city of Hermiston Oregon
Incorporated 1907

Planning Department

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To: Planning Commission
From: Clinton Spencer, City Planner CS
Subject: HAPO Credit Union Drive-Up Facility Conditional Use Permit
Date: April 4, 2016

Mike Walker of HAPO Credit Union has submitted a conditional use permit application for the redevelopment of an existing credit union facility located at 175 NE Cornell Place. There is an existing credit union on the property. The applicant proposes to demolish the existing building (previously used as ABC Credit Union) and redevelop the site with a new drive-up credit union facility. The proposed structure will have three drive-up lanes, two with teller services and one with ATM services, and a 572 square foot building with an 850 square foot awning.

As noted above, the property is located at 175 NE Cornell Place. NE Cornell Place is a fully improved, east/west street. This site is described as 4N 28 02C Tax Lot 203. The property is zoned Outlying Commercial (C-2). Under the provisions of 157.041(B)(4) of the Hermiston Code of Ordinances, any drive-in establishment offering goods or services to customers waiting in parked motor vehicles, is a conditional use subject to approval by the planning commission subject to the provisions of a conditional use permit.

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

- Notice of public hearing published in Hermiston Herald on March 30, 2016
- Notice of proposed land use action posted on property on March 30, 2016
- Notice of public hearing provided by direct mail to all property owners within 300 feet on March 30, 2016

Requirements

§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.

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.

It is not necessary to restate other ordinances and statutory requirements of the conditional use as part of the proceedings. The granting or denial of a conditional use will not affect the requirements of the City of Hermiston to comply with building, plumbing and electrical codes, other ordinances, statutory or regulatory compliance issues.

Draft Findings

The proposal is in conformance with the comprehensive plan and zoning code.

1. The property is zoned Outlying Commercial (C-2) and subject to the provisions for uses established in 157.042 of the Hermiston Code of Ordinances.
2. A drive-up facility such as the proposed credit union is a conditional use in the C-2 zone per 157.041(B)(4) of the Hermiston Code of Ordinances.
3. The proposed facility is 572 square feet.
4. A 572 square foot bank facility requires one parking space for every 333 square feet of floor area, or two spaces for 572 square feet. Three spaces, two regular and one ADA accessible space, are proposed.
5. The C-2 zone requires a setback of at least 20 feet from any street and at least 25 feet from any adjacent residentially zoned property. The building and canopy are setback more than 20 feet from NE Cornell Pl. There is no residentially zoned property adjacent to the site along any property line. Therefore, no other setbacks are required.
6. The structure is located outside of the 15 foot vision clearance area required for the driveway approaches.
7. The proposed structure will be 19 feet in height. This will be well below the maximum height of 50 feet in the C-2 zone.
8. All areas for the standing and maneuvering of vehicles are proposed for paving on the site plan in conformance with 157.179 of the Hermiston Code of Ordinances.

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

9. As noted in findings 3, 4, 5, 6, and 7 above, the property is adequate in size and shape to accommodate all setback, lot coverage, and parking requirements

Public facilities are of adequate size and quality to serve the proposed use

10. There are existing public water and sewer lines installed in NE Cornell Pl.

11. The existing building is connected to water and sewer services. The new drive-up will reconnect using the existing connections.
12. NE Cornell Pl is fully improved to local commercial standards. No additional improvements, such as sidewalks, are necessary for redevelopment of the site.

The proposed use will prove reasonably compatible with surrounding properties

13. The proposed building will have a smaller footprint than the existing building while providing a similar service to the existing credit union.
14. The proposed drive up building will provide three lanes for vehicle queuing which will minimize congestion as vehicles wait for services. Approximately 12 to 14 vehicles can wait for services in the queuing area provided.
15. The applicant proposes to install landscaping along the south and east property lines improving street aesthetics.
16. Storm water will be retained in a new landscaped storm water retention swale in the northeast corner of the property.

Draft Conditions of Approval

1. All areas for the standing and maneuvering of vehicles shall be paved prior to occupancy as shown on the site plan.
2. All storm water drainage shall be retained on-site.
3. Landscaping shall be installed as shown on the site plan.
4. Signage shall be installed in accordance with Chapter 155 of the Hermiston Code of Ordinances and all vision clearance areas shall be maintained.
5. Applicant shall comply with all provisions of §92.12 of the Hermiston Code of Ordinances (relating to the control of blowing dust) during all phases of development.
6. Exterior site lighting shall be designed to avoid interference with adjacent properties.
7. A security plan shall be submitted to the city police department for review and comment prior to issuance of a building permit.

