



City of Yamhill
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Planning Commission Packet

9-7-2023

STAFF REPORT

TO: Yamhill Planning Commission

FROM: Walt Wendolowski, Contract City Planner

SUBJECT: Planning File – Gas Station/Convenience Store (DR 23-02)
Continuation of August 21, 2023, Hearing

DATE: August 31, 2023

I. BACKGROUND

- A. **APPLICANT:** Melissa Poland (for property owned by Paul Johal).
- B. **PROPERTY LOCATION:** The property is located on the southwest corner of the intersection of South Maple Street and West First Street. The site address is 210 South Maple Street, and the County Assessor map places the property within Township 3 South; Range 4 West; Section 04BD; Tax Lot 2900.
- C. **PARCEL SIZE:** The subject property contains approximately 18,600 square feet.
- D. **EXISTING DEVELOPMENT:** The vacant subject area fronts two public streets and public services are available to serve the site.
- E. **ZONING:** The property is zoned General Commercial Zone (C-3) and is also located within the identified Central Business District (CBD).
- F. **ADJACENT ZONING AND LAND USE:** All adjacent land is zoned C-3 and contains commercial development primarily located along South Maple Street.
- G. **REQUEST:** The applicant is requesting Development Plan Review approval to establish a service station and convenience store on the subject property.
- H. **DECISION CRITERIA:** Yamhill Municipal Code; Chapter 10.28 (General Commercial Zone) and Chapter 10.46 (Central Business District).
- I. **APPLICATION HISTORY:** The application was originally heard by the Commission on July 19, 2023. The Commission voted to continue the matter until the August 21 meeting to allow the applicant to provide additional information. At the conclusion of the August hearing, the Commission voted to continue the matter till September 7, allowing the applicant to provide additional material.

II. APPLICATION SUMMARY

- A. The applicant wishes to construct a combination gas station and convenience store on the subject property. The original submitted layout included the following:

1. A 3,360 square foot store will be located near the northeast corner of the property. The building will include a 0-foot setback on the north and a 15-foot setback along Maple Street. The exterior finish includes a mix of brick veneer and split-faced concrete (CMU) with pre-finished sheet metal cornices and metal awnings. The building is 17-feet in height with a small portion above the main entrance at 20-feet. Each wall will include window treatment with the entrance located on the south side of the building, facing the pump islands.
2. The site includes fourteen parking spaces, five spaces (including a disabled space) located on the west side of the building and nine additional spaces along the west property line. A covered dumpster enclosure is located on the west side, in the approximate center of the nine parking spaces.
3. The three gas pump islands will be located on the south side of the site, running parallel with the building. An approximate 1,850 square foot canopy will cover the pumps. The closest pump island is 30-feet from the Maple Street property line and ~35 feet to the store.
4. There are two points of access, a 40-foot entrance on Maple Street and a 25-foot entrance on First Street. The Maple Street entrance is located on the lower third of the Maple Street property line with the pump islands centered relative to the entrance. The First Street access is in the northwest corner of the site.
5. Traffic flow information indicates both access points are suitable for ingress and egress. The application also includes several delivery and fueling schematics indicating how the layout allows customers to fuel their vehicles, and deliveries made, for a variety of vehicles.
6. There is a landscaping area located between the west property line and adjacent parking and contains approximately 600 square feet. Additional landscaping is located adjacent to the east side of the building, within the setback. Total landscaping is 884 square feet. A chain link fence will be located along the west property line and the western one-half of the south property line.
7. An electrical charging station is next to the parking space located adjacent to West 1st Street. The underground tanks run north-south and are located on the west side of the site between the parking spaces. Bike racks are located within the 15-foot setback along Maple Street.
8. The sign plan is like the original proposal but shows a previous structure. Information on an illuminated, digital wall display was included; however, the proposed building location (if any) was not identified.

- B. The applicant submitted additional plans on August 2, meeting the August 4 deadline imposed by the Commission. Previous additions and revisions are noted below:
1. The applicant reduced the size of the building to 3,037.5 square feet. The northeast corner of the building is angled, creating a 15' x 15' clear-vision triangle. There are zero-foot setbacks along both West 1st Street and Maple Street. A walkway surrounds the building, allowing access from both streets.
 2. The new plans include a revised exterior appearance. The above noted angled corner includes a bank of windows and canopy, both visible from Maple Street. The store now features two points of entrance: one at the southeast corner of the building and fronting Maple Street, and a second on the south side of the building facing the gas pumps. The north side, along 1st Street, includes additional window treatments. The exterior finish of brick and CME is unchanged.
 3. There are two loading spaces located adjacent to the store's south side. This required moving the pump island about one foot to the south. The applicant submitted vehicle revised turning diagrams. Otherwise, the location of the fourteen parking spaces, trash enclosure, charging station, and underground fuel tanks is unchanged.
 4. The 1st Street access increased from 24 to 30 feet. The bike racks and landscaping were moved to the west side of the structure with additional landscaping along the west property boundary.
 5. The sign information did not reflect the new building. The application included a photo of an existing sign in Sheridan; however, the proposed location as well as sign area information was not provided.
- C. The applicant submitted additional plans on August 28, meeting the deadline imposed by the Commission. Additions and revisions are noted below:
1. The building remains 3,037.5 square feet in area. The northeast corner of the building remains angled, creating a 15' x 15' clear-vision triangle. There are zero-foot setbacks along both West 1st Street and Maple Street. A walkway surrounds the building, allowing access from both streets.
 2. The major change to the exterior is the Maple Street entrance. This now includes windows on both sides of the door as well as window treatment between the entrance and the angled corner. The applicant redesigned the canopy to have a pitched roof and a brick-like material will now cover the canopy columns. Otherwise, the south building entrance remains, and the remainder of the exterior is unchanged, including the two parapets.

3. The site plan includes a new sign on the building. Staff estimates the sign contains 32 square feet of area and assumes the EMC sign will remain with the project.
 4. Except for the changes noted above, there are no changes to the layout. The site retains the two loading spaces, fourteen parking spaces, trash enclosure, charging station, landscaping, and location of underground fuel tanks.
- D. Section 10.28.020(A)(14)(a) allows an automobile service station in the C-3 zone. Further, Section 10.28.020(A)(11) permits retail uses. Based on these two subsections, the C-3 zone allows the proposed development. In addition, per Section 10.28.050(A) in a C-3 zone, a development plan shall be submitted to the Planning Commission for expansion of existing buildings and for new construction.
- E. The July staff report reviews comments from the Oregon Department of Transportation and the Yamhill Department of Public Works. These agencies' comments still apply as there is no fundamental change in the layout.
- F. This is a continuation hearing from the August meeting with the applicant submitting new plans and information. For clarity, the staff report addresses the entire application and not just the revisions. Finally, the property is in the C-3 zone and subject to the Central Business District provisions. This report addresses the (C-3) zone first followed by compliance with the Central Business District rules.

III. CRITERIA AND FINDINGS - GENERAL COMMERCIAL ZONE (C-3)

- A. Section 10.28.050(A) requires the submittal of a design review to the Planning Commission for the construction of a new building. The review is subject to the following provisions:
1. Section 10.28.050(A) - In approving a development plan, the governing body may impose conditions relating to:
 - (1) Size and location of signs;
 - (2) Size, type and location of outdoor lighting;
 - (3) Landscaped area;
 - (4) Screening;
 - (5) Building setbacks;
 - (6) Ingress, parking, vehicle storage, and egress for commercial uses;
 - (7) Drainage and utility service.

Construction shall be in conformance to the plan approved by the Planning Commission to assure compatibility with adjacent zones.

FINDINGS: This subsection provides guidelines for the Commission to consider regarding conditions of development.

2. Section 10.28.050(B) - The uses shall not be objectionable in relationship to surrounding properties because of odor, dust, smoke, cinders, fumes, noise, glare, heat or vibration or similar causes.

FINDINGS: Gas stations have potential for odor and fumes. However, the Department of Environmental Quality (DEQ) regulates storage tank installation and gas vapor emissions. Compliance with DEQ regulations will minimize potential impacts. Otherwise, dust, smoke, cinders, fumes, heat, and vibration should not be factors.

Staff recommends project directs lighting from the pump islands, the canopy, and the convenience store entirely onto the subject property. Further, lighting may not cast a glare or reflection onto the public rights-of-way. A lighting plan can be required as part of the building permit submittal.

3. Section 10.28.050(C) - Retail or wholesale stores or businesses shall not engage in the manufacturing, processing, or compounding of products other than those which are clearly incidental to the business conducted on the premises and provided that not more than 50% of the floor area of the building is used in the manufacturing, processing, or compounding of products.

