

Verification on Oath or Affirmation for Mailed Land-Use Decision Notices

(WMC 16.208.040.E.2)

State of OREGON

County of CLATSOP

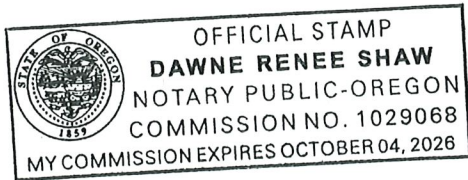
Signed and affirmed before me on June 11, 2024 by Matthew Ellis that on June 11, 2024, a notice of decision was mailed to the persons who must receive notice as required by the Warrenton Municipal Code.

Matthew Ellis
Matthew Ellis, AICP, Planning Director

D Shaw
Dawne Shaw, CMC, City Recorder

Notary Public – State of Oregon

Official Stamp



Document Description

This certificate is attached to a Notice of Decision, dated June 11, 2024.



City of Warrenton

Planning Department

225 S Main Avenue ■ P.O. Box 250 ■ Warrenton, OR 97146

Phone: 503.861.0920 Fax: 503.861.2351

NOTICE OF DECISION AND ORDER

Site Design Review SDR-24-2

APPLICANT: RDA Project Management LLC

PROPERTY OWNERS: Rally Time LLC

SUBJECT OF REVIEW: A three-story apartment building with nine units

DATE: June 11, 2024

APPEAL PERIOD ENDS: June 25, 2024

BACKGROUND

The Planning Department received a site design review application on May 6, 2024, and was deemed complete on May 9, 2024. The application is to build a nine-unit apartment complex at 719 S Main Avenue. A pre-application conference for the project was held on May 2, 2024.

PUBLIC PROCESS, PROCEDURES & PUBLIC NOTICE

Public notice letters were sent to property owners within 100 feet on May 13, 2024, and published in The Astorian on May 23, 2024. One public comment was received by Marilyn Rosebud.

CODE PROVISIONS, APPLICANT RESPONSES, AND FINDINGS

Applicable Warrenton Municipal Code (WMC) chapters for this modification include:

- WMC 16.44 Commercial Mixed Use (C-MU) District
- WMC 16.120 Access and Circulation
- WMC 16.124 Landscaping, Street Trees, Fences and Walls
- WMC 16.128 Vehicle and Bicycle Parking
- WMC 16.132 Clear Vision Areas
- WMC 16.136 Public Facilities Standards
- WMC 16.140 Stormwater and Surface Water Management

"Making a difference through excellence of service"

WMC 16.188 Multifamily Housing Design Standards
WMC 16.208 Types of Applications and Review Procedures
WMC 16.212 Site Design Review

Only the applicable standards are addressed below. Portions that do not apply have been omitted.

Chapter 16.44 Commercial Mixed Use (C-MU) District
16.44.020 Permitted Uses.

APPLICANT RESPONSE: A three-story apartment building with nine units.

STAFF FINDING: The proposed use of multifamily is permitted by right in the C-MU Commercial Mixed Use zoning district. **This criterion is met.**

16.44.040 Development Standards.

- A. Density Provisions.
2. Minimum lot size, residential uses: same as in Section 16.36.040.
 5. Minimum lot width at the front building line, residential uses: same as in Section 16.36.040.
 7. Minimum lot depth, residential uses: same as in Section 16.36.040.
 10. Lot coverage—Residential uses: Not more than 55% of the lot area shall be covered by buildings, except as may be permitted by conditional use or variance.

APPLICANT RESPONSE: See application.

STAFF FINDING: The minimum lot size (10,000 square feet) is met. The minimum lot width (50 feet) is met. The minimum lot depth (70 feet) is met. The maximum lot coverage (55%) is met. **These criteria are met.**

- B. Setback Requirements (Residential and Multiple Uses).
1. Minimum front yard setback: 15 feet (residential); none (multiple uses).
 2. Minimum side yard setback: eight feet.
 3. Minimum corner lot street side yard setback: eight feet.
 4. Minimum rear yard setback: 15 feet except accessory structures that meet the criteria of Section 16.280.020 may extend to within five feet of a rear property line.

APPLICANT RESPONSE: See application.

