



*PLANNING COMMISSION MEETING
(POSSIBLE QUORUM OF THE COUNCIL)*

Date: Wednesday, July 20, 2016
Time: **6:30 – 9:00 p.m.**
Location: Council Chambers, 680 Greenwood Street
Contact: Jordan Cogburn, 541-998-2153

A G E N D A

1. Open Meeting and Pledge of Allegiance
2. Review Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
 - April 20, 2016
5. Action Items (Request action by Planning Commission)
 - a) Public Hearing: Conditional Use Permit Application CUP-16-02, ACTA
 - b) Public Hearing: Transportation System Plan
 - c) Public Hearing: Zoning Code Amendments
6. Planning Activity Report
 - a) Planning Commission Term Expirations
7. Commissioner Comments
8. Adjournment

*Next Standing August 17, 2015 – Check with City for changes
Location is wheelchair accessible (WCA)*

THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

1. Open Public Hearing
2. Declaration of Conflict of Interest, Bias, Ex Parte Contacts, and Challenges to Impartiality
3. Staff Report
4. Applicant's Presentation
5. Proponents
6. Opponents
7. Neutral Parties
8. Rebuttal of Testimony
9. Questions from the Planning Commission
10. Staff Summary
11. Close of Public Hearing
12. Deliberation and Decision by the Planning Commission

If you provide testimony, please state your name and address for the record. Testimony and evidence must be directed toward the applicable substantive criteria or other criteria believed to apply to the decision.

If you would like an opportunity to present additional evidence, arguments or testimony regarding the application at a later date, you may request during the hearing that the Planning Commission hold the record open.

Helpful Tips When Speaking Before the Planning Commission

Before the meeting begins, give a copy of any written materials to the Planning Secretary.

Please speak clearly keep in mind the meetings are recorded.

Before beginning your statement say your name and address for the record.

Speak to the Commission through the Chairperson. For example, "Mr. /Ms. Chair, members of the Commission ..."

In order to give everyone the opportunity to speak the Planning Commission may set a time limit. Out of courtesy to citizens speaking after you, please respect the time limit.

The Junction City Planning Commission met on Wednesday, April 20, 2016 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

PRESENT WERE: Planning Commissioners, Jason Thiesfeld (Chair), James Hukill, Jeff Haag, Ken Wells, Jack Sumner, Stuart Holderby, and Sandra Dunn; Planning Commission Alternate, Patricia Phelan; City Planner, Jordan Cogburn; and Planning Secretary, Tere Andrews.

Absent: Planning Commission Alternate, Alicia Beymer

1. Open Meeting and Review Agenda

Chair Thiesfeld opened the meeting at 6:30 pm and led the Pledge of Allegiance.

2. Changes to the Agenda

None

3. Public Comment (for items not already on the agenda)

None

4. Approval of Minutes

- February 17, 2016

Motion: Commissioner Haag made a motion to approve the February 17, 2016 minutes as written. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Sumner, and Holderby voted in favor.

5. PUBLIC HEARING: CPA-16-01/RZ-16-01, SCANDINAVIAN ESTATES SUBDIVISION

Chair Thiesfeld opened the public hearing for the Comprehensive Plan and Zoning map amendments for Scandinavian Estates subdivision, File #'s CPA-16-01/RZ-16-01 and asked if any Commissioner had a bias, ex parte contact or conflict of interest to declare.

There were no biases, ex parte contacts, or conflicts of interest declared.

Staff Report

Planner Cogburn reviewed the staff report. Scandinavian Estates was a non-conforming subdivision of single family manufactured homes with one vacant lot. The current designation was High Density Residential (HDR) and zoned R4 (Multi-Structural Residential) A change to the zoning code in 2003 removed single family homes from the permitted uses in the R4 zone. The proposal to amend the Plan Designation map to Medium Density Residential (MDR) and zoning map to R2 (Duplex Residential) would

bring the subdivision into compliance with the Junction City Comprehensive Plan and Zoning Code.

The Housing Inventory (Statewide Planning Goal 10) showed a deficit of Medium Density Residential land. The population numbers used in the 2012 Comprehensive Plan update had since been revised and reduced. The Comprehensive Plan would need to be updated, at a later date, to reflect the reduction in the population forecast. However, the updated population forecast needed to be used in review of the proposed map amendments for Scandinavian Estates Subdivision. There was only one (1) vacant lot in the subdivision. As it related to the Housing Inventory, the proposal would reduce the inventory by one (1) dwelling unit.

There were no questions from the Commission for Planner Cogburn.

Testimony

Proponents

There were none.

Opponents

There were none.

Neutral Parties

Ms Cheryl Glasser, 770 Spruce Street, Junction City Oregon 97448 asked if the lifespan of a manufactured home was similar to a stick built home.

Planner Cogburn was not certain on that.

Ms Glasser asked if a manufactured home in the subdivision was removed, would a manufactured home have to be put back in its place.

Planner Cogburn responded the proposed zoning of R2 would allow for single family homes, manufactured homes or duplexes, the current R4 zoning did not list single family homes as permitted uses.

Commissioner Haag asked if the residents of Scandinavian Estates were notified of the proposal.

Planner Cogburn replied a notice was sent out on March 18, 2016. No comments were received from property owners or residents.

Mr. Dan Leatherwood, 327 E 10th Place Junction City Oregon 97448, said he lived in the subdivision. The proposal would actually make it better.

Deliberations

Commissioner Sumner said, if passed, a stick built or manufactured home could be placed on the one vacant lot.

Planner Cogburn agreed.

Chair Thiesfeld closed the public hearing for CPA-16-01.

Motion: Commissioner Hukill made a motion to recommend to Council, approval with conditions as stated in the proposed Final Order the amendments to the Zoning and Plan Designation maps for Scandinavian Estates Subdivision, file# CPA-16-01/RZ-16-01. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Sumner, and Holderby voted in favor

6. ENTERPRISE ZONE DISCUSSION WITH POSSIBLE RECOMMENDATION TO COUNCIL

Planner Cogburn explained the Harrisburg Enterprise Zone included parts of Junction City. The zone was set to sunset in 2016. The Harrisburg City Administrator, Brian Latta, inquired if there was interest in extending the lifespan of the enterprise zone. The Council directed the Planning Commission to review, and make possible recommendation. One question was whether or not parcels within the enterprise zone should be expanded or contracted.

Commissioner Haag suggested if expanded, it should include the 'boot' (Highway 99s south of First Avenue).

Commission Sumner added there was also property east of Drea's Way, south of Milliron Road.

Commissioner Haag said there were parcels along Prairie Road that might benefit from the enterprise zone as well. An enterprise zone could be an incentive to attract businesses to Junction City.

Consensus: by consensus of the Commission, a recommendation to council was made to expand the Harrisburg Enterprise Zone to encompass the 'boot' (Highway 99s south of 1st Avenue, and/or Prairie Road to Meadowview Road).

7. PLANNING COMMISSION AGENDA FORECASTER

The Commission reviewed the forecaster. The Community Development Committee directed staff to move forward with amendments to the sign code.

Chair Thiesfeld said should other zoning inconsistencies come to Staff’s attention, those should be brought to the Planning Commission.

8. PLANNING REPORT

Planner Cogburn reviewed the March, 2016 Planning Activity Report.

9. COMMISSIONER COMMENTS

Commissioner Dunn commented the City of Harrisburg really came together to build their library. She would like to see Junction City have that type of enthusiasm.

Commissioner Sumner asked about a public records request related to the Hayden Homes PUD and exparte contact. He would like to see the results from the questionnaires.

Planner Cogburn responded Commissioner Sumner could submit a public records request to obtain that information.

VIII. ADJOURNMENT

Motion: Commissioner Hukill made a motion to adjourn the meeting. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Sumner, and Holderby voted in favor.

The meeting adjourned at 7:34 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday May 18, 2016 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair



JUNCTION PLANNING COMMISSION

AGENDA ITEM SUMMARY

Public Hearing: Conditional Use Permit Application CUP-16-02, ACTA

Meeting Date: July 20, 2016
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5a
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

The applicant is requesting Development Review and a Conditional Use approval to develop a 55-space Recreational Vehicle Park in the Duplex Residential Zoning District. Specifically, per section 17.15.020(H), the Planning Commission may approve a proposal for Recreational Vehicle Park Developments, as regulated by JCMC 17.105.010; provided, that:

1. No other such facilities exist within 400 feet; and
2. The property is located immediately adjacent to an existing commercial zone with a similar use. [Ord. 1225 § 1 (Exh. A), 2014; Ord. 1116 § 1, 2003; Ord. 950 § 16, 1991.]

BACKGROUND

The subject site was part of the larger seven parcel Annexation approval (A-15-01) at the City Council meeting on October 14, 2014 (Ord. #1223). Concurrent with the Annexation request was a Rezone proposal to bring the parcels into compliance with the Junction City Comprehensive Plan. The Rezone (RZ-15-02) was also approved at the October 14, 2014 Council meeting (Ord. #1224). Additionally, a Code Text Amendment application was submitted by the applicant on April 23, 2014 to allow for RV Park Developments within the Duplex Residential (R2) Zoning District, as there was interest in pursuing this type of use at a later date. The Code Text Amendment Ordinance (Ord. #1225) conditionally allowing RV Park Developments in the Duplex Residential Zoning District was approved and adopted at the standing October 14, 2014 City Council meeting.

As noted above, the development site is currently zoned R2, Duplex Residential, and designated as Medium Density Residential on the Comprehensive Plan. The applicant believes that all requirements are satisfied and requests that the Planning Commission approve the Conditional Use application.

Additional details of the proposal are included in the applicant's Conditional Use and concurrent Development Review application, and are further addressed in the applicant's written statement and supporting documentation. All submitted materials are included as part of the public record and located in the application file for reference.

RELATED CITY POLICIES

Junction City Municipal Code (JCMC)
JCMC 17.15 - Duplex Residential Zone (R2)

CITY ADMINISTRATOR’S COMMENT

The City Administrator requests that the Planning Commission follow process for review of the materials as presented.

PLANNING COMMISSION OPTIONS

1. Approve the Conditional Use Permit application to allow for the development of a 55-space Recreational Vehicle Park in the Duplex Residential Zoning District based on the Final Order as presented.
2. Approve the Conditional Use Permit application to allow for the development of a 55-space Recreational Vehicle Park in the Duplex Residential Zoning District based on modifications to the Final Order.
3. Deny the Conditional Use Permit application for the development of a 55-space Recreational Vehicle Park in the Duplex Residential Zoning District with findings to support the denial.
4. Table the item, direct Staff to provide more information and return to the next available meeting.

SUGGESTED MOTION

“I make a motion to approval/approve with conditions/deny/table the proposed Conditional Use Permit File: CUP-16-02 to allow for the development of a 55-space Recreational Vehicle Park in the Duplex Residential Zoning District based on the findings presented in the Final Order.”

ATTACHMENTS

- A. Application Materials
- B. Staff Report: CUP-16-02/DEV-16-02 dated 7-12-16
- C. Public Comment Received dated July 5, 2016
- D. Public Hearing Notice
- E. Proposed Final Order

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us



GENERAL LAND USE APPLICATION

City of Junction City
680 Greenwood Ave/PO Box 250
Junction City, OR 97448
Phone: 541-998-2153
Fax: 541-998-3140
www.junctioncityoregon.gov

JUN 15 2016

Type of Application: (May require a supplemental application to be attached and/or additional documentation)

<input type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Development Review	<input type="checkbox"/> Rezone (Zone Change)
<input type="checkbox"/> Comprehensive Plan Amendment Map _____ Text _____	<input type="checkbox"/> Pre-Application Meeting	<input type="checkbox"/> Subdivision: Preliminary _____ Final _____
<input checked="" type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Partition: Preliminary _____ Final _____	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Variance: Major _____ Minor _____	<input type="checkbox"/> Vacation	<input type="checkbox"/> Other:

LOCATION OF PROPERTY OR ADDRESS:
93668 OREGON 99 JUNCTION CITY, OREGON

SIZE OF PROPERTY(S): 9.79 AC **ASSESSOR'S MAP AND TAX LOT #:** 16-04-05-32-
T16S, R4W, SECTION 5, TL 500, 509, 1000, 1002, 1004

PRESENT USE: MOSTLY UNDEVELOPED, OFFICE ON TL 509 **PROPOSED USE:** OFFICE & RECREATIONAL VEHICLE PARK

BRIEF SUMMARY OF ACTION REQUESTED:
DEVELOPMENT AND CONDITIONAL USE REVIEW

NAME OF PROPERTY OWNER: ACTA - LLC

ADDRESS: PO BOX 279 JUNCTION CITY OREGON 97448

PHONE: 541-998-3395 **E-MAIL:**

NAME OF APPLICANT: MARTY NILL

ADDRESS: PO BOX 279 JUNCTION CITY, OREGON 97448

PHONE: 541-998-3395 **E-MAIL:**

NAME OF CONTACT: CHARLES FISHER LOCKE ENGINEERS INC

ADDRESS: 1375 LIBERTY ST SE SALEM, OREGON 97302

PHONE: 503 364 8207 **E-MAIL:** CHARLES@LOCKENGINEERS.COM

ATTACHMENT(S): Yes 2 No _____

→ I have the following legal interest in the property (Please check one):

Owner of Record Lessee _____ Holder of an exclusive Option to Purchase _____ Contract Purchase _____

Per Resolution 862: All direct costs for contracted city staff shall be charged monthly to the applicant in the amount billed to City. Contracted staff includes, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.

I hereby certify that the foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief. I also agree to pay all direct costs associated with processing this land use application.

Owner's Signature: _____ **Date:** 6-3-16

Land Use Narrative

Guaranty RV Park Project

June 3, 2016

Introduction and Summary

This document will, on a line by line basis, address the applicable requirements of the Junction City Municipal Code Title 17, Zoning and Land Use.

The following code sections will be addressed:

- 17.15 Duplex Residential Zone (R2)
- 17.85 Access Management
- 17.90 Off-Street Parking and Loading
- 17.105 Recreational Vehicle Park Developments
- 17.130 Conditional Uses



EXPIRES: 12-31-2016

Only the electronic version of this document with a digital signature per OAR 820-010-0620(5) is an original. Contact Engineer of Record for electronic file if an authentic document is required or authenticity is in question.

17.15 Duplex Residential Zone (R2)

17.15.010 Uses permitted outright. – ***Recreational Vehicle Park Developments are not an outright permitted use.***

17.15.020 Conditional uses permitted. - ***Recreational Vehicle Park Developments are a conditionally permitted use. The proposed development is more than 400 feet from other such facilities, and is located immediately adjacent to existing commercial developments of similar use (Guaranty RV Travel Center and Family RV Center). The proposed development meets this standard.***

17.15.030 Lot size. – ***This standard is not applicable to the proposed development.***

17.15.040 Setback requirements. – ***The minimum setback dimension of any existing and/or proposed structures within the subject property is 20' as measured from the property line to the foundation of the building. This 20' dimension occurs at the extreme northeast corner of the phase 2 covered pavilion and is measured perpendicular to the south David Lane right-of-way line. The proposed development meets this standard.***

17.15.050 Height of buildings. – ***All existing and proposed structures will be less than 35 feet in height. The proposed development meets this standard.***

17.15.060 Lot coverage. – ***The existing and proposed structures will occupy only a small fraction of the lot area. The proposed development meets this standard.***

17.15.070 Setback exceptions. – ***No encroachments into the required setbacks exist within this proposed development. This standard is not applicable to the proposed development.***

17.85 Access Management

17.85.030 Permit application. – ***This development proposed to utilize the existing accesses onto Oregon Highway 99 for normal everyday site access. Also proposed is a single gated secondary emergency access off of David Lane. Since David Lane is within Lane County, an access permit will be obtained from their Public Works Department.***

17.85.040 Compliance with regulations. - ***The proposed development will conform to all applicable land use regulations and granted land use approvals.***

17.85.050 Standards and specifications. - ***The proposed development will construct all required access improvements in conformity with the appropriate standards of the approving jurisdiction.***

17.85.060 Corner clearance. - ***No new non-emergency only accesses are proposed. This standard is not applicable to the proposed development.***

17.85.070 Joint and cross access. – ***Cross access driveways do currently exist between the commercial developments fronting Oregon Highway 99. These driveways allow circulation from Hatton Lane approximately 580 feet north of, to approximately 400' south of the proposed development. The proposed development meets this standard.***

17.85.080 Requirements for phased development plans. - ***No new non-emergency only accesses are proposed. No modifications to the existing accesses onto Oregon Highway 99 are proposed.***

17.85.090 Nonconforming access features. – ***The requirements whereby existing nonconforming accesses must be brought into compliance with applicable standards is noted, however it does not appear that any of the existing accesses are in fact non-conforming.***

17.85.100 Reverse/dual frontage. - ***This standard is not applicable to the proposed development since none of the lots front on more than one street.***

17.85.110 Site plan review procedures for access management. – ***The review procedures for access management are noted, however the only new access proposed is for emergency use only and is on David Lane. Preliminary discussions with Gerry Juster of ODOT were had with Mr. Juster indicating that he would be reviewing the proposed development and its effect upon the existing ODOT access permit(s).***

17.85.120 Variance standards. – ***No variances to the access management standards are requested at this time.***

17.90 Off-Street Parking and Loading

17.90.010 Off-street parking. – *The various spaces within the park provide for vehicle parking not only of the requisite RV, but also for passenger cars in the case of a tow behind vehicle. While Recreational Vehicle Park Developments are not specifically addressed by the table in 17.90.010E it would seem that the Commercial Residential Motel, Hotel, 17.90.010E2a would provide a reasonable comparison. One parking space per guest room or suite would correlate to one parking space per RV space. Not every guest will have a car in-tow, however the spaces are sized to accommodate one. The managers and maintenance persons will likely be the same employees currently parking in the existing parking areas within the contiguous ownership.*

All of the structures proposed are accessory to the RV Park itself, and thus would not require their own parking spaces. The (4) full size and (1) accessible parking spaces proposed near the Phase 2 restroom and covered pavilion buildings are provided for convenience.

No bicycle parking is required or proposed.

17.90.020 Off-street loading. – *This standard is not applicable to the proposed development.*

17.90.030 General provisions – Off-street parking and loading. – *The general provisions for off-street parking and loading are noted. The comments that follow are made to highlight features and/or departures from the standard.*

The main use within this proposed development is the RV spaces themselves. As was already mentioned the buildings proposed by this development are accessory to the RV spaces. The main restroom building is within 400' of every RV space, however the Phase 2 restroom and covered pavilion buildings are within 400' of only about two-thirds of the RV spaces.

All spaces for the parking, standing, and maneuvering of recreational vehicles is to be paved with asphalt. The RV dump station pad is the one exception as it is proposed to be concrete pavement.

17.105 Recreational Vehicle Park Developments

17.105.010 Regulations. – *The proposed development fully complies with OAR 918, Division 650, OPSC, and OSSC.*

The entire park perimeter except for the two drive aisles and the zone between them is fenced with 48 inch tall coated chain-link fence. All fences adjacent to public rights-of-way (David Lane to the north and Prairie road to the west) are set back 10 feet from the property line.

All perimeters of the park are screened with landscaping, with the area between property lines and fences receiving the code prescribed ground cover and tree spacing.

As was stated above, all spaces for the parking, standing, and maneuvering of vehicles is to be paved with asphalt or concrete pavement.

The maximum length of stay will be limited to the code maximum 45 days in any calendar quarter.

The proposed RV park development is designated for self-contained vehicles only. No shower facilities are proposed.

17.130 Conditional Uses

17.130.010 Authorization to grant or deny conditional uses. – ***While every effort was made to fully comply with the applicable zoning code provisions it is understood that additional conditions may be imposed by the City.***



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation
District 05 Maintenance Office
644 'A' Street
Springfield OR 97477
Phone: (541)726-2552
Fax: (541)726-2509

April 29, 2002

Guaranty RV
Attn: Martin Nill
93668 Hwy 99 PO Box 279
Junction City, OR 97448

Subject: Notification of Satisfactory Construction and Transmittal of Permit to Operate, Maintain and Use a State Highway Approach
Highway Number 091, (Pacific Hwy. West [001W]), at Milepoint 110.4
Application Number 1500

ODOT has inspected your completed approach and has determined that the approach was constructed in a satisfactory manner. Thus, a *Permit to Operate, Maintain, and Use an Approach* can be issued, and is enclosed.

The effective period of the *Permit to Operate Maintain and Use an Approach* is set forth in OAR 734-051-0300, as follows:

734-051-0300

Effective Period of Permit to Operate, Maintain and Use an Approach

(1) Except as otherwise provided in the Special Provisions, a Permit to Operate, Maintain and Use an Approach shall be in effect for an indefinite period of time from the date of issue of the Permit to Operate, Maintain and Use an Approach, unless:

(a) Sooner revoked by mutual consent, or by the Region Manager for failure of the applicant to abide by the terms and conditions of the Permit to Operate, Maintain, and Use an Approach;

(b) There is a change in use of the approach, as set forth in OAR 734-051-0110;

(c) There is a significant increase in the volume of traffic using the approach, a change in the character of the traffic using the approach, or a change in the highway facility such that the approach can no longer be operated without undue conflict with other traffic, as set forth in OAR 734-051-0380;

(d) The highway facility is significantly improved to meet classification of the highway and the highway segment designation objectives, highway mobility standards, spacing standards and safety criteria that are inconsistent with the approach; or

(e) By other operation of law.

(2) The Permit to Operate, Maintain and Use an Approach, the privileges stated therein and the obligations of the applicant thereby shall be binding upon the successors and assigns of the applicant, including successors in interest to the property being served by the approach.

(3) The operation, maintenance, and use of an approach is subject to the control of the legislature over the state highway system. The Permit to Operate, Maintain, and Use an Approach shall not be deemed or construed to be beyond the power or authority of the legislature to control the state highway system. The applicant in accepting the Permit to Operate, Maintain, and Use an Approach acknowledges that the rights and privileges may be changed or relinquished by legislative action.

If you have any questions regarding the operation, maintenance or use of your approach, please contact me at (541) 726-2552.

Sincerely,


Jeffrey Lange
ODOT District 05 Permits

cc: To File

PERMIT NO: 11" 50902

Application Id: 1500 Highway Number: 091

PERMIT TO CONSTRUCT A
STATE HIGHWAY APPROACH

MilePoint: 110.40

Reason for Request: New approach

Completion Date: 12/30/2002



Applicant Information

Name:	Martin Nill
Company:	Guaranty RV
Address:	93688 Hwy 99 PO Box 279 Junction City OR 97448
Phone:	(541) 998-3395
FAX:	(541) 998-4790
eMail:	

Property Information

Address:	93688 Hwy 99
County:	Junction City OR 97448
Township:	16
Range:	04
Section:	06.31
Highway:	Pacific Hwy. West [001
Router:	ORE99
MilePoint:	110.40
Engineering Station:	49+00
Side of Hwy:	R
Nat'l Forest?:	N
Landmark:	589' South of Hatton Lane C/L

Insurance Information

Company:	
Policy No:	Amount:
Policy Begin:	Policy End:

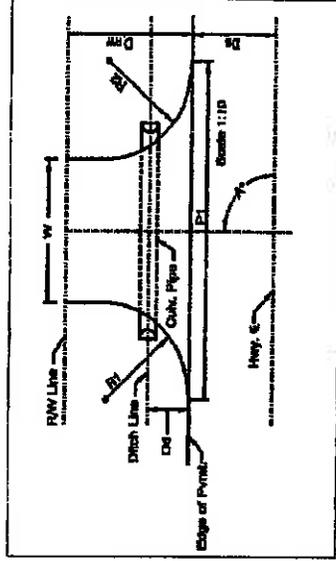
Performance Bond Information

Company:	
Bond No:	Amount:

Property Owner Information

Name:	Martin Nill
Company:	University Transportation Inc.
Address:	30760 Lone Pine Dr. Junction City OR 97448 USA
Phone:	(541) 998-2333
FAX:	(541) 995-3041
eMail:	marty.nill@guaranty.com

Plan View



Specification

Width (W):	24.00ft
Angle (A):	90
Radius 1 (R1):	30.00ft
Radius 2 (R2):	30.00ft
Paving Limit (P1):	84.00ft
Paving Limit (P2):	30.00ft
Surf (Dg):	40.00ft
Ditch (Dd):	9.00ft
R/W (Dw):	40.00ft
Culvert	Diam: 18.00In
Other	Len: 74.00ft
Sub Base Crse:	Thickness:
Base Crse:	19mm - 0 Aggregate Base (3/4" - 0)
Level Crse:	Thickness: 12.00In
Heavy Duty Class 'B' Asphalt Concrete	Thickness: 2.00In
Wear Crse:	Thickness: 2.00In
Heavy Duty Class 'F' Asphalt Concrete	Thickness: 2.00In

Tax Lot Information

508

Instructions

Issuing of permits under these regulations is not a finding of compliance with the statewide planning goals or the acknowledged comprehensive plan for the area. Permits are issued subject to the approval of city, county or other governmental agencies having authority to regulate land use by means of zoning and/or building regulations. It shall be the applicant's responsibility to obtain any such approvals including, where applicable, local government determinations of compliance with statewide planning goals. (OAR 734-051-0130) All materials and workmanship shall be in accordance with 1996 Oregon Standard Specifications for Highway Construction.

The Permit is issued subject to the provisions of Oregon Administrative Rules 734-051-0010 through 734-051-0480, which are by reference made a part of this permit; and which are in effect at any particular time in the duration of the permit.

Applicant Signature

 Local Agency Approval (if required)

Date	1/29/02	This permit is not valid until signed by a duly authorized representative of the Oregon Department of Transportation.
Date		Authorized ODOT Signature

Oregon Department of Transportation 

PERMIT NO: 50902 **PERMIT FOR ENCROACHMENT, CONSTRUCTION ON OR USE OF STATE HIGHWAY** **Completion Date: 12/30/2002**

Application Id: 1600 Highway Number: 091 MilePoint: 110.40 **PROVISIONS** Reason for Request: New approach

Applicant: Martin Hill Company: Guaranty RV

- 150.201 Within 48 hours before beginning permit work and again after completing permit work, the Applicant (or agent) shall notify the District permitting representative.
 - 150.411 Applicant (or agent) shall have on the job site, at all times, a copy of the permit and all attachments. The permit shall be readily available for inspection.
 - 170.303 Applicant shall be responsible and liable for (1) investigating presence/absence of any legally protected or regulated environmental resource(s) in the action area; (2) determining any and all restrictions or requirements that relate to the proposed actions, and complying with such, including but not limited to those relating to hazardous material(s), water quality constraints, wetlands, archeological or historic resources(s) state and federal threatened or endangered species, etc; (3) complying with all federal, state, and local laws, and obtaining all required and necessary permits and approvals.
- If the applicant impacts a legally protected/regulated resource, applicant/permittee shall be responsible for all costs associated with such impact, including, but not limited to all costs of mitigation and rehabilitation, and shall indemnify, and hold harmless ODOT for such impacts and be responsible and liable to ODOT for any costs or claims that ODOT may have.
- 200.021 The work area during construction or maintenance performed under the permit provisions shall be protected in accordance with the current Manual on Uniform Traffic Control Devices for Streets and Highways, US Department of Transportation, and the Oregon Department of Transportation supplements thereto. Flaggers must have certification and must carry proof indicating their completion of an approved workzone traffic control course. All traffic control devices shall be maintained according to the ATTSSA Quality Standards for Work Zone Traffic Control Devices handbook.
 - 1.000 - SPECIAL PROVISIONS -
 - 2.000 Applicant shall remove existing paved southerly approach on TL 900 at station 56+09 and existing paved approach on TL 508 at station 50.74 in their entirety and restore right-of-way to that of surrounding.
 - 3.000 New approach to be constructed at station 49+00 in order to facilitate future connection with David Ln. as proposed in the Junction City Transportation Plan.

Applicant Signature:  1/18/02



City of Junction City Planning and Building Department
 680 Greenwood Street / P.O. Box 250
 Junction City, Oregon 97448
 Ph: 541.998.4763 / fax: 541.998.3140
 jcplanning@ci.junction-city.or.us
 www.junctioncityoregon.com

FINDINGS OF THE JUNCTION CITY PLANNING DEPARTMENT:

CONDITIONAL USE AND CONCURRENT DEVELOPMENT REVIEW STAFF REPORT FOR ACTA LLC RV PARK PROPOSAL (CUP-16-02 and DEV-16-02)

Application Summary:

Conditional Use application to allow the development of a Recreational Vehicle (RV) Park in the Duplex Residential zone.

Owner(s)/Applicant(s):

ACTA LLC, Marty Nill, PO Box 279 Junction City, OR 97448, (541) 99-3395

Primary Contact

Locke Engineers Inc., Charles Fisher, 1375 Liberty Street SE, Salem, Oregon 97302, (503) 364-8207

Lead City Staff:

Jordan Cogburn, City Planner, Junction City Planning Department, (541) 998-4763

Subject Property/Zoning/Location:

Tax Lots 500, 509, 900, 1000, 1002, and 1004 of Assessor's Map 16-04-05-32, Zoned R2, Duplex Residential, located adjacent to Prairie Road to the west, abutting David Lane at the north terminus, and directly adjacent to the Guaranty RV Travel Center (General Commercial (GC) Zoned) to the east.

Relevant Dates:

Application originally submitted on June 3, 2016; deemed complete on June 22, 2016; Staff recommendation for conditional approval issued on July 12, 2016.

Associated Files:

DEV-16-02, AMD-14-01, RZ-14-02, A-14-01

REQUEST

The applicant is requesting Development Review and a Conditional Use approval to develop a 55-space Recreational Vehicle Park in the Duplex Residential Zoning District. Specifically, per section 17.15.020(H), the Planning Commission may approve a proposal for Recreational Vehicle Park Developments, as regulated by JCMC 17.105.010; provided, that:

1. No other such facilities exist within 400 feet; and
2. The property is located immediately adjacent to an existing commercial zone with a similar use. [Ord. 1225 § 1 (Exh. A), 2014; Ord. 1116 § 1, 2003; Ord. 950 § 16, 1991.]

Public Notice and Referrals:

JCMC 17.150.080 (B) states:

“With the exception of Type IV applications, notice of hearing or contemplated land use action shall be mailed to the applicant and to all owners and abutting property owners, including owners of property

which would be abutting if there were not intervening streets, of the property which is the subject of the notice. In addition, notice shall be provided to all owners of record of property on the most recent property tax assessment roll within 300 feet of the subject property. Notice shall be mailed at least 20 days before the date of the hearing or review.”

On June 22, 2016, staff mailed a notice of public hearing to the applicant, property owners and residents within 300 feet of the subject site. To date one public comment has been received. A copy of the notice and the comments received are included as an attachment to this report. Public comments received include:

- Billy T. House, Resident at David Lane, dated July 5, 2016

Referral comments on the application were also requested from various affected service providers and City departments on June 22, 2016. A copy of the notice and the comments received are included as an attachment. Referral comments received include:

- Junction City Public Works Department, dated June 22, 2016
- Brennan Burbank, ODOT, dated July 1, 2016
- Clair Co., Junction City Building Official, dated July 6, 2016
- Dan Ingram, Lane County Public Works, dated July 8, 2016

All referral comments received by the Planning Department on this application are attached to this report and included in the application file for reference. Additionally, comments are addressed in the context of applicable Development Review and Conditional Use approval criteria and relevant Municipal Code standards in the following evaluation.

General Property Information:

The subject site was part of the larger seven parcel Annexation approval (A-15-01) at the City Council meeting on October 14, 2014 (Ord. #1223). Concurrent with the Annexation request was a Rezone proposal to bring the parcels into compliance with the Junction City Comprehensive Plan. The Rezone (RZ-15-02) was also approved at the October 14, 2014 Council meeting (Ord. #1224). Additionally, a Code Text Amendment application was submitted by the applicant on April 23, 2014 to allow for RV Park Developments within the Duplex Residential (R2) Zoning District, as there was interest in pursuing this type of use at a later date. The Code Text Amendment Ordinance (Ord. #1225) conditionally allowing RV Park Developments in the Duplex Residential Zoning District was approved and adopted at the standing October 14, 2014 City Council meeting.

As noted above, the development site is currently zoned R2, Duplex Residential, and designated as Medium Density Residential on the Comprehensive Plan. The applicant believes that all requirements are satisfied and requests that the Planning Commission approve the Conditional Use application.

Additional details of the proposal are included in the applicant’s Conditional Use and concurrent Development Review application, and are further addressed in the applicant’s written statement and supporting documentation. All submitted materials are included as part of the public record and located in the application file for reference. The following evaluation addresses details of the proposal in the context of compliance with the applicable approval criteria and related standards.

Evaluation

The following findings demonstrate that the proposed development will comply with all applicable approval criteria and related standards as set forth in the Junction City Municipal Code (JCMC). Relevant application requirements and approval criteria are addressed at JCMC 17.15 Duplex Residential, 17.85 Access Management, 17.105 Recreational Vehicle Park Developments, and 17.130 Conditional Uses. The following evaluation includes findings of compliance with the applicable criteria and related standards as provided in the JCMC, with informational items noted where appropriate. The approval criteria and related standards are listed below in **bold**, with findings addressing each.

JCMC 17.15 DUPLEX RESIDENTIAL ZONE (R2)

17.15.020 Conditional uses permitted.

In an R2 zone, the following uses and their accessory uses are permitted when authorized in accordance with the requirements of Chapter 17.130JCMC:

H. Recreational vehicle park developments, as regulated by JCMC 17.105.010; provided, that:

- 1. No other such facilities exist within 400 feet; and**
- 2. The property is located immediately adjacent to an existing commercial zone with a similar use. [Ord. 1225 § 1 (Exh. A), 2014; Ord. 1116 § 1, 2003; Ord. 950 § 16, 1991.]**

The applicant proposes a 55-space Recreational Vehicle Park with a restroom structure and a future pavilion (phase-2). There are no other such facilities within 400 feet of the subject site, as the nearest RV Park development is roughly 1.6 to the north (Western Motel and RV Park). The subject site is directly adjacent to the Guaranty RV Travel Center, under the same ownership, which is an existing Commercial Recreational Vehicle use and Zoned General Commercial (GC) on the Junction City Zoning Map. The applicant has submitted this Conditional Use and concurrent Development Review application in response to the criterion listed above. Therefore, findings relative to the required Conditional Use application will be addressed at JCMC 17.130. As stated, the above criteria have been satisfied.

JCMC 17.105.010 Recreational Vehicle Park Development Regulations

A. All such developments shall comply with OAR 918, Division 650, and all other applicable state building or specialty codes.

The applicant understands this requirement and intends to comply with the applicable standards at the time of building permit review.

B. Seven sets of construction drawings and site plans shall be provided the city. The planning commission shall review and approve all site and construction plans prior to local government approval being issued by the city administrator.

Seven sets were included as part of the Development Review and Conditional Use submittal package.

C. All perimeters of the park shall be fenced or screened as determined by the planning commission. All street frontages shall provide a suitable fence three and one-half to four and one-half feet in height to restrict the passage of small children or animals. Fences adjacent to streets shall be set back 10 feet from the property line and the intervening area between the property line or sidewalk shall be landscaped.

Such landscaping shall provide solid ground cover and at least one tree each 100 lineal feet which will provide a canopy of at least 300 square feet upon maturity.

The applicant has submitted a Landscape Plan showing compliance with the criterion listed above. Therefore, this standard has been satisfied.

D. All areas designed for parking or maneuvering of vehicles shall be covered with asphalt or cement.

The applicant has submitted a Site Plan showing compliance with the criterion listed above. Therefore, this standard has been satisfied.

E. Length of stay for all tenants shall be limited to no more than 45 days in any calendar quarter. The city administrator or designee shall be afforded the right to drive through the property, and review all registration documents.

The applicant has stated in the submitted narrative that the proposed development is for temporary stay Recreational Vehicles and intends to comply with the criterion listed above. Therefore, this standard has been satisfied.

