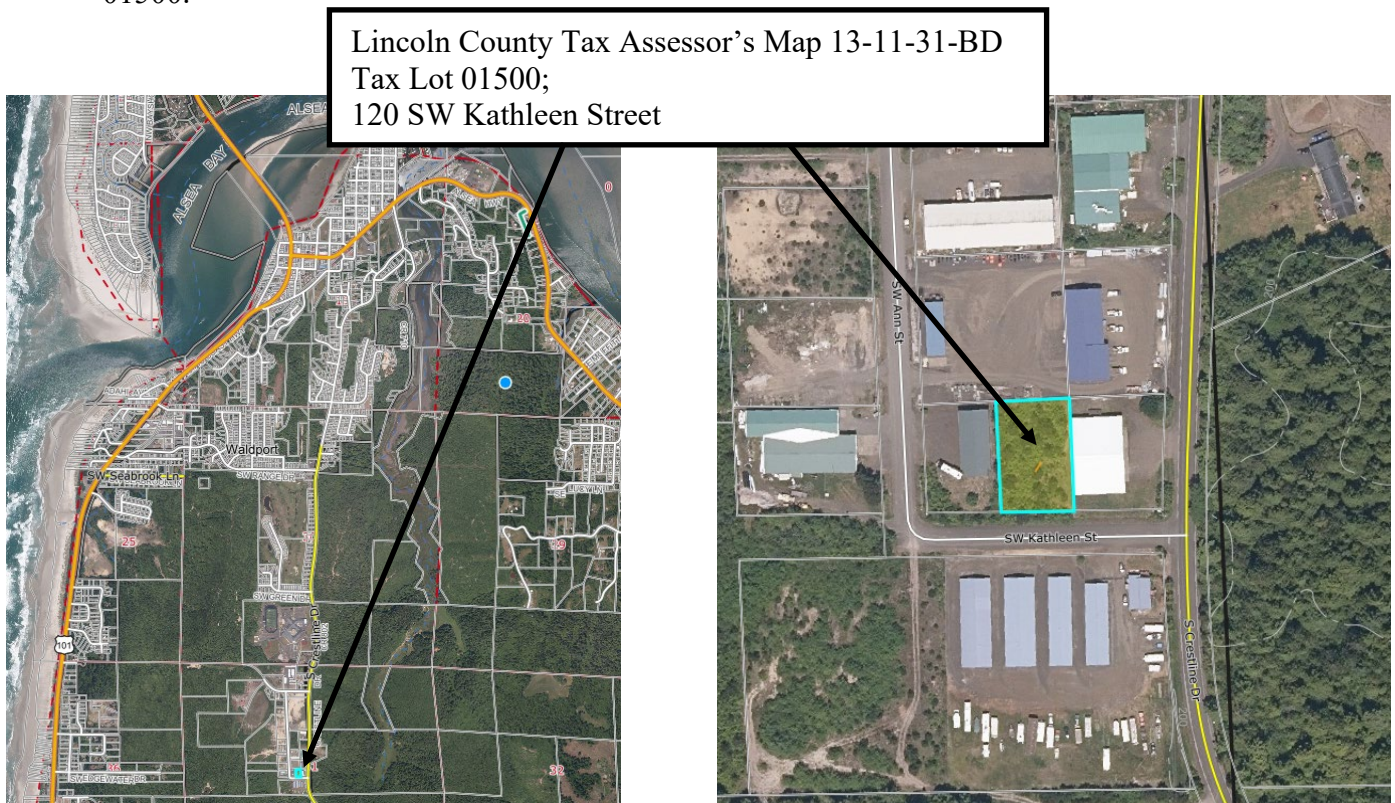
STAFF REPORT

Conditional Use Permit Application

APPLICANT: Gerald Buchko

A. REPORT OF FACTS

1. **Applicant's Request:** The applicant is requesting a conditional use permit to construct and operate a storage facility in the Planned Industrial Zone. The facility will consist of two (2) 30'x80' buildings to be constructed in two phases.
2. **Property Location:** The subject property is located at 120 SW Kathleen Street in the Waldport Industrial Park and is identified on Lincoln County Tax Assessor's Map 13-11-31-BD as tax lot 01500.



3. **Zoning:** Industrial Park I-P
4. **Plan Designation:** Industrial

5. **Lot Size:** The total lot size is 0.35 acres (15,246 square feet).
6. **Existing Structure:** None.
7. **Topography and Vegetation:** The site is relatively flat and has recently been cleared and covered with gravel. There is no vegetation.
8. **Surrounding Land Use:** The south side of the property is bordered by SW Kathleen Street. Across SW Kathleen Street, to the south, is a self-storage unit facility. Adjacent surrounding properties are existing warehouse/storage buildings, workshops, and a communications company (Pioneer Telephone).

Other uses in the industrial park include a solid waste transfer station, an indoor marijuana and outdoor hemp grow facility, an artisan cabinet shop, self-storage, workshops, the Waldport Public Works facility, and the recently approved Lincoln County Animal Shelter.

No residences are currently located, nor projected to be sited, near the subject property. The subject property is surrounded by I-P zoning.

9. **Utilities:** The following utilities currently serve the subject property:
 - a. Water: Southwest Lincoln County Water District
 - b. Sewer: The applicant is proposing a black water holding tank for the first building. The second building will be constructed after the City of Waldport has completed a future sewer improvement project.
 - c. Electricity: Central Lincoln People's Utility District (P.U.D.)
10. **Development Constraints:** None identified.

B. EVALUATION OF REQUEST

1. Relevant Criteria:

Waldport Municipal Code

Title 16 Development Code (applicable to this application, relevant subsections only)

Chapter 16.36 Planned Industrial Zone I-P

Chapter 16.72 Supplementary Regulations

Chapter 16.84 Conditional Uses

Chapter 16.36 Planned Industrial Zone I-P

16.36.010 Uses Permitted Outright

In an I-P zone, the following uses and their accessory uses are permitted outright, subject to the applicable provisions of Chapters 16.72, 16.76, 16.80 and 16.96 of this title:

1. Residences for caretaker or night watchman;
2. Owner/Manager residence.

16.36.020 Conditional Uses Permitted

In an I-P zone, the following uses and their accessory uses may be conditionally permitted, subject to the applicable provisions of Chapters 16.72, 16.76, 16.80, 16.84 and 16.96 of this title:

- A. A use involving manufacture, research, repair, assembly, processing, fabricating, packing, distribution, warehousing, wholesaling or *storage*; provided that the use does not create a public nuisance or an unreasonable hazard to health or property because of excessive noise, smoke, odor or dust, or because it constitutes a fire, explosion or other physical hazard;
- D. Automobile, truck or trailer sales, service, *storage*, rental or repair;
- H. Boat or marine equipment sales, service, *storage*, rental or repair;
- K. Implement, machinery, heavy equipment sales, service, *storage*, rental or repair;

16.36.040 Standards

In addition to standards required in Chapters 16.72, 16.76, 16.80, 16.84 and 16.96 of this title, in the I-P zone the following standards shall apply:

- A. All yards abutting a residential zone shall be a minimum of twenty (20) feet.
- B. All structures shall be located in such a manner that subsurface sewage disposal systems are located at least fifty (50) feet measured horizontally from all points along the elevation of any normal high water line.
- C. No structure shall be located closer than sixty (60) feet from the centerline of any state highway, nor thirty (30) feet from the centerline of any collector or arterial street.
- D. No building in the I-P zone shall exceed a height of forty-five (45) feet.
- E. Outdoor storage abutting or facing a street or highway or a lot in a residential zone shall be screened with a sight-obscuring fence or a buffer strip of vegetation.
- F. Drainage: The drainage requirements applicable in the C-1 zone shall apply in the I-P zone.
Drainage: A plan shall be submitted showing width, depth, and direction of flow of all drainage on and from the property. In addition, the location, size and type of conduit used in drainage channels and driveway accesses shall be clearly delineated. Water from roof drains and other nonimpervious surfaces shall not be concentrated and directed so as to cause damage to other properties. Pipes draining water from roof drains and other nonimpervious surfaces shall not be allowed to connect to any sanitary sewer facilities.

Chapter 16.72 Supplementary Regulations

16.72.020 Off-Street Parking And Off-Street Loading Requirements

At the time a new structure is erected, the use of an existing structure is enlarged, or the category of use is changed, off-street parking spaces, loading areas and access thereto shall be provided as set forth in this section unless greater requirements are otherwise established. If such facilities have been provided in connection with an existing use, they shall not be reduced below the requirements of this code.

- A. Requirements for types of buildings and uses not specifically listed herein shall be determined by the Planning Commission, based upon the requirements of comparable uses listed.
- B. In the event several uses occupy a single structure or parcel of land, the total requirements shall be the sum of the requirements of the several uses computed separately.
- C. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap, provided that satisfactory legal evidence is presented to the Planning Commission in the form of deeds, leases or contracts to establish the joint use.
- D. Off-street parking spaces shall be located on the same lot or on an adjoining lot unless otherwise approved by the Planning Commission.

- E. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials or for the parking of vehicles used in conducting the business or use if determined to be a nuisance by the City Code Enforcement official.
- F. Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces improved to minimum public road standards, maintained adequately for all-weather use, and be so drained as to avoid the flow of water across public sidewalks.
- G. Except for parking to serve dwelling uses, parking and loading areas adjacent to or within residential zones shall be designed to minimize disturbances of residents by the erection between the uses, of a sight-obscuring fence or vegetative buffer, of not less than five (5) feet in height, except where vision clearance is required.
- H. Artificial lighting which may be provided for parking areas shall not create or reflect substantial glare in a residential zone, on any adjacent building, or on any street or highway.
- I. Off-street parking shall not be allowed in the required front or street side-yard setback areas, with the exception of an approved driveway, in a residential zone.
- J. Groups of more than four parking spaces shall be served by a driveway so that no backing movements or other maneuvering within a street, other than an alley, will be required and shall be enclosed or defined by a curb or bumper rail at least four inches high and set back a minimum of four and one-half (4 1/2) feet from the property line.
- K. Passenger Loading. A driveway designated for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of any school having a capacity of greater than twenty-five (25) students.
- L. Loading of Merchandise, Materials or Supplies. Buildings or structures which receive and distribute materials or merchandise by truck shall provide and maintain off-street loading berths in sufficient numbers and size to adequately handle the needs of the particular use.
- M. Off-street parking areas used to fulfill the requirements of the code may be used for loading and unloading operations during periods of the day when not required to take care of parking needs.
- N. Compact parking spaces may be permitted at a ratio of one (1) space to every three (3) full-sized spaces (See "Parking Space" definition under Section 16.04.030 of this title for dimension requirements).
- O. Except for parking intended to serve dwelling uses, parking spaces shall be clearly delineated through striping or some other means.
- P. Requirements for types of buildings and uses not specifically listed herein shall be determined by the Planning Commission, based upon the requirements of comparable uses listed.
- Q. Required off-street parking must be provided when the category of use of an existing structure is changed, except under the following circumstances:
 - 1. The number of parking spaces required by the code for the new use will be equal to or less than the code requirements for the previous use, and there will be no reduction in the number of parking spaces, or
 - 2. No additional area is available for new parking spaces and at least seventy-five (75) percent of the number of spaces required for the new use will be provided, with no reduction in the number of parking spaces.
- R. For the purpose of calculating the number of off-street parking spaces required, the total floor area of a structure shall be used.
- S. Off-street parking requirements.
 - 1. Dwelling. Two (2) spaces for each dwelling unit.