STAFF FINDING: The minimum front yard setback (15 feet) is met. The minimum side yard setback (eight feet) is met. The minimum corner lot street side yard setback (eight feet) is met. The minimum rear yard setback (15 feet) is met. **These criteria are met.**

Chapter 16.120 Access and Circulation
16.120.020 Vehicular Access and Circulation.

- E. Conditions of Approval. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas (other than driveways that serve single-family, two-family, or three-family dwellings) shall not permit backing onto a public street.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant proposes to remove access point from S Main Avenue and provide an access point from SW 7th Street as required further in the Warrenton Municipal Code. See Condition of Approval #1. **This criterion is met.**

- F. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required). These methods are "options" to the developer/subdivider, unless one method is specifically required under Division 2, or through conditions required by the hearings body.
3. Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in subsection G of this section, and require an access permit in accordance with subsection C of this section.
 5. Double-Frontage Lots. When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. Except for corner lots, the creation of new double-frontage lots shall be prohibited in all residential districts, unless topographic or physical constraints require the formation of such lots. When double-frontage lots are permitted in a residential district, a landscape buffer with trees and/or shrubs and groundcover not less than 10 feet wide shall be provided between the back yard fence/wall and the sidewalk or street; maintenance shall be assured by the owner (i.e., through homeowner's association, etc.).

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant proposes to remove access point from S Main Avenue and provide an access point from SW 7th Street in accordance with this section. See Condition of Approval #1. **This criterion is met.**

- K. Driveway Openings and Widths. Driveway openings (or curb cuts) shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:
3. Multiple-family uses with eight or more dwelling units shall have a minimum driveway width of 24 feet, and a maximum width of 30 feet. These dimensions may be increased if the Community Development Director, City-appointed engineer, or Planning Commission determines that more than two lanes are required based on the number of trips generated or the need for turning lanes.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant's proposed access point is more than 24 feet wide. See Condition of Approval #1. **This criterion is met.**

- M. Vertical Clearances. Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13 feet 6 inches for their entire length and width.
- N. Vision Clearance. No signs, structures or vegetation in excess of three feet in height shall be placed in vision clearance areas, as shown in Figure 16.120.020.N. The minimum vision clearance area may be increased by the Community Development Director, City-appointed engineer, or Planning Commission upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). See also Chapter 16.132 for additional requirements.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant's proposed access point meets both criteria. See Condition of Approval #1. **These criteria are met.**

- O. Construction. The following development and maintenance standards shall apply to all driveways, parking areas, and private streets in the City of Warrenton:
1. Surface Options. All driveways, parking areas, aisles, and turn-a-rounds in the City of Warrenton shall be paved with asphalt, concrete, or other comparable surfacing. A durable non-paving material may be used for driveways and private streets that serve three or fewer residential dwelling units and in other instances where the need to reduce surface water runoff and protect water quality can be demonstrated through adequate findings of fact submitted by the applicant and/or property owner as part of the development proposal. All paving and non-paving surfaces shall meet City construction standards and shall be subject to review and approval by the

Community Development Director, City-appointed engineer, and/or Planning Commission.

3. Driveway Aprons. When driveway approaches or "aprons" are required to connect driveways to the public right-of-way, they shall be paved with concrete surfacing and meet City construction standards.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant appears to propose asphalt for the private street. Asphalt is an approved surfacing material. Driveway apron shall be paved with concrete surfacing. See Condition of Approval #2. **These criteria are met.**

16.120.030 Pedestrian Access and Circulation.

E. Pedestrian Access and Circulation. To ensure safe, direct and convenient pedestrian circulation, all developments, except single-family detached housing, duplexes, or triplexes on individual lots, shall provide a continuous pedestrian and/or multi-use pathway system. (Pathways only provide for pedestrian circulation. Multi-use pathways accommodate pedestrians and bicycles.) The system of pathways shall be designed based on the standards in paragraphs 1 through 3 of this subsection:

1. Continuous Pathways. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas whenever possible. The developer may also be required to connect or stub pathway(s) to adjacent streets and private property, in accordance with the provisions of Section 16.120.020, Vehicular Access and Circulation, and Chapter 16.136, Public Facilities Standards.
2. Safe, Direct, and Convenient Pathways. Pathways within developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets and existing or planned transit stops, based on the following definitions:
Reasonably Direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.
Safe and Convenient. Bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.
For commercial, industrial, mixed use, public, and institutional buildings, the "primary entrance" is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.
For residential buildings the "primary entrance" is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the "primary entrance" may be a lobby,

