



CITY OF SEASIDE

PLANNING COMMISSION AGENDA

Tuesday, June 6, 2023 6:00 PM

To provide public comment for Planning Commission meetings, participants should register prior to the meeting. Please complete the form linked below to offer public comment at an upcoming Planning Commission meeting. You may provide public comment using the following methods:

1. In-person (meetings are held at Seaside City Hall, 989 Broadway, Seaside, OR)
2. Via Zoom web conference or telephone (obtain link and register at cityofseaside.us)
3. Written comments may be submitted using this [form](#), via e-mail to publiccomment@cityofseaside.us or in person at City Hall (989 Broadway, Seaside, OR).

If you are providing public comment in person or via Zoom, please keep in mind your comments will be limited to three (3) minutes. If your comments will be longer than three (3) minutes, please submit your comment in writing and utilize your three (3) minutes to summarize your written document. Please review the [Public Comment Rules of Conduct](#) prior to the meeting.

-
1. **CALL TO ORDER**
 2. **PLEDGE OF ALLEGIANCE**
 3. **ROLL CALL**
 4. **APPROVAL OF MINUTES**
 5. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST**
 6. **PUBLIC HEARING**
 - a) **769-23-00006-PLNG:** A Conditional Use request and Highway Overlay Zone review for a self-storage unit facility. The applicant proposes a two-story building with 152 indoor mini-storage units and office space with and an additional 74 outdoor mini-storage units.
 - b) **769-23-00014-PLNG:** A Planning Commission review request to install two new sign frames (approximately 64 sq. ft. each) to hold temporary banners throughout the year. The property is approximately 9.7 acres and the additional signage will be along both the N. Wahanna Rd. and Lewis and Clark Rd. frontages. The Seaside Sign Ordinance allows the Planning Commission to authorize additional signage exclusive of zoning for conditionally permitted uses.
 - c) **769-23-00016-PLNG:** A Conditional Use request to construct an approximate 3,500 sq. ft. community center and office building. The building is directly related to the operation of the 364-acre Circle Creek Habitat Reserve and other properties owned by NCLC.
 7. **ORDINANCE ADMINISTRATION:**
 8. **PUBLIC COMMENTS** Members of the public may use this time to provide comment to the Planning Commission on items that are not scheduled on this agenda for a public hearing or public comment. Speaking time is limited to three minutes.
 9. **PLANNING COMMISSION & STAFF COMMENTS:**
 10. **ADJOURNMENT**



CITY OF SEASIDE PLANNING COMMISSION

MEETING MINUTES

City Hall, 989 Broadway, Seaside, OR 97138

Tuesday, May 2, 2023

Planning Commission Meeting

I. Call to Order and Pledge of Allegiance

II. Roll Call

Council Members	P/A
Robin Montero, Chairperson	P
Kathy Kleczek, Vice Chairperson	P
Brandon Kraft	P
Lou Neubecker	P
Gretchen Stahmer	P
Chris Rose	P
Don Johnson	P

Staff Members	
Jeff Flory, Community Development Director	Jordan Sprague, Community Development Administrative Assistant

Visitors in Chambers (attendance sheet)	Visitors on Zoom
Matt Johnson	
Al Buck	
Becky Buck	

III. Approval of Minutes

April 4, 2023 minutes were adopted as written

IV. Declaration of Potential Conflict of Interest

There were none.

V. Public Hearings

22-064CU: The applicant, Gus Bourg, is requesting a Conditional Use to remodel an existing building located at 809 S. Holliday Dr. to create office spaces as well as an attached living unit within the same structure.

Community Development Director Flory presented the staff report, decision criteria findings, condition, and conclusions.

Matt Johnson, Lift Architecture, spoke on behalf of the applicant.

Chair Montero opened the discussion to those in favor. There were none.

Chair Montero opened the discussion to those in opposition. There were none.

Chair Montero opened the discussion to the Commission.

Vice Chair Kleczek requested clarification of wording of conditions. Condition 4 to be modified to reflect the owner is responsible for parking lot striping and access into the parking lot.

Commissioner Kraft asked for clarification about parking.

Chair Montero expressed her concerns about approving only 1 dwelling unit.

Motion:	Motion to approve 22-064CU with the modification to condition 4 to require the owner to maintain the parking striping.			
Moved:	Johnson			
Seconded:	Neubecker			
Ayes:	Rose, Neubecker, Kleczek, Kraft, Stahmer, Johnson	Nays:	Absent:	Recused:
Passed:	6-1	Montero	0	0

VI. Ordinance Administration

Community Development Director Flory gave an update on the Comprehensive Plan update.

VII. Public Comments

There were none.

VIII. Planning Commission and Staff Comments

Commissioner Johnson thanked the Commission for their concerns.

Chair Montero expressed concerns about the Comprehensive Plan updates.

IX. Adjournment at 6:28 PM.

Approved by Commission on: _____

Minutes prepared by: _____
Jordan Sprague, Administrative Assistant

ROBIN MONTERO, Chairperson



Planning Commission Staff Report

APPLICATION(S):	769-23-000006 - PLNG – Conditional Use
MEETING DATE:	June 6, 2023
PUBLIC HEARING:	Yes
Report Date:	May 25, 2023
Applicant:	1685 N Roosevelt Dr. LLC
Owner:	1685 N Roosevelt Dr. LLC
Location:	1685 N Roosevelt Dr. (6-10-15BC-TL00802, 00800, 00900, & 00902)
Major Street Access:	N Roosevelt Dr.
Parcel Number(s) & Size:	6-10-15BC-TL00802, 00800, 00900, & 00902/ Approximately 1.2 Acres
Parcel Zoning:	General Commercial (C-3)
Adjacent Zoning:	General Commercial (C-3)
Current Use of Parcel:	Vacant Lot
Adjacent Uses:	Commercial Office Space, Convenience Store
Previous Meetings:	None
Previous Approvals:	None
Type of Action:	Quasi-Judicial
Land Use Authority:	Planning Commission
Future Routing:	None
Planner:	Jeff Flory, Community Development Director

A. Summary:

The applicant is requesting a Conditional Use and Highway Overlay Zone review for a mini-storage facility. The applicant proposes a two-story building with 152 indoor mini-storage units and office space with an additional 74 outdoor mini-storage units.

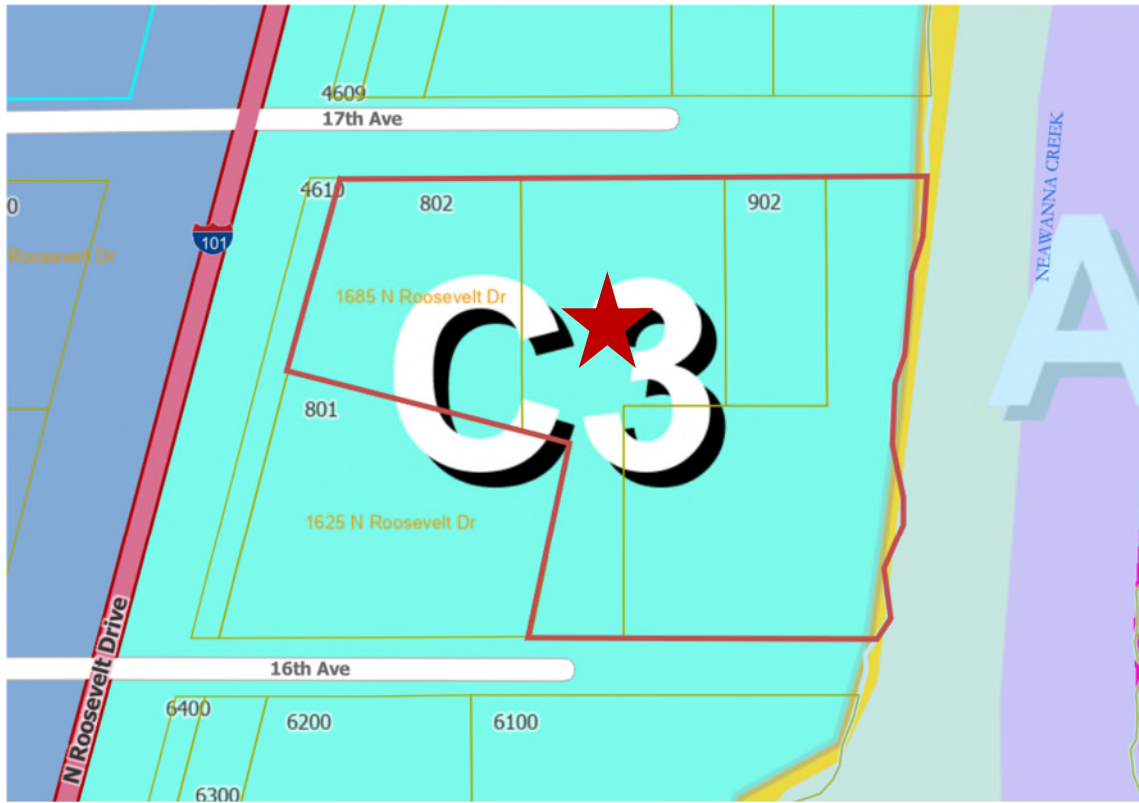
B. Exhibits:

Staff Recommendation:

Staff recommends the Planning Commission conduct a public hearing on the application, take public comment, and review and discuss the request. Unless submitted comments or other clarifications or justifications are needed, staff recommends the Commission adopt the findings, justification statements, and conclusions in this report and approve the applicant's request subject to the listed conditions.

1. Applicant Submittals
2. Site Plan

Location: 1685 N Roosevelt Dr. (6-10-15BC-TL00802, 00800, 00900, & 00902)



C. Background:

This property is currently a vacant lot between 16th Ave and 17th Ave. There is a narrow lot owned by ODOT separating the applicant's property from the highway. The access to the applicant's development is proposed from both 16th Ave and 17th Ave. The applicant previously applied for a conditional use for a 20 unit mini-storage facility utilizing shipping containers in 2018. The Planning Commission granted the request at that time however, the development never materialized.

D. Required Dates:

This application was submitted on March 7, 2023 and accepted as complete on April 18, 2023. The 120-day decision timeframe is August 16, 2023.

E. Specific Request:

The applicant is proposing an approximate 21,326 sq. ft., two story, indoor storage building with two (approximately 3,968 sq. ft. and 3,455 sq. ft.) outdoor storage buildings. The indoor storage building will have office space on the first floor with a rental office reception area along with an indoor loading area. The indoor storage facility will house approximately 152 mini-storage units. The indoor storage units will be approximately 60 sq. ft. and will be located on both levels of the building. The approximate 74 outdoor storage units range in size from approximately 5ft by 10ft to 9ft by 19ft.

F. Process:

This request is being reviewed under Article 6, and Article 10 of Seaside Zoning Ordinance. Article 6 establishes the criteria for conditional uses, and Article 10 establishes the process and procedures that are applicable to this request. The Highway Overlay Zone review will be conducted under Section 3.400, Appendix G of the Transportation Systems Plan.

G. Community Review:

Notice of this public hearing was published in the Daily Astorian on May 18, 2023. Additionally, mailed notice was sent on May 16, 2023 to all property owners within 100ft of the subject property.

Written Comments:

At the time of this report, no written comments have been received.

H. Comprehensive Plan:

This property is located within the General Commercial land use designation. The general commercial designation is for uses that do not require prime areas and are located east of the Necanicum River. The proposed development is not tourism related and the applicant's property is located east of the Necanicum River and east of Hwy 101, out of the prime commercial/resort areas of Seaside.

I. Zoning Ordinance Criteria for a Conditional Use:

Pursuant to Section 6.031 of the Seaside Zoning Ordinance, all conditional use requests must comply with the specific standards in the zone and other applicable supplementary provisions in Article 4. In permitting a new conditional use or alteration of an existing conditional use; the Planning Commission may impose additional conditions considered necessary to protect the best interests of the surrounding area of the city as a whole. These conditions may include (but are not limited to) the following:

- 1. Increasing the required lot size or yard dimension.** *Finding: The applicant's combined lots are approximately 1.2 acres. The applicant's property is across the highway from a medium density residential zone and will be in close proximity to other residential neighborhoods. The immediate, adjacent properties are all zoned C-3.*

2. **Limiting the height of buildings.** *Finding: The C-3 zone restricts building heights to 45ft. The proposed two-story storage building will not exceed that height.*
3. **Controlling the location and number of vehicle access points.** *Finding: The site shows two entrances to the property, one from 16th Ave and one from 17th Ave. This will provide for traffic flow in and out of the facility.*
4. **Increasing the street width.** *Finding: The access points to the property off of 16th Ave and 17th Ave are already improved. The applicant will not be increasing the street width.*
5. **Increasing the number of required off-street parking spaces.** *Finding: The applicant is required to provide 15 parking spaces for the proposed use. The applicant's site plan shows 17 spaces. The applicant exceeds the number of parking spaces required.*
6. **Limiting the number, size, location and lighting of signs.** *Finding: Signage will be subject to Chapter 155 of the Code of Ordinances and will be reviewed with the issuance of a building permit.*
7. **Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.** *Finding: The applicant is proposing a landscaped buffer between their property and the property owned by ODOT to the west.*
8. **Designating sites for open space.** *Finding: The applicant's proposed commercial development does not have specific open space requirements. The site plan does show a landscaped buffer between the proposed buildings and the adjacent property to the west as well as driving lanes between the outdoor storage and the indoor storage buildings.*

J. Highway Overlay Zone:

Pursuant to Section 3.400 of Appendix G of Seaside's TSP, all development that will create a significant number of additional trips (more than 5 peak hour or 30 average daily trips) must address the following review standards and criteria:

Section 3.407 Highway Overlay Zone Standards

1. **Building Size:** The maximum building size will be 20,000 square feet. Buildings larger than 20,000 square feet may be considered, but are subject to additional design review. *Finding: The applicant's two-story indoor storage building is approximately 21,000 sq. ft. The applicant has provided a design that directs the majority of the sites traffic into an indoor loading area within the building or to the exterior storage on the east side of the property.*
2. **Landscaping:** A landscaped area must be provided along the highway frontage to assure that a buffer is provided between the development and the road surface. As a minimum requirement, the area must be equal to a 10' width multiplied by the length of the highway frontage. Any public sidewalk area provided on private property adjacent to the highway would be deducted from the required area. *Finding: The applicant's property does not have direct Hwy 101 frontage however, the small vacant lot adjacent to the highway right of way is owned by ODOT. The applicant has provided a landscaped buffer between their building and the ODOT owned property.*
3. **Exterior Lighting:** All exterior lighting shall be designed so the lighting source or lamp is recessed or otherwise covered to eliminate line of site visibility from neighboring properties, street travel lanes, or the surrounding environment. All exterior lighting must be dark sky compliant and shielded, screened, or otherwise provided with cut-offs in order to prevent direct lighting on the adjacent properties, riparian area, or the state highway subject to the following exception: Line of site visibility and direct lighting of neighboring property can be permitted subject to a formal agreement with the neighboring property owner when the lighting will benefit joint parking, access, or safety. *Finding: The applicant has not provided a detailed lighting plan. The applicant will need to supply a detailed lighting plan addressing the requirements listed above.*

4. **Yards Abutting the Highway Frontage:** In an effort to promote more pedestrian oriented development, regardless of yard requirements of the underlying zone, buildings must be located close to the property line adjacent to highway such that the property line setback for the building entrance will not exceed 10'. *Finding: The applicant's property does not directly abut the highway as there is an ODOT owned property directly to the west. The highway right of way contains a pedestrian sidewalk running north and south. Due to the ODOT property in between the right of way and the proposed development, the applicant would need permission from ODOT to connect the side walk in the right of way with the proposed sidewalk adjacent to their building.*
5. **Off Street Parking:** In addition to the requirements in Section 4.100, parking areas must address the specific design standards in Section 3.410. *Finding: The applicant's site plan provides parking on the north and east side of the property. The applicant's parking spaces are not located between the building and the highway and the proposed parking area on the north side of the indoor storage building is similar in configuration to the neighboring property to the north.*

K. Section 3.408 Highway Overlay Zone Criteria

1. **The proposal is consistent with the purpose of the overlay zone, and protects the capacity of US 101.** *Finding: The applicant's proposal maintains a landscaped buffer between their property and the neighboring property to the west. The applicant has provided sufficient parking for the proposed use and the vehicular access to the property will be off of 16th Ave and 17th Ave thus no new access points onto Hwy 101.*
2. **If the proposal involves a development with frontage along US 101, the required permits from ODOT will need to be obtained prior to construction. If a permit already exists, proof of permit shall be provided to the City and ODOT. Developers are advised to coordinate with ODOT concurrently with their development proposal to discern the appropriate permit requirements. To confirm an appropriate permit, or to obtain a permit, contact the Permit Specialist at ODOT.** *Finding: The applicant's proposed development does not have Hwy 101 Frontage.*
3. **The location, design, and size of the development are such that the development can be well integrated with the surrounding transportation facilities or anticipated future developments, and will adequately address the impact of development on US 101.** *Finding: The applicant's development is on dead-end streets that terminate at the Neawanna Cr. Further development of 16th Ave and 17th Ave is not anticipated in the future.*
4. **The location, design, and size of the development are such that traffic generated by the development can be accommodated safely and is less than the mobility standard on existing or planned streets, including US 101.** *Finding: The access points to the applicant's property are spaced sufficiently from the highway right-of-way. Queuing caused by any traffic for the proposed development will take place on 16th Ave and 17th Ave and not on Hwy 101.*
5. **The location, design, and size of the development are such that the proposed uses will be adequately served by existing or planned facilities or services.** *Finding: the proposed development is served by two existing city streets that terminate at Neawanna Cr. The applicant's development will be the last properties to be developed that abut these short City streets. The improved portion of the Hwy 101 right of way contains a center turn lane that access both 16th Ave and 17th Ave.*
6. **The location, design, and size of the development are such that the proposed uses will provide functional and efficient access and circulation for anticipated pedestrians, bicycles, and vehicles.** *Finding: The nearby highway right-of-way contains a sidewalk as well as a crosswalk across the highway to move pedestrians north and south as well as east and west.*

L. Additional Findings, Conclusions, and Justification Statements:

1. The applicant's submitted justification is adopted by reference and is summarized as follows:
 - a. The structures and development will meet the setback requirements from the estuary at the east side of the property.
 - b. There are no specific requirements in Article 6 that apply to mini-storage facilities.
 - c. The facility will have office space inside the indoor storage building.
2. Given the nature of the development, no significant pedestrian traffic is anticipated. The applicant's property has a property owned by ODOT between their property and the highway. The highway frontage already contains a sidewalk for pedestrian use. The applicant does have a sidewalk, next to their building on the north side. The applicant will need to request permission from ODOT to cross their property to connect their sidewalk with the sidewalk fronting Hwy 101.
3. The site plan shows sufficient parking for the proposed use.
4. The applicant has proposed office spaces within the indoor storage buildings. The applicant's site plan indicates sufficient bicycle parking for the proposed use. The applicant's short-term bicycle parking will need to be relocated so it is no further from the buildings main entrance as the nearest parking space.
5. Drainage provisions are not included in on the applicant's plan. A properly engineered drainage plan will need to be submitted and approved with the applicant's building permit application.
6. Specification for the proposed exterior lighting is not addressed on the plan. The applicant will need to provide a detailed lighting plan with their structural building permit applications.
7. The applicant will need to provide trash service sufficient for the proposed uses. The trash storage area will need to be screened from public view and sufficient to accommodate the proposed office uses.
8. The gated entrance to the outdoor storage facility will cause queuing on 16th Ave and 17th Ave. Both streets are dead-ends at the Neawanna Creek and will not be extended in the future. The nature of the proposed use does not generate significant traffic and the short duration of vehicles stopped in the rights of way will not affect traffic patterns.
9. Staff reviewed the trip generation table for a mini-warehouse. The proposed 226 unit storage facility appears to generate approximately 57 trips per day with peak hour trips at 5 am hour and 5 pm hour.
10. The estimated daily trip generation fell below the threshold for a Traffic Impact Analysis.

Proposed Conditions:

The proposed mini-storage facility will meet the applicable development standards and be compatible with the surrounding area provided the following conditions are attached to the approval.

Condition 1: The applicant/owner must provide an engineered drainage plan that indicates how the proposed facilities will accommodate storm water runoff from the parking areas and roof drains. The plan will need to address water quality measures and maintenance of the drainage facility. Any plans to connect the new drainage facility into a public system must be approved by the Public Works Director. The final design must prevent water from ponding on site or within the adjacent public rights-of-way. The drainage facility will need to prevent adverse impacts to the neighboring aquatic area.

Condition 2: The applicant/owner must provide a detailed exterior lighting plan. The plan must document that all exterior lighting fixtures will be designed to limit glare in accordance with the City's Outdoor Lighting Ordinance.

Condition 3: The applicant/owner's short-term bicycle parking will need to be moved closer to the buildings main entrance so it is no further than the nearest vehicle parking space.

Condition 4: The applicant/owner will need to contact ODOT to try to obtain permission to tie their proposed northern sidewalk with the existing sidewalk within the Hwy 101 right-of-way. This will require crossing the ODOT owned lot in between the proposed development and the highway. Additional striping will be necessary to connect the proposed sidewalk on the north side of the indoor storage with the proposed sidewalk on the west side of the outdoor storage building.

Condition 5: Minor modifications to the applicant’s proposed plan must be reviewed and approved by the Planning Director. These could be required in order to comply with other code issues applicable to the request or reduce impacts to the neighboring property. Any major changes or conflicts over a proposed modification will be reviewed with the Planning Commission prior to any final approval.

