



# City of *Junction City*

[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

## *Planning Commission Meeting (Possible Quorum of the Council)*

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Date: Wednesday, November 18, 2015  
**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
  - September 16, 2015
  - October 21, 2015
5. Action Items (Request action by Planning Commission)
  - a) MP-15-02, Hanavan Partition
  - b) Public Hearing: AMD-15-02, Permitted Use in R3
6. Planning Activity Report
7. Commissioner Comments
8. Adjournment

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*Next Standing December 16, 2015 – Check with City for changes*

*Location is wheelchair accessible (WCA)*

**THIS MEETING WILL BE RECORDED**

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## 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.

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*Next Standing December 16, 2015 – Check with City for changes*

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# JUNCTION CITY PLANNING COMMISSION AGENDA ITEM SUMMARY



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## Hanavan Preliminary Partition (MP-15-02)

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Meeting Date: November 18, 2015  
Department: Planning  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 5a  
Staff Contact: Jordan Cogburn  
Contact Telephone Number: 541.998.4763

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### ISSUE STATEMENT

The applicant is requesting a Preliminary Partition to divide an existing lot into two tax lots. One of the parcels is currently developed with a single family residence, with the newly proposed lot to be developed post partition. The applicant's stated intent is to construct a residential dwelling in compliance with the JCMC and relevant zoning district.

### BACKGROUND

The proposed partition will divide one existing lot into two proposed parcels. There is an existing drainage and utility easements that encumber the subject property currently.

The site of this partition is located between Quince Drive and Oak Drive. This site was originally created through the Stanley Hall Plat, dated July 14, 1964.

### COMMITTEE REVIEW

None

### RELATED CITY POLICIES

The following section of the Junction City Municipal Code is relevant to this request.

#### ***16.05.030 (D)(3) Preliminary Partition***

*According to Section 16.05.030 (D)(3) of the Junction City Municipal Code, Approval. In the event the planning commission finds that the plan complies with the statutes of the state and with this and all ordinances of the city, it shall approve the plan and signify its action on the face thereof by appropriate signature of the commission. In the event the commission finds that the plan cannot be made to comply with such requirements, it shall disapprove the plan and signify its action in the same manner as in approval. The commission may make approval subject to conditions to be fulfilled by the petitioner.*

## **PLANNING COMMISSION OPTIONS**

- a. Approve the Preliminary Partition with conditions of approval and findings as written in the Proposed Final Order (MP-15-02).
- b. Approve the Preliminary Partition with changes to the conditions of approval and/or changes to the findings in the Proposed Final Order (MP-15-02).
- c. Deny the Preliminary Partition with findings supporting the denial.
- d. Continue the discussion of the proposed Preliminary Partition if more information is needed.

## **SUGGESTED MOTION**

"I make a motion to (approve with conditions as stated in the final order / approve with conditions as modified by the Planning Commission / deny with findings / continue) the Preliminary Partition for Tax Lot 6900 of Assessor's Map 15-04-31-14, File # MP-15-02."

## **ATTACHMENTS**

- A. Staff Report
- B. Application Materials
- C. Draft Final Order Preliminary Minor Partition (MP-14-01)
- D. Preliminary Minor Partition Plat Map

## **FOR MORE INFORMATION**

Staff Contact: Jordan Cogburn  
Telephone: 541.998.4763  
Staff E-Mail: [jcogburn@ci.junction-city.or.us](mailto:jcogburn@ci.junction-city.or.us)



## **FINDINGS OF THE PLANNING DEPARTMENT:**

### DEPARTMENT REVIEW FOR THE HANAVAN MINOR PARTITION (MP-15-02)

#### **Application Summary:**

Preliminary Partition Plat to create two residential parcels out of one legal lot.

#### **Owner(s):**

Louis Hanavan, 1280 Quince Drive, Junction City, OR

#### **Applicant(s) Representative:**

Robert Stevens, AICP, Metro Planning, Inc., Eugene, OR

#### **Lead City Staff:**

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

#### **Subject Property/Zoning/Location:**

Tax Lot 6900 of Assessor's Map 15-04-31-14, Zoned R1, Low Density Residential, located at 1280 Quince Drive, Junction City.

#### **Relevant Dates:**

Application originally submitted on September 23, 2015; deemed complete on October 5, 2015; final staff report issued on November 10, 2015

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#### **Present Request:**

This is an application for a preliminary Minor Partition on Quince Drive in the City of Junction City.

#### **Public Notice and Referrals:**

Request for Public Comment on the proposed development was sent to property owners within 300 feet of the subject site on October 6, 2015. All public comments received to date in response to the request are located in the application file for reference and addressed in the context of applicable approval criteria and standards in the following evaluation.

Two public comments have been received as of the date of this Staff Report, including statements from:

- Richard and Loretta Nelson, 1290 Oak Drive, Junction City, Oregon 97448
- Kimberly McNeil, 1230 Oak Drive, Junction City, Oregon 97448

Both public comments have stated opposition to the partition request. Concerns cited in the letters included issues related to increased traffic, noise, and congestion. The subject site is currently zoned

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for single family residential and will be subject to the relevant criteria listed at JCMC 17.10 prior to development.

Referral comments on the application were requested from various affected service providers and City departments. All referral comments received by the Planning Department on this application are included in the application file for reference, and addressed in the context of applicable approval criteria and standards in the following evaluation. Relevant application requirements and approval criteria are addressed at JCMC 16.05.030 Minor Partition Procedures, and JCMC 16.05.050 Platting and Mapping Standards.

### **General Property Information:**

This is an application for a preliminary partition on an existing, platted lot with frontage on both Quince and Oak Drives. The site address is 1280 Quince Drive. This partition will divide one existing lot into two proposed parcels. The smaller proposed parcel will only have frontage on Oak Drive. The larger proposed parcel where the existing house will remain will continue to be a double frontage lot; a situation that already exists presently. There are existing public utilities (i.e. fire hydrants, water, sanitary sewer, storm sewer) available adjacent to the subject property or within the public right-of-way.

The site was originally created by the Stanley Hall Subdivision in 1964. No additional land divisions have been done prior to the subject application.

### **Evaluation:**

The following findings demonstrate that the proposed tentative partition plan will comply with all applicable approval criteria and related standards as set forth in the Junction City Municipal Code (JCMC). The approval criteria and related standards are listed below in **bold**, with findings addressing each. Various conditions of approval, final plat requirements, and informational items are included where appropriate.

## **Chapter 16.05 – Subdivisions**

### **Section 16.05.030 – Minor Partition Procedure**

**(A) Application. An application shall be made by the person proposing the minor partition or his authorized agent or representative on a form prescribed by the city following procedures outlined in JCMC 17.150.070 and submitted to the secretary of the planning commission, together with a tracing and nine additional copies of a preliminary plan.**

Metro Planning is the authorized representative for the applicant. This application is being submitted with a digital copy of the preliminary plan. Staff has waived the paper copy requirement. Therefore, this criterion has been satisfied.

**(B) Drafting. The preliminary plan shall be legibly drawn to scale on sheets of tracing paper or cloth measuring 8 ½ by 11 inches. The scale will be 10, 20, 30, 40, 50, or 60 feet to the inch. The city superintendent of public works shall furnish such 8 ½ by 11-inch tracing sheets on request.**

The preliminary plan has been drafted on 11" x 17" paper with a scale of 30 feet to the inch. A digital copy of the plan has been submitted for 8 ½ by 11 inch reproductions as needed. Therefore, the above criterion has been satisfied.

**(C) Preliminary Plan Contents. The preliminary plan shall contain the following:**

**(1) The dimensions and parcel lines of all parcels.**

The dimensions of the boundary and proposed parcel lines are shown on the attached plan.

**(2) An accurate map describing the boundaries of all contiguous land in the same ownership as the area encompassed in the preliminary plan area.**

The applicant owns the subject Tax Lot 6900 and it is shown on the attached preliminary partition plan. No adjacent or contiguous land is in the same ownership. Therefore, this criterion does not apply.

**(3) The date, north point and scale of the drawing, and sufficient legal description and dimensions of the land to define the boundary thereof and the assessor's account number.**

The date of the survey, north arrow, engineer's scale, legal description, and assessor's number are noted on the attached plan. Therefore, this criterion has been satisfied.

**(4) Name, address and telephone number of the owner, the partitioner and engineer or surveyor.**

The contact information for the applicant (owner) is noted on the plan. In addition, the address and phone number of the surveyor, Ryan M. Erickson, is included also included. Therefore, this criterion has been satisfied.

**(5) Location of property in relation to existing streets, name and present width of all streets and alleys, and proposed right-of-way lines for existing or projected streets as shown on the master street plan.**

The attached preliminary plan includes a vicinity map that shows where properties location relative to the adjacent street network. In addition, the width of the existing streets, Oak Drive and Quince Drive are called out on the plan. Therefore, this criterion has been satisfied.

**(6) The layout of the parcels proposed and the dimensions of each, with a number within each proposed parcel.**

Each of the two proposed parcels is labeled with a number and the dimensions of the parcel are shown on the plan.

**(7) The location of each building or structure above ground. Dimension distance to parcel lines being created.**

The subject property is currently developed with an existing single family residence; dimensions are shown regarding distance to the proposed parcel lines being created by this request. Therefore, this criterion has been satisfied.

**(8) The width and location of all easements for drainage or public utilities.**

There is one private drainage easement that encumbers the subject property by bisecting the site in a diagonal direction. The existing easement flows into a slightly smaller drainage and utility easement to the north of the development site. There are no other existing easements and no easements are proposed for access, drainage, or utilities. All easements are shown on the attached plans. Therefore, this criterion has been satisfied.

**(9) In addition, when all or a portion of the area encompassed in a minor partition application has not been previously included in a recorded plat (subdivision) of lots averaging a maximum of one-half acre each, the following information is also required:**

**(a) The affidavit of a surveyor who is an Oregon licensed land surveyor, and who prepared the preliminary plan for the area encompassed in the proposed partition.**

**(b) The names of all recorded subdivisions contiguous to the subject area.**

**(c) The elevations of all points used to determine contours; said points given to true elevation above mean sea level as determined by the city engineer. The base data used shall be clearly indicated and shall be compatible to city datum if bench marks are not adjacent. The following intervals are required:**

**Contour Intervals Ground Slope**

**One foot Up to 5 percent**

**Two feet Over 5 percent through 10 percent**

**Five feet Over 10 percent**

**(d) The approximate width and location of all proposed or existing public utility easements.**

**(e) The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the location, width and direction of flow of all water courses.**

**(f) All proposals for sewage disposal, flood control, and easements or deeds for drainage land, including profiles of proposed drainageways.**

**(g) All public areas proposed to be dedicated by the partitioner and the proposed uses thereof. In this connection, the application is subject to the requirements pertaining to reserve strips as stipulated in Section [5(A) (3)] of**

**this ordinance. Said reserve strips shall be clearly indicated on the proposed partition.**

**(h) All public improvements proposed to be made or installed, and the time within which such improvements are envisioned to be completed.**

**(i) A legal description of the boundaries of the entire area owned by the partitioner of which the proposed partition is a part; provided that where the proposed partition comprises all of such area, an affidavit of such fact shall accompany the application.**

The subject property was created through the subdivision process and is described as Lot 14, Block 1 of the Stanley Hall Subdivision. The Stanley Hall plat created lots that averaged around 10,000 to 15,000 square feet. Based on this fact, the proposed partition is not required to include the information at JCMC Section 16.05.030(C)(9)(a) – (i).

**(D) Preliminary Plan Review.**

**(1) City Superintendent of Public Works Review. The superintendent of public works shall review the preliminary plan and forward any comments he may have about the plan and send the original plan and seven copies to the planning commission for action, retaining one copy for his file.**

The applicant understands that city staff will first review the preliminary partition plan prior to the Planning Commission deliberating and rendering a decision. No comments have been received by the Public Work Superintendent as of the date of this report.

**(2) Planning Commission Review.**

**(a) The planning commission shall approve the plan or ask for further information from the partitioner.**

The applicant understands that the Planning Commission is the approval authority for minor partitions in the City of Junction City.

**(b) Approval findings. Approval of the plan must include affirmative findings that:**

**(i) Approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and healthful development of such remainder of any adjoining land or access thereto.**

The entire area within the subject property is included within the proposed partition. Parcel 1 has potential to be divided further in the future; however, Parcel 1 will likely not be further divided given the location of the 100-year floodplain, drainage channel, trees, vegetation, and the existing house. The only remaining location to divide an additional parcel off of proposed Parcel 1 is the triangular-shaped piece of land within Parcel 1 and east of the drainage channel easement. This possible, future division of Parcel 1 would not be adversely affected by the subject partition. Further, the proposed

partition will have no adverse effects on surrounding properties and the ability for them to be redeveloped in the future. Therefore, this criterion has been satisfied.

**(ii) The minor partition complies with Junction City policies and plans as well as the intent and purpose of JCMC 16.05.010.**

The subject property is zoned R-1 (Single Family Residential). The future development plans for the parcels have not been determined yet. However, the uses will be required to comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code. In addition, this use will be consistent with the comprehensive plan designation of Low-Density Residential (M). Furthermore, this minor partition application will ensure the proper and orderly development of the subject site. The proposed parcels will be served by the public stormwater and wastewater systems. Therefore, this preliminary partition complies with the intent and purpose of the Junction City Subdivision Ordinance and the JCMC chapter listed above.