FINDINGS: This subsection does not apply as the proposed business is a service station with a retail store and does not engage in the manufacturing, processing, or compounding of products.

4. Section 10.28.050(D) - Compliance with requirements of Chapter 10.52 (Off-Street Parking and Loading).

FINDINGS: The layout includes both a retail store and a service area (gas pump islands). Per Section 10.52.050(J), the retail store requires one space per 400-square feet plus one space per two employees. This would require 7.59 spaces (8 rounded up) based on the store area, and one or two for employees, for a minimum of ten spaces. The Code does not contain specific parking requirements regarding the fuel pump portion of the project. The site plan identifies 14 parking spaces on the west side of the property, thereby exceeding the minimum requirements.

Section 10.52.060(A) contains loading requirements for commercial buildings. The language notes: "Commercial retail buildings shall require a minimum loading space size of 12 feet wide, 30 feet long and 14 feet high in the following amounts: for buildings containing up to 2,000 square feet of gross floor area, one space and one additional space for each additional 10,000 square feet of gross floor area, or any portion thereof, or otherwise

determined by the Planning Commission.” By this accounting, two such loading spaces would be required.

The layout identifies two loading spaces located adjacent to the south side of the store. This required moving the pump islands approximately one foot to the south. With this revision, the applicant supplied added information on turning radii, showing how the site can accommodate various vehicles and potential traffic patterns. With the reduction in the number of pumps, a smaller retail store, and additional parking spaces, it appears the layout can safely accommodate needed vehicle movements along with the new loading spaces.

Finally, all improvements must comply with the improvement standards contained in Chapter 10.52.

- B. Section 10.28.060 - Height. No building in the C-3 zone shall exceed a height of two and one-half stories from natural ground level or thirty-five feet from natural ground level.

FINDINGS: Based on the submitted information, the store is approximately 17 feet in height while about one-third of the building facade increases to 20 feet in height. Accordingly, the canopy height is approximately 17-feet. the building permit process can confirm these heights.

- C. Section 10.28.070 - Side and Rear Yards. There shall be no required side or rear yards in a C-3 zone. If a side or rear yard is provided, it shall be not less than three feet in depth, exclusive of any alley.

FINDINGS: Setbacks to the south and west exceed 60-feet, complying with this Section.

- D. Section 10.28.080 - Front Yard. There shall be no front yard required in a C-3 zone.

FINDINGS: The layout complies with this provision.

- E. Section 10.28.090 - Lot Area and Width. There shall be no lot area or width requirements in a C-3 zone.

FINDINGS: The 0.42 parcel complies with this provision.

- F. Section 10.28.100 - Parking Requirements. All new developments shall require off-street parking, which shall be provided in accordance with Chapter 10.52, Off-Street Parking and Loading, including special provisions for development within the Central Business District Overlay Zone.

FINDINGS: This report previously addressed parking.

- G. Section 10.28.110 - Bicycle Requirements. All new developments shall require bicycle parking, which shall be provided in accordance with Chapter 10.56, Bicycle Parking.

FINDINGS: Provisions in this Chapter require one space per ten parking spaces. Since the parking calculation requires ten spaces, one bicycle space is required. The site plan identified a bicycle rack located on the west side of the building. Improvements must comply with Chapter requirements.

- H. Section 10.28.120 - Fence Regulations. All new development shall adhere to the fence regulations, which shall be provided in accordance with Chapter 10.60, Fence and Wall Regulations.

FINDINGS: As adjacent property is also zoned C-3, fences are not required. However, if installed or maintained by the applicant, fences must comply with provisions in this Chapter.

- I. Section 10.28.130 - Clear-Vision Area. All new developments shall adhere to the clear-vision requirements, which shall be provided in accordance with Chapter 10.68, Clear-Vision Area.

FINDINGS: Per 10.68.040(B), the site needs to maintain a clear area at the First/Maple intersection with a distance along each property line of 15-feet. Based on the building site plan (submitted for the August 21 meeting), the proposal complies with this requirement.

- J. Section 10.28.140 - Sign Regulations. All signs shall be subject to the provisions of Chapter 10.64, Sign Regulations.

FINDINGS: As the site is in the Central Business District, Section IV, below, reviews the specific sign requirements in Section 10.46.60.

- K. Section 10.28.150 - Conditions Imposed Where C-3 Zone Abuts Residential Zone. In any C-3 zone where the property abuts upon a residential zone, or abuts upon a street or alley which would be the boundary line between the proposed C-3 zone and the residential zone, conditions to preserve neighborhood qualities may be imposed by the governing body relating to:

1. Size and location of signs;
2. Size, type and location of outdoor lighting;
3. Landscaped areas;
4. Screening;
5. Building setbacks;
6. Ingress, parking, vehicle storage, and egress for commercial uses;
7. Drainage and utility service.

FINDINGS: This subsection does not apply as the subject property does not abut residential zoned property. Staff previously provided recommendations regarding lighting impacts.

IV. CRITERIA AND FINDINGS - CENTRAL BUSINESS DISTRICT

A. Chapter 10.46 contains specific requirements for development within the Central Business District Overlay (CBD). The purpose of the Central Business District Overlay Zone is to establish development requirements which are specifically designed to address the unique challenges of the City's downtown. This area includes all C-3 zone land south of Azalea Street, which includes the subject property. Uses permitted in the C-3 zone, including the proposed gas station and convenience store, are also allowed in the CBD (Section 10.46.030).

B. Land within the CBD is subject to additional requirements beyond those contained in Chapter 10.28 (C-3 Zone), which were previously reviewed. These are listed here:

1. Section 10.46.040 Landscaping. - Those areas not containing building or parking improvements, including access driveways, and loading areas, shall be landscaped.

FINDINGS: Structures, parking, and driveways dominate the site. Landscaping includes a strip along the west property line and an area on the west side, totaling approximately five hundred square feet.

2. Section 10.46.050 Building Standards. New buildings, and the redevelopment of existing buildings that include exterior modifications, shall comply with the following standards:

- a. Section 10.46.050(A) Setbacks. The maximum building setback from a street-side property line shall be 20 feet. No parking is allowed between the building and the street. Other than areas used for driveways, the street-side setback area shall be landscaped. Otherwise, there shall be no minimum nor maximum building setbacks.

FINDINGS: This provision allows 0-foot setbacks. The building setback is zero feet along each street.

- b. Section 10.46.050(B) Building Height. New buildings shall be within 25% of the average height of existing buildings located on the same street side.

FINDINGS: The applicant previously submitted elevation drawings of adjacent structures. The proposed convenience store is at a general

level with other commercial buildings and certainly within 25% of the mean.

- c. Section 10.46.050(C) Orientation. The main entrance to a building shall face a public street or be perpendicular to a public street facing an internal parking lot with the main entrance door no more than fifty feet from the public sidewalk.

FINDINGS: There are two entrances: one on the southeast corner of the building and a second on the south side of the building, facing the fuel pumps. Based on the point of sales location, the southeast corner entrance would qualify as the main entrance, and it does face a public street. In addition, the second entrance is perpendicular to the street and still within 50-feet of the Maple Street sidewalk.

- d. Section 10.46.050(D) Building Façade. Building façades visible from a public street shall provide a brick, masonry, or wood appearance.

FINDINGS: The structure complies with this Section, as the façade combines brick veneers and split-faced CMU to create a masonry finish.

- e. Section 10.46.050(E) Special Design Requirements. For property located on either side of Maple Street, the following additional design standards shall apply:
 - (1) Setbacks. The maximum building setback from a street-side property line shall be zero feet.
 - (2) Building Height. Buildings shall be within 10% of the average height of existing buildings within the block.
 - (3) Building Design. Buildings shall be similar in character and design with existing structures.

FINDINGS: As noted, the building complies with the 0-foot setback requirement on Maple Street along with the clear vision provisions of the Code. Within the block, previous elevation plans show the roof line is approximately equal to the commercial structures to the south.

Most buildings along Maple Street have their main entrance facing the street with window treatments on either side of the entrance. There are minor variations, but that is the basic theme. The revised plans show the Maple Street entrance with window treatment on either side of the door. This design is like, but not radically different from, other Maple Street entrances. The issue remains whether the Commission finds this similar in character to other entrances along Maple Street.

- f. Section 10.46.050(F) Drive-Up and Drive-In Windows. Buildings constructed or reconstructed to include retail sale drive-up or drive-in windows shall be designed and constructed so the internal driveways access the public street(s) in a manner minimizing the potential for vehicle conflicts and congestion and minimizing the potential for pedestrian conflicts. Requirements that may be included in any permit approval may include limiting the number and location of driveways, design of pedestrian access or other appropriate and related safety measures. Internal driveways shall not be located in required landscape areas except to cross them as necessary to access the public street.

