



*Where Life is Sweet*

Members of the Planning Commission  
**STAFF REPORT**  
For the Meeting of February 14, 2024

**Title/Subject**

Conditional Use - Bob Shannon Safety Center 4N2810DD Tax Lots 100, 200, 201 & 202 - 330 S First St

**Summary and Background**

Michael Schlager of Schlager Zimmerman Architects has submitted a request for a conditional use permit for an addition to the Bob Shannon Safety Center located at 330 S First St. The property is described as 4N2810DD Tax Lots 100, 200, 201 and 202. The parcels lie within the Medium Density Residential (R-2) zone. The Bob Shannon Safety Center remodel is funded in part by a Seismic Rehabilitation grant from the State of Oregon.

The safety center remodeling and expansion will cover many facets of building operations. The Hermiston municipal court vacated the building in 2022, moving to the Hermiston city hall at 180 NE 2<sup>nd</sup> Street. The area previously occupied by the municipal court will be converted to offices for patrol and record staff, as well as storage. This change is an interior remodel only and not part of the conditional use request. A new addition will be constructed on the rear of the building along the west exterior wall. This addition is planned as a two-story addition adding additional office space, holding cells, an elevator, and adding a sally port for transfer of arrestees within a secure, enclosed structure. The exterior addition adds 2,937 square feet to the safety center. With the addition the structure will grow from 18,875 square feet to 21,812 square feet. This is an increase in building area of 15.56%. The building was built in 1972 and expanded in 2004 with additional offices for the fire district.

As noted, the property is zoned Medium-Density Residential (R-2). The Bob Shannon Safety Center is part of a larger municipal complex which combines the offices of Umatilla County Fire District #1, the police annex building, and McKenzie Park. A governmental structure or land use including but not limited to a public park, playground, recreational building, fire station, library, museum, or civic center is a use permitted conditionally in the R-2 zone. In the city's conditional use standards in §157.210, government structures may be approved subject to a master plan for future development and expansion. Under this section, uses in existence prior to 1994 are not required to have a master plan but it is recommended. Uses that do not increase the overall land use intensity by more than 10% may be approved administratively by city staff. Since this proposal constitutes a 15% increase in gross floor area for the building, staff has interpreted it to be a more than 10% increase in land use intensity. The proposal will be considered as a conditional use rather than a master plan for the entirety of the McKenzie Park.

As a government structure, the building itself is not classified in the zoning ordinance for parking requirements. However, the primary use of the building is for professional offices and vehicle storage. Vehicle storage areas are not subject to parking requirements, but offices require parking at a ratio of one space per 333 square feet. A 21,812 square foot office building requires 66 spaces and 83 are provided. Since some of the floor area is used for fire engine storage, the overall parking requirement is slightly lower than the 66 theoretical maximum requirement. The site plan proposed in the conditional use complies with the parking standard.

In addition to parking within the existing lots used for the safety complex, the expansion will acquire lease rights to some of the land owned by the Hermiston School District lying between the property line and Weber Field. This lease will add approximately 10,000 square feet to the parking lot, creating an improved circulation plan and allowing for a significant increase in parking over the 52 spaces currently provided.

The property has frontage on one public street, S 1<sup>st</sup> Street. The S 1<sup>st</sup> Street improvements are of an older, outdated standard. Cross slopes on the sidewalk and driveway approaches are both not in compliance with current ADA requirements for accessibility. In approving the expansion to the safety center, staff recommends that the planning commission require replacement of the existing curb, gutter, and sidewalk along the frontage of the development site extending from the south property line of Tax Lot 200 northward to the intersection of the existing sidewalk and the McKenzie Park path approach lying north of the existing building.

Public notice requirements for the property have been met as follows:

- Notice of public hearing published in Hermiston Herald on January 31, 2024
- Notice of proposed land use action posted on property on January 31, 2024
- Notice of public hearing provided by direct mail to all property owners within 300 feet on January 31, 2024

§157.208 of the Hermiston Code of Ordinances provides the method and approval criteria necessary for approving or denying a conditional use. The specific findings required by this section are:

1. The proposal is in conformance with the comprehensive plan and zoning code.
2. The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission.
3. Public facilities are of adequate size and quality to serve the proposed use.
4. The proposed use will prove reasonably compatible with surrounding properties.

In granting a conditional use permit, the planning commission may impose, in addition to those standards and requirements expressly specified by the zoning code, any additional conditions they consider necessary to protect the best interests of the surrounding property or the city as a whole. These conditions may include increasing the required lot size or yard dimensions; limiting the height of buildings; controlling the location and number of off-street parking and loading spaces required; limiting the number, size and location of signs; requiring screening and landscaping to protect adjacent property and any other condition deemed necessary by the commission.

### **Tie-In to Council Goals**

Completing the upgrades to the Bob Shannon Safety Center are a council goal for 2024. The upgrades improve the seismic resilience of the building, increase office space, and improve the functionality of the building.

### **Fiscal Information**

The refits and remodeling are being performed utilizing a \$2.5 million grant.

### **Alternatives and Recommendation**

#### Alternatives

The planning commission may choose to:

- Approve the conditional use permit application as submitted
- Approve the conditional use permit application with amendments
- Deny the conditional use permit application

#### Recommended Action/Motion

- Motion to make the project file a part of the record
- Motion to adopt findings of fact
- Motion to impose conditions of approval
- Motion to approve conditional use application

### **Submitted By:**

Clinton Spencer, Planning Director