



CITY OF JUNCTION CITY
680 Greenwood ST.
www.junctioncityoregon.gov

Planning Commission Meeting Agenda
(Possible Quorum of the Council)

Date: Wednesday, May 20, 2020
Time: 6:30 – 9:00 p.m.
Location: *This meeting is virtual only*
Contact: Tere Andrews, 541-998-2153

To help prevent the spread of COVID-19, the City of Junction City will be holding public meetings virtually. Everyone is encouraged to attend the meeting online or by phone. Written testimony can be submitted but must be submitted by 4:00 p.m. on the date of the meeting. To email written testimony send to jcplanning@ci.junction-city.or.us. For City updates and resources on COVID-19, visit www.junctioncityoregon.gov.

To join the Planning Commission meeting via computer, tablet, or smartphone, please go to:

<https://join.freeconferencecall.com/cjcoregon>

You can also dial in using your phone.
United States: (508)924-2509

1. Open Meeting and Pledge of Allegiance
2. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes – April 15, 2020
5. Action Items – Preliminary Major Partition – 93801 Prairie Road
6. Review of Application for Vacant Planning Commission Seat
7. Agenda Forecaster
8. Commission Comments
9. Adjournment

Next Standing June 17, 2020 – Check with City for changes
Location is wheelchair accessible (WCA)
THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

1. Open Public Hearing
2. Staff Report
3. Applicant's Presentation
4. Public Testimony
5. Rebuttal of Testimony
6. Questions from the Planning Commission
7. Staff Summary
8. Close of Public Hearing
9. Deliberation and Recommendation/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.

Next Standing June 17, 2020 – Check with City for changes

Location is wheelchair accessible (WCA)

THIS MEETING WILL BE RECORDED

The Junction City Planning Commission met in regular session on Wednesday, April 15, 2020 at 6:30 p.m. in the Community Center, 175 West 7th Avenue, Junction City Oregon and remotely via internet and phone.

Present were: Planning Commissioners, Jeff Haag (Vice-Chair), James Hukill, Ken Wells, Beverly Ficek; Planning Alternate, Jack Sumner; Contracted Planner, Jordan Cogburn; and Planning Secretary, Tere Andrews

Absent: None

1. OPEN MEETING AND REVIEW AGENDA

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

2. CHANGES TO THE AGENDA

None.

3. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)

None.

4. APPROVAL OF MINUTES

- January 15, 2020

Motion: Commissioner Hukill made a motion to approve the January 15, 2020 minutes as written. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 5:0:0. Vice Chair Haag, Commissioners, Wells, Hukill, Ficek, and Sumner voted in favor.

5. FINAL SUBDIVISION PLAT: SUB-20-07, KALMIA SUBDIVISION

Planner Cogburn reviewed, the site was zoned Multi-Family Residential (R3) and developed with a 4-plex constructed to individual dwelling standards. Fire protection services were provided by Junction City Fire and Rescue. The site was within the city limits and city services (water, sewer, and storm water) were provided. Other utilities were readily available within the City owned rights of way and recorded easements.

The Planning Commission conditionally approved the preliminary Subdivision Plat application at the January 15, 2020 meeting. The Conditions of Approval associated with File: 19-12-24-SUB, Kalmia, Preliminary Subdivision Plat were:

- Prior to Final Plat Approval: Shared Access, Utility, and Maintenance Easement satisfactory to the City for the existing shared driveway and parking to be recorded with the Final Plat.

- Prior to Final Plat Approval: Shared Building Maintenance legal document(s) satisfactory to the City in compliance with JCMC 17.20.120(D) for shared building maintenance and replacement. The required Covenants, Conditions and Restrictions recorded with Final Plat.

All required documentation associated with the Planning Commission Conditions of Approval have been submitted and reviewed by staff for compliance. Staff recommends approval of the submitted Final Plat.

MOTION: Commissioner Hukill made a motion to approve the Kalmia Subdivision Final Plat, file SUB-20-09 based on the findings as stated in the Final Order. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 5:0:0. Vice Chair Haag, Commissioners, Wells, Hukill, Ficek, and Sumner voted in favor.

6. COMMISSION AGENDA FORECASTER

The Commission reviewed the agenda forecaster.

7. COMMISSIONER COMMENTS

None.

8. ADJOURNMENT

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

Vote: Passed by a vote of 5:0:0. Vice Chair Haag, Commissioners, Wells, Hukill, Ficek, and Sumner voted in favor.

The meeting adjourned at 6:45 p.m.

The next Standing Planning Commission meeting was Wednesday May 20, 2020 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Commission Secretary

Jeff Haag, Planning Commission Vice-Chair



Preliminary Partition – Edwards (MP-20-10)

Meeting Date: May 20, 2020
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Tere Andrews
Contact Telephone Number: 541.998.4763

ISSUE STATEMENT

The applicant is requesting a Preliminary Partition to divide an existing lot into three parcels.

BACKGROUND

This is an application for a preliminary partition on an existing, platted lot with frontage on the west side of Prairie Road in Junction City. This partition will divide one existing lot into three legal parcels. There are existing public utilities (i.e. fire hydrants, water, sanitary sewer, storm sewer) available to the subject property or within the public right-of-way.

RELATED CITY POLICIES

16.05.040 (D)(1) Preliminary Partition

“Consideration of Preliminary Plan. The planning commission shall consider the preliminary plan and the responses of agencies with which review of the plan is required and coordinated. The preliminary plan shall be approved by a majority of a quorum of the planning commission after the responses have been considered to the extent required by any agreement with any of the coordinating agencies if the planning commission determines that the preliminary plan conforms in all respects to the requirements of this chapter and Oregon law.”

PLANNING COMMISSION OPTIONS

- a. Approve the Preliminary Partition with conditions of approval and findings as written in the Proposed Final Order (MP-20-10).
- b. Approve the Preliminary Partition with changes to the conditions of approval and/or changes to the findings in the Proposed Final Order (MP-20-10).
- 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 00902 of Assessor's Map 16-04-05-23, File # MP-20-10."

