



City of Boardman

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AGENDA

City of Boardman Planning Commission Wednesday, October 18, 2023 Boardman City Hall Council Chambers 7:00 PM

Members of Commission: Zack Barresse, Chair Jennifer Leighton Michael Connell
Ragna TenEyck Sam Irons

Members of Staff: Carla McLane, Planning Official Nancy Orellana, Planning Associate

ZOOM Meeting Information is Available on the City's Website
Under [Agendas, Minutes & Videos](#)

CALL TO ORDER

FLAG SALUTE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands: one nation under God, indivisible with liberty and justice for all. @

ROLL CALL

APPROVAL OF MINUTES

September 20, 2023

ELECTION OF VICE-CHAIR

Based on Commissioner Salata's appointment to City Council on Tuesday, October 3rd, 2023, Commissioner Salata will need to resign his position with Planning Commission.

PUBLIC HEARINGS (Commission Action Required)

- Site Design Review RVW23-000010: Lamb Weston, landowner and Ryan Companies, US, Inc., applicant. The subject property is described as tax lot 1300 of Assessor's Map 4N 25E 10 and is zoned General Industrial. This request is to approve construction of four building additions and related site improvements to an existing industrial facility. Criteria are found in the Boardman Development Code Chapter 2.3 General Industrial District; Chapter 4.2 Development Review and Site Design Review Section 4.2.600 Approval Criteria; and provisions within Chapter 3 Design Standards. It is being processed as a Type III decision.

DISCUSSION ITEMS

- Boardman Development Code – if time allows

PUBLIC COMMENT

This time is set aside for persons wishing to address the Planning Commission on matters not on the agenda. Speakers will be limited to five minutes. If written material is provided at least eight copies of all information will be provided to the Planning Official or Recorder prior to the meeting. Action will not be taken at this meeting on public comments.

COMMISSION COMMENTS

ADJOURN

Future Meetings:

November 15, 2023 (if needed)

7:00 p.m.

City of Boardman Council Chambers

BOARDMAN PLANNING COMMISSION MINUTES - REGULAR MEETING – SEPTEMBER 20, 2023 BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM

Commissioner Baresse called the meeting to order at 7:00p.m. He led the flag salute and asked for roll call:

Commissioners
in Attendance: Jennifer Leighton, Sam Irons, Zack Barresse, Ethan Salata, Ragna TenEyck,
and Mike Connell

Commissioners Absent: None

Staff: Carla McLane-Planning Official, Nancy Orellana-Planning Associate, Jackie
McCauley-Building Clerk, Toni Connell- Utility Clerk, and Jose Fernandez-
Code Compliance Official

Audience: Alma Nunez L- Xocolatl Bakery, Karen Pettigrew, Veronica Nunez L

APPROVAL OF MINUTES

July 19, 2023 – Regular Meeting

Commissioner Irons made a motion to approve the July 19, 2023 minutes as presented. Commissioner Connell seconded the motion. A roll vote was taken: Commissioner Leighton-yes, Commissioner Irons-yes, Commissioner Salata-yes, Commissioner Connell-yes, Commissioner TenEyck- yes, Vice-Chair Bareese-yes , The motion passed 6-0 with 1 vacancy.

ELECTION OF CHAIR AND VICE CHAIR

Nominations for Chair

Commissioner Salata nominated Commissioner Bareese as Chair. Commissioner Leighton seconded the nomination. A roll call vote was taken: Commissioner Leighton-yes, Commissioner Irons-yes, Commissioner Salata-yes, Commissioner Connell-yes, Commissioner TenEyck- yes. 5-0 with 1 abstention and 1 vacancy.

Nominations for Vice-Chair

Commissioner Irons nominated Commissioner Salata as the Vice-Chair. Commissioner Leighton seconded that nomination. A roll call vote was taken. Commissioner Leighton-yes, Commissioner Irons-yes, , Commissioner Connell-yes, Commissioner TenEyck- yes, Commissioner Chair Barresse- yes. The motion passed 5-0 with 1 abstention and 1 vacancy.

PUBLIC HEARINGS

Public Hearing – VAR-23-008 – Setback Variance Request

Commission Chair Barresse opened the Public Hearing at 7:06pm.

Commission Chair Barresse read the purpose of the hearing: Variance VAR-23-008: Alma Nunez L. applicant and owner. The subject property is described as tax lot 1300 of Assessor's Map 4N 25E 17AA and is zoned Residential. This request is to approve a variance to the side yard setback to allow the siting of a prebuilt structure. Criteria are found in the Boardman Development Code Chapter 5.1 Variances and is being processed as a Type III decision.