FINDINGS: This subsection does not apply as the subject property does not include drive-up/drive-in window.

3. Section 10.46.060 Signs. Signs shall comply with the following standards:

- a. Section 10.46.060(A) Permitted Sign Types. Signs shall be limited to wall signs or projecting signs. The edge of a projecting sign nearest the wall shall not extend more than 18 inches from a wall.

FINDINGS: The site plan includes one sign near the entrance to the convenience store, plus the previously submitted EMC.

- b. Section 10.46.060(B) Maximum Allowable Area. The maximum allowable sign area shall be computed as follows: one square foot of sign area for each one foot of building street-side frontage. This maximum area shall apply to all signs located on the building.

FINDINGS: The structure fronts on two streets, Maple and West First. The longest of the two frontages is 60-feet along West First. Therefore, the maximum allowable sign area is 60 square feet. As noted, the proposed sign is approximately 32 square feet in area, while the digital sign contains 7.8 square feet of area.

- c. Section 10.46.060(C) Number. There shall be no limit to the number of signs, provided the total sign area for all signs does not exceed the maximum allowable area for the building.

FINDINGS: The site plan shows one sign on the exterior of the building. The revised canopy plans did not include signage. The location of the electronic sign was not identified.

- d. Section 10.46.060 (D) Illumination. Direct or indirect illumination shall be permitted, provided all illumination is directed away from adjacent property.

FINDINGS: Staff previously provided recommendations regarding lighting impacts.

- e. Section 10.46.060(E) Prohibited Sign Types. Signs extending above the roof line, balloon/tethered signs, blinking or flashing lights, and freestanding signs shall be prohibited.

FINDINGS: The proposed signage does not include prohibited signs.

- f. Section 10.46.060(F) Exempt Signs. Window signs shall be exempt from the maximum allowable sign area requirements. Portable signs shall also be exempt provided they do not exceed sixteen square feet in area (all sides).

FINDINGS: This is an on-going requirement.

- g. Section 10.46.060(G) Electronic Message Center Signs. Electronic message center signs shall be subject to provisions in Section 10.64.030 (L) and shall also require approval of a Sign Variance per Section 10.64.220.

FINDINGS: Electronic message center regulations require counting the EMC sign area at a rate two times that of a non-EMC sign, in this case, 15.6 square feet. The maximum allowable area in the zone is twenty-four square feet, so the sign area is acceptable. The remainder of the site is limited to 44.4 square feet of sign area. Signs placed within a window are exempt from the area requirements; however, there is no exemption from the conditional use and sign variance approval requirements to establish the sign.

- h. Section 10.46.060(H) State Highway Requirements. Applicants are advised to contact the State Highway Division of the Oregon Department of Transportation regarding other possible sign regulations along Maple Street.

FINDINGS: This is an administrative requirement that can be placed as a condition of approval.

V. SUMMARY COMMENTS

- A. The revised plans for the September meeting show a building entrance along Maple Street with window treatment bordering the door. Based on the submitted photos, the applicant believes this entrance is similar to other entrances along Maple Street. If the Commission agrees this design is “. . . similar in character and design with existing structures” then the building complies with the design provisions Section 10.46.050(E).

- B. If the Commission finds it is not similar in character, then the Commission must consider whether a modification is warranted. Modification of the design elements – in this case the Maple Street entrance - is subject to provisions in Section 10.46.070. This Section states the Commission may allow modifications to the site design requirements in the Central Business District when both of the following criteria are satisfied:
1. 10.46.070(A). The modification is necessary to provide design flexibility where:
 - (1) Conditions unique to the site require such modification; or
 - (2) Parcel shape or configuration precludes compliance with provisions; or
 - (3) A modification is necessary to preserve trees, other natural features, or visual amenities determined by the Planning Commission to be significant to the aesthetic character of the area.
 2. 10.46.070 (B). Modification of the standards in this chapter shall only be approved if the Planning Commission finds that the specific design proposed is substantially in compliance with the intent and purpose of the Central Business District design provisions.

FINDINGS: Regarding subsection (A), staff cannot identify unique conditions at the site [(A)(1)] and there are no trees, natural features or visual amenities requiring preservation [(A)(3)]. The only potential circumstance may be the shape, size (or location) of the lot [(A)(2)]. This gets into dangerous territory. The use may be right for the applicant's goals but inappropriate for the size and location of the parcel. It does not appear the application can comply with the decision criteria in Section 10.46.070(A).

Regarding subsection (B), judging design is, at best, subjective. Unlike prior designs, there is now an entrance on Maple Street and significantly more window treatment.

VI. RECOMMENDATION AND CONDITIONS OF APPROVAL

The proposal complies with a significant number of development requirements, such as building height, use, parking, loading areas and so forth. The only issue is whether the proposed Maple Street frontage meets the design criteria. If the Commission finds the frontage is similar in character to other buildings, then addressing the modification criteria in Section 10.46.070 is not required. However, if the Commission finds it is not similar in character, then the modification provisions in Section 10.46.070 apply. Again, compliance with both items (A) and (B) of this Section is required, and as noted, it may be difficult to support compliance with item (A). Unless the subjective design judgement meets with the Commissioners' approval, the application does not meet the Code requirements.

However, if the Planning Commission finds the proposal complies with the applicable criteria and approves the application, staff recommends the following Conditions:

- A. The applicant shall submit an engineering plan for the entire development to the Yamhill Department of Public Works for review and approval. The engineering plan shall include information concerning water, sanitary sewer, storm water, street improvements along West 1st Street, easements, and other information as necessary to indicate conformance with City standards. Engineering plans shall comply with the provisions in Condition “F.”, below.
- B. The applicant shall contact the Oregon Department of Transportation (ODOT) to determine what improvements are required along Maple Street. If required, the applicant shall submit the necessary engineering plans for improvements to ODOT for their review and approval.
- C. The developer shall submit a building permit for construction of the building and improvements, conforming to the applicable building code requirements. Building cannot proceed until engineering plans are approved. The plans shall substantially conform to the submitted layout and include the following improvements:
 - 1. The building exterior shall conform to submitted elevation plans submitted for the September 7, 2023, incorporating the revised Maple Street entrance and exterior finish.
 - 2. The fuel island canopy shall conform to the elevation plans submitted for the September 7, 2023, meeting incorporating the bricked columns and pitched roof.
 - 3. The layout shall conform to the site plan submitted at the August 21, 2023 meeting, including 0-foot setbacks along West 1st and Maple Streets and the angled northeast corner.
 - 4. The site shall contain a minimum of 14 vehicle parking spaces conforming to requirements in Chapter 10.52.
 - 5. The site shall contain a minimum of two bicycle parking spaces conforming to provisions in Chapter 10.60.
 - 6. The building plan shall include a lighting plan ensuring lighting for the facility shall be directed entirely onto the subject property and may not extend beyond the property boundaries; and shall not cast a glare or reflection onto the public rights-of-way.
- D. The following additional requirements shall apply:
 - 1. All signs must comply with provisions in Section 10.46.060.
 - 2. Prior to installation of any signs, the developer shall submit evidence of approval from the Oregon Department of Transportation.
 - 3. The applicant shall comply, and continually comply, with any State or Federal regulations regarding the operations of a gas station.
 - 4. The electronic message center sign shall require approval of a conditional use application and sign variance before installation.

- E. Prior to building occupancy, the developer shall complete the following:
1. Install on-site parking improvements, consistent with approved building and engineering plans.
 2. Improve West 1st Street, and if applicable Maple Street, consistent with approved engineering plans.
- F. Engineering and Public Works improvements shall conform with the following:
1. All public improvements shall be constructed in accordance with the City of Yamhill Municipal Code. Where the City Municipal Code is silent, improvements shall meet the 2021 Oregon Standard Specifications for Construction and ODOT design standards.
 2. Design drawings showing the sanitary sewer connection shall be submitted and approved by the City prior to development. ODOT permits will be required for working in the ODOT right-of-way.
 3. Design drawings showing the water service connection shall be submitted and approved by the City prior to development.
 4. Design drawings showing the stormwater design shall be submitted and approved by the City prior to development.
 5. A stormwater report to document that the project will not create or exacerbate any downstream deficiency shall be submitted and approved by the City prior to development.
 6. The applicant shall install standard curb and gutter and 8-foot-wide sidewalk along the West First Street frontage.
 7. The West First Street access driveway shall be placed so that the nearest edge of the driveway is a minimum of 60 feet from the western edge of South Maple Street curb, aligning with the drive aisle west of the fuel pumps.
 8. Any street cuts into the new pavement on West First Street will require a minimum half-street 2-inch mill and inlay extending 25 feet on each side of the transverse cut.
 9. Submit documentation of ODOT access permit for the driveway access to South Maple Street.
 10. The applicant shall replace the mountable curb along South Maple Street, south of West First Street, with a standard curb to meet ODOT standards.
 11. The applicant shall replace the curb ramp at the southwest corner of the West First/South Maple intersection to meet 2011 PROWAG guidelines and ODOT standards.
 12. Design drawings showing the street design shall be submitted and approved by the City prior to development.
 13. The developer will directly reimburse the City for consulting fees incurred during the review of engineering submittals. Payment will be due upon issuance of the public works permit.
 14. The City will provide inspection of all public infrastructure constructed within public right-of-way. The developer shall pay a deposit equal to 2.5 percent of the engineer's estimate of public improvements.
 15. The developer shall submit a performance bond in the amount of 110 percent of the engineer's estimate for improvements within existing public rights-of-

way and improvements to existing City infrastructure. The bond shall be in place prior to breaking ground for the development.

