City of Springfield
Development Services Department
225 Fifth Street
Springfield, OR 97477

Campus Industrial Zoning District Use Pre-Certification

Development Type		***(Applicant: complete this section)***
New Construction: ☐	**Addition / Expansion:** ☐	**Change of Use:** ☐

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Fax:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Fax:**
Address:	
Property Owner:	**Phone:**
Company:	**Fax:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Building Gross Floor Area: square feet	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Additional Information & Signatures: Please fill in the required information and sign and print your name and date in the appropriate box on the following pages.	

Required Property Information	***(City Intake Staff: complete this section)***
Date:	**Reviewed by:**
Zoning District:	**Overlay District(s):**
Location: City Limits ☐ **UGB** ☐	
Decision: Approved ☐ **Denied** ☐ **Reason for Denial (if applicable):**	
Director Signature:	**Date:**

Required Project Information *(Applicant: complete this section)*

Proposed Use / Description of Proposal:

NOTE: If the proposed use or expansion is not on the use lists in SDC 3.2-415 and is not a light industrial manufacturing use, explain how the proposed use is similar to a use on these lists. Also, if you are filling in this form by hand, please attach your proposal description to this application.

Proposed number of full-time or full-time equivalent employees at occupancy:

Warehousing may only occur as a secondary use. In order to have a secondary use, there must be a primary use. If a warehousing use is proposed, specify the proposed number of full-time equivalent employees for both the primary use and the warehouse use: Primary Use: Warehouse Use:

Operational Performance Standards The following questions are based on the Operational Performance Standards specified in SDC 3.2-425. Please respond to all questions. Any additional permits required must be submitted.	**Y**	**N**
1. Are all proposed manufacturing operations entirely enclosed within a building?	☐	☐
2. Will the proposed use meet all applicable on-site design standards specified in SDC 3.2-445?	☐	☐
3. Is the storage of raw materials and/or finished products entirely within enclosed buildings?	☐	☐
a. Is truck parking within enclosed buildings?	☐	☐
i. If no, will it be in accordance with SDC 4.6-125 and 3.2-445?	☐	☐
4. Does the proposed use primarily serve the public?	☐	☐
5. Does the proposed use regularly involve the movement of heavy equipment on or off the site?	☐	☐
6. Is the proposed use a prohibited use listed in SDC 3.2-415?	☐	☐
7. Will the proposed use produce air pollution?	☐	☐
a. If yes, is a Lane Regional Air Pollution Authority or other permit needed?	☐	☐
8. Will the proposed use involve fire and/or explosive hazards?	☐	☐
a. If yes, has approval been granted from the Fire Marshall?	☐	☐
9. Does the proposed use address glare external to the building?	☐	☐
10. Will the proposed use utilize hazardous materials that may impact groundwater quality? If yes, the proposed use must comply with SDC 3.3-200, Drinking Water Protection (DWP) Overlay District.	☐	☐
11. Will the proposed use produce hazardous waste? If yes, only that waste which is permitted in accordance with OAR 340-102-0010 to 0065 or any applicable Federal regulation will be permitted.	☐	☐
12. Will the proposed use produce noise generated by any machinery or equipment? If yes, noise levels in decibels external to the building must be in accordance with OAR 340-035-0035.	☐	☐
13. Will the proposed use produce radiation? If yes, uses that involve radiation shall comply with the regulations in OAR 333-100-0001 through 0080 and any applicable Federal regulations.	☐	☐
14. Will the proposed use produce vibration?	☐	☐
a. If yes, can it be detected at any property line?	☐	☐
15. If this is a secondary use in Business Park what is the square footage of new use? Square Footage:_____	☐	☐

Signatures

Applicant:

The undersigned acknowledges that the information in this application is correct and accurate.

_____ **Date:** _____

Signature

_____

Print

Owner:

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

_____ **Date:** _____

Signature

_____

Print

Campus Industrial (CI) Zoning District Use Pre-Certification Process

The purpose of the use pre-certification process is so that the Development Services Director can determine that proposed new construction, additions, expansions, or changes of use are permitted uses in the CI zoning district. The pre-certification process presumes that a Site Plan Review or Site Plan Modification application will be required for the proposed development. The pre-certification process must be completed prior to submittal of a Site Plan Review or Site Plan Modification application since in the CI district, no land use application may be submitted until the Development Services Director approves the proposed use.