- courtyard or breezeway which serves as a common entrance for more than one dwelling.
3. Connections Within Development. For all developments subject to site design review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable.
 4. Street Connectivity. Pathways (for pedestrians and bicycles) shall be provided at or near mid-block where the block length exceeds the length required by Section 16.120.020. Pathways shall also be provided where cul-de-sacs or dead-end streets are planned, to connect the ends of the streets together, to other streets, and/or to other developments, as applicable.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant's proposed pedestrian access and circulation are continuous. The applicant's proposed pedestrian access and circulation are safe, direct, and convenient. The applicant's proposed pedestrian access and circulation are connected within the development. The applicant's proposed pedestrian access and circulation are connected to the street. **These criteria are met.**

Chapter 16.124 Landscaping, Street Trees, Fences, and Walls
16.124.070 New Landscaping.

- B. Landscaping Plan Required. For every new development in the City of Warrenton requiring a City permit, a landscape plan is required. All landscape plans shall include the following minimum required details (see Section 16.212.040 for additional landscape plan requirements for projects requiring site design review):
1. Legal description (e.g., assessor parcel number, copy of warranty deed, etc.) for the subject property;
 2. Property lines with the location and general description (height and type of material) of existing and proposed fences and other buffering or screening materials;
 3. The location of existing and proposed terraces or retaining walls;
 4. The location of existing and proposed plant materials;
 5. Wetland and/or riparian area boundaries on the property, if any;
 6. Existing and proposed structures;
 7. Driveway and adjoining roadway widths, descriptions, and locations; and
 8. Prevailing drainage patterns for the property.
 9. Other information as deemed appropriate by the Community Development Director. An arborist's report may be required for sites with mature trees that are protected under this chapter and/or Chapter 16.156 of this Code.

APPLICANT RESPONSE: None.

STAFF FINDING: The applicant did not provide a landscaping plan as required by the Warrenton Municipal Code. See Condition of Approval #3. **This criterion is NOT met.**

16.124.080 Street Trees.

Street trees shall be planted for all developments that are subject to land division or site design review. Requirements for street tree planting strips are provided in Chapter 16.136, Public Facilities Standards. Planting of unimproved streets shall be deferred until the construction of curbs and sidewalks.

APPLICANT RESPONSE: None.

STAFF FINDING: The applicant did not provide a street tree planting plan as required by the Warrenton Municipal Code. See Condition of Approval #3. **This criterion is NOT met.**

Chapter 16.128 Vehicle and Bicycle Parking

16.128.030 Vehicle Parking Standards.

A. General Provisions.

1. Groups of four or more off-street parking spaces shall be served by a driveway or aisle so that no backing movements or other maneuvering within a street or right-of-way, other than an alley, will be required. Section 16.120.020 contains driveway opening and width standards.
4. Fractional space requirements shall be counted as a whole space.
5. All parking lots shall be designed and constructed to meet the City standards of Section 16.120.020, this chapter, Chapter 16.136, and this Code.

APPLICANT RESPONSE: None.

STAFF FINDING: The applicant proposes 19 parking spaces. 16 parking spaces are required. See Condition of Approval #1. **These criteria are met.**

16.128.040 Bicycle Parking Requirements.

- A. Number of Bicycle Parking Spaces. The minimum number of bicycle parking spaces required for uses is provided in Table 16.128.040.A.

APPLICANT RESPONSE: None.