2. Mobile Home Park. Two (2) spaces for each mobile home space.
3. Motel, Hotel or Resort. One (1) space for each accommodation.
4. Hospital. Three (3) spaces for each two (2) beds.
5. Nursing home or similar institution. One (1) space for each three (3) beds.
6. Church, club or similar place of assembly. One (1) space for each six (6) seats, or one (1) space for each fifty (50) square feet of floor area used for assembly.
7. Library. One (1) space for each three hundred (300) square feet of floor area.
8. Skating rink, or similar commercial amusement enterprise. One (1) space for each one hundred (100) square feet of floor area.
9. Bowling alley. Five (5) spaces for each alley.
10. Retail Store: One (1) space for each three hundred (300) square feet of floor area.
11. Eating and drinking establishments. One (1) space for each four (4) seats.
12. *Service or repair shop, retail store handling bulky merchandise such as automobiles and furniture. One (1) space for each six hundred (600) square feet of floor area.*
13. Bank, office. One (1) space for each six hundred (600) square feet of floor area.
14. Instructional classes, such as martial arts or dance studios. One (1) space for each instructor plus one (1) space for each one hundred (100) square feet of floor area.
15. Schools:
 - a. Pre-school, Kindergarten, Elementary and Junior High: Two (2) spaces per classroom.
 - b. High School: Five (5) spaces per classroom.
16. Bed and breakfast establishments: One (1) off-street parking space for owners/operators with one (1) additional space for each authorized guest room.
17. Personal services establishment (i.e. barber, beauty shops). Two (2) off-street parking spaces per each operator station.
18. Multi-family dwellings. One and one-half (1.5) spaces per dwelling unit

16.72.030 Exterior Lighting

Exterior lighting for uses in commercial and industrial zones shall be located in such a manner so as not to face or shine directly onto a lot in a residential zone, street or highway.

Chapter 16.84 Conditional Uses

16.84.010 Purpose

Certain types of uses require special consideration prior to their being permitted in a particular zone. The reasons for such special consideration include, the size of the area required for the full development of such uses, the nature of the traffic problems incidental to operation of the uses, and the effect such uses have on any adjoining land uses and on the growth and development of the city as a whole.

16.84.020 Authorization to Grant or Deny Conditional Use Permit.

Conditional uses listed in this code may be permitted, enlarged, or altered upon authorization by the Planning Commission in accordance with the standards and procedures set forth in this chapter.

- A. In taking action on a conditional use permit the Planning Commission may either permit or deny the request. If a request is denied, the action must be based on reasons related to orderly development and best interests of the surrounding area or the city as a whole.
- B. In permitting a conditional use, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this code, additional conditions which are considered necessary to protect the best interest of the surrounding area or the city as a whole. These conditions may include, but are not limited to, the following:

1. Increasing the required lot size or yard dimensions;
 2. Limiting the height of buildings;
 3. Controlling the location and number of vehicle access points;
 4. Increasing the street width;
 5. Increasing the number of required off-street parking spaces;
 6. Limiting the number, size, location, and lighting of signs;
 7. Requiring fencing, screening, landscaping, diking, or other facilities to protect adjacent or nearby property;
 8. Designating site for open space;
 9. Regulating the hours of operation; and
 10. Setting a time limit for which the conditional use is approved.
- D. Modifications of standards listed for each conditional use may be granted if:
1. The Planning Commission determines that a hardship would result to an applicant from the application of the standards.
 2. The modifications will not result in the use being detrimental to properties in the surrounding area or in the City as a whole.
 3. The purposes of this code are fulfilled.

16.84.030 Procedure For Taking Action On A Conditional Use Application

The procedure for taking action on an application for a conditional use shall be as follows:

- A. A property owner may initiate a request for a conditional use or the modification of a conditional use by filing an application with the City. The Planning Commission may require other drawings or information necessary to provide an understanding of the proposed use and its relationship to surrounding properties.
- B. Before the Planning Commission may act on a request, it shall hold a public hearing as prescribed in Chapter 16.108 of this title.
- C. The planning commission's decision is final unless it is appealed as prescribed in Chapter 16.108 of this title.

16.84.040 Building Permit For An Approved Conditional Use

Building permits for all or any portion of a conditional use shall be issued only on the basis of the plan as approved by the Planning Commission. Any substantial change in the approved plan shall be submitted to the Planning Commission as a new application for a conditional use.

16.84.050 Time Limit Of A Conditional Use Permit

Authorization of a conditional use shall be void after two (2) years or such lesser time as the authorization may specify unless substantial construction pursuant thereto has taken place. However, the Planning Commission may extend authorization for an additional period not to exceed one (1) year. A maximum of two extensions can be granted.

16.84.060 Revocation Of A Conditional Use Permit

Any permit granted hereunder shall be subject to denial or revocation by the Planning Commission if it is ascertained thereby that the application includes or included any false information, or if the conditions of approval are not complied with or are not being maintained, or the conditional use becomes detrimental to public health, safety, or welfare.

- A. In order to consider revocation of a conditional use permit, the Planning Commission shall hold a public hearing as prescribed in Chapter 16.108 of this title. The permit holder shall be required to show cause as why such permit should not be revoked.
- B. If the Planning Commission finds that the conditions of permit approval have not been complied with or are not being maintained, a reasonable time shall be given for correction. If corrections are not made within the specified time, revocation of the permit shall become effective.
- C. Reapplication for a conditional use permit cannot be made within one (1) year after revocation except that the Planning Commission may allow a new application if, in its opinion, new evidence or a change in circumstances warrant it.

16.84.070 Standards And Procedures Governing Conditional Uses

- A. General Standards. In addition to the other applicable standards of this section, all conditional uses shall comply with the following requirements:
 - 1. The site under consideration is suitable for the proposed use, considering:
 - a. The size, design and operating characteristics of the use;
 - b. The adequacy of transportation access to the site; and
 - c. The natural and physical features of the site such as general topography, natural hazards, natural resource values, and the like.
 - 2. The proposed use is compatible with the existing and projected uses on surrounding lands, considering the factors of subsection (A)(1), above. Mobile home parks are exempt from Sections 16.84.020(A) and 16.84.070(A)(2) of this chapter.

2. Applicant's Proposal:

The applicant submitted the application form, fee, and provided a description of the business operation, operating characteristics, and site plan.

Below is paraphrased from the applicant's narrative. Full narrative and supporting documents are attached as appendices.

Proposed Use.

Proposal is to build two buildings in two phases. Each building will be 30'x80', 19'6" in height, with a 3:12 roof pitch. Each building will have 5 units, 16'x30'. One unit will serve as an office and bathroom. The first building will be built at this time with the second building constructed when city sewer is available to the property.

The buildings will be fabricated by Web Steel at their facility and delivered to the site for assembly. When completed the buildings will be warehouse type storage for boats, construction materials, tools, scaffolding, etc. There will be no fencing at this time. The drive surface will be gravel. There will be no signs at this time. There will be one outdoor spigot and one bathroom for building renters to share. Wastewater will go to a holding tank which will be emptied by M&E Septic Service. Each unit will have its own electric meter. There will be no outdoor lighting at this time.

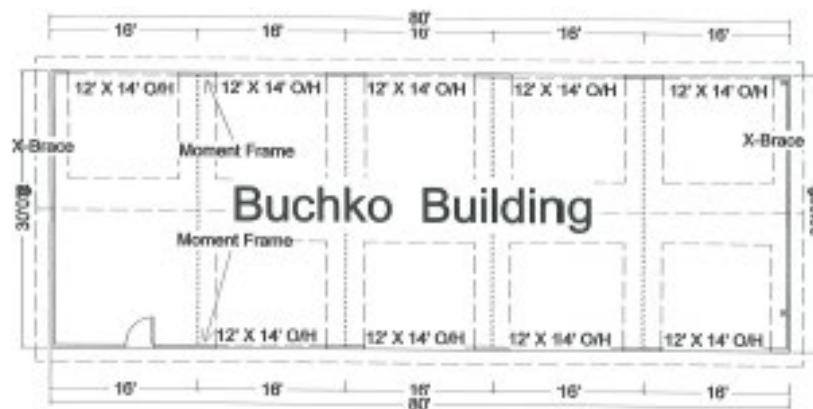
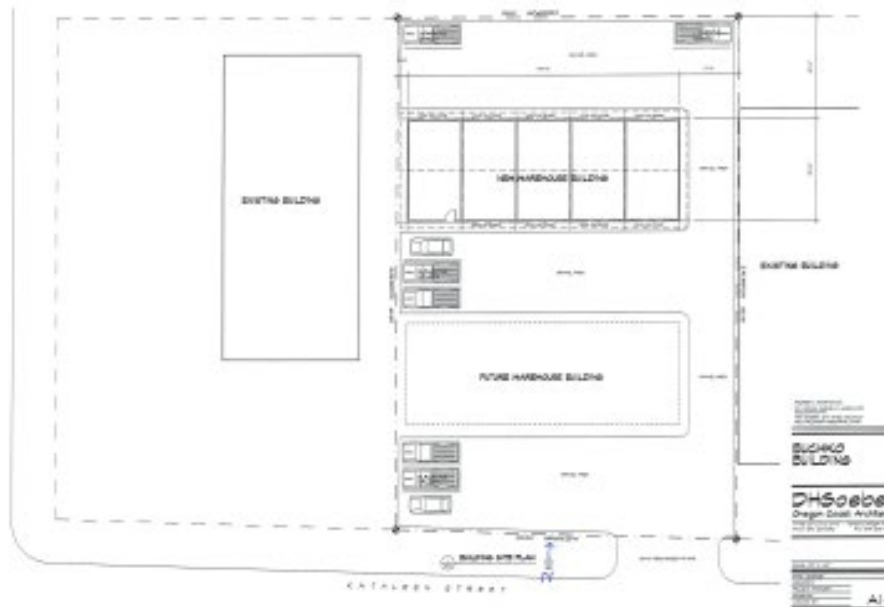
Animal waste will be properly separated, treated, and disposed of. Solid waste is bagged and picked up regularly by commercial curbside waste disposal service.