The intent of the use pre-certification process is not to specifically deny a use but rather to ensure compliance with applicable local, state, and Federal regulations. Compliance with the Operational Performance Standards will be a continuing obligation of the approved use. Failure to comply with the Operational Performance Standards will be a violation of the Springfield Development Code and/or Chapter 5 of the Municipal Code.

1. **Applicant Submits a CI Use Pre-Certification Application Form to the Development Services Department**
    - Planning Division staff screen the submittal at the front counter to determine whether all required items have been submitted.
    - Applications missing required items will not be accepted for submittal.
2. **City Staff Review the Application and Issue a Decision**
    - The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
    - Staff considers the permitted uses specified in SDC 3.2-415 and the Operational Performance Standards specified in SDC 3.2-425 in making a decision. The pre-certification form will be kept on file in the Development Services Department to be used for continued compliance with SDC 3.2-415 and 3.2-425.
    - If the use is not approved, the applicant may submit a written request asking the Director to determine if the proposed use is similar to a permitted use.
    - If the Director cannot make a determination that the proposed use is similar to a permitted use, the applicant may apply for a Formal Interpretation in conformance with SDC 5.11-100.

3.2-415 Schedule of Campus Industrial Use Categories

SITE PLAN REVIEW SHALL BE REQUIRED unless exempted elsewhere in this Code.

The following uses are permitted in the districts as indicated, subject to the provisions, additional restrictions and exceptions specified in this Code. Uses not specifically listed may be approved as specified in Section 5.11-100.

Use Category/ Uses	***CI District***
Primary Uses (3)	
Advertising, marketing, and public relations	P
Agricultural cultivation is permitted as an interim use on undeveloped land, provided that spraying, dust, odors, and other side effects of the use do not interfere with the operation of permitted uses in the CI District **(7)**	P
Blueprinting and photocopying	P
Business Parks **(2)**	P
Call centers that process predominantly inbound telephone calls	P
Certain Wireless Telecommunications Systems Facilities as specified in Section 4.3-145	P/D
Computer facilities management services	P
Computer systems design services	P
Corporate headquarters, regional headquarters, and administrative offices **(4)**	P
Data processing and related services	P
E (electronic)-commerce including mail order houses	P
Educational facilities in business parks including, but not limited to, professional, vocational and business schools; and job training and vocational rehabilitation services	P
Graphic art services	P
High Impact Public Facilities **(10)**	D
Internet and web site and web search portal (includes services and technical support center)	P
Internet publishing and broadcasting	P
Laboratories, including medical, dental and x-ray	P
Large- and medium-scale research and development complexes **(6)**	P
Light industrial manufacturing involving the secondary processing of previously prepared materials into components or the assembly of components into finished products **(1)**	P
Mail distribution facilities **(5)**	P
Management, consulting, and public relations offices	P
Media productions, including, but not limited to: TV and radio broadcasting studios as well as cable and other program distribution and motion picture production	P
Non-profit organization office	P
Printing and publishing	P
Professional membership and union offices	P
Satellite telecommunications	P
Software development (includes services and technical support center) and publishing	P
Wired or wireless telecommunications carrier offices	P
Secondary Uses (3) (8)	
ATM's; banks, savings and loans, and credit unions	P
Barber, beauty, nail and tanning shops	P
Bike paths and pedestrian trails	P
Building maintenance services	P
Day care facilities that meet Children's Services Division (CSD) regulations	P
Eating and drinking establishments including, but not limited to: delicatessens, restaurants, and coffee/espresso shops	P
Industrial and professional equipment and supply stores	P
Low impact public utility facilities	P
Outdoor recreation uses and pedestrian amenities including, but not limited to facilities that are provided in association with a primary use within the same development area:	P
Parking lots and parking structures	P
Pedestrian plazas and similar public spaces	P
Product showrooms, limited to wholesale sales	P