STAFF FINDING: The applicant does not propose any bicycle parking spaces. 2 parking spaces are required. See Condition of Approval #3. **This criterion is NOT met.**

Chapter 16.132 Clear Vision Areas

16.132.010 Clear Vision Areas.

- A. A clear vision area shall be maintained on the corner of property adjacent to the intersection of two streets, or adjacent to the intersection of a street and a railroad.
- B. A clear-vision area shall consist of a triangular area. Two sides of the triangle are lot lines measured from the corner intersection of the street lot lines for a distance specified in this section or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection and so measured. The triangle's third side is a line across the corner of the lot joining the non-intersecting ends of the other two sides.
- C. A clear-vision area shall contain no planting, fence, wall, structure, or temporary or permanent obstruction exceeding 36 inches in height measured from the top of the curb or, where no curb exists, from the established street centerline grade, except:
 - 1. Trees exceeding this height may be located in this area provided all branches and foliage are removed to a height of eight feet above the grade;
 - 2. Open-wire fencing that does not obscure sight more than 10% may be a maximum of 48 inches high.
- D. The following dimensional requirements govern clear vision areas:
 - 1. The minimum length of street sides of the clear vision triangle shall be 15 feet. See Figure 16.132.010.
 - 2. The minimum vision clearance area may be increased by the Community Development Director, City-appointed engineer, or Planning Commission upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).

APPLICANT RESPONSE: None.

STAFF FINDING: The applicant's proposed clear vision area meets the requirements and shall be maintained in perpetuity. See Condition of Approval #1. **These criteria are met.**

Chapter 16.136 Public Facilities Standards

16.136.020 Transportation Standards.

- A. Development Standards. No development shall occur unless the lot or parcel abuts a public or private street, other than an alley, for at least 25 feet and is in conformance with the provisions of Chapter 16.120, Access and Circulation, and the following standards are met:
 - 1. Streets within or adjacent to a development shall be improved in accordance with the Comprehensive Plan, Transportation System Plan, and the provisions of this chapter;
 - 2. Development of new streets (public or private), and additional street width or improvements planned as a portion of an existing street, shall be

- improved in accordance with this section, and public streets shall be dedicated to the applicable City, County or State jurisdiction;
3. New streets and drives connected to a City collector or arterial street shall be paved;

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant proposes to build a portion of 7th Street. This street shall be dedicated to the City after construction. See Conditions of Approval #1 and #7.

Further analysis is needed.

- J. Sidewalks, Planter Strips, Bicycle Lanes. Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with the standards in Table 16.136.010, applicable provisions of the Transportation System Plan, the Comprehensive Plan, and adopted street plans. Sidewalks are required on both sides of all streets (including streets inside easements), except for alley ways and walking paths. Maintenance of sidewalks, curbs, and planter strips is the continuing obligation of the adjacent property owner.
 1. Fee in Lieu Option. An applicant may request or the City may require the applicant to pay a fee in lieu of constructing sidewalks and frontage improvements to be approved by the City Public Works Director or designee.
 - a. A fee in lieu may be approved given conditions, including, but not limited to, the following:
 - i. There is no existing or planned sidewalk network in the area.
 - ii. There is a planned sidewalk or multi-use pathway in the vicinity of the site, or an existing multi-use pathway stubbing into the site, that would provide better pedestrian connectivity.
 - iii. When physical improvements are present along an existing or proposed street that would prevent reasonable installation.
 - iv. When sidewalks and other frontage improvements would be located on land with cross slopes greater than nine percent, or other conditions that would create a potential hazard.
 - v. Other situations unique to the site.
 - b. The fee shall be not less than 125% of the cost to perform the work, as determined by the City Public Works Director or designee, based on the applicable City standards in effect at the time of application; or the City Public Works Director or designee may require the applicant's engineer to provide a cost estimate, subject to review and approval by the city, to determine the cost to perform the work. The fee shall be paid prior to plat recording or issuance of a building or development permit.

- c. All fees paid shall be used for construction of a sidewalk and/or other related frontage improvements or multi-use pathway, or repair and maintenance of an existing sidewalk and/or related frontage improvements or pathway within the City of Warrenton.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant proposes to build a portion of the required sidewalk along 7th Street and complete the sidewalk along S Main Avenue. The segment of sidewalk along 7th Street which is not constructed shall be paid for by fee-in-lieu. See Condition of Approval #1 and #6. **Further analysis is needed.**

Chapter 16.188 Multifamily Housing Design Standards

16.188.030 Design Standards.

- A. Building Mass Supplemental Standard. The maximum width or length of a multiple-family building shall not exceed 200 feet (from end-wall to end-wall).
- B. Common Open Space Standard. Inclusive of required setback yards, a minimum of 20% of the site area shall be designated and permanently reserved as useable common open space in all multiple-family developments. The site area is defined as the lot or parcel on which the development is planned, after subtracting any required dedication of street right-of-way and other land for public purposes (e.g., public park or school grounds, etc.). Sensitive lands (e.g., wetlands, riparian areas, and riparian setback areas/corridors) and historic buildings or landmarks open to the public and designated by the Comprehensive Plan may be counted towards meeting common open space requirements.
- C. Trash Receptacles. Trash receptacles shall be oriented away from adjacent residences and shall be screened with an evergreen hedge or solid fence or wall of not less than six feet.