M. Recommendation and Alternatives:

Staff Recommendation:

Staff recommends the Planning Commission conduct a public hearing on the application, take public comment, and review and discuss the request. Unless submitted comments or other clarifications or justifications are needed, staff recommends the Commission adopt the findings, justification statements, and conclusions in this report and approve the applicant’s request subject to the listed conditions.

Although they are not conditions of approval, the following is a reminder to the applicant.

- The conditional use will become void one (1) year from the date of decision unless the permit is utilized or an extension of time is approved in the manner prescribed under the Seaside Zoning Ordinance.
- All necessary permits (such as structural, plumbing, mechanical, electrical, etc.) must be obtained prior to development.
- As with any permit, the applicant must meet all applicable standards in the Seaside Zoning Ordinance (e.g. erosion control, drainage, setbacks) and any other applicable City of Seaside Ordinances.

Alternative 1:

The Planning Commission may choose to continue this request to the regularly scheduled July 11, 2023 Planning Commission meeting to allow the Commission time to review submitted evidence or to allow the applicant, other affected parties, and the public, additional time to review or submit further evidence, rebuttals, or justifications.

Alternative 2:

The Planning Commission may choose to hold the public hearing and review additional submitted comments or evidence. If new evidence justifies denial of the applicant’s request, the Planning Commission could move to deny this application.

The information in this report and the recommendation of staff is not binding on the Planning Commission and may be altered or amended during the public hearing.

Seaside Planning Department Land Use Application



Office: 503-738-7100

E-mail: CDAAdmin@CityofSeaside.us

Fax: 503-738-8765

Mailing Address: 989 Broadway Seaside, OR 97138

Physical Address: 1389 Avenue U Seaside, OR 97138

Name of Applicant: 1685 N. Roosevelt Drive, LLC	Address: 1685 N Roosevelt Dr. Seaside	Zip Code: 97138
---	---	---------------------------

Street Address or Location of Property:
1685 N Roosevelt Drive Seaside, OR 97138

Zone C3	Overlay Zones	Township 6	Range 10	Section 15BC	Tax Lot 802
-------------------	---------------	----------------------	--------------------	------------------------	-----------------------

Proposed Use of Property and Purpose of Application:

Self-Storage Facility

(Attach additional pages if necessary.)

Owner	Applicant/Representative (Other than Owner)
Print Name of Property Owner: 1685 N. Roosevelt Drive, LLC	Print Name of Applicant/Representative:
Address: 1685 N. Roosevelt Drive	Address:
Phone: 503-440-2138	Phone:
E-mail: SethMorrissey@gmail.com	E-mail:
Signature of Property Owner: 	Signature of Duly Authorized Applicant/Representative:

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE.

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Conditional Use | <input type="checkbox"/> Non-Conforming | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Zoning Code Amendment |
| <input type="checkbox"/> Landscape/Access Review | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Major Partition | <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Vacation Rental <input type="checkbox"/> PC <input type="checkbox"/> PD | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Setback Reduction | <input type="checkbox"/> Variance | <input type="checkbox"/> |

Planning Department Use	
Date Accepted as Complete: 4.18.23	By:
File Number: 23-014CM	
Hearing Date: June 6	P.C. Action:

Office Use		
Fee: 675⁰⁰	Receipt: 18698	
Date Filed: 3/7/23	Time Filed: 10:15 AM	By: JAS

Seaside Planning Department Land Use Application



Office: 503-738-7100

E-mail: CAdmin@CityofSeaside.us

Fax: 503-738-8765

Mailing Address: 989 Broadway Seaside, OR 97138

Physical Address: 1389 Avenue U Seaside, OR 97138

Name of Applicant:	Address:	Zip Code:
--------------------	----------	-----------

Street Address or Location of Property:

Zone	Overlay Zones	Township	Range	Section	Tax Lot
------	---------------	----------	-------	---------	---------

Proposed Use of Property and Purpose of Application:

(Attach additional pages if necessary.)

Owner	Applicant/Representative (Other than Owner)
Print Name of Property Owner: <i>Seth Morrissey</i>	Print Name of Applicant/Representative:
Address: <i>P.O. Box 333 Seaside, OR 97138</i>	Address:
Phone: <i>503-440-2138</i>	Phone:
E-mail: <i>Seth.Morrissey@gmail.com</i>	E-mail:
Signature of Property Owner: <i>[Signature]</i>	Signature of Duly Authorized Applicant/Representative:

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Non-Conforming | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Zoning Code Amendment |
| <input type="checkbox"/> Landscape/Access Review | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Major Partition | <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Vacation Rental <input type="checkbox"/> PC <input type="checkbox"/> PD | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Setback Reduction | <input type="checkbox"/> Variance | <input type="checkbox"/> |

Planning Department Use	
Date Accepted as Complete:	By:
File Number:	
Hearing Date:	P.C. Action:

Office Use		
Fee:		Receipt:
Date Filed:	Time Filed:	By:

CONDITIONAL USE - ARTICLE 6

TYPE 2 - PLANNING COMMISSION DECISION

FEE: \$ 675.00

In certain districts, conditional uses may be permitted subject to the granting of a Conditional Use Permit. Because of their unusual characteristics, or special characteristics of the area in which they are to be located, conditional uses require special considerations so they may be properly located with respect to the Comprehensive Plan and to the objectives of this Ordinance.

The Planning Commission shall have the authority to approve, approve with conditions, or disapprove Conditional Use Permits in accordance with the provisions in Article 6 of the Seaside Zoning Ordinance.

In addition to those standards and requirements expressly specified by the Ordinance, the Planning Commission may impose conditions, which are necessary to protect the best interests of the surrounding area or the city as a whole. These conditions may include the following:

1. Increasing the required lot size or yard dimension.
2. Limiting the height of buildings.
3. Controlling the location and number of vehicle access points.
4. Increasing the street width.
5. Increasing the number of required off-street parking spaces.
6. Limiting the number, size, location and lighting of signs.
7. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
8. Designating sites for open space.

The Planning Commission will make a determination concerning a conditional use based on the applicant's justification of the following statements:

1. What is the proposed use in the zone?

Self-Storage Facility with both Indoor and Outdoor Units.

2. How will the development conform to the general development standards in Ordinance and the specific standards in the zone?

The development will comply with all standards including exterior lighting (shielding & glare elimination) and the 10-foot landscape buffer on Hwy 101.

3. How will the development meet any of the applicable standards in Article 6?

The development will meet any conditions requested by the Planning Commission.

4. Describe any additional measures (if any) the applicant will take in order to protect the interests of the surrounding area or the city as a whole.

5. Provide a site plan, drawn to scale, which indicates the following: the actual shape and dimensions of the lot, the sizes and locations of buildings and other structures (existing & proposed), the existing and intended use of each building (include floor plans), and other information need to determine conformance with the development standards in the ordinance (e.g. setbacks, parking spaces, fences, accesses, landscaping, neighboring buildings, or uses, etc.)

ATTACH EXTRA SHEETS IF NEEDED



APPROVED
 Reviewed for Code Compliance
 by: Genesee Dennis
 04/11/2023 9:19:52 AM



Public Works approval
 by: mdimmick
 04/11/2023 1:05:18 PM



City of Seaside
 Planning Approval
 By: Jeff Flory
 04/07/2023

See notes on page 2 & 3





Office Break Area, Not Living

Plans show full apartment. Anyone living in this space will identified through annual inspections.

APPROVED
 Reviewed for Code Compliance
 by: Genesee Dennis
 04/11/2023 9:17:44 AM



City of Seaside
 Planning Approval
 By: Jeff Flory
 04/07/2023

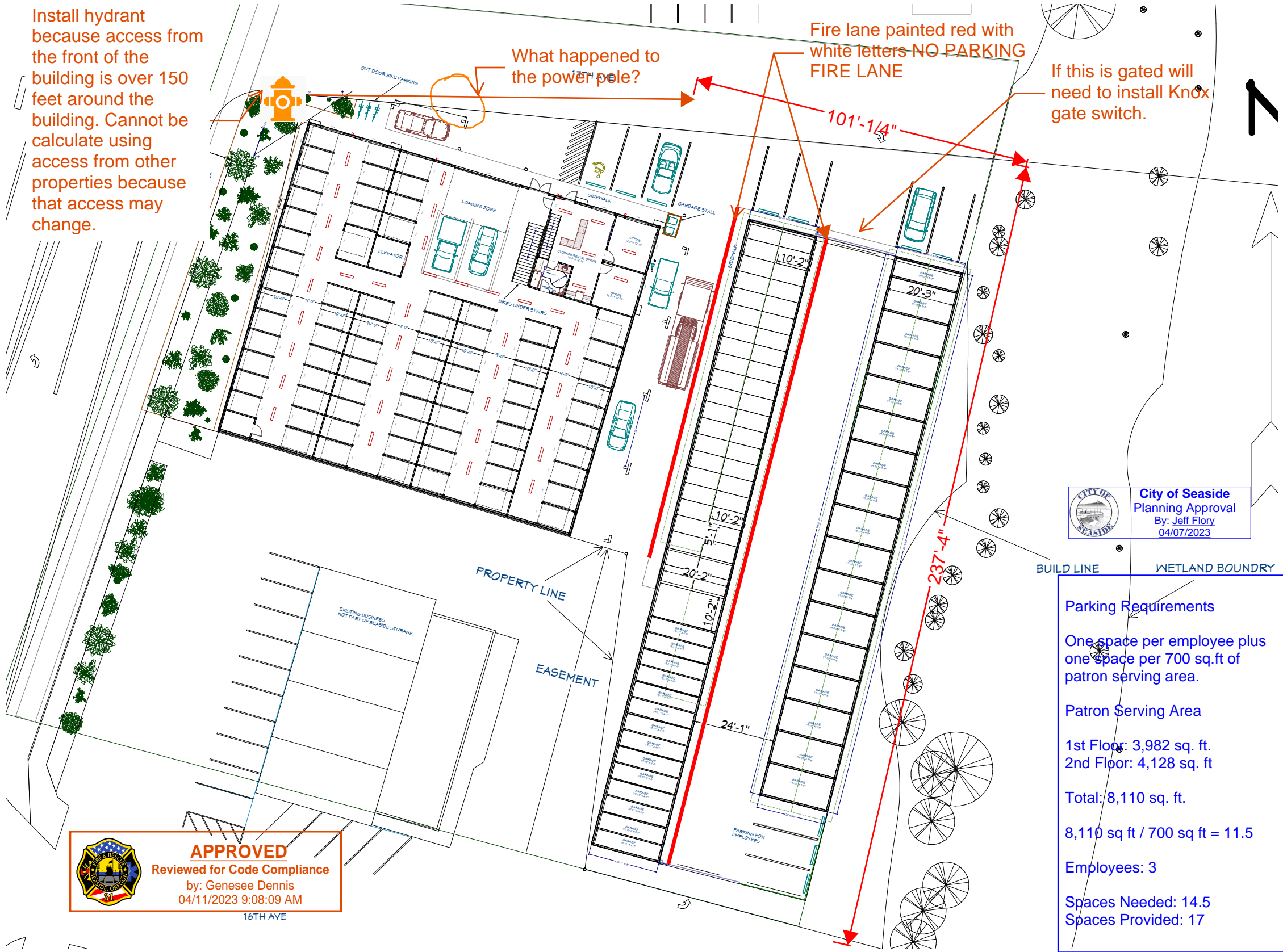


Install hydrant because access from the front of the building is over 150 feet around the building. Cannot be calculate using access from other properties because that access may change.

What happened to the power pole?

Fire lane painted red with white letters NO PARKING FIRE LANE

If this is gated will need to install Knox gate switch.



City of Seaside
 Planning Approval
 By: Jeff Flory
 04/07/2023

Parking Requirements

One space per employee plus one space per 700 sq.ft of patron serving area.

Patron Serving Area

1st Floor: 3,982 sq. ft.
 2nd Floor: 4,128 sq. ft.

Total: 8,110 sq. ft.

8,110 sq ft / 700 sq ft = 11.5

Employees: 3

Spaces Needed: 14.5
 Spaces Provided: 17

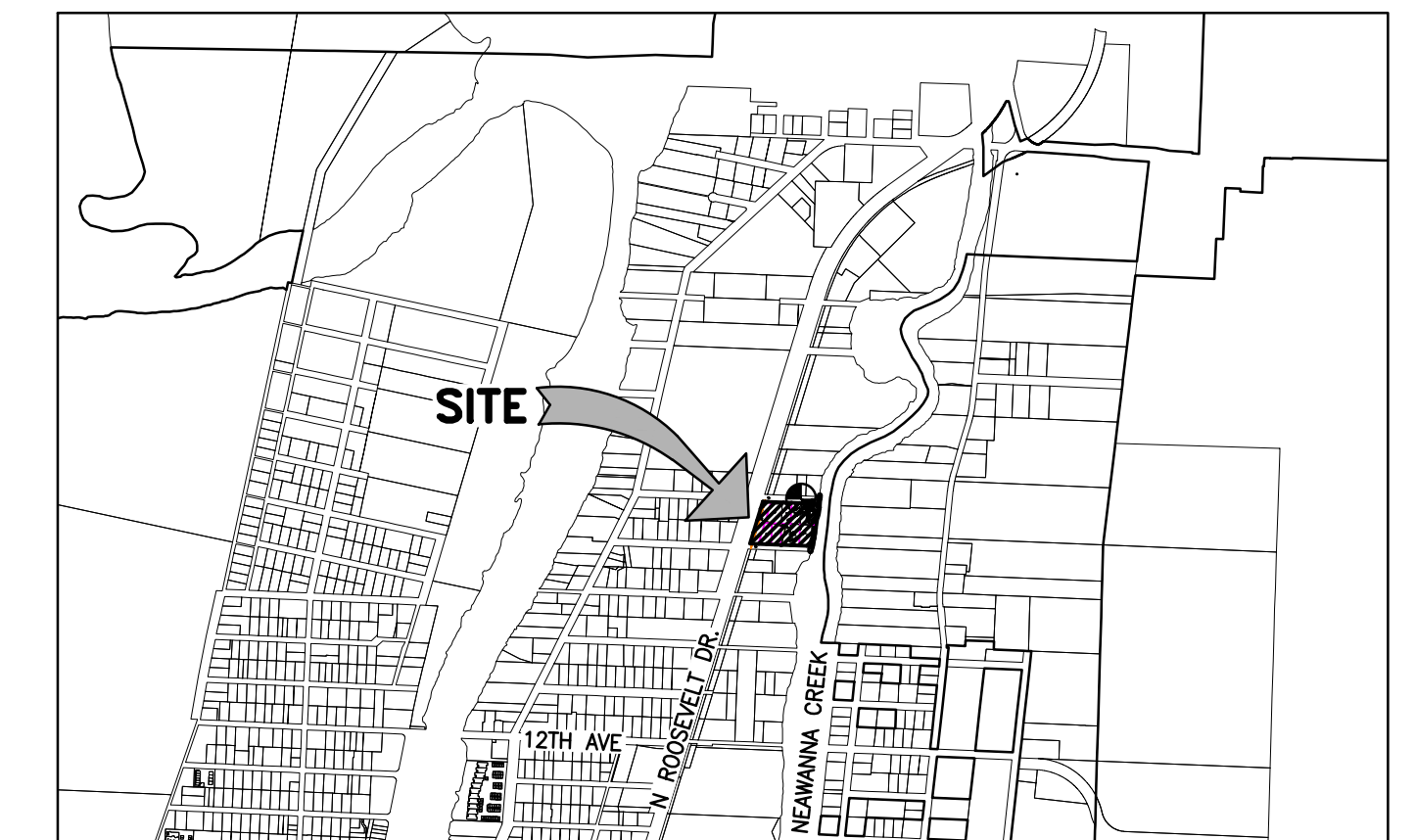
APPROVED
 Reviewed for Code Compliance
 by: Genesee Dennis
 04/11/2023 9:08:09 AM

16TH AVE

TOPOGRAPHIC SURVEY

FOR SETH MORRISEY
 LOCATED IN THE SW1/4 OF SECTION 15,
 TOWNSHIP 06 SOUTH, RANGE 10 WEST
 OF THE WILLAMETTE MERIDIAN,
 CITY OF SEASIDE, CLATSOP COUNTY, OREGON

FEBRUARY 18, 2020



VICINITY MAP,
SEASIDE, OR

VERTICAL DATUM:

NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) BASED ON MEASUREMENTS FROM BENCH MARK "PP 17" (PID SC0623) HAVING A PUBLISHED ELEVATION OF 19.94 FEET NAVD88.

MEAN HIGHER HIGH WATER (MHHW) DATUM 9438478 FOR SEASIDE, OREGON IS LISTED AS 8.05' NAVD88 PER NOAA TIDES AND CURRENTS WEBSITE DATA.

LEGEND:

- FOUND MONUMENT
- + 14.27 SPOT ELEVATION
- ▭ CATCH BASIN
- ⊗ GAS VALVE
- ⊙ GATE POST
- GUY ANCHOR
- ⊛ LIGHT POLE
- ⊞ MAIL BOX
- POST- 6x6
- ⊞ POWER METER
- ⊙ POWER POLE
- ⊙ SANITARY SEWER MANHOLE
- ⊞ TELEPHONE PEDESTAL
- ⊞ WATER METER
- ⊞ WATER VALVE
- - - EDGE OF ASPHALT
- - - CHAIN LINK FENCE
- - - EDGE OF GRAVEL
- - - OHP OVERHEAD POWER LINE
- - - TOP/TOE OF BANK
- ▨ BUILDING
- ▨ CONCRETE

NOTES:

- THE LOCATION OF EXISTING UNDERGROUND UTILITY FACILITIES SHOWN HEREON ARE BASED ON LOCATE MARKS REQUESTED FOR THIS SURVEY PER ONE CALL PUBLIC LOCATE TICKET 20028233, SUBMITTED FEBRUARY 5, 2020. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE DELINEATION OF SUCH UNDERGROUND UTILITIES BY THE RESPECTIVE UTILITY OWNERS, NOR FOR THE EXISTENCE OF BURIED OBJECTS WHICH ARE NOT SHOWN ON THE PLAN. ALL UTILITY LOCATIONS SHOULD BE FIELD VERIFIED PRIOR TO CONSTRUCTION.
- FIELD WORK WAS COMPLETED ON FEBRUARY 17, 2020.