F. Shower facilities shall be provided at the ratio of at least one shower for each sex for the first 20 spaces and for every 20 spaces thereafter, except when the recreational vehicle park is a facility for self-contained vehicles only. [Ord. 982 § 4, 1994; Ord. 953 § 1, 1991; Ord. 950 Appx. C, 1991.]

The applicant has stated in the submitted narrative that the proposed development is exclusively for the use of self-contained vehicles. As stated, the following condition is warranted:

- The city administrator or designee shall be afforded the right to drive through the property at reasonable hours to ensure compliance with the standard listed at JCMC 17.105.010(F).

17.85 ACCESS MANAGEMENT

17.85.020 Applicability.

This chapter shall apply to all public streets within Junction City and to all properties that abut these roadways. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

The proposal includes properties that abut public streets within the Junction City limits. Therefore, the provisions of this chapter apply.

17.85.030 Permit application.

Requests for new accesses or modified access to public rights-of-way shall complete an access permit application and comply with the standards in this chapter. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

No new accesses or modifications are proposed as part of this application. The development proposal is subject to Oregon Department of Transportation (ODOT) review and approval as the existing approach from Highway 99 South is under State jurisdiction.

- Required ODOT approvals shall be obtained prior to issuance of a building permit.

17.85.040 Compliance with regulations.

The proposed use and development of land shall conform to all applicable land use regulations and the Junction City comprehensive plan. [Ord. 1103§ 1, 2002; Ord. 950 Appx. H, 1991.]

The applicant understands this requirement and intends to comply with the above standard. The proposed use and development has been addressed in regard to the applicable land use regulations within this Staff Report. Therefore, the above criterion has been met.

17.85.050 Standards and specifications.

All construction of such driveways shall be done in conformity with proper standards and workmanship, and according to specifications furnished by the community development director. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

All proposed drive isles are subject to review and conformance with the Junction City Public Works Design Standards. The applicant has submitted a building permit concurrent with this application package. No permits will be issued until the applicant has demonstrated compliance with the JCPW Design Standards and the relevant criteria listed within this report. Therefore, the above criterion has been addressed.

17.85.060 Corner clearance.

A. New accesses shall meet or exceed the minimum spacing requirements as set forth in Table 17.85.060 for that roadway's classification, as set out in the city's transportation system plan. The measurement shall be from centerline to centerline of the intersection.

B. Where no other alternatives exist, the city may allow construction of an access connection along the property line farthest from the intersection. In such cases, directional connection restrictions (i.e., right in/out, right in only, or right out only) may be required. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

No new accesses have been proposed as part of this application. Therefore, the above criteria do not apply.

17.85.070 Joint and cross access.

A. Adjacent commercial or office properties classified as major traffic generators (i.e., uses that generate more than 30 peak hour trips, as cited in the Institution of Transportation Engineers' (ITE) trip generation tables) shall provide a cross-access drive and pedestrian access to allow circulation between sites.

B. For new commercial retail and service uses, a system of joint use driveways and cross-access easements shall be established wherever feasible and shall incorporate the following:

- 1. A continuous service drive or cross-access corridor extending the entire length of each block served to provide for driveway separation consistent with the access management classification system and standards;**
- 2. A design speed of 10 m.p.h. and a maximum width of 20 feet to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles;**

3. **Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross access via a service drive;**
4. **A unified access and circulation system plan for coordinated or shared parking areas is encouraged.**

C. Shared parking areas shall be permitted a reduction in required parking spaces if peak demands do not occur at the same time periods.

D. Pursuant to this section, property owners shall:

1. **Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross-access or service drive;**
2. **Record an agreement with the deed that remaining access rights along the roadway will be dedicated to Junction City and pre-existing driveways will be closed and eliminated after construction of the joint use driveway;**
3. **Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.**

E. The city may modify or waive the requirements of this section where the characteristics or layout of abutting properties would make a development of a unified or shared access and circulation system impractical. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

Cross access driveways currently exist between the adjacent commercial developments fronting Highway 99. The existing driveways allow circulation from Hatton Lane approximately 580 feet north of, to approximately 400' south of the proposed development. Pedestrian connections have been shown on a site plan addendum in compliance the provisions listed above.

The proposed development includes a Recreational Vehicle Park type use. No Commercial or Service type uses are proposed. Therefore, the standards listed at JCMC 17.85.070(B) do not apply.

No shared parking facilities are proposed as part of this application. The applicant proposes an additional 6 parking spaces located adjacent to the Phase-2 Covered Pavilion in excess of the standards at JCMC 17.90.

A cross-access easement will be require to ensure compliance with the standards listed at JCMC 17.85.070(D). Therefore, the following condition is warranted:

- The applicant shall submit a recorded access easement to the City showing compliance with the standards listed at JCMC 17.85.070(D) prior to issuance of a Certificate of Occupancy.

The characteristics and layout of the abutting commercial use warrant compliance with the standards listed above. The City does not seek to waive the requirements at JCMC 17.85.070.

17.85.080 Requirements for phased development plans.

In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall be reviewed as single properties in relation to the access standards of this chapter. The number of access points permitted shall be the minimum number necessary to provide reasonable access to these properties, not the maximum available for that frontage.

Driveways shall be designed to avoid queuing across surrounding parking and driving aisles and pedestrian ways and sidewalks. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

All parcels included in the proposed development site are under the same ownership. The proposal is being reviewed as a single property. The applicant's submitted site plan has demonstrated compliance with standards listed above. Therefore, these criteria have been met.

17.85.100 Reverse/dual frontage.

Lots that front on more than one street shall be required to locate motor vehicle accesses on the street with the lower functional classification. [Ord.1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

The subject site containing multiple parcels is under the same ownership and is being reviewed as a single property. Map 16-04-05-32; Tax Lot numbers 00500, 00509, 00900, 01000, 01002, & 01004 are contiguous properties located within the urban growth boundary of the city of Junction City. Map 16-04-05-32; Tax Lot numbers 00500 and 01002 have frontage on Prairie Road. Map 16-04-05-32; Tax Lot numbers 00500 and 00509 have frontage on David Lane. Tax Lot numbers 00900 and 01000 have frontage on Highway 99. Prairie Road is a Lane County maintained road, adjacent to the subject property, and is functionally classified as a rural Major Collector. For rural Collectors, the minimum right-of-way width for development setback purposes is 80 feet [LC 15.070(1)(c)(i)(ee)]. David Lane is a Local Access Road (LAR), and has a minimum right-of-way width of 50 feet for development setback purposes (Lane Code 15.070(1)(c)(iii)). An informational handout with regard to Local Access Roads is attached. Highway 99W is a State of Oregon facility subject to the jurisdiction of the Oregon Department of Transportation (ODOT). Transportation, access, and permitting issues within the right-of-way of Highway 99 will be subject to ODOT approval.

The lowest functionally classified street is David Lane, as a Local Access Road (LAR). Staff recommends this standard be waived as utilization of David Lane, a residential street, would prove to be impractical for the proposed development. However, the applicant has requested an additional access to David Lane for a gated emergency services access drive only. No access is being requested from Prairie Road. David Lane and Prairie Road are under Lane County jurisdiction and requested facility permits are subject to review and approval from Lane County Public Works.

- A Facility Permit shall be required for utility connections on Prairie Road as well as any other activities within the right-of-way of Prairie Road per Lane County Conditions of Approval.

17.85.110 Site plan review procedures for access management.

A. Applicants shall submit a preliminary site plan for review by the planning department. At a minimum, the site plan shall show:

- 1. Location of existing and proposed access point(s) on both sides of the road where applicable;**
- 2. Distances to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property;**
- 3. Number and direction of lanes to be constructed on the driveway plus striping plans;**

4. All planned transportation features (such as sidewalks, bikeways, auxiliary lanes, signals, etc.);
5. Parking and internal circulation plans including walkways and bikeways;
6. Detailed description of any requested variance and the reason the variance is requested.

The applicant has submitted a Site Plan in compliance with the criteria listed above.

B. Site plan review shall address the following access criteria:

1. All proposed roads shall follow the natural topography and preserve natural features of the site as much as possible. Alignments shall be planned to minimize grading.
2. Access shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access.
3. The road system shall provide adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.
4. An internal pedestrian system of sidewalks or paths shall provide connections to parking areas, entrances to the development and open space, recreational and other community facilities associated with the development. Streets shall have sidewalks on both sides. Pedestrian linkages shall also be provided to the peripheral street system.
5. The access shall be consistent with the access management standards adopted in the transportation system plan.

The submitted Site Plan shows an internal street network and pedestrian network in compliance with the standards at JCMC 17.85.110(B)(1-4). Therefore, these criteria have been met.

The proposed emergency access from David Lane is consistent with the access management standards adopted in the most current TSP. No new accesses or modifications to existing permitted access points are proposed at this time. Therefore, this criterion has been satisfied.

C. Any application that involves access to the state highway system shall be reviewed by the Oregon Department of Transportation for conformance with state access management standards. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

The applicant proposes utilization of the existing ODOT approach at the eastern boundary of the subject site. The Oregon Department of Transportation submitted comments regarding this proposal on July 1, 2016. ODOT stated no concerns or conditions associated with this proposal. The full referral comments is included as an attachment to this report.

17.85.120 Variance standards.

No variance is being requested as part of this application. Therefore, the criteria listed under JCMC 17.85.120 do not apply.

JCMC 17.130 CONDITIONAL USES

17.130.030 Public hearing on conditional use.

A. Before the planning commission may act on a request for a conditional use, it shall hold a public hearing. The hearing shall be held within 40 days after the application for the conditional use is filed. Notice of the hearing and criteria for granting or denying a permit shall be as follows:

See JCMC 17.150.080, Notice.

B. Based on the testimony provided at the hearing, the planning commission shall develop findings of fact to justify either approving or denying a conditional use permit. The planning commission may approve such requests when it is determined the request is in conformance with all the following requirements:

- 1. The proposal is in conformance with the zoning ordinance;**
- 2. The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission;**
- 3. Public facilities are of adequate size and quality to serve the proposed use; and**
- 4. The proposed use will prove, or can be made to be through imposing conditions, reasonably compatible with surrounding properties. [Ord. 1037§ 1, 1997; Ord. 950 § 100, 1991.]**

Finding: As stated and conditioned within the findings at JCMC 17.105.010, the proposal is in conformance with the applicable zoning ordinances.

The proposed development site consists of two parcels equaling roughly 9.12 acres in size. Therefore, the parcel is adequate in size and shape to accommodate the proposed use.

The Public Works director has stated that city services are of adequate size and quality to serve the proposed use. However, Prairie Road is under Lane County Public Works jurisdiction. Lane County Staff has reviewed the storm sewer plan associated with the proposal and submitted the following comments and condition:

"It appears from the plan that storm water runoff will be contained on site, which meets Lane County requirements. Staff noted one invert elevation error for the northerly outfall into the retention basin. The invert elevation was listed as 332.0, it should likely be 322.0. In accordance with Lane Manual Chapter 15.515, storm water runoff from private property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches. Ditches adjacent to County roads are designed solely to accommodate roadway storm water runoff"

Dan Ingram, Lane County Public Works, Senior Engineering Associate

Junction City Planning Staff concurs with Lane county Staff and as stated, the following condition is warranted:

- In accordance with Lane Manual Chapter 15.515, storm water runoff from private property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches.

Surrounding properties to the north and south of the subject site are residential by designation. Parcels to the east are commercial by designation. The properties to the west are residential and farm use by Lane County designation.

Recreational Vehicle Park Developments are considered as a Conditional Use within the R2 - Duplex Residential zone. Through the findings and conditions stated within this report, the proposed use is considered compatible with the surrounding properties. Therefore, these criteria have been met.

STAFF RECOMMENDATION

The Planning Department recommends Planning Commission approval of the Conditional Use Permit and Development Review application to allow a 55-space RV Park Development in the R2 Zone based on the findings and proposed conditions listed above.

Staff Report Date:

Jordan Cogburn, City Planner
Junction City

From: [Gary Kaping](#)
To: [Tere Andrews](#)
Cc: [Jeremy Tracer](#)
Subject: RE: DEV-16-02/CUP-16-02 RV Park
Date: Wednesday, June 22, 2016 7:00:59 AM

Tere,

Public Works has reviewed the 55 Space RV park. The only comments that we have our we will want this park to have a back flow device protecting the city main and we will want them to prove they are providing enough detention for storm events.

Gary L. Kaping
Public Works Director
City of Junction City
541-998-3125

From: Tere Andrews
Sent: Tuesday, June 21, 2016 5:08 PM
Cc: JC Planning
Subject: DEV-16-02/CUP-16-02 RV Park

Attached is a request for comment/conditioning on a proposed 55-space RV Park in Junction City. For inclusion in the staff report please have your comments/conditions in our office by 5:00pm on Wednesday 6, 2016. The application and associated documents can be viewed at: <http://tinyurl.com/h8n42qj>

File #:	DEV-16-02/CUP-16-02
Applicant:	Marty Nill
Property Owner:	ACTA, LLC
Property Location:	93668 Highway 99s
Assessors Map & Lot:	16-04-05-32-00500, 00509, 01000, 01002, & 01004
Property Area:	9.79 Acres
Zoning District:	Tax Lots: 00500, 01002 & 01004 – R2(Duplex Residential); Tax Lot 00509 – R1 (Single Family Residential); Tax Lot 01000 – GC (General Commercial)

Regards,
Tere Andrews
Administrative Assistant
Planning & Building
City of Junction City
www.junctioncityoregon.gov
541.998.4763 (ph)

541.998.3140 (fax)

Disclosures:

Correspondence to and from this e-mail address may be subject to disclosure under Oregon Public Records Law. If you have received this e-mail in error, please contact the sender. Use of the contents by anyone other than the original addressee is prohibited.

From: BURBANK Brennan S <Brennan.BURBANK@odot.state.or.us>
Date: July 1, 2016 at 12:04:30 PM PDT
To: "'jcplanning@ci.junction-city.or.us'" <jcplanning@ci.junction-city.or.us>
Cc: BUSWELL Cynthia D <Cynthia.D.BUSWELL@odot.state.or.us>
Subject: Land use notice DEV-16-02/CUP-16-02

Hi Jordan,

Thank you for sending ODOT your land use (DEV-16-02/CUP-16-02). ODOT has no objections, conditions or requirements in regards to the use of the existing highway access for a proposed use of 55 space recreational RV Park.

If you have any questions please feel free to give me a call.

Thank you,

[Brennan Burbank](#)
Acting Development Review Coordinator Region 2
Office: 503.986.2825
Mobile: 503.798.8195
Brennan.Burbank@odot.state.or.us



Building Department Request for Comments

Date: July 6, 2016

Project Reference: ACTA, LLC

Property Reference: 93668 Highway 99S

File Reference: DEV-16-02/CUP-16-02

Clair Project: 1140-000, Sub #1071

Code of Reference: 2014 Oregon Structural Specialty Code

Comments:

1. Project plans are currently in review and separate plan review comments will be provided to the applicant.
2. The property is not located in a mapped flood hazard area based on FEMA FIRM Map # 41039C0604F.

Address

Date



From: [INGRAM Daniel B](#)
To: [Jordan Cogburn](#)
Cc: [TAYLOR Becky](#); [GREEN Lori M](#); [ROBERTS Chris A](#); [LANSBERY Lisa E \(PW\)](#); [LEMHOUSE Brad](#); [REESOR David R](#); [Tere Andrews](#); [JC Planning](#); [PARKER Laurie M](#); [PAUGH Jennifer A](#)
Subject: Additional Lane County Comments: DEV-16-02/CUP-16-02 RV Park
Date: Friday, July 08, 2016 11:39:39 AM

Jordan,

I would like to add to Dave's previously submitted comments for DEV-16-02/CUP-16-02 RV Park and add some Lane County Transportation Planning Conditions of Approval.

Lane Code 15.205 - Facility Permits

Pursuant to Lane Code 15.205(1), a Lane County Facility Permit is required for placement of facilities and development within the right-of-way of a County Road. Facilities and development includes, but is not limited to, road improvements, sidewalks, new or reconstructed driveway or road approach intersections, utility placements, excavation, clearing, grading, culvert placement or replacement, or any other facility, thing or appurtenance.

It appears from the Civil Plan Set that the applicant intends to make utility connections on Prairie Road, including both water line and sanitary sewer connections. In addition, a facility permit is required if site grading extends into the Lane County right-of-way or temporary access is needed from Prairie Road. Therefore, a Facility Permit shall be required for utility connections on Prairie Road as well as any other activities within the right-of-way of Prairie Road.

Lane Manual 15.515 - Drainage

Staff has reviewed the storm sewer plan. It appears from the plan that storm water runoff will be contained on site, which meets Lane County requirements. Staff noted one invert elevation error for the northerly outfall into the retention basin. The invert elevation was listed as 332.0, it should likely be 322.0.

In accordance with Lane Manual Chapter 15.515, storm water runoff from private property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches. Ditches adjacent to County roads are designed solely to accommodate roadway storm water runoff.

Conclusion

Lane County Transportation Planning approval of this proposal is subject to the following conditions of approval:

1. A Facility Permit shall be required for utility connections on Prairie Road as well as any other activities within the right-of-way of Prairie Road.
2. Storm water runoff from the subject property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches. Ditches adjacent to County roads are designed solely to accommodate roadway storm water runoff.

Thank you for providing the opportunity to comment on this proposal.

Daniel B. Ingram, P.E., P.L.S.

Senior Engineering Associate
Lane County Public Works
Phone: (541) 682-6996
e-mail: Daniel.Ingram@co.lane.or.us

From: REESOR David R
Sent: Tuesday, July 05, 2016 10:29 AM
To: ANDREWS Tere (SMTP); Junction City Planning Director (SMTP)
Cc: TAYLOR Becky; GREEN Lori M; ROBERTS Chris A; LANSBERY Lisa E (PW); INGRAM Daniel B
Subject: Lane County Comments: DEV-16-02/CUP-16-02 RV Park

Good morning,

Please see comments from Lane County regarding the proposed RV Park in Junction City:

TP File: 11012
File No: DEV-16-02/CUP-16-02
Owner: ACTA, LLC
Applicant: Marty Nill
Agent: Greg D. Locke, P.E.
Map & Tax Lot: 16-04-05-32-00500, 00509, 01000, 01002, & 01004
Address: 93668 Highway 99s, Junction City, OR
Acreage: 9.79 Acres
Plan Designation Commercial/MDR/LDR
Zoning District: Lane County zonings of RR5 & C3

Proposal:

A request for a 55-space RV park in Junction City on common ownership lots totaling 9.79 acres.

Comments from Lane County Transportation Planning:

Map 16-04-05-32; Tax Lot numbers 00500, 00509, 01000, 01002, & 01004 are contiguous properties located within the urban growth boundary of the city of Junction City. Map 16-04-05-32; Tax Lot numbers 00500 and 01002 have frontage on Prairie Road. Map 16-04-05-32; Tax Lot numbers 00500 and 00509 have frontage on David Lane. Map 16-04-05-32; Tax Lot numbers 01000 and 01004 have frontage on Highway 99. Prairie Road is a Lane County maintained road, adjacent to the subject property, and is functionally classified as a rural Major Collector. For rural Collectors, the minimum right-of-way width for development setback purposes is 80 feet [LC 15.070(1)(c)(i)(ee)]. David Lane is a Local Access Road (LAR), and has a minimum right-of-way width of 50 feet for development setback purposes (Lane Code 15.070(1)(c)(iii)).

Lane Code 15.045, 15.205(2), and 15.706 – Local Access Road (LAR) Requirements:

The applicant proposes to construct a 55-space RV park utilizing the existing accesses onto Oregon Highway 99 for primary access. Also proposed is a single gated secondary emergency access off of David Lane, which is a Local Access Road (LAR). There is no proposal for access onto Prairie Road, which is a County Road.

The County regulates LAR public roads in a limited way in order to provide basic safety to Lane County citizens. Key requirements for public LARs can be found in LC 15.045, LC 15.205(2), and LC 15.706. Since

Lane County does not maintain LARs, in 2004 the Board ceased requiring facility permits for work within them, such as construction of a driveway approach apron.

Conclusion

No conditions of approval are recommended by Lane County Transportation Planning.

Thank you for providing the opportunity to comment on this proposal.

David Reesor
Transportation Planning Supervisor

Lane County Public Works
Engineering and Construction Services Division
3040 N Delta Hwy
Eugene, OR 97408
David.reesor@co.lane.or.us
Office: 541.682.6598
Cell: 541.510.7685



From: Tere Andrews [<mailto:tandrews@ci.junction-city.or.us>]
Sent: Wednesday, June 22, 2016 4:09 PM
To: REESOR David R; GREEN Lori M
Cc: TAYLOR Becky
Subject: RE: DEV-16-02/CUP-16-02 RV Park

Attached is a request for comment/conditioning on a proposed 55-space RV Park in Junction City. For inclusion in the staff report please have your comments/conditions in our office by 5:00pm on Wednesday 6, 2016. The application and associated documents can be viewed at: <http://tinyurl.com/h8n42qj>

File #:	DEV-16-02/CUP-16-02
Applicant:	Marty Nill
Property Owner:	ACTA, LLC
Property Location:	93668 Highway 99s
Assessors Map & Lot:	16-04-05-32-00500, 00509, 01000, 01002, & 01004
Property Area:	9.79 Acres
Zoning District:	Tax Lots: 00500, 01002 & 01004 – R2(Duplex Residential); Tax Lot 00509 – R1 (Single Family Residential); Tax Lot 01000 – GC (General Commercial)

Regards,
Tere Andrews
Administrative Assistant
Planning & Building

City of Junction City
www.junctioncityoregon.gov
541.998.4763 (ph)
541.998.3140 (fax)

*Disclosures:
Correspondence to and from this e-mail address may be subject to disclosure under Oregon Public Records Law.
If you have received this e-mail in error, please contact the sender. Use of the contents by anyone other than the original addressee is prohibited.*

From: TAYLOR Becky [<mailto:Becky.TAYLOR@co.lane.or.us>]
Sent: Wednesday, June 22, 2016 3:51 PM
To: Tere Andrews
Cc: REESOR David R; GREEN Lori M
Subject: RE: DEV-16-02/CUP-16-02 RV Park

Hi Tere,

Thank you for including Lane County in your referral distribution list! If you would please send these to both Lori Green and David Reesor (copied in this email), instead of me, that would improve our internal processing.

Thanks,

Becky Taylor
Senior Transportation Planner
Lane County Public Works
3040 N. Delta Hwy
Eugene, OR 97408
541-682-6932
Becky.taylor@co.lane.or.us

From: Tere Andrews [<mailto:tandrews@ci.junction-city.or.us>]
Sent: Tuesday, June 21, 2016 5:08 PM
Cc: Junction City Planning Director (SMTP)
Subject: DEV-16-02/CUP-16-02 RV Park

Attached is a request for comment/conditioning on a proposed 55-space RV Park in Junction City. For inclusion in the staff report please have your comments/conditions in our office by 5:00pm on Wednesday 6, 2016. The application and associated documents can be viewed at: <http://tinyurl.com/h8n42qj>

File #:	DEV-16-02/CUP-16-02
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Zoning District:	Tax Lots: 00500, 01002 & 01004 – R2(Duplex Residential); Tax Lot 00509

– R1 (Single Family Residential); Tax Lot 01000 – GC (General
Commercial)

Regards,
Tere Andrews
Administrative Assistant
Planning & Building
City of Junction City
www.junctioncityoregon.gov
541.998.4763 (ph)
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addressee is prohibited.*

BILLY T. HOUSE

July 5, 2016

Junction City OR 97448

ATTN: Jordan Cogburn
City Planner
City of Junction City
PO Box 250
Junction City OR 97448

File Number: CUP-16-02

Subject: Comments about Conditional Use Permit Request for RV Park at 93668 Highway 99s

Dear Mr. Chairman and Commission Members:

Review of the subject request, Junction City documents on the subject, and a lack of details from the conditional-use permit requestor, raises several concerns. These concerns fall into the following main areas:

Air Pollution – This involves the common RV use of diesel and gasoline engines producing exhaust fumes; more on this subject at the end of this letter. Full hook-up should include availability of a hose to vent the exhaust fumes to a central location with a chimney that lifts those fumes into the high-air streams avoiding the surrounding residential homes. "Full hook-up" should include electrical power, for example 50 amperes, in addition to the other features discussed. "No RV hook-up" should not be an option. "Full hook-up" should be available with electric, water, sewer, exhaust connections and optionally, cable TV and Wi-Fi. For example, available electric power would eliminate the need for the RV to run the engines to recharge their batteries after using the water pump to dump wastes, and to continually operate appliances in the RV such as lights, air conditioners, heaters, and electronic devices. If the RV Guest does not want to pay for the electric power hook-up, then the hose connection will vent the engine exhaust fumes properly while the engine runs without affecting the air quality of the residences on three sides of the RV Park.

Security – All perimeters should be fenced with four and one-half foot minimum height similar to Section 17.105.010 Regulations to restrict the passage of small children, animals, and pet walkers. Such fences would also restrict unlawful use of the adjacent private road (David Lane) and entry into private property, especially during darkness, including both people and vehicles.

Sewer Waste – No sewer holding tanks or disposal of waste-water facilities (dump stations) should be allowed next to the boundaries of our private property to prevent the transfer of bad odors or health concerns of ground or ground water pollution. The sewer and waste dump station tanks should be located in the center of the RV Park.

Private Road Overuse – David Lane is a private residential road and should never be available to RV-Park Guests. It has been shared with the requestor firm in the past for limited use, such as parcel delivery and security, and should remain that way, including the avoidance of overuse by large vehicles during

the construction and paving of the RV Park. Any accidents by such vehicles with our residential vehicles will be considered the liability of the RV Park owner. Entry of heavy vehicles through Highway 99s is to be encouraged at all times for safety reasons. The two-lane road to the West of the proposed RV Park, Prairie Road, is without sidewalks or bicycle trails, has curves, and a higher speed limit -- all a formula for serious accidents with less-than-expert drivers of large RVs and large trucks. This road has the traffic of motor-vehicles, pedestrians, bicycles, Lane County Bus, and foot walkers and runners, including school-age youths.

Also, reference is made to my email of August 7, 2014, replying to AMD-14-01 with objections emphasizing the dangers of diesel engine as a source of fine-particle air pollution. In the past, RV gatherings of over 50 RVs in this proposed area, directly across our David Lane road, caused so much air pollution that residential windows could not be opened for the two or three days of the gathering. Residents looked the other way, rather than reporting this to authorities, since it was only a few-days duration. Approval of this proposal without plans for removing this air pollution could make this an every-day problem for residents.

Air pollution from diesel exhaust has now been medically proven to cause heart attacks and strokes, in addition to lung cancer and other health problems. See the fact sheet "Health Effects of Diesel Exhaust" from the Cal/EPA's Office of Environmental Health Hazard Assessment and The American Lung Association of California. Also, see the "Health Impacts of Diesel Pollution" on the website of the "Union of Concerned Scientists Science for a healthy planet and safer world", www.ucsusa.org.

Sincerely,

A black rectangular redaction box covering the signature of Billy T. House.

BILLY T. HOUSE

From: Billy T. House, 29075 David Lane, Junction City, Oregon 97448

July 5, 2016

Reference File Number: CUP-16-02

To: Jordon Cogburn, City Planner, 541.998.4763, email: jcplanning@ci.junction-city.or.us

Subject: Comments about RV Park Conditional Use Permit Request

Dear Mr. Chairman and Commission Member:

Review of the subject request, Junction City documents on the subject, and a lack of details from the conditional-use permit requestor, raises several concerns. These concerns fall into the following main areas:

Air Pollution – This involves the common RV use of diesel and gasoline exhaust fumes, more on this at the end. Full hook-up should include a hose to vent the exhaust fumes to a central location with a chimney that lifts those fumes into the high-air streams avoiding the surrounding residential homes. Full hook-up should include electrical power, for example 50 amperes, in addition to the other features discussed. “No RV hook-up” should be not an option. “Full hook-up” is preferred with at least electric, water, and sewer connections, and optionally cable TV and Wi-Fi. For example, electric power would eliminate the need for the RV to run the engine to recharge their batteries after using the water pump to dump wastes, and to continually operate other appliances and lights in the RV. If the RV Guest does not want to pay for the electric hook-up, then the hose connection will safety vent the exhaust fumes with the engines running without affecting the air quality of residences on three sides of the RV Park.

Security – All perimeters should be fenced with four and one-half foot minimum height similar to Section 17.105.010 Regulations to restrict the passage of small children, animals, and pet walkers. Such fences would also restrict unlawful use of the adjacent private road (David Lane) and entry into private property, especially during darkness, including both people and vehicles.

Sewer Waste – No sewer holding tanks or disposal of waste-water facilities (dump stations) should be allowed next to the boundaries of private property to prevent to transfer of bad odors or health concerns of ground or ground water pollution. The sewer and waste dump station tanks should be in the center of the RV Park.

Private Road Overuse – David Lane is a private residential road and should never be available to RV Park Guests. It has been shared with the requestor firm in the past for limited use, such as parcel delivery and security, and should remain that way, including the avoidance of overuse by construction vehicles during the building and paving of the RV Park. Any accidents by such vehicles with residential vehicles will be considered the liability of the RV Park owner. Entry of heavy vehicles through Highway 99s is to be encouraged at all times for safety. The two-lane road to the West of the proposed RV Park, Prairie Road, is without sidewalks or bicycle trails, has curves, and a higher speed limit; all a formula for serious accidents with less-than-expert drivers of large RVs and large trucks. This road has all types of traffic including bicycles and foot walkers including school age youths.

Also, reference is made to my email of August 7, 2014, replying to AMD-14-01 with objections emphasizing the dangers of diesel engine as a source of fine-particle air pollution. In the past, RV gatherings of over 50 RVs in this area caused so much air pollution that windows could not be opened for the two or three days of the gathering. Residents looked the other way rather than reporting this to authorities, since it was of a short few days duration. Approval of this proposal without plans to removing air pollution could make this an every-day event. Air pollution has now been medically proven to cause heart attacks and strokes, in addition to lung cancer and other health problems. See the fact sheet “Health Effects of Diesel Exhaust” from the CAL/EPA’s Office of Environmental Health Hazard Assessment and the American Lung Association of California, many other reports.

Sincerely,



Billy T. House Phone: 541-234-5720 Email: billhouse4@yahoo.com

You are Invited To a Planning Commission Public Hearing for a proposed RV Park (CUP-16-02)

The Planning Commission for the City of Junction City will hold a public hearing on July 20, 2016 at 6:30 p.m. to hear your comments and concerns about a proposed 55-space RV Park.

Want to know more? Come to the Public Hearing.

When: **Wednesday, July 20, 2016**

Time: 6:30 p.m.

Where: Council Chambers at City Hall, 680 Greenwood Street

Your Attendance is Important

- Get information
- Offer feedback
- Have your questions answered
- Discuss your concerns
- Learn about opportunities for public comment

For more information contact:

Jordan Cogburn, City Planner

680 Greenwood Street

541-998-4763

jcplanning@ci.junction-city.or.us

**JUNCTION CITY
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING
AND OPPORTUNITY TO COMMENT**

The Planning Commission for the City of Junction City will hold a public hearing on **Wednesday, July 20, 2016 at 6:30 pm, at City Hall, 680 Greenwood Street** to take testimony on the following land use application.

PROPOSAL	The applicant proposes a 55-space recreational vehicle park
NATURE OF APPLICATION	Conditional Use Permit
APPLICABLE CRITERIA	Junction City Municipal Code Chapter 17.130, Condistioan Uses; and 17.105, Recreational Vehicle Park Developments
APPLICANT	Marty Nill
LOCATION (Site)	93668 Highway 99s
ASSESSORS MAP & TAX LOTS	16-04-05-32-00500, 005059, 01000, 01002, & 01004
ZONING	Tax Lots: 00500, 01002 & 01004 are R2(Duplex Residential); Tax Lot 00509 is R1 (Single Family Residential) an; Tax Lot 01000 is GC (General Commercial)
FILE NUMBER	CUP-16-02
STAFF CONTACT	Jordan Cogburn, City Planner, jcplanning@ci.junction-city.or.us or 541.998.4763

The purpose of this notice is to provide an opportunity to comment and express concerns you may have related to the approval criteria, prior to the Planning Commission's decision to approve or deny the proposal.

Citizens may present testimony for or against the proposal by submitting written comments or by testifying at a public hearing on **Wednesday, July 20, 2016 at 6:30 p.m.**

If you would like your written comments to be included in the staff report, please submit them by **5:00 p.m. on Wednesday, July 5, 2016**. Written comments may be submitted:

- in person at City Hall, 680 Greenwood Street weekdays from 8:00am to 5:00pm;
- by mail to City Planner, City of Junction City, PO Box 250, Junction City OR, 97448;
- by fax to (541) 998-3140; or
- by email to jcplanning@ci.junction-city.or.us

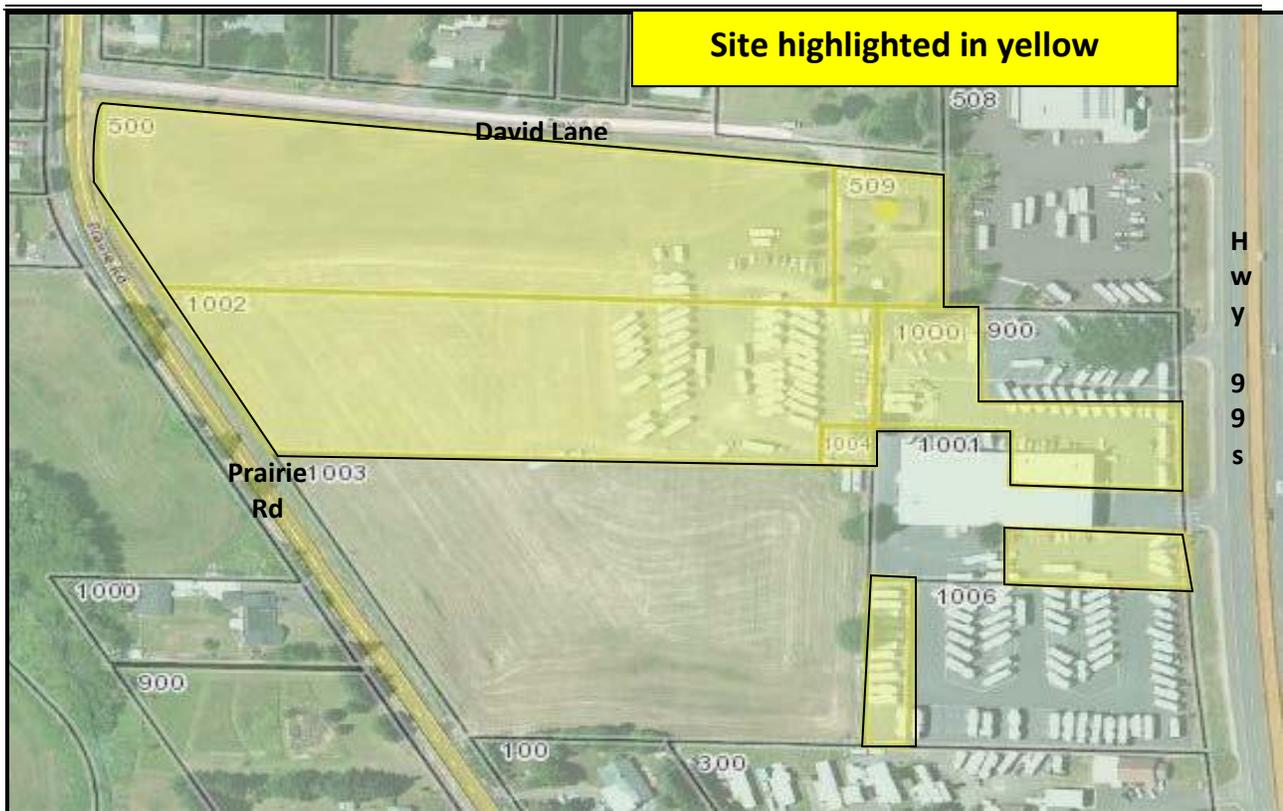
Your comments are important and will greatly improve the decision making process, but please note that you will not receive an individual response to information submitted. By law, comments received that are not related to the approval criteria may not be considered.