**(iii) Either:**

**(A) Improvements as required by the city and this code have been completed, and a certificate of fact has been filed with the planning department by the city engineer; or**

**(B) A performance agreement (bond), or suitable substitute, as agreed upon by the applicant and the city, has been filed with the city recorder in sufficient amount to insure the completion of all required improvements; or**

**(C) A petition for improvements has been properly executed by the partitioner who is effecting the partition and will be assessed for said improvements.**

There are no proposed public improvements with this minor partition application. If the Planning Commission decides that a petition for future public improvements is required, then the property owner shall comply with such a condition of approval.

**(iv) The minor partition tentative plan is accompanied by five accurate copies thereof; and**

Five copies of the preliminary partition plan have been submitted with the application to meet this criterion.

**(v) Public assessments, liens, utility charges and fees with respect to the minor partition area have been paid, or a segregation of assessments and liens has been applied for and granted by the council. Except as provided for in the procedures for modification as stipulated in JCMC 16.05.070, approval as stipulated herein does not relieve the applicant from other applicable provisions of this ordinance or Oregon Revised Statutes.**

No public assessments, liens, utility charges, or other fees are known to exist with respect to this property. This criterion is not applicable. However if any new fees or assessments are found, the owners will pay the fees prior to recording the final plat.

**(vi) Minor partition applications for land occupied by existing buildings shall show the location of buildings and give dimensions to existing and proposed lot lines.**

The existing house on proposed Parcel 1 is shown on the attached plan with appropriate setback dimensions shown. located on the subject property; thus there are no setbacks that need to be shown on the attached plan. This criterion is met.

**(3) Approval. In the event the planning commission finds that the plan complies with the statutes of the state and with this and all ordinances of the city, it shall approve the plan and signify its action on the face thereof by appropriate signature of the commission. In the event the commission finds that the plan cannot be made to comply with such requirements, it shall disapprove the plan and signify its action in the same manner as in approval. The commission may make approval subject to conditions to be fulfilled by the petitioner.**

The applicant understands that approval of the plan will be signified by a signature of the Planning Commission Chair on the final plat.

**(4) Notification by Commission. When such a plan is approved, conditionally approved or disapproved by the commission, it shall forthwith deliver in person or by mail a copy of such plan with the action thereon to the person having filed the plan. Such action by the commission shall become final in the absence of any appeal. Copies of the plan with the action thereon shall be delivered to the Lane Council of Governments, and the commission shall retain the original copy thereof in the office of the city engineer.**

The applicant understands that notification will be made of the Planning Commission decision.

**(5) Unless appealed, the planning commission's decision shall become effective on the eleventh day after it is rendered.**

The applicant understands that the Planning Commission decision will be effective on the eleventh day after the decision is issued.

**(E) Appeal to the Council. If any person filing a minor partition plan is dissatisfied with the action of the planning commission, he may, no later than 12 days after such action by the commission, appeal in writing to the council and file same with the council.**

The property owner/applicant understands that any possible appeal of the Planning Commission decision will be heard by the City Council.

**(F) Limitation of Appeal.** The conditional approval of such plan shall be valid for a period of one year from the date of final action thereon. During said period, all the conditions of approval shall be met. Such conditional approval may be extended for a period not to exceed one additional year by the council, upon written request; provided, such request is made prior to the expiration of the one-year period.

It is understood by the applicant that a minor partition approval is valid for one year.

**(G) Ownership Verification of Dedications.** In the event approval of a minor partition is conditioned upon the dedication of a portion of the area to the public, the applicant shall submit to the public works department a title report issued by a title insurance company licensed in the state of Oregon verifying ownership by the applicant of the real property that is to be dedicated to the public.

There are no proposed dedications with this proposed application; thus this requirement should not be applicable.

**(H) Expedited Land Divisions.** All applications for expedited land divisions shall comply with ORS 197.360 through 197.380 and the Junction City comprehensive plan. ORS 197.360 through 197.380 details criteria, application and notice requirements and action and appeal procedures for expedited land divisions.

This minor partition application is not being requested to be reviewed as an expedited land division; thus this standard does not apply.

**Section 16.05.050 - Platting and Mapping Standards**

**(A) Streets.**

Quince and Oak Drives are existing streets. There are no proposed streets because the adjacent lands to the subject site are already developed and do not need a street stub from this property. Given these facts, none of the subsections of (A) – Streets is addressed below.

**(B) Alleys.**

No alleys are proposed with this partition application.

**(C) Blocks.**

**(1) Block length.** Block length shall not exceed 600 feet. In residential and commercial zones, maximum block perimeter shall be 1,600 feet. The planning commission may allow exceptions where pedestrian pathways are utilized as mid-block connections between streets.

Quince and Oak Drives are existing public streets. No streets are proposed with this partition; thus the block length of both public streets will be unaffected.

**(2) Street Connectivity.** In order to promote efficient vehicular and pedestrian circulation throughout the city, land divisions and developments greater than two acres in size shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:

The subject property is 31,131 square feet (0.71 acres). Given that the land division is less than 2 acres, this standard is not applicable.

**(3) Pedestrian ways.** When necessary for public convenience and safety, the planning commission may require the partitioner or subdivider to dedicate to the public pedestrian ways 10 feet in width to connect to cul-de-sacs, to pass through oddly shaped or unusually long blocks, or to provide access to schools, parks, or other public areas, of such design and location as reasonably required to facilitate pedestrian travel.

There are no cul-de-sacs or parks adjacent to the proposed partition that would require the dedication of any pedestrian ways. There is a school district owned site along part of the northern boundary of the subject property; however, the drainage channel would preclude a pedestrian way dedication that would lead to the school district site.

**(4) Easements for utilities.** Dedication of easements for storm water sewers and for access there-to for maintenance, in order to safeguard the public against flood damage and the accumulation of surface water, and dedication of easements for sanitary sewers, and for access thereto for maintenance, and dedication of easements for other public or private utilities, may be required of the partitioner or subdivider by the planning commission along lot rear lines, lot side lines, or elsewhere as necessary to provide needed facilities for present or future development of the area in accordance with the purpose of this ordinance. Easements for utility lines shall be not less than 14 feet in width; except that, for an easement abutting land not in the partitioned or subdivision area, a lesser width may be allowed, in the description of the planning commission, where the petitioner or subdivider presents a satisfactory plan whereby such easement will be expanded to the width otherwise required.

No easements are proposed for utilities, access, and maintenance purposes. Proposed Parcel 2 will have direct access to Oak Drive and utility connections can be made without an easement over proposed Parcel 1. In addition, the drainage channel bisecting the existing and proposed parcel is already encumbered by an easement for storm drainage purposes.

**(D) Perimeter Fences.** Perimeter fences shall be required where rear yards abut an existing or planned street. The perimeter fence shall be sight-obscuring and at least 5 feet in height, and shall be setback at least 3 feet from the sidewalk or right-of-way. At least one deciduous shade tree (a minimum 2-inches in caliper at planting) shall be provided for each 50 lineal feet of street frontage. At the time of application review, the Planning Commission may also

**require additional subdivision perimeter fencing, retaining walls, or other perimeter treatment in order to address privacy, stormwater runoff, or other issues relating to compatibility with adjacent properties.**

There are no existing or planned streets along the rear of the development site; thus no perimeter fence is required. However, proposed Parcel 1 will continue to be a double frontage lot with a rear yard along Oak Drive. The applicants shall comply with the perimeter fence standard for Parcel 1 if the Planning Commission requires it.

**(E) Lots. Lot sizes in mobile home subdivisions shall conform to the provisions of Chapter 17.100 JCMC, Mobile Homes, rather than this subsection (E).**

**(1) Size and frontage.**

**(a) General requirements.**

**(i) Width. Each lot shall have an average width between the lot side lines of not less than 60 feet. Each corner lot and each authorized key lot and butt lot shall have an average width between the lot side lines of not less than 65 feet.**

Both of the parcels will have an average width of over 60 feet. Parcel 1 will be over 80 feet wide. Parcel 2 will be about 67 feet wide. The lot widths also comply with the minimum lot width of 60 feet per Section 17.15.030 of the JCMC.

**(ii) Depth. Each lot shall have an average depth between the lot front line and the lot rear line of not less than 80 feet and not more than 2 ½ times the average width between the lot side lines. Each double frontage lot shall have an average depth between the lot front line and lot rear line of not less than 120 feet, unless a lesser depth is approved by the planning commission where necessitated by unusual topographic conditions.**

Parcel 1 will be a little over 130 feet deep on average. Parcel 2 will be almost 90 feet deep on average. However, JCMC Section 17.10.030 does not require a lot depth within the R-1 zone. None of the lot depths are more than 2.5 times the average lot widths.

**(iii) Area. Minimum lot area shall be in accord with requirements for the zoning district within which the lot is located.**

Per Section 17.10.030 of the JCMC, the minimum lot size is 6,000 square feet. Parcel 1 will be 25,101 square feet. Parcel 2 will be 6,030 square feet. Both of the proposed parcels exceed the minimum lot area of 6,000 square feet.

**(iv) Frontage. Each lot shall have frontage of not less than 60 feet upon a street, except that a lot on the outer radius of a curved street or facing the circular end of a cul-de-sac shall have frontage of not less than 35 feet upon a street, measured on the arc.**

Parcel 1 will have frontage along Quince Drive of 80 feet and about 89 feet on Oak Drive. Parcel 2 will have 67 feet of frontage on Oak Drive. Each parcel will have at least 60 feet of frontage.

**(v) Reverse Frontage.**

**(A) Lots that front on more than one street shall be required to locate motor vehicle accesses on the street with lower functional classification.**

**(B) When a residential subdivision is proposed that would abut an arterial, it shall be designed to provide through lots along the arterial with access from a frontage road or interior local road. Access rights of these lots to the arterial shall be dedicated to the city and recorded with the deed (reserve strip.) A berm or buffer yard may be required at the rear of through lots to buffer residences from traffic on the arterial. The berm or buffer yard shall not be located within the public right-of-way.**

Parcel 1 is an existing reverse (double) frontage lot and is proposed to remain as so. Both of the adjacent public rights-of-way are classified as local streets. Parcel 1 will continue to maintain access from Quince Drive as a result of the drainage channel location that would require a bridge or culvert in order to obtain access from Oak Drive. Therefore, these criteria have been met.

**(b) Exceptions.**

**(i) Partitioned or subdivision area developed as a unit. The planning commission may, in its discretion, authorize relaxation of the parcel or lot size and frontage requirements specified herein where the partitioner or subdivider presents a plan satisfactory to the planning commission whereby the entire partitioned or subdivision area will be designed and developed with provision for proper maintenance of recreation and park area which will be commonly available for recreation and park purposes to the residents of the partitioned or subdivision area, and which the planning commission determines will be of such benefit to said residents as is equal to that which would be derived from observance of the parcel or lot size and frontage requirements otherwise specified, and will be in accordance with the purpose of this ordinance.**

**(ii) Land zoned for commercial or industrial use. The planning commission may, in its discretion, authorize relaxation of the parcel or lot size and frontage requirements specified herein in the case of land zoned for commercial use, where such relaxation is necessary in consideration of the suitability of the land for such use, and in accordance with the purpose of this ordinance.**

**(iii) Parcel or lot retained for future partition or subdivision. The planning commission may, in its discretion, waive parcel or lot frontage requirements where, in its judgment, a parcel or lot should and will be**

**retained by the partitioner or subdivider, and future partition or subdivision of such parcel or lot will be the highest and best use thereof, and such use will be best protected by the creation of a reserve strip separating such parcel or lot from any street.**

All lot design standards (width, depth, area, and frontage) are met. No exceptions to the standards are being requested in this application; thus this criterion is not applicable.

**(2) Key parcels or lots and butt parcels or lots. There shall be no key parcels or lots or butt parcels or lots, except where authorized by the planning commission here such parcels or lots are necessitated by unusual topographic conditions or previous adjacent layout.**

There are no proposed key lots or parcels or butt lots or parcels, as required.

**(3) Parcel and lot side lines. As far as is practicable, parcel and lot side lines shall run at right angles to the street upon which the parcels or lots face, except that on curved streets they shall be radial to the curve.**

The parcel lot side lines are at right angles to the street upon which the parcels face to the greatest extent possible. The rear lot line for proposed Parcel 2 is at an angle. The angle is necessary in order to align the rear lot line as closely as possible to the drainage channel easement location.

**(4) Suitability for intended use. All parcels and lots shall be suitable for the purpose for which they are intended to be used. No parcel or lot shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the residents of the partition or subdivision area or of such parcel or lot, as determined by the planning commission in accordance with the purpose of this ordinance.**

All proposed parcels are large enough in area and suitable for Low-Density, Single Family Residential development, as envisioned by the Junction City Comprehensive Plan and parent zoning. No parcel size will be detrimental to public health and safety.

**(5) Future partitioning or subdivision of parcels or lots. Where the partition or subdivision will result in a parcel or lot ½ acre or larger in size which, in the judgment of the planning commission, is likely to be partitioned or subdivided in the future, the planning commission may require that the location of parcel or lot lines and other details of layout be such that future partition or subdivision may readily be made without violating the requirements of this ordinance and without interfering with orderly extension of adjacent streets. Any restriction of buildings within future street locations shall be made a matter of record, if the planning commission deems it necessary for the purpose of future subdivision.**

As the applicant has shown in the submitted site plan, Parcel 2 is significantly under ½ acre. Parcel 1 is a little over ½ acre in size. However, if the area of the drainage channel (about 3,800 square feet) were removed from the lot area given that the channel could never be developed then the unencumbered

lot area would be about 21,301 square feet (0.49 acres). Based on the unencumbered lot area being just under the ½ acre threshold per this standard, the applicant requests the Planning Commission not require a future division plan.