ATTACHMENTS

- A. Application Materials
- B. Staff Report
- C. Draft Final Order Preliminary Minor Partition (MP-20-10)

FOR MORE INFORMATION

Staff Contact: Tere Andrews
Telephone: 541.998.4763
Staff E-Mail: jcplanning@ci.junction-city.or.us



CITY OF JUNCTION CITY
Planning & Building Department
LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ Fax 541-998-2773 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Date Submitted:	Received By:	Fee Paid: \$	Supplemental Application:
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Section 1

LAND USE ACTION (SEE TABLE 1):

Partition Major

Section 2

Site Address: 93801 Prairie Road Junction City, Or	Location Description: Starting at First and Prairie Road then south on Prairie Road for 1/4 mile to site on left
Property Size: 1.51 acres (A&T data)	Assessor's Map & Tax Lot #: 16-04-05-23 tax lot 902
Present Use: Residence	Proposed Use: multiple family redidence
Brief Summary of Action Requested: requesting a 3 parcel partition	
Are there other permit applications associated with this application? If yes, list: None	

Section 3

I have the following legal interest in the property (Circle one):

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

Written authorization from the owner to act as his/her agent must be provided if not the owner of record

Section 4

Applicant: Nickell Land Surveying & Planning, LLC

Address: 33225 Craig Loop, Cottage Grove, Ore. 97424

Phone: 541-968-2905 **E-Mail:** nickell2u@msn.com

Property Owner: Jon and Darcey Edwards

Address: [REDACTED] Street Junction City, Oregon 97448

Phone: [REDACTED] **E-Mail:**

Contact:
(if different than Applicant)

Address:

Phone: **E-Mail:**

**City of Junction City
LAND USE APPLICATION**

Section 5	
Required Information	
	Written statement describing proposal in detail
	Narrative Statement explaining how the application complies with all relevant criteria with enough detail for review and decision-making. <i>Note: See Type I information, at the beginning of this packet, for the municipal code chapters and/or sections related to your land use request</i>
	Three (3) paper copies of application packet including any plan sets
	Digital copy of application packet including any plan sets
	Non-refundable Application Fee

Section 6		
Supplemental Application:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Attachment(S):	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Section 7

Your signature below acknowledges the following:

- 1. Payment of the base fee may not cover the City's costs associated with processing the Application.**
Per Resolution 1053: All direct costs for contracted services shall be charged monthly to the applicant in the amount billed to City. Contracted city services include, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, &/or wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.
- 2. The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.*
- 3. Signer agrees to pay all direct costs associated with processing this land use application.*

Applicant Signature: 

Date: 4-3-2020

16.05.040 Major Partition procedure.

- A. Application. An application shall be submitted to the secretary of the planning commission attached to an application for approval in the form prescribed by the city together with 19 copies of the preliminary plan. .

Response: The owners are submitting an application for the partitioning of Tax Lot 902 of Assessor's Map 16-04-05-23 into three parcels. This application is classified as a Type II procedure, as outlined in Section III.A (2) of Ordinance 950.

B. Drafting.

- a. The preliminary plan shall show all pertinent information to scale. The drawing shall be on standard size sheets 18 inches by 27 inches and at a scale of one inch equals 100 feet. The scale may be increased or decreased, if necessary to fit the drawing to the required plan size of 18 inches by 27 inches, but in all cases the scale shall be standard, being 10, 20, 30, 40, 50, and 60 feet to the inch, or multiples of 10 of any one of these scales.

Response. The preliminary plan as well as the Site Assessment of Existing Conditions Plan is submitted on a Standard Size (11" x 17") at a scale of 40 feet to the inch. Due to the coronavirus I could not print out a 18 inch by 27 inch size plat map, so with an agreement with the City of Junction City I am submitting a 11 inch by 17 inch size plat map (the size that is required for a minor partition, which the owner was directed to apply for).

- b. Preliminary plans shall be prepared by an Oregon licensed land surveyor. An Affidavit of the prepared shall be furnished as a part of the preliminary plan submitted.

Response. The preliminary plan being submitted is stamped and prepared by Donald Nickell, an Oregon licensed land surveyor. My registered professional land surveyor stamp number 2582, dated January 19, 1993, with a renewal date of December, 31, 2020.

2. Information Required. The Preliminary plan shall in clear and legible form, include the following information with respect to the proposed subdivision or major partition area, on the plan where practicable and otherwise on separate sheets of paper in written statement.

- a. The proposed name of the proposed subdivision or major partition area, which shall conform to the standards set forth in ORS 92.

Response. The preliminary partition does not have a name, per ORS requirements.

- b. The date, north point, and scale of the drawing, and a sufficient description to define the location and boundaries of the proposed subdivision area and the names of all recorded plats of land contiguous to such area.

Response. The preliminary partition contains the date, north arrow, scale, bearing and distances on the exterior and interior boundary of the partitioned area and the names of all recorded plats that are contiguous to the area.

- c. The names and addresses of the subdivider or partitionor, owner and engineer or surveyor.

Response. The preliminary partition contains the names and addresses of the owner, surveyor and partitionor.

- d. The location of existing and proposed right of way line for existing or projected streets, pedestrian and bicycle facilities, including accessways, as shown on the master road plan.

Response. The preliminary partition plat map shows the existing right of way of the County Road (Prairie Road). The owner is not proposing any new road dedication, nor does the owner propose any pedestrian, bicycle facilities, and accessways. The owner is proposing a 40 foot wide private access road easement that would service Parcels 2 and 3. Within the 40 foot wide private road easement would be a 40 foot wide PUE and a 40 foot wide Public access easement for Fire and Police protection services. Due to the development of the parcel of land to the east there will be no use of a thru street and the owner is requesting a private road easement with a code requirement of a 60 foot frontage of Parcel 2, please review the attach plat maps.

- e. The locations, names widths, and typical improvement cross section of all streets, existing or proposed to be created, and the grades of existing streets, and the estimated finished grades of streets proposed to be created.

Response. The preliminary partition plat does not have any proposed dedication streets, only a 40 foot wide private road easement that will require a 20 foot wide improved improvement surface. The owner is requesting that the City does not require any proposed sidewalks within the 40 foot wide private road easement. There does not appear to be any need of sidewalks for only two dwellings. And there are no sidewalks along Prairie Road, abutting TL 902. The improved surface of the proposed easement access road will be going along the existing ground and drain into the existing ditch on the east side of Prairie Road.

- f. The elevations of all points used to determine contours correctly shown, and the base data thereof used by the surveyor, having the following intervals:
 - i. One-foot contours intervals for ground slopes up to five percent.
 - ii. Two-foot contours intervals for ground slope between five and ten percent.
 - iii. Five-foot contours intervals for ground slopes exceeding ten percent.

Response. The preliminary partition page 1 of 2 of the plat map shows the existing ground elevations, which shows that the overall parcel of land shows that there is less than a 2 foot elevation difference.

- g. The approximate width and location of all existing and proposed easements for public utilities, and all reserve strips proposed to satisfy requirements which may be imposed by the planning commission under JCMC 16.05.05.

Response. The preliminary partition plat maps show the existing County Road width and the proposed 40 foot wide private road easement, 40 foot wide PUE, and the 40 wide Public access easement for Fire and Police protection services. And a 10 foot wide Private Sanitary Sewer easement.

- h. The approximate radii of all curves.

Response. This proposed partition does not have any curves.

- i. The approximate dimension and areas of all proposed lots or parcels.

Response. The preliminary partition plat map shows the dimension and areas of all the proposed parcels within the partition.

