

October 18, 2013

New Meadows City Council  
Attn: Mac Qualls  
401 Virginia Street  
New Meadows, Idaho 83654

**Subject: Brown's Business Development Preliminary Engineering Review**

Dear City of New Meadows Council Members,

It was requested that an engineering review of Brown's business development be completed by Crestline Engineers, Inc. in accordance with City of New Meadows ordinances and applicable governing business development regulations. It is our understanding that Bill and Donna Brown are proposing a multiple operation business at 400 N. Norris Street on lots ten (10) through eighteen (18) of town block number eighty four (84). The proposed business is anticipated to include retail sales, an auto repair shop, used automobile and farm machinery sales, car wash, and commercial storage facilities. This engineering review was conducted in accordance with the City of New Meadows Ordinances and the 2005 City of New Meadows Comprehensive Plan. Additionally, it was reviewed with regard to American Disability Act (ADA) and Idaho State Fire Code compliance.

**Review of the Submitted Design with regard to City of New Meadows Zoning Ordinances**

**Section 8 – "C" General Commercial District**

**Section 8-4, Permitted Uses, & Section 8-8, Conditional Uses**

The proposed site is located in zone "C," General Commercial District, which has been established for general commercial and business activities and is governed by Section 8 of the City of New Meadows Zoning Ordinance. Uses permitted within zone "C" include the proposed business activities of automobile and equipment repair, auto sales, and car wash. A conditional use permit has been submitted for the proposed storage facilities because commercial storage is listed under the uses requiring a conditional use permit.

**Section 8-5, Development Standards**

A-B) It was assumed for this review that the front yard will be the southern end of the property, the back yard will be the northern end of the property, and the side yards will be the western and eastern sides of the property. "A "C" use that is adjacent to or across from a residential use must, at a minimum, meet the most restrictive setback requirement governing that residential use for the side of the lot that is adjacent or across from the residential use." Because "R-2" is across the alley from the proposed development "R-2" setbacks are to be enforced for the side yard, which are fifteen (15) feet from the property line. The submitted

site plan shows approximately seven (7) feet from the property line to the edge of the proposed storage buildings, which is in conflict with the fifteen (15) foot setback requirement.

- C) Zone "C" requires a twenty five (25) foot rear yard setback. The proposed storage units are shown on the site plan to be at the property line, are in conflict with the twenty five (25) foot rear yard setback.
- D) Total lot coverage of all buildings shall not exceed sixty percent (60%). As shown on the site plan, the proposed repair shop is 3,264 S.F, the proposed attached office is 1,248 S.F, and the proposed storage facilities cover approximately 4,200 S.F. The two hundred seventy (270) foot by one hundred fifty five (155) foot property is 41,850 S.F. The buildings cover approximately 21% of the lot, which is in accordance with this ordinance.
- E) Required parking shall have alley access and meet parking requirements as set in Section 16 of the New Meadows City Zoning Ordinance. Parking is addressed in this review after the completion of the Section 8 review.

#### **8-6 Accessory Uses**

As shown, on the Brown's submitted business development plan, this section is not applicable.

#### **8-7 Building Height**

The maximum building height permitted is thirty five (35) feet. The maximum building height shown on the Brown's site plan is twenty six (26) feet. Please note building height is also a concern regarding Federal Aviation Agency (FAA) and the proximity of the proposed development to the New Meadows Airport. These concerns are addressed in the "New Meadows Airport Impact and FAA Regulations" section of this review.

#### **8-9 Signs in the "C" District**

No plans for signing were submitted for this business development plan. Based on a maximum width of the primary building (50 feet), signing is not to exceed 75 S.F. A plan for applicable business signing is recommended.

#### **8-10 Design Review Standards**

All new buildings in zone "C" are to meet the design review guidelines set forth in Section 21 of the City of New Meadows Zoning Ordinance.