Commission Chair Barresse read the rules of conduct of the hearing and asked the commissioners if they wished to abstain from this hearing. There were none.

Commission Chair Barresse asked if anyone in the audience wished to challenge any of the commissioners' impartiality. There were none.

Staff Report – Planning Official McLane reviewed the Preliminary Findings of Fact provided in the commissioner's packets. Code Enforcement received a Home Occupation Complaint from a citizen concerning

an unlicensed bakery/business out of a residential home citing Public Health, Safety, and Building Code Regulation Violations. Upon inspection, Code Enforcement found that the home in question was not in violation of codes brought up by the citizen but did find an unrelated violation. Applicant placed a hickory shed measuring 230 ft. sq. in the back yard without land use approval or building permits. Applicant applied for Variance Request due to proximity to the side yard property line. She recommends approval of variance request. She asked if there were any questions.

Commissioner Connell asked if the structure was built on site or prebuilt.

Planning Official McLane stated that the structure is prebuilt.

Correspondence – None.

Public Testimony

Applicant – Ms. Nunez L. was in attendance, Ms. Nunez introduced herself. She states that she only uses her shed as a storage and not as a place to bake. She does all her baking inside of her home. She stores, decorates, and preps in her shed. What upset her is that her shed had been there for over 2 years. After her video with Amazon, she received a complaint 3 days after. She states that she takes precautions.

Commissioner Salata asked her if she has an oven in the shed.

Ms. Nunez stated that she does not have an oven in her shed. She uses her shed for storage, has a fridge, and a desk. She does not want to lose the privilege of making her baked goods from her home.

Testimony In Favor – Veronica Nunez 278 Marshall Loop. This is her life. It was unfortunate news to get about the complaint when she was not in default. Ms. Veronica Nunez stated that person that complained should have communicated with Ms. Nunez. She believes that Ms. Nunez will be successful and bring good light to Boardman. It will hurt the community of Boardman in the future if she is not approved.

Testimony In Opposition – There were none.

Neutral Testimony – There were none.

Commission Chair Barresse closed the public hearing at: 7:22 pm.

Deliberation by Commission of VAR-23-008 – Setback Variance Request

Commissioner Irons made a motion to approve Variance VAR-23-008. Commissioner Salata seconded the motion. A roll call vote was taken: Commissioner Leighton-yes, Commissioner Irons-yes, Commissioner Salata-yes, Commissioner Connell-yes, Commissioner TenEyck- yes, Commission Chair Barresse-yes. The motion passed 6-0 with 1 vacancy.

Discussion Items

Planning Official McLane

Boardman Development Code

Update:

Introduction-

Nancy Orellana, Associate Planner

Brandon Hammond is the new City Manager

Planning Official McLane gave an update on grant applications in the works.

The City of Boardman has received an application from Lamb Weston about an expansion to the West Plant. The next planning commission meeting will be October 18, 2023.

Public Comment

None.

Commissioners Comments

None.

Meeting was adjourned at 7:48p.m.

**PRELIMINARY FINDINGS OF FACT
SITE DEVELOPMENT REVIEW RVW 23-000010
TYPE III DECISION PROCESS
PLANNING COMMISSION**

REQUEST: To authorize the construction of four building additions and related site improvements to an existing industrial facility at Lamb Weston's West Plant.

APPLICANT: Mark Shefchik, P.E.
Ryan Companies, US, Inc.
533 South Third Street, Suite 100
Minneapolis, MN 55415

OWNER: Lamb Weston
Post Office Box 1900
Pasco, WA 99302

PROPERTY DESCRIPTION: Tax Lot 1300 of Assessor's Map 4N 25 10.

ZONING OF THE AREA: General Industrial

PROPERTY LOCATION: North of Interstate 84 and east of Main Street at the northeast corner of Olson Road and Columbia Ave Northeast

PROPERTY ADDRESS: 600 Columbia Avenue Northeast
Boardman, Oregon 97818

- I. **GENERAL AND BACKGROUND INFORMATION:** The subject property has been operated as a potato processing facility for over 50 years and has seen numerous changes and updates over the years. French fries and several other potato products are produced in the facility which processes potatoes from the region and ships the end products worldwide. The applicant, on behalf of the owner, is requesting to approve construction of four building additions and related site improvements to the existing potato processing, or industrial, facility. It should be noted that the original structures and early changes were done prior to the current Boardman Development Code (BDC).

