



128 S Main St.  
PO Box 445  
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**AGENDA  
REGULAR PLANNING COMMISSION MEETING  
128 S. MAIN STREET, CONDON, OR 97823  
TUESDAY, JUNE 20, 2023, 5:30 PM**

<https://us02web.zoom.us/j/82711323547?pwd=TGkvK2tjNG1paitYc1BlbzVDbFIvdz09>

1. **CALL THE MEETING TO ORDER/ROLL CALL**
2. **PUBLIC HEARING - Condon Early Learning Center Conditional Use Permit/Site Plan Review Application #633**
  - 2.1. **Open Hearing**
  - 2.2. **Staff Report - Read and/or Summarized**
  - 2.3. **Applicants & Proponents Testimony**
  - 2.4. **Opponents & Public Agency Testimony**
  - 2.5. **Questions by Planning Commissioners to Applicant or Proponents**
  - 2.6. **Close Hearing**
  - 2.7. **Planning Commission Deliberation, Decision or Postpone**
3. **REVIEW & APPROVE MINUTES**
  - 3.1. **April 18, 2023 Planning Commission Meeting Minutes**
4. **OTHER**
5. **ADJOURN**

If necessary, Executive Session may be held in accordance with ORS 192.660(2)() As this is a regular meeting of the Condon City Council, other matters may be addressed as deemed appropriate by the Council. Assisted listening device is available for persons with impaired hearing and should be scheduled for council meetings three working days prior to the Council meeting. The City of Condon is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to City of Condon Administrator, PO Box 445, Condon, OR 97823.

*Agenda prepared and distributed June 13, 2023*

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# **SITE PLAN & CONDITIONAL USE APPLICATION**

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For:

Condon Early Learning Center  
CELC Expansion  
311 East Bayard ST  
Condon, OR 97823

Date: April 26, 2023  
Project: 2022 -048

**Condon Early Learning Center**  
311 E Bayard ST  
Condon, OR 97823



*Professional Engineering  
and Project Management*

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Application Form





128 S. Main St  
 PO Box 445  
 Condon, OR 97823-0445  
 Tel. (541) 384-2711  
 Fax (541) 384-2700  
 Email: [admin@cityofcondon.com](mailto:admin@cityofcondon.com)

**City of Condon Development Permit Application**

CITY OF CONDON  
 Community Development Department  
 128 S. Main Street  
 P. O. Box 445  
 Condon, OR 97823

Date Issued \_\_\_\_\_  
 Building Permit Log # \_\_\_\_\_

**TYPE OF LAND USE ACTION OR DECISION**

Building Permit  
  Variance  
  Conditional Use Permit  
  Site Plan Review  
 Comprehensive Plan/Zoning Map Amendment  
  Other

**APPLICANT**

Name Condon Early Learning Center  
 Address 311 East Bayard ST  
Condon, OR 97823  
 Telephone # 541-384-4737  
 E-mail jconboy@condonelc.org

**LEGAL OWNER (If Different than Applicant)**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone # \_\_\_\_\_

**PROPERTY INFORMATION**

Address 311 East Bayard ST, Condon, OR 97823  
 Map & Tax Lot MAP 04S21E10DB; LOTS: 8501 & 8506  
 Zone District/Overlay C-Commercial  
 Oregon State Highway access  
  [Yes]  
  [No]

If yes, property owner must obtain appropriate Permits from Oregon Dept. of Transportation.

**GENERAL INFORMATION**

Describe current use of the property Day care/ early learning facility.

Describe how proposal will change use of property Expansion of existing use

**INFORMATION REQUIRED FOR  
Development Permit Application Review**

1 and 2 family residential development: *Scaled plot plan indicating property boundaries, setbacks, building location(s) with orientation(s), garage/carport/parking location and surface material Height of structures, street address, utility locations if known, and other information as required by Ordinance.*

Multi-family, Conditional Use, Commercial or Industrial Development: *Detailed site plan, utilities, drainage, off street parking, landscaping, building footprints, outside lighting, proposed signs, and other information as required by Ordinance.*

Other: \_\_\_\_\_

Caro Aulade, Board Chair 4-24-23  
Signature of Applicant                      Date                      Signature of Property Owner\*                      Date

\*Notarized Owner Consent Letter may substitute for signature of property owner

**STAFF REVIEW:**

ZONE DISTRICT: \_\_\_\_\_ GEOHAZARD ZONE: \_\_\_\_\_

HISTORIC DISTRICT/STRUCTURE:  YES  NO

FLOOD DESIGNATION: \_\_\_\_\_

PREVIOUS PLANNING ACTIONS: \_\_\_\_\_

ARE THERE EROSION CONTROL ISSUES? ACCESS ISSUES? DOES THE PROPERTY HAVE ALL UTILITIES AND PUBLIC IMPROVEMENTS SUCH AS SIDEWALKS, SEWER AND WATER? ARE THERE ANY OTHER ITEMS THAT NEED ATTENTION?

\_\_\_\_\_

\_\_\_\_\_

DATE OF THE SITE VISIT: \_\_\_\_\_ PLANNER: \_\_\_\_\_

PLANNING APPROVAL: \_\_\_\_\_

PUBLIC WORKS APPROVAL: \_\_\_\_\_

# Narrative

# ENGINEERING MEMORANDUM

<b>TO</b>	City of Condon				
<b>FROM</b>	Jeff Schott, P.E.				
<b>PROJECT</b>	Condon Early Learning Center Expansion				
<b>SUBJECT</b>	Site Plan & Conditional Use Application- NARRATIVE				
<b>DATE</b>	4/25/2023	<b>PROJECT #</b>	2022-048	<b>MEMO #</b>	EM-001

This narrative is for a site plan and conditional use application associated with the proposed expansion of the Condon Early Learning Center at 311 East Bayard ST in Condon.

The existing site is used as a childcare and early learning facility, and the proposed expansion will continue this use.

The existing building is single story and has a plan area of about 4,082 SF and the proposed expansion is an addition of about 5,600 SF.

## Basic Provisions:

Zoning: C-Commercial  
Location: 311 East Bayard ST, Condon, OR 97823  
Lots 4-8, block 32, East Addition  
Tax map: 04S21E10DB-8501 & 8506

## Adjacent Zoning:

North (adjacent): C – Commercial; use is residential.  
West (adjacent): C – Commercial; use is residential.  
South (adjacent): OS/P - School  
East (abutting): C – Commercial; use is residential.

## Article 3: Land Use Zones

### § 152.303 Commercial Zone – C1.

*USES. Buildings or structures hereafter erected, structurally altered, enlarged, or moved and land hereafter used in the OS Open Space zone shall comply with the following regulations.*

- (1) *PERMITTED USES. Subject to site plan review. See § 152.412.*  
*f. All uses permitted in the Residential Zone (R-2)*

There is currently no R-2 residential zone in Condon. There is R-1 zone which allows day care centers as conditional use.

Since a day care facility is permitted in R-1 by conditional use, and R-1 uses are permitted by reference, we are proposing that proposed use is permitted as conditional use.

(3) *HEIGHT. Buildings, structures, or portions thereto, shall not be erected to exceed a height of three stories or 35 feet, whichever is less.*

The proposed building is < 35' tall.

(4) *SETBACK REQUIREMENTS. In the Commercial zone, setbacks shall be as follows.*

- a. *No front or side yard setback is required.*
- b. *No buildings shall be constructed or located closer than five feet from the rear lot line.*

A nominal 15' setback is proposed on the side facing the streets to allow for on-site storm water management. Offsets from the back are > 25' for the main building. Since the development faces 3 streets the only rear lot line appears to be the east line of lot 8506. An agreement with the neighbor has been reached to construct a retaining wall and fence on the north and east side of lot 8506.

The two tax lots will be combined via a replat as part of the development.

(5) *PARKING REGULATIONS.*

- b. *Off-Street Parking. See Supplemental Provisions ' 152.411.*
- c. *Parking Area Approval. Land used for commercial parking areas in this zone shall be developed in accordance with a plan approved in writing by the Planning Commission. The area must be surfaced with asphaltic concrete, or other type of surfacing approved by the Planning Commission and all parking spaces shall be individually marked.*

Condon Early Learning Center (CELC) proposes that parking for the facility be provided at two off-site, off-street parking locations as well as on-street parking.

### **§ 152.305 HISTORIC RESOURCE COMBINING ZONE - HR.**

The proposed development is not shown in the historical commercial district.

### **§ 152.306 FLOOD PLAIN OVERLAY ZONE - FP.**

The project is not shown to be in a flood plain per the FIRM map for Condon, OR.

### **152.400 Supplementary Provisions**

**§ 152.401 MAINTENANCE OF MINIMUM CHAPTER REQUIREMENTS.**

*No lot area, yard or other open space existing on or after the effective date of this chapter shall be reduced below the minimum required for it by this chapter, and no lot area, yard or other open space which is required by this chapter for one use shall be used as the required lot area, yard or other open space for another use.*

The proposed use does not cause the minimum lot areas or open spaces to be reduced below the required area set forth in the planning ordinance.

**§ 152.402 ACCESS.**

*Every lot shall abut a street, other than an alley, for at least 50 feet.*

The proposed lot has approximately 450 feet of street frontage.

**§ 152.403 GENERAL PROVISIONS REGARDING ACCESSORY USES.**

*An accessory use shall comply with the requirements for a principal use, except as this chapter specifically allows to the contrary.*

The proposed use does not create a prohibited accessory use. There are a couple of accessory buildings proposed on-site. One is a storage building and one is a greenhouse for educational purposes.

**§ 152.404 FENCES.**

*A fence or hedge within a front yard or a street side yard shall not exceed an elevation six feet above the base or ground elevation. Vision clearance areas shall be maintained.*

No fences are proposed along the street frontage. An existing fence is in place between tax lot 8501 (the existing development) and 8505 (the neighbor to the north). This fence will be extended around the north and east side of 8506. There will also be a fence surrounding the play area.

**§ 152.408 EARTH MOVEMENT AND REMOVAL.**

*A written permit approved by the Planning Commission shall be required to remove 50 cubic yards or more of earth material from any individual property within a calendar year.*

More than 50 yards of earth will need to be removed from the property to support the proposed development.

**§ 152.409 VISION CLEARANCE AREAS.**

*A vision clearance area shall be maintained at the corners of all property at the intersections of two streets or a street and a railroad. Such corner lots of parcels shall be provided with and maintain a vision clearance area. A vision clearance area is defined as a triangular area formed at a corner lot or parcel by the intersection of dedicated public rights-of-way lines and a straight line joining said lines through points 12 feet back from their intersection. The vision clearance area shall provide an area unobstructed vision from 3½ feet to 8 feet above the top of the curb. Natural topographic features, utility poles, and tree trunks are excluded from this requirement.*

The proposed development complies with the vision clearance area requirement. The existing building on-site also complies with the vision clearance requirement.

**§ 152.410 SIGNS.**

*The purpose of this section is to provide standards and procedures for constructing or erecting signs in specific city zones. An outdoor display, message, emblem, device, figure, painting, drawing, placard, poster, billboard or other thing that is used, designed or intended for advertising purposes or to inform or attract the attention of the public. The term includes the sign supporting structure, display surface and all other component parts of the sign. When dimensions of the sign are specified, the term includes the panels and frames, and the term includes both sides of the sign of specified dimension or area, but the term shall not include a sign as reasonably necessary or required by any branch or agency of the government pursuant to any public law or regulation.*

**(1) PROCEDURES.**

*(A) Signs meeting the required standards in the residential and open space zones may be erected or placed on the property without a specific permit except as noted below.*

*(B) Signs meeting the required standards in the commercial and industrial zones must have a sign permit. Sign permits may be issued administratively by the city staff if the staff finds the sign being requested meets the standards described in this section and, further, that addition of the sign to a specific property will still be in compliance with these provisions.*

**(2) STANDARDS AND SIZE REQUIREMENTS.**

*(B) Commercial and Industrial Zones. Any signs erected or to be erected in commercial or industrial zones shall be reviewed and approved by the city and shall meet the standards outlined below. A sign application may be picked up at City Hall.*

*1. Principal Signs. A principal sign advertising the business may be a combination of free-standing, flush-mounted or projecting signs. Free-standing and projecting sign areas are computed by totaling both sides of the signs.*

*2. Sign Area. The amount of area allowed for the sign is computed on a basis of one square foot of sign area for each lineal foot of frontage the property or business on the public right-of-way in the city up to a maximum of 200 square feet of sign area. In the case of multiple businesses within the same building, the amount of street frontage of the business within the building will be the determining factor. In the case of a corner lot, the sign size facing each street shall be limited to the amount of lineal frontage on each street. In no case shall the total signage area for each property exceed 200 square feet.*

An additional sign may be provided, but it will be attached to the building. The sign dimensions will not exceed 36 SF.

**§ 152.411 OFF-STREET PARKING AND LOADING.**

*(1) OFF-STREET PARKING REQUIREMENTS. At the time of construction, reconstruction or enlargement of a structure, or at the time a use is changed in any zone, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established. Where square feet of the structure or use are specified as the basis for the requirements, the area measured shall be the gross floor area primary to the functioning of the particular use of the property. When the requirements are based on the number of employees, the number counted shall be those working on the premises*

during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.

## **USE & MINIMUM REQUIREMENTS**

- *Preschool, nursery, kindergarten: 2 spaces/teacher*

The CELC will employ approximately 8 teachers. There will also be aids, administrators, a cook and a custodian. The 16 spaces required appear consistent with the parking demands of the staff. This parking is provided at adjacent off-site locations.

*(2) OFF-STREET PARKING AND LOADING. Buildings or structures to be built or substantially altered which receive and distribute materials and merchandise by trucks shall provide and maintain off-street loading berths in sufficient number and size to handle adequately the needs of the particular use. Off-street parking areas used to fulfill the requirements of this section shall not be used for loading and unloading operations except during periods of the day when not required to care for parking needs. General provisions are as follows:*

*(C) Owners of two or more uses 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 city in the form of deeds, leases or contracts to establish the joint use.*

*(D) Off-street parking spaces for dwellings shall be located on the same parcel with the dwelling. Other required parking spaces for commercial uses shall be located not farther than 500 feet from the building or use they are required to serve, measured in a straight line from the building.*

Childcare drop-off and pick-up will remain on Bayard ST. A loading area is provided on the north side of the building to facilitate propane deliveries and for garbage service.