- j. The approximate location of areas subject to inundation of storm water overflow, and all areas covered by water, and the location, width and direction of flow of all water courses.

Response. The area of the proposed partition does not appear to contain any inundation of storm water overflow, any area that is covered by water nor any flow of a water course.

- k. The existing and proposed uses of the property including the location of all existing structures which the subdivider or partitionor intends will remain in the proposed subdivision or partition areas.

Response. The preliminary partition plat maps shows the location of the existing dwelling that will remain after the partition has been approved.

- l. All proposals for sewer lines, flood control, and easements or deeds for drainage land, including profiles or proposed drainage ways and direction of flow.

Response. The preliminary partition plat map shows the location of the proposed 10 foot wide private sanitary sewer, the location of the 40 foot width PUE and the location of the 40 foot wide Public access easement for Fire and Police protection services. There does not appear to be any need for proposed drainage ways.

- m. All Public area proposed to be dedicated by the subdivider or partitioner and proposed uses thereof.

Response. The preliminary partition plat does not have any dedications.

- n. All improvements proposed to be made or installed, and the time within which said improvements are proposed to be completed.

Response. The preliminary partition plat will have to install and complete the proposed private access roadway on the south end of Parcels 2 and 3, will have to install and complete the proposed sanitary sewer line for Parcels 1,2 and 3. The timing of the improvements will be worked out with the owner and the City of Junction City public works.

- o. A legal description of the boundaries of the entire tract and acreage owned by the subdivider or partitioner of which the proposed subdivision or partition area is a part, provided that where the proposed subdivision or partition area comprises all of such tract an affidavit of such fact shall accompany the preliminary plan.

Response. A legal description of the proposed partition is found on a Warranty deed as recorded on Document No. 2020-001313 and a copy is attached.

- p. The information, conditions and standards set forth in ORS 92.090 (1) and (2).

Response. The preliminary partition plat and other conditions and standards will comply with ORS 92.090 (1) and (2).

- q. The maximum area of each which may be occupied by buildings.

Response. The buildable area for the R-3 zone is not to exceed 60% of the total parcel size, see JCMC Chapter 17.20.080.

- r. The approximate boundaries of and the proposed sequencing of phases in the subdivision, if phasing is proposed.

Response. The owners are not doing a subdivision therefore this portion of the code does not apply.

PRELIMINARY PARTITION

FOR

JON and DARCEY EDWARDS

ADDRESS: 752 SW NYSSA STREET, JUNCTION CITY, OREGON 97448

PHONE NUMBER: 541-517-6576

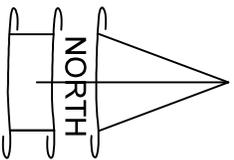
NW 1/4 & SW 1/4 SECTION 5, TOWNSHIP 16 SOUTH, RANGE 4 WEST, W.M.

JUNCTION CITY, LANE COUNTY, OREGON

SCALE 1" = 40'

DATE: MARCH 3, 2020

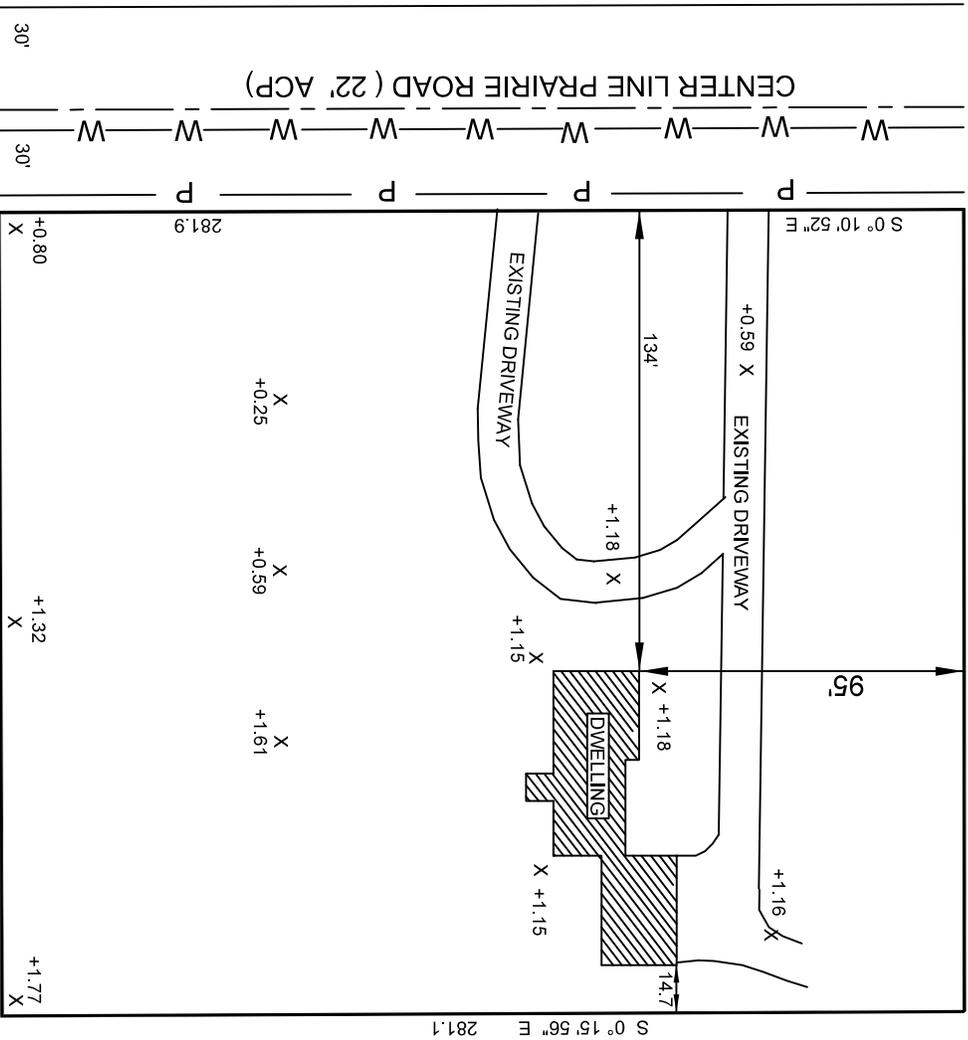
- LEGEND**
- W — WATER LINE
 - P — OVERHEAD POWER LINE
 - + SPOT ELEVATION



RENEWAL DATE: 12/31/2020

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JANUARY 19, 1993
DONALD G. NICKELL
2585