APPLICANT RESPONSE: See application.

STAFF FINDING: The applicant's proposed building is less than 200 feet long. The site meets the 20% open space requirement. Trash receptacles are located away from the residences and must be screened. See Conditions of Approval #1 and #3. **These criteria are met.**

Chapter 16.208 TYPES OF APPLICATIONS AND REVIEW PROCEDURES

16.208.040 Type II Procedure (Administrative).

APPLICANT RESPONSE: None.

STAFF FINDING: The application was submitted with the required materials. **These criteria are met.**

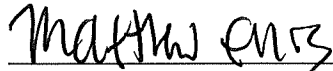
Chapter 16.212 Site Design Review

16.212.040 Site Design Review.

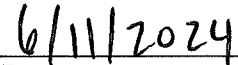
APPLICANT RESPONSE: None.

STAFF FINDING: The application is complete in accordance with Chapter 16.208. The application does not have all required materials by Subsection B of this chapter. See Condition of Approval #3. The application complies with the applicable provisions of Division 2 of Title 16 of the Warrenton Municipal Code. The application complies with the applicable design standards contained in Division 3 of Title 16 of the Warrenton Municipal Code. **These criteria are NOT met.**

DECISION: () Approved () Approved with Conditions (attached) () Denied



Matthew Ellis, AICP, Planning Director



Date

CONDITIONS OF APPROVAL

1. The developer shall develop the lot in accordance with the approved plans and shall not modify their plans except in accordance with Chapter 16.228 of the Warrenton Municipal Code.
2. Driveway apron shall be paved with concrete surfacing in accordance with WMC Section 16.120.020(O)(3).
3. Within 180 days of this notice of decision, the applicant shall provide the following information:
 - a. a landscape plan in accordance with WMC Section 16.124.070
 - b. a street tree planting plan in accordance with WMC Section 16.124.080
 - c. location of bicycle parking spaces in accordance with WMC Section 16.128.040
 - d. a screening plan for trash receptacles in accordance with WMC Section 16.188.030
4. The developer shall provide to the City a bond in an amount not greater than 100% of the cost for the public improvements or other adequate assurances as a condition of site development approval to guarantee the public improvements.
5. Prior to issuance of building permits, a hydrant flow test must be conducted and returned to the Public Works Department.
6. Sidewalk fee-in-lieu for the section of sidewalk along 7th Street that is not proposed will be required prior to issuance of building permits.
7. The applicant shall prepare separate engineering design plans for the Public Works Department and have approved plans on file prior to issuance of building permits. These plans shall comply with the City's Engineering Design Standards and Chapter 16.136 and Chapter 16.140 of the Warrenton Municipal Code. See Public Works Department Review Memorandum (attached).
8. Property will need to be readdressed prior to issuance of building permits in accordance with Chapter 12.24 of the Warrenton Municipal Code.

Copies of all submittals, related documents, and this notice of decision are available for review on the City of Warrenton website or by contacting the City of Warrenton:
<https://www.warrentonoregon.us/ced/page/applications-pending-approval>

EFFECTIVE DATE

Unless appealed, Type II decisions are final and effective one day after the appeal period expires. The appeal period is June 12, 2024 – June 25, 2024. **This decision is final and effective June 26, 2024.** If an appeal is filed, the decision is effective on the day after the appeal is decided. All persons entitled to notice or who are otherwise adversely affected or aggrieved by the decision may appeal the decision in accordance with Warrenton Municipal Code Section 16.208.040(G).

RIGHT TO APPEAL

A Type II administrative decision may be appealed to the Planning Commission by the applicant, any person who was mailed a written notice of the Type II administrative decision, or any other person who submitted written comments.