- G. Approval shall be limited to the proposed convenience store and service station as submitted. The applicant is advised subsequent modification or a change in use may be subject to additional land use applications and review.
- H. Compliance with the Conditions of Approval, Oregon Department of Transportation, Oregon Department of Environmental Quality, Public Works Standards, Oregon Uniform Fire Code as administered by the appropriate agency, adopted Building Code, and applicable Municipal Code provisions shall be the sole responsibility of the applicant.

VII. PLANNING COMMISSION ACTION

- A. The Planning Commission has the following options:
 - 1. Approve the application, adopting findings and conditions contained in the staff report; or
 - 2. Approve the application, adopting modified findings and/or conditions; or
 - 3. Deny the application, establishing findings as to why the application fails to comply with the decision criteria.
- B. Staff will prepare an Order for the Chair's signature.

Cascadia Planning + Development Services

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(503) 804-1089

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**MEMORANDUM**

DATE: August 25, 2023

TO: Planning Commission
City of Yamhill

FROM: Steve Kay
Cascadia Planning + Development Services

RE: Additional Submittal Materials for
Proposed Automobile Service Station
File Number DR 23-02

The following narrative summarizes the applicant's response to comments provided by the Planning Commission at the August 21, 2023 public hearing:

ITEM**Character and Design of
Existing Buildings Facing
Maple Street****APPLICANT'S RESPONSE**

To assist the Planning Commission in their discussion of Section 10.46.050(E)(3) standards, the applicant has submitted street view pictures of the 9 commercial structures which front Maple Street within the Central Business District. Pictures of buildings which were designed for residential use are not included in the submitted handout.

It's important to note that Section 10.46.050(E)(3) standards are focused on setbacks, building height, and the design of the building. These standards do not prohibit any allowed uses in the C3 zone, including the

proposed automobile service station and convenience store.

Proposed Building Design

The pictures of the existing commercial structures demonstrate that there is a wide range of architectural styles, building materials, and location of windows and doors in the Central Business District. At the August meeting, several Commission members indicated that they would prefer windows to be placed on both sides of the proposed door facing Maple Street. The attached floor plan and east building elevation indicate that this entrance has been revised to include a traditional swinging door with windows located on both sides of the entry. The revised entrance is also recessed into the structure, similar in character and design of the building entrances at 120 N Maple Street, and 150, 190, and 240 S Maple Street. To help visualize how each side of the proposed building will appear, colored elevations have been prepared and submitted for review.

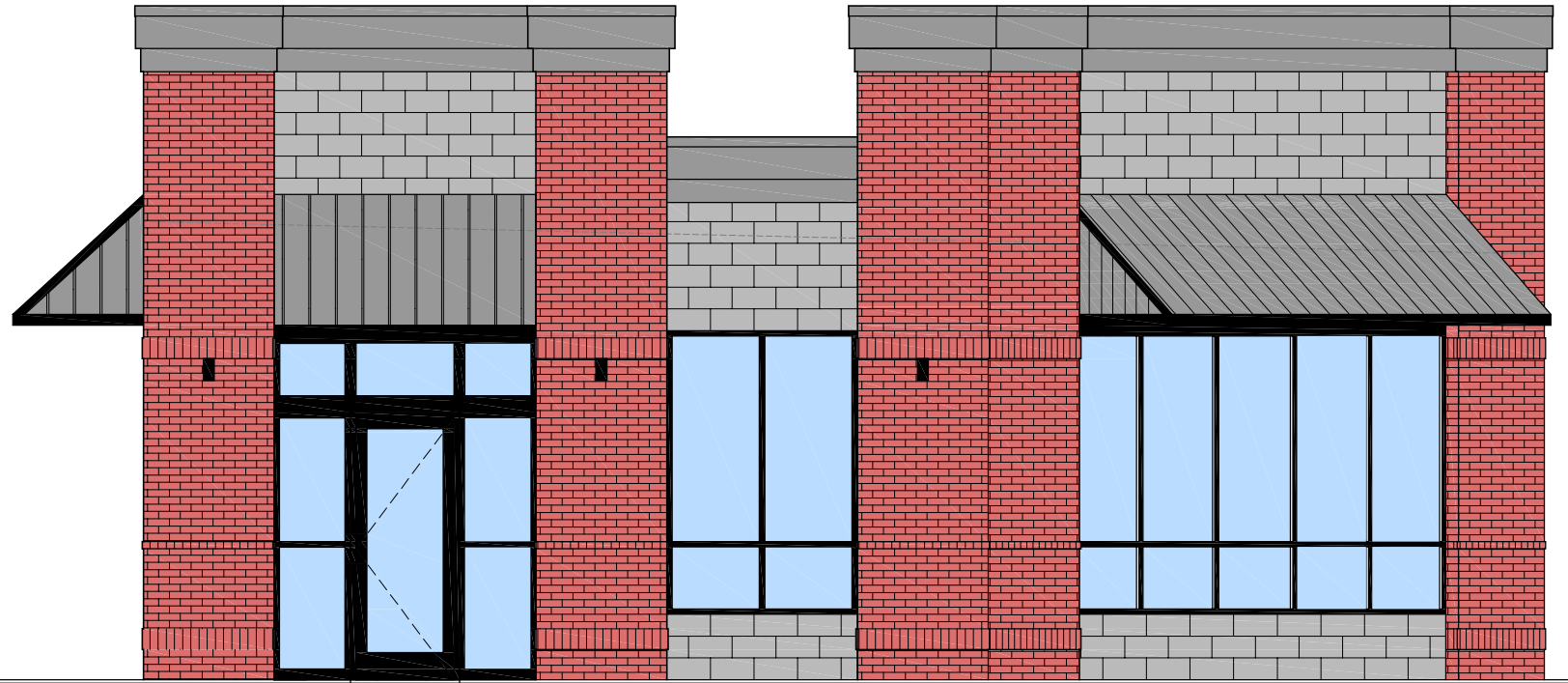
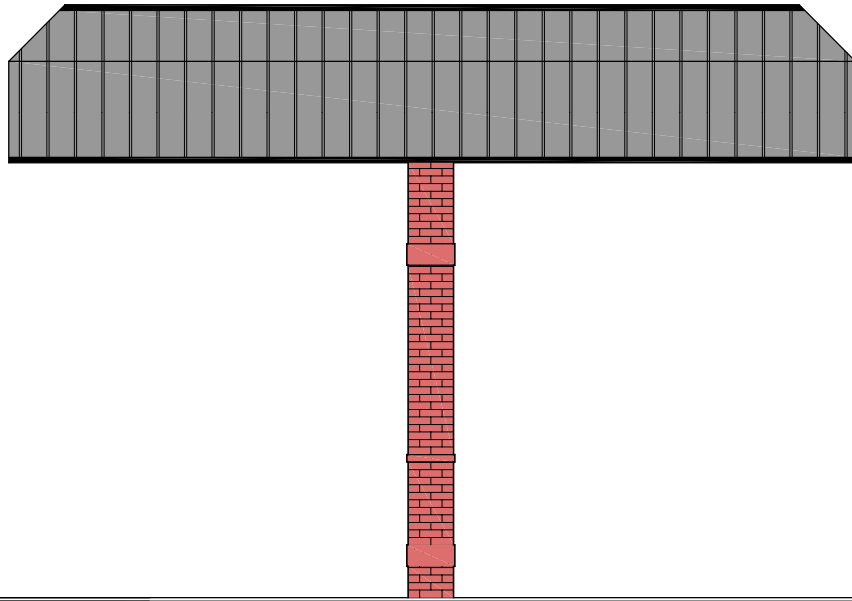
Building Sign

At the August meeting, the Planning Commission requested more detailed information regarding signage for the building. As requested, the applicant has submitted a dimensioned sign exhibit for review. The south building elevation has also been revised to show the location of the sign.