**(6) Panhandle lots. Panhandle lot configurations shall not be utilized in new subdivisions. The Planning Commission may authorize exceptions from frontage requirements for panhandle lots in the R1 and R2 zones, only in established neighborhoods, provided that the following standards, applicable to all panhandle lots, are met.**

No panhandle lots are proposed as part of this application. Therefore, subsection (6) of JCMC 16.05.050(E) do not apply.

**(F) Drainage. Where land in the partitioned or subdivision area is or will be periodically subject to accumulations of surface water or is traversed by any watercourse, channel, stream or creek, the planning commission may require the partitioner or subdivider to provide for adequate unrestricted drainage over drainage land by dedicating to the public easements therefore approved by the planning commission as adequate for the drainage needs of the area; or, where necessary, in the judgment of the planning commission, for protection of such needs, by conveying ownership of such drainage land for drainage purposes to the city.**

There is an existing drainage channel through the subject property. A 20-foot wide drainage easement currently exists to accommodate the channel flow. The stormwater runoff from proposed Parcel 2 will be diverted to the existing channel. No additional drainage easements are necessary to accommodate stormwater drainage.

**(G) Railroads.**

There are no railroads adjacent to the proposed partition; thus this section is not applicable. Therefore, subsections under JCMC 16.05.050(G) do not apply.

**(H) Partial development. Where the partitioned or subdivision area includes only a part of the tract owned by the partitioner or subdivider, the planning commission may require a sketch of a tentative layout of streets in the remainder of said tract.**

There will be no remainder of the property left for future development. All of the area within the subject property will be developed.

**(I) Recreational area. The planning commission, after council approval first having been obtained, may require, as a condition of approval of the subdivision, either:**

- (1) The dedication of land for park and recreational purpose of an amount equal to a ratio of not less than one acre of recreational area to every one hundred people of the ultimate population in the subdivision; or**
- (2) The payment to the city of a sum as established by the resolution adopting park systems development charges for each living unit permitted to be constructed within the subdivision. Payment of the charge shall be made at the time the building permit**

for construction of each living unit is issued by the city. The amount of the charge shall be that prescribed in the parks systems development resolution in effect at the time the individual permit is issued. In exercising the discretion of requiring the dedication of land or the payment of money, the commission shall consider recreational needs of the ultimate population of the subdivision and the extent to which a dedication of land under the above rate would fulfill those needs. All moneys received from the above provision shall be deposited in the recreational reserve area fund and shall be expended from that fund for the purpose of purchasing recreational land and making improvements thereof.

This application is for a minor partition and not a subdivision; thus this standard is not applicable.

**(J) Building lots filled. All building lots shall be filled in accordance with accepted engineering practice. All fill shall be placed in accordance with Chapter 70 of Oregon Structural, Specialty and Fire and Life Safety Code.**

The subject property is fairly flat and thus no fill is proposed for the building lots; however, if any fill is needed than it will be in compliance with accepted engineering practices and the Oregon Structural Specialty Code.

**(K) Finish floor elevations. Finish floor elevations shall be established for all buildings on the final plat in accordance with elevations established by and for the city of Junction City.**

The property owner and applicant understand this final plat standard.

**(L) Utility access. All accesses to utilities are to be brought to finish grade.**

All of the accesses to utilities when constructed will be brought to finished grade.

**Conclusion:**

Based upon the available information and findings set forth above, it is concluded that the proposed Minor Partition (MP 15-02) complies with the applicable approval criteria and related standards set forth within the JCMC. Staff recommends Conditional Approval of the applicant's Minor Partition Application.

**Planning Department Recommended Conditions of Approval:**

1. The applicant shall record the plat with Lane County Deeds and Records and the County Surveyor.

*For more information on the Planning Department conditions above, contact Jordan Coqburn, Junction City Planner at 541-988-4763, or by email at: [jcoqburn@ci.junction-city.or.us](mailto:jcoqburn@ci.junction-city.or.us)*

**Public Works Department Recommended Conditions of Approval:**

1. All future development of the subject site shall be in conformance with the Junction City Public Works Design Standards.

*For more information on the Public Works Department conditions above, contact Gary Kaping, Junction City Public Works Director AIC at 541-988-3125, or by email at: [gkaping@ci.junction-city.or.us](mailto:gkaping@ci.junction-city.or.us)*

**Staff Contact:**

Jordan Cogburn, City Planner  
[jcogburn@ci.junction-city.or.us](mailto:jcogburn@ci.junction-city.or.us)  
(541) 998-4763

**PRELIMINARY PARTITION APPLICATION FOR  
LOUIS & GWENDOLYN HANAVAN****Written Statement**

<b>Submittal No.:</b>	1
<b>Submittal Date:</b>	September 23, 2015
<b>Applicant's Request:</b>	Preliminary Partition Plat approval to create two residential parcels out of one legal lot.
<b>Property Owners/Applicants:</b>	Louis & Gwendolyn Hanavan 1280 Quince Drive Junction City, OR 97448
<b>Applicant's Representative/ Project Coordinator:</b>	Metro Planning, Inc. c/o Robert Stevens, AICP 370 Q Street Springfield, OR 97477 Tel (541) 302-9830 Cell (541) 968-9849
<b>Surveyor:</b>	EGR & Associates, Inc. c/o Ryan Erickson, PLS 2535B Prairie Road Eugene, OR 97402
<b>Subject Property:</b>	Map 15-04-31-14; Tax Lot 6900
<b>Property Size:</b>	About 31,131 Square Feet
<b>Zoning:</b>	R-1 (Single Family Residential)
<b>Comprehensive Plan:</b>	Low-Density Residential
<b>Number of Parcels Proposed:</b>	2
<b>Parcel 1 Size:</b>	25,101 Sq Feet
<b>Parcel 2 Size:</b>	6,030 Sq Feet

### **Background**

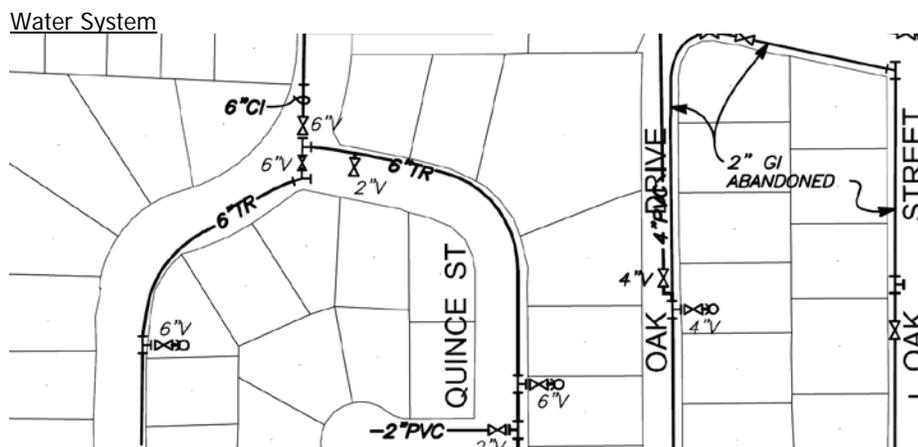
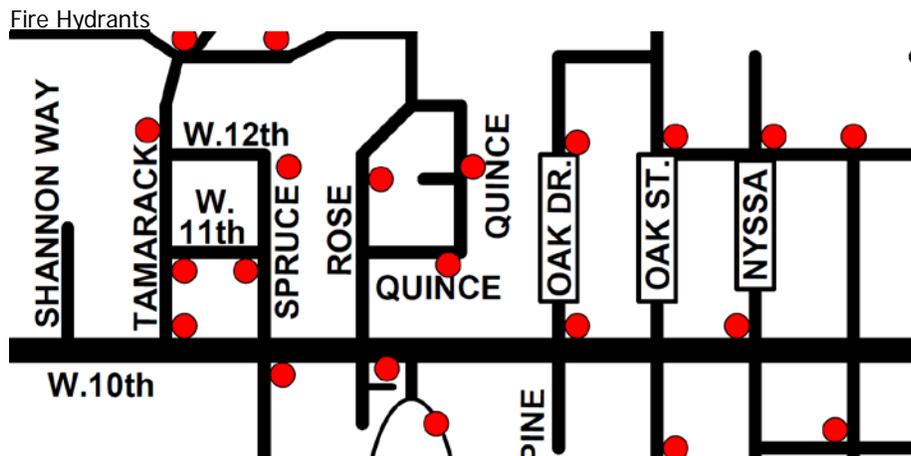
This is an application for a preliminary partition on an existing, platted lot with frontage on both Quince and Oak Drives in the City of Junction City. The site address is 1280 Quince Drive. This partition will divide one existing lot into two proposed parcels. The smaller proposed parcel will only have frontage on Oak Drive. The larger proposed parcel where the existing house will remain will continue to be a double frontage lot; a situation that already exists presently. There are existing public utilities (i.e. fire hydrants, water, sanitary sewer, storm sewer) available adjacent to the subject property or within the public right-of-way. The next section provides a zoomed in view of the four city public works maps to demonstrate the existence of necessary public utilities to serve the proposed partition.

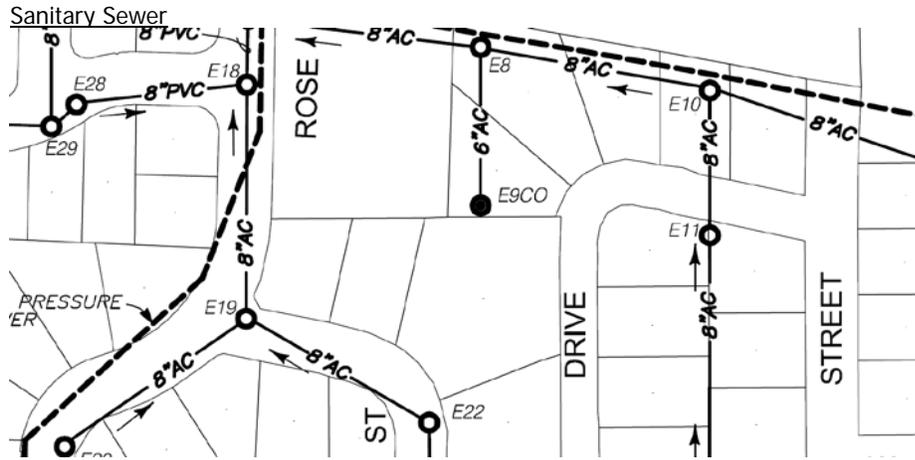
The site was originally created by the Stanley Hall Subdivision in 1964. No additional land divisions have been done prior to the subject application.

In this written statement, applicable requirements for a minor partition per the Junction City Municipal Code are addressed. This includes Section 16.05.030 – Minor Partition Procedure and Section 16.05.050 – Platting and Mapping Standards. Text from the municipal code is in italics; the responses are in plain text.

### **Available Public Utilities**

The following maps are the four public works maps for public utilities.





**Section 16.05.030 – Minor Partition Procedure**

(A) *Application.* An application shall be made by the person proposing the minor partition or his authorized agent or representative on a form prescribed by the city following procedures outlined in JCMC 17.150.070 and submitted to the secretary of the planning commission, together with a tracing and nine additional copies of a preliminary plan.

Metro Planning is the authorized representative for Louis and Gwendolyn Hanavan. This application is being submitted with five copies of the preliminary plan as indicated under the approval criteria.

(B) *Drafting.* The preliminary plan shall be legibly drawn to scale on sheets of tracing paper or cloth measuring 8 ½ by 11 inches. The scale will be 10, 20, 30, 40, 50, or 60 feet to the inch. The city superintendent of public works shall furnish such 8 ½ by 11-inch tracing sheets on request.

The preliminary plan has been drafted on 11" x 17" paper and a reduced copy on 8.5" x 11" paper is included as well.

(C) *Preliminary Plan Contents.* The preliminary plan shall contain the following:  
(1) The dimensions and parcel lines of all parcels.

The dimensions of the boundary and proposed parcel lines are shown on the attached plan.

(2) An accurate map describing the boundaries of all contiguous land in the same ownership as the area encompassed in the preliminary plan area.

Louis and Gwendolyn Hanavan do not own any adjacent land to the proposed, preliminary partition plan.

(3) *The date, north point and scale of the drawing, and sufficient legal description and dimensions of the land to define the boundary thereof and the assessor's account number.*

The date of the survey, north arrow, engineer's scale, legal description, and assessor's number are noted on the attached plan.

(4) *Name, address and telephone number of the owner, the partitioner and engineer or surveyor.*

The contact information for Louis and Gwendolyn Hanavan (owners) is noted within the written statement. In addition, the address and phone number of the surveyor, Ryan Erickson, is included on the site plan.

(5) *Location of property in relation to existing streets, name and present width of all streets and alleys, and proposed right-of-way lines for existing or projected streets as shown on the master street plan.*

The attached preliminary plan includes a vicinity map that shows where properties are located relative to the adjacent street network. In addition, the width of the existing streets, Oak Drive and Quince Drive, are called out on the plan.

(6) *The layout of the parcels proposed and the dimensions of each, with a number within each proposed parcel.*

Both of the two proposed parcels is labeled with a number and the dimensions of the parcel are shown on the plan.

(7) *The location of each building or structure above ground. Dimension distance to parcel lines being created.*

The subject property is currently developed with a single-family residence that will remain on the proposed Parcel 1. A setback dimension between the existing structure and the closest new parcel line for Parcel 2 is labeled.

