

STAFF REPORT TO THE WILLAMINA PLANNING COMMISSION

I. BACKGROUND

MEETING: Tuesday, May 28, 2024

FILE: #SDR 23-02 and #CUP 23-01 “B&B Auto Service”

OWNER/APPLICANT: Brian O’neil

PROPOSAL: **Conditional Use Permit approval to operate an automotive repair service business in the C1 – General Commercial Zone, and concurrent Site Plan Review approval to convert an existing warehouse shop structure with five overhead bay doors into a new automotive repair business with an office, waiting room, paved parking, landscaping, etc. Vehicles may be stored behind (north of) the building abutting nearby residential. The large gravel lot zoned R3 – Medium Density Residential is only proposed to provide an access easement to the rear of the new business, and will not be developed at this time.**

PROPERTY: 220 NW Main Street (existing building).
Note: there are three properties at this location.

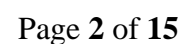
CRITERIA: Willamina Development Code, Sections: 2.104 C1-General Commercial Zone, 2.200 – 2.209 General Development Standards, 2.308 Vehicular Sales Service and Related Uses, 3.103 Conditional Use Permits, 3.105 Site Plan Reviews.

II. LAND USE APPLICATION PROCEDURES & FILE TIMELINE

Pursuant to Willamina Development Code procedures (WDC 3.101.02), a Site Plan Review is a Type I-B ministerial action reviewed by the Planning Commission, based on generally clear and objective standards, with public notice, but no public hearing required. A Conditional Use Permit is a Type II action; a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow discretion, with public notice and a public hearing. Land use applications submitted concurrently may be considered and decided consistent with the higher type. In this case that is the Type II procedure.

The concurrent applications were initially submitted with a check received October 30, 2023. The applications were deemed incomplete in a letter to the applicant dated November 29, 2023. The applicant submitted a revised application package with significantly more detailed information and responses to the decision criteria on March 11, 2024. The concurrent applications were then deemed complete for the purposes of scheduling a hearing by the Planning Commission.

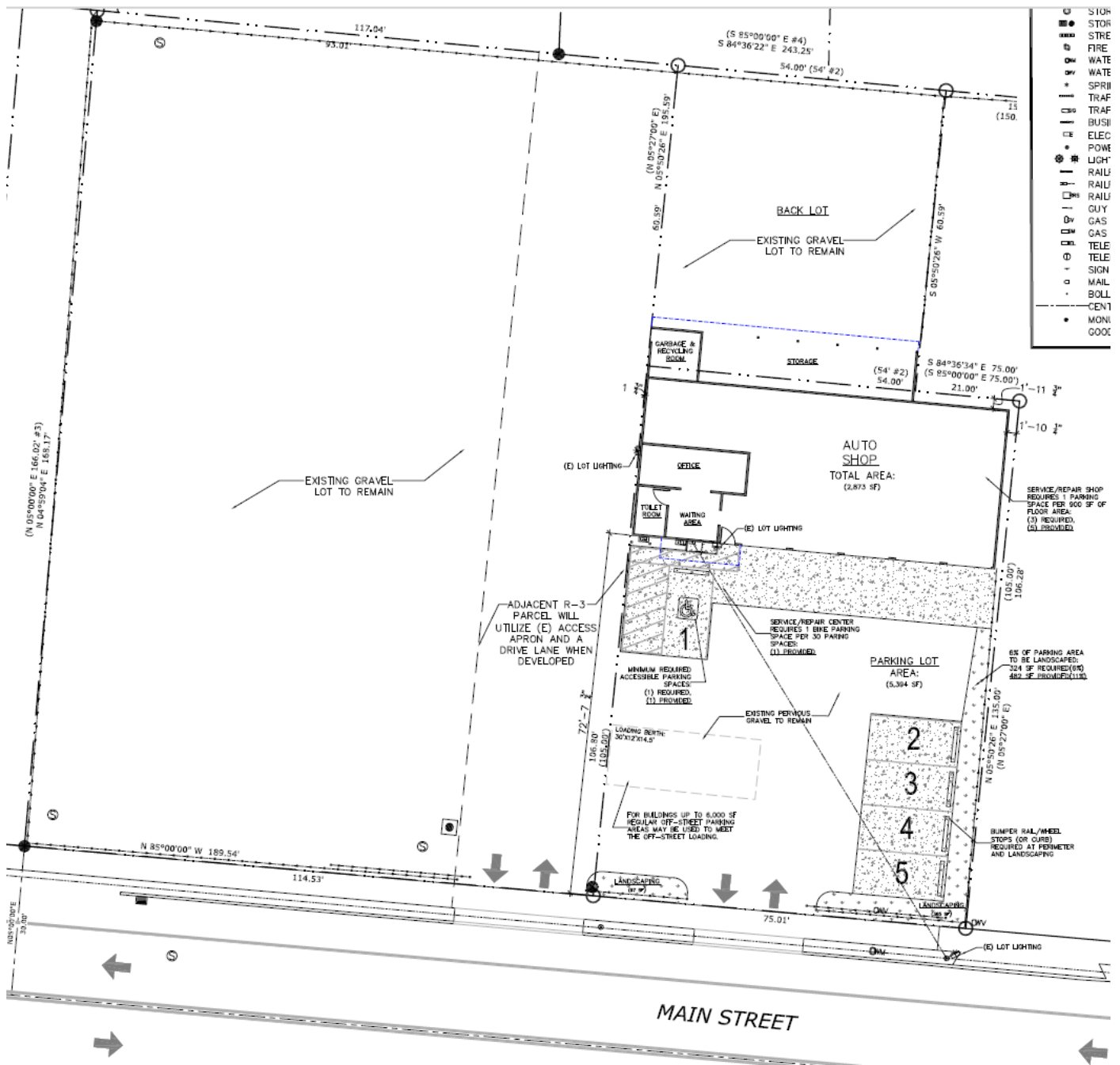
A. VICINITY & ZONE MAP



An aerial photograph of a commercial area with a yellow circle highlighting a specific parcel. The map shows various buildings, parking lots, and roads. Labels include 'Coyote Joe's', 'IGA', and '6.7.01AC'. A small icon of a printer is in the top left corner.

A Google Street View image of a commercial property in Willamina, Oregon. The property features a large, single-story building with a corrugated metal roof and several white roll-up doors. A chain-link fence runs across the foreground, separating the property from a paved road. In the background, there are trees and other buildings. The sky is overcast with grey clouds. The Google logo is visible at the bottom center of the image.

D. PROPOSED SITE PLAN SUBMITTED BY APPLICANT (cropped to zoom)



IV. ANALYSIS OF DECISION CRITERIA & DEVELOPMENT STANDARDS

The purpose of this section is to provide the Willamina Planning Commission a summary of the applicable sections of the Willamina Development Code (WDC) and findings related to the submitted application materials.

3.105 SITE PLAN REVIEW

3.105.6 Evaluation of Site Development Plan

The review of a Site Development Plan shall be based upon consideration of the following:

- A. Compliance with the Permitted Uses section of the applicable zone district, or Conditionally Permitted Uses section with an approved Conditional Use Permit.*

FINDINGS: The applicant initially approached City Hall for a business registration application for a new automotive service/repair shop in the existing building. Consistent with WDC 2.104.06, “All new development and expansion of an existing structure or use in the General Commercial District shall be subject to the Site Development Review procedures of Section 3.105.” It was at this time the applicant was notified that a land use review was required.

The project site is composed of three properties, referenced as tax lots 13700, 13800, and 13900. Together, these contiguous properties are split zoned. The large gravel lot on the west side is zoned for R3 Medium Density Residential, but it is not proposed to be developed with this application beyond a vehicular access easement, allowing the auto repair shop to access the rear of the building. The other two properties are zoned C1 – General Commercial. The applicant reports that the site “was a storage yard and vehicle service building for the city, prior to becoming a construction storage yard and service building.

Standards for new development and expansions in the C1 zone are found in 2.104 of the Willamina Development Code (WDC). The purpose of the C1 General Commercial zone is “*To provide areas for a wide range of retail, wholesale, transportation, and service uses along Highway 18. To assure compatibility between these uses and adjacent residential and industrial uses, special design standards are specified.*”

The subject property is located inside the Economic Impact District (EID), but just outside the Business District Overlay (BDO). There are no implications to land use criteria from the EID. Pursuant to WDC 2.104.03, “Automobile service stations” are listed as conditionally permitted uses, allowed to be located in the C1 zone only with an approved conditional use permit (CUP), subject to the development provisions in WDC 2.308. The purpose of the CUP procedure is to allow an additional layer of notice, review, and comments from neighboring property owners to ensure that the proposed use does not have adverse impacts to the district. This is the reason for the concurrent CUP application.

The building located on tax lot 13800 is reported to be 2,873 SF, and is addressed as 220 NW Main Street. The footprint and shell of the building is existing, so no changes are proposed to either the

setbacks or height with these applications. The building is surrounded on all sides by gravel lots. Site improvements such as parking, paving, and landscaping are required, and discussed below.

It is not known at this time what the current building occupancy classification is. Staff has included a recommended condition of approval requiring the applicant to confirm with the Yamhill County Building Department that the current building occupancy is consistent with the proposed business.

B. Conformance with the General Development Standards contained in this Ordinance including:

1. Streets

FINDINGS: Upon receipt of the resubmitted application package, staff circulated a request for comments to City departments and partner agencies. The Oregon Department of Transportation (ODOT) confirmed that this section of NW Main Street was not within their jurisdiction. The street is within City jurisdiction for the purposes of construction standards and permitting procedures, where required.

The recently-updated Willamina Transportation System Plan (TSP) 2022 contains a map of street classifications. This section of NW Main Street is classified as a "Minor Arterial." With that designation comes adopted street right-of-way widths and cross section widths for sidewalk, curb, gutter, planting strips, parking lane, bike lanes, driving lanes, etc. Available survey maps show an existing right-of-way width of 60 feet. The current width meets or exceeds the minimum width for a minor arterial. Consequently, no additional right-of-way is required to be dedicated with this development. This section of NW Main Street is paved and there are existing curbs and sidewalks along the frontage of the subject property. The sidewalks and driveway drops are in varying states of disrepair. The City Engineers commented that they have the authority to inspect the existing conditions to determine which sections, if any, are required to be replaced with this development. The purpose of replacement would be both to restore the integrity of facilities abutting the public right-of-way as well as to protect pedestrian safety. Further, it is the City Engineer's recommendation that the new/replacement sidewalk be constructed to match the existing width, rather than to replace to full 6-foot standard.

This standard can be met through the applicant's compliance with the recommended conditions of approval related to streets and access.

2. Off-street parking

FINDINGS: Off-Street Parking and Loading Standards are provided in WDC 2.203. Specifically, the minimum required parking ratios provided in WDC 2.203.05. "*N. Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles and furniture - 1 space per 900 s.f. of floor area.*" Using the building size of 2,873 SF and rounding up, the development is required to provide a minimum of four (4) vehicle parking spaces, at least one of which would meet ADA standards, consistent with WDC 2.203.06. The site plan shows four standard parking spaces and one ADA space near the front door. The parking spaces have bumper wheel stops.

Pursuant to WDC 2.203.08(A) *Surfacing*, all driveways, parking, and loading areas shall have a durable, hard surface. Further, parking spaces shall be a minimum of 9 feet wide by 18 feet in length, and two-way driveways shall be paved a minimum width of 20 feet. Not all portions of the front or rear parking lots are proposed to be paved on the submitted site plan. These standards are included as a recommended condition of approval.

WDC 2.203.11 *Bicycle Parking* is required for commercial development at the ratio of 2 spaces per primary use or 1 per 5 vehicles, whichever is greater. Two spaces are required. A standard inverted 'U' or "staple" style bike rack can accommodate 2 bicycles each. Subsection (C) details bike rack dimensions and location. Compliance with this section is included as a recommended condition of approval.

There is an additional section of the Willamina Development Code which applies to the proposed development due to the nature of the vehicle-oriented new business.

2.308 MANUFACTURED HOME, TRAILER, AND VEHICULAR SALES, SERVICE AND RELATED USES

2.308.1 Scope

The provisions of this Section shall apply to the following uses:

A. Automobile service stations;

2.308.2 Standards

In addition to other development standards established elsewhere in this Ordinance, the following standards shall apply to the development of the uses listed in Subsection 2.308.01, above.

A. All parking areas, loading areas or areas used for storage of boats, automobiles, manufactured homes, recreational vehicles, trucks, trailers, motorcycles or other vehicles shall be paved with a concrete or asphalt surface.

B. The lot shall be screened from adjoining residentially zoned properties in accordance with the provisions of Section 2.207.

C. When not displayed for public sale, all merchandise and supplies, other than vehicles, manufactured homes and trailers, shall be stored within a building.

D. All applicable permits from the state and federal must be obtained prior to development.

Ongoing compliance with the standards listed above is the responsibility of the applicant. Staff has included these standards as recommended conditions of approval.

This application can be found to meet these standards through compliance with the recommended conditions of approval related to off-street parking.

3. Public facilities, including storm drainage, and, utility lines and facilities

FINDINGS: Within the Willamina Development Code, storm drainage is addressed in 2.204 *Storm Drainage*, and utilities are addressed in 2.205 *Utility Lines and Facilities*. The submitted plan set was reviewed by the City Engineer, Public Works Director, and the Fire District. There are existing connections to City utilities at this site. No additional connections or upsizing is proposed or required. The City Engineer comments require the applicant to comply with the City's adopted stormwater standards. The application can be found to meet these standards through compliance with the recommended conditions of approval.

4. Signs

FINDINGS: The application package indicated that the applicant would be replacing the face of the existing wall sign attached to the building. No new signs are proposed, reviewed, or approved with this application. A face change is permitted outright without additional review. All other signs are subject to the City sign standards found in WDC 2.206.

5. Site and landscaping design

FINDINGS: The applicant's resubmitted site plan shows landscaping strips along the front of the property abutting Main Street, as well as the east side of the parking area. Additional detail is needed to confirm compliance with the adopted standards.

Pursuant to WDC 2.104.06 C1 Zone Development Standards (E), *"All development in the General Commercial District shall provide a minimum landscaped area equal to 10 percent of the gross site area. Landscaping improvements shall be installed and maintained in accordance with Section 2.207 of this Ordinance."*

While somewhat redundant with the standards in the subsequent section addressing screening, WDC 2.203.010 'Parking Lot Landscaping and Screening Standards' specifies that *"Parking abutting a property line should be screened by a three (3) foot landscaped strip. Where a buffer between zones is required, the screening should be incorporated into the required buffer strip, and will not be additional requirement."* Screening is required for outdoor storage areas, and where a commercial use abuts a residential zone, a six-foot sight obscuring fence or wall shall be installed along the full length of the property line.

Staff has included a recommended condition of approval requiring compliance with WDC 2.207 Site and Landscaping Design.

C. Drainage and erosion control needs;

FINDINGS: The application states “Existing parking lot is being minimally impacted with improvements. The perimeter planting beds are at the bottom of the sloped lot, will catch and filter surface sheeting stormwater not being directed to the existing catch basin by warped gravel lot.”

D. Public health factors;

FINDINGS: Generally public health factors relate to municipal water and sewer connections. These have been previously discussed. There are no additional concerns related to public health.

E. Traffic safety, internal circulation and parking;

FINDINGS: The subject properties have two existing driveway drops onto NW Main Street; one to the C1 commercial property and the other to the R3 residential property. The applicant states that the rear (north) side of the existing building may be used for overflow vehicle storage/parking. That commercial property is currently landlocked, as it does not appear to have legal access to the public street right-of-way. For this reason, the applicant will need to record an access easement across the R3 property to ensure that the rear lot retains legal access, should the R3 property change hands. Alternatively, the applicant could perform a lot consolidation to combine the two commercial properties. A recommended condition of approval is included requiring the applicant to demonstrate an easement is recorded between the properties.

F. Provision for adequate noise and/or visual buffering from non-compatible uses;

FINDINGS: More than one section of the Development Code addresses screening and buffering standards, including WDC 2.203.08 Parking and Loading Area Development Requirements and 2.2.203.10 Parking Lot Landscaping and Screening Standards. Specifically,

“Screening: When any commercial, industrial, or public development’s parking or loading area is within a residential zone or abutting a residential use, such parking or loading area shall be screened from all residential properties and uses with an ornamental fence, wall, or hedge a minimum of six (6) feet in height. Along alleys, the fence, wall, or hedge shall be a minimum of four (4) feet in height.”

And

“Screening Abutting Property Lines: Parking abutting a property line should be screened by a three (3) foot landscaped strip. Where a buffer between zones is required, the screening should be incorporated into the required buffer strip, and will not be additional requirement.”

And

“Screening. Screening shall be required for the following: 1. All outdoor storage areas, except for merchandise displays, shall be screened by a six- foot sight-obscuring fence or wall.”

And

“Where a commercial use abuts a residential zone, a six- foot sight- obscuring fence or wall shall be installed along the full length of the property line. This requirement shall not cause the placement of a fence or wall in the clear-vision area.”

The submitted site plan shows the garbage and recycle receptacles are enclosed in the rear of the building. The site plan can be found to comply with the screening and buffering standards through the applicant's compliance with the recommended conditions of approval regarding parking lot perimeter landscaping and screening fence along the rear vehicle overflow parking/storage area.

G. Retention of existing natural features on site; and

FINDINGS: There are no documented natural features existing on site. All three properties under common ownership are graveled with a chain link fence around the perimeter. This standard does not apply.

H. Problems that may arise due to development within potential hazard areas.

FINDINGS: The property is not located within a mapped FEMA floodplain, nor are there steep slopes on site. No potential hazard areas are identified with this application.

I. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

FINDINGS: The City Engineer comments observed that frontage sidewalk and existing driveway drops onto NW Main Street are aging. Some portions are cracked and may need to be replaced because they are unsafe for pedestrian, bicycle, and/or vehicle access. Those improvements within the public right-of-way would be subject to City of Willamina Public Works standards, procedures, permits, and inspections.

3.103 CONDITIONAL USE PERMITS

3.103.3 Criteria for Approval

Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Ordinance relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

A. The use is listed as a conditional use in the underlying district.

FINDINGS: The site is composed of multiple properties under common ownership. The larger western property is zoned R3 – Medium Density Residential. No development is proposed for the R3 zoned property. The two smaller properties where the existing building is located are zoned C1 General Commercial zone. An automotive service station is listed in the conditionally permitted uses of the C1 zone. This criterion is met.

B. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.

FINDINGS: The two smaller properties are developed with an existing shop building, and the applicant's site plan appears to demonstrate that it is feasible for the properties to be brought into compliance with the City's adopted development standards, including but limited to paved parking, landscaping, and stormwater standards. These have already been discussed in detail.

C. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

FINDINGS: The proposed new business takes access from NW Main Street, which is a developed public street in city jurisdiction. The existing building has utility connections in place to city water and sewer. Neither Public Works nor the City Engineers expressed concern about the City's ability to serve this business. The City Engineer comments are attached in Exhibits. They identify the aging sidewalks and driveway drop along the property frontage are aging and cracked; sections may need to be replaced. This can be met by the applicant through compliance with the recommended conditions of approval. No other capacity concerns were identified.

D. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

FINDINGS: The subject properties are located within the main commercial corridor of the community; adjacent to a mix of commercial and residential properties. The Willamina Development Code provides for screening and buffering to minimize impacts to abutting residential where possible. Landscaping around the perimeter of the front parking lot and screening of the rear overflow parking area with a six-foot sight-obscuring fence are included as recommended conditions of approval, consistent with those applicable code sections. Once the site improvements are developed, the new business is not expected to negatively impact the character of the surrounding area.

E. The proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.

FINDINGS: The purpose of the Willamina Development Code is to implement the Willamina Comprehensive Plan. The Comprehensive Plan generally contains policies about the city's goal to support a diverse and successful local economy, including a variety of small businesses which provide services and jobs for local residents.

F. The authorization of such conditional use will not be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

FINDINGS: The application package states "The proposed auto service business is similar to previous uses allowed to conduct business and with the proposed improvements to the site and building will improve its appearance and fit into the objectives of the City plan or policy."

Staff finds that after the replacement of any potentially dangerous sections of frontage pedestrian sidewalk, paved driveways to prevent gravel from impacting the public right-of-way, perimeter landscaping around the front parking lot, and screening against the abutting residential properties in the rear, no detrimental impacts are expected to result from the Planning Commission authorizing the proposed conditional use.

V. STAFF CONCLUSION AND RECOMMENDATION

After consideration of the submitted land use application materials as well as the applicable standards, staff finds that the concurrent Site Plan Review and Conditional Use Permit can be made to comply with the applicable development standards and decision criteria. Staff recommends that the Planning Commission APPROVE the two concurrent applications and ADOPT the findings and recommended conditions of approval contained in this staff report.

NOTE: Due to late nature of the staff report, if any party requests additional time to review the application and staff report materials, the Planning Commission is obligated to grant a continuation of the first hearing. For this reason, a motion to continue is highlighted below.

VI. RECOMMENDED CONDITIONS OF APPROVAL

1. **CONDITIONAL USE.** Site Development Review file #SDR 23-02 shall only be approved with the concurrent approval of Conditional Use Permit # CUP 23-01 for an automotive service shop to be located at 220 NW Main Street.
2. **SITE IMPROVEMENTS.** Conditional Use Permit file #CUP 23-01 shall only be approved with the applicant's satisfaction of the concurrent Site Plan Review conditions of approval to mitigate potential impacts to abutting properties, and public improvements.
3. **REVISED SITE PLAN.** Applicant shall submit a revised site plan for City review and approval demonstrating compliance with the adopted conditions of approval.
4. **CITY ENGINEER COMMENTS.** Applicant shall demonstrate compliance with the City Engineer comments, attached in Exhibit A and memorandum.
5. **FRONTAGE SIDEWALK & DRIVEWAY REPAIR.** Consistent with the City Engineer's comments, applicant shall replace sections of sidewalk and driveways deemed to be detrimental to public safety and/or the public street right-of-way.
6. **PARKING LOT PAVING.** Pursuant to WDC 2.203.08(A) 'Surfacing' and WDC 2.308, all driveways, parking, loading, and vehicle storage areas shall be paved. Further, parking spaces shall be a minimum of 9 feet wide by 18 feet in length, and two-way driveways shall be paved a minimum width of 20 feet.

7. WESTERN DRIVEWAY APRON. If the western driveway from the R3-zoned property is to be used as a secondary access point, applicant shall pave a minimum of 20-foot length driveway apron back onto the property to mitigate the amount of gravel entering the right-of-way.

8. ACCESS EASEMENT. To prevent the rear C1 property from being land-locked, the applicant shall provide to the City a copy of a recorded access easement granted from the R3-zoned property to both smaller C1-zoned commercial properties, allowing access to the rear of the existing building and site circulation through both driveways.

9. LANDSCAPING. On a revised site plan, applicant shall demonstrate compliance with the landscaping standards of the C1 zone and WDC 2.207 Site and Landscaping Design. Specifically, a minimum of 10% of gross site area (to include both C1-zoned properties, but not the R3-zoned property), and a minimum of 3-foot landscaping perimeter around the parking lot(s). If planted, stormwater detention areas may be counted toward overall landscaping count.

10. STORMWATER. Applicant shall coordinate with City Engineers for stormwater plan approval.

11. SCREENING. Applicant shall screen rear vehicle overflow parking area from abutting residential properties with a six-foot tall sight-obscuring fence along the rear property line, in accordance with WDC 2.207.

12. BICYCLE PARKING. Pursuant to WDC 2.203.11, two bicycle parking spaces are required. A standard inverted 'U' or "staple" style bike rack can accommodate 2 bicycles each. Subsection (C) details bike rack dimensions and location.

13. OCCUPANCY. Applicant shall confirm that the building occupancy on record with the Yamhill County Building Department is consistent with the proposed business. A change of occupancy may be required. The first step would be a Building Compliance Application submitted to the City of Willamina.

14. CAR WASH. No vehicle wash is proposed or approved for this site.

15. R3 PROPERTY. No development is either proposed or approved for the large gravel property zoned R3 residential. Outdoor storage or display of vehicles, equipment, or materials is not a permitted land use in the R3 zone.

16. SIGNAGE. No new signage is reviewed or approved with these applications. All new signage is subject to WDC 2.206 standards and procedures.

17. VISION CLEARANCE. Pursuant to WDC 2.209.08, maintenance of the front driveway vision clearance area shall be the ongoing responsibility of the applicant.

18. CONDITIONAL USE PERMIT. CUP approval shall apply to the specific business and site plan submitted with these concurrent applications. CUP approvals are not transferable between properties or applicants.

19. LAND USE APPROVAL TIMELINE. Pursuant to WDC 3.105.08, Site Plan Review approval shall be effective for a period of one year from the date of approval. Substantial construction of the approved plan shall begin within the one (1) year period. Site Plan Review approval shall be voided immediately if construction on the site is a departure from the approved plan. Substantial conformance, as defined in Section 1.200, is determined according to Section 1.101.05. Time extensions may be granted subject to the criteria and procedures of WDC 3.105.08(C).

VII. PLANNING COMMISSION OPTIONS


- A. Motion to APPROVE concurrent land use files, Conditional Use Permit #CUP 23-01 and Site Plan Review #SDR 23-02 as submitted, and adopt the recommended findings and conditions of approval contained in the staff report; or
- B. Motion to APPROVE concurrent land use files, Conditional Use Permit #CUP 23-01 and Site Plan Review #SDR 23-02 as submitted, and adopt the recommended findings and conditions of approval contained in the staff report, AS REVISED by the Planning Commission (stating desired revisions); or
- C. Motion to DENY Conditional Use Permit # CUP 23-01 and/or Site Plan Review #SDR 23-02, with revised findings supporting denial, as detailed by the Planning Commission; or
-  D. Motion to reopen and CONTINUE the public hearing on the concurrent land use files to the next regular meeting of the Planning Commission on Tuesday, June 25, 2024, (indicating specific additional information needed to allow for a future decision, if any).

EXHIBIT A

CITY ENGINEER COMMENTS:

SEE ATTACHED MEMO FROM KELLER ASSOCIATES.

Thu 5/23/2024 2:34 PM

Hi Holly,

I've discussed your questions with Peter. Our recommendation is to replace the sidewalk without widening it to the 6-foot standard. If we were to widen the sidewalk, we'd likely need to remove the small planter strip that currently acts as a buffer between the highway and the sidewalk, as well as provides space for utility poles and water meters. As City Engineers, we have the authority to assess the condition of the sidewalks and determine whether replacement is necessary.

Regarding the driveway apron for the R3 zoned yard, we do share your concern about gravel being dragged into the street ROW. We would recommend extending the paved driveway apron further into the yard than the existing to prevent excess gravel from entering the ROW.

Additionally, regarding the existing sewer and storm connections, they should be of sufficient size for the location and proposed use. It shouldn't be necessary to install an oil-water separator, as they've stated that they will slope the surface runoff to the planter beds for detention and filtration. Jeff, please chime in if you disagree or would prefer them to have an oil-water separator.

Please let us know if you have any further questions or need additional clarification.

Thanks,

AUSTIN EMERICK

Keller Associates, Inc.

EXHIBIT A

City Engineer Recommended Conditions of Approval

May 20th, 2024

Project: 220 NW Main CUP
Owner: Brian & DeAnn O'Neal
Zoning: C-1
Tax Lot: TL 6701AC-13800 & 6701AC-13700

Client: City of Willamina

The following comments are recommended conditions of approval for the Ridgeview Subdivision:

- **General**
 - Back of lot 13700 which abuts residential lots 13000 and 13100 to be screened with a sight obscuring fence per 2.104.6F & 2.308.2B.
- **Off Street Parking & Loading - 2.203**
 - Loading berth is to be paved with a durable hard surface per 2.203.8A & 2.308.2A, gravel is not sufficient.
 - Any areas used for storage of automobiles, recreational vehicles, trucks, trailers, motorcycles, or other vehicles shall be paved with a concrete or asphalt surface per 2.308.2A
- **Storm Drainage - 2.204**
 - Property is required to meet all stormwater quality and detention requirements outlined in section 2.204.
- **Streets and Frontage Improvements - 2.202**
 - Sidewalk and driveways are in disrepair and need to be brought up to city standards per 2.202.3F

City of Willamina
411 NE "C" Street
PO Box 629
Willamina OR 97396
Telephone: 503-876-2242
Fax: 503-876-1121
ci.willamina.or.us

REC'D MAR 11 2024

EXHIBIT B
PLANNING APPLICATION
FORM

Property Address: 220 NE Main Street-Willamina, OR 97396

Assessor's Map & Tax Lot ☐ Polk ☒ Yamhill

Tax Lot(s) TL 6701AC-13800 & TL 6701AC-13700

Zoning General Commercial (C-1)

Project Type (Please check all applicable):

- ☐ Annexation
☒ Conditional Use
☐ Home Occupation
☐ Lot Line Adjustment
☐ Non-Conforming Use
☐ Partition
☐ Signs
☐ Similar Use
☐ Subdivision and Planned Unit Development
☐ Variance
☐ Minor
☐ Major
☐ Zone Change
☐ Other:

Size of the Project (# of units, lots, sq. ft., etc.): Two Lots
11, 262 square feet; building 2,873 square feet

Attachments:

- ☐ (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
☐ (1) 8 1/2" x 11" reduced copy of site plan
☐ Written Narrative/Response to Criteria
☐ Power of Attorney (if applicable)

Description of Request

(include name of project and proposed uses)

B&B Automotive Convert existing shop and lot to automotive service and repair

(For Office Use)

COMPLETE PER: Engineering _____
(Req'd Zn Chg, SPR, & Land Divisions)
Planning _____

Property Owner: Brian & DeAnn O'Neal
Address: 39195 SW Oak Lane- Willamina OR 97396
Phone: 503.991.0237

Applicant: Brian O'Neal
Address: 39195 SW Oak Lane- Willamina OR 97396

Phone: 503.991.0237

Authorized Representative (if different from applicant):

Address: _____

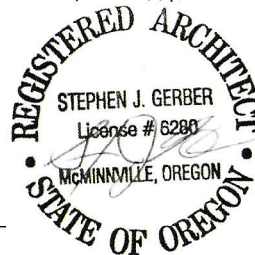
Phone: _____

Surveyor or Engineer or Architect(if applicable):

Gerber Architect, llc / Stephen Gerber
Address: 9340 SW Youngberg Hill Road - McMinnville
OR 97128

Phone: 503.459.7737

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).



(Signature of Owner or Attorney-in-Fact) 2-26-2024
Date

(Signature of Additional Owner) 3-9-2024
Date

(For Office Use)

Date Application Received: _____

Date Application Complete: _____

Pre-app required? Y N Pre-app # _____

Fee Paid: _____ Initials: _____

File Number: _____

City of Willamina
411 NE "C" Street
PO Box 629
Willamina OR 97396
Telephone: 503-876-2242
Fax: 503-876-1121
ci.willamina.or.us

REC'D FEB 26 2024

PLANNING APPLICATION FORM

Property Address: 220 NE Main Street-Willamina, OR 97396

Assessor's Map & Tax Lot ☐ Polk ☒ Yamhill

Tax Lot(s) TL 6701AC-13800 & TL 6701AC-13700

Zoning General Commercial (C-1)

Project Type (Please check all applicable):

- ☐ Annexation
☒ X Conditional Use
☐ Home Occupation
☐ Lot Line Adjustment
☐ Non-Conforming Use
☐ Partition
☐ Signs
☐ Similar Use
☐ Subdivision and Planned Unit Development
☐ Variance
☐ Minor
☐ Major
☐ Zone Change
Other: _____

Size of the Project (# of units, lots, sq. ft., etc.): Two Lots
11, 262 square feet; building 2,873 square feet

Attachments:

- ☐ (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
☐ (1) 8 1/2" x 11" reduced copy of site plan
☐ Written Narrative/Response to Criteria
☐ Power of Attorney (if applicable)

Description of Request

(include name of project and proposed uses)

B&B Automotive Convert existing shop and lot to automotive service and repair

(For Office Use)

COMPLETE PER: Engineering _____
(Req'd Zn Chg, SPR, & Land Divisions)
Planning _____

Property Owner: Brian & DeAnn O'Neal
Address: 39195 SW Oak Lane- Willamina OR 97396
Phone: 503.991.0237

Applicant: Brian O'Neal
Address: 39195 SW Oak Lane- Willamina OR 97396

Phone: 503.991.0237

Authorized Representative (if different from applicant):

Address: _____

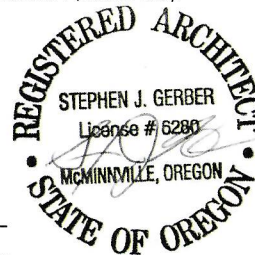
Phone: _____

Surveyor or Engineer or Architect(if applicable):

Gerber Architect, llc / Stephen Gerber
Address: 9340 SW Youngberg Hill Road - McMinnville
OR 97128

Phone: 503.459.7737

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).



(Signature of Owner or Attorney-in-Fact) 2-26-2024
Date

(Signature of Additional Owner) Date

(For Office Use)

Date Application Received: _____

Date Application Complete: _____

Pre-app required? Y N Pre-app # _____

Fee Paid: _____ Initials: _____

File Number: _____



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



City of Willamina Land Use Application

February 16, 2024

Type II Conditional Use Review Application
Type I Site Plan Review Application

Project Team:

-B & B Auto
-Gerber Architect, LLC.
-Surveyor: Leland McDonald & Assoc., LLC



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

November 29, 2023

Bradley O'neil & Brian O'neil
B & B Automotive
39195 SW Oak Lane
Willamina, OR 97396

RE: Incomplete land use applications

Mr. O'neil,

The City of Willamina has received the following items:

- A. Business license application + \$100 (Receipt #12439) for B & B Automotive submitted by Bradley O'neil, dated 10/20/23.
- B. Portions of two different land use application packets, for Site Plan Review and Conditional Use Permit, dated 10/27/23.
- C. Check for the land use applications for \$1,000 (Receipt #12445) from Brian O'neil dated 10/30/23.

The purpose of this letter is to inform you that the two land use applications have been deemed “incomplete,” and cannot be processed or reviewed by the Planning Commission until additional information is received.

Please provide the following information to City Hall. PDF versions are requested, when possible.

- 1. The front page of the general land use application form which identifies the property location, property owner, application type, etc. A property owner signature is required.
- 2. Copy of deed or title report showing legal description of subject property(ies).
- 3. Written responses to the Site Plan Review Criteria found in WDC 3.105.06.
- 4. Written responses to the Conditional Use Permit Criteria found in WDC 3.103.03.
- 5. An existing conditions site plan showing all boundaries of property parcels, tax lots, building footprints, building setbacks from property boundaries, easements, driveways, utilities, dumpsters, fencing, signage, etc.

6. A Site Development Plan showing all proposed improvements to the property: paving, parking, driveways, landscaping, fencing, outdoor storage areas, dumpsters, etc. with dimensions of each.
7. Stormwater: What is the total NEW impervious surface area? What is the plan for stormwater control?
8. Utilities: Are any new utility connections are proposed?
9. Questions related to the proposed land use:
 - a. What substances/chemicals will go down the drain into the public sewer system?
 - b. Will vehicles be washed on-site? Is a catch basin proposed?
 - c. Is any land use proposed for the large gravel western portion of the site (residential zone)?
 - d. Where will vehicles be stored when not in the building?
 - e. Will wrecked vehicles, inoperable vehicles, or vehicle parts be stockpiled or stored long term on site?
 - f. Will tow trucks be stored on site?