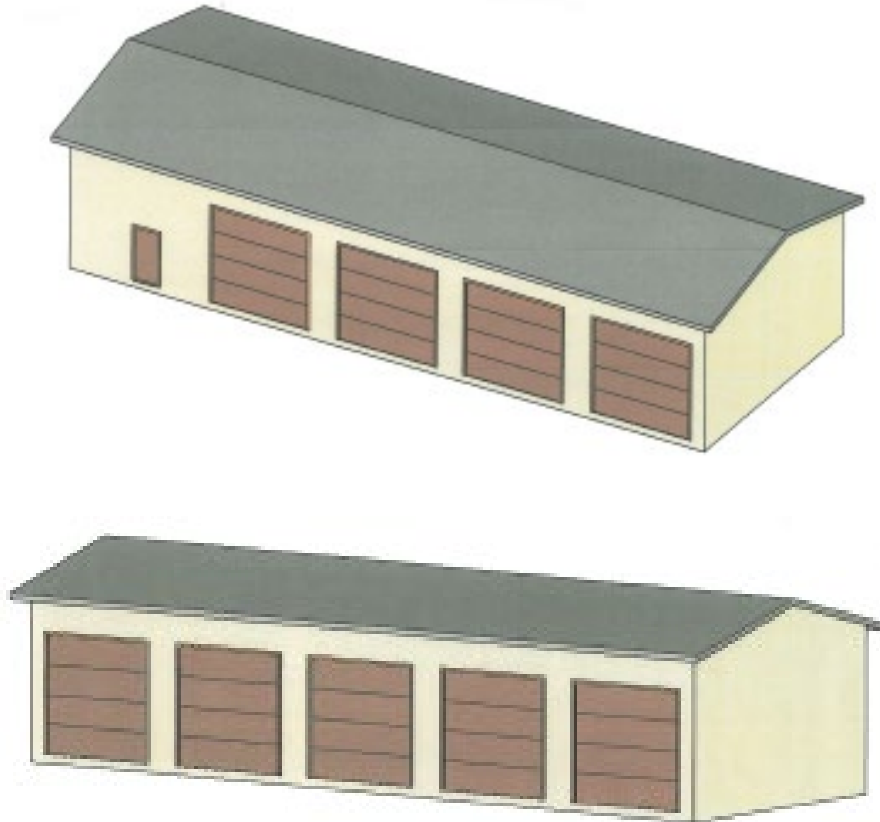
Storm Drainage. The applicant shall prepare and submit a plan for drainage that meets the requirements of 16.28.030 (approved by the Director of the Waldport Public Works). The applicant will not direct water draining from roofs or other non-impervious surfaces associated

with the storage facility into any sanitary sewer facilities or in such a way as to cause damage to other properties.

Central Oregon Coast Fire and Rescue District. The County is currently working with the District to make sure the proposed facility meets the District's needs such as ingress/egress, interior fire suppression system, etc. Final engineering/architectural plans will incorporate the District's needs.

SITE PLAN





3. **Public Testimony:**

At the time this staff report was prepared, the City had not received any written testimony.

C. STAFF ANALYSIS

1. **Conditional Uses Permitted in the Industrial Park Zone (16.36.020).** The applicant is requesting a Conditional Use Permit to construct and operate a storage facility in the City's Planned Industrial Zone.

Waldport Development Code Chapter 16.36 Planned Industrial Zone I-P, Section 16.36.020 Conditional Uses Permitted, includes subsections A, D, H, and K.

- A. A use involving manufacture, research, repair, assembly, processing, fabricating, packing, distribution, warehousing, wholesaling or storage; provided that the use does not create a public nuisance or an unreasonable hazard to health or property because of excessive noise, smoke, odor or dust, or because it constitutes a fire, explosion or other physical hazard;
- D. Automobile, truck or trailer sales, service, storage, rental or repair;
- H. Boat or marine equipment sales, service, storage, rental or repair;
- K. Implement, machinery, heavy equipment sales, service, storage, rental or repair;

It is staff's opinion that the proposed use is appropriate for the I-P Zone.

2. **Effect on Adjacent Uses.** The Purpose of Conditional Uses states, in part, that consideration of a conditional use includes the effect the proposed use may have on adjoining land uses. This includes but is not limited to such things as traffic, noise, smell, and hours of operation. The Planning Commission will solicit public testimony and determine if there are effects on adjoining land uses.

It is staff's opinion, based on the following sections, that there will be negligible effects on adjoining land uses.

3. **Planned Industrial (I-P) Standards (16.36.040).** The I-P Standards are stated in *italics* and followed by the staff analysis.
 - a. *All yards abutting a residential zone shall be a minimum of twenty (20) feet.*
The subject site does not border a residential zone.
 - b. *All structures shall be located in such a manner that subsurface sewage disposal systems are located at least fifty (50) feet measured horizontally from all points along the elevation of any normal high water line.*
There are no water features such as streams near the subject site.
 - c. *No structure shall be located closer than sixty (60) feet from the centerline of any state highway, nor thirty (30) feet from the centerline of any collector or arterial street.*
Crestline Drive is a designated collector street therefore no structure shall be closer than 30 feet from the centerline of the street. The property is greater than 140 feet from the centerline of Crestline Drive.
 - d. *No building in the I-P zone shall exceed a height of forty-five (45) feet.*
Proposed structures are shown on the site plan. Proposed height is 19'-9". No building shall exceed a 45 foot height.
 - e. *Outdoor storage abutting or facing a street or highway or a lot in a residential zone shall be screened with a sight-obscuring fence or a buffer strip of vegetation.*
The subject site faces Kathleen street. The applicant does not propose outdoor storage at this time.
 - f. *Drainage: The drainage requirements applicable in the C-1 zone shall apply in the I-P zone.*
Upon a conditional use approval, the applicant shall prepare and submit a plan for drainage that meets the requirements of 16.28.030 (approved by the Waldport Public Works Operations Superintendent). The applicant will not direct water draining from roofs or other non-impervious surfaces associated with the storage units into any sanitary sewer facilities or in such a way as to cause damage to other properties.

It is staff's opinion that the Standards for the I-P Zone have been or will be met by the applicant.

4. **Parking (16.72.020).** The Code does not specify the required number of parking spaces for storage units therefore the number of parking spaces shall be determined by the Planning Commission.

Similar uses identified in the code are below:

- Service or repair shop, retail store handling bulky merchandise such as automobiles and furniture. One (1) space for each six hundred (600) square feet of floor area.
- Bank, office. One (1) space for each six hundred (600) square feet of floor area

Other permitted storage facilities in the I-P Zone have provided parking at 1 spot per 600 square feet without issues.

The applicant proposes one (1) spot for each six hundred (600) square feet of floor area. Phase 1 includes six thousand (2,400) square feet of floor area; Phase 2 includes five thousand (2,400) square feet of floor area resulting in a parking requirement of eight (8) spots.

Parking and driving surfaces will be constructed of durable and dustless materials (gravel). Parking will be provided on site and adjacent to buildings in groups of three (3) and single spots.

It is staff's opinion that 1 spot for each 600 square feet of floor area adequately represents the parking needs and is consistent with other storage facilities in the area.

6. **Exterior Lighting (16.72.030).** The applicant is not proposing exterior lighting at this time.

Staff agrees with the applicant's proposal.

7. **Fencing (16.72.040.B).** The applicant is not proposing a fence at this time.

Staff agrees with the applicant's proposal.

8. Other Considerations.

- There are no wetlands/creeks/riparian areas on or near the site.
- There are no slopes over 20% on or near the site. In fact, the site and surrounding areas are fairly level.
- The site is not in a flood hazard area.
- The site has not been identified as a geological natural hazard area.

D. CONCLUSIONS

If the request is denied, the Planning Commission should state the general reasons and facts relied on, and direct staff to prepare findings for signature. If the request is denied, the action must be based on reasons related to orderly development and the best interests of the surrounding area or the city as a whole.

If the request is approved, staff offers recommended conditions, which may be added to or amended at the Commission's discretion:

1. **Conditional Use.** The use shall be for storage units. The use shall not create a public nuisance or be detrimental to public health, safety, or welfare.

2. **Required Permits.** The applicant shall obtain all permits required to build and operate the storage facility.
3. **Future Development.** Future development shall occur in accordance with I-P standards, i.e., building setbacks and height, screening of outdoor storage, fencing, lighting, and parking.
4. Development shall occur in accordance with the submitted plan.
5. **Final Plans.** Final engineering/architectural plans will be submitted to the City for review and approval. Final plans will include, but not be limited to:
 - Review and approval by Central Oregon Coast Fire and Rescue District.
 - Utilities including water, sewer, storm drainage.
 - Onsite improvements including sidewalk, landscaping, lighting, fencing, signage, grading and drainage, and erosion control as applicable.
 - Parking lot layout will accommodate requirements for Phase 1 and will allow for expansion for Phase 2.
6. **Time Limit.** This conditional use shall be void after two (2) years unless substantial construction pursuant thereto has taken place and all conditions of approval have been fulfilled. However, the Planning Commission may extend authorization for an additional period not to exceed one (1) year. A maximum of two extensions can be granted.

Submitted by,

Jaime White,
City Planner

Enclosures: Site Photos
Applicant's Narrative
Site Plan
Fire Comments

#2-CU-PC-23 Buchko
November 27, 2023 Planning Commission Meeting



Facing North from Kathleen Street.



Facing West from Kathleen Street.

#2-CU-PC-23 Buchko
November 27, 2023 Planning Commission Meeting



Facing Northeast from Kathleen Street.



Facing Northwest from Kathleen Street.

11/7/23

Name: Gerald Buchko Storage Building

Address: 120 SW Kathleen ST. Waldport OR. 97394

P.P. 1999-24 Parcel 2

Map: 13-11-31-BD-01500-00 acres .035

Tax: Account R513176

Proposal to build a 30'X80' steel building divided into 5 units 16'X30'.

Eave height-16',

Roof pitch-3"X12".

The building is fabricated by web steel at their facility and delivered to the site to be built, (above address). When completed the building will be warehouse type storage for boats, construction materials, tools, scaffolding etc.

There will be no fencing at this time. The drive surface will be gravel. There will be no signs at this time. Utilities drawn on separate sheet. Will be one water spicket, and one bathroom for building renters to share. Wastewater to holding tank which will be pumped by M&E Septic Service. Each unit will have its own electric meter for lighting and plugs. There will be no outdoor lighting at this time. This is the 1ST building of 2 to be built on the property. The 2nd building of the same size will not be built until city sewer is available to the property.