(8) *The width and location of all easements for drainage or public utilities.*

There is one private drainage easement that encumbers the subject property by bisecting the site in a diagonal direction. This existing easement flows into a slightly smaller drainage and utility easement to the north of the development site. There are no other existing easements and no easements are proposed for access, drainage, or utilities. All easements are shown on the attached plans.

(9) *In addition, when all or a portion of the area encompassed in a minor partition application has not been previously included in a recorded plat (subdivision) of lots averaging a maximum of one-half acre each, the following information is also required:*

(a) *The affidavit of a surveyor who is an Oregon licensed land surveyor, and who prepared the preliminary plan for the area encompassed in the proposed partition.*

(b) *The names of all recorded subdivisions contiguous to the subject area.*

(c) *The elevations of all points used to determine contours; said points given to true elevation above mean sea level as determined by the city engineer. The base data used shall be clearly indicated and shall be compatible to city datum if bench marks are not adjacent. The following intervals are required:*

Contour Intervals

One foot

Two feet

Five feet

Ground Slope

Up to 5 percent

Over 5 percent through 10 percent

Over 10 percent

(d) *The approximate width and location of all proposed or existing public utility easements.*

(e) *The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the location, width and direction of flow of all water courses.*

(f) *All proposals for sewage disposal, flood control, and easements or deeds for drainage land, including profiles of proposed drainageways.*

(g) *All public areas proposed to be dedicated by the partitioner and the proposed uses thereof. In this connection, the application is subject to the requirements pertaining to reserve strips as stipulated in Section [5(A) (3)] of this ordinance. Said reserve strips shall be clearly indicated on the proposed partition.*

(h) *All public improvements proposed to be made or installed, and the time within which such improvements are envisioned to be completed.*

*(i) A legal description of the boundaries of the entire area owned by the partitioner of which the proposed partition is a part; provided that where the proposed partition comprises all of such area, an affidavit of such fact shall accompany the application.*

The subject property was created through the subdivision process and is described as Lot 14, Block 1 of the Stanley Hall Subdivision. The Stanley Hall plat created lots that averaged around 10,000 to 15,000 square feet. Based on this fact, the proposed partition is not required to include the information at JCMC Section 16.05.030(C)(9)(a) – (i).

*(D) Preliminary Plan Review.*

*(1) City Superintendent of Public Works Review. The superintendent of public works shall review the preliminary plan and forward any comments he may have about the plan and send the original plan and seven copies to the planning commission for action, retaining one copy for his file.*

The applicants understand that city staff will first review the preliminary partition plan prior to the Planning Commission deliberating and rendering a decision.

*(2) Planning Commission Review.*

*(a) The planning commission shall approve the plan or ask for further information from the partitioner.*

The applicants understand that the Planning Commission is the approval authority for minor partitions in the City of Junction City.

*(b) Approval findings. Approval of the plan must include affirmative findings that:*

*(i) Approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and healthful development of such remainder of any adjoining land or access thereto.*

The owners, Louis and Gwendolyn Hanavan, do not own any adjacent property. In addition, the entire area within the subject property is included within the proposed partition. Parcel 1 could theoretically be divided further in the future; however, the reality is that Parcel 1 will probably not be further divided given the location of the 100-year floodplain, drainage channel, trees, vegetation, and the existing house. The only possible location to divide an additional parcel off of proposed Parcel 1 is the triangular-shaped piece of land within Parcel 1 and east of the drainage channel easement. This possible, future division of Parcel 1 would not be adversely affected by the subject partition. Further, the proposed partition will have no adverse effects on surrounding properties and the ability for them to be redeveloped in the future. This approval criterion is met.

*(ii) The minor partition complies with Junction City policies and plans as well as the intent and purpose of JCMC 16.05.010.*

The subject property is zoned R-1 (Single Family Residential). The future development plans for the vacant parcel have not been determined yet however the uses will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code. In addition, this use will be consistent with the comprehensive plan designation of low-density residential. Furthermore, this minor partition application will ensure the proper and orderly development of the subject site. There are existing utilities (storm, sanitary, and water) available adjacent to the site or within the right-of-way to serve the future development on Parcel 2. Each of the proposed parcels will be served by the public stormwater and wastewater systems, as well as, be provided all other utilities.

Further, all requirements of the zoning ordinance are met. JCMC Section 17.10.030 requires a minimum lot area of 6,000 square feet with 60 feet of width. Parcel 1 will be about 25,101 square feet and be over 100 feet wide. Parcel 2 will be about 6,030 square feet and 67 feet wide. Both parcels will meet the minimum lot area and width standards. In terms of setbacks of the existing house to the proposed parcel lines of Parcel 2, the rear yard setback will be over 50 feet; thus exceeding the minimum 15 foot rear yard setback per JCMC Section 17.10.040. Finally, the lot coverage maximum of 40 percent per JCMC Section 17.10.060 will easily not be exceeded by the proposed Parcel 1. This criterion is met.

*(iii) Either:*

*(A) Improvements as required by the city and this code have been completed, and a certificate of fact has been filed with the planning department by the city engineer; or*

- (B) A performance agreement (bond), or suitable substitute, as agreed upon by the applicant and the city, has been filed with the city recorder in sufficient amount to insure the completion of all required improvements; or*  
*(C) A petition for improvements has been properly executed by the partitioner who is effecting the partition and will be assessed for said improvements.*

There are no proposed public improvements with this minor partition application. If the Planning Commission decides that a petition for future public improvements is required then the property owner will comply with such a condition of approval. This criterion is satisfied.

- (iv) The minor partition tentative plan is accompanied by five accurate copies thereof; and*

Five copies of the preliminary partition plan have been attached to this application to meet this criterion.

- (v) Public assessments, liens, utility charges and fees with respect to the minor partition area have been paid, or a segregation of assessments and liens has been applied for and granted by the council. Except as provided for in the procedures for modification as stipulated in JCMC 16.05.070, approval as stipulated herein does not relieve the applicant from other applicable provisions of this ordinance or Oregon Revised Statutes.*

No public assessments, liens, utility charges, or other fees are known to exist with respect to this property. This criterion is not applicable. However if any new fees or assessments are found, the owners will pay the fees prior to recording the final plat.

- (vi) Minor partition applications for land occupied by existing buildings shall show the location of buildings and give dimensions to existing and proposed lot lines.*

The existing house on proposed Parcel 1 is shown on the attached plan with appropriate setback dimensions shown. located on the subject property; thus there are no setbacks that need to be shown on the attached plan. This criterion is met.

- (3) Approval. In the event the planning commission finds that the plan complies with the statutes of the state and with this and all ordinances of the city, it shall approve the plan and signify its action on the face thereof by appropriate signature of the commission. In the event the commission finds that the plan cannot be made to comply with such requirements, it shall disapprove the plan and signify its action in the same manner as in approval. The commission may make approval subject to conditions to be fulfilled by the petitioner.*

The applicants understand that approval of the plan will be signified by a signature of the Planning Commission Chair on the final plat.

- (4) Notification by Commission. When such a plan is approved, conditionally approved or disapproved by the commission, it shall forthwith deliver in person or by mail a copy of such plan with the action thereon to the person having filed the plan. Such action by the commission shall become final in the absence of any appeal. Copies of the plan with the action thereon shall be delivered to the Lane Council of Governments, and the commission shall retain the original copy thereof in the office of the city engineer.*

The applicants understand that notification will be made of the Planning Commission decision.

- (5) Unless appealed, the planning commission's decision shall become effective on the eleventh day after it is rendered.*

The applicants understand that the Planning Commission decision will be effective on the eleventh day after the decision is issued.

- (E) Appeal to the Council. If any person filing a minor partition plan is dissatisfied with the action of the planning commission, he may, no later than 12 days after such action by the commission, appeal in writing to the council and file same with the council.*

The property owners/applicants understand that any possible appeal of the Planning Commission decision will be heard by the City Council.

*(F) Limitation of Appeal. The conditional approval of such plan shall be valid for a period of one year from the date of final action thereon. During said period, all the conditions of approval shall be met. Such conditional approval may be extended for a period not to exceed one additional year by the council, upon written request; provided, such request is made prior to the expiration of the one-year period.*

It is understood by the applicants that a minor partition approval is valid for one year.

*(G) Ownership Verification of Dedications. In the event approval of a minor partition is conditioned upon the dedication of a portion of the area to the public, the applicant shall submit to the public works department a title report issued by a title insurance company licensed in the state of Oregon verifying ownership by the applicant of the real property that is to be dedicated to the public.*

There are no proposed dedications with this proposed partition; thus this requirement should not be applicable.

*(H) Expedited Land Divisions. All applications for expedited land divisions shall comply with ORS 197.360 through 197.380 and the Junction City comprehensive plan. ORS 197.360 through 197.380 details criteria, application and notice requirements and action and appeal procedures for expedited land divisions.*

This minor partition application is not being requested to be reviewed as an expedited land division; thus this standard does not apply.

#### **Section 16.05.050 - Platting and Mapping Standards**

*(A) Streets.*

Quince and Oak Drives are existing streets. There are no proposed streets because the adjacent lands to the subject site are already developed and do not need a street stub from this property. Given these facts, none of the subsections of (A) – Streets is addressed below.

*(B) Alleys.*

No alleys are proposed with this partition application; thus this section is not applicable and none of the subsections of (B) – Alleys is addressed below.

*(C) Blocks.*

*(1) Block length. Block length shall not exceed 600 feet. In residential and commercial zones, maximum block perimeter shall be 1,600 feet. The planning commission may allow exceptions where pedestrian pathways are utilized as mid-block connections between streets.*

Quince and Oak Drives are existing streets. No streets are proposed with this partition; thus the block length of Quince and Oak Drives will be unaffected. Given this fact, this standard is not applicable.

*(2) Street Connectivity. In order to promote efficient vehicular and pedestrian circulation throughout the city, land divisions and developments greater than two acres in size shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:*

The subject property is 31,131 square feet (0.71 acres). Given that the land division is less than 2 acres, this standard is not applicable and thus subsections (a) – (c) are not included below.

*(3) Pedestrian ways. When necessary for public convenience and safety, the planning commission may require the partitioner or subdivider to dedicate to the public pedestrian ways 10 feet in width to connect to cul-de-sacs, to pass through oddly shaped or unusually long blocks, or to provide access to schools, parks, or other public areas, of such design and location as reasonably required to facilitate pedestrian travel.*

There are no cul-de-sacs or parks adjacent to the proposed partition that would require the dedication of any pedestrian ways. There is a school district owned site along part of the northern boundary of the subject property; however, the drainage channel would preclude a pedestrian way dedication that would lead to the school district site.

*(4) Easements for utilities. Dedication of easements for storm water sewers and for access there-to for maintenance, in order to safeguard the public against flood damage and the accumulation of surface water, and dedication of easements for sanitary sewers, and for access thereto for maintenance, and dedication of easements for other public or private utilities, may be required of the partitioner or subdivider by the planning commission along lot rear lines, lot side lines, or elsewhere as necessary to provide needed facilities for present or future development of the area in accordance with the purpose of this ordinance. Easements for utility lines shall be not less than 14 feet in width; except that, for an easement abutting land not in the partitioned or subdivision area, a lesser width may be allowed, in the description of the planning commission, where the petitioner or subdivider presents a satisfactory plan whereby such easement will be expanded to the width otherwise required.*

No easements are proposed for utilities, access, and maintenance purposes. Proposed Parcel 2 will have direct access to Oak Drive and utility connections can be made without an easement over proposed Parcel 1. In addition, the drainage channel is already encumbered by an easement for storm drainage purposes.

*(D) Perimeter Fences. Perimeter fences shall be required where rear yards abut an existing or planned street. The perimeter fence shall be sight-obscuring and at least 5 feet in height, and shall be setback at least 3 feet from the sidewalk or right-of-way. At least one deciduous shade tree (a minimum 2-inches in caliper at planting) shall be provided for each 50 lineal feet of street frontage. At the time of application review, the Planning Commission may also require additional subdivision perimeter fencing, retaining walls, or other perimeter treatment in order to address privacy, stormwater runoff, or other issues relating to compatibility with adjacent properties.*

There are no planned streets along the rear of the development site. However, proposed Parcel 1 will be a double frontage lot with a rear yard along Oak Drive. The applicants will comply with the perimeter fence standard for Parcel 1 if the Planning Commission requires it.

*(E) Lots. Lot sizes in mobile home subdivisions shall conform to the provisions of Chapter 17.100 JCMC, Mobile Homes, rather than this subsection (E).*

*(1) Size and frontage.*

*(a) General requirements.*

*(i) Width. Each lot shall have an average width between the lot side lines of not less than 60 feet. Each corner lot and each authorized key lot and butt lot shall have an average width between the lot side lines of not less than 65 feet.*

Both of the proposed parcels will have an average width of over 60 feet. Parcel 1 will be over 80 feet wide. Parcel 2 will be about 67 feet wide. These lot widths also comply with the minimum lot width of 60 feet per Section 17.10.030 of the JCMC.

*(ii) Depth. Each lot shall have an average depth between the lot front line and the lot rear line of not less than 80 feet and not more than 2 ½ times the average width between the lot side lines. Each double frontage lot shall have an average depth between the lot front line and lot rear line of not less than 120 feet, unless a lesser depth is approved by the planning commission where necessitated by unusual topographic conditions.*

Parcel 1 will be a little over 130 feet deep on average. Parcel 2 will be almost 90 feet deep on average. However, JCMC Section 17.10.030 does not require a lot depth within the R-1 zone. None of the lot depths are more than 2.5 times the average lot widths.

