



Planning Department
 231 NE Fifth Street • McMinnville, OR 97128
 (503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

509-19-000535-Plng

Office Use Only:	
File No.	<u>CU5-19</u>
Date Received	<u>8-30-19</u>
Fee	<u>2325.00</u>
Receipt No.	<u>20100</u>
Received by	<u>SJS</u>

Conditional Use Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other TENANT

Applicant Name Melissa Alonzo Phone 760-644-5203

Contact Name _____ Phone _____
(if different than above)

Address 2025 Kennedy Drive

City, State, Zip Newberg OR 97132

Contact Email gunnercrossfit@gmail.com

Property Owner Information

Property Owner Name Owyhee Properties Phone 503 550 0649
(if different than above)

Contact Name Tyler Stoller Phone _____

Address 4101 NE Henry Creek Rd

City, State, Zip Dayton, OR 97114

Contact Email tylerstoller@gmail.com

Site Location and Description

(if metes and bounds description, indicate on separate sheet)

Property Address 1445 NE Miller St. McMinnville OR, 97128 Building C

Assessor Map No. R4 415c - 02100 Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Ind Zoning Designation M-2PD

1. State nature of the request in detail: Request to operate Gunner CrossFit at 1445 NE Miller St. McMinnville OR 97128 in M2 zone.

2. Describe in detail how the request will be consistent with the McMinnville Comprehensive Plan and the objectives of the zoning ordinance: Under McMinnville Zoning Ordinance, 17.42.020 Conditional uses section F. "A privately owned and operated facility planned, located and laid out or modified and oriented for functional use for leisure time activities. Gunner CrossFit is a small, privately owned and operated CrossFit gym.

3. Describe how the location size, design, and operating characteristics of the proposed development are such that it can be made reasonably compatible with, and have minimum impact on, the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration given to harmony in scale, bulk, coverage, and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets; and to any other relative impact of the development: Gunner CrossFit operates by running scheduled small group classes and will have minimal to no impact on the surrounding neighborhood and properties.

4. Describe what impact the proposed development may have on the livability, value, or appropriate development of abutting properties or the surrounding area when compared to the impact of permitted development that is not classified as conditional: _____

WE FEEL THAT NOTHING WILL CHANGE.

THE FACT THAT THE NEIGHBORS ARE NOT CONCERNED SEEMS TO REPRESENT THE LACK OF IMPACT.

5. Describe how the location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants: _____

N/A

6. Has the development been specifically designed to preserve any environmental assets or unique topography or vegetation of the site? If so, how? _____

N/A

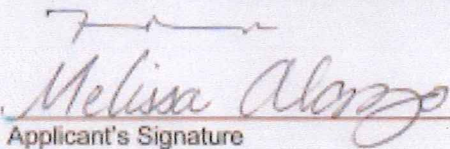
7. Explain how the development and use of the land as proposed has no inappropriate purpose, such as to artificially alter property values for speculative purposes: _____

N/A

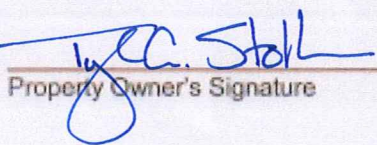
In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), clearly showing existing and proposed features within, and adjacent to, the subject site, such as: Access; lot and street lines with dimensions; distances from property lines to structures; structures and other proposed and existing improvements; north direction arrow; and significant features (slope, vegetation, adjacent development, drainage, etc.).
- A legal description of the property, preferably taken from deed.
- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.


