

WARRENTON PLANNING COMMISSION Regular Meeting | October 13, 2022 | 6:00pm

Warrenton City Hall Commission Chambers | 225 S Main Avenue, Warrenton, OR 97146

The meeting will be broadcast via Zoom at the following link

https://us02web.zoom.us/j/89594092173?pwd=VG5sMFFTVExqTWl1dXVXSTBFbWw2UT09

Meeting ID: 895 9409 2173 | Passcode: 612659 | Dial in number: 253-215-8782

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. ATTENDANCE

3. ELECTION OF OFFICERS

- A. Acceptance of Paul Mitchell Resignation
- B. Election of Chair

4. APPROVAL OF MINUTES

A. Planning Commission Regular Minutes – 9.8.22

5. PUBLIC COMMENT

At this time, anyone wishing to address the Planning Commission concerning items of interest may do so. The person addressing the Planning Commission must complete a Public Comment Card and submit it to the Secretary prior to the meeting. All comments will be addressed to the whole Planning Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the Secretary, rsprengeler@ci.warrenton.or.us, no later than 5:00 p.m. the day of the meeting. The Planning Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. PUBLIC HEARING

A. Buoy 10 Landing Subdivision (SUB-22-2) on tax lot 81009BC01100

7. BUSINESS ITEMS

8. DISCUSSION ITEMS

- A. Psilocybin Update
- B. Planning Commission Procedures Update

9. GOOD OF THE ORDER

10. ADJOURNMENT

Next Regular Meeting: November 10, 2022

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.



City of Warrenton

Planning Department

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

Phone: 503.861.0920 Fax: 503.861.2351

STAFF REPORT

TO: The Warrenton Planning Commission

FROM: Rebecca Sprengeler, Planning Technician

DATE: October 13, 2022

SUBJ: Acceptance of Paul Mitchell Resignation

BACKGROUND:

Paul Mitchell officially resigned from the Planning Commission on September 15th, 2022 (Attachment A) after being appointed to the City Commission at their September 13th meeting. Commissioner Mitchell was the Chair of the Planning Commission, and a new Chair will need to be elected for the remainder of the year. I would also suggest appointing a chair for the 2023 calendar year per the mayor's recommendation (Attachment B).

CONCLUSIONS AND RECOMMENDATION

Recommended Motion:

"I move to accept Paul Mite	chell's resignation from the Planning Commission."
"I move to appoint	as the Chair of the Planning Commission for the remainder of
the 2022 calendar year."	
I move to appoint	as the Chair for the 2023 calendar year."

ATTACHMENTS:

- A. Paul Mitchell Resignation
- B. Warrenton Municipal Code 2.12 Planning Commission
- C. Email from Mayor Balensifer Regarding Annual Chair & Vice Chair Training

Attachment A

From: <u>Jay Blake</u>

To: Rebecca Sprengeler; Mathew Workman

Subject: Fw: Your time on the Planning Commission

Date: Thursday, September 15, 2022 3:15:34 PM

Jay Blake

Planning Director

Office: 503-861-2233 x103

Cell: 971-286-0798 Fax: 503-861-2351

P.O. Box 250 | 225 S Main Avenue

Warrenton OR, 97146

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From: pmitchell32@aol.com <pmitchell32@aol.com>

Sent: Thursday, September 15, 2022 3:11 PM **To:** Jay Blake <jblake@ci.warrenton.or.us>

Subject: Re: You time on the Planning Commission

Jay,

Today after serving fifteen years on the Warrenton planning commission, I submit my resignation. I have enjoyed seeing the changes in the city during this time. and I look forward to working with you and my colleagues who remain on the Planning Commission in my new role as a City CCommissioner.

I thank you and the staff for all of your hard work on behalf of the city of Warrenton.

Paul Mitchell

----Original Message-----

From: Jay Blake <jblake@ci.warrenton.or.us>
To: pmitchell32@aol.com <pmitchell32@aol.com>

Cc: Mathew Workman <mworkman@ci.warrenton.or.us>; Henry A. Balensifer III

<a href="mailto:<a href="mailto: (hbalensifer@ci.warrenton.or.us>; Rebecca Sprengeler <a href="mailto: (rsprengeler@ci.warrenton.or.us>

Sent: Thu, Sep 15, 2022 9:53 am

Subject: Your time on the Planning Commission

Paul,

It has been my pleasure working with you on the Warrenton Planning Commission for the past three months. Congratulations on being appointed to the Warrenton City Commission. Your time serving the residents of Warrenton will continue.

I do need to request that you submit a letter of resignation from the Planning Commission prior to your start as a Warrenton City Commission member. I would appreciate it before our next regularly scheduled Planning Commission meeting so that we can elect new officers at that time.

Again, congrats on your promotion.

Jay Blake

Planning Director

Office: 503-861-2233 x103

Cell: 971-286-0798 Fax: 503-861-2351

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Up

Next

No Frames Attachment B

Previous Title 2 ADMINISTRATION AND PERSONNEL Chapter 2.12 PLANNING COMMISSION

2.12.040 General procedures.

- A. The Planning Commission shall adopt rules and procedures for the transaction of business and shall keep a record of resolutions, transactions, findings, recommendations and determinations, which record shall be a public record.
- The Planning Commission shall select a secretary, who need not be a member of the Commission. The secretary shall keep an accurate record of all Commission proceedings
 - C. The Planning Commission shall elect from its voting membership a chairperson and a vice-chairperson to serve for one-year terms.
- Four members of the Commission shall constitute a quorum. The Commission may make and alter rules and regulations for its government and procedure D. consistent with the laws of this state and the City Charter and ordinances. It shall meet at least once a month.
- A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following as a direct or substantial financial interest: the member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member, any business in which the member is then serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Planning Commission where the action is being taken. (Ord. 1062-A § 1, 2003; Ord. 975-A § 4, 1997)

View the mobile version.

Attachment C

From: <u>Jay Blake</u>
To: <u>Rebecca Sprengeler</u>

Subject: Fw: Reminder: board officer elections **Date:** Wednesday, September 14, 2022 3:12:35 PM

For October Meeting.

Jay Blake

Planning Director

Office: 503-861-2233 x103

Cell: 971-286-0798 Fax: 503-861-2351

P.O. Box 250 | 225 S Main Avenue

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From: Henry A. Balensifer III < hbalensifer@ci.warrenton.or.us>

Sent: Tuesday, September 13, 2022 9:37 PM **To:** Dawne Shaw <dshaw@ci.warrenton.or.us>

Cc: Jay Blake <jblake@ci.warrenton.or.us>; Richard (Collin) Stelzig <rstelzig@ci.warrenton.or.us>; Jane Sweet <jsweet@ci.warrenton.or.us>; Pam Ackley <pamackley@windermere.com>; kbalensifer@gmail.com <kbalensifer@gmail.com>; April Clark <aclark@ci.warrenton.or.us>; Debbie Little <dlittle1822@gmail.com>

Subject: Reminder: board officer elections

This is a reminder to be sure to have officer elections for boards you support or set agendas for (most just have chair/vice-chair, but some have secretaries) per the Commission's Board Policies before the end of October. This is to ensure that new board chairs and vice-chairs will have an opportunity to receive the required board chair training prior to being seated in January (or whatever your board's first meeting will be). Chairs that have already received the training are not required to get the training again—but are certainly welcome to attend if they wish once it is scheduled. To my knowledge staff support and set the agendas for:

WURA

Planning Commission
Parks Advisory Committee

To my knowledge the following boards have their chairpersons set the agendas: Library Board Community Center Board Marinas Advisory Committee

The Budget committee selects their chairperson at their first meeting and does not convene usually except once a year; as a result it is exempt from these requirements as the meeting is predominantly staff driven.

Thank you all for your attention to this matter.

Best,

Henry A. Balensifer III Mayor City of Warrenton 971-606-0293

To follow what's going on in our city like us on Facebook:

Mayor Henry Balensifer FB Page

City of Warrenton Admin/General FB Page Warrenton Police Department FB Page Warrenton Fire Department FB Page

MINUTES

Warrenton Planning Commission
September 9, 2022
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Vice Chair Hayward called the meeting to order at 6:01 p.m. Commissioner Bridgens lead the public in the Pledge of Allegiance.

<u>Commissioners Present:</u> Vice Chair Chris Hayward, Ken Yuill, Mike Moha, Christine Bridgens, Lylla Gaebel (Online), and Kevin Swanson (Online, at 6:19)

Commissioners Excused: Paul Mitchell

<u>Staff Present:</u> Planning Director Jay Blake, Engineering Technician Trisha Hayrynen, and Planning Technician Rebecca Sprengeler

APPROVAL OF MINUTES

A. Planning Commission Meeting Minutes – 8.11.22

Commissioner Yuill made the motion to approve the minutes. Motion was seconded and passed unanimously.

Hayward – abstain; Yuill – aye; Gaebel – aye; Bridgens – aye; Moha – aye

PUBLIC COMMENT ON NON-AGENDA ITEMS – None

PUBLC HEARINGS

Vice Chair Hayward opened the hearing on Comprehensive Plan Amendment CP-22-1 to Article 9 Economy and Development Code Revisions DCR-22-1 to WMC 16.12 Definitions, 16.40 General Commercial (C-1) District, 16.44 Commercial Mixed Use (C-MU) District, 16.60 General Industrial (I-1) District, and 16.240 Temporary Use Permits. He read the public hearing script outlining the procedures. All commissioners answered "no" to questions of ex parte contact, conflicts of interest, and bias.

Planning Director Jay Blake presented changes to the ordinance since the last hearing to provide clarity. The Economic Opportunities Analysis remains the same. The ordinance changes include:

- 1. Industrial Zone Mr. Blake suggested removing community colleges from permitted uses. Commissioner Yuill gave background on why the use was in the code and agreed with removing it.
- 2. Commercial C-1 Mr. Blake discussed benefits of mixed uses of residential and commercial in downtown. There are few two-story buildings in downtown. He suggested

- changing the language to allow apartments in the back of the business instead of strictly on a second story.
- 3. Food Carts Mr. Blake explained there are food carts with a single location and then there are mobile food carts that change locations. He wants to ensure they have property owner permission and are not blocking fire lanes, ingress, and egress. Multiple locations would be allowed with property owner permission and inspection to verify access. Each location with property owner permission would be added to the permit. Commissioner Bridgens asked about responsibility of enforcement. Mr. Blake said it was under the city manager but may return to the Planning Department.
- 4. Mini Storage Buildings A correction is needed to a code reference that does not exist.
- 5. Definitions Cottage industries and food carts were added.

Mr. Blake discussed issues with the code that may be coming forward to address contradictions and definitions in the next 6 months.

Commissioner Moha suggested community colleges be changed to a conditional use in the Industrial zone. Brief discussion followed about effects on the tax base, future development of the land across from the new middle school, development of the County-owned industrial land, concerns about traditional industrial uses adjacent to a college facility, and potential for a community college satellite building for uses such welding or auto mechanics repair that would be appropriate for an industrial zone.

It was noted there was no written correspondence received. Vice Chair Hayward called for public testimony. No one spoke in favor, opposition, or from a neutral position. Vice Chair Hayward closed the public hearing.

Commissioner Yuill would like to omit community colleges from permitted uses and add it to conditional uses for a potential satellite building. Vice Chair Hayward and Commissioner Bridgens agreed. Mr. Blake clarified that notifications were received and reviewed by the Oregon Department of Land Conservation (DLCD). No comments or concerns were raised.

Commissioner Moha made the motion that the Warrenton Planning Commission recommend approval of Ordinance 1258 Amending the Warrenton Comprehensive Plan Goal 9 Economic Development and Amending the Warrenton Municipal Code relating to commercial and industrial uses while keeping community colleges as a conditional use. The recommendation is based on public input during the Plan Amendment process, the public hearing, and discussion from the Planning Commission. Motion was seconded and passed unanimously.

Hayward – aye; Yuill – aye; Gaebel – aye; Bridgens – aye; Moha – aye; Swanson – aye

BUSINESS ITEMS - None

DISCUSSION ITEMS

Mr. Blake has been working with legal staff on an interim two-year moratorium for psilocybin sales, distribution, and manufacturing to be adopted after the November election. This would put the MINUTES

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moratorium before the voters at the 2024 election. Time, place, manner regulations could be established depending upon the results of the election. The Planning Department has already received a request for a psilocybin facility. Discussion followed about the options and there was question about banning the substance. Staff will research community impacts during the interim. It was noted Seaside will be doing time, place, manner restrictions. Cannon Beach will pursue an interim moratorium. Astoria's position has not been determined. Legal opinion was that the if there were state rule changes, the City could remove the moratorium early and adopt a time, place, manner approach. The time, place, manner approach could be adopted permanently. Commissioner Gaebel would like to recommend a moratorium to the City Commission and reevaluate after the state comes up with rules. Mr. Blake will work with legal to draft the moratorium and bring it back. It would automatically be added to the ballot. Commissioner Moha feels strongly the substance should be ban. Mr. Blake asked for direction on seeing an interim moratorium for consideration at the November meeting. Commissioner Moha noted the Warrenton voting statistics for legalization were close. The consensus was in support of proceeding with the moratorium option.

