



Shorter, Sidney <shorter.sidney@co.pol.k.or.us>

TIA for Transfer Facility Application

SCOTT Brion <Brion.SCOTT@odot.oregon.gov>

Tue, Jun 3, 2025 at 8:47 AM

To: "Shorter, Sidney" <shorter.sidney@co.pol.k.or.us>

Cc: KNECHT Casey <Casey.KNECHT@odot.oregon.gov>, CHILDRESS Arielle <Arielle.CHILDRESS@odot.oregon.gov>

Hi Sidney,

Region traffic reviewed the TIA and did not have any comments.

Thanks,

Brion Scott, PE

Development Review Coordinator

ODOT - Region 2 - Area 3

885 Airport Road SE, Building P Salem, OR 97301

(503) 871-1411

Brion.Scott@odot.oregon.gov

RECEIVED
JUN - 3 2025
POLK COUNTY
COMMUNITY DEVELOPMENT

[Quoted text hidden]

CERTIFICATE OF MAILING

I, Sarah Buhler, certify that I mailed the attached Letter of Incomplete for Planning Files # CU 25-05, LP 25-02, LUD 25-13 & VAR 25-04 by regular U.S. Mail to the individuals on the mailing list below.



Sarah Buhler

DATED: May 21, 2025

MAILING LIST

Apple Tree Holdings, LLC
1141 Chemawa Rd. North
Keizer, OR 97303

Rickreall Dairy LLC
8845 Rickreall Rd
Rickreall, OR 97371

Saalfeld Griggs
Attn: Alan Sorem
PO Box 470
Salem, OR 97308

Maul Foster & Alongi, Inc.
Attn: Ryan Crotty
330 E Mill Plain Boulevard, Suite 405
Vancouver, WA 98660

asorem@sglaw.com
rcrotty@maulfoster.com



Buhler, Sarah <buhler.sarah@co.polk.or.us>

Letter of Incomplete for Planning Files CU 25-05, LP 25-02, LUD 25-13 & VAR 25-04

1 message

Buhler, Sarah <buhler.sarah@co.polk.or.us>

Wed, May 21, 2025 at 2:40 PM

To: asorem@sclaw.com, rcrotty@maulfooster.com

Cc: Sidney Shorter <shorter.sidney@co.polk.or.us>

Good afternoon -

Attached is a Letter of Incomplete for Planning Files CU 25-05, LP 25-02, LUD 25-13 & VAR 25-04. If you have any questions please let Sidney (cc'd) know.

Thank you,

Sarah Buhler
Office Specialist
Community Development
850 Main Street, Dallas
503-623-9237



Letter of Incomplete for Planning Files CU 25-05, LP 25-02, LUD 25-13 & VAR 25-04.pdf

403K



POLK COUNTY

POLK COUNTY COURTHOUSE • DALLAS, OREGON 97338
(503) 623-9237

COMMUNITY DEVELOPMENT

AUSTIN M'GUIGAN
Director

May 21, 2025

Apple Tree Holdings, LLC
1141 Chemawa Rd. North
Keizer, OR 97303

CC: Rickreall Dairy, LLC; Alan Sorem; and Ryan Crotty

RE: Conditional Use (CU) 25-05: Solid Waste Disposal Site (Transfer Facility)
Land Partition (LP) 25-02: Land Partition for a Nonfarm, Nonresidential Parcel
Land Use Determination (LUD) 25-13: Non-Structural Floodplain Development
Variance (VAR) 25-04: Reduce Yard Area

Dear Apple Tree Holdings, LLC:

On April 22, 2025, our office received four (4) Planning applications associated with the property located at 8595 Rickreall Road, Rickreall, Oregon (T7S, R4W, Section 29, Tax Lots 102, 201, 205, and 206; and T7S, R4W, Section 28, Tax Lot 302). While reviewing these applications, I have determined that there is insufficient evidence in the record to address all of the applicable review and decision criteria. Consequently, planning applications CU 25-05, LP 25-02, LUD 25-13, and VAR 25-04 are incomplete. In order to complete your applications, please provide the additional information discussed in greater detail below.