S&F Land Services

PORTLAND, VANCOUVER, BEND, SEASIDE

1725 N ROOSEVELT DR.
 STE B, SEASIDE, OR 97138
 (503) 738-3425

WWW.SFLANDS.COM EMAIL: INFO@SFLANDS.COM

DATE	JOB NO.	FIELD	DRAWN	CHECKED
FEB. 18, 2020	2020-0210-01	SP	CC	JLW

TOPOGRAPHIC SURVEY FOR:

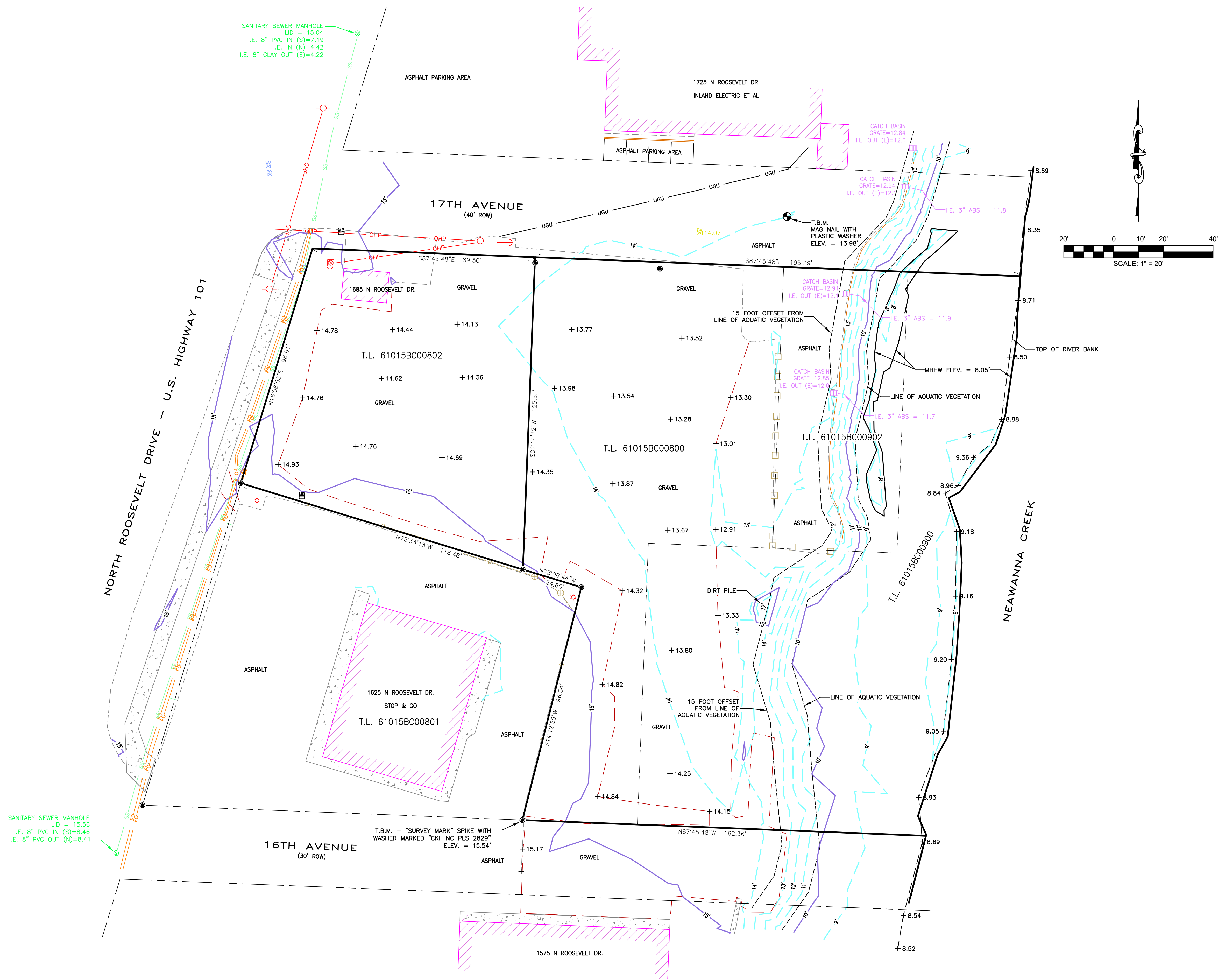
SETH MORRISEY

PORTIONS OF
 GRIFFIN'S SUBD. OF BLOCK 10, CLATSOP GROVE
 LOGAN'S SUBD. OF BLOCK 9, CLATSOP GROVE
 NW1/4 OF SECTION 15, T6N, R10W, W.M.
 CITY OF SEASIDE, CLATSOP COUNTY, OREGON

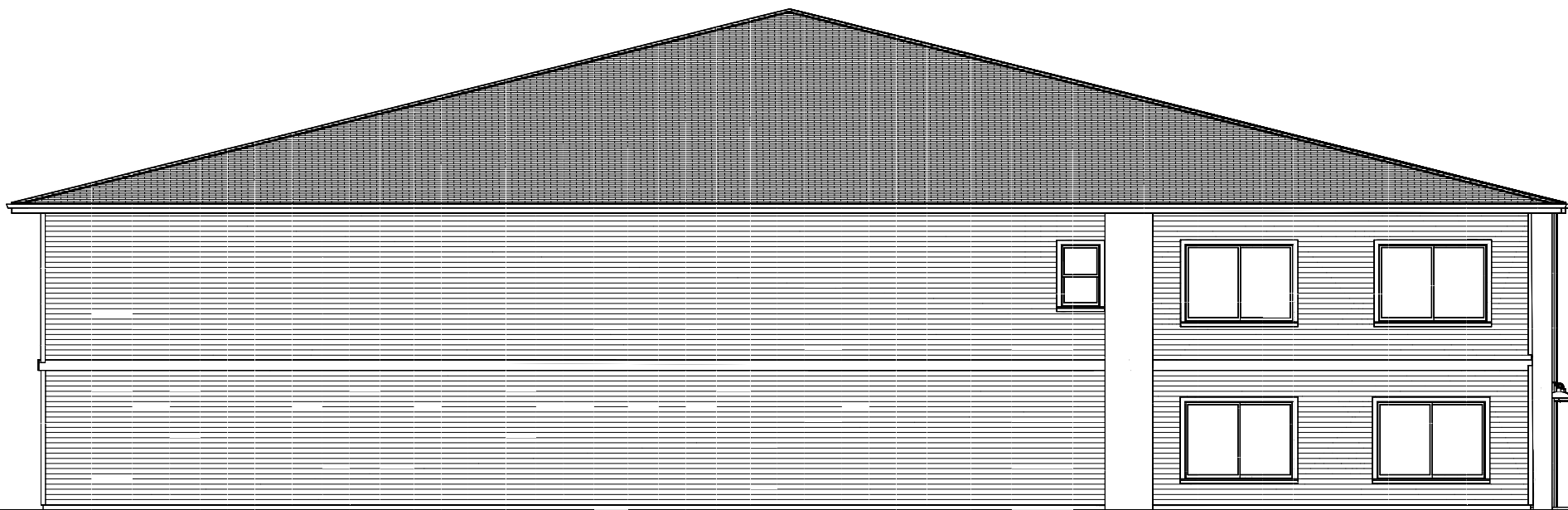
REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

Jack L. White II

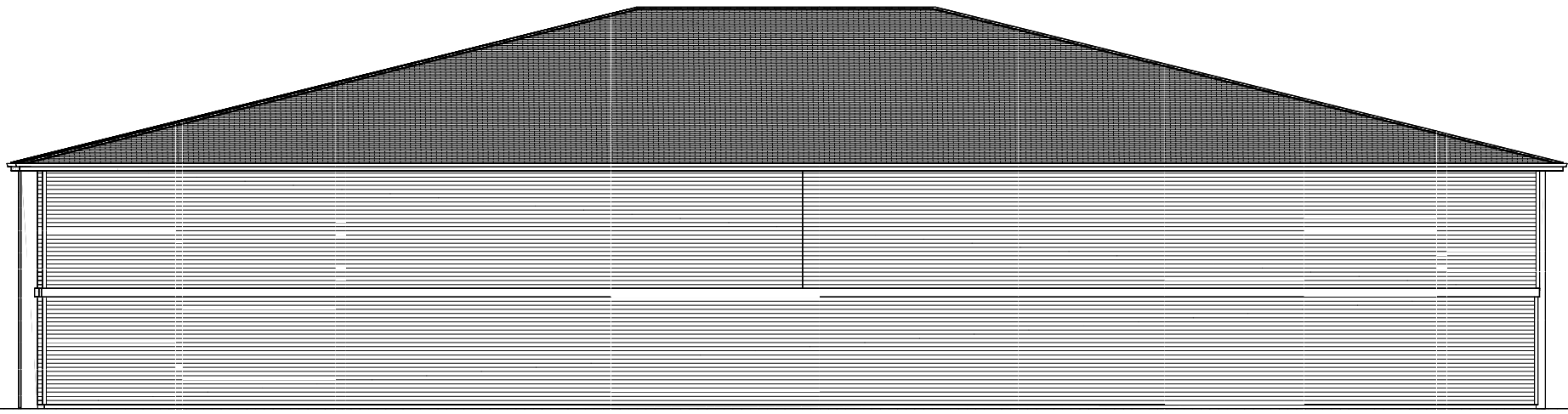
OREGON
 SEPTEMBER 10, 2019
 JACK L. WHITE II
 91887PLS
 RENEWS 6/30/22

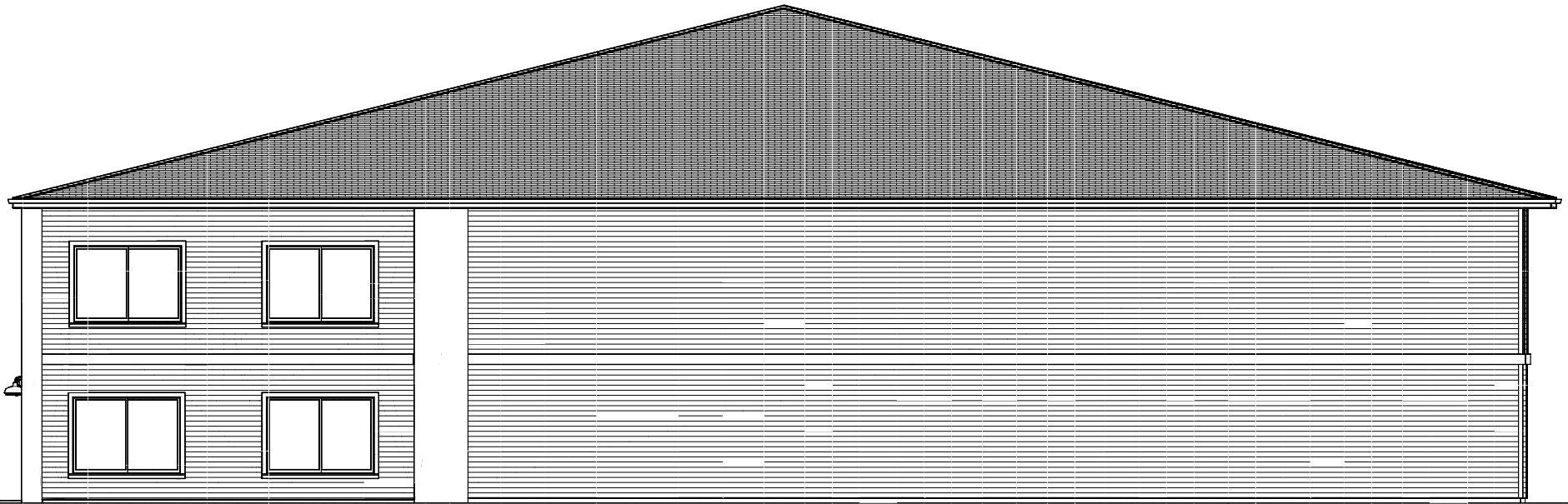














Planning Commission Staff Report

APPLICATION(S):	769-23-000014 - PLNG – PC Review – Additional Signage
MEETING DATE:	June 6, 2023
PUBLIC HEARING:	Yes
Report Date:	May 25, 2023
Applicant:	North Coast Family Fellowship
Owner:	North Coast Family Fellowship
Location:	2245 N Wahanna Rd.
Major Street Access:	N Wahanna Rd.
Parcel Number(s) & Size:	6-10-15AB-TL00100, Approximately 9.7 Acres
Adjacent Zoning:	Suburban Residential (SR), Aquatic Natural (A-3), High Density Residential (R-3)
Current Use of Parcel:	Vacant Lot
Adjacent Uses:	Residential
Previous Meetings:	None
Previous Approvals:	None
Type of Action:	Administrative
Land Use Authority:	Planning Commission
Future Routing:	None
Planner:	Jeff Flory, Community Development Director

A. Summary:

A request for a Planning Commission review to install two new sign frames (approximately 64 sq. ft. each) to hold temporary banners throughout the year. The property is approximately 9.7 acres and the additional signage will be along both the N. Wahanna Rd. and Lewis and Clark Rd. frontages. The Seaside Sign Ordinance allows the Planning Commission to authorize additional signage exclusive of zoning for conditionally permitted uses.

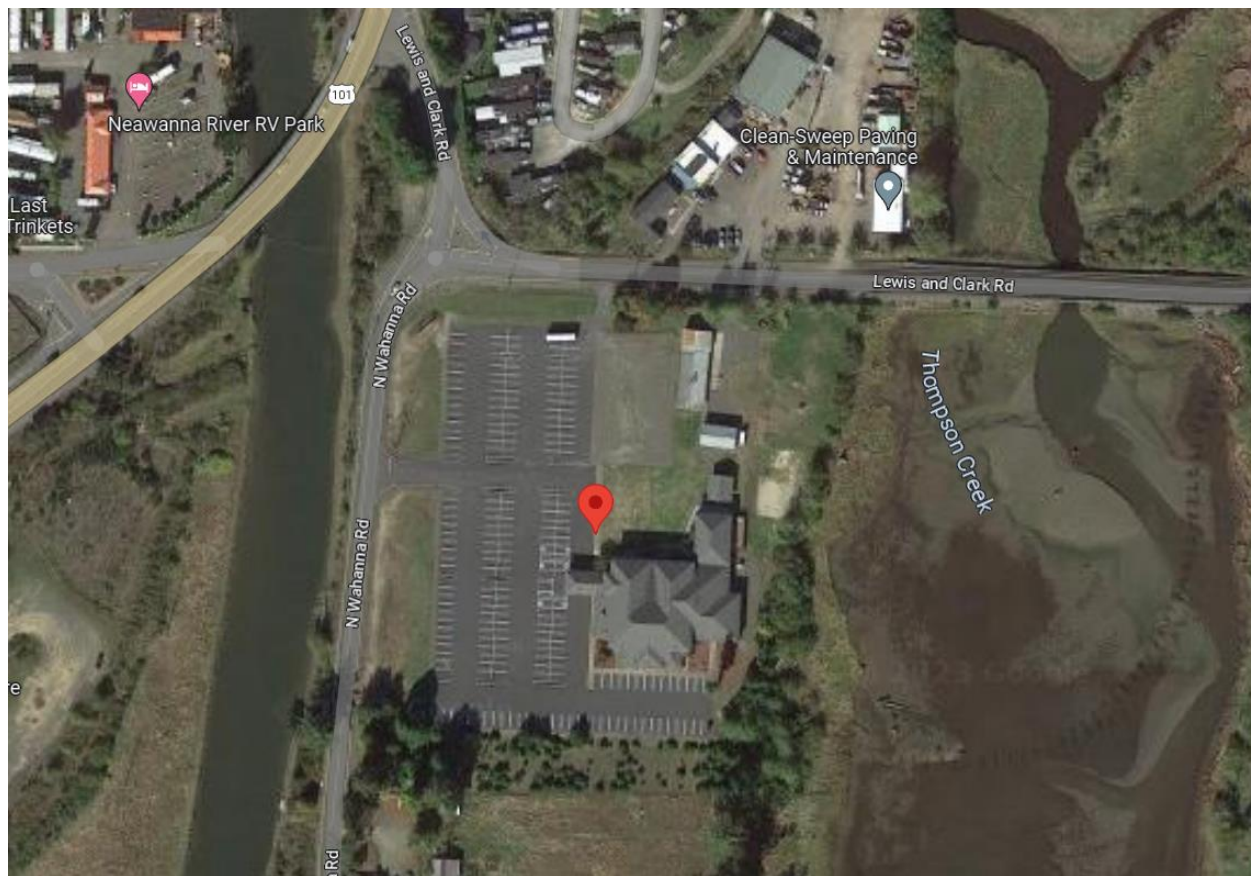
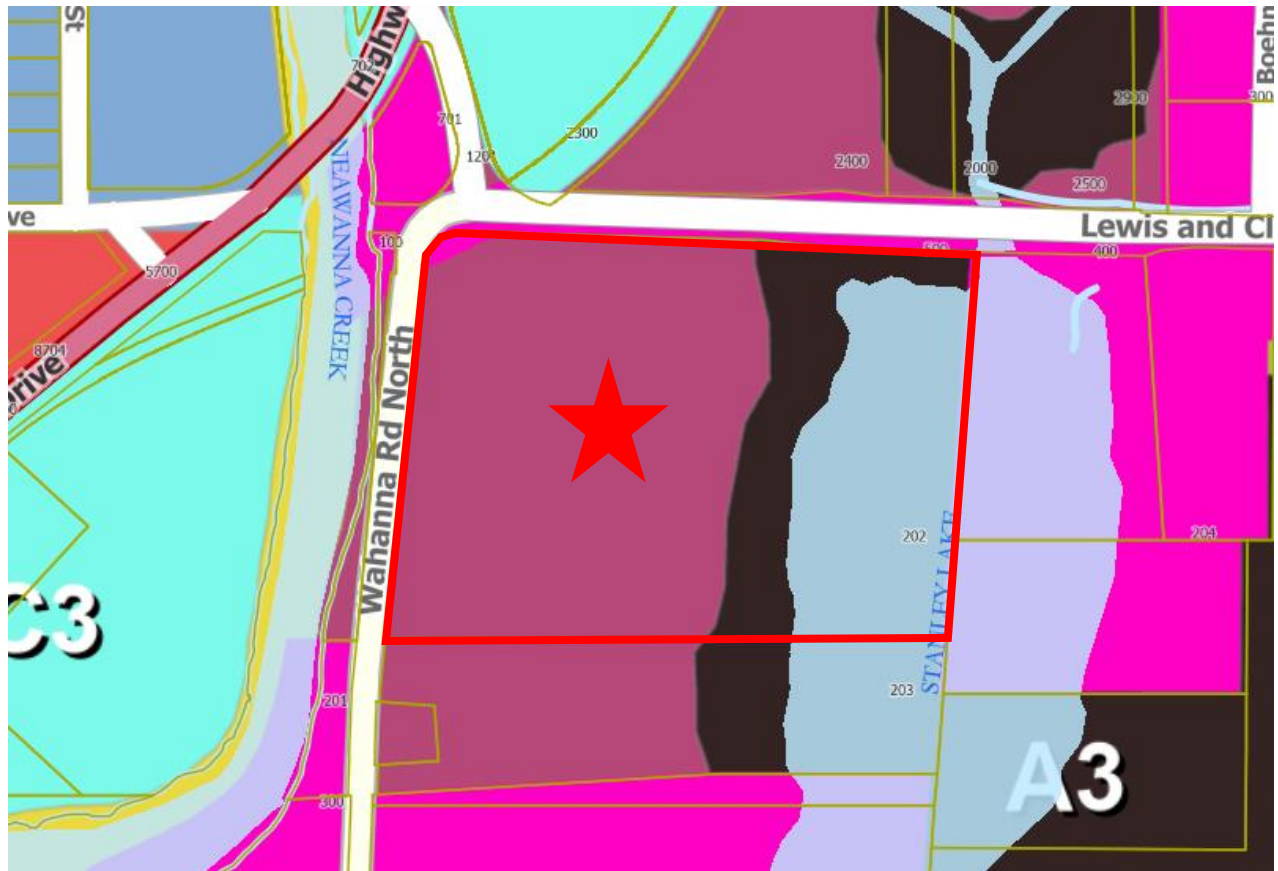
Staff Recommendation:

Staff recommends the Planning Commission conduct a public hearing on the application, take public comment, and review and discuss the request. Unless submitted comments or other clarifications or justifications are needed, staff recommends the Commission adopt the findings, justification statements, and conclusions in this report and approve the applicant's request.

B. Exhibits:

1. Applicant Submittals
2. Site Plan

Location: 2245 N Wahanna Rd. (6-10-15AB-TL00100)



C. Background:

This church was approved by the Planning Commission as a conditional use on January 2, 1990. The church received their certificate of occupancy on January 6, 1993. The church currently has one sign located at the intersection of Wahanna Rd. and Lewis and Clark Rd. The existing sign is approximately 53 Sq ft.

D. Specific Request:

The church is requesting a permit to add two additional signs, one on the Wahanna Rd. frontage and one on the Lewis Clark Rd. frontage. Each sign would have two visible frames of approximately 32 sq ft. Each triangular sign will be used to hold interchangeable banners for advertising the churches activities and events. The banners would change throughout the year.

E. Process:

This request is being reviewed under Chapter 155 of the Code of Ordinances. Chapter 155.18 allows the Planning Commission to authorize signage for conditional uses exclusive of zoning. Signage is typically approved at the time the Conditional Use is initially reviewed by the commission. The approval for the church does not address signage. The Sign Code does not specify a special sign allowance for churches without Planning Commission Review.

The Sign Code allows the Planning Commission to authorize special signs for non-residential conditional uses within residential zones.

F. Community Review:

Notice of this public hearing was published in the Daily Astorian on May 18, 2023. Additionally, mailed notice was sent on May 16, 2023 to all property owners within 100ft of the subject property.

Written Comments:

At the time of this report, no written comments have been received.

G. Ordinance Criteria for Signage for a Conditional Use:

155.18 EXCEPTIONS FOR SPECIAL SIGNS

(A) ALLOWED FOR CONDITIONALLY PERMITTED USES AUTHORIZED BY PLANNING COMMISSION EXCLUSIVE OF ZONING

The Planning Commission may authorize additional signage for uses authorized under a conditional use permit in accordance with Article 10 of the Seaside Zoning Ordinance. Signage for these uses may be permitted in excess of the area permitted under Article 2 of this ordinance. Although these signs are normally approved at the time the conditional use is authorized, the following provisions apply to existing conditionally permitted uses without further review by the Planning Commission: *Finding: The Church is a conditionally permitted use within the zone. The Sign Code does not have any special allowances for special signs for churches. The Planning Commission can authorize special signs for the existing conditionally permitted church within the SR zone.*

H. Staff Recommendation:

Staff recommends the Planning Commission conduct a public hearing on the application, take public comment, and review and discuss the request. Unless submitted comments or other clarifications or justifications are needed, staff recommends the Commission adopt the findings, justification statements, and conclusions in this report and approve the applicant's request.

Seaside Planning Department Land Use Application



Office: 503-738-7100

E-mail: CAdmin@CityofSeaside.us

Fax: 503-738-8765

Mailing Address: 989 Broadway Seaside, OR 97138

Physical Address: 1389 Avenue U Seaside, OR 97138

Name of Applicant: <i>Joe Ballard</i>	Address: <i>2245 N Wahanna Rd Seaside OR</i>	Zip Code: <i>97138</i>
--	---	---------------------------

Street Address or Location of Property: <i>2245 N Wahanna Rd Seaside OR 97138</i>
--

Zone <i>SR</i>	Overlay Zones	Township <i>6</i>	Range <i>10</i>	Section <i>15AB</i>	Tax Lot <i>100</i>
-------------------	---------------	----------------------	--------------------	------------------------	-----------------------

Proposed Use of Property and Purpose of Application:

Our church began building with a conditional use permit in 1990 we are zoned SR and would like to install additional signs

(Attach additional pages if necessary.)