The Planning Commission will review the request for compliance with applicable criteria based upon information in the application, the staff report and comments received and make a decision. Approval of the proposal must include affirmative findings that are consistent with the Zoning Code, provisions of the Junction City Comprehensive Plan, and Statewide Planning Goals.

The staff report will be available for review at City Hall seven (7) days prior to the public hearing. Copies of the applicable municipal code, the staff report, and related documents can be reviewed at City Hall or purchased for the *5/20/2016*

cost of copying. The Junction City Municipal Code is available on the city's website at www.junctioncityoregon.gov. The public hearing will follow the city's land use hearing rules of procedure.

Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of the statements and evidence submitted, including an appeal to the Oregon Land Use Board of Appeals based on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in circuit court. Notice to mortgagee, lienholder, vendor, or seller: the Junction City Development code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.



**FINAL ORDER OF THE
JUNCTION CITY PLANNING COMMISSION
CONDITIONAL USE PERMIT (CUP-16-02), ACTA RV PARK**

A. The Junction City Planning Commission finds the following:

- a. The applicant has submitted the application and supporting documents necessary for the Planning Commission to understand the proposed use and its relationship to surrounding properties as required by Junction City Municipal Code Section 17.130.020.
- b. The Junction City Planning Commission held a public hearing on July 20, 2016 after giving the required notice per Junction City Municipal Code Section 17.150.080.
- c. The Junction City Planning Commission has reviewed all material relevant to the Conditional Use Permit that has been submitted or presented by the applicant, staff, and the general public regarding this matter.
- d. The Junction City Planning Commission followed the required procedure and standards of reviewing conditional use permits as required by Junction City Municipal Code Section 17.130.030.

B. Conditions of Approval

- 1. The city administrator or designee shall be afforded the right to drive through the property at reasonable hours to ensure compliance with the standard listed at JCMC 17.105.010(F).
- 2. In accordance with Lane Manual Chapter 15.515, storm water runoff from private property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches.

C. IT IS HEREBY ORDERED THAT the Junction City Planning Commission approves the Conditional Use Permit for a Recreational Vehicle Park Development in the Duplex Residential (R2) zone based on the following findings of fact:

Approval criteria are listed in bold. Findings addressing criteria, condition of approval and informational items included where appropriate.

17.130.010 Authorization to grant or deny conditional uses.

Conditional uses are those uses which may be appropriate, desirable, convenient or necessary in the district in which they are allowed, but which by reason of their height or bulk or the creation of traffic hazards or parking problems or other adverse conditions may be injurious to the public safety, welfare, comfort and convenience unless appropriate conditions are imposed. Uses designated in this chapter as conditional uses may be permitted, enlarged or otherwise altered upon

authorization by the planning commission in accordance with the standards and procedures set forth. In the case of a use existing prior to the effective date of the ordinance codified in this chapter and which is classified in this chapter as a conditional use, any change in use or in lot area or any alteration of the structure shall conform with the requirements dealing with conditional uses.

Finding: Planning records were reviewed. There are no existing conditional use permits for the subject property. Therefore, the criteria does not apply.

In permitting a conditional use, the city may impose, in addition to those standards and requirements expressly specified by this chapter, any additional conditions which the city considers necessary to protect the best interests of the surrounding property or the city as a whole. These conditions may include, but are not limited to, increasing the required lot size or yard dimensions; limiting the height of buildings; controlling the location and number of vehicle access points; increasing the street width; increasing the number of off-street parking and loading spaces required; limiting the number, size and location of signs; requiring screening and landscaping to protect adjacent property; and recording such conditions on the property with the county clerk. [Ord. [950](#) § 98, 1991.]

Finding: Under JCMC 17.15.020(H) Recreational Vehicle Park Developments are permitted in the Duplex Residential (R2) zone as Conditional Uses, subject to the standards at JCMC 17.105.010; provided, that:

1. No other such facilities exist within 400 feet; and
2. The property is located immediately adjacent to an existing commercial zone with a similar use. [Ord. 1225 § 1 (Exh. A), 2014; Ord. 1116 § 1, 2003; Ord. 950 § 16, 1991.]

Finding: The applicant proposes a 55-space Recreational Vehicle Park with a restroom structure and a future pavilion (phase-2). There are no other such facilities within 400 feet of the subject site, as the nearest RV Park development is roughly 1.6 to the north (Western Motel and RV Park). The subject site is directly adjacent to the Guaranty RV Travel Center, under the same ownership, which is an existing Commercial Recreational Vehicle use and Zoned General Commercial (GC) on the Junction City Zoning Map.

17.130.020 Application for a conditional use.

A property owner or his authorized agent may initiate a request for a conditional use by filing an application with the city using forms prescribed for the purpose. The application shall be accompanied by a site plan, drawn to scale, showing the dimensions and arrangement of the proposed development. The planning commission may require other drawings or information necessary to understand the proposed use and its relationship to surrounding properties. The applicant shall pay

a fee as established by the city council at the time the application is filed. [Ord. [950](#) § 99, 1991.]

Finding: The property owner submitted an application for a conditional use permit on June 3, 2016. The application was deemed complete on June 22, 2016. Therefore, the criteria are met.

17.130.030 Public hearing on conditional use.

A. Before the planning commission may act on a request for a conditional use, it shall hold a public hearing. The hearing shall be held within 40 days after the application for the conditional use is filed. Notice of the hearing and criteria for granting or denying a permit shall be as follows:

Finding: The Planning Commission held a public hearing on July 20, 2016, within 40 days of the application being filed on June 21, 2016. Notice of the public hearing was sent to owners of the surrounding properties on June 22, 2106. Therefore, this criterion is met.

B. Based on the testimony provided at the hearing, the planning commission shall develop findings of fact to justify either approving or denying a conditional use permit. The planning commission may approve such requests when it is determined the request is in conformance with all the following requirements:

- 1. The proposal is in conformance with the zoning ordinance;**
- 2. The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission;**
- 3. Public facilities are of adequate size and quality to serve the proposed use; and**
- 4. The proposed use will prove, or can be made to be through imposing conditions, reasonably compatible with surrounding properties.**

Finding: The proposed development site is located in the R2 zone. The following uses and their accessory uses are permitted when authorized in accordance with the requirements of JCMC 17.130:

H. Recreational vehicle park developments, as regulated by JCMC 17.105.010; provided, that:

1. No other such facilities exist within 400 feet; and
2. The property is located immediately adjacent to an existing commercial zone with a similar use. [Ord. 1225 § 1 (Exh. A), 2014; Ord. 1116 § 1, 2003; Ord. 950 § 16, 1991.]

Finding: The applicant proposes a 55-space Recreational Vehicle Park with a restroom structure and a future pavilion (phase-2). There are no other such facilities within 400 feet of the subject site, as the nearest RV Park development is roughly 1.6 to the north (Western Motel and RV Park). The subject site is directly adjacent to the Guaranty RV Travel Center, under the same ownership, which is an existing Commercial Recreational Vehicle use and zoned General Commercial (GC) on the Junction City Zoning Map. The applicant has submitted this

Conditional Use and concurrent Development Review application in response to the criterion listed above.

Finding: The applicant has address the standards at JCMC 17.105.010 as follows:

JCMC 17.105.010 Recreational Vehicle Park Development Regulations

A. All such developments shall comply with OAR 918, Division 650, and all other applicable state building or specialty codes.

Finding: The applicant understands this requirement and intends to comply with the applicable standards at the time of building permit review.

B. Seven sets of construction drawings and site plans shall be provided the city. The planning commission shall review and approve all site and construction plans prior to local government approval being issued by the city administrator.

Finding: Seven sets were included as part of the Development Review and Conditional Use submittal package.

C. All perimeters of the park shall be fenced or screened as determined by the planning commission. All street frontages shall provide a suitable fence three and one-half to four and one-half feet in height to restrict the passage of small children or animals. Fences adjacent to streets shall be set back 10 feet from the property line and the intervening area between the property line or sidewalk shall be landscaped. Such landscaping shall provide solid ground cover and at least one tree each 100 lineal feet which will provide a canopy of at least 300 square feet upon maturity.

Finding: The applicant has submitted a Landscape Plan showing compliance with the criterion listed above. Therefore, this standard has been satisfied.

D. All areas designed for parking or manoeuvring of vehicles shall be covered with asphalt or cement.

Finding: The applicant has submitted a Site Plan showing compliance with the criterion listed above. Therefore, this standard has been satisfied.

E. Length of stay for all tenants shall be limited to no more than 45 days in any calendar quarter. The city administrator or designee shall be afforded the right to drive through the property, and review all registration documents.

Finding: The applicant has stated in the submitted narrative that the proposed development is for temporary stay Recreational Vehicles and intends to comply with the criterion listed above. Therefore, this standard has been satisfied.

F. Shower facilities shall be provided at the ratio of at least one shower for each sex for the first 20 spaces and for every 20 spaces thereafter, except when the recreational vehicle park is a facility for self-contained vehicles only. [Ord. 982 § 4, 1994; Ord. 953 § 1, 1991; Ord. 950 Appx. C, 1991.]

Finding: The applicant has stated in the submitted narrative that the proposed development is exclusively for the use of self-contained vehicles. As stated, the following condition is warranted:

- The city administrator or designee shall be afforded the right to drive through the property at reasonable hours to ensure compliance with the standard listed at JCMC 17.105.010(F).

Finding: The proposed development site consists of two parcels equaling roughly 9.12 acres in size. Under the requirements at JCMC 17.15.030, the proposed use is not bound by lot size requirements. Therefore, the parcel is adequate in size and shape to accommodate the proposed use.

Finding: The Public Works director has stated that city services are of adequate size and quality to serve the proposed use. However, Prairie Road is under Lane County Public Works jurisdiction. Lane County Staff has reviewed the storm sewer plan associated with the proposal and submitted the following comments and condition:

"It appears from the plan that storm water runoff will be contained on site, which meets Lane County requirements. Staff noted one invert elevation error for the northerly outfall into the retention basin. The invert elevation was listed as 332.0, it should likely be 322.0. In accordance with Lane Manual Chapter 15.515, storm water runoff from private property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches. Ditches adjacent to County roads are designed solely to accommodate roadway storm water runoff"

Dan Ingram, Lane County Public Works, Senior Engineering Associate

Junction City Planning Staff concurs with Lane county Staff and as stated, the following condition is warranted:

- In accordance with Lane Manual Chapter 15.515, storm water runoff from private property shall not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches.

Finding: Surrounding properties to the north and south of the subject site are residential by designation. Parcels to the east are commercial by designation. The properties to the west are residential and farm use by Lane County designation. Recreational Vehicle Park Developments are considered as a Conditional Use within the R2 - Duplex Residential zone. Through the findings and conditions stated within this report, the proposed use is considered compatible with the surrounding properties. Therefore, these criteria have been met.

This approval shall become final on the date this decision and supporting findings of fact are signed by the Chairperson of the Junction City Planning Commission. An appeal of the Planning Commission's decision must be submitted to the City Council within 12 days of this Final Order being mailed to all opponents. Appeals may be made by filing written notice with the City and paying the fee equal to the average cost as prescribed by the City Council, and cost of the written transcripts up to \$500, plus one-half the cost over \$500. If no appeal is taken within the 12-day period, the decision of the Planning Commission shall be final. An appeal of the City Council's decision must be submitted to the Land Use Board of Appeals within 21 days of the Council's decision becoming final.

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court.

Signature: _____
Jason Thiesfeld
Chairperson Junction City Planning Commission

Date _____



JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY

Public Hearing: Transportation System Plan Comprehensive Plan Amendment

Meeting Date: July 20, 2016
Department: Planning
www.junctioncityoregon.gov

Agenda Item Numbers: 5b
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

Before the Commission is a draft Transportation System Plan and Appendix for Comprehensive Plan Text Amendment review and recommendation.

BACKGROUND

The City has recently completed an update to the adopted 2000 TSP, which constitutes the transportation element of the City's Comprehensive Plan. The TSP is intended to guide the management and implementation of the transportation facilities, policies, and programs, within the urban area over the next 20 years.

The TSP was updated through a comprehensive public involvement process that included public meetings, key stakeholder interviews, and online and paper questionnaires, and extensive Council and Committee review.

At the standing May 10, 2016 City Council Meeting, the Council consensus was to initiate the Adoption process and to meet at the standing May 24, 2016 Work Session to review remaining concerns prior to the first Public Hearing.

At the May 24th Council Work Session, the Council requested 4 changes be made to the Draft TSP prior to the first Public Hearing. The list of 4 revisions included:

- Removal of the SUP-2 and SUP-4 projects from the list of potential pedestrian improvements;
- Removal of language within the constrained project lists that states removal of on-street parking;
- Addition of language referencing the Safe Routes to School Action Plan in regard to future projects; and,
- Addition of language referencing future bicycle network connectivity with regional partners (as requested by the Mayor).

A finalized draft Transportation System Plan incorporating the remaining revisions discussed at the May 24, 2016 Work Session was received on June 3, 2016 and is included as Attachment A. A finalized Appendix was also received on June 3, 2016 and is also included within Attachment A

The proposed Transportation System Plan is shown to be consistent with the Junction City

Comprehensive Plan, the Oregon Statewide Planning Goals, and the Oregon Transportation Planning Rule as shown in the findings with the Staff Report, as well as the proposed Final Order included as Exhibit C.

RELATED CITY POLICIES

Comprehensive Plan Amendment

The Comprehensive Plan Committee may initiate amendments deemed necessary for the continued usefulness of the plan. In this case, the amendment is initiated by the City (City Council). The proposal must be in compliance with the adopted Comprehensive Plan. In addition, the proposal must show compliance with the Oregon Statewide Planning Goals.

PLANNING COMMISSION OPTIONS

The Commission may:

- a. Recommend approval of the Transportation System Plan Comprehensive Plan Amendment to the City Council based on the findings as stated in the Final Order
- b. Recommend approval of the Transportation System Plan Comprehensive Plan Amendment to the City Council with modifications to findings in the Final Order
- c. Deny the proposed amendment based on changes to the proposed findings.
- d. Continue the public hearing to a time and date certain if more information is needed.

SUGGESTED MOTION

I make a motion to (recommend approval/recommend denial/continue the hearing) of the Transportation System Plan Comprehensive Plan Amendment, file CPA-16-02 based the findings as stated in the Final Order.

ATTACHMENTS

- A. Draft Transportation System Plan and Draft Transportation System Plan Appendix (Located in Separate Binder)
- B. Staff Report dated: July 12, 2016
- C. Public Hearing Notice
- D. Proposed Final Order CPA-16-02

Attachment A -

Transportation System Plan and Appendix

These items included as a separate attachment located in the distributed binders.

- Hard copies of the Transportation System Plan and Appendix are available at City Hall, 680 Greenwood Street, Junction City, Oregon 97448
- Digital copies are available on the City's website at: <http://goo.gl/A2RvaQ>



City of Junction City Planning and Building Department
680 Greenwood Street / P.O. Box 250
Junction City, Oregon 97448
Ph: 541.998.4763 / fax: 541.998.3140
jcplanning@ci.junction-city.or.us
www.junctioncityoregon.com

FINDINGS OF THE JUNCTION CITY PLANNING DEPARTMENT:

STAFF REPORT FOR THE JUNCTION CITY TRANSPORTATION SYSTEM PLAN UPDATE

Item Summary:

Transportation System Plan Update

Lead City Staff:

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Subject Property/Zoning/Location:

Citywide

REQUEST

The City has recently completed an update to the adopted 2000 Transportation System Plan (Ordinance No. 1085), which constitutes the transportation element of the City's Comprehensive Plan. The Transportation System Plan (TSP) is intended to guide the management and implementation of the transportation facilities, policies, and programs, within the urban area over the next 20 years.

The TSP has been updated through a comprehensive public involvement process that included public meetings, key stakeholder interviews, online and paper questionnaires, Task Force review, and Planning Commission briefing. Staff recommends the Planning Commission consider the staff report and supporting information presented in the attachments to this report and recommend adoption of the Junction City Transportation System Plan to the City Council.

Public Notice and Referrals:

JCMC 17.150.080 (B) states:

"With the exception of Type IV applications, notice of hearing or contemplated land use action shall be mailed to the applicant and to all owners and abutting property owners, including owners of property which would be abutting if there were not intervening streets, of the property which is the subject of the notice. In addition, notice shall be provided to all owners of record of property on the most recent property tax assessment roll within 300 feet of the subject property. Notice shall be mailed at least 20 days before the date of the hearing or review."

On June 21, 2016, staff posted notice of the scheduled public hearing at four locations within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall. On June 30, 2016

staff posted notice of the scheduled public hearing at the Dollar Tree, 520 Pacific Hwy W, Junction City. To date, no public comments have been received. A copy of the notice is included as an attachment.

Referral comments on the application were also requested from various affected service providers and City departments. Referral comments received include:

- Clair Company, Junction City Building Official, dated June 27, 2016 - No concerns.
- Lane County, dated July 1, 2016 - No concerns.
- Department of State Lands, date July 5, 2016 - State permits may required as associated with relevant projects.
- Oregon Department Of Transportation (ODOT), dated July 8, 2016 - No concerns, City may want to consider adding \$2.5 Million in STIP funding under Table 11 as the State has funds available for relevant Junction City projects.

All referral comments received by the Planning Department on TSP adoption process are included in the application file for reference. Additionally, comments are addressed in the context of applicable criteria and standards in the following evaluation.

General Information:

The 2016 TSP provides an evaluation of the existing transportation infrastructure and the ability to accommodate the expected growth in population and economic opportunities through year 2036. The evaluation considered the infrastructure capacity to facilitate the expected increase and changed in vehicle traffic and identification of improvement options. The plan also includes an evaluation and recommendations to improve connections and pathways for pedestrian and bicycle travel. The plan includes:

- 20-year planning horizon estimation of the growth in employment and households within the City UGB.
- Estimation of impacts to the existing street network from the vehicle traffic added by the additional employment and households.
- Estimation of impacts to the existing street network from through travel on the City streets.
- Evaluation of the needed improvements to facilitate the expected increase in vehicle traffic.
- Evaluation of needed infrastructure to improve pedestrian and bicycle access throughout the City.
- Revised Goals and Policies for Comprehensive Plan implementation.
- List of 20 year projects with priority and funding opportunities.

This plan was prepared with both public and agency participation. A Citizen Advisory Committee (CAC) was appointed by City Council to advise City staff and the consultant team and to provide recommendations to the Planning Commission and City Council. The CAC met a total of five times and included representatives from City Council, the Lane County Roads Advisory Committee, City Planning Commission, local businesses, and interested citizens.

A Technical Advisory Committee (TAC) was established to provide input from affected agencies and service providers. The TAC met a total of four times and included representatives from Junction City, Lane County, ODOT, DLCD, Lane Rural Fire/Rescue, and Lane Transit District.

An Alley Access Management Subcommittee was formed from representatives of ODOT, the City, and the CAC. This committee met one time to discuss issues with use of the public alleys for property access as required by the OR 99 Junction City Refinement Plan. Public open houses were held at key milestones in the TSP development process. Citizen input was incorporated into the plan via both the public open house forums as well as surveys that could be accessed via the internet to make formal comments on the proposed projects. Open houses were advertised via mailings, online postings, and postings made in public places.

A Task Force was formed to review the initial draft. The Task Force met a total of ten times and included representatives from the City Council, Planning Commission, and the public with the objective of making recommendations to the Council in regard to outstanding concerns and relevant milestones.

The Junction City TSP development process included discussion of goals and objectives, evaluation of existing and future needs, consideration of potential solutions, development of the TSP document and implementing ordinances, and adoption by the City and Lane County.

Evaluation

The following evaluation includes findings of compliance with the applicable criteria and related standards as provided in the Junction City Comprehensive Plan and Oregon Statewide Planning Goals, with informational items noted where appropriate. The approval criteria and related standards are listed below in **bold**, with findings addressing each.

JUNCTION CITY COMPREHENSIVE PLAN COMPLIANCE

Chapter 1: Citizen Involvement Element

FINDING: This element of the Comprehensive Plan will be met by compliance with the adopted notification and hearing processes under Junction City Municipal Code Sections 17.145.030, 17.150.070 and 17.150.080. The City is processing the Transportation System Plan Update as a Type IV Legislative Decision per Section 17.150.070 and scheduled a hearing before the Junction City Planning Commission on July 20, 2016. On July 6, 2016 the public hearing was advertised in the Register Guard Newspaper, at least 10 days prior to the public hearing scheduled for July 20, 2016 and on June 21, 2016 the City posted public notice of the proposed Comprehensive Plan Amendment at the following four sites within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall, and on June 30, 2016 at the Dollar Tree, 520 Pacific Hwy W, Junction City per Section 17.150.080 of the City's zoning code. Staff also posted notice of the July 20, 2016 Public Hearing on the City of Junction City website on June 17, 2016.

FINDING: The City provided numerous opportunities for widespread citizen involvement in all phases of the TSP development process. The public involvement program provided widespread citizen

involvement. The citizen involvement program involved a cross-section of affected citizens in all phases of the planning process and included stakeholder interviews, surveys, and open houses. Effective two-way communication between citizens, project staff, and elected and appointed officials in the project was provided in-person, through open houses and public hearings, which were open to the public, at which public input is sought and heard. Technical information was explained in a simplified form in staff reports, presentations at public meetings, and in person or by phone as needed. City staff provided assistance to interpret and effectively use technical information. A copy of all technical information was always available on the City's website as well as at City offices. To ensure that citizens receive a response from policy makers and to understand the decision-making process, copies of the written decision findings and minutes of all public hearings and meetings are retained and made available for public review. Sufficient staff, financial and informational resources are available to support the implementation of the TSP public involvement plan and the city's citizen involvement process.

FINDING: The proposed Transportation System Plan update is consistent with Chapter 1 of the Junction City Comprehensive Plan.

Chapter 3: Land Use Element

FINDING: The 2016 Transportation System Plan acts as the transportation planning element for the Comprehensive Plan. It replaces the 2000 adopted TSP, updating our transportation planning to include expanded Urban Growth Boundary areas, revise planning expectations based on new traffic data and population trends, and address multi-modal concerns more fully. This TSP considers all modes of transportation, including mass transit, rail, vehicular, bicycle and pedestrian facilities. The TSP will provide a framework for addressing transportation related issues when making future land use decisions. The ordinance adopting the amendments to the Comprehensive Plan will be adopted by the City Council after a public hearing. Further amendments to the TSP will be reviewed and, as needed, revised periodically to take into account changing public policies and circumstances. Opportunities have been provided for review and comment by citizens and affected governmental units during this review and revision of the Comprehensive Plan.

FINDING: The proposed Transportation System Plan update is consistent with Chapter 3 of the Junction City Comprehensive Plan.

Chapter 6: Transportation Element

FINDING: The TSP creates a long-range plan for the development and management of Junction City's transportation facilities and services in order to meet the requirements of the Oregon Transportation Planning Rule (TPR). The TSP will ensure that the needs of all users of the transportation system are balanced in the implementation process. Statewide Planning Goal Compliance for Transportation is addressed under Goal 12, Transportation Planning Rule, below. The Goals and Policies listed at Chapter 6 within the Comprehensive Plan will be amended to reflect the updates listed in the TSP.

FINDING: The proposed Transportation System Plan update is consistent with Chapter 6 of the Junction City Comprehensive Plan.

OREGON STATEWIDE PLANNING GOAL COMPLIANCE

Goal 1 Citizen Involvement

Goal 1 - Citizen Involvement. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: This goal will be met by compliance with the adopted notification and hearing processes under Junction Municipal Code Sections 17.145.030, 17.150.070 and 17.150.080. Additionally, the TSP is consistent with Goal 1, Public Involvement, as multiple public meetings and open houses were held throughout the planning process, and a Citizen Advisory Committee met regularly to review planning progress. Public notice of the proposed TSP has been provided through the Type IV public notice process as specified above. The Department of Land Conservation and Development (DLCD) was notified of the intended modification on June 6, 2016, and did not express any concerns about the proposed update. Lane County transportation planning staff was notified of the public hearing before the Junction City Planning Commission on July 20, 2016 and stated no concerns as well. After recommendation by the Planning Commission, and subsequent adoption by the Junction City Council, a public process will be held at Lane County as co-adoption by the Lane County Commission is required. Therefore, Goal 1 has been adequately addressed.

Goal 2 Land Use Planning

Goal 2 - Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDING: This request is consistent with Goal 2. The purpose of Goal 2, Land Use Planning, is to establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions. Under Goal 2, "All land use plans shall include identification of issues and problems, inventories and other factual information for each applicable statewide planning goal, evaluation of alternative courses of action and ultimate policy choices, taking into consideration social, economic, energy and environmental needs. The required information shall be contained in the plan document or in supporting documents." The current Junction City Comprehensive Plan includes through an ordinance a Transportation System Plan adopted as the Transportation element in 2000 (Ord. 1085). In 2012, Junction City expanded its Urban Growth Boundary (UGB), making the 2000 Transportation System Plan and 2009 Highway 99 Refinement Plan out-of-date regarding the full extent of the city's jurisdictional planning area. It is appropriate for the City at this time to adopt a 20-year planning horizon for its transportation system planning to include its full, amended UGB. In order to do so, the City must follow procedures outlined in Goal 12 and OAR 660-0011 for public facilities. Provided the City follows the requirements of OAR 660-0015 and adopts the TSP as a refinement plan to the Comprehensive Plan, the requirements of Goal 2 are being met through this adoption process.

Goals 3 Agricultural Lands and Goal 4 Forest Lands

Goal 3 - Agricultural Land: To preserve and maintain agricultural lands.

Goal 4 - Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices

that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

FINDING: Goals 3 and 4 require counties to inventory agricultural lands and to maintain and preserve them through EFU zoning. Because the TSP is relevant to facilities within the acknowledged Urban Growth Boundary of the City of Junction City, Goals 3 and 4 are not applicable.

Goal 5 Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: To conserve open space and protect natural and scenic resources.

FINDING: TSP projects were developed and considered with impacts to open space, scenic and historic areas, and natural resources. The majority of the projects within the TSP are adjacent to or within the right of way of existing transportation facilities, and have very little potential impacts outside of existing right-of-way. There are a few multi-use trails that are adjacent to or potentially through open spaces and scenic areas, and the project description includes flexibility and consideration of impacts when implementing these trails to minimize negative impacts to open space, historic and scenic areas and natural resources. Therefore, Goal 5 has been adequately addressed.

Goal 6 Air, Water and Land Resources Quality

Goal 6 - Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

FINDING: The TSP contains goals, objectives and projects that encourage the use of alternative transportation methods. The majority of projects in the plan are on existing facilities and will have any limited to no impacts on air, water, and land resource quality. The TSP also contains a policy (Policy 3b) to minimize or avoid adverse impacts on natural scenic, historic, and open space resources within Junction City. The TSP's focus on multi-modal projects and programs to reduce reliance on the single occupant vehicle aim to mitigate future impacts and improve air quality within the City. Therefore, Goal 6 has been adequately addressed.

Goal 7 Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

FINDING: Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flood hazards. The only identified natural hazard in Junction City is flooding. Junction City has an acknowledged floodplain protection ordinance. Land within the floodway is considered unsuitable for urban development. Areas subject to natural disasters and hazards have been considered in the development of the planned transportation system to ensure that these areas are avoided. Therefore, Goal 7 has been properly addressed.

Goal 8 Recreation Needs

Goal 8 - Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

FINDING: The TSP identifies and includes pedestrian and bicycle projects that connect residential areas to recreational destinations such as parks and open spaces. Therefore, Goal 8 has been addressed.

Goal 9 Economy of the State

Goal 9 -Economic Development: Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon’s citizens.

FINDING: The TSP reinforces the City’s road network with transportation projects that provide access to commercial and industrial facilities and employment sites. Adopting the TSP will ensure that transportation improvements will be available to support the planned uses in the City’s employment areas, consistent with other local economic development goals stated within the Comprehensive Plan.

Goal 10 Housing

Goal 10 - Housing: To provide for the housing needs of citizens of the state.

FINDING: The TSP bolsters the livability of Junction City's residential areas by including appropriate access, street, bicycle and pedestrian facilities to serve current and future residential developments. Therefore, Goal 10 has been addressed.

Goal 11 Pubic Facilities and Services

Goal 11 - Public Facilities and Services: to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

FINDING: The DLCD acknowledged 2012 Comprehensive Plan found compliance with the Statewide Planning Goals, including Goal 11 (Ordinance 1212, Appendix 1, Page 144).

FINDING: Goal 11, Public Facilities, is implemented through OAR 660-011. The City has a Public Facilities Plan that addresses drinking water, sanitary sewer, and storm drainage facilities in compliance with the above regulations. This Transportation System Plan replaces the currently adopted 2000 Transportation System Plan, which has been serving as the transportation section for the Public Facilities Plan. Per OAR 660-011-0010(1), this Public Facility Plan must include the following:

(a) An inventory and general assessment of the condition of all the significant public facility systems which support the land uses designated in the acknowledged comprehensive plan.

FINDING: The 2016 Transportation System Plan Update includes an inventory and general assessment of significant transportation facilities.

(b) A list of the significant public facility projects which are to support the land uses designated in the acknowledged comprehensive plan.

FINDING: The 2016 Transportation System Plan Update includes a list of significant public facility transportation projects of all modes that support the land uses designated in the acknowledged comprehensive plan.

(c) Rough cost estimates of each public facility project.

FINDING: Rough cost estimates for each project identified is included in the 2016 Transportation System Plan Update.

(d) Maps or written description of each public facility project's general location or service area.

FINDING: Maps and written descriptions are provided for each transportation project identified.

(e) Policy statement(s) or urban growth management agreement identifying the provider of each public facility system. If there is more than one provider with the authority to provide the system within the area covered by the public facility plan, then the provider of each project shall be designated.

FINDING: Policy statements are provided identifying each provider of each public facility transportation element.

(f) An estimate of when each facility project will be needed.

FINDING: The 2016 Transportation System Plan Update identifies each transportation project as short, medium and long range depending on the funding source and when the project is needed.

(g) A discussion of the City's existing funding mechanisms and the ability of these and possible new mechanisms to fund the development of each public facility project or system.

FINDING: A discussion on existing and proposed funding mechanisms for these transportation projects is provided in the plan.

FINDING: With this information, the City of Junction City can adequately plan for or develop timely, orderly and efficient arrangements of transportation facilities over the planning horizon (next 20 years). Therefore, the proposed amendments comply with Goal 11.

Goal 12 Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

FINDING: Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural development (OAR 660-012-0000(1)). The 2016 Transportation System Plan updates the 2000 adopted TSP to include expanded Urban Growth Boundary areas, revise planning expectations based on new traffic data and population forecasts, repeal outdated access requirements stated within the

Highway 99 Refinement Plan, and addresses multi-modal concerns more comprehensively. This TSP considers all modes of transportation, including mass transit, rail, vehicular, bicycle and pedestrian. The TSP was developed using 2015 population projections from the Portland State University Population Research Center Population Forecasts. This TSP is based on an inventory of local, regional and state transportation needs, bolstered by traffic data gathered from 2010 through 2016. It is designed to emphasize the importance of a multi-modal transportation network; minimize adverse social, economic and environmental impacts and costs; conserve energy through the use and enhancement of existing facilities and right-of-ways; meet the needs of transportation disadvantaged by improving transportation services and multi-modal access; facilitate the flow of goods and services so as to strengthen the local and regional economy; and conform with and bolster local and regional comprehensive land use plans and planning efforts.

FINDING: The 2016 TSP complies with Division 12 as stated in the findings below:

Division 12: Transportation Planning Rule (OAR 660-012-000):

Section 660-012-0015(3), Preparation and Coordination of Transportation System Plans- Cities and counties shall prepare, adopt and amend local TSPs for lands within their planning jurisdiction in compliance with this division:

(a) Local TSPs shall establish a system of transportation facilities and services adequate to meet identified local transportation needs and shall be consistent with regional TSPs and adopted elements of the state TSP.

FINDING: The TSP is consistent with this criterion because the system of transportation facilities and services identified are adequate to meet local transportation needs, are consistent with existing regional TSPs (Lane County's TSP) and adopted elements of the state TSP (the Oregon Transportation Plan, OTP).

(b) where the Regional TSP or elements of the State TSP have not been adopted, the city or county shall coordinate the preparation of the local TSP with the regional transportation planning body and ODOT to assure that regional and state transportation needs are accommodated.

FINDING: The proposal is consistent with this criterion because development of the TSP was coordinated with Lane County and ODOT.

Section 660-012-0015(4) Cities and counties shall adopt regional and local TSPs required by this division as part of their comprehensive plans. Transportation financing programs required by OAR 660-012-0040 may be adopted as a supporting document to the comprehensive plan.

FINDING: The TSP is consistent with this criterion because it is adopted as part of the City's comprehensive plan and co-adopted by Lane County.

Section 660-012-0015(5). The preparation of TSPs shall be coordinated with affected state and federal agencies, local governments, special districts, and private providers of transportation services.

FINDING: The TSP was prepared in coordination with affected state and federal agencies, local governments, special districts and private providers of transportation services.

Section 660-012-0016(1). Coordination with Federally-Required Regional Transportation Plans in Metropolitan Areas- In metropolitan areas, local governments shall prepare, adopt, amend and update transportation system plans required by this division in coordination with regional transportation plans (RTPs) prepared by MPOs required by federal law.

FINDING: The criterion is not applicable as Junction City is not in a metropolitan area nor in an Metropolitan Planning Organization (MPO).

Section 660-012-0020(1). Coordinated Network of Transportation Facilities, of the TPR requires TSPs to establish a coordinated network of transportation facilities adequate to serve state, regional and local transportation needs.

FINDING: The TSP complies with this criterion because it includes a coordinated network of transportation facilities adequate to serve state, regional and local transportation needs.

Section 660-012-0020(2)(a). Determination of Transportation Needs, of the TPR requires TSPs to include a determination of transportation needs as provided in 660-012-0030.

FINDING: The TSP is consistent with this criterion as demonstrated in the findings for 660-012-0030.

Section 660-012-0020(2)(b). Road Plan of the TPR requires a plan that includes a system of arterials and collectors and standards for the layout of local streets and other important non-collector street connections.

FINDING: The TSP is consistent with this requirement as it contains street classification maps and standards for the City. The maps includes Arterials, Collectors, and Local Streets.

Section 660-012-0020(2)(c). Public Transportation Plan of the TPR requires an inventory and assessment of public transportation services including services for the transportation disadvantaged.

FINDING: The TSP is consistent with this criterion because it includes an inventory and assessment of public transportation services including those for the transportation marginalized or disadvantaged.

Section 660-012-0020(2)(d). Pedestrian Plan of the TPR requires a plan for a network of pedestrian routes throughout the planning area.

FINDING: The TSP is consistent with this requirement because it includes a pedestrian plan for the entire planning area.

Section 660-012-0020(2)(e). Air, Rail, Water, and Pipeline Transportation Plan, of the TPR requires TSPs to identify where major facilities are located or planned within the planning area.

FINDING: The TSP meets this requirement related to air, rail, and pipeline transmission. There are no navigable waterways within the Junction City urban growth boundary. The existing condition of accommodations for transit, rail, air, pipeline, and waterway transportation in Junction City was described in a technical memorandum that has been included in the appendix. The City does not own or operate facilities or programs related to these modes of travel, but can support them through adoption of policies and construction of complimentary improvements.