*(iii) Area. Minimum lot area shall be in accord with requirements for the zoning district within which the lot is located.*

Per Section 17.10.030 of the JCMC, the minimum lot size is 6,000 square feet. Parcel 1 will be 25,101 square feet. Parcel 2 will be 6,030 square feet. Both of the proposed parcels exceed the minimum lot area of 6,000 square feet.

*(iv) Frontage. Each lot shall have frontage of not less than 60 feet upon a street, except that a lot on the outer radius of a curved street or facing the circular end of a cul-de-sac shall have frontage of not less than 35 feet upon a street, measured on the arc.*

Parcel 1 will have frontage along Quince Drive of 80 feet and about 89 feet on Oak Drive. Parcel 2 will have 67 feet of frontage on Oak Drive. Each parcel will have at least 60 feet of frontage.

- (v) *Reverse Frontage.*
- (A) *Lots that front on more than one street shall be required to locate motor vehicle accesses on the street with lower functional classification.*
- (B) *When a residential subdivision is proposed that would abut an arterial, it shall be designed to provide through lots along the arterial with access from a frontage road or interior local road. Access rights of these lots to the arterial shall be dedicated to the city and recorded with the deed (reserve strip.) A berm or buffer yard may be required at the rear of through lots to buffer residences from traffic on the arterial. The berm or buffer yard shall not be located within the public right-of-way.*

Only Parcel 1 is proposed as a reverse (double) frontage lot. Both of the adjacent public rights-of-way would have similar functional classifications. Parcel 1 will continue to maintain access from Quince Drive as a result of the drainage channel location that would require a bridge or culvert in order to obtain access from Oak Drive.

- (b) *Exceptions.*
- (i) *Partitioned or subdivision area developed as a unit. The planning commission may, in its discretion, authorize relaxation of the parcel or lot size and frontage requirements specified herein where the partitioner or subdivider presents a plan satisfactory to the planning commission whereby the entire partitioned or subdivision area will be designed and developed with provision for proper maintenance of recreation and park area which will be commonly available for recreation and park purposes to the residents of the partitioned or subdivision area, and which the planning commission determines will be of such benefit to said residents as is equal to that which would be derived from observance of the parcel or lot size and frontage requirements otherwise specified, and will be in accordance with the purpose of this ordinance.*
- (ii) *Land zoned for commercial or industrial use. The planning commission may, in its discretion, authorize relaxation of the parcel or lot size and frontage requirements specified herein in the case of land zoned for commercial use, where such relaxation is necessary in consideration of the suitability of the land for such use, and in accordance with the purpose of this ordinance.*
- (iii) *Parcel or lot retained for future partition or subdivision. The planning commission may, in its discretion, waive parcel or lot frontage requirements where, in its judgment, a parcel or lot should and will be retained by the partitioner or subdivider, and future partition or subdivision of such parcel or lot will be the highest and best use thereof, and such use will be best protected by the creation of a reserve strip separating such parcel or lot from any street.*

All lot design standards (width, depth, area, and frontage) are met. No exceptions to the standards are being requested in this application; thus this criterion is not applicable.

- (2) *Key parcels or lots and butt parcels or lots. There shall be no key parcels or lots or butt parcels or lots, except where authorized by the planning commission here such parcels or lots are necessitated by unusual topographic conditions or previous adjacent layout.*

There are no proposed key lots or parcels or butt lots or parcels, as required.

- (3) *Parcel and lot side lines. As far as is practicable, parcel and lot side lines shall run at right angles to the street upon which the parcels or lots face, except that on curved streets they shall be radial to the curve.*

The parcel lot side lines are at right angles to the street upon which the parcels face to the greatest extent possible. The one exception is the rear lot line for proposed Parcel 2 that is at an angle. The angle is necessary in order to align the rear lot line as closely as possible to the drainage channel easement location. In addition, the proposed lot configuration prevents having to set a survey monument on the opposite side of the channel.

- (4) *Suitability for intended use. All parcels and lots shall be suitable for the purpose for which they are intended to be used. No parcel or lot shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the residents of the partition or subdivision area or of such parcel or lot, as determined by the planning commission in accordance with the purpose of this ordinance.*

All proposed parcels are large enough in area and suitable for low-density residential development, as envisioned by the Junction City Comprehensive Plan. No parcel size will be detrimental to public health and safety.

*(5) Future partitioning or subdivision of parcels or lots. Where the partition or subdivision will result in a parcel or lot ½ acre or larger in size which, in the judgment of the planning commission, is likely to be partitioned or subdivided in the future, the planning commission may require that the location of parcel or lot lines and other details of layout be such that future partition or subdivision may readily be made without violating the requirements of this ordinance and without interfering with orderly extension of adjacent streets. Any restriction of buildings within future street locations shall be made a matter of record, if the planning commission deems it necessary for the purpose of future subdivision.*

Parcel 2 is significantly under ½ acre. Parcel 1 is a little over ½ acre in size. However, if the area of the drainage channel (about 3,800 square feet) were removed from the lot area given that the channel could never be developed then the unencumbered lot area would be about 21,301 square feet (0.49 acres). Based on the unencumbered lot area being just under the ½ acre threshold per this standard, the applicant requests the Planning Commission not require a future division plan.

*(6) Panhandle lots. Panhandle lot configurations shall not be utilized in new subdivisions. The Planning Commission may authorize exceptions from frontage requirements for panhandle lots in the R1 and R2 zones, only in established neighborhoods, provided that the following standards, applicable to all panhandle lots, are met.*

Neither of the proposed parcels is being designed as a panhandle lot; thus the subsections under (6) are not further addressed below.

*(F) Drainage. Where land in the partitioned or subdivision area is or will be periodically subject to accumulations of surface water or is traversed by any watercourse, channel, stream or creek, the planning commission may require the partitioner or subdivider to provide for adequate unrestricted drainage over drainage land by dedicating to the public easements therefore approved by the planning commission as adequate for the drainage needs of the area; or, where necessary, in the judgment of the planning commission, for protection of such needs, by conveying ownership of such drainage land for drainage purposes to the city.*

There is an existing drainage channel traversing the subject property. However, a 20 foot drainage easement is already in place to accommodate the channel flow. The stormwater runoff from proposed Parcel 2 will be conveyed (piped) to the existing channel (the city storm system available to the subject site). No additional drainage easements are necessary to accommodate stormwater drainage.

*(G) Railroads.*

There are no railroads adjacent to the proposed partition; thus this section is not applicable. Given this fact, none of the subsections are included below.

*(H) Partial development. Where the partitioned or subdivision area includes only a part of the tract owned by the partitioner or subdivider, the planning commission may require a sketch of a tentative layout of streets in the remainder of said tract.*

There will be no remainder of the property left for future development. All of the area within the subject property will be developed.

*(I) Recreational area. The planning commission, after council approval first having been obtained, may require, as a condition of approval of the subdivision, either:*

- (1) The dedication of land for park and recreational purpose of an amount equal to a ratio of not less than one acre of recreational area to every one hundred people of the ultimate population in the subdivision; or*
- (2) The payment to the city of a sum as established by the resolution adopting park systems development charges for each living unit permitted to be constructed within the subdivision. Payment of the charge shall be made at the time the building permit for construction of each living unit is issued by the city. The amount of the charge shall be that prescribed in the parks systems development resolution in effect at the time the individual permit is issued. In exercising the discretion of requiring the dedication of land or the payment of money, the commission shall consider recreational needs of the ultimate population of the subdivision and the extent to which a dedication of land under the above rate would fulfill those needs. All moneys received from the above provision shall be deposited in the recreational reserve area fund and shall be expended from that fund for the purpose of purchasing recreational land and making improvements thereof.*

This application is for a minor partition and not a subdivision; thus this standard is not applicable.

*(J) Building lots filled. All building lots shall be filled in accordance with accepted engineering practice. All fill shall be placed in accordance with Chapter 70 of Oregon Structural, Specialty and Fire and Life Safety Code.*

The subject property is relatively flat and thus no fill is proposed for the building lots; however, if any fill is needed than it will be in compliance with accepted engineering practices and the Oregon Structural Specialty Code.

*(K) Finish floor elevations. Finish floor elevations shall be established for all buildings on the final plat in accordance with elevations established by and for the city of Junction City.*

The property owner and applicant understand this final plat standard.

*(L) Utility access. All accesses to utilities are to be brought to finish grade.*

All of the accesses to utilities when constructed will be brought to finished grade.

This minor partition application clearly meets all standards of the Junction City Municipal Code and thus the applicants respectfully request that the Planning Commission approve this application. If there are any questions, please do not hesitate to contact me at Metro Planning via email ([robert@metroplanning.com](mailto:robert@metroplanning.com)) or by phone (541-968-9849).

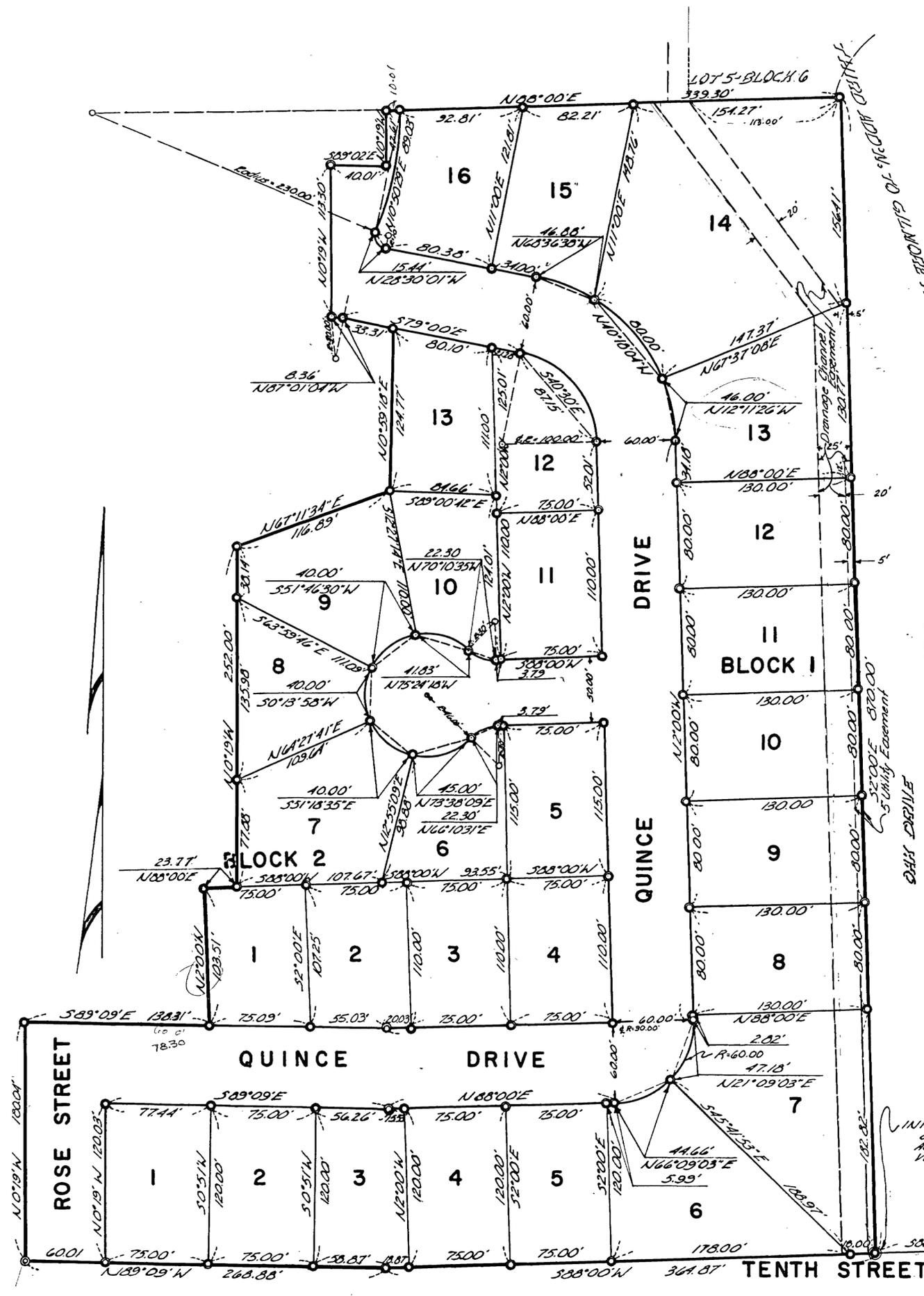
Respectfully,

Robert Stevens, AICP  
Senior Planner



# STANLEY HALL SUBDIVISION

PORTIONS OF LOTS 3, 4, 16, 17 & 18 PARKER PLACE  
 JUNCTION CITY, LANE COUNTY, OREGON  
 SEC. 31-T15S-R4W-WM. SCALE: 1"=60'



### SURVEYOR'S AFFIDAVIT

I, Stephen H. Ford, being first duly sworn, say that I am a Registered Land Surveyor in the State of Oregon; that I have correctly surveyed and marked with proper monuments the boundaries and lots shown hereon; that I have set a 2"x36" galvanized iron pipe 4 inches below the surface of the ground at the INITIAL POINT of the plot of the STANLEY HALL SUBDIVISION and that said Initial Point is the southwest corner of the Third Addition to Gilmore Park as plotted and recorded in Volume 34, Page 10, Lane County, Oregon, Plat Records; said Initial Point also bearing S 08° 00' N 279.90 feet from the Initial Point of the Second Addition to Gilmore Park as plotted and recorded in Volume 20, page 19, Lane County, Oregon, Plat Records.