Currently 12 spaces are provided in the parking lot on site. This parking area will be demolished to make room for the expanded learning center. There is no space on-site parking.

Six (6), parking spaces are to be provided by Condon School District in the parking lot above the swimming pool. Twelve (12) parking spaces are to be provided by or around the Condon Seventh-Day Adventist Church to the north. Both these locations are approximately 250' from the CELC.

The peak use of the off-site parking areas coincide with the minimum use periods of the CELC and vice versa. The CELC operates typically from approximately 7:30 AM – 5:00 PM weekdays. The peak demand at the school is during games, which typically occur in the evening and weekends. The peak demand for the church is typically weekends and evenings. The peak demands of the combined uses do not overlap. An agreement is in place with the Condon School District, and an agreement is pending with the Condon Seventh-Day Adventist Church.

One ADA space is proposed in the public way along East ST, on the west side of the proposed building. There are approximately five (5) additional on-street parking spaces

immediately to the east and west of the development. No long-term parking is assumed on Bayard ST as this area is used for short term parking associated with dropping off and picking-up children.

The CELC understands that residential neighbors to the east and west are likely concerned about parking directly in front of their property. The CELC will instruct their employees not to park immediately in front of the neighbor's property.

The lack of on-site parking is not unprecedented in the commercial zone in Condon. The Gilliam County Library, Summit Springs Village, North Central ESD as well as many other businesses on Main Street operate with little or no on-site parking, and this rarely appears to create congestion or hinder commerce.

### **§ 152.412 SITE PLAN APPROVAL**

*(3) SITE PLAN REVIEW CRITERIA. The following criteria shall be used in evaluation proposals.*

*(A) Natural Features. Where existing natural or topographic features are present, they shall be used to enhance the development; (i.e., the use of small streams in the landscaping design, rather than culvert and fill).*

The site is previously developed, and has no remarkable natural features.

*(B) Trees. Existing trees shall be left standing except where necessary for building placement, sun exposure safety or other valid purpose. Vegetative buffers should be left along major streets or highways, or to separate adjacent uses.*

There are a number of existing trees on-site that appear to have been placed during the 2017 construction. These will remain.

*(C) Grading. The grading and contouring of the site shall take place and on-site surface drainage and on-site storage of surface water facilities are constructed when necessary, so there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system.*

*Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan may be required.*

The site historically drains to the south and west. During the 2017 development, a claim was made that all storm water would be "maintained" on-site. It is our opinion that the existing system can keep water on-site for some storm events, but in larger storm events (greater than 5–10-year recurrence interval), water will necessarily flow off-site. Our analysis suggests that it is possible to manage the 2 year and possibly 5-year recurrence intervals on-site, but that in larger storm events, water will necessarily overflow off-site.

We propose to utilize a similar storm water system to the current on-site system. This system collects storm water in rock-lined swales along the south and west sides of the site, with most of the water being infiltrated. The swale being lost on the north side of the

existing parking lot is being replaced by a longer swale along the west side of the frontage.

*(D) Public Facilities. Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and offsite public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities may be required. On-site detention or treatment of stormwater may be required.*

#### Domestic Water:

The proposed facility will have a demand of about 45 gpm (depending on the type of toilets used). The Sensus SR 1" meter used by the City has a capacity of up to 50 GPM. This is an increase from about 35 GPM on the current site.

The current proposal is to use a 1" meter, but with 1 ½" service lines from the meter to the building. This keeps the water velocity below 10 feet/second even at flows up to 50 GPM, and reduces pressure losses.

Based on our review of the City water distribution maps, it appears that water is available.

#### Sanitary Sewer:

The proposed demand for the combined building is about 80 fixture units. A 4" sewer has a capacity of about 216 fixture units. The existing 6" public pipe appears to have adequate capacity for the proposed use.

We propose to connect to the same manhole near the southeast corner of the property, at the intersection of Washington and Bayard ST. We will combine the flows from the new expansion and the existing building into a single pipe. This may require the replacement of the existing connection from the building to the manhole.

#### Storm Drain:

There are currently no public storm water facilities adjacent the site other than street gutter. All surface flows collect in the gutters along Bayard ST and East ST.

We propose to maintain storm water on-site for up to the 2-year event and likely the 5-year event. However, for events beyond the 5-year event we propose that water will necessarily overflow into the public way. This overflow will end up in the gutter along Highway 206 (Bayard ST) where it will eventually make its way to the storm system along Highway 19. We propose to use pipe weeps or ADA compliant trench drains and covers to provide overflow capacity to the gutter.

The proposed development does not significantly change the impervious area of the site. Approximately 7,700 SF of existing concrete and gravel parking areas are being replaced with about 8,800 SF of building, hardscape and graveled

area. The storm water swales are going to be expanded and filled with open rock for storage and infiltration.

**Fire Water:**

There are two fire hydrants near the proposed development. One is located across the street at the corner of Washington and Bayard, to the northeast of the high school. Another hydrant is located to the southwest across Bayard ST, at the northwest corner of the High School.

Per the Oregon Fire Code, this development requires 2 hydrants and 2,500 GPM of fire flow. Fire sprinklers will not be required.

**Franchise Utilities:**

The site is currently fed electrical power from the northeast off Washington ST. We have discussed this with Columbia Basin, and we propose to feed the building from the northwest. The new building will feed the existing building and the existing service will be abandoned.

The site will likely be equipped with a back-up generator for operation when the power goes out.

Data will remain as it currently is supplied.

Gas energy will be provided by a propane tank on-site located at the north east corner of the new development. This tank will supply heat for the building as well as propane for the generator. The tank location meets the requirements of the Fire Code.

**Streets:**

The site is on the corner of Bayard ST and East ST. No major improvements are proposed other than to construct new sidewalks, curbs and gutters along the frontage of East ST.

**Sidewalks:**

New public sidewalks are proposed along East ST.

*(E) Traffic. The following traffic standards shall be applicable to all proposals. When evaluating traffic issues, consideration shall be given to the proposed usage (i.e., employees, customers, freight, service) and to the potential types of traffic (i.e., vehicles, pedestrians, bicycles).*

The proposed development does not appear to place an undue burden on the existing transportation system. Drop-off and loading will remain along Bayard ST and no long-term parking is proposed in this area.

Pedestrian access is provided from the public sidewalk via private sidewalks to and around the site.

Accessible parking is to be provided on the west side of the building along East ST. This parking area will be in the public way. This is like the ADA parking at the Gilliam County Library and Summit Springs Village Memory Care Center.

*(F) Storage. All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.*

All storage areas are internal to the building or in future adjacent accessory storage buildings. The propane tank and generator are pushed to the rear of the lot. A provision for exterior trash enclosures is shown at the north end of the site.

*(G) Equipment Storage. Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet at a minimum the requirements of this Code of Ordinances relative to noise, if any.*

Mechanical equipment will be placed interior to the building and/or on the back side of the building away from the street. Outdoor coil units for the new building are located on the north side of the building

*(H) The following criteria shall be applied to the maximum extent possible without causing significant adverse impacts on the operating efficiency of the proposed use:*

*1. Compatibility. The height, bulk and scale of buildings shall be compatible with the site and the buildings in the vicinity. Use of materials shall promote harmony with surrounding structures and sites.*

The proposed development appears to be consistent with the surrounding properties and uses. The proposed development is an expansion of an existing use.

*2. Design. Monotony design in single or multiple projects shall be avoided. Variety of detail, form and siting shall be used to provide visual interest.*

The proposed development has an alternating roof line as well as elements that are intended to match the existing building configuration.

*3. Orientation. Buildings shall have their orientation toward the street rather than the parking area. A main entrance shall be oriented to the street. For lots with more than two front yards, the buildings shall be oriented to the two busiest streets.*

The front of the building, including the public entrance, face Bayard ST. There is an alternate entrance / exit on East ST.

*4. Parking. Parking areas shall be located behind the buildings or on one or both sides*

Parking is provided off-site.

**§ 152.413 LANDSCAPING AND DEVELOPMENT STANDARDS.**

**(1) PURPOSE.**

*(A) Landscaping standards apply to all new multi-family, commercial and industrial uses, including change of use, and parking lots of four spaces or more. The Downtown Master Plan shall govern the landscaping requirements in the downtown core area.*

*(B) For sites which do not conform to these requirements, an equal percentage of the site must be made to comply with these standards as the percentage of building or parking lot expands, e.g. if the building or parking lot area is to expand by 25%, then 25% of the site must be brought up to the standards required by this chapter.*

*(2) PROCEDURE. A landscaping plan shall be submitted to the city at the time of application for a building permit, conditional use permit, or site plan review for all new multifamily, commercial, industrial uses, including change of use, and parking lots of four spaces or more.*

*(A) The design must conform to the Downtown Master Plan.*

*(B) The city staff shall review all landscaping plans for compliance with the provisions of this chapter and notify the property owner of deficiencies in a submitted plan.*

*(C) A building permit, conditional use permit, or site plan review shall not be issued until a landscaping plan has been approved.*

*(D) The required landscaping shall be in place prior to issuance of a certificate of occupancy or a schedule for its completion prepared and approved.*

We request that the landscape and irrigation plan submittal be deferred until submittal for a building permit. We have not progressed enough on detailed design to submit a final plan.

The current site has over 50% landscaped (or otherwise non-impervious) and the proposed development will have approximately 42% of the site in landscaping and lawn including the play area. The frontage landscape will include the large open river rock with low-maintenance plants intermixed in the ground cover like the existing site. The open river-rock area will serve as part of the stormwater management system.

*(3) CONTENTS OF LANDSCAPING PLAN. A landscaping plan submitted to the city as required by this chapter shall identify the placement and type of plant materials to provide an effective means for evaluating whether the chosen plant materials will:*

*(A) Survive in the climate and soils of the proposed site;*

*(B) Satisfy the functional objectives of landscaping as detailed in this chapter, including erosion control, screening and shade within a reasonable time.*

All plants will be suitable for Condon's environment.

*(4) GENERAL LANDSCAPING STANDARDS. The following landscaping standards apply to all new multi-family, commercial and industrial uses, including change of use, and parking lots of four or more spaces.*

*(A) The property owner shall be responsible for any future damage to a street, curb or sidewalk caused by landscaping.*

*(B) Landscaping shall be selected and located to deter sound, filter air contaminants, curtail erosion, contribute to living privacy, reduce the visual impacts of large buildings and paved areas, screen, and emphasize or separate outdoor spaces of different uses or character.*

*(C) Landscaping in parking areas shall be planted in combination along the perimeter and in the interior of the lot and shall be designed to guide traffic movement and lessen the visual dominance of the lot.*

*(D) Plants that minimize, upkeep and maintenance shall be selected.*

*(E) Plants shall complement or supplement surrounding natural vegetation.*

*(F) Plants chosen shall be in scale with building development.*

*(G) Minimum landscaping as a percent of gross site area shall be as follows:*

*Multi-family 20%  
Commercial 15%  
Industrial 15%  
Parking Lots 10%*

The proposed development results in over 40% of the total site being landscaped.

*(H) Deciduous trees shall have straight trunks, be fully branched, have a minimum caliper of 1½ inches and be adequately staked for planting.*

*(I) Evergreen trees shall be a minimum of three feet in height, fully branched and adequately staked for planting.*

*(J) Shrubs shall be a minimum 18 inches in height and spaced not more than four feet apart for planting.*

*(K) Ground cover, defined as living material and not including bark chips or other mulch, shall be planted on a maximum 18 inches on center between plants and rows.*

*(L) Watering systems shall be installed to assure landscaping success. If plantings fail to survive, it is the responsibility of the property owner to replace them.*

The proposed development will include automatic irrigation.

*(M) Trees shall not be planted closer than 25 feet from the curb line of intersections of streets or alleys, and not closer than ten feet from private driveways (measured at the back edge of the sidewalk), fire hydrants, or utility poles.*

*(N) Street trees shall not be planted closer than 20 feet to light standards. Except for public safety, no new light standard location should be positioned closer than ten feet to any existing street tree, and preferably such locations will be at least 20 feet distant.*

*(O) Trees shall not be planted closer than two and one-half feet from the face of the curb except at intersections, where it should be five feet from the curb in a curb return area.*

*(P) Where there are overhead power lines, tree species that will not interfere with those lines shall be chosen.*

*(Q) Trees shall not be planted within two feet of any permanent hard surface paving or walkway. Sidewalk cuts in concrete for trees shall be at least four feet by four feet; however, larger cuts are encouraged because they allow additional air and water into the root system and add to the health of the tree. Space between the tree and such hard surface may be covered by permeable nonpermanent hard surfaces such as grates, bricks on sand, paver blocks, cobblestones, or ground cover.*

*(R) Trees, as they grow, shall be pruned to their natural form to provide at least eight feet of clearance above sidewalks and 12 feet above street roadway surfaces.*

*(S) Existing trees may be used as street trees if there will be no damage from the development which will kill or weaken the tree. Sidewalks of variable width and elevation may be utilized to save existing street trees, subject to approval by the City Engineer.*

*(T) Vision clearance hazards shall be avoided.*

See Site Plan

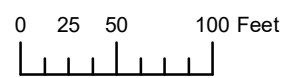
**§ 152.501 AUTHORIZATION TO GRANT OR DENY CONDITIONAL USES.**

The owner requests that the Conditional Use permit, if granted, be made valid for 24 months, rather than 6 months. Construction is currently scheduled to begin in early (March /April) 2024, but this is contingent on financing and several other considerations.