Planning Technician Rebecca Sprengeler discussed the need for Zoom regulations to maintain order during public comment and discussion. The memo outlined options that other cities utilize such as scripts, mute or raise hand settings, and roll-call style discussions. The City does not currently have any regulations around virtual attendance. There was concern about accidentally leaving out virtual attendees if muted or required to use the hand raise feature. The chair would monitor. There was question about the requirement to take public comment virtually. Brief discussion followed. A form is needed to sign up for public comment online. Commissioner Hayward noted the critical piece is to maintain order and suggested the chair organize public comment like in-person by asking how many are in attendance to testify on Zoom. He agreed virtual registration is needed. Mr. Blake suggested taking testimony in person first, then taking virtual comments. It was noted a cutoff time to sign up for comments would be needed. Staff are looking into a new sound system to help with sound issues on Zoom. There was brief discussion about requiring all or at least a quorum of the Commissioners to be in person. Staff will consult with legal and bring back a draft next month.

GOOD OF THE ORDER

	A DDD OLUED
	APPROVED:
ATTEST:	Chris Hayward, Vice Chair
Rebecca Sprengeler, Secretary	

There being no further business, Vice Chair Hayward adjourned the meeting at 6:55 p.m.



City of Warrenton

Planning Department

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

Phone: 503.861.0920 Fax: 503.861.2351

STAFF REPORT

TO: The Warrenton Planning Commission

Jay Blake, Planning Director Jun Juli FROM:

DATE: October 13, 2022

SUBJ: SUB 22-02: Buoy 10 Land Preliminary Plat

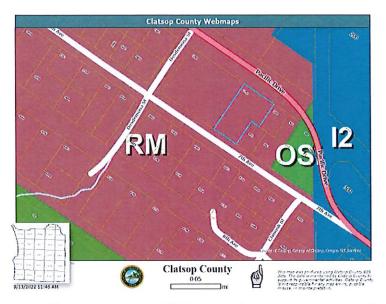
Nathan Johnson, Sunrise Homes, Inc.

Tax Parcel: 81009BC01100

BACKGROUND:

1. General Findings of Fact Related to the Application:

- The application for preliminary plat approval for Buoy 10 Landing was submitted on September 1, 2022 and deemed a complete application on September 13, 2022.
- Since the proposal includes the creation of more than three (3) lots, it is being reviewed as a Type III procedure.
- The application is a replat of approximately 0.50 acres (Lots 8, 9, 10,11, 26, 27, and 28 in Block 29 of "New Astoria". It is also identified as Tax Lot 81009BC01100.
- The existing dwelling, is to be demolished allowing for the development of seven attached single-family residences. Four of the dwellings will have frontage on Pacific Drive (ODOT) and three sites will access off of Seventh Avenue (City of Warrenton).
- The subject property is zoned R-M, Medium Density Residential.



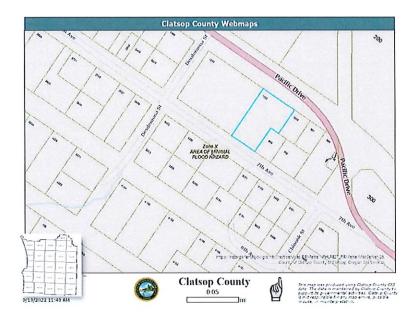
- The structures will have either a common wall or a breezeway roof will attach the buildings.; breezeways will enhance access the rear yards.
- The development will be served by municipal sanitary sewer and water. City water and sanitary sewer lines will be extended from 7th Avenue to serve all seven lots, with easements provided in proposed Lots 5 and 7 for the utilities serving Lots 1 through 4.



No new public facilities or public roads are proposed by the applicant.

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- Access to Lots 1-4 will be by a one-way shared drive within the Hwy 104 right-of-way at the suggestion of Scott Nelson, ODOT Region 2 Access Management Engineer. Access to Lots 5-7 will be directly from 7th Avenue.
- The site is not located within the 100-year flood zone.



2. Findings of Fact related to the W.M.C.

The application was reviewed against the standards and criteria found in the Warrenton Municipal Code

Chapter 16.32 MEDIUM DENSITY RESIDENTIAL (R-M) DISTRICT

16.32.020 Permitted Uses.

 Duplex, townhome, and triplex are permitted as an outright use in the R-M Zoning District.

16.32.040 Development Standards.

• The lots range in area from 2,925 to 3,660 square feet; lot widths range from 29.25 to 36.66 feet; lot depths are all 100 feet. All lots meet the minimums for duplex lot standards.

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- Sheet 4 includes a table depicting each lot area, building footprint areas for all seven lots, and lot coverage for each lot.
- All lots are below the 40 percent lot coverage standard.
- All buildings will be 28 feet tall.
- The proposed structures meet required front yard, rear yard, and side yard setback requirements. Zero lot lines are allowed internally for attached single family structures.

Chapter 16.124 LANDSCAPING, STREET TREES, FENCES AND WALLS

- No public park dedication is proposed or required by the project.
- No significant vegetation was identified on the preliminary plat.
- The proposal meets the minimum landscaped area requirement for residential development (20 percent).
- Design of final land scaping plans will be review at the time of site design review and building permit review. Approval of the preliminary plat cannot be predicated on approved landscaping plans.
- The applicant submitted the following comments regarding proposed landscaping:

<u>Applicant response</u>: Because of the narrow widths of the lots and the area dedicated to driveways, the opportunity for landscaping is limited. Conceptual landscaping will focus on lawns in the rear yards and side yards of the end buildings. Around the structures will be plantings of evergreen and deciduous shrubs underlaid by bark dust. Where appropriate small boulders surrounded by bark dust.

16.128.030 Vehicle Parking Standards.

• The proposal includes a single car garage and driveway parking space for each unit. The proposal meets these criteria.

Chapter 16.140 STORMWATER AND SURFACE WATER MANAGEMENT 16.140.010 Natural Drainage System Maintained to Extent Feasible.

- The applicant submitted preliminary stormwater plans for managing run-off from the buildings that will be conveyed to infiltration trenches. The engineering review has some concerns with the long-term maintenance of the system. This will be further addressed in the Engineering comments.
- Additional study may be needed to address run-off from driveways and aprons.
 The applicant proposes to send runoff to the respective rights-of-way to disperse overland and infiltrate as it has historically. Some off-site work may be needed to ensure that no negative impacts to surrounding properties occur.

16.140.020 Developments Must Drain Properly.

 No detention or retention facilities are proposed. No provisions are proposed to channel stormwater to sanitary sewer lines. There are no drainage systems on surrounding properties and streets with which to coordinate and connect.

16.140.030 Surface Water Management.

• No source of upstream runoff exists to be affected by the proposed development. Further study on the impacts on road right-of-way drainage may be necessary.

16.140.040 Erosion and Sediment Control.

- Since the proposal does not impact more than one acre, a DEQ 1200-C permit is not required.
- Erosion Control Plans will be reviewed during the site design review process.
 The applicant should design erosion control measure to meet the requirements of the WMC.
- The applicant submitted the following comments:

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Sheet 5 illustrates the preliminary erosion control plan, which consists primarily of a temporary silt fence along the eastern property line from Hwy 104 to 7th Avenue. Upon completion of grading, the disturbed areas will be stabilized until building construction is completed on each lot and permanent landscaping is installed. A final erosion control plan will be prepared and submitted with the grading permit application after preliminary plat approval. This standard is satisfied.

16.140.050 Stormwater System Design.

- Initial engineering comments address the need to include all impervious coverage in stormwater management plans, including driveways and sidewalks. This should be addressed prior to final plat approval.
- Additional comments about stormwater planning are included in the engineering comments that were provided to the applicant.

16.152.060 Grading Permit Requirements.

 The applicant will obtain all necessary grading permits as part of the site design review process.

16.180.030 Garage Standards.

 Each unit will have an adequately sized attached garage and off-street parking space. The building plans will be reviewed at the time of site design review and will meet all applicable building code requirements.

Chapter 16.184 SINGLE-FAMILY ATTACHED, DUPLEX, AND TRIPLEX DESIGN STANDARDS

16.184.030 Design Standards.

- All sites gain access directly from a public or street. The shared driveway along Pacific Drive meets the intent of this section of the code.

- The site design review process will ensure compliance with garage width limits.
 The proposed buildings will be 26 feet wide with 13-foot-wide garages.
- Access to Lots 1-4 is proposed to be via a 12-foot one-way shared drive within the Hwy 104 right-of-way with traffic limited to east to west movements. This design should be approved by ODOT and meet driveway separation requirements.
- Lots 5 and 6 will share a driveway from 7th Avenue; Lot 7 will have an individual driveway.
- A homeowner's association or equivalent agreement will be prepared and submitted to the city for preliminary review prior to recording the final plat. This agreement will establish shared responsibility for maintenance of common areas, such as but not limited to, the shared drive from Hwy 104 and breezeway covers.

16.216.040 Preliminary Plat Submission Requirements.

- Planning Department staff reviewed the submittals and determined that the submittal was complete for preliminary plat review. This does not mean that no additional items can be requested by the Planning Commission in order to make adequate findings of fact. The Commission can require additional information prior to final plat consideration.
- The applicant is proposing no additional public improvements. However, sidewalks/paths, stormwater, or road improvements can be required as part of the final approvals.
- Private utility easements for Lots 1-4 are shown on the plat drawings. Additional details will need to be address in the covenants for the homeowner's association.
- No area is proposed to be dedicated to the public or preserved as open space.
- Proposed improvements are limited to private utilities. Stormwater issues are addressed in other sections of this review
- No streams, shorelines, wetlands or other water courses exist on or adjacent to the site.
- The property is outside of the regulated floodplain.

3. Findings related to Engineering Design:

A.M. Engineering reviewed the application submittals and responded by letter on September 28, 2022. Copies of the comments will be provided to the developer. The following are summary findings from that correspondence:

- All final plans need to meet the requirements of the Warrenton Municipal Development Code and Engineering design standards.
- Engineering recommends that sidewalks be installed along both Pacific Drive (ODOT) and Seventh Avenue (City). Both roadways are collector roads identified in the City Transportation System Plan. The applicant is proposing a sidewalk in-lieu payment.
- The applicant shall confirm shared driveway design approval with ODOT. The driveways should also meet size and separation requirements.
- Stormwater plans should address all run-off including driveways, this may require additional design and improvements adjacent or in public right-of-way.
- The site plan should include the location of a fire hydrant located within 250 feet of the buildings as required by the Fire Code. The applicant shall confirm that adequate flows exist to meet fire flow needs.
- The applicant should construct half street improvements on Seventh Avenue.
 This should be done in conjunction with planned water system improvements.
- The applicants should verify the presence or absence of hydric soils on the site and make necessary modification to stormwater and building designs.
- Street lights should be incorporated into final design plans.

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4. Criteria for Approval:

<u>General Approval Criteria</u>. The City Planning Commission may take one of four actions related to the application. It may approve, approve with conditions, table action for additional information, or deny a preliminary plat based on the following approval criteria:

- 1. The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable City ordinances and regulations. At a minimum, the provisions of this chapter, and the applicable sections of Division 2 (Land Use Districts) and Division 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Chapter 16.272, Variances.
- The proposed replat and preliminary plat design is consistent with permitted use identified in the RM Medium Density Residential zoning district.
- No variances are required based on the current submittals. Additional
 information may be needed to determine if all design criteria are met. For
 example, driveway separations, shared driveway plans, and final stormwater
 improvements.
- b. <u>Housing Density</u>. The subdivision meets the City's housing density standards of the applicable zoning district (Division 2).
 - The proposal meets the housing density standards of the Development Code.
- c. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
 - No plats with the name "Buoy 10 Landing" have been recorded.
- d. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities meet City design standards and are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. A statement that all proposed public improvements will be built to City construction standards and proposed dedications are identified on the preliminary plat; and

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- No new streets, roads, sidewalks, bicycle lanes or pathways are proposed; Sidewalk payment in-lieu is proposed. The Planning Commission should determine if this meets the criteria. The Planning Commission can require the construction of sidewalks or approve a payment in-lieu of sidewalks for all or part of the required improvements.
- All lots within the Buoy 10 Landing development will be accessed from an existing city street and state highway.
- Water and sewer service to all of the lots will be extended from existing utility facilities. Fire hydrant locations within 250 feet of the structures should be addressed in final engineering plans.
- Surface water management facilities are proposed to address run off from buildings. Additional work may be required to address run-off from all impervious surfaces.
- e. All proposed private common areas and improvements are identified on the preliminary plat.
 - Common areas are limited to the common driveway within the Pacific Avenue (Hwy 104) right-of-way, and the shared driveway for Lots 5 and 6, and the private easements for water and sanitary sewer services for Lots 1-4 through Lots 5 and 7, which are identified on the preliminary plat.
 - An appropriate homeowner's association and CC&Rs should be submitted to the city for review and approval prior to final plat submission.
 - The area between Pacific Drive (ODOT 104) and the shared driveway should be designed to reduce parking and traffic through the area.
 - Maintenance of the common driveways and area between the shared drive and Pacific Drive should be addressed in the CC&Rs.
- f. <u>Block and Lot Standards</u>. All lots shall comply with the lot area, setback (existing structures), and dimensional requirements of the applicable land use district (Division 2), and the standards of Figure 16.120.020. J. Street Connectivity and

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Formation of Blocks. Each lot shall conform to the standards of Chapter 16.120, Access and Circulation. Landscape or other screening may be required to maintain privacy for abutting uses. Applies only in commercial and industrial zoning districts.

