

ART, Inc.
(Applegate Regional Theatre, Inc.)

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October 17, 2008

Zac Moody
Planning and Development
City of Veneta
88184 8th Street
Veneta, OR 97487

Re: Application for Site Plan Review – 24952 W. Broadway Avenue

Dear Mr. Moody:

Please accept the following narrative/written statement in support of the enclosed Site Plan Review Application. The application fee is included herewith.

WRITTEN STATEMENT

Description of Applicant:

Applegate Regional Theatre, Inc. (ART, Inc.) is a non-profit organization that is currently leasing office and storage space from the owner, Deacon Matthews, at the site in question for review.

Purpose of Application:

The applicant is proposing to house and run a performing and visual arts and community events center called the Broadway Events Center (BEC) at the 24952 W. Broadway site address. There are 3 distinct buildings at this address. Two of the three buildings are attached and all three will be utilized in the following fashion (please refer to the attached floor plan as a key in reference to each building):

BUILDING #1

This building is the main entrance to the proposed "center". There are three distinct areas in this building, plus it will house the public restrooms. The areas include the Lobby, Retail and the Activity Room.

In the Lobby there will be a concession counter to sell various fresh baked and wholesome foods, teas, coffee and other non-alcoholic beverages. A self-service area will be available for patrons to assist themselves to tea and coffee. This area will also provide free internet service and a small postal station for patrons to utilize. The Retail section will be used for selling used/new books, used musical instruments and other music supplies. The Activity Room will be used for conferences, workshops and various dance, exercise and art classes. This building may also be used to house an indoor, year-round farmer's market venue and as a box office ticket outlet for various events held at the "center" as well as a ticket outlet for other local events in the community.

BUILDING #2

This building will be designated as the Performance and Theatre Hall. It will have a large, permanent stage on the south end and removable chairs allowing for multi-uses including but not limited to:

- Dances
- Plays
- Lectures, Workshops and Seminars
- Movies
- Auctions
- Live Music Performances

BUILDING #3

This building will primarily house a youth club center. This is where school-aged children (K-12) can come and enjoy various organized club events and classes after school and during the summer time. Structural analysis permitting, the existing loft inside this building will be used for light storage only (no children will be allowed upstairs) and below the loft will be an office for staff and volunteers.

All three buildings will be available to be rented by individuals and organizations. In addition they will display various arts and crafts by local artisans.

LAND USE REQUEST

A. Subject Property

The subject property is located on the SE corner of W. Broadway and 5th Street in Veneta, Oregon.

Ass. Map #: 17 06 36 14 parcel #: 2200

Ass. Map #: 17 06 36 14 parcel #: 2300

B. Zoning and Designation

Zoning: Residential-Commercial

Plan Designation: Commercial

The site and Existing Conditions

A. Site Characteristics

The site consists of 3 existing buildings. The main building is 50' X 70' and faces W. Broadway. It shares a common wall with the 40' X 60' Quonset style building that also faces W. Broadway. The third building is a separate 30' X 60' Quonset style that is directly behind the other 2 building and faces 5th Street.

B. Surrounding Area

North: W. Broadway Street is on the north property line. On the north of W. Broadway are two vacant lots, which are currently up for sale. To the east of the lots is Yukon Jacks and to the West of the two vacant lots is residential housing.

South: To the South are residential houses.

West: To the west is 5th Street. Residential houses are on the west side of 5th Street.

East: To the east is Crazy Al's Bar.

All adjoining properties are zoned Residential/Commercial.

C. History of Site

The buildings on this site were built in 1954. An addition was made in 1967. This site was primarily used as a hardware store from the 1960's until 2002 at which time the owners closed the store and sold the lots. The new owner put in a carpet store which was is business until 2004. Since the current owner, Deacon Matthews, bought the site in 2004 it has been rented out as an automotive repair shop and then as a craft mall. At present time it is being leased by ART, Inc. for office and storage space.

SECTION 4:04

Section 4:04(2):

Permitted uses

All of our intended uses are permitted under section 4.05(2)

- (a) Retail stores or shops under 10,000 square feet
- (d) Eating and drinking establishment
- (f) Offices; business or professional
- (j) Indoor commercial amusement or recreation establishment
- (l) Public or semi-public buildings or uses excluding high-impact recreation and transportation facilities
- (q) Mobile food and flower vendors are allowed as temporary uses

Section 4:04(5):

Yards

(a) & (b):

Buildings are pre-existing and only 1 small storage building will be added onto building #2 in center of lot.

(c):

The yard will be landscaped as provided in Section 5:12

Section 4:04(9):

There will be a walkway between building #1 and building #3. It will have a detectable surface, and will be marked and well lit.

