



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

Date: Wednesday, June 20, 2018
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
 - May 16, 2018
5. Action Items (Request action by Planning Commission)
 - a) Planning Commission Application Review
 - b) SUB-18-01 – EEC Holdings, LLC Preliminary Subdivision – The Applicant has requested this item be placed on hold pending further actions by the owner
 - c) MP-18-03 – Sjoblom Minor Variance Request
 - d) Public Hearing: CUP-18-01 – Thompson Conditional Use Permit Application
 - e) Public Hearing: VAR-18-01 – Umbrella Properties Parking Reduction Major Variance Application – The applicant has withdrawn their application
6. Planning Activity Report
7. Planning Commission Agenda Forecaster
8. Commissioner Comments
9. Adjournment

*Next Standing July 18, 2018 – Check with City for changes
Location is wheelchair accessible (WCA)*

THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

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

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

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

Helpful Tips When Speaking Before the Planning Commission

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

Please speak clearly keep in mind the meetings are recorded.

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

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

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

The Junction City Planning Commission met on Wednesday, May 16, 2018 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

Present were: Planning Commissioners, James Hukill (Vice-Chair), Ken Wells, Shaylor Scalf, Patricia Phelan, and Sandra Dunn; Planning Commission Alternate Alicia Beymer; City Planner, Jordan Cogburn; Building Official, Stuart Holderby; and Secretary, Tere Andrews.

Absent: Commissioner Jeff Haag

1. OPEN MEETING AND REVIEW AGENDA

Vice-Chair Hukill 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

- April 18, 2018

Motion: Commissioner Beymer made a motion to approve the April 18, 2018 minutes as written. Commissioner Phelan seconded the motion.

Vote: Passed by a vote of 6:0:0. Vice-Chair Hukill, Commissioners, Beymer, Dunn, Scalf, Wells, and Phelan voted in favor.

5. SUB-18-01 – EEC Holdings, LLC Preliminary Subdivision – The Applicant has Requested This Item be Placed on Hold Pending Further Action by the Owner

Planner Cogburn explained the property owner needed to take further action for the application to move forward. It would remain on hold until the applicant notified the City.

6. Planning Commission Officer Election – Chair Vacancy

Motion: Commissioner Phelan nominated Commissioner Hukill to fill the Planning Commission Chair vacancy. Commissioner Scalf seconded the motion.

Vote: Passed by a vote of 5:0:0. Commissioners, Beymer, Dunn, Scalf, Wells, and Phelan voted in favor.

Consensus: By consensus of the Commission, election of a Vice-Chair was continued to the June meeting.

7. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity Report with the Commission.

Planning applications were submitted for the vacant parcel at W 17th Avenue and Magnolia.

Development review was underway for the tractor store to be located at the ‘Y’.

No applications had been received for the two Planning Commission vacancies.

8. COMMISSION AGENDA FORECASTER

The Commission reviewed the agenda forecaster.

9. COMMISSIONER COMMENTS

The Commission discussed getting the word out about the Planning Commission vacancies. The vacancies were already advertised on the city website.

Commissioner Scalf complemented Planner Cogburn on his professionalism.

9. ADJOURNMENT

Motion: Commissioner Beymer made a motion to adjourn the meeting. Commissioner Wells seconded the motion.

Vote: Passed by a vote of 6:0:0. Chair Holderby, Commissioners, Hukill, Beymer, Dunn, Scalf, Wells, and Phelan voted in favor.

The meeting adjourned at 6:47 p.m.

The next scheduled Planning Commission meeting would be Wednesday June 20, 2018 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

James Hukill, Planning Commission Chair



JUNCTION CITY PLANNING COMMISSION AGENDA ITEM SUMMARY

Planning Commission Application review

Meeting Date: June 20, 2018
 Department: Planning
www.junctioncityoregon.gov

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

ISSUE STATEMENT

Provide recommendation to the Mayor and City Council on filling one (1) Planning Commission Regular Seat vacancy, and one (1) Planning Commission Alternate Seat vacancy.

BACKGROUND

Commissioner Holderby has resigned as a result of being hired by the City as the Building Official. Additionally, Planning Commission Alternate Phelan was appointed by the Mayor to the Regular seat at the November 14, 2017 City Council meeting. This has created two Planning Commission Vacancies.

The table below lists current Planning Commission members, their terms of office and where they reside; inside or outside City Limits or the Urban Growth Boundary. All Commission members reside in the 97448 zip code.