As part of the Site Team meeting sidewalks along Columbia Avenue were discussed. There has also been an inquiry about sidewalks from the Director of the Boardman Parks and Recreation District. There is not a specific standard within the industrial zones for sidewalks as the current Development Code did not anticipate the need or desire when it was drafted and adopted over 20 years ago. Anticipated changes to the Development Code may include sidewalk or walking path improvements throughout Boardman including the industrial areas. Sidewalks are discussed as part of Chapter 4.2 where requirements in Chapter 3.4 Public Facilities are invoked.

- II. **APPROVAL CRITERIA:** The application has been filed under the City of Boardman Development Code Chapter 4 Applications and Review Procedures 4.2 Development Review and Site Design

Review and has been determined to be subject to the Type III decision process. Criteria include Boardman Development Code Chapter 2.3 General Industrial District; Chapter 4.2 Development Review and Site Design Review Section 4.2.600 Approval Criteria; and provisions within Chapter 3 Design Standards. The criteria are identified below in **bold** type with responses in regular type.

4.2.600 Approval Criteria

The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

1. **The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.500, above.**

The application was submitted on September 12, 2023, and deemed complete on September 22, 2023. Not all of the identified application materials were required based on the scope of the project. Materials requested were submitted.

2. **The application complies with the all of the applicable provisions of the underlying Land Use District (Chapter 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;**

a. 2.3.120 Setbacks

The applicant provided the following response:

Setbacks vary based on building addition location. Due to the size of the site and locations of the building additions, Side Yard and Rear Yard setbacks are not an issue. However, please note that the ALTA Survey commissioned for this application indicates the setback from the property line to the building corner at the existing Boiler Room is 18'-10".

Front Yard Required Setbacks

- 20'-0" minimum for buildings < 30'-0" in height
- 28'-6" required for Fryer Building based on proposed height (increase setback by 1-ft for every 1-ft of building height in excess of 30-ft)

Front Yard Proposed Setbacks

- Ingredient Storage 25'-0" +/-
- Fryer Building 27'-6" +/- < 28'-6" required.
- Dry Supply Extension 145'-0" +/-
- Shipping Office/Break Room 222'-0" +/-3.

Staff Conclusion: Based on the applicant's submittal the proposal, with a pre-existing exception, meets the requirements.

b. 2.3.130 Lot Coverage

The applicant provided the following response:

The maximum allowable lot coverage is 75% [Ref. 2.3.130]. The current impervious area for buildings and pavement is 607,000 SF. The proposed impervious area for buildings and pavement is 609,523 SF. The lot coverage is 58.25% and complies with the requirement.

Staff Conclusion: Based on the applicant's submittal the proposal meets the requirements.

c. 2.3.150 Building Height

The applicant provided the following response:

Please note that existing facilities at the Boardman West facility exceed the allowable building height [35'-0" by right; 45'-0" with Conditional Use Permit]. The BOILER ROOM (west of the proposed Fryer Building addition) top of parapet is approximately 41'-7" above the paving elevation and finished floor in that area. The FREEZER TUNNEL building (behind and north of the proposed Fryer Building addition) top of parapet is approximately 50'-10" above the paving elevation at the proposed Fryer Building addition.

Proposed Building Heights for additions:

- Ingredient Storage 29'-0" < 35'-0"
- Fryer Building 38'-6"
- Dry Supply Extension 25'-6" < 35'-0"
- Shipping Office/Break Room 19'-0" < 35'-0"

Staff Conclusion: Based on the applicant's submittal the proposal, with the exception of preexisting development, generally meets the requirements with the exception of the Fryer Building. It is within the limits required by a Conditional Use Permit which has the same approval process that this application is being reviewed under. Planning staff would find that these building heights can be allowed and approved.

d. 2.3.160 Uses with Significant Noise, Light/Glare, Dust, Vibration, or Traffic Impacts

The applicant provided the following response:

Operation conditions at the factory with respect to noise, light, dust, vibration, and traffic are unchanged by the proposed project.

With respect to site lighting, this project will relocate existing site lighting poles to align with the proposed revised auto parking layout. The factory is considering installation of additional site lighting poles as a separate project. This application includes a site photometric plan showing both the poles and fixtures relocated by this project and the future poles and fixtures (future poles and fixtures are so indicated on the plan).

Staff Conclusion: Based on the applicant's submittal the proposal meets the requirements.

3. The application complies with the Design Standards contained in Chapter 3. All of the following standards shall be met:

Chapter 3.1 Vehicular Access and Circulation

The applicant provided the following response:

The number of vehicle trips to/from the factory are not being significantly changed by the project. There are no known issues with vehicular access to/from the property. Therefore, no traffic study has been performed for the project.