Stephen H. Ford  
 Stephen H. Ford

### ACKNOWLEDGEMENT

STATE OF OREGON } ss.  
 COUNTY OF LANE }

On the 25 day of June, 1964, before me appeared Stanley B. Hall and Doris D. Hall, his wife, personally known to me to be the identical persons who executed the above instrument and they acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein named.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed my seal this 25 day of June, 1964.

D. T. Bayley  
 Notary Public for Oregon  
 My Commission Expires: 1-5-65

Subscribed and sworn to before me this 25 day of June, 1964.

Elizabeth Malcom  
 Notary Public for Oregon  
 My Commission Expires: 8-28-67

### APPROVAL

JUNCTION CITY PLANNING COMMISSION  
 President Clair Chapman 7-14-64  
 Secretary Leticia S. Petersen 7-14-64

LANE COUNTY OFFICIALS  
 Commissioner Kenneth Nielson  
 Commissioner Jess Hill  
 Commissioner Frank A. Elliott  
 Assessor By Adeline B. Volkstorf, Deputy  
 County Surveyor F. E. Walcover

### DESCRIPTION

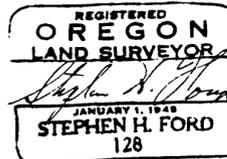
Beginning at the above described Initial Point; thence S 29° 00' N 364.07 feet to a point; thence north margin of Tenth Street to a point; thence, N 03° 09' W 268.88 feet continuing along said margin to a point; thence, N 01° 19' W 180.04 feet to a point; thence, S 09° 09' E 130.31 feet to a point; thence, N 2° 00' W 123.51 feet to a point; thence, N 08° 00' E 23.77 feet to a point; thence, N 0° 19' W 252.00 feet to a point; thence, N 67° 11' 34" E 116.89 feet to a point; thence, N 0° 39' 15" E 124.77 feet to a point; thence, N 19° 00' W 33.31 feet to a point; thence, along the arc of a curve to the left having a radius of 30.00 feet to a point which bears N 07° 01' 04" W 8.36 feet from the last described point; thence, N 0° 19' W 19.30 feet to a point; thence, S 09° 02' E 40.01 feet to a point; thence, N 0° 19' W 42.61 feet to a point; thence, N 08° 00' E 339.30 feet to a point on the west line of said Third Addition to Gilmore Park; thence, S 2° 00' E 870.00 feet to the Initial Point in Lane County, Oregon.

### DEDICATION

KNOW ALL MEN that we Stanley B. Hall and Doris D. Hall, husband and wife do hereby certify that we are the owners of the land herein described; that we caused the same to be subdivided and plotted as hereon shown; that we hereby dedicate all streets and roadway channel, easement as shown hereon to be used as such forever, for the purposes herein named respectively.

Stanley B. Hall  
 Stanley B. Hall

Doris D. Hall  
 Doris D. Hall



STATE OF OREGON } ss.  
 COUNTY OF LANE }

I, Stephen H. Ford, being duly sworn, say that this is an exact copy of the final map of Stanley Hall Subdivision in Sec. 31-T15S-R4W-WM.

Stephen H. Ford  
 Stephen H. Ford

Subscribed and sworn to before me this 23 day of July, 1964.

David N. Andrews  
 Notary Public for Oregon

My Commission Expires: 10-9-67



FILED  
 AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M  
 JUL 29 1964  
 IMA RANDOLPH, Director of the Dept. of Records and Elections of Lane County  
 By Ch. Hilke DEPUTY

**FINAL ORDER OF THE  
JUNCTION CITY PLANNING COMMISSION  
MINOR PARTITION (MP-115-01), Gambee**

**A. The Junction City Planning Commission finds the following:**

- a. Robert Stevens, Metro Planning has submitted an application and a preliminary plan on behalf of the applicants, Louis and Gwendolyn Hanavan, as required by 16.05.030 (A) and (B) of the Junction City Municipal Code for the partition of tax lot 6900, assessor’s map 15-04-31-14. The applicant proposes to divide tax lot 6900 into two parcels of 25,101 square feet and 6,030 square feet in size, respectively.
- b. The Junction City Planning Commission reviewed all material relevant to the minor partition that were submitted or presented by the applicant, staff, other agencies, and the general public regarding this matter at the standing Planning Commission meeting on November 18, 2015.
- c. The Junction City Planning Commission followed the required procedure and standards of approving partitions as required by 16.05.030(D)(2) the Junction City Municipal Code.

**B. Conditions of Approval:**

- 1. Prior to Final Plat Approval, the applicant shall record the plat with Lane County Deeds and Records and the County Surveyor.

**C. IT IS HEREBY ORDERED THAT the Junction City Planning Commission approves the partition for Tax Lot 102 of Assessors’ Map 16-04-05-00 with the conditions of approval listed above based on the following findings of fact. The findings of fact are based on the preliminary plat, which is attached.**

The following FINDINGS demonstrate that the proposed preliminary partition, as conditioned **will comply with all applicable approval criteria and related standards, as set forth in JCMC Chapter 16.05. The application approval criteria and related standards are listed below in bold and *italic*, with FINDINGS addressing each standard, various conditions of approval, final plan requirements and informational items are included where appropriate.**

***Section 16.05.030 – Minor Partition Procedure***

***(A) Application. An application shall be made by the person proposing the minor partition or his authorized agent or representative on a form prescribed by the city following procedures outlined in JCMC 17.150.070 and submitted to the secretary of the planning commission, together with a tracing and nine additional copies of a preliminary plan.***

**FINDING:** Metro Planning is the authorized representative for the applicant. A digital copy of the plan has been submitted for 8 ½ by 11 inch reproductions as needed in compliance with this requirement.

***(B) Drafting. The preliminary plan shall be legibly drawn to scale on sheets of tracing paper or cloth measuring 8 ½ by 11 inches. The scale will be 10, 20, 30, 40, 50, or 60 feet to the inch. The city superintendent of public works shall furnish such 8 ½ by 11-inch tracing sheets on request.***

**FINDING:** The preliminary plan has been drafted on 11” x 17” paper, with a scale of 30 feet to the inch. A reduced copy on 8.5” x 11” paper is included as well.

***(C) Preliminary Plan Contents. The preliminary plan shall contain the following:***

***(1) The dimensions and parcel lines of all parcels.***

**FINDING:** The dimensions of the boundary and proposed parcel lines are shown on the attached plan.

***(2) An accurate map describing the boundaries of all contiguous land in the same ownership as the area encompassed in the preliminary plan area.***

**FINDING:** The applicant owns the subject Tax Lot 6900 and it is shown on the attached preliminary partition plan. No adjacent or contiguous land is in the same ownership. Therefore, this criterion does not apply.

***(3) The date, north point and scale of the drawing, and sufficient legal description and dimensions of the land to define the boundary thereof and the assessor's account number.***

**FINDING:** The date of the survey, north arrow, engineer’s scale, legal description, and assessor’s number are noted on the attached plan.

***(4) Name, address and telephone number of the owner, the partitioner and engineer or surveyor.***

**FINDING:** The contact information for applicant (owner) is noted on the plan. In addition, the address and phone number of the surveyor, Ryan M. Erickson, is included as well.

***(5) Location of property in relation to existing streets, name and present width of all streets and alleys, and proposed right-of-way lines for existing or projected streets as shown on the master street plan.***

**FINDING:** The attached preliminary plan includes a vicinity map that shows where properties location relative to the adjacent street network. In addition, the width of the existing streets, Oak Drive and Quince Drive are called out on the plan.

***(6) The layout of the parcels proposed and the dimensions of each, with a number within each proposed parcel.***

**FINDING:** Each of the two proposed parcels are labeled with a number and the dimensions of the parcel are shown on the plan.

***(7) The location of each building or structure above ground. Dimension distance to parcel lines being created.***

**FINDING:** The subject property is currently developed with an existing single family residence; dimensions are shown regarding distance to the proposed parcel lines being created by this request.

***(8) The width and location of all easements for drainage or public utilities.***

**FINDING:** There is one private drainage easement that encumbers the subject property by bisecting the site in a diagonal direction. The existing easement flows into a slightly smaller drainage and utility easement to the north of the development site. There are no other existing easements and no easements are proposed for access, drainage, or utilities. All easements are shown on the attached plans.

***(9) In addition, when all or a portion of the area encompassed in a minor partition application has not been previously included in a recorded plat (subdivision) of lots averaging a maximum of one-half acre each, the following information is also required:***

***(a) The affidavit of a surveyor who is an Oregon licensed land surveyor, and who prepared the preliminary plan for the area encompassed in the proposed partition.***

***(b) The names of all recorded subdivisions contiguous to the subject area.***

***(c) The elevations of all points used to determine contours; said points given to true elevation above mean sea level as determined by the city engineer. The base data used shall be clearly indicated and shall be compatible to city datum if bench marks are not adjacent. The following intervals are required:***

***Contour Intervals Ground Slope***

***One foot Up to 5 percent***

***Two feet Over 5 percent through 10 percent***

***Five feet Over 10 percent***

***(d) The approximate width and location of all proposed or existing public utility easements.***

*(e) The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the location, width and direction of flow of all water courses.*

*(f) All proposals for sewage disposal, flood control, and easements or deeds for drainage land, including profiles of proposed drainageways.*

*(g) All public areas proposed to be dedicated by the partitioner and the proposed uses thereof. In this connection, the application is subject to the requirements pertaining to reserve strips as stipulated in Section [5(A) (3)] of this ordinance. Said reserve strips shall be clearly indicated on the proposed partition.*

*(h) All public improvements proposed to be made or installed, and the time within which such improvements are envisioned to be completed.*

*(i) A legal description of the boundaries of the entire area owned by the partitioner of which the proposed partition is a part; provided that where the proposed partition comprises all of such area, an affidavit of such fact shall accompany the application.*

**FINDING:** The subject property was created through the subdivision process and is described as Lot 14, Block 1 of the Stanley Hall Subdivision. The Stanley Hall plat created lots that averaged around 10,000 to 15,000 square feet.

***(D) Preliminary Plan Review.***

***(1) City Superintendent of Public Works Review. The superintendent of public works shall review the preliminary plan and forward any comments he may have about the plan and send the original plan and seven copies to the planning commission for action, retaining one copy for his file.***

**FINDING:** The applicant understands that city staff will first review the preliminary partition plan prior to the Planning Commission deliberating and rendering a decision. As of the date of this report, no comments or conditions have been received from the Superintendent of Public Works.

***(2) Planning Commission Review.***

***(a) The planning commission shall approve the plan or ask for further information from the partitioner.***

**FINDING:** The applicant understands that the Planning Commission is the approval authority for minor partitions in the City of Junction City.

***(b) Approval findings. Approval of the plan must include affirmative findings that:***

***(i) Approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and healthful development of such remainder of any adjoining land or access thereto.***

**FINDING:** The entire area within the subject property is included within the proposed partition. Parcel 1 has potential to be divided further in the future; however, Parcel 1 will likely not be further divided given the location of the 100-year floodplain, drainage channel, trees, vegetation, and the existing house. The only remaining location to divide an additional parcel off of proposed Parcel 1 is the triangular-shaped piece of land within Parcel 1 and east of the drainage channel easement. This possible, future division of Parcel 1 would not be adversely affected by the subject partition. Further, the proposed partition will have no adverse effects on surrounding properties and the ability for them to be redeveloped in the future.

***(ii) The minor partition complies with Junction City policies and plans as well as the intent and purpose of JCMC 16.05.010.***

**FINDING:** The subject property is zoned R-1 (Single Family Residential). The future development plans for the parcels have not been determined yet. However, the uses will be required to comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code. In addition, this use will be consistent with the comprehensive plan designation of Low-Density Residential (M). Furthermore, this minor partition application will ensure the proper and orderly development of the subject site. The proposed parcels will be served by the public stormwater and wastewater systems. This partition complies with the intent and purpose of the partition and subdivision ordinance.

***(iii) Either:***

***(A) Improvements as required by the city and this code have been completed, and a certificate of fact has been filed with the planning department by the city engineer; or***

***(B) A performance agreement (bond), or suitable substitute, as agreed upon by the applicant and the city, has been filed with the city recorder in sufficient amount to insure the completion of all required improvements; or***

***(C) A petition for improvements has been properly executed by the partitioner who is effecting the partition and will be assessed for said improvements.***

**FINDING:** There are no proposed public improvements with this minor partition application. If the Planning Commission decides that a petition for future public improvements is required then the property owner shall comply with such a condition of approval.

*(iv) The minor partition tentative plan is accompanied by five accurate copies thereof; and*

**FINDING:** A digital copy of the preliminary partition plan, as well as 4 11 x 17 inch hard copies, have been submitted with the application to meet this criterion.

*(v) Public assessments, liens, utility charges and fees with respect to the minor partition area have been paid, or a segregation of assessments and liens has been applied for and granted by the council. Except as provided for in the procedures for modification as stipulated in JCMC 16.05.070, approval as stipulated herein does not relieve the applicant from other applicable provisions of this ordinance or Oregon Revised Statutes.*

**FINDING:** No public assessments, liens, utility charges, or other fees known to exist with respect to this property. This criterion is not applicable.

*(vi) Minor partition applications for land occupied by existing buildings shall show the location of buildings and give dimensions to existing and proposed lot lines.*

**FINDING:** The existing house on proposed Parcel 1 is shown on the attached plan with appropriate setback dimensions shown. located on the subject property; thus there are no setbacks that need to be shown on the attached plan.

