



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Lebanon Planning Commission
From: Kelly Hart, Community Development Director
Subject: Administrative Review AR-24-04 – Modification of Land Use Approval for
Administrative Review Permit AR-23-04

Date: June 16, 2024

I. BACKGROUND

The property under consideration is situated at the northwest corner of Airport Road and Stoltz Hill Road, with the address 911 Airport Road. As per the County Assessor Map, it falls within Township 12 South, Range 2 West, Section 15BD, Tax Lot 1000. Currently, the property is within the city limits and is designated in the comprehensive plan as Residential Mixed Density (C/Z-RM).

The property is in a generally developed neighborhood. To the north, west, and east are properties within city limits, zoned Residential Mixed Density and improved or planned for improvement of single-family attached, detached, and duplex units, and at the northern terminus of Stoltz Hill Road is an apartment complex. To the south are properties within city limits and county, including single-family detached dwellings and a convenience store at the southwest corner.

In 2023, the Planning Commission approved a Comprehensive Plan Map Amendment and Zoning Map Amendment, changing the designation and zoning of the property from Residential Mixed Density (C/Z-RM) to Mixed Use (C/Z-MU). This also included a Conditional Use Permit to operate a gas station and an Administrative Review Permit to construct a convenience store on the property.

II. CURRENT REPORT

Before developing the property, the Applicant determined they would like to expand the convenience store building footprint to include a separate tenant space, just over 1,500 square feet in area. Chapter 16.24 of the Development Code establishes the modification procedures for an approved application.

Section 16.24.030 establishes the initial review by the Planning Official to determine whether the project fits under a modification request or if it shall be reviewed under a new application request. These criteria include the following: the project is not a change in land use; the proposed change does not result in an increase in the overall impacts to adjacent properties, nor an increase in

the amount of operational activity on the subject property; the proposed change does not violate the applicable development standards in the land use zone; and the proposed change does not result in a change to lot or parcel boundary lines in an approved subdivision, partition, or property line adjustment.

Based on the Planning Official's review, the application meets the criteria for a modification request, as there is no zone change request. The additional square footage is retail square footage, which was authorized on the site and part of the approved site operations. It is an extension of the proposed building and parking area, which will not change or impact the site's operations or circulation. Finally, the proposed site plan meets the development code, and no partition is proposed.

As the project meets the modification application criteria, Section 16.24.030 of the Development Code indicates the original review authority shall review the modification proposal, but the scope of review shall be limited to the modification proposal. In this case, the proposed approximate 1,600-square-foot building addition and associated parking lot improvements.

The building addition is proposed for the northern portion of the convenience store, maintaining a setback of over 50 feet from the north property line, 10 feet from the western property line, and no impact on the other property lines. Based on the zoning standards applied for the original application, this meets and exceeds the setback standards for the mixed-use zone for convenience store use.

For parking, Table 16.14.070-1 in Section 16.14.070 of the LDC, retail/grocery stores require four parking spaces per 1,000 square feet of building area. The new addition is 1,578 square feet, requiring six additional parking spaces for 23 parking spaces required for all the combined uses on-site. Twenty-one parking spaces are marked stalls, including twelve pump stations as part of the gas station, which was authorized as shared parking as part of the previous application. With the twelve pump stations included, the property has 35 parking spaces to accommodate the combined uses, exceeding the minimum standards.

V. DECISION CRITERIA AND RECOMMENDED FINDINGS – ADMINISTRATIVE REVIEW

The Applicant requests that an Administrative Review Permit be modified to expand a convenience store building to include retail lease space.

Below is an analysis of the review criteria (Section 16.20.040.D of the LDC) and recommended findings for the ADMINISTRATIVE REVIEW application:

1. The proposal shall conform to use, height limits, setbacks, and similar development requirements of the underlying zone.

RECOMMENDED FINDING: The development standards found in Chapter 16.08 (Commercial Land Uses) zone shall be applied to commercial development in the Mixed

Use zone. The Neighborhood Commercial Zone (Z-NCM) standards were applied to the convenience store in the original application and will be applied to the expansion. The two setbacks impacted by the modification are the side setback (western property line) and the rear setback (northern property line). The side setback in the NCM zone is 10 feet when abutting residential, and that standard is met. The rear setback is 20 feet, which is exceeded with an approximate 55-foot setback. With the addition, the lot coverage would increase to 18%, well below the maximum 65% authorized. For building height, the plans will be verified upon building submittal, but the original plans show a height of less than twenty feet, less than the maximum height authorized. As such, this criterion has been met.