A notice of appeal shall be filed with the Planning Director within fourteen (14) days of the date the notice of decision was mailed. The notice of appeal shall contain:

- (A) An identification of the decision being appealed, including the date of the decision.
- (B) A statement demonstrating the person filing the notice of appeal has standing to appeal.
- (C) A statement explaining the specific issues raised on appeal.
- (D) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.
- (E) Filing fee.

The appeal of a Type II administrative decision by a person with standing shall be limited to the specific issues raised during the written comment period. Unless the appellant is the applicant, the hearing on the appeal shall be limited to the specific issues identified in the written comments submitted during the comment period.

For further information or questions, please contact the Warrenton Planning Department at (503) 861-0920 or planning@warrentonoregon.us.



Public Works Department

Public Works Development Review Memorandum

To: Rally Time LLC - 9 unit apartment complex
From: Brian Crouter - Project coordinator
Cc: Twyla Vittetoe - Engineering Technician
Matthew Ellis – Planning Director
Judith Stich - Planning Technician
Re: 719 S. Main

Date: May 29th, 2024

Public Works has provided the following items that will need to be followed during construction. Also addressed below are some requirements for the proposed use of the property. Public Works acknowledges the proposal for the 9 unit apartment complex. Please note that the comments provided herein may not address all aspects, and additional rules, restrictions, or requirements may apply.

General Notes:

- The developer is required to follow the City of Warrenton Development Standards. These standards can be found in Title 16 of the Warrenton Municipal Code. Please provide documentation showing how this development will meet those standards set forth in the development code. Below is a link to the Development Code <http://qcode.us/codes/warrenton/view.php?topic=16&frames=on>
- The developer must follow the City's Water and Sewer Regulations. These regulations are included under Title 13 of the Warrenton Municipal Code. Below is a link to the Title 13 of our Code: <http://qcode.us/codes/warrenton/view.php?topic=13&frames=on>

Thank you for your updated drawing with the new approach and a few other items that you addressed. Please see below some of the requirements needed for your project.

1. Traffic impact studies for new developments may be required by the Public Works Director or their designee as provided in Chapter 16.256 of the Warrenton Municipal Code.
2. Hydrant flow test will be needed.
3. Pothole to verify all utilities size and location.
4. Sidewalks will be required the full length of SW 7th St.
5. Pre-existing approach on S Main Ave. will have to be removed and replaced with new sidewalk and curb.
6. Storm water design and engineer report.
7. We will need to move the hydrant and FDC that are on your plans closer to the NE corner of property. This could potentially be placed where the old water service is that will need to be decommissioned.
8. Once all design submittals have been addressed and provided to the city, we will at that time request payment for our review engineer to go over for completeness.

2.4 Design Submittal Requirements

Two sets of plans shall be submitted to the building and planning department for review. If the design is for utility infrastructure outside the city limits, plans shall be submitted directly to the Public Works Department. Plans shall be twenty-two inches by thirty-four inches (22" X 34"). A scale of one inch equals twenty feet (1"=20') is preferred, one inch equals thirty feet (1"=30') and one inch equals ten feet (1"=10") are also acceptable. Other scales may be used only with the approval of the Public Works Director or their designee.

At minimum, interim plans shall be submitted for City review at the 60% design stage. Interim plan submittals at 30% and 90% are encouraged.

Cover Sheet: Project vicinity map.

1. site plan of entire project
2. index of plan sheets
3. legend of symbols used
4. Surveyor and firm name with contact information
5. Elevations shall be referenced to the City of Warrenton datum (NAVD 88), with temporary and/or permanent benchmarks used along with their descriptions, elevations of benchmarks identified on the plans
6. contact number of all affected utility companies
7. any conditions of approval
8. include the complete legal description as it appears on the property's deed, the Clatsop County Tax Lot Number, owner's name(s) as it appears on the deed and mailing address.
9. Net area of site in square feet or acres
10. Statement referencing Oregon Standard Specifications for Construction with City Special Provisions.
11. Oregon Utility Notification Center contact information.

• Title block: shall be included on each sheet, placed on the lower right-hand corner of the sheet, across the bottom of the of the sheet or across the right-hand edge of the sheet.