Exhibit A: Tax Map



THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY



N.W. 1/4 S.E. 1/4 SEC. 10 T.4S. R.21E. W.M.  
Gilliam County  
1" = 100'

04S21E10DB

4/21/2022

SEE MAP 04S 21E 10AC



CANCELLED  
700  
701  
900  
2800  
5201  
5600  
5700  
5800  
6102  
6601  
6602  
6701  
7601  
8101  
8600  
8700  
8800  
8900  
9002  
9303  
9305  
7700  
6501  
8503  
8507

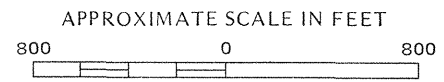
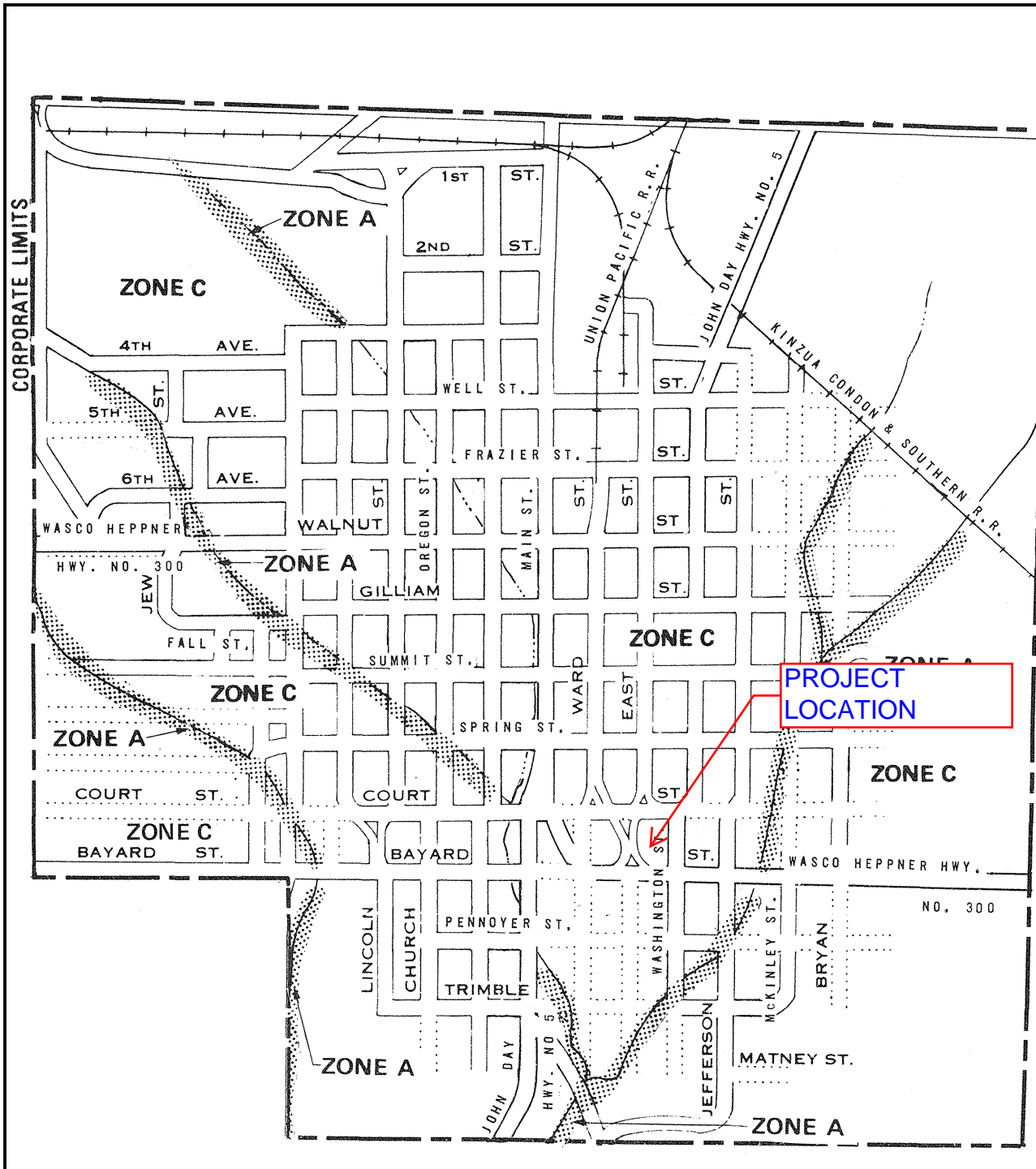
SEE MAP 04S 21E 10CA

SEE MAP 04S 21E

SEE MAP 04S 21E 10DC

04S21E10DB

## Exhibit B: FIRMETTE



NATIONAL FLOOD INSURANCE PROGRAM

**FIRM**  
FLOOD INSURANCE RATE MAP

CITY OF  
CONDON,  
OREGON  
GILLIAM COUNTY

ONLY PANEL PRINTED

COMMUNITY-PANEL NUMBER  
410072 0005 B

EFFECTIVE DATE:  
SEPTEMBER 24, 1984



Federal Emergency Management Agency

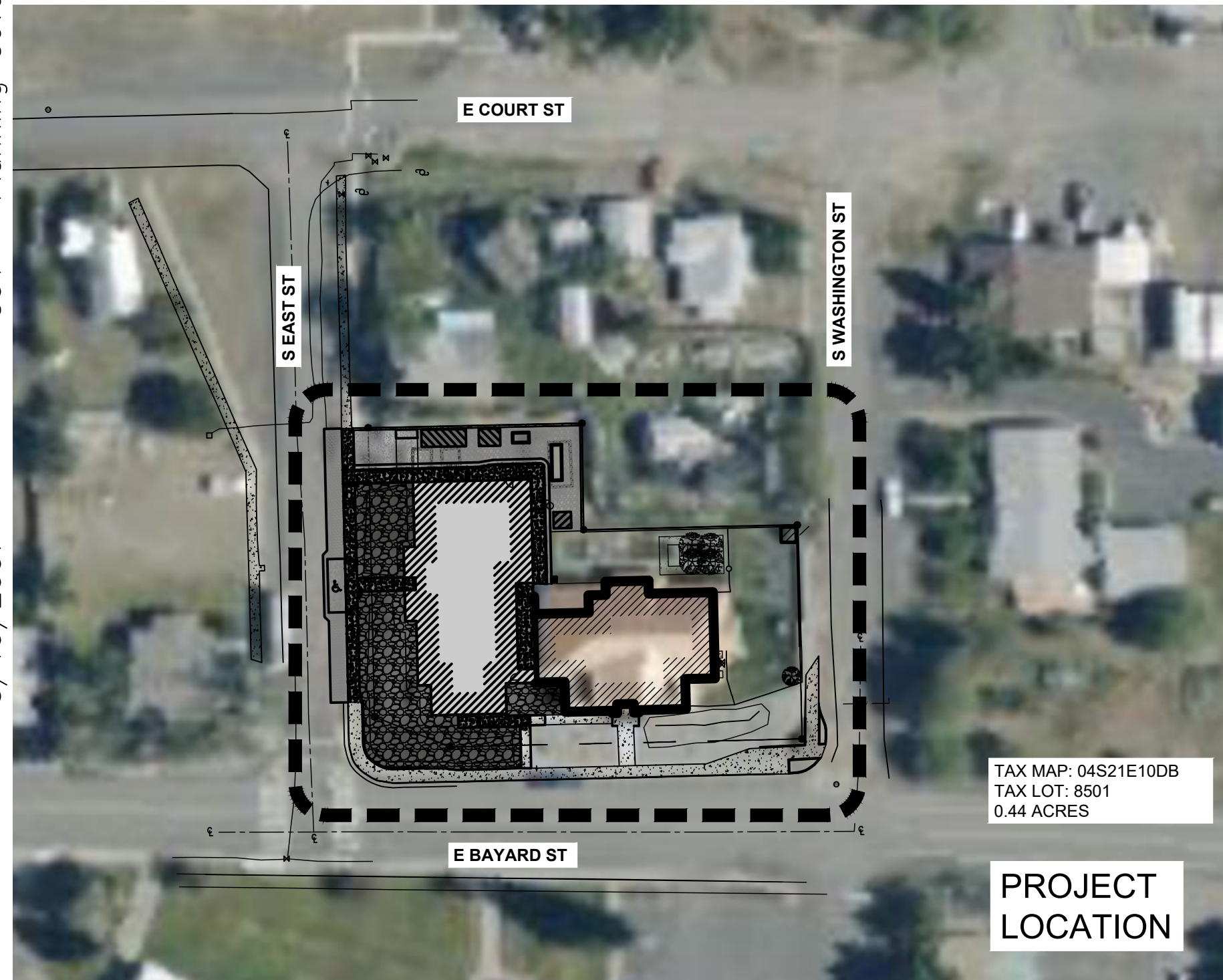
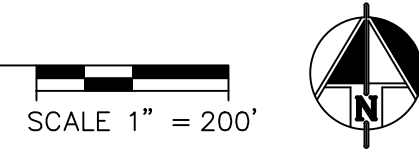
This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)

# Exhibit C: Site Plan Drawings

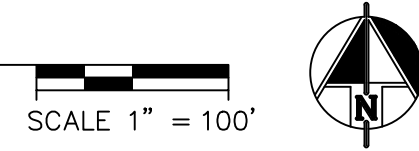
PRE-CONSTRUCTION AREA		
	AREA (SQ FT)	PERCENT
BUILDING	4444	18%
HARDSCAPE	5013	20%
LANDSCAPING/LAWN	15188	62%
TOTAL	24645	100%
POST-CONSTRUCTION AREA		
BUILDING	9986	41%
HARDSCAPE	2960	12%
LANDSCAPING/LAWN	11699	47%
TOTAL	24645	100%



**2 VICINITY MAP**  
C101



**1 SITE PLAN**  
C101



# LAND USE PLANNING APPLICATION

## CONDON EARLY LEARNING CENTER EXPANSION

### PARKING REQUIREMENT

2 SPACES/TEACHER  
SPACES REQUIRED 16  
SPACES PROVIDED 18 (All off-site)

### FRANCHISE UTILITIES

**ELECTRICAL POWER**  
COLUMBIA BASIN ELECTRIC CO-OP  
402 MAIN ST.  
CONDON, OR 97823  
CONTACT 1: BRIAN KOLLMAN, (541) 676-9146  
CONTACT 2: JOHN IRZYK (541) 384-2023  
E. brian@columbiabasin.cc

**TELEPHONE**  
ORTELCO  
ONE TELEPHONE DR  
MOUNT VERNON, OR 97865  
CONTACT:  
P. (541) 384-2961

### MUNICIPAL CONTACTS

**BUILDING PERMITS**  
CITY OF BOARDMAN  
200 CITY CENTER CIRCLE  
PO BOX 229  
BOARDMAN, OR 97818  
CONTACT: GLENN MCINTIRE BUILDING OFFICIAL  
P. (541) 626-7011  
E. mcintireg@cityofboardman.com

**LAND USE & PUBLIC UTILITIES:**  
CITY OF CONDON  
128 S MAIN ST  
CONDON, OR 97823  
CONTACT: KATHRYN GREINER, CITY ADMINISTRATOR  
GIBB WILKINS, PUBLIC WORKS DIRECTOR  
P. (541) 384-2711  
E. admin@cityofcondon.com

**FIRE DEPARTMENT**  
SGCRPD  
200 N MAIN ST  
CONDON, OR 97823  
CONTACT: GREG SMITH, CHIEF  
P. (541) 384-555  
E. gcs@ortelco.net

### PROJECT LOCATION

CONDON CHILD CARE  
311 E BAYARD ST  
CONDON, OREGON 97823  
REFERENCE LAT/LONG: 45.232489 N, 120.1826 W

### LEGAL DESCRIPTION

GILLIAM COUNTY TAX LOT 8501 & 8506, LOCATED IN THE N.W. 1/4 OF THE S.E. 1/4 OF SECTION 10, TOWNSHIP 4 SOUTH, RANGE 21 EAST, WILLAMETTE MERIDIAN, GILLIAM COUNTY, OREGON

### PROJECT BENCHMARK

BASIS OF BEARING IS BASED ON GPS SURVEY MEASUREMENTS USING THE WGS 1984 ELLIPSOID AND A TRANSVERSE MERCATOR MAPPING PROJECTION WITH THE FOLLOWING PARAMETERS:

ORIGIN OF LATITUDE = 45°14'33.61459"N  
ORIGIN OF LONGITUDE = 120°11'05.36918"W  
SCALE FACTOR = 1.0000000000

### OWNER CONTACTS:

CONDON CHILD CARE  
311 EAST BAYARD ST.  
CONDON, OREGON 97823  
CONTACT: JEANINE CONBOY, DIRECTOR  
P. (541) 384-4737  
E. jconboy@condoncl.org

### ENGINEER-OF-RECORD

PILLAR CONSULTING GROUP, INC.  
835 NW 23rd ST  
CORVALLIS, OREGON 97330  
CONTACT: JEFF SCHOTT, PE  
P. (541) 993-2480  
E. Jeff@Pillar-inc.com

### LAND SURVEYOR

ARMSTRONG SURVEYING & ENGINEERING, INC.  
267 NE SECOND STREET, STE 100  
PRINEVILLE, OREGON 97754  
CONTACT: TODD R. CATTERSON, PLS  
P. (541) 447-7791  
M. (541) 749-0211  
E. todd@armstrongsurveying.net

### AUTHORIZED PLAN CHANGES

CHANGES TO THE APPROVED PLANS CAN BE AUTHORIZED ONLY BY THE ENGINEER-OR-RECORD (E.O.R.)

### GENERAL NOTES - PUBLIC IMPROVEMENTS

CONSTRUCTION OF ALL PUBLIC IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS AND CITY OF CONDON STANDARDS SPECIFICATIONS AND DETAILS, WHICH ARE AVAILABLE FROM THE CITY OF CONDON.

ALL TESTING PROCEDURES AND RESULTS FOR PUBLIC IMPROVEMENTS CONSTRUCTION SHALL BE SUBMITTED TO THE ENGINEER-OF-RECORD FOR CERTIFICATION PRIOR TO ACCEPTANCE BY THE OWNER

CONTRACTOR SHALL MAINTAIN A SET OF AS-BUILT CONSTRUCTION DR DRAWINGS FOR PUBLIC IMPROVEMENTS. THE ENGINEER-OF-RECORD SHALL PREPARE FORMAL RECORD DRAWINGS FOR THE PUBLIC IMPROVEMENTS FOR INCORPORATION INTO THE OWNER'S DOCUMENT ARCHIVES.

ALL TEMPORARY AND PERMANENT TRAFFIC CONTROL SIGNS, MARKINGS AND EQUIPMENT SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, 2009 EDITION, USDOT, FHWA. COPIES OF THE MUTCD ARE AVAILABLE ON THE FHWA WEBSITE AT <http://mutcd.fhwa.dot.gov>

ALL CONSTRUCTION TRAFFIC CONTROL MEASURES SHALL BE APPROVED AND INSTALLED PRIOR TO ANY CONSTRUCTION ACTIVITY.

EROSION PREVENTION AND SEDIMENT CONTROLS SHALL BE APPROVED AND INSTALLED PRIOR TO AND MAINTAINED DURING THE CONSTRUCTION OF PUBLIC IMPROVEMENTS. EPSC PERMITS SHALL BE IN ACCORDANCE WITH THE APPLICATION FOR ALL MUNICIPAL EPSC PERMITS AND NPDES-1200C PERMITS.