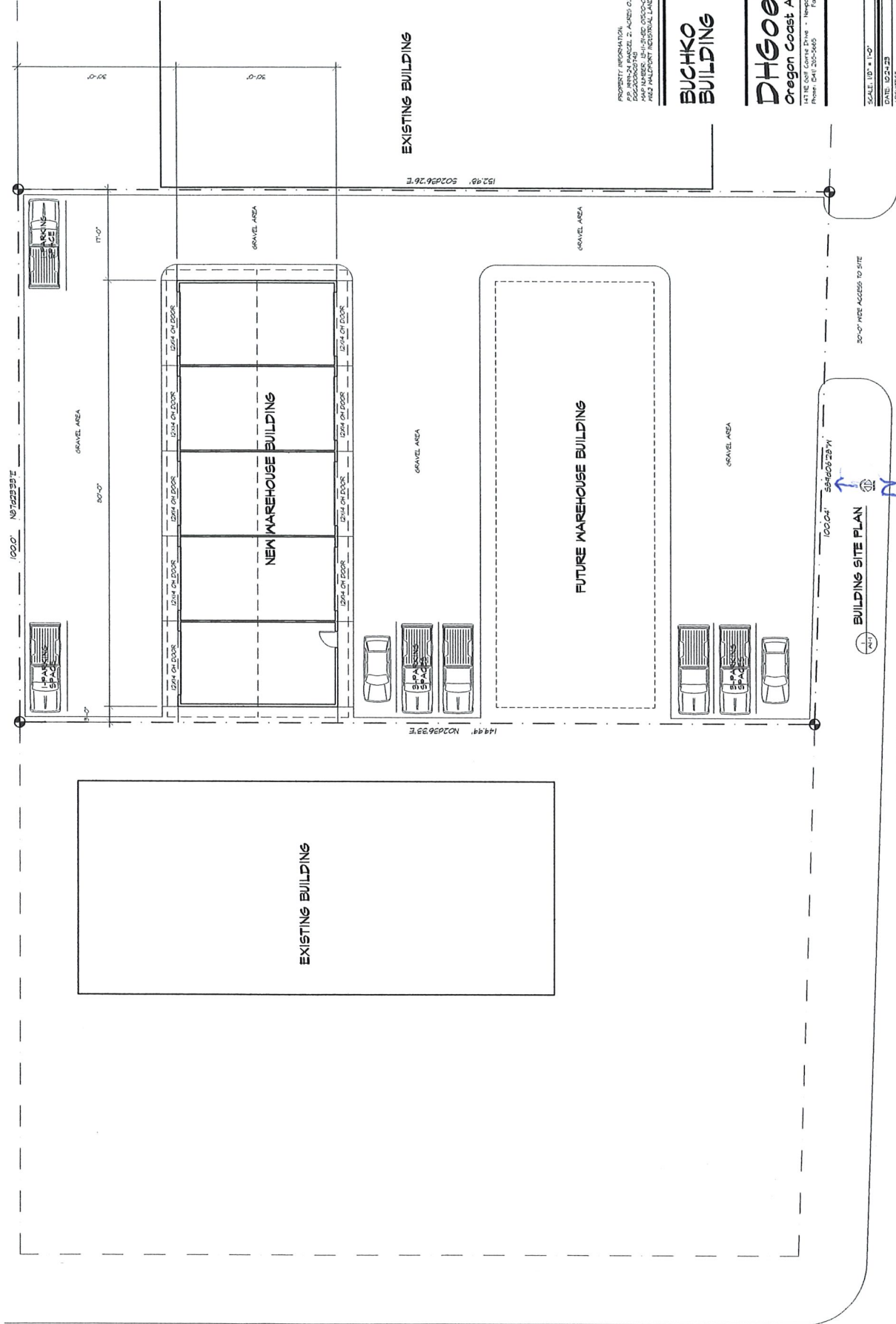
Legend

- 10 Foot Contours
- Taxlots
- Cities
- Highways
- County Roads
- Other Streets

Printed on 7 / 18 / 2023

Lincoln County Government Use only. Use for any other purpose is entirely at the risk of the user. This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users should review the primary information sources to ascertain their usability.



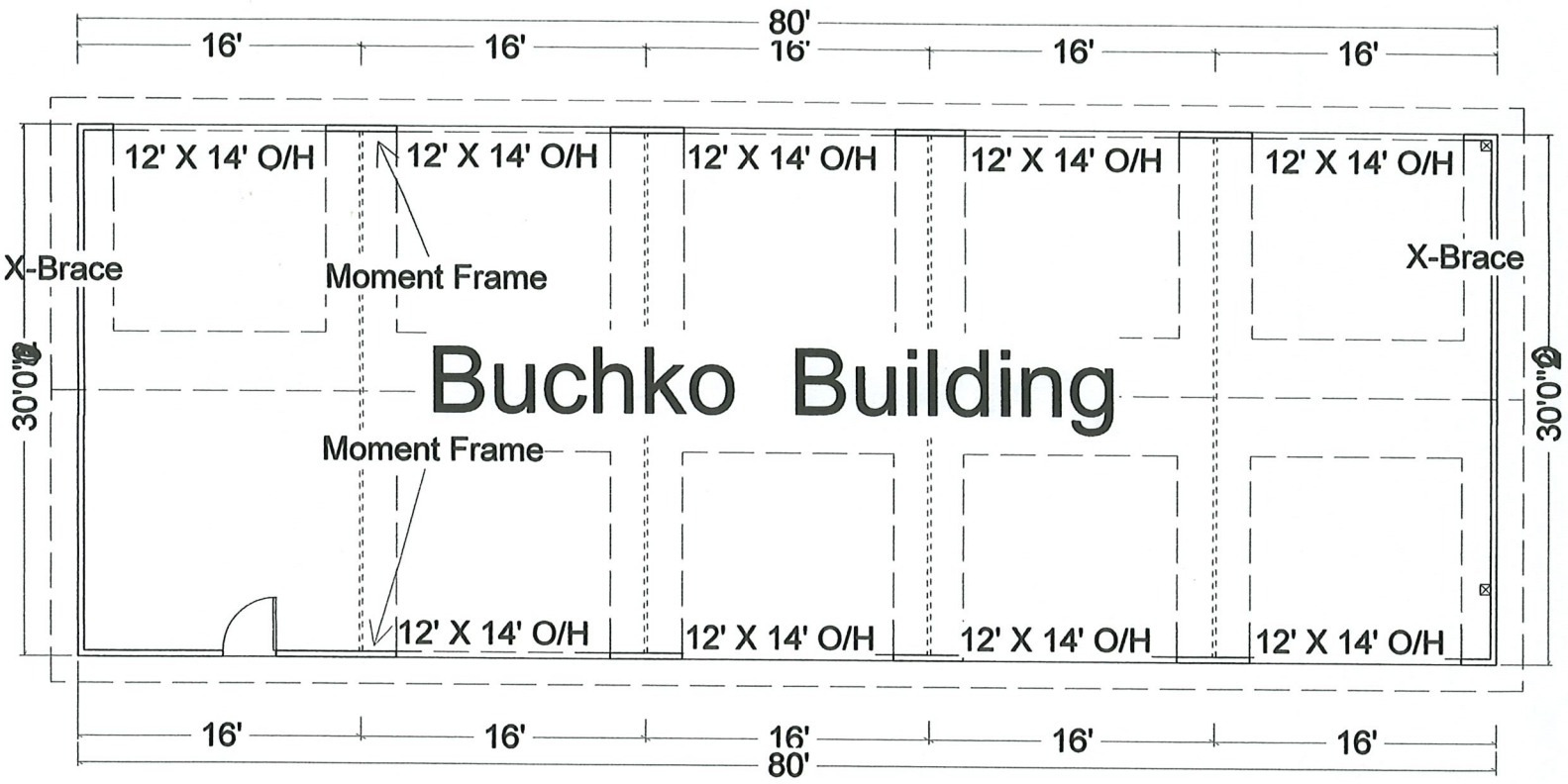


PROPERTY INFORMATION
OWNER: BUCHKO BUILDING, LLC
PROJECT NUMBER: 15-0000000000
DATE: 02/20/2019
PROJECT LOCATION: 152.98' 502026.26'E

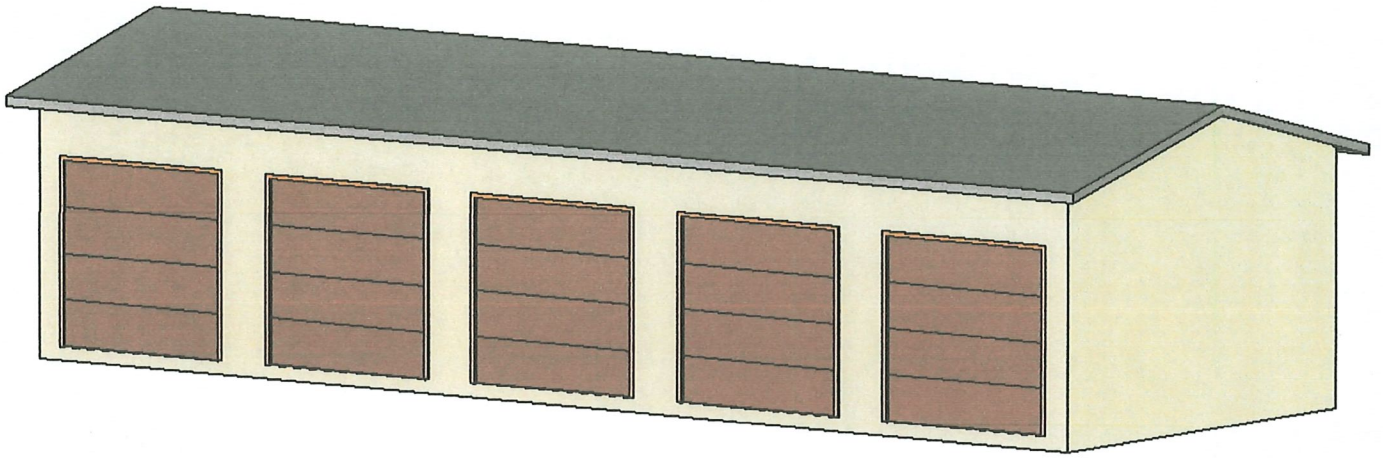
**BUCHKO
BUILDING**

DHGoebel
Oregon Coast Architect
1515 15th Street, NE, Newport, Oregon 97131
Phone: (503) 255-5600 Fax: (503) 255-5601