- The existing structure on the subject property is to be demolished. Lot areas and dimensions are labeled in the drawing set or provided in a table. All lots meet the area and dimension requirements of the RM zoning district.
- Lots 1-4 will be accessed via private driveway within the Pacific Avenue right-ofway and will be maintained by the abutting property owners. Lots 5-7 will be accessed directly from 7th Avenue, with Lots 5 and 6 sharing a driveway.
- Staff believes that the maintenance of the area adjacent to the Pacific Drive common driveway should be addressed and maintained so as to not allow for uncontrolled parking or driving. This can be done with curbs, landscaping and sidewalk/path design.
- g. In conformance with the Uniform Fire Code, as amended, a minimum 20-foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. See Section 16.120.020, Vehicular Access and Circulation.
 - All sides of the proposed structures will be within 150 feet of the rights-of-way of Pacific Avenue and 7th Avenue. Fire hydrant distances or locations should be addressed in final plans.
- h. Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.
 - Maintenance agreements for the common driveways serving Lots 1-4 and Lots 5 and 6 also will be recorded with the final plat.

5. ATTACHMENTS:

- Buoy 10 Landing Subdivision Plat Drawings
 - Coversheet

Staff Report Page: 12

- o Existing conditions
- o Preliminary Plat (Replat)
- o Site and Utility Plan
- o Grading Plan
- Subdivision Application
- Preliminary Stormwater Report
- Buoy 10 Landing Impact Study
- Initial ODOT Correspondence and Shared Driveway Design

Procedures:

Application Submitted on September 1, 2022 - Complete
Application deemed complete on September 13, 2022 - Complete
Application reviewed by the Warrenton Development Review Committee (Staff) on
September 14th - Complete.

Notification of Hearing Sent out on September 22, 2022 - Complete

October 13, 2022: The Warrenton Planning Commission meets to review the proposal as a Type III Review.

- 1. Chair should announce the public hearing for the review using the procedure statement provided.
- 2. The Chair will request staff to summarize the review of the proposal.
- 3. The applicant may respond to issues, conditions or comments from staff.
- 4. The Chair can request public comments from the audience and then remote attenders (zoom)
- 5. The Chair will close the public hearing and direct discussion amongst the Planning Commissioners.
- 6. The Chair can request a motion related to the application. The motion should make reference to the staff findings of fact on the project, the application and related submittals, and any additional information presented by the applicant and comments received as part of the public hearing.
- 7. Once the motion is made and seconded, the Commission may further debate any conditions of approval.
- 8. Final action on the motion is taken.
- 9. Notification of Decision is sent out to all participating parties.

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Action

Approval Option:

The Warrenton Planning Commission hereby approves the request of Nathan Johnson, Sunrise Homes, LLC for the Buoy 10 Landing Preliminary Plat application creating seven attached residential lots. This action is based on the following items:

- The findings of fact found in the Staff Memo dated October 13, 2022
- The submittals from the applicant.
- The public and applicant comments made at the public hearing
- Said approval is subject to the conditions of approval below (or as modified by the Planning Commission).

Staff Suggested Conditions of Approval

The following are suggested conditions of approval that the Planning Commission may amend add, or remove. Changes shall be clear and measurable to ensure that both the City and applicant understand the conditions of approval.

- 1. The applicant shall complete ODOT review and approval for the share access driveway onto Pacific Drive. Copy of said approval shall be submitted to the City. (Section 16.120)
- 2. The applicant will develop and submit final engineering plans related to grading, sewer and water utility connections, and stormwater management that meet the intent of the city development code and engineering standards. (Section 16.140).
- 3. The applicant should agree to make road, sidewalk, and drainage improvements to and adjacent to Seventh Avenue or sign a non-remonstrance agreement for future improvements along Seventh Avenue.
- 4. The applicant shall submit final plat documents for approval within two (2) years of the final approval of the preliminary plat (Section 16.216.030.). Said documents shall be consistent with ORS platting requirements.
- 5. The applicant will develop final building plans for submittal to the Development Review Committee as a Type II review for residential units between 5 and 9 units. (Sections 16.212.020 and 16.212.040)

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6. The applicant will pay all connection and required SDC charges related to the development.

Table Option:

The Warrenton Planning Commission hereby moves to table the request of Nathan Johnson and Sunrise Homes for preliminary plat application creating seven (7) residential lots until the November 10, 2022 Planning Commission meeting. The action is taken to afford staff, or the applicant additional time to provide necessary information to the Planning Commission so that it can effective complete the review of the request.

Staff Recommendation:

Based on the findings of fact included in the staff memo, submittals from the applicant, and criteria for approval found in the Warrenton Municipal Code, Section 16.216.050, staff recommends approval of the proposed Buoy 10 Landing Subdivision preliminary plat subject to conditions of approval listed above or amended by the Planning Commission.

BUOY 10 LANDING SUBDIVISION FOR TAXLOT 81009BC01100 PRELIMINARY SUBDIVISION PLANS

354 PACIFIC DRIVE, WARRENTON OR, 97121





OWNER:

NATHAN JOHNSON SUNRISE HOMES LLC 89125 STELLAR IANE WARRENTON, OREGON 97146 (503) 440-5516

ENGINEER:

ERIK HOOVESTOL, PE
FIRWOOD DESIGN GROUP, LLC
359 E. HISTORIC COLUMBIA RIVER DRIVE
TROUTDALE, OREGON 97060
(503) 668-3737

SURVEYOR:

KRAIG MATTHEW BLIM, PLS S&F LAND SERVICES 901 NW CARLON AVE, SUITE 3 BEND, OREGON 97703 (541) 797-0954

SHEET INDEX

- 1 COVER SHEET
- 2 EXISTING CONDITIONS AND DEMO PLAN
- 3 PRELIMINARY PLAT (REPLAT)
- 4 COMPOSITE SITE & UTILITY PLAN
- 5 GRADING AND ESC PLAN

PRELIMINARY

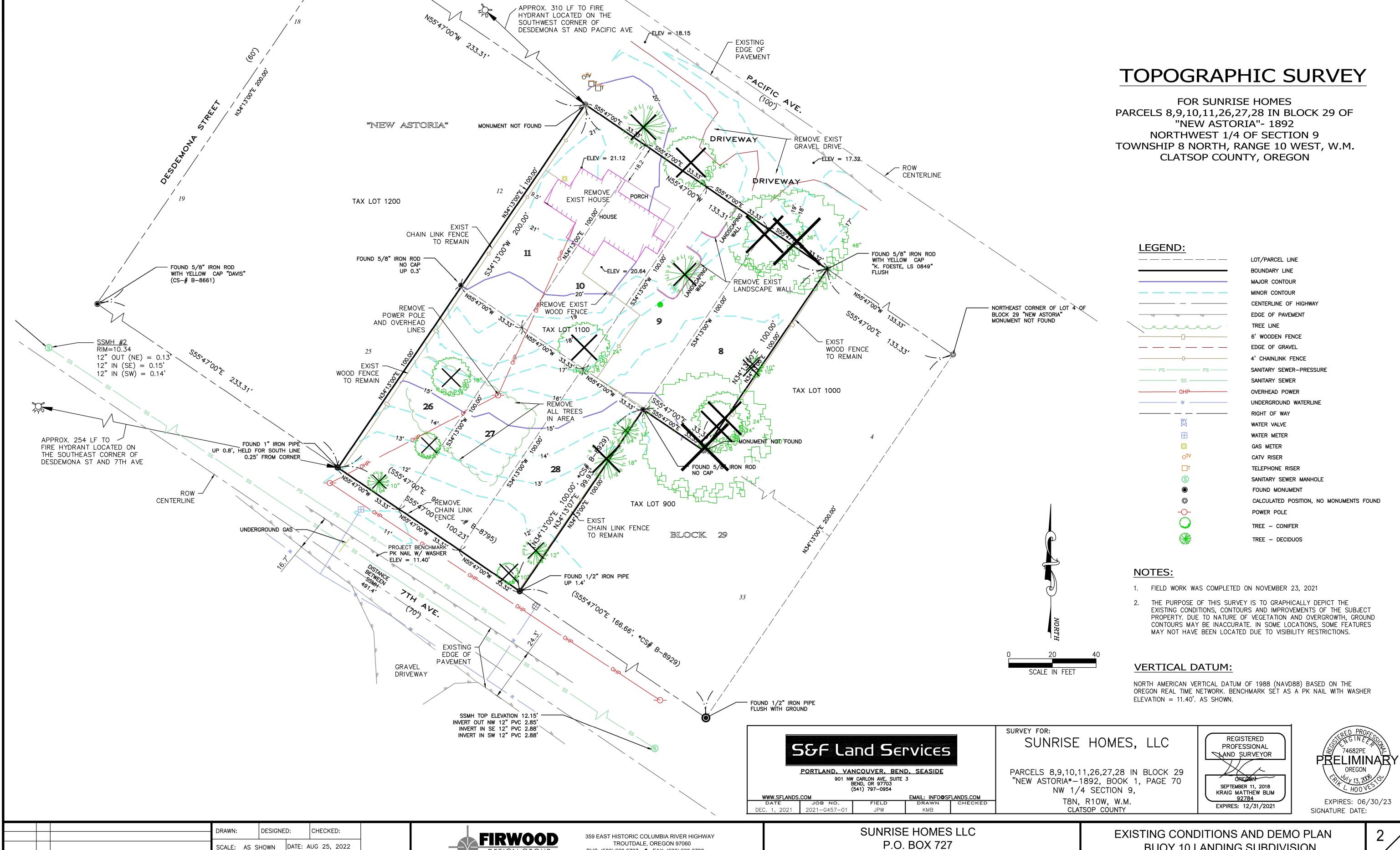
OREGON

EXPIRES: 06/30/23

SIGNATURE DATE:

			DRAWN:	DESIGNE	D:	CHECKED:	
			SCALE: AS S	HOWN	DATE: A	UG 25, 2022	
DATE:	NO.	REVISION	PROJECT NO.	E21-060			





BUS: (503) 668-3737 + FAX: (503) 668-3788

WARRENTON, OR 97146

DESIGN GROUP

SCALE: AS SHOWN

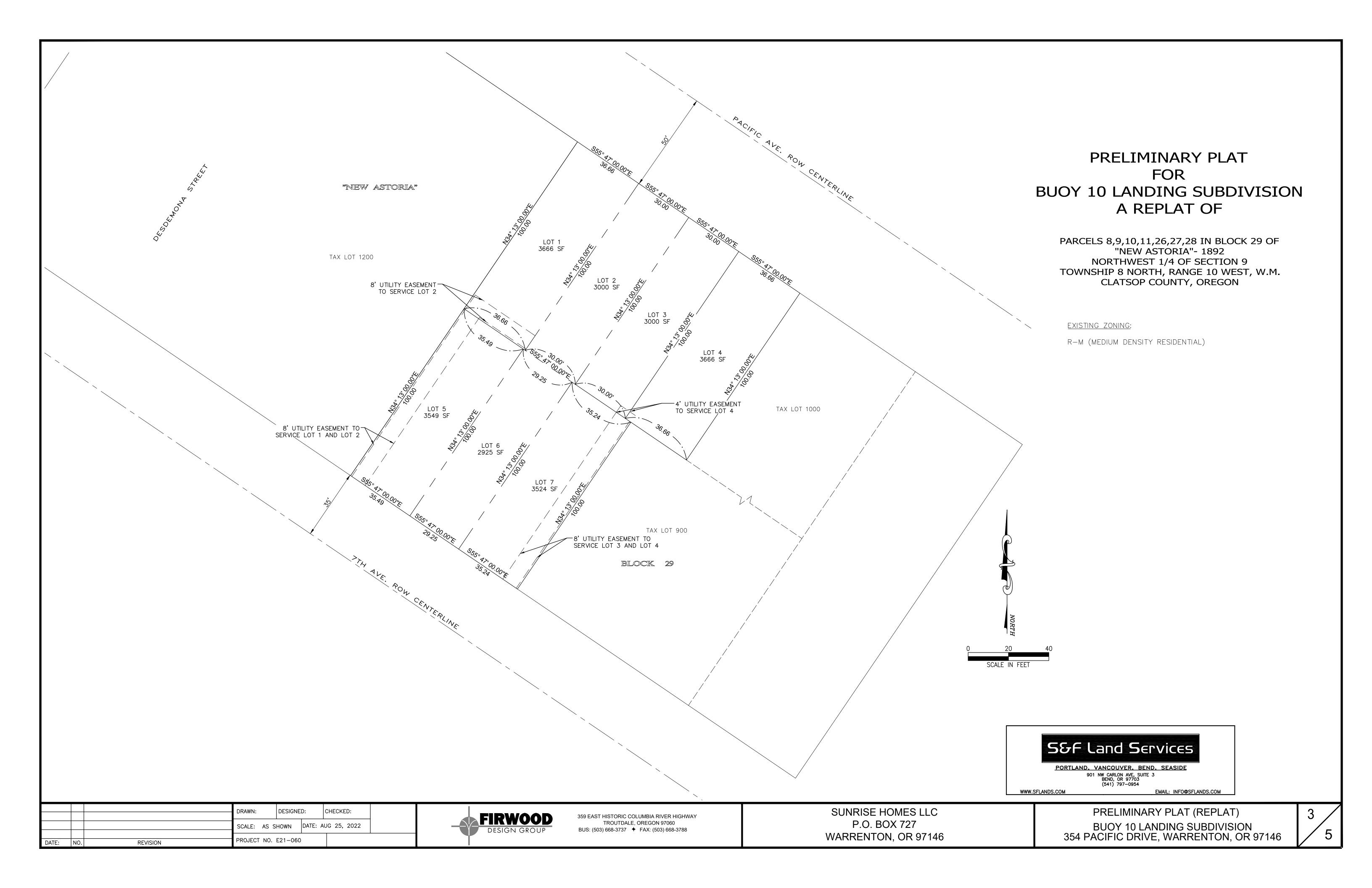
DATE: NO.

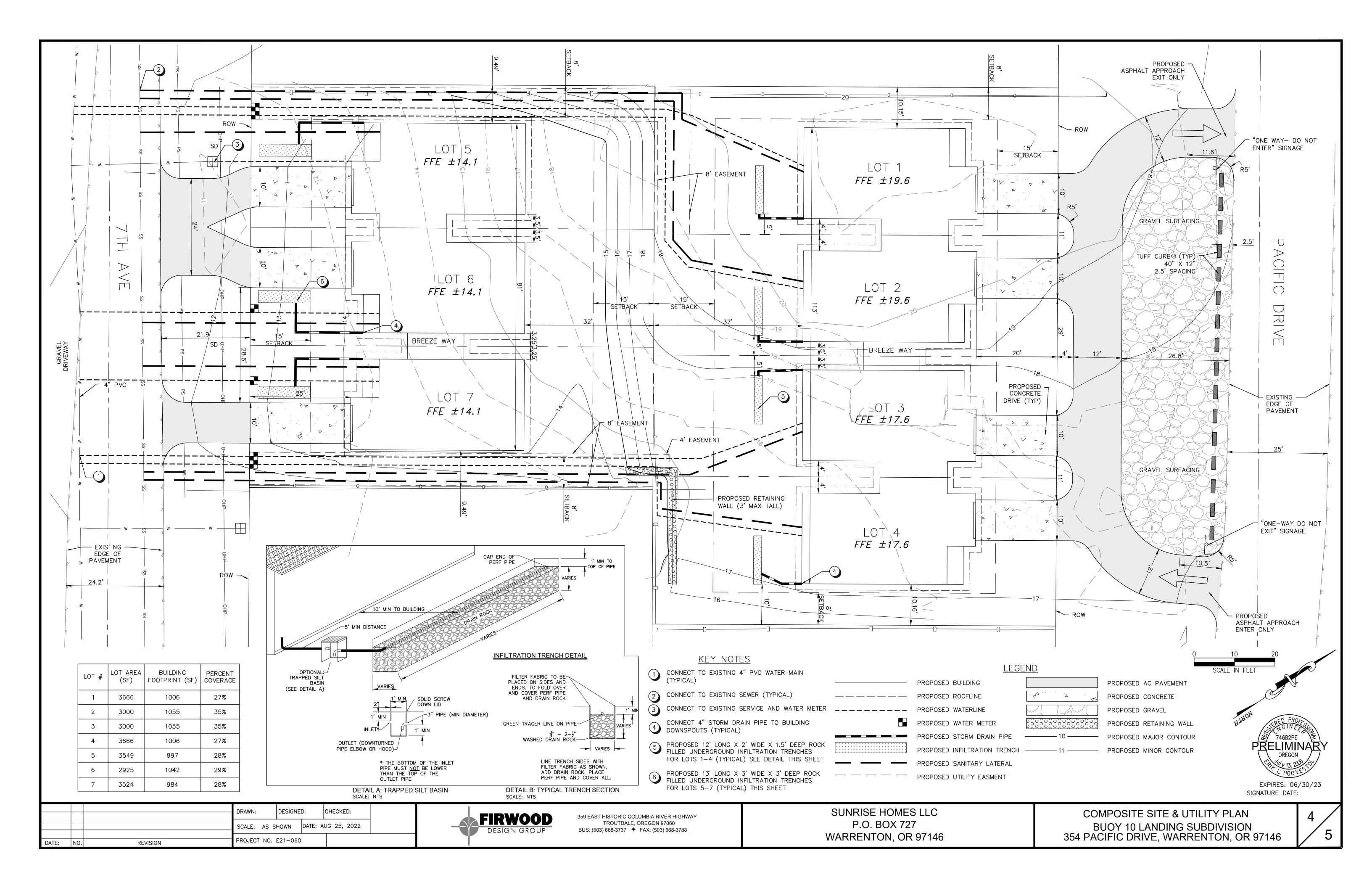
REVISION

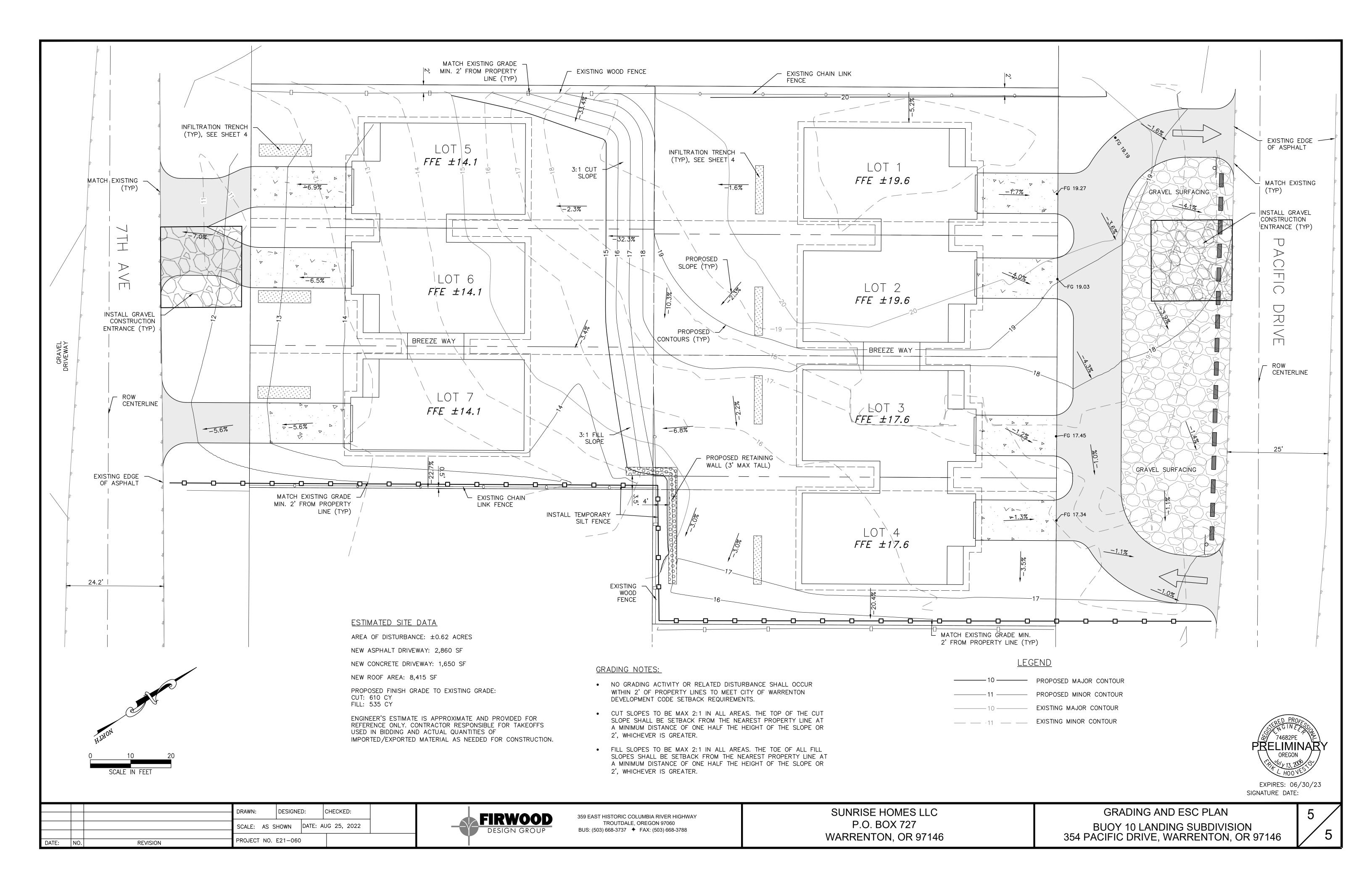
PROJECT NO. E21-060

DATE: AUG 25, 2022

BUOY 10 LANDING SUBDIVISION 354 PACIFIC DRIVE, WARRENTON, OR 97146







CITY OF WARRENTON PLANNING AND BUILDING DEPARTMENT

SUBDIVISION APPLICATION(To be accompanied by a Tentative Map, and copy of property deed, Letter of Authorization, if applicable.)

Is this a Planned Unit Development (PUD)?

IS THIS A "PHASED DEVELOPMENT"? Yes_____ No____

OFFICE	E USE ONLY
FILE #	FEE
ZONING DISTRICT	
RECEIPT #	
DATE RECEIVED	

		RECEIPT #	
		DATE RECEIVED	
Legal Description of the Subj	ect Property:		
Township	Range	Section	Tax Lot
Street address of the property	:		
SIGNATURE(S) THAT TH ASSOCIATED SUBMISSION	HE INFORMATION CO	NTINED IN THE FOR	EENT, AFFIRM BY MY/OUR EGOING APPLICATION AND
APPLICANT:			
Printed Name:			
Signature:			Date:
Address:			Phone:
City/State/Zip:			Fax:
PROPERTY OWNER (if d	ifferent from Applicant)		
Printed Name:			
Signature:			Date:
Address:			Phone:
City/State/Zip:			Fax:

No_____ Yes _____

****** Overall development plan, including phase or unit sequence. a. b. Projected Timetable for sequence of development Development plans for any common elements or facilities. c. If the proposed subdivision has an unknown impact upon adjacent lands or land within the general vicinity, d. the Planning Commission may require a potential street development pattern for adjoining lands to be submitted together with the tentative plan as part of the phased development plan for the subject subdivision. Show compliance with the Comprehensive Plan and applicable sections of the Development Code. e. f. Schedule of improvements and completion. Overall transportation and traffic pattern. g.