CONTRACTOR SHALL PROVIDE NSF CERTIFICATION TO ENGINEER-OF-RECORD FOR ALL WATERLINE MATERIALS WHICH COME INTO CONTACT WITH DRINKING WATER. SEE OAR 333-061-0087.

THE LOCATION AND DESCRIPTIONS OF EXISTING UNDERGROUND UTILITIES SHOWN ON THESE CONSTRUCTION DRAWINGS ARE COMPILED FROM AVAILABLE RECORDS, FIELD SURVEYS OF ONE CALL UTILITY LOCATE, AND/OR ABOVE GROUND FEATURES. THE SURVEYOR OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. CONTRACTOR SHALL FIELD VERIFY LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.

CONTRACTOR SHALL FIELD VERIFY LOCATION & DEPTH OF ALL EXISTING UTILITIES WHERE NEW FACILITIES CROSS. CONTRACTOR SHALL BE RESPONSIBLE FOR EXPOSING POTENTIAL CONFLICTS FAR ENOUGH AHEAD OF CONSTRUCTION TO MAKE NECESSARY GRADE MODIFICATION WITHOUT DELAYING THE WORK. IF GRADE MODIFICATION IS NECESSARY, CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER, AND THE DESIGN ENGINEER SHALL OBTAIN APPROVAL FROM THE CITY ENGINEER PRIOR TO CONSTRUCTION. ALL UTILITY CROSSING SHALL BE PITHOLED AS NECESSARY PRIOR TO EXCAVATING OR BORING TO ALLOW THE CONTRACTOR TO PREVENT GRADE OR ALIGNMENT CONFLICTS.

### GRAPHIC LEGEND

—(E)DATA—	EXISTING DATA CONDUIT, UNDERGROUND
---(E)DATA---	DEMO (E) DATA CONDUIT, UNDERGROUND
---DATA---	NEW DATA CONDUIT, UNDERGROUND
---(E)FIBER---	EXISTING FIBER OPTIC, UNDERGROUND
---(D)FIBER---	DEMO (E) FIBER OPTIC, UNDERGROUND
---FIBER---	NEW FIBER OPTIC, UNDERGROUND
---(E)GAS---	EXISTING GAS PIPE
---(D)GAS---	DEMO (E) GAS PIPE
---GAS---	NEW GAS PIPE
---(E)OHPW---	EXISTING OVERHEAD POWER LINES
---(D)OHPW---	DEMO (E) OVERHEAD POWER LINES
---OHPW---	NEW OVERHEAD POWER LINES
---(E)SS---	EXISTING SANITARY SEWER PIPE
---(D)SS---	DEMO (E) SANITARY SEWER PIPE
---SS---	NEW SANITARY SEWER PIPE
---(E)SD---	EXISTING STORM DRAIN PIPE
---(D)SD---	DEMO (E) STORM DRAIN PIPE
---SD---	NEW STORM DRAIN PIPE
---(E)UGPW---	EXISTING UNDERGROUND POWER LINES
---(D)UGPW---	DEMO (E) UNDERGROUND POWER LINES
---UGPW---	NEW UNDERGROUND POWER LINES
---(E)W---	EXISTING WATER PIPE
---(D)W---	DEMO (E) WATER PIPE
---W---	NEW WATER PIPE
---(E)FW---	EXISTING FIRE WATER PIPE
---(D)FW---	DEMO (E) FIRE WATER PIPE
---FW---	NEW FIRE WATER PIPE
---(E)IRR---	EXISTING IRRIGATION WATER PIPE
---(D)IRR---	DEMO (E) IRRIGATION WATER PIPE
---IRR---	NEW IRRIGATION WATER PIPE
⊙	SANITARY SEWER MANHOLE
⊙	STORM DRAIN MANHOLE
⊙	CATCH BASIN, METAL OR CONCRETE
⊙	FIRE DEPARTMENT CONNECTION
⊙	FIELD INLET, CATCH BASIN
⊙	GUTTER INLET, CATCH BASIN
⊙	SURFACE DRAINAGE SHEET FLOW
⊙	FIRE DEPARTMENT CONNECTION
⊙	FIRE HYDRANT
⊙	UTILITY POLE, (LINE INDICATES GUYED)
⊙	HIGH POINT
⊙	LOW POINT
⊙	LIGHT
⊙	REVISION TAG
⊙	NEW SIGN, SINGLE POLE MOUNTED
⊙	EXISTING SIGN, SINGLE POLE MOUNTED
⊙	VALVE
⊙	WATER METER
⊙	WATER VALVE
⊙	WATER SHUTOFF VALVE
⊙	THRUST BLOCK
⊙	STRADDLE BLOCK
⊙	AIR RELEASE VALVE
⊙	WATER LINE BLOW-OFF ASSEMBLY
⊙	SAW CUT EDGE
⊙	REMOVE (DEMO) EXISTING FEATURE
⊙	KEYED CONSTRUCTION NOTE
⊙	SPOT ELEVATION
⊙	EXISTING GRADE CONTOURS
⊙	NEW GRADE CONTOURS

### SHEET INDEX

C01	LAND USE PLANNING COVER SHEET	REV 0	04/26/23
C11	LAND USE PLANNING SITE PLAN	REV 0	04/26/23
C12	LAND USE PLANNING EXISTING SITE PLAN	REV 0	04/26/23

### UTILITIES GRAPHICS REPRESENTATIONS

EXPOSED SURFACE FEATURES WERE LOCATED BY INSTRUMENT SURVEY, BY THE PROFESSIONAL LAND SURVEYOR. UNDERGROUND UTILITIES SHOWN WERE COMPILED FROM A VARIETY OF GIS DATA SOURCES, RECORD DRAWINGS AND INSTRUMENT SURVEYS. CONTRACTOR IS ADVISED TO VERIFY UNDERGROUND UTILITIES BEFORE DIGGING.

THERE ARE KNOWN UNDERGROUND UTILITIES AND BURIED STRUCTURES NOT SHOWN ON THESE DRAWINGS. CONTRACTOR IS ADVISED TO MAKE AN INDEPENDENT INVESTIGATION.

### GEOTECHNICAL INVESTIGATION

A GEOTECHNICAL INVESTIGATION TO BE PERFORMED FOR THIS PRIVATE SITE IMPROVEMENT.

### ATTENTION EXCAVATORS

OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THESE FROM THE CENTER BY CALLING THE ADMINISTRATION NUMBER (503) 232-1987, OR IN PERSON AT 1415 S.E. ANKENY, PORTLAND, OREGON 97214-1471 (MAILING ADDRESS).

YOU MUST NOTIFY THE CENTER AT LEAST TWO (2) BUSINESS DAYS BEFORE COMMENCING EXCAVATION. CALL TOLL-FREE (800) 332-2344, OR 811. ADDITIONAL INFORMATION CAN BE FOUND AT <http://www.digsafelyoregon.com>

## PILLAR CONSULTING GROUP, INC.

835 NW 23rd ST.  
CORVALLIS, OREGON 97330  
PHONE: 541-752-9202  
WWW.PILLAR-INC.COM



(c) 2023 PILLAR CONSULTING GROUP INC

### ABBREVIATIONS

A/	ABOVE (VARIES)	MAX	MAXIMUM
AC	ASPHALTIC CONCRETE	MFR	MANUFACTURER
AGG	AGGREGATE	MH	MANHOLE
AHJ	AUTHORITY HAVING JURISDICTION	MIN	MINIMUM
ALT	ALTERNATE	MISC	MISCELLANEOUS
ARCH	ARCHITECTURAL	MJ	MECHANICAL JOINT
B/	BOTTOM OF (VARIES)	N	NEW
BC	BEGINNING OF CURVE	NTS	NOT-TO-SCALE
BLDG	BUILDING	OC	ON-CENTER
BRG	BEARING	OD	OUTSIDE DIAMETER
CB	CATCH BASIN	OH	OVERHEAD
CI	CAST IRON	OPNG	OPENING
CIP	CAST-IN-PLACE	OPP	OPPOSITE
CITY	CITY OF CORVALLIS	PC	PRECAST
CJ	CONTROL JOINT	PCC	PORTLAND CEMENT CONCRETE
CL	CLASS	PI	POINT OF INTERSECTION
CLR	CLEAR	PL	PROPERTY LINE
CMP	CORRUGATED METAL PIPE	PTE	POINT OF TANGENCY
CO	CLEAN OUT	PUE	PUBLIC UTILITY EASEMENT
CONC	CONCRETE	PUL	PUBLIC UTILITY EASEMENT
CONST	CONSTRUCTION	PVC	POLYVINYLECHLORIDE
CONT	CONTINUOUS	PVI	POINT OF VERTICAL INTERSECTION
DEMO	DEMOLISH OR REMOVE	PVT	PAVEMENT
DBL	DOUBLE	QTR	QUARTER
DTL	DETAIL	R	RADIUS
DIP	DUCTILE IRON PIPE	RCP	REINFORCED CONCRETE PIPE
DIA	DIAMETER	RD	ROOF DRAIN
DIM	DIMENSION	REF	REFERENCE (VERIFY)
DWG	DRAWING or SHEET	REFD	REQUIRED
(E)	EXISTING	REV	REVISION
EC	END OF CURVE	RG	RIM ELEVATION
EG	EXISTING GRADE	RG	ROUGH GRADE
EJ	EXPANSION JOINT	RJ	RESTRAINED JOINT
EL	ELEVATION	ROW	RIGHT-OF-WAY
EOP	EDGE OF PAVEMENT	RP	RADIUS POINT
EQL	EQUAL	S	SOUTH
FDC	FIRE DEPARTMENT CONNECTION	SCHD	SCHEDULE
FD	FOUNDATION DRAIN	SF	SQUARE FEET
FDN	FOUNDATION	SHT	SHEET or DRAWING
FF	FINISH FLOOR	SL	SLOPE
FG	FINISH GRADE	SLR	SEALER
FH	FIRE HYDRANT	SPEC	SPECIFICATION
FL	FLOW LINE	SST	STAINLESS STEEL
FOC	FACE OF CURB	STA	STATION
FSV	FIRE SERVICE VAULT	STD	STANDARD
FT	FEET	STRUCT	STRUCTURAL
FTG	FOOTING	SYN	SYMMETRICAL
GAGE	GAGE	SYN	SYMMETRICAL
GALV	GALVANIZED	T/	TOP OF (VARIES)
GC	GENERAL CONTRACTOR	T&B	TOP AND BOTTOM
HMAC	HOT MIX ASPHALTIC CONCRETE	TEMP	TEMPORARY
HP	HIGH POINT	THK	THICK
HT	HEIGHT	THK	THICK
ID	INSIDE DIAMETER	TOC	TOP OF CURB
IE	INVERT ELEVATION	TOL	TOLERANCE
INSP	INSPECTION	TOS	TOP OF SLAB
INV	INVERT	TYP	TYPICAL
IR	IRON ROD	UG	UNDERGROUND
IT	JOINT	UNO	UNLESS NOTED OTHERWISE
KIP	1000 POUNDS	UTL	UTILITY
LB	POUND	VERT	VERTICAL
LF	LINEAL FEET	VOL	VOLUME
LL	LIVE LOAD	VOL	VOLUME
LP	LOW POINT	W	WEST
L	LEFT	WH	WEEP HOLE
MAT	MATERIAL	WT	WEIGHT
MATCH	MATCH EXISTING ELEVATION or EDGE	WWF	WELODED WIRE FABRIC

No.	Revision/Issue	Date

Project Name and Address  
**LAND USE PLANNING COVER SHEET**  
CONDON EARLY LEARNING CENTER  
311 EAST BAYARD ST  
CONDON, OR 97823

Project #: 2022048  
Date: 04/26/23  
Scale: AS NOTED  
FOR LAND USE PLANNING ONLY  
NOT FOR CONSTRUCTION  
**C01**