Retail, wholesale and service uses:	P
Swimming pools, playgrounds, tennis and other sport courts	P
Transit stations and stops, exclusive of terminals or transit storage areas	P
Accessory components of a Permitted Primary Use (3)	
Central mail room	P
Conference rooms for tenant use	P
Employee lounges and dining rooms	P
Indoor recreation areas including, but not limited to game and craft rooms and exercise and dance studios	P
Warehousing **(9)**	P
Prohibited Uses	
Heavy industrial uses that involve the primary manufacturing of large volumes of raw materials into refined materials including, but not limited to processing from trees to lumber, wood products or paper; from ores to primary metals; and animal or fish processing in packing plants	N
Any use that cannot meet the operational performance standards specified in Section 3.2-425	N
Any retail uses, unless permitted as a secondary use as specified in Section 3.2-415	N
Stand-alone industrial/commercial warehousing, unless permitted as a secondary use as specified in Section 3.2-410	N
Mini-warehouse storage facilities	N
Drive-through facilities	N
Medical and dental practitioner offices	N
Motor freight terminals	N
Moving and storage facilities	N
Truck and auto repair and painting facilities	N
Truck and car washes	N
Gas stations	N
Motels	N

(1) There is no use list for this category of uses. Proposed light industrial manufacturing uses shall comply with the operational performance standards specified in Section 3.2-425 in order for to be considered a permitted use. Large- and medium-scale light industrial manufacturing uses may stand alone. Small-scale light industrial manufacturing uses shall be located within a business park.

(2) No more than 40 percent of the gross acres of a CI District shall be developed as business parks. Business parks shall be 5 acres or more in size. Unless specified in Section 3.2-435, business parks may contain permitted small- and medium-scale light industrial manufacturing uses as well as any permitted primary or secondary uses. Multiple story buildings are encouraged; office/commercial uses may be located above industrial uses. Development standards for business parks shall be as specified in Sections 3.2-445 and 3.2-450.

(3) The following commercial and office uses are permitted within a business park.

(4) Corporate headquarters, regional headquarters, and administrative offices may be permitted as part of a large-scale light-manufacturing use or located within a business park. Corporate and regional headquarters may also stand alone. The acreage comprising stand alone corporate or regional headquarters site shall be applied to the 40 percent gross acre standard for business parks specified in Note (2), above. Corporate and regional headquarters shall have at least 20 or more employees at the time of occupancy.

(5) The acreage comprising a stand alone mail distribution site shall be applied to the 40 percent gross acre standard for business parks as specified in Note: (2), above.

(6) Large- and medium-scale research and development complexes may stand alone. Stand alone large- and medium-scale research and development complexes are considered an industrial component of the CI District. Small-scale research and development complexes shall be located within a business park.

(7) Agricultural cultivation are permitted as an interim use on undeveloped land, provided that spraying, dust, odors, and other side effects of the use do not interfere with the operation of permitted uses in the CI District.

(8) Secondary uses.

- **(a)** In no case shall a secondary use stand alone or be permitted in the absence of a primary use.
- **(b)** Retail, wholesale and service uses, either alone or in combination, shall not exceed 20 percent of the gross floor area of a building. These uses shall exclude any drive-through facility and shall not primarily serve the public. Except for ATMs, each use is limited to 2,500 square feet of gross floor area.
- **(c)** Child care facilities may exceed the 2,500 square foot standard in order to comply with size requirements specified in ORS 667A.

(9) Warehousing is permitted only as a secondary use in the following circumstances:

- **(a)** For the storage and regional wholesale distribution of products manufactured in the CI District;

(b) For products used in testing, design, technical training or experimental product research and development in the CI District; and/or

(c) In conjunction with permitted office-commercial uses in the CI District.

(d) The secondary use status of warehousing is typically determined by a square footage standard which is less than 50 percent of the gross floor area of the primary use. In the CI District, the number of employees at the time of occupancy may also be used to determine secondary use standards status. In this case, the primary use shall have 20 or more employees and the warehousing use shall have fewer employees than the primary use. If the employee standard is met, the warehousing use may have more square footage than the primary use.