Other Improvements to the Proposed Project

As discussed at the previous Planning Commission meetings, Section 10.46.050 standards are applicable to the design of buildings. While the pump canopy is not defined as a building, the attached east elevation indicates that the applicant has revised the proposal to install a brick material over the canopy columns, using a pattern similar to the proposed store. The elevation also indicates that the applicant is proposing to add a pitched roof overhang to the canopy and paint the roof and canopy soffit a muted brown color.

Included with this memorandum are 6 copies of revised plans for the proposed automobile service station. An electronic copy of the submitted materials has also been submitted to City staff. I look forward to reviewing these materials with the Planning Commission and members of the public at our meeting on September 7th.

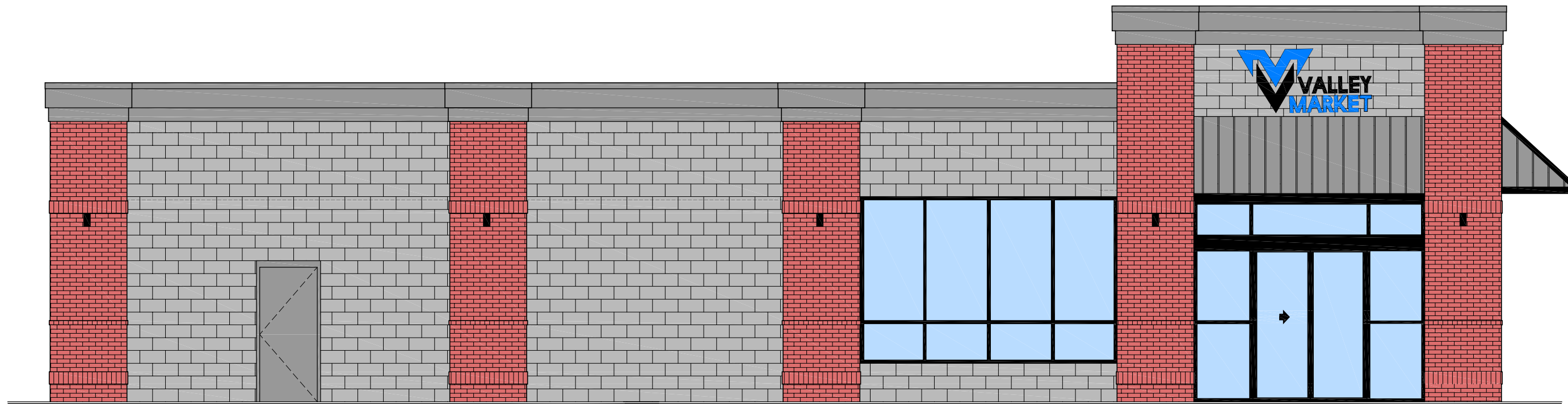


4

SIDE ELEVATION

0' 2' 4' 8' 16' 24'

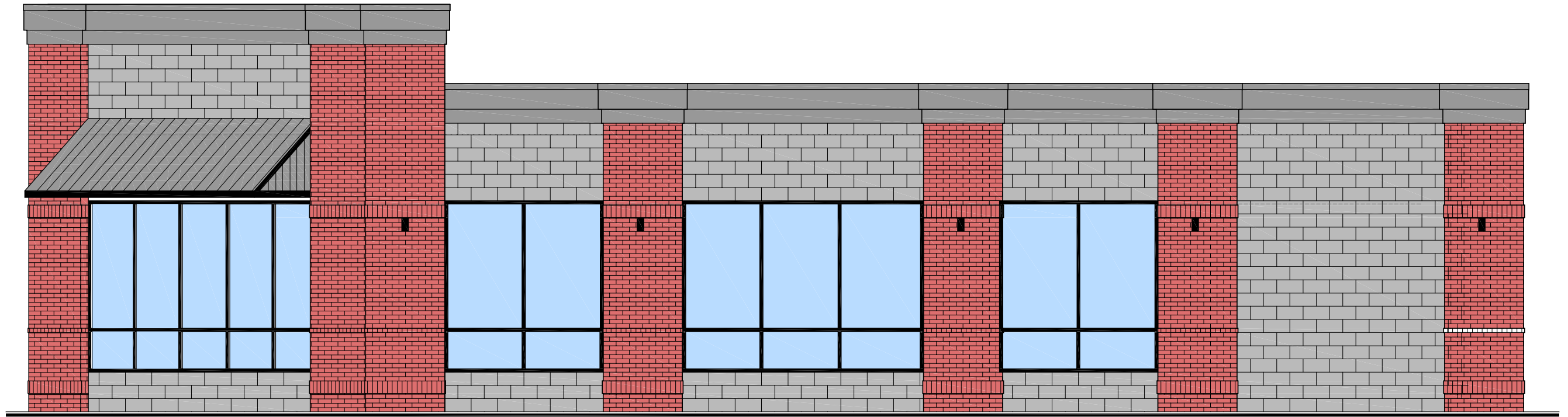
1/8" = 1'-0" @ 22 x 34



1 FRONT ELEVATION

0' 2' 4' 8' 16' 24'

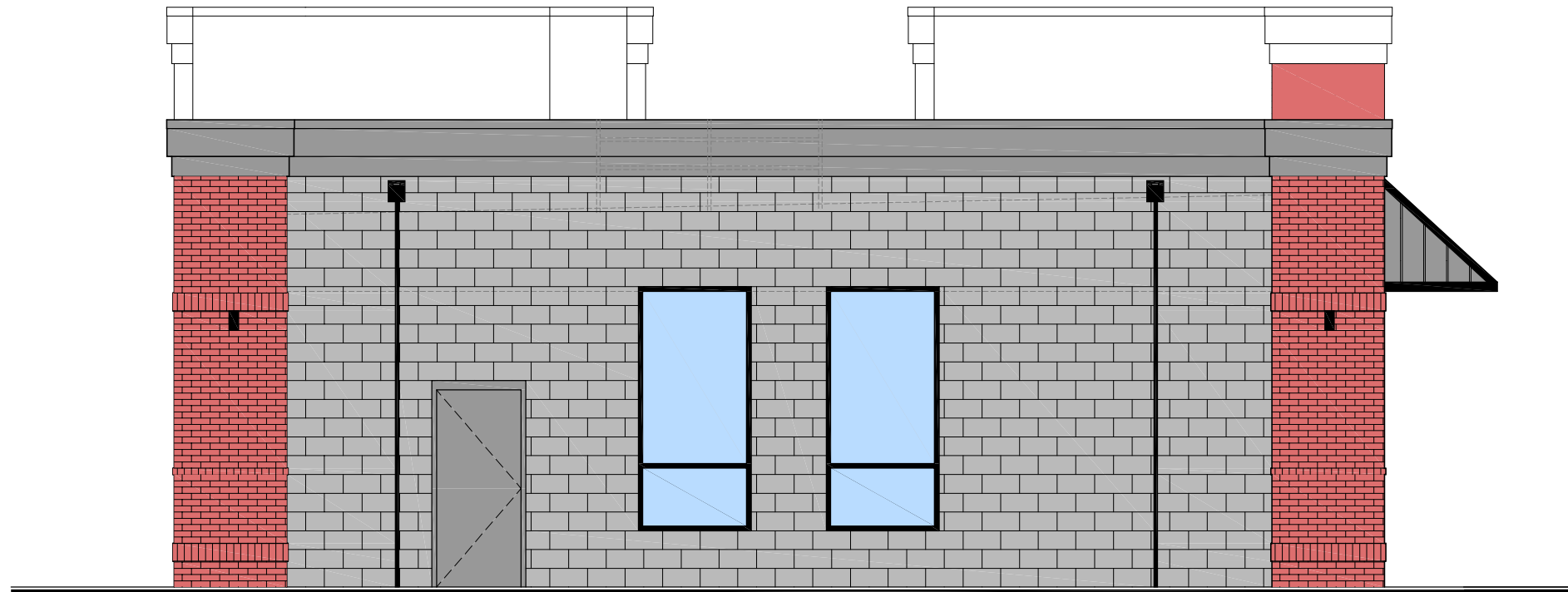
1/8" = 1'-0" @ 22 x 34



2 REAR ELEVATION

0' 2' 4' 8' 16' 24'

1/8" = 1'-0" @ 22 x 34



3 SIDE ELEVATION

0' 2' 4' 8' 16' 24'

1/8" = 1'-0" @ 22 x 34

EQUIPMENT SCHEDULE:

NO.	QUANTITY	DESCRIPTION	TENANT PROVIDED INFORMATION	SUPPLIER	COMMENTS
A	1	DISPLAY COOLER	0 v 0 amp 0 PHASE	OWNER	REQUIRES INDIRECT DRAIN
B	1	COLD BREW COUNTER TOP	0 v 0 amp 0 PHASE	OWNER	REQUIRES WATER SOURCE
C	1	CAPPACINO S HEAD	0 v 0 amp 0 PHASE	OWNER	REQUIRES WATER SOURCE
D	2	DISPLAY RACK		OWNER	
E	1	CREAMER DISPENSER	0 v 0 amp 0 PHASE	OWNER	
F	1	DUAL 1.5 GALLON BREWER	0 v 0 amp 0 PHASE	OWNER	REQUIRES WATER SOURCE
G	3	SODA DISPENSER	0 v 0 amp 0 PHASE	OWNER	REQUIRES WATER SOURCE AND INDIRECT DRAIN
H	1	3 COMP SS SINK		OWNER	REQUIRES INDIRECT DRAIN AND WATER SOURCE
J	1	ICE MAKER	0 v 0 amp 0 PHASE	OWNER	REQUIRES WATER SOURCE AND INDIRECT DRAIN
L	1	2 DOOR STAND UP FRIDGE		OWNER	
M	1	2 DOOR STAND UP FREEZER	0 v 0 amp 0 PHASE	OWNER	
N	2	FRYER		OWNER	VERIFY POWER OR GAS
O	1	OVEN		OWNER	VERIFY POWER OR GAS
P	2	POINT OF SERVICE		TENANT	PROVIDE POWER AND LOW VOLT
Q	1	WALK IN COOLER		TENANT	REQUIRES FLOOR DRAIN
R	1	WALK IN FREEZER		TENANT	REQUIRES FLOOR DRAIN

PLAN NOTES:

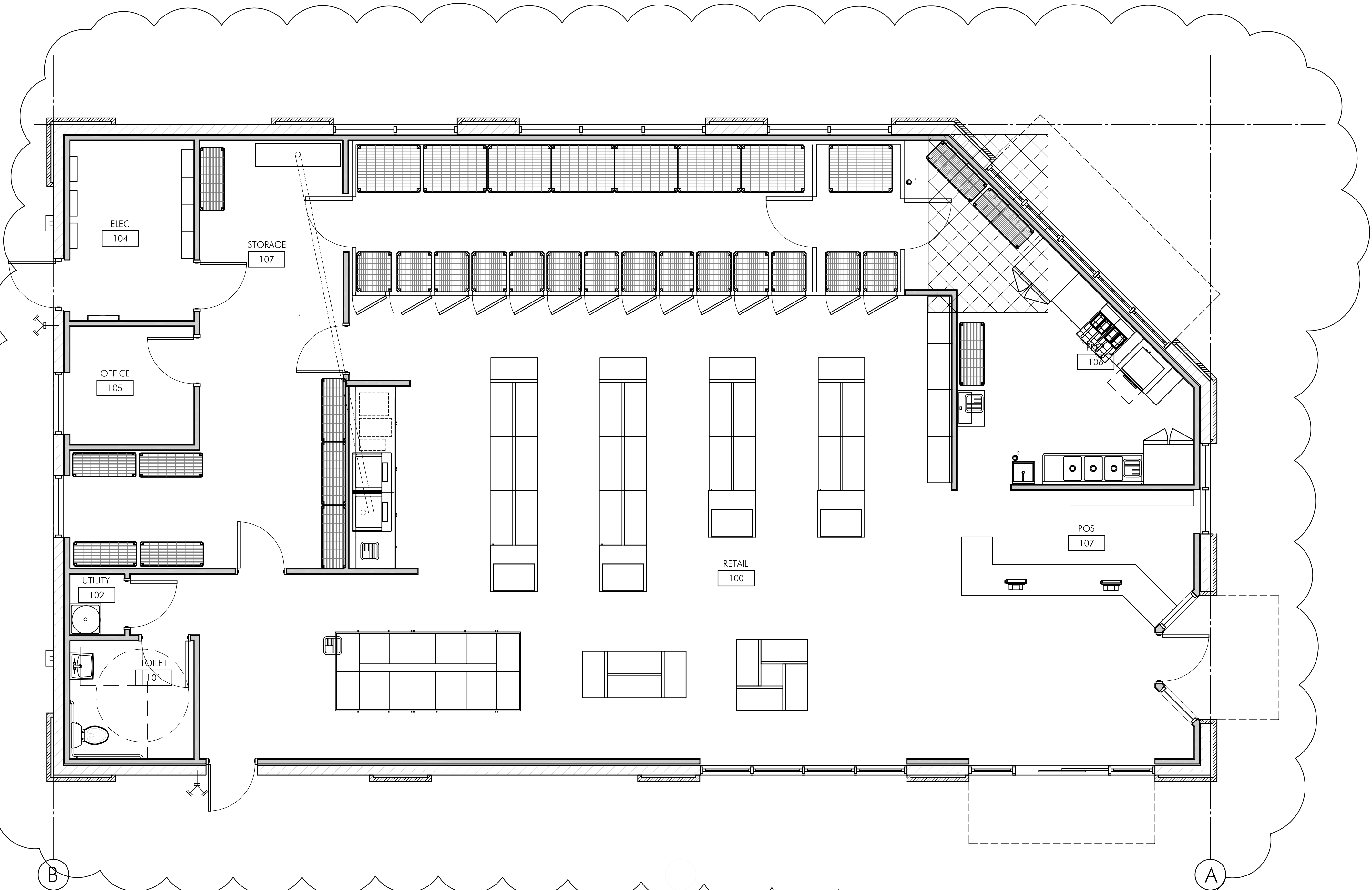
- 1
- MERCHANDISE DISPLAY UNITS PROVIDED BY TENANT INSTALLED BY GC
- 2
- MOP SINK WITH MOP RACK, LINE WALLS WITH FRP, PLACE 50 GALLON WATER HEATER AT 4'-6" F.F.E. ABOVE
- 3
- WALL MOUNTED HAND SINK, PROVIDE FRP FINISH AND SOLID BLOCKING FOR SOAP AND PAPER TOWEL DISPENSER
- 4
- GREASE EXHAUST HOOD VENTED THROUGH ROOF ABOVE

1A9.2
- 5
- 3 COMPARTMENT SINK, DRAIN TO FLOOR SINK, COORDINATE WITH OWNER ON SINK SIZE
- 6
- PROVIDE POWER OUTLETS AT CEILINGS ABOVE CHECKOUT, COORDINATE WITH TENANT
- 7
- VERIFY WITH OWNER, OVER HEAD SODA CONDUIT, MIN 8", VERIFY
- 8
- PROVIDE PLYWOOD BACKER BOARD AT OFFICE WALLS, VERIFY LOCATIONS AND EXTENT WITH TENANT
- 9
- ELECTRICAL PANELS, COORDINATE WITH ELECTRICAL
- 10
- PROVIDE SIGN ABOVE DOOR THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS*
- 11
- SHELVING UNITS, COORDINATE WITH OWNER
- 12
- VERIFY WITH OWNER, UNDERGROUND SODA CONDUIT, MIN 8", VERIFY
- 13
- ACCESS LADDER TO ROOF TOP

8A9.1
- 14
- HATCH INDICATES R-12 RIGID INSULATION UNDER SLAB WHERE FREEZER OCCURS ABOVE, VERIFY SIZES WITH OWNER

PLAN LEGEND:

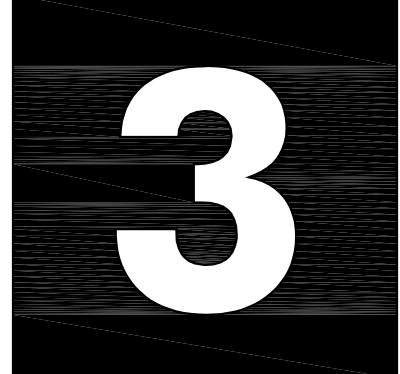
- NEW EXTERIOR WALL 2 x 6 WOOD STUDS WITH R-21 BATT INSULATION, 5/8" GYPSUM BOARD AT INTERIOR EXTERIOR PLYWOOD SHEATHING, WEATHER BARRIER WITH EXTERIOR FINISHES PER ELEVATIONS
- NEW WOOD STUD WALL @16' o.c. WITH 5/8" GYPSUM BOARD
- FLOOR SINK, VERIFY LOCATION WITH OWNER, LOCATIONS ARE EQUIPMENT SPECIFIC, DRAIN TO GREASE INTERCEPTOR
- FLOOR DRAIN, DRAIN TO GREASE INTERCEPTOR
- FIRE EXTINGUISHER, WALL MOUNT
- HOSE BIB
- CORNER GUARD FROM ABOVE BASE TO 48" ABOVE BASE