Owner	Applicant/Representative (Other than Owner)
Print Name of Property Owner: <i>North Coast Family Fellowship</i>	Print Name of Applicant/Representative: <i>Joe Ballard</i>
Address: <i>2245 N Wahanna Rd Seaside OR 97138</i>	Address: <i>2245 N Wahanna Rd Seaside OR 97138</i>
Phone: <i>(503) 738-7453</i>	Phone: <i>(425) 260-4022</i>
E-mail: <i>Joe@ncff.info</i>	E-mail: <i>Joe@ncff.info</i>
Signature of Property Owner: <i>[Signature]</i>	Signature of Duly Authorized Applicant/Representative: <i>[Signature]</i>

Authorized Signer

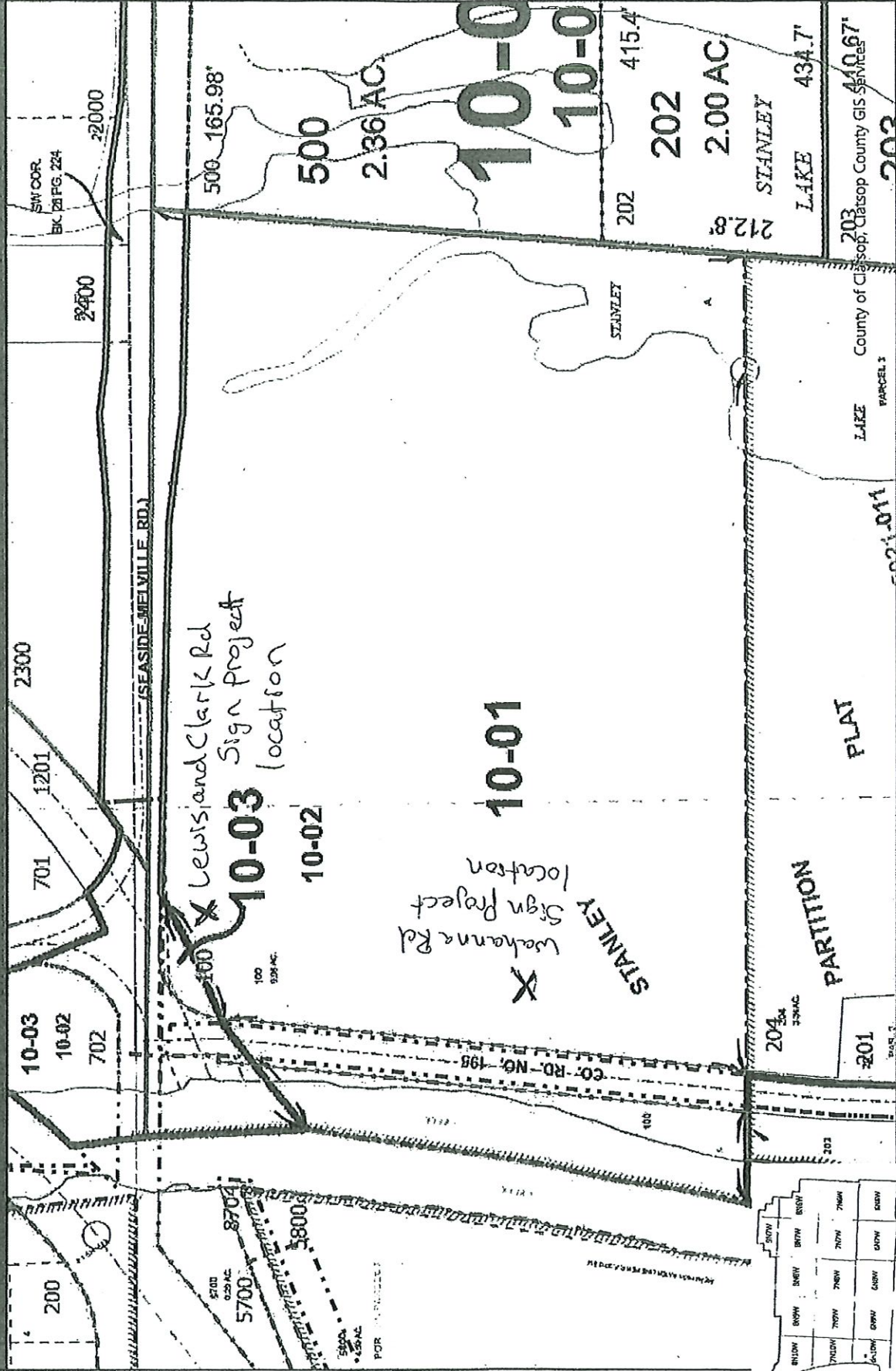
FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Non-Conforming | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Zoning Code Amendment |
| <input type="checkbox"/> Landscape/Access Review | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Major Partition | <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Vacation Rental <input type="checkbox"/> PC <input type="checkbox"/> PD | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Setback Reduction | <input type="checkbox"/> Variance | <input checked="" type="checkbox"/> PC Review |

Planning Department Use	
Date Accepted as Complete: <i>04/27/23</i>	By: <i>J. Flory</i>
File Number: <i>769-23-000014- PLNG</i>	
Hearing Date: <i>06/06/23</i>	P.C. Action:

Office Use		
Fee:	Receipt:	
Date Filed:	Time Filed:	By:

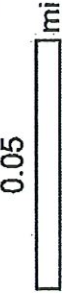
Clatsop County Webmaps



This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.



Clatsop County



8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100
8100	8100	8100	8100	8100	8100	8100	8100	8100	8100

3/6/2023 4:52 PM

Jeff Flory

From: joe.ncff.info <joe@ncff.info>
Sent: Wednesday, March 22, 2023 4:04 PM
To: Jeff Flory
Subject: RE: Checking in
Attachments: certificate of occupancy.pdf; Letter from the city of seaside conditional use permit approval to build 1990.pdf

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Hi Jeff,
I looked through all of our records and attached all I was able to find.

- a. When was the church built? Building began in 1990, and we received our certificate of occupancy on Jan. 6th 1993
- b. Was it done with a Conditional Use Permit through the county? If so, can you get a copy of it? It was done through a conditional use permit approved by the city of Seaside. I attached the letter I found from the city to our church representative.
- c. What is the total square footage of the existing sign on the property? 53sqft
- d. How many additional signs are you going to install? One on Wahanna and one on Lewis and Clark
- e. How often will these additional signs be used? Temporary? Permanent? Ideally, they would be permanent frames with banners mounted to them year-round. Most of the year, they would display a banner with our name and service times, but during special events, we would switch out those banners with ones that display the special event information.

I also sent the letter to Jordan to see if we could find a copy of the permit. Is there anything else I can do to continue moving forward with getting on the planning committee schedule for May?

Thanks,

Joe Ballard | Campus Care Director
ncffchurch.org | 425.260.4022



North Coast Family Fellowship

From: [Jeff Flory](#)
Sent: Tuesday, March 21, 2023 9:51 AM

CERTIFICATE OF OCCUPANCY CITY OF SEASIDE OREGON

Owner: SEASIDE BAPTIST CHURCH Permit No. 90-127
Address: 2351 N. WAHANNA ROAD
Building Address: 2351 N. WAHANNA ROAD
Occupancy: A-2.1 Land Use Zone: S R Bldg. Type V - 1 HOUR
Comments: THIS CERTIFICATE IS FOR THE BUILDING ONLY
ON PREMISE CITY REQUIREMENTS STILL APPLY

Certificate is hereby given this 6TH day of JANUARY, 19 93
that said building may be occupied and that it complies with all requirements of
the Building Code for the City of Seaside, as approved by the Seaside City
Council.



Tim J. ...

Building Inspector/Fire Chief

James L. ...

Building Official

Post Certificate in Conspicuous Place



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

851 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

January 3, 1990

Brian Pogue
Hamlet Route Box 665
Seaside, OR 97138

Dear Brian,

At their regular meeting of January 2, 1990, the Seaside Planning Commission approved the request of the Seaside First Baptist Church for a conditional use permit to build a church at Wahanna Road and Lewis and Clark Road. A request to fill between the proposed church building and Wahanna Road was also considered. Although the final decision on this matter will be made by the U. S. Corps of Engineers and the Division of State Lands, the Planning Commission expressed its approval for the fill in this freshwater wetland. The wetland is within the Suburban Residential Zone and was not initially inventoried as a significant wetland. Wetland areas both north and south of it have been filled and it is small in area. To the east of the proposed church building is the Stanley Lake wetland area which is a valuable wetland and habitat resource. If mitigation is required by the State and Federal agencies, it should be done in the area that would enlarge and enhance the Stanley Lake wetland area.

This decision can be appealed to the City Council by filing a letter of appeal with the City Manager's Office within 10 days of the date of this letter.

I wish you all success as you develop your new church. This will be an exciting time for your members.

Sincerely,



Dick Pearson,
City Planner

cc: Wayne Poole

N

Total Signage = 180 sq. ft.



City of Seaside
Planning Approval
By: Jeff Flory
04/27/2023

Highway 101

Existing Sign 52 sq. ft.

New Sign 64 sq. ft.

Lewis and Clark Rd

Wahanna Rd North

New Sign 64 sq. ft.

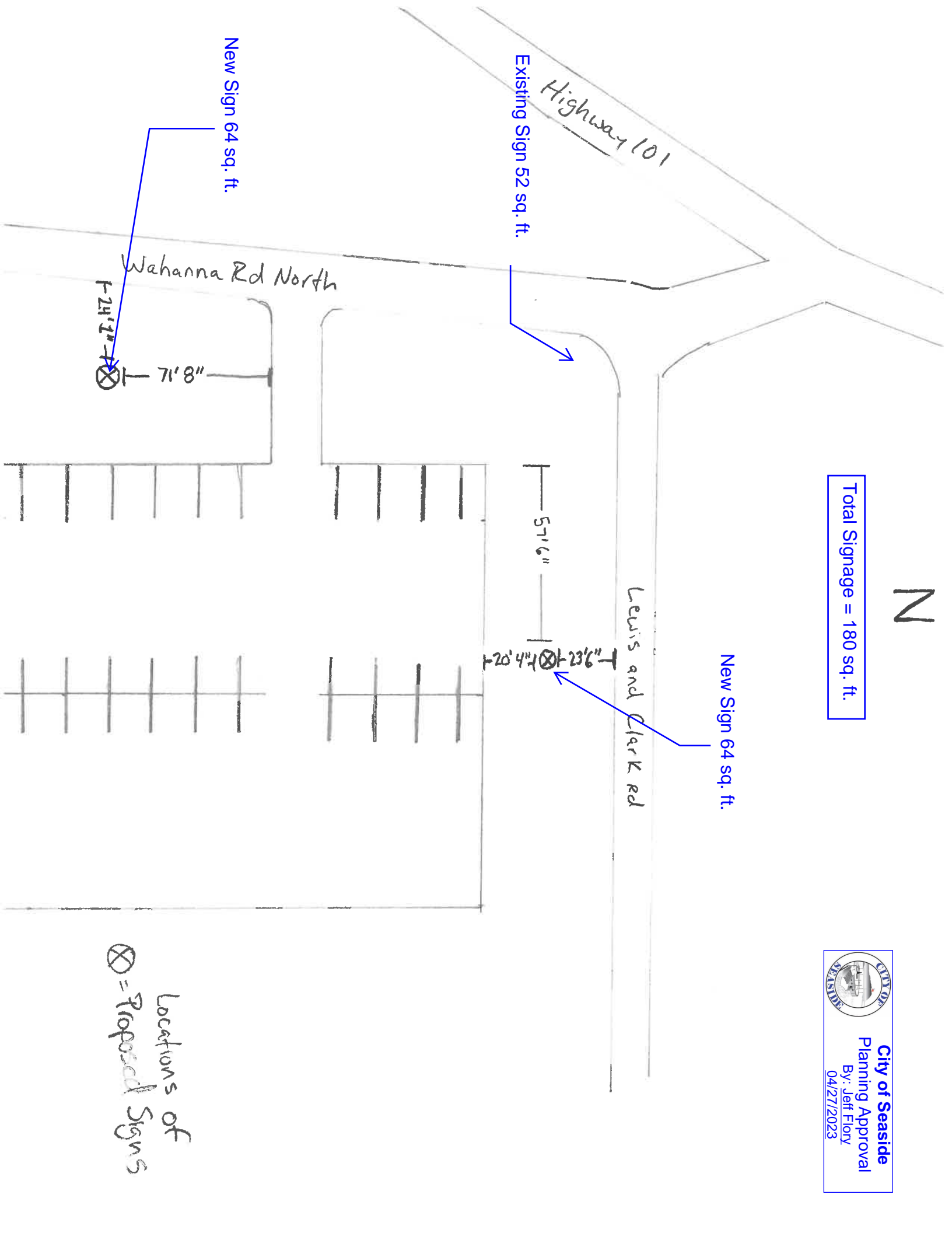
5'16"

20'4" 23'6"

7'8"

7'24" 7'1"

Locations of
Proposed Signs
⊗

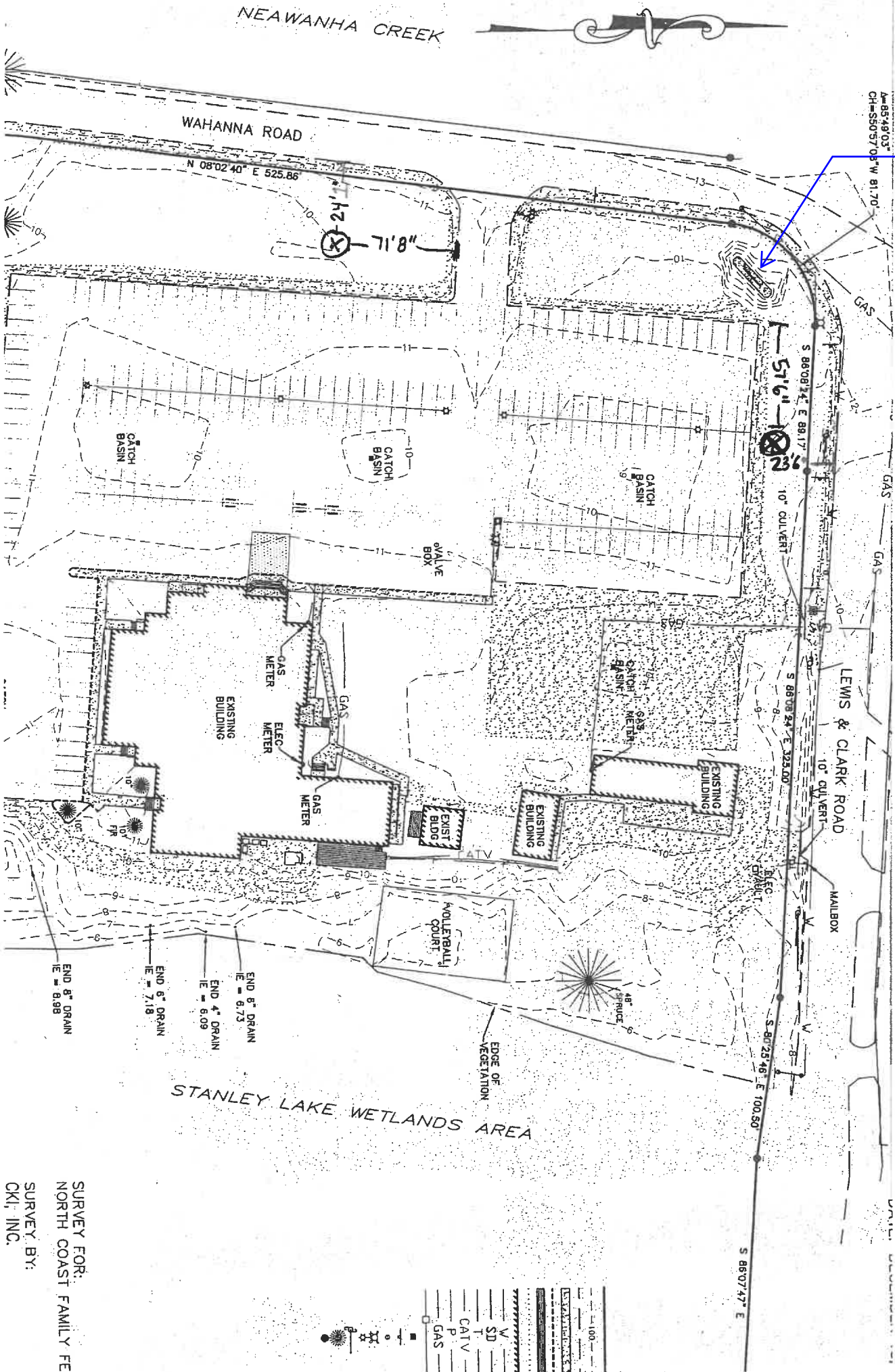


Current sign Approx.
52 sq ft.

Approximately 761ft of frontage on Lewis & Clark Rd
Approximately 561 ft of frontage on Wahanna Rd



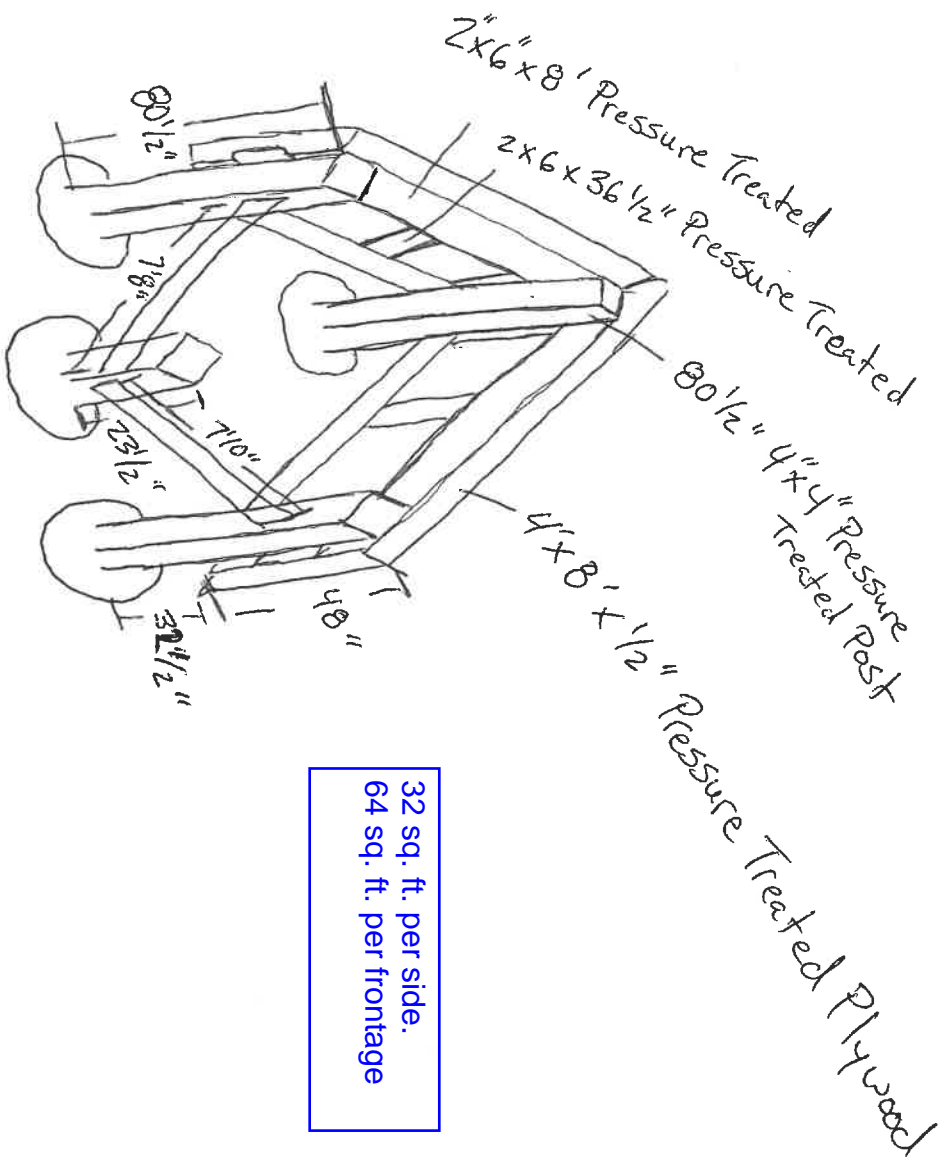
City of Seaside
Planning Approval
By: Jeff Floy
04/27/2023



SURVEY FOR:
NORTH COAST FAMILY FEL
SURVEY BY:
CKI, INC.

The Ballard
(425) 260-4022
Joe@ncff.info


City of Seaside
Planning Approval
By: Jeff Flory
04/27/2023



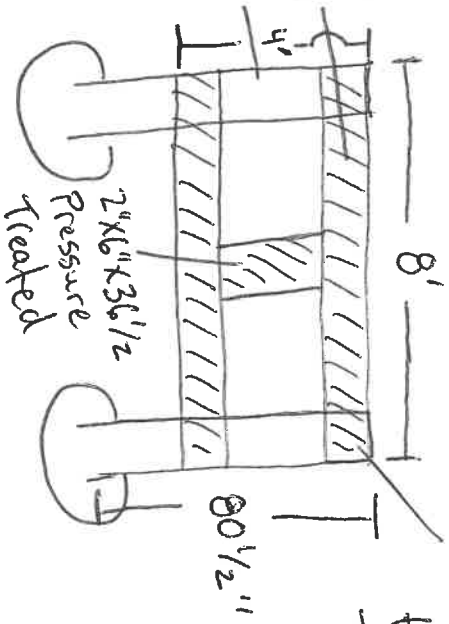
Each post has a 12" x 30" D Concrete footing (Quikrete 4000psi Concrete mix)
The Frame is Secured to the posts with 3" Stainless Steel Screws
The Plywood is Secured to the frame with 1 5/8" Stainless Steel Screws
The Sign is 24' off Wahiawana Rd

WAHIANNA RD SIGN Project NORTH COAST FAMILY FELLOWSHIP

Joe Ballard
(425) 260-4022
jbe@ncff.info



4"x4"x80 1/2" Pressure Treated Post
2"x6"x8' Pressure Treated



The Frame will be identical on the opposite side of the 4x4 Post and a 4'x8'x1/2" Sheet of pressure Treated plywood will cover each side

Each post has a 12" W x 30" D concrete Footing (Quikrete 4000psi Concrete Mix)

The frame is secured to the posts with 3" Stainless Steel Screws

The plywood is secured to the frame with 1 5/8" Stainless Steel Screws

The Sign is 24' off Lewis and Clark Rd

LEWIS AND CLARK RD SIGN PROJECT NORTH COAST FAMILY FOUNDATION



Planning Commission Staff Report

APPLICATION(S):	769-23-000016 - PLNG – Conditional Use
MEETING DATE:	June 6, 2023
PUBLIC HEARING:	Yes
Report Date:	May 25, 2023
Applicant:	Open Concept Architecture
Owner:	North Coast Land Conservancy (NCLC)
Location:	32825 Rippett Ln
Major Street Access:	Rippett Ln.
Parcel Number(s) & Size:	6-10-33-TL1203/ Approximately 364 Acres
Parcel Zoning:	Exclusive Farm Use (EFU)
Adjacent Zoning:	Exclusive Farm Use (EFU)
Current Use of Parcel:	Storage Buildings/ Habitat Reserve
Adjacent Uses:	Farm
Previous Meetings:	None
Previous Approvals:	None
Type of Action:	Quasi-Judicial
Land Use Authority:	Planning Commission
Future Routing:	None
Planner:	Jeff Flory, Community Development Director

A. Summary:

The applicant is requesting a Conditional Use to construct an approximate 3,500 sq. ft. community center and office building. The building is directly related to the operation of the 364-acre Circle Creek Conservation Center and other properties owned by NCLC.