Attached to this letter are some of the applicable code sections contained in the Willamina Development Code. This is the type of information typically provided in a Pre-Application Conference.

Also attached are some old surveys related to these properties. Staff is not able to find the recorded survey instrument(s) that created the current tax lot line alignment, but there may be helpful documents in the title report. Please note that there is a difference between tax lots (for tax purposes only) and legal lots of record created by a formal land division. A licensed surveyor may be necessary to assist with this project.

Please note that City Hall cannot approve your business license to operate in Willamina until these land use issues are addressed.

Thank you,

Holly Byram,

Consulting City Planner, MWVCOG

Hbyram@mwvcog.org

Cc. Bridget Meneley, Willamina City Manager

Due diligence notes related to your application:

- Based upon the adopted zoning map for the City of Willamina, the subject properties are split-zoned. The eastern portion is zoned C1 – General Commercial. The western portion is zoned R3 – Medium Density Residential. The Business District Overlay does not apply. The Economic Impact District does apply.
- Permitted Uses and Development Standards for the C1 zone are found in Willamina Development Code (WDC) 2.104.

2.104.3 Conditional Uses

The following uses are allowed subject to obtaining a conditional use permit and completing a Site Plan Review:

A. Automobile service station, including towing service, vehicle washing and polishing facility and services, and, subject to the development provisions in Section 2.308.

- Dimensional standards for the C1 zone are found in WDC 2.104.05.
- Development Standards for the C1 zone are found in WDC 2.104.06.

2.104.6 Development Standards

All developments in the General Commercial District shall comply with the applicable provisions of Section 2.400 of this Ordinance. In addition, the following specific standards shall apply:

A. Off-Street Parking. Off-street parking shall be as specified in Section 2.203.

E. Landscaping. All development in the General Commercial District shall provide a minimum landscaped area equal to 10 percent of the gross site area. Landscaping improvements shall be installed and maintained in accordance with Section 2.207 of this Ordinance.

F. Screening. Screening shall be required for the following:

- 1. All outdoor storage areas, except for merchandise displays, shall be screened by a six- foot sight-obscuring fence or wall.*
- 2. Where a commercial use abuts a residential zone, a six- foot sight- obscuring fence or wall shall be installed along the full length of the property line. This requirement shall not cause the placement of a fence or wall in the clear-vision area.*

- WDC 2.203 Off-Street Parking and Loading. See this section for more details...

2.203 OFF-STREET PARKING AND LOADING

N. Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles and furniture - 1 space per 900 s.f. of floor area

2.203.8 Parking and Loading Area Development Requirements

All parking and loading areas shall be developed and maintained as follows:

A. Surfacing: All driveways, parking, and loading areas shall have a durable, hard surface. In residential areas, either a minimum of 2 1/2 inches of asphalt over a 6 inch aggregate base or 4 inches of Portland cement concrete over a 2 inch aggregate base shall be

provided. In commercial and industrial areas either a minimum of 3 inches of asphalt over an 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.

B. Parking Spaces: Parking spaces shall be a minimum 9 feet wide and 18 feet in length.

C. Driveway Dimensions...

E. Screening...

F. Lighting...

M. Parking at Boundary...

2.203.06 Requirements for Accessible Parking Spaces constructed to ADA Standards...

2.203.10 Parking Lot Landscaping and Screening Standards...

2.203.11 Bicycle Parking...

- WDC 2.204 Storm Drainage...
- A Conditional Use Permit is a Type II Action, which is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Public notice and a public hearing are provided.
- Conditional Use Permit criteria are found in the Willamina Development Code (WDC) Section 3.103.

3.103.3 Criteria for Approval

Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Ordinance relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

A. The use is listed as a conditional use in the underlying district.

B. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.

C. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

D. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

E. The proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.

F. The authorization of such conditional use will not be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

- A Site Plan Review is a Type I-B Action, which is a ministerial Action reviewed by the Planning Commission based on generally clear and objective standards with some discretion.
- Site Plan Review criteria are found in the Willamina Development Code (WDC) Section 3.105.

3.105.6 Evaluation of Site Development Plan

The review of a Site Development Plan shall be based upon consideration of the following:

- A. Compliance with the Permitted Uses section of the applicable zone district, or Conditionally Permitted Uses section with an approved Conditional Use Permit.*
- B. Conformance with the General Development Standards contained in this Ordinance including:*
 - 1. Streets*
 - 2. Off-street parking*
 - 3. Public facilities, including storm drainage, and, utility lines and facilities*
 - 4. Signs*
 - 5. Site and landscaping design*
- C. Drainage and erosion control needs;*
- D. Public health factors;*
- E. Traffic safety, internal circulation and parking;*
- F. Provision for adequate noise and/or visual buffering from non-compatible uses;*
- G. Retention of existing natural features on site; and*
- H. Problems that may arise due to development within potential hazard areas.*
- I. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.*

- **WDC 2.209.08 Clear Vision Areas**

2.209.8 Clear Vision

A. A clear vision area shall be maintained on the corner of all property at the intersection of two (2) streets or a street and a railroad, alley or driveway. A clear vision area shall contain no planting, sight-obscuring fence (open chain link excluded), wall, structure, or temporary or permanent obstruction exceeding two and one-half feet in height (30 inches), measured from the ground. Trees exceeding this height may be located in this area, provided all branches and foliage are removed to a height of eight feet above the ground.

B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines along the intersecting streets, and the third side of which is a straight line connecting points on the lot lines at a distance specified below from the intersection of these lot lines. Where the lot lines have rounded corners, the lot lines shall be extended to their point of intersection in order to measure this distance. The distance used to establish the clear vision triangle shall be as follows:

- 1. In a residential zone thirty (30) feet, or at intersections including an alley or a private driveway, ten (10) feet.*
- 2. In all other zones, where front and side yards are required, the minimum distance shall be fifteen (15) feet, or at intersections including an alley or a private driveway, ten (10) feet.*

- **2.209.09 Fences, Walls, and Hedges**

- 2.308 Manufactured Home, Trailer, and Vehicular Sales, Service, and Related Uses

2.308 MANUFACTURED HOME, TRAILER, AND VEHICULAR SALES, SERVICE AND RELATED USES

2.307.12.308.1 Scope

The provisions of this Section shall apply to the following uses:

A. Automobile service stations;

2.308.2 Standards

In addition to other development standards established elsewhere in this Ordinance, the following standards shall apply to the development of the uses listed in Subsection 2.308.01, above.

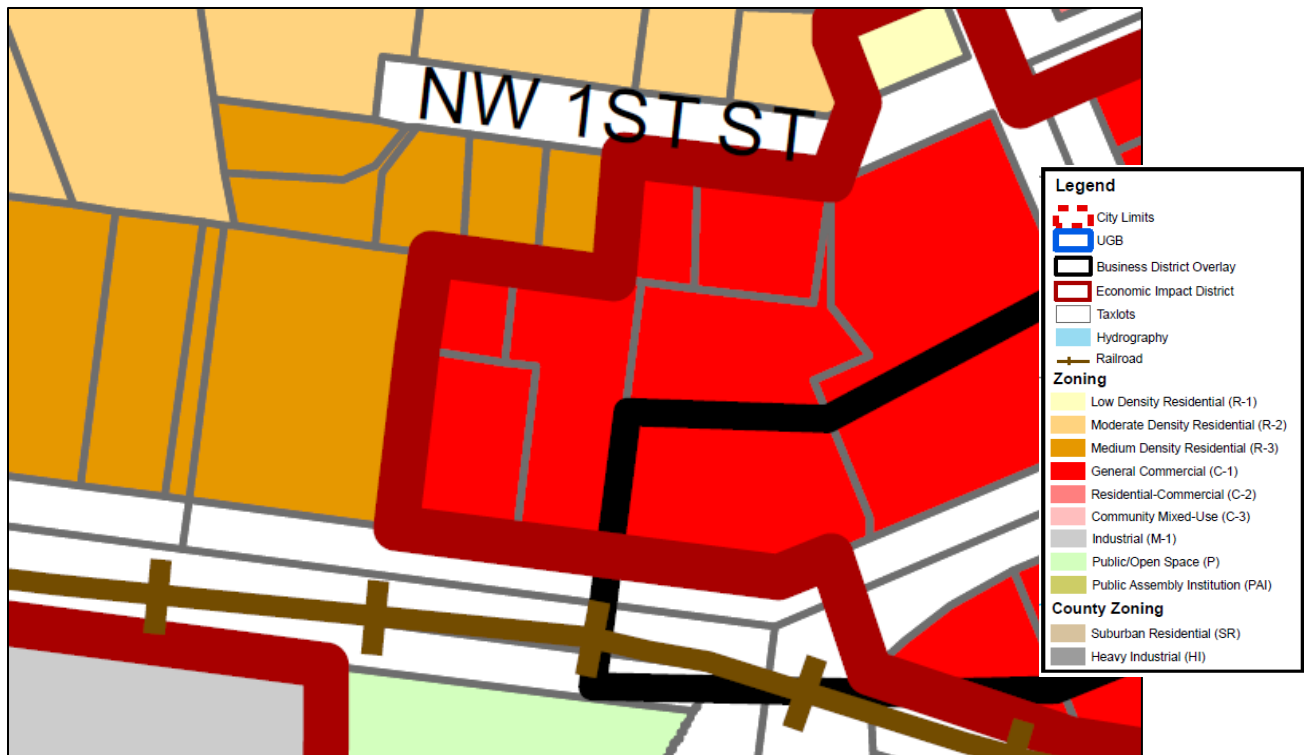
A. All parking areas, loading areas or areas used for storage of boats, automobiles, manufactured homes, recreational vehicles, trucks, trailers, motorcycles or other vehicles shall be paved with a concrete or asphalt surface.

B. The lot shall be screened from adjoining residentially zoned properties in accordance with the provisions of Section 2.207.

C. When not displayed for public sale, all merchandise and supplies, other than vehicles, manufactured homes and trailers, shall be stored within a building.

D. All applicable permits from the state and federal must be obtained prior to development.





Note: Some off-set is observed between the aerial image and property lines.



COUNTY

C.S. NO. 2894

C.S. No. 2894

SECTION 1 TOWNSHIP 6 S. RANGE 7 W.
YAMHILL COUNTY OREGON

SURVEY MADE APRIL 6, 1939
FOR G.E. BEERS IN WILLIMINA, ORE.
SCALE 1"=50'

L.G. MANGUN
DEPUTY COUNTY SURVEYOR

ROAD

FIRST

STREET

ADDITION

FAIRVIEW

C.S. NO. 2907

BLOCK NO. 1

ORIGINAL

TOWN

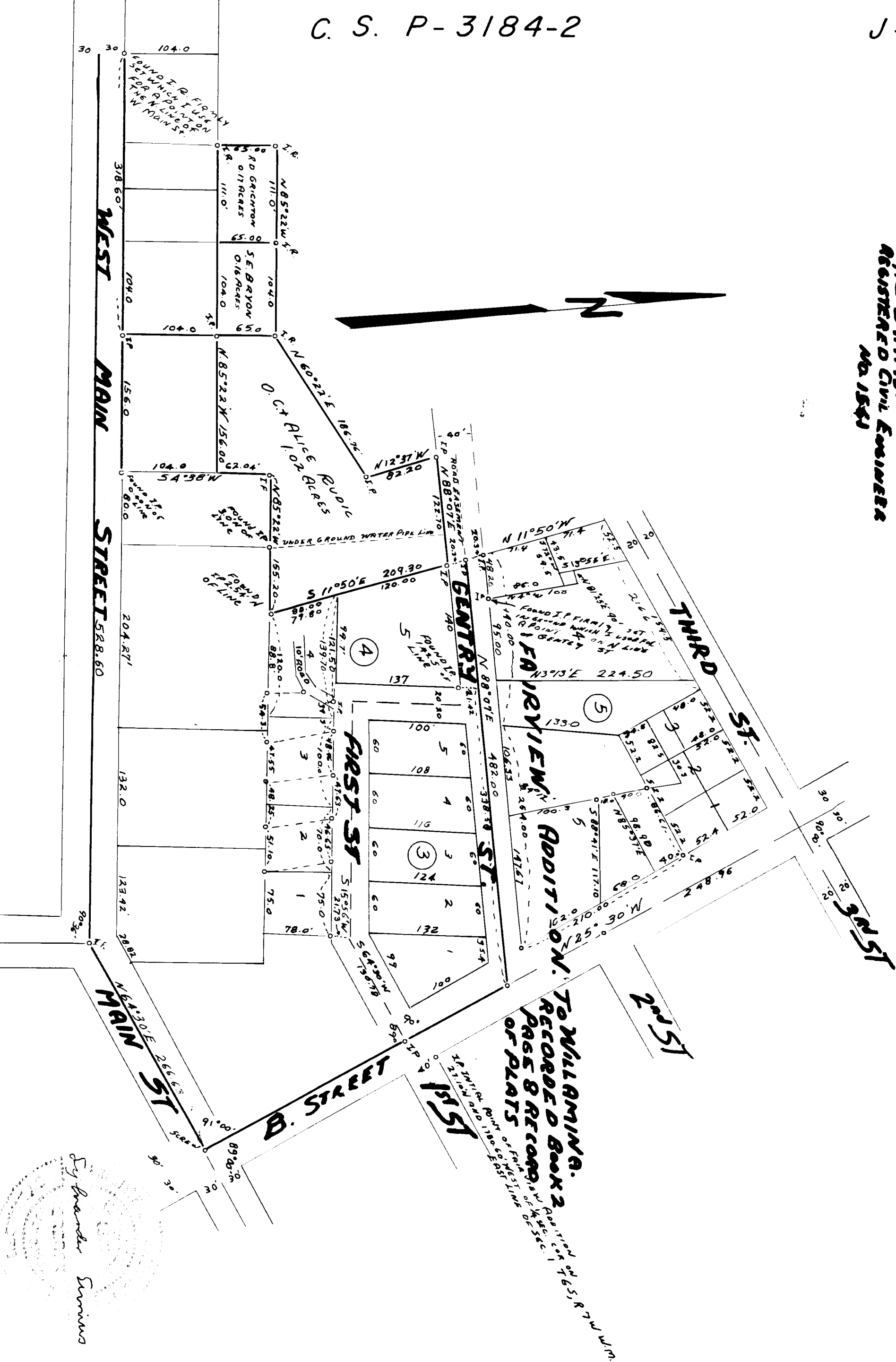
STREET

MAIN

STATE HIGHWAY

POB AT AN IRON PIPE AT
POINT 353.76 SOUTH AND
1932.48 WEST OF THE
1/4 POST ON THE EAST SIDE
OF SECTION 1 T.P. 6 S. R. 7 W.

C. S. P3184-2
SURVEY IN WILLAMINA OREGON
IN SECTION 1 T6S R7W M. 1
YAMHILL COUNTY, OREGON
SURVEYED 2-46
BY S. S. JIMMS.
REGISTERED CIVIL ENGINEER
NO. 1541



County Survey No. 2907 made for Lee Stoddy on the 2nd day of April, 1926
 S. S. Mangum Under Surveyor's Charge, Cherokee, duly sworn.

Beginning at official city monument being angle in Main Street, State Highway No. 1, in the city of Stillman, Oregon and said line S 40° 30' W. 73.92 feet from the northwest corner of Block #1 of the original Grant of the State of Oklahoma as recorded on page 92 in Volume "5" of the Records of the State of Oklahoma. S 5° 00' E 141.3490 feet to iron pipe in the Northern margin of said Main Street. Distance N 85° 00' W. at least first street survey. at iron pipe. S 5° 00' W. at 166.02 feet at iron pipe on Northern margin of said Main Street by bench of street. Distance S 85° 00' E to beginning being tract 1 of the survey.

Also beginning at corner rock in concrete sidewalk at the S. E. corner of Block #1, original townsite of Stillman, Oregon. Distance N 64° 30' E along southerly line of Block #1 to iron sidewalk at point S 64° 30' W. 1102.50 feet from the S. E. corner of said Block #1.

To iron pipe. Distance S 64° 30' W.

To iron pipe. Distance N 84° 30' W.

To North corner of Lot #3 on the Northwest line of Block #1, being N 3° 12' W. along Northwest line of Lot #3 and line of Block #1.

To iron pipe at the N. W. corner of said Block #1.

To iron pipe. Distance South.

To iron pipe at the N. E. corner of tract #1, this survey.

Distance S 5° 00' W. with said line.

To iron pipe at the Northwest margin of Main Street. Distance N 64° 30' E.

To beginning.

I laid on the ground at the N. W. corner of Lot #2, Block #1 there is a building 24.1 feet long and building. Dist. street of which 9.4 feet and on Lot #2 and 14.7 feet on ground lying easterly of said Lot #2.

I also find that from the Northwest corner of the building easterly 12.8 feet there is a pipe at the S. E. corner of a new corner with rock at which is supposed to be the N. E. corner of Lot #1 of Block #4 in the original Grant to said city of Stillman.

That the line as surveyed for the East line of Lot #1 of Block #4, is as shown. At the corner of the N. E. corner of tract #1 this survey bears S 5° 41' E 78.0 feet.

At St. Henry
 County Surveyor.