### **Section 16 - Off-Street Parking Requirements**

#### **Section 16-2 General Parking Requirements**

- A) It is requested that a site plan be submitted with a standard 1" = X' drawing scale, not greater than 1" = 100'.
- B) "Commercial parking is for automobile parking only, with no sales, storage, repair work, or servicing of any kind conducted thereon." The Brown's site plan shows parking facilities but does not designate where auto sales will take place. It is

requested that a site plan designate where the proposed sales activities are to take place. Also, it is our understanding that car washing services are expected to take place on the west side of the primary building adjacent to the alley. The car wash area is anticipated to cause negligible impacts to the parking area.

- C) This item is not applicable at this time, but it is noted that should alterations to the nature/size of business/numbers of employees change that parking lot modifications may have to be made accordingly.
- D) "No inoperable vehicles shall be parked within public or private off-street parking." This is assumed to include vehicles for sale. It is recommended that vehicle/machinery sales area be shown on a revised site plan.
- E) Shall be served by a service drive so that no backward movement will be required. This site plan is in compliance with this ordinance.

#### **16-4 – Parking Area Improvements**

- A) The proposed parking area is subject to have surfacing of asphalt concrete, Portland cement concrete, or other dust free surfacing approved by the City Council. This has not been addressed on the proposed site plan and a variance application has not been submitted for this.
- B) The proposed parking area is subject to providing a "substantial" bumper from encroachment on abutting private or public property. This has not been shown/addressed as part of the proposed site plan.
- C) This line item is not applicable to the proposed development.
- D) Lighting was not submitted as part of the proposed site plan. It is requested that a lighting plan be submitted for the proposed development.
- E) This line item is not applicable to the proposed development.
- F) It was not specified on the site plan if two-way or one-way traffic will be facilitated through the parking lot. It was assumed that one-way traffic in the red-lined direction arrows are the proposed direction of traffic through the lot.

#### **16-5 – Parking Lot Design Standards**

Note: The parking spaces located most adjacent to Hwy 95 are not accessible and are not acceptable as shown on the submitted site plan.

- A) Parking Dimensions – The proposed parking spaces on the site plan are approximately ten (10) feet by sixteen (16) feet. This ordinance requires that the standard parking space is nine (9) feet in width by twenty (20) feet in length. The proposed parking spaces are required to be adjusted on the site plan be in accordance with the standard parking space. The proposed parking spaces meet compact car parking space requirements, but no more than 25% of spaces in a parking area may be designed as Compact parking spaces.

Parking aisle widths are acceptable for one way traffic (12 feet) but are not acceptable for two way traffic (24 feet). Markings on the parking surface are recommended to promote one-way traffic flow.

The parking spaces shown on the site plan located perpendicular to the secured storage space are located too close to the secured storage. Per the required parking aisle widths in Section 16-5 there must be twenty four (24) feet between the parking spaces nearest to the secured storage facility based the angle of the spaces as shown on the proposed site plan. It appears that the spaces are located approximately twelve (12) feet from the secured storage area.

- B) This line item is not applicable to the proposed development
- C) Bumpers must be installed along street property line where paved areas abut street right-of-way. This is not applicable with the current proposed parking plan.
- D) No stalls shall be such that cars must back over the property line to enter or leave a stall. The parking plan shown appears to be in compliance with this item.
- E) Driveway access to the property are variable as shown on the site plan and are required to be at least eighteen (18) feet in width. As shown the driveway access widths are acceptable but access widths are not specified on the site plan. It is recommended that driveway access widths are specified.

#### **16-6 – Parking Spaces Required**

The number of spaces required for this development was determined in accordance with the various uses specified in Section 16-6. Based on the site plan provided, (32 or 21) spots are required for this development. It is requested that the City provide guidance as to whether the open secured storage area will be used in determining the number of required parking spaces. On page 79 of the Zoning Ordinance it states that there is to be one (1) parking space per seven hundred (700) feet S.F. of gross floor area. Thirty six (36) parking spaces are shown on the site plan, although ten (10) of the parking spaces are not accessible and are not valid.