2. The proposal shall comply with applicable access and street improvement requirements in Chapters 16.12 and 16.13, respectively.

RECOMMENDED FINDING: The proposed modifications do not impact site access, the transportation system, or street improvements. All previous findings and conditions from the original application remain in full force and effect. As such, this criterion has been met.

3. The proposal shall comply with applicable parking requirements in Chapter 16.14.

RECOMMENDED FINDING: Table 16.14.070-1 in Section 16.14.070 of the LDC, retail/grocery stores require four parking spaces per 1,000 square feet of building area. The new addition is 1,578 square feet, requiring six additional parking spaces for 23 parking spaces required for all the combined uses on-site. Twenty-one parking spaces are marked stalls, including twelve pump stations as part of the gas station, which was authorized as shared parking as part of the previous application. With the twelve pump stations included, the property has 35 parking spaces to accommodate the combined uses, exceeding the minimum standards. As such, this criterion has been met.

4. The proposal shall comply with applicable screening and landscaping provisions in Chapter 16.15.

RECOMMENDED FINDING: The proposed modification does not impact the applicable screening and landscaping requirements, as the addition occurs outside the setback areas and in the parking lot. All previous findings and conditions from the original application remain in full force and effect. As such, this criterion has been met.

5. Any required public facility improvements shall comply with provisions in Chapter 16.16.

RECOMMENDED FINDING: The proposed modification will not impact public facilities. All previous findings and conditions from the original application remain in full force and effect. As such, this criterion has been met.

6. Where applicable, the proposal shall comply with development requirements within identified hazard areas and/or overlay zones.

RECOMMENDED FINDING: There are no areas of steep slopes on the subject property. The applicable Flood Insurance Rate Map for the subject site is 41043C0566G, dated September 29, 2010. Based on this FIRM, the entirety of the subject property is located outside of the Special Flood Hazard Area (SFHA), otherwise known as the 100-year floodplain. The subject property is over 75 feet from the top of the bank of the South Santiam River, Oak Creek, or Cheadle Lake waterbodies. The subject property is also located outside the designated boundaries of the special transportation area.

The site is located in the conical surface area of the Airport Overlay Zone, but the proposed development does not include development that exceeds the height limit or causes interference with the aircraft using the airport. The subject property is located outside all other overlay zones or special districts. As such, the criterion is met.

7. The proposal shall comply with the supplementary zone regulations contained in Chapter 16.19 or elsewhere in the Development Code.

RECOMMENDED FINDING: Chapter 16.19 identifies exterior lighting standards to ensure the lighting associated with the new development does not adversely impact neighboring properties. The previous development proposal maintains conditions applicable to this project that will ensure the standards of this chapter are met. As such, this criterion is met.

VI. PUBLIC NOTIFICATION AND COMMENTS

A public notification for this project was issued on May 29, 2024, for consideration by the Planning Commission on June 26, 2024. Any public comment received on this application will be presented to the Planning Commission at the scheduled public hearing.

VII. CONCLUSION AND RECOMMENDED CONDITIONS FOR DEVELOPMENT – ADMINISTRATIVE REVIEW

Staff finds the proposal complies with the decision criteria for an Administrative Review and recommends approval of the application subject to the adoption of the following Conditions of Development:

1. The Planning Department conditions include, but may not be limited to:
 - a. All conditions from AR-23-04, CU-23-03 shall remain in full force and effect and carry over to this application.
 - b. A minimum of 21 vehicle parking spaces and four bicycle parking spaces shall be maintained on-site at all times.
2. The Lebanon Fire District's requirements from the original application shall remain in full force and effect and carry over to this application.
3. All conditions of development from the Engineering Department from the original application shall remain in full force and effect and carry over to this application.

IX. PLANNING COMMISSION RECOMMENDED ACTIONS –

1. Approve the proposed Administrative Review (AR-24-04), adopting the written findings for the decision criteria contained in the staff report with the conditions of development or
2. Approve the proposed Administrative Review (AR-24-04), adopting modified findings for the decision criteria and conditions of development or
3. Deny the proposed Administrative Review (AR-24-04), specifying reasons why the proposal fails to comply with the decision criteria and
4. Direct staff to prepare an Order of Decision for the Chair or Vice Chair's signature incorporating the adopted findings as approved by the Planning Commission.