There are no proposed changes to vehicular access for this project. Inbound receiving enters from Columbia Ave NE. Empty product delivery trucks exit onto Columbia Ave NE. Finished goods shipping exits onto Olson Road. Employee autos enter and exit from Columbia Ave NE.

Vehicle circulation is being modified by the project. Auto parking is being reconfigured to allow for more efficient use of the existing auto parking lot.

The Fire Department Access Drive is being reconfigured along the south side of the factory due to proposed building additions. Please note that current conditions provide a 20'-0" wide drive aisle at the southwest corner of the BOILER ROOM to a concrete site retaining wall. This project intends to provide this same width as a minimum after completion of this project.

Staff Conclusion: During the Site Team meeting for this project a couple of items were discussed concerning access and circulation related to Olson Road and fire apparatus circulation needs.

While the application meets the standards improvements to Olson Road have been identified as a need for the City. No specific project has been identified including timing but continued development along Eldrige pushing traffic to Olson, when combined with current traffic including that from Lamb Weston, will only intensify the need for widening and surface improvements. Planning staff recommend and list as a Condition of Improvement that Lamb Weston enter into a Remonstrance Agreement with the City of Boardman to participate in future improvements commensurate with their impact for those improvements.

Also discussed was onsite circulation for fire equipment with a known squeeze point. The Fire Marshall acknowledged this to be the case and asked for every consideration that could be done to assure it does not further shrink. He also requested that fire circulation be kept open during construction. The applicant agreed to work with the Fire Marshall during the construction process.

Chapter 3.2 Landscaping, Street Trees, Fences and Walls

The applicant provided the following response:

The Lamb Weston Boardman West facility predates the adoption of the Landscape requirements currently in force for General Industrial Zoning. At present, landscaping on site and new landscaping opportunities on site are limited. Based on review of aerial imagery the following data for the Boardman West property is offered (these areas have not been surveyed for this application):

Site Area:	24.02 acres = 1,046,311 SF
Bioswale Area:	25,318 SF
Native Planting Area:	7,459 SF

Please note that due to the limited amount of auto parking available at the site, no parking area landscape exists, nor is it planned for this project. [Ref. 3.2.200.E.2.]

The Lamb Weston Boardman East Plant has provided landscaping for a portion of that site. Based on review of aerial imagery and original project drawings the following data for the Boardman East property is offered (these areas have not been surveyed for this application):

Site Area:	46.53 acres = 2,026,847 SF
Grass Area:	329,400 SF
Native Planting Area:	106,200 SF

Combining these two properties, the landscape area is calculated as follows:

Site Area:	3,073,158 SF
Grass, Native, Bioswale Area:	468,377 SF
Total Area:	15.2%

The current Landscape Area Standard for General Industrial Zoning is 20% of the site.
[Ref. 3.2.200.C.3.]

Staff Conclusion: This facility was originally built approximately 50 years ago which was prior to current requirements in the Boardman Development Code. Landscaping was discussed as part of a pre-application conference with the applicant with staff suggesting that an analysis of the total landscaping area for Lamb Weston facilities be accomplished. The east facility meets the standard but even with combining the facilities that standard is not met. Planning staff would not further restrict this development based on its age and site limitations. While it does not meet the standard Planning staff would find it consistent with previous requirements.

The applicant provided the following response:

New security fence will be chain link with barbed wire to match existing [Ref. 3.2.400.B. and 3.2.400.C.]

Staff Conclusion: Fencing with barbed wire is allowed in the industrial zones for security purposes.

Chapter 3.3 Vehicle and Bicycle Parking

The applicant provided the following response which included the standards: Auto parking is being reconfigured to allow for more efficient use of the existing auto parking lot. This is restriping, not additional pavement, and the auto parking revision is being undertaken to segregate autos from trucks to the extent possible. Parking with the proposed configuration provides (245) spaces including (7) accessible parking stalls.

Minimum Required Off-street Parking Spaces

Industrial Uses

Industrial Uses, except warehousing. One space per two employees on the largest shift or for each 700 square feet of gross floor area, whichever is less plus one space per company vehicle.

165 employees per shift+60 non-shift, office-based employees; (Per Owner)

30-minute overlap between two daily shifts (per Owner); therefore, combining shift employee headcount for both shifts to determine maximum anticipated headcount at any one time during the day;

Therefore, maximum shift employee headcount:

$[(165 \text{ shift employees}) * 2] + 60 \text{ non-shift employees} = 390 \text{ employees anticipated on largest shift;}$

245 parking spaces provided (see Civil Site Plan for parking count information)

Therefore, number of parking stalls provided (245) is greater than the minimum required per City of Boardman Development Code (225)

Maximum Number of Parking Spaces. The number of parking spaces provided by any

particular use in ground surface parking lots shall not exceed the required minimum number of parking spaces provided by this Section by more than 10%.