ARTICLE 5

SECTION 5:03

Section 5:03(1) and (2):

The lot is a corner lot but both access points are at mid-property. One is on West Broadway and the other is on 5th Street. Both access points are clear and visible and will remain so. A minor realignment is proposed for the 5th Street access/

SECTION 5:04

All buildings are pre-existing with the exception of the addition to Building #2. The addition will be more than 3 feet from all property lines.

SECTION 5:11

Projections from Buildings

On building #1 we are proposing to extend the overhang out an additional 2 feet to support the new gabled entrance (as per plans). The new supporting posts will be within the north property line facing West Broadway.

On Building #2 (Quonset style) on the side of the building that faces West Broadway we propose to add a lighted, colored canopy which would extend out over the sidewalk 4 feet. We will be submitting the design for it when we submit our building permit application.

SECTION 5:12

Landscaping

Section 5:12(2):

Proposed landscaping is shown on the Site Plan. Additional details will be provided to the City upon request prior to commencing landscape work in the final phase of the development.

Section 5:12(3):

There are no existing plants or trees.

Section 5:12(6):

Abutting properties are all zoned Residential/Commercial. However, an existing 8-foot sight-obscuring wood fence will remain on the East and South property lines, which will provide privacy and separation for the existing single family homes to the South.

Section 5:12(7):
Our garbage collection site will be obscured from sight as shown on the Site Plan.

SECTION 5:14

Improvement Requirements

Section 5:14(1):
Our site already has all city utilities connected.

SECTION 5.15

Signs

Section 5:15(3-b):
The site is located in the Business District of the USC.

Section 5:15(3-d):
The existing "carpet" sign on top of Building #2 will be removed.

Section 5:15(8-a):
A sign permit application will be applied for before installation. At this point we have not determined the type or color of the signage. Our sign application will comply with all city and county and USC requirements.

SECTION 5:20

Off Street Parking Requirements

Section 5:20(1):
(a) Our parking area will be graded, paved and landscaped as per city code in the final phase of construction. We propose using it temporarily in its existing condition.
(c) Our parking lot will be a drive through where cars may enter or exit from West Broadway but exit only onto 5th Street.

Section 5:20(1):
(g) A schematic grading and drainage plan is shown on the Site Plan. A more detailed grading and drainage plan, if requested, will be submitted for approval prior to construction.
(h) Required trees and vegetation are shown on the Site Plan. A more detailed grading and drainage plan, if requested, will be submitted for approval prior to construction.
(i) Our parking lot will be lighted as per code Chapter 15.15. A detailed site lighting plan will be submitted for approval prior to construction.

Section 5:20(9):

The parking lot will accommodate 27 automobile spaces including two handicap accessible spaces, as shown on the Site Plan.

Section 5:20(10):

We will be requesting some on-street parking spaces with our application.

Section 5:20(11):

Our parking requirements are difficult to ascertain because of our desire to make our facility as flexible and broad-based as possible. We will address each building separately.

Building #1 will contain the restrooms for the entire facility and the "Activity Area" of 1,348 square feet. This area will be used for activities such as music lessons, gymnastics, art classes, parties and conferences. In a meeting of adults, it could be as parking intensive as a public assembly use (1 space per 35 square feet) or, when in use by school children who walk or get dropped off, it could be the same intensity as a day care facility, with only two spaces required. Assume it averages in between, say 1 space per 300, similar to office space with a conference room. This will require 4 parking spaces.

The areas marked "Lobby" and "Retail" in Building #1 have a combined total of 1938 square feet, including the restroom hallway. We assumed both areas should be calculated at the Retail space requirement of 1 parking space per 200 square feet. The total parking spaces required for these areas will be 10.

The total parking spaces required in Building #1 is 14.

Building #2 has approximately 1,392 square feet of open floor space. It will be used both as a theatre with removable seats and as an overflow for the Activity Area in Building #1. The main and most intense use of this space will be Public Assembly at 1 space per 35 square feet. This area will require 40 parking spaces. The Stage has about 847 square feet. Section 5.20 lists nothing similar, so assume the worse case Commercial (1 space per 100 square feet) or 8 parking spaces. The Office is 161 square feet at 1 space per 300 square feet, or 1 parking space, and the Backstage Storage Room at, say, 1 space per 300 square feet, will require 1 parking space.

The total parking spaces required for Building #2 is 50.

Building #3 has 1,800 square feet. This building will be utilized as an youth club area where local children will have a place to do homework, join clubs of interest and do activities in the arts. We propose considering this area equivalent to a Library/Reading Room, which is required to have 1 parking space per 400 square feet of floor space, or 5 parking spaces total.

The combined total parking spaces required is 69. However, it is very unlikely that all spaces will be used at capacity simultaneously. We propose setting the

parking requirement at the maximum for any one building, or 50 spaces for Building #2.