REGISTERED
OR E G O N
LAND SURVEYOR

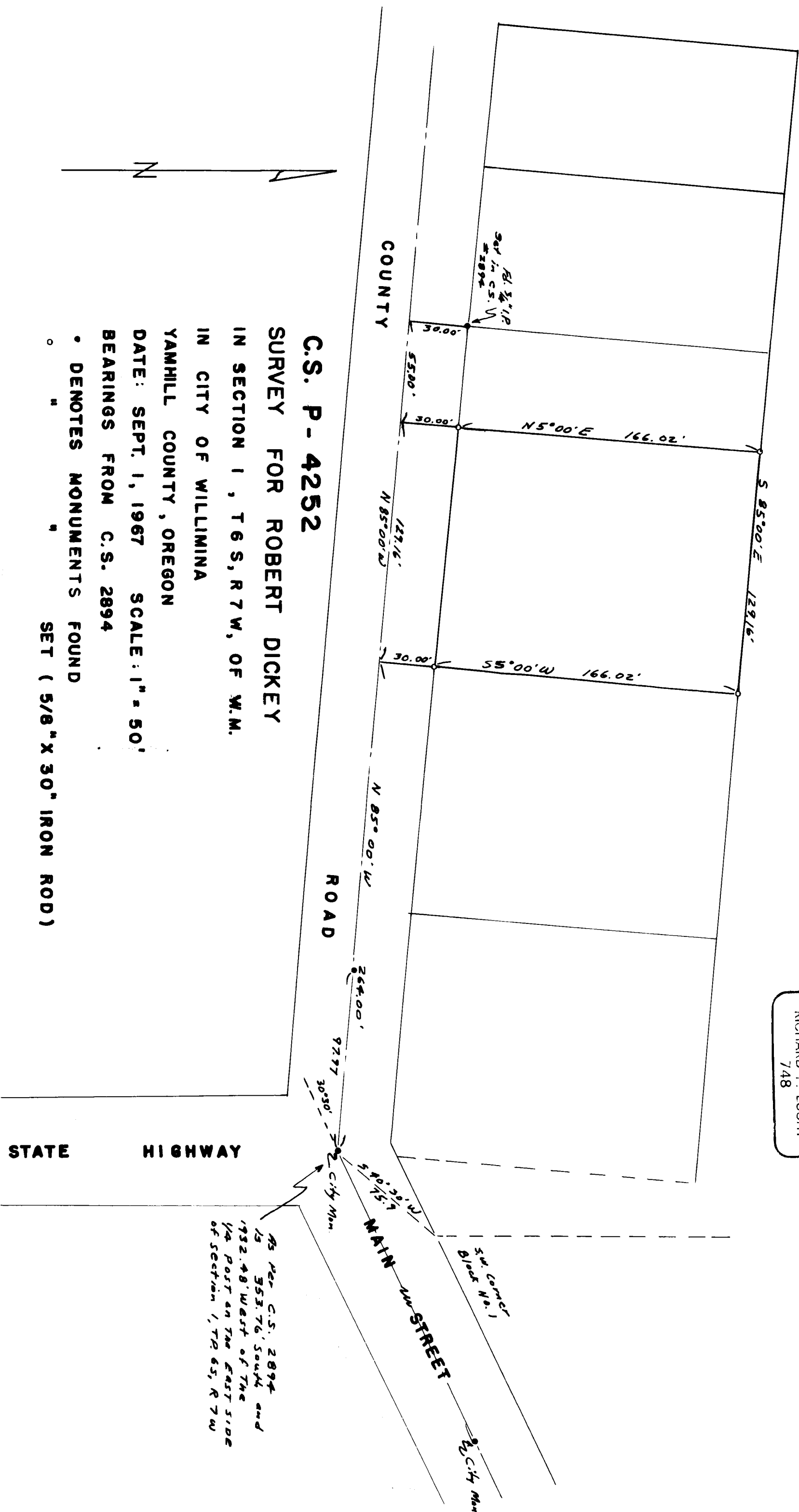
Richard F. Cusack

JULY 8, 1966

RICHARD P. LUCHT
748

0 - 67

69-0





GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Written Statement & Responses to Incomplete Letter Items

(CoW Incomplete Letter Dated November 29, 2023)



GERBER

ARCHITECT

LLC.

B&B AUTOMOTIVE SHOP

2/14/2024

Written responses to City of Willamina (CoW) Incomplete Letter dated 11/29/2023

B&B Automotive is looking to convert an existing shop and its property to an automotive repair shop. The modifications to the existing building are minimal. It has 5 existing bays with overhead doors, an office, waiting room, and ADA accessible toilet room.

The site is currently lighted, fenced, and graveled with an access apron and gate from SE Main Street. There is existing concrete curb, sidewalk, and catch basin along SE Main St. right-of-way. The applicable CoW development code requires the site to be improved in various ways, which are further described within the application written responses and proposed site plan.

The Incomplete land use application letter outlined items needing to be provided or clarified. The following items are responses to those.

1. The general land use application form has been provided with property owner's signature.
2. Copy of deed or title report has been provided within the application documentation.
3. Written responses to Site Plan Review Criteria within development code WDC 3.105.06 have been provided within the application documentation.
4. Written responses to Conditional Use Permit Criteria within development code WDC 3.103.03 have been provided within the application documentation.
5. An existing conditions site plan has been provided with the incomplete letter response documents.
6. A proposed Site Development Plan has been provided with the incomplete letter response documents.
7. Existing gravel pervious lot is 5,394 sq.ft.; new impervious concrete slab-on-grade is 1,724 sq.ft.; new planting beds is 482 sq.ft.
8. There are existing sewer, electric, natural gas utilities to and onto the site.
9. Answer to questions related to the proposed land use:
 - a. Hand cleaner and water will go down drains. All other chemicals will be captured, contained, and recycled.
 - b. No car wash facility is being proposed or utilized.
 - c. The adjacent parcel zoned R-3 is not being developed or utilized for the proposed use.
 - d. Vehicles waiting to be picked up by clients will be stored within the extra parking spaces being proposed. If there are extra vehicles waiting to be picked up, they can be stored on the parcel zoned C-1 to the North of improved proposed parcel zoned C-1.
 - e. Wrecked or inoperable vehicles and parts will not be stored on site. They will be recycled or disposed of on a regular basis.
 - f. There will not be tow trucks stored on site. Towing services will be hired out to existing towing companies within the region.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Preliminary Schedule for Review and Project Development

(Draft)



GERBER

ARCHITECT

LLC.

B&B Automobile Service Center **Development Schedule**

(NOTE: Timeframes noted are estimated and need to be verified by City, County, Architect, and General Contractor.)

Submit Zoning/Planning Incomplete Letter Materials:	30 Days for City to deem application complete.
Time for City to process Final Decision:	120 Days once application complete.
Time for last Appeal on Final Decision:	21 – 30 days
Register City Final Decision with Yamhill County:	1 day
Prepare Building Permit Submission:	30 days
Submit/pay for Building Permit review:	30 – 45 days (confirm with city post zoning)
Respond to any and all City Check sheets:	15-30 days (depends on preliminary review by city departments)
Pick-up and pay for approved Building Permit:	2 days (depends on payment method)
Mobilization, Grading, Demolition of Existing:	14 days (depends on payment method)
Construct site and building improvements:	91 days
Final walk-throughs, punch lists, and sign-offs:	14 days until final Certificate of Occupancy is issued and keys turned over to Carr Auto Group.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



General Commercial C-1 Written Responses

CoW Development Code Section 2.104



Section 2.104 General Commercial (C-1)

2.104.3 Conditional Uses

The following uses are allowed subject to obtaining a conditional use permit and completing a Site Plan Review:

A. Automobile service station, including towing service, vehicle washing and polishing facility, and services, and, subject to the development
ions in Section 2.308.

2.104.5 Dimensional Standards

The following minimum dimensional standards, with the exception of modifications permitted under Section 2.402, shall be required for all development in the General Commercial District.

A. Minimum lot area: No limitation

B. Minimum yard setbacks:

1. Front Yard

Adjoining a non-residential district:	None
Adjoining a residential district:	20 feet

2. Rear Yard

Adjoining a non-residential district:	None
Adjoining a residential district:	20 feet

3. Side Yard

Adjoining a non-residential district:	None
Adjoining a residential district:	20 feet

Setbacks for C-1 parcel and the shop are existing and to remain. When adjacent R-3 property is developed the setbacks will incorporated.

C. Maximum structure height:

Dwellings:	30 feet
Non-dwellings:	45 feet

Existing structure is less than the maximum 45 foot height.



2.104.6 Development Standards

All developments in the General Commercial District shall comply with the applicable provisions of Section 2.400 of this Ordinance. In addition, the following specific standards shall apply:

- C. Off-Street Parking. Off-street parking shall be as specified in Section 2.203.
Being addressed within specific written response section.
- D. Signs. Signs in the General Commercial District shall be subject to the provisions of Section 2.206.
Signage will be mounted on the building to match existing signage.
- E. Subdivisions and Partitions. All subdivisions and partitions shall be reviewed in accordance with the provisions of Section 3.106-3.107.
Not Applicable
- F. Site Plan Review. All new development and expansion of an existing structure or use in the General Commercial District shall be subject to the Site Development Review procedures of Section 3.105.
Being addressed within specific written response section and the proposed site plan.
- G. Landscaping. All development in the General Commercial District shall provide a minimum landscaped area equal to 10 percent of the gross site area. Landscaping improvements shall be installed and maintained in accordance with Section 2.207 of this Ordinance.
Being addressed within specific written response section and the proposed site plan.
- H. Screening. Screening shall be required for the following:
 - 4. All outdoor storage areas, except for merchandise displays, shall be screened by a six-foot sight-obscuring fence or wall.
No outdoor storage areas being proposed on the site. The adjacent C-1 parcel to the North is surrounded by fence, which could be made sight obscuring if utilized for storage.



GERBER

ARCHITECT

LLC.

5. Where a commercial use abuts a residential zone, a six-foot sight-obscuring fence or wall shall be installed along the full length of the property line. This requirement shall not cause the placement of a fence or wall in the clear-vision area.

The C-1 parcel to the North is surrounded by fence on two sides, one of which is a residential zone. It could be made sight obscuring if utilized for storage.

The R-3 parcel to the West is not being developed, but will be screened accordingly when/if development occurs.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Off-Street Parking & Loading Written Responses

CoW Development Code Section 2.203

**2.203 OFF-STREET PARKING AND LOADING****2.203.1 Purpose**

The purpose of this Section is to provide adequate areas for the parking, maneuvering, loading and unloading of vehicles for all land uses in the City of Willamina.

2.203.2 Scope

Development of off-street parking and loading areas for commercial, industrial, or multi-family development shall be subject to the Site Development procedures of Section 2.200 and shall be reviewed pursuant to Section 3.105.

The provisions of this Section shall apply to the following types of development:

- 2 A change in the use of a building or structure which would require additional parking spaces or off-street loading areas under the provisions of this Section.
Required parking for proposed use is being provided, see proposed site plan.
- 3 As a condition of approval in a land use decision.
Required parking for proposed use is being provided, see proposed site plan.

2.203.3 Location

Off-street parking and loading areas shall be provided on the same lot with the main building or structure or use except that:

- 3 In any residential zone, automobile parking areas for dwellings and other uses permitted in a residential zone may be located on another lot if such lot is within 200 feet of the lot containing the main building, structure or use;
Not applicable currently.
- 4 In any non-residential zone, the parking area may be located off the site of the main building, structure or use if it is within 500 feet of such site.
5 parking spaces provided, 3 required, for proposed use. Additional parking could be provided on the North C-1 parcel.

2.203.5 Off-Street Automobile Parking Requirements

Off-street parking shall be provided as required by Section 2.203.08 and approved by the City in the amount not less than listed below.



GERBER

ARCHITECT

LLC.

Commercial Land-Use

N. Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles and furniture- 1 space per 900 s.f. of floor area

Total shop area is 2,873 sq.ft.; (3) parking spaces required, (5) parking spaces provided.

2.203.6 Requirements for Accessible Parking Spaces constructed to ADA Standards.

The number of spaces shall comply with the following:

<u>Total in Parking Lot</u>	<u>Required Minimum Number</u>
<u>to 25</u>	<u>of Accessible Spaces 1</u>
	1

(1) accessible parking space is being provided, see site plan.

2.203.7 Off-Street Loading Requirements

Buildings or structures to be built or substantially altered which receive and distribute materials and merchandise by trucks shall provide and maintain off- street loading berths in sufficient number and size to adequately handle the needs of the particular use.

- A. The following standards shall be used in establishing the minimum number of berths required:

<u>Gross Floor Area</u>	<u>Number of Berths</u>
Up to 10,000 s.f.	1
10,000 s.f. and over	2

Note: For buildings or structures up to 6,000 s.f., regular off-street parking areas may be used to meet the off-street loading requirements.

Existing building area is 2,873 sq.ft., less than 6,000 sq.ft. Regular off-street parking area is being utilized for loading area.

- B. A loading berth shall contain a space a minimum of 12 feet wide and 35 feet long and have a vertical clearance of 14 feet.
The area withing the off-street parking being utilized for loading will meet these dimensional requirements.

**2.203.8 Parking and Loading Area Development Requirements**

All parking and loading areas shall be developed and maintained as follows:

- 5 Surfacing: All driveways, parking, and loading areas shall have a durable, hard surface. In residential areas, either a minimum of 2 1/2 inches of asphalt over a 6 inch aggregate base or 4 inches of Portland cement concrete over a 2 inch aggregate base shall be provided. In commercial and industrial areas either a minimum of 3 inches of asphalt over an 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.

The driveways will utilize the existing compacted gravel. The parking spaces, accessible path from accessible parking space, and the service bay approaches will utilize 6" Portland cement over 2" aggregate base.

- 6 Parking Spaces: Parking spaces shall be a minimum 9 feet wide and 18 feet in length.

All parking spaces meet these minimum requirements.

- 7 Driveway Dimensions: The following driveway dimensions shall apply:

- | | | |
|----|---------------------------|----------------------------------|
| 1. | Without adjacent parking: | <u>Driveway Width</u> |
| | a. | Single family residence: 12 feet |
| | b. | One-way: 12 feet |
| | c. | Two-way: 20 feet |

The Two-way driveway from SE Main Street is minimum of 20'.

2. With adjacent parking:

<u>Parking Angle</u>	<u>Driveway Width</u>
0 to 40	12 feet
41 to 45	13 feet
46 to 55	15 feet
56 to 70	18 feet
71 to 90	24 feet

Minimum of 24' is being provided adjacent to the parking spaces.



GERBER

ARCHITECT

LLC.

- D. Driveway Grade: The maximum grade for a driveway shall be ten percent (10%).
Driveway grades will not exceed 10% since existing grade is mostly flat.
- E. Screening: When any commercial, industrial, or public development's parking or loading area is within a residential zone or abutting a residential use, such parking or loading area shall be screened from all residential properties and uses with an ornamental fence, wall, or hedge a minimum of six (6) feet in height. Along alleys, the fence, wall, or hedge shall be a minimum of four (4) feet in height.
Parking spaces are being provided along property line adjacent to a C-1 commercial zone and will not require screening.
- F. Lighting: Any light used to illuminate a parking or loading area shall be arranged to be directed entirely onto the loading or parking area, shall be deflected away from any residential use and shall not cast a glare or reflection onto moving vehicles on public rights-of-way.
Existing pole light and sconce site lighting to remain.
- G. Surfacing: Areas used for parking and maneuvering of vehicles shall be maintained adequately for all-weather use and so drained as to avoid flow of water across sidewalks or onto abutting properties.
Surfacing will be as noted in previous sections and on proposed site plan. These areas will be sloped towards pervious planting areas and existing catch basin.
- H. Minimize Disturbances: Except for parking to serve residential uses, parking and loading areas adjacent to residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents.
Parking and loading areas are located away from adjacent residential
- I. Maneuvering within right-of-way: Groups of more than four parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.
Not Applicable
- J. Service Drives: Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrians and vehicular traffic on the site.
Not Applicable



GERBER

ARCHITECT

LLC.

- K. Vision Clearance: Service drive exits shall have a minimum vision clearance area formed by the intersection of the driveway centerline, the street right-of-way line, and a straight line joining said lines through points fifteen (15) feet from their intersection.

Compliant vision clearance provided at existing access/egress apron.

- L. Safety: Off street parking access shall be designed to allow flow of traffic, provide maximum safety of traffic access and egress, and the maximum safety of pedestrians and vehicular traffic.

Lot will provide enough space for safety of vehicular and pedestrian traffic.

- M. Parking at Boundary: Parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail at least 4" high, located a minimum of 3 feet from the property line, to prevent a motor vehicle from extending over an adjacent property or a street.

Parking blocks being provided at parking spaces to prevent vehicles from extending into new planting beds along East and South property lines.

2.203.10 Parking Lot Landscaping and Screening Standards

- A. All parking lots, which for purposes of this section include areas of vehicle maneuvering, parking, and loading, shall be landscaped and screened as follows:

1. Screening Abutting Property Lines: Parking abutting a property line should be screened by a three (3) foot landscaped strip. Where a buffer between zones is required, the screening should be incorporated into the required buffer strip, and will not be additional requirement.

Planting beds along South and East property line, in front of parking spaces, will provide buffers between adjacent C-1 property and NE Main Street.

2. Screening at Required Yards: Parking abutting a required landscaped front or exterior yard should incorporate a sight obscuring hedge screen into the required landscaped yard. The screen should grow to be at least 36 inches higher than the finished grade of the parking areas, except for required vision clearance areas, the screen height may be achieved by a combination of earth mounding and plant materials. Elevated parking lots shall screen both the parking and the retaining wall.

Planting beds along East property line, in front of parking spaces, will provide screening between adjacent C-1 property.

3. Landscape Standards: Parking lot landscaping shall consist of a minimum of six percent (6%) of the total parking area plus a ratio of one (1) tree per ten (10) parking spaces to create a canopy effect. Trees and landscaping should be installed as follows:

11% of parking area being landscaped.

- a. The tree species shall be an appropriate large canopied shade tree and should be selected from the street tree list to avoid root damage to pavement and utilities, and damage from droppings to parked cars and pedestrians.

3 required parking spaces do not trigger shade tree requirement.



GERBER

ARCHITECT

LLC.

b. The tree should be planted in a landscaped area such that the tree bole is at least two (2) feet from any curb or paved area.