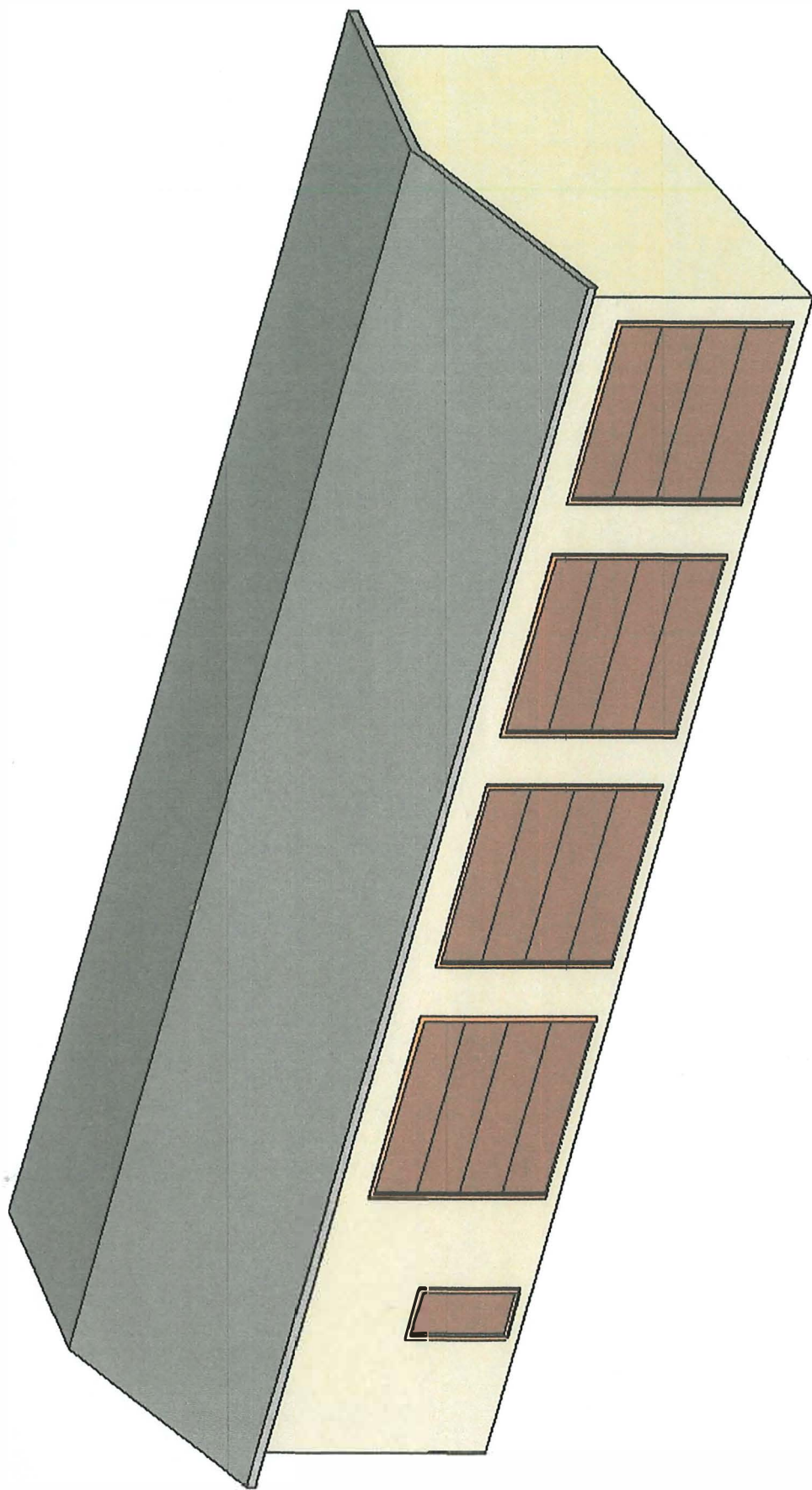
SCALE: 1/8" = 1'-0"
DATE: 02/20/19
ARCHITECT: DHG
PROJECT MANAGER: DHG
DRAWN BY: DHG
CHECKED BY: A-H



X



X



X GP-

From: [MILLER Shannon * OSFM](#)
To: [Planner; j.mason@centralcoastfire.net](#)
Cc: [c.lesiecki@centralcoastfire.net](#)
Subject: RE: Waldport Building Permit
Date: Tuesday, November 14, 2023 9:28:23 AM
Attachments: [image001.png](#)
[Draft hydrant drawing draft.pdf](#)
[Lincoln County Access and Water Driveway Checklist 2022.pdf](#)
[Lincoln County Access and water supply guide City.pdf](#)
[narrative.pdf](#)
[site plan 2.pdf](#)
[site & vicinity.pdf](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Thank you for the opportunity to provide input on the proposed construction of the proposed storage building by Gerald Buchko 120 SW Kathleen St. Waldport, Oregon for 30'x80' steel building divided into 5 16'x30' units with a height of 16' to the eave. Tax Account R513176 Map 13-11-31-BD-01500-00 acres 0.035

Contact Information per plans (phone, email, business site contact information)

- **This documentation is not approval for the access and water supply plans.**
 - **There is insufficient information missing from the plans that is required to be provided on a set of plans for approval.**
 - **Please email me the site plans for fire department access and water supply at SMiller@OSP.Oregon.Gov with the required information per Oregon Fire Code Chapter 5, Appendix B, C and D and NFPA 1142**
 - **Contact local Fire Chief for approval of onsite fire department access and water supply per current Oregon Fire Code and NFPA standards.**
1. **With the provided information on the plans, please follow below (please fill in the yellow blanks for plans review of access and water supply) and provide site plan of building/property for approval of access and water supply:**
 2. **Contact Fire Department when ready for Fire Department fill out Driveway Checklist for return to building official of access and water supply approval by fire service**

With the provided information on the plans, please follow below:

Provide this office plans showing access and water supply per the Oregon Fire Code SEE Chapter 5, Appendix B and C (and/or NFPA 1142 if applicable)

Free access to the Oregon Fire Code is

https://www.oregon.gov/osp/programs/sfm/Pages/Fire_Codes.aspx

CONSTRUCTION

- Type of Building Construction **V-B**
(Types of Building Construction I-A/I-B, II-A/II-B, III-A/III-B, IV, or V-A / V-B REFERENCE Building Structural Code)
- Cubic square footage including all construction of garage, patio, construction to roof etc., that is part of the same building under construction
 - Building square footage for new building = **30 x 80 = 2400** square feet
16 feet in height to eave of structure with
3"-12" roof pitch
Cubic square footage
 - Nearest exposure hazard in feet
 - Square footage of nearest exposure hazard structures within 50 feet to proposed building
- Occupancy type = **S-1**
- Occupancy load =
- USE: Warehouse type storage for boats, construction materials, tools, scaffolding, etc.

ACCESS and WATER SUPPLY 2022 Oregon Fire Code Chapter 5, Appendix B, C and D / NFPA 1142, NFPA 22 and NFPA 24

FIRE DEPARTMENT ACCESS

Show on civil plans roadway access and loading. OFC Appendix D

- **Roadway width** (minimum 20 feet for all fire access roadways to extend within 150 feet of all portions of the facility and exterior walls and not exceed 10% grade)
 - Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders and unobstructed vertical clearance of not less than 13 feet 6 inches and a grade of no more than 10%. 2022 OFC 503.2.1
 - Show turning radius on plans normally 28 foot minimum however, Turning radius to be determined by the fire code official as per apparatus of the respectful fire department. 2022 OFC 503.2.4 – See Appendix D.
 - With minimum roadway for fire access at 20 feet minimum, no parking on either side of street at 20 feet wide, no parking on one side of the street at 28 feet wide and parking on both sides of the street at 36 feet. No parking within fire access turn around area as designed
- **Fire Department approved Turn around** Dead Ends in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
2022 OFC 503.2.5 and refer to Oregon Fire Code Appendix D for further detail.
- **Access gates: Yes or NO** (minimum 20 feet wide with fire department access – Oregon Fire Code appendix D) 2022 OFC 503.5 and 503.6 Note: **The narrative states “No fencing or signs ‘at this time’ “. What is the plan for future fencing and signs? - Shall comply with Oregon Fire Code at the time of construction, if constructed for fire access, egress and water**

supply.

- **Imposed load for fire apparatus** driving surface capable of supporting weighing at least **(75,000 lbs) year around** unless the local fire apparatus requires a roadway with heavier imposed load for fire apparatus. 2022 OFC 503.2.3
- **Buildings and facilities** Access to all sides of the building at ground level is required to be within 150 feet of a fire apparatus access roadway (fire lane). 2022 OFC 503.1.1
- **2022 OFC 503.3 Marking and 2022 OFC 503.4 Obstruction of fire apparatus access roads**
 - Signs or other approved notices or markings that include the words NO PARKING-FIRE LANE throughout the entire access roadway system including both parking areas and the graveled shoulders.
 - Fire lanes shall remain clear and unobstructions at all times. Failure to maintain roadways clear without signage will result with required fire lane signage and markings per Chapter 5 and appendix D of the Oregon Fire Code.

FIRE LIFE AND SAFETY SYSTEMS

Yes or No for the following: (Non-required added sprinkler and fire alarm systems may assist in required water supply)

- Commercial Building Fire Alarm= **YES or NO**
- Building Fire Sprinkler (Dry, Wet, Pre-action, Deluge) = **YES or NO** (An approved NFPA 13 installed fire sprinkler system may significantly reduce the amount of required water on site. The fire sprinkler system would be protection for the building and property while firefighters response to the scene and fire suppression establishing water supply for the fire) An approved fire sprinkler system designed, installed and tested by a qualified company with building official approved plans and permit may remove the need for other fire department water supply. No residential use of the commercial building is allowed unless an approved NFPA 13 and/or NFPA 13R fire sprinkler system is installed. NFPA 13D is an option for 1 and two family dwellings and NFPA 13R is an option for residential up to 4 stories in height.
- UL Listed Commercial Building Fire Alarm and/or Fire Sprinkler System Monitoring = **YES or NO**
- Kitchen Hood Fire Suppression System = **NO**
- Spray Booth= **NO**
- Fire Standpipe System = **NO**
- Other Fire Suppression System (such as clean agent for example) = **YES or NO**

FIRE DEPARTMENT APPROVED WATER SUPPLY

Approved underground firefighting water supply shall be on site, tested and approved prior to combustibles loaded into construction area

OREGON FIRE CODE CHAPTER 5, APPENDIX B and C Show on plans Fire Flow from recent hydrant test (public water or NFPA 1142) OFC Appendix B

- Fire-Flow Requirements for Buildings in Protected Areas **With** Adequate and Reliable Water Systems (Oregon Fire Code Appendix B and C) – Submit plans and Install underground fire lines per NFPA 24
- (see NFPA 291 for water flow test)

- Required Minimum Fire Flow = _____ GPM at 20 PSI
- Actual Fire Flow = _____ GPM at 20 PSI
- Fire Flow date when last tested and by who = _____
- Provide fire hydrant(s) location – (_____ hydrants to be within _____ feet spacing between each and _____ feet maximum distance from any point on street or road frontage to a hydrant, refer OFC Appendix C for further) of proposed project with recent hydrant flow reports for verification of adequate water supply, hydrant spacing and underground pipe type and size to be installed and/ or other approved means for firefighting water supply. Verify thread type and orifice size with local fire department _____.
- Hydrants shall be approved dry barrel type hydrants installed to be protected from freezing temperature elements.