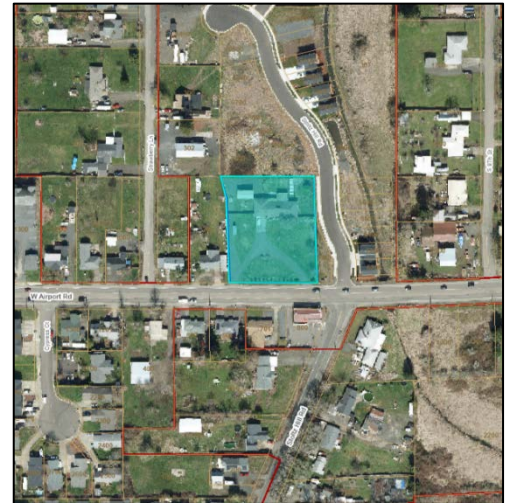
NOTICE OF PUBLIC HEARING LEBANON PLANNING COMMISSION

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Lebanon Planning Commission on **June 26, 2024 at 6:00 p.m.** in the Santiam Travel Station located at 750 S 3rd Street, to afford interested persons and the general public an opportunity to be heard and give testimony concerning the following matter:

Planning Case No.:	AR-24-04
Applicant:	Sona Athwal
Location:	911 W Airport Rd
Map & Tax Lot No.:	12S02W15BD01000
Request:	Modification to Approved Plan (AR-23-04 / CU-23-03)
Decision Criteria:	Lebanon Development Code Chapters: 16.06, 16.20, 16.24

Request: Administrative Review 23-04 and Conditional Use 23-03 were approved to allow for a convenience store and gas station. The applicant is requesting to modify that approved plan by adding 1,578 gross square foot of commercial tenant space.

Providing Comments: The City will be accepting public comment on this item in a number of ways to afford interested persons and the general public an opportunity to give testimony on the subject matter. Written and verbal testimony will be accepted upon issuance of this notice, **until 5:00pm on Tuesday, June 25, 2024**. Written testimony may be emailed to kelly.hart@lebanonoregon.gov or mailed to the City of Lebanon at 925 S. Main Street, Lebanon, OR 97355, or delivered and dropped in the white mailbox in front of City Hall.



The public is invited to either participate in person at the Santiam Travel Station or watch the meeting virtually on **June 26, 2024**.

If you wish to address the Commission under Public Comments or for a Public Hearing, click: [https://zoom.us/meeting/register/tJcrf--gpjkhPNK9cmVtCHdpuVJ2IMirXNbx](https://zoom.us/join/joinMeeting/register/tJcrf--gpjkhPNK9cmVtCHdpuVJ2IMirXNbx) to register in advance for the meeting. You will receive a confirmation email containing information about joining the meeting. Attendees will need to register to receive the link to the meeting.

Please register **ONLY** if you wish to address the Commission. If you want to watch or listen to the meeting, please click this link to do so on YouTube:

<https://youtube.com/live/CQ860uVkiw?feature=share>

The agenda and application materials will be available for review on the City's website at <https://www.lebanonoregon.gov/meetings> seven days prior to the hearing.

CITIZENS ARE INVITED TO PARTICIPATE in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence

Action of the Planning Commission and Appeals: The role of the Commission is to review the proposal and make a recommendation to the Lebanon City Council. A public hearing before the Council will be subsequently scheduled and notice provided. The Council decision is the final decision unless appealed to the Land Use Board of Appeals (LUBA). Failure to raise an issue in the hearing, orally or in writing, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to LUBA based on that issue.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 541-258-4906.

[illegible]

MODIFICATION TO APPROVED PLAN

Submitted to: City of Lebanon
Planning Department
925 S. Main Street
Lebanon, Oregon 97355

Applicants/Property Owners: Sona Athwal
2515 Geary Street SE
Albany, OR 97322
Sona Athwal athwal1@yahoo.com / (530) 662-2100

Applicants/Property Owners: Sranna Jaswant Et Al
2342 Kokanee Way
Lebanon, OR 97355

Applicant's Representative: Udell Engineering and Land Surveying, LLC
63 E. Ash Street
Lebanon, OR 97355

Contact: Laura LaRoque
Email: laura@udelleng.com
Phone: (541) 990-8661

Site Location: 911 West Airport Road

Linn County Assessor's Map No.: 12S-02W-15BD Tax Lots 1000

Site Size: ±1.02-acres

Existing Land Use: Single-Family Dwelling

Zone Designation: Mixed Use (Z-MU) with AS-OZ overlay

Comprehensive Plan Designation: Mixed Use (C-MU)

Surrounding Zoning: North: Residential Mixed Density (Z-RM)
South: Z-RM/UGA-UGM-10
East: Z-RM
West: Z-RM

Surrounding Uses: North: Residential
South: Residential/Commercial
East: Residential
West: Residential



I. Executive Summary

The subject property, 911 West Airport Road (Linn County Tax Assessor's Map No. 12S-02W-15BD Tax Lot 1000) is located northwest of the Stoltz Hill Road and West Airport Road intersection.