Maximum parking spaces allowable: MAXIMUM NUMBER OF PARKING SPACES =
Minimum Number of Parking Spaces * 1.10 = 225 Parking Spaces * 1.10 = 247.5 Parking
Spaces ≈ 247 Parking Spaces

245 parking spaces provided (see Civil Site Plan for parking count information);

Therefore, number of parking stalls provided (245) is less than the maximum required per City of Boardman Development Code (247).

Disabled Person Parking Spaces: per Figure 3.3.300 F, (7) accessible parking spaces are required when the total number of parking stalls provided is between 201-300. (6) accessible stalls plus (1) van accessible stall are shown on the proposed parking plan.

Bicycle Parking: Bicycle parking does not appear to be required by the standard. However, Lamb Weston currently has a (9) bicycle rack on the property.

Staff Conclusion: Based on the applicant's submittal the proposal meets the requirements.

Chapter 3.4 Public Facilities

The applicant did not provide a response to this criterion.

Staff Conclusion: Public Facilities including water, wastewater, and process water are currently delivered to the site. For the purpose of these Findings of Fact pedestrian facilities have been identified both in the Site Team meeting and by the Director of the Boardman Parks and Recreation District. It is not the intention of Planning staff to require sidewalk improvements as part of this site improvement project we are asking that the landowner work with Boardman when sidewalk improvements are installed.

Chapter 3.5 Stormwater Management

The applicant provided the following response: Calculations prepared by the project's Civil Engineering consultant, FA Engineering, indicate that the change in impervious area from current conditions to proposed conditions for the entire project is an increase of approximately 2,500 SF.

FA Engineering calculations further indicate that the current bioswale pond area has adequate capacity for the additional impervious area. Calculations are provided with this application.

Staff Conclusion: Based on the applicant's submittal the proposal meets the requirements.

Chapter 3.6 Signs

No new building-mounted signs are included in this project scope.

Chapter 4.9 Temporary Use Permits

The applicant provided the following response: Applications will be made for Temporary Buildings [Ref. 4.9.100.C.] to be used by construction personnel as temporary offices, and a separate building for use by plant personnel as a temporary shipping office during

construction of the proposed Shipping Office/Break Room.

Staff Conclusion: As part of the preapplication conference the use of temporary buildings was discussed, and the applicant was informed that temporary buildings would be subject to both planning and building review.

III. PROPERTY OWNERS NOTIFIED: September 26, 2023
See list on file.

IV. AGENCIES NOTIFIED: October 11, 2023
Teresa Penninger and Rich Lani, Oregon Department of Transportation; Marty Broadbent, Boardman Fire Protection District; Rolf Prag and Mike Lees, City of Boardman; George Shimer, Boardman Parks and Recreation District

Site Team Meeting: September 28, 2023

V. RECOMMENDATION: The Planning Official recommends approval of this request with the following CONDITIONS OF APPROVAL.

1. Lamb Weston shall enter into a Remonstrance Agreement with the City of Boardman to participate in future improvements to Olson Street commensurate with their impact for those improvements.