PRELIMINARY SUBDIVISION PLAT REQUIREMENTS

A "preliminary subdivision plat" shall be submitted with the following information depicted:

- 1. Proposed name of the subdivision;
- 2. Names, addresses, and phone numbers of property owner(s) (including mortgage holders if any), surveyor, and applicant if different from property owner, and assumed business name(s) filed or to be filed with the Corporation Commission by the applicant;
- 3. Proposed subdivision showing the parcel boundaries and dimensions, the area of each parcel, location of any and all easements (and what the easement is), right-of-way widths, existing roads;
- 4. Date of map preparation, north point, scale, property identification by township, range, section and tax lot numbers;
- 5. Location of all existing buildings, creeks, canals, ditches, any topographical features (ie., canyons, bluffs, wetlands, natural springs, floodplain);
- 6. Location, width, name, curve ratio, and approximate grade of all proposed right-of-ways;
- 7. Location of any existing features such as section lines, section corners, city and special district boundary lines, and survey monuments;
- 8. Existing sewer lines, water mains, culverts, and other underground and overhead utilities within and adjacent to the proposed subdivision together with pipe sizes, grades and locations;
- 9. Contour lines related to some established bench mark or other engineering acceptable datum;
- 10. Zoning of subject property, and adjacent tax lots to the proposed subdivision;
- 11. Location, names, width, typical improvements, cross sections, bridges, culverts, approximate grades, curve radii and centerline lengths and reserve strips of all proposed streets, and the relationship to all existing and projected streets;
- 12. Location, width and purpose of all proposed easements or right-of-ways, and relationship to all existing easements and right-of-ways;
- 13. Location of at least one temporary bench mark within the proposed subdivision boundary;
- 14. Location, approximate area and dimensions of each lot, and proposed lot and block numbers;
- 15. Location, approximate area and dimensions of any lot or area proposed for public use, the type of use proposed, and plans for improvements or development;
- 16. Proposed use, location, approximate area and dimensions of any lot intended for non-residential use;

17.	Source, method, and preliminary plans for domestic and other water supplies, sewer lines, and all utilities;
18.	Description and location of any proposed community facility;
19.	Storm water and other drainage facility plans;
20.	Proposed deed restrictions including access restrictions or protective covenants if such are proposed to be utilized for the proposed subdivision;
	ADDITIONAL SUBMITTALS
21.	Statement from each utility company proposed to serve the proposed subdivision stating that each company is able and willing to serve the proposed subdivision as set forth in the tentative plan, and the conditions and estimated costs of each service;
22.	Proposed Fire protection system for the proposed subdivision and written approval thereof by the fire chief.
23.	Statement from School District.

	REQUIREMENTS ***********************************
1.	A vicinity map must be submitted showing the proposed subdivision in relationship to the adjacent properties, roadways, and ownership patterns. This map must include names of all existing roadways.
2.	Who will supply the water?
3.	Access will be taken from
4.	What is the intended use of the parcels being created?
5.	What is the current use of the parcel?
6.	Proposal is in compliance with the City of Warrenton's Comprehensive Plan and Development Code.

Proposal does not conflict with acquired public access easements within or adjacent to the subdivision.
All required public services and facilities are available and adequate or are proposed to be provided by the applicant.
The subdivision contributes to orderly development and land use patterns in the area, and provides for the preservation of natural features and resources such as streams, lakes, natural vegetation, and special terrain features.
The subdivision will not create an excessive demand on public facilities and services required to serve the development.
The preliminary plat for the proposed subdivision meets the requirements of ORS 92.090.

Return Application To: City of Warrenton

Planning and Building Department

PO Box 250

225 SW Main Street

Warrenton, Oregon 97146

Phone: 503-861-0920 Fax: 503-861-2351

Preliminary Stormwater Report

Buoy 10 Landing Subdivision 354 Pacific Drive, Warrenton, OR 97121

Owner: Sunrise Homes LLC PO Box 727 Warrenton, OR 97146

August 2022

FDG Project No. E21-060

Prepared By:



359 E. Historic Columbia River Highway Troutdale, OR 97060 503.668.3737- fax 503.668.3788 The proposed 0.5-acre project site is located at 354 Pacific Drive in Warrenton, OR. The site has frontages on both Pacific Dr to the north and 7th Ave to the south. The site will be re-platted to create 7 new lots for attached townhomes, all between 2,900 and 3,700 sf in lot size. All existing structures and related features on site will be removed for the new development. Each lot will have their own 10' driveway, with lots 1-4 being accessed from Pacific Dr and lots 5-7 being accessed from 7th Ave. There are no existing stormwater conveyance or management facilities on site or in either right of way along the property frontage.

Stormwater runoff from the roofs of the new townhomes will be routed to an individual underground infiltration trench for each lot for full infiltration of the 100-year design storm. The remaining on-site impervious area (driveways and apron) will be graded to shed towards the respective adjacent ROW for stormwater to disperse overland and infiltrate as it has historically. No off-site point discharge of stormwater is proposed as part of this project.

METHODOLOGY

The Santa Barbara Urban Hydrograph Method (calculated using HydroCAD with SCS Type 1A rainfall distribution) was used to create the hydrographs (see appendix for calculations) and to estimate the peak flows for the 100-year design storm. A curve number (CN) value of 98 was assigned to the proposed impervious roof area. The infiltration rate for the site's soil was determined via on-site infiltration testing. The infiltration results and summary can be found in the appendix of this report. Two test pits were used, one near the proposed infiltration area for the north lots (1-4) and one near the proposed infiltration area for the south lots (5-7). Field infiltration rates were determined to be 72 in/hr and 15.3 in/hr, respectively. Additionally, the USDA Web Soil Survey for the site indicates sandy well-draining Group A soils that are feasible for infiltration. To model the storage volume of the proposed infiltration trenches, an assumed void space of the drain rock in the trenches was assumed at 40%.

DESIGN PARAMETERS

Design Infiltration Rate

The minimum safety factor of 2 was applied to the field infiltration rate in test pit 1, resulting in a design infiltration rate of 7.65 in/hr for the trenches of lots 5-7. Additional safety factors can be applied for high groundwater or for non-sandy soils. However, neither of those are applicable to the infiltration design.

A safety factor or 3 was applied to the field infiltration rate in test pit 2, resulting in a design infiltration rate of 24 in/hr for the trenches of lots 1-4. An additional safety factor was applied in this case because the field infiltration rate is higher than generally accepted values for infiltration design.

Areas

Proposed Impervious Building Roof Area (Lots 1-4) = 1,210 sf each Proposed Impervious Building Roof Area (Lots 5-7) = 1,175 sf each

Precipitation

The design uses the following 24-hour storm events per NOAA Atlas II maps:

• 100-year: 6.1 inches

Time of Concentration

Used minimum time of concentration = 6 minutes

CALCULATIONS

Lots 1-4 (North)

The proposed infiltration trenches for each of lots 1-4 are is 2' wide, 1.5' deep, and 12' long and will receive stormwater runoff from the respective contributing building roof area (1,210 sf). The trench is sized to fully infiltrate up to the 100-year design storm. Stormwater from the proposed driveways will shed to the north and east and disperse into the vegetated areas of the right of way, matching existing drainage patterns.

Lots 5 - 7 (North)

The proposed infiltration trenches for each of lots 5-7 are is 3' wide, 3' deep, and 13' long and will receive stormwater runoff from the respective contributing building roof area (1,175 sf). The trenches are sized to fully infiltrate up to the 100-year design storm. Stormwater from the proposed driveways will shed to the south and east and disperse into the vegetated areas of the right of way, matching existing drainage patterns.

See Appendices for more HydroCAD report. See preliminary utility and grading plans (Sheets 4 and 5) in the submitted land use plan set for detail on the stormwater facility layout, location, and specifications.

APPENDIX

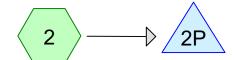
- HydroCAD Report & Calculations
- Preliminary Site Evaluation, Infiltration Testing by Environmental Management Systems, Report # 22-0005

NORTH LOTS

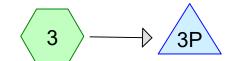
SOUTH LOTS



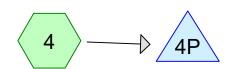
LOT 1 ROOF TRENCH 1



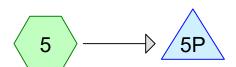
LOT 2 ROOF TRENCH 2



LOT 3 ROOF TRENCH 3



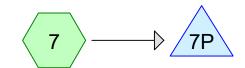
LOT 4 ROOF TRENCH 4



LOT 5 ROOF **TRENCH 5**



LOT 6 ROOF TRENCH 6



LOT 7 ROOF TRENCH 7









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Runoff

Summary for Subcatchment 1: LOT 1 ROOF

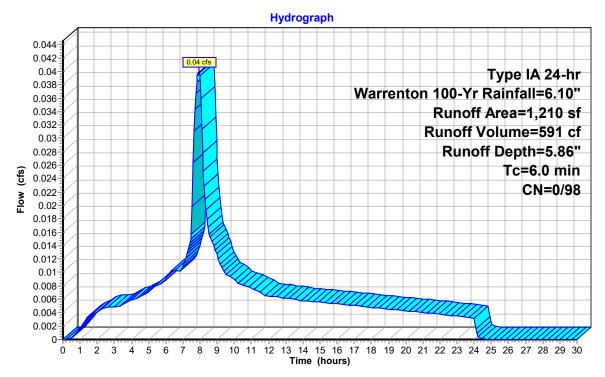
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 591 cf, Depth= 5.86"

Routed to Pond 1P: TRENCH 1

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

	Α	rea (sf)	CN	Description				
*		1,210	98	Roof Area				
		1,210	98	98 100.00% Impervious Area				
	Тс	Length	Slope	Velocity	Capacity	Description		
	(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)			
	6.0					Direct Entry,		

Subcatchment 1: LOT 1 ROOF



Runoff

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Summary for Subcatchment 2: LOT 2 ROOF

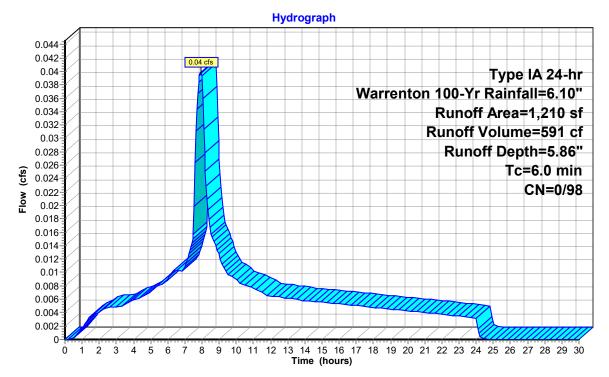
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 591 cf, Depth= 5.86"

Routed to Pond 2P: TRENCH 2

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

	Area (sf)	CN [Description				
*	1,210	98 F	Roof Area				
	1,210	98 ′	98 100.00% Impervious Area				
To	Length	Slope	Velocity	Capacity	Description		
(min	(feet)	(ft/ft)	(ft/sec)	(cfs)			
6.0					Direct Entry,		

Subcatchment 2: LOT 2 ROOF



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Runoff

Summary for Subcatchment 3: LOT 3 ROOF

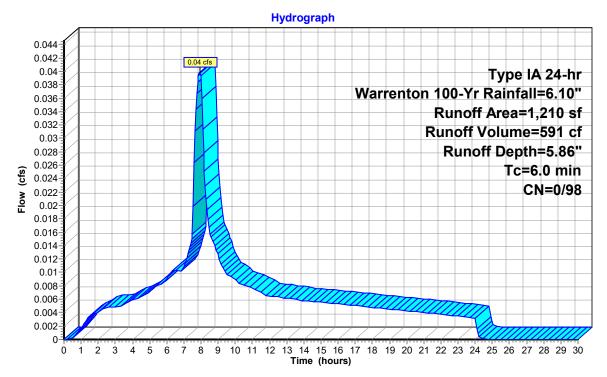
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 591 cf, Depth= 5.86"

Routed to Pond 3P: TRENCH 3

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

	Α	rea (sf)	CN	Description				
*		1,210	98	Roof Area				
		1,210	98	98 100.00% Impervious Area				
	Тс	Length	Slope	Velocity	Capacity	Description		
	(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)			
	6.0					Direct Entry,		

Subcatchment 3: LOT 3 ROOF



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Runoff

Summary for Subcatchment 4: LOT 4 ROOF

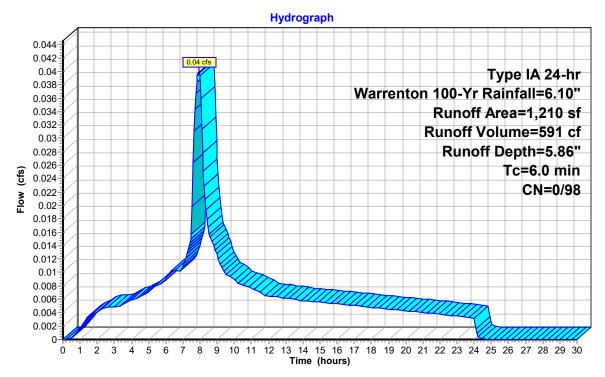
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 591 cf, Depth= 5.86"

Routed to Pond 4P: TRENCH 4

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

	Area (sf)	CN [Description				
*	1,210	98 F	Roof Area				
	1,210	98 ′	98 100.00% Impervious Area				
To	Length	Slope	Velocity	Capacity	Description		
(min	(feet)	(ft/ft)	(ft/sec)	(cfs)			
6.0					Direct Entry,		