### **Section 21 – Design Review**

#### **21-6 – Design Criteria**

The governing criteria for denying or approving the application is based on the 2005 Comprehensive Plan, 21-6 Design Criteria, and 21-7 Design Guidelines.

On page 32 of the 2005 Comprehensive Plan it states the City should consider a stormwater management plan and should consider noise mitigation in all land-use decisions. In Bill Brown's reclamation plan it states that there is a drainage ditch that runs North-South at the West side of the property and on the south end there is natural drainage ditch between Taylor Street and the property. In the Planning & Zoning Commission Meeting on Monday, August 5, 2013, Bill Brown stated "the property will drain at the natural slope away from residential lots." It is our recommendation that stormwater be detained on-site in landscaped areas prior to

releasing onto City of New Meadows ditches that are adjacent to the City's streets. This recommendation is made out of the knowledge that the City's current stormwater facilities are generally inadequate and there have been issues with flooding in the City due to stormwater. Landscaping is not shown on the site plan and it is recommended that a new site plan be required to show site grading, landscaping, and stormwater detention areas. Noise mitigation is an issue with many of the letters submitted to the City concerning the development. It is recommended that the auto repair building be adequately insulated to mitigate noise. If machine services are conducted within the building then noise mitigation should not be required for the development, other than the building's insulation.

#### **21-7 – Design Guidelines (only applicable numbered items are listed)**

- 2) The roof pitches and building height appear to be compatible with the surrounding community.
- 4) Site grading should retain storm drainage on-site and not push drainage onto neighboring property or into public rights of way. The proposed site plan and testimony from Bill Brown at planning and zoning meetings do not reflect this. It is our recommendation that a revised site plan showing the grading of the proposed development and stormwater detention areas be submitted to the City.
- 5) Improved parking areas shall have at least 25% of the improved parking and circulation areas for snow storage. Snow storage locations have not been provided on the site plan to verify the 25% requirement. It is our recommendation that a revised site plan be submitted showing the areas reserved for snow storage.
- 6) Do not place walkways, entries, decks or landscaping where they may be damaged by falling snow. It appears that the 6' proposed sidewalk adjacent to the retail structure is located in an area of falling snow. A buffer area where snow is designed to fall should be included between the retail structure and proposed sidewalk or a more detailed site drawing be submitted to determine that the sidewalk is located a safe distance from falling snow.
- 7) Trash storage and propane tanks (if any) should be shown on the site plan but are not included on the submitted site plan.
- 14) Lighting is not shown on the proposed site plan and as such this item cannot be evaluated with respect to this design guideline. It is recommended that proposed outside lighting (if any) be included on a revised site plan.
- 15) "Landscaping should be an integral part of the project design." Landscaping is not included on the submitted site plan, but it is recommended that one be reviewed.
- 16) "Utility installations, such as: electricity, cable TV, telephone, shall be underground." The site plan does not identify any of these utility installations, but it is recommended that their locations be included on a revised site plan.
- 17) "Commercial and Industrial districts require eight (8) foot sidewalks." Sidewalks are not shown on the site plan. A variance application has been submitted to

relieve this requirement the development citing financial concerns. If sidewalks are unable to be constructed as part of the initial phase of this project it may be an option for the Council to have a development agreement with the Brown's to phase the sidewalks required on Taylor Street and Hwy 95 over an agreed upon time frame.

### **Fire Systems Compliance**

The city of New Meadows zoning ordinances and Design Review do not mention fire system requirements of proposed business developments. It is our recommendation that the Brown's coordinate with the New Meadows Fire Department to bring the proposed business development in compliance with the applicable fire codes and present that information with the design review.

### **American Disability Act (ADA) Compliance**

The zoning ordinances and design review do not mention ADA compliance. It is our recommendation that a new site plan be submitted showing the developments compliance with ADA standards, both inside and outside the proposed buildings. This includes but is not limited to door widths, parking lot spaces, and ramps to the proposed sidewalk to/from the parking lot.