Zack Barresse, Chair

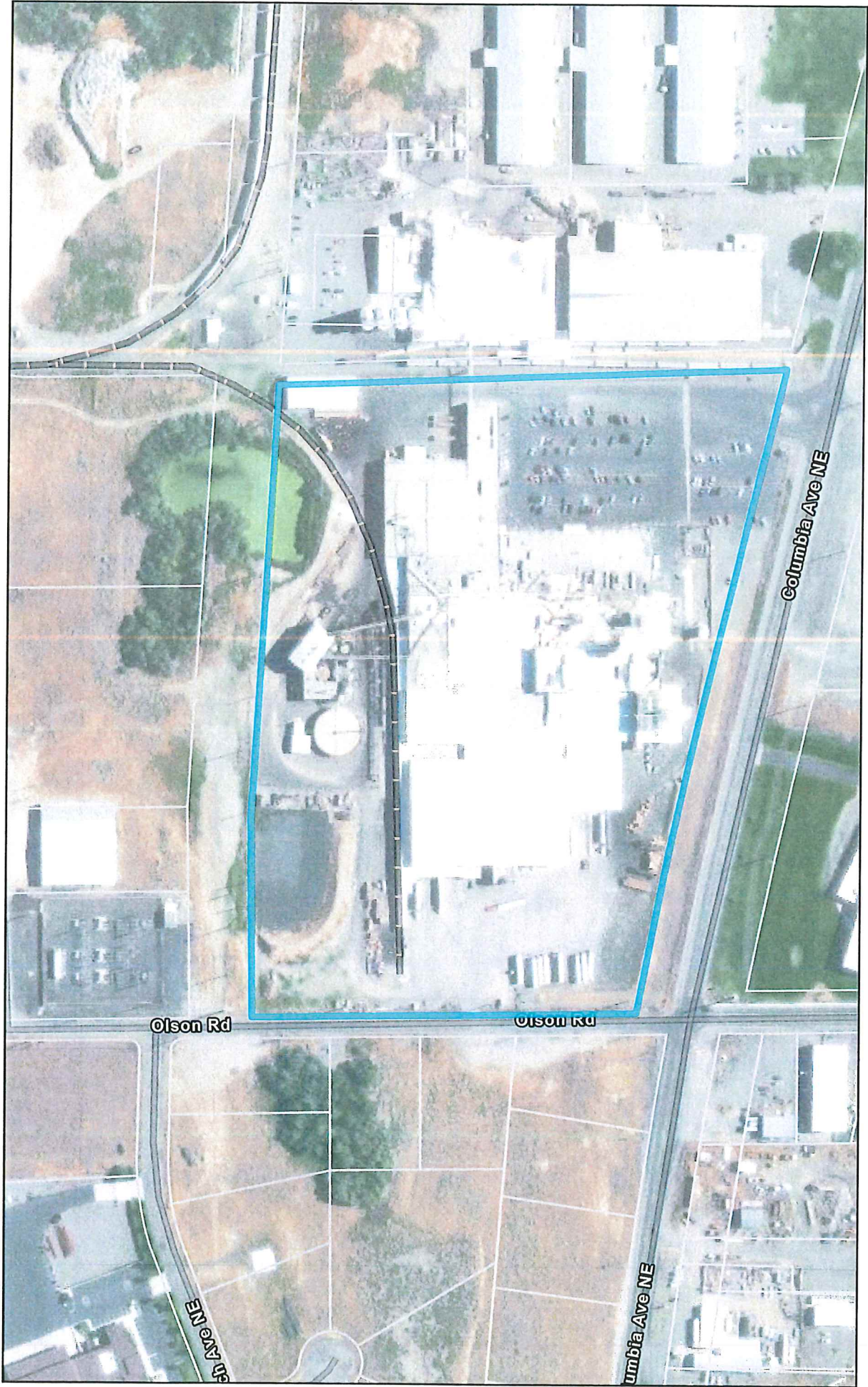
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ATTACHMENTS:

Vicinity Map

Site Plan

Lamb Weston Expansion Vicinity Map



9/20/2023, 4:04:16 PM

CityLimits

Taxlots

1:4,514

0 0.03 0.05 0.1 mi

0 0.04 0.09 0.17 km

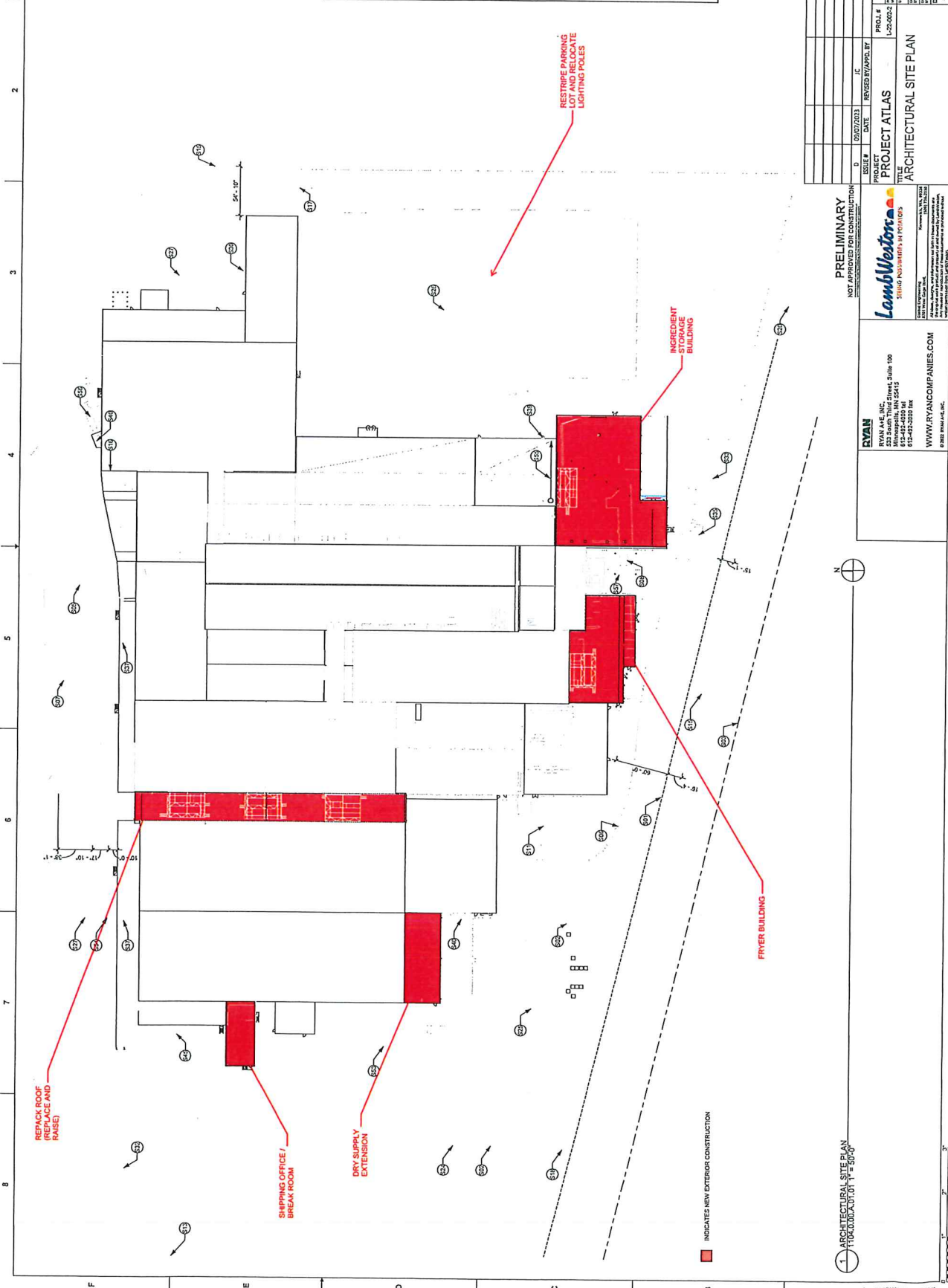
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ArcGIS Web AppBuilder

*KEY NOTES LEGEND	
S01	UNLIMITED BUILDING AREA DISTANCE
S02	CONCRETE
S03	EXTREME OF ROAD
S04	CONCRETE PAD FOR OIL TANK CARE
S05	CONCRETE REINFORCED WITH REINFORCING WALL
S06	CONCRETE REINFORCED WITH REINFORCING WALL
S07	CONCRETE REINFORCED WITH REINFORCING WALL
S08	UNLOADING AREA
S09	UNLOADING AREA
S10	UNLOADING AREA
S11	EXISTING TRANSFORMERS
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- ### GENERAL NOTES
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- REVISIONS TO VERIFY DIMENSIONS AND CONDITIONS SHOWN ON THESE DRAWINGS AND ANY DISCREPANCIES, OR CONFLICTS, MUST BE IMMEDIATELY REPORTED TO THE ARCHITECT. IMMEDIATELY REPORT TO THE ARCHITECT. IMMEDIATELY REPORT TO THE ARCHITECT.