Section 660-012-0020(2)(f). Transportation System Management, of the TPR requires TSPs to address travel demand with measures which may include traffic signal improvements, traffic control devices, channelization, access management, ramp metering, and restriping for HOV lanes.

FINDING: The TSP addresses Transportation System Management. The TSP is supportive of this policy because it includes policies and goals that call for giving preference to transportation improvements that use existing roadway capacity efficiently and improve the safety of the system; supports using access management in situations where needed to ensure the safe and efficient operation of higher-speed, heavily traveled streets; and includes projects, programs, and strategies to make the system more efficient and safe without additional capacity increases.

Section 660-012-0020(2)(g). A parking plan in MPO areas as provided in OAR 660-012-0045(5)(c).

FINDING: This criterion is not applicable as the planning area is not in an MPO.

Section 660-012-0020(2)(h). Policies and land use regulations for implementing the TSP as provided in OAR 660-012-0045.

FINDING: The proposal is consistent with this criterion as the Comprehensive Plan and Junction City Municipal Code include TSP implementation measures.

Section 660-012-0020(3)(a) Requires an inventory, assessment of capacity, and conditions for the street system.

FINDING: The TSP meets this requirement because it includes an inventory and assessment of capacity and conditions for the street system.

Section 660-012-0020(3)(b). A system of planned transportation facilities, services and major improvements. The system shall include a description of the type of functional classification of planned facilities and services and their planned capacities and performance standards.

FINDING: The TSP meets this requirement because it includes maps and project descriptions for major transportation improvements, including local street improvements.

Section 660-012-0020(3)(c). A description of the location of planned facilities, services and major improvements, establishing the general corridor within which the facilities, services or improvements may be sited. This shall include a map showing the general location of proposed transportation improvements, a description of facility parameters such as minimum and maximum road right of way width and the number and size of lanes, and any other additional description that is appropriate.

FINDING: The TSP is consistent with this criterion because the TSP includes a description/map of the location of planned facilities and major improvements, and its street standards provide a description of facility parameters such as minimum and maximum road right of way width, number and size of lanes, and other relevant design standards.

Section 660-012-0020(3)(d). Identification of the provider of each transportation facility or service.

FINDING: The TSP is consistent with this criterion because the plan text identifies providers of each transportation facility or service; and the discussion of transit projects identifies the transit service provider.

Section 660-012-0025(2). Complying with Statewide Goals, of the TPR requires findings of compliance with applicable statewide planning goals.

FINDING: The TSP is consistent with this requirement because statewide planning goal findings of compliance are included in this report.

Section 660-012-0025(2). Complying with Comprehensive Plan, of the TPR requires findings of compliance with applicable acknowledged comprehensive plan policies.

FINDING: The TSP is consistent with this requirement because the proposal is consistent with applicable acknowledged comprehensive plan policies and is the transportation element of the Comprehensive Plan. The proposed TSP implements and provides a transportation system that evenly distributes traffic throughout the community, minimizes impacts to residential streets, identifies arterials; is interconnected, safe, convenient, accessible, environmentally responsible, and considers neighborhood impacts.

Section 660-012-0030(1)(a). Determination of Transportation Needs, of the TRP requires TSPs to identify state, regional and local transportation needs relevant to the planning area and the scale of the transportation network being planned.

FINDING: The TSP meets this requirement because it identifies state, regional, and local transportation needs relevant to the Junction City UGB and bases needs on projections of future travel demand. The Lane County Transportation System Plan is currently being updated and shall consider the findings of the Junction City TSP.

Section 660-012-0030(1)(b). Determination of Transportation Needs, the TPR requires TSPs to identify the needs of the transportation disadvantaged.

FINDING: The TSP is consistent with this provision because the needs of the transportation disadvantaged were identified and factored into the project evaluation framework.

Section 660-012-0030(1)(c). Determination of Transportation Needs, the TPR requires TSPs to identify the needs for movement of goods and services to support industrial and commercial development pursuant to OAR chapter 660, division 9 and Goal 9 (Economic Development).

FINDING: The TSP meets this requirement because the TSP identifies facilities to meet the needs for the movement of goods and services to support industrial and commercial development.

Section 660-012-0030(2). Counties or MPO's preparing regional TSP's shall rely on the analysis of state transportation needs in adopted elements of the state TSP. Local governments preparing local TSP's shall rely on the analyses of state and regional transportation needs in adopted elements of the state TSP and adopted regional TSP's.

FINDING: The TSP is consistent with this provision because it is a local TSP and the analyses of state and regional transportation needs as adopted in elements of the state TSP and adopted Lane County TSP were considered in the analyses developing the Junction City TSP.

Section 660-012-0030(3)(a). Determination of Transportation Needs, the TPR requires TSPs to use 20-year population and employment forecasts in determining state, regional, and local needs. Population and employment forecasts and distributions are consistent with the acknowledged comprehensive plan, including those policies that implement Goal 14.

FINDING: The TSP was developed using certified 2015 population projections from the Portland State University Population Research Center Population Forecasts. The TSP update is consistent with this requirement because 20-year state adopted certified population used, and employment forecasts consistent with the Junction City Comprehensive Plan that implements Goal 14, were applied in all transportation component analyses (vehicle, bicycle, pedestrian and transit).

Section 660-012-0030(3)(b). Determination of Transportation Needs, the TPR requires TSPs to include, as part of their determination of needs, measures to reduce reliance on the automobile.

FINDING: The TSP is consistent with this requirement because measures to reduce reliance on the automobile such as increasing bicycle and pedestrian facilities are included in the TSP.

Section 660-012-0035(1). Evaluation and Selection of Transportation System Alternatives, The TSP shall be based upon evaluation of potential impacts of system alternatives that can reasonably be expected to meet the identified transportation needs in a safe manner and at a reasonable cost with available technology. The following shall be evaluated as components of system alternatives: (a) Improvements to existing facilities or services; (b) New facilities and services, including different modes or combinations of modes that could reasonably meet identified transportation needs; (c) Transportation System management measures; (d) Demand management measures; and (e) A no-build system alternative required by the National Environmental Policy Act of 1969 or other laws.

FINDING: The TSP is consistent with this requirement because alternatives which could reasonably be expected to meet identified transportation needs in a safe manner and at a reasonable cost with available technology were considered in the development of the preferred alternative/proposed TSP. Evaluation of alternatives included the following components: improvements to existing facilities or services; new facilities and services including different modes or combination of modes; transportation system management measures; transportation demand management measures; and a no-build system alternative which was found to not meet the identified transportation needs.

Section 660-012-0035(3)(a). The following standards shall be used to evaluate and select alternatives: The transportation system shall support urban and rural development by providing types and levels of transportation facilities and services appropriate to serve the land uses identified in the acknowledged comprehensive plan;

(3)(b), The transportation system shall be consistent with state and federal standards for protection of air, land and water quality including the State Implementation Plan under the Federal Clean Air Act and the State Water Quality Management Plan;

(3)(c), The transportation system shall minimize adverse economic, social, environmental and energy consequences;

(3)(d) The transportation system shall minimize conflicts and facilitate connections between modes of transportation; and

(3)(e) The transportation system shall avoid principal reliance on any one mode of transportation by increasing transportation choices to reduce principal reliance on the automobile. In MPO areas this shall be accomplished by selecting transportation alternatives which meet the requirements in section (4) of this rule.

FINDING: The TSP is consistent with this requirement because 3a-3e were used to evaluate alternatives and select a preferred alternative. The MPO requirement is not applicable as the planning area is not in an MPO.

Section 660-012-0035(5). MPO areas shall adopt standards to demonstrate progress towards increasing transportation choices and reducing automobile reliance as provided for in this rule.

FINDING: This criterion is not applicable as the planning area is not in an MPO.

FINDING: The TSP creates a long-range plan for the development and management of Junction City's transportation facilities and services in order to meet the requirements of the Oregon TPR. The TSP will ensure that the needs of all users of the transportation system are balanced in the implementation process. Therefore, Goal 12 has been addressed.

Goal 13 Energy

Goal 13 - Energy Conservation: This goal states: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”

FINDING: Goal 13 requires land and uses developed on the land to be managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principles. Energy consequences of the Transportation System Plan have been considered. The recommended projects and stated policies within the TSP supports a balanced transportation system that encourages walking, bicycling, and public transit trips that reduce the need for single-occupant vehicles. Therefore, Goal 13 has been adequately addressed.

Goal 14 Urbanization

Goal 14 - Urbanization: To provide for an orderly and efficient transition from rural to urban land use.

FINDING: The TSP supports efficient and orderly development in Junction City by providing a multimodal transportation system within the Urban growth Boundary. The transportation system plan does not affect or change the existing UGB, although the plan includes projects and goals for multi-modal transportation service provisions to the recently included UGB expansion areas. The transportation system plan details how the city will expand existing facilities to encourage a safe, convenient, and economic transportation system that meets projected population and employment growth within the existing UGB through 2036. Therefore, Goal 14 has been adequately addressed.

Goal 15 through 19

Goal 15 - Willamette River Greenway: To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

Goals 16-19; Estuary Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources: These goals are not relevant to this proposed amendment because there is no coastal, estuarine, ocean, or beach and dune resources related to the site.

FINDING: Goals 15 through 19 are related to the Willamette Greenway and coastal resources. As such, these goals do not apply to the TSP and no further analysis is required.

STAFF RECOMMENDATION

The Planning Department recommends Planning Commission approval of the Transportation System Plan based on the findings stated above.

Staff Report Date:

July 12, 2016

Jordan Cogburn, City Planner
Junction City

You are invited
To a Planning Commission Public Hearing about
Proposed Amendments to the Transportation System Plan

The Junction City Planning Commission will hold a public hearing on July 20, 2016 at 6:30 p.m. to hear your comments and concerns about a city proposal that would amend the city's transportation system plan.

Want to know more?

Come to the Public Hearing or
Contact the City Planner call: 541-998-4763
Email: jcplanning@ci.junction-city.or.us

When: **Wednesday, July 20, 2016**

Time: 6:30 p.m.

Where: Council Chambers at City Hall, 680 Greenwood Street

Your Attendance is Important

- Get information
- Have your questions answered
- Discuss your concerns about the proposal
- Learn about opportunities for public comment

For More Information Contact:
Jordan Cogburn, City Planner
City Hall, 680 Greenwood Street
541-998-4763 or jcplanning@ci.junction-city.or.us

**JUNCTION CITY PLANNING COMMISSION
NOTICE OF PUBLIC HEARING
AND OPPORTUNITY TO COMMENT**

The Junction City Planning Commission will hold a public hearing on **Wednesday, July 20, 2016 at 6:30 pm, at City Hall, 680 Greenwood Street** to take testimony on the following land use application.

PROPOSAL	Amendments to the city's Transportation System Plan
NATURE OF APPLICATION	Comprehensive Plan Amendment
APPLICABLE CRITERIA	Junction City Municipal Code Chapter 17.145
APPLICANT	City of Junction City
FILE NUMBER	CPA-16-02
STAFF CONTACT	Jordan Cogburn, City Planner, jcplanning@ci.junction-city.or.us or 541.998.4763

The purpose of this notice is to provide an opportunity to comment and express concerns you may have related to the approval criteria, prior to the Planning Commission's recommendation to City Council to approve or deny the proposal.

Citizens may present testimony for or against the proposal by submitting written comments or by giving oral testimony at a public hearing on **Wednesday, July 20, 2016 at 6:30 p.m.**

If you would like your written comments to be included in the staff report, please submit them by **5:00 p.m. on Tuesday, July 5, 2016.** Written comments may be submitted:

- in person at City Hall, 680 Greenwood Street weekdays from 8:00am to 5:00pm;
- by mail to City Planner, City of Junction City, PO Box 250, Junction City OR, 97448;
- by fax to (541) 998-3140; or
- by email to jcplanning@ci.junction-city.or.us

Your comments are important and will greatly improve the decision making process, but please note that you will not receive an individual response to information submitted. By law, comments received that are not related to the approval criteria may not be considered.

The Planning Commission will review the request for compliance with applicable criteria based upon information in the application, the staff report and comments received and make a recommendation to the City Council. Approval of the proposal must include affirmative findings that are consistent with the Zoning Code and provisions of the Comprehensive Plan.

The staff report will be available for review at City Hall seven (7) days prior to the public hearing. Copies of the applicable municipal code, the staff report, and related documents can be reviewed at City Hall or purchased for the cost of copying. The Junction City Municipal Code is available on the city's website at www.junctioncityoregon.gov. The public hearing will follow the city's land use hearing rules of procedure.

Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of the statements and evidence submitted, including an appeal to the Oregon Land Use Board of Appeals based on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in circuit court.

Notice to mortgagee, lienholder, vendor, or seller: the Junction City Development code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.

**FINAL ORDER OF THE PLANNING COMMISSION
2016 TRANSPORTATION SYSTEM PLAN UPDATE
COMPREHENSIVE PLAN AMENDMENT (CPA-16-02)**

GENERAL FINDINGS

1. On May 10, 2016 the Junction City Council initiated the amendments as authorized by JCMC Chapter 17.150.070(4)(D) and page 2 of the Comprehensive Plan.
2. Public hearing notice of the proposed amendments and policies were advertised in the Register Guard, July 6, 2016, posted to the Junction City website on June 3, 2016, on June 21, 2016 the City posted public notice of the proposed Comprehensive Plan Amendment at the following four sites within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall, and on June 30, 2016 at the Dollar Tree, 520 Pacific Hwy W, Junction City consistent with Chapter 17.145.030(A)
3. The Junction City Planning Commission held a public hearing on July 20th, 2016 in accordance with JCMC Chapter 17.150.070(4)(D) and page 2 of the Comprehensive Plan and considered all material relevant to the Comprehensive Plan Amendment that have been submitted by staff and the general public regarding this matter.
4. The proposed amendment replaces the Transportation Element of the adopted 2012 Junction City Comprehensive Plan. The Transportation System Plan is intended to guide the management and implementation of the transportation facilities, policies, and programs, within the urban area over the next 20 years.
5. The recommended amendment is consistent with the Junction City Comprehensive Plan and Statewide Planning Goals as described below.

STATEWIDE PLANNING GOALS AND PROPOSED FINDINGS

Goal 1 Citizen Involvement

Goal 1 - Citizen Involvement. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: This goal will be met by compliance with the adopted notification and hearing processes under Junction Municipal Code Sections 17.145.030, 17.150.070 and 17.150.080. Additionally, the TSP is consistent with Goal 1, Public Involvement, as multiple public meetings and open houses were held throughout the planning process, and a Citizen Advisory Committee met regularly to review planning progress. Public notice of the proposed TSP has been provided through the Type IV public notice process as specified above. The Department of Land Conservation and Development (DLCD) was notified of the intended modification on June 6, 2016, and did not express any concerns about the proposed update. Lane County transportation planning staff was notified of the public hearing before the Junction City Planning Commission on July 20, 2016 and stated no concerns as well. After recommendation by the Planning Commission, and subsequent adoption by the Junction City Council, a public process will be held at Lane

County as co-adoption by the Lane County Commission is required. Therefore, Goal 1 has been adequately addressed.

Goal 2 Land Use Planning

Goal 2 - Zoning: Land Use Planning: Goal 2 - Land Use Planning: *To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.*

FINDING: This request is consistent with Goal 2. The purpose of Goal 2, Land Use Planning, is to establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions. Under Goal 2, "All land use plans shall include identification of issues and problems, inventories and other factual information for each applicable statewide planning goal, evaluation of alternative courses of action and ultimate policy choices, taking into consideration social, economic, energy and environmental needs. The required information shall be contained in the plan document or in supporting documents." The current Junction City Comprehensive Plan includes through an ordinance a Transportation System Plan adopted as the Transportation element in 2000 (Ord. 1085). In 2012, Junction City expanded its Urban Growth Boundary (UGB), making the 2000 Transportation System Plan and 2009 Highway 99 Refinement Plan out-of-date regarding the full extent of the city's jurisdictional planning area. It is appropriate for the City at this time to adopt a 20-year planning horizon for its transportation system planning to include its full, amended UGB. In order to do so, the City must follow procedures outlined in Goal 12 and OAR 660-0011 for public facilities. Provided the City follows the requirements of OAR 660-0015 and adopts the TSP as a refinement plan to the Comprehensive Plan, the requirements of Goal 2 are being met through this adoption process.

Goals 3 Agricultural Lands and 4 Forest Lands

Goal 3 - Agricultural Land: *To preserve and maintain agricultural lands.*

Goal 4 - Forest Lands: *To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.*

FINDING: Goals 3 and 4 require counties to inventory agricultural lands and to maintain and preserve them through EFU zoning. Because the TSP is relevant to facilities within the acknowledged Urban Growth Boundary of the City of Junction City, Goals 3 and 4 are not applicable.

Goal 5 Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: To conserve open space and protect natural and scenic resources.

FINDING: TSP projects were developed and considered with impacts to open space, scenic and historic areas, and natural resources. The majority of the projects within the TSP are adjacent to or within the right of way of existing transportation facilities, and have very little potential impacts outside of existing right-of-way. There are a few multi-use trails that are adjacent to or potentially through open spaces and scenic areas, and the project description includes flexibility and consideration of impacts when implementing these trails to minimize negative impacts to open space, historic and scenic areas and natural resources. Therefore, Goal 5 has been adequately addressed.

Goal 6 Air, Water and Land Resources Quality

Goal 6 - Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

FINDING: The TSP contains goals, objectives and projects that encourage the use of alternative transportation methods. The majority of projects in the plan are on existing facilities and will have any limited to no impacts on air, water, and land resource quality. The TSP also contains a policy (Policy 3b) to minimize or avoid adverse impacts on natural scenic, historic, and open space resources within Junction City. The TSP's focus on multi-modal projects and programs to reduce reliance on the single occupant vehicle aim to mitigate future impacts and improve air quality within the City. Therefore, Goal 6 has been adequately addressed.

Goal 7 Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

FINDING: Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flood hazards. The only identified natural hazard in Junction City is flooding. Junction City has an acknowledged floodplain protection ordinance. Land within the floodway is considered unsuitable for urban development. Areas subject to natural disasters and hazards have been considered in the development of the planned transportation system to ensure that these areas are avoided. Therefore, Goal 7 has been properly addressed.

Goal 8 Recreation Needs

Goal 8 - Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

FINDING: The TSP identifies and includes pedestrian and bicycle projects that connect residential areas to recreational destinations such as parks and open spaces. Therefore, Goal 8 has been addressed.

Goal 9 Economy of the State

Goal 9 -Economic Development: Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

FINDING: The TSP reinforces the City's road network with transportation projects that provide access to commercial and industrial facilities and employment sites. Adopting the TSP will ensure that transportation improvements will be available to support the planned uses in the City's employment areas, consistent with other local economic development goals stated within the Comprehensive Plan.

Goal 10 Housing

Goal 10 - Housing: To provide for the housing needs of citizens of the state.

FINDING: The TSP bolsters the livability of Junction City's residential areas by including appropriate access, street, bicycle and pedestrian facilities to serve current and future residential developments. Therefore, Goal 10 has been addressed.

Goal 11 Public Facilities and Services

Goal 11 - Public Facilities and Services: to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

FINDING: The DLCD acknowledged 2012 Comprehensive Plan found compliance with the Statewide Planning Goals, including Goal 11 (Ordinance 1212, Appendix 1, Page 144).

FINDING: Goal 11, Public Facilities, is implemented through OAR 660-011. The City has a Public Facilities Plan that addresses drinking water, sanitary sewer, and storm drainage facilities in compliance with the above regulations. This Transportation System Plan replaces the currently adopted 2000 Transportation System Plan, which has been serving as the transportation section for the Public Facilities Plan. Per OAR 660-011-0010(1), this Public Facility Plan must include the following:

(a) An inventory and general assessment of the condition of all the significant public facility systems which support the land uses designated in the acknowledged comprehensive plan.

FINDING: The 2016 Transportation System Plan Update includes an inventory and general assessment of significant transportation facilities.

(b) A list of the significant public facility projects which are to support the land uses designated in the acknowledged comprehensive plan.

FINDING: The 2016 Transportation System Plan Update includes a list of significant public facility transportation projects of all modes that support the land uses designated in the acknowledged comprehensive plan.

(c) Rough cost estimates of each public facility project.

FINDING: Rough cost estimates for each project identified is included in the 2016 Transportation System Plan Update.

(d) Maps or written description of each public facility project's general location or service area.

FINDING: Maps and written descriptions are provided for each transportation project identified.

(e) Policy statement(s) or urban growth management agreement identifying the provider of each public facility system. If there is more than one provider with the authority to provide the system within the area covered by the public facility plan, then the provider of each project shall be designated.

FINDING: Policy statements are provided identifying each provider of each public facility transportation element.

(f) An estimate of when each facility project will be needed.

FINDING: The 2016 Transportation System Plan Update identifies each transportation project as short, medium and long range depending on the funding source and when the project is needed.

(g) A discussion of the City's existing funding mechanisms and the ability of these and possible new mechanisms to fund the development of each public facility project or system.

FINDING: A discussion on existing and proposed funding mechanisms for these transportation projects is provided in the plan.

FINDING: With this information, the City of Junction City can adequately plan for or develop timely, orderly and efficient arrangements of transportation facilities over the planning horizon (next 20 years). Therefore, the proposed amendments comply with Goal 11.

Goal 12 Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

FINDING: Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural

development (OAR 660-012-0000(1)). The 2016 Transportation System Plan updates the 2000 adopted TSP to include expanded Urban Growth Boundary areas, revise planning expectations based on new traffic data and population forecasts, repeal outdated access requirements stated within the Highway 99 Refinement Plan, and addresses multi-modal concerns more comprehensively. This TSP considers all modes of transportation, including mass transit, rail, vehicular, bicycle and pedestrian. The TSP was developed using 2015 population projections from the Portland State University Population Research Center Population Forecasts. This TSP is based on an inventory of local, regional and state transportation needs, bolstered by traffic data gathered from 2010 through 2016. It is designed to emphasize the importance of a multi-modal transportation network; minimize adverse social, economic and environmental impacts and costs; conserve energy through the use and enhancement of existing facilities and right-of-ways; meet the needs of transportation disadvantaged by improving transportation services and multi-modal access; facilitate the flow of goods and services so as to strengthen the local and regional economy; and conform with and bolster local and regional comprehensive land use plans and planning efforts.

FINDING: The 2016 TSP complies with Division 12 as stated in the findings below:

Division 12: Transportation Planning Rule (OAR 660-012-000):

Section 660-012-0015(3), Preparation and Coordination of Transportation System Plans- Cities and counties shall prepare, adopt and amend local TSPs for lands within their planning jurisdiction in compliance with this division:

(a) Local TSPs shall establish a system of transportation facilities and services adequate to meet identified local transportation needs and shall be consistent with regional TSPs and adopted elements of the state TSP.

FINDING: The TSP is consistent with this criterion because the system of transportation facilities and services identified are adequate to meet local transportation needs, are consistent with existing regional TSPs (Lane County's TSP) and adopted elements of the state TSP (the Oregon Transportation Plan, OTP).

(b) where the Regional TSP or elements of the State TSP have not been adopted, the city or county shall coordinate the preparation of the local TSP with the regional transportation planning body and ODOT to assure that regional and state transportation needs are accommodated.

FINDING: The proposal is consistent with this criterion because development of the TSP was coordinated with Lane County and ODOT.

Section 660-012-0015(4) Cities and counties shall adopt regional and local TSPs required by this division as part of their comprehensive plans. Transportation financing programs required by OAR 660-012-0040 may be adopted as a supporting document to the comprehensive plan.

FINDING: The TSP is consistent with this criterion because it is adopted as part of the City's comprehensive plan and co-adopted by Lane County.

Section 660-012-0015(5). The preparation of TSPs shall be coordinated with affected state and federal agencies, local governments, special districts, and private providers of transportation services.

FINDING: The TSP was prepared in coordination with affected state and federal agencies, local governments, special districts and private providers of transportation services.

Section 660-012-0016(1). Coordination with Federally-Required Regional Transportation Plans in Metropolitan Areas- In metropolitan areas, local governments shall prepare, adopt, amend and update transportation system plans required by this division in coordination with regional transportation plans (RTPs) prepared by MPOs required by federal law.

FINDING: The criterion is not applicable as Junction City is not in a metropolitan area nor in an Metropolitan Planning Organization (MPO).

Section 660-012-0020(1). Coordinated Network of Transportation Facilities, of the TPR requires TSPs to establish a coordinated network of transportation facilities adequate to serve state, regional and local transportation needs.

FINDING: The TSP complies with this criterion because it includes a coordinated network of transportation facilities adequate to serve state, regional and local transportation needs.

Section 660-012-0020(2)(a). Determination of Transportation Needs, of the TPR requires TSPs to include a determination of transportation needs as provided in 660-012-0030.

FINDING: The TSP is consistent with this criterion as demonstrated in the findings for 660-012-0030.

Section 660-012-0020(2)(b). Road Plan of the TPR requires a plan that includes a system of arterials and collectors and standards for the layout of local streets and other important non-collector street connections.

FINDING: The TSP is consistent with this requirement as it contains street classification maps and standards for the City. The maps includes Arterials, Collectors, and Local Streets.

Section 660-012-0020(2)(c). Public Transportation Plan of the TPR requires an inventory and assessment of public transportation services including services for the transportation disadvantaged.

FINDING: The TSP is consistent with this criterion because it includes an inventory and assessment of public transportation services including those for the transportation marginalized or disadvantaged.

Section 660-012-0020(2)(d). Pedestrian Plan of the TPR requires a plan for a network of pedestrian routes throughout the planning area.

FINDING: The TSP is consistent with this requirement because it includes a pedestrian plan for the entire planning area.

Section 660-012-0020(2)(e). Air, Rail, Water, and Pipeline Transportation Plan, of the TPR requires TSPs to identify where major facilities are located or planned within the planning area.

FINDING: The TSP meets this requirement related to air, rail, and pipeline transmission. There are no navigable waterways within the Junction City urban growth boundary. The existing condition of accommodations for transit, rail, air, pipeline, and waterway transportation in Junction City was described in a technical memorandum that has been included in the appendix. The City does not own or operate facilities or programs related to these modes of travel, but can support them through adoption of policies and construction of complimentary improvements.

Section 660-012-0020(2)(f). Transportation System Management, of the TPR requires TSPs to address travel demand with measures which may include traffic signal improvements, traffic control devices, channelization, access management, ramp metering, and restriping for HOV lanes.

FINDING: The TSP addresses Transportation System Management. The TSP is supportive of this policy because it includes policies and goals that call for giving preference to transportation improvements that use existing roadway capacity efficiently and improve the safety of the system; supports using access management in situations where needed to ensure the safe and efficient operation of higher-speed, heavily traveled streets; and includes projects, programs, and strategies to make the system more efficient and safe without additional capacity increases.

Section 660-012-0020(2)(g). A parking plan in MPO areas as provided in OAR 660-012-0045(5)(c).

FINDING: This criterion is not applicable as the planning area is not in an MPO.

Section 660-012-0020(2)(h). Policies and land use regulations for implementing the TSP as provided in OAR 660-012-0045.

FINDING: The proposal is consistent with this criterion as the Comprehensive Plan and Junction City Municipal Code include TSP implementation measures.

Section 660-012-0020(3)(a) Requires an inventory, assessment of capacity, and conditions for the street system.

FINDING: The TSP meets this requirement because it includes an inventory and assessment of capacity and conditions for the street system.

Section 660-012-0020(3)(b). A system of planned transportation facilities, services and major improvements. The system shall include a description of the type of functional classification of planned facilities and services and their planned capacities and performance standards.

FINDING: The TSP meets this requirement because it includes maps and project descriptions for major transportation improvements, including local street improvements.

Section 660-012-0020(3)(c). A description of the location of planned facilities, services and major improvements, establishing the general corridor within which the facilities, services or improvements may be sited. This shall include a map showing the general location of proposed transportation improvements, a description of facility parameters such as minimum and maximum road right of way width and the number and size of lanes, and any other additional description that is appropriate.

FINDING: The TSP is consistent with this criterion because the TSP includes a description/map of the location of planned facilities and major improvements, and its street standards provide a description of facility parameters such as minimum and maximum road right of way width, number and size of lanes, and other relevant design standards.

Section 660-012-0020(3)(d). Identification of the provider of each transportation facility or service.

FINDING: The TSP is consistent with this criterion because the plan text identifies providers of each transportation facility or service; and the discussion of transit projects identifies the transit service provider.

Section 660-012-0025(2). Complying with Statewide Goals, of the TPR requires findings of compliance with applicable statewide planning goals.

FINDING: The TSP is consistent with this requirement because statewide planning goal findings of compliance are included in this report.

Section 660-012-0025(2). Complying with Comprehensive Plan, of the TPR requires findings of compliance with applicable acknowledged comprehensive plan policies.

FINDING: The TSP is consistent with this requirement because the proposal is consistent with applicable acknowledged comprehensive plan policies and is the transportation element of the Comprehensive Plan. The proposed TSP implements and provides a transportation system that evenly distributes traffic throughout the community, minimizes impacts to residential streets, identifies arterials; is interconnected, safe, convenient, accessible, environmentally responsible, and considers neighborhood impacts.

Section 660-012-0030(1)(a). Determination of Transportation Needs, of the TRP requires TSPs to identify state, regional and local transportation needs relevant to the planning area and the scale of the transportation network being planned.

FINDING: The TSP meets this requirement because it identifies state, regional, and local transportation needs relevant to the Junction City UGB and bases needs on projections of future travel demand. The Lane County Transportation System Plan is currently being updated and shall consider the findings of the Junction City TSP.

Section 660-012-0030(1)(b). Determination of Transportation Needs, the TPR requires TSPs to identify the needs of the transportation disadvantaged.

FINDING: The TSP is consistent with this provision because the needs of the transportation disadvantaged were identified and factored into the project evaluation framework.

Section 660-012-0030(1)(c). Determination of Transportation Needs, the TPR requires TSPs to identify the needs for movement of goods and services to support industrial and commercial development pursuant to OAR chapter 660, division 9 and Goal 9 (Economic Development).

FINDING: The TSP meets this requirement because the TSP identifies facilities to meet the needs for the movement of goods and services to support industrial and commercial development.

Section 660-012-0030(2). Counties or MPO's preparing regional TSP's shall rely on the analysis of state transportation needs in adopted elements of the state TSP. Local governments preparing local TSP's shall rely on the analyses of state and regional transportation needs in adopted elements of the state TSP and adopted regional TSP's.

FINDING: The TSP is consistent with this provision because it is a local TSP and the analyses of state and regional transportation needs as adopted in elements of the state TSP and adopted Lane County TSP were considered in the analyses developing the Junction City TSP.

Section 660-012-0030(3)(a). Determination of Transportation Needs, the TPR requires TSPs to use 20-year population and employment forecasts in determining state, regional, and local needs. Population and employment forecasts and distributions are consistent with the acknowledged comprehensive plan, including those policies that implement Goal 14.

FINDING: The TSP was developed using certified 2015 population projections from the Portland State University Population Research Center Population Forecasts. The TSP update is consistent with this requirement because 20-year state adopted certified population used, and employment forecasts consistent with the Junction City Comprehensive Plan that implements Goal 14, were applied in all transportation component analyses (vehicle, bicycle, pedestrian and transit).

Section 660-012-0030(3)(b). Determination of Transportation Needs, the TPR requires TSPs to include, as part of their determination of needs, measures to reduce reliance on the automobile.

FINDING: The TSP is consistent with this requirement because measures to reduce reliance on the automobile such as increasing bicycle and pedestrian facilities are included in the TSP.

Section 660-012-0035(1). Evaluation and Selection of Transportation System Alternatives, The TSP shall be based upon evaluation of potential impacts of system alternatives that can reasonably be expected to meet the identified transportation needs in a safe manner and at a reasonable cost with available technology. The following shall be evaluated as components of system alternatives: (a) Improvements to existing facilities or services; (b) New facilities

and services, including different modes or combinations of modes that could reasonably meet identified transportation needs; (c) Transportation System management measures; (d) Demand management measures; and (e) A no-build system alternative required by the National Environmental Policy Act of 1969 or other laws.

FINDING: The TSP is consistent with this requirement because alternatives which could reasonably be expected to meet identified transportation needs in a safe manner and at a reasonable cost with available technology were considered in the development of the preferred alternative/proposed TSP. Evaluation of alternatives included the following components: improvements to existing facilities or services; new facilities and services including different modes or combination of modes; transportation system management measures; transportation demand management measures; and a no-build system alternative which was found to not meet the identified transportation needs.

Section 660-012-0035(3)(a). The following standards shall be used to evaluate and select alternatives: The transportation system shall support urban and rural development by providing types and levels of transportation facilities and services appropriate to serve the land uses identified in the acknowledged comprehensive plan;

(3)(b), The transportation system shall be consistent with state and federal standards for protection of air, land and water quality including the State Implementation Plan under the Federal Clean Air Act and the State Water Quality Management Plan;

(3)(c), The transportation system shall minimize adverse economic, social, environmental and energy consequences;

(3)(d) The transportation system shall minimize conflicts and facilitate connections between modes of transportation; and

(3)(e) The transportation system shall avoid principal reliance on any one mode of transportation by increasing transportation choices to reduce principal reliance on the automobile. In MPO areas this shall be accomplished by selecting transportation alternatives which meet the requirements in section (4) of this rule.

FINDING: The TSP is consistent with this requirement because 3a-3e were used to evaluate alternatives and select a preferred alternative. The MPO requirement is not applicable as the planning area is not in an MPO.

Section 660-012-0035(5). MPO areas shall adopt standards to demonstrate progress towards increasing transportation choices and reducing automobile reliance as provided for in this rule.

FINDING: This criterion is not applicable as the planning area is not in an MPO.

FINDING: The TSP creates a long-range plan for the development and management of Junction City's transportation facilities and services in order to meet the requirements of the Oregon TPR. The TSP will

ensure that the needs of all users of the transportation system are balanced in the implementation process. Therefore, Goal 12 has been addressed.

Goal 14 Urbanization

Goal 14 - Urbanization: To provide for an orderly and efficient transition from rural to urban land use.

FINDING: The TSP supports efficient and orderly development in Junction City by providing a multimodal transportation system within the Urban growth Boundary. The transportation system plan does not affect or change the existing UGB, although the plan includes projects and goals for multi-modal transportation service provisions to the recently included UGB expansion areas. The transportation system plan details how the city will expand existing facilities to encourage a safe, convenient, and economic transportation system that meets projected population and employment growth within the existing UGB through 2036. Therefore, Goal 14 has been adequately addressed.

Goal 13 Energy

Goal 13 - Energy Conservation: *This goal states: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”*

FINDING: Goal 13 requires land and uses developed on the land to be managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principles. Energy consequences of the Transportation System Plan have been considered. The recommended projects and stated policies within the TSP supports a balanced transportation system that encourages walking, bicycling, and public transit trips that reduce the need for single-occupant vehicles. Therefore, Goal 13 has been adequately addressed.

Goal 14 Urbanization

Goal 14 - Urbanization: *To provide for an orderly and efficient transition from rural to urban land use.*

FINDING: The TSP supports efficient and orderly development in Junction City by providing a multimodal transportation system within the Urban growth Boundary. The transportation system plan does not affect or change the existing UGB, although the plan includes projects and goals for multi-modal transportation service provisions to the recently included UGB expansion areas. The transportation system plan details how the city will expand existing facilities to encourage a safe, convenient, and economic transportation system that meets projected population and employment growth within the existing UGB through 2036. Therefore, Goal 14 has been adequately addressed.

Goal 15 through 19

Goal 15 - Willamette River Greenway: *To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.*

Goals 16-19; Estuary Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources.

FINDING: Goals 15 through 19 are related to the Willamette Greenway and coastal resources. As such, these goals do not apply to the TSP and no further analysis is required.