Subcatchment 4: LOT 4 ROOF



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Runoff

Summary for Subcatchment 5: LOT 5 ROOF

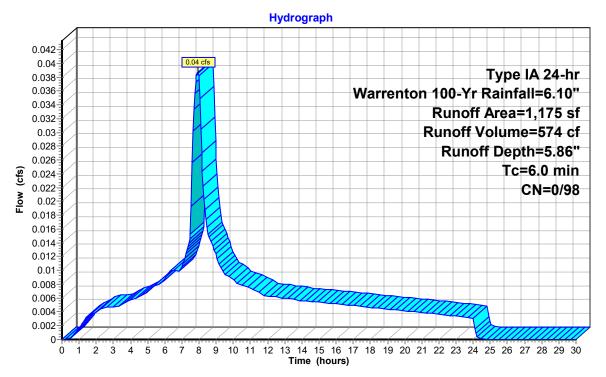
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 574 cf, Depth= 5.86"

Routed to Pond 5P: TRENCH 5

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

_	Α	rea (sf)	CN	Description				
*		1,175	98	Roof Area				
		1,175	98	98 100.00% Impervious Area				
	Тс	Length	Slope	Velocity	Capacity	Description		
_	(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)			
	6.0					Direct Entry,		

Subcatchment 5: LOT 5 ROOF



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Runoff

Summary for Subcatchment 6: LOT 6 ROOF

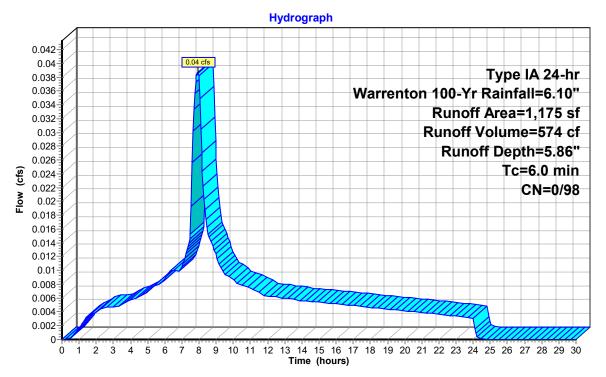
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 574 cf, Depth= 5.86"

Routed to Pond 6P: TRENCH 6

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

	Α	rea (sf)	CN I	Description				
*		1,175	98	Roof Area				
		1,175	98	98 100.00% Impervious Area				
	Тс		Slope	•		Description		
	(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)			
	6.0					Direct Entry,		

Subcatchment 6: LOT 6 ROOF



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Summary for Subcatchment 7: LOT 7 ROOF

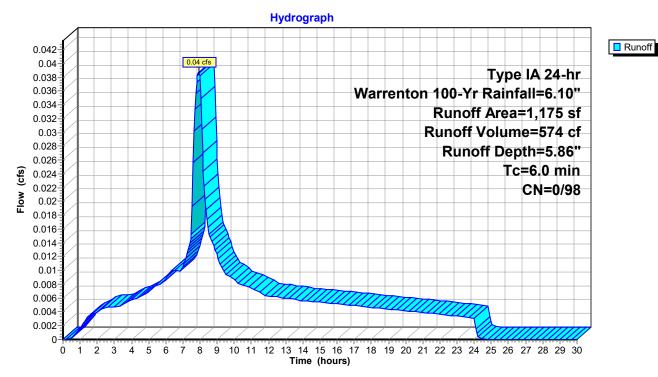
Runoff = 0.04 cfs @ 7.91 hrs, Volume= 574 cf, Depth= 5.86"

Routed to Pond 7P: TRENCH 7

Runoff by SBUH method, Split Pervious/Imperv., Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Type IA 24-hr Warrenton 100-Yr Rainfall=6.10"

	Α	rea (sf)	CN I	Description				
*		1,175	98	Roof Area				
		1,175	98	98 100.00% Impervious Area				
	Тс		Slope	•		Description		
	(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)			
	6.0					Direct Entry,		

Subcatchment 7: LOT 7 ROOF



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Summary for Pond 1P: TRENCH 1

Inflow Area = 1,210 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 591 cf

Outflow = 0.04 cfs @ 8.04 hrs, Volume= 591 cf, Atten= 8%, Lag= 7.5 min

Discarded = 0.04 cfs @ 8.04 hrs, Volume= 591 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs / 3

Peak Elev= 1.50' @ 8.04 hrs Surf.Area= 24 sf Storage= 14 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)

Center-of-Mass det. time= 1.1 min (654.4 - 653.2)

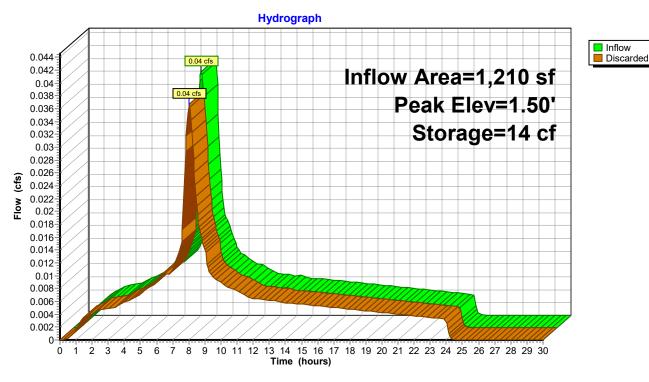
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	14 cf	2.00'W x 12.00'L x 1.50'H Prismatoid 36 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' 24.000 in/hr Exfiltration over Wetted area

Discarded OutFlow Max=0.04 cfs @ 8.04 hrs HW=1.49' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.04 cfs)

Pond 1P: TRENCH 1



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Summary for Pond 2P: TRENCH 2

Inflow Area = 1,210 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 591 cf

Outflow = 0.04 cfs @ 8.04 hrs, Volume= 591 cf, Atten= 8%, Lag= 7.5 min

Discarded = 0.04 cfs @ 8.04 hrs, Volume= 591 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs / 3

Peak Elev= 1.50' @ 8.04 hrs Surf.Area= 24 sf Storage= 14 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)

Center-of-Mass det. time= 1.1 min (654.4 - 653.2)

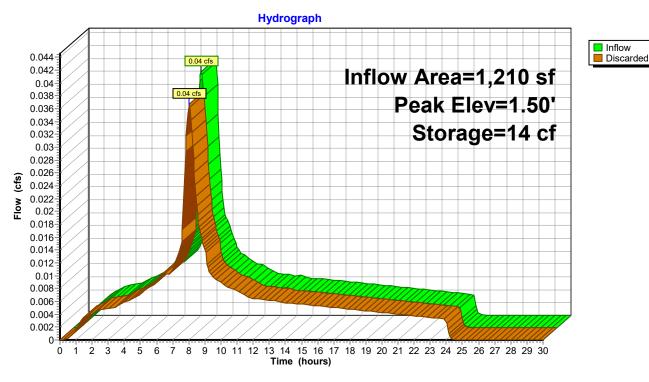
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	14 cf	2.00'W x 12.00'L x 1.50'H Prismatoid 36 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' 24.000 in/hr Exfiltration over Wetted area

Discarded OutFlow Max=0.04 cfs @ 8.04 hrs HW=1.49' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.04 cfs)

Pond 2P: TRENCH 2



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Summary for Pond 3P: TRENCH 3

Inflow Area = 1,210 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 591 cf

Outflow = 0.04 cfs @ 8.04 hrs, Volume= 591 cf, Atten= 8%, Lag= 7.5 min

Discarded = 0.04 cfs @ 8.04 hrs, Volume= 591 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs / 3

Peak Elev= 1.50' @ 8.04 hrs Surf.Area= 24 sf Storage= 14 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)

Center-of-Mass det. time= 1.1 min (654.4 - 653.2)

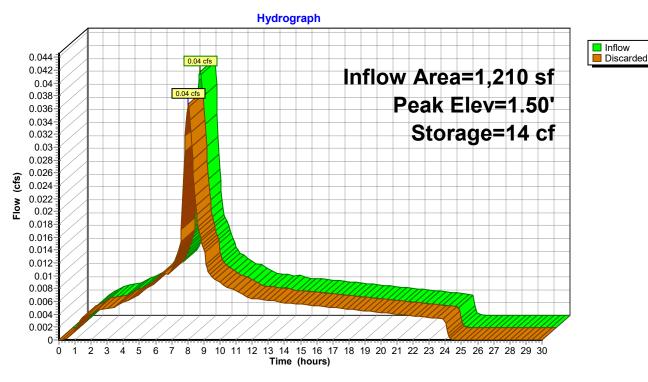
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	14 cf	2.00'W x 12.00'L x 1.50'H Prismatoid 36 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' 24.000 in/hr Exfiltration over Wetted area

Discarded OutFlow Max=0.04 cfs @ 8.04 hrs HW=1.49' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.04 cfs)

Pond 3P: TRENCH 3



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Summary for Pond 4P: TRENCH 4

Inflow Area = 1,210 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 591 cf

Outflow = 0.04 cfs @ 8.04 hrs, Volume= 591 cf, Atten= 8%, Lag= 7.5 min

Discarded = 0.04 cfs @ 8.04 hrs, Volume= 591 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs / 3

Peak Elev= 1.50' @ 8.04 hrs Surf.Area= 24 sf Storage= 14 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)

Center-of-Mass det. time= 1.1 min (654.4 - 653.2)

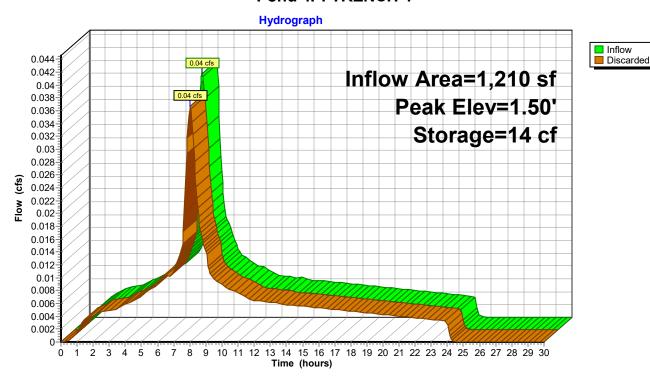
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	14 cf	2.00'W x 12.00'L x 1.50'H Prismatoid
			36 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' 24.000 in/hr Exfiltration over Wetted area

Discarded OutFlow Max=0.04 cfs @ 8.04 hrs HW=1.49' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.04 cfs)

Pond 4P: TRENCH 4



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Summary for Pond 5P: TRENCH 5

Inflow Area = 1,175 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 574 cf

Outflow = 0.02 cfs @ 8.21 hrs, Volume= 574 cf, Atten= 38%, Lag= 18.0 min

Discarded = 0.02 cfs @ 8.21 hrs, Volume= 574 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Peak Elev= 2.99' @ 8.21 hrs Surf.Area= 39 sf Storage= 47 cf

Plug-Flow detention time= 10.7 min calculated for 573 cf (100% of inflow)

Center-of-Mass det. time= 10.6 min (663.9 - 653.2)

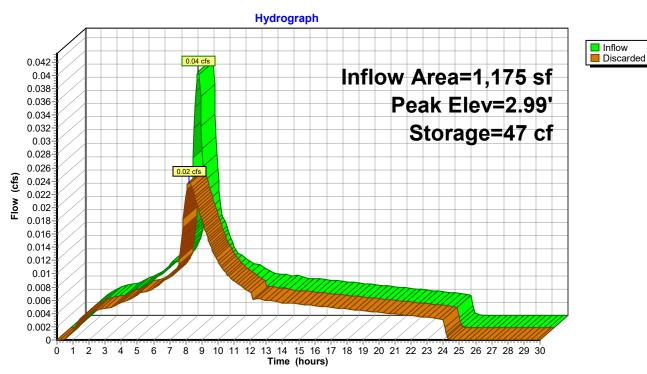
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	47 cf	3.00'W x 13.00'L x 3.00'H Prismatoid 117 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' **7.650 in/hr Exfiltration over Wetted area**

Discarded OutFlow Max=0.02 cfs @ 8.21 hrs HW=2.99' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.02 cfs)

Pond 5P: TRENCH 5



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Summary for Pond 6P: TRENCH 6

Inflow Area = 1,175 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 574 cf

Outflow = 0.02 cfs @ 8.21 hrs, Volume= 574 cf, Atten= 38%, Lag= 18.0 min

Discarded = 0.02 cfs @ 8.21 hrs, Volume= 574 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Peak Elev= 2.99' @ 8.21 hrs Surf.Area= 39 sf Storage= 47 cf

Plug-Flow detention time= 10.7 min calculated for 573 cf (100% of inflow)

Center-of-Mass det. time= 10.6 min (663.9 - 653.2)