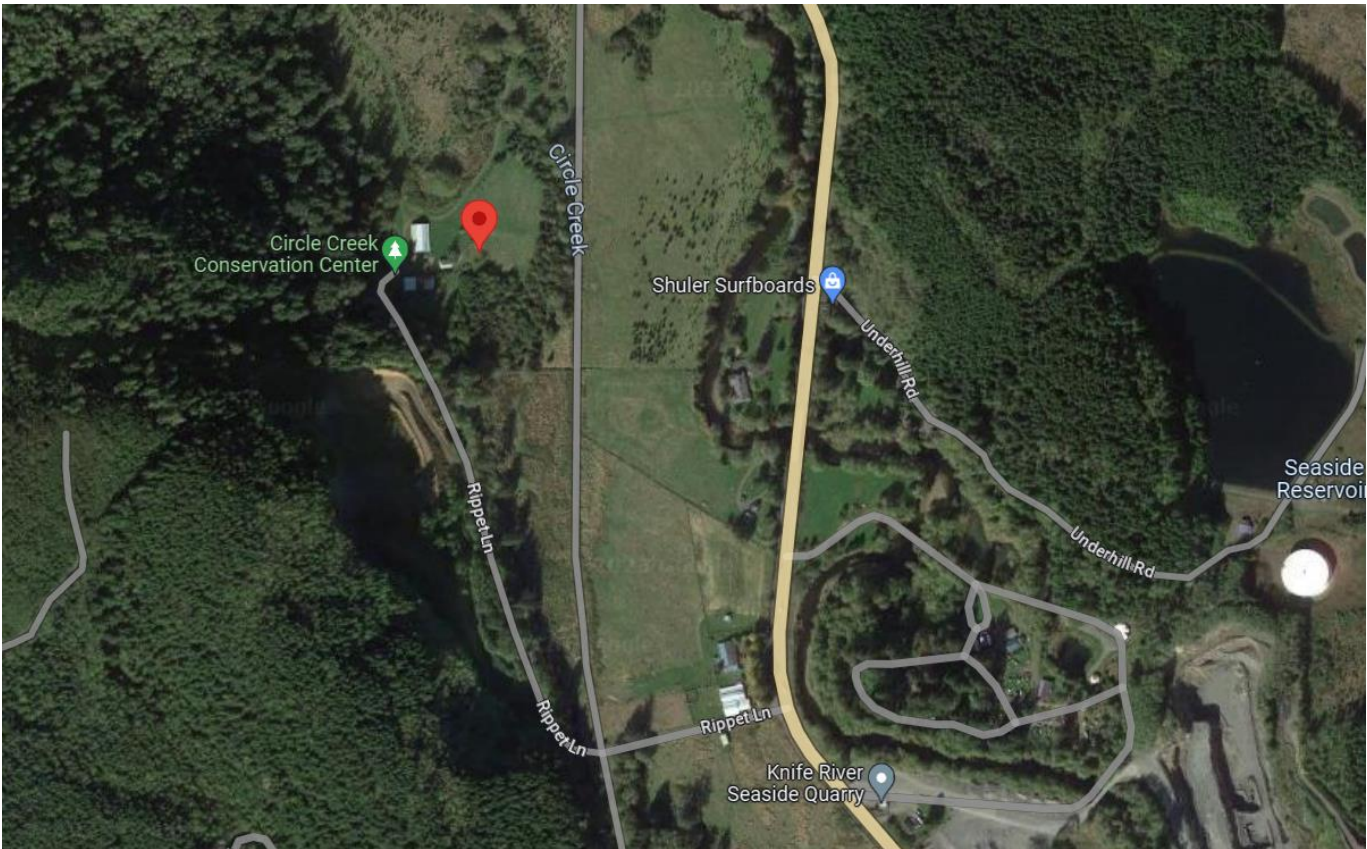
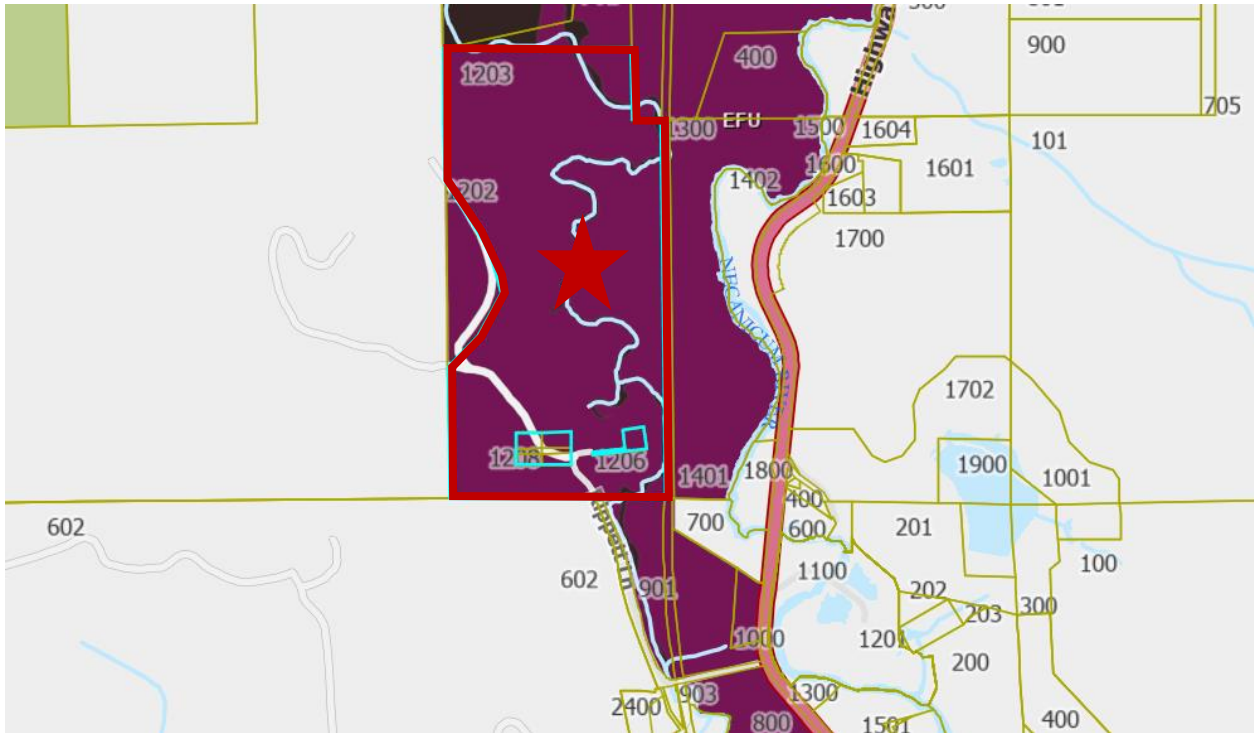
B. Exhibits:

Staff Recommendation:

Staff recommends the Planning Commission conduct a public hearing on the application, take public comment, and review and discuss the request. Unless submitted comments or other clarifications or justifications are needed, staff recommends the Commission adopt the findings, justification statements, and conclusions in this report and approve the applicant's request subject to the listed conditions.

- 1. Applicant Submittals**
- 2. Site Plan**

C. Location:
32825 Rippett Ln (6-10-33-TL1203)



D. Background:

The primary use of this property is as the Circle Creek Conservation Center, a habitat reserve owned by the North Coast Land Conservancy (NCLC). NCLC has owned the reserve since 2004. In 2005, NCLC was granted a conditional use permit to use the old farm house as its office space. In December of 2012 the building burned down.

The property contains several trails that are open to the public to hike through forest areas and wetlands as well as opportunities for wildlife viewing. Additionally, the Circle Creek Conservation Center houses two agricultural buildings. The buildings serve as a community meeting place and storage for equipment used by NCLC to maintain their properties.

E. Required Dates:

This application was submitted on April 17, 2023 and accepted as complete on May 17, 2023. The 120-day decision timeframe is September 14, 2023.

F. Specific Request:

The applicant is requesting a Conditional Use to construct an approximate 3,500 sq. ft. community meeting place and office building. The building is directly related to the operation of the 364-acre Circle Creek Conservation Center and other properties owned by NCLC.

G. Process:

This request is being reviewed under Article 3, Article 6, and Article 10 of Seaside Zoning Ordinance. Article 3 establishes the development standards, outright permitted and conditionally permitted uses in the EFU zone, Article 6 establishes the criteria for conditional uses, and Article 10 establishes the process and procedures that are applicable to this request.

H. Community Review:

Notice of this public hearing was published in the Daily Astorian on May 18, 2023. Additionally, mailed notice was sent on May 16, 2023 to all property owners within 500ft of the subject property.

I. Written Comments:

At the time of this report, no written comments have been received.

J. Comprehensive Plan:

This property is located within the Rural Use land use designation, specifically Open or Unused Lands. The proposed development is complimentary to the primary use of the property. Installing a community meeting facility at the reserve will provide educational opportunities for various community groups. Office space on site for NCLC will allow the public access to staff for questions and other educational purposes.

K. Zoning Ordinance Criteria for a Conditional Use:

Pursuant to Section 6.031 of the Seaside Zoning Ordinance, all conditional use requests must comply with the specific standards in the zone and other applicable supplementary provisions in Article 4. In permitting a new conditional use or alteration of an existing conditional use; the

Planning Commission may impose additional conditions considered necessary to protect the best interests of the surrounding area of the city as a whole. These conditions may include (but are not limited to) the following:

1. **Increasing the required lot size or yard dimension.** *Finding: The applicant's combined lots are approximately 364 acres. The proposed building will replace an existing agricultural building that will be demolished. The new building will meet all setbacks required in the zone.*
2. **Limiting the height of buildings.** *Finding: The EFU zone restricts building heights to 35ft. The applicant's plan calls for a single-story community meeting building with office spaces. The height of this building will not exceed the zones requirement.*
3. **Controlling the location and number of vehicle access points.** *Finding: The site has one entrance and a proposed circular driveway for traffic flow. The applicant will need to ensure the radius of the turn is sufficient to accommodate emergency vehicles. The fire department has also provided alternatives to a turnaround.*
4. **Increasing the street width.** *Finding: Rippet Ln is a paved public road that accesses a paved portion of the applicant's driveway. The applicant has access gates that are narrow and will need to consult with the Fire Marshal regarding sufficient clearance for fire apparatus.*
5. **Increasing the number of required off-street parking spaces.** *Finding: The applicant is required to provide 19 parking spaces. By definition, parking spaces must be paved and at least 9ft wide by 18ft in length unless the Planning Commission approves a variance that allows the parking spaces to remain gravel. The applicant has provided space for 25 parking spaces however, the applicant is proposing gravel parking lots. The applicant will provide two ADA parking spaces near the building that will be concrete and accessible to the buildings entrance.*
6. **Limiting the number, size, location and lighting of signs.** *Finding: Signage will be subject to Chapter 155 of the Code of Ordinances and will be reviewed with the issuance of a building permit.*
7. **Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.** *Finding: The applicant's property is primarily undeveloped natural area that provides a buffer from the developed portions of the site.*
8. **Designating sites for open space.** *Finding: The majority of the site is open space nature preserve. The developed portion of the property will not significantly increase as the proposed building will be replacing an existing structure.*

L. Additional Findings, Conclusions, and Justification Statements:

1. The applicant's submitted justification is adopted by reference and is summarized as follows:
 - a. The property previously contained a farm house that was converted into NCLC's office use until it was demolished by fire in 2012.
 - b. The primary use of the property is as a nature reserve. The proposed development will be replacing an existing building with a community meeting room and office space. The developed portions of the property will not be significantly expanded.

- c. The proposed use will be complimentary to the publicly accessible open space and provide a meeting space for educational opportunities for use by various community groups.
 - d. The office use is directly related to the operation of the Circle Creek Conservation Center as well as the more than 60 other properties managed by NCLC.
2. The applicant property is located in the EFU zone. Parks, playgrounds, hunting and fishing preserves and campgrounds owned and operated by a governmental agency or a nonprofit community organization are conditionally permitted uses. The Circle Creek reserve is privately owned by NCLC but is maintained in perpetuity for the community to provide for hiking, fishing, and educational opportunities.
 3. The site plan shows sufficient parking for the proposed use.
 4. The applicant has indicated they will take measures to minimize traffic created by the proposed use on Rippet Ln. Staff and visitors will be encouraged to carpool and school groups will be encouraged to use bus transportation. The single-family dwelling located at the end of Rippet Ln. is also under NCLC ownership. Any increased traffic by the use of this facility will not adversely affect any residences on the north end of Rippet Ln.

Section 6.145 Standards for Conditional Uses in the EFU Zone

1. **Conditional uses in the EFU Zone shall be approved only upon a finding that the use will not:**
 - A. **Force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; or** *Finding: The proposed use will not change an accepted farm or forest practice on neighboring lands. NCLC operated their offices out of the existing farm house from 2005-2012 without complaint.*
 - B. **Significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.** *Finding: The proposed use will not have an affect or increase the cost of accepted farm and forest practices on surrounding lands. The use as an office and community meeting space will increase the educational opportunities for the public at the Circle Creek Conservation Center.*

Proposed Conditions:

The proposed community meeting room and office space will satisfy the applicable development standards and be compatible with the surrounding area provided the following conditions are attached to the approval.

Condition 1: The applicant/owner will need to provide 19 paved parking spaces unless a variance to the paving requirement is approved by the Planning Commission.

Condition 2: A separate site plan that shows all necessary fire department access, fire lane signage, fire department water supply, and an approved fire apparatus turn around will need to be submitted and approved by the Fire Marshal before any building permits are issued.

Condition 3: The applicant/owner has not indicated if the proposed development will utilize an existing septic system. The applicant must obtain written verification from the Department of Environmental Quality that indicates:

- a. The current septic system is acceptable for the proposed use or,

b. Any necessary upgrades will be made pursuant to DEQ requirements.

Condition 4: The applicant/owner must provide a detailed exterior lighting plan. The plan must document that all exterior lighting fixtures will be designed to limit glare in accordance with the City's Outdoor Lighting Ordinance.

Condition 5: Minor modifications to the applicant's proposed plan must be reviewed and approved by the Planning Director. These could be required in order to comply with other code issues applicable to the request or reduce impacts to the neighboring property. Any major changes or conflicts over a proposed modification will be reviewed with the Planning Commission prior to any final approval.

M. Recommendation and Alternatives:

Staff Recommendation:

Staff recommends the Planning Commission conduct a public hearing on the application, take public comment, and review and discuss the request. Unless submitted comments or other clarifications or justifications are needed, staff recommends the Commission adopt the findings, justification statements, and conclusions in this report and approve the applicant's request subject to the listed conditions.

Although they are not conditions of approval, the following is a reminder to the applicant.

- The conditional use will become void one (1) year from the date of decision unless the permit is utilized or an extension of time is approved in the manner prescribed under the Seaside Zoning Ordinance.
- All necessary permits (such as structural, plumbing, mechanical, electrical, etc.) must be obtained prior to development.
- As with any permit, the applicant must meet all applicable standards in the Seaside Zoning Ordinance (e.g. erosion control, drainage, setbacks) and any other applicable City of Seaside Ordinances.

Alternative 1:

The Planning Commission may choose to continue this request to the regularly scheduled July 11, 2023 Planning Commission meeting to allow the Commission time to review submitted evidence or to allow the applicant, other affected parties, and the public, additional time to review or submit further evidence, rebuttals, or justifications.

Alternative 2:

The Planning Commission may choose to hold the public hearing and review additional submitted comments or evidence. If new evidence justifies denial of the applicant's request, the Planning Commission could move to deny this application.

The information in this report and the recommendation of staff is not binding on the Planning Commission and may be altered or amended during the public hearing.

Seaside Planning Department Land Use Application



Office: 503-738-7100

E-mail: CAdmin@CityofSeaside.us

Fax: 503-738-8765

Mailing Address: 989 Broadway Seaside, OR 97138

Physical Address: 1389 Avenue U Seaside, OR 97138

Name of Applicant: North Coast Land Conservancy	Address: 32825 Rippet Ln. Seaside, OR	Zip Code: 97138
--	--	--------------------

Street Address or Location of Property: Hwy 101 and Rippet Ln
--

Zone EFU	Overlay Zones EFU	Township 6	Range 10	Section 33	Tax Lot 1203
-------------	----------------------	---------------	-------------	---------------	-----------------

Proposed Use of Property and Purpose of Application:

Conditional Use application to re-build a new office and community educational center for North Coast Land Conservancy.

(Attach additional pages if necessary.)

Owner	Applicant/Representative (Other than Owner)
Print Name of Property Owner: North Coast Land Conservancy <i>(NCLC)</i>	Print Name of Applicant/Representative: Open Concept Architecture
Address: PO Box 67 Seaside, OR 97138	Address: 139 W. 2nd Ave. Cannon Beach, OR 97110
Phone: 503.738.9126	Phone: 503.440.5766
E-mail: Katiev@nclctrust.org	E-mail: vitoObrien-co.com
Signature of Property Owner: <i>for NCLC</i> <i>Kate Valle</i>	Signature of Duly Authorized Applicant/Representative: <i>Vito Cerelli</i>

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE.

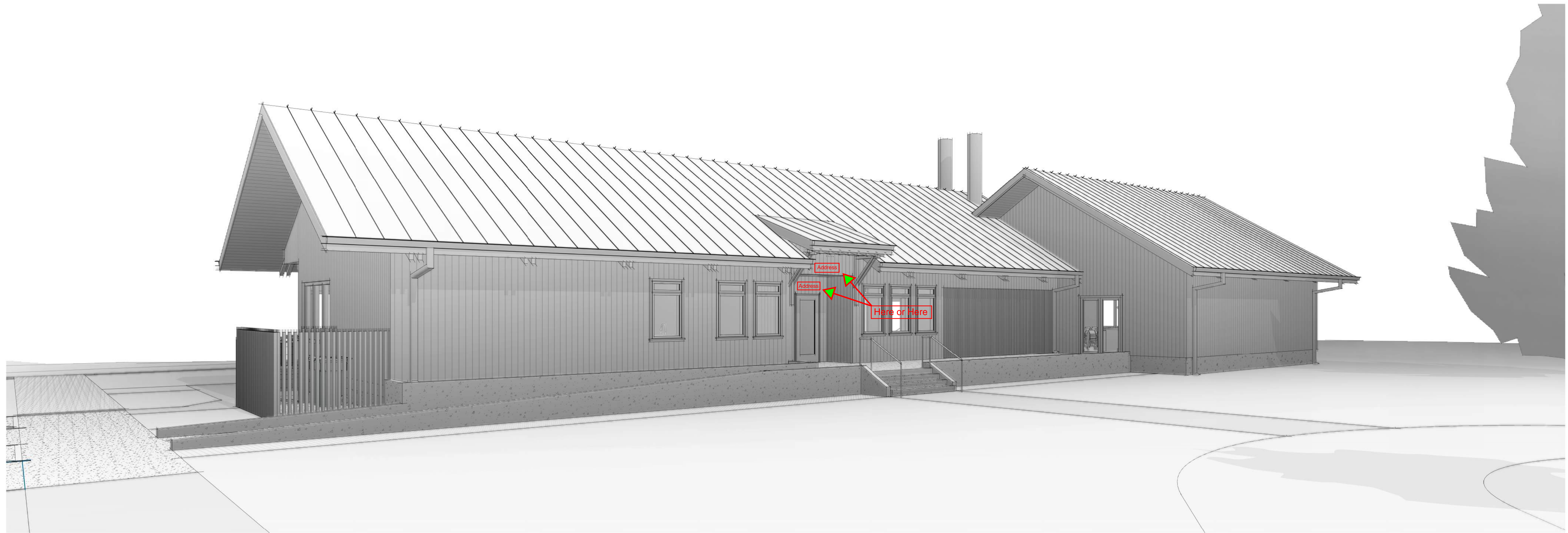
- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Conditional Use | <input type="checkbox"/> Non-Conforming | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Zoning Code Amendment |
| <input type="checkbox"/> Landscape/Access Review | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Major Partition | <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Vacation Rental <input type="checkbox"/> PC <input type="checkbox"/> PD | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Setback Reduction | <input type="checkbox"/> Variance | <input type="checkbox"/> |

Planning Department Use	
Date Accepted as Complete: <i>05/17/23</i>	By: <i>J. Flory</i>
File Number: <i>769-23-000016 PLUG</i>	
Hearing Date: <i>06/06/23</i>	P.C. Action:

Office Use		
Fee: <i>675⁰⁰</i>	Receipt:	
Date Filed: <i>4-17-23</i>	Time Filed: <i>3:45pm</i>	By: <i>DK</i>

NORTH COAST LAND CONSERVANCY

PLANNING COMMISSION SUBMITTAL



PROJECT SUMMARY

NEW 3,860 SF OFFICE AND EDUCATIONAL BUILDING FOR NORTH COAST LAND CONSERVANCY, ITS VOLUNTEERS, AND THE COMMUNITY.