### **New Meadows Airport Impact and FAA Regulations**

In a memo dated 9/3/2013 the Idaho Transportation Department (ITD) Division of Aeronautics stated that they have reviewed the proposed building placement and elevation and "will not oppose the proposed development" but "should he attempt to build structures higher or any closer to the runway end than his drawings indicate, there will most certainly be penetration of the protected airspace for that runway end."

There are two types of "zones" of airspace regarding FAA regulations. The first is FAA Protected Airspace, which slopes at 20:1 for a horizontal distance for 10,000 feet from the runway. The review by ITD Division of Aeronautics determined that FAA Protected Airspace will not be penetrated by the proposed building elevations.

The second "zone" is a Runway Protection Zone. In a letter from ITD Division of Aeronautics dated 7/21/2013, it states "this project will be within the runway protection zone (RPZ). Typically, development in an airport's RPZ is discouraged, but cannot be prevented. The RPZ based on New Meadows Airport runway length, slopes at 50 to 1 for a horizontal distance of 10,000 feet from the nearest point of the nearest runway. Based on Bill Brown's submitted design review application and City of New Meadows topographic information, it is estimated that the building will encroach into the RPZ by approximately 2 feet of elevation. Encroachment into the RPZ requires FAA Form 7460-1 "Notice of Proposed Construction or Alteration" to be submitted to the FAA for formal processing, although as ITD Division of Aeronautics state, "detailed site plans that include survey data will be needed to make this final evaluation."

Because of the proximity to the runway, glare and lighting from the proposed development is a safety concern. It is recommended FAA representatives or local aviators be consulted to aid in choosing building materials and lighting that will not negatively affect airport safety.

It is noted that Dennis C. Nau and two other local pilots (including the President of McCall Aviation) oppose this development because of the penetration of the Runway Protection Zone and 6 other cited reasons. The letter that Mr. Nau wrote is public and can be found on-line as part of this business development application.

### **Site Plan Punchlist**

The site plan submitted for this design review is insufficient with regard to the amount of detail presented. It is recommended that a revised site plan be submitted with the following additions so a more complete review can be completed. It would be best to present the drawings on multiple sheets, as including all of the necessary information on one (1) sheet is likely to be unreadable.

- Water and sewer service connections
- Underground utility installations (electricity, phone, fiber optic, etc.)
- Site grading (flow direction arrows)
- Stormwater detention
- Landscaping plan
- Property setbacks
- Locations of snow storage, farm/auto sales, car washing, and any other proposed business activities
- Business related signs
- Dust abatement protocol if development is pursuing option not to pave parking lot
- ADA compliant site plan and building dimensions
- Locations of trash storage
- Development outdoor lighting/building reflectivity
- Car wash facilities

### **Necessary Information Omitted from the Design Application**

- Site Report Form S.W. District Health with appropriate written approval.
- Document from a registered professional engineer certifying that flood proofing and elevations are correct and comply with Section 5 of Ordinance #288-04.
- Provide letter a from the Idaho Department of Lands (IDL) stating that all conditions of the reclamation plan are met.
- Details of the car wash facilities
  - o How much water is expected to be used?
  - o Sand & grease trap details and location to catch wastewater prior to connecting to the City's sanitary sewer system
  - o How will the carwash wastewater be collected so that stormwater does not enter the sanitary sewer system?

### **Items in Conflict with the Design Review Guidelines and the City of New Meadows Zoning Ordinance**

- Location of storage buildings with regard to building setbacks. Information on these setbacks was addressed in Section 8-5, A-C of this review.

- Parking lot layout, which includes incorrect parking space dimensions, aisle widths, and unaccessible parking spaces.
- The Site Plan and submitted Applications do not address the parking lot surface material.

Please contact Crestline Engineers, either Gregg Tankersley ([gtankersley@crestline-eng.com](mailto:gtankersley@crestline-eng.com)) or Sam Larrondo ([slarrondo@crestline-eng.com](mailto:slarrondo@crestline-eng.com)), if you have any questions about this review of this proposed project. It is recommended that we further review project details and updates once they are turned in by the applicant. Additionally, a final engineer review should be completed prior to the issuance of a building permit for this project.