COMPLIANCE WITH JUNCTION CITY COMPREHENSIVE PLAN

Chapter 1 – Citizen Involvement

FINDING: This element of the Comprehensive Plan will be met by compliance with the adopted notification and hearing processes under Junction City Municipal Code Sections 17.145.030, 17.150.070 and 17.150.080. The City is processing the Transportation System Plan Update as a Type IV Legislative Decision per Section 17.150.070 and scheduled a hearing before the Junction City Planning Commission on July 20, 2016. On July 6, 2016 the public hearing was advertised in the Register Guard Newspaper, at least 10 days prior to the public hearing scheduled for July 20, 2016 and on June 21, 2016 the City posted public notice of the proposed Comprehensive Plan Amendment at the following four sites within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall, and on June 30, 2016 at the Dollar Tree, 520 Pacific Hwy W, Junction City per Section 17.150.080 of the City's zoning code. Staff also posted notice of the July 20, 2016 Public Hearing on the City of Junction City website on June 17, 2016.

FINDING: The City provided numerous opportunities for widespread citizen involvement in all phases of the TSP development process. The public involvement program provided widespread citizen involvement. The citizen involvement program involved a cross-section of affected citizens in all phases of the planning process and included stakeholder interviews, surveys, and open houses. Effective two-way communication between citizens, project staff, and elected and appointed officials in the project was provided in-person, through open houses and public hearings, which were open to the public, at which public input is sought and heard. Technical information was explained in a simplified form in staff reports, presentations at public meetings, and in person or by phone as needed. City staff provided assistance to interpret and effectively use technical information. A copy of all technical information was always available on the City's website as well as at City offices. To ensure that citizens receive a response from policy makers and to understand the decision-making process, copies of the written decision findings and minutes of all public hearings and meetings are retained and made available for public review. Sufficient staff, financial and informational resources are available to support the implementation of the TSP public involvement plan and the city's citizen involvement process.

Chapter 3 - Land Use

The 2016 Transportation System Plan acts as the transportation planning element for the Comprehensive Plan. It replaces the 2000 adopted TSP, updating our transportation planning to include expanded Urban Growth Boundary areas, revise planning expectations based on new traffic data and population trends, and address multi-modal concerns more fully. This TSP considers all modes of transportation, including mass transit, rail, vehicular, bicycle and pedestrian facilities. The TSP will

provide a framework for addressing transportation related issues when making future land use decisions. The ordinance adopting the amendments to the Comprehensive Plan will be adopted by the City Council after a public hearing. Further amendments to the TSP will be reviewed and, as needed, revised periodically to take into account changing public policies and circumstances. Opportunities have been provided for review and comment by citizens and affected governmental units during this review and revision of the Comprehensive Plan.

FINDING: The proposed Transportation System Plan update is consistent with Chapter 3 of the Junction City Comprehensive Plan.

Chapter 6: Transportation Element

FINDING: The TSP creates a long-range plan for the development and management of Junction City’s transportation facilities and services in order to meet the requirements of the Oregon Transportation Planning Rule (TPR). The TSP will ensure that the needs of all users of the transportation system are balanced in the implementation process. Statewide Planning Goal Compliance for Transportation is addressed under Goal 12, Transportation Planning Rule, below. The Goals and Policies listed at Chapter 6 within the Comprehensive Plan will be amended to reflect the updates listed in the TSP.

FINDING: The proposed Transportation System Plan update is consistent with Chapter 6 of the Junction City Comprehensive Plan.

SUMMARY AND CONCLUSION

For all the reasons set forth above, the proposed Transportation System Plan Comprehensive Plan amendment complies with the Oregon Statewide Planning Goals, the Junction City Comprehensive Plan and relevant Junction City Municipal Codes.

DECISION

IT IS HEREBY ORDERED that the Junction City Planning Commission recommends that the City Council approves the amendment to the Comprehensive Plan, based on the findings stated in this report.

Signature: _____
Jason Thiesfeld, Chairperson
Junction City Planning Commission

Approval Date: _____

JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY



Public Hearing: Zoning Code Amendments

Meeting Date: July 20, 2016
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5c
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

The Junction City Council has proposed Code Text Amendments to the Junction City Municipal Code (JCMC), Title 17, and Chapters 17.20, 17.45, 17.50, 17.80, 17.115, 17.150, and 17.160. At the February 17, 2106 Planning Commission standing meeting, the Commission directed staff to initiate the Code Text Amendment process to bring various chapters of the Junction City Municipal Code into compliance with Federal Standards, to clarify chapter requirements, and to replace antiquated Code language to meet current City interests.

BACKGROUND

At the standing January 20, 2016 Planning Commission meeting, the Commission reviewed the Planning Commission work plan. Staff provided examples of contradictory or outdated code language such as an annual sign fee for sign permits, contradictory statements, and updates needed to the Flood Plain Ordinance in order to comply with current national standards. Staff requested feedback from the Commission.

The Commission directed staff to provide recommendations for updates/modifications to:

- 'Eyes on the street' standard of 60% on stories above the ground floor
- Flood Plain Ordinance
- Sign Code conflict, projecting sign location standards versus prohibition of signs above a first floor, banner style signs
- Listing of allowed uses as opposed to unpermitted uses

At the standing February 17, 2016 Planning Commission meeting, the Commission directed Staff to initiate the Text Amendment process in response to the Code items discussed. The Commission request that the Community Development Committee review the Sign Code and provide draft changes as part of the Code Text Amendment application.

Referrals regarding the Amendments to the JCMC were sent on May 16, 2016. Clair Co., Junction City's contracted Building Official, submitted comments regarding proposed changes to JCMC 17.80 - Flood Hazard Areas, which are included as Attachment C.

The Planning Commission reviewed and CDC recommended amendments are included as Attachment A.

COMMITTEE REVIEW AND/OR RECOMMENDATION

The Community Development Committee has reviewed the requirements of JCMC Chapter 17.115 - Signs as requested by the Planning Commission and made a recommendation to amend the Chapter as shown in

Attachment A.

RELATED CITY POLICIES

17.145.010 Authorization to initiate amendments. An amendment to the text of this title or the zoning map may be initiated by the city council, by the planning commission or by application of a property owner or his authorized agent. The planning commission shall, within 40 days after a hearing, recommend to the city council approval, denial, or modification of the proposed amendment. An amendment to the text or the zoning map may be consolidated with a related amendment to the comprehensive plan text or map. [Ord. [1170](#) § 6, 2007; Ord. [950](#) § 107, 1991.]

17.145.030 Public hearing on amendment.

A. Notice of Hearing. Notice of time and place of the public hearing before the planning commission and of the purpose of the proposed amendment shall be given by the city in accordance with JCMC 17.150.070 and 17.150.080.

B. Recess of Hearing. The planning commission may recess a hearing in order to obtain additional information or to serve further notice upon other property owners or persons it decides may be interested in the proposed amendment. Upon recessing for this purpose, the commission shall announce the time and date where the hearing will be resumed.

C. Notice and Hearing Before City Council. After the hearing and recommendations have been made by the planning commission, the city council shall hold a public hearing on the proposed amendment. Notices of the hearing shall be by one publication in a newspaper of general circulation in the city not less than five days nor more than 20 days prior to the date of hearing. [Ord. 1112 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 109, 1991.]

CITY ADMINISTRATOR'S COMMENT

The City Administrator requests that the Planning Commission follow process for review of the Code Text Amendment as presented.

POSSIBLE ACTIONS BY THE PLANNING COMMISSION

The Commission may:

- a. Recommend approval of the Code Text Amendments based on the proposed findings.
- b. Recommend modification of the Code Text Amendments based on changes to the proposed findings.
- c. Recommend denial of the Code Text Amendments with findings to support the denial.
- d. Continue the public hearing to a date certain if more information is needed.

SUGGESTED MOTION

"I make a motion to (recommend approval/recommend approval with the discussed modifications /recommend denial) to the City Council of the proposed Code Text Amendments initiated by the City; file # AMD-16-01 based the findings as stated in the Final Order."

ATTACHMENTS

- A. Proposed Text Amendments to JCMC Chapters 17. 17.20, 17.45, 17.50, 17.80, 17.115, 17.150, and 17.160
- B. Public Hearing Notice
- C. Referral Comments Received: Clair Company, dated: June 27, 2016
- D. Proposed Final Order

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us

Chapter 17.80 FLOOD HAZARD AREAS

Sections:

[17.80.010 Statutory authorization, findings of fact, purpose, and objectives.](#)

[17.80.020 Definitions.](#)

[17.80.030 General provisions.](#)

[17.80.040 Administration.](#)

[17.80.050 Provisions for flood hazard reduction.](#)

17.80.010 Statutory authorization, findings of fact, purpose, and objectives.

A. Statutory Authorization. The Legislature of the State of Oregon has delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

B. Findings of Fact.

1. The flood hazard areas of Junction City are subject to periodic inundation which results in loss of life and property, health, and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

2. These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazard which increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to the flood loss.

C. Statement of Purpose. It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

1. To protect human life and health;

2. To minimize expenditure of public money and costly flood control projects;

3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

4. To minimize prolonged business interruptions;

Proposed Amendments

5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard;
6. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;
7. To ensure that potential buyers are notified that property is in an area of special flood hazard; and
8. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.

D. Methods of Reducing Flood Losses. In order to accomplish its purposes, this chapter includes methods and provisions for:

1. Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
4. Controlling filling, grading, dredging, and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas. [Ord. [1063](#) § 1, 1999.]

17.80.020 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“Appeal” means a request for a review of the interpretation of any provision of this chapter or a request for a variance.

“Area of shallow flooding” means a designated AO, or AH zone on the flood insurance rate map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.

Proposed Amendments

“Area of special flood hazard” means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. Designation on maps always includes the letters A or V.

“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year. Also referred to as the “100-year flood.” Designation on maps always includes the letters A or V.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Below-grade crawlspace”

means an enclosed area below the base flood elevation in which the interior grade is not more than two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the top of the crawlspace foundation, does not exceed 4 feet at any point

~~means an area under the lowest floor with its floor subgrade (below ground level) on all sides.~~

“Breakaway wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

“Crawlspace” means an area under the lowest floor with at least one side or corner above grade.

“Critical facility” means a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installations, installations which produce, use or store hazardous materials or hazardous waste.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations located within the area of special flood hazard.

“Elevated building” means, for insurance purposes, a nonbasement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

“Existing manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the adopted floodplain management regulations.

“Expansion to an existing manufactured home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Proposed Amendments

“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters; and/or
2. The unusual and rapid accumulation of runoff of surface waters from any source.

“Flood insurance rate map (FIRM)” means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

“Flood insurance study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the flood boundary floodway map, and the water surface elevation of the base flood.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter found at JCMC [17.80.050\(B\)\(1\)\(b\)](#) and (c).

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a recreational vehicle.

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“New construction” means structures for which the start of construction commenced on or after the effective date of the ordinance codified in this chapter.

“New manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.

“Recreational vehicle” means a vehicle which is:

1. Built on a single chassis;

Proposed Amendments

2. Four hundred square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

“Start of construction” includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The “actual start” means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the “actual start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building including a gas or liquid storage tank that is principally above ground.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

1. Before the improvement or repair is started; or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

Proposed Amendments

2. Any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places.

“Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.

“Water dependent” means a structure for commerce or industry which cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations. [Ord. [1166](#) § 1, 2007; Ord. [1063](#) § 1, 1999.]

17.80.030 General provisions.

A. Lands to Which This Chapter Applies. This chapter shall apply to all areas of special flood hazard within the Junction City city limits.

B. Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study for Lane County,” dated June 2, 1999, and as amended, with accompanying flood insurance maps, as amended, are hereby adopted by reference and declared to be a part of this chapter. The flood insurance study is on file at Junction City’s City Hall.

C. Penalties for Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$250.00. Each day that a violation of this chapter continues shall be considered a separate offense and in addition, the violator shall pay all costs and expenses involved in the case.

Nothing herein contained shall prevent the city of Junction City from taking such other lawful action as is necessary to prevent or remedy any violation.

D. Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

E. Interpretation. In the interpretation and application of this chapter, all provisions shall be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and

Proposed Amendments

3. Deemed neither to limit or repeal any other powers granted under state statutes.

F. Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of Junction City, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder. [Ord. [1063](#) § 1, 1999.]

17.80.040 Administration.

A. Establishment of Development Permit.

1. Development Permit Required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in JCMC [17.80.030](#)(B). The permit shall be for all structures including manufactured homes, as set forth in the definitions, and for all development including fill and other activities, also as set forth in the definitions.

2. Application for Development Permit. Application for a development permit shall be made on forms furnished by Junction City and may include but not be limited to plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing.

Specifically, the following information is required:

- a. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
- b. Elevation in relation to mean sea level to which any structure has been floodproofed;
- c. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in JCMC [17.80.050](#)(B)(2); and
- d. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

B. Designation of the Responsible Local Administrator. The Junction City building official is hereby appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

Proposed Amendments

C. Duties and Responsibilities of the Local Administrator. Duties of the Junction City building official shall include, but not be limited to:

1. Permit Review.

- a. Review all development permit applications to determine that the permit requirements of this chapter have been satisfied;
- b. Review all development permit applications to determine that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required;
- c. Review all development permit applications to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of JCMC [17.80.050\(C\)\(1\)](#) are met.

2. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with JCMC [17.80.030\(B\)](#), Basis for Establishing the Areas of Special Flood Hazard, the building official shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer JCMC [17.80.050\(B\)](#), Specific Standards, and (C), Floodways.

3. Information to Be Obtained and Maintained.

- a. Where base flood elevation data is provided through the flood insurance study or required as in subsection (C)(2) of this section, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement [and below-grade crawlspaces](#)) of all new or substantially improved structures, and whether or not the structure contains a basement.
- b. For all new or substantially improved floodproofed structures:
 - i. Verify and record the actual elevation (in relation to mean sea level);
 - ii. Maintain the floodproofing certifications required in subsection (A)(2)(c) of this section; and
 - iii. Maintain for public inspection all records pertaining to the provisions of this chapter.

4. Alteration of Watercourses.

- a. Notify adjacent communities and the Department of Land Conservation and Development [and other appropriate State and Federal Agencies](#) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

Proposed Amendments

b. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

5. Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in subsection (D) of this section.

D. Variance Procedure.

1. Appeal Board.

a. The Junction City planning commission shall hear and decide appeals and requests for variances from the requirements of this chapter using the variance procedure established by Chapter [17.140](#) JCMC.

b. The planning commission shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made in the enforcement or administration of this chapter using the variance procedure established by Chapter [17.140](#) JCMC.

c. Those aggrieved by the decision of the planning commission may appeal such decision to the Junction City City council, by using procedures established in JCMC [17.150.120](#), Appeal to city council.

d. In acting upon such applications, the planning commission and city council shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

- i. The danger that materials may be swept onto other lands to the injury of others;
- ii. The danger to life and property due to flooding or erosion damage;
- iii. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- iv. The importance of the services provided by the proposed facility to the community;
- v. The necessity to the facility of a waterfront location, where applicable;
- vi. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;

Proposed Amendments

- vii. The compatibility of the proposed use with existing and anticipated development;
 - viii. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - ix. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - x. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
 - xi. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
- e. Upon consideration of the factors of subsection (D)(1)(d) of this section and the purposes of this chapter, the planning commission may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.
- f. The city of Junction City shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

2. Conditions for Variances.

- a. Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subsections (D)(1)(d)(i) through (xi) of this section have been fully considered. As the lot size increases, the technical justification required for issuing the variance increases.
- b. Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.
- c. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
- d. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- e. Variances shall only be issued upon:

Proposed Amendments

- i. A showing of good and sufficient cause;
 - ii. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - iii. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public as identified in subsection (D)(1)(d)(iv) of this section, or conflict with existing local laws or ordinances.
- f. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.
- g. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria except subsection (D)(2)(a) of this section, and otherwise complies with JCMC [17.80.050](#)(A)(1) and (2).
- h. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. [Ord. [1063](#) § 1, 1999.]

17.80.050 Provisions for flood hazard reduction.

A. General Standards. In all areas of special flood hazard, the flooding standards are required:

1. Anchoring.

- a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
- b. All manufactured homes must likewise be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's Manufactured Home Installation in Flood Hazard Areas guidebook for additional techniques).

Proposed Amendments

2. Construction Materials and Methods.

- a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
- c. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

3. Utilities.

- a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- b. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters; and
- c. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

4. Subdivision Proposals.

- a. All subdivision proposals shall be consistent with the need to minimize flood damage;
- b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;
- c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
- d. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

5. Review of Development Permits. Where elevation data is not available either through the flood insurance study or from another authoritative source (JCMC [17.80.040\(C\)\(2\)](#)), applications for development permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of

Proposed Amendments

past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

B. Specific Standards. In all areas of special flood hazard where base flood elevation data has been provided as set forth in JCMC [17.80.030\(B\)](#), Basis for Establishing the Areas of Special Flood Hazard, or 17.80.040(C)(2), Use of Other Base Flood Data, the following provisions are required:

1. Residential Construction.

- a. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot above the base flood elevation.
- b. Fully enclosed areas below the lowest floor, including crawlspaces, are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - ii. The bottom of all openings shall be no higher than one foot above grade.
 - iii. Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.
 - iv. The structure must be adequately anchored to resist flotation, collapse, and lateral movements of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
 - v. Portions of the building below an elevation equal to the base flood elevation (BFE) must be constructed by methods and practices that minimize flood damages.
 - vi. That electrical, heating, ventilation, plumbing and air conditioning equipment and other building utility systems within areas below the lowest floor must be elevated above base flood elevation (BFE) so that floodwaters cannot enter or accumulate within the system components during flood conditions and must comply with FEMA standards for utility systems in crawlspaces.
 - vii. If a crawlspace foundation is used, anticipated floodwater velocities should not exceed five feet per second. For velocities in excess of five feet per second, other foundation types should be used.

Proposed Amendments

c. A below-grade crawlspace may be constructed, provided the following provisions are met, in addition to the minimum criteria set forth in subsection (B)(1)(b) of this section:

- i. That the interior grade of the crawlspace is no lower than two feet below the lowest adjacent grade;
- ii. That the height of the below-grade crawlspace measured from the interior grade of the crawlspace to the top of the crawlspace foundation does not exceed four feet at any point;
- iii. There must be an adequate drainage system that removes floodwaters from the interior of the crawlspace within a time after a flood event.

2. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated at or above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

- a. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
- b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
- c. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in JCMC [17.80.040\(C\)\(3\)\(b\)](#);
- d. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in subsection (B)(1)(b) of this section;
- e. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building floodproofed to the base flood level will be rated as one foot below).
- f. Applicants shall supply a comprehensive Maintenance Plan for the entire structure to include but not limited to: exterior envelope of structure; all penetrations to the exterior of the structure; all shields, gates, barriers, or components designed to provide floodproofing protection to the structure; all seals or gaskets for shields, gates, barriers, or components; and, the location of all shields, gates, barriers, and components as well as all associated hardware, and any materials or specialized tools necessary to seal the structure.

Proposed Amendments

g. Applicants shall supply an Emergency Action Plan (EAP) for the installation and sealing of the structure prior to a flooding event that clearly identifies what triggers the EAP and who is responsible for enacting the EAP.

3. Manufactured Homes.

a. All manufactured homes to be placed or substantially improved within zones A1 – A30, AH, and AE on the community's FIRM on sites:

- i. Outside of a manufactured home park or subdivision;
- ii. In a new manufactured home park or subdivision;
- iii. In an expansion to an existing manufactured home park or subdivision; or
- iv. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood;

Shall be elevated on a permanent foundation such that the bottom of the lowest floor of the manufactured home is elevated one foot above the base flood elevation and be securely anchored to an adequately designed foundation system to resist flotation, collapse and lateral movement.

b. Manufactured homes to be placed or substantially improved on site in an existing manufactured home park or subdivision within zones A1 – A30, AH, and AE on the community's FIRM that are not subject to the above manufactured home provisions be elevated so that either:

- i. The bottom of the lowest floor of the manufactured home is elevated one foot above the base flood elevation; or
- ii. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately designed foundation system to resist flotation, collapse, and lateral movement.

4. Recreational Vehicles. Recreational vehicles placed on sites within zones A1 – A30, AH, and AE on the community's FIRM either:

- a. Be on the site for fewer than 180 consecutive days;

Proposed Amendments

- b. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
- c. Meet the requirements of subsection (B)(3) of this section and the elevation and anchoring requirements for manufactured homes.

5. Small Accessory Structures

Relief from elevation or floodproofing as required in 5.2-1 or 5-2-2 above may be granted for small accessory structures that are:

- a. less than 200 square feet and do not exceed one story;
- b. not temperature controlled;
- c. not used for human habitation and are used solely for parking of vehicles or storage of items having low damage potential when submerged;
- d. not used to store toxic material, oil or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality shall unless confined in a tank installed in compliance with this ordinance or stored at least one foot above Base Flood Elevation
- e. located and constructed to have low damage potential;
- f. constructed with materials resistant to flood damage;
- g. anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood;
- h. constructed to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater. Designs for complying with this requirement must be certified by a licensed professional engineer or architect or
 - (i) provide a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 - (ii) the bottom of all openings shall be no higher than one foot above the higher of the exterior or interior grade or floor immediately below the opening;

(iii) openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwater in both directions without manual intervention.

i. constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

6. Below-Grade Crawl Space

Below-grade crawlspaces are allowed subject to the following standards as found in FEMA Technical Bulletin 11-01, CrawlSpace Construction for Buildings Located in Special Flood Hazard Areas:

a. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required openings stated in Section B below. Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five (5) feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.

b. The crawlspace is an enclosed area below the base flood elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one (1) foot above the lowest adjacent exterior grade.

c. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.

d. Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.

e. The interior grade of a crawlspace below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade.

f. The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four (4) feet at any point. The height

limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.

g. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.

h. The velocity of floodwaters at the site should not exceed five (5) feet per second for any crawlspace. For velocities in excess of five (5) feet per second, other foundation types should be used.

For more detailed information refer to FEMA Technical Bulletin 11-01.

ADDITIONAL OPTIONS

Include the diagrams from the Technical Bulletin in the ordinance to illustrate the 2 ft./4 ft. rules but revise to correctly reference the state building code requirements to elevate 1 ft. above BFE for residential structures.

Include language advising citizens about the increased insurance cost associated with below-grade crawlspaces. There is a charge added to the basic policy premium for a below-grade crawlspace.

C. Floodways. Located within areas of special flood hazard established in JCMC [17.80.030\(B\)](#) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

1. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional civil engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

2. If subsection (C)(1) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this section.

3. Projects for stream habitat restoration may be permitted in the floodway provided:

(i) The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023); and,

Proposed Amendments

(ii) A qualified professional (a Registered Professional Engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and,

(iii) No structures would be impacted by a potential rise in flood elevation; and,

(iv) An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval.

4. Temporary structures placed in the floodway: Relief from no-rise evaluation, elevation or dry flood-proofing standards may be granted for a non-residential structure placed during the dry season (June – October) and for a period of less than 90 days. A plan for the removal of the temporary structure after the dry season or when a flood event threatens shall be provided. The plan shall include disconnecting and protecting from water infiltration and damage all utilities servicing the temporary structure.

5. Temporary storage of goods and materials, not including hazardous materials, is allowed in the floodway for a period of less than 90 days within the dry season (June –October)

D. Encroachments. The cumulative effect of any proposed development, where combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than one foot at any point.

E. Standards for Shallow Flooding Areas (AO Zones). Shallow flooding areas appear on FIRMs as AO zones with depth designations. The base flood depths in these zones range from one to three feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. In these areas, the following provisions apply:

1. New construction and substantial improvements of residential structures and manufactured homes within AO zones shall have the lowest floor (including basement) elevated above the highest grade adjacent to the building, one foot or more above the depth number specified on the FIRM (at least two feet if no depth number is specified).
2. New construction and substantial improvements of nonresidential structures with AO zones shall either:
 - a. Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, one foot or more above the depth number specified on the FIRM (at least two feet if no depth number is specified); or

Proposed Amendments

- b. Together with attendant utility and sanitary facilities, be completely floodproofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as in subsection (B)(2)(c) of this section.
3. Require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.
 4. Recreational vehicles placed on sites within AO zones on the community's FIRM either:
 - a. Be on the site for fewer than 180 consecutive days;
 - b. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - c. Meet the requirements of this subsection (E) and the elevation and anchoring requirements for manufactured homes. [Ord. [1166](#) § 2, 2007; Ord. [1063](#) § 1, 1999.]

F. Critical Facility

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain).

Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.

Chapter 17.115 SIGNS

Sections:

Article I. General Provisions

[17.115.010 Purpose.](#)

[17.115.020 Definitions.](#)

[17.115.030 Permits.](#)

[17.115.040 Name required.](#)

Article II. Requirements, Fees, and Enforcement

[17.115.050 General sign regulations.](#)

Article III. Zoning District Requirements

[17.115.060 Residential – Single-family and duplex.](#)

[17.115.070 Residential – Multifamily and multi-structure.](#)

[17.115.080 Commercial – Industrial – Technological.](#)

[17.115.090 Signs in neighborhood and regional shopping centers.](#)

Article IV. Nonconforming Signs

[17.115.100 Alteration, relocation or replacement.](#)

[17.115.110 Destruction of a nonconforming sign.](#)

Article V. Variances

[17.115.120 Authorization to grant or deny variances.](#)

[17.115.130 Penalty.](#)

Article I. General Provisions

17.115.010 Purpose.

This comprehensive sign code has been prepared by and for the citizens of Junction City in order to provide a safe, consistent, equitable and legal system of signing. The regulations of such factors as size, location, construction, etc., will encourage the communication of information and orientation for both visitors and citizens;

Proposed Amendments

provide for the effective identification and advertisement of business establishments; eliminate visual blight; and provide standards to safeguard life, health, property and public welfare. [Ord. [949](#) § 1, 1991.]

17.115.020 Definitions.

As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section:

“Billboards” means any board, fence, sign or structure erected for commercial advertising purposes; but this definition does not include any board or surface used to display official notices issued by any court or public officer in the performance of a public duty, or used to display announcements of meetings to be held upon premises whereon such billboards or bulletin boards are displayed, or used to advertise any business conducted or merchandise sold on the premises; nor does it include a real estate sign advertising for sale or rent the property upon which it stands; nor does it include a bus stop bench containing advertising which has been placed at a location and for a period of time which the council may from time to time permit.

“Building frontage” means the linear frontage of a building measured along a street or alley between two lines projecting perpendicular from the street to the corners of the building.

“Canopy” means a structure made of cloth, metal or other material with frames affixed to a building.

“Construction sign” means any information sign which identifies the architect, engineers, contractors, and other individuals or firms involved with the construction of a building, or announcing the character of the building or enterprise, which is erected during the building construction period.

Daily Display Signs. “Daily display sign” means a nonpermanent on-premises sign normally associated with business activity which is placed out-of-doors during business hours for display and returned indoors during off hours. Daily display signs may be constructed in a sandwich board (A-frame) style, mounted on a single pedestal, or other similar construction, and are intended to be unlit and easily moved.

“Electronic changing sign” means an electronic sign upon which the entire copy or message may appear or change from time to time upon a lamp bank, such as time and temperature displays, which by its nature and intensity is not a flashing sign.

“Flashing sign” means any sign which contains or is illuminated by a light source which produces a brilliant flash and darkness on an alternating basis, which results in a pulsating effect designed primarily to attract attention.

“Free-standing sign” means any sign set apart, with no structural attachments to a building structure and is meant to include ground-mounted or pole signs for the purpose of these regulations.

“Grade” means the relative finished ground level within 20 feet of the sign.

Proposed Amendments

“Ground sign” means a sign which is mounted on the ground and supported by one or more uprights, poles, or braces in or upon the ground other than a pole sign as defined. The bottom of such signs shall be no higher than three feet, and they shall extend no higher than eight feet.

“Height” or “height of sign” means the vertical distance from the average grade within 20 feet of the structure to the highest point of a sign or any vertical projection thereof, including its supporting columns.

“Incidental sign” means small signs, less than two square feet in surface area, of a noncommercial nature, intended primarily for the convenience of the public. Included are signs designating restrooms, address numbers, hours of operation, entrances to buildings, directions, help wanted, public telephone, etc. Also included in this group of signs are those designed to guide or direct pedestrians or vehicular traffic to an area or place on the premises of a business, building or development by means of a directory designating names and addresses only.

“Lighting, indirect or internal” means any illuminated sign constructed so that the immediate source of illumination is not visible when the sign is lighted and which does not exceed 10 candle power per square foot measured at 10 feet from the sign.

“Moving sign” means any sign which produces apparent motion of the visual image, including but not limited to illusion of moving objects, moving patterns or bands of light, expanding or contracting shapes, rotation or any similar effect of animation which is designed or operated in a manner primarily to attract attention.

“Outdoor advertising” is advertising on any billboard.

“Pole sign” means a single- or multiple-faced sign eight or more feet above grade, supported by one or more uprights in the ground and detached from any building or structure.

“Political sign” means a sign advertising a candidate or candidates for public elective office, or a political party, or a sign urging a particular vote on a public issue decided by ballot.

“Portable sign” means any sign not meeting the anchorage requirements of the Uniform Sign Code.

“Projecting sign” means a single- or multiple-faced sign which is designed and constructed to be mounted to the wall of a building and which will extend more than 12 inches from the wall.

“Property line” means the line denoting the limits of legal ownership of property.

“Readerboard” means a sign or part of a sign on which the letters are readily replaceable such that the copy can be changed from time to time at will.

“Roof sign” means any sign erected upon, against, or directly above a roof or on top of or above the parapet of a building, including a sign affixed to any equipment attached to the building.

Proposed Amendments

“Sandwich (“A”) board” means double-faced sign hinged or connected at the top which is spread for stabilization and set upon the ground. Sandwich board signs are one type of construction that can be used in constructing a daily display sign.

“Sign” means any medium, including its structure and component parts, other than paint on a building, which is used or intended to be used to attract attention to the subject matter for communication purposes.

“Sign area” means the surface contained within a single continuous perimeter which encloses the entire sign cabinet but excluding any support or framing structure that does not convey a message. Where signs are of a three-dimensional, round, or other solid shape, the largest cross-section viewed as a flat projection shall be used for the purpose of determining the sign area. Signs visible from more than one direction or without clearly defined sign faces shall be considered as having two faces and each face calculated in the total allowable area.

“Street frontage” means street(s), alley(s), or public right(s)-of-way parallel to the property line used to compute the area of sign(s) intended to be located in such a manner as to have primary exposure on that street or right-of-way.

“Temporary sign” means any sign, banner, pendant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, or other light material intended to be displayed for a period of less than 60 days in any calendar year.

“Vision clearance area” means a triangular area on a lot at the intersection of two public rights-of-way, a street and a railroad, or point of vehicular access and a public right-of-way, two sides of which are lines measured from the corner intersection to a distance of 30 feet in residential districts, 15 feet in commercial districts and 10 feet at all alleys. The third side of a triangle is a line across the corner of the lot connecting the lines of the other two sides. The vision clearance area contains no signs higher than two and one-half feet or lower than eight feet measured from the grade of the street centerline, though a single pole having a diameter of 18 inches or less is permitted.

“Wall sign” means a single-faced sign which does not extend more than 12 inches from the wall and the copy of which runs parallel to the wall to which it is attached.

“Window sign” means a sign which is applied to, attached to or located within three feet of the interior of a window, which sign may be seen through the window from the exterior of the structure. [Ord. [1053](#) § 1, 1998; Ord. [949](#) § 2, 1991; Ord. [658](#) § 2, 1975; Ord. [235](#) § 1, 1940.]

17.115.030 Permits.

No person, firm or corporation shall construct, alter, or move any billboard without first obtaining a [Sign P](#)ermit ~~from the council~~. The fee for issuing such permit shall be ~~\$40.00 per year~~ [\\$75.00](#).

Proposed Amendments

The application for such permit shall set forth the location of such proposed billboard, and the name and address of the owner of the property upon which the same is to be erected, and shall be accompanied by a sketch of such property and proposed billboard showing the location thereof in reference to the property.

But no permit shall be granted by any billboard which does not conform to the requirements of this chapter as to location, construction or otherwise, and when a permit is denied for any such cause, the billboard in question shall immediately be taken down and made to conform to the requirements of this chapter.

The construction of all billboards in Junction City shall be in accordance with the standard specification and requirements of billboards now in common usage and all billboards shall be properly and adequately maintained. [Ord. [592](#) § 1, 1972; Ord. [235](#) § 2, 1940.]

17.115.040 Name required.

There shall be placed and maintained at the top of each billboard the name plainly printed of the person, firm or corporation owning or in possession, charge, or control of the same for advertising purposes. [Ord. [235](#) § 4, 1940.]

Article II. Requirements, Fees, and Enforcement

17.115.050 General sign regulations.

No sign governed by the provisions of this chapter shall be erected, structurally altered, or relocated without first receiving a sign permit from the city of Junction City.

A. Installation Requirements. All signs shall comply with the following requirements and those specified by zoning district:

1. Construction shall satisfy the requirements of the Uniform Sign Code.
2. Electrical requirements for signs shall be governed by the National Electrical Code and Oregon Electrical Specialty Code Amendments.
3. Except for exempt signs and approved daily display signs, all signs shall be securely attached to a building or the ground.
4. All signs shall conform to all vision clearance requirements.
5. All signs together with their supports, braces, and guys shall be maintained in a safe and secure manner.
6. All illuminated signs shall be internally or indirectly illuminated.

Proposed Amendments

B. Exempt Signs. The following signs shall be exempt from the application, permit and fee requirements of this chapter:

1. Impermanent construction and subdivision signs not exceeding 32 square feet in area;
2. Directional, warning or information signs or structures required or authorized by law, or by federal, state, county or city authority;
3. Historical site plaques;
4. Incidental signs;
5. Official and legal notices issued by any court, public body, person or officer in performance of a public duty or in giving any legal notice;
6. Official flags of the United States of America, states of the United States, counties, municipalities, official flags of foreign nations, and flags of internationally and nationally recognized organizations;
7. On-premises signs not readable from the public right-of-way, i.e., menu boards, etc.;
8. Political signs, provided such signs shall not exceed four square feet in area or be posted more than 90 days before the election to which they relate and are removed within 15 days following the election;
9. Real estate signs not exceeding four square feet in area in residential districts or 32 square feet in commercial or industrial districts;
10. Residential identification signs;
11. Structures intended for a separate use such as phone booths, Goodwill containers, etc.;
12. Temporary signs;
13. Wall signs less than one inch thick with no electrical permits required;
14. Window signs.

C. Prohibited Signs. The following signs are prohibited:

1. Flashing and moving signs;
2. Portable signs, except as allowed under provisions for daily display signs;
3. Sandwich ("A") boards, except as allowed under provisions for daily display signs;

Proposed Amendments

- 4. Signs attached to utility, streetlight, or traffic control standard poles or otherwise located in the public right-of-way without a permit;
- 5. Signs in a dilapidated or hazardous condition;
- 6. Signs on doors, windows, or fire escapes that restrict free ingress or egress;
- 7. Signs which purport to be, are an imitation of, or resemble an official traffic sign or signal, could cause confusion with any official sign, or which obstruct the visibility of any traffic sign or signal.

D. Free-Standing Signs. All free-standing signs shall comply with the following provisions:

- 1. One free-standing sign shall be permitted along each street frontage, or each 300 feet of street frontage, with one additional free-standing sign allowed on the property.
- 2. A free-standing sign shall be placed behind the property line and no closer than 10 feet to any adjacent private property line.
- 3. Free-standing signs may project over the public property line provided they conform to the standards established for projecting signs.

E. Projecting Signs. All projecting signs shall comply with the following provisions:

- 1. No projecting sign shall extend above the highest structural component of the building to which it is attached.
- 2. Signs over the public right-of-way, including free-standing signs, shall conform to the following standards:

Clearance	Maximum Projection
Less than 8 feet	Not permitted
8 feet	1 foot
9 feet and above	2 feet for every foot above 8 feet in height, but no more than 9 feet

No sign shall project within two feet of a curb line.