Applicant's Signature

8/27/19
8/27/19
Date

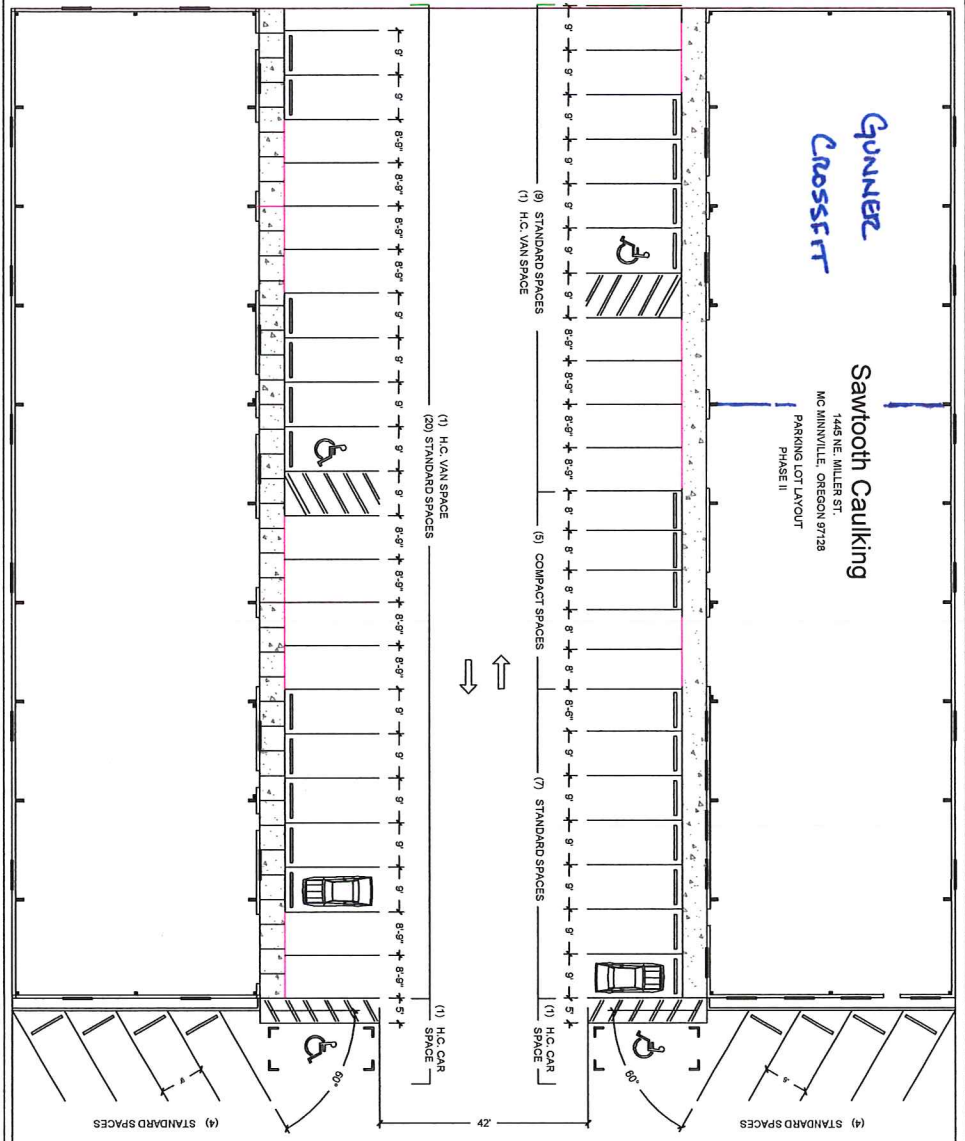

Property Owner's Signature

8/30/19
Date

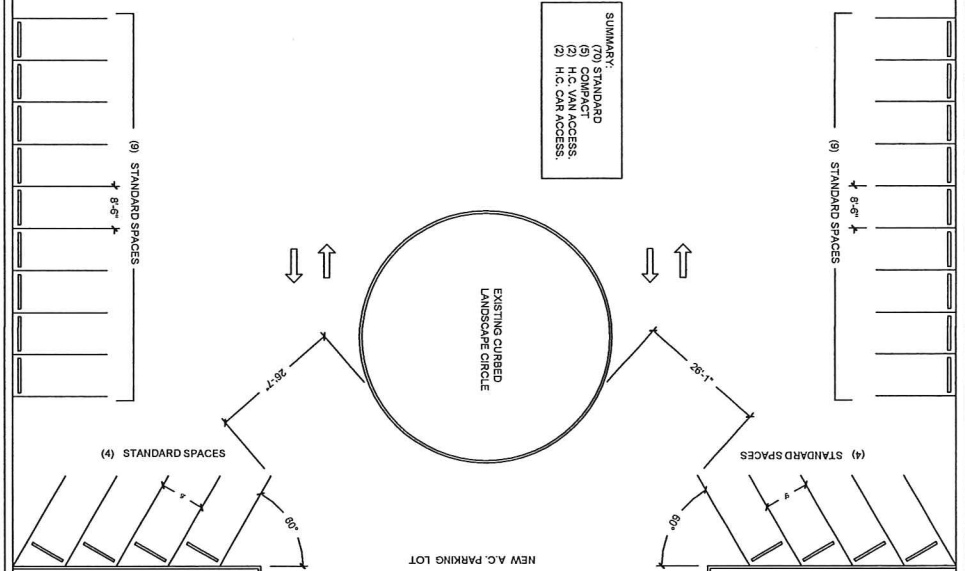
GUNNER
CROSSFIT

Sawtooth Caulking

1445 NE MILLER ST.
MC MINNVILLE, OREGON 97128
PARKING LOT LAYOUT
PHASE II

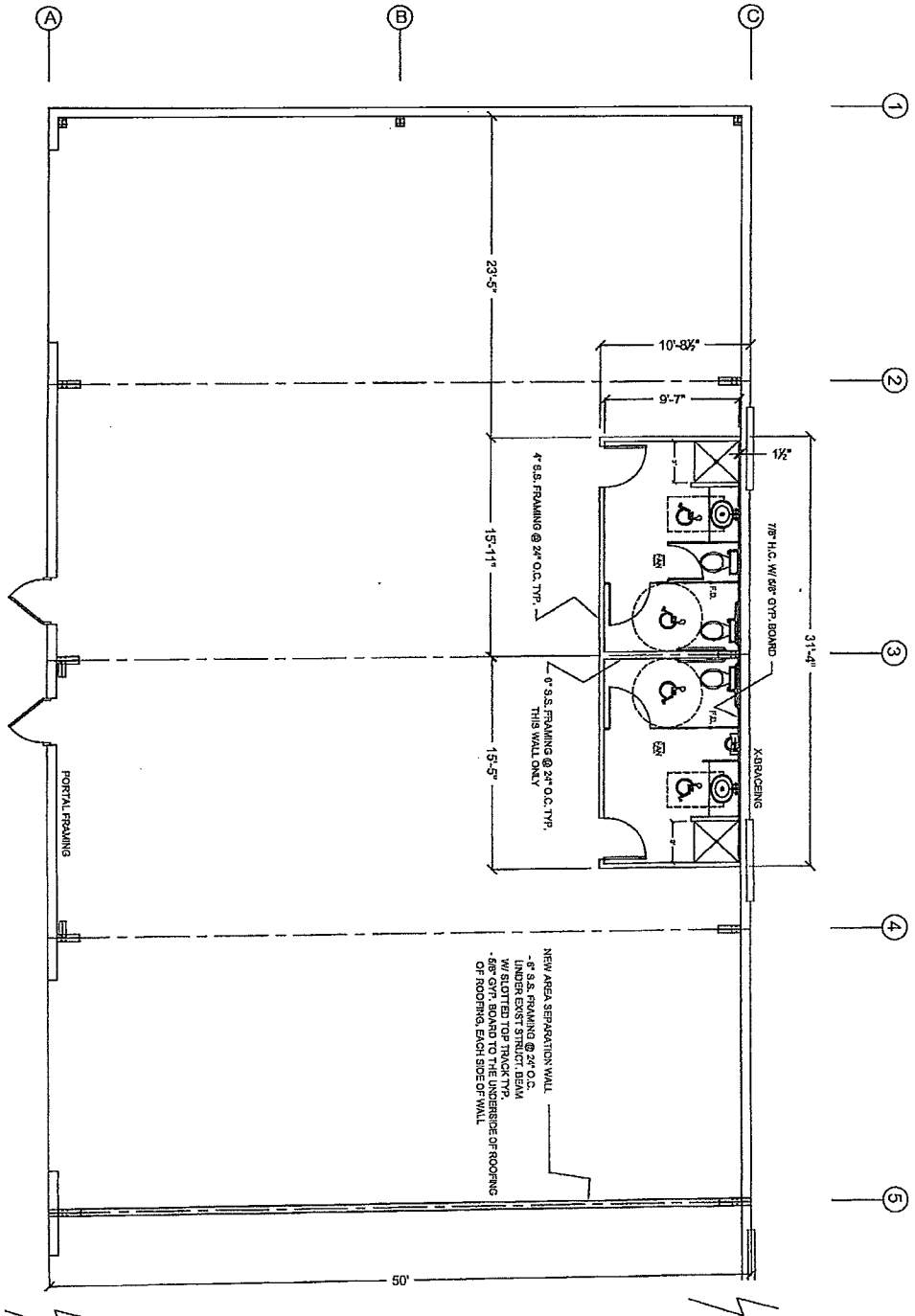


SUMMARY:
(9) STANDARD
(2) COMPACT
(2) H.C. VAN ACCESS
(2) H.C. CAR ACCESS



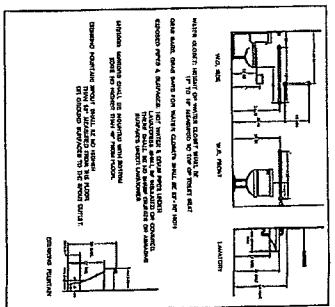
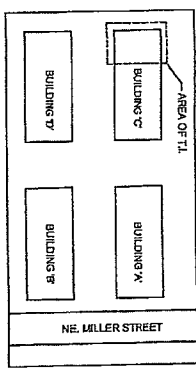
NEW A.C. PARKING LOT
EXISTING A.C. PARKING LOT
EXIT TO MILLER ST.





BUILDING 'C'
 EXISTING PRE-ENGINEERED STEEL BUILDING
 GRID LINES 1 THRU 5 TENANT IMPROVEMENTS

NEW AREA SEPARATION WALL
 - 4" S.S. FRAMING @ 24" O.C.
 UNDER EXIST STRUCT. BEAM
 W/ SLOTTED TOP TRACK TYP.
 .688" GYP. BOARD TO THE UNDERSIDE OF ROOFING
 OF ROOFING EACH SIDE OF WALL