1 FLOOR PLAN

0' 1' 2' 4' 8' 12' 1/4" = 1'-0" @ 22 x 34

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SALEM, OR 97301
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IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2022-109
DATE: 25 JULY 2022

REVISIONS

1	DATE: 5 JUNE 2023
2a	REDUCE STORE SIZE
	23 AUGUST 2023
	MODIFY EXTERIOR ELEVATIONS

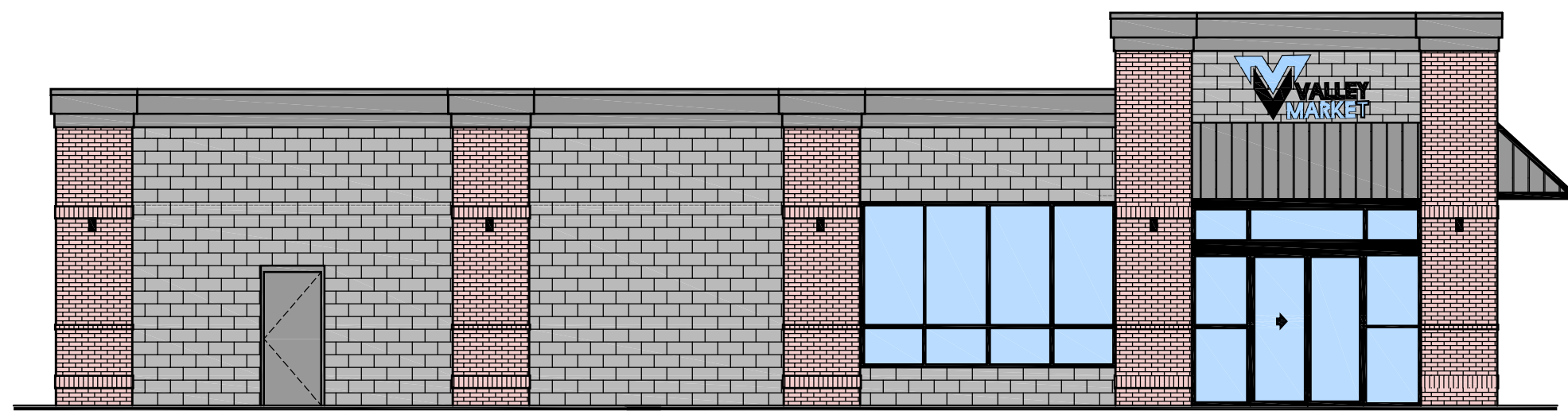
NEW BUILDING FOR
CONVENIENCE STORE
SW CORNER OF WEST 1ST ST AND MAPLE ST, YAMHILL, OREGON

SHEET
A2.1



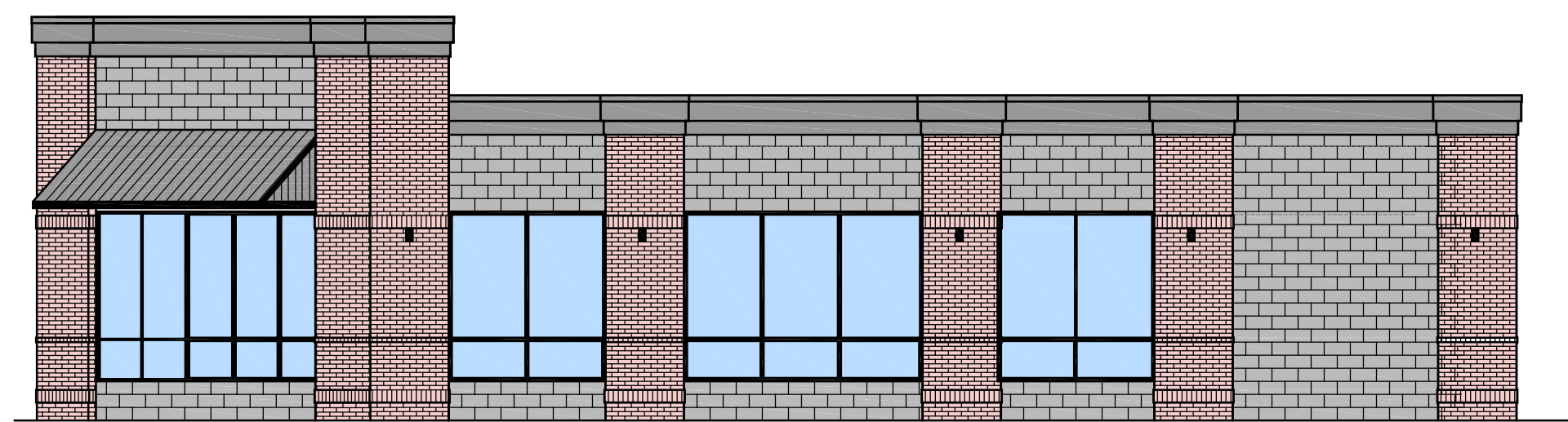
PLAN NOTES:

- 1 PRE-FINISHED SHEET METAL CORNICE, COLOR AS SELECTED
- 2 CMU, SPLIT FACE, PAINTED
- 3 BRICK VENEER, COLOR AND PATTERN AS SELECTED
- 4 HOLLOW METAL DOOR AND FRAME, PAINT, COLOR AS SELECTED
- 5 ALUMINUM STOREFRONT ASSEMBLY, NATURAL FINISH AS SELECTED
- 6 PRE MANUFACTURED AWNING, METAL PANELS ON STEEL FRAME, DESIGN BY OTHERS, PROVIDE SOLID BLOCKING FOR INSTALLATION, COLOR AS SELECTED
- 7 LIGHT FIXTURE, WALL MOUNT
- 8 SUPPER AND DOWN SPOUT, PREFINISHED, COLOR AS SELECTED
- 9 METAL FLASHING PANELS AT EXPOSED BACK SIDE OF WALL
- 10 WRAP BRICK VENEER AROUND COLUMN AT ELEVATED PORTION
- 11 NOT USED
- 12 GUARD RAIL AT ROOF ADJACENT TO ROOF ACCESS HATCH, 1 1/4" PIPE RAIL, 42" HIGH WITH 3 EQUAL HORIZONTAL RAILS AND VERTICAL RAILS AT 48" o.c. BRACE THROUGH TO STRUCTURE BELOW
- 13 CMU, SMOOTH FACE, PAINTED