The subject property is currently improved with an existing single-family dwelling with associated site improvements. All existing improvements are proposed to be razed for redevelopment of a new convenience store, commercial tenant space, three-pump gas station, and associated site improvements.

The applicant requests a modification of approved plan (Lebanon Planning File numbers AR-23-04/CU-23-03) to add a new 1,578 gross square foot commercial tenant space attached to the north of the approved convenience store and six additional standard size parking stalls.

I. Code Analysis – Chapter 16.24

II. Modification to Approved Plan – Decision Criteria

LDC 16.42.030(B) includes the following review criteria that must be met for approval of a plan modification application. Code criteria are written in **bold** and are followed by findings and conclusions.

Criterion 1

A. The proposed change is NOT a change in land use.

- 1.1 The subject property is approved for commercial convenience store and gas station uses under Lebanon Planning File numbers AR-23-04/CU-23-03.
- 1.2 The proposed commercial tenant space falls under the same use category as the convenience store listed as "other commercial uses" in Table 16.06.060; therefore, the proposed change is not a change in land use.

Criterion 2

B. The proposed change does NOT result in an increase in the overall impacts to adjacent properties, nor in an increase in the amount of operational activity on the subject property.

- 2.1 Noise. Noise generation will be minimal for the proposed commercial development and will likely include noise associated with conversation and vehicle traffic.
- 2.2 Lighting and Glare. All on-site lighting will be directed downward and contained on-site. The standard can be verified at the time of a building permit or prior to the issuance of an occupancy permit.
- 2.3 Odor. The site is to be utilized for fueling stations, a convenience store, and commercial tenant space. The odors on the site would be minimal and likely result from vehicle exhaust from on-site vehicle circulation and the fueling stations. There are no odors that would be generated that would result in required mitigation.

- 2.4 Hours of Operation. The site is expected to be open Monday through Friday with hours of operation not extending into the hours between 11 p.m. and 5:30 a.m. on weekdays, and 11 p.m. and 6 a.m. on weekends.
- 2.5 Vibrations and Dust: There is no activity that will occur on site that would create vibration. Proposed driving and parking surfaces will be paved; therefore, dust is not expected.
- 2.6 Privacy and Safety. A combination of fencing and landscaping will screen and buffer the proposed development from abutting residential property. The property owner and store employees will be responsible for regular monitoring to ensure the site is maintained, safe, and free of items that are prohibited or potentially harmful.
- 2.7 Buffering and Screening. LDC 16.15.020 and 16.15.030 require landscape buffering and screening to reduce the impacts on adjacent uses which are of a different type. For commercial development, the site area excluding building footprint and impervious surfaces are required to be landscaped. In addition, buffering and screening are required for parking and screening of mechanical equipment.
- 2.8 Based on the findings above, the proposal will not increase the overall impacts to adjacent properties or increase the amount of operational activity on the subject property. Therefore, this criterion is met.

Criterion 3

C. The proposed change does NOT violate the applicable development standards in the land use zone (see LDC Chapters 16.05 – 16.11 and 16.12 – 16.19).

- 3.1 The purpose of the MU zoning district according to Section 16.060.020.A is as follows:
- “The purpose of the Mixed-Use Zone is to provide lands that possess potential for several types of land use or combinations of different land uses. The intent of this designation is to achieve an environment in which different land uses can co-exist by providing building groupings for privacy, usable and attractive open spaces, and safe circulation, thus promoting the general wellbeing of the residents, businesses, and other occupants. Effective mixed-use zones not only allow the co-location of various types of uses, but they also promote compatible architectural design and connectivity of buildings to streets and paths.”*
- 3.2 Use. According to LDC Chapter 16.06, Table 16.05-2, commercial uses of 15,000 square feet or less are permitted with Administrative Review in the MU zoning district and gas stations are permitted with Conditional Use approval.
- 3.3 Development Standards. The development standards for the MU zone are found in Table 16.06-7 and are as follows:
- a. There is no minimum lot size for uses other than residential. Therefore, this criterion is not applicable.