Current Planning Commission & Alternates

First Name	Last Name	City Limits	UGB	97448 Zip	Term of Office
Patricia	Phelan	Yes	Yes	Yes	10/16-10/20
Sandi	Dunn	No	No	Yes	10/14-10/18
Jeff	Haag	No	No	Yes	10/17-10/21
James	Hukill (Chair)	Yes	Yes	Yes	10/14-10/18
Shaylor	Scalf	Yes	Yes	Yes	10/14-10/18
Kenneth	Wells	Yes	Yes	Yes	10/16-10/20
Vacant	Vacant	N/A	N/A	N/A	10/16-10/20
Alicia	Beymer (Alternate)	No	No	Yes	10/16-10/20
Vacant	Vacant (Alternate)	N/A	N/A	N/A	10/16-10/20

- At least three (3) Commissioners must reside within 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.

SUGGESTED MOTIONS

“I move to recommend, to the Mayor and City Council that (name of applicant) be appointed to fill the one Planning Commission Regular Member vacant seat, and (name of applicant) be appointed to fill the one Planning Commission Alternate vacant seat.”

ATTACHMENTS

- A. Planning Commission vacancy announcement
- B. Completed applications in order received

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-2153
Staff E-Mail: jcplanning@ci.junction-city.or.us



CITY OF JUNCTION CITY

680 Greenwood
PO Box 250
Junction City OR 97448
Phone: 541-998-2153
Fax: 541-998-3140

POSTED: APRIL 19, 2018

NOTICE OF JUNCTION CITY PLANNING COMMISSION VACANCIES

NOTICE is hereby given that the City of Junction City is accepting applications for two (2) Planning Commission positions, one regular member and one alternate, with terms through October 31, 2020. The Planning Commission is made up of seven regular members and two alternates. All nine positions are citizen volunteers, appointed by the Mayor and Council. The Planning Commission meets monthly on the third Wednesday at 6:30 p.m. You must live in the 97448 zip code to apply.

The Planning Commission is charged with making recommendations to the Council on updates to the Junction City Comprehensive Plan, functional plans, and refinement plans for the City, which are adopted by the Council as the official guides to public and private uses of land. The Commission prepares and makes recommendations to the Council on City legislation that will implement the purposes of the Comp Plan and keep zoning, subdivision, and sign code ordinances current. The Commission may also hold hearings on minor partitions, major partitions, and subdivisions.

Applications may be obtained at City Hall, 680 Greenwood Street, Junction City, from 8 a.m. to 5 p.m. or downloaded from the City's website at www.junctioncityoregon.gov. Please submit applications to City Recorder Kitty Vodrup at the above address. 1st Deadline for submission: June 19, 2018 at 5:00 p.m. **Positions are open until filled.** Contact: 541-998-2153 or at kvodrup@ci.junction-city.or.us.

RECEIVED

JUN - 5 2018

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: Beverly A. Ficek

Mailing Address: 670 W. 6th Ave

City, State, Zip: Junction City, OR 97448

Daytime Phone: [REDACTED] Evening Phone: Same

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): Retired

[REDACTED]
Signature

6-5-18
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 Application

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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: Jeff Kister

Mailing Address: 130 Saxon Pl

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: Same

Occupation (current or former if retired): Commercial Banking Officer, Columbia Bank

[REDACTED]
Signature

6/5/18
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 AGENDA ITEM SUMMARY



Sjoblom - Preliminary Partition (MP-18-03)

Meeting Date: June 20, 2018
Department: Planning
www.junctioncityoregon.gov

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

ISSUE STATEMENT

The applicant is requesting a Preliminary Partition to divide an existing lot into two tax lots.

BACKGROUND

This is an application for a preliminary partition on an existing, platted lot with frontage on East Oaklea Drive in Junction City. This partition will divide one existing lot into two legal parcels. 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.

RELATED CITY POLICIES

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-18-03).
- b. Approve the Preliminary Partition with changes to the conditions of approval and/or changes to the findings in the Proposed Final Order (MP-18-03).
- 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 00601 of Assessor's Map 15-04-31-24, File # MP-18-03."