C01 - Planning Cover Sheet.dwg

3/19/2007





835 NW 23rd ST.  
CORVALLIS, OREGON 97330  
PHONE: 541-752-9202  
WWW.PILLAR-INC.COM



(c) 2022 PILLAR CONSULTING GROUP INC

KEYED NOTES

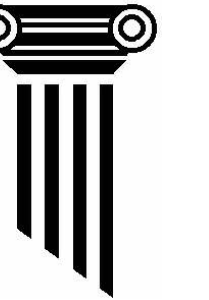
- ① -
- ② -
- ③ -

No.	Revision/Issue	Date

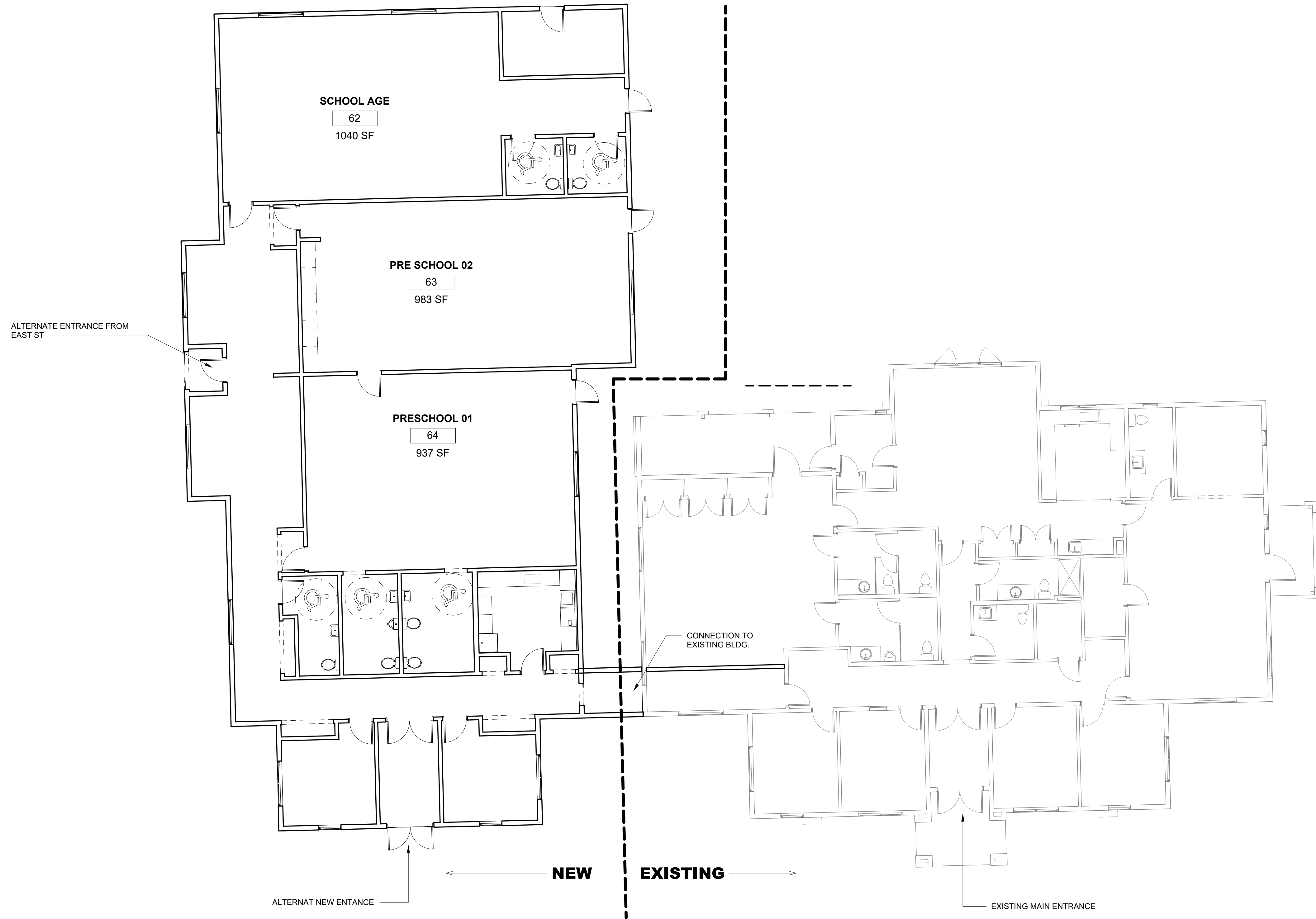
Project Name and Address  
**LAND USE PLANNING  
EXISTING SITE PLAN**  
CONDON EARLY LEARNING CENTER  
311 EAST BAYARD ST  
CONDON, OR 97823

Project #: 2022048 Sheet  
Date 04/26/23  
Scale 1" = 10'  
**C12**  
THE BAR ABOVE IS 1-INCH LONG WHEN DRAWING IS PLOTTED TO SCALE

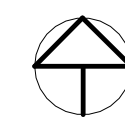
# Exhibit D: Building Drawings



No.	Description	Date



1 COMBINED FLOOR PLAN  
AP01 1/8" = 1'-0"



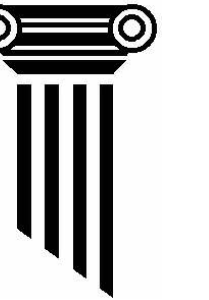
**BUILDING PLAN-COMBINED**  
CELIC EXPANSION  
CONDON EARLY LEARNING CENTER.

**PRELIMINARY**

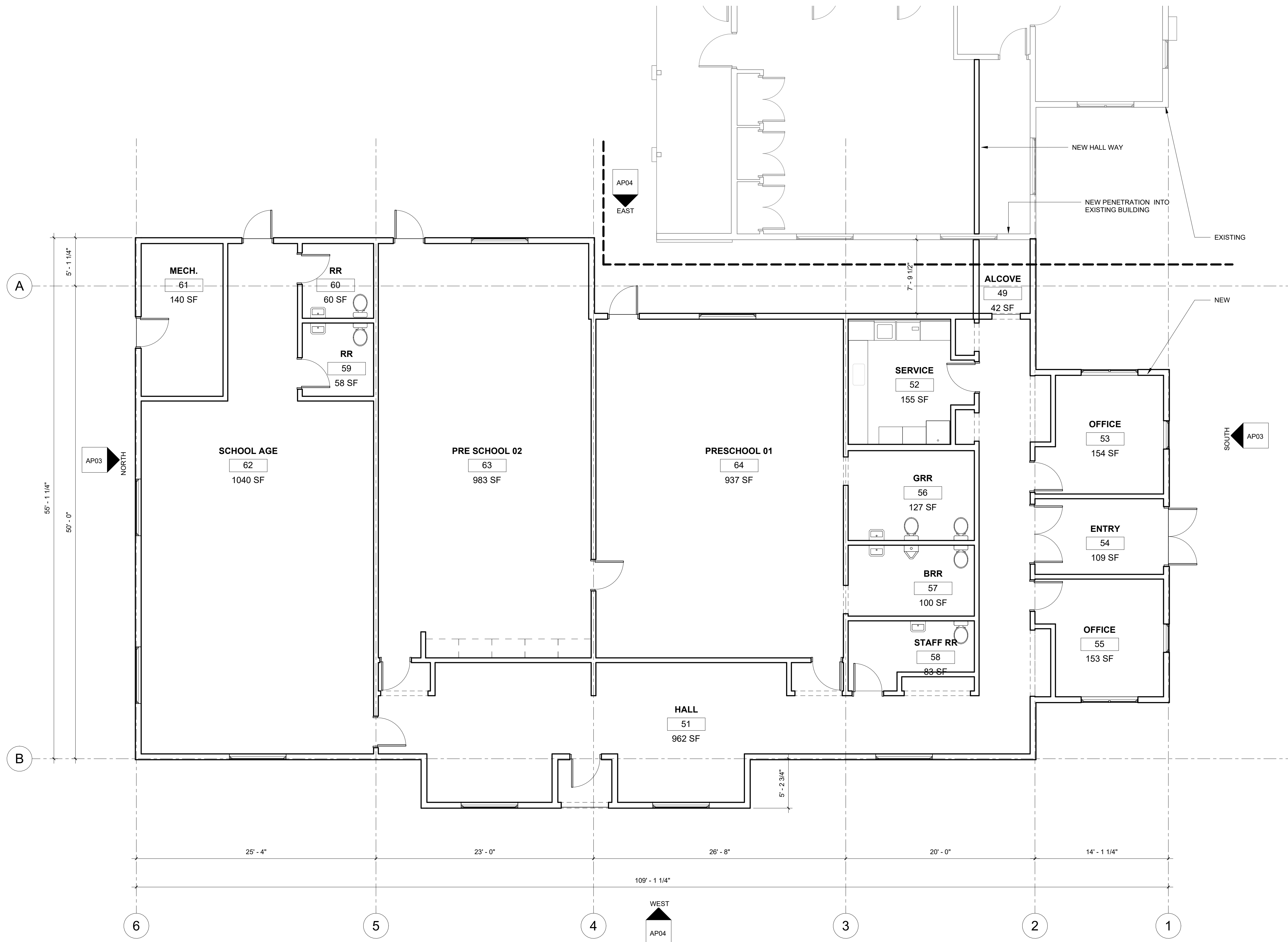
Project number	2022048
Date	04/25/23
Drawn by	Author
Checked by	Checker

**AP01**

Status:



No.	Description	Date



1 FLOOR PLAN  
AP02 3/16" = 1'-0"

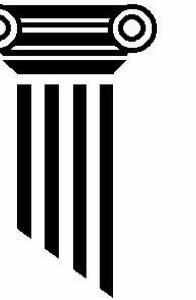
**FLOOR PLAN EXPANSION**  
CELIC EXPANSION  
CONDON EARLY LEARNING CENTER.

**PRELIMINARY**

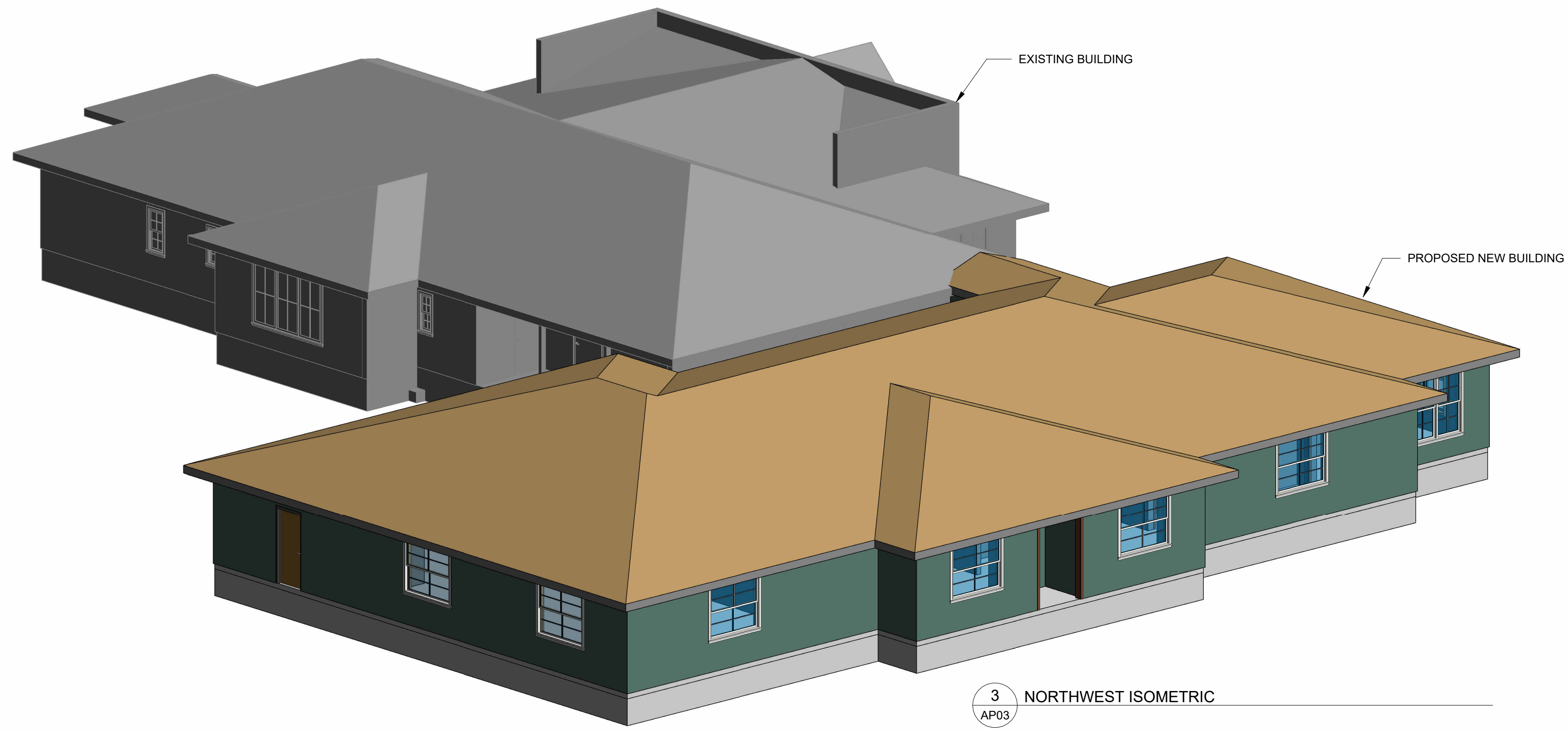
Project number	2022048
Date	04/25/23
Drawn by	Author
Checked by	Checker

**AP02**

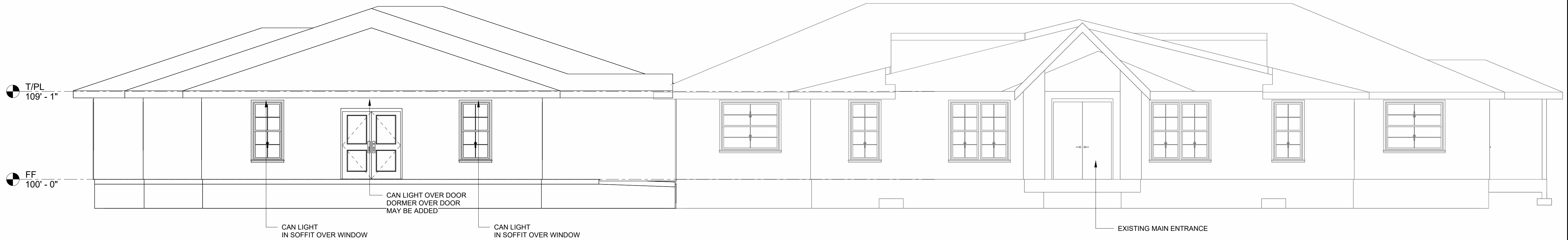
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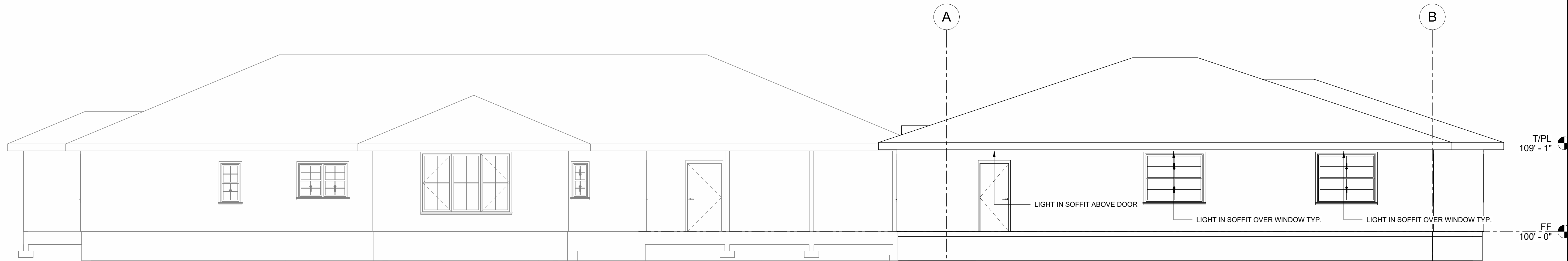
No.	Description	Date