- b. Required yards and other site development standards are as required in the Z-RM, Z-NMU, Z-NCM, Z-CCM, Z-HCM, Z-IND, or Z-PU zone. Based on site location and composition the neighborhood commercial standards (Z-NCM) would be most appropriate:

A table of NCM development standards is provided below:

Standard	Neighborhood Commercial Zone (Z-NCM)
Maximum Height	25'
Maximum Building Coverage	60% (less setback area)
Minimum Setbacks	(a) Front yards and street side yards shall be a minimum of 10' (b) Front yards or street side yards abutting a residential zone shall be 10' (c) Side yards abutting a residential zone shall be 10' (d) Rear yards abutting a residential zone shall be 10'

Building height is the vertical distance from grade to the average height of the height roof surface. According to the Building Elevation (Sheets A2.01 and A2.03), the overall height of the convenience space is 17 feet, which is less than the maximum 25-foot building height in the NCM zoning district.

The property is in a developed neighborhood and abuts residential zoned property to the north, east, and west and public right-of-way to the south.

A setback is the required distance between a property line and a building, or other feature, in which development is restricted. As shown on the tentative site plan, the commercial structure, parking lot, and travel aisles exceed minimum setback standards.

Lot coverage is the area of the lot covered by a building, or buildings, expressed as a percentage of the total lot area. The site is ±1.02-acre and will be razed for redevelopment. The preliminary site plan shows 4,074 square foot convenience store, 1,578 commercial tenant space, and 2,408 square foot fuel pump canopy at build-out, or 18 percent lot coverage. Therefore, the lot coverage of the site layout is below the most restrictive 60 percent maximum of the NCM zone.

- 3.4 Airport's Airport Safety Zone. According to Figures 16.11.020-1 to 16.11.020-3 the property is in the 494' horizontal surface, direct impact area of the Lebanon Airport's Airport Safety Zone (AS-OZ). Therefore, notice must be provided to the Oregon Department of Aviation.

- 3.5 Access. According to LDC 16.12.020.A, LDC 16.12.030.F.3, LDC 16.12.030.L.4, commercial uses may be served by a minimum of 12-foot per travel lane.

The site will maintain frontage on and access to/from West Airport Road and Stoltz Hill Road. West Airport Road and Stoltz Hill Road are classified as a minor arterial street and collector street, respectively. The accessway to West Airport Road is proposed to be 30 feet wide and right-in/right-out. The accessway to Stoltz Hill Road is proposed to be 36 feet wide with unrestricted access.

Clear vision area is as provided in Section 16.12.030.H.4. All access points must contain a clear vision area which consist of a triangular area, two sides of which are lot lines measured from the corner intersection of the street lot lines and the third side of which is a line across the corner of the lot joining the non-intersection ends of the other two sides. The clear vision area for corner lots is 20 feet along the right-of-way of each intersecting street. The clear vision area for a street-driveway intersection shall be 10 feet along the driveway from its intersection with the street right-of-way and 20 feet along the street right-of-way at the point of intersection with the driveway. As shown on the site plan included in the record, the clear vision areas meet the respective standards.

The Lebanon Fire District reviewed the site plan and determined there is sufficient fire access to the site. The perimeter of the building can be served by a fire engine position on either Airport Road or Stoltz Hill Road.

- 3.6 Frontage Roadways. The site will maintain frontage on and access to/from West Airport Road and Stoltz Hill Road. West Airport Road and Stoltz Hill Road are classified as a minor arterial street and collector street, respectively. The accessway to West Airport Road is proposed to be 30 feet wide and right-in/right-out. The accessway to Stoltz Hill Road is proposed to be 36 feet wide with unrestricted access.

Airport Road is classified as a minor arterial and is mostly constructed to City standards. Improvements include curb, gutter, and sidewalk along the south side, curb and gutter along the north side, and a travel lane in each direction and center turn lane. Needed improvements include a sidewalk along the north side.

Stoltz Hill Road is classified as a collector street and is fully constructed to City standards. Improvements include a travel lane in each direction.

- 3.7 Trip Generation. According to LDC 16.20.110(B), the City or other road authority may require a Traffic Impact Study as part of an application for development when an increase in site traffic volume generation by 300 Average Daily Trips. A TIA based on the proposed development was found to be warranted. Therefore, a TIA was completed by Kittelson and Associates is included as an attachment.

Lebanon's Transportation System Plan (TSP) does not identify any level of service or safety problems along either frontage of the site.