Not Applicable

c. The landscaped area should be planted with shrubs and/or living ground cover to assure eighty percent (80%) coverage within two (2) years.

Landscaped area will be planted accordingly.

d. Landscaped areas should be evenly distributed throughout the parking area and parking perimeter at the required ratio.

11% of lot will be planting beds along South and East property line, in front of parking spaces, will provide buffers between adjacent C-1 property and NE Main Street.

e. That portion of a required landscaped yard, buffer strip or screening strip abutting parking stalls may be counted toward required parking lot landscaping but only for those stalls abutting landscaping as long as the tree species, living plant material coverage and placement distribution criteria are also met.

Landscaped area will be planted accordingly and meet noted criteria.

4. Residential Screening: Parking areas adjacent to residential dwelling should be set back at least eight (8) feet from the building, and should provide a continuous hedge screen at least three (3) feet in width.

Not Applicable

5. Wheel Guards: Parking lot landscaping should be protected from damage by a secured wheel guards to prevent vehicles entering into landscaped areas.

Parking blocks being provided at parking spaces to prevent vehicles from extending into new planting beds along East and South property lines.

6. Hedge Screening: The required hedge screen should be installed as follows:

a. Evergreen shrubs should be planted so that fifty percent (50%) of the desired screening is achieved within two (2) years, full screening (100%) within four (4) years.

b. Living ground cover in the screen strip such that full (100%) coverage is achieved within two (2) years.

7. Other Screening: Other screening and buffering should be provided as follows:

a. Refuse Container Screen. Refuse containers or disposal areas should be screened from view by placement of a solid wood fence or masonry wall from five to six (5 – 6) feet in height. All refuse materials should be contained within the refuse area.

Refuse area to be incorporated into existing enclosed storage shed.



b. Service Corridor Screen. When adjacent to residential uses, commercial service corridors should be screened. Siting and design of such service areas should reduce the adverse effects of noise, odor and visual clutter upon adjacent residential uses.

Not Applicable

c. Light and Glare Screen. Artificial lighting should be so arranged and constructed as to not produce direct glare on adjacent residential properties or streets.

Existing site lighting only illuminates parking lot.

d. Parking Lot Surface. In all areas where motor vehicles are parked or operated, surfaces shall have concrete or asphaltic paving materials.

Parking areas will incorporate concrete paving materials.

2.203.11 Bicycle Parking

- A. Bicycle Parking Required. Bicycle Parking shall be required in all new multi-family residential (four (4) or more units), new public and semi-public, commercial, and industrial development as well as park-and-ride lots. Bicycle parking shall also be required for expansions and other remodeling that increases the required level of automobile parking. Bicycle parking shall be provided in the following amounts:

LAND USE ACTIVITY	BICYCLE SPACES	HOW MEASURED
-------------------	----------------	--------------

Service retail store handling bulky merchandise
(e.g. furniture)

1

Per 30 vehicle parking spaces

Bike rack being incorporated adjacent to building entry under new steel framed, fabric canopy.

- B. Bicycle Parking Development Requirements

1. Space Size. Each bicycle parking space should be a minimum of six (6) feet long and two (2) feet wide and be accessible by a minimum five (5) foot aisle. Where a standard bicycle rack does not permit these measurements, each wheel space is considered a parking space.

Bike rack to be meet these standards.

2. Location. All bicycle parking shall be within 100 feet from a building entrance and located within a well-lit and clearly visible area. A connection point for an owner to secure or lock the bicycle shall be provided.

Bike rack to be located adjacent to building entry.

3. Cover. Covered bicycle parking is encouraged.

Bike rack being incorporated adjacent to building entry under new steel framed, fabric canopy.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Storm Drainage Written Responses

CoW Development Code Section 2.204



2.204 STORM DRAINAGE

2.204.1 Purpose

To provide for the drainage of surface water from all residential, commercial and industrial development; to minimize erosion; to reduce degradation of water quality due to sediments and pollutants in storm water runoff.

2.204.2 Scope

The provisions of this Section shall apply to all new residential land partitions and subdivisions, planned unit developments, multi-family developments, commercial developments, and industrial development; and to the reconstruction or expansion of such developments.

2.204.3 Plan for Storm Drainage and Erosion Control

A. No construction of any facilities in a development included in Subsection shall be permitted until a storm drainage and erosion control plan for the project is prepared by an engineer registered in the State of Oregon and approved by the City Engineer. This plan shall contain at a minimum:

Existing parking lot is being minimally impacted with improvements. The perimeter planting beds are at the bottom of the sloped lot, will catch and filter surface sheeting stormwater not being directed to the existing catch basin by warped gravel lot.

1. The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
2. Plans for the construction of storm sewers, open drainage channels, and other facilities which depict line sizes, profiles, construction specifications, and other such information as is necessary for the City to review the adequacy of the storm drainage plans.
3. Calculations used by the engineer in sizing storm drainage facilities.

2.204.4 General Standards

A. All development shall be planned, designed, constructed and maintained to:

1. Protect and preserve existing natural drainage channels to the maximum practicable extent; Existing parking lot is being minimally impacted with improvements.
2. Meet the storm drainage and erosion control requirements resulting from a 25 year storm event.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Clear Vision, Fences, Walls, & Hedges Written Responses

CoW Development Code Section 2.308

**2.209.8 Clear Vision**

- A. A clear vision area shall be maintained on the corner of all property at the intersection of two (2) streets or a street and a railroad, alley or driveway. A clear vision area shall contain no planting, sight-obscuring fence (open chain link excluded), wall, structure, or temporary or permanent obstruction exceeding two and one-half feet in height (30 inches), measured from the ground. Trees exceeding this height may be located in this area, provided all branches and foliage are removed to a height of eight feet above the ground.

The clear vision area is being provided at the existing driveway apron at NE Main Street. The existing adjacent chain link fence is incorporated and excluded; the planting bed to the East of the driveway will incorporate planting no taller than 30".

- B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines along the intersecting streets, and the third side of which is a straight line connecting points on the lot lines at a distance specified below from the intersection of these lot lines. Where the lot lines have rounded corners, the lot lines shall be extended to their point of intersection in order to measure this distance. The distance used to establish the clear vision triangle shall be as follows:

1. In a residential zone thirty (30) feet, or at intersections including an alley or a private driveway, ten (10) feet.

2. In all other zones, where front and side yards are required, the minimum distance shall be fifteen (15) feet, or at intersections including an alley or a private driveway, ten (10) feet.

The clear vision area meets these criteria.

2.209.9 Fences, Walls and Hedges

- A. Height, location: Fences, walls and hedges may be located in any required yard or along the edge of any yard, subject to the maintenance of clear-vision area as defined in 2.209.08. A fence, wall, or hedge may not exceed eight (8) feet in height without approval of a variance. Fences exceeding seven (7) feet in height shall require a building permit, or as otherwise required by building code updates. Fences and walls shall not exceed a height of four (4) feet when located between the front of a building and the front property line.

Existing chain link fence will be maintained, no new fencing being proposed.

- B. Construction material: Fences or walls constructed of unsafe materials, including, but not limited to barbed wire, electric fencing, broken glass, and spikes shall generally be prohibited. All fences shall exhibit good workmanship and be constructed of materials commonly used in the fence building industry.

Existing chain link fence is in good condition and well maintained, no new fencing being proposed.



GERBER

ARCHITECT

LLC.

- C. Swimming pool and water feature requirements: All swimming pools, wading pools, ponds and similar water features shall comply with building code requirements for the installation of fences. A dwelling or other permanent structure may be used to meet part of the enclosure requirement.
Not Applicable
- D. Fence Permit Required: No person shall begin construction of a fence or wall without first applying for and obtaining an approved fence construction permit from the City. Consultation with city engineer or city planner may be required. An approved fence permit shall be displayed on the construction site. There will be no fee for a fence permit.
An applicant for a fence permit shall file with the City Planning Clerk or designee a plan showing the following:
Not Applicable
1. Location of the proposed fence or wall on the property in relation to the property lines, streets, driveways, intersections, alleyways;
 2. Property boundaries. Accurate property boundary locations are the responsibility of the fence permit applicant. The City takes no responsibility for determining or verifying accurate locations of property boundaries, fences, or walls.
 3. Clear vision areas, as defined in 2.209.08.
 4. Proposed fence or wall dimensions of each section;
 5. Construction materials to be used; and,
 6. Such other information as the City shall find reasonably necessary.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Vehicular Sales - Service Written Responses

CoW Development Code Section 2.308



2.308 MANUFACTURED HOME, TRAILER, AND VEHICULAR SALES, SERVICE AND RELATED USES

2.308.1 Scope

The provisions of this Section shall apply to the following uses:

A. Automobile service stations;

B. Automobile, truck, manufactured home, recreation vehicle or trailer sales;

C. Boat and marine accessory sales;

D. Motorcycle sales;

E. Retail tire shop, sales, service and repair;

F. Towing service.

2.308.2 Standards

In addition to other development standards established elsewhere in this Ordinance, the following standards shall apply to the development of the uses listed in Subsection 2.308.01, above.

A. All parking areas, loading areas or areas used for storage of boats, automobiles, manufactured homes, recreational vehicles, trucks, trailers, motorcycles or other vehicles shall be paved with a concrete or asphalt surface.

Concrete pads being provided at proposed parking spaces and along service bays along front of building.

B. The lot shall be screened from adjoining residentially zoned properties in accordance with the provisions of Section 2.207.

Not Applicable

C. When not displayed for public sale, all merchandise and supplies, other than vehicles, manufactured homes and trailers, shall be stored within a building.

Not Applicable

D. All applicable permits from the state and federal must be obtained prior to development.

2.308.3 Process

The uses listed in this subsection shall be reviewed for compliance with the standards of this subsection pursuant to the Site Plan Review process set forth in Section 3.105.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Conditional Use Review Written Responses

CoW Development Code Section 3.103





GERBER

ARCHITECT

LLC.

- D. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

The site was a storage yard and vehicle service building for the city, prior to becoming a construction storage yard and service building. The proposed automobile service facility is similar to the previous uses and will not affect the surrounding properties in any negative or different manner.

- E. The proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.

The proposed auto service business is a commercial use, one which is required for the auto-oriented town and all its outlying residence, and its convenience to the town center is a benefit and somewhat needed locally.

- F. The authorization of such conditional use will not be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

The proposed auto service business is similar to previous uses allowed to conduct business and with the proposed improvements to the site and building will improve its appearance and fit into the objectives of the City plan or policy.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Site Plan Review Written Responses

CoW Development Code Section 3.105



3.105 SITE PLAN REVIEW (Type I-B Action)

3.105.3 Applicability of Provisions

- A. Site Plan Review shall be applicable to all new developments and major remodeling of existing developments except:

3. Any commercial or industrial site alteration or building remodel that does not exceed twenty-five percent (25%) of the total square footage of the site or structure. The commercial use being proposed will require minimal alterations to the building as it is similar to the existing and historical uses. In turn, the site improvements required by conditional use will minimally impact the site and greatly improve the it and the adjacent properties.

- B. All of the provisions and regulations of the underlying zone shall apply unless modified by other Sections of this Code.
Applicable sections of the code have been addressed within the proposed site plan.

3.105.4 Review and Approval Process

Site Plan Review applications shall be reviewed in accordance with the Type I-B review procedures specified in Section 3.201.

3.105.5 Submittal Requirements

- A. The following information shall be submitted as part of a complete application for Site Plan Review:

1. Site Analysis

- a. Existing site topography;
- b. Identification of areas exceeding ten percent (10%) slopes;
- c. Site drainage, areas of potential flooding;
- d. Areas with significant natural vegetation;
- e. Classification of soil types; and
- f. Existing structures, roadway access and utilities.



GERBER

ARCHITECT

LLC.

g. Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.

A site survey of the existing parcels owned by applicant has been provided. An existing site plan note existing conditions of the site has been provided.

2. Site Plan

a. Proposed grading and topographical changes;

No grading or topographical changes being proposed, just surfaces improved.

b. All proposed structures including finished floor elevations and setbacks;

Existing structures elevations and setbacks to remain unchanged.

c. Vehicular, bicycle, and pedestrian circulation patterns, parking, loading and service areas;

Circulation patterns to be similar to the existing conditions, see site plans.

d. Proposed access to public roads and highways, bikeways, pedestrian facilities, railroads or other commercial or industrial transportation systems;

Existing access aprons and driveways are being utilized for the proposed use and its improvements.

e. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Inverse elevations may be required for all underground transmission lines;

No grading or topographical changes being proposed, just surfaces improved and all slopes and utilities to be maintained.

f. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;

Proposed landscaping has been noted on site plan, and will be planted to meet the CoW development standards.

g. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks;

Existing building mounted sign to be modified with new business name and graphics, The existing fencing is code compliant and to be maintained.

h. Proof of ownership and signed authorization for the proposed development, if applicant is not the owner of the site; and

Proof of ownership has been provided within the incomplete letter response materials.



i. A schedule of expected development.

A preliminary schedule of expected development has been provided within response materials.

3.105.6 Evaluation of Site Development Plan

The review of a Site Development Plan shall be based upon consideration of the following:

A. Compliance with the Permitted Uses section of the applicable zone district, or Conditionally Permitted Uses section with an approved Conditional Use Permit.

The proposed conditional use is similar to the existing and previous uses and will provided a local needed service within a commercial district.

B. Conformance with the General Development Standards contained in this Ordinance including:

1. Streets
2. Off-street parking
3. Public facilities, including storm drainage, and, utility lines and facilities
4. Signs
5. Site and landscaping design

C. Drainage and erosion control needs;

D. Public health factors;

E. Traffic safety, internal circulation and parking;

F. Provision for adequate noise and/or visual buffering from non-compatible uses;

G. Retention of existing natural features on site; and

H. Problems that may arise due to development within potential hazard areas.

I. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

Conformance to the noted General Development Standards are in existence and improvements being proposed will meet the required standards.



GERBER

ARCHITECT

LLC.

B & B Auto Service

AUTOMOBILE SERVICE RENOVATIONS



Deed/Title Report
Miscellaneous Documents



After recording return to:
Brian K. O'Neil and DeAnn L. O'Neil
39195 SW Oak Lane
Willamina, OR 97396

Until a change is requested all tax
statements shall be sent to the
following address:

Brian K. O'Neil and DeAnn L. O'Neil
39195 SW Oak Lane
Willamina, OR 97396

File No.: 1031-2963521 (MWG)
Date: December 19, 2017

THIS SPACE RESERVED FOR RECORDER'S USE

Yamhill County Official Records

201720287

DMR-DDMR

Stn=2 MILLSA

12/21/2017 01:13:00 PM

3Pgs \$15.00 \$11.00 \$5.00 \$20.00

\$51.00

I, Brian Van Bergen, County Clerk for Yamhill County, Oregon, certify
that the instrument identified herein was recorded in the Clerk
records.

Brian Van Bergen - County Clerk

STATUTORY WARRANTY DEED

City of Willamina, Oregon, a Municipal corporation (Parcel 1);

City of Willamina, Oregon (Parcel 2); and

City of Willamina, a Municipal corporation (Parcel 3), Grantor, conveys and warrants to **Brian K. O'Neil and DeAnn L. O'Neil, as tenants by the entirety**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

See Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$119,000.00**. (Here comply with requirements of ORS 93.030)

FIRST AMERICAN TITLE 2963521



After recording return to:
Brian K. O'Neil and DeAnn L. O'Neil
39195 SW Oak Lane
Willamina, OR 97396

Until a change is requested all tax
statements shall be sent to the
following address:
Brian K. O'Neil and DeAnn L. O'Neil
39195 SW Oak Lane
Willamina, OR 97396

File No.: 1031-2963521 (MWG)
Date: December 19, 2017

THIS SPACE RESERVED FOR RECORDER'S USE

STATUTORY WARRANTY DEED

City of Willamina, Oregon, a Municipal corporation (Parcel 1);

City of Willamina, Oregon (Parcel 2); and

City of Willamina, a Municipal corporation (Parcel 3), Grantor, conveys and warrants to **Brian K. O'Neil and DeAnn L. O'Neil, as tenants by the entirety**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

See Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$119,000.00**. (Here comply with requirements of ORS 93.030)

FIRST AMERICAN TITLE 2963521

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

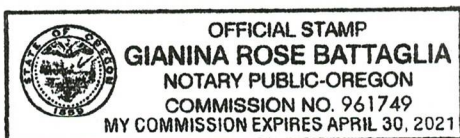
Dated this 19 day of December, 2017.

City of Willamina

By: Kenna West
Name: Kenna West
Title: Willamina City Manager

STATE OF Oregon)
County of Yamhill)ss.
)

This instrument was acknowledged before me on this 19th day of December, 2017
by Kenna West as Willamina City Manager of City of Willamina.



Gianina R. Battaglia
Notary Public for Oregon
My commission expires: April 30, 2021

EXHIBIT A

LEGAL DESCRIPTION: Real property in the County of Yamhill, State of Oregon, described as follows:

PARCEL 1:

Beginning at an iron pipe on the North line of a county road, which pipe is South 40° 30' 00" West 75.90 feet, and North 85° 00' 00" West 189.00 feet, and North 05° 27' 00" East 30.00 feet from the Southwest corner of Block 1, Willamina, in Township 6 South, Range 7 West of the Willamette Meridian, Yamhill County, Oregon; thence North 85° 00' 00" West 75 feet to an iron pipe; thence North 05° 27' 00" East 105.00 feet to an iron pipe; thence South 85° 00' 00" East 75.00 feet to an iron pipe; thence South 05° 27' 00" West 105.00 feet to the point of beginning.