- 3. In addition, no sign or sign structure shall project into any public alley below a height of 14 feet above grade, nor project more than 12 inches where the sign structure is located 14 feet to 16 feet above grade. The sign or sign structure may project not more than 36 inches into the public alley where the sign or sign structure is located more than 16 feet above grade.

F. Roof Signs. All roof signs shall comply with the following provisions:

Proposed Amendments

1. All roof signs shall be installed or erected in such a manner that no support structure is visible from any abutting public right-of-way.
2. Roof signs may be erected so as to appear from all sides as a wall sign applied to an existing penthouse which appears to be a part of the building itself.
3. Roof signs shall not exceed the maximum allowable height of the building within the zone in which it is located.

G. Wall Signs. All wall signs shall conform to the following provisions:

1. Wall signs may be attached flat to or pinned away from the wall, but shall not project more than 12 inches from the wall.
2. For purposes of this chapter, wall signs shall be exempt from the area limitations in calculating allowable sign area.
3. Wall signs shall not extend above the height of the wall to which it is attached.

H. Daily Display Signs in Public Right-of-Way/Off-Premises.

1. In zoning districts that permit daily display signs, a daily display sign may be allowed within the public right-of-way in front of the premises with which it is associated, provided all of the following conditions are met:
 - a. A city sign permit is obtained that shows location of daily display sign in the right-of-way. This permit shall be revocable in case of condition of noncompliance.
 - b. The sign is to be set back behind the curb so as not to interfere with on-street parking, or a minimum of 10 feet from the edge of the nearest street travel lane where curbs are not in place.
 - c. The sign is to be placed so as to allow at least five feet of unimpeded pedestrian sidewalk maneuvering space, such maneuvering space being located as close as possible to the building frontage.
 - d. The sign is to meet vision clearance requirements of JCMC [17.95.090](#).
 - e. The sign is properly maintained as required by subsection (A) of this section.

Proposed Amendments

f. The applicant shall assume all liability for incidents involving the sign, and execute a document satisfactory to city, releasing and indemnifying city for all liability arising from claims pertaining to the sign.

g. Sign dimension shall not exceed a maximum width of four feet nor a maximum above ground level height of four and one-half feet.

h. One sign per business is allowed.

2. Daily display signs may be allowed off the premises, or within the public right-of-way in front of a business with which the sign is not associated subject to the following standards:

a. All applicable standards of subsection (H)(1) of this section.

b. Both the sign owner and owner of the business where the sign is placed must sign a city liability exemption document as provided in subsection (H)(1)(f) of this section.

c. The off-premises daily display sign will take the place of the daily display sign allowance for both the business site where it is placed and the business placing the sign.

d. The off-premises daily display sign will count towards the square footage requirements for both the business where it is placed and the business placing the sign.

I. Applying for a Sign Permit. A property owner or his authorized agent shall apply to the city for a sign permit by filing an application with the city using forms prescribed for the purpose. The application shall be accompanied by a site plan and construction drawing. The city administrator may require other drawings or information necessary to determine compliance with the sign ordinance. The applicant shall pay a fee as established by [resolution](#) or ordinance of the city council in effect at the time the application is filed. Prior to being issued a permit, the applicant shall pay, in addition to the fee established by the city council, any costs incurred by the building official/engineer in reviewing the proposed sign.

J. Code Violations and Enforcement. Any sign which is not in compliance with all the provisions of this chapter is an unlawful sign and declared to be a public nuisance.

1. The city may order the removal of any sign erected or maintained in violation of this chapter. It shall give 24 hours' notice in writing to the owner of such sign, or of the building structure, or premises on which the sign is located, to remove the sign or bring it into compliance.

2. The city may remove a sign immediately and without notice if, in its opinion, the condition of the sign is such as to present an immediate threat to the safety of the public, and is hereby authorized to take such

Proposed Amendments

steps as may be necessary to remove said sign. Neither the city nor any of its agents shall be liable for any damage to the sign.

3. The violation of or failure to comply with any of the provisions of this chapter or the erection, use, or display or the allowing of, the permitting of, or the suffering of the erection, use or display of any sign not in compliance with all the provisions of this chapter is unlawful and upon conviction, the violator may be punished by a fine of not more than \$250.00 and shall be required to remove such sign or to take such other action as shall be determined by the court to be necessary to bring such sign into full compliance with the provisions of this chapter.

4. The remedies provided in this section for violations of or failure to comply with provisions of this chapter shall be cumulative and shall be in addition to any other remedy provided by law. [Ord. [1066](#) § 1, 1999; Ord. [1053](#) § 1, 1998; Ord. [949](#) § 3, 1991.]

Article III. Zoning District Requirements

17.115.060 Residential – Single-family and duplex.

A. General. This section shall apply to all residential districts designated as single-family residential (R1) and duplex residential (R2).

B. Size and Height. One name plate or identification sign with a maximum of two faces not exceeding two square feet per face per dwelling unit is permitted. Uses allowed conditionally may be allowed to erect one sign per street frontage not to exceed 32 square feet.

C. Location. Signs permitted outright in the R1 and R2 districts may be located anywhere on the premises; however, no free-standing sign may exceed eight feet in height or project beyond any property line. Building-mounted signs shall be wall-mounted and shall not be erected on any building roof. [Ord. [949](#) § 4, 1991.]

17.115.070 Residential – Multifamily and multi-structure.

A. General. This section of the sign ordinance shall apply to all residential districts designated as multifamily residential (R3) and multi-structure residential (R4).

B. Size and Height. Signs permitted in the R1 and R2 districts are permitted in the R3 and R4 zones. For multiple-family dwellings, permitted mobile home parks and conditional uses in the R3 and R4 zones, one identification sign totaling 32 square feet in area shall be permitted for each street frontage.

C. Location. Signs permitted in these residential districts may be located anywhere on the premises; however, no free-standing sign shall exceed eight feet in height or extend beyond a property line. Building-mounted signs shall be wall-mounted and shall not be erected on any building roof. [Ord. [949](#) § 5, 1991.]

Proposed Amendments

17.115.080 Commercial – Industrial – Technological.

A. General. This section of the sign ordinance shall apply to all commercial, industrial, and technological districts.

B. Size. The size of allowable area of signs shall be as follows:

1. A total sign area of one and one-half square feet for each lineal foot of building frontage or one square foot for each lineal foot of lot frontage, whichever results in the larger sign area.
2. Free-standing or projecting signs shall be limited to 150 square feet per face. Such signs shall not exceed 30 feet in height from grade to the highest element of such signs unless otherwise restricted.
3. One daily display sign per business, for which the maximum permitted area shall be eight square feet per display surface and 16 square feet overall, with a maximum height limit of six feet above ground level.

C. Location. Except as otherwise provided, permitted signs may be located anywhere on the premises.

1. Where frontage is on more than one street, only the signs computed with the frontage of that street shall be located on that street.

D. Limitations in C2 Zone. Signage in the C2 zone shall be pedestrian-scaled and located so as to be legible to pedestrians on the sidewalks. C2 signage shall conform to the following standards:

1. Wood, metal, or other natural material is the recommended material for the sign.
2. Whenever possible, sign graphics shall be carved, applied, painted, or stained.

~~3. Sign graphics shall be simple and bold, keeping with the historic theme of downtown Junction City.~~

~~43.~~ The number of colors used on a sign shall be minimized for maximum effect. A maximum of four colors, including the background color, is permitted.

~~54.~~ Sign illumination shall be subdued and indirect, with the exception of internally lit signs that shall be a maximum of ~~eight~~ 12 square feet.

~~65.~~ Projecting (blade) signs are encouraged, especially along 6th Street, preferably suspended from an awning, and should not exceed ~~ten~~ 12 square feet per face. No projecting signs should be used above the first story.

~~76.~~ Wall-mounted signs are encouraged, but shall not exceed an area of 10 percent of the wall to which the sign is attached or 32 square feet in size.

Proposed Amendments

E. Special Signs.

1. Downtown Entrance Signs. The appearance of any sign used as an entrance marker to the central commercial district shall be consistent with the Junction City welcoming sign along Highway 99 near the south edge of town and any other signs serving a similar purpose, and with the limitations for signs in the C2 zone as described in subsection (D) of this section. A downtown entrance sign shall be designed with attractive landscaping to serve as a visual anchor. The landscaping and maintenance plan shall be subject to approval by the planning commission, and ODOT if applicable.

2. Community Readerboard. A community readerboard may be maintained along Highway 99 and/or in the downtown area to post notice of local news and events. A community readerboard shall be visually pleasing and updated regularly. Landscaping associated with the readerboard shall be maintained in good condition. The landscaping and maintenance plan shall be subject to approval by the planning commission, and ODOT if applicable. [Ord. [1116](#) § 1, 2003; Ord. [1053](#) § 1, 1998; Ord. [949](#) § 6, 1991.]

17.115.090 Signs in neighborhood and regional shopping centers.

A. Signs of Individual Businesses. Within neighborhood and regional shopping centers, each individual business shall be allowed a total sign area as calculated in accordance with JCMC [17.115.080](#)(B).

B. Shopping Center Sign. In addition to the sign area allowed for individual businesses, shopping centers with more than 100,000 square feet of floor area shall be allowed one double-faced indirectly lighted sign on each street right-of-way. Such signs shall neither extend beyond the property line nor be placed in the right-of-way and shall be used solely to identify the shopping center, shopping area, or business or activities conducted therein. These signs shall not exceed 300 square feet per face and shall not exceed 30 feet in height from grade to the highest element of the sign. [Ord. [949](#) § 7, 1991.]

Article IV. Nonconforming Signs

17.115.100 Alteration, relocation or replacement.

Nonconforming signs which are structurally altered, relocated or replaced shall comply immediately with all provisions of this chapter. [Ord. [949](#) § 9, 1991.]

17.115.110 Destruction of a nonconforming sign.

If a nonconforming sign is destroyed by any cause to the extent of more than 60 percent of its value, then and without further action by the planning commission, the sign shall be subject to all applicable regulations of this chapter. For the purpose of this chapter, the value of any sign shall be the estimated cost to replace the sign in kind, as determined by the building inspector. [Ord. [949](#) § 10, 1991.]

Article V. Variances

17.115.120 Authorization to grant or deny variances.

The planning commission may authorize variances from the requirements of this title where it can be shown that, owing to special and unusual circumstances related to a specific piece of property, the literal interpretation of this title would cause an undue or unnecessary hardship. In granting a variance, the planning commission may attach conditions which it finds necessary to protect the best interest of the surrounding property or neighborhood and to otherwise achieve the purpose of this title.

A. No variance shall be granted unless it can be shown that all of the following conditions exist:

1. Exceptional or extraordinary conditions apply to the property that do not apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size, shape, topography or other circumstances over which the applicant has no control.
2. The variance is necessary for the preservation of a property right of the applicant substantially the same as is possessed by owners of other property in the same zone or vicinity.
3. The authorization of the variance shall not be materially detrimental to the purposes of this title, be injurious to property in the zone or vicinity in which the property is located, or be otherwise detrimental to the objectives of any development pattern or policy.
4. The variance requested is the minimum variance from the provisions and standards of this title which will alleviate the hardship.

B. Application for a Variance. A property owner or authorized agent may initiate a request for a variance or the modification of an existing variance by filing an application with the city using forms prescribed for the purpose. The application shall be accompanied by a site plan, drawn to scale, showing the dimensions and arrangement of the proposed sign(s). The planning commission may require other drawings or information necessary to an understanding of the proposed use and its relationship to surrounding properties. The applicant shall pay a fee as established at the time the application is filed.

C. Public Hearing on Variance. Before the planning commission may act on a request for a variance, it shall hold a public hearing. The hearing shall be held within 40 days after the application is filed. The city administrator shall give notice of the hearing in the following manner:

1. Notice of the hearing shall be published in a newspaper of general circulation in the city not less than five days nor more than 20 days prior to the date of the hearing.

Proposed Amendments

2. Not less than 10 days prior to the date of the hearing, notices shall be mailed to all property owners within the area enclosed by lines parallel to and 300 feet from the exterior boundaries of the property involved. The names and addresses of property owners shall be those shown in the records of the county assessor. Failure to send notice to a person specified in this section or failure of a person to receive the notice shall not invalidate the proceedings in connection with the application for a variance.

D. Notification of Action. Within five days after a decision has been rendered, the city administrator will provide the applicant with written notice of the city's action on the request for a variance. [Ord. [949](#) § 11, 1991.]

17.115.130 Penalty.

Any person, firm or corporation violating any provision of this chapter, upon conviction thereof, shall be punished by a fine not exceeding ~~\$100.00~~ **\$250.00** or by imprisonment in the city jail not exceeding 20 days, or by both such fine and imprisonment, or the license of any and all of their billboards may be revoked and upon revocation of any such license the billboards covered by such license shall be taken down immediately and removed.

[Ord. [235](#) § 5, 1940.]

Chapter 17.160 DEVELOPMENT STANDARDS

Sections:

[17.160.010 Purpose and policy.](#)

[17.160.020 Definitions.](#)

[17.160.030 Building permit.](#)

[17.160.040 Implementing action.](#)

[17.160.050 Development requirements.](#)

[17.160.060 Final approval.](#)

[17.160.070 Penalties.](#)

[17.160.080 Appeal.](#)

17.160.010 Purpose and policy.

The expressed purpose of this code is to assure equal and fair treatment to all individuals seeking to develop within the planning area of the city of Junction City. This chapter shall govern the development of property or structures within the planning area which are exempt from the subdivision requirements or are developed within subdivided property. The policies of the city of Junction City are as follows:

- A. Adequate information must be presented with each development to assure zoning regulatory standards are upheld, coordinate traffic flow and street patterns and assure existing public and private utilities are not damaged or infringed upon by development.
- B. To assure reasonable development standards are achieved to promote the development of Junction City, while protecting the tax base and tax burden of all residents in the community.
- C. To foster and promote the logical extension of public improvements in an economical manner over a long term.
- D. To empower the conditioning of the right to build or change uses of property with requirements to construct necessary public improvements. [Ord. [944](#)§ 1, 1990.]

17.160.020 Definitions.

For purposes of this chapter, the following words and phrases shall have the meaning ascribed to them herein:

“Development” means the conversion or change in character of occupancy or use of a building which would place the structure in a different building group as defined in the Uniform Building Code; the erection of a new structure; the demolishing of existing buildings for the conversion of such property to a differing use; the creation of gasoline pumps, drive-up windows, traffic islands or similar alterations which channelize, alter or increase the traffic

Proposed Amendments

volume or pattern on adjacent roadways. The term “development” for purposes of this chapter shall not mean interior remodeling, repairs, maintenance or improvements to any existing structure which does not increase the volume of the structure. Specifically exempted under this chapter are building facades, roof or exterior wall repair or replacement, heating, ventilating or electrical alterations, or activities similar in character.

“Development site” means an area consisting of a parcel or tract of land specifically identified by a developer as the land to be altered or developed. All required area to meet parking standards and similar requirements for a particular development shall be included in the term; however, the total property ownership of the proponent will not be considered in the site if it is not necessary to the development. [Ord. [944](#) § 2, 1990.]

17.160.030 Building permit.

From and after May 22, 1990, no building permit may be issued for any development within the city of Junction City unless it has met the terms of this chapter. [Ord. [944](#) § 3, 1990.]

17.160.040 Implementing action.

Henceforth, the following development shall fall within the scope of this chapter and shall be required to comply with the requirements identified herein:

- A. New residential, commercial or industrial development.
- B. Expansion of single-family or duplex residential development with a permit value in excess of 30 percent of the assessed value of the improvements on the property.
- C. Reconstruction of a single-family or duplex residential casualty loss with a permit value in excess of 130 percent of the previously assessed value of the structure itself.
- D. Expansion of multiple-family, commercial or industrial development with a permit value in excess of 10 percent of the assessed value of the improvements on the property.
- E. Reconstruction of multiple-family, commercial or industrial casualty loss with a permit value in excess of 110 percent of the previously assessed value of the structure itself.
- F. Change of occupancies. [Ord. [944](#) § 4, 1990.]

17.160.050 Development requirements.

The following requirements shall pertain to all development falling under the categories identified in JCMC [17.160.020](#):

- A. The applicant shall complete a building permit application as provided by the city and a site plan. The site plan shall be drawn to scale and show all existing and proposed structures and their exterior dimensions; all streets,

Proposed Amendments

alleys and other public right-of-way; existing and proposed utility lines and/or easements; building setbacks; location of utilities and proposed connection routes; off-street parking; curb cut and sidewalk locations and dimensions and a drainage plan. When required in a conditional use permit or in a major development, the city may require the applicant to supply landscape plans, screening, lighting, fire flow and similar requirements.

B. Where the applicant's development site abuts existing curb and gutter, sidewalks in conformance with city standards are required to be constructed to the extent curb and gutter exist at the time of application.

C. Pedestrian Access and Circulation.

1. Internal pedestrian circulation shall be provided in new and expansions of commercial, office, and multifamily residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, accessways, or similar techniques.

2. Commercial Development Standards.

a. New commercial buildings, particularly retail shopping and offices, shall be encouraged to orient to the street, near or at the setback line. A main entrance shall be oriented to the street. For lots with more than two front yards, the building(s) shall be oriented to the two busiest streets.

b. Off-street motor vehicle parking for new commercial developments shall be encouraged to locate at the side or behind the building(s).

3. All site plans (industrial and commercial) shall clearly show how the site's internal pedestrian and bicycle facilities connect with external existing or planned facilities or systems.

4. Development covered under this chapter shall ensure all pedestrian facilities on site and adjacent to the site are handicapped accessible, as required by state and federal laws.

D. The applicant shall be required to participate in public facilities, such as water, wastewater, drainage, curb, gutter, sidewalk and street right-of-way adjacent to the development in conformance with city standards and provide easements or deeds to the city for all such public facilities. However, where it is determined that delaying the design and construction of any or all such facilities is not appropriate and logical, or causes an adverse impact on surrounding properties, the city may require the developer to construct and dedicate all such improvements as a condition to development.

E. Where it has been determined that the extension of public facilities is required, all costs related to such extension shall be borne by the developer. In addition, any extension of such facilities shall be continued and extended in a logical fashion to the extent of the development site so as to be readily available for adjacent development.

Proposed Amendments

F. Where such improvement installed by a developer shall benefit other properties, a mutually agreeable settlement shall be arrived at between the city and the developer prior to installing the improvements. This agreement shall identify the benefiting properties, actual costs to be charged and method of repayment to the developer. Where prior agreement exists for improvements benefiting the subject property, the applicant shall make arrangements with the city for the payment of such improvements prior to issuance of any city permit.

G. The developer shall provide proof of review and approval by all affected state and/or county agencies, such as the State Department of Transportation or county planning department.

H. The proposed use shall not impose an undue burden on the public transportation system. For developments that are likely to generate more than 400 average daily motor vehicle trips (ADTs), the applicant shall provide adequate information, such as a traffic impact study or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate impacts attributable to the project. The determination of impact or effect and the scope of the impact study shall be coordinated with the provider of the affected transportation facility.

I. Dedication of land for streets, transit facilities, sidewalks, bikeways, paths, or accessways shall be required where the existing transportation system will be impacted by or is inadequate to handle the additional burden caused by the proposed use.

J. Improvements such as paving, curbing, installation or contribution to traffic signals, construction of sidewalks, bikeways, accessways, paths, or streets that serve the proposed use **shall be required** where the existing transportation system may be burdened by the proposed use. [Ord. [1103](#) § 1, 2002; Ord. [944](#) § 5, 1990.]

17.160.060 Final approval.

No final approval or certificate of occupancy will be issued by the city until such time as the applicant has complied with all requirements and shall not be issued if there is any major variance from the site plan.

[Ord. [944](#) § 6, 1990.]

17.160.070 Penalties.

Any person, firm or corporation violating any provision of this chapter shall, upon conviction thereof, be subject to a fine not to exceed \$250.00. Each day such violation is allowed to continue shall constitute a separate offense. In addition, the city may withhold all city utilities until such time as this chapter is fully complied with. [Ord. [944](#) § 7, 1990.]

17.160.080 Appeal.

Any person aggrieved by this chapter may appeal to the planning commission. Such appeal must be in writing and submitted to the city within seven calendar days after the action or decision appealed. Review of such appeals shall be held at the next regularly scheduled planning commission meeting if filed no less than five

Proposed Amendments

calendar days prior to such scheduled meeting. Otherwise, the review shall be held at the next regular meeting. This shall not preclude the city from waiving these minimum time requirements where and when possible or calling for a special meeting.

Any person aggrieved by the decision of the planning commission may appeal such decision to the city council following the procedures identified above. The decision of the city council shall be the final local government decision. [Ord. [944](#) § 8, 1990.]

Chapter 17.150
ADMINISTRATION, ENFORCEMENT AND INTERPRETATION

Sections:

- [17.150.010 Scope of rules.](#)
- [17.150.020 Burden of persuasion.](#)
- [17.150.030 Impartial tribunal.](#)
- [17.150.040 Opportunity to be heard – Conduct of the public meeting.](#)
- [17.150.050 Record and findings.](#)
- [17.150.060 Enforcement.](#)
- [17.150.070 Procedures for development permit applications.](#)
- [17.150.080 Notice.](#)
- [17.150.090 Public hearing procedures.](#)
- [17.150.100 Decision.](#)
- [17.150.110 Permit required.](#)
- [17.150.120 Appeal to city council.](#)
- [17.150.130 Form of petitions, applications and appeals.](#)
- [17.150.140 Time limit on a permit for a conditional use or a variance.](#)
- [17.150.150 Interpretation.](#)
- [17.150.160 Penalty.](#)

17.150.010 Scope of rules.

These rules shall govern the conduct of hearings on all quasi-judicial land use matters. [Ord. [1054](#) § 1, 1998; Ord. [742](#) § 1, 1978; Ord. [635](#) § 2, 1974.]

17.150.020 Burden of persuasion.

The burden of persuading the decision-making body is upon the proponent, applicant, or moving party. In the case of an appeal, the appellant has the burden of persuading the reviewing body that the previous decision was wrong. Decisions made in a quasi-judicial matter shall be based on reliable, probative, substantial evidence that establishes rights and responsibilities under applicable law in a manner necessary to meet the body's responsibility of deciding matters within its jurisdiction. [Ord. [864](#) § 5, 1984; Ord. [635](#) § 3, 1974.]

17.150.030 Impartial tribunal.

A. In the interest of avoiding bias, city council members and planning commission members should not discuss with the applicant for a specified land use, or others interested in the application, any request upon which they will vote; except that answering questions relating to time, place and general policies or procedures shall not be considered a violation of this rule. However, no decision or action of a city council or planning commission shall

Proposed Amendments

be invalid due to ex parte contact or bias resulting from ex parte contact with a member of the decision-making body, if the member of the decision-making body receiving the contact:

1. Places on the record the substance of any written or oral ex parte communications concerning the decision or action; and
2. Has a public announcement of the content of the communication and of the party's right to rebut the substance of the communication made at the first hearing following the communication where action will be considered or taken on the subject to which the communication related.

B. A communication between the city staff and the planning commission or members or council members shall not be considered an ex parte contact for the purposes of this section. [Ord. [864](#) § 6, 1984; Ord. [635](#) § 4, 1974.]

17.150.040 Opportunity to be heard – Conduct of the public meeting.

A. Interested parties shall be afforded an opportunity to be heard and to present and rebut testimony. Within these limits, the actual conduct of the public hearing shall be established at the discretion of the presiding officer.

B. Interested parties may raise questions concerning the testimony presented. Such questions shall be addressed to the person presiding at the hearing.

C. The term “interested parties” includes applicants and members of the general public who either support, oppose or have questions concerning a specific proposal.

D. Prehearing and Ex Parte Contacts and Conflicts of Interest.

1. Prehearing or ex parte contacts which create an actual prejudice or bias in the mind of the member of the decision-making body, either for or against the issue to be decided, shall require the member to refrain from participating in the matter. The member shall announce the nature of the contact, as distinguished from its specific content, and shall then abstain at the beginning of the hearing and refrain from discussion of or voting upon the matter.

2. When a city councilmember or the mayor believes the matter dealt with at a hearing may result in his or her, or a member of his or her household's, private pecuniary benefit or detriment, the councilman or mayor shall announce publicly the nature of the potential conflict of interest prior to taking any official action thereon. The announcement must be made whether or not the member votes on the matter, and must be made at each meeting during which the matter is discussed or debated. The members of the council who do not have a conflict of interest shall immediately after the announcement vote on whether the councilman or mayor who has a conflict of interest may participate in the discussion, deliberation and voting on the matter.

Proposed Amendments

3. A member of the planning commission shall not participate in any commission proceeding or action on a matter in which any of the following has a direct or substantial financial interest in the matter: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, partner, any business in which he or she is then serving or has served within the previous two years, or any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken.

E. Interested parties may represent themselves or have another person of their choosing represent them at the public hearing. [Ord. [805](#) § 1, 1980; Ord. [778](#) § 1, 1979; Ord. [635](#) § 5, 1974.]

17.150.050 Record and findings.

A. When a decision on a specific request has been made, that decision shall be supported by findings of fact.

B. When making findings of fact, the planning commission may adopt by reference the findings set forth in the staff notes, it may modify those findings based upon the public testimony presented, or it may issue new findings of fact.

C. When making findings of fact, the city council may adopt by reference the findings of the planning commission, it may modify those findings based upon the public testimony presented, or it may issue new findings of fact.

D. Records shall be kept of all hearings on specific zoning issues and shall consist of written minutes, findings of fact, and other material submitted, as well as a tape recording of the hearing. The tape of the hearing may be destroyed after six months, in the event no appeal has been lodged against the decision within that time.

[Ord. [635](#) § 6, 1974.]

17.150.060 Enforcement.

The city administrator or a designee shall have the power and duty to enforce the provisions of this title. Any violation of this title or failure to comply with conditions of approval of a land use action may be deemed a nuisance, and may be abated in accordance with the provisions of Chapter [8.10](#) JCMC instead of, or in addition to, any penalties imposed pursuant to JCMC [17.150.160](#). Failure to comply with the conditions of approval of a land use action will be considered a nuisance. An appeal from a ruling of the city staff shall be made to the planning commission. No decision of the city shall be influenced by factors relating to race, religion, gender, age or physical disability. [Ord. [1112](#) § 1, 2003; Ord. [950](#) § 111, 1991.]

17.150.070 Procedures for development permit applications.

A. Types of Procedures. Development permit applications subject to Junction City development ordinances shall be classified according to one of the following categories: Type I, Type II, Type III, or Type IV. These categories are defined below.

Proposed Amendments

1. Type I Procedure – Administrative Decision.

- a. This type of decision does not require interpretation or legal judgment in reviewing the proposed land use. Approval of a Type I application is not a land use decision as defined by ORS [197.015](#).
- b. A public hearing or notice of action is not required. However, the applicant shall receive notice of the final decision.
- c. The applicant may appeal a Type I decision in accordance with the requirements of JCMC [17.150.120](#).
- d. Type I Administrator’s Decisions. Actions that are processed by the city administrator or their designee as a Type I procedure include but are not limited to decisions related to:
 - i. Determination of the completeness of applications;
 - ii. Determination of the appropriate procedure for any application;
 - iii. Building permits for outright permitted uses requiring no planning commission action;
 - iv. Building permits after discretionary approvals become final;
 - v. Minor modifications to nonconforming uses as described in JCMC [17.125.030](#);
 - vi. Access permits as described in Chapter [17.85](#) JCMC for uses not requiring site plan review or when issued in conformance with an approved site plan;
 - vii. Development permits for property located partially or wholly within a flood hazard zone as described in Chapter [17.80](#) JCMC;
 - viii. Billboard permits as described in Chapter [17.115](#) JCMC;
 - ix. Sign permits as described in Chapter [17.115](#) JCMC;
 - x. Lot line adjustments; and
 - xi. Decisions on whether to support an application for annexation.
- e. Type I Planning Commission Decisions. Actions that are processed by the planning commission as Type I procedures include but are not limited to:
 - i. Final subdivision plan and final partition plan plat approval; and

Proposed Amendments

- ii. Similar decisions that result in or are the final opportunity for review before a change in ownership of any real property subject to review under this title.

2. Type II Procedure – Limited Land Use Decision.

- a. A Type II procedure is classified as a limited land use decision as defined in ORS [197.015](#). This procedure allows for review of applications that involve discretionary standards for uses permitted outright by this title. The commission or designated staff shall follow the procedures specified in the acknowledged comprehensive plan, land use regulations, and other applicable legal requirements.
- b. Notice of the proposed action shall be as provided in JCMC [17.150.080](#).
- c. A public hearing may be requested on a proposed decision by the applicant, a member of the planning commission, or any party entitled to notice or who is affected by the proposal. If, after review of the application, the city administrator or designee determines that the request for a public hearing is necessary for a complete analysis of the application, the city administrator or designee shall schedule a public hearing at the next available planning commission meeting, and shall provide notice of the hearing to all persons entitled to receive the original notice of the application. Procedures at the public hearing shall be the same as for a Type III hearing, as found in this chapter.
- d. Either after receiving all written comments, or after close of the record in the event of a public hearing, the planning commission or designated staff shall review all information received and make findings based on the applicable criteria. The decision shall be based on a brief statement of the standards, incorporating the facts relied upon in rendering the decision; and providing justification for the approval, conditional approval, or denial of the application. Notice of the decision shall be sent to the applicant and any other person who submitted comments on the application during the time allotted for such submissions. The decision can be appealed in accordance with JCMC [17.150.120](#).
- e. Examples of Applications. Applications that are processed as a Type II procedure include but are not limited to:
 - i. Preliminary partition plans and replats;
 - ii. Preliminary subdivision plans and replats.
- f. Expedited land divisions shall be administered in accordance with procedures outlined in ORS [197.360](#) through [197.380](#).

3. Type III Procedure – Quasi-Judicial.

Proposed Amendments

- a. In accordance with ORS [197.764](#), a Type III procedure requires a public hearing and may involve complex actions which require discretion on the part of the commission. Type III procedures will usually require decisions of a specific nature about discrete properties. Procedures for public hearings are set forth in this chapter.
- b. Notice of the proposed action shall be as provided in JCMC [17.150.080](#).
- c. After the close of the record in the public hearing, the planning commission or designated staff shall review all information received and make findings based on the applicable criteria. The decision shall be based on a brief statement of the standards, incorporating the facts relied upon in rendering the decision, and providing justification for the approval, conditional approval, or denial of the application. Notice of the decision shall be sent to the applicant and any other person who submitted comments on the application during the time allotted for such submissions. The decision can be appealed in accordance with JCMC [17.150.120](#).
- d. Examples of Applications. Type III applications include but are not limited to the following:
 - i. Conditional uses;
 - ii. Temporary use permits;
 - iii. Variances (including variances to sign permits); and
 - iv. Planned unit developments.

4. Type IV Procedure – Legislative.

- a. A Type IV procedure requires review by the commission and the council (except for withdrawals of property from special districts prior to annexations where only a review by the council is required). This type of decision may have significant or broad effects on various parties and properties in a large area.
- b. Proposed amendments to this title, the comprehensive plan, or other land use regulations may be initiated by an application from a citizen, the planning commission, the city council or Lane County, if the requested change relates to the Junction City comprehensive plan.
- c. Public notice shall be provided in accordance with JCMC [17.150.080](#).
- d. A minimum of two hearings, one before the planning commission and one before the city council, are required for all Type IV applications, except for withdrawals of property from special districts prior to annexations where only a review by the council is required. Procedures for these hearings are set

Proposed Amendments

forth in JCMC [17.150.090](#). Notice of the decision shall be sent to the applicant and any other person who submitted comments on the application during the time allotted for such submissions.

e. The commission may submit recommendations and findings regarding the proposal to the city council. These recommendations and findings may include alterations from the original proposal or application. If the commission determines that the proposed change should not be recommended for approval by the council, as originally proposed or as modified by the commission, the commission may, but need not, submit the proposal to the city council. The council may enact, amend, or defeat all or portions of the proposal or may refer the matter back to the commission for further consideration.

f. If the council takes final action in the form of an ordinance, resolution, or amendment, then the applicable rules of the Department of Land Conservation and Development must be complied with. Any participants in the hearing shall receive notice of the final action including the effective date of the decision as well as appeal requirements.

g. Examples of Type IV applications include but are not limited to the following:

- i. Amendments to the comprehensive plan;
- ii. Amendments to this title;
- iii. Changes to the zoning map;
- iv. Withdrawal of property from special districts prior to annexations;
- v. Annexation of property to the city; and
- vi. Extraterritorial extensions of water, stormwater, or sewer.

5. Summary of Development Decisions/Permits by Type of Decision-Making Procedure. The following table lists land development application types, illustrating the types defined in subsections (A)(1) through (4) of this section. Examples listed in Table 17.150.070 are for informational purposes and are not exclusive.

**Table 17.150.070: Summary of Development Decisions/Permits
by Type of Decision-Making Procedure**

Development Decision/Permit	Category	Code Provisions	Review/Hearing
Access Permit (not requiring site plan review)	Type I	Chapter 17.85 JCMC	staff
Annexation	Type IV	Chapter 17.165 JCMC	PC/CC
Billboard Permit	Type I	Chapter 17.115 JCMC	staff
Building Permit (uses permitted outright)	Type I	Chapter 15.15 JCMC	staff
Code Interpretation	Type II		staff
Code Amendment	Type IV	Chapter 17.145 JCMC	
Comprehensive Plan Amendment	Type IV	Comprehensive Plan	
Conditional Use Permit	Type III	Chapter 17.130 JCMC	
Conditional Uses within Wetland Protection Areas	Type III	Chapter 17.130 JCMC	PC
Development Review	Type I	Chapter 16.05 JCMC	staff
Extraterritorial Extension of Water, Stormwater or Sewer	Type II/IV	Chapter 17.165 JCMC	staff, PC/CC
Flood Hazard Zone Development Permit	Type I	Chapter 17.80 JCMC	staff
Home Occupation Permit	Type I		staff
Master Planned Development (PUD)	Type III		
Modification to Approval	Type II/III		
Land Use District Map Change Quasi-Judicial (no plan amendment required)	Type III	Chapter 17.145 JCMC	PC
Legislative (plan amendment required)	Type IV		PC/CC

Proposed Amendments

Lot Line Adjustment	Type I		staff
Nonconforming Use or Development Confirmation	Type I	Chapter 17.125 JCMC	staff
Partition, Major or Minor	Type II	JCMC 16.05.030 and 16.05.040	PC
Permitted Activities within Wetland Protection Areas	Type I	Chapter 17.60 JCMC	staff
Sign Permit	Type I	Chapter 17.115 JCMC	staff
Subdivision	Type II	JCMC 16.05.040	PC
Subdivision – Final Plat Approval	Type I	JCMC 16.05.040	PC
Temporary Use Permit	Type III	Chapter 17.135 JCMC	PC
Tree Removal	Type I/II	Chapter 12.35 JCMC	staff
Variance	Type III	JCMC 17.140.010	PC
Variance within Wetland Protection Areas	Type III	Chapter 17.60 JCMC and JCMC 17.140.010	PC
Minor Variance (clear & objective standards, i.e., 10%)	Type I	JCMC 17.140.030	staff
Wetland Resources Overlay District Map Corrections	Type I	Chapter 17.60 JCMC	staff
Withdrawal of Property from Special Districts after Annexation	Type IV	JCMC 17.165.140	city council only

Abbreviations:

LCLGBC = Lane County Local Government Boundary Commission, CC = City Council, PC = Planning Commission

B. Determining the Applicable Procedure.

1. If there is a question as to the appropriate procedure type, the city administrator or designee will determine the applicable type based upon the most similar land use application procedure specified herein or other established policy.