3 NORTHWEST ISOMETRIC  
AP03



2 SOUTH  
AP03 3/16" = 1'-0"



1 NORTH  
AP03 3/16" = 1'-0"

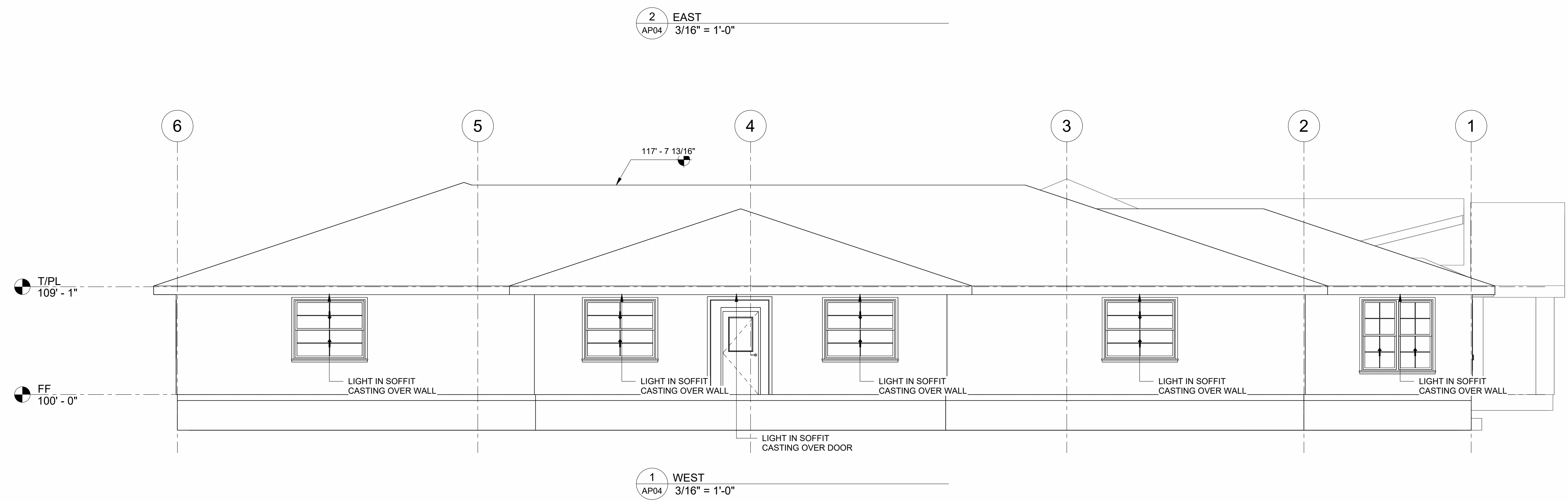
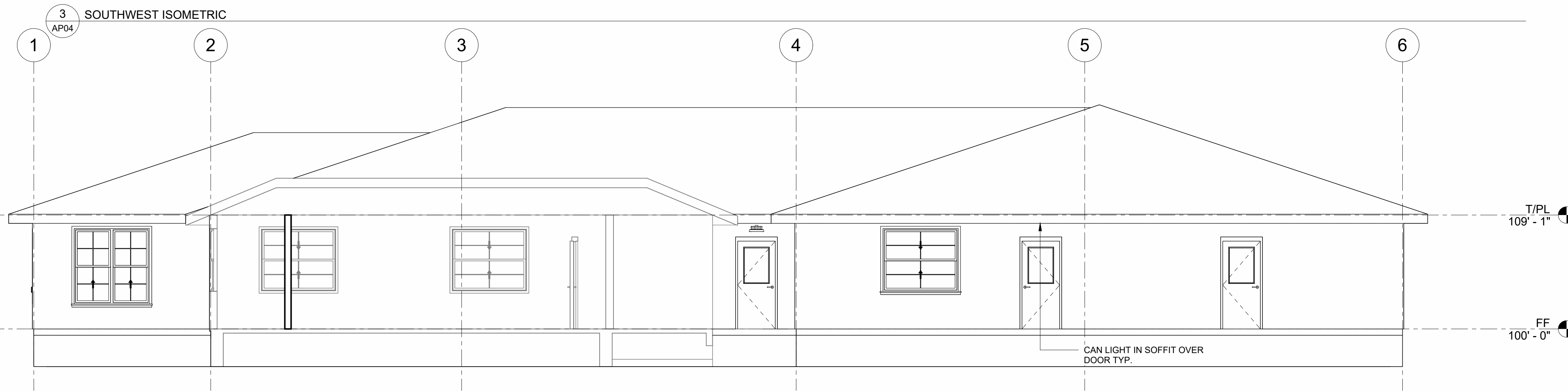
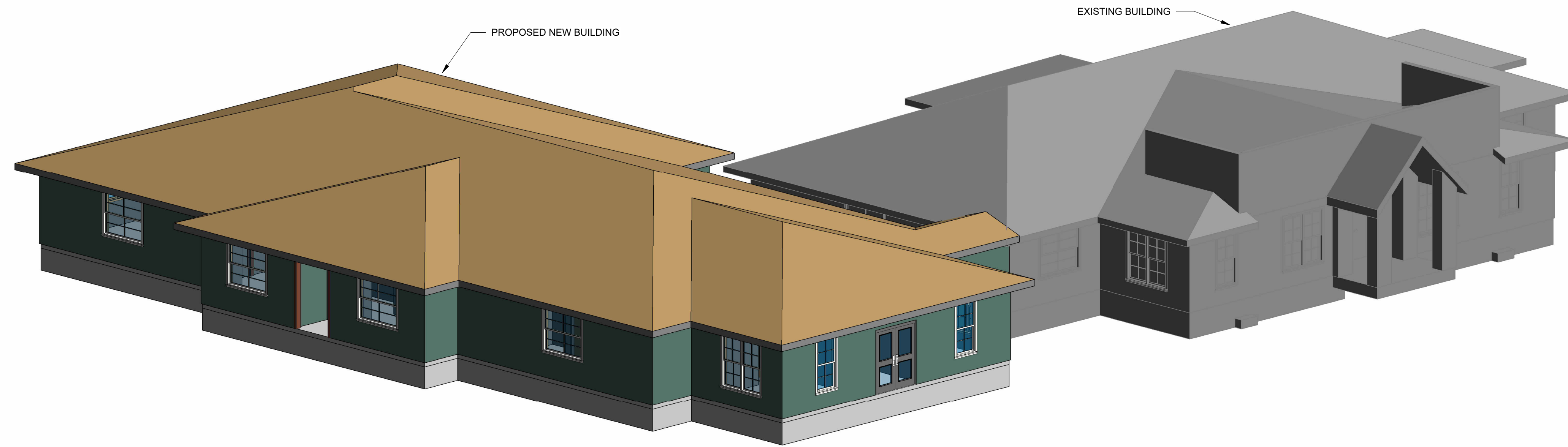
**EXTERIOR ELEVATIONS**  
CELCC EXPANSION  
CONDON EARLY LEARNING CENTER.

**PRELIMINARY**

Project number 2022048  
Date T.B.D.  
Drawn by JNC  
Checked by JTS

**AP03**

Status: PRELIMINARY



No.	Description	Date

**EXTERIOR ELEVATIONS**  
CELX EXPANSION  
CONDON EARLY LEARNING CENTER.

**PRELIMINARY**

Project number	2022048
Date	04/25/23
Drawn by	Author
Checked by	Checker

**AP04**

Status:



**TENNESON**

**ENGINEERING CORPORATION**

CONSULTING ENGINEERS • SURVEYORS • PLANNERS

3775 CRATES WAY  
THE DALLES, OR 97058

PHONE (541) 296-9177  
FAX (541) 296-6657

June 13, 2023

City of Condon  
Planning Commission  
128 South Main Street  
Condon, Oregon 97823

Reference: Condon Early Learning Center  
**Staff Report**

<b>Report Prepared By:</b>	Kirk Fatland, Contract Planner
<b>Applicant:</b>	The City of Condon
<b>Procedure Type:</b>	Quasi-Judicial
<b>Decision Date:</b>	June 20, 2023
<b>Location:</b>	Lots 4-8, block 32, East Addition to the City of Condon Tax Lots 8501 & 8506 of Map 04S 21E 10 DB
<b>Comprehensive Plan Designation:</b>	Commercial
<b>Zoning District:</b>	Commercial (C-1)

**Request and Background Information:** The application under consideration is an expansion of the Condon Early Learning Center (CELC) located at 311 East Bayard Street. The proposal would increase the existing 4,082 sq. ft. footprint of the CELC by 5,600 sq. ft. The existing off-street parking would be replaced by the expansion, as a result, all required parking is proposed to be located off-site. An ADA parking stall is proposed to be located within the S. East Street right-of-way, immediately adjacent to the CELC.

**Notice:** The requisite notices were mailed to adjacent property owners and published in the *Times-Journal* newspaper.

**Comments Received:** No public comments were received by the writing of this report. Comments from the Oregon Department of Transportation are included with this report.

**Recommendation:** Planning Staff recommends conditional approval based upon the following findings of fact.

**' 152.303 COMMERCIAL ZONE - C-1.**

*USES. Buildings and structures hereafter erected, structurally altered, enlarged or moved or land hereafter used in the C-1 Commercial Zone shall comply with the following regulations.*

*(1) PERMITTED USES. Subject to site plan review. See ' 152.412.*

*(F) All uses permitted in the Residential Zone.*

**FINDING:** The proposed use is a childcare center, an allowed in the R-1 Zone and is to be processed as a Conditional Use. The request would expand the current use.

*(2) HEIGHT. Buildings, structures, or portions thereto, shall not be erected to exceed a height of three stories or 35 feet, whichever is less.*

**FINDING:** The application indicates that the height of the proposed structure will not exceed 35 feet.

*(3) SETBACK REQUIREMENTS. In the Commercial zone, setbacks shall be as follows.*

- a. No front or side yard setback is required.*
- b. No buildings shall be constructed or located closer than five feet from the rear lot line.*

**FINDING:** The childcare center facility is proposed to occupy four platted lots. A condition of approval is proposed to create a single parcel out of the existing lots. If a single parcel is to be created, all buildings would maintain approximately 25-foot setbacks from rear property lines abutting neighboring properties.

*(4) PARKING REGULATIONS.*

- a. Residential Off-Street Parking. For residential uses, one parking space for each dwelling unit.*
- b. Off-Street Parking. See Supplemental Provisions ' 152.411.*
- c. Parking Area Approval. Land used for commercial parking areas in this zone shall be developed in accordance with a plan approved in writing by the Planning Commission. The area must be surfaced with asphaltic concrete, or other type of surfacing approved by the Planning Commission and all parking spaces shall be individually marked.*

**FINDING:** Section 152.411 requires two parking spaces per teacher for preschools, nurseries, and kindergartens. The applicant states that eight teachers will be employed at the CELC. The required 16 off-street parking stalls are proposed

to be provided off-site and are specifically addressed elsewhere in this report. One ADA accessible parking stall is proposed within the East Street right-of-way immediately adjacent to the proposed building.

**' 152.411 OFF-STREET PARKING AND LOADING.**

(1) *OFF-STREET PARKING REQUIREMENTS. At the time of construction, reconstruction or enlargement of a structure, or at the time a use is changed in any zone, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established. Where square feet of the structure or use are specified as the basis for the requirements, the area measured shall be the gross floor area primary to the functioning of the particular use of the property. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.*

**FINDING:** Two parking spaces are required per teacher for preschools, nurseries, and kindergartens. Eight teachers will be employed at the CELC, the required 16 off-street parking stalls are proposed to be provided off-site.

(2) *OFF-STREET PARKING AND LOADING. Buildings or structures to be built or substantially altered which receive and distribute materials and merchandise by trucks shall provide and maintain off-street loading berths in sufficient number and size to handle adequately the needs of the particular use. Off-street parking areas used to fulfill the requirements of this section shall not be used for loading and unloading operations except during periods of the day when not required to care for parking needs. General provisions are as follows:*

- (A) *The provision and maintenance of off-street parking and loading space is a continuing obligation of the property owner. Should the owner or occupant of any lot or building change the use to which the lot or building is put, thereby increasing off-street parking and loading requirements, it shall be a violation of this chapter to begin or maintain such altered use until such time as the increased off-street parking or loading requirements are complied with.*
- (B) *In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.*
- (C) *Owners of two or more uses 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 city in the form of deeds, leases or contracts to establish the joint use.*
- (D) *Off-street parking spaces for dwellings shall be located on the same parcel with the dwelling. Other required parking spaces for commercial uses shall be located not farther than 500 feet from the building or use they are required to serve, measured in a straight line from the building.*

**FINDING:** The applicant proposes removing all existing on-site parking and meeting the required minimum parking off-site. Six parking spaces will be provided in the parking area adjacent to the Condon swimming pool, the remaining twelve are

located at the Condon Seventh-Day Adventist Church at 203 E. Court Street. Both sites are approximately 250 feet from the childcare center. As the applicant notes, the parking demand at the church will not conflict with the childcare center as it is primarily occupied on weekends. The overflow parking at the Condon School District site is generally in demand during sporting events in the evening and weekends, outside of the normal operating hours of the CELC which are 7:30 AM to 5:00 PM.

(3) *DESIGN AND IMPROVEMENT STANDARDS FOR PARKING LOTS.*

- (A) *Areas used for parking for more than two vehicles shall have durable and dustless surfaces adequately maintained.*
- (B) *Except for parking in connection with a single-family residential dwelling, parking and loading areas adjacent to or within a residential zone or adjacent to a dwelling shall be designed to minimize disturbances to residents by the erection between the uses of a sight-obscuring fence or planted screen of not less than six feet in height except where vision clearance is required.*
- (C) *Parking spaces along the outer boundaries of a parking lot shall be contained by a bumper rail or by a curb which is at least four inches high and which is set back a minimum of one and one-half feet from the property line.*
- (D) *Artificial lighting which may be provided shall not shine or create glare in any residential zone or any adjacent dwelling.*
- (E) *Except for single-family and duplex dwellings, groups of more than two parking spaces shall be so located and served by a driveway that their uses will require no backing movements or other maneuvering with a street right of way other than an alley.*
- (F) *The standards set forth in the table shown below shall be the minimum for parking lots approved under this chapter (all figures are in feet except as noted); The recommended measurements for a standard American automobile parking space shall be 10 feet wide by 20 feet long. Proposals using less than that for parking spaces must be supported by data justifying the reduced spatial area.*

**FINDING:** The applicant intends to share existing parking areas previously approved by the City of Condon. No alterations to the parking areas are proposed.