Respectfully submitted by,

**Crestline Engineers, Inc.**



Sam Larrondo, E.I.T.  
Associate Engineer

Reviewed by,

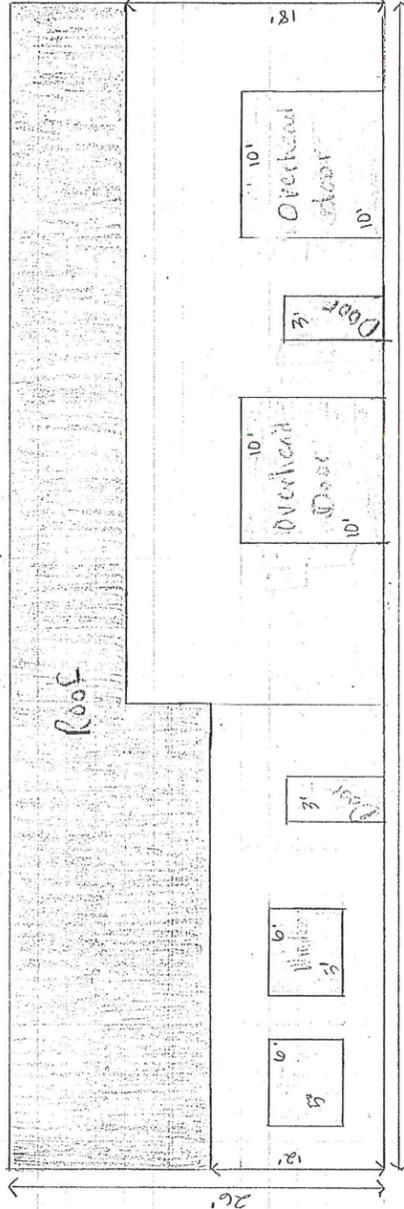
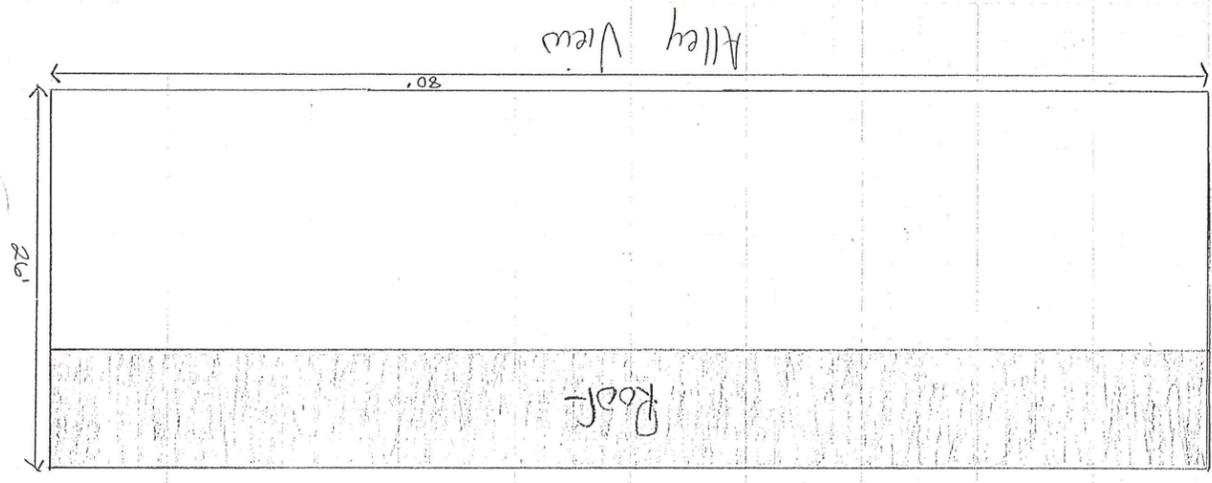
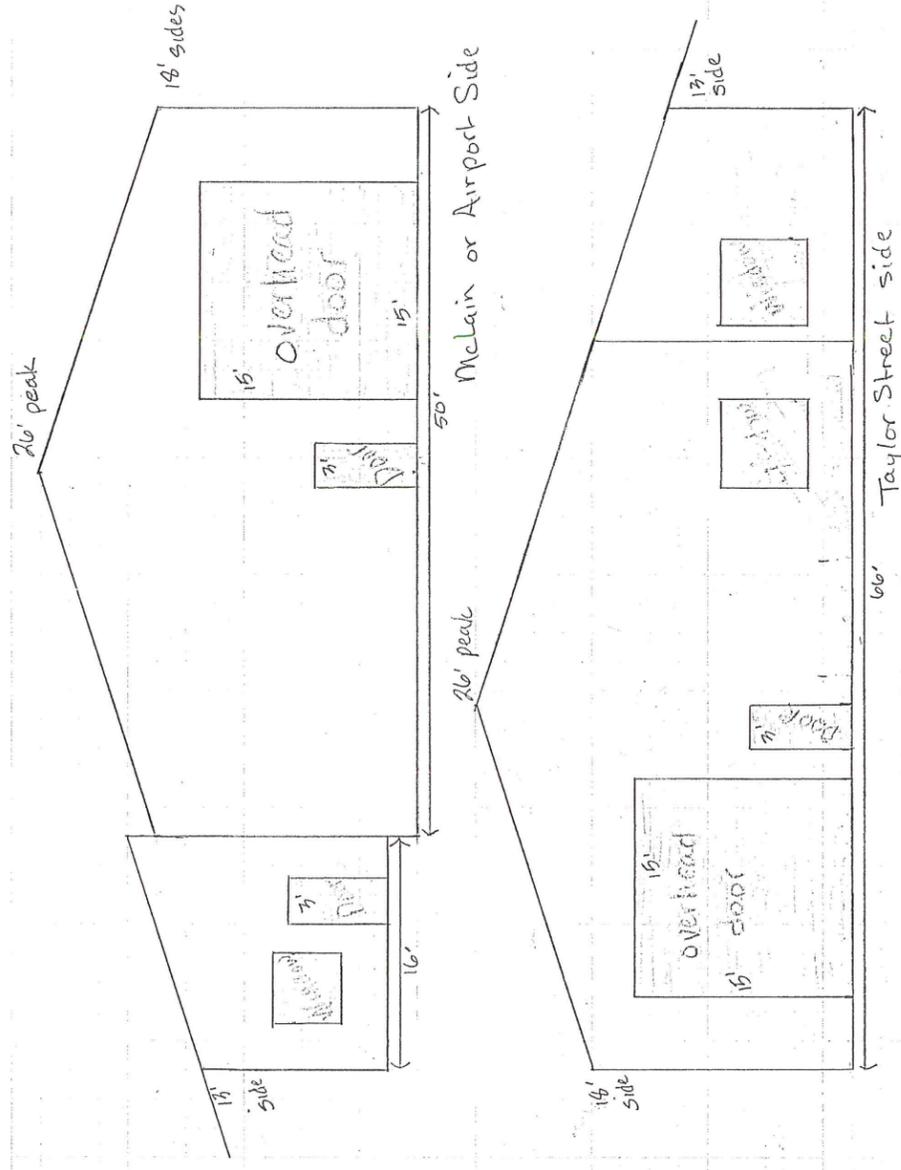
**Crestline Engineers, Inc.**