2. For an application containing two or more proposals for the same property, these applications may be processed collectively under the highest numbered procedure that is applicable to any of the proposals. Alternatively, the applications can be reviewed individually according to the corresponding procedure type.

Proposed Amendments

C. Pre-Application Conference. An applicant may request an informal review of a proposal by the city administrator or by planning staff prior to application to determine the general feasibility of the proposal. This informal review does not constitute a land use decision and is not appealable.

D. Consolidation of Permits. Applicants shall be advised that all permits or zone changes necessary for a development project may be merged into a consolidated review process. For purposes of this title, a consolidated permit process shall mean that the deciding body, to the greatest extent possible, apply concurrent notice, public hearing and decision-making procedures to the permits and zone changes which have been consolidated for review.

E. Time Limits. If an application for a permit or zone change is incomplete, the city shall notify the applicant of exactly what information is missing within 30 days of receipt of the application and allow the applicant to submit the missing information. The application shall be deemed complete upon receipt of the missing information. If the applicant refuses to submit the missing information, the application shall be deemed complete on the thirty-first day after the application was first received.

F. Computation of Time. For any reference to time in this title, unless otherwise specified, the time within which an act is to be done is computed by excluding the first day and including the last unless the last day falls upon any legal holiday, Saturday, or Sunday in which case the last day is also excluded. [Ord. [1212](#) § 3 (Exh. A), 2012; Ord. [1181](#) §§ 2, 3, 2008; Ord. [1112](#) § 1, 2003; Ord. [950](#) § 112, 1991.]

17.150.080 Notice.

The purpose of the notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application before the decision is made. The goal of this notice is to invite people to participate early in the decision-making process. Notice of a proposed Type II, III, or IV action shall be provided as follows:

A. Each notice of hearing authorized by this section shall be published in a newspaper of general circulation in the city at least 10 days prior to the date of the hearing.

B. With the exception of Type IV applications, notice of hearing or contemplated land use action shall be mailed to the applicant and to all owners and abutting property owners, including owners of property which would be abutting if there were not intervening streets, of the property which is the subject of the notice. In addition, notice shall be provided to all owners of record of property on the most recent property tax assessment roll within 300 feet of the subject property. Notice shall be mailed at least 20 days before the date of the hearing or review.

Proposed Amendments

C. For Type IV applications:

1. Notice shall be mailed to each owner whose property would be rezoned in order to implement the ordinance (i.e., owners of a property subject to comprehensive plan amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment).
2. If particular properties are to be affected more than, or in a manner significantly different from, other properties of the same general character within the city of Junction City, individual notice shall be prepared and mailed to those affected, including all persons within 300 feet of the affected property.
3. When a proposal to change the zone of property which includes all or part of a mobile home park is to be considered at a public hearing, notice shall be sent to each existing mailing address for tenants of the mobile home park.
4. Owners of airports shall be notified of a proposed zone change in accordance with ORS [227.175](#).

D. Notice shall be mailed to all recognized neighborhood groups or associations affected by the proposal. A recognized neighborhood group or association is defined as an organization that has been formally acknowledged by the city council as representing a specific geographic area or group of citizens with respect to land use issues.

E. Notice shall be provided to any person who submits a written request to receive a notice.

F. Notice shall be provided to any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the city, and to other affected agencies as appropriate. For Type IV applications, the Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 35 days before the first public hearing at which public testimony or new evidence will be received; otherwise notice to DLCD shall be provided at the discretion of the applicant.

G. The city administrator or designee shall certify any mailing of notice or published notice.

H. The notice provisions of this section shall not restrict the giving of notice by other means, including mail or posting on property.

I. Notice of a hearing shall be reasonably calculated to give actual notice, and shall contain the following information:

1. Explain the nature of the application and the proposed use or uses which could be authorized. State number and title of the application file.

Proposed Amendments

2. List the applicable criteria from the ordinance and the plan, as well as other plans and laws that apply to the application at issue.
3. Set forth the street address or other easily understood geographical reference to the subject property.
4. State the date, time, and place of the hearing or the ending date for any opportunity to submit comments. Notice for Type II applications shall provide a 14-day period for submitting written comments before a decision is made on the permit.
5. State: "Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of statements and evidence submitted, including an appeal to the Oregon Land Use Board of Appeals based on that issue."
6. Include the name of a local government representative to contact and the address and telephone number where additional information may be obtained.
7. State that a copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and will be provided at reasonable cost.
8. State that a copy of the staff report will be available for inspection at no cost at least seven days prior to the hearing and will be provided at reasonable cost.
9. Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearings, and a statement that the hearing will be held under the rules of procedure adopted by the council and available at City Hall.
10. State: "Notice to mortgagee, lienholder, vendor, or seller: the Junction City Development Code requires that if you receive this notice, it shall be promptly forwarded to the purchaser."

J. A person whose name is not in the tax records at the time of filing of an application or of initiating other action not based on an application may only receive a notice if the person provides the planning commission with the necessary address(es). Any deficiency in the form of notice prescribed in this section or a failure of a property owner to receive notice shall not invalidate an action if a good faith attempt was made to comply with the requirements of this section for notice. In addition to persons receiving notice as required by the matter under consideration, the city administrator may provide notice to others he/she has reason to believe are affected or otherwise represent an interest that may be affected by the proposed development.

K. A notice of hearing shall be mailed:

Proposed Amendments

1. At least 20 days, but no more than 40 days, before the evidentiary hearing. However, for the adoption or amendment of a comprehensive plan or land use regulation as part of periodic review, notice shall be mailed at least 30 days prior to the first hearing.

2. If two or more evidentiary hearings are allowed, 10 days before the first evidentiary hearing.

[Ord. [1112](#) § 1, 2003; Ord. [975](#) §§ 2, 3, 1993; Ord. [950](#) § 113, 1991.]

17.150.090 Public hearing procedures.

A. No less than one public hearing shall be held on all Type III land use applications, as described in JCMC [17.150.070](#)(A)(3). This public hearing shall be held within 45 days of when the application has been deemed complete. The conduct of the hearing shall be consistent with this chapter. Two public hearings are required for Type IV land use applications, as described in JCMC [17.150.070](#)(A)(4).

B. Any staff report used at the first hearing shall be available at least seven days prior to the hearing.

C. At the commencement of a quasi-judicial hearing required by this chapter, a statement shall be made to those in attendance that:

1. Lists the applicable substantive criteria.

2. States that testimony and evidence must be directed toward the applicable substantive criteria or other criteria believed to apply to the decision.

3. States that failure to raise an issue with sufficient specificity to afford the decision-maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals on that issue.

D. The planning commission may continue a public hearing. This hearing shall be continued to a date, time, and place at least seven days from the date of the initial evidentiary hearing.

E. Unless there is a continuance, if a participant so requests before the conclusion of the evidentiary hearing, the record shall remain open at least seven days after the hearing.

F. If additional documents or evidence are provided by any party, the local government may allow a continuance or leave the record open to allow the parties a reasonable opportunity to respond. Any continuance or extension of the record requested by an applicant shall result in a corresponding extension of the time limitations of ORS [227.178](#) and [227.179](#).

G. When the record is reopened to admit new evidence or testimony, any person may raise new issues which relate to the new evidence, testimony, or criteria for decisionmaking which apply to the matter at issue.

Proposed Amendments

H. Unless waived by the applicant, the local government shall allow the applicant at least seven days after the record is closed to all other parties to submit final written arguments in support of the application. The applicant's final submittal shall be considered part of the record but shall not include any new evidence. This seven-day time period is not subject to the limitations of ORS [227.178](#) and [227.179](#) (120-day time period). [Ord. [1112](#) § 1, 2003; Ord. [975](#) §§ 2, 3, 1993; Ord. [950](#) § 114, 1991.]

17.150.100 Decision.

A. Following the hearing procedure described above, the hearing body shall approve, table, or deny the application; or, if the hearing is in the nature of an appeal, either affirm, reverse, or remand the decision that is on appeal. A decision on a hearing or an application for a development permit may be continued for a reasonable period of time as determined by the hearing body, but not to exceed the requirements of subsection (B) of this section.

B. Except as provided in this subsection, the city shall take final action on an application for a permit or zone change, including resolution of all appeals, within 120 days after the application is deemed complete. Exceptions to the 120-day time limit are as follows:

1. The time limit may be extended for a reasonable period by the applicant;
2. The time limit only applies to decisions wholly within the authority and control of the city and does not apply if the parties have agreed to mediation to resolve the issue;
3. The time limit does not apply to an amendment to the comprehensive plan or land use regulations or to adoption of a new land use regulation that was forwarded to the State Department of Land Conservation and Development for post-acknowledgment review, nor does the time limit apply when the parties have agreed to mediation.

C. If the application was complete when first submitted or the applicant submits the requested additional information within 180 days of the date the application was first submitted, approval or denial of the application shall be based upon the standards and criteria that were applicable at the time the application was first submitted.

D. When the city council approves an amendment of an acknowledged comprehensive plan or land use regulation or adopts a new land use regulation, a copy of the adopted text of the provision or regulation together with the adopted findings shall be mailed or otherwise submitted to the director of the Department of Land Conservation and Development not later than five working days after the final decision. If the proposed amendment or new regulation that the director received notice under JCMC [17.150.070](#) and ORS [197.610](#) has been substantially amended, the local government shall specify the changes that have been made in the notice provided to the director. If the text and findings are mailed, they shall include a signed statement by the person mailing them indicating the date of deposit in the mail. Also within five days of the decision, the local government shall mail

Proposed Amendments

notice to persons who participated in the proceedings and to persons who requested in writing that they receive notice of the decision. This notice shall comply with ORS [197.615](#).

E. In rendering a decision, a local government may adopt an exception to a Statewide Planning Goal in accordance with ORS [197.732](#). [Ord. [1112](#) § 1, 2003; Ord. [975](#) §§ 2, 3, 1993; Ord. [950](#) § 115, 1991.]

17.150.110 Permit required.

Prior to the erection, movement, reconstruction, extension, enlargement or alteration of a structure, necessary permit(s) for such erection, movement, reconstruction, extension, enlargement or alteration shall be obtained. The applicant shall pay a fee as established by the city council at the time the application is filed. [Ord. [1112](#) § 1, 2003; Ord. [975](#) § 2, 1993; Ord. [950](#) § 116, 1991.]

17.150.120 Appeal to city council.

Any final action of the planning commission authorized by this title may be appealed to the city council within 12 days after notice has been mailed to all opponents indicating the planning commission's decision and right to appeal. Appeals may be made by filing written notice with the city and paying the fee equal to the average cost as prescribed by the city council, and cost of the written transcripts up to \$500.00, plus one-half the cost over \$500.00. If no appeal is taken within the 12-day period, the decision of the planning commission shall be final. If an appeal is filed, the city council shall receive a report and recommendation from the planning commission and shall hold a public hearing on the appeal. Notice of the public hearing shall be by one publication in a newspaper of general circulation in the city not less than five days nor more than 20 days prior to the date of the hearing. The appeal hearing before the city council shall be a de novo hearing held in accordance with this section and JCMC [17.150.130](#) and ORS [227.173](#). [Ord. [1112](#) § 1, 2003; Ord. [975](#) § 2, 1993; Ord. [950](#) § 117, 1991.]

17.150.130 Form of petitions, applications and appeals.

All applications and appeals provided for in this title shall be made on forms provided for the purpose or as otherwise prescribed by the planning commission in order to assure the fullest practical presentation of pertinent facts and to maintain a permanent record. All applications for permits shall be accompanied by plans, in duplicate, drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the exact sizes and locations on the lot of the building and other structures, existing and proposed; and the existing and intended use of each building, structure or part thereof; the number of families to be accommodated, if any; and such other information as is needed to determine their conformance with the provisions of this title. Where multiple land use permits or zone changes are required, such hearings and applications may be applied for and conducted at one time. Final action on a permit or zone change application, including all appeals, shall occur within 120 days of submittal of a complete application. [Ord. [975](#) § 2, 1993; Ord. [950](#) § 118, 1991.]

17.150.140 Time limit on approved plans and permits~~on a permit for conditional use or a variance~~

Proposed Amendments

All land use decisions and approvals shall be based upon findings of fact. In order to assure that these decisions remain valid, all land use approvals shall be void after one year if no substantial construction has taken place. However, the planning commission may grant two one-year extensions upon a determination that the applicant is pursuing the completion of the project and that no material changes of surrounding land uses or designation has occurred. [Ord. [975](#) § 2, 1993; Ord. [950](#) § 119, 1991.]

17.150.150 Interpretation.

The provisions of this title shall be held to the minimum requirements fulfilling its objectives. Where the conditions imposed by any provision of this title are less restrictive than comparable conditions imposed by any other provisions of this title or of any other ordinance, resolution or regulation, the provisions which are more restrictive shall govern. [Ord. [975](#) § 2, 1993; Ord. [950](#) § 120, 1991.]

17.150.160 Penalty.

The owner or owners of any buildings or premises, or part thereof, where anything in violation of this title shall be placed, or exist, or be maintained, and any architect, builder or contractor who shall assist in the commission of any such violation, and all persons or corporations who shall violate or maintain any violation of any of the provisions of this title, or who shall fail to comply with any order issued under this title, or with any requirements thereof, or who shall build in violation of any statement or plan submitted and approved under this title, shall for each and every violation or noncompliance be fined not more than \$250.00. Each day that a violation of this title continues shall be considered a separate offense, commencing upon the date the city provides written notice to the property owner or occupant of the violation. [Ord. [1186](#) § 2, 2008; Ord. [975](#) § 2, 1993; Ord. [950](#) § 121, 1991.]

Chapter 17.20
MULTIPLE-FAMILY RESIDENTIAL ZONE (R3)

Sections:

- [17.20.010 Uses permitted outright.](#)
- [17.20.020 Conditional uses permitted.](#)
- [17.20.030 Development review.](#)
- [17.20.040 Lot size.](#)
- [17.20.050 Setback requirements.](#)
- [17.20.060 Setback exceptions.](#)
- [17.20.070 Height of buildings.](#)
- [17.20.080 Lot coverage.](#)
- [17.20.090 Building height transition.](#)
- [17.20.100 Building orientation.](#)
- [17.20.110 Building form.](#)
- [17.20.120 Townhome \(single-family attached/rowhouses\) supplemental standards.](#)
- [17.20.130 Neighborhood commercial supplemental standards.](#)
- [17.20.140 Multifamily housing supplemental standards.](#)

17.20.010 Uses permitted outright.

In an R3 zone, only the following uses, their accessory uses, and uses determined to be similar are permitted outright. Other uses are expressly prohibited.

- A. Multiple-family dwellings (three or more attached units on one lot).
- B. Townhomes (attached single-family housing or row houses on their own lots with three or more units).
- C. Neighborhood commercial uses as defined in JCMC [17.20.130](#).
- D. Duplex (two-family attached dwelling on one lot), which shall comply with the standards in the R2 zone (Chapter [17.15](#) JCMC).
- E. Accessory structures.
- F. Residential care homes and residential care facilities (ORS [197.660](#) through [197.670](#)).
- G. Uses similar to those listed above. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 21, 1991.]

17.20.020 Conditional uses permitted.

In an R3 zone, the following uses and their accessory uses are permitted when authorized in accordance with the

Proposed Amendments

requirements of Chapter [17.130](#)JCMC:

A. Manufactured dwelling park meeting requirements of Chapter [17.100](#) JCMC. [Ord. [1116](#) § 1, 2003; Ord. [975](#) § 2, 1993; Ord. [950](#) § 22, 1991.]

17.20.030 Development review.

In an R3 zone, development review by the city administrator or designee shall be required to ensure compliance with JCMC [17.20.050](#) through [17.20.140](#) regarding R3 standards.

A. Uses Requiring Development Review. Development review shall be required for the following uses:

1. Townhomes;
2. Multifamily buildings;
3. Neighborhood commercial buildings;
4. Residential care homes and residential care facilities.

B. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC [17.150.070](#)(A)(1), Type I Procedure – Administrative Decision.

C. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:

1. Contain all the general information required;
2. Address the criteria in sufficient detail for review and action; and
3. Be filed with the required fee as established by the city council.

D. Development Review Information. An application for development review shall include a proposed site plan on a page size of 11 inches by 17 inches or larger, containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:

1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.
2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.

Proposed Amendments

3. The proposed development site, including boundaries, dimensions, and gross area.
4. Features which are proposed to remain on the site.
5. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.
6. Landscape plan if applicable.
7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of parking areas if applicable.
9. Location and dimensions of common and private open spaces if applicable.
10. Location and dimensions of trash receptacles if applicable.
11. Detail drawings of site-obscuring fence if applicable.
12. Architectural drawings.
 - a. Building elevations which illustrate building orientation (JCMC [17.20.100](#)) and building form design features (JCMC [17.20.110](#));
 - b. Building plans which illustrate townhome supplemental standards (JCMC [17.20.120](#)) if applicable;
 - c. The name, address, and phone number of the architect. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 22A, 1991.]

17.20.040 Lot size.

In an R3 zone, the lot size shall be as follows:

- A. For multiple-family dwellings, residential care homes, and residential care facilities the minimum lot area shall be 7,500 square feet. The minimum lot width at the front building line shall be 50 feet, and 35 feet for cul-de-sac lots.
- B. For townhomes (single-family attached or row houses) the minimum lot area shall be 2,500 square feet per unit. The minimum lot width at the front property line shall be 25 feet.

Proposed Amendments

C. For neighborhood commercial uses, the minimum lot area shall be 5,000 square feet. The minimum lot width at the front property line shall be 60 feet. The minimum lot area for two-family dwellings (duplexes) shall be 5,000 square feet. The minimum lot width at the front property line shall be 50 feet and 35 feet for cul-de-sac streets. [Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 23, 1991.]

17.20.050 Setback requirements.

This standard applies to multifamily dwellings, townhomes, neighborhood commercial developments, and residential care homes and residential care facilities. Except as provided in JCMC [17.95.060](#), in an R3 zone, the yards, measured from the property line to the foundation of the building with a maximum projection of three feet into any setback area as defined in JCMC [17.20.060](#), shall be as follows:

A. A minimum front setback of 15 feet is required for multifamily dwellings and townhomes except that a covered (but not enclosed) porch may be within 10 feet of the front line. A minimum front setback of 10 feet is required for a neighborhood commercial building.

B. Each side yard setback shall be a minimum of six feet, except that on corner lots, the side yard on the street side shall be a minimum of 15 feet measured from the foundation. Townhomes shall have no setback requirement where they share common walls.

C. The back yard shall be a minimum of 15 feet. An exception shall be permitted where a townhome, garage, or other accessory structure is located adjacent to an alley, in which case the backyard (alley facing) setback shall be a minimum of four feet.

D. In the case of a duplex residential use on a corner lot where primary vehicular access is provided from two streets, then both yards abutting the street shall be considered the front yard with appropriate front yard setbacks. Setbacks for rear yards are measured separately for each residential dwelling opposite the front yard (see Appendix A, Diagram 2).

E. All buildings shall be sited to ensure they do not encroach into a public utility easement or the vision clearance areas (JCMC [17.95.090](#)). [Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 24, 1991.]

17.20.060 Setback exceptions.

In an R3 zone, the following architectural features are allowed to encroach into the setback yards: eaves, chimneys, bay windows, overhangs and similar architectural features may encroach into setbacks by up to three feet; provided, that the State Fire Code is met. Walls and fences may be placed on property lines, subject to the standards in JCMC [17.95.020](#). Walls and fences within front yards shall additionally comply with the vision clearance standards in JCMC [17.95.090](#). [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 24A, 1991.]

Proposed Amendments

17.20.070 Height of buildings.

In an R3 zone, no buildings shall exceed a height of 35 feet. Building height may be restricted to less than the maximum when necessary to comply with the building height transition standard in JCMC [17.20.090](#).

A. Applicability. This standard applies to townhomes, multifamily buildings, and neighborhood commercial buildings.

B. Method of Measurement. The vertical distance of a structure measured from the average elevation of the finished grade within 20 feet of the structure to the highest point of the structure. Not included in the maximum height are: chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features which are not for human occupancy. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 25, 1991.]

17.20.080 Lot coverage.

In an R3 zone, the building(s) shall not occupy more than 60 percent of the lot area. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26, 1991.]

17.20.090 Building height transition.

In an R3 zone, new buildings, or portions of new buildings exceeding one story in height that abut an existing one-story single-family detached residential or duplex building shall not exceed a building height greater than one foot for each foot of horizontal distance from the property line. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26A, 1991.]

17.20.100 Building orientation.

In an R3 zone, all buildings that abut private, local, or collector streets shall have their primary entrance(s) oriented to the street. Multifamily and neighborhood commercial building entrances may include entrances to individual units, lobby entrances, or breezeway/courtyard entrances. Alternatively a building may have its entrance oriented to a side yard when a direct pedestrian walkway is provided between the building entrance and the street. This section does not apply to buildings with the sole purpose of housing mechanical equipment.

~~A. All buildings that abut private, local, or collector streets shall be set back a maximum of 25 feet from the front lot line.~~

A. Off-street parking lots and driveways shall not be placed between buildings and streets. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26B, 1991.]

17.20.110 Building form.

In an R3 zone, new multifamily dwellings, townhomes, residential care homes and residential care facilities, and neighborhood commercial uses shall comply with the following building form standards (see Appendix A, Diagrams 6 and 7):

Proposed Amendments

A. Structures shall not have a continuous horizontal distance exceeding 150 feet (measured from end wall to end wall);

B. Roofs shall have gable, hip, or gambrel forms, minimum pitch four feet in height for every 12 feet in width, with at least a six-inch overhang (eave), or they may be flat with a decorative cornice;

C. Design Features. All street facing elevations (facades) shall incorporate design features such as offsets, balconies, projections, window reveals, or similar elements to preclude large expanses of uninterrupted building. Along the vertical face of a structure, such features shall occur at a minimum of every 35 feet and on each floor shall contain at least two of the following features:

1. Recess (e.g., deck, patio, courtyard, balcony, garage, entrance, or similar feature) that has a minimum depth of four feet;
2. Extension (e.g., floor area, deck, porch, bay window, patio, entrance, or similar feature) that projects a minimum of two feet and runs horizontally for a minimum length of four feet; and/or
3. Offsets of facade or roof elevation of two feet or greater;

D. Eyes on the Street.

Front elevations visible from a street right of way shall provide a main entrance, and a combination of windows, porches, and/or balconies. Side elevations facing street-side setbacks shall provide a combination of windows, porches, and/or balconies. A minimum of 40 percent of front elevations, and a minimum of 30 percent of streetside and rear building elevations shall meet this standard. "Percent of elevation" is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces and/or windows. This standard does not apply to panhandle or flag lots; and

~~All building elevations shall provide doors, porches, balconies and/or windows. A minimum of 60 percent of the front (i.e., street facing) elevations, and a minimum of 30 percent of side and rear building elevations shall meet this standard. Percent of elevation is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces and/or windows. This standard applies to each full partial building story; and~~

E. Garages and carports attached to living units and accessed from a street (adjacent to the front lot line) shall be recessed behind the front facade of the building or covered front porch by at least two feet. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26C, 1991.]

17.20.120 Townhome (single-family attached/rowhouses) supplemental standards.

All townhomes shall comply with the following standards (see also Appendix A, Diagram 8):

Proposed Amendments

A. The maximum number and width of consecutively attached units shall not exceed five or 140 feet (from end wall to end wall), whichever is less.

B. Townhomes shall receive vehicle access from a rear alley whenever possible. Alley(s) shall be created at the time of subdivision approval. Alleys are not required when existing development patterns make construction of alleys impractical.

C. Townhomes receiving access directly from a public or private street shall comply with all of the following standards in order to minimize interruption of adjacent sidewalks by driveway entrances and improve appearance of the streets:

1. The maximum allowable driveway width facing the street is 12 feet per dwelling unit.
2. Two adjacent garages shall share one driveway when individual driveways would otherwise be separated by less than 20 feet.
3. The maximum combined garage width per unit is 50 percent of the total unit width. For example, a 26-foot-wide unit may have one 13-foot-wide recessed garage facing the street.

D. Common areas (e.g., landscaping in private tracts, shared driveways, private alleys, lawns, play areas, and similar uses) shall be maintained by a homeowners' association or other legal entity. A homeowners' association may also be responsible for exterior building maintenance and roof replacement. A copy of any applicable covenants, restrictions and conditions shall be recorded and provided to the city prior to building permit approval. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26D, 1991.]

17.20.130 Neighborhood commercial supplemental standards.

All neighborhood commercial uses shall comply with the following standards:

A. Permitted Uses. Only the following neighborhood commercial uses are permitted in an R3 zone:

1. Retail goods and services;
2. Child care center (care for more than 12 children);
3. Food services, excluding automobile-oriented uses;
4. Medical and dental offices, clinics, and laboratories;
5. Professional and administrative offices;
6. Repair services, conducted entirely within the building; auto repair and similar services not permitted;

Proposed Amendments

7. Mixed use building (residential with other permitted use);
8. Laundromats and dry cleaners;
9. Art, music, or photography studio;
10. Personal services (barber shops, salons, similar uses); and
11. Other similar uses.

B. Floor Area Standards. The maximum commercial floor area shall not exceed 5,000 square feet total for all uses on one neighborhood commercial site. Floor area is measured by totaling the interior floor area of all building stories, except crawl spaces (i.e., with less than seven and one-half feet of vertical clearance).

C. Hours of Operation. Neighborhood commercial land uses shall be limited to the following hours of operation: 7:00 a.m. to 10:00 p.m.

D. Storage. Except for plants and garden supplies overnight outdoor storage is not permitted. Plants and garden storage must comply with the vision clearance standards in JCMC [17.95.090](#).

E. Parking. Parking lots shall comply with the following standards:

1. Parking lots shall be placed to the side or rear of buildings.
2. Off-street vehicle parking must comply with the landscaping, size, and pedestrian circulation standards specified in Chapter [17.90](#) JCMC. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26E, 1991.]

17.20.140 Multifamily housing supplemental standards.

In an R3 zone, these supplemental standards apply to new multifamily housing developments. Multifamily is defined as three or more attached dwellings on an individual lot (e.g., multiplexes, apartments, condominiums, etc.). New multifamily developments shall comply with all of the following standards:

A. Common Open Space.

1. In all developments with more than 20 units, a minimum area of 15 percent of the total site area (inclusive of required setback areas) shall be designated, and permanently reserved, as usable common open space. The site area is defined as the lot or parcel on which the development is planned, after subtracting the required dedication of street right-of-way and other land for public purposes (e.g., public park). Sensitive lands and historic buildings or landmarks open to the public can be counted toward meeting the common open space requirements.

Proposed Amendments

2. The development shall designate, within the common open space, a minimum of 250 square feet of active recreation area (e.g., children’s play areas, play fields, swim pool, sports courts, etc.) for every 20 units or increments thereof. For example, a 50-unit development shall provide a minimum of 500 square feet for active recreation. Indoor or covered recreation space may be counted toward this requirement, but should not exceed 30 percent of the required common space area.

B. Private Open Space. Usable private outdoor space such as patios, balconies, porches, roof gardens, or small yards shall be provided in all newly constructed multifamily developments. Private open space shall comply with the following standards:

1. Dwelling units located at or below finished grade, or within five feet of finished grade, shall have a minimum of 96 square feet of private open space, with no dimension less than six feet;
2. All upper floor dwelling units shall have balconies or porches measuring at least 36 square feet with no dimension less than four feet. “Upper-floor dwelling unit” means housing units which are more than five feet above finished grade;
3. All private open space shall have direct access from the dwelling unit by way of a door;
4. Any excess private open space (above what is required) may be counted toward fulfilling the common open space requirement;
5. Building masses and screening such as low hedges, fences, walls, arbors or trellises shall be used to help delineate private outdoor spaces. The screening element must be a minimum of three feet in height.

C. Stairways. Stairways shall be incorporated inside the building where possible to minimize visual impact. External stairways, when necessary, shall be recessed into the building, sided using the same siding materials as the building itself, or otherwise incorporated into the building architecture. Stairways that are simply hung from the building’s exterior are not permitted.

D. Vehicular Circulation. Multifamily developments shall provide vehicular circulation in accordance with the following standards (see Appendix A, Diagram 9):

1. To provide for traffic safety and to minimize the impacts on the public circulation system, where possible, driveways or private streets shall connect to local or collector streets rather than directly onto arterial streets.
2. Multifamily developments four acres or larger shall be developed as a series of complete blocks bounded by a connecting network of public streets with sidewalks and street trees to break the development into numerous smaller blocks. The average block size within a multifamily development shall be a maximum of

Proposed Amendments

two acres in size. City standards for public local residential streets in regard to pavement width, sidewalks, and street trees shall apply to all internal streets.

E. Parking. Multifamily developments shall provide parking designed in accordance with the following standards (see Appendix A, Diagram 9):

1. Off-street vehicle parking spaces and bicycle parking shall be provided as specified in JCMC [17.90.010](#). On-street parking along the streets contained within the development can be applied to the off-street parking requirements;
2. Parking lots shall be placed to the side or rear of buildings in accordance with the building orientation standards (JCMC [17.20.100](#));
3. Parking on the streets contained within the site shall not include head-in or angle parking. Parking shall be accommodated in parking lots or along the internal street system in the form of parallel parking;
4. Parking lot landscaping shall be provided as specified in JCMC [17.90.030](#); and
5. Parking lots shall be connected to all building entrances by means of internal pedestrian walkways that meet the standards in subsection (H) of this section.

F. Trash Receptacles. Trash receptacles shall be screened on all sides with an evergreen hedge or solid fence or wall of not less than six feet in height. No trash receptacle shall be located in any front yard setback, or within 25 feet of property lines abutting other residential zones.

G. Utilities. All utilities on the development site shall be placed underground. Ground-mounted equipment such as transformers, utility pads, cable television and telephone boxes, cell tower equipment boxes, and similar utility services shall be placed underground whenever practicable. Where undergrounding of ground-mounted equipment is not feasible, equipment shall be screened from view with an evergreen hedge or solid fence or wall a minimum of four feet in height and must be sited to comply with the vision clearance standards in JCMC [17.95.090](#).

H. Pedestrian Circulation. To ensure safe, direct, and convenient pedestrian circulation, all multifamily developments shall contain a system of pathways designed based on the standards below;

1. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent public parks and commercial uses, and the public sidewalk system;
2. Pathways within the development shall provide safe, reasonably direct connections between dwelling units and parking areas, recreational facilities, storage areas, and common areas;

Proposed Amendments

3. Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six inches and curbed or separated from the driveway/street by a minimum five-foot strip with bollards, a landscape berm, or other physical barrier;
4. Pedestrian pathways shall be separated a minimum of six feet from all building facades with residential living areas on the ground floor, except at building entrances;
5. Where pathways cross a parking area, driveway, or street (“crosswalk”), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping; and
6. Pathway surface shall be concrete, asphalt, brick/masonry pavers, or other durable hard surface, at least five feet wide, and shall conform to federal Americans with Disabilities Act (ADA) requirements.

I. Landscaping. Landscaping shall be installed within the development to provide erosion control, visual interest, buffering, privacy, open space and pathway definition, and shading based on the following standards:

1. A minimum of 15 percent of the site shall be landscaped with a mix of vegetative ground cover, shrubbery, and trees. At the time of planting, trees shall be planted a minimum of two inches (DBH) in caliper and shrubbery a minimum of 24 inches in height. Bark mulch, rocks and similar nonplant material may be used to complement the cover requirement, but shall not be considered a sole substitute for the vegetative ground cover requirement; and
2. The use of native and/or drought-tolerant landscaping is encouraged. All landscaping shall be irrigated with a permanent irrigation system unless a licensed landscape architect submits written verification that the proposed plant materials do not require irrigation. The property owner shall maintain all landscaping. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 26F, 1991.]

**Chapter 17.45
LIGHT INDUSTRIAL ZONE (M1)**

Sections:

[17.45.010 Uses permitted outright.](#)

[17.45.020 Conditional uses permitted.](#)

[17.45.030 Development Review](#)

[~~17.45.030—040~~ Limitations on use.](#)

[~~17.45.040—050~~ Lot size.](#)

[~~17.45.050—060~~ Setback requirements.](#)

[~~17.45.060—070~~ Height of buildings.](#)

17.45.010 Uses permitted outright.

In an M1 zone, only the following uses and their accessory uses are permitted outright:

- A. Cabinet, carpenter or woodworking shop.
- B. Compounding, packaging or storage of cosmetics, drugs, perfumes, pharmaceutical, soap or toiletries, but not including processes involving refining or rendering of fats and oils.
- C. Dwelling for caretaker or night watchman on the property.
- D. Freight depot.
- E. Ice or cold storage plant.
- F. Laboratory for research or testing, but not including the testing of combustion engines.
- G. Laundry, dry cleaning or dyeing establishment.
- H. Lumber yard, building supply outlet.
- I. Machinery or equipment sales, services or storage.
- J. Manufacture, repair or storage of articles from the following previously prepared materials: bone, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastic, precious or semi-precious stone or metal, shell, textiles, wax, wire or yarn.
- K. Manufacture, repair or storage of ceramic products, musical instruments, novelties, rubber or metal stamps, toys, optical goods, engineering, scientific or precision instrument, medical or dental supplies or equipment,

Proposed Amendments

electronic supplies or equipment, industrial or business machines, aircraft parts and equipment, luggage, photographic equipment or small pleasure boats.

L. Motor home manufacturing.

M. Motor vehicle body shop, tire shop or similar repair service.

N. Plumbing, heating, electrical or paint contractor's sales, repairs or storage.

O. Processing, packaging or storage of food or beverages, but not including processes involving slaughtering or rendering of fats and oils.

P. Railroad tracks and related facilities.

Q. Utility lines, station or substation, not including wireless telecommunications facilities.

R. Veterinary clinic or hospital.

S. Welding, sheet metal or machine shop.

T. Wholesale distribution or outlet, including trucking, warehousing and storage.

U. Recreational vehicle (RV) sales and service that is conducted in conjunction with the manufacture of recreational vehicles on the same lot. [Ord. [1229](#) § 1 (Exh. A), 2015; Ord. [1105](#) § 1, 2002; Ord. [1037](#) § 1, 1997; Ord. [1024](#) § 1, 1996; Ord. [984](#) § 2, 1994; Ord. [950](#) § 51, 1991.]

17.45.020 Conditional uses permitted.

In an M1 zone, the following uses and their accessory uses are permitted, when authorized in accordance with the requirements of Chapter [17.130](#)JCMC:

A. Fuel oil distribution.

B. Planned unit development. [Ord. [1229](#) § 1 (Exh. A), 2015; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 52, 1991.]

17.45.030 Development review.

In a M1 zone, development review by the city administrator or designee shall be required to ensure compliance regarding M1 standards.

A. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070(A)(1), Type I Procedure – Administrative Decision.

Proposed Amendments

B. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:

1. Contain all the general information required;
2. Address the criteria in sufficient detail for review and action; and
2. Be filed with the required fee as established by the city council.

C. Development Review Information. An application for development review shall include a proposed site plan, on a page size of 11 inches by 17 inches or larger, containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:

1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.
2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.
3. The proposed development site, including boundaries, dimensions, and gross area.
4. Features which are proposed to remain on the site.
5. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.
6. Landscape plan if applicable.
7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of parking areas if applicable.
9. Architectural drawings:
 - a. Building elevations which illustrate windows and building form design features.
 - b. The name and address of the architect. [Ord. 1116 § 1, 2003; Ord. 950 § 41A, 1991.]

17.45.030-040 Limitations on use.