NICKELL LAND SURVEYING
 33225 CRAIG LOOP
 COTTAGE GROVE, OR 97424
 541-968-2905

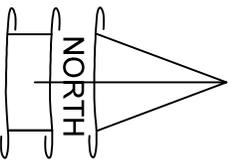
PRELIMINARY PARTITION

FOR
JON and DARCEY EDWARDS

ADDRESS: 752 SW NYSSA STREET, JUNCTION CITY, OREGON 97448
PHONE NUMBER: 541-517-6576
NW 1/4 & SW 1/4 SECTION 5, TOWNSHIP 16 SOUTH, RANGE 4 WEST, W.M.,
JUNCTION CITY, LANE COUNTY, OREGON
SCALE 1" = 40'
DATE: MARCH 5, 2020

LEGEND

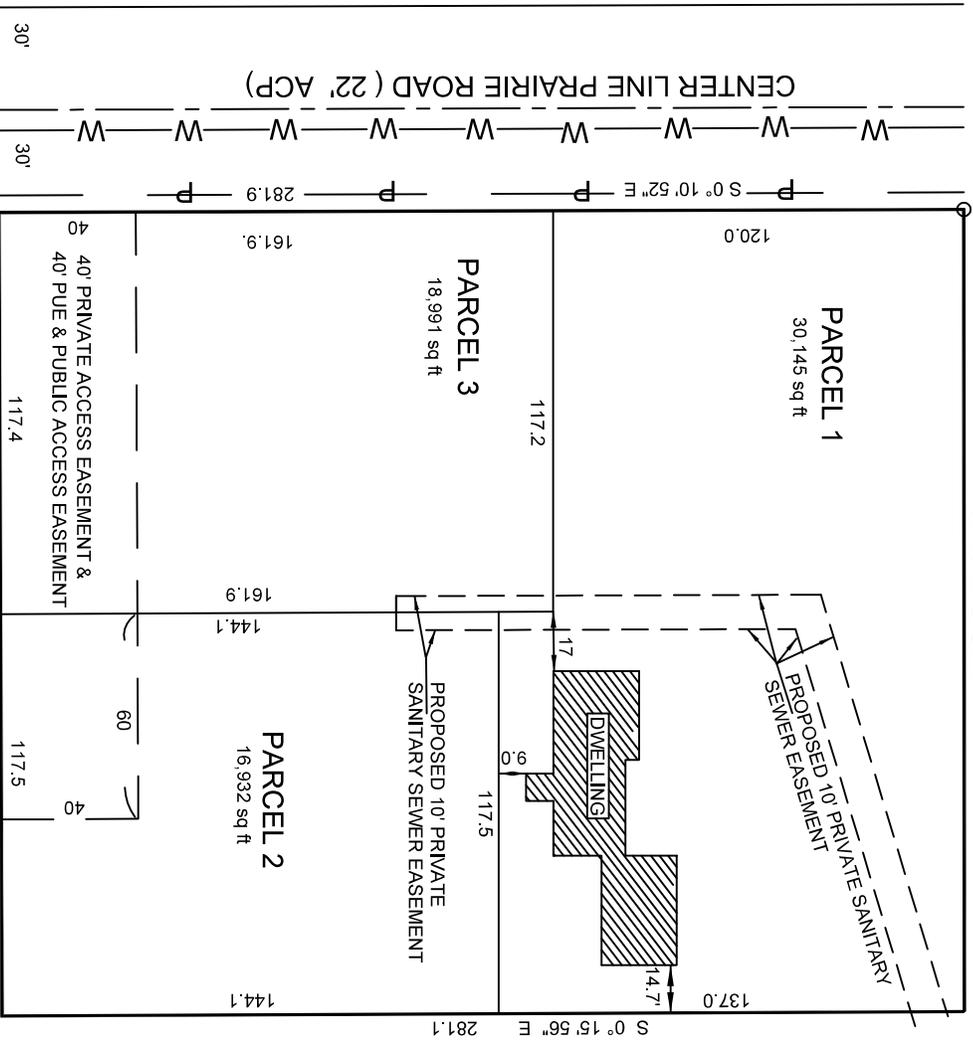
- W— WATER LINE
- P— OVERHEAD POWER LINE



REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JANUARY 19, 1993
DONALD G. NICKELL
2585

RENEWAL DATE: 12/31/2020



TAX MAP: 16-04-05-23 TAX LOT: 902 CITY OF JUNCTION CITY MP 20-02
PLOTTER: HP PAPER: ACID FREE 36 LB BOND INK: HP T1100

NICKELL LAND SURVEYING
33225 CRAIG LOOP
COTTAGE GROVE, OR 97424
541-968-2905

Lane County Clerk
Lane County Deeds & Records

2020-001313

01/10/2020 12:51:08 PM

RPR-DEED Cnt=1 Stn=9 CASHIER 06 3pages
\$15.00 \$11.00 \$10.00 \$61.00

\$97.00

RECORDING REQUESTED BY:
Fidelity National Title

AND WHEN RECORDED MAIL TO:
Until a change is requested,
all tax statements shall be sent
to the following address:

Jon Edwards
Darcey Edwards
[REDACTED]
Junction City, OR 97448

Escrow No: **OR-1886-KP**
Tax ID: **1400959/1604052300902**

SPECIAL WARRANTY DEED

The Bank of New York Mellon FKA The Bank of New York, as Trustee for the certificateholders of the CWABS, Inc., Asset-Backed Certificates, Series 2006-22 Grantor, conveys and specially warrant(s) to **Jon Edwards and Darcey Edwards, Grantee**, the following described real property free of encumbrances created or suffered by the Grantor as specifically set forth herein:

The following real property situated in **Lane County, Oregon;**

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Property Commonly Known As: 93801 Prairie Road, Junction City, OR 97448

This property is free of all encumbrances created, EXCEPT: **Exceptions to the covenants described in ORS 93.855(2)**

The true consideration for this conveyance is: **\$301,250.00**

The Grantor for itself and for its successors in interest does by these presents expressly limit the covenants of the deed to those herein expressed, and excludes all covenants arising or to arise by statutory or other implication, and does hereby warrant and will defend the title to the property against all persons who may lawfully claim the same by, through or under the Grantor.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

18550618209
FNT 6022-190538/

Dated: December 12, 2019

The Bank of New York Mellon FKA The Bank of New York, as Trustee for the certificateholders of the CWABS, Inc., Asset-Backed Certificates, Series 2006-22

By: [Redacted]
*Specializing Loan Servicing LLC, As Attorney in Fact

*Specialized
Name: Keith Johnsen
Title and Closing Supervisor
Title: Specialized Loan Servicing LLC
As Attorney in Fact

2 copies State of Colorado

County of Douglas

On December 12 2019 before me, Amanda Nishi

Notary Public, personally appeared Keith Johnsen as T-C Supervisor

**for Specializing Loan Servicing LLC, As Attorney in Fact for The Bank of New York Mellon FKA The Bank of New York, as Trustee for the certificateholders of the CWABS, Inc., Asset-Backed Certificates, Series 2006-22 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. **for Specialized