PROJECT DIRECTORY

OWNER
TBD

CONTRACTOR
COVE BUILT, LLC
CONTACT: JASON STEGNER
79117 TIDE RD. ARCH CAPE, OR 97102
CCB# 227572

ARCHITECT
OPEN CONCEPT ARCHITECTURE
CONTACT: JEREMY COGDILL, AIA
208 NW 21ST AVENUE
PORTLAND, OR 97209

LUR DRAWING SET SHEET INDEX

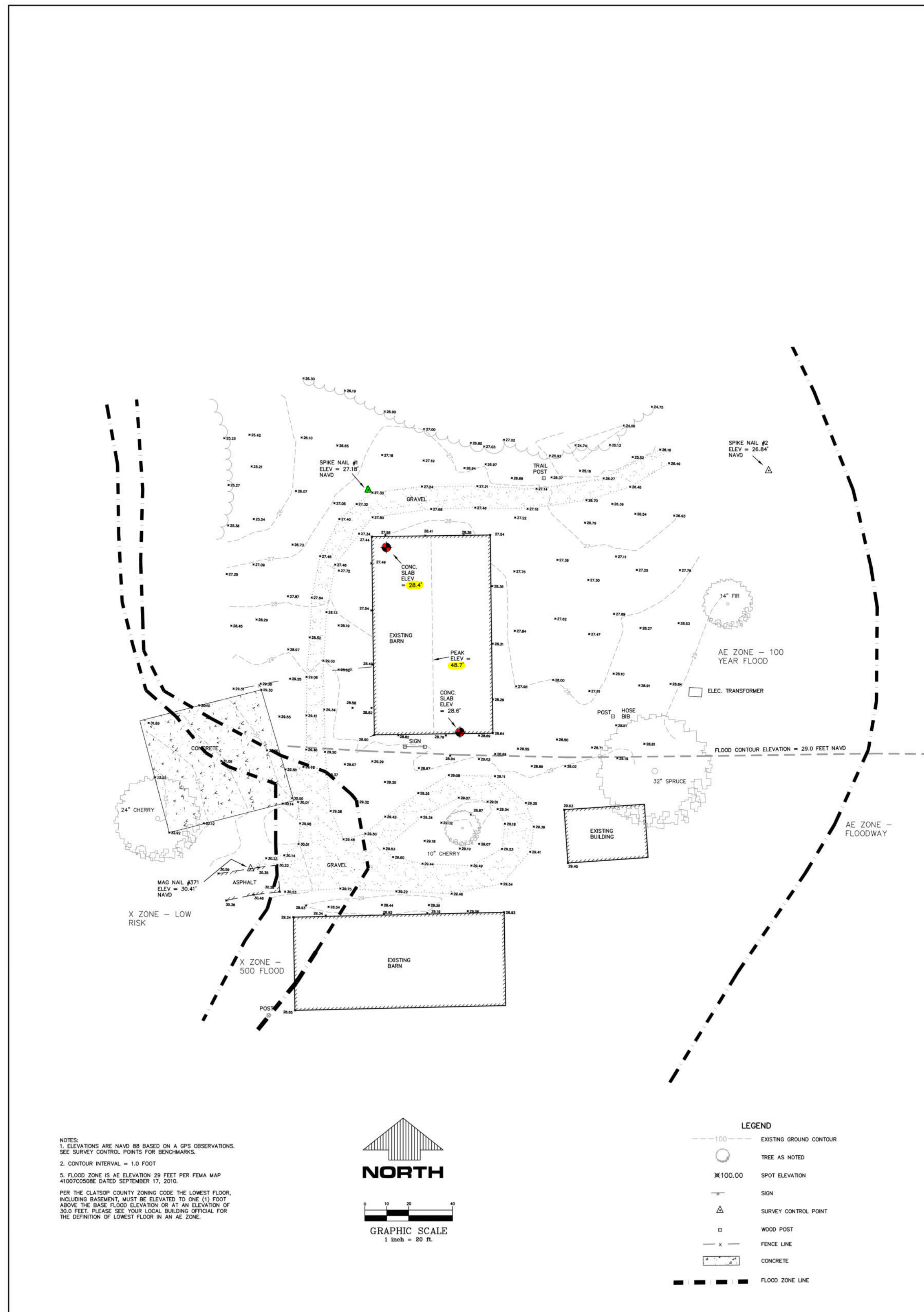
LU.0.0	TITLE SHEET
LU.0.1	OVERALL SITE INFORMATION
LU.0.2	SITE PLAN - EXISTING + DEMO
LU.0.3	SITE PLAN - PROPOSED
LU.0.4	SITE PLAN - SIGNAGE AND VIEWS
LU.0.5	SITE PHOTOS - SELECTED VIEWS
LU.0.6	SITE PLAN - RENDERED
LU.1.0	FLOOR PLAN - LEVEL 01
LU.2.0	3D VIEWS

ATTACHMENTS

1. ZONING MAP
2. WETLAND MAP
3. FEMA FIRMETTE
4. FEMA FLOOD PLAIN MAP WITH WETLANDS OVERLAY
5. SIGNED FLOOD CERTIFICATE

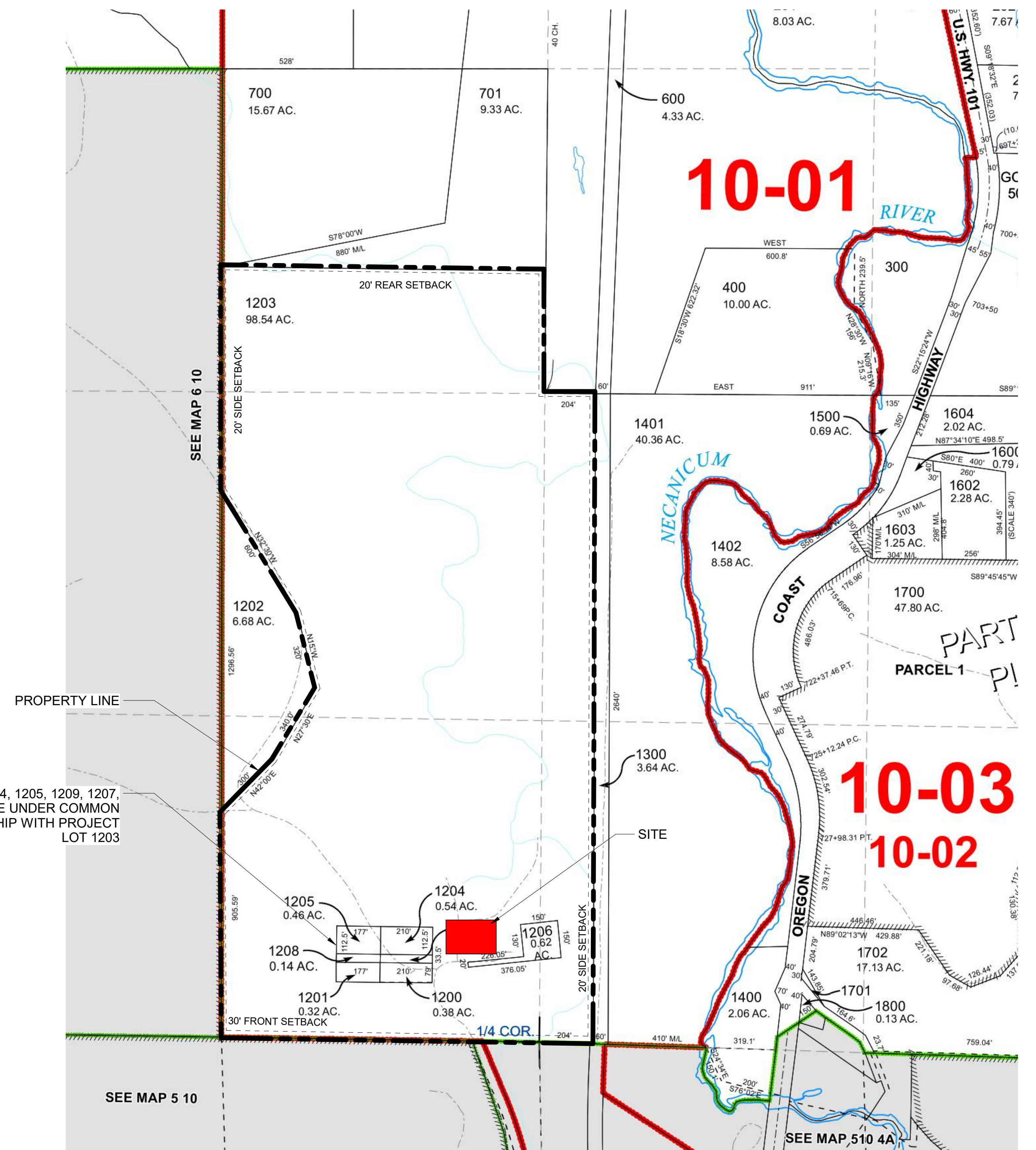
VICINITY MAP - NTS





<p>95 S. COTTAGE AVE P.O. BOX 26599 SEASIDE, OR 97138 PH: 503 738 4320 FAX: 503 738 7554</p>	<p>TOPOGRAPHIC SURVEY FOR NORTH COAST LAND CONSERVANCY</p> <p>32825 RIPPET LANE, SEASIDE, OR</p>	SCALE: HORIZ. N/A VERT. 1" = 20' DATE: MAY 26, 2020 LOCATION: SEASIDE, OREGON	REGISTERED PROFESSIONAL LAND SURVEYOR JUNE 21, 1987 SCOTT S. COOPER RENEWS: 12/31/21	DESIGNED: N/A DRAWN: SSC CHECKED: SSC	DATE NO. REVISION BY
		SECTION: 33 TWP: 6N RANGE: 10W TL: 1203	OREGON JUNE 21, 1987 SCOTT S. COOPER RENEWS: 12/31/21	DESIGNED: N/A DRAWN: SSC CHECKED: SSC	DATE NO. REVISION BY



SURVEY REFERENCE NTS 1



TAX LOT MAP 2



LEGEND - SITE PLAN

-  PROPERTY LINE
-  EXISTING BUILDING

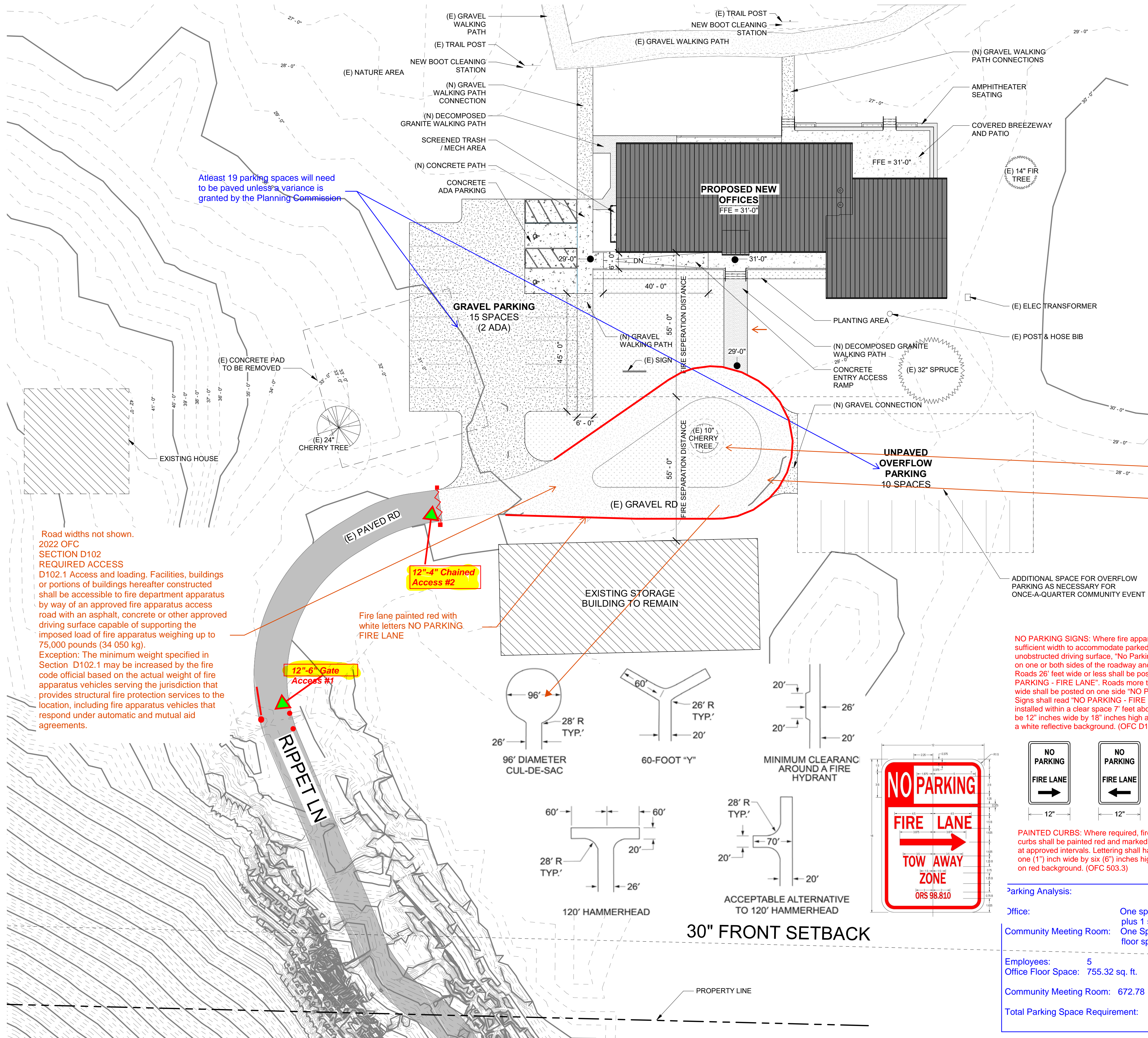
- SITE PLAN - GENERAL NOTES**
1. CONTRACTOR TO PROVIDE ADEQUATE EROSION CONTROL MEASURES PRIOR TO COMMENCING ANY WORK ON THE SITE AS REQUIRED BY CITY & STATE REGULATIONS.
 2. ANY INCONSISTENCIES OR UNFORESEEN CONDITIONS TO BE REVIEWED BY THE DESIGNER PRIOR TO PROCEEDING WITH CONSTRUCTION.
 3. CONTRACTOR SHALL PROVIDE ADEQUATE WEATHER PROTECTION FOR THE BUILDING AND ITS CONTENTS DURING THE COURSE OF WORK.



SATELLITE MAP - N.T.S.

30" FRONT SETBACK

SITE PLAN - OVERALL EXISTING + DEMO (LUR) 1 1" = 20'-0"



MATERIAL LEGEND

- (N) LANDSCAPING
- (E) GRAVEL
- (N) GRAVEL
- (N) CONCRETE
- (N) DECOMPOSED GRANITE
- (E) PAVEMENT

LEGEND - SITE PLAN

- PROPERTY LINE
- EXISTING BUILDING

SITE PLAN - GENERAL NOTES

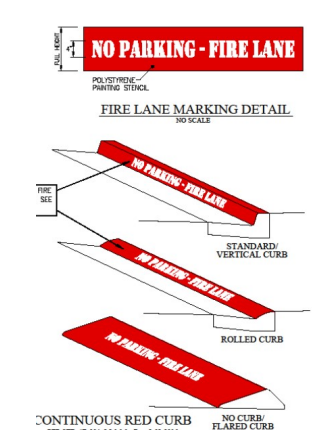
1. CONTRACTOR TO PROVIDE ADEQUATE EROSION CONTROL MEASURES PRIOR TO COMMENCING ANY WORK ON THE SITE AS REQUIRED BY CITY & STATE REGULATIONS.
2. ANY INCONSISTENCIES OR UNFORESEEN CONDITIONS TO BE REVIEWED BY THE DESIGNER PRIOR TO PROCEEDING WITH CONSTRUCTION.
3. CONTRACTOR SHALL PROVIDE ADEQUATE WEATHER PROTECTION FOR THE BUILDING AND ITS CONTENTS DURING THE COURSE OF WORK.

PARKING REQUIREMENTS

SECTION 4.103: OFFICE USE:
 PARKING REQ'D: 1 STALL/400 SF + 1 STALL/STAFF = 3,860 SF/ 400 SF = 9.65 (10) + 10-15 STAFF = **20-25 STALLS REQUIRED**
PROPOSED:
 23 STALLS + 2 ADA STALLS (VAN ACCESSIBLE) = **25 STALLS PROPOSED**

Spoke with someone on the phone about the need to address access and water supply in accordance with the 2022 Oregon Fire Code. Those are not on this plan.

Cherry tree will need to be trimmed back from encroaching the turnaround for the life of the property.
 Radius of the turnaround appears to be too small, calculations not shown.



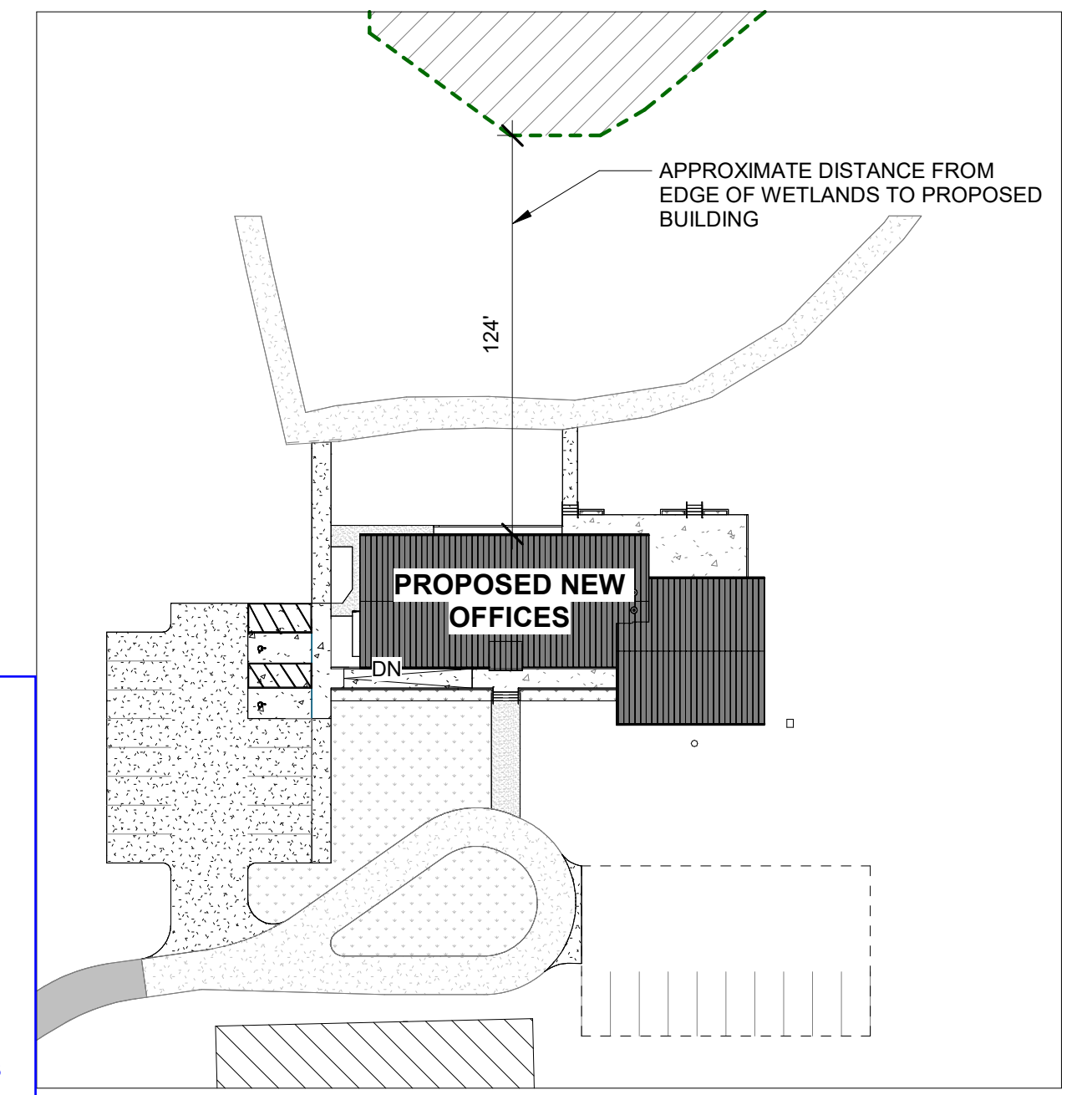
NO PARKING SIGNS: Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20' feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Roads 26' feet wide or less shall be posted on both sides "NO PARKING - FIRE LANE". Roads more than 26' feet wide to 32' feet wide shall be posted on one side "NO PARKING - FIRE LANE". Signs shall read "NO PARKING - FIRE LANE" and shall be installed within a clear space 7' feet above grade level. Signs shall be 12" inches wide by 18" inches high and shall have red letters on a white reflective background. (OFC D103.6)