OREGON FIRE CODE CHAPTER 5, NFPA 1142, NFPA 22, NFPA 24

- **Fire-Flow Requirements** for Buildings in Protected Areas **Without** Adequate and Reliable Water Systems (NFPA 1142) –Submit plans and install for Water Tank per NFPA 22
- **Exposure hazard** within 50 feet of new constructed building per this plan? _____.
- Per NFPA 1142 **Occupancy Class Hazard** = **4 (Storage)**
- **Water in Gallons Required** for this building = _____
- **Existing pond/Water supply** on site with total gallons of water at _____ gallons per owner.
- **Pond maintained and automatically fed with water** supply (NFPA 1142 A.7.1.1)? **YES or NO**
Method of automatic refill _____ Hours to refill the water supply from empty _____
- **Existing and maintained** (free from grass/weeds and overgrowth) pond/Water supply on site with total gallons of water at _____ gallons per owner.
- **Roadway access to water supply** – **Yes or NO** Provide a fire department approved accessible access to dedicated fire water supply site NFPA 1142 7.5 and **show detail on plans**
- **Draft Hydrant** – Is there an approved draft hydrant inspected and approved by the fire district jurisdiction? **YES or NO** (Required per Chapter 8 of NFPA 1142)
- **Provide Draft fire hydrant(s) location** **Show on plans detail of draft hydrant or fire hydrant** – _____ feet maximum distance from any point on street or road frontage to a hydrant accessible within 20 feet of fire truck and water supply. Provide tank/pond location and distance from building to be protected of proposed project for verification of adequate water supply, hydrant spacing and underground pipe type and size to be installed and/ or other approved means for firefighting water supply.
 - **Verify thread type and orifice size with local fire department** _____.
- **Installation of Water Supply for Suburban and Rural Fire Fighting and Water Tanks for private fire protection** shall be per Oregon Fire Code 507.2.2, NFPA 1142 and NFPA 22. With automatic fill and protection from the building the water supply is used for and protection from freezing.

Draft Hydrants shall be approved dry barrel type hydrants installed to be protected from freezing temperature elements.

Prior to filling the pond and covering pipe on the underground, this needs to be inspected by the

AHJ per NFPA 1142, NFPA 22 and NFPA 24 for pipe type, pipe size and hydrant type, hydrant weep holes, thrust blocks, etc.,

GENERAL OREGON FIRE CODE input for this project is:

1. Construction and plans approval for building and building life safety system(s) must be approved and tested by Oregon Building Official per the current code adopted at time of construction.
2. Ensure the additions/repairs/alterations are within compliance of the Oregon Fire Code, NFPA Standards, including but not limited to the NFPA 13 – Automatic Sprinkler Systems, NFPA 72 – National Fire Alarm and Signaling Code, NFPA 1142 Standard on Water supplies for suburban and rural firefighting, NFPA 22 standard for water tanks for private fire protection, and NFPA 24 – Standard for the installation of private fire service mains and their appurtenances.
 - A. Show on plans if building has fire monitoring/fire alarm system/sprinkler system and who permitted/installed by.
 - B. Show on plans occupancy load calculation.
 - C. Show on plans occupancy load type.
 - D. Ensure address on building front in contrasting color OFC 505 (minimum 6” in height) and visible from the street without obstructions (i.e.. Vehicles, trees, etc.,).
 - E. Exiting from building must be compliant with Oregon Fire Code Chapter 10.
 - F. Ensure/provide and wall mount one 2A 10 BC minimum rated fire extinguisher to be located in an accessible location not less than 4” nor greater than 60” in height. One for each 75 feet travel distance or each 3,000 square feet throughout the building. NFPA 10 (Class k fire extinguisher when cooking with grease laden product shall be provided within 30 feet access)

FIRE LIFE AND SAFETY SYSTEMS

Provide building official approved plans and permit for fire alarm, fire alarm/sprinkler monitoring, fire sprinkler system, any type of fire suppression system if required by the building official .

- Fire sprinkler system plans and/or underground plans shall have the valve locations, underground fire line type and size to and including the in-building risers.
- In-Building risers shall be of approved type and size and installed per manufacture specifications (double wrap protection of stainless steel with 2” annular space through foundation per manufacture specifications and NFPA 13 section 9.3.4.1)
- Valves shall not be on the underground fire line to the building unless protected with a P.I.V or other approved alternative.
- 2018 NFPA 13 Section 7.6.3.2.1 A means shall be provided to perform a full forward flow test in accordance with 8.17.4.6 “All back flow preventers need to be provided with a means to conduct a full forward flow test in accordance with 8.17.4.6 and NFPA 25 during subsequent testing...”
- **Do not connect building overhead sprinkler system to the underground fire line until the**

underground fire line has been hydrostatically tested and flushed witnessed by the AHJ.

- OREGON FIRE CODE – 903.4.2 ALARMS – an approved audible device, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system.
- Provide approved plans that show fire department connection locations and distance from building/hydrants to FDC(s).
 - **FDC LOCATION** (see Oregon Fire Code Section 912) NEEDS TO have a working space of not less than 36 inches in width, 36 inches in depth and 78 inches in height shall be provided and maintained in front of and to the sides of wall-mounted fire department connections and around the circumference of free-standing fire department connections, except as otherwise required or approved by the fire chief. **2022 OFC 912.2 ACCESS** Immediate access to the fire department connections shall be maintained at all times without obstruction by fences, bushes, trees, walls or any other fixed or moveable object. **2016 NFPA 24 Section 5.9.5.2** Fire department connections shall be located and arranged so that hose lines can be readily and conveniently attached to the inlets without interference from any nearby objects, including buildings, fences, posts, or other fire department connections. **2016 NFPA 2016 NFPA 14 section 6.4.5.4 *** Fire department connections shall be located not more than 100 ft (30.5 m) from the nearest fire hydrant connected to an approved water supply. **6.4.5.4.1.** The location of the fire department connection shall be permitted to exceed 100 ft (30.5 m) subject to the approval of the authority having jurisdiction. **6.4.6** Fire department connections shall be located not less than 18 inches nor more than 48 inches above the level of the adjoining ground, sidewalk, or grade surface.
- If a fire alarm is required/installed, all signals must be tested per the NFPA 72 by the AHJ.
- If a fire monitoring system is required/installed, ensure the monitoring company is UL listed and appropriate signals such as, but not limited to, Water flow, Fire Alarm, Supervisory, Trouble report as per NFPA 72 and NFPA 13.

I will be available for any testing/visual of the underground fire line for fire department water supply hydrostatic testing and visual (**do not cover unless approved by the building official or the fire department authority**), building fire sprinkler system (**do not attach to underground system unless flushed and approved by building official or fire department authority**), fire alarm, kitchen hood suppression test and the fire final if requested by the building official.

Thank you again for this opportunity. Please let me know if you have any questions or concerns,

Respectfully,



DSFM Shannon Miller

Deputy State Fire Marshal
Fire Life Safety
Oregon State Fire Marshal

Mobile 503-507-1897
Email Shannon.Miller@osfm.oregon.gov



Reduce Risks through Education, Engineering, and Prevention.

Oregon State Fire Marshal Website: <https://www.oregon.gov/osfm/pages/default.aspx>

2022 Oregon Fire Code Link:

https://www.oregon.gov/osp/programs/sfm/Pages/Fire_Codes.aspx

Oregon Defensible Space <https://oregondefensiblespace.org/>

This e-mail, including any attachments, may contain information that is privileged, confidential or exempt from disclosure under applicable law. It is intended only for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message and any attachments.

From: Planner <planner@waldport.org>
Sent: Monday, November 13, 2023 10:40 AM
To: j.mason@centralcoastfire.net
Cc: MILLER Shannon * OSFM <Shannon.Miller@OSFM.Oregon.gov>
Subject: RE: Waldport Building Permit

You don't often get email from planner@waldport.org. [Learn why this is important](#)

Jamie, good morning

Attached are site plans and a narrative for the storage buildings mentioned below. the narrative describes what is to be stored, mainly RVs, boats, construction equipment. The application goes to the Planning Commission 11/27.

Let me know if you have any additional comments.

Thanks,

Jaime White
City Planner
City of Waldport

Planner@Waldport.org

Waldport: 541-563-3561 x3

355 NW Alder Street
Waldport, OR 97394

From: j.mason@centralcoastfire.net <j.mason@centralcoastfire.net>
Sent: Thursday, October 26, 2023 1:53 PM
To: Planner <planner@waldport.org>
Cc: Shannon.Miller@OSFM.Oregon.gov
Subject: RE: Waldport Building Permit

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Jaime,

As far as layout I do not have any immediate concerns. I am sharing this with Shannon (OSFM) to ensure there are no issues from the Fire Marshal's perspective. Do you know what they intend to store within the warehouses?

Thank you,

Fire Chief Jamie Mason

Central Coast Fire & Rescue District
145 NW Alsea Hwy
Waldport, OR 97394
Phone: (541) - 563 - 3121
Fax: (541) - 563 - 3190

From: Planner <planner@waldport.org>
Sent: Thursday, October 26, 2023 10:49 AM
To: 'j.mason@centralcoastfire.net' <j.mason@centralcoastfire.net>
Subject: Waldport Building Permit

Jamie, good morning

We have a request for a building permit for two warehouse style metal buildings on a vacant lot in the industrial park. The 30'x80' buildings will be used for storage. Access will be from a 30' wide driveway narrowing to a 17' drive lane next to the buildings.

Do you have any concerns with the layout?

Thanks,

Jaime White
City Planner
City of Waldport

Planner@Waldport.org

Waldport: 541-563-3561 x3

355 NW Alder Street

Waldport, OR 97394

DISCLOSURE NOTICE: Messages to and from this email address may be subject to Oregon Public Records Law.

DISCLOSURE NOTICE: Messages to and from this email address may be subject to Oregon Public Records Law.

DISCLOSURE NOTICE: Messages to and from this email address may be subject to Oregon Public Records Law.