I certify under PENALTY OF PERJURY under the laws of the State of Colorado that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Redacted] (Seal)

AMANDA NISHI
Notary Public
State of Colorado
Notary ID # 20134061814
My Commission Expires 09-25-2021

EXHIBIT "A"
Legal Description

Beginning at the quarter section corner on the West line of Section 5, Township 16 South, Range 4 West of the Willamette Meridian, in Lane County, Oregon; thence North 0°04' West, along the West line of said Section 5, a distance of 165.22 feet; thence North 89°56' East 36.05 feet to a point which is 35.00 feet Easterly from the centerline of Prairie Road (County Road No. 184) for the Place of Beginning; thence North 0°06' West, parallel with the centerline of said Prairie Road, 282.10 feet to a point in the Westerly prolongation of the South line of FIRST ADDITION TO BRENTWOOD HOMES, as platted and recorded in Book 28, Page 7, Lane County Oregon Records; thence South 89°50' East, along said South line and the Westerly prolongation thereof, 228.83 feet to a point which bears North 89°50' West 6.00 feet from the Southwest corner of Lot 2, Block 8, of said addition; thence South 0°06' East, parallel with a Southerly prolongation of the East line of Block 8 in said addition, 281.16 feet to a point which bears North 89°56' East from the Place of Beginning; thence South 89°56' West 228.83 feet to the Place of Beginning, in Lane County, Oregon.

ALSO: Beginning at the quarter section corner on the West line of Section 5, Township 16 South, Range 4 West of the Willamette Meridian, in Lane County, Oregon; thence North 0°04' West, along the West line of said Section 5, a distance of 165.22 feet; thence North 89°56' East 36.05 feet to a point which is 35.00 feet Easterly from the centerline of Prairie Road (County Road No. 184) for the Place of Beginning; said Place of Beginning also being the Southwesterly corner of that property described in that certain Warranty Deed from Paul E. Bailey, grantor, to David E. Skovbo and Donata Skovbo, husband and wife, grantee, recorded January 11, 1984, Recorder's Reception No. 84-01324, Lane County Oregon Official Records; thence North 0°06' West, parallel with the centerline of said Prairie Road 282.10 feet to a point in the Westerly prolongation of the South line of FIRST ADDITION TO BRENTWOOD HOMES, as platted and recorded in Book 28, Page 7, Lane County Oregon Records, said point also being the Northwesterly corner of the property described in aforementioned Warranty Deed, Recorded as Reception No. 84-01324, Lane County Oregon Official Records; thence West, along said prolongation, to the Easterly right-of-way line of Prairie Road; thence South 0°06' East along said Easterly right-of-way line of Prairie Road to a point which bears South 89°56' West from the Place of Beginning; thence North 89°56' East to the Place of Beginning, in Lane County, Oregon.

May 13, 2020

BRANCH ENGINEERING INC. FINDINGS ON BEHALF OF THE JUNCTION CITY PLANNING DEPARTMENT:

STAFF REPORT FOR THE EDWARDS 3-PARCEL PRELIMINARY MAJOR PARTITION (MP-20-10)

Application Summary:

Major Partition application to divide a fully developed single lot into three (3) R3 - Multifamily Residential parcels.

Applicant:

Jon and Darcey Edwards, Junction City, Oregon (541) 517-6576

Applicant's Representative:

Donald Nickell, P.L.S., Nickell Land Surveying and Planning, LLC, Cottage Grove, Oregon (541) 968-2905

Lead Planner:

Jordan Cogburn, Branch Engineering Inc., Springfield, Oregon (541) 746-0367

Subject Property/Zoning/Location:

Tax Lot 902 of Assessor's Map 16-04-05-23, Designated H, High Density Residential on the Junction City Comprehensive Plan Map and Zoned R3, Multifamily Residential, located at 93801 Prairie Road, along the eastern boundary of Prairie Road, south of SW Coral, north of Bailey Ln, in Junction City.

Relevant Dates:

The applicant submitted all relevant materials on April 3, 2020. Application deemed complete on April 3, 2020; Staff Report issued on May 13, 2020; hearing held before the Planning Commission at the standing May 20, 2020 meeting,

Associated Files:

N/A.

Request

The applicant has respectfully submitted a Preliminary Major Partition application to divide a fully developed single lot into three (3) Multifamily Residential parcels.

Public Notice and Referrals:

JCMC 17.150.070(A)(2) states:

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

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

On April 4, 2020, Junction City Staff mailed a notice of a Planning Commission Hearing to the property owners and residents within 300 feet of the subject site. No public comments were received by the April 25, 2020 Staff Report deadline. A copy of the notice is included as an attachment.

On April 4, 2020, referral comments on the application were also requested from various affected service providers and City departments. Referral comments received include:

- Ben Hanke-Hill, Engineering Associate, Lane County Surveyors Office, dated April 20 - Stated no concerns other than standard Platting requirements.
- John Radosevich, Engineering Field Supervisor, Northwest Natural Gas, dated April 6 - Stated: *“NW Natural currently has 1/2” poly natural gas service line that crosses the new proposed lot partitions and will need to be relocated to the 40” PUE at the owner’s expense if they wish to continue gas service to the original home structure and newly created parcel. Additionally, natural gas service would be available to the newly created parcels from the existing gas main in Prairie Road. If the property owner wishes to relocate the gas service, they can do so by making a formal request to NW Natural by calling, 503-226-4211 X 4344.”*
- Russ Young, Building Official, Junction City Building Department, dated April 6 - Stated no concerns.
- Gary Kaping, Public Works Director, Junction City Public Works - Stated no concerns.

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

General Property Information:

The subject property is 1.51 acres (approximately 65,800 square feet) and zoned R-3 multi-Family Residential. The applicant is proposing to divide the property into three (3) parcels as depicted on the attached Preliminary Plan. There is an existing single-family residence on the subject property, which will remain. The purpose of this Major Partition is to divide the property for future development. The owner does not own any contiguous properties.

The site is designated H -High Density Residential on the Junction City Comprehensive Plan Map, with the corresponding zoning of Multifamily Residential (R3).

Evaluation

The following findings demonstrate that the proposed development will comply with all applicable approval criteria and related standards. The following evaluation includes

findings of compliance with the applicable criteria and related standards as provided in the Junction City Municipal Code. The approval criteria and related standards are listed below in **bold**, with findings and conditions addressing each where appropriate.

TITLE 16 - SUBDIVISIONS

JCMC 16.05.040 – Subdivisions and Major Partitions

A. Submitting Preliminary Plan

FINDING: The Applicant has submitted a Preliminary Plan in accordance with this criterion. The 19-copy requirement has been waived based on the digital submittal. This criterion is met.