HA WORTH INC. COMMERCIAL & RESIDENTIAL DESIGN, DRAFTING & CONST.		13500 SW HWY 66W MC MINNVILLE OREGON 97128 1-(503)-472-2452	
CLIENT: TENANT IMPROVEMENT PROJECT NO: 1445 NE MILLER ST. BLDG C LOCATION: MC MINNVILLE, OREGON 97128		DATE: [] [] [] REVISION / ISSUE: [] [] []	
PROJECT: 1445 DATE: 7-26-18 DRAWN: [] CHECK: [] IN CHARGE: []	1 of 1 DATE: [] [] []	CONTA: AS NOTED	

EXHIBIT "A"
Legal Description

Lot 6, RUSH INDUSTRIAL PARK, in the City of McMinnville, County of Yamhill, State of Oregon.



Gunner CrossFit
1445 NE Miller St. Suite C4
McMinnville, OR 97128

August 10, 2019

Subject: Trainer to Trainee ratio

To Whom It May Concern:

I am writing in regards to the Trainer to Trainee ratio (parking requirements). At Gunner CrossFit our class size will generally range from 8-12 participants. We will highly encourage members to sign up using our gym management software RhinoFit prior to attending class to ensure maintaining our class size to no more than 12 participants. Parking space will range from 8-13 spots (12 participants +Coach) in use during the one hour duration. Class times will typically be held Monday- Friday, five times during the day (5:30am, 9:00am, 12:00pm, 4:30pm and 5:30pm) each of which will run 1:00 hour in length. This will ensure that we run an effective, successful and safe "group training session", the hallmark of CrossFit training program and will also follow the trainer guidelines set by CrossFit Level 1 Trainer Guidance outlined in section 3, page 119, Responsible Training. Any questions regarding this matter can be directed to gunnercrossfit@gmail.com or (760) 500-7774.