*(3) Approval. In the event the planning commission finds that the plan complies with the statutes of the state and with this and all ordinances of the city, it shall approve the plan and signify its action on the face thereof by appropriate signature of the commission. In the event the commission finds that the plan cannot be made to comply with such requirements, it shall disapprove the plan and signify its action in the same manner as in approval. The commission may make approval subject to conditions to be fulfilled by the petitioner.*

**FINDING:** The applicant understands that approval of the plan will be signified by a signature of the Planning Commission Chair on the final plat.

*(4) Notification by Commission. When such a plan is approved, conditionally approved or disapproved by the commission, it shall forthwith deliver in person or by mail a copy of such plan with the action thereon to the person having filed the plan. Such action by the commission shall become final in the absence of any appeal. Copies of*

*the plan with the action thereon shall be delivered to the Lane Council of Governments, and the commission shall retain the original copy thereof in the office of the city engineer.*

**FINDING:** The applicant understands that notification will be made of the Planning Commission decision.

*(5) Unless appealed, the planning commission's decision shall become effective on the eleventh day after it is rendered.*

**FINDING:** The applicant understands that the Planning Commission decision will be effective on the eleventh day after the decision is issued.

*(E) Appeal to the Council. If any person filing a minor partition plan is dissatisfied with the action of the planning commission, he may, no later than 12 days after such action by the commission, appeal in writing to the council and file same with the council.*

**FINDING:** The property owner/applicant understands that any possible appeal of the Planning Commission decision will be heard by the City Council.

*(F) Limitation of Appeal. The conditional approval of such plan shall be valid for a period of one year from the date of final action thereon. During said period, all the conditions of approval shall be met. Such conditional approval may be extended for a period not to exceed one additional year by the council, upon written request; provided, such request is made prior to the expiration of the one-year period.*

**FINDING:** It is understood by the applicant that a minor partition approval is valid for one year.

*(G) Ownership Verification of Dedications. In the event approval of a minor partition is conditioned upon the dedication of a portion of the area to the public, the applicant shall submit to the public works department a title report issued by a title insurance company licensed in the state of Oregon verifying ownership by the applicant of the real property that is to be dedicated to the public.*

**FINDING:** There are no proposed dedications with this proposed application; thus this requirement is not applicable.

*(H) Expedited Land Divisions. All applications for expedited land divisions shall comply with ORS 197.360 through 197.380 and the Junction City comprehensive plan. ORS 197.360 through 197.380 details criteria, application and notice requirements and action and appeal procedures for expedited land divisions.*

**FINDING:** This minor partition application is not being requested to be reviewed as an expedited land division. This standard does not apply.

**Section 16.05.050 - Platting and Mapping Standards**

***(A) Streets.***

**FINDING** Quince and Oak Drives are existing streets. There are no proposed streets because the adjacent lands to the subject site are already developed and do not need a street stub from this property.

***(B) Alleys.***

**FINDING:** No alleys are proposed with this partition application.

***(C) Blocks.***

***(1) Block length. Block length shall not exceed 600 feet. In residential and commercial zones, maximum block perimeter shall be 1,600 feet. The planning commission may allow exceptions where pedestrian pathways are utilized as mid-block connections between streets.***

**FINDING:** Quince and Oak Drives are existing streets. No streets are proposed with this partition; thus the block length of Quince and Oak Drives will be unaffected.

***(2) Street Connectivity. In order to promote efficient vehicular and pedestrian circulation throughout the city, land divisions and developments greater than two acres in size shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:***

**FINDING:** The subject property is 31,131 square feet (0.71 acres). Given that the land division is less than 2 acres, this standard is not applicable.

***(3) Pedestrian ways. When necessary for public convenience and safety, the planning commission may require the partitioner or subdivider to dedicate to the public pedestrian ways 10 feet in width to connect to cul-de-sacs, to pass through oddly shaped or unusually long blocks, or to provide access to schools, parks, or other public areas, of such design and location as reasonably required to facilitate pedestrian travel.***

**FINDING:** There are no cul-de-sacs, schools, parks, or other public areas adjacent to the proposed partition that would require the dedication of any pedestrian ways. Given this fact, this standard is not applicable.

***(4) Easements for utilities. Dedication of easements for storm water sewers and for access there-to for maintenance, in order to safeguard the public against flood damage and the accumulation of surface water, and dedication of easements for sanitary sewers, and for access thereto for maintenance, and dedication of easements for other public or***

*private utilities, may be required of the partitioner or subdivider by the planning commission along lot rear lines, lot side lines, or elsewhere as necessary to provide needed facilities for present or future development of the area in accordance with the purpose of this ordinance. Easements for utility lines shall be not less than 14 feet in width; except that, for an easement abutting land not in the partitioned or subdivision area, a lesser width may be allowed, in the description of the planning commission, where the petitioner or subdivider presents a satisfactory plan whereby such easement will be expanded to the width otherwise required.*

**FINDING:** No easements are proposed for utilities, access, and maintenance purposes. Proposed Parcel 2 will have direct access to Oak Drive and utility connections can be made without an easement over proposed Parcel 1. In addition, the drainage channel bisecting the existing and proposed parcel is already encumbered by an easement for storm drainage purposes.

*(D) Perimeter Fences. Perimeter fences shall be required where rear yards abut an existing or planned street. The perimeter fence shall be sight-obscuring and at least 5 feet in height, and shall be setback at least 3 feet from the sidewalk or right-of-way. At least one deciduous shade tree (a minimum 2-inches in caliper at planting) shall be provided for each 50 lineal feet of street frontage. At the time of application review, the Planning Commission may also require additional subdivision perimeter fencing, retaining walls, or other perimeter treatment in order to address privacy, stormwater runoff, or other issues relating to compatibility with adjacent properties.*

**FINDING:** There are no existing or planned streets along the rear of the development site; thus no perimeter fence is required. However, proposed Parcel 1 will continue to be a double frontage lot with a rear yard along Oak Drive. The applicants shall comply with the perimeter fence standard for Parcel 1 if the Planning Commission requires it.

*(E) Lots. Lot sizes in mobile home subdivisions shall conform to the provisions of Chapter 17.100 JCMC, Mobile Homes, rather than this subsection (E).*

*(1) Size and frontage.*

*(a) General requirements.*

*(i) Width. Each lot shall have an average width between the lot side lines of not less than 60 feet. Each corner lot and each authorized key lot and butt lot shall have an average width between the lot side lines of not less than 65 feet.*

**FINDING:** Both of the parcels will have an average width of over 60 feet. Parcel 1 will be over 80 feet wide. Parcel 2 will be about 67 feet wide. The lot widths also comply with the minimum lot width of 60 feet per Section 17.15.030 of the JCMC.

*(ii) Depth. Each lot shall have an average depth between the lot front line and the lot rear line of not less than 80 feet and not*

*more than 2 ½ times the average width between the lot side lines. Each double frontage lot shall have an average depth between the lot front line and lot rear line of not less than 120 feet, unless a lesser depth is approved by the planning commission where necessitated by unusual topographic conditions.*

**FINDING:** Parcel 1 will be a little over 130 feet deep on average. Parcel 2 will be almost 90 feet deep on average. However, JCMC Section 17.10.030 does not require a lot depth within the R-1 zone. None of the lot depths are more than 2.5 times the average lot widths.

*(iii) Area. Minimum lot area shall be in accord with requirements for the zoning district within which the lot is located.*

**FINDING:** Per Section 17.10.030 of the JCMC, the minimum lot size is 6,000 square feet. Parcel 1 will be 25,101 square feet. Parcel 2 will be 6,030 square feet. Both of the proposed parcels exceed the minimum lot area of 6,000 square feet.

*(iv) Frontage. Each lot shall have frontage of not less than 60 feet upon a street, except that a lot on the outer radius of a curved street or facing the circular end of a cul-de-sac shall have frontage of not less than 35 feet upon a street, measured on the arc.*

**FINDING:** Parcel 1 will have frontage along Quince Drive of 80 feet and about 89 feet on Oak Drive. Parcel 2 will have 67 feet of frontage on Oak Drive. Each parcel will have at least 60 feet of frontage.

*(v) Reverse Frontage.*

*(A) Lots that front on more than one street shall be required to locate motor vehicle accesses on the street with lower functional classification.*

*(B) When a residential subdivision is proposed that would abut an arterial, it shall be designed to provide through lots along the arterial with access from a frontage road or interior local road. Access rights of these lots to the arterial shall be dedicated to the city and recorded with the deed (reserve strip.) A berm or buffer yard may be required at the rear of through lots to buffer residences from traffic on the arterial. The berm or buffer yard shall not be located within the public right-of-way.*

**FINDING:** Parcel 1 is an existing reverse (double) frontage lot and is proposed to remain as so. Both of the adjacent public rights-of-way are classified as local streets. Parcel 1 will continue to maintain access from Quince Drive as a result of the drainage channel location that would require a bridge or culvert in order to obtain access from Oak Drive.

***(b) Exceptions.***

***(i) Partitioned or subdivision area developed as a unit. The planning commission may, in its discretion, authorize relaxation of the parcel or lot size and frontage requirements specified herein where the partitioner or subdivider presents a plan satisfactory to the planning commission whereby the entire partitioned or subdivision area will be designed and developed with provision for proper maintenance of recreation and park area which will be commonly available for recreation and park purposes to the residents of the partitioned or subdivision area, and which the planning commission determines will be of such benefit to said residents as is equal to that which would be derived from observance of the parcel or lot size and frontage requirements otherwise specified, and will be in accordance with the purpose of this ordinance.***

***(ii) Land zoned for commercial or industrial use. The planning commission may, in its discretion, authorize relaxation of the parcel or lot size and frontage requirements specified herein in the case of land zoned for commercial use, where such relaxation is necessary in consideration of the suitability of the land for such use, and in accordance with the purpose of this ordinance.***

***(iii) Parcel or lot retained for future partition or subdivision. The planning commission may, in its discretion, waive parcel or lot frontage requirements where, in its judgment, a parcel or lot should and will be retained by the partitioner or subdivider, and future partition or subdivision of such parcel or lot will be the highest and best use thereof, and such use will be best protected by the creation of a reserve strip separating such parcel or lot from any street.***

**FINDING:** All lot design standards (width, depth, area, and frontage) are met. No exceptions to the standards are being requested in this application; thus this criterion is not applicable.

***(2) Key parcels or lots and butt parcels or lots. There shall be no key parcels or lots or butt parcels or lots, except where authorized by the planning commission here such parcels or lots are necessitated by unusual topographic conditions or previous adjacent layout.***

**FINDING:** There are no proposed key lots or parcels or butt lots or parcels, as required.

***(3) Parcel and lot side lines. As far as is practicable, parcel and lot side lines shall run at right angles to the street upon which the parcels or lots face, except that on curved streets they shall be radial to the curve.***

**FINDING:** The parcel lot side lines are at right angles to the street upon which the parcels face to the greatest extent possible. The rear lot line for proposed Parcel 2 is at an angle. The angle is necessary in order to align the rear lot line as closely as possible to the drainage channel easement location.

*(4) Suitability for intended use. All parcels and lots shall be suitable for the purpose for which they are intended to be used. No parcel or lot shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the residents of the partition or subdivision area or of such parcel or lot, as determined by the planning commission in accordance with the purpose of this ordinance.*

**FINDING:** Both proposed parcels are large enough in area and suitable for Low-Density residential development, as envisioned by the Junction City Comprehensive Plan. No parcel size will be detrimental to public health and safety.

*(5) Future partitioning or subdivision of parcels or lots. Where the partition or subdivision will result in a parcel or lot ½ acre or larger in size which, in the judgment of the planning commission, is likely to be partitioned or subdivided in the future, the planning commission may require that the location of parcel or lot lines and other details of layout be such that future partition or subdivision may readily be made without violating the requirements of this ordinance and without interfering with orderly extension of adjacent streets. Any restriction of buildings within future street locations shall be made a matter of record, if the planning commission deems it necessary for the purpose of future subdivision.*

**FINDING:** As the applicant has shown in the submitted site plan, Parcel 2 is significantly under ½ acre. Parcel 1 is a little over ½ acre in size. However, if the area of the drainage channel (about 3,800 square feet) were removed from the lot area given that the channel could never be developed then the unencumbered lot area would be about 21,301 square feet (0.49 acres). Based on the unencumbered lot area being just under the ½ acre threshold per this standard, the applicant requests the Planning Commission not require a future division plan.

*(6) Panhandle lots. Panhandle lot configurations shall not be utilized in new subdivisions. The Planning Commission may authorize exceptions from frontage requirements for panhandle lots in the R1 and R2 zones, only in established neighborhoods, provided that the following standards, applicable to all panhandle lots, are met.*

**FINDING:** No panhandle lots are proposed as part of this application.

*(F) Drainage. Where land in the partitioned or subdivision area is or will be periodically subject to accumulations of surface water or is traversed by any watercourse, channel, stream or creek, the planning commission may require the partitioner or subdivider to provide for adequate unrestricted drainage over*

*drainage land by dedicating to the public easements therefore approved by the planning commission as adequate for the drainage needs of the area; or, where necessary, in the judgment of the planning commission, for protection of such needs, by conveying ownership of such drainage land for drainage purposes to the city.*

**FINDING:** There is an existing drainage channel through the subject property. A 20-foot wide drainage easement currently exists to accommodate the channel flow. The stormwater runoff from proposed Parcel 2 will be diverted to the existing channel. No additional drainage easements are necessary to accommodate stormwater drainage.

**(G) Railroads.**

**FINDING:** There are no railroads adjacent to the proposed partition; thus this section is not applicable. Given this fact, none of the subsections are included below.