The application forms were all electronically signed by Ryan Crotty. Planning files must be signed by either the subject property owner or an authorized agent. The Polk County Planning Division also does not accept electronic signatures. Please provide updated application forms that are physically signed by either the subject property owner or an authorized agent. If signed by an authorized agent, please accompany it with a "Letter of Authorization" that has been signed by the subject property owner (attached).

CU 25-05:

This application includes a proposal to establish a solid waste disposal site (transfer facility) within the Exclusive Farm Use (EFU) zone under the criteria listed in Polk County Zoning Ordinance (PCZO) 136.050(Z), 136.060, 119.070, and Oregon Administrative Rule (OAR) 660-033-0130(5).

Exhibit 7 of the application material (Site Traffic Circulation Plan) appears to have been printed at a size that "cut off" part of the layout, legend, etc. Please provide an amended Exhibit 7 that shows the entire extent of the Site Traffic Circulation Plan.

A tentative parking plan provided does not depict any loading spaces. PCZO 112.260 specifies loading area requirements, which states:

112.260. OFF-STREET LOADING AREA DEVELOPMENT REQUIREMENTS. Off-street loading space shall be provided in the amounts listed below except that, in appropriate cases, the Hearings Officer or Planning Director may waive the requirements for loading space, after proceedings are had as for a conditional use as provided in Chapter 119, and when the Hearings Officer or Planning Director has determined that the use to which the building is to be put is of a kind not requiring the loading or unloading or delivery of merchandise or other property by commercial trucks or delivery vehicles; provided, however, whenever the use of

such building is changed to another use, then such loading space as is required by this ordinance shall be provided.

- (A) A minimum loading space size of 12 feet wide, 20 feet long, and 14 feet high shall be required as follows:
 - (1) For multi-family dwellings with ten (10) or more dwelling units, 1 space;
 - (2) For buildings used entirely for office occupancy, up to 2,000 square feet gross floor area, one (1) space; for each additional 40,000 square feet of gross floor area, or any portion thereof, one (1) space;
- (B) A minimum loading space size of 12 feet wide, 30 feet long and 14 feet high shall be required as follows:
 - (1) For all buildings except residential and those used entirely for office use: Up to 2,000 square feet gross floor area, one (1) space;
 - (2) For each additional 40,000 square feet of floor area or any portion thereof, one (1) space.

While a transfer facility does involve loading and unloading of solid waste, it is acknowledged that a transfer facility functions uniquely and the Site Traffic Circulation Plan, tipping floor and trailer loading area would serve the purpose of loading spaces. Please clarify if you are requesting a waiver to the off-street loading space requirements.

LP 25-02:

This application is a proposal to partition the subject property under the "Nonfarm, Nonresidential Parcels" criteria. The application form and narrative indicate that the proposed partition would create a 355.83 acre parcel and a 39.11 acre parcel. However, the tentative partition plat shows proposed Parcel 1 to be 357.88 acres and proposed Parcel 2 to be 37.06 acres. It is assumed that the tentative partition map accurately represents the sizes and configurations that are proposed. Please clarify this discrepancy.

The applicable criteria listed in Polk County Subdivision and Partition Ordinance (PCSO) 91.700(2) states:

- (2) **ROAD, STREET, AND HIGHWAY STANDARDS.** New public and private roads created by partitions and subdivisions shall be designed and constructed pursuant to the *Polk County Road Standards* adopted by the Polk County Board of Commissioners, as identified in Ordinance 98-6, as amended. Hereafter "road" includes "street".
 - (a) Roads shall be aligned with existing roads in the vicinity of the proposed subdivision or partition either by prolongation of existing centerline or by connection with suitable curves. A road shall conform to the location, alignment, and width as indicated on a Corridor Refinement Plan for roads and highways now or hereafter adopted by Polk County. Roads shall intersect at or as near right angles as practicable. Road alignments shall be consistent with the adopted Transportation Systems Plan, or County adopted Corridor Refinement Plan. A property located within an urban growth boundary shall provide for the extension of roads and highways consistent with the adopted City Transportation Systems Plan.
 - (b) No partition or subdivision shall create a dedicated road in unincorporated Polk County without the approval of Polk County. No instrument dedicating land in unincorporated Polk County to public use shall be accepted for recording unless such instrument bears the approval of the Polk County Board of Commissioners.
 - (a) Unless an exception to the easement width has been granted pursuant to PCSO 91.800, the minimum widths for easements granting vehicular access across the subject property shall be:
 - (A) Sixty (60) feet wide for access easements that are intended to become

preferred alternatives for "proposed" roads as identified in the Polk County Transportation Systems Plan.