1. Project name.
2. Name and firm of design engineer.
3. Owner name and address
4. Sheet title
5. Page number
6. Revision block with revision description with design engineer approval (signature or initial) and date of revision
7. Design engineer name and contact information, responsible for preparation of the plans
8. Oregon Registered Engineer's Stamp and Signature on final plans

• North Arrow: On each sheet, as applicable. Arrow pointing to the top or right edge of the sheet.

• Tie property to at least two official record survey control corners, preferably section and /or quarter section corners

• Show all lot dimensions, width of easements, and ROW including bearings and distances.

• Standard notes: See Appendix A for required general notes.

2.4.2 Utility Information

Subsurface utilities shall be depicted on design drawings per ASCE/CI 38-02 Quality Level C. Refer to ASCE Standard Guidelines for the Collection and Depiction of Existing Subsurface Utilities.

2.4.3 Street Plans

Street plans shall have both plan and profile views on the same sheet. A typical section, signing and striping information is also required.

Plan views shall contain the following information:

- Right-of-way, property lines, and easements (existing, proposed and construction).
- Section, township and range.
- Street centerline with 100-ft stationing.
- Horizontal alignment data for centerline, curb returns and cul-de-sacs, including tangent bearings.
- Curb/gutter elevations at intersections and cul-de-sacs.
- Location of existing and proposed underground and overhead utilities, roadways, driveways, sidewalks, structures, water courses, survey monuments, fences and vegetation within the right-of-way and outside right-of-way, if affected by construction.
- Location of any required street lights to be installed with project.
- Storm drainage facilities with station and offset referenced to street centerline.
- Existing contours and spot elevations, cut/fill limits. A minimum contour interval of 2 feet is required.
- Sidewalk ramp locations.

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- Location and dimensions of all pavement markings.
- For simple projects, signing and striping information may be combined on the plan views, provided that information is legible and does not overcrowd the sheet. For collector facilities and local access streets that may intersect with City collector routes or State highway facilities, separate signing and striping plans may be required by the Public Works Director or their designee.

2.4.4 Water, Sanitary Sewer and Storm Drain Plans

Water, sanitary sewer and storm drain plans shall have plan and profile views. Profiles shall be to the same horizontal scale on the same sheet and drawn immediately below the corresponding plan view to a typical vertical scale of 1" = 5' with stationing increasing from left to right. In areas of significant elevation change, a vertical scale of 1" = 10' may be used. Public Works Director or their designee approval is required for any other proposed vertical scale.

Water, sanitary sewer and/or storm drain plans may be combined into a single set of utility plans, provided that information is legible. Utility design information may also be incorporated into street plans, provided that all required information can be provided legibly and without overcrowding the sheet. All new, existing and to be abandoned utilities shall be shown on plans.

Plan views shall contain the following information:

- Right-of-way, property lines, and easements (existing, proposed and construction).
- Pipe centerline with station and reference to street stationing where appropriate.
- Pipe material, length, invert elevation, and slope, per pipe section.
- Location of existing and proposed (bold) underground and overhead utilities, roadways, driveways, sidewalks, structures, watercourses, survey monuments, fences and vegetation within the right-of-way and outside right-of-way, if affected by construction.
- Existing and proposed contours and spot elevations. A minimum contour interval of 2 feet is required.

Profile views shall show the following information:

- Pipe invert profile with grades.
- Existing and proposed (bold) ground at centerline.
- Existing and proposed manholes, catch basins, field drains and inlets, with information on type, inverts, rim elevations, slopes, materials, and trench backfill.

- Existing and proposed water, storm drain, sanitary sewer, gas, power, cable and other utility crossings. Show separation requirements where appropriate.
- Continuation of profile 200 feet beyond project limits if sanitary sewer, water or storm drain may be extended in the future.

2.4.7 Refuse Enclosure Plans

Proposed refuse enclosures must be shown on site plans. Dimensions of enclosure, pad, gate with swing radius as well as dimensions of truck travel distance and turning radius (if required) for appropriate access.

3.1.7 Illumination and Signalization

Please refer to this section for standards on street lighting.

Sewer and water part submittals will be required prior to construction. You will also need to notify City after submittals are approved for construction and then inspections will be needed with a 48-hr. notice for installation inspections.

Thanks,
Brian Crouter Project Coordinator