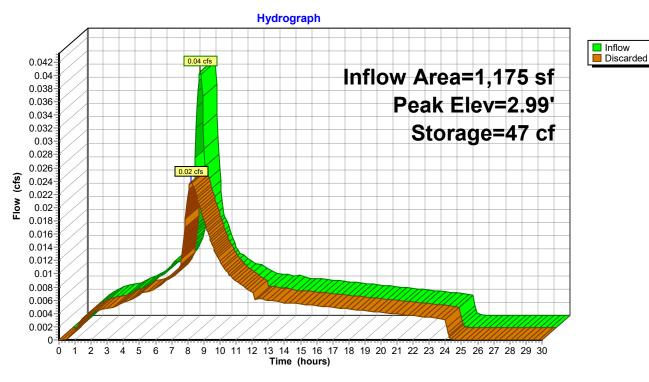
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	47 cf	3.00'W x 13.00'L x 3.00'H Prismatoid 117 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' 7.650 in/hr Exfiltration over Wetted area

Discarded OutFlow Max=0.02 cfs @ 8.21 hrs HW=2.99' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.02 cfs)

Pond 6P: TRENCH 6



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Summary for Pond 7P: TRENCH 7

Inflow Area = 1,175 sf,100.00% Impervious, Inflow Depth = 5.86" for Warrenton 100-Yr event

Inflow = 0.04 cfs @ 7.91 hrs, Volume= 574 cf

Outflow = 0.02 cfs @ 8.21 hrs, Volume= 574 cf, Atten= 38%, Lag= 18.0 min

Discarded = 0.02 cfs @ 8.21 hrs, Volume= 574 cf

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.05 hrs Peak Elev= 2.99' @ 8.21 hrs Surf.Area= 39 sf Storage= 47 cf

Plug-Flow detention time= 10.7 min calculated for 573 cf (100% of inflow)

Center-of-Mass det. time= 10.6 min (663.9 - 653.2)

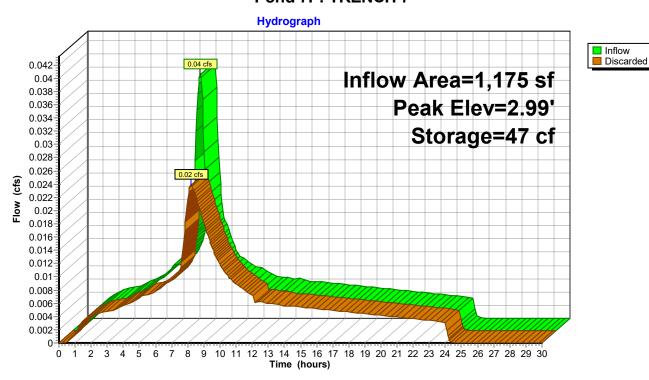
V	olume	Invert	Avail.Storage	Storage Description
	#1	0.00'	47 cf	3.00'W x 13.00'L x 3.00'H Prismatoid 117 cf Overall x 40.0% Voids

Device Routing Invert Outlet Devices

#1 Discarded 0.00' 7.650 in/hr Exfiltration over Wetted area

Discarded OutFlow Max=0.02 cfs @ 8.21 hrs HW=2.99' (Free Discharge) **1=Exfiltration** (Exfiltration Controls 0.02 cfs)

Pond 7P: TRENCH 7





or: 503-353-9691
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4080 SE International Way
Suite B-112
Milwaukie, OR 97222

06 16 2022 Report # 22-0005

Nathan Johnson 89125 Stellar Lane Warrenton, OR 97146

REGARDING: Preliminary Site Evaluation,

354 Pacific Dr. Hammond, OR 97121

T: 8N R: 10W, Sec: 9, TL: 1100, Lots 1-7, 0.54 acres

Dear Mr. Johnson:

As requested, Environmental Management Systems Inc. (EMS) has performed the following services and provides this report for your use.

PROJECT DESCRIPTION:

The purpose of this report is to document the results of soil infiltration testing. The subject property is a series of 7 lots making up 0.54 acres. There is an existing home on the property, but the proposed development is creating 7 new townhomes across the property. On June 14th, 2022, EMS conducted two soil infiltration tests in the proposed stormwater infiltration area. This report describes existing site conditions, methods used, and results.

SUMMARY:

Three infiltration tests were conducted using the simple pit method: One test for the test pit 1 and two tests for the test pit 2 location. The test pits were dug to a total depth of 24". Soil in Test pit 1 consisted of organic material and loamy sand at 0-1 below grade inches and sand at 1-24 inches below grade. Soil in Test pit 2 consisted of organic material and loamy sand at 0-1 inches below grade and sand at 1-24 inches below grade. Test pit 1 yielded an infiltration rate of 15.3 inches per hour. Test pit 2 yielded an infiltration rate of 72 inches per hour.

SITE CONDITIONS:

Existing Uses for the Property

The site is currently developed with a single-family dwelling on the northern end of the site. The site is served by public water and sewer.

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Topography

The infiltration test for Test pit 1 was conducted at the toe of a slope adjacent to the property boundary approximately 150 feet southwest of the existing house (see attached map). The infiltration test for Test pit 2 was conducted at the convex point of the slope on site approximately 50 feet southeast of the existing house (see attached map).

Soils

According to mapping by the Natural Resource Conservation Service (NRCS)¹ soil in the proposed development and infiltration area is 70C- Waldport fine sand, 3 to 15 percent slopes. The soil is listed as hydric.

For each the soil infiltration tests, one 18" by 18" test pit was dug to a depth of 24" and the soil profile was evaluated prior to conducting the test. Test pit 1: 0"-1" consisted of loamy sand and organic material. 1" – 24" consisted of sand. 20"-24" consisted of sand with prominent redoximorphic features (iron concentrations) indicating a seasonal water table. Test pit 2: 0"-1" consisted of loamy sand and organic material. 1"-24" consisted of sand with no redoximorphic features.

Wetlands / Surface Water

No surface water was observed in the areas immediately surrounding the proposed development. No wetlands are mapped on the site by the National Wetland Inventory² (US Fish & Wildlife. Wetland vegetation was not observed in the vicinity of the infiltration test.

METHODS:

Two 18" by 18" test pits (Test Pit 1 and Test Pit 2) were dug to a depth of 24" near the proposed infiltration facility. Water for the infiltration test was obtained from a spigot on the property. Weather during the test were sunny with no precipitation. The air temperature was approximately 65-70 degrees Fahrenheit. Precipitation data was acquired from a nearby weather station (Astoria 1.6 WSW, OR) per the Natural Resources Conservation Service (NRCS) WETS³ table. The month of June received 3.39 inches of precipitation as of June 14th, 2022. The site area received approximately 0.35 inches of rain over the 2 days prior to conducting the test.

The Simple Pit Test was conducted one time for Test pit 1 and two times for Test pit 2, to obtain an average due to the rapid infiltration rate found on the first test. The test was prepared by filling the pit to a known depth (18" from the bottom). The water level in the pit was measured every 3 minutes until the water level reached 0".

RESULTS:

Results of the infiltration tests are shown in Table 1 and Table 2, below.

https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx

https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/

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¹ Natural Resource Conservation Service. Web Soil Survey.

²US Fish & Wildlife Service. National Wetland Inventory.

³Natural Resource Conservation Service. WETS Climate Data Resources.

https://www.nrcs.usda.gov/wps/portal/wcc/home/climateSupport/wetlandsClimateTables

Table 1. Infiltration Test Results for Test Pit 1.

	Time	Measurement (inches)	Rate (inches per hour)
	13:48	18	
	13:51	15.69	66.2
	13:54	13.25	48.8
	13:57	11	45.0
	14:00	9	40.0
	14:03	8	20.0
	14:06	7	20.0
	14:09	6.06	18.8
t 1	14:12	5.12	18.8
Test 1	14:15	4.31	15.0
	14:18	3.56	12.4
	14:21	2.94	12.4
	14:24	2.38	11.2
	14:27	1.82	11.2
	14:30	1.32	10.0
	14:33	0.82	10.0
	14:36	0.39	8.6
	14:39	0	7.8
	Infiltration R	ate =	15.3

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Table 2. Infiltration Test Results for Test Pit 2.

Table 2. Inflitration Test Results for Test Pit 2.					
	Time	Measurement (inches)	Rate (inches per hour)		
	14:45	18			
	14:48	11.93	121.4		
t 1	14:51	6.87	101.2		
Test 1	14:54	3.75	62.4		
	14:57	1.19	51.2		
	15:00	0	23.8		
	Infiltration Rate =		72.0		
	Time	Measurement (inches)	Rate (inches per hour)		
	15:02	18			
	15:05	11.44	131.2		
t 2	15:08	6.44	100.0		
Test 2	15:11	3.69	55		
	15:14	1.75	38.8		
	15:17	0	35.0		
	Infiltration R	ate =	72.0		

CONCLUSION:

The infiltration rate for Test Pit 1 was 15.3 inches per hour. The average infiltration rate between the two tests for Test Pit 2 was 72.0 inches per hour. However, the infiltration for the first 6-9 minutes of each test was much more rapid than the remaining amount of time testing. It is recommended that the infiltrative surface of the stormwater facility be installed into native soil.

LIMITATIONS:

Findings and recommendations in this report are based infiltration testing performed in two locations. Subsurface conditions may vary across the site. If there are changes to the plan that involve infiltrating stormwater elsewhere onsite, additional testing may be required.

DISCLOSURE: The information and statements in this report are true and accurate to the best of our knowledge. Neither Environmental Management Systems, Inc., nor the undersigned have any economic interests in the project.

To carry out the above listed recommendations, an Agreement for Professional Services is enclosed. Thank you for your business, and we look forward to assisting you to achieve your development objectives. If you have any questions, please contact Gus McKinley or me at 503-353-9691.

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Sincerely,

Gus McKinley, BS, EHST,
Biologist
ENVIRONMENTAL MANAGEMENT SYSTEMS, Inc.

Enclosed:

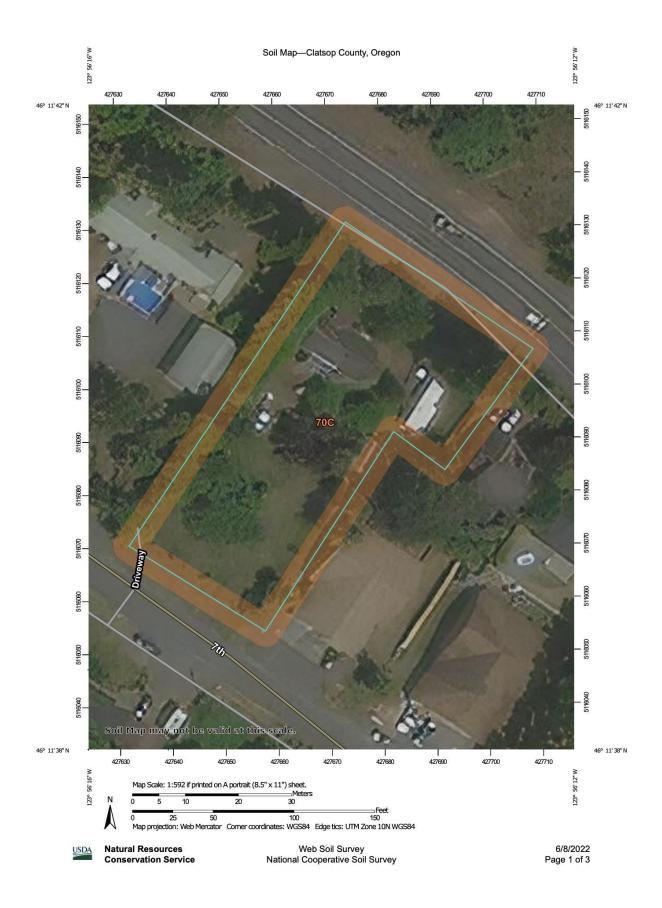
Infiltration Test Google Aerial Map NRCS Soil Map

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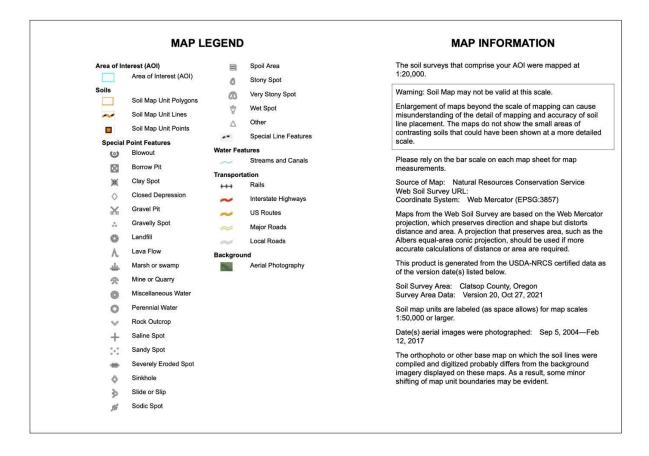


Figure 1. Infiltration Test Google Aerial Map.