DISCLOSURE NOTICE: Messages to and from this email address may be subject to Oregon Public Records Law.



City of Waldport
OFFICE of the CITY PLANNER
355 NW Alder Street
P.O. Box 1120
Waldport, OR 97394
Phone: 541-563-3561 x3
planner@waldport.org

Memo: Spruce Ridge Subdivision; Phase 1 Plat Approval
From: Jaime White, City Planner
To: Planning Commission
Date: November 27, 2023

**Case File #1-SUB-PC-23 Spruce Ridge Subdivision
Tax Lot 00200 of Tax Map 13-11-19-CD**

On April 24, 2023, the Waldport Planning Commission **approved the Masterplan and Phase 1 Tentative Plan for the Spruce Ridge Subdivision** with conditions. The decision became effective Friday, May 19, 2023.

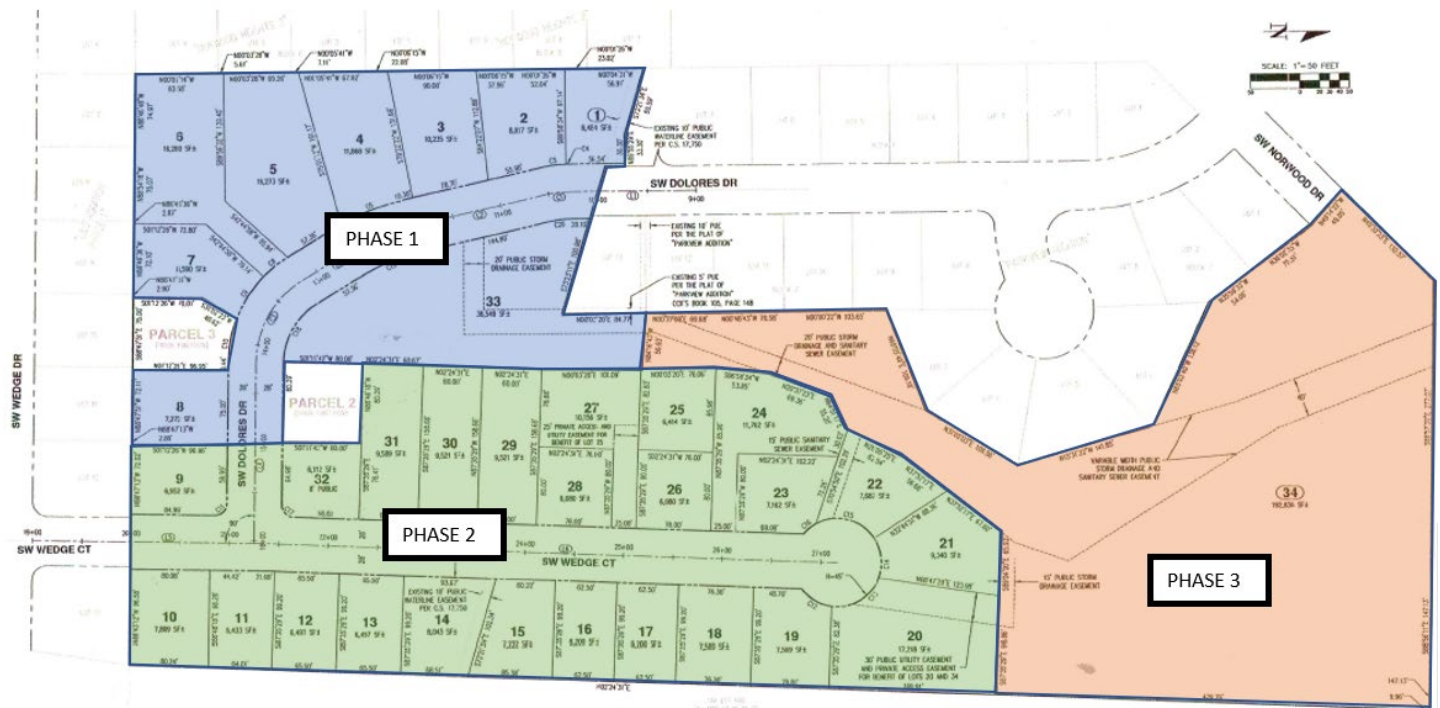
Relevant Waldport Municipal Code Standards for approval of phased subdivisions:

Chapter 16.100.040.B.4

Phase Development. A developer of a subdivision may file a plat on a portion or phase of the approved tentative plan. If the subdivision is submitted for plat approval in phases, each phase must be able to qualify in all respects to the applicable requirements of approval of the tentative plan as well as any changes or additions to the code which may have occurred subsequent to the approval of the tentative plan. If the subdivision is a planned unit subdivision, each phase must be able to qualify for approval independently from the balance of the approved tentative plan.

Chapter 16.100.050.K.1

When the City Planner determines that all of the certifications set forth in subsection H of this section have been met and that the plat conforms in all respects to the tentative plan as approved, consideration of the plat will be placed on the next scheduled meeting of the Planning Commission for determination that all requirements have been met. The Commission shall then approve, disapprove for cause, or, when further information is required, postpone a decision on the plat.



Spruce Ridge Subdivision Masterplan



- Phase 1 Plat is substantially as shown in the Masterplan except Lot 33 has been renumbered to Lot 9, and a boundary of Lot 33 has been adjusted.
- Final engineering for Phase 1 has been approved by the City.
- A connection has been made with Dolores Drive. The roadway extends to the east, beyond Lot 8.

- Sidewalks will be constructed as each lot develops.
- The Waldport Public Works Department has signed off on construction of the Phase 1 water, sewer, storm drain, and roadway including onsite inspections during and after construction. The above-described infrastructure has been built to City standards.
- A final layer of asphalt will be added to the roadway after heavy equipment has been removed from the site.

It is the opinion of the City Planner that conditions as outlined in the Findings & Conclusions for Phase 1 have been met or will be met with the completion of future phases.

At this time, staff is requesting a motion to approve or deny the final Plat for Spruce Ridge Phase 1.

If the request is denied, the Planning Commission should state the general reasons and facts relied on, and direct staff to prepare a memo summarizing the decision. If the request is denied, the action must be based on reasons related to orderly development and the best interests of the surrounding area or the city as a whole.

If the request is approved, staff offers recommended conditions, which may be added to or amended at the Commission's discretion:

1. Development shall occur in accordance with the approved 34-lot subdivision preliminary plan. Any substantial change in the plan shall require a new application to be reviewed and approved by the Planning Commission.
2. The signature of the chairperson on a final subdivision plat shall be valid for a period of one (1) year. If a plat has not been recorded within one (1) year of the date of the signature, the final approval of the plat by the director, in accordance with subsection J of this section shall expire, and a new request for final approval shall be required.

If approved, Phase 1 final approval will move forward as follows:

1. Unless appealed in accordance with Section 16.108.020(H), the decision of the Planning Commission shall become effective fifteen (15) days after the decision is rendered.
2. When the approval becomes effective, the Planning Commission chairperson shall sign the plat and its exact copy.
3. Following the Planning Commission chairperson's signature, the City shall deliver the plat and its exact copy to the Lincoln County Surveyor. The County Surveyor shall review the plat for conformance with the provisions of ORS 92.050-92.080.

Chapter 16.84 Conditional Uses

Chapter 16.84.070 Standards and Procedures Governing Conditional Uses

O. Cottage Clusters

The purpose of cottage cluster developments is to encourage and promote creativity and innovation in site planning, design, and development through the application of flexible land development standards. Application of the cottage cluster development procedure is intended to:

1. Ensure that new housing development enhances the variety of housing options available to Waldport's residents;
2. Provide an adequate supply and range of housing types and prices that will meet the city's future population growth;
3. Allow for different ownership patterns by allowing cottage clusters in certain zones subject to specific development standards, to regulate the development of cottage clusters, and to outline specific development criteria and design parameters to protect public health, safety, and welfare;
4. Allow for and encourage development designs which provide suitable recognition of the physical, topographic, cultural, historical and natural resource values and constraints present on a particular site;
5. Permit greater flexibility in the siting of buildings and other physical improvements and in the mixing of housing types in order to accomplish desirable design objectives; and
6. Ensure that development occurs in a manner consistent with the intent and purpose of the goals and policies of the Comprehensive Plan. Cottage clusters are subject to the standards identified below.

A. Definitions

The following definitions shall apply for the purposes of this code, notwithstanding other definitions in the development code:

1. "Building footprint" means the horizontal area as seen in plan, measured from outside of all exterior walls and supporting columns. It includes dwellings and any area of attached garage that exceeds 200 square feet. It does not include detached garages or carports; accessory structures; trellises; patios; areas of porch, deck, and balcony less than 30 inches from finished grade; cantilevered covers, porches or projections; or ramps and stairways required for access.
2. "Common courtyard" means a common area for use by residents of a cottage cluster. A common courtyard may function as a community yard. Hard and soft landscape features may be included in a common courtyard, such as pedestrian paths, lawn, groundcover, trees, shrubs, patios, benches, or gazebos.
3. "Cottage" means an individual dwelling unit that is part of a cottage cluster.
 - The gross floor area (livable area) of each cottage shall not exceed 1,250 square feet.
 - The footprint of each cottage shall not exceed 850 square feet, or 1,250 square feet including a garage.
4. "Cottage cluster" means a grouping of no fewer than four detached cottages located on a single lot or parcel that includes a common courtyard.
5. "Cottage cluster project" means a development site with one or more cottage clusters. Each cottage cluster as part of a cottage cluster project must have its own common courtyard.

B. Development Standards

1. Allowed in zones that allow residential uses.
2. Number of Cottages. A cottage housing development is composed of at least one cottage cluster, with a cluster containing four (4) to eight (8) dwelling units.
A cottage cluster project may include more than one cluster with more than one associated courtyard. There is no limit to how many clusters are permitted on a single lot.

3. Minimum Lot Size and Dimensions. Cottage clusters shall meet the minimum lot size, width, and depth standards that apply to detached single family dwellings in the same zone.
4. Maximum Density. Cottage Clusters are exempt from the density standards of the zoning district in which they are located.
5. Setbacks and Building Separation.
 - Setbacks. Cottage clusters shall meet the minimum and maximum setback standards that apply to detached single family dwellings in the same zone.
 - Building Separation. Cottages shall be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall be in accordance with building code requirements.
6. Unit Size. The maximum livable area for cottage clusters is 1,250 square feet per dwelling unit. The maximum footprint for cottage clusters is 850 square feet per dwelling unit.
7. Building Height. The maximum building height for all structures shall be the same as the underlying zone.
8. Off-Street Parking. The minimum number of required off-street parking spaces for a cottage cluster project is one (1) space per unit. Spaces may be provided for individual cottages or in shared parking clusters.
9. Accessory Dwelling Units. Accessory Dwelling Units (ADU) are not allowed in cottage cluster developments.
10. Vacation Rental. Cottage Cluster developments shall not be Vacation/Short term rentals.
11. Sewer Connection. Each cottage in a cottage housing development must be connected to the city sewer system if available.