As shown on the Site Plan, only 27 can be provided on site, including the 2 handicap accessible parking spaces required. We request that the remaining 23 required spaces be street parking. About 6 on-street spaces are available on 5th Street and Broadway Avenue adjacent to the property. In addition ample parking space is available only one block away on Dunham Avenue, in the vicinity of Ralph Johnson Park. The most distant of the 17 spaces needed would be less than 400 feet from the Broadway property.

SECTION 5:21

Section 5:21(2):

There will be a minimum of 9 bicycle parking spaces made available, 5 at the front of the building and at least 4 inside Building #3. (See Site Plan.) All of our uses at the Broadway Events Center will be promoted as bicycle and pedestrian friendly so we will have more bicycle parking than required.

SECTION 5:22

Section 5:22(1):

Sidewalks and crosswalks are to be provided within the development to facilitate internal pedestrian circulation, from the handicap accessible parking spaces to the main entry, from 5th Street to the rear entry and across the rear driveway from door to door between the two buildings. All will be constructed to Code standards.

SECTION 5:27

Section 5:27(1):

A Traffic Impact Analysis (TIA) should not be required because:

- a.) We will not be generating 100 trips during the AM or PM peak hours.
- b.) The increase in traffic will not significantly contribute to any traffic problem.
- c.) We will not significantly add to traffic on a state or county road.

SECTION 6:01

Section 6:01(1):

The existing parking lot is only partially (approximately 30%) paved. The remaining parking lot area is gravel. We are planning to use it as it is now so the drainage will not change. As we grow and start to generate income, we will pave the whole parking area. Our goal is to pave within 2 years and at that time we will submit a more detailed drainage and storm water plan for approval before we begin construction of the parking lot.

Section 6:01(2):

The site does not contain any area defined in the Open Space and Greenway areas designated on the Veneta Zoning Map.

Section 6:01(3):

The site is located in the Flood Zone.

Section 6:01(4):

The site is nearly level. It has a slight down slope toward the east.

Section 6:01(5):

The site is not located adjacent to any Greenway sub zone areas on the Veneta Zoning Map.

Section 6:01(6):

The site is 2 separate lots. Lot # 2200 is 13,688 square feet and Lot # 2300 is 6,728 square feet. Neither lot is undersized.

Section 6:01(7):

The site has no wetlands and is not within 50 feet of any wetlands.

Section 6:02

The City will be provided with 15 copies of supporting data.

Section 6:03

Prior to the issuance of a building permit, the required information shall be submitted to the City and approved by the Planning Commission or Building and Planning Official.

Section 6:04(1):

The proposed site complies with the RC Zone criteria. ODOT will not need to be notified because W. Broadway does not fall under the criteria for ODOT inspection. No buffer between the parking lot and adjoining single-family residential uses should be required, since all abutting properties are zoned RC. However, an existing 8-foot sight-obscuring wood fence will remain on the East and South property lines. The signage will be addressed with a sign application permit.

Section 6:04(2):

The traffic congestion will be avoided with a drive through parking system that is already in place. Cars will enter on W. Broadway and will be able to exit onto 5th Street as well as Broadway. Pedestrian and bicycle traffic will be encouraged and

ample numbers of bicycle racks will be provided inside the gated area for safety and convenience.

Section 6:04(3):

The signage will be on the façade facing W. Broadway and will not interfere with traffic or visibility. The sign application will be submitted when the building permit is submitted.

Section 6:04(4):

The site already has all the city utilities installed.

Section 6:04(5):

A more detailed drainage plan will be submitted prior to construction of the parking lot.

Section 6:04(6):

The extent of emissions and potential nuisance characteristics are compatible with the land use district.

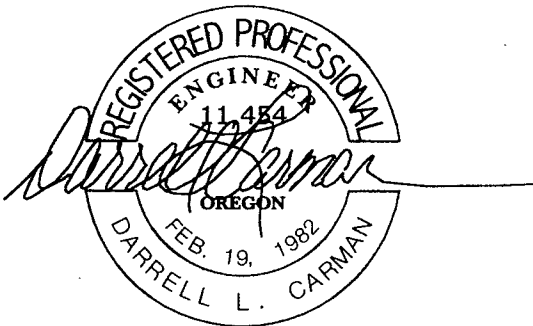
CONCLUSION:

The applicant is proposing to turn the vacant, unsightly buildings at 24952 W. Broadway, located in the "urban renewal" area, into a viable, much needed community events center which is in alignment with the City's desire to revitalization downtown Veneta. All of the proposed improvements to the site and existing buildings will meet or exceed the minimum code standards currently in effect. Based on the above analysis and responses of compliance we would greatly appreciate your approval as we have proposed. If you have any questions please call Laura Bowman or Deacon Matthews.

Respectfully,

Laura Bowman (ART, Inc. Representative)

Deacon Matthews (Owner)



Expires December 31, 2009
Project Engineer