Gregg Tankersley, P.E.  
Principal Engineer

Enclosures:

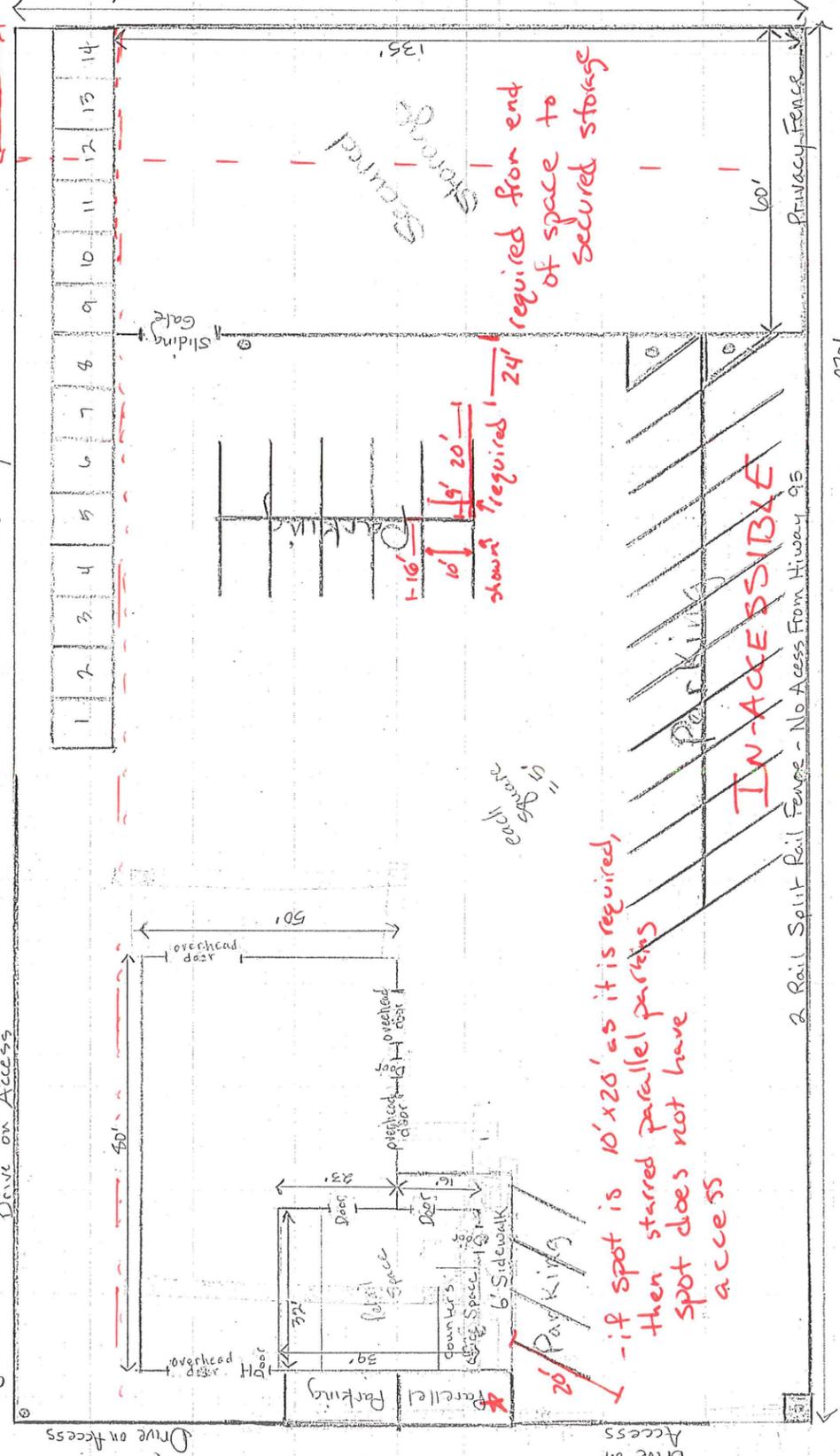
“Red-lined” Site Plan showing conflict of setbacks and parking lot layout



Windows have not been purchased. They may change size.

Front View

Alley



25' - back yard setback  
15' side yard setback

Storage required from end of space to secured storage

24' required

-if spot is 10' x 20' as it is required, then stalled parallel parking spot does not have access

**IN-ACCESSIBLE**

2 Rail Split Rail Fence - No Access From Highway 95

Highway 95 or Norris

270'

each square = 7.5'