Respectfully,

Faustino & Melissa Alonzo (Owners)

From: [Melissa Alonzo](#)
To: [Tom Schauer](#)
Date: Friday, September 13, 2019 1:28:58 PM

This message originated outside of the City of McMinnville.

Good afternoon,

Thank you for meeting with us Wednesday, we greatly appreciate your time. Here are a few components in regards to how Gunner CrossFit will operate.

Our net space: 3,346 sqft

If we where to apply Redmonds Parking requirements : 1 parking per 300sqft of net space we then are needing 11 parking spots.

Business hrs:

M-F 5:30am, 9:00am, 12:00pm, 3:30pm and 6:30pm

each class will host up to 12 members + coach.

-In case of a drop in, parking and class size are easily accommodated.

-The gym will only be open during the set class times

- We can hold only one class at a time

- Each class is 1 hour in length

Respectfully,

Faustino and Melissa Alonzo

From: tylerstoller@gmail.com
To: Tom Schauer; "Melissa Alonzo"
Cc: Heather Richards; mike@millerconsultinggroup.net
Subject: RE: Conditional Use Permit
Date: Wednesday, September 18, 2019 12:26:57 PM
Attachments: [We sent you safe versions of your files.msg](#)
[Owyhee Properties - Tenant List - Parking.xlsx](#)

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

TOM-

I APOLOGIZE FOR NOT GETTING BACK TO YOU SOONER.

YES, I WOULD ANTICIPATE THE REMAINING 8K' OF BLDG D TO REMAINING MANUFACTURING.

ALSO NOTE, THAT WE HAVE 40+ EMPLOYEES, BUT THE FELLAS DO NOT COME TO THE SHOP. THEY MEET AT THE JOBSITES EACH MORNING. I PLACED 10 ON THE SPREADSHEET, BUT REALISTICALLY THERE WILL NORMALLY BE 5 PEOPLE IN THE OFFICE.

LET ME KNOW IF THERE IS ANYTHING ELSE THAT YOU NEED.

TYLER A. STOLLER
PRESIDENT
503-550-0649



MASONRY RESTORATION - WATERPROOFING - TRAFFIC COATING - CAULKING - EXPANSION JOINT COVERS

From: Tom Schauer <Tom.Schauer@mcminnvilleoregon.gov>
Sent: Tuesday, September 17, 2019 1:34 PM
To: tylerstoller@gmail.com; 'Melissa Alonzo' <gunnercrossfit@gmail.com>
Cc: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>;
mike@millerconsultinggroup.net
Subject: RE: Conditional Use Permit

Hi Tyler,

I wanted to follow up on my e-mail from last Thursday. Will you be able to provide the information below highlighted in bold text this week? That is the last remaining information I need in order to deem the application complete.

Thank you,
Tom

Tom Schauer, AICP
Senior Planner
City of McMinnville

231 NE 5th Street
McMinnville, OR 97128

503-474-5108
tom.schauer@mcminnvilleoregon.gov

From: Tom Schauer
Sent: Thursday, September 12, 2019 1:27 PM
To: 'tylerstoller@gmail.com' <tylerstoller@gmail.com>; 'Melissa Alonzo' <gunnercrossfit@gmail.com>
Cc: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>; mike@millerconsultinggroup.net
Subject: RE: Conditional Use Permit

Thank you, Tyler.

Based on the uses you identified, I calculated the parking demand using the square footage of each building. (The spreadsheet doesn't list the area occupied by each tenant, which is why I calculated by building rather than tenant). I added this to the spreadsheet you provided (see attached).

In short, assuming everything is in manufacturing use other than the CrossFit gym (and assuming manufacturing occupancy for all of Building D absent a specified user), there would be a need for 36 spaces for 36,000 square feet of manufacturing, plus about 13 spaces for 4,000 square feet of CrossFit gym (assuming 1 space per 300 sq ft) for a total of 49 spaces.

The parking requirement for a "manufacturing establishment" is "one space per 1,000 square feet of floor area or two spaces per three employees working on the largest shift during peak season, whichever is greater.