PRELIMINARY
NOT APPROVED FOR CONSTRUCTION
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LambWeston
Lamb Weston & Associates, Inc.
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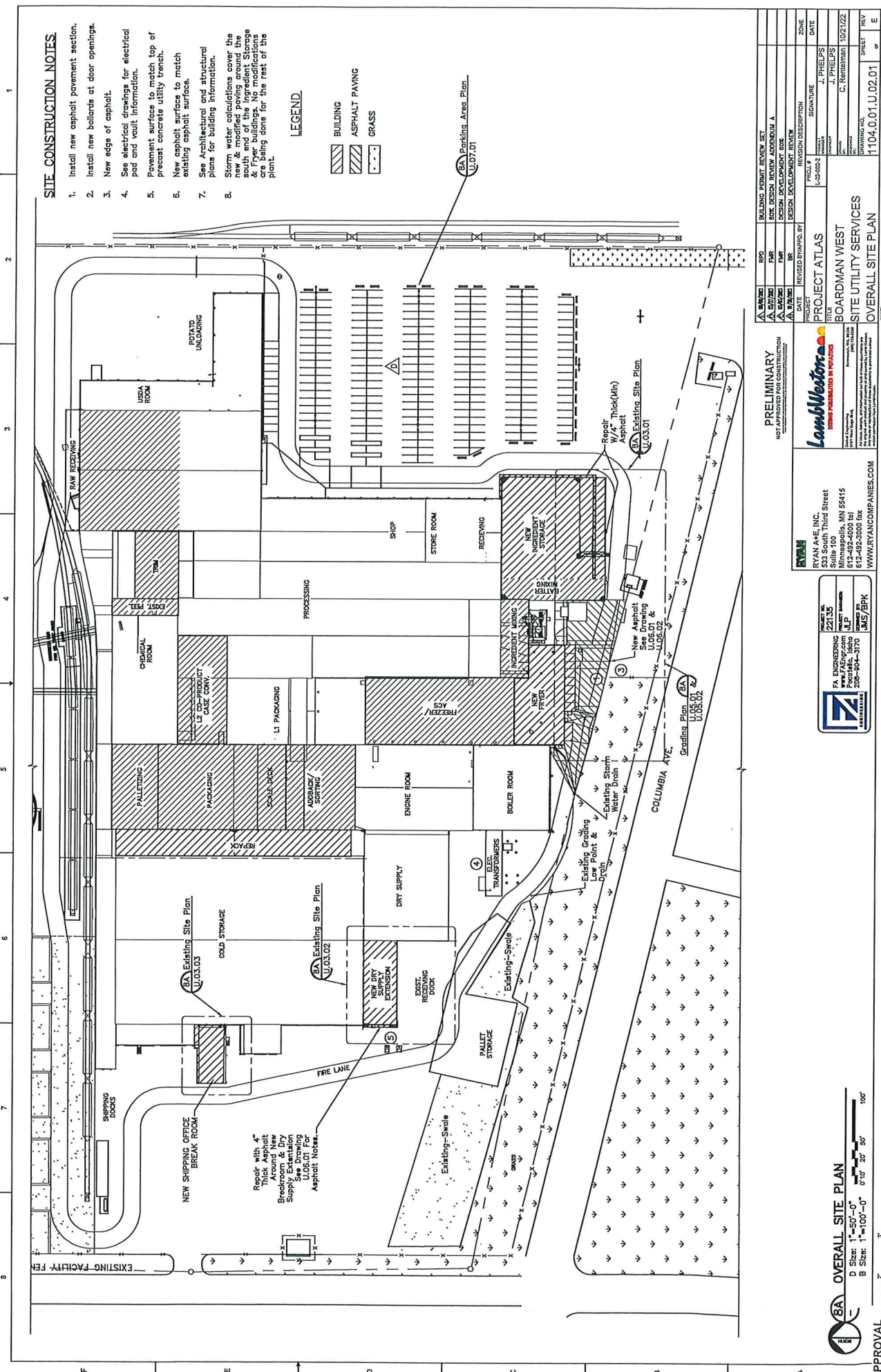
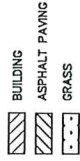
PROJECT ATLAS
PROJECT: 1104.00.00.A.01.01
DATE: 09/07/2023
REVISION: 1
SHEET: 1 OF 1

ARCHITECTURAL SITE PLAN
1104.00.00.A.01.01
SCALE: 1" = 50'-0"

SITE CONSTRUCTION NOTES

1. Install new asphalt pavement section.
2. Install new bollards at door openings.
3. New edge of asphalt.
4. See electrical drawings for electrical pad and vault information.
5. Pavement surface to match top of precast concrete utility trench.
6. New asphalt surface to match existing asphalt surface.
7. See Architectural and structural plans for building information.
8. Storm water calculations cover the new & modified paving around the south end of the Ingredient Storage & Dry Supply Buildings. No modifications are being done for the rest of the plant.

LEGEND



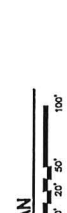
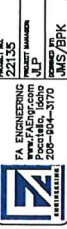
DATE	BY	REVISION DESCRIPTION	PROJ. #	ZONE
11/04/01	J. PHELPS	REVISION	1104-0.01	E
11/04/01	J. PHELPS	REVISION	1104-0.01	E
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11/04/01	J. PHELPS	REVISION	1104-0.01	E
11/04/01	J. PHELPS	REVISION	1104-0.01	E

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Lamb Weston
POTATOES & POTATOES

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FA ENGINEERING
22135
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J.P.
JMS/BPK



OVERALL SITE PLAN
D Size: 1"=50'-0"
B Size: 1"=100'-0"
0' 10' 20' 30' 100'

APPROVAL
APPROVED FOR CONSTRUCTION