- 3.8 Vehicle Parking. LDC 16.14.020.D states that when a structure is constructed, on-site vehicles and bicycle parking and loading spaces shall be provided in accordance with Section 16.14.070.

A parking standard for fueling stations is not found in Table 16.14.070-1: Off-Street Parking Requirements for Motor Vehicles and Bicycles by Types of Use. According to LDC 16.14.020.C, in instances where parking for a use is not specified, the Planning Official bases required parking upon the requirements of a similar use.

Parking demand for the proposed use is low due to the drive-up/drive-off nature of the fueling station business so parking is typically based on the net floor area of any related convenience store which will generate parking demand. Table Sections 16.14.070-1.6.e and 16.14.070-1.1.a of the LDC requires retail stores to have four vehicle parking spaces per 1,000 square foot of net floor area.

The proposed convenience store and commercial tenant space is approximately 5,652 square feet; therefore, 22 parking spaces are required. A total of 23 spaces are shown in designated parking stalls and with additional spaces provided adjacent to the fueling pumps.

- 3.9 Bicycle Parking. A parking standard for a fueling station is not found in Table 16.14.070-1: Off-Street Parking Requirements for Motor Vehicles and Bicycles by Types of Use. Five percent of required vehicle parking, or 4 spaces, whichever is greater is required for retail stores. A total of four bicycle parking spaces is required. A hooped bike rack accommodating four bicycle parking spaces is shown on the site plan next to the convenience store.

- 3.10 According to LDC 16.15.020(C)(2)(b)1, areas excluding building footprints and impervious surfaces shall be landscaped. A landscaping plan will be submitted prior to the issuance of a building permit in accordance with the standards of Chapter 16.15. Buffering and screening are also required for parking lots and service areas.

Landscaping Required. LDC 16.15.020 stipulates that all setbacks, exclusive of accessways and other permitted intrusions, shall be landscaped in accordance with LDC 16.15.030. Landscape is proposed adjacent to the required parking area, the north and east property lines abutting West Airport Road and Stoltz Hill Road, as well as the south and west property lines abutting the residential zoning property. A final landscaping plan will be provided prior to the issuance of a building permit in accordance with applicable standards under LDC 16.15.020.C.2.f.

Irrigation System. LDC 16.15.040 requires that all required landscape areas be provided with a piped underground irrigation system unless a licensed landscape architect or certified nurseryman submits written verification that the proposed plant materials do not require irrigation. An irrigation plan or certification from a nurseryman will be provided prior to the issuance of a building permit. An irrigation plan will be provided prior to the

issuance of a building permit in accordance with applicable standards under LDC 16.15.040.

- 3.11 Buffering and Screening. LDC 16.15.020 and 16.15.030 require landscape buffering and screening to reduce the impacts on adjacent uses which are of a different type. For commercial development, the site area excluding building footprint and impervious surfaces are required to be landscaped. In addition, buffering and screening are required for parking and screening of mechanical equipment.

A low screen landscaping is proposed along the south and east property lines abutting West Airport Road and Stoltz Hill Road. A fully sight obscuring fence and 5-foot landscape buffer is proposed along the north and west property lines abutting the residential zoning property. A final landscaping plan will be provided prior to the issuance of a building permit in accordance with applicable standards under LDC 16.15.020.C.2.f.

- 3.12 Screening of Refuse Containers. LDC 16.15.020.2.f.2 requires that refuse containers and disposal areas be screened from view by placement of a sight-obscuring fence, wall, or hedge at least six feet tall. Prior to the issuance of an occupancy permit, the refuse containers will be screened in accordance with LDC 16.15.020.2.f.2.

- 3.13 Sanitary Sewer. According to LDC 16.16.030 adequate sanitary sewer infrastructure and service must be made available to serve each new development, and such facilities and service must comply with the City's Sanitary Sewer Facility Plan, and applicable construction specifications.

City utility maps show an eight-inch public sanitary sewer main in Stoltz Hill Road along the property frontage. A connection to the public sanitary sewer in Stoltz Hill Road is proposed.

- 3.14 Water. According to LDC 16.16.030 adequate water infrastructure and service must be made available to serve each new development, and such facilities and service must comply with the City's Water System Facility Plan, and applicable construction specifications.

City utility maps show a 12-inch public water main in Airport Road. A connection to the public water system in Airport Road is proposed.

- 3.15 Storm Drainage. According to LDC 16.16.040, the City may grant land use approval and issue a development permit when adequate provisions for storm water runoff are or will be made available in compliance with the City's Storm Drainage Master Plan and all applicable local, state, and federal standards.