B. Preliminary Plan Requirements.

FINDING: The Preliminary Plan submitted by the applicant includes all pertinent information to scale. The submitted Preliminary Plan was prepared by Donald Nickell, P.L.S., an Oregon licensed land surveyor. The submitted Preliminary Plan includes all relevant information listed under JCMC 16.05.040(B)(2). These criteria have been met.

C. Review of Preliminary Plan.

FINDING: The Secretary of the Planning Commission distributed all relevant materials to the Public Works Director in accordance with this standard. Requests for referral comments were sent to partner agencies on April 4, 2020 in accordance with the standard under subsection 2 of this section. Comments received are referenced under Agency Comments and are included in the application file. These criteria have been met.

D. Approval of Preliminary Plan.

FINDING: A hearing has been scheduled before the Planning Commission at the standing May 20, 2020 meeting where approvals may be granted in accordance with this standard. Based on the findings and recommended conditions of approval stated within this report, and the Planning Commission requirements stated during the initial review, Staff recommends Conditional Approval of the proposed Preliminary Partition as stated in the Draft Final Order. These criteria have been adequately addressed.

16.05.050 Platting and mapping standards

A. Streets.

B. Alleys.

C. Blocks

FINDING: The Preliminary Partition application does not include a newly dedicated right-of-way, only a 40-foot wide private road easement that will require a 20-foot wide improved travel surface as allowed by JCMC 16.05.050. No new alleys or blocks are being created through this Major Partition application. Therefore, these criteria have been addressed.

- 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 five feet in height and shall be set back at least three feet from the sidewalk or right-of-way. At least one deciduous shade tree (a minimum of two inches in caliper at planting) shall be provided for each 50 lineal feet of 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: No rear yards abut an existing or planned street. Therefore, this criterion is not applicable.

- 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.

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 two and one-half 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.

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

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.

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.

FINDING: As allowed by JCMC 17.20.040, the minimum lot area shall be 2,500 square feet per unit for Townhomes (single-family attached or row houses), 5,000 square feet for neighborhood commercial uses, and 7,500 square feet for multifamily residential uses. All proposed parcels have average depths greater than 80 feet, and average widths greater than 60 feet. All proposed parcels are a minimum of 2,500 square feet or greater. Parcel 1 has 120 feet of frontage on Prairie Road, Parcel 3 has 161.9 feet of frontage on Prairie Road, and Parcel 2 has a minimum 60-foot frontage on the proposed private street. As such, this criterion has been adequately addressed.

(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: Prairie Road is listed as a Major Collector on the Junction City Transportation System Plan (2016). The proposed Partition does not abut an arterial street. Therefore, this criterion is not applicable.

b. Exceptions.

i. Partition 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 partition 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 partition 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 chapter.

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 chapter.

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: The applicant is not seeking an Exception under these criteria. Therefore, they are not applicable.

2. Key Parcels or Lots and Butt Parcels or Lots. There shall be no key parcels or lots nor butt parcels or lots, except where authorized by the planning commission where such parcels or lots are necessitated by unusual topographic conditions or previous adjacent layout.

FINDING: No Key or Butt Lots are proposed as part of this Preliminary Plan lot layout. Therefore, this criterion is not applicable.

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: As far as practical, all proposed lot lines run at right angles to Prairie Road. Therefore, this standard is met.

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 chapter.

FINDING: Minimum lot areas as required by JCMC 17.20.040 have been met with all proposed parcels at or greater than 2,500 square feet. Therefore, this standard has been met.

5. **Future Partitioning or Subdivision of Parcels or Lots.** Where the partition or subdivision will result in a parcel or lot one-half 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 chapter 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: Post division, Parcel 1 will be greater than one-half acre in size. Therefore, the Planning Commission may require the applicant to provide a detailed layout for future partitioning at their discretion. Staff finds that future division would not interfere with the orderly extension of adjacent streets, and all relevant criteria associated with a future application can be made compliant based on the proposed layout. Therefore, staff does not recommend a future partition detail on the preliminary 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 with this application. Therefore, the standards listed under JCMC 16.05.050(E)(6) are not applicable.

- F. **Drainage.** Where land in the partition or subdivision area is or will be periodically subject to accumulations of surface water or is traversed by any

water course, 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 therefor 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: No areas of substantial surface water, water courses, channels, streams, or creeks exist on the site. Therefore, this criterion is not applicable.

G. Railroads.

FINDING: The subject site is not located adjacent to an existing or planned railroad facility. Therefore, this criterion is not applicable.

H. Partial Development. Where the partition 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: The Preliminary Major Partition Plan includes the entirety of the lot area. No partial areas will remain post division. Therefore, this standard is not applicable.

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 100 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: Three (3) new parcels are proposed with this Preliminary Partition application. Based on the 2.43 persons average per single dwelling unit (*p. 90, Junction City Comprehensive Plan, 2012*), and a maximum of 18 units per acre, 70 individuals could be reasonably anticipated to reside in the Major Partition, fewer than the 100 persons threshold for park dedication as listed above. All Service Development Charges associated with residential park development will be paid at the time of Building Permit issuance. Therefore, this standard has been met.

- 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 the Oregon Structural, Specialty and Fire and Life Safety 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.**
- L. Utility Access. All accesses to utilities are to be brought to finish grade.**

FINDING: The site is fully developed with an existing single-family residential structure. As part of any future Building Permit process, all fill, finish floor elevations, and utility access designs associated with the construction will be required to show compliance with the above standards. Therefore, the criteria listed under JCMC 16.05.050(J through L) have been adequately addressed.

CONDITIONS:

- The applicant shall prepare a Shared Access, Maintenance, and Utility Easement satisfactory to the City for the proposed private street prior to approval of the Final Plat. The required easement shall be recorded with the Final Plat.

STAFF RECOMMENDATION

Branch Engineering Inc. on behalf of the Junction City Planning Department recommends that

the Planning Commission Conditionally Approve the Preliminary Major Partition application as presented based on the Findings and Conditions of Approval listed above.

Staff Report Date: May 13, 2020

MORE INFORMATION

Jordan Cogburn
Contract Planner/Project Manager
Branch Engineering, Inc.
jordanc@branchengineering.com

FINDINGS OF FACT
EDWARDS PRELIMINARY MAJOR PARTITION
(MP-20-10)

1. On April 3, 2020, Jon and Darcey Edwards, property owners, submitted a Preliminary Major Partition application as authorized by Junction City Municipal Code (JCMC) Chapters 16.05.040(A) and 17.150.070(A)(2).
2. The Junction City Planning Commission held a meeting on May 20, 2020 in accordance with JCMC Chapters 16.05.040(D)(1) and 17.150.070(A)(2) and considered all material relevant to the Preliminary Major Partition application that has been submitted by the applicant, Staff, and the general public regarding this matter.
3. The applicant’s proposed Preliminary Partition creates three (3) legal parcels from one (1) existing legal lot located at Lane County Assessor’s Map: 16-04-05-23, Tax lot: 902.
4. JCMC 17.150.070(A)(2) sets forth procedure and notice requirements for Partitions, as follows:

“A. Each notice of hearing authorized by this section shall be published in a newspaper of general circulation in the city at least 10 days prior to the date of the hearing.