PARCEL 2:

That certain real property situated in Yamhill County, Oregon, bounded and described as follows:

Beginning in the center of County Road, South 40-1/2 deg. West 115 links from the Southwest corner of Block 1 of Willamina; thence North 85 deg. West 2 chains to the Southeast corner of Tract to be described; thence North 5 deg. East 2.97 chains; thence North 85 deg. West 2 chains; thence South 5 deg. West 2.97 chains; thence South 85 deg. East 2 chains to the place of beginning, situate within the corporate limits of the City of Willamina.

EXCEPTING that portion conveyed to the City of Willamina by Deed recorded May 10, 1957 in Book 184, Page 286, Deed Records.

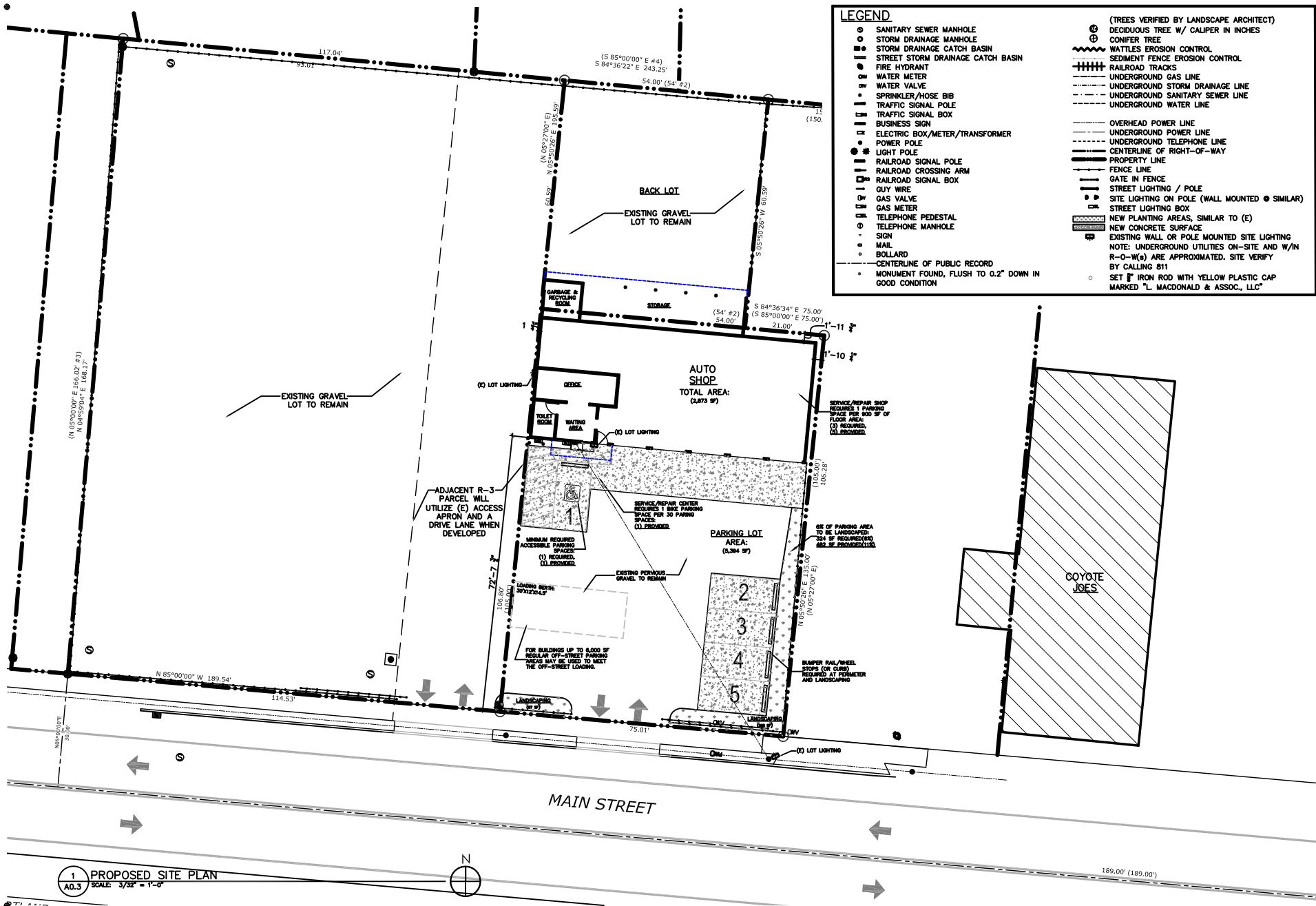
ALSO EXCEPTING that portion conveyed to Augie Frownfelter in Warranty Deed recorded February 3, 1997 as Instrument No. 199701668, Deed and Mortgage Records.

PARCEL 3:

Beginning at an iron post in the center of the County Road, South 40°15' West 1.15 chains from the Southwest corner of Block 1 of the TOWN OF WILLAMINA in Section 1, Township 6 South, Range 7 West in Yamhill County, Oregon; thence North 85° West 4.00 chains to stone set for beginning corner of tract to be described; thence North 85° West 3.09 1/3 chains; thence North 5° East 2.97 chains; thence South 85° East 3.09 1/3 chains; thence South 5° West 2.97 chains to the center of the County Road and the point of beginning, and situate and lying in the William and Martha Branson Donation Land Claim in said County and State aforesaid.

SAVING AND EXCEPTING that part of said premises conveyed by Clay Rowell to the Estate of Sarah B. Stone, deceased, by Deed dated August 7, 1937 and recorded August 20, 1937 in Volume 113 of the Deed Records of said County and State at Page 101; AND ALSO the part of said premises conveyed to Peter Hoglund by G.E. Beers, et ux, by Deed dated April 7, 1945 and recorded April 25, 1945 in Volume 128 of the Deed Records of said County and State at Page 793.

FURTHER EXCEPTING THEREFROM that tract of land conveyed to H. Alyn Warren, et ux, by Deed recorded May 11, 1978 in Film Volume 129, Page 113, Deed and Mortgage Records.



LEGEND

○	SANITARY SEWER MANHOLE	⊕	(TREES VERIFIED BY LANDSCAPE ARCHITECT)
○	STORM DRAINAGE MANHOLE	⊕	DECIDUOUS TREE W/ CALIPER IN INCHES
⊕	STORM DRAINAGE CATCH BASIN	⊕	CONIFER TREE
⊕	STREET STORM DRAINAGE CATCH BASIN	⊕	WATTLES EROSION CONTROL
⊕	FIRE HYDRANT	⊕	SEDIMENT FENCE EROSION CONTROL
⊕	WATER METER	⊕	RAILROAD TRACKS
⊕	WATER VALVE	⊕	UNDERGROUND GAS LINE
⊕	SPRINKLER/HOSE BIB	⊕	UNDERGROUND STORM DRAINAGE LINE
⊕	TRAFFIC SIGNAL POLE	⊕	UNDERGROUND SANITARY SEWER LINE
⊕	TRAFFIC SIGNAL BOX	⊕	UNDERGROUND WATER LINE
⊕	BUSINESS SIGN	⊕	OVERHEAD POWER LINE
⊕	ELECTRIC BOX/METER/TRANSFORMER	⊕	UNDERGROUND POWER LINE
⊕	POWER POLE	⊕	UNDERGROUND TELEPHONE LINE
⊕	LIGHT POLE	⊕	CENTERLINE OF RIGHT-OF-WAY
⊕	RAILROAD SIGNAL POLE	⊕	PROPERTY LINE
⊕	RAILROAD CROSSING ARM	⊕	FENCE LINE
⊕	RAILROAD SIGNAL BOX	⊕	GATE IN FENCE
⊕	GUY WIRE	⊕	STREET LIGHTING / POLE
⊕	GAS VALVE	⊕	SITE LIGHTING ON POLE (WALL MOUNTED ○ SIMILAR)
⊕	GAS METER	⊕	STREET LIGHTING BOX
⊕	TELEPHONE PEDESTAL	⊕	NEW PLANTING AREAS, SIMILAR TO (E)
⊕	TELEPHONE MANHOLE	⊕	EXISTING WALL OR POLE MOUNTED SITE LIGHTING
⊕	MAIL	⊕	NOTE: UNDERGROUND UTILITIES ON-SITE AND W/H
⊕	BOLLARD	⊕	R-O-W(s) ARE APPROXIMATED. SITE VERIFY
⊕	CENTERLINE OF PUBLIC RECORD	⊕	BY CALLING 811
⊕	MONUMENT FOUND, FLUSH TO 0.2" DOWN IN GOOD CONDITION	⊕	SET 1" IRON ROD WITH YELLOW PLASTIC CAP MARKED "L. MACDONALD & ASSOC., LLC"

STEPHEN J. GERBER ARCHITECT
McMinnville, Oregon 97128
503.459.7737
stephen@gerberarch.com
gerberarch.com

REGISTERED ARCHITECT
STEPHEN J. GERBER
License # 8080
McMinnville, Oregon
STATE OF OREGON

B & B AUTOMOTIVE SHOP
LAND-USE APPLICATIONS
WILLAMINA, OREGON 97136
OVER-ALL PHASE-2 SITE PLAN

Revised:
Date: Issued For:

Date: FEBRUARY 16, 2024
Issued For:
DRAFT COW LAND-USE

Job No: GA-2024-C001

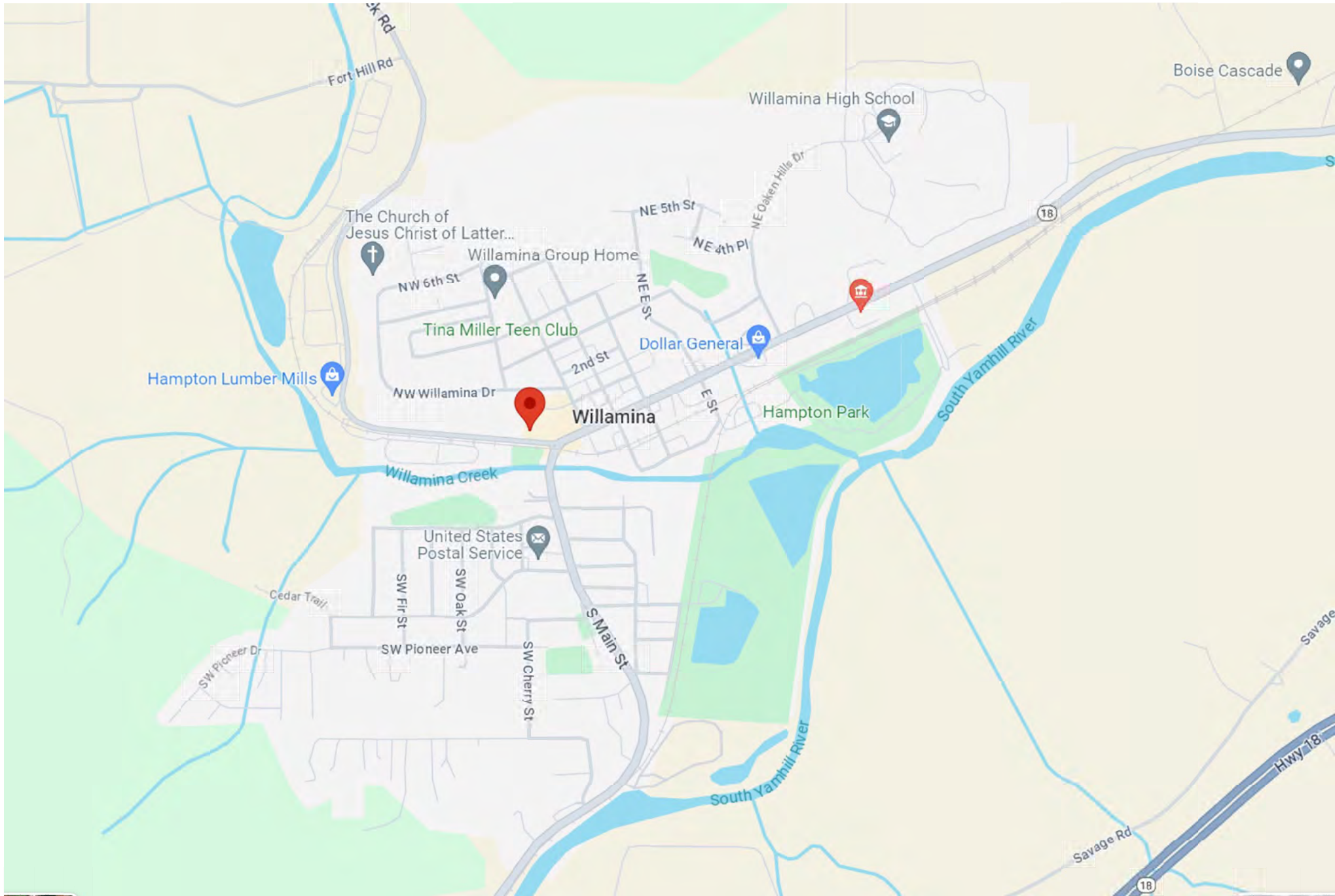
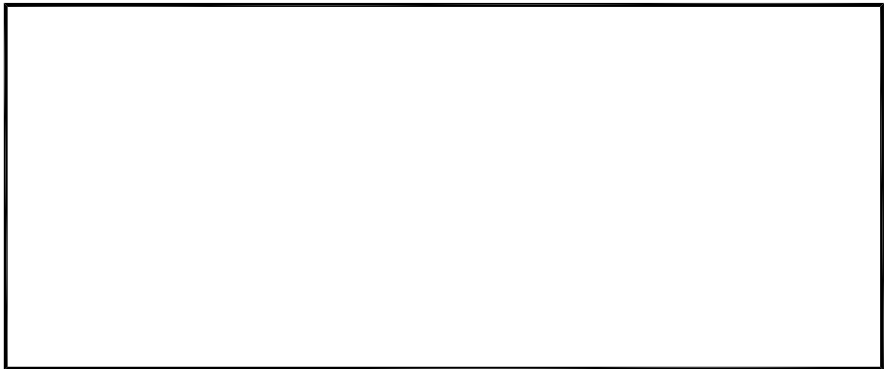
B & B AUTOMOTIVE SHOP - RENOVATION

CITY OF WILLAMINA LAND-USE DRAWINGS

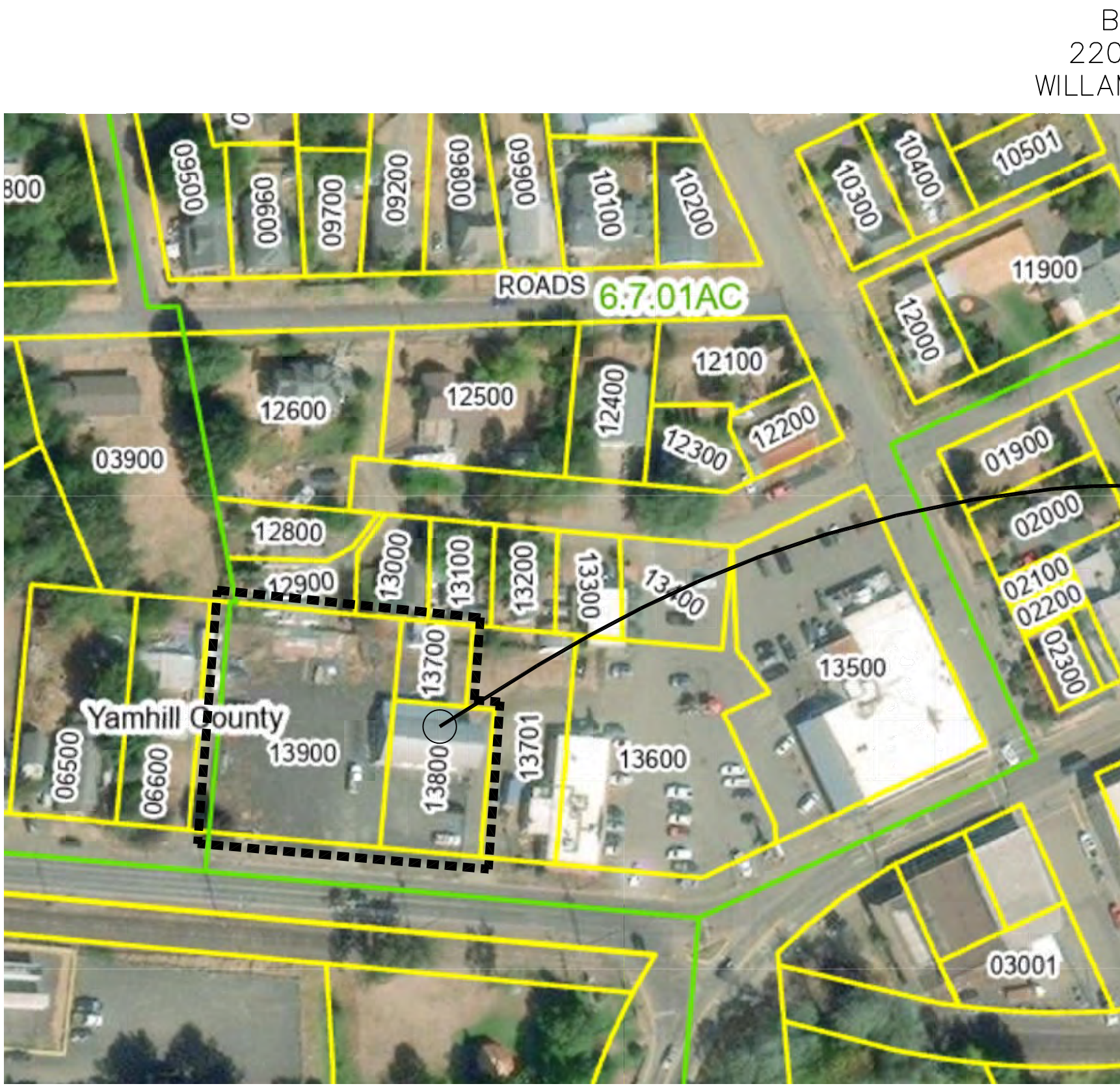
FEBRUARY 16, 2024

220 NE MAIN STREET
WILLAMINA, OR 97396

CLIENT / CLIENT REP:	PROJECT ARCHITECT:	DRAWING LIST:
BRADLEY & BRIAN O'NEIL B & B AUTOMOTIVE 39195 SW OAK LANE WILLAMINA, OREGON 97396 CONTACT: BRIAN O'NEAL (503) 991-0237	STEPHEN J GERBER ARCHITECT GERBER ARCHITECT, LLC 9340 SW YOUNGBERG HILL ROAD MCMINNVILLE, OREGON 97128 (503) 459-7737	A.00 COVER SHEET / SITE PLAN A.01 ENLARGED AERIAL & ADJACENT AERIAL A.02 EXISTING SITE PLAN A.03 PROPOSED SITE PLAN