All new site development must maintain pre-development peak historic storm water discharge rates as per City standards. The application for a development proposal shall demonstrate through calculations acceptable to the City Engineer that this standard will be met by the proposed development.

City utility maps show a 15-inch public storm drainage in Airport Road. A connection to the public storm drainage system in Airport Road is proposed.

- 3.16 Chapters 16.17 and 16.18, regarding wireless communication facilities and signage, are not applicable as none are proposed with this application.
- 3.17 Chapter 16.19 regarding other community development and use standards, are not applicable as none are proposed with this application.
- 3.18 Based on the findings above the proposal will not violate the applicable development standards in the land use zone; therefore, this criterion is met.

Criterion 4

D. The proposed change does not result in a change to lot or parcel boundary lines in an approved subdivision, partition, or property line adjustment.

- 4.1 The purpose commercial tenant space complies with all applicable development standards without modifications to the approved replat/property line adjustment Lebanon File No. S-23-01; therefore, this criterion is met.

II. OVERALL CONCLUSION

Based on the above analysis, the submitted application meets all the applicable review criteria as outlined above.

III. ATTACHMENTS

- A. Revised Architectural Site Plan, Sheet A1.0, dated March 28, 2024



LAND USE APPLICATION

PROPERTY INFORMATION	
Site Address(es):	911 W. Airport Rd., Lebanon, OR 97355
Assessor's Map & Tax Lot No.(s):	12S02W15BD01000
Comprehensive Plan Designation / Zoning Designation:	C-MU / Z-MU
Current Property Use:	Residential
Project Description:	A modification of approved plan (Lebanon Planning File numbers AR-23-04/CU-23-03) to add a new 1,578 gross square foot commercial tenant space attached to the north of the approved convenience store and six additional standard size parking stalls.
APPLICANT / PRIMARY CONTACT INFORMATION	
Applicant:	Laura LaRoque, Udell Engineering & Land Surveying, LLC
Address:	63 E. Ash Street
City/State/Zip:	Lebanon, OR 97355
Phone:	(541) 990-8661
Email:	laura@udelleng.com
<i>I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate State and/or Federal Law, or any covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.</i>	
APPLICANT SIGNATURE	<i>Laura LaRoque</i>
Date:	5/22/24
PROPERTY OWNER INFORMATION (IF DIFFERENT THAN ABOVE)	
Owner:	Jaswant Sranna and Sona Athwal
Address:	2342 Kokanee Way
City/State/Zip:	Lebanon, OR 97355
Phone:	athwal1@yahoo.com
Email:	(530) 682-2100
OWNER SIGNATURE	<i>[Signature]</i>
Date:	05/22/24
ADDITIONAL CONTACT INFORMATION	
Engineer / Surveyor:	Brian Vandetta, Udell Engineering & Land Surveying, LLC
Address:	63 E. Ash Street
City/State/Zip:	Lebanon, OR 97355
Phone:	(541) 451-5125
Email:	brian@udelleng.com
Architect:	Scott McDonald, Studio 3 Architecture, Inc.
Address:	275 Court St. NE
City/State/Zip:	Salem, OR 97301
Phone:	(971) 239-0250
Email:	scott@studio3architecture.com
Other:	
Address:	
City/State/Zip:	
Phone:	
Email:	

THE CITY THAT FRIENDLINESS BUILT

REQUIRED SUBMITTALS

- ☒ Application and Filing Fee
- ☒ Narrative Describing the Proposed Development and addressing the Decision Criteria
 - LDC Article Two Land Uses and Land Use Zones
 - LDC Article Three Development Standards
 - LDC Article Four Review & Decision Requirements
 - LDC Article Five Exceptions to Standards (eg Variance, Non-Conforming Uses)
- ☒ Site Plan(s) drawn to scale with dimensions, Include other drawings if applicable
- ☒ Copy of current Property Deed showing Ownership, Easements, Property Restrictions

FOR OFFICE USE

***If more than one review process is required, applicant pays highest priced fee, then subsequent applications charged at half-price.**