(B) Forty (40) feet wide for all other access easements.

The narrative provided states that no easements granting vehicle access are proposed. However, the tentative partition plat (Exhibit 4) depicts a proposed 40' wide private access easement near the northern property line of proposed Parcel 2. Please clarify this discrepancy.

LUD 25-13:

This application is a non-structural floodplain development proposal for the construction of a stormwater management facility. The applicable review and decision criteria for this application were addressed; however, LUD 25-13 is dependent on CU 25-05 and cannot be deemed complete independently from CU 25-05.

VAR 25-04:

This application is a proposal to reduce the required 20-foot yard area from the proposed property line for two (2) existing structures. The proposed setback distance is 2.3 feet and 2.5 feet, respectively. Because this request involves two (2) structures, an additional variance application and application fee is needed for this request and VAR 25-04 is, therefore, incomplete.

Pursuant to PCZO 111.220(C), applications CU 25-05, LP 25-02, LUD 25-13, and VAR 25-04 are incomplete. As required under PCZO 111.220(D), if these applications remain incomplete on October 20, 2025 (181 days after first being submitted), the applications will be void. In order to complete your applications, **prior to this date**, please provide the information described above. Or, you may provide some or none of the requested information with written notice that no other information will be provided. We would then schedule a public hearing and issue a recommendation to the Hearings Officer using the information submitted in the record. You may also request to change the review criteria, or withdraw the application(s). The applicant is responsible for the burden-of-proof. An application that does not show compliance with all the applicable criteria may not be approved.

Because these applications are being processed together and are dependent on one another, these applications cannot be deemed complete independently from one another. Planning application VAR 25-04 requires a public hearing before the Polk County Hearings Officer. Pursuant to PCZO 111.260(A), the Polk County Planning Director is also referring CU 25-05, LP 25-02, LUD 25-13 to the Hearings Officer.

If you need any additional information or would like to further discuss your applications, please contact me at (503) 623-9237.

Sincerely,



Sidney Shorter,
Planning Manager



POLK COUNTY COMMUNITY DEVELOPMENT
POLK COUNTY COURTHOUSE
850 MAIN STREET, DALLAS, OR 97338
Phone: (503) 623-9237 ♦ Email: cd.permits@co.polk.or.us

LETTER OF AUTHORIZATION

Let it be known that _____
has been retained to act as an agent to perform all acts for development on my property
identified below. These acts include: Pre-application conference, filing applications and/or
other required documents relative to all planning applications, septic system feasibility,
sewage disposal permits, manufactured dwelling permits and building permits.

Address or Road

And described in the records of Polk County as:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Township _____ Range _____ Section _____ Tax Lot(s) _____

The costs of the above actions, which are not satisfied by the agent, are the responsibility of
the undersigned property owner.

PROPERTY OWNER:

Signature: _____ Date: _____

Printed Name: _____

Address: _____ Phone: _____

City, State, Zip _____ Fax: _____

AGENT:

Signature: _____ Date: _____

Printed Name: _____

Address: _____ Phone: _____

City, State, Zip _____ Fax: _____



Shorter, Sidney <shorter.sidney@co.polk.or.us>

TIA for Transfer Facility Application

CHILDRESS Arielle <Arielle.CHILDRESS@odot.oregon.gov>

Fri, May 16, 2025 at 1:12 PM

To: "Shorter, Sidney" <shorter.sidney@co.polk.or.us>, ODOT Reg 2 Planning Manager
<ODOTR2PLANMGR@odot.oregon.gov>

Cc: KNECHT Casey <Casey.KNECHT@odot.oregon.gov>

Sidney,

I got your messaged and tried calling you back, but unfortunately it kept giving me a "user is busy" response and I wasn't able to get through to leave you a voice mail. Looking through my files it appears that I received a TIA dated November 2023, but have not yet seen, nor reviewed, the September 2024 version you sent on Wednesday. I've added this TIA into my queue for review and will respond with any comments by May 30th.

If you have any additional questions please feel free to reach out either via phone or email, whichever works better for you.