(10) If approved in a Conceptual Development Plan, or a Master Plan for the subject CI site, or included in an adopted Public Facilities Plan, high impact public facilities are subject only to Site Plan Review approval.

3.2-425 CI District - Operational Performance Standards

The operational performance standards listed below apply to all uses permitted within the CI District. For permitted light industrial manufacturing uses, compliance with these operational performance standards shall be the determining factor. In all other cases, the use lists in Section 3.2-415 are the determining factor.

A. All manufacturing operations shall be entirely enclosed within a building;

EXCEPTION: The Director may allow an outdoor utility yard to store tanks containing gases and/or fluids that are essential to the operation of the permitted use that cannot otherwise be contained in an enclosed building for fire and life safety reasons, as determined by the Fire Marshall. The utility yard shall be screened from public view by a masonry or decorative concrete wall at least 8 feet in height that is an extension of the building, complements the façade of the building and meets the setback requirements specified in Section 3.2-420.

B. All applicable on-site design standards specified in Section 3.2-445 shall be met;

C. The storage of raw materials and/or finished products shall occur entirely within enclosed buildings. The parking of trucks necessary for the operation of the facility shall also occur within enclosed buildings, unless permitted as specified in Sections 4.6-125 and 3.2-445C.;

D. Office and commercial uses shall not primarily serve the public;

E. The movement of heavy equipment on or off the site shall not be permitted.

EXCEPTION: Truck deliveries and shipments are permitted;

F. Proposed uses on the prohibited use list specified in Section 3.2-415 shall not be permitted; and

G. Proposed uses shall also comply with the additional operational performance standards listed below. The intent is not to specifically deny a use, but ensure compliance with applicable local, State, and Federal regulations. Compliance with these operational performance standards are the continuing obligation of the property owner. Failure to comply with these operational performance standards shall be a violation of this Code and/or Chapter 5 of the Springfield Municipal Code, 1997.

1. Air pollution. Air pollution includes, but is not limited to, emission of smoke, dust, fumes, vapors, odors, and gases. Air pollution shall not be discernable at the property line by a human observer relying on a person's senses without the aid of a device. The applicant shall obtain and maintain all applicable licenses and permits from the appropriate local, State, and Federal agencies.

EXCEPTION: Water vapor or other benign plumes from processes or pollution control equipment shall not be considered air pollution.

2. Fire and explosive hazards. All activities involving the use, storage and/or disposal of flammable or explosive materials shall comply with the Uniform Fire Code as most recently adopted by the City.

3. Glare.

a. Glare resulting from exterior lighting, excluding low-intensity pedestrian-level lighting, shall be controlled by deflecting light away from abutting uses and from public rights-of-way as specified in Section 4.5-100.

b. Glare resulting from an industrial operation including welding or laser cutting shall not be visible from the outside of the building.

4. Groundwater Protection. Proposed development utilizing hazardous materials that may impact groundwater quality shall be as specified in Section 3.3-200.

5. Hazardous Waste. Proposed development shall not utilize or produce hazardous waste unless permitted as specified in Oregon Administrative Rule (OAR) 340-102-0010 through 340-102-0065 or any applicable Federal regulation.

6. Noise. These standards apply to noise generated by any machinery or equipment on the development site. The maximum permitted noise levels in decibels across lot/parcel lines and district boundaries shall be as specified in OAR 340-035-0035, Noise Control Standards for Industry and Commerce.

EXCEPTION: Excluded from these noise standards are background traffic on State highways and public streets and occasional sounds generated by temporary construction activities, truck deliveries, warning devices, or other similar temporary situations.

7. Radiation. There are various sources of radiation, including, but not limited to ionizing radiation, electromagnetic radiation, and radiation from sonic, ultrasonic, or infrasonic waves. Uses that involve radiation shall comply with the regulations in OAR 333-100-0001 through 333-100-0080 and any applicable Federal regulation.

8. Vibration. No use, other than a temporary construction operation, shall be operated in a manner that causes ground vibration that can be measured at the property line. Ground-transmitted vibration shall be measured with a seismograph or a complement of instruments capable of recording vibration displacement, particle velocity, or acceleration and frequency simultaneously in three mutually perpendicular directions.