' **152.412 SITE PLAN APPROVAL.**

- (1) *PURPOSE. The purpose of the site plan approval process is to provide the city with a detailed drawing or drawings of a proposed land use. A site plan shall be provided for all proposed uses other than single-family or duplex residential uses and/or accessory structures. Where the proposed use is an outright permitted use within the zone in which the proposal is located, a site plan may be approved by the city staff, provided a proposal with a significant change in trip generation has been reviewed by ODOT and it is determined that the proposed use will not impose an undue burden on the transportation system. However, at the discretion of the city staff, such site plans may be referred to the Planning Commission in either an administrative or quasi judicial process such as a conditional use proceeding. Site plans for proposed conditional uses will become an integral part of the record and provide the basis for City staff reports, and*

*the basis of final review and approval by the Planning Commission or governing body. If an administrative review is undertaken, the process outlined in ' 152.804 shall be followed.*

- (2) *A site plan shall be drawn to scale and indicate the following:*
- (A) *Dimensions and orientation of the parcel.*
  - (B) *Locations and heights of buildings and structures, both existing and proposed (scaled elevation drawings or photographs may be required).*
  - (C) *Location and layout of vehicle and bicycle parking and loading facilities.*
  - (D) *Location of points of entry and exit for pedestrians, motor vehicles and internal circulation patterns, including bikeways and walkways.*
  - (E) *Location of existing and proposed walls and fences and indication of their height and materials.*
  - (F) *Proposed location and size of exterior lighting.*
  - (G) *Proposed location and size of exterior signs.*
  - (H) *Site specific landscape plan including percentage of total net area.*
  - (I) *Location and species of trees greater than six inches in diameter when measured four feet above the ground and an indication of which trees to be removed.*
  - (J) *Contours mapped at two-foot intervals. (Five-foot contours may be allowed on steep slopes.)*
  - (K) *Natural drainage.*
  - (L) *Other significant natural features.*
  - (M) *Legal description of the lot.*
  - (N) *Percentage of the lot covered by any and all proposed and remaining structures to include asphalt concrete and Portland Cement concrete.*
  - (O) *Locations and dimensions of all easements and nature of the easements.*
  - (P) *Service areas for uses such as loading and delivery.*
  - (Q) *Grading and drainage plan.*
  - (R) *Other site elements which will assist in the evaluation of site development.*

(S) *A statement of operations shall accompany the site plan. A brief narrative on the nature of the activity, including:*

1. *Number of employees.*
2. *Method of import and export.*
3. *Hours of operation including peak times.*
4. *Plans for future expansion.*

(T) *Distances to neighboring constructed access points, median openings, traffic signals, intersections and other transportation features on both sides of the property.*

(U) *Number and direction of lanes to be constructed on the driveway, plus striping plans.*

(V) *All planned transportation features (lanes, signals, bikeways, sidewalks, crosswalks, etc.)*

(W) *Internal pedestrian and bicycle facilities connect with external or planned facilities or system.*

(X) *Trip generation data' or appropriate traffic studies.*

(Y) *Plat map showing property lines, rights-of-way, and ownership of abutting properties; and*

(Z) *A detailed description of any requested variance.*

**FINDING:** The applicant has submitted a site plan and supplemental information providing sufficient information.

(3) *SITE PLAN REVIEW CRITERIA. The following criteria shall be used in evaluation proposals.*

(A) *Natural Features. Where existing natural or topographic features are present, they shall be used to enhance the development; (i.e., the use of small streams in the landscaping design, rather than culvert and fill).*

**FINDING:** No notable natural features exist on site. The subject site is currently developed, the proposal seeks to expand the building footprint where the existing parking lot and stormwater facilities are located.

(B) *Trees. Existing trees shall be left standing except where necessary for building placement, sun exposure safety or other valid purpose. Vegetative buffers*

should be left along major streets or highways, or to separate adjacent uses.

**FINDING:** No trees are proposed to be removed nor planted as part of this proposal.

(C) *Grading. The grading and contouring of the site shall take place and on-site surface drainage and on-site storage of surface water facilities are constructed when necessary, so there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan may be required.*

**FINDING:** The applicant proposes removing over 50 cubic yards of material from the site requiring approval of the Planning Commission. The existing stormwater management swales to the north and south of the existing parking area are shown to be removed. Rock lined swales are proposed to be installed along the south and west sides of the site. Please see the relevant proposed condition of approval.

(D) *Public Facilities. Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and offsite public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities may be required. On-site detention or treatment of stormwater may be required.*

**FINDING:**

City Sewer The proposed discharge of a new sewer service to the existing manhole southeast of the proposed development appears reasonable. If a connection to the existing sewer service line upstream of the existing manhole in the intersection of E. Bayard and S. Washington Streets cannot be accommodated, a design drawing showing the intent of the new connection to the existing manhole and maintaining a watertight manhole will be needed prior to construction.

City Water The proposed connection of a 1-1/2" service line with a 1-inch meter appears to be appropriate for the application. Water/sewer line separation in accordance with plumbing code and Oregon Health Authority requirements will need to be maintained.

The developer has noted that a fire flow of 2,500 gpm is required for the development. It is recommended that a fire flow test is conducted during the project design to verify that this flow can be provided by the City water system while maintaining a minimum pressure of 20 psi throughout the distribution system and meeting any plumbing code requirements.

Storm Drain The proposed project proposes removal of two existing storm drain

swales. The proposed site plan shows new rock lined swales being installed. The proposed development will increase impervious area and stormwater runoff generated on the site. Please see the relevant proposed condition of approval.

Streets/Sidewalks      The applicant proposes to construct new sidewalks, curbs and gutters along the frontage of East Street.

*(E) Traffic. The following traffic standards shall be applicable to all proposals. When evaluating traffic issues, consideration shall be given to the proposed usage (i.e., employees, customers, freight, service) and to the potential types of traffic (i.e., vehicles, pedestrians, bicycles).*

1. *On-site traffic circulation shall be designed according to accepted engineering guidelines to be safe and efficient.*
2. *The access point(s) between the subject property and the public street shall be reasonably safe. Minimal factors to be considered in evaluating the proposed access points include the average speed of the traffic on the public street(s), the proposed usage of the access points, the distance between the existing and proposed access points, vision clearance, and the pre-existing location of the access point(s) on the subject property.*
3. *Access to all state highways will require a permit from ODOT. Access spacing and location shall address the Access Management Policies and standards of the 1999 Oregon Highway Plan. Frontage improvements, such as curb and sidewalk to ADA standards, may be required by ODOT as a condition to access.*
4. *The applicant may be required to provide a traffic impact report prepared by an Oregon licensed traffic engineer.*

*The proposed use shall not impose an undue burden on the public transportation system. For developments that are likely to generate more than 400 average daily motor vehicle trips (ADT=s), the applicant shall provide adequate information, such as a traffic impact study or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate impacts attributable to the project.*

*The determination of impact or effect and the scope of the impact study should be coordinated with the provider of the affected transportation facility.*

*Dedication of land for streets, transit facilities, sidewalks, bikeways, paths, or accessways shall be required where the existing transportation system will be impacted by or is inadequate to handle the additional burden caused by the proposed use.*

*Improvements such as paving, curbing, installation or contribution to traffic signals, construction of sidewalks, bikeways, accessways, paths, or streets that serve the proposed use shall be required where the existing transportation system may be burdened by the proposed use.*

*Every effort will be made to inform the applicant within 20 days of receiving a completed application whether a traffic impact report and/or a determination of the level of service will be required. Unforeseen circumstances could result in a delayed request for this information.*

**FINDING:** The proposal will not have a major impact on traffic in the area, as the use currently exists on-site. The site will be accessed via East Street for delivery and other services only. Please see the attached comments from ODOT regarding Highway 206.

5. *All proposed roads shall follow the natural topography and preserve natural features of the site as much as possible. Alignments shall be planned to minimize grading.*

**FINDING:** No roads are proposed.

6. *Access shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access.*

**FINDING:** The proposal will eliminate all parking on site. Access for service vehicles will be provided at the northeast corner of the site via East Street.

7. *The road system shall provide adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.*

**FINDING:** No new roads are proposed. See off-street parking requirements elsewhere in this report.

8. *An internal pedestrian system of sidewalks or paths shall provide connections to parking areas, entrances to the development, and open space, recreational and other community facilities associated with the development. Streets shall have sidewalks on both sides. Pedestrian linkages shall also be provided to the peripheral street system.*

**FINDING:** Both East and Bayard Streets will have sidewalks providing direct access to the buildings.

9. *Access shall be consistent with typical access management standards.*

**FINDING:** The proposal is an expansion of the existing use on site and is consistent with typical access standards.

(F) *Storage. All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.*

**FINDING:** All outdoor storage will be contained within buildings. The proposed trash enclosure will be located adjacent to the service driveway.

(G) *Equipment Storage. Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet at a minimum the requirements of this Code of Ordinances relative to noise, if any.*

**FINDING:** All storage will be contained. No equipment will be stored outside of buildings on site.

(H) *The following criteria shall be applied to the maximum extent possible without causing significant adverse impacts on the operating efficiency of the proposed use:*

1. *Compatibility. The height, bulk and scale of buildings shall be compatible with the site and the buildings in the vicinity. Use of materials shall promote harmony with surrounding structures and sites.*

**FINDING:** The proposed development is an expansion of the existing childcare center and is adjacent to the Condon Grade School and High School, structures similar in use and scale.

2. *Design. Monotony design in single or multiple projects shall be avoided. Variety of detail, form and siting shall be used to provide visual interest.*

**FINDING:** The proposed building is intended to match the existing building's design. In this case, continuity appears to be more appropriate than variety of design.

3. *Orientation. Buildings shall have their orientation toward the street rather than the parking area. A main entrance shall be oriented to the street. For lots with more than two front yards, the buildings) shall be oriented to the two busiest streets.*

**FINDING:** The proposed building is oriented towards East Street, though the primary entrance is located in the existing building facing Bayard Street. No on-site parking is proposed.

4. *Parking. Parking areas shall be located behind the buildings or on one or both sides.*

**FINDING:** No on-site parking is proposed. See the relevant parking standards elsewhere in this report.

(4) *COMPLIANCE. After site plan approval or approval of a change to a site plan as*

*provided in this chapter, it shall be unlawful for any person to cause or permit the proposed use in any manner except in complete and strict compliance with the approved site plan*

**152.413 LANDSCAPING AND DEVELOPMENT STANDARDS.**

(1) *PURPOSE.*

(A) *Landscaping standards apply to all new multi-family, commercial and industrial uses, including change of use, and parking lots of four spaces or more. The Downtown Master Plan shall govern the landscaping requirements in the downtown core area.*

**FINDING:** The proposed childcare center expansion is not listed as a commercial use and the parking lot will be removed from the site. The landscaping standards do not apply to this application. The applicant proposes 42% of the site to be landscaped including river rock, low ground cover plants and lawn.

**152.501 AUTHORIZATION TO GRANT OR DENY CONDITIONAL USES.**

(1) *Conditional uses listed in this chapter may be permitted, enlarged, or otherwise altered upon authorization by the Planning Commission in accordance with the standards and conditions in this section. The site plan review requirements and procedure are incorporated into the conditional use requirements. A site plan showing the proposed conditional use will become a permanent part of the record. Applicants are encouraged to review the site plan review procedure and requirements in preparing a conditional use application. In permitting a conditional use or the modification of a conditional use, the Planning Commission may impose, in addition to those standards and requirements expressly specified by the chapter, any additional conditions which the Planning Commission considers necessary to protect the best interest of the surrounding property or the city as a whole.*

(2) *STANDARDS FOR GRANTING CONDITIONAL USES.*

(A) *The proposal will be consistent with the Comprehensive Plan and the objectives of the Zoning Code and other applicable policies of the city.*

**FINDING:** The proposal is an expansion of the existing Condon Early Learning center. As an allowed use in the R-1 Zone, Childcare centers are also permitted in the Commercial use. The proposal does not conflict with any policies of the City.

(B) *Taking into account location, size, design and operation characteristics, the proposal will have minimal adverse impact on the (a) livability, (b) value, and (c) appropriate development of abutting properties and the surrounding area compared to the impact of development that is permitted outright.*

**FINDING:** The proposed childcare center expansion will have minimal impact on the adjacent areas as it is an expansion of an existing use. Additionally, adjacent

properties include the Condon Grade School and Condon High School. The area is appropriate for this particular development.

*(C) The location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants.*

**FINDING:** The proposed expansion is intended to match the existing structure on site and will be attractive as the setting warrants.

*(D) The proposal will preserve assets of particular interest to the community.*

**FINDING:** The proposal will expand the existing childcare center, an asset of particular interest to the community. The expansion is intended to ensure adequate childcare services for residents of Condon.

*(E) The applicant has a bona fide intent and capability to develop and use the land as proposed and has some appropriate purpose for submitting the proposal, and is not motivated solely by such purposes as the alteration of property values for speculative purposes.*

**FINDING:** It is the City's understanding that the applicant is actively seeking funding to complete the proposed development in a timely manner and is not motivated by alteration of property values for speculative purposes.

*(3) PLACING CONDITIONS ON A PERMIT. In permitting a new conditional use or the alteration of an existing conditional use, the Planning Commission may impose conditions which it finds necessary to avoid a detrimental impact and to otherwise protect the best interests of the surrounding area or the community as a whole. These conditions may include the following.*

*(A) Increasing the required lot size or yard dimension.*

*(B) Limiting the height, size or location of buildings.*

*(C) Controlling the location and number of vehicle access points.*

*(D) Increasing the street width.*

*(E) Increasing the number of required off-street parking spaces.*

*(F) Limiting the number, size, location and lighting of signs.*

*(G) Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.*

*(H) Designating sites for open space.*

*(I) Requiring proper drainage and pest control.*

(J) *Placing time limits on the use and requiring periodic reviews.*

**FINDING:** The Planning Commission may include additional conditions as part of an approval of the proposal.

**PROPOSED CONDITIONS OF APPROVAL**

1. The applicant shall complete a replat to create a single parcel from Lots 4-8, Block 32, East Addition to the City of Condon prior to occupancy of the proposed expansion.
2. The applicant shall provide a copy of a legal agreement between the Condon School District and Seventh-Day Adventist Church regarding the proposed parking plan.
3. The developer's engineer shall submit storm drain calculations showing that the runoff generated by a 25-year storm event on both the proposed and existing site (due to proposed modifications to existing storm drain swales) be less than or equal to the flows leaving the site prior to the development occurring. No increase in drainage runoff from the 25-year storm event to the City Right of Way or ODOT Right of Way will be allowed.
4. The applicant shall comply with all requirements of Oregon Department of Transportation regarding the Highway 206 right-of-way.
5. The applicant shall submit design details as required to maintain a watertight connection to the existing sewer system.
6. The proposed ADA parking stall in the East Street right-of-way shall be asphalt rather than concrete to better accommodate future utility installations and maintenance.
7. Loading/unloading areas shall be indicated with green curb paint.