*(H) Partial development. Where the partitioned or subdivision area includes only a part of the tract owned by the partitioner or subdivider, the planning commission may require a sketch of a tentative layout of streets in the remainder of said tract.*

**FINDING:** There will be no remainder of the property left for future development. All of the area within the subject property will be developed.

*(I) Recreational area. The planning commission, after council approval first having been obtained, may require, as a condition of approval of the subdivision, either:*

*(1) The dedication of land for park and recreational purpose of an amount equal to a ratio of not less than one acre of recreational area to every one hundred people of the ultimate population in the subdivision;*

*or*  
*(2) The payment to the city of a sum as established by the resolution adopting park systems development charges for each living unit permitted to be constructed within the subdivision. Payment of the charge shall be made at the time the building permit for construction of each living unit is issued by the city. The amount of the charge shall be that prescribed in the parks systems development resolution in effect at the time the individual permit is issued. In exercising the discretion of requiring the dedication of land or the payment of money, the commission shall consider recreational needs of the ultimate population of the subdivision and the extent to which a dedication of land under the above rate would fulfill those needs. All moneys received from the above provision shall be deposited in the recreational reserve area fund and shall be expended from that fund for the purpose of purchasing recreational land and making improvements thereof.*

**FINDING:** This application is for a minor partition and not a subdivision; thus this standard is not applicable.

***(J) Building lots filled. All building lots shall be filled in accordance with accepted engineering practice. All fill shall be placed in accordance with Chapter 70 of Oregon Structural, Specialty and Fire and Life Safety Code.***

**FINDING:** The subject property is fairly flat and thus no fill is proposed for the building lots; however, if any fill is needed than it will be in compliance with accepted engineering practices and the Oregon Structural Specialty Code.

***(K) Finish floor elevations. Finish floor elevations shall be established for all buildings on the final plat in accordance with elevations established by and for the city of Junction City.***

**FINDING:** The property owner and applicant understand this final plat standard.

***(L) Utility access. All accesses to utilities are to be brought to finish grade.***

**FINDING:** All of the accesses to utilities when constructed will be brought to finished grade.

**C. This approval shall become final on the date this decision and supporting findings of fact are signed by the Junction City Planning Commission Chairperson.** 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, Junction City Planning Commission Chairperson

Approval Date: \_\_\_\_\_



# JUNCTION CITY PLANNING COMMISSION

## AGENDA ITEM SUMMARY



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### Code Text Amendment

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Meeting Date: November 18, 2015  
Department: Planning  
www.junctioncityoregon.gov

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

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### **ISSUE STATEMENT**

The Junction City Council has proposed Code Text Amendments to the Junction City Municipal Code (JCMC), Title 17, Chapter 17.20. At the June 23rd City Council standing meeting, the Council directed staff to initiate the Code Text Amendment process and present revisions to the JCMC regarding allowing Public Schools as an outright permitted use in the R3 - Multiple-Family Residential Zoning District.

### **BACKGROUND**

At the June 23<sup>rd</sup> City Council standing meeting, Council President Nelson requested a discussion regarding allowing Public Schools in the R3 Zone based on a discussion with community and school board members. Staff noted that the School District had stated an agreement to purchase property north of Oaklea Middle School, pending the ability to have a school located in that area.

The property is currently zoned R3 (High Density) and per Junction City's Municipal Code, schools are not allowed in a R3 zone. Staff presented Code examples from other nearby cities, all of which allowed schools in medium and high density residential areas.

Options presented included:

- A. A City initiated code text amendment to allow schools in a R3 zone. The amendment could be presented to allow the use outright or as a conditional use with specific criteria.
- B. A comprehensive plan amendment, which would be a more lengthy and involved process.

The Council consensus was to have Staff prepare a Code Text Amendment to allow public schools in the Multiple-Family Residential Zone (R3) as an outright permitted use.

### **COMMITTEE REVIEW AND/OR RECOMMENDATION**

None

### **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 Amendment based on the proposed findings.
- b. Recommend modification of the Code Text Amendment based on changes to the proposed findings.
- c. Recommend denial of the Code Text Amendment 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 conditional approval/recommend denial) to the City Council of the proposed Coning Text Amendment initiated by the City, file # AMD-15-02 based the findings as stated in the Final Order."

**ATTACHMENTS**

- A. Proposed Text Amendments to JCMC Chapter 17.20 Multiple-Family Residential
- B. Public Hearing Notice
- C. Proposed Planning Commission Final Order (AMD-15-02) Amendment to JCMC Chapter 17.20 R3 - Multiple-Family Residential

**FOR MORE INFORMATION**

Staff Contact: Jordan Cogburn

Telephone: 541-998-4763

Staff E-Mail: [jcplanning@ci.junction-city.or.us](mailto:jcplanning@ci.junction-city.or.us)

## 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. Public Schools**

**GH.** 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 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.
  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.
- 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.]

**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.
- B. 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):

- 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. 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 and 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):

- 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;
  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.
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 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;

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.]

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

The Junction City Planning Commission will hold a public hearing on **Wednesday, November 18, 2015 at 6:30 pm, at City Hall, 680 Greenwood Street** to take testimony on the following land use application.

NATURE OF APPLICATION	Text Amendment Section 17.20.010 of the Junction City Municipal Code.
APPLICABLE CRITERIA	Chapter 17.145, Amendments, of the Junction City Municipal Code
APPLICANT	City of Junction City
FILE NUMBER	AMD-15-02
PROPOSAL	Text amendment to 17.20.010. The proposed amendment would allow public schools as an outright permitted use in R3 (Multi-family Residential) zones.
STAFF CONTACT	City Planner Jordan Cogburn, <a href="mailto:jcplanning@ci.junction-city.or.us">jcplanning@ci.junction-city.or.us</a> or 541.998.2153

This notice is to provide an opportunity to comment and express concerns related to the approval criteria, prior to the Planning Commission's recommendation to City Council for approval or denial of the proposal. Citizens may present testimony for or against by submitting written comments or by giving oral testimony at a public hearing on **Wednesday, November 18, 2015 at 6:30 p.m.**

If you would like your written comments to be included in the staff report, they must be submitted to City Hall **by 5:00 p.m. on Monday, November 9, 2015.** Written comments may be submitted:

- in person at City Hall, 680 Greenwood Street weekdays between 8:00 am and 5:00 pm;
- 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](mailto:jcplanning@ci.junction-city.or.us)

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

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](http://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.

**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. Public Schools**

**GH.** Uses similar to those listed above. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 21, 1991.]

**PROPOSED FINAL ORDER OF THE PLANNING COMMISSION  
AMENDMENTS TO JUNCTION CITY MUNICIPAL CODE  
(AMD-15-02)**

1. The Junction City Planning Commission met on November 18, 2015 and recommended the proposed amendments to the City Council for adoption. The amendments include revisions to JCMC Chapter 17.20 in order to add Public Schools as an Outright Permitted Use. The proposed language changes are included in Exhibit A.
2. A public hearing was conducted on November 18, 2015 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 November 18, 2015. 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 November 6, 2015, a minimum of 10 days prior to the hearing.

A record of proposed amendments was made available on the City’s website October 27, 2015, 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 adds Public Schools as an Outright Permitted Use in the Low Density Residential Zoning Designation. The Comprehensive Plan policies provide the overarching framework for implementation of the Zoning Code and the process noted above.

**SUMMARY AND CONCLUSION**

For all the reasons set forth above, the proposed amendments comply with the Junction City Comprehensive Plan and other Junction City Municipal Codes.

**DECISION**

**IT IS HEREBY ORDERED that the Junction City Planning Commission recommends that the City Council approve 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: \_\_\_\_\_

**M E M O R A N D U M**

**TO: Planning Commission**  
**FROM: Planning Department**  
**RE: November Planning Activities**

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**Land Use Application and Planning Project Status**

- Staff has issued Conditional Approval regarding the Grain Millers Inc. Development Review application for the project site north of Meadowview Road. Lane County, Oregon Department of Transportation, and City Staff have worked with the applicant in order to mitigate cost prohibitive upgrades to the transportation system. A revised set of conditions and recommendations were provided by affected agencies that will ensure adherence to each agencies standards, while providing some flexibility in site design.
- Staff has issued a Conditional Approval for the Moody Townhome Development Review application. The project has been ongoing for over 10 years, and the applicant is quite anxious to begin construction on the two townhomes located between 12th and 13th avenues, on the west side of Juniper Street.
- Staff is currently developing a 3D model of potential downtown beautification, economic development, and pedestrian safety strategies in response to the recent sidewalk repair and tree removal along 6th Avenue. Commissioners are invited to review the current status of the model at the Planning Office in City Hall. Staff will be seeking community and business input to update the current Downtown Plan (adopted June, 2003) with desired changes to the downtown core upon direction of the Community Development Committee.
- Building Permits for the O'Reilly's Auto Parts retail store located between 4th and 5th Avenues on Ivy Street have been issued. Staff expects construction to begin in the coming weeks.

**City Council Update**

- Council has directed Staff to seek consultation on an overview and recommendation of the City's intersections. Recent inquiries regarding stop sign placement has sparked interest in reviewing the City's network and how each intersection performs overall. The Council was hesitant to take action on a recent request without understanding the entire system. Staff will provide follow-up once the TSP has been completed.
- The Community Development Committee has directed Staff to bring newly created Special Event Application documents back to the Committee for consideration as time permits. The Committee is seeking to clarify requirements for all event types, which may include a multi-tiered application process, and will set the course for applicant/city requirements and responsibilities.

**Future Action Items**

- Nothing at this time.

**TSP Update**

- TSP revisions are currently underway. Staff will provide updates as they become available.

**Planning Commission**

- Nothing at this time.

**Building Activities:**

- The building reports for August and September 2015 are included as an attachment to this Report.

City of Junction City Building Permit Activity Report  
Monthly Summary 2015

Monthly Totals Residential Housing										
	January	February	March	April	May	June	July*	August	September	Total
Submitted Permits	8	3	4	4	1	4	2	2	0	28
Issued Permits	3	5	3	3	2	4	5	1	2	28
SFD - Total Sq Ft	5,163	9,855	5,143	5,272	4,056	12,488	53,608	0	4,263	99,848
SFD-Average Sq Ft	1,721	1,971	1,714	1,757	2,028	3,122	10,722	0	2,132	3,566
Permit Fees	\$ 4,047	\$15,208	\$11,899	\$8,498	\$6,177	\$ 10,344	\$ 63,940	\$ 3,311	\$ 6,585	\$ 130,008
SDC Fees	\$ 12,677	\$63,383	\$94,991	\$38,385	\$25,353	\$ 50,707	\$ 408,250	\$ 12,677	\$ 25,353	\$ 731,775
Zone of Benefit	\$ 6,603	\$26,422	\$6,608	\$19,833	\$13,229	\$ 14,775	\$ 144,973	\$ -	\$ 13,266	\$ 245,708
Total Valuation	\$372,000	\$1,237,000	\$563,000	\$663,000	\$516,000	\$ 769,000	\$ 6,727,000	\$ -	\$ 550,000	\$ 11,397,000
Monthly Totals Residential Remodel/Addition										
	January	February	March	April	May	June	July	August	September	Total
Submitted Permits	1	2	3	0	0	0	0	3	11	20
Issued Permits	2	1	4	0	0	1	1	3	11	23
Permit Fees	17,200	104	1,206	0	0	118	504	258	1,470	\$ 20,859
Total Valuation	0	1,400	59,000	0	0	4,000	20,000	0	0	\$ 84,400
Monthly Totals Commercial /Industrial										
	January	February	March	April	May	June	July	August	September	Total
Submitted Permits	0	0	0	2	7	2	1	0	1	13
Issued Permits	6	2	3	5	5	4	3	7	4	39
Permit Fees	\$3,315	\$606	\$599	\$5,747	\$1,010	\$904	\$875	\$988	\$6,585	\$ 20,628
SDC Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Zone of Benefit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Valuation	\$0	\$0	\$0	\$922,000	\$0	\$41,000	\$26,000	\$0	\$717,000	\$ 1,706,000
Monthly Totals Single Permits & ePermits										
	January	February	March	April**	May	June	July	August	September	Total
Submitted Permits	16	8	12	9	10	21	14	0	0	90
Issued Permits	16	8	12	9	10	21	14	1	0	91
Permit Fees	\$1,889	\$833	\$1,812	\$643	\$1,212	\$118	\$1,605	\$118	\$0	\$ 8,230
Monthly Totals All Permits										
	January	February	March	April	May	June	July	August	September	Total
Submitted	25	13	19	15	18	27	17	5	12	151
Issued	27	16	22	17	17	30	23	12	17	181
Permit Fees	\$ 26,451	\$ 16,751	\$ 15,516	\$ 14,887	\$ 8,400	\$ 11,484	\$ 66,924	\$ 4,674	\$ 14,639	\$ 179,726
SDC Fees	\$ 12,677	\$ 63,383	\$ 94,991	\$ 38,385	\$ 25,353	\$ 50,707	\$ 408,250	\$ 12,677	\$ 25,353	\$ 731,775
Zone of Benefit	\$ 6,603	\$ 26,422	\$ 6,608	\$ 19,833	\$ 13,229	\$ 14,775	\$ 144,973	\$ -	\$ 13,266	\$ 245,708

City of Junction City Building Permit Activity Report  
Monthly Summary 2015

Valuation	\$ 372,000	\$ 1,238,400	\$ 622,000	\$1,585,000	\$ 516,000	\$ 814,000	\$6,773,000	\$ -	\$ 1,267,000	\$ 13,187,400
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*\* Residential Housing for July includes the permits issued for Alona Place*