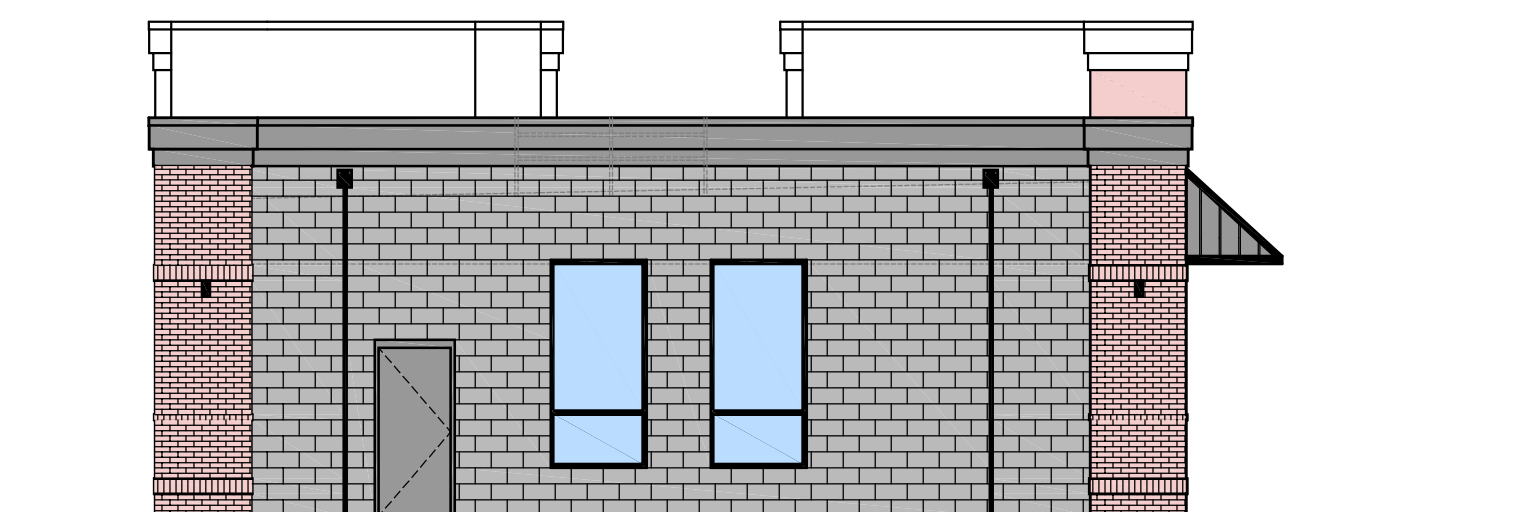
1 FRONT ELEVATION

0' 2' 4' 8' 16' 24' 1/8" = 1'-0" @ 22 x 34



2 REAR ELEVATION

0' 2' 4' 8' 16' 24' 1/8" = 1'-0" @ 22 x 34



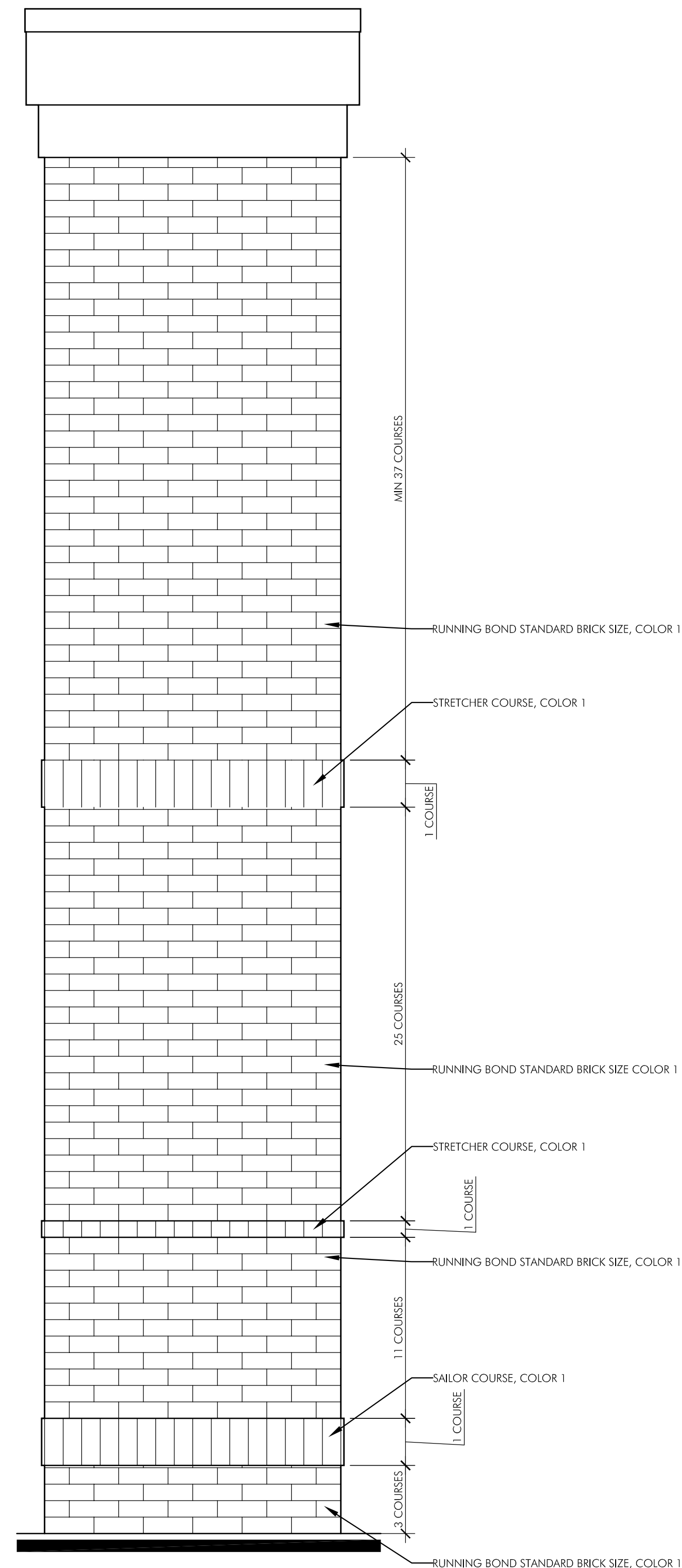
3 SIDE ELEVATION

0' 2' 4' 8' 16' 24' 1/8" = 1'-0" @ 22 x 34



4 SIDE ELEVATION

0' 2' 4' 8' 16' 24' 1/8" = 1'-0" @ 22 x 34

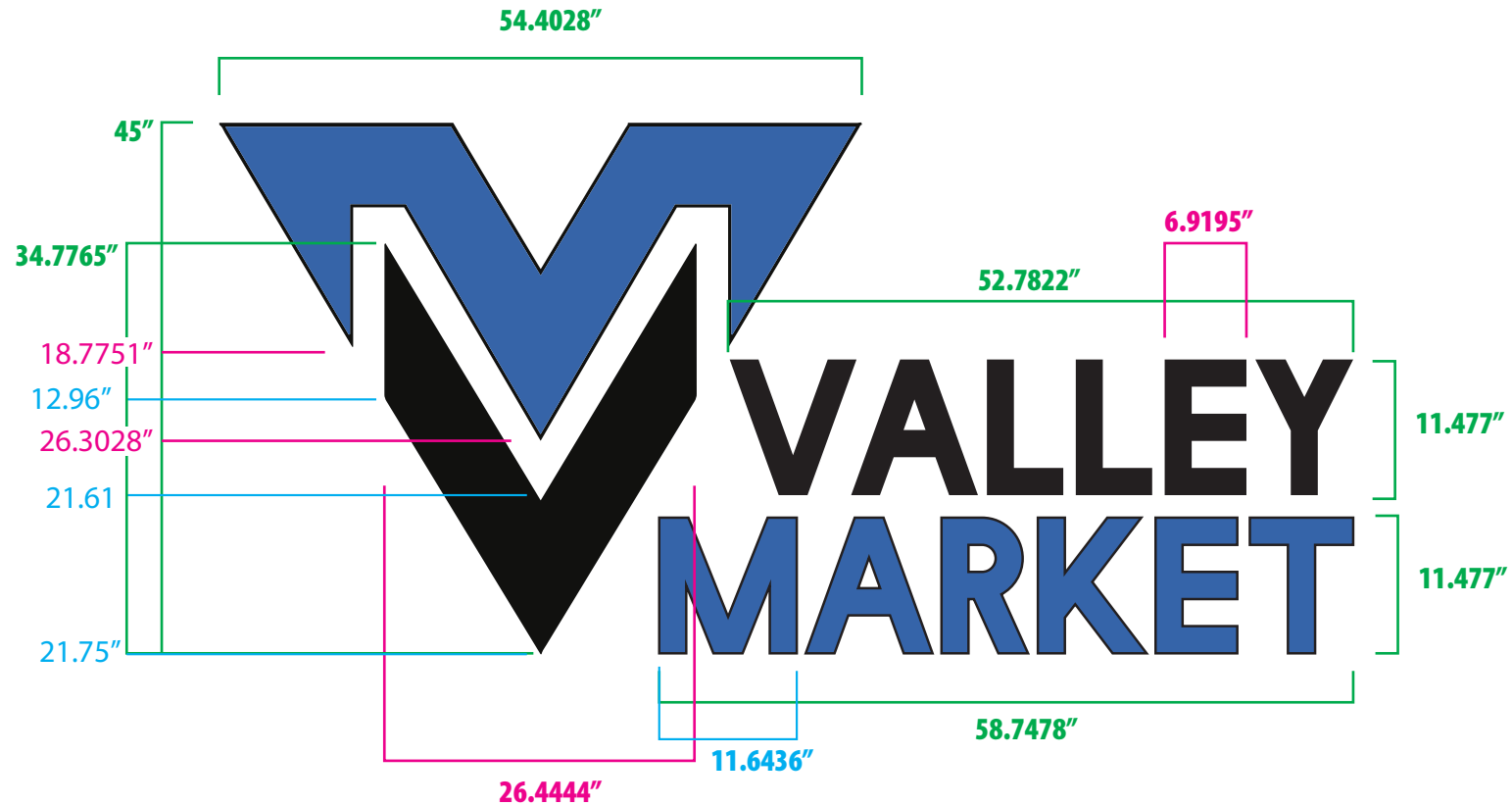


5 BRICK PATTERNS

0' 4' 8' 1'-0" 2'-0" 4'-0" 3/4" = 1'-0"



INSTALLATION REQUIRED



96" X 45" WIDE CHANNEL LETTERS

Client: E&M CONCRETE

Job#: 98544 Date: 02 MAR 22

Sales Executive: MATTHEW Designer: MEGAN

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