Therefore, if there is a peak of more than 15 employees in Buildings A, B, and D or a proportional share for a tenant's individual area, and more than 9 employees in the 6,000 sf portion of Building C exclusive of Crossfit, there would be a greater parking requirement.

Could you please provide the following:

- ***Is it reasonable to calculate Suites 2-5 of Building D for manufacturing use, or do you anticipate a different use?***
- ***Do you have information about the square footage occupied by each tenant and the associated number of employees for the largest shift during peak season. (In short, will the peak season largest shift employment for all tenants except CrossFit exceed 54 employees at the same time?) Manufacturing employment exceeding that level would require more parking than calculated based on square footage. (54 manufacturing employees would require 36 spaces, plus about 13 for CrossFit, totaling 49.***

With the new parking to be added in Phase 2, it looks like you have quite a bit of parking to work with.

Based on area calculations, if 36,000 sf is occupied with manufacturing plus 4,000 for CrossFit, you would have surplus spaces even if deducting the spaces in front of the rollup doors – approximately 36 surplus. If employment levels exceed the above-noted thresholds or if part of Building D is occupied by a use that has a higher parking requirement than manufacturing, I can calculate out whether there is a difference in surplus/deficit to determine sufficiency.

Thank you,
Tom

Tom Schauer, AICP

Senior Planner
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128

503-474-5108

tom.schauer@mcminnvilleoregon.gov

From: tylerstoller@gmail.com [<mailto:tylerstoller@gmail.com>]

Sent: Thursday, September 12, 2019 11:04 AM

To: Tom Schauer <Tom.Schauer@mcminnvilleoregon.gov>; 'Melissa Alonzo' <gunnercrossfit@gmail.com>

Cc: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>; mike@millerconsultinggroup.net

Subject: RE: Conditional Use Permit

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

TOM-

THANK YOU FOR TAKING THE TIME TO MEET WITH US YESTERDAY. ATTACHED IS OUR CURRENT TENANT LIST & WHICH CATEGORY THEY FALL UNDER IN REGARDS TO PARKING. LET ME KNOW IF THERE IS ANYTHING ELSE THAT YOU MAY NEED.

THANK YOU-

TYLER A. STOLLER
PRESIDENT
503-550-0649



From: Tom Schauer <Tom.Schauer@mcminnvilleoregon.gov>
Sent: Tuesday, September 10, 2019 11:35 AM
To: Melissa Alonzo <gunnercrossfit@gmail.com>; tylerstoller@gmail.com
Cc: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>; mike@millerconsultinggroup.net
Subject: RE: Conditional Use Permit

Hi Melissa, Faustino, and Tyler,

I am reviewing your conditional use permit application for completeness, and I wanted to touch base with you on a couple items to help streamline the review. I will follow-up with a phone call, too.

We'll also provide a formal "completeness review" letter within 30 days of the date you submitted your application.

Heather updated me on your earlier conversations and correspondence, and I wanted to check-in on the parking information.

- For the overall property, we want to be sure we have information needed to determine available on-site parking and sufficiency of parking upon full build-out and occupancy of the site and buildings for current tenants and/or future tenants. Tyler, can you provide the information about current tenants and parking calculations?
- We want to be sure the conditional use permit review accounts for reasonable operating parameters for the CrossFit business, so the decision can be written to account for reasonable changes within those parameters that may occur over time. Therefore, this wouldn't require the Planning Commission to amend the conditional use permit approval each time there might be certain changes. A conditional use permit approval "runs with the land" so an approval remains valid with the property as long as it is continuously operated, so it is helpful to account for basic operations over time. Melissa and Faustino, I would be happy to share additional parking information I found from some other codes in addition to the parking provisions Heather sent from Redmond.

It will be helpful if you can provide additional information about what happens if there are drop-ins for classes and/or if clients will have access to the facility and equipment on an individual drop-in basis during certain hours, or if they can only use the facility for classes which are limited in size. For example, if the use provides classes and individual drop-in use of equipment, we want to be sure the approval and parameters account for that, so you wouldn't need to amend the conditional use permit to add drop-in use and associated parking.