Staff Recommendation

Staff has reviewed the conditional use permit application. The proposed drive-through credit union is a use permitted conditionally in the C-2 zone. It is compatible with the surrounding development and will create little impact on the surrounding neighborhood through noise or visual impacts. Staff recommends that the planning commission consider the application materials presented, testimony from the applicant and general public at the hearing, and the development's potential impact on the surrounding neighborhood. Based upon the staff's review of the application, staff recommends the planning commission approve the application for a conditional use permit subject to the 7 draft conditions listed in the staff report and any other conditions the planning commission finds necessary to mitigate potential impacts to the neighborhood.

CITY OF HERMISTON

CONDITIONAL USE PERMIT APPLICATION

Pursuant to the provisions of §157.205 of the Hermiston Code of Ordinances, application is hereby made for a conditional use permit for the following described property:

Applicant's Name: Michael L. Walker / HAPO Community Credit Union Date: 3-9-16

Address: 601 Williams Blvd., Richland, WA 99354 Phone: (509) 946-2050 (Daytime)

Property Owner(s) Name (If Different): _____

Address: _____ Phone: _____ (Daytime)

Legal Description of Property: Assessor's Map No: 4N2802-C0-00203 Tax Lot No: 0801-119003

Comprehensive Plan Designation: Commercial Zoning Designation: C-2

Current Use of Property: Drive-thru Credit Union

Request to Allow:

Drive-thru Teller Station

IMPORTANT!: Oregon's Land Use Planning Laws and §157.208 of the Hermiston Code of Ordinances require the planning commission to make "findings of fact" with regard to requests for conditional use permits. The findings provide justification to either approve or deny the application. Read the questions that follow and answer them as completely as you can; use additional sheets if necessary. Your responses will be used by the City to make findings and evaluate the merits of your request. The chances of a successful application depend upon the adequacy of the arguments you present to justify approval of the application.

1. The proposal is in conformance with the comprehensive plan and zoning ordinance. Explain fully:

The proposed drive-thru teller station building is consistent with other uses in the surrounding Outlying Commercial Zone (C-2) which include banks, loan companies, and other similar financial institutions. The scale of the building is comparable to both the existing building as well as the adjacent commercial uses to the west.

In addition, the current and proposed use of the property remains unchanged from it's existing use.

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. Explain fully:

The proposed drive-thru teller station building will comfortably fit within the site footprint observing all setbacks, while allowing adequate queuing space for vehicles. The northeast potion of the site has also been designated for storm water retention.

3. Public facilities are of adequate size and quality to serve the proposed use. Explain fully:

The proposed drive-thru teller station building will be comparable, if not smaller than the existing facility. Extension/modification of the on-site utilities should be adequate for the proposed use.

4. The proposed use will prove reasonably compatible with surrounding properties. Explain fully:

The proposed drive-thru teller station building is compatible with the vehicle-driven commercial uses around the site and will provide an additional convenience for those in the area.

ADDITIONAL INFORMATION TO BE FURNISHED AND ATTACHED TO APPLICATION:

APPLICATION FOR CONDITIONAL USE PERMIT - PAGE 3

1) Evidence that applicant is owner or purchaser of the property or has written permission of such owner to make an application for the proposed use.

2) Two copies (one digital copy) of a site plan (11" x 17") drawn to scale, showing the location of the property concerned, the location of all proposed or existing building(s), highways, streets and alleys.

The above statements are true to the best of my belief and knowledge. As applicant, I understand that the planning commission requests my attendance, or the attendance of my representative, at the meeting(s) where this request is scheduled for consideration, and may grant or deny this request based upon the testimony provided at the hearing.

I am the ___owner/ X owner(s) authorized representative.
(If authorized representative, attach letter signed by owner.)