Land Use Review Process		Fee	Land Use Review Process		Fee
	Administrative Review	\$750		Planned Development – Preliminary	\$2,500
x	Administrative Review (Planning Commission)	\$1,500		Planned Development – Final (Ministerial)	\$250
	Annexation	\$2,500		Planned Development – Final (Administrative)	\$750
	Code Interpretation	\$250		Planned Development – Final (Quasi-Judicial)	\$1,500
	Comprehensive Plan Map/Text Amendment	\$2,500		Subdivision Tentative	\$1,500
	Conditional Use	\$1,500		Subdivision Final	\$750
X	Fire District Plan Review	\$100		Tree Felling Permit (Steep Slopes only)	\$150 + \$5/tree
	Historic Preservation Review or Register	Varies		UGB Amendment	Actual Cost
	Land Partition	\$750		Variance (Class 1 – Minor Adjustment)	\$250
	Ministerial Review	\$250		Variance (Class 2 – Adjustment)	\$750
	Non-Conforming Use/Development	\$750		Variance (Class 3)	\$1,500
	Property (Lot) Line Adjustment	\$250		Zoning Map Amendment	\$2,500

APPLICATION RECEIPT & PAYMENT

Date Received:	Date Complete:	Receipt No.:
Received By:	Total Fee:	File No.:

THE CITY THAT FRIENDLINESS BUILT



1 DEVELOPMENT SITE PLAN
0' 15' 30' 60' 90' 1" = 30'-0"



SITE PLAN GENERAL NOTES:

- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVES. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTORS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- REFER TO CIVIL DRAWINGS FOR GRADING. SITE IS REQUIRED TO MEET THE LAWS OF FHA AND ADA. ACCESSIBLE ROUTES SHALL NOT EXCEED 5% (1 IN 20) OR CROSS SLOPES SHALL NOT EXCEED 2% (1 IN 50). ALL AT GRADE SIDEWALKS ARE ACCESSIBLE ROUTES.
- JOINTS IN CONCRETE WALKS NOTED AS E.J. ARE TO BE CONSTRUCTED AS EXPANSION JOINTS. ALL OTHER JOINTS SHOWN, TO BE TOOLED CONTROL JOINTS, SEE CIVIL.
- SEE LANDSCAPE DRAWINGS FOR LANDSCAPE AND IRRIGATION ELEMENTS.
- SEE ELECTRICAL DRAWINGS FOR SITE LIGHTING.
- PROVIDE CONSTRUCTION FENCING AS REQUIRED TO SECURE SITE AND BUILDING DURING CONSTRUCTION.

SITE DEVELOPMENT CODE REVIEW:

SITE AREA: 44,816.20 sf = 1.3ac
ZONING: Z-RM Residential Mixed Density (Re-Zone)
Z-NCM Neighborhood Commercial Zone
BUILDING AREAS:
• BLDG 1 LEVEL 01: 4,074 sf
PARKING:
• COMMERCIAL USES: 4/1000sf REQ'D
• = 16.29% Req'd.
• 17 Regular Spaces Provided
• 6 Spaces at Re-Fueling Pumps
• Total 23 Spaces Provided.
BIKE PARKING:
• 5% of Req'd Vehicle Spaces, or Min 4 Spaces.
• THEREFORE PROVIDE 4 BIKE PARKING SPACES.
LOADING SPACES:
• Not Required.

SITE AREA CALCULATIONS			
DESCRIPTION	AREA sf	PERCENT	REMARKS
BUILDINGS	4,074.00	9.09%	
LANDSCAPING	15,381.73	34.32%	
ASPHALT PAVING	19,419.17	43.33%	
ACCESSORY STRUCTURES	280.00	0.62%	TRASH ENCLOSURE
CONCRETE SIDEWALKS	1,743.57	3.89%	
CONCRETE CURBS	369.65	0.82%	
CONCRETE PAVING AND MISC	3,548.00	7.92%	
CONCRETE PADS			
MISCELLANEOUS	0.08	0.00%	
8	44,816.20	100.00%	

CANOPY AREA CALCULATIONS			
COVER DESCRIPTION	COVER AREA sf	PERCENT	COVER REMARKS
RE-FUELING CANOPY	2,523.00	90.27%	
ENTRANCE CANOPIES	272.00	9.73%	
2	2,795.00	100.00%	

SITE PLAN NOTES:

- 1 PROPANE TANK RE-FILL STATION
- 2 PROVIDE HOOPS FOR 4 BICYCLE PARKING SPACES.
- 3 TRASH ENCLOSURE PER DETAILS

PRELIMINARY,
NOT FOR
CONSTRUCTION

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

PROJECT # 2023-087
DATE: 03/28/2024
REVISIONS

New Gas Station and C-Store
Site Development
911 Airport Road (at Stoltz Hill Road), Lebanon, OR 97355

SHEET:

A1.01