1 PROPERTY - VICINITY MAP
A0.0 SCALE: N.T.S.

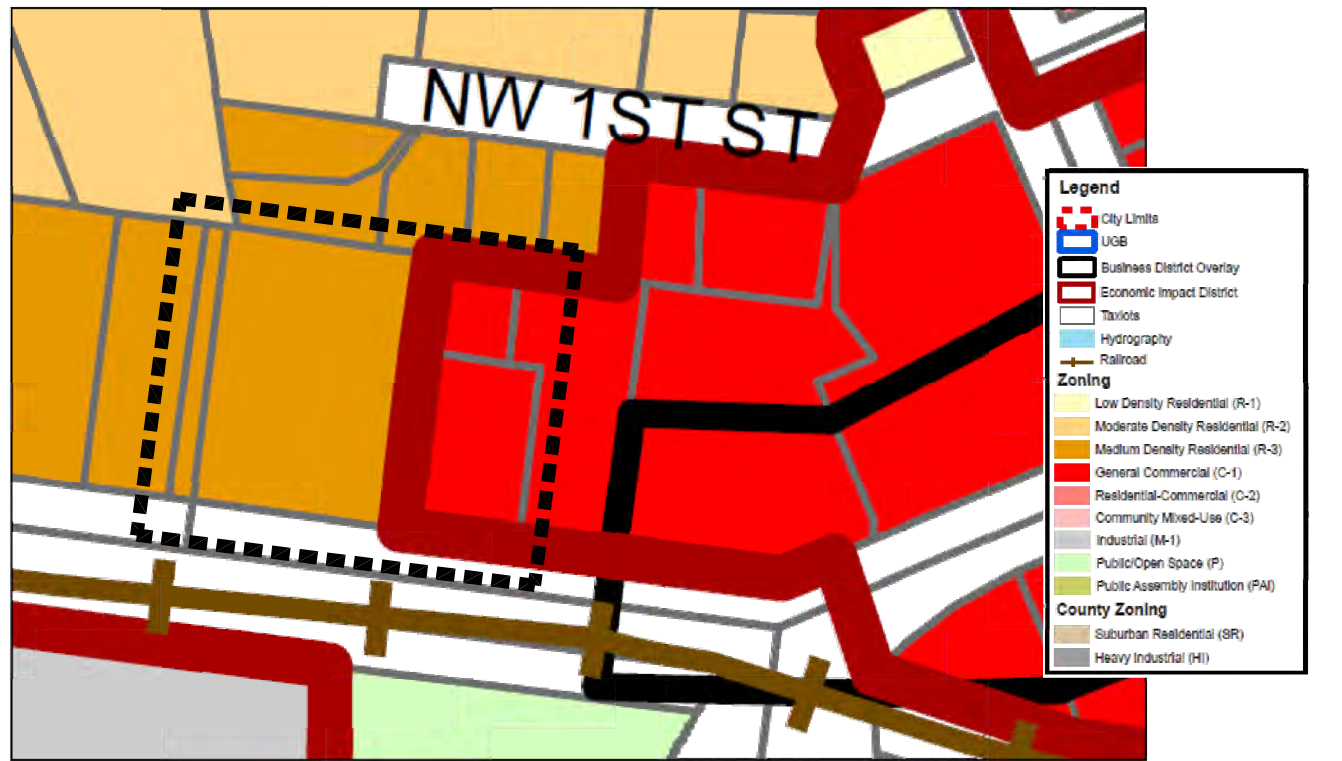


2 ORmap AERIAL
A0.0 SCALE: N.T.S.

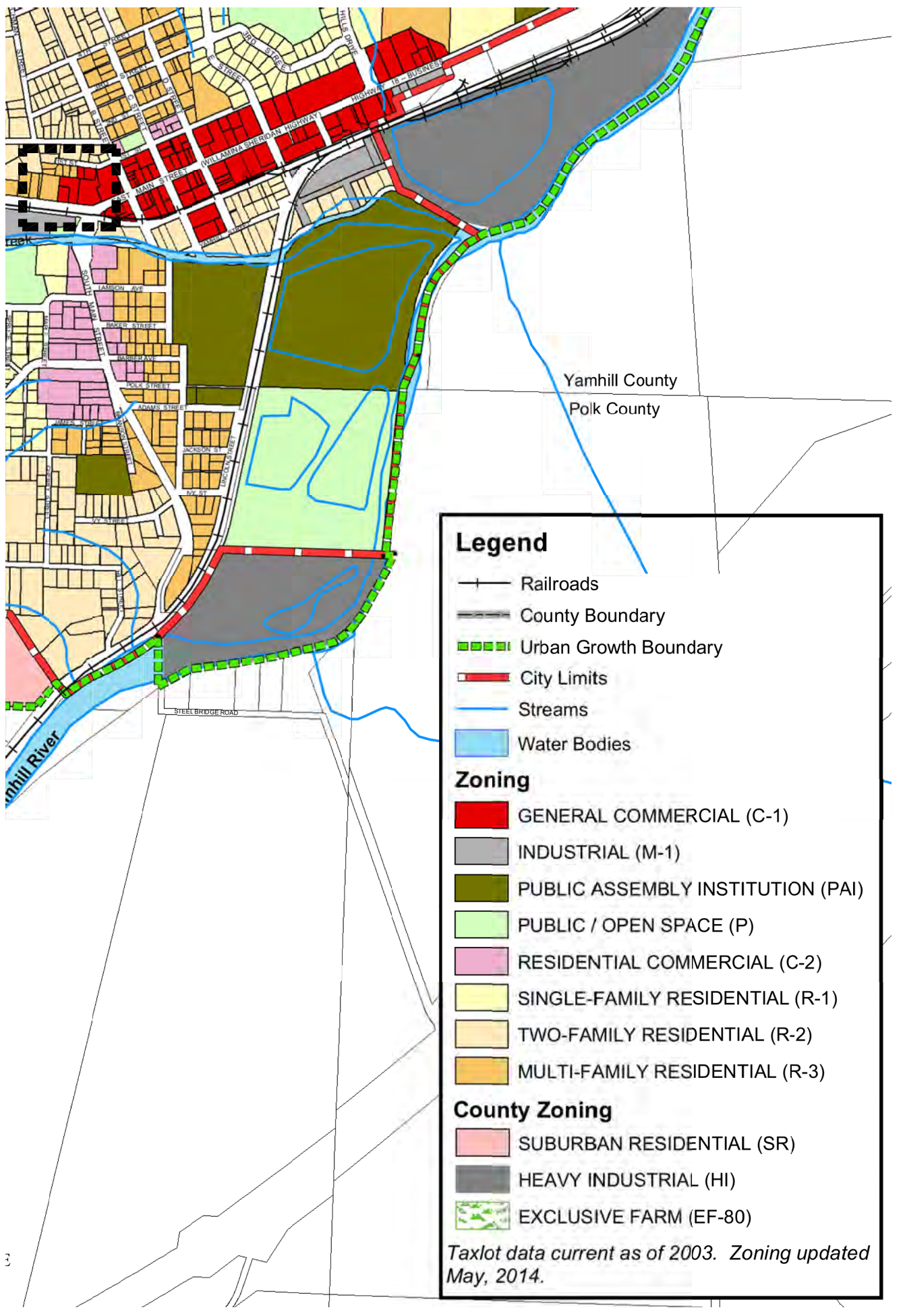
B & B AUTO
220 NE MAIN ST.
WILLAMINA, OR 97396
(#13800)



3 PROPERTY TAX MAP - 6.701 AC
A0.0 SCALE: N.T.S.



5 ENLARGED CoW ZONING MAP
A0.0 SCALE: N.T.S.



4 PARTIAL CoW ZONING MAP
A0.0 SCALE: N.T.S.

STEPHEN J.
GERBER
ARCHITECT

McMinnville, Oregon 97128
503.459.7737
sgerber@gerberarch.com
www.gerberarch.com

REGISTERED ARCHITECT

STEPHEN J. GERBER
License # 6280

McMINNVILLE, OREGON
STATE OF OREGON

B & B AUTOMOTIVE SHOP LAND-USE APPLICATIONS WILLAMINA, OREGON 97396 COVER SHEET

Revisions:
Date: Issued For:

Date: FEBRUARY 16, 2024
Issued For:
DRAFT CoW LAND-USE

Job No: GA-2024-C001

1 of 4
A0.0
LAND-USE SET

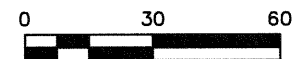
Record of Survey for : Brian O'Neil

Location: NE 1/4 Section 1, T. 6 S., R. 7 W., WM.,
CITY OF WILLIMINA, Yamhill County, OR

Tax Lot: 6701AC - 13700, 13800 & 13900

Date: November 3, 2023

Legend



Scale: 1" = 30'

North

- = MONUMENT FOUND, FLUSH TO 0.2' DOWN, IN GOOD CONDITION UNLESS OTHERWISE STATED. ORIGIN STATED IF KNOWN.
- = SET 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "L. MACDONALD & ASSOC., LLC"
- () = DATA OF RECORD PER INST. NO. 201720287
- (#1) = DATA OF RECORD PER CSP-4252
- (#2) = DATA OF RECORD PER INST. NO. 199701668
- (#3) = DATA OF RECORD PER CS-12287
- (#4) = DATA OF RECORD PER CS-10073
- (#5) = DATA OF RECORD PER CSP-6199
- (#6) = DATA OF RECORD PER PARTITION PLAT 2018-14
- (#7) = DATA OF RECORD PER CS-12775
- X-X-X-X-X- = EXISTING FENCE LINE
- - - - - = CSP-2894, CSP-4252 & CSP-3261-5 SURVEY ROTATION LINES
- = PROPERTY LINE
- - - - - = CENTERLINE OF PUBLIC ROAD
- ▨ = BUILDING

1" IRON ROD, DOWN 1.2'
ORIGIN UNKNOWN, HELD AS POINT
IN NORTH MARGIN OF ROAD
PER CSP-7053, CS-12287, CSP-3184-2

5/8" IRON ROD
ORIGIN UNKNOWN
HELD IN CS-12287

2" ALUMINUM CAP
MARKED "PLS 81344"
PER CS-13415

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER CS-13415

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER PT 18-14

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER PT 18-14

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER PT 18-14

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER PT 18-14

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER PT 18-14

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

2" ALUMINUM CAP
MARKED "PLS 81344"
PER PT 18-14

(N 85°00'00" W 625.16' #3)
(N 85°00'00" W 625.25')

TL 6701BD - 3900
OELHAFEN
INST. NO. 2019-17303

5/8" IRON ROD WITH
ALUMINUM CAP
MARKED "J&R SURVEYORS"
PER CS-12287, HELD FOR
DIRECTION OF WEST LINE
BEARS S 04°59'04" W 2.15'
FROM CORNER

TL 6701BD-6700
WILLAMINA LOTS LLC
INST. NO. 2009-19463

TL 6701BD - 6600
WILLAMINA LOTS LLC
INST. NO. 2009-19463

5/8" IRON ROD WITH
ALUMINUM CAP
MARKED "J&R SURVEYORS"
PER CS-12287

3/4" IRON PIPE
PER CSP-2894
SEE NARRATIVE

S 84°49'58"E 54.99'
(S 85°00'00" E 55.00' #1)
(IR TO IR)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

TL 6701AC - 12900
DUROVCHIC
INST. NO. 2018-5843

5/8" IRON ROD WITH
YELLOW PLASTIC CAP
MARKED "DUNCKEL PLS 1942"
PER CS-10073, HELD FOR NORTH LINE

TL 6701AC - 13900
O'NEIL
INST. NO. 2017-20287

5/8" IRON ROD WITH
ALUMINUM CAP
MARKED "J&R SURVEYORS"
PER CS-12287, HELD

(S 85°00'00" E 129.16' #1)
(S 84°28'55" E 128.98' (IR TO IR))

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

5/8" IRON ROD
PER CSP-4252

(N 5°00'00" E 114.53')
(N 05°23'26" E 30.00' #1)

Narrative

THE PURPOSE OF THIS SURVEY IS TO MARK THE CORNERS OF TAX LOTS 6701AC - 13700, 13800 & 13900 AS CONVEYED TO BRIAN K. O'NEIL AND DEANN L. O'NEIL, IN DEED RECORDED DECEMBER 21, 2017, INSTRUMENT NO. 201720287, DEED RECORDS OF YAMHILL COUNTY, OREGON.

THE BASIS OF BEARINGS IS N 85°00'00" E ALONG THE CENTERLINE OF MAIN STREET PER CS-12287.

I HELD THE IRON PIPE AT THE INTERSECTION OF NW & S MAIN STREETS (NOW YAMHILL COUNTY GPS STA. #45) AND THE 1" IRON ROD FOUND IN CS-3184-2 (SIMMS, 1946) FOR THE ALIGNMENT OF MAIN STREET. THIS ALIGNMENT IS HELD IN MANY SURVEYS SINCE CSP-7053 (JONES, 1978) AS THE LOCATION OF RIGHT OF WAY, AND MANY OF THE FOUND MONUMENTS ALONG THE NORTH MARGIN OF THE STREET AGREE WITH THIS ALIGNMENT. RON SCHULSON RELIED ON THIS ALIGNMENT IN SURVEY CS-12287 (2007), AND LATER IT WAS HELD IN CS-13415 (DAMOUE, 2018), AND PARTITION PLAT 18-14 (DAMOUE, 2018). HOWEVER, USING THIS ALIGNMENT WITH PARCEL 1 OF THE O'NEIL DEED, PUTS THE EXISTING BUILDING OFF OF THE LOT. USING THE 3/4" IRON PIPE FROM CSP-2894 (DEP. SURVEYOR MANGUN, 1939) INSTEAD OF THE IRON BAR, ALIGNED TO THE YAMHILL COUNTY BRASS CAP, AND HOLDING THE RECORD ANGLE FOR THE SIDELINES FROM THE DEED, THE BUILDING CORNERS FALL ON THE LINES OF PARCELS 1 AND 2 OF INST. NO. 201720287. THIS SECOND MAIN STREET ALIGNMENT WAS USED IN CSP-3261-5 (CLARK, 1957), A SURVEY OF TAX LOT 13800, AND IN CSP-4252 (LUCHT, 1967) A SURVEY OF TAX LOT 13900. I SUE THIS 3/4" IRON PIPE ALIGNMENT FOR THE SIDELINES OF PARCELS 1 AND 2 OF INTS. NO. 201720287.

THE WEST LINE IS HELD BASED ON THE MONUMENTS OF CS-12287. THIS LINE IS BASED ON THE 1" IRON BAR ALIGNMENT. THE NORTH LINE IS HELD BASED ON THE MONUMENTS FOUND OR SET IN CS-10073. CS-12287 DID NOT HOLD ANY MONUMENTS ON THE NORTH LINE, INSTEAD HOLDING THAT LINE PARALLEL WITH THE LINE OF MAIN ST. AND AT DEED DISTANCE (166.02') NORTHERLY THEREFROM, WHICH LEAVES A SMALL GAP BETWEEN CS-12287 AND BLOCK 4 OF FAIRVIEW ADDITION. CS-10073 (DUNCKEL, 1993) DID NOT TIE INTO THE ROTATION OF MAIN STREET, NOR DID PREVIOUS SURVEYS OF BLOCK 4. THE CS-10073 ALIGNMENT FOR THE NORTH LINE IS WITHIN 30 SECONDS OF THE CSP-2894 ALIGNMENT HOLDING THE 3/4" IRON PIPE. THE LOCATION OF THE BUILDING AND FENCES ON PARCELS 1 AND 2 LEAD ME TO BELIEVE THAT THE BUILDINGS WERE ERECTED BASED UPON THE MONUMENTS OF CSP-3261-5 AND CSP-4252.