Applicant's Signature: Michael Walker Date: 3-8-16

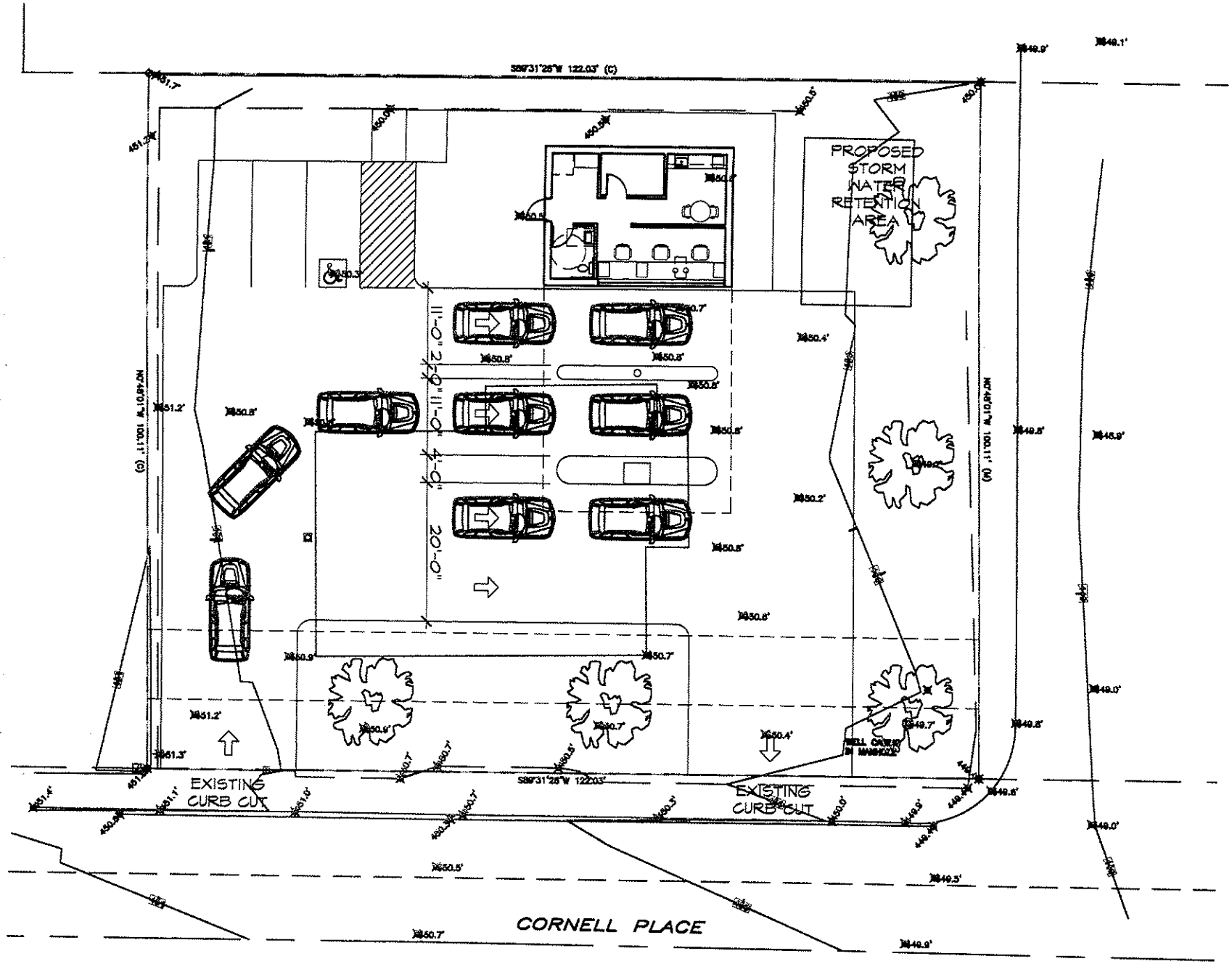
OUT OF POCKET EXPENSES FOR MAILING AND PUBLICATION COSTS WILL BE BILLED LATER

NOTE: The Hermiston Planning Commission meets the second Wednesday of the month. Because of public notice requirements and time constraints, this application must be returned to City Hall no less than four weeks prior to the public hearing date. For further information, please feel free to contact the planning department at the Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, OR 97838, or telephone (541) 567-5521. The City's fax number is (541) 567-5530.