PAINTED CURBS: Where required, fire apparatus access roadway curbs shall be painted red and marked "NO PARKING FIRE LANE" at approved intervals. Lettering shall have a stroke of not less than one (1") inch wide by six (6") inches high. Lettering shall be white on red background. (OFC 503.3)

Parking Analysis:

Office: One space per 400 sq. ft. plus 1 space per employee.
Community Meeting Room: One Space per 60 sq. ft. of floor space.
Employees: 5
Office Floor Space: 755.32 sq. ft.
Community Meeting Room: 672.78
Total Parking Space Requirement: 18.2 - 19 Parking Spaces



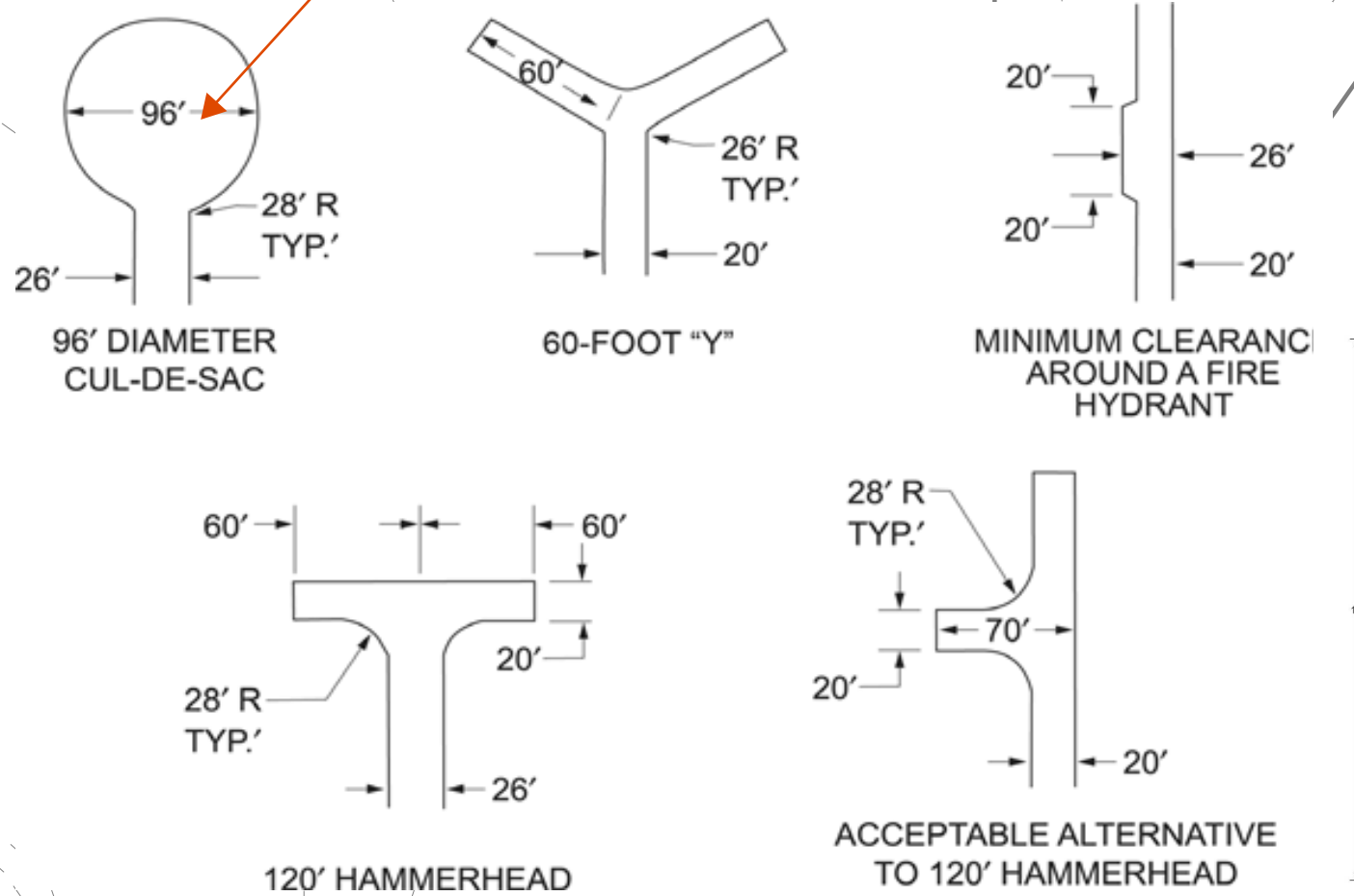
Road widths not shown.
 2022 OFC SECTION D102 REQUIRED ACCESS
 D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds (34 050 kg).
 Exception: The minimum weight specified in Section D102.1 may be increased by the fire code official based on the actual weight of fire apparatus vehicles serving the jurisdiction that provides structural fire protection services to the location, including fire apparatus vehicles that respond under automatic and mutual aid agreements.

At least 19 parking spaces will need to be paved unless a variance is granted by the Planning Commission

12"-4" Chained Access #2

12"-6" Gate Access #1

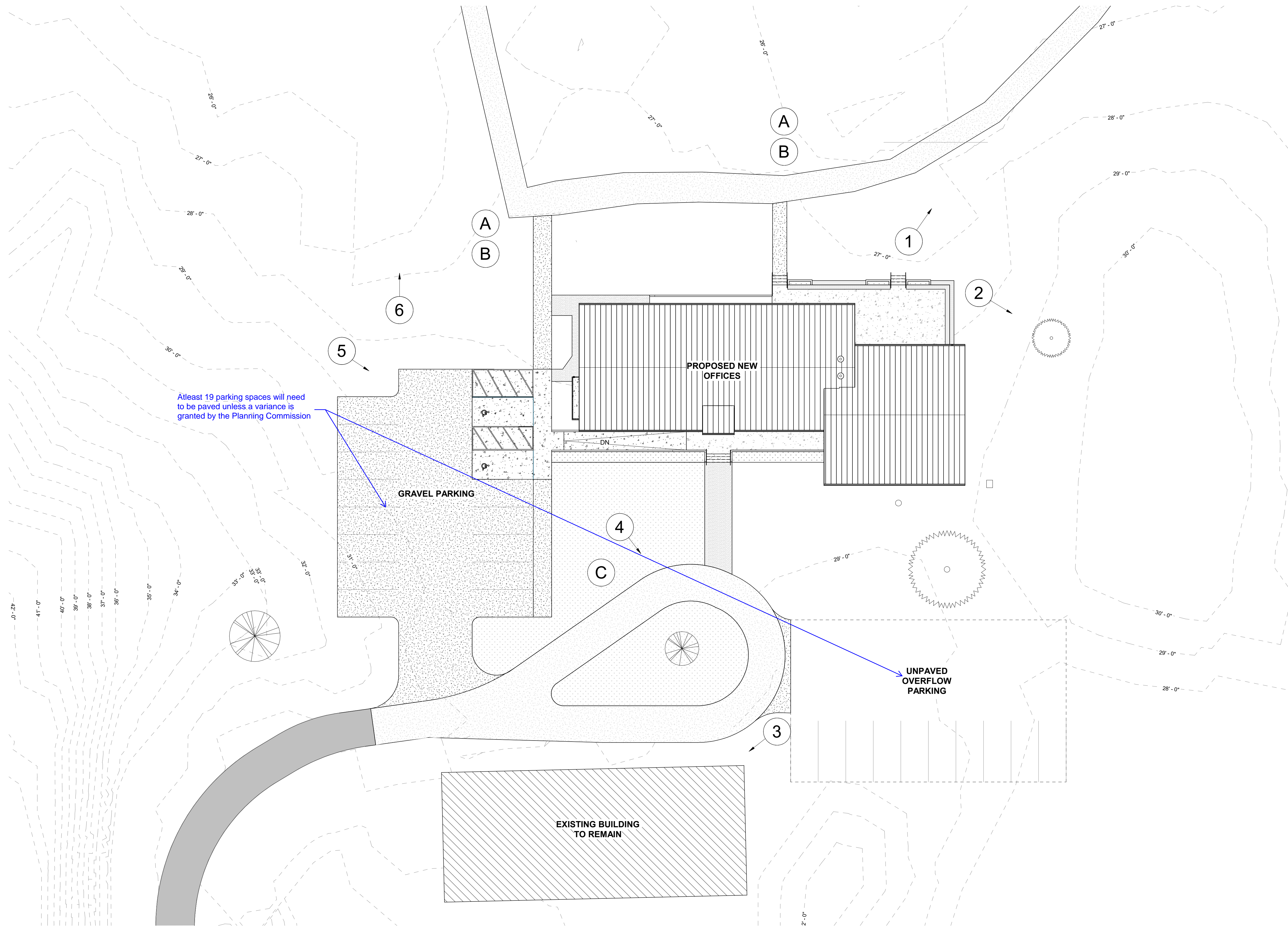
Fire lane painted red with white letters NO PARKING FIRE LANE



30" FRONT SETBACK

SITE PLAN - OVERALL PROPOSED (LUR) 1" = 20'-0"

SITE PLAN - WETLANDS DISTANCE 1" = 50'-0"



- VIEWS LEGEND**
- 1 VIEW NORTH-EAST
 - 2 VIEW EAST
 - 3 EXISTING STORAGE BUILDING ON SITE TO REMAIN
 - 4 EXISTING LOOP AND BUILDING
 - 5 EXISTING GRAVEL LOOP AND BUILDING
 - 6 VIEW NORTH-WEST
- NOTE: REFER TO IMAGES ON SHEET LU.0.5

EDUCATIONAL AND TRAIL SIGNAGE



EXISTING TRAIL SIGNAGE TO REMAIN



NEW BOOT CLEANING STATION



EXISTING TRAIL SIGNAGE TO REMAIN



1 - VIEW NORTH-EAST



6 - VIEW NORTH-WEST



2 - VIEW EAST



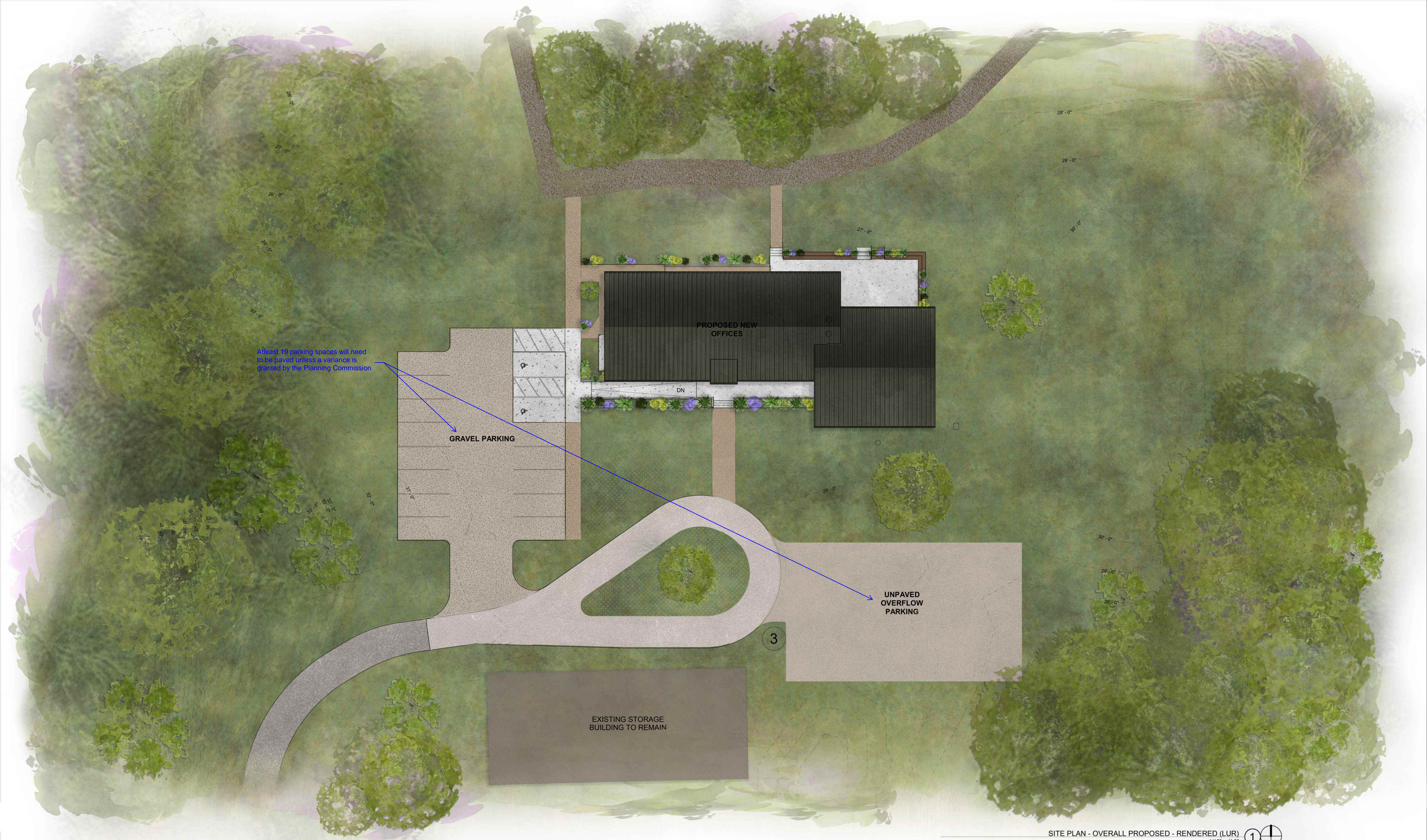
5 - EXISTING GRAVEL LOOP AND BUILDING



3 - EXISTING STORAGE BUILDING ONSITE TO REMAIN



4 - EXISTING LOOP AND BUILDING



At least 19 parking spaces will need to be paved unless a variance is granted by the Planning Commission

GRAVEL PARKING

PROPOSED NEW OFFICES

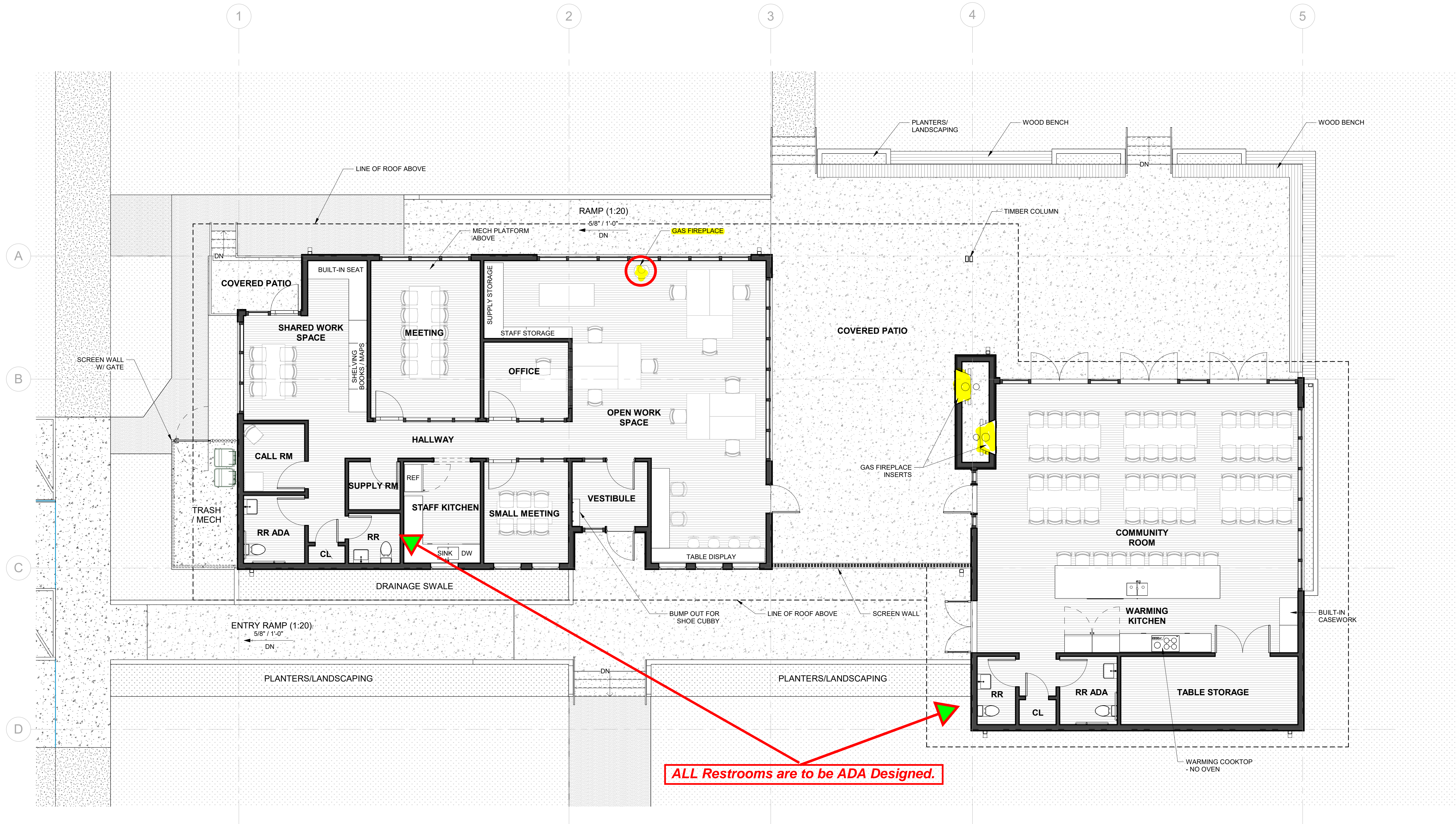
DN

UNPAVED OVERFLOW PARKING

EXISTING STORAGE BUILDING TO REMAIN

3

SITE PLAN - OVERALL PROPOSED - RENDERED (LUR) 1/16" = 1'-0" 1



LEVEL 01 (LUR) 1
3/16" = 1'-0"



3D VIEW - NORTHWEST



3D VIEW - NORTHEAST



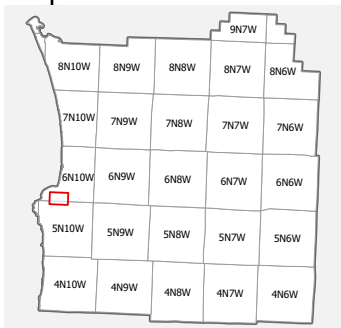
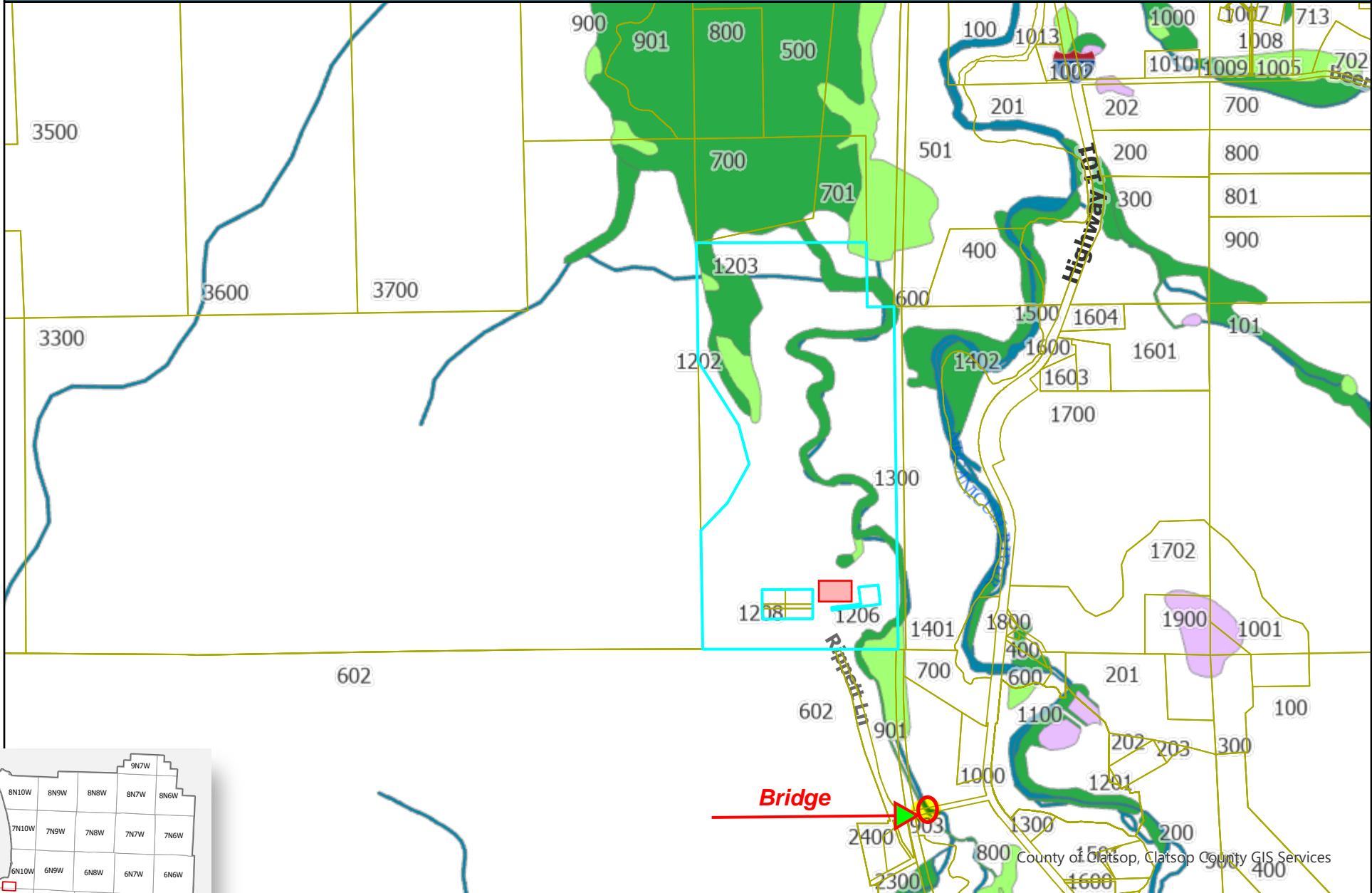
3D VIEW - SOUTHWEST