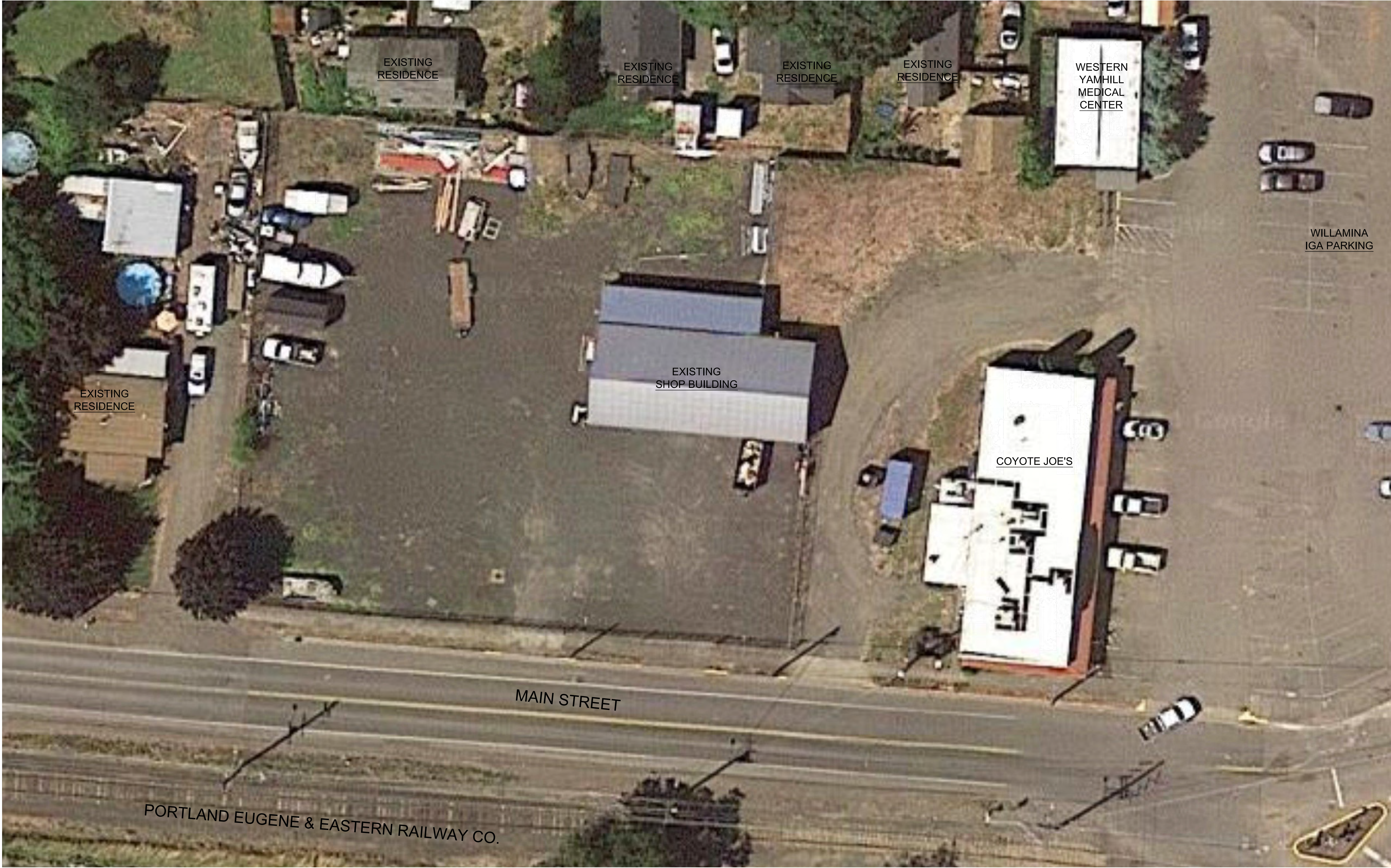
INVERISING FROM THE SOUTH LINE OF BLOCK 4 AS SURVEYED HEREON TO THE MAIN ST. ALIGNMENT OF SURVEY CS-2994, CSP-3261-5 AND CSP-4252 RESULTS IN A DISTANCE WITHIN 0.4' OF THE RECORD 2.97 CHAINS (166.02').

BLOCK 4, FAIRVIEW ADDITION

TL 6701AC - 13600
JIPR LLC
INST. NO.
2017-16517

YAMHILL COUNTY BRASS CAP
MARKED "GPS #45" ON IRON PIPE
IN MONUMENT BOX, HELD AS
CENTERLINE. FOUND OR SET IN CS-2894
(DS MAGNUN, 1939), HELD IN CS-2907
(CS HERRING, 1940), CSP-3184-2,
CSP-7053 & CS-12287
S 40°30' W 75.90' (115 LINKS) FROM
SOUTHWEST CORNER OF
BLOCK 1, WILLAMINA

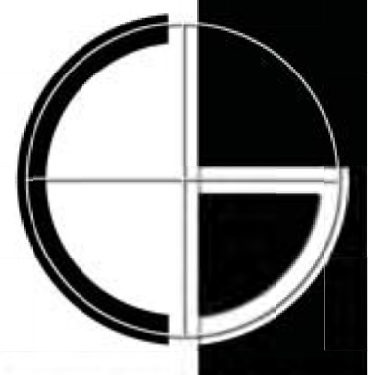
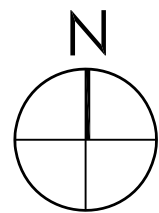
#9984



1
A0.1

SITE AND ADJACENT AERIAL IMAGE W/ BUSINESS AND STREET LABELS

SCALE: N.T.S.



STEPHEN J.
GERBER
ARCHITECT

McMinnville, Oregon 97128
503.459.7737
sgerber@gerberarch.com
www.gerberarch.com



B & B AUTOMOTIVE SHOP

LAND-USE APPLICATIONS

WILLAMINA, OREGON 97396

AERIAL IMAGES OF ADJACENT PROPERTIES/USES

Revisions:
Date: Issued For:

Date: FEBRUARY 16, 2024

Issued For:

DRAFT CoW LAND-USE

Job No: GA-2024-C001

2 of 4
A0.1

LAND-USE SET

© 2024 GERBER ARCHITECT, LLC





STEPHEN J.
GERBER
ARCHITECT

McMinnville, Oregon 97128
503.459.7737
sgerber@gerberarch.com
www.gerberarch.com

REGISTERED ARCHITECT

STEPHEN J. GERBER
License # 6280

McMINNVILLE, OREGON
STATE OF OREGON

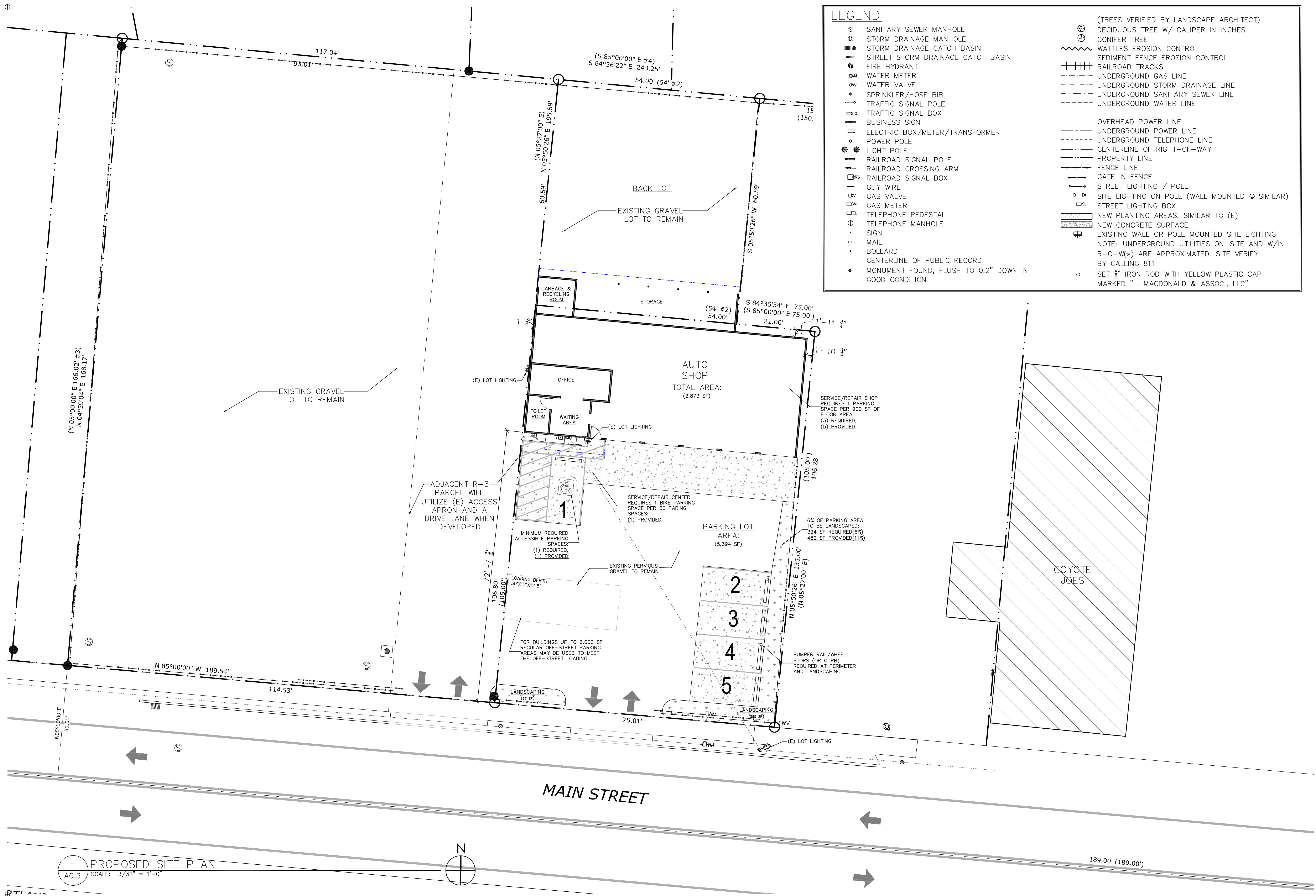
B & B AUTOMOTIVE SHOP

LAND-USE APPLICATIONS

WILLAMINA, OREGON 97396

EXISTING SITE PLAN

Revisions:	
Date:	Issued For:
Date:	FEBRUARY 16, 2024
Issued For:	DRAFT CoW LAND-USE
Job No:	GA-2024-C001
3 of 4	
A0.2	
LAND-USE SET	



LEGEND

● SANITARY SEWER MANHOLE

● STORM DRAINAGE MANHOLE

● STORM DRAINAGE CATCH BASIN

● STREET STORM DRAINAGE CATCH BASIN

● FIRE HYDRANT

● WATER METER

● WATER VALVE

● SPRINKLER/HOSE BIB

● TRAFFIC SIGNAL POLE

● TRAFFIC SIGNAL BOX

● BUSINESS SIGN

● ELECTRIC BOX/METER/TRANSFORMER

● POWER POLE

● LIGHT POLE

● RAILROAD SIGNAL POLE

● RAILROAD CROSSING ARM

● RAILROAD SIGNAL BOX

● GUY WIRE

● GAS VALVE

● GAS METER

● TELEPHONE PEDESTAL

● TELEPHONE MANHOLE

● SIGN

● MAIL

● BOLLARD

--- CENTERLINE OF PUBLIC RECORD

● MONUMENT FOUND, FLUSH TO 0.2" DOWN IN GOOD CONDITION

(TREES VERIFIED BY LANDSCAPE ARCHITECT)

● DECIDUOUS TREE W/ CALIPER IN INCHES

● CONIFER TREE

--- WATTLES EROSION CONTROL

--- SEDIMENT FENCE EROSION CONTROL

--- RAILROAD TRACKS

--- UNDERGROUND GAS LINE

--- UNDERGROUND STORM DRAINAGE LINE

--- UNDERGROUND SANITARY SEWER LINE

--- UNDERGROUND WATER LINE

--- OVERHEAD POWER LINE

--- UNDERGROUND POWER LINE

--- UNDERGROUND TELEPHONE LINE

--- CENTERLINE OF RIGHT-OF-WAY

--- PROPERTY LINE

--- FENCE LINE

--- GATE IN FENCE

--- STREET LIGHTING / POLE

--- SITE LIGHTING ON POLE (WALL MOUNTED @ SIMILAR)

--- STREET LIGHTING BOX

--- NEW PLANTING AREAS, SIMILAR TO (E)

--- NEW CONCRETE SURFACE

--- EXISTING WALL OR POLE MOUNTED SITE LIGHTING

NOTE: UNDERGROUND UTILITIES ON-SITE AND W/IN R-O-W(s) ARE APPROXIMATED. SITE VERIFY BY CALLING 811

○ SET 8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "L. MACDONALD & ASSOC., LLC"

STEPHEN J. GERBER ARCHITECT
McMinnville, Oregon 97128
503.459.7737
sgerber@gerberarch.com
www.gerberarch.com

REGISTERED ARCHITECT

STEPHEN J. GERBER
License # 6280

McMINNVILLE, OREGON

STATE OF OREGON

B & B AUTOMOTIVE SHOP
LAND-USE APPLICATIONS
WILLAMINA, OREGON 97396

OVER-ALL PHASE-2 SITE PLAN

Revisions:

Date:	Issued For:
FEBRUARY 16, 2024	DRAFT CoW LAND-USE

Date: FEBRUARY 16, 2024

Issued For: DRAFT CoW LAND-USE

Job No: GA-2024-C001

4 of 4

A0.3

LAND-USE SET

© 2024 GERBER ARCHITECT, LLC

RECEIVED

NOV 27 2023

A Site Plan Review Application Includes:

- ☐ Application cover page (submitted to City)
- ☐ Explanation of Type I-B Action (copy for applicant)
- ☐ Site plan or drawings, as applicable (submitted to City)
- ☐ Written explanation of the site plan review request:

Adding 4 parking spot 1- ADA, concrete
Adding landscape around perimeter of concrete
+ lot street + sidewalk area
Gravel to remove in some areas not plan

- ☐ Written response to criteria (attached)
- ☐ Deposit Fee: \$600.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Site Plan Review – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to submit written responses that provide evidence indicating the proposal's compliance with the following:

Willamina Development Code, Section 3.105.03, B and 3.105.06.

- A. All of the provisions and regulations of the underlying zone, unless modified by other Sections of this Code.

Response: _____

- B. Conformance with the General Development Standards in this Code including streets, off-street parking, public facilities (storm drainage, water, sewer, streets), private utility lines and facilities, signs, site design, and landscaping.

Response: _____

- C. Characteristics of adjoining and surrounding uses.

Response: _____

- D. Drainage and erosion control needs.

Response: _____

- E. Public health factors.

Response: _____

F. Traffic safety, internal circulation and parking.

Response: _____

G. Provision for adequate noise and/or visual buffering from non-compatible uses.

Response: _____

H. Retention of existing natural features on site.

Response: _____

I. Potential or actual hazard areas such as steep slopes and flood plains.

Response: _____

J. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

Response: _____

The property is zoned (check the appropriate box):

- ☐ Single-family Residential (R-1): Section 2.101.
- ☐ Two-family Residential (R-2): Section 2.102.
- ☐ Multiple-family Residential (R-3): Section 2.103.
- ☐ General Commercial (C-1): Section 2.104.
- ☐ Commercial Residential (C-2): Section 2.105.
- ☐ Industrial (M-1): Section 2.108.

If additional space is needed, please attach an additional page(s).

NOV 27 2023

A Conditional Use Permit Application Includes:

- ☐ Application cover page (submitted to City)
- ☐ Explanation of Type II Action (copy for applicant)
- ☐ Site plan or drawings, as applicable (submitted to City)
- ☐ Written explanation of conditional use permit request:

Auto. motive repair & maintenance
Automotive shop

- ☐ Written response to criteria (attached and upon completion, submitted to the City)
- ☐ Deposit Fee: \$400.00 (Ordinance No. -----, -----date -----)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Conditional Use Permit – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to submit written responses that provide evidence substantiating that all the requirements of the Development Code relative to the proposed use are satisfied and demonstrating the proposed use also satisfies all of the following criteria:

Willamina Development Code, Section 3.103.03

A. The use is listed as a conditional use in the underlying district.

Response: _____

B. Describe how the characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.

Response: _____

C. Explain how the proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

Response: _____

D. Indicate how the proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district

Response: _____

E. Explain how the proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.

Response: _____

F. Explain how the authorization of such conditional use will not be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

Response: _____

If additional space is needed, please attach an additional page(s).

City of Willamina
411 NE C Street
Willamina, Oregon 97396
503-876-2242

NO. 12445

DATE 10/30/23

RECEIVED FROM Brian O'Neil Construction

\$ 1,000.00

DOLLARS

FOR Site plan review & Conditional Use deposit

AMOUNT OF ACCOUNT	
THIS PAYMENT	1,000.00
BALANCE DUE	

☐ CASH
☒ CHECK 16028 BY CO
☐ CREDIT CARD
☐ MONEY ORDER

Receipt No: 16-000527 Oct 30, 2023

O'Neil Construction

Planning 600.00
Site Plan Review Deposit 600.00
Planning 400.00
Conditional Use Permit 400.00
Deposit

Total 1,000.00

Check
Check No: 16028 1,000.00
Total Applied 1,000.00

Change Tendered .00

10/30/2023 2:16 PM

OCT 20 2023

\$100⁰⁰



For Office Use: Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

BUSINESS LICENSE APPLICATION

BUSINESS NAME: BBB Automotive

PHONE: 503-991-7536

BUSINESS PHYSICAL ADDRESS: 250 NW main st

BUSINESS MAILING ADDRESS: 39195 SW oak Ln CITY Willamina ST OR ZIP 97396

TYPE OF BUSINESS: Automotive Repair/maintenance

OWNER(S) NAME: Bradley O'Neil NO OF EMPLOYERS: _____

CONTACT PERSON: Bradley O'Neil PHONE #: 503-991-7536

EMAIL: bradleyoneil7@gmail.com

IS THIS BUSINESS CONDUCTED OUT OF YOUR HOME? ☐ YES ☒ NO

Please give a brief description of your business (Include services, sales etc...)

general repair/maintenance

Please list all types of Amusement Devices (If any):

Number of Devices: _____ Video Games _____ Pool Tables _____ Other _____

For Office Use Only:

Fee Paid 100⁰⁰ Date Paid 10/20/23 Receipt # 18439 License # Issued _____

Type of License Issued ☒ Yearly ☐ Daily Date Daily License Issued for _____

*** YEARLY BUSINESS LICENSES ARE VALID FROM APRIL 1 THROUGH MARCH 31**

City of Willamina
411 NE C St
Willamina OR 97394-0629 (503) 874-2242

Receipt No: 20-000102 Oct 20, 2023

R & B Automotive

Cash

General Fund Misc
Business License- To Be 100.00
Approved

Total: 100.00

Cash 100.00

Total Applied: 100.00

Change Tendered: .00

10/20/2023 10:27 AM