OFFICE USE ONLY

Date Filed: 3/10/16 Received By: WCyl Meeting Date: 4/13/16

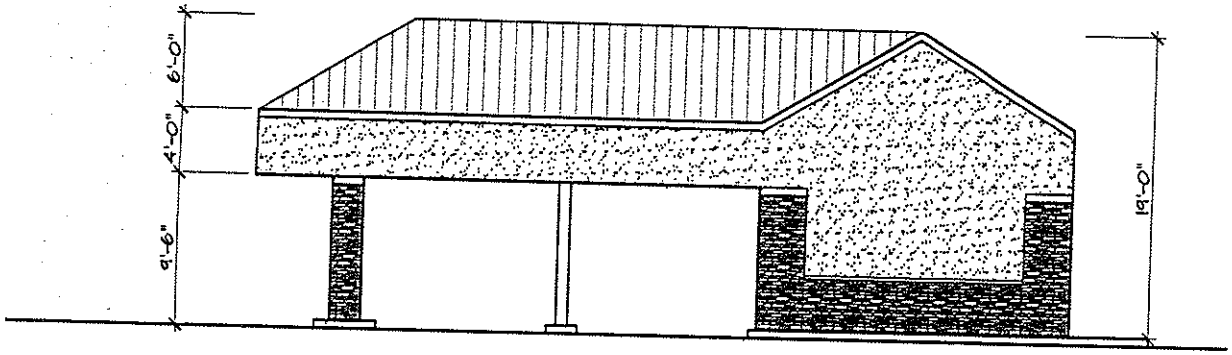
Fee: $475.00 Date Paid: 3/9/16 Receipt No: 15654059



1 **SITE PLAN**

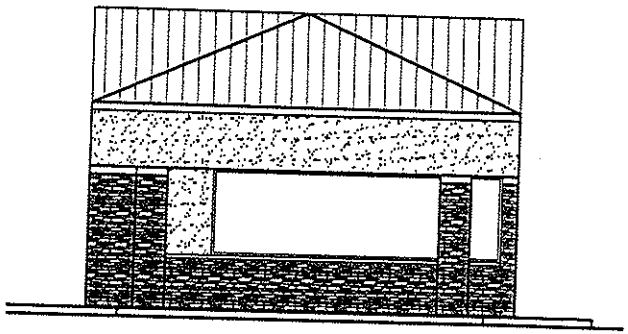
SCALE: 1/16" = 1'-0"

N



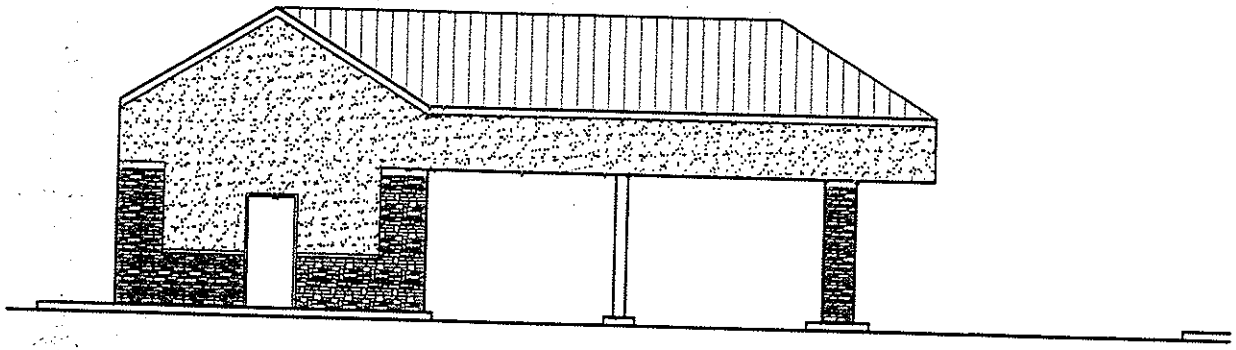
1 CONCEPTUAL EAST ELEVATION

SCALE: 1/8" = 1'-0"



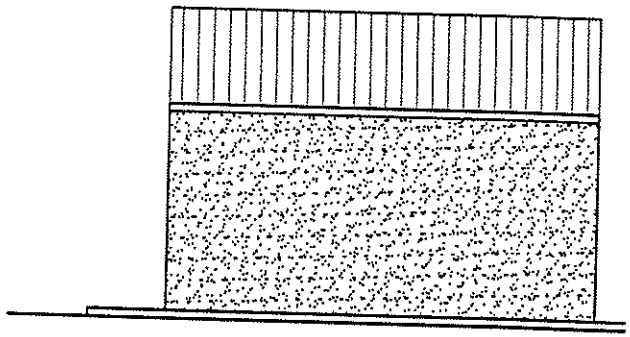
2 CONCEPTUAL NORTH ELEVATION

SCALE: 1/8" = 1'-0"