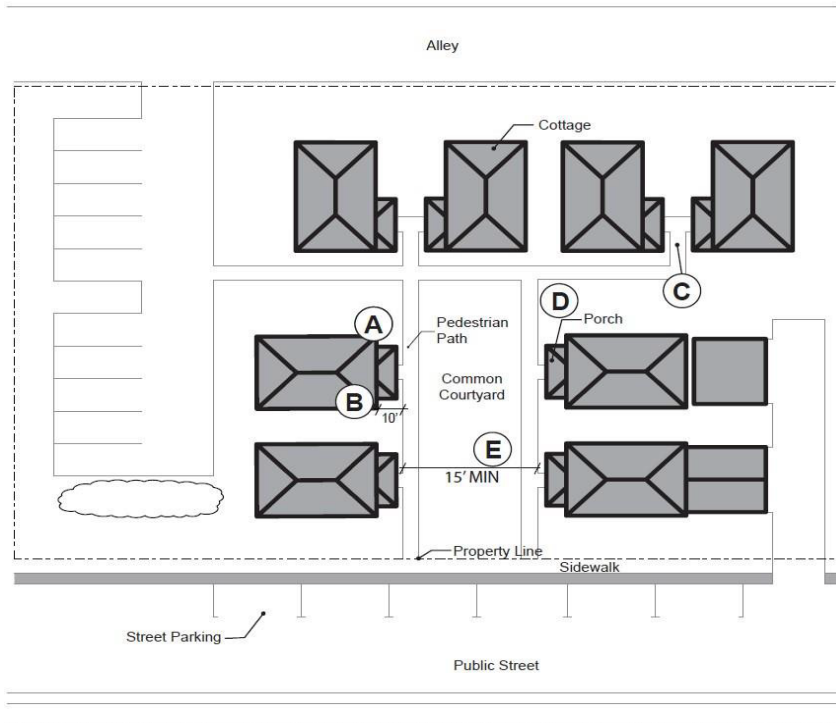
C. Design Standards

1. Cottage clusters shall meet the design standards in subsections (1) through (6) of this section (C). No other design standards shall apply to cottage clusters unless noted in this section.
2. Cottage Orientation. Cottages must be clustered around a common courtyard, meaning they abut the associated common courtyard or are directly connected to it by a pedestrian path, and must meet the following standards (see Figure 1):
 - Each cottage within a cluster must either abut the common courtyard or must be directly connected to it by a pedestrian path.
 - A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and must:
 - i. Have a main entrance facing the common courtyard;
 - ii. Be within 10 feet from the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; and
 - iii. Be connected to the common courtyard by a pedestrian path.
 - Cottages within 20 feet of a street property line may have their entrances facing the street.
 - Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that is directly connected to the common courtyard.
3. Common Courtyard Design Standards. Each cottage cluster must share a common courtyard in order to provide a sense of openness and community of residents. Common courtyards must meet the following standards (see Figure 1):
 - The common courtyard must be a single, contiguous piece.
 - Cottages must abut the common courtyard on at least two sides of the courtyard.
 - The common courtyard must contain a minimum of 150 square feet per cottage within the

associated cluster (as defined in subsection (2) of this section (C)).

- The common courtyard must be a minimum of 15 feet wide at its narrowest dimension.
- The common courtyard shall be developed with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational amenities. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard area.
- Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.

Figure 1. Cottage Cluster Orientation and Common Courtyard Standards

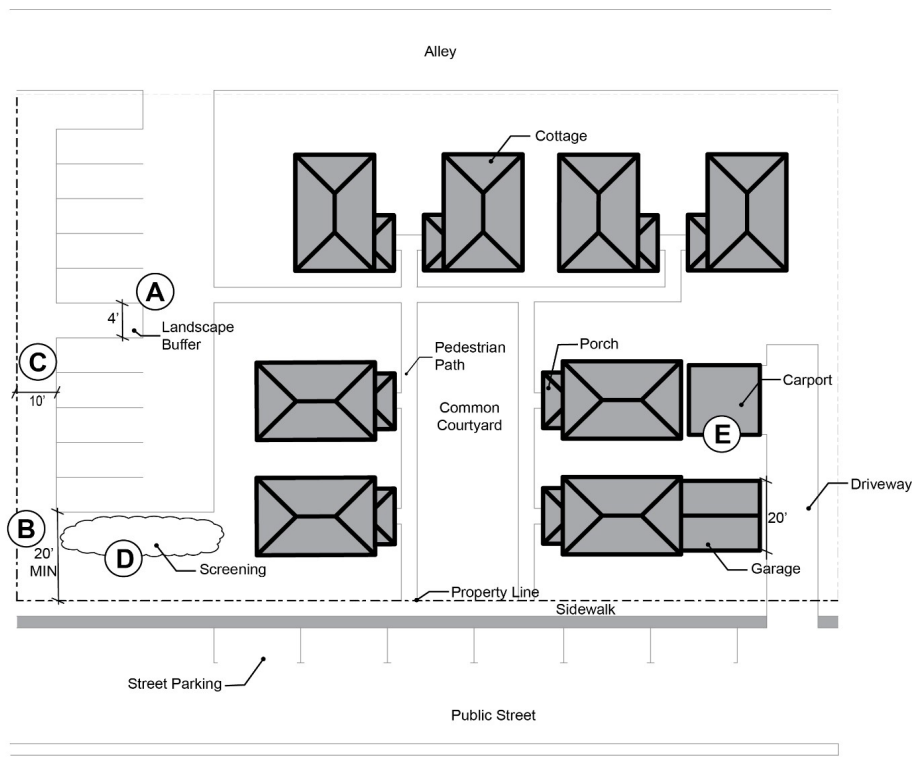


4. **Community Buildings.** Cottage cluster projects may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards:
 - A community building that meets the development code's definition of a dwelling unit must meet the maximum 850 square foot footprint and 1,250 square foot communal space limitations that applies to cottages. A covenant shall be recorded against the property stating that the structure is not a legal dwelling unit and will not be used as a dwelling.
 - Community building design, including the roof lines, shall be similar to and compatible with that of the cottages within the cottage housing development.
5. **Pedestrian Access.**
 - An accessible pedestrian path must be provided that connects the main entrance of each cottage to the following:
 - i. The common courtyard;
 - ii. Shared parking areas;
 - iii. Community buildings; and

- iv. Sidewalks in public rights-of-way abutting the site or rights-of-way if there are no sidewalks.
 - The pedestrian path must be hard-surfaced and a minimum of four (4) feet wide.
6. Parking Design (see Figure 2).
- Clustered parking. Off-street parking may be arranged in clusters, subject to the following standards:
 - i. Subject to the applicable provisions of Chapter 16.72.
 - ii. Shall be hard surface paved.
 - iii. Cottage cluster projects with fewer than 16 cottages are permitted parking clusters of not more than five (5) contiguous spaces.
 - iv. Cottage cluster projects with 16 cottages or more are permitted parking clusters of not more than eight (8) contiguous spaces.
 - v. Parking clusters must be separated from other spaces by at least four (4) feet of landscaping.
 - vi. Clustered parking areas may be covered.
 - Parking location and access.
 - i. Off-street parking spaces and vehicle maneuvering areas shall not be located:
 - Within 20 feet from any street property line, except alley property lines;
 - Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys.
 - ii. Off-street parking spaces shall not be located within 10 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.
 - iii. Drive aisles shall be posted “No Parking”.
 - Screening. Landscaping, fencing, or walls at least three feet tall shall separate clustered parking areas and parking structures from common courtyards and public streets.
 - Garages and carports.
 - i. Garages and carports (whether shared or individual) must not abut common courtyards.
 - ii. Individual garages shall not exceed 400 square feet in floor area.
 - iii. Garage doors for attached and detached individual garages must not exceed 20 feet in width.
 - Accessory Structures.
 - i. Accessory structures must not exceed 400 square feet in floor area.
 - ii. Interior fences shall not exceed three and one-half (3 ½) feet in height.
 - Existing Structures. On a lot or parcel to be used for a cottage cluster project, an existing detached single-family dwelling on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions:
 - i. The existing dwelling may be nonconforming with respect to the requirements of this code.
 - ii. The existing dwelling may be expanded up to the maximum height in subsection (B)(7) or the maximum building footprint in subsection (B)(6); however, existing dwellings that exceed the maximum height and/or footprint of this code may not be expanded.

- iii. The floor area of the existing dwelling shall not count towards the maximum average floor area of a cottage cluster.
- iv. The existing dwelling shall be excluded from the calculation of orientation toward the common courtyard, per subsection (2) of this section (C).

Figure 2. Cottage Cluster Parking Design Standards



CITY OF WALDPOR
2023 LAND USE & BUILDING PERMIT ACTIVITY
October, November 2023

Date	Applicant	Type of Activity	Zoning	Location	Description	Status/Comments
9/28/2023	Sexton	Building Permit	RR-2	13-12-36-AB-01200 3437 SW Fernwood Lane	New Deck for existing Single Family Residence	Approved
10/2/2023	Loeffler/Simmons	Septic Permit	R-1	13-11-18-CD-02500 729 NW Highland	Septic System for New Residence	Approved
10/9/2023	Schlosser	Building Permit	R-1	13-11-19-CD-00203 980 SW Dolores Drive	New Single Family Residence	Approved
10/10/2023	Loeffler/Simmons	Non-Conforming Alteration (Garage)	R-3	13-11-19-AB-00600 945 NE Commercial Street	New Garage	Approved
10/12/2023	Otness	Building Permit	R-2	13-11-19-DC-00219 260 SW Brentwood Drive	Replace existing garage with new garage & ADU	Approved

News

- New Utility Bills – October
 - Playground for Southworth Park has been ordered. City is beginning to solicit volunteers.
 - Recreational Immunity and Trails
 - ODOT has turned down a request to add lighted crossings as a temporary safety measure along 101 and 34 crossings without fully reengineering and installing the specifications to ADA standards. This is prohibitively expensive. We are exploring our options.
 - Industrial Park Sewer – We have reached an agreement for the location of a lift station and some assistance for pipe infrastructure from Dahl.
 - Tree Lighting Friday December 1, 5:00 p.m. Chamber will be hosting other activities.
 - City Hall closed Monday December 25, and Monday January 1.
-
- Next Planning Commission Meeting – Monday December 25, 2023.....