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

On April 4, 2020, Junction City Staff mailed a notice of a Planning Commission Hearing to the property owners and residents within 300 feet of the subject site. No public comments were received by the April 25, 2020 Staff Report deadline.

5. The proposed Subdivision is consistent with the Junction City Municipal Code based on the following Findings and Conditions of Approval:

JCMC 16.05.040 – SUBDIVISIONS AND MAJOR PARTITIONS

A. Submitting Preliminary Plan

FINDING: The applicant has submitted a Preliminary Plan in accordance with this criterion. The 19-copy requirement has been waived based on the digital submittal. This criterion is met.

B. Preliminary Plan Requirements.

FINDING: The Preliminary Plan submitted by the applicant includes all pertinent information to the appropriate scale. The submitted Preliminary Plan was prepared by Donald Nickell, P.L.S., an Oregon licensed land surveyor. The submitted Preliminary Plan includes all relevant information listed under JCMC 16.05.040(B)(2). These criteria have been met.

C. Review of Preliminary Plan.

FINDING: The Secretary of the Planning Commission distributed all relevant materials to the Public Works Director in accordance with this standard. Requests for referral comments were sent to partner agencies on April 4, 2020 in accordance with the standard under subsection 2 of this section. Comments received are included in the application file. These criteria have been met.

D. Approval of Preliminary Plan.

FINDING: A hearing was held before the Junction City Planning Commission at the standing May 20, 2020 meeting where approvals were granted in accordance with this standard. Based on the findings stated within the Staff Report, the Planning Commission requirements stated during the initial review, and the Findings presented in this Final Order, Staff recommended approval of the proposed Preliminary Major Partition as stated in this Final Order. These criteria have been adequately addressed.

16.05.050 Platting and mapping standards

- A. Streets.**
- B. Alleys.**
- C. Blocks**

FINDING: The Preliminary Partition application does not include a newly dedicated right-of-way, only a 40-foot wide private road easement that will require a 20-foot wide improved travel surface as allowed by JCMC 16.05.050. No new alleys or blocks are being created through this Major Partition application. Therefore, these criteria have been addressed.

- 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 five feet in height and shall be set back at least three feet from the sidewalk or right-of-way. At least one deciduous shade tree (a minimum of two inches in caliper at planting) shall be provided for each 50 lineal feet of 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: No rear yards abut an existing or planned street. Therefore, this criterion is not applicable.

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.

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 two and one-half 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.

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

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.

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.

FINDING: As allowed by JCMC 17.20.040, the minimum lot area shall be 2,500 square feet per unit for Townhomes (single-family attached or row houses), 5,000 square feet for neighborhood commercial uses, and 7,500 square feet for multifamily residential uses. All proposed parcels have average depths greater than 80 feet, and average widths greater than 60 feet. All proposed parcels are a minimum of 2,500 square feet or greater. Parcel 1 has 120 feet of frontage on Prairie Road, Parcel 3 has 161.9 feet of frontage on Prairie Road, and Parcel 2 has a minimum 60-foot frontage on the proposed private street. As such, this criterion has been adequately addressed.

(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: Prairie Road is listed as a Major Collector on the Junction City Transportation System Plan (2016). The proposed subdivision does not abut an arterial street. Therefore, this criterion is not applicable.

b. Exceptions.

i. Partition 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 partition 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 partition 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 chapter.

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 chapter.

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: The applicant is not seeking an Exception under these criteria. Therefore, they are not applicable.

2. Key Parcels or Lots and Butt Parcels or Lots. There shall be no key parcels or lots nor butt parcels or lots, except where authorized by the planning commission where such parcels or lots are necessitated by unusual topographic conditions or previous adjacent layout.

FINDING: No Key or Butt Lots are proposed as part of this Preliminary Plan lot layout. Therefore, this criterion is not applicable.

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: As far as practical, all proposed lot lines run at right angles to Prairie Road. Therefore, this standard is met.

- 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 chapter.**

FINDING Minimum lot areas as required by JCMC 17.20.040 have been met with all proposed parcels at or greater than 2,500 square feet. Therefore, this standard has been met.

- 5. Future Partitioning or Subdivision of Parcels or Lots. Where the partition or subdivision will result in a parcel or lot one-half 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 chapter 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 Post division, Parcel 1 will be greater than one-half acre in size. However, the future division will not interfere with the orderly extension of adjacent streets, and all relevant criteria associated with a future application can be made compliant based on the proposed layout.

- 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 with this application. Therefore, the standards listed under JCMC 16.05.050(E)(6) are not applicable.

- F. Drainage. Where land in the partition or subdivision area is or will be periodically subject to accumulations of surface water or is traversed by any water course, 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 therefor 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 No areas of substantial surface water, water courses, channels, streams, or creeks exist on the site. Therefore, this criterion is not applicable.

G. Railroads.

FINDING The subject site is not located adjacent to an existing or planned railroad facility. Therefore, this criterion is not applicable.

H. Partial Development. Where the partition 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 The Preliminary Plan includes the entirety of the lot area. No partial areas remain post division. Therefore, this standard is not applicable.

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 100 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 Four (4) new Townhome lots are proposed with this Subdivision application. Based on the 2.43 persons average per single dwelling unit (*p. 90, Comprehensive Plan, 2012*), a total of 10 individuals are anticipated to reside in the major partition, far fewer than the 100 persons threshold for park dedication as listed above. All Service Development Charges associated with the existing multifamily residential development were paid at the time of Building Permit issuance. Therefore, this standard has been met.

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 the Oregon Structural, Specialty and Fire and Life Safety 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.

L. Utility Access. All accesses to utilities are to be brought to finish grade.

FINDING: The site is fully developed with an existing single-family residential structure. As part of any future Building Permit process, all fill, finish floor elevations, and utility access designs associated with the construction will be required to show compliance with the above standards. Therefore, the criteria listed under JCMC 16.05.050(J through L) have been adequately addressed.

CONDITIONS:

- The applicant shall prepare a Shared Access, Utility, and Maintenance Easement satisfactory to the City for the proposed shared private drive prior to approval of the Final Plat. The required Shared Access, Utility, and Maintenance Easement shall be recorded with the Final Plat.

SUMMARY AND CONCLUSION

Based on the Findings and Conditions set forth above, the Preliminary Plan complies with the Junction City Municipal Code.