I'll follow-up shortly with a phone call. If it would be helpful to meet in person, I'm happy to do so.

Sincerely,

Tom Schauer, AICP

Senior Planner

City of McMinnville

231 NE 5th Street

McMinnville, OR 97128

503-474-5108

tom.schauer@mcminnvilleoregon.gov

From: Heather Richards

Sent: Wednesday, September 4, 2019 11:57 AM

To: Melissa Alonzo <gunnercrossfit@gmail.com>

Cc: Tom Schauer <Tom.Schauer@mcminnvilleoregon.gov>

Subject: RE: Conditional Use Permit

Hi Melissa and Faustino,

Your application has been assigned to Tom Schauer, Senior Planner, with the City of McMinnville, who is cc'd on this email. His phone number is 503-474-5108.

The next step in the process is that Tom will review the application for completeness (ensuring that we have all of the materials needed for the application). We have to complete this review within 30 days of the receipt of the application by state law, but typically it takes much less time to do so. After the application is deemed complete we will schedule the public hearing in front of the Planning Commission and send out a public notice to surrounding property owners.

Tom will be in communication each step of the way. And you are always welcome to contact me with any questions as you navigate this process.

Hope all is well.

Heather Richards, PCED

Planning Director

City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

503-474-5107 (work)
541-604-4152 (cell)

www.mcminnvilleoregon.gov

From: Melissa Alonzo [<mailto:gunnercrossfit@gmail.com>]
Sent: Wednesday, September 4, 2019 11:46 AM
To: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>
Subject: Conditional Use Permit

This message originated outside of the City of McMinnville.

Good Morning Heather,
We are inquiring about the process regarding the conditional use permit. We are aware that it has been submitted and are wondering if there is anything else that we need to do. What is the next step? What is the timeline and process of it?
Respectfully,
Melissa And Faustino Alonzo Jr.
Gunner CrossFit

Owyhee Properties Tenant Info

Name/Space	Space Leased	Industrial Land	Sq Ft	Emps / Shift	SUM
Green Light Manufacturing	Suites 1 & 2, Building A	Manufacturer	4,000	3/Day	14
Stebbins Engineering & Manufacturing Co.	Suite 3, Building A	Manufacturer	2,000	1/Day	
Precision Analytical, Inc	Suite 4, Building A	Manufacturer	2,000	6/Day	
Pacific Pattern Technologies, LLC	Suite 5, Building A	Manufacturer	2,000	4/Day	
eCNC	Suites 1 - 4, Building B	Manufacturer	8,000	10/Day	11
Hahn Window Specialties	Suite 5, Building B	Manufacturer	2,000	1/Day	
Sawtooth Caulking, Inc	Suites 1 - 3, Building C	Manufacturer	6,000	10/Day	12
Gunner Crossfit	Suites 4 & 5, Building C	TBD	4,000	2	
Hundred Suns Wine	Suite 1, Building D	Manufacturer	2,000	2/Day	2
Available	Suite 2, Building D			?	
Available	Suite 3, Building D			?	
Available	Suite 4, Building D			?	
Available	Suite 5, Building D			?	

39

Plus Bldg D Suites 2-5

Prelim Draft - Parking Demand (sf based)		Equiv Emp	Parking
Building A (10,000 sf)	10	15	10
Building B (10,000 sf)	10	15	10
Building C (10,000 sf)	6+13=19	9+CF	6+13
Demand, (Bldgs A, B, C)	39		
Supply	103		
	(93 standard, 5 compact, 5 ADA)		
	includes 18 spaces in front of roll-up doors in Phase 2		
	deduct if those are unavailable for tenants		
Balance avail. for Building D	64		
Demand, Bldg D @ Manuf.	10	15	10
Surplus/Deficit	54		
Minus 18 rollup (max Phase 2 deduction)	18		
Surplus/Deficit	36		
<i>Based on Occ. Of 40,000 sf</i>		<i>Based on Equivalent Employment</i>	
Total Demand These Calcs	49	54+CF	36+CF
			49