In an M1 zone, the following conditions and limitations shall apply:

Proposed Amendments

- A. A use which creates a nuisance because of the noise, smoke, odor, dust or gas is prohibited.
- B. Materials shall be stored and grounds shall be maintained in a manner which will not attract or aid the propagation of insects or rodents or otherwise create a health hazard.
- C. Storage of junk on property abutting or facing a residential zone or a public street shall be wholly within an enclosed building or screened from view by a permanently maintained, sight-obscuring fence at least six feet high.
- D. Points of access from a public street to properties in an M1 zone shall be so located as to minimize traffic congestion and avoid directing traffic into residential streets.
- E. Building entrances or other openings adjacent to or across the street from a residential zone shall be prohibited if they cause glare, excessive noise or otherwise adversely affect land uses in the residential zone. [Ord. [1229](#) § 1 (Exh. A), 2015; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 53, 1991.]

17.45.~~040-050~~ Lot size.

In an M1 zone, no minimum lot size shall be identified other than to meet the requirements of this chapter. [Ord. [1229](#) § 1 (Exh. A), 2015; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 54, 1991.]

17.45.~~050-060~~ Setback requirements.

Except as provided in JCMC [17.95.060](#), in an M1 zone no yard shall be required, except, when abutting a residential zone, setbacks shall be a minimum of 50 feet measured from the property line to the foundation of the building with a maximum projection of one foot into any setback area. If a living, solid screen is provided adjacent to the residential zone, the minimum setback may be reduced to 25 feet. [Ord. [1229](#) § 1 (Exh. A), 2015; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 55, 1991.]

17.45.~~060-070~~ Height of buildings.

In an M1 zone, within 150 feet of a residential zone, no building shall exceed a height of 35 feet. [Ord. [1229](#) § 1 (Exh. A), 2015; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 56, 1991.]

**Chapter 17.50
HEAVY INDUSTRIAL ZONE (M2)**

Sections:

[17.50.010 Uses permitted outright.](#)

[17.50.020 Conditional uses permitted.](#)

[17.50.030 Development Review.](#)

~~[17.50.030—040 Limitations on use.](#)~~

~~[17.50.040—050 Lot size.](#)~~

~~[17.50.050—060 Setback requirements.](#)~~

~~[17.50.060—070 Height of buildings.](#)~~

17.50.010 Uses permitted outright.

In an M2 zone, the following uses and their accessory uses are permitted outright:

A. A use permitted outright in an M1 zone.

B. Manufacturing, repairing, compounding, fabricating, processing, packing or storage of a use not listed in JCMC [17.45.010](#). [Ord. [1037](#) § 1, 1997; Ord. [950](#) § 57, 1991.]

17.50.020 Conditional uses permitted.

In an M2 zone, the following uses and their accessory uses are permitted when authorized in accordance with the requirements of Chapter [17.130](#)JCMC:

A. Temporary dwelling unit.

B. Planned unit development. [Ord. [1037](#) § 1, 1997; Ord. [950](#) § 58, 1991.]

[17.50.030 Development review.](#)

[In a M2 zone, development review by the city administrator or designee shall be required to ensure compliance regarding M2 standards.](#)

[A. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070\(A\)\(1\), Type I Procedure – Administrative Decision.](#)

[B. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:](#)

[1. Contain all the general information required;](#)

Proposed Amendments

2. Address the criteria in sufficient detail for review and action; and

2. Be filed with the required fee as established by the city council.

C. Development Review Information. An application for development review shall include a proposed site plan, on a page size of 11 inches by 17 inches or larger, containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:

1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.

2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.

3. The proposed development site, including boundaries, dimensions, and gross area.

4. Features which are proposed to remain on the site.

5. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.

6. Landscape plan if applicable.

7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.

8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of parking areas if applicable.

9. Architectural drawings:

a. Building elevations which illustrate windows and building form design features.

b. The name and address of the architect. [Ord. 1116 § 1, 2003; Ord. 950 § 41A, 1991.]

17.50.030-040 Limitations on use.

In an M2 zone, the following conditions and limitations shall apply:

A. A use is prohibited which creates a nuisance because of noise, smoke, odor, dust or gas or which has been declared a nuisance by statute, by action of the municipal court or by a court of competent jurisdiction.

Proposed Amendments

B. Wastes and other materials shall be stored and grounds shall be maintained in a manner that will not attract or aid the propagation of insects or rodents or otherwise create a health hazard.

C. Storage of junk on property abutting or facing a residential zone or a public street shall be wholly within an enclosed building or screened from view by a permanently maintained, sight-obscuring fence at least six feet high.

D. Points of access from a public street to properties in an M1 zone shall be so located as to minimize traffic congestion and avoid directing traffic into residential streets.

E. Building entrances or other openings adjacent to or across the street from a residential zone shall be prohibited if they cause glare, excessive noise or otherwise adversely affect land uses in the residential zone.

[Ord. [1037](#) § 1, 1997; Ord. [950](#) § 59, 1991.]

17.50.~~040-050~~ Lot size.

In an M2 zone, no minimum lot size shall be identified other than that to meet the requirements of this chapter.

[Ord. [1037](#) § 1, 1997; Ord. [950](#) § 60, 1991.]

17.50.~~050-060~~ Setback requirements.

Except as provided in JCMC [17.95.060](#), in an M2 zone no yard shall be required, except, when abutting a residential zone, setbacks shall be a minimum of 50 feet measured from the property line to the foundation of the building with a maximum projection of one foot into any setback area. If a living, solid screen is provided adjacent to the residential zone, the minimum setback may be reduced to 25 feet. [Ord. [1037](#) § 1, 1997; Ord. [950](#) § 61, 1991.]

17.50.~~060-070~~ Height of buildings.

In an M2 zone, within 150 feet of a residential zone, no building shall exceed a height of 35 feet. [Ord. [1037](#) § 1, 1997; Ord. [950](#) § 62, 1991.]

**JUNCTION CITY PLANNING COMMISSION
NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT**

The Junction City Planning Commission will hold a public hearing on **Wednesday, July 20, 2016 at 6:30 pm, at City Hall, 680 Greenwood Street** to take testimony on the following land use application.

NATURE OF APPLICATION	Amendments to Title 17 of the Junction City Municipal Code Chapters 17.20; 17.45; 17.50; 17.80; 17.115; 17.150; and 17.160
APPLICABLE CRITERIA	Junction City Municipal Code 17.145
APPLICANT	City of Junction City
FILE NUMBER	AMD-16-01
PROPOSAL	Text Amendments to Title 17, Junction City Zoning Code
STAFF CONTACT	Jordan Cogburn, City Planner, jcplanning@ci.junction-city.or.us or 541.998.4763

The purpose of this notice is to provide an opportunity to comment and express concerns you may have related to the approval criteria, prior to the Planning Commission's decision to recommend to the City Council approve or deny of the proposal.

Citizens may present testimony for or against the proposal by submitting written comments or by giving testimony at a public hearing on **Wednesday, July 20, 2016 at 6:30 p.m.**

If you would like your written comments to be included in the staff report, they must be submitted by **5:00 p.m. on Thursday, July 7, 2016**. Written comments may be submitted:

- at Junction City, City Hall at 680 Greenwood Street weekdays between 8:00am and 5:00pm;
- by mail to City Planner, City of Junction City, PO Box 250, Junction City OR, 97448;
- by fax to (541) 998-3140; or
- by e-mail to jcplanning@ci.junction-city.or.us

Your comments are important and will greatly improve the decision making process, but please note you will not receive an individual response to information submitted. By law, comments received that are not related to the approval criteria may not be considered.

The Planning Commission will review the request for compliance with applicable criteria based upon information in the application, the staff report and comments received and make a recommendation to the City Council. Approval of the proposal must include affirmative findings that are consistent with the Zoning Code and provisions of the Comprehensive Plan.

The staff report will be available for review at City Hall seven (7) days prior to the public hearing. Copies of the applicable municipal code, the staff report, and related documents can be reviewed at City Hall or purchased for the cost of copying. The Junction City Municipal Code is available on the city's website at www.junctioncityoregon.gov. The public hearing will follow the city's land use hearing rules of procedure.

Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of the statements and evidence submitted, including an appeal to the Oregon Land Use Board of Appeals based on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in circuit court.

Notice to mortgagee, lienholder, vendor, or seller: the Junction City Development code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.

Proposed Changes to Zoning Code

Chapter 17.80 - FLOOD HAZARD AREAS

17.80.020 Definitions.

"Below-grade crawlspace"

means an enclosed area below the base flood elevation in which the interior grade is not more than two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the top of the crawlspace foundation, does not exceed 4 feet at any point

~~means an area under the lowest floor with its floor subgrade (below ground level) on all sides.~~

17.80.040 Administration.

C. Duties and Responsibilities of the Local Administrator. Duties of the Junction City building official shall include, but not be limited to:

3. Information to Be Obtained and Maintained.

a. Where base flood elevation data is provided through the flood insurance study or required as in subsection (C)(2) of this section, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement and below-grade crawlspaces) of all new or substantially improved structures, and whether or not the structure contains a basement.

4. Alteration of Watercourses.

a. Notify adjacent communities and the Department of Land Conservation and Development and other appropriate State and Federal Agencies prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

17.80.050 Provisions for flood hazard reduction.

B. Specific Standards. In all areas of special flood hazard where base flood elevation data has been provided as set forth in JCMC 17.80.030(B), Basis for Establishing the Areas of Special Flood Hazard, or 17.80.040(C)(2), Use of Other Base Flood Data, the following provisions are required:

5. Small Accessory Structures

Relief from elevation or floodproofing as required in 5.2.1 or 5.2.1 above may be granted for small accessory structures that are:

a. less than 200 square feet and do not exceed one story;

b. not temperature controlled;

c. not used for human habitation and are used solely for parking of vehicles or storage of items having low damage potential when submerged;

d. not used to store toxic material, oil or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality shall unless confined in a tank installed in compliance with this ordinance or stored at least one foot above Base Flood Elevation

e. located and constructed to have low damage potential;

f. constructed with materials resistant to flood damage;

g. anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood;

h. constructed to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater. Designs for complying with this requirement must be certified by a licensed professional engineer or architect or

(i) provide a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;

(ii) the bottom of all openings shall be no higher than one foot above the higher of the exterior or interior grade or floor immediately below the opening;

(iii) openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwater in both directions without manual intervention.

i. constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

6. Below-Grade Crawl Space

Below-grade crawlspaces are allowed subject to the following standards as found in FEMA Technical Bulletin 11-01, Crawlspace Construction for Buildings Located in Special Flood Hazard Areas:

a. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required openings stated in Section B below. Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five (5) feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.

b. The crawlspace is an enclosed area below the base flood elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one (1) foot above the lowest adjacent exterior grade.

c. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.

d. Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.

e. The interior grade of a crawlspace below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade.

f. The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four (4) feet at any point. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.

g. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.

h. The velocity of floodwaters at the site should not exceed five (5) feet per second for any crawlspace. For velocities in excess of five (5) feet per second, other foundation types should be used.

For more detailed information refer to FEMA Technical Bulletin 11-01.

ADDITIONAL OPTIONS

Include the diagrams from the Technical Bulletin in the ordinance to illustrate the 2 ft./4 ft. rules but revise to correctly reference the state building code requirements to elevate 1 ft. above BFE for residential structures. Include language advising citizens about the increased insurance cost associated with below-grade crawlspaces. There is a charge added to the basic policy premium for a below-grade crawlspace.

C. Floodways. Located within areas of special flood hazard established in JCMC [17.80.030\(B\)](#) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

3. Projects for stream habitat restoration may be permitted in the floodway provided:

a. The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023); and,

b. A qualified professional (a Registered Professional Engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and,

c. No structures would be impacted by a potential rise in flood elevation; and,

d. An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval.

4. Temporary structures placed in the floodway: Relief from no-rise evaluation, elevation or dry flood-proofing standards may be granted for a non-residential structure placed during the dry season (June –October) and for a period of less than 90 days. A plan for the removal of the temporary structure after the dry season or when a flood event threatens shall be provided. The

plan shall include disconnecting and protecting from water infiltration and damage all utilities servicing the temporary structure.

5. Temporary storage of goods and materials, not including hazardous materials, is allowed in the floodway for a period of less than 90 days within the dry season (June –October).

F. Critical Facility

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain).

Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.

Chapter 17.115 – SIGNS

17.115.030 Permits.

No person, firm or corporation shall construct, alter, or move any billboard without first obtaining a Sign Permit ~~from the council.~~ The fee for issuing such permit shall be ~~\$40.00 per year~~ 75.00.

17.115.080 Commercial-Industrial-Technological.

D. Limitations in C2 Zone. Signage in the C2 zone shall be pedestrian-scaled and located so as to be legible to pedestrians on the sidewalks. C2 signage shall conform to the following standards:

~~3. Sign graphics shall be simple and bold, keeping with the historic theme of downtown Junction City.~~

~~43.~~ The number of colors used on a sign shall be minimized for maximum effect. A maximum of four colors, including the background color, is permitted.

~~54.~~ Sign illumination shall be subdued and indirect, with the exception of internally lit signs that shall be a maximum of ~~eight~~ 12 square feet.

~~65.~~ Projecting (blade) signs are encouraged, especially along 6th Street, preferably suspended from an awning, and should not exceed ~~ten~~ 12 square feet per face. No projecting signs should be used above the first story.

~~76.~~ Wall-mounted signs are encouraged, but shall not exceed an area of 10 percent of the wall to which the sign is attached or 32 square feet in size.

17.115.130 Penalty.

Any person, firm or corporation violating any provision of this chapter, upon conviction thereof, shall be punished by a fine not exceeding ~~\$250.00~~ \$100.00 or by imprisonment in the city jail not exceeding 20 days, or by both such fine and imprisonment, or the license of any and all of their billboards may be revoked and upon revocation of any such license the billboards covered by such license shall be taken down immediately and removed. [Ord. 235 § 5, 1940.]

Chapter 17.160 - DEVELOPMENT STANDARDS

17.160.050 Development requirements.

The following requirements shall pertain to all development falling under the categories identified in JCMC 17.160.020:

J. Improvements such as paving, curbing, installation or contribution to traffic signals, construction of sidewalks, bikeways, accessways, paths, or streets that serve the proposed use shall be required where the existing transportation system may be burdened by the proposed use. [Ord. 1103 § 1, 2002; Ord. 944 § 5, 1990.]

Chapter 17.150 - ADMINISTRATION, ENFORCEMENT AND INTERPRETATION

17.150.080 Procedures for development permit applications.

F. Notice shall be provided to any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the city, and to other affected agencies as appropriate. For Type IV applications, the Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least ~~45~~ 35 days before the first public hearing at which public testimony or new evidence will be received; otherwise notice to DLCD shall be provided at the discretion of the applicant.

17.150.140 Time limit on approved plans and permit ~~on a permit for conditional use or a variance~~

All land use decisions and approvals shall be based upon findings of fact. In order to assure that these decisions remain valid, all land use approvals shall be void after one year if no substantial construction has taken place. However, the planning commission may grant two one-year extensions upon a determination that the applicant is pursuing the completion of the project and that no material changes of surrounding land uses or designation has occurred. [Ord. 975 § 2, 1993; Ord. 950 § 119, 1991.]

Chapter 17.20 - MULTIPLE-FAMILY RESIDENTIAL ZONE (R3)

17.20.100 Building orientation.

In an R3 zone, all buildings that abut private, local, or collector streets shall have their primary entrance(s) oriented to the street. Multifamily and neighborhood commercial building entrances may include entrances to individual units, lobby entrances, or breezeway/courtyard entrances. Alternatively a building may have its entrance oriented to a side yard when a direct pedestrian walkway is provided between the building entrance and the street. This section does not apply to buildings with the sole purpose of housing mechanical equipment.

~~A. All buildings that abut private, local, or collector streets shall be set back a maximum of 25 feet from the front lot line.~~

D. Eyes on the Street.

~~Front elevations visible from a street right of way shall provide a main entrance, and a combination of windows, porches, and/or balconies. Side elevations facing street-side setbacks shall provide a combination of windows, porches, and/or balconies. A minimum of 40 percent of front elevations, and a minimum of 30 percent of streetside and rear building elevations shall meet this standard. "Percent of elevation" is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces and/or windows. This standard does not apply to panhandle or flag lots; and~~

~~All building elevations shall provide doors, porches, balconies and/or windows. A minimum of 60 percent of the front (i.e., street facing) elevations, and a minimum of 30 percent of side and rear building elevations shall meet this standard. Percent of elevation is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces and/or windows. This standard applies to each full partial building story; and~~

Chapter 17.45 - LIGHT INDUSTRIAL ZONE (M1)

Sections:

[17.45.010 Uses permitted outright.](#)

[17.45.020 Conditional uses permitted.](#)

[17.45.030 Development Review](#)

[17.45.030—040 Limitations on use.](#)

[17.45.040—050 Lot size.](#)

[17.45.050—060 Setback requirements.](#)

[17.45.060—070 Height of buildings.](#)

[17.45.030 Development review.](#)

~~In a M1 zone, development review by the city administrator or designee shall be required to ensure compliance regarding M1 standards.~~

~~A. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070(A)(1), Type I Procedure – Administrative Decision.~~

~~B. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:~~

- ~~1. Contain all the general information required;~~
- ~~2. Address the criteria in sufficient detail for review and action; and~~
- ~~2. Be filed with the required fee as established by the city council.~~

~~C. Development Review Information. An application for development review shall include a proposed site plan, on a page size of 11 inches by 17 inches or larger, containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:~~

- ~~1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.~~
- ~~2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.~~
- ~~3. The proposed development site, including boundaries, dimensions, and gross area.~~
- ~~4. Features which are proposed to remain on the site.~~
- ~~5. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.~~
- ~~6. Landscape plan if applicable.~~
- ~~7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.~~
- ~~8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of parking areas if applicable.~~
- ~~9. Architectural drawings:
 - ~~a. Building elevations which illustrate windows and building form design features.~~
 - ~~b. The name and address of the architect. [Ord. 1116 § 1, 2003; Ord. 950 § 41A, 1991.]~~~~

Chapter 17.50 - HEAVY INDUSTRIAL ZONE (M2)

Sections:

[17.50.010 Uses permitted outright.](#)

[17.50.020 Conditional uses permitted.](#)

[17.50.030 Development Review.](#)

[17.50.030—040 Limitations on use.](#)

[17.50.040—050 Lot size.](#)

[17.50.050—060 Setback requirements.](#)

[17.50.060—070 Height of buildings.](#)

[17.50.030 Development review.](#)

[In a M2 zone, development review by the city administrator or designee shall be required to ensure compliance regarding M2 standards.](#)

[A. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070\(A\)\(1\), Type I Procedure – Administrative Decision.](#)

[B. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:](#)

- [1. Contain all the general information required;](#)
- [2. Address the criteria in sufficient detail for review and action; and](#)
- [2. Be filed with the required fee as established by the city council.](#)

[C. Development Review Information. An application for development review shall include a proposed site plan, on a page size of 11 inches by 17 inches or larger, containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:](#)

- [1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.](#)
- [2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.](#)
- [3. The proposed development site, including boundaries, dimensions, and gross area.](#)
- [4. Features which are proposed to remain on the site.](#)
- [5. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.](#)
- [6. Landscape plan if applicable.](#)
- [7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.](#)
- [8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of parking areas if applicable.](#)
- [9. Architectural drawings:](#)
 - [a. Building elevations which illustrate windows and building form design features.](#)
 - [b. The name and address of the architect. \[Ord. 1116 § 1, 2003; Ord. 950 § 41A, 1991.\]](#)



Building Department Request for Comments

Date: June 27, 2016

Project Reference: Amendments to Junction City Municipal Code

Property Reference: N/A

File Reference: AMD-16-01

Clair Project: 1140-000, Sub #1069

Code of Reference: 2014 Oregon Structural Specialty Code
2014 Oregon Mechanical Specialty Code
2014 Oregon Fire Code

Comments: We have reviewed the proposed amendments and have only the following typographical comments:

1. Page 8 of 75: In Section 17.80.040 Administration. Under item C (3) the revision to text should read (including basements **and below-grade crawlspaces**).
2. Page 20 of 75: In Section 17.80.050 Provisions for flood hazard reduction. Under item B Specific Standards. In item (5)(h) a space is needed so that the paragraph will read **h. constructed to**
3. Page 20 of 75: In Section 17.80.050 Provisions for flood hazard reduction. Under item F. Critical Facility. The title should probably read Critical Facilities and the language in the second paragraph, line 2, should probably read **Critical facilities constructed within the SFHA shall have the lowest floor elevated a minimum of three feet above BFE or to the**
4. Page 71 of 75: In Section 17.45.030 Development Review. Under item B. General Submission requirements. The sub numbering should be corrected to read **3. Be filed with the required fee as established by the city council.**
5. Page 73 of 75: In Section 17.50.030 Development Review. Under item B. General Submission requirements. The sub numbering should be corrected to read **3. Be filed with the required fee as established by the city council.**

**PROPOSED FINAL ORDER OF THE PLANNING COMMISSION
AMENDMENTS TO JUNCTION CITY MUNICIPAL CODE CHAPTERS
17.20, 17.45, 17.50, 17.80, 17.115, 17.150, AND 17.160
(AMD-16-01)**

1. The Junction City Planning Commission met on July 20, 2016 to recommended the proposed amendments to the City Council for adoption. The amendments include revisions to JCMC Chapters 17.20, 17.45, 17.50, 17.80, 17.115, 17.150, and 17.160 in order to bring various chapters of the Junction City Municipal Code into compliance with Federal Standards, to clarify chapter requirements, and to replace antiquated Code language to meet current City interests.. The proposed language changes are included in Exhibit A.
2. A public hearing was conducted on July 20, 2016 before the Junction City Planning Commission in accordance with procedures established in JCMC 17.150.070.4.D for proposed amendments to the Junction City development code.
3. JCMC 17.150.070.4.D sets forth procedure and notice requirements for amendments to the zoning ordinance, as follows:

“A minimum of two hearings, one before the planning commission and one before the city council, are required for all Type IV applications, except for withdrawals of property from special districts prior to annexations where only a review by the council is required. Procedures for these hearings are set forth in JCMC [17.150.090](#). Notice of the decision shall be sent to the applicant and any other person who submitted comments on the application during the time allotted for such submissions.”

The Planning Commission held a public hearing on July 20, 2106. A City Council public hearing will be held once the Planning Commission makes a recommendation on the proposed amendments.

5. JCMC 17.150.080.C.2 reads, “If particular properties are to be affected more than, or in a manner significantly different from, other properties of the same general character within the City of Junction City, individual notice shall be prepared and mailed to those affected, including all persons within 300 feet of the affected property.”

Notice of the meeting was published in the Register Guard on July 6 2016, a minimum of 10 days prior to the hearing.

A record of proposed amendments was made available on the City’s website June 22, 2016, as well as at City Hall.

6. The proposed amendments are in conformance with the Zoning Ordinance and with the Comprehensive Plan. The proposed amendment is in conformance with the Zoning Ordinance and with the Comprehensive Plan. The proposed amendment is consistent with the statewide planning Goals.

1. Goal 1 - Citizen Involvement

OAR 660-015-0000(1) develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: Junction City will follow the prescribed procedures for public hearings before the Planning Commission and City Council as required by Title 17, Zoning of the Junction City Municipal Code.

2. Goal 2 – Land Use Planning

OAR 660-015-0000(2) (PART I – PLANNING): To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDING: The Junction Comprehensive Plan currently serves as the controlling land use document for the City. The proposed amendment brings various chapters of the Junction City Municipal Code into compliance with Federal Standards, clarifies chapter requirements, and replaces antiquated Code language to meet City interests and Comprehensive Plan goals and policies. The Comprehensive Plan policies provide the overarching framework for implementation of the Zoning Code and the process noted above.

SUMMARY AND CONCLUSION

For the reasons set forth above, the proposed amendment complies with the Junction City Comprehensive Plan and other Junction City Municipal Codes. However, based on the available land supply in the High Density Residential Plan designation and R-3/R-4 Zoning districts, as well as statements adopted within the Comprehensive Plan regarding no additional land need to accommodate the School's anticipated growth over the 2011 to 2031 period, the Commission finds the proposed use incompatible with the R-3 Zoning District.

DECISION

IT IS HEREBY ORDERED that the Junction City Planning Commission recommends that the City Council deny the proposed amendments to the Junction City Municipal Code, based on the findings stated in this report.

Signature: _____

Jason Thiesfeld, Chairperson
Junction City Planning Commission

Approval Date: _____

MEMORANDUM

TO: Planning Commission
FROM: Planning Department
RE: July Planning Activities

**Land Use Application and Planning Project Status**

- Staff is currently in review on a number of Land Use applications including
 - A McDonald's restaurant dual access drive through: splitting the entrance and order kiosk at the alley to provide for additional capacity. Staff is requesting active traffic control devices to ensure compliance with previous conditions of approval requiring that no access shall be taken from the south
 - A Guaranty Service Center Remodel: A complete remodel of the structure located along the south side of West 1st Ave.
 - A Property Line Adjustment for a parcel east of the Winnebago property on the north side of East 1st Ave: the applicant is looking to develop a panhandle lot in accordance with JCMC 16.05 requirements. Future plans include full build-out of the subject property.
 - Weichert Annexation/Rezone Request: Anthony Favreau has submitted an Annexation and concurrent Rezone request for the large parcel along West 10th Ave. south of Tamarack St. The request will be subject to Planning Commission and City Council approval. Staff anticipates a 32-parcel Subdivision application to accompany the package by the end of the week.
- Staff has taken suggested Code Text Amendments regarding the Special Event Permit Application to the Streets Committee for initial review. The need for a scaled Special Event Permit has been discussed by the Community Development Committee with research and formatting ongoing since 2013. A draft Special Event Permit application packet, including a Resource Guide and FAQ were presented to the CDC at the standing April meeting, with a recommendation to forward the drafts to Council for consideration. Staff presented draft language changes to title 12 of the JCMC at the July standing Streets Committee meeting. The language changes will be required in order to implement a fee Resolution. The Committee requested the items be review as a whole (Language, Resolution, Application Package) at the standing August Streets Committee meeting.

City Council Update

- The City Council approved the mayoral appointments of Craig Carpenter and Ethan Nelson to the Revolving Loan Fund Committee. Additionally, the Mayor reappointed Councilor Karen Leach to remain the Chair of the RLF Committee. One additional application has been received to complete the roster and will go before the Council at the August 9, 2016 City Council meeting. One application has been received in the past month for RLF funds, which will require RLF Committee review. The Business Development Loan Application packet revisions will likely be the first order of business presented to the Committee ahead of application review.

Future Action Items

- A-16-01 and RZ-16-02 - Weichert Annexation request.
- Planning Commission Vacancy Recommendations

Planning Commission

- Staff presented the Planning Commission's recommendation regarding the Enterprise Zone Expansion to the City Council. The consensus among the Council was to expand the boundary to include all industrial parcels within the UGB. The Enterprise Zone has been co-adopted with the City Harrisburg without the requested expansion as a matter of expediency. The City Administrator of Harrisburg has stated that amendments to the Zone Boundary will likely be completed by year's end.
- Term Expirations: 3 regular member terms and 2 alternate member terms will be expiring at the end of October. The following terms will be expiring:
 - Jason Thiesfeld
 - Stuart Holderby
 - Ken Wells
 - Alicia Beymer
 - Pat Phelan

All interested candidates must fill out a new Planning Commission Application. Deadline for submission is September 8, 2016 and all positions are open until filled. Applications are included as an attachment to this report.

Building Activities:

- The building reports for April, May, and June 2016 are included as an attachment to this report.

2016 Building Permit Activity Report

Monthly Totals	Residential Housing								
	January	February	March	April	May	June	July*	August	Total
Submitted Permits	1	3	2	1	1	1			9
Issued Permits	2	3	6	3	1	3			18
SFD - Total Sq Ft	3,571	4,954	9,408	6,411	1,656	4,612			30,612
SFD-Average Sq Ft	1,786	1,651	1,568	2,137	1,656	1,537			1,701
Permit Fees	\$ 5,805	\$ 9,119	9,700	7,093	2,802	3,796			\$ 38,316
SDC Fees	\$ 26,280	\$ 38,360	26,280	26,280	13,140	13,140			\$ 143,480
Zone of Benefit	\$ 13,285	\$ 19,931	13,295	6,651	6,663	0			\$ 59,824
Total Valuation	\$ 443,000	\$ 732,000	841,000	755,500	208,000	347,000			\$ 3,326,500
Monthly Totals	Residential Remodel/Addition								
	January	February	March	April	May	June	July	August	Total
Submitted Permits	0	1	1	1	1	0			4
Issued Permits	1	1	2	1	0	1			6
Permit Fees	0	244	405	1,583	140	317			\$ 2,689
Total Valuation	8,000	4,000	11,000	18,000	0	22,000			\$ 63,000
Monthly Totals	Commercial /Industrial								
	January	February	March	April	May	June	July	August	Total
Submitted Permits	6	0	3	1	3	3			16
Issued Permits	6	0	0	1	4	3			14
Permit Fees	\$1,589	0	952	1,184	4,308	10,622			\$ 18,655
SDC Fees	\$0	0	0	0	0	0			\$ -
Zone of Benefit	\$0	0	0	0	0	0			\$ -
Total Valuation	\$30,500	0	0	23,000	5,000	0			\$ 58,500
Monthly Totals	Single Permits & ePermits								
	January	February	March	April	May	June	July	August	Total
Submitted Permits	20	9	13	14	12	17			85
Issued Permits	20	9	13	14	12	17			85
Permit Fees	\$5,348	1,066	2,177	1,120	1,038	2,284			\$ 13,032
Monthly Totals	All Permits								
	January	February	March	April	May	June	July	August	Total
Submitted	27	13	19	17	17	21	0	0	114
Issued	29	13	21	19	17	24	0	0	123
Permit Fees	\$ 12,741	\$ 10,430	\$ 13,234	\$ 10,980	\$ 8,288	\$ 17,020	\$ -	\$ -	\$ 72,693
SDC Fees	\$ 26,280	\$ 38,360	\$ 26,280	\$ 26,280	\$ 13,140	\$ 13,140	\$ -	\$ -	\$ 143,480
Zone of Benefit	\$ 13,285	\$ 19,931	\$ 13,295	\$ 6,651	\$ 6,663	\$ -	\$ -	\$ -	\$ 59,824
Valuation	\$ 481,500	\$ 736,000	\$ 852,000	\$ 796,500	\$ 213,000	\$ 369,000	\$ -	\$ -	\$ 3,448,000

Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Wednesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): _____

Signature

Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____

Appointed: _____

The Junction City Planning Commission was established in 1939 (Junction City Municipal Code Chapter 2.50). Its members are appointed by the Mayor with the approval of the Council upon receiving recommendations from Planning Commission.

Planning Commission ~ Purpose and Objectives

- a. To keep current the Junction City Comprehensive Plan, functional plans and refinement plans for the City adopted by the Council as official guides to public and private uses of land.
- b. To prepare city legislation that will implement the purposes of the Junction City Comprehensive Plan.
- c. To keep current zoning, subdivision and sign code ordinances and to make amendments consistent with required findings and the purposes of the Junction City Comprehensive Plan.
- d. To hold hearings pertaining to minor partitions, major partitions, and subdivisions, and to approve or deny them on the basis of their consistency with the provisions set forth in the Junction City Subdivision Ordinance.
- e. To recommend and make suggestions to the council and to all other public authorities concerning laying out, widening, extending and locating of streets and parking areas, sidewalks, bikeways and boulevards, and for relief of traffic congestion, betterment of housing and sanitation conditions and establishment of zones or districts limiting use, height, area and bulk of buildings and structures (ORS 227.090).
- f. To recommend to the council and all other public authorities plans for regulation of the future growth, development, and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of all public utilities, and transportation facilities (ORS 227.090).
- g. To study and propose in general such measures as may be advisable for promotion of environmental quality as well as the public interest, health, morals, safety, comfort, convenience, and welfare of the city and of the area of influence (ORS 227.090).



PLANNING COMMISSION

AGENDA FORECASTER

TABLE OF CONTENTS

Contents

Current Business Items _____	1
Pending Business Items _____	3
Future Business Items _____	7
2016 Planning Commission Meeting Calendar _____	8

CURRENT BUSINESS ITEMS

Current Business Items

Item Public Hearing regarding the Conditional Use Permit Application for a 55-space RV Park Development (CUP-16-02 & DEV-16-02)

Requested By ACTA LLC

Date Last at Commission N/A

Current Agenda Item Number 5.a

Item Description

ACTA LLC has submitted a Conditional Use Permit and concurrent Development Review Application for a 55-space RV Park Development in the R2 - Duplex Residential Zoning District.

Current Status/Update

This is a new request.

Item Public Hearing regarding the Junction City Comprehensive Plan update and subsequent Comprehensive Plan Amendment (CPA-16-02)

Requested By City Council

Date Last at Committee N/A

Current Agenda Item Number 5.b

Item Description

City Council has initiated a Amendment in order to adopt the Transportation System Plan as the Transportation Element of the Comprehensive Plan(Chapter 6).

Current Status/Update

This is a new request

CURRENT BUSINESS ITEMS

Item Public Hearing regarding Amendments to the Junction City Municipal Code

Requested By Planning Commission

Date Last at Committee February, 2016

Current Agenda Item Number 5.c

Item Description

This is the first of two hearings regarding updates and revisions to various sections of the Junction City Municipal Code. This item has been ongoing since 2013

Current Status/Update

This item has been reviewed at length and Staff requests Planning Commission action.

Item January Planning and Building Report

Requested By Staff

Date Last at Committee April, 2016

Current Agenda Item Number 6

Item Description

Monthly update on the Planning Department progress and Building Department permit report

Current Status/Update

All Items are current

CURRENT BUSINESS ITEMS

<u>Item</u>	Planning Commission Term Expirations
<u>Requested By</u>	Staff
<u>Date Last at Committee</u>	N/A
<u>Current Agenda Item Number</u>	6.a

Item Description

3 regular member terms and 2 alternate member terms that will be expiring at the end of October. The following terms will be expiring:

- Jason Thiesfeld
- Stuart Holderby
- Ken Wells
- Alicia Beymer
- Pat Phelan

Current Status/Update

Applications are available at City Hall and online at:

http://www.junctioncityoregon.gov/index.asp?Type=B_LIST&SEC={22B25C02-54C3-47A9-A930-60B5A8ADEB42}#{B611AB66-D2E5-4C23-95DC-306301B64161}

Deadline for submission is September 8, 2016 and all positions are open until filled.

PENDING BUSINESS ITEMS

Pending Business Items

Item Planning Commission Appointment
Recommendations

Requested By Staff

Staff Contact Planner Cogburn

Date Last at Commission July, 2016

Item Description

5 Planning Commission seats are up for appointment.

Current Status/Update

Staff requests Planning Commission action on the 5 available positions at the standing September 21, 2016 Planning Commission meeting.

FUTURE BUSINESS ITEMS

Future Business Items

Item Rolling Meadows - Phase 1

Requested By Applicant

Item Description

Phase 1 Final Plat Approval.

Item Land Use Application Review

Requested By Planning Staff

Item Description

Review of new Land Use applications as needed.

Item By-Law/Code Review

Requested By Commission

Item Description

Review Planning Commission By-Laws as needed to remove outdated/incorrect statements and inconsistencies with the JCMC

Item Comprehensive Plan Map & Zoning Map
Discrepancies

Requested By Commission

Item Description

Review and address discrepancies between land uses and the Comprehensive Plan Land Use Map and/or the Zoning Map

2016 COMMITTEE MEETING CALENDAR

2016 Committee Meeting Calendar

Calendar Key

- Packets Available Date
- Regular Meeting Date

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
25	26	27	28	29	30	31

MAY

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15	16	17	18	19	20	21
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29	30	31				

SEPTEMBER

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FEBRUARY

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28	29					

JUNE

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OCTOBER

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30	31					

MARCH

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JULY

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31						

NOVEMBER

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APRIL

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24	25	26	27	28	29	30

AUGUST

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

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18	19	20	21	22	23	24
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2016 COMMITTEE MEETING CALENDAR