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:

Jeff Haag, Vice-Chair, Junction City Planning Commission

Approval Date:



JUNCTION CITY PLANNING COMMISSION AGENDA ITEM SUMMARY

Planning Commission Application Review

Meeting Date: May 20, 2020
 Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 6
 Staff Contact: Tere Andrews
 Contact Telephone Number: 541.998.4763

ISSUE STATEMENT

Discussion and possible recommendation to the Mayor and City Council on one of four Planning Commission vacancies.

BACKGROUND

There are currently four vacancies on the Planning Commission, one Alternate and three regular seats. To date, the City has received one application.

The table below lists current Planning Commission members, their terms of office and where they reside.

Current Planning Commission & Alternates

First Name	Last Name	City Limits	UGB	97448 Zip	Term of Office
Vacant	Created by resignation of Commissioner Beymer			Yes	Through 10/31/2022
Jeff	Haag (Vice Chair)	No	No	Yes	11/14/2017-10/31/2021
Bev	Ficek	Yes	Yes	Yes	7/10/2018-10/31/2020
James	Hukill	Yes	Yes	Yes	11/13/2018-10/31/2022
Kenneth	Wells	Yes	Yes	Yes	11/8/2016-10/31/2020
Vacant	(Created by resignation of Commissioner Phelan)			Yes	Through 10/31/2020
Vacant	Vacancy created by resignation of Commissioner Scalf			Yes	Through 10/31/2022
Alternate Vacant	Vacancy created by resignation of Alternate Jeff Kister			Yes	Through 10/31/2020
Jack	Sumner (Alternate)	Yes	Yes	Yes	3/12/2019-10/31/2020

- At least three (3) Commissioners must reside inside the City Limits
- Two (2) Commissioners may reside anywhere inside the UGB (that includes City Limits)
- Two (2) Commissioners may reside anywhere inside the 97448 Zip Code
- Alternates may reside anywhere within the 97448 Zip Code

PLANNING COMMISSION OPTIONS

1. Make recommendations to the Mayor and City Council.
2. Other options proposed by the Planning Commission.
3. No Action.

PLANNING STAFF RECOMMENDATION

Staff recommends that the Planning Commission make recommendation to the City Council as desired.

SUGGESTED MOTIONS

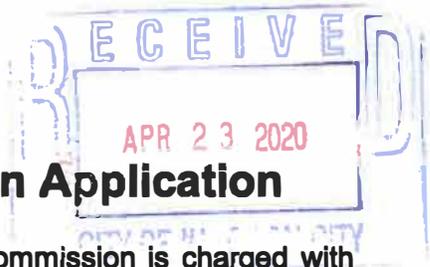
“I move to recommend, to the Mayor and City Council that Jim Creech be appointed to fill one of the Planning Commission vacancy created by the resignation of Commissioner (last name of previous Commissioner).”

ATTACHMENTS

A. Planning Commission Application - Creech

FOR MORE INFORMATION

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



Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Wednesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Jim CREBICH

Mailing Address: 959 UNITY DR

City, State, Zip: JUNCTION CITY OR 97448

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): GENERAL MANAGER

[Signature]
Signature

4/18/2020
Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____ Appointed: _____

Junction City Planning Commission Letter

Prior to retirement I was the General Manager of Northwest Stamping & Precision, a locally owned manufacturing company with 35 employees. I was also a leader on the management team that oversaw Northwest Stamping and two other manufacturing companies with the same ownership. The three companies together total 75 employees. I spent considerable time in the planning for the future of these three companies and tracking the progress of these plans.

For the past fifteen years I have been a member of the Lane Community College Foundation Board of Directors and currently sit on the Executive Committee. I have been the Board twice. I am a co-founder of the annual Harvest Dinner which has grown to a level of success generating nearly \$400,000.00 last year. This money provides both scholarship opportunities and funding for the Foundation and other College programs.

It has always been one of my beliefs that if you belong to an organization and you believe in the principles of that organization then you should be involved in the guidance and direction of that organization. Therefore, I have an interest in the planning commission and would like to be part of the process that plans for the future of our community.

Regards,

Jim Creech

A handwritten signature in black ink, appearing to read "Jim Creech", with a long, sweeping horizontal line extending to the right.



PLANNING COMMISSION

AGENDA FORECASTER

Last 10-04-19 by J. Knope

Contents

Current Business Items _____	1
Pending Business Items _____	<u>2</u>
Future Business Items _____	<u>4</u>
Draft Meeting Agenda – June 17, 2020 _____	<u>5</u>
<u>2020 Planning Commission Meeting Calendar</u> _____	<u>6</u>

Current Business Items

<u>Item</u>	Preliminary Major Partition (MP-20-10) Edwards
<u>Requested By</u>	Applicant
<u>Date Last at Planning Commission</u>	First Appearance
<u>Current Agenda Item Number</u>	5
<u>Item Description</u>	Request for partition of single lot into three parcels
<u>Current Status/Update.</u>	New application

<u>Item</u>	Planning Commission Application Review
<u>Requested By</u>	Staff
<u>Date Last at Planning Commission</u>	First Appearance
<u>Current Agenda Item Number</u>	6
<u>Item Description</u>	Review application received in response to vacancy on the Planning Commission.
<u>Current Status/Update.</u>	New application

Pending Business Items

Item Major Variance: VAR-20-07, 722 Elm St
Requested By Applicant
Date Last at Planning Commission **First Appearance**
Item Description Request of variance to JCMC 17.10.010(G)(6)
Current Status/Update. New application.

Item Preliminary Minor Partition: MP-20-11, 755 W 3rd
Requested By City
Date Last at Planning Commission **First Appearance**
Item Description Request for partition of a single lot into two parcels
Current Status/Update. New application

Item Commission Office Elections
Requested By Per PC By-Laws
Date Last at Planning Commission **December 18, 2019**
Item Description Commission Officer Elections
Current Status/Update. Annual elections

Item Discussion: Filing Unexpired Commission Terms
Requested By Planning Commission
Date Last at Planning Commission **December 18, 2019**
Item Description Discussion: filling unexpired-term Commission vacancies
Current Status/Update. Follow up to previous Commission discussion

Future Business Items

Item Planning Commission Training Follow-Up
Requested By Applicant
Item Description Q & A Follow-Up to October 2019 Training with City Attorney

Item Zoning Code Updates
Requested By Staff
Item Description Updates to zoning code related to mobile food carts, and Flood Hazard Areas

Draft Meeting Agenda – June 17, 2020

A G E N D A

PLANNING COMMISSION MEETING

City of Junction City

680 Greenwood Street

Wednesday, June 17, 2020

6:30 P.M.

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance
2. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
5. Public Hearing: VAR-20-07, 722 Elm St
6. Planning Commission Agenda Forecaster
7. Commissioner Comments
8. Adjournment

January						
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 PC Meeting

 PC Packets Distributed

 Holiday

 1/2 Day Holiday