ATTACHMENTS

- A. Application Materials
- B. Staff Report
- C. Comments Received
- D. Draft Final Order Preliminary Minor Partition (MP-18-03)

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541.998.2153
Staff E-Mail: jcogburn@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): Development Review

Section 2	
Site Address: 94403 Oklea Dr, Junction City, OR	Location Description: (2) Parcel Partition
Property Size: 0.64 ac	Assessor's Map & Tax Lot #: 15043124 - 601
Present Use: Residential	Proposed Use: Residential
Brief Summary of Action Requested: Divide single RS1 zoned parcel into (2) parcels	
Are there other permit applications associated with this application? No If yes, list:	

Section 3
I have the following legal interest in the property (Circle one): LEI ENGINEERING & SURVEYING OF OREGON ENGINEER AND SURVEYOR OF OWNER <input checked="" type="checkbox"/> Owner of Record <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchase <input type="checkbox"/> Holder of an exclusive Option to Purchase <i>Written authorization from the owner to act as his/her agent must be provided if not the owner of record</i>

Section 4	
Applicant: Jamie Van Agtmael, LEI ENGINEERING & SURVEYING OF OREGON	
Address: 2564 19th Street, Salem, OR 97302	
Phone: 503-399-3828	E-Mail: jamie@leiengineering.com
Property Owner: Brad and Sandy Sjoblom	
Address: 94403 Oklea Dr, Junction City, OR 97448	
Phone: 541-968-3223 / 541-729-2224	E-Mail: sandysjoblom@hotmail.com
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 type="checkbox"/>
Attachment(S):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 7	
Your signature below acknowledges the following:	
<p>1. Payment of the base fee may not cover the City's costs associated with processing the Application. <i>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.</i></p>	
<p>2. <i>The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.</i></p>	
<p>3. <i>Signer agrees to pay all direct costs associated with processing this land use application.</i></p>	
Applicant Signature:	 <p style="text-align: right;"><i>Jamie Van Aghmael</i> LEI ENGINEERING & SURVEYING OF OREGON</p>
Date:	<i>9/15/18</i>



2564 19th St SE
Salem, Oregon 97302
(503) 399-3828
www.leiengineering.com

PRELIMINARY PARTITION APPLICATION FOR Bradley Sjoblom

Written Statement

Submittal No.	1
Document Date:	April 18, 2018
Applicant's Request:	Preliminary Partition Plat approval to create two (2) residential parcels out of one legal lot.
Property Owner/ Applicant:	Bradley Sjoblom 94403 Oaklea Drive Junction City, OR 97448
Applicant's Representative/ Project Planner:	LEI Engineering & Surveying of Oregon c/o Jamie Van Agtmael, Survey Manager 2564 19 th St SE Salem, OR 97302 Tel (503) 399-3828
Surveyor:	Larry Allen, PLS LEI Engineering & Surveying of Oregon 2564 19 th St SE Salem, OR 97302 Tel (503) 399-3828
Subject Property:	Assessor's Map 15043124 Tax Lot 601
Location of Property:	South of intersection of Oaklea Drive and West 13 th Avenue with frontage on Oaklea Dr.
Property Size:	27675 sq. ft. (0.63 acre) (excluding R/W)
Zoning:	R1, Single Family Residential
Comprehensive Plan:	Low-Density Residential
Existing Use:	Single family Residential
Proposed Parcel 1 Size:	9,706 sq. ft. (0.22 acres)
Proposed Parcel 2 Size:	17,969 sq. ft. (0.41 acres)

Background

This is an application for a preliminary partition on Oaklea Drive in the City of Junction City. This partition will divide one existing lot into two proposed parcels. The site of this partition is located South of the intersection of Oaklea Drive and West 13th Avenue. Development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. All proposed parcels will be served from Oaklea Dr. as part of a future re-development plan for access.

This written statement addresses applicable requirements for a minor partition per the Junction City Municipal Code (JCMC), including Section JCMC 16.05.030 – Minor Partition Procedure and Section JCMC 16.05.050 – Platting and Mapping Standards. Also addressed is conformance to R1, Single Family Residential standards JCMC 17.10 and Platting and Mapping Standards Panhandle Lots JCMC 16.05.050(E)(6). Text from the municipal code is in italics; the responses are in plain text.

Minor Partition Procedure

JCMC 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.

LEI Engineering & Surveying of Oregon is the authorized representative for Bradley Sjoblom. This application is being submitted with four copies of the preliminary plan 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.

The preliminary plan has been drafted on 18" x 24" paper and a reduced copy on 8.5" x 11" paper is included as well.

(C) Preliminary Plan Contents. The preliminary plans 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.

Parcel 1 of partition plat No. 2002-P1525, on Tax Lot 601, is under the ownership of Brad Sjoblom, as the subject property.