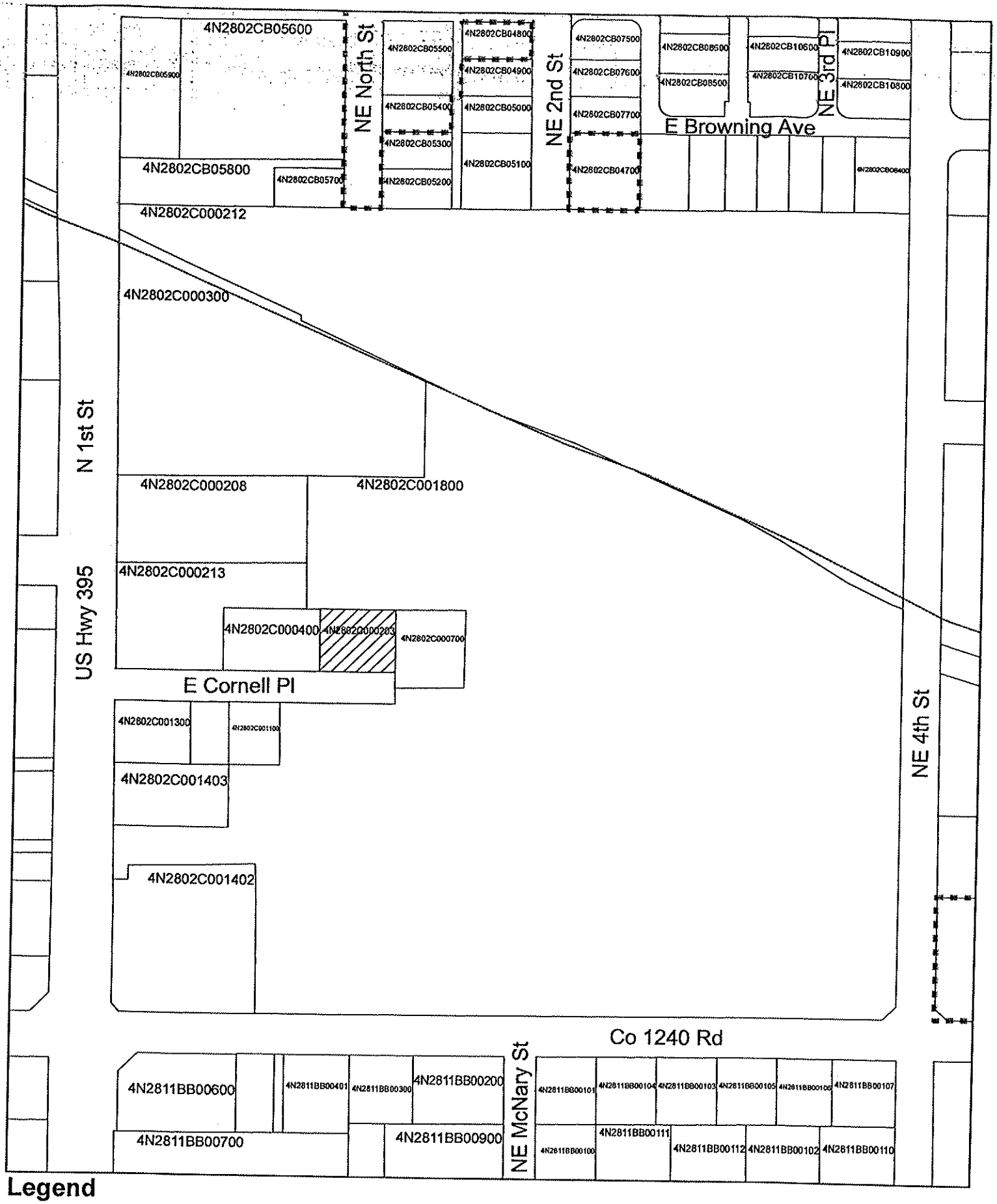
3 CONCEPTUAL WEST ELEVATION

SCALE: 1/8" = 1'-0"



4 CONCEPTUAL SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



Legend

- Area of Proposed Conditional Use
- Property Line
- City Limits

0 100 200 400
Feet

N