3D VIEW - SOUTHEAST

ATTACHMENTS

Clatsop County Webmaps



Clatsop County

0.4

mi

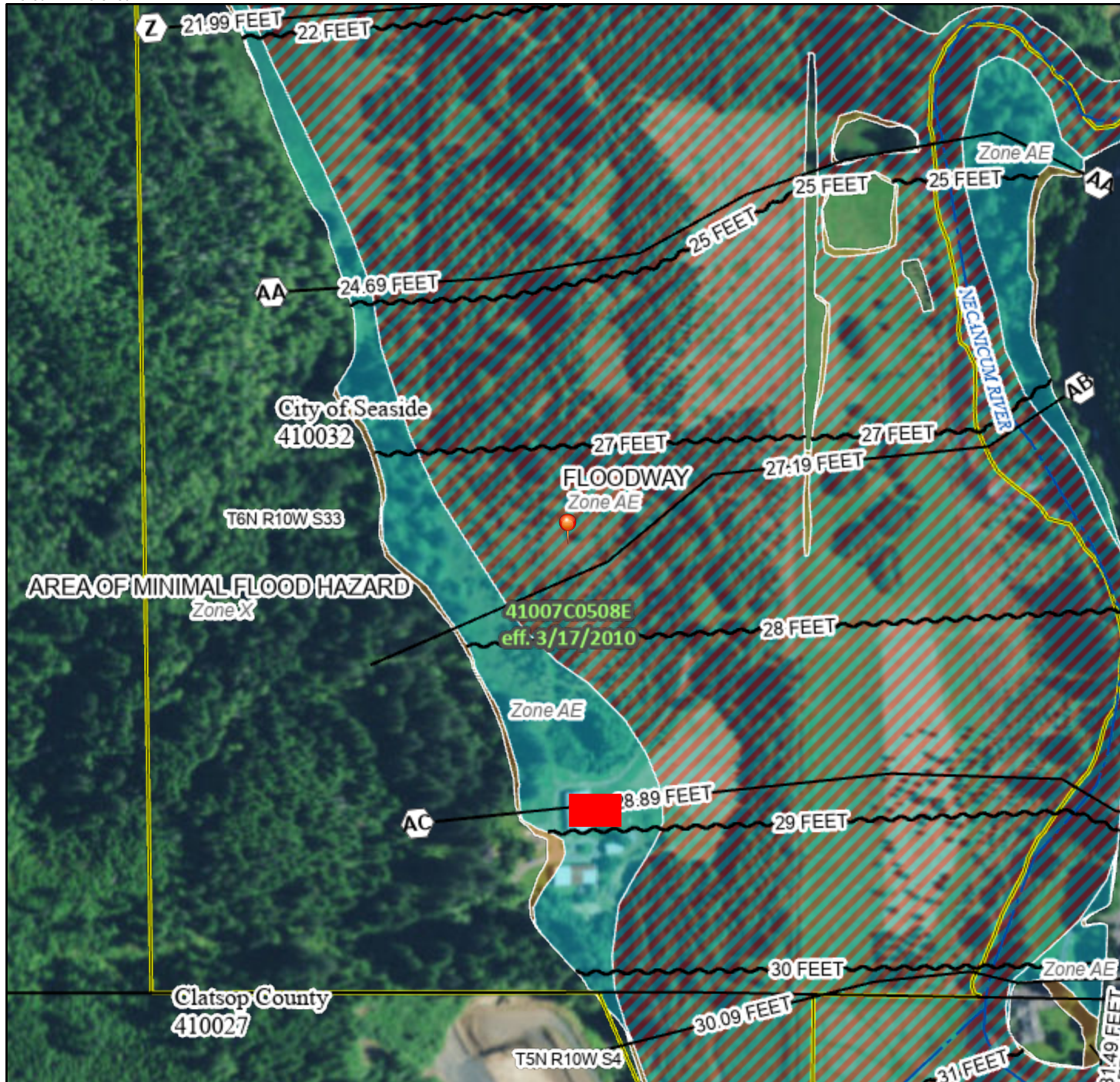


This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

National Flood Hazard Layer FIRMMette



123°56'12"W 45°57'36"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- | | | |
|------------------------------------|--|--|
| SPECIAL FLOOD HAZARD AREAS | | Without Base Flood Elevation (BFE)
<i>Zone A, V, A99</i> |
| | | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i> |
| | | Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD | | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
| | | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i> |
| | | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i> |
| | | Area with Flood Risk due to Levee <i>Zone D</i> |
| OTHER AREAS | | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i> |
| | | Effective LOMRs |
| | | Area of Undetermined Flood Hazard <i>Zone D</i> |
| GENERAL STRUCTURES | | Channel, Culvert, or Storm Sewer |
| | | Levee, Dike, or Floodwall |
| OTHER FEATURES | | 20.2 Cross Sections with 1% Annual Chance |
| | | 17.5 Water Surface Elevation |
| | | 8 Coastal Transect |
| | | Base Flood Elevation Line (BFE) |
| | | Limit of Study |
| | | Jurisdiction Boundary |
| | | Coastal Transect Baseline |
| | | Profile Baseline |
| | | Hydrographic Feature |
| MAP PANELS | | Digital Data Available |
| | | No Digital Data Available |
| | | Unmapped |



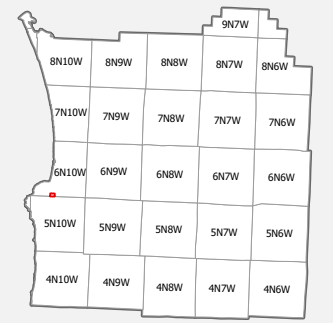
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 3/24/2023 at 2:24 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

NCLC Flood Overlay

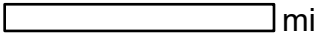


3/24/2023 10:01 AM



Clatsop County

0.1



https://hazards.fema.gov/gis/nfhl/rest/services/FIRMette/NFHLREST_FIRMette/MapServer/28
 County of Clatsop, © 2023 Microsoft Corporation © 2023 Maxar © CNES (2023) Distribution
 Airbus DS, Clatsop County GIS Services

This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1–9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION				FOR INSURANCE COMPANY USE	
A1. Building Owner's Name North Coast Land Conservancy Inc.				Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 32825 Rippet Lane				Company NAIC Number:	
City Seaside		State Oregon		ZIP Code 97138	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Tax Lot 1203 Assessor's Map 6N 10W 33					
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) <u>Non-Residential</u>					
A5. Latitude/Longitude: Lat. <u>45°57'16"</u> Long. <u>123°55'53"</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983					
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.					
A7. Building Diagram Number <u>8</u>					
A8. For a building with a crawlspace or enclosure(s):					
a) Square footage of crawlspace or enclosure(s) <u>N/A</u> sq ft					
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade <u>N/A</u>					
c) Total net area of flood openings in A8.b <u>N/A</u> sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
A9. For a building with an attached garage:					
a) Square footage of attached garage <u>N/A</u> sq ft					
b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade <u>N/A</u>					
c) Total net area of flood openings in A9.b <u> </u> sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number Clatsop County Unincorporated Areas 410027			B2. County Name Clatsop		B3. State Oregon
B4. Map/Panel Number 41007C0508E	B5. Suffix E	B6. FIRM Index Date	B7. FIRM Panel Effective/ Revised Date 09-17-2010	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 29.0
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 32825 Rippet Lane			Policy Number:
City Seaside	State Oregon	ZIP Code 97138	Company NAIC Number

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: RD1154 Vertical Datum: NAVD 88

Indicate elevation datum used for the elevations in items a) through h) below.

NGVD 1929 NAVD 1988 Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used.

- | | | | |
|--|------|--|---------------------------------|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor) _____ | 28.4 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| b) Top of the next higher floor _____ | 30.0 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (V Zones only) _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| d) Attached garage (top of slab) _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments) _____ | 30.0 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) _____ | 27.4 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) _____ | 28.8 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No Check here if attachments.

Certifier's Name Scott S. Cooter	License Number OR PLS 2829		
Title Land Surveyor			
Company Name Cooter Keranen, Inc.			
Address P.O. Box 2699			
City Gearhart	State Oregon		ZIP Code 97138
Signature Scott Cooter	Date 06-03-2020	Telephone (503) 738-4320	Ext.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)
 This is a preliminary pre-construction survey. *No plans have been prepared. There is an existing 54 foot by 90 foot metal sided barn on a concrete slab that is planned to be converted to office space. C2 a) represents the elevation of the lowest measured part of the slab. C2 b) is the elevation of the proposed finish floor at 1.0 foot above the 100 year flood plain of 29.0 feet.

CONDITIONAL USE - ARTICLE 6

TYPE 2 - PLANNING COMMISSION DECISION

FEE: \$ 675.00

In certain districts, conditional uses may be permitted subject to the granting of a Conditional Use Permit. Because of their unusual characteristics, or special characteristics of the area in which they are to be located, conditional uses require special considerations so they may be properly located with respect to the Comprehensive Plan and to the objectives of this Ordinance.

The Planning Commission shall have the authority to approve, approve with conditions, or disapprove Conditional Use Permits in accordance with the provisions in Article 6 of the Seaside Zoning Ordinance.

In addition to those standards and requirements expressly specified by the Ordinance, the Planning Commission may impose conditions, which are necessary to protect the best interests of the surrounding area or the city as a whole. These conditions may include the following:

1. Increasing the required lot size or yard dimension.
2. Limiting the height of buildings.
3. Controlling the location and number of vehicle access points.
4. Increasing the street width.
5. Increasing the number of required off-street parking spaces.
6. Limiting the number, size, location and lighting of signs.
7. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
8. Designating sites for open space.

The Planning Commission will make a determination concerning a conditional use based on the applicant's justification of the following statements:

1. What is the proposed use in the zone?

2. How will the development conform to the general development standards in Ordinance and the specific standards in the zone?

3. How will the development meet any of the applicable standards in Article 6?

4. Describe any additional measures (if any) the applicant will take in order to protect the interests of the surrounding area or the city as a whole.

5. Provide a site plan, drawn to scale, which indicates the following: the actual shape and dimensions of the lot, the sizes and locations of buildings and other structures (existing & proposed), the existing and intended use of each building (include floor plans), and other information need to determine conformance with the development standards in the ordinance (e.g. setbacks, parking spaces, fences, accesses, landscaping, neighboring buildings, or uses, etc.)

ATTACH EXTRA SHEETS IF NEEDED

Findings of Fact
Circle Creek Conservation Center
North Coast Land Conservancy
March 23, 2023

Introduction

North Coast Land Conservancy (NCLC) has owned the 364 acre parcel, known as Circle Creek located at T6NR10W Map 33, since 2004. In 2005, North Coast Land Conservancy was granted a Conditional Use Permit to use the old farm house as its office space. However, in December of 2012 the building burnt down and NCLC is now seeking a Conditional Use Permit to replace the building. The 364 acre parcel consists of several tax lots, but this request is for the use of tax lot 1206. The new office will be situated on the .62 acre parcel within the reserve at the end of Rippet Road. The property is zoned Exclusive Farm Use (EFU). We understand that “Community centers owned and operated by a governmental agency or nonprofit community organization” are listed as a conditional use within the EFU zone. NCLC is in the initial stages of design of the building, but anticipates the office will be similar to the previous structure (roughly 3,500 square feet) and will meet all of the standards of Section 3.015 in terms of building height, setbacks and lot coverage.

1. Proposed use of the property

The proposed building will be primarily used as the office of the North Coast Land Conservancy. NCLC has a paid staff of five full-time employees that are generally in the office five days a week. The meeting room will be used by NCLC’s Board of Directors, its committees, and other community groups.

2. How the Development will conform to General Development Standards

The proposed use of the property falls under “Parks, Playgrounds, or community centers owned and operated by governmental agency or a nonprofit community organization”, since NCLC is a local community organization, and the buildings are for the management and operation of the organization and the Circle Creek Habitat Reserve. Although the reserve is not technically a park or playground, it is held perpetually in the trust for the community, providing hiking, fishing, and educational opportunities for the community at large. The proposed new office building will conform to all set back and height requirements of the zone. The entire property is 364 acres, and the parcel on which the new office is to be constructed is .62 acres. There is presently enough off-street parking to accommodate at least 30 vehicles.

3. How the Development meets the Standard of Article 6

The criteria of Section 6.145 are applicable to this request, in that:

Conditional uses in the EFU zone shall be approved only upon a finding that the use will not:

- A. Force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use.
- B. Significantly increase the cost of accepted farm or forest practices on surrounding land devoted to farm or forest use.

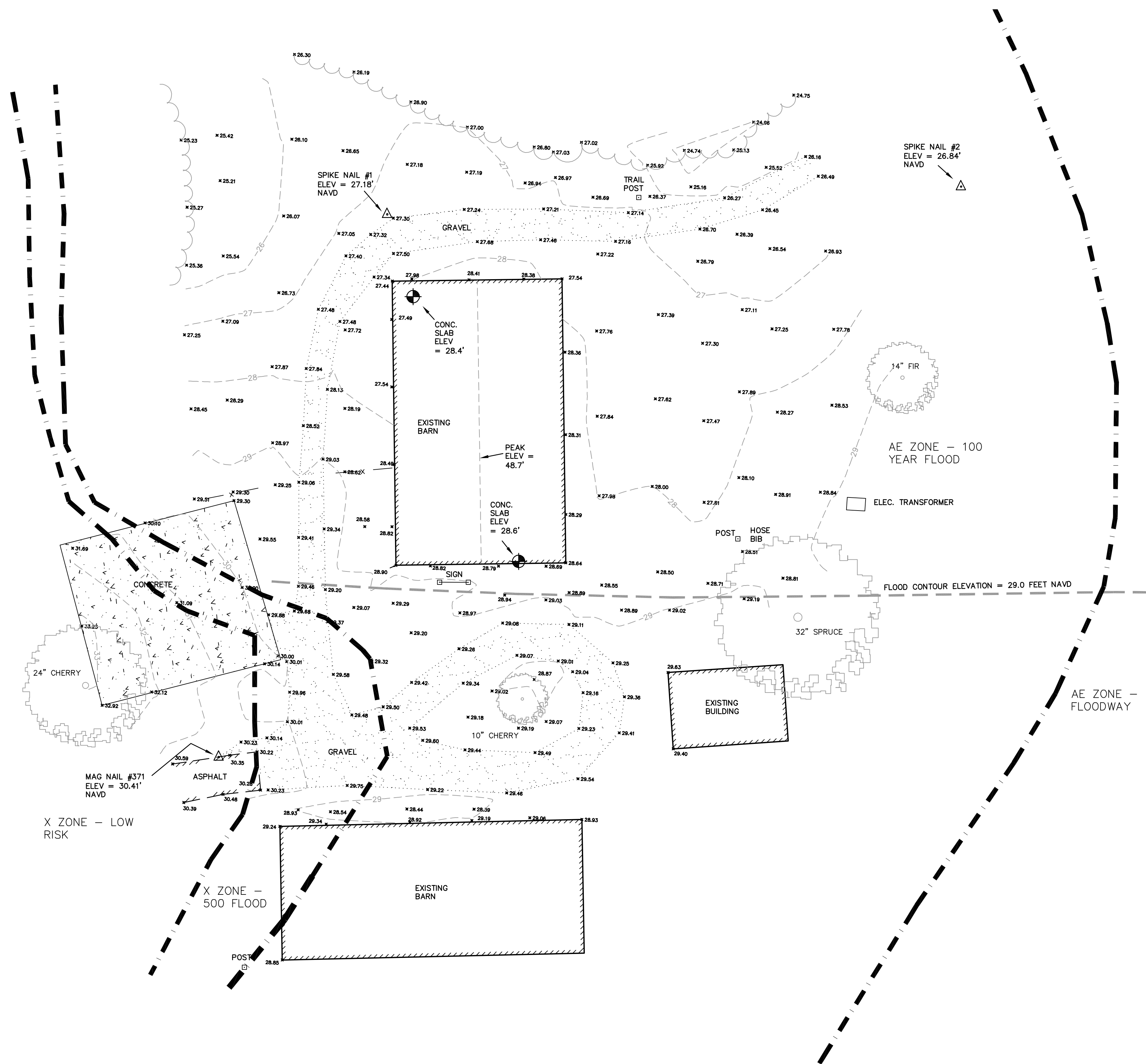
The proposed use will not force a significant change in accepted farm or forest practices or significantly increase the costs of accepted farm or forest practices on surrounding lands. Farm and forest use has continued on adjacent lands and has not been affected by NCLC's office since it was granted a Conditional Use Permit in 2005. Since that time there have been no complaints concerning NCLC's use of the property.

4. Additional Measures to be Taken

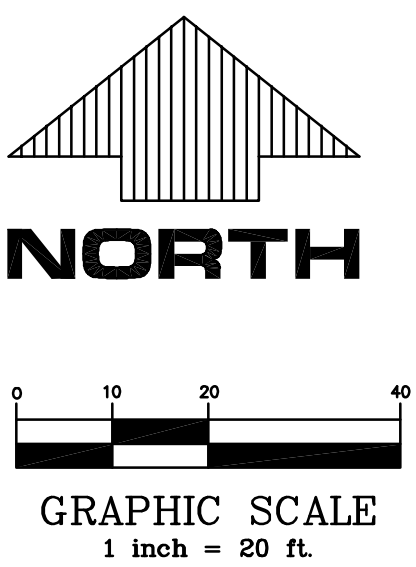
Every effort will be taken to minimize traffic created by the proposed use on Rippet Road through carpooling and, in the case of school groups, mass transportation. Rippet Road is a County road, and is primarily used by vehicles associated with the quarry. NCLC also owns the only other house at the end of Rippet Road, so increased use of the road by NCLC will not adversely affect any residences located at the north end of Rippet Road.

Conclusion:

We believe that our request will meet all of the criteria of the zoning ordinance. For this reason, we respectfully request the Planning Commission grant the conditional use.



NOTES:
 1. ELEVATIONS ARE NAVD 88 BASED ON A GPS OBSERVATIONS. SEE SURVEY CONTROL POINTS FOR BENCHMARKS.
 2. CONTOUR INTERVAL = 1.0 FOOT
 5. FLOOD ZONE IS AE ELEVATION 29 FEET PER FEMA MAP 41007C0508E DATED SEPTEMBER 17, 2010.
 PER THE CLATSOP COUNTY ZONING CODE THE LOWEST FLOOR, INCLUDING BASEMENT, MUST BE ELEVATED TO ONE (1) FOOT ABOVE THE BASE FLOOD ELEVATION OR AT AN ELEVATION OF 30.0 FEET. PLEASE SEE YOUR LOCAL BUILDING OFFICIAL FOR THE DEFINITION OF LOWEST FLOOR IN AN AE ZONE.



LEGEND

- EXISTING GROUND CONTOUR
- TREE AS NOTED
- SPOT ELEVATION
- SIGN
- SURVEY CONTROL POINT
- WOOD POST
- FENCE LINE
- CONCRETE
- FLOOD ZONE LINE



95 S. COTTAGE AVE
 PO BOX 2699
 GEARHART, OR 97138
 PH: 503 738 4320
 FAX: 503 738 7854

**TOPOGRAPHIC SURVEY
 FOR
 NORTH COAST LAND CONSERVANCY**
 32825 RIPPET LANE, SEASIDE, OR

SCALE	VERT: N/A
	HORIZ: 1" = 20'
DATE:	MAY 26, 2020
LOCATION	
SEASIDE, OREGON	
SECTION	TWP. RANGE TL
33	6N 10W 1203

REGISTERED PROFESSIONAL LAND SURVEYOR

 OREGON
 JUNE 30, 1997
 SCOTT S. COOTER
 2829
 RENEWS 12/31/21

DATE	NO.	REVISION	BY

DESIGNED:	N/A
DRAWN:	SSC
CHECKED:	SSC

DRAWING NAME: 20-042 DATE OF PLOT: 5/27/20

SHEET 1 OF 1

Complete copies of the Current Commission meeting Agenda, Packets, and Minutes can be viewed at:
www.cityofseaside.us.

All meetings other than executive sessions are open to the public. When appropriate, any public member desiring to address the Commission may be recognized by the presiding officer. Remarks are limited to the question under discussion except during public comment. This meeting is handicapped accessible. Please let us know at 503-738-5511 if you will need any special accommodation to participate in this meeting.