



City of Manzanita Planning
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Date: November 10, 2023
Subject: Manzanita City Hall Project Land Use Application
3N 10 29 AD - TAX LOT 2500

PROJECT NARRATIVE

The new City Hall building will be located on the 2.66-acre city owned property located on Manzanita Avenue, between Classic Street and Division Street. The property sits in the C-1 zone and is a permitted outright use as per Section 3.040 (1). The project, as designed, meets all standards described in Section 3.040 (3). See drawings for site location map, lot size, setbacks, FAR, landscaping, and building heights.

PARKING

*See sheets G2.01 for parking calculations.
See sheets G1.01, C1.00, L1.00 for parking layout.*

Parking shall be in accordance with Article 4, Section 4.080. See sheet G2.01 for parking calculations. Parking will be clearly marked and shall not be less than 9 feet by 18 feet in size for each space required. An information sign of 4 square feet, visible from Manzanita Avenue will be used to identify the location of the public off-street parking area. See sheets C2.00 and L1.00 for parking layout.

SIGNS

All signs shall be in accordance with Article 4, Section 4.070.

All signs will meet the material and construction methods requirements of the latest Uniform Sign Code, and Oregon Structural Specialty Code.

As per Section 4.070 .5:

Exempted signs: The following signs are permitted and exempt from the requirements of subsection 1 of Section 4.070:

- a. Public signs placed by the City of Manzanita or other governmental entity.
- e. Flags and insignias.



STORM DRAINAGE

See sheet C2.00, C3.00 for location and size of rain gardens.

Site stormwater will be managed so that there are no adverse effects on neighboring properties or public rights-of-way.

The existing site impervious area totals 21,650 square feet composed of existing building structures and asphalt pavement areas. The new development will create 17,121 square feet of new impervious area composed of building structures, parking area, and concrete sidewalks. Overall, there will be a net decrease of 4,529 square feet of impervious areas. The new impervious areas will be managed via infiltrating rock trenches with an overflow connection to the public storm sewer in Division and Manzanita Ave. Infiltration system was sized using the simplified storage equation in the Drywell and Infiltration System Standards Manual of City of Manzanita.

Public roadway improvements along Classic St will sheet flow to a gravel shoulder where it will be infiltrated and overflow to existing public catch basins.

SITE DESIGN - Section 4.155

See sheets G1.01, L1.00

The site design incorporates the building location, a public and staff parking lot and a series of pedestrian walkways that connect public and staff entrances to parking and to Manzanita Avenue.

The building's main entrance is located on Manzanita Avenue and is set back from the street to provide a planted buffer and create a generous entry sequence while fitting in with its neighbors.

The building is sited to leave as much space on the remaining site as possible for other uses and possible future development. Existing trees on the site will remain.

All mechanical equipment will be shielded from view from Manzanita Avenue and Division Street.

ARCHITECTURAL AND LANDSCAPE DESIGN - Section 4.156

See sheets G1.01, L1.00 for site plan.

See sheet A3.01 for building elevations.

See sheet G3.01 for materials palette.

See sheet G3.02 for building renderings.

The single-story project consists of two simple volumes connected by a trellis. The building presents a civic, front door to Manzanita Avenue locating public parking to the west and staff parking to the north, away from the street. The building's scale, massing, and materiality has been conceived to fit in to the local context and limit any negative visual impact on adjacent neighbors. The main entrance to the facility faces Manzanita Avenue with direct, secure entrances to city hall and the council chambers off a small lobby. The police station is located to the north in a separate volume with access from this central space via a covered outdoor connection. Trellises on the south and north create layers that provide visual interest, mark main entrance points, and soften the buildings appearance.



The building exterior is clad in vertical cedar siding. The building roofs are a dark powder coated, standing seam metal with a low reflective quality. Window frames will be painted and scaled to fit in with the adjacent context. The building will be ADA compliant throughout.

Though mostly flat the site will be graded to provide barrier free, accessible entrance for people of all abilities. Around the building, planted areas will be made up of trees and shrubs, selected for their appropriateness for the climactic zone and growing conditions. Plant material will consist of native and adapted plant material suitable for the coastal environment of Manzanita without the use of supplemental irrigation. Planted trees will be 1 1/2"-3" caliper, and shrubs will consist of material from 4" to #5 pots. Lawn will be seeded.

Site stormwater will be managed so that there are no adverse effects on neighboring properties or public rights-of-way.

LIGHTING

See sheet G3.03 for exterior light fixtures.

All outdoor lighting will be designed in accordance with the proposed City of Manzanita Dark Sky Ordinance. As such:

- A. All outdoor light fixtures will be fully shielded, and the bulb pointed in a downward direction so that light does not radiate from the sides or top of the fixture.
- B. Lights shall be turned off when not in use and shall not be left on for more than 12 consecutive hours. Porch lights may be fitted with motion detectors.
- C. Patio lighting shall be prohibited between the hours of 12:00am-6:00am.
- D. Landscape lights shall be prohibited from illuminating in an upwards direction beyond the property boundaries.
- E. Security (flood) lights shall be on motion detectors and must not shine on adjacent houses.