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, and legal description are noted on the attached plan.

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

The contact information for Bradley Sjoblom (owner) is noted on the plan. In addition, the address and phone number of the surveyor, Larry Allen, is included as well.

(4) 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 preliminary partition plan includes a vicinity map that shows the location of the subject property relative to the adjacent street network. In addition, the width of the existing streets, Oaklea Dr. and West 13th Avenue, are called out on the plan.

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

The two proposed parcels are labeled, and the dimensions of each parcel are shown on the plan.

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

There are three buildings and/or above ground structures on the site. Two are to be removed. All dimensions and distances to parcel lines are shown on the plan.

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

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewer line easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

(8) 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.

The plat was prepared by Larry Allen, PLS, an Oregon licensed land surveyor and his signature block indicates his review of, and affidavit, for this proposed minor partition.

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

Oak Haven Subdivision, as shown on the plan.

(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:

<u>Contour Intervals</u>	<u>Ground Slope</u>
One foot	Up to 5 percent
Two feet	Over 5 percent through 10 percent
Five feet	Over 10 percent

One-foot contour intervals are shown on the attached preliminary plan based on a site topography survey with a local datum assumed.

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

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewerline easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

(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.

The existing Parcel is not subject to inundation or storm water overflow. None of the area is covered by water, and there are no flowing water courses on the property. Stormwater runoff is either gathered by downspouts, shown on plan set, or it infiltrates into the ground.

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

The new proposed parcel will be served by a private lateral line that connects to the existing line on Parcel 1 which then connects to the public sanitary sewer line within West 13th Avenue. A variable width joint use access utility easement is proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. The added stormwater runoff, from the proposed parcel, will be collected by an adequately sized rain garden.

(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.

No public dedications currently exist on the subject property. There are no areas proposed to be dedicated to the public within this minor partition including reserve strips.

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

No public improvements are proposed with this minor partition application.

(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.

A legal description is included on the attached preliminary partition plan.

(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.

(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.*

Tax Lot 601 is served from Oaklea Dr. This partition proposes a variable width joint use access utility easement for the proposed Parcel, Parcel 2, over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. This partition application will not impede the future best use of Tax Lot 601. 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 R1, Single Family Residential. The future development plans for the new parcel have not been determined yet, however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC). In addition, the 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. The proposed parcel will be served by the public wastewater systems, as well as, be provided all other utilities. This partition complies with the intent and purpose of the partition and subdivision ordinance.

The proposed new Parcel is a panhandle lot. The Parcel will conform to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. In the R-1 zone, the minimum lot standards of JCMC

17.10.030 require at least 6,000 square feet for single-family dwellings, and a minimum lot width of 60 feet. Proposed Parcel 1 will be 9706 square feet in area, 85 to 105 feet deep, and over 93 feet of wide. Proposed Parcel 2 will be 17,969 square feet in area, approximately 140 feet deep, and feet of depth, and over 114 feet wide. Based on these facts proposed Parcels 1 and 3 meet the minimum lot standards of the JCMC.

The applicant understands that future development on the two proposed parcels will be subject to the setback standards required by JCMC 17.10.040. These standards will be addressed at the time of building permit.

- (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*

Four copies of the preliminary partition plan have been attached to this application per the city land division checklist.

(v) Public assessments, liens, utility charges and fees with respect to the minor partition area

(vi) 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 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.

(vii) 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 subject property has three existing buildings. Two of the three are to be removed. Dimensions of each building to existing and proposed lot lines are shown on the plan set.

(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.

No public dedications exist on the subject property, no further dedications are proposed with this 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.

Platting and Mapping Standards

JCMC 16.05.050 - Platting and Mapping Standards

(A) Streets.

Proposed Parcel 1 and Parcel 2 are adjacent to Oaklea Drive on the West. Oaklea Drive is the only existing public street accessed from the proposed parcels. There are no proposed streets because the unplatted lands adjacent 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.

Oaklea Drive is an existing public street. No streets are proposed with this partition; thus the block length of Oaklea Drive 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 27,675 square feet (0.635 acre). 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, 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.

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewerline easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

(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.

The rear yards of the proposed parcels do not abut existing or planned streets. This standard 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.

Proposed Parcel 1 will have an average width of approximately 93 feet, Parcel 2 will have an average width of approximately 1144 feet. The lot widths comply with the minimum lot width requirement 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.