# ENGINEERING MEMORANDUM

<b>TO</b>	Kirk Fatland, Planner, Tenneson Engineering City of Condon				
<b>FROM</b>	Jeff Schott, P.E.				
<b>PROJECT</b>	Condon Early Learning Center Addition				
<b>SUBJECT</b>	Staff Review Responses				
<b>DATE</b>	6/12/2023	<b>PROJECT #</b>	2022-048	<b>MEMO #</b>	EM-02

The following are responses to comments (*in italics*) received from the City Engineer and the Oregon Department of Transportation. CELC refers to Condon Early Learning Center.

**City Engineer:**

*An ADA parking stall and concrete parking, sidewalk, curb and gutter are all proposed to be installed in the City's East Street Right of Way. Off street parking, both for ADA and standard parking purposes, associated with a privately operated facility is preferred to be provided on the private property. Public works staff would require any parking in the ROW to be asphalt rather than concrete to better accommodate future utility installations or maintenance.*

While we acknowledge that it would be ideal to have on-site parking, there is simply no space on-site. CELC has pursued purchasing the current vacant/unoccupied abutting properties to the south to expand parking, but to no avail. There are similar on-street ADA parking arrangements in the City of Condon at the South Gilliam County Medical Center, Summit Springs Village Memory Care, and Gilliam County Library.

We will of course abide by the City's recommendations, but it seems unlikely that there will be significant underground utility work in the proposed location of the ADA parking space. We prefer concrete ADA parking spaces because it is much more reliable to accurately control grades and transition that are critical to ADA compliance with concrete. While asphalt can be used, the shallow slopes required for ADA compliance often result in water puddling on the asphalt.

*ODOT provided staff comments suggesting that the parent pick-up/drop off be relocated to East Street rather than Bayard Street. This would result in the need for a revised layout of the East Street access and ADA parking layout.*

We have noted ODOT's comments regarding the drop-off location. The existing drop-off location on Bayard ST, approved in 2016 by the City of Condon for the original construction, is the preferred location. CELC's opinion is that relocating the drop-off to

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East ST will create more congestion on the side-streets and present more disruption to the adjacent residential neighbors. It would also make the operation of the facility more difficult since it increase the distance between the drop-off zone and the primary entrance. Relocating the primary entrance is not an option for CELC.

*Off-site parking is noted to be provided both northwest and southwest of the proposed facility approximately ½ to 1 block away on lands not owned by the developer. If this is acceptable to the City, the City may wish to request copies of agreements with these offsite parking property owners authorizing parking in the indicated areas. This would increase pedestrian use of the East Street right of way so it will become more important to maintain crosswalks and sidewalks in the proposed development vicinity.*

If the City requires a copy of the parking agreements, they will be provided to the City.

*The proposed discharge of a new sewer service to the existing manhole southeast of the proposed development appears reasonable. A design drawing showing the intent of the connection to the existing manhole and maintaining a water tight manhole will be needed prior to construction.*

If the slope and elevation of the existing drainpipe allows for it, we will connect the addition's drain to the existing building drain and not have to make a separate connection to the manhole. If we must make a new connection to the manhole, we will submit a detail to the City for a sealed connection. We hope to avoid a separate connection.

*The proposed connection of a 1-1/2" service line with a 1-inch meter appears to be appropriate for the application. Water/sewer line separation in accordance with plumbing code and Oregon Health Authority requirements will need to be maintained.*

No exception taken.

*The developer has noted that a fire flow of 2,500 gpm is required for the development. It is recommended that a fire flow test is conducted during the project design to verify that this flow can be provided by the City water system while maintaining a minimum pressure of 20 psi throughout the distribution system and meeting any plumbing code requirements.*

No exception taken. The fire flow requirement is regulated by the Building Code and the Fire Code. If requested by the building or fire authority having jurisdiction, we will perform a flow test.

*The proposed project proposes removal of two existing storm drain swales. It does not appear that replacement of the swales is shown on the proposed site plan. The*

*proposed development will increase impervious areas and stormwater runoff generated on the site.*

*The City's SUBDIVISION ORDINANCE - 151.111 IMPROVEMENT REQUIREMENTS requires the subdivider to "detain all stormwater generated by their project on-site, with off-site flow being less than or equal to predevelopment conditions. The stormwater facility should be designed for a 25-year/15-minute storm event per Oregon Department of Transportation (ODOT) standards. This form of detention must be installed prior to discharge to the existing city ditch [i.e. drainage] system." The City's ZONING ORDINANCE - 152.412 SITE PLAN APPROVAL -(3) SITE PLAN REVIEW CRITERIA - (D) Public Facilities, notes that "development of on-site and offsite public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities may be required. On-site detention or treatment of stormwater may be required." In this case, the stormwater runoff from the site would likely not drain to the City's drainage system or right of way, but to ODOT's. ODOT staff (per the comments attached) have indicated that the pre and post development flows are the same or less for the 25 year design storm to the highway right of way. Documentation showing this will be accommodated with the site development will need to be provided in the design phase.*

*It is requested that the developer's engineer submit (in the design phase) storm drain calculations showing that the runoff generated by a 25-year storm event on both the proposed and existing site (due to proposed modifications to existing storm drain swales) be less than or equal to the flows leaving the site prior to the development occurring.*

We do not intend to completely remove the existing storm-water swales. We plan on eliminating portions of one swale but expand the other along the new addition and incorporate them into the landscaping using large open-graded rock to minimize the exposed depth of the swale. We may fence off the open part of the swales to minimize a drowning hazard for children.

The current system appears to function largely by infiltration of the storm swales. We intend to use the same method in shallow swales. We are planning on doing some infiltration testing with the geotechnical investigation later this summer. However, if we are required to detain to the 25-year event, we may need to install UIC's (aka drywells) or a pumping system to discharge water earlier in the storm event. These will necessarily increase the cost and complexity of the project.

The detention requirements in the City of Condon for this type of development appear to be flexible. Other than in the subdivision provisions, (and this is not a subdivision), we are not aware of a specific detention requirement uniformly applied to all developments. There are many developments in the City that do not appear to have any detention provisions.

If we discharge directly to the ODOT ROW, it appears that we be obligated to comply with ODOT discharge design criteria.

**Oregon Department of Transportation (ODOT) Comments:**

*It appears there was recent ADA upgrade work done along Bayard frontage from S East St to S Washington St. Confirm these existing ADA ramps have passed inspection and don't require additional work to meet standards. Noted as a STIP project during meeting, Bill Martin would know.*

We are unclear if ODOT is asking the developer to confirm that the installation has passed inspection (by ODOT) or whether they were asking this internally? From what we can observe, it appears that the installation has passed inspection or will be prior to our construction.

*Drawing notes "Primary loading/unloading area" on the highway. What is the intent for this area? If it is true parent pick-up/drop-off, suggest relocating to East Street.*

As previously discussed, we take exception to this recommendation. It is the owner's opinion that the pick-up/ drop-off zone should remain on Bayard. We are unclear on what basis or criteria ODOT used to make such a recommendation. Was this a recommendation during the original construction of the day care in 2016?

*The proposed stormwater plan notes to expand the existing swales and retain the 2 or 5 year storm. ODOT's criteria would be that the pre and post development flows are the same or less for the 25-year design storm. Please provide documentation that shows this.*

If our design requires discharge to the ODOT right-of-way we will comply with the ODOT guidelines and provide documentation to ODOT.

<b>Development:</b> <i>Review Phase:</i>	<b>Condon Childcare Center</b> <i>Drawings, Received May 4, 2023</i>
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Document	Comment By	Page	Comment	Anticipated Impact
Application	M. Matejsek		It appears there was recent ADA upgrade work done along Bayard frontage from S East St to S Washington St. Confirm these existing ADA ramps have passed inspection and don't require additional work to meet standards. Noted as a STIP project during meeting, Bill Martin would know.	
Application	D. Amiton	C11	Drawing notes "Primary loading/unloading area" on the highway. What is the intent for this area? If it is true parent pick-up/drop-off, suggest relocating to East Street.	
Application	W. Coatney	Page 7	The proposed stormwater plan notes to expand the existing swales and retain the 2 or 5 year storm. ODOT's criteria would be that the pre and post development flows are the same or less for the 25-year design storm. Please provide documentations that shows this.	
Application				



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## City of Condon Planning Commission Meeting Minutes Tuesday, April 18, 2023 5:30 PM

### 1. CALL THE MEETING TO ORDER/ROLL CALL

Chair Cody Bettencout called the meeting to order at 5:30 p.m.

**Present:** Planning Commissioners - Chair Cody Bettencout, Vernon Grey, Haylee Potter, Mark Wilson and Rachel Weinstein (zoom);  
Staff - CA Kathryn Greiner and Contract Planner Kirk Fatland

**Absent:** None

### 2. PUBLIC HEARING - City of Condon Conditional Use Permit Application #632

#### 2.1. Open Hearing

Chair Bettencourt opened the hearing at 5:31 p.m .

Chair Bettencourt asked if any commissioners had conflict of interest, ex part contact or a personal bias in the application. Commissioner Grey stated that he drew up the plans but did not feel that it would effect his decision making on this application. Chair Bettencourt asked if anyone in the audience (there was one person) wanted to challenge any planning commissioners on their ability to hear this application with no response.

#### 2.2. Staff Report - Read and/or Summarized by City Planner Kirk Fatland

Fatland summarized the staff report for the Conditional Use Permit application from the City of Condon to place a machine storage shed on their property. The proposed building is approximately 4,000 square feet, which is approximately 20' at the peak. The building will be six bays to store equipment and materials that currently are not in a covered storage facility. Fatland summarized that this government building is allowed on Public Spaces/Open with a CUP, that at the building is similar to other buildings in that area, that the location is the least impact of other city buildings, that the equipment will now be stored inside a facility instead of outside, it will be adequate to store city equipment, that there is no negative impact on other city buildings and that the construction will be completed once the application is approved.

Commissioner Wilson asked if there were going to be any sidewalk or landscaping requirements with this application. Fatland stated that there would be no sidewalks. CA Greiner stated that the facility will have a concrete apron in front of the bays and a concrete stem wall. Commissioner Potter asked where the equipment is currently stored and CA Greiner said that most is outside near the current shop building.

#### 2.3. Applicants & Proponents Testimony

No other testimony was given to the commission.

#### 2.4. Opponents & Public Agency Testimony

No public testimony was given to the commission.

#### 2.5. Questions by Planning Commissioners to Applicant or Proponents

No other questions of the commissioners or applicant were received.

#### 2.6. Close Hearing

Chair Bettencourt closed the hearing at 5:39 p.m.

#### 2.7. Planning Commission Deliberation, Decision or Postpone

**A motion was made by Commissioner Potter to approve the Conditional Use Permit Application #632 for the City of**



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Condon. The motion was seconded by Commissioner Wilson and approved unanimously.

**3. REVIEW & APPROVE MINUTES**

**3.1. Review & Approve March 21, 2023 Planning Commission Meeting Minutes**

A motion was made by Commissioner Grey to approve the March 21, 2023 planning commission meeting minutes. The motion was seconded by Commissioner Wilson and approved unanimously.

**4. DISCUSS FAIRWAY HOUSING SUBDIVISION PROCESS**

Commissioners received a tentative plan for the lots at the Fairway Housing project north of the golf course that was approved by the city council to move forward with the subdivision process. Fatland explained that this is a preliminary design and that to start the subdivision process he will meet with the city's public works and CA Greiner to determine the steps to move forward. This will require a tentative plan for the layout of lots, streets and infrastructure. Commissioner Wilson asked about the property in the middle of the Fairway Housing subdivision and if it was purchased later, would it fit into the current plan. Fatland stated that the plan was developed to include a 50' street on that property that could go to the 60' street width, which is in the rest of the development plan. Discussion was held regarding the floodplain and fill, storm drainage and if the project would be done in phases. An update will be given at the May meeting.

**5. DISCUSS MORATORIUM ON SHORT-TERM RENTALS**

CA Greiner stated that the council had approved a moratorium on short-term rentals (STR) starting May 1, 2023 for six months to review the issue and determine if changes needed to be made in the zoning or transient ordinances. She said that the council is to schedule a joint work session on STR with the planning commission for discussion and determine if any actions will be taken on this issue. Commissioner Grey asked if the discussion was regarding tourism or the limited housing stock and if there was a correlation between long and short-term rentals.

Fatland, who has been working on this issue with other cities in the region, provided a document from the city of Moro for supplementary provisions that allow for rules that would have STR registered annually. He also included a draft of provisions for Condon that currently allows for STR in the R-1 zone with a completed application. Fatland stated that the city needed to first address what the concerns are with having STR and mentioned parking, noise, nuisance or if it was from lack of rentals for residents. Several of those items are addressed in other portions of the city's ordinances and would not have to add to any new regulations. An example is that excessive noise is noted in another section of Condon's code.

Fatland stated examples of STR's in Moro and Maupin and said both have had mixed success. Condon has a unique issue, that there are residences in the Commercial zone and do not have a unique zone for STR. Commissioner Grey asked if there are any nuisance issues with CA Greiner noting there have not been issues with the current STR properties. Commissioner Wilson asked if there are any statistics on the housing stock. CA Greiner said that city staff did an informal housing stock review in 2021 and provided the information to the commission. Commissioner Weinstein stated that she did some work on the housing in Condon while she was at Gilliam County and they should have that data. Commissioner Potter asked if the rentals are not being advertised due to the state fair housing regulations.

Gilliam County resident Barb Anderson, who owns multiple STR in Condon, stated that most of her homes can be rented long term and that with them being registered with Air BnB there is good accountability. She noted that several of her rentals are been reserved a year in advance and would need adequate time if there was an issue with an annual license. Chair Bettencourt stated that one of the issues was the transient tax and that if there was a nuisance or complaint it would be lodged not just at renewal time.

Discussion of the shortage of rentals for affordable work force housing and for families.

**6. OTHER**

No other items were discussed.

**7. ADJOURN**

Chair Bettencourt adjourned the meeting at 6:25 p.m.

\_\_\_\_\_ Date \_\_\_\_\_  
Jim Hassing, Mayor

ATTEST: \_\_\_\_\_ Date \_\_\_\_\_



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Kathryn Greiner City Administrator