Thanks!

Arielle Childress, P.E. (she/her/hers)

Traffic Analysis Engineer

ODOT Region 2

455 Airport Rd. SE, Bldg. B, Salem, OR 97031

(971) 208-1290

From: Shorter, Sidney <shorter.sidney@co.polk.or.us>**Sent:** Wednesday, May 14, 2025 3:36 PM**To:** ODOT Reg 2 Planning Manager <ODOTR2PLANMGR@odot.oregon.gov>**Cc:** CHILDRESS Arielle <Arielle.CHILDRESS@odot.oregon.gov>; KNECHT Casey
<Casey.KNECHT@odot.oregon.gov>**Subject:** TIA for Transfer Facility Application

You don't often get email from shorter.sidney@co.polk.or.us. Learn why this is important

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

5/16/25, 1:50 PM

co.polk.or.us Mail - TIA for Transfer Facility Application

Good afternoon,

[Quoted text hidden]

[Quoted text hidden]



Shorter, Sidney <shorter.sidney@co.polk.or.us>

TIA for Transfer Facility Application

SCOTT Brion <Brion.SCOTT@odot.oregon.gov>
To: "shorter.sidney@co.polk.or.us" <shorter.sidney@co.polk.or.us>
Cc: KNECHT Casey <Casey.KNECHT@odot.oregon.gov>

Thu, May 15, 2025 at 7:03 AM

Hi Sidney,

Received. We'll review and get comments back in around 2 weeks. FYI, Casey promoted early last year, and I backfilled his position. Feel free to update your contacts and include me on land use actions and traffic analysis needs.

Thanks,

Brion Scott, PE

Development Review Coordinator

ODOT - Region 2 - Area 3

885 Airport Road SE, Building P Salem, OR 97301

(503) 871-1411

Brion.Scott@odot.oregon.gov

From: KNECHT Casey <Casey.KNECHT@odot.oregon.gov>
Sent: Wednesday, May 14, 2025 4:00 PM
To: SCOTT Brion <Brion.SCOTT@odot.oregon.gov>
Subject: FW: TIA for Transfer Facility Application

From: Shorter, Sidney <shorter.sidney@co.polk.or.us>
Sent: Wednesday, May 14, 2025 3:36 PM
To: ODOT Reg 2 Planning Manager <ODOTR2PLANMGR@odot.oregon.gov>
Cc: CHILDRESS Arielle <Arielle.CHILDRESS@odot.oregon.gov>; KNECHT Casey <Casey.KNECHT@odot.oregon.gov>
Subject: TIA for Transfer Facility Application

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[Quoted text hidden]

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 **(5) Transportation Impact Analysis.pdf**
10034K



Shorter, Sidney <shorter.sidney@co.pol.k.or.us>

TIA for Transfer Facility Application

1 message

Wed, May 14, 2025 at 3:36 PM

Shorter, Sidney <shorter.sidney@co.pol.k.or.us>

To: ODOT <ODOTR2Planmgr@odot.state.or.us>

Cc: Arielle.FERBER@odot.oregon.gov, KNECHT Casey <Casey.KNECHT@odot.oregon.gov>

Good afternoon,

Polk County has received a conditional use application for a transfer facility at 8365 Rickreall Rd., Rickreall. Attached is a copy of the TIA that was submitted with their application for your review.

Thank you,
Sidney

Sidney Shorter, Planning Manager
Polk County Community Development
Phone: (503) 623-9237
Email: shorter.sidney@co.pol.k.or.us



(5) Transportation Impact Analysis.pdf
10034K



Shorter, Sidney <shorter.sidney@co.polk.or.us>

TIA for Rehub Transfer Facility

1 message

Shorter, Sidney <shorter.sidney@co.polk.or.us>
To: Todd Whitaker <whitaker.todd@co.polk.or.us>

Wed, May 14, 2025 at 2:28 PM

Todd,

We've received a conditional use application for a transfer facility at 8365 Rickreall Rd. Attached is the TIA that was submitted with their application for your review.

Sidney Shorter, Planning Manager
Polk County Community Development
Phone: (503) 623-9237
Email: shorter.sidney@co.polk.or.us

 (5) Transportation Impact Analysis.pdf
10034K