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USDA Natural Resources
Conservation Service

Web Soil Survey National Cooperative Soil Survey 6/8/2022 Page 2 of 3

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI	
70C	Waldport fine sand, 3 to 15 percent slopes	0.6	100.0%	
Totals for Area of Interest		0.6	100.0%	

Natural Resources
Conservation Service

Web Soil Survey National Cooperative Soil Survey 6/8/2022 Page 3 of 3

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Clatsop County, Oregon

70C—Waldport fine sand, 3 to 15 percent slopes

Map Unit Setting

National map unit symbol: 21dd

Elevation: 0 to 500 feet

Mean annual precipitation: 60 to 100 inches Mean annual air temperature: 48 to 54 degrees F

Frost-free period: 180 to 260 days

Farmland classification: Not prime farmland

Map Unit Composition

Waldport and similar soils: 85 percent

Minor components: 7 percent

Estimates are based on observations, descriptions, and transects of

the mapunit.

Description of Waldport

Setting

Landform: Dunes

Down-slope shape: Linear Across-slope shape: Linear

Parent material: Mixed eolian sands

Typical profile

H1 - 0 to 3 inches: fine sand H2 - 3 to 60 inches: fine sand

Properties and qualities

Slope: 3 to 15 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Excessively drained

Capacity of the most limiting layer to transmit water (Ksat): High to

very high (5.95 to 19.98 in/hr)

Depth to water table: More than 80 inches

Frequency of flooding: None Frequency of ponding: None

Available water supply, 0 to 60 inches: Low (about 3.6 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6e

Hydrologic Soil Group: A

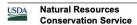
Ecological site: F004AB202OR - Dune Forest

Hydric soil rating: No

Minor Components

Psammaquents

Percent of map unit: 7 percent Landform: Interdunes



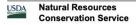
Web Soil Survey National Cooperative Soil Survey 6/8/2022 Page 1 of 2

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Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Clatsop County, Oregon Survey Area Data: Version 20, Oct 27, 2021



Web Soil Survey National Cooperative Soil Survey

6/8/2022 Page 2 of 2

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August 31, 2022

Buoy 10 Landing Impact Study

Introduction:

Per Warrenton Municipal Code, Section 16.208.050.B.2.e requirement for all Type III applications the applicant has prepared this impact study. Many of these items are also discussed in the project narrative responses also provided with this application.

The applicant is proposing a 7-unit housing development located in Warrenton OR. The property currently has a vacant single family home. The applicant is proposing 7 units, each with three bedrooms.

Transportation:

Due to the small number of proposed units, this development should have no significant impact on the City's transportation system. The total trips per day that will be generated falls significantly below the amount that would trigger a Traffic Impact Study

The property has frontage on Pacific Drive, (ODOT Hwy 104) and City controlled 7th Avenue. Access will be provided by these two streets.

No bikeways are proposed. The existing roadways will provide bike access as on other local streets within the City.

Coordination with ODOT for the driveway accesses on Pacific Drive (Hwy 104) has been initiated. Scott Nelson, ODOT Region 2 Access Management Engineer, has provided initial comments and requested the common driveway towards the west side of the project frontage due to sight distance concerns from the curve in the roadway to the east. Scott also recommended the placement of the "Tuff Curb®" as shown on the plans. The plan allows for residents to not have to back out onto Pacific Drive. The gravel area between the driveways and existing roadway will also allow for maneuvering of larger such as moving vans, delivery trucks, fire trucks, or vehicles with trailers. Additional plan reviews by ODOT will be conducted during construction plan approval and permitting episodes.

Frontage improvements (curb and sidewalk) are not proposed and will be addressed by the City's "payment in lieu of" option.

.

Drainage System

Negligible impacts to the City's drainage system are anticipated, primarily due to the relatively flat terrain the presence of very porous soils in this portion of town. There is not a public storm drain system in this area of the community. Both road frontages do not have a defined roadside ditch. Stormwater flows will generally follow existing drainage patterns, however, due to the porous nature of the soils, run-off is anticipated to be minimal.

The proposed drainage system is described in detail in the Preliminary Stormwater Report included in the application packet. In summary, the stormwater run-off from the building roofs will be infiltrated in infiltration trenches provided for each unit and run-off form adjoining surfaces will infiltrate on adjacent ground as is presently occurring.

Parks:

The proposed development will have negligible impacts, positive or negative, to the City's parks. Given the current population of Warrenton is around 5700 people and this development will house an estimated 32 people (1.5 person per bedroom per HUD estimates) it could be expected that the City's parks would see around an estimated 0.56% increase in use. In terms of level of service (LOS), according to the 2020 Parks Master Plan Update the City has 41.6 acres of parklands, and a LOS of 7.63 (acres/1,000 people), the decrease in LOS from an additional 32 people would be a negligible 0.15 decrease resulting in an estimated LOS of 7.26. Per the Master Plan, the recommended LOS is 6.25 to 15.0. It should be noted that the parks Master Plan also considers anticipated growth such as provided by the Buoy 10 Landing project and also anticipated increase in tax revenues with increased population to help offset the impacts of increased costs for parklands with additional use.

Water System:

No public water mains are proposed for this project. Per discussions with the City of Warrenton Fire Chief, additional fire hydrants will not be required.

The July 2018 Water Master Plan (WMP) by Murray Smith and Associates does not mention any system deficiencies in the Buoy 10 Landing vicinity. In terms of impact to the whole system, the estimated flow rates would increase by approximately 0.3%.

	Item	Units
Number of Units	7	
Number of Bedrooms/Unit	3	
People per Bedroom (per HUD)	1.5	
Estimated Population	32	
Water Usage Per Capita (per 2018 WMP)	128	gpcd
Buoy 10 Landing Average Day Flow		
Generation	4,096	gpd
	0.004	mgpcpd
System Wide Average Daily Demand (per		
2018 WMP)	1.2	mgd
Percent Increase	0.3%	

gpcd = gallons per capita per day

mgpcd = millions of gallons per capita per day mgd = millions of gallons per day

Standard 1-inch service lines with individual meters will serve each residence.

Sanitary Sewer System:

Anticipated flows from this development were estimated as follows.

	Item	Units
Number of units	7	
Number of Bedrooms	3	
People per Bedroom (per HUD)	1.5	
Estimated Population	32	
Sewage Flow Rate Per Capita (per Section		
4.1, Warrenton Design Standards)	120	(gpcd)
Buoy 10 Landing Average Flow Generation	3,780	(gpd)
Peaking Factor (range of 1.4-4 per DEQ	3,760	(gpu)
OAR52 APP-A)	4	
Peak Flow	15,120	(gpd)
Peak Flow	10.50	gpm

The current capacity of the City's wastewater treatment plant and resulting increases in flow due to this development are presented in the table below. Plant capacities are as reported in the September 2018 Plant Capacity Evaluation Update by Kennedy/Jenks Consultants.

Parameter		Plant Capacity (MGD)	Buoy 10 Landing Estimated Flows (MGD)	Percent Increase in Flows
	Max Day	2.3	0.015	0.7%
Flow				
	Annual Average	1.1	0.004	0.3%

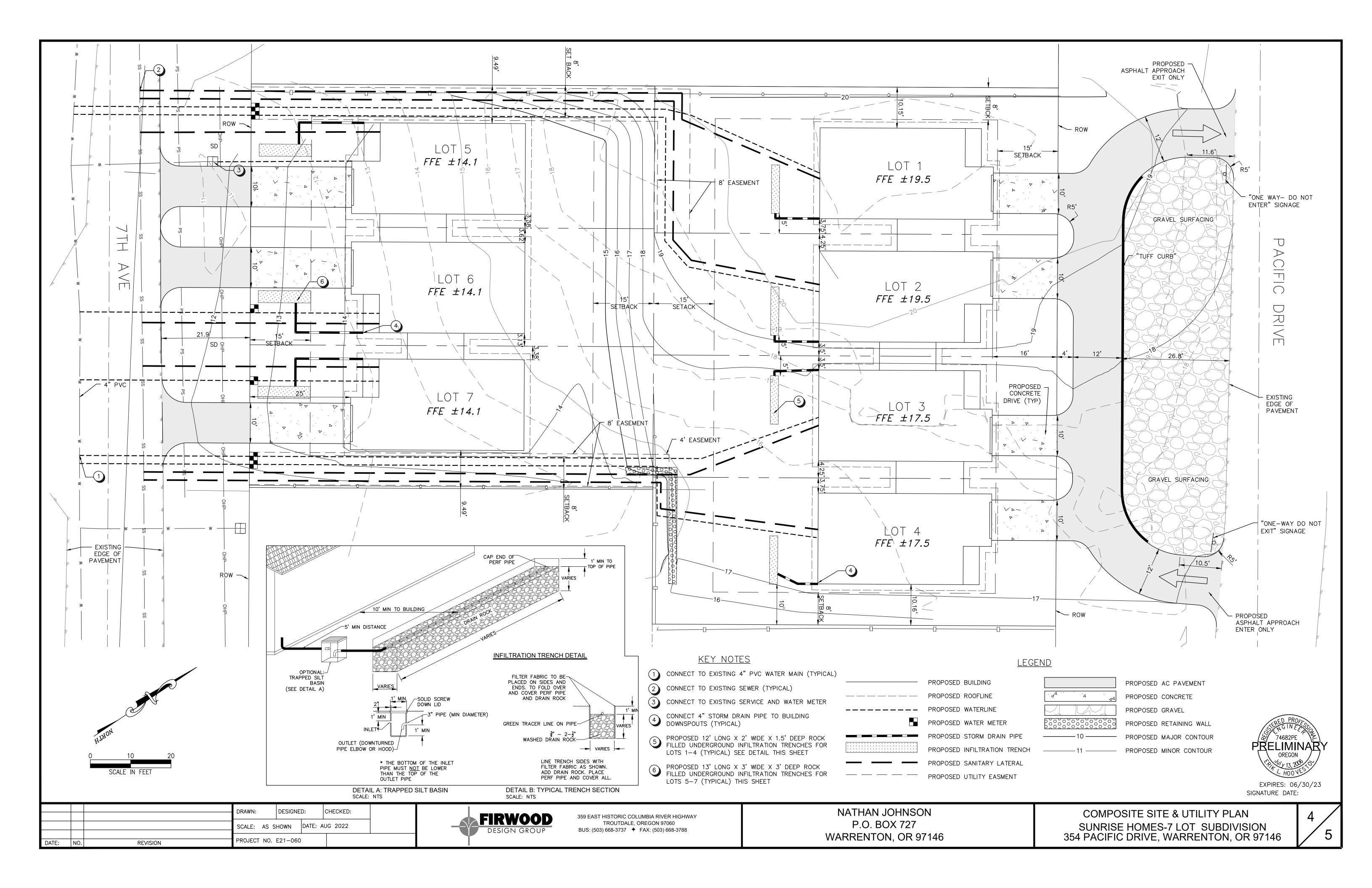
Sewage loadings (BOD and TSS) are not anticipated to be substantially different from typical residential sewage.

Each unit will be served by standard 4-inch sewer services connecting to the sewer main in 7^{th} Avenue.

Noise Impacts:

The noise impacts are assumed to be the same as for other similar developments in the City. Temporary impacts to noise in the vicinity will occur during construction.

(End Impact Study)





City of Warrenton

Planning Department

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

Phone: 503.861.0920 Fax: 503.861.2351

STAFF MEMO

TO: The Warrenton Planning Commission

FROM: Rebecca Sprengeler, Planning Technician

DATE: October 13, 2022

SUBJ: Update on Planning Commission Procedures

BACKGROUND:

At the last meeting, the Planning Commission provided feedback on regulating the use of Zoom to attend virtual meetings. There was question about requiring in-person attendance for Planning Commissioners and regulating public comment especially in anticipation of any future controversial applications. Staff reached out to legal about both aspects of the discussion and received the following responses:

PUBLIC COMMENT:

• A process for virtual sign-up should mirror in-person sign-up as closely as possible in order to put people on equal footing, including in terms of the cut-off time.

ZOOM ATTENDANCE:

- A City-adopted requirement for Commissioners to attend meetings in-person would still be subject to the Americans with Disabilities Act (ADA) and the City may be required to provide a reasonable accommodation that would include a virtual attendance option.
- A City-adopted requirement for Commissioners to attend meetings in-person to maintain a quorum in case of power outage, would also be subject to the ADA and may be counter-productive to maintaining a quorum under normal circumstances as it prevents a means of attending the meeting.

Update on Planning Commission Procedures Staff Memo Page: 2

 "Another approach for the commission to consider would be to simply encourage everyone to attend in person whenever possible and articulate the reasons why this is important to them."

CONCLUSIONS AND RECOMMENDATION

Staff will be creating an option to sign-up for public comment for those attending by Zoom. This will be placed on the City's website under the Planning Department. As far as virtual attendance is concerned, staff does not feel comfortable creating an in-person requirement. We have however, had a meeting with a microphone company to look at new equipment that would improve the sound quality during meetings and help address the current issues.

ATTACHMENTS:

N/A