Proposed Parcel 1 will have a variable average depth of approximately 85-105 feet, Parcel 2 will have an average depth of approximately 140 feet. In addition no proposed 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.

Proposed Parcel 2 is a panhandle lot. Parcel 2 conforms to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. Proposed Parcel 1 is a standard lot. Per Section 17.10.030 of the JCMC, the minimum lot size for single-family dwellings is 6,000 square feet.

Proposed Parcel 1 will be 9,706 square feet in area and Parcel 2 will be 17,969 square feet in area. The proposed parcels exceed the minimum lot area of 5,000 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.

Proposed Parcel 2 is a panhandle lot. Parcel 2 conforms to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. Proposed Parcel 1 is a standard lot. Parcel 1 will have approximately 93 feet of street frontage and Parcel 3 has over 114 feet in frontage in compliance with this standard.

(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.

According to the Junction City Transportation System Plan Map Oaklea Drive, abutting the subject property, is classified as a major collector roadway. This is a preliminary partition application that proposes to create two (2) residential parcels out of one legal lot. Both proposed Parcels have frontage and legal access to Oaklea Drive. Both Parcels will access Oaklea Drive via a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. This standard will be 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.

The proposed preliminary partition meets all lot design standards (width, depth, area, and frontage). No exceptions to the standards are being sought 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 as far as is practicable, as required.

(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.

This preliminary partition application proposes the creation of two (2) parcels out of one (1) legal lot. The two proposed parcels will be less than 0.50 acres in size. Parcel 1 will be 0.22 acres (9,706 sq. ft.) in size, Parcel 2 will be 0.41 acres (17,969 sq. ft.) in size. Therefore, a future partitioning plan is not required.

(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:

Proposed Parcel 1 is a standard lot and will meet the standards of JCMC 17.10.030 as previously addressed. Proposed Parcel 2 is a panhandle lot that conforms to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. The applicant is not seeking an exception from the frontage requirements.

a. Minimum lot sizes for panhandle lots shall be as follows, unless JCMC Title 17 requires larger minimum lot sizes:

i. All lots and parcels in an R1 zone must be at least 6,000 square feet, exclusive of the panhandle; and

- ii. All lots and parcels in an R2 zone must be at least 5,000 square feet, exclusive of the panhandle;*

The subject property is zoned R1. Proposed Parcel 2 is a panhandle lot that requires a minimum area of at least 6,000 square feet, exclusive of the panhandle. Proposed Parcel 2 will be approximately 16,400 square feet exclusive of the panhandle exceeding the minimum area required. This standard will be met.

- b. Minimum panhandle width shall be as follows, whether or not the panhandle is used for access:*

- i. One rear lot or parcel: 15 feet;*
ii. Two or more rear lots or parcels: 25 feet;

Proposed Parcel 2 is a panhandle lot with one rear lot assigned to the related panhandle and a panhandle width of 18 feet, meeting the minimum requirement.

- c. Minimum access paving width of the panhandle or abutting driveway used for access shall be as follows:*

- i. One or two rear lot(s) or parcel(s): 15 feet;*
ii. Three or four rear lots or parcels: 20 feet (to preserve existing natural features, paving width may be reduced to 22 feet, except for the first 25 feet back from the sidewalk, with the approval of the planning commission if both sides of the driveway are landscaped in accordance with an approved landscape plan);

Proposed Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. Access paving width of the future panhandle driveways will be developed in accordance with JCMC Standards and meet the minimum 15-foot requirement.

- d. Driveways (which may or may not be the panhandle) and parking areas shall have a durable, dust-free surfacing of asphalt concrete, Portland cement concrete or other approved material;*

Proposed Parcel 2 is a panhandle lot with vehicular access from Oaklea, an existing public street, to the rear lot obtained via the panhandle driveway. Development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. Future driveways on the parcels will be developed in accordance with JCMC Standards.

- e. Use of a panhandle for access shall be permitted only if creation of a public street, including a future public street, is not possible because:*

- i. Physical conditions preclude development of a public street. Such conditions may include, but are not limited to, topography or the existence of natural resource areas such as wetlands, ponds, streams, channels, rivers or lakes, or a resource on the National Wetland Inventory or under protection by state or federal law;*
ii. Buildings or other existing development on adjacent lands, including previously subdivided but vacant lots or parcels, physically preclude a connection now or in the future, considering the potential for redevelopment in the planning period;

The areas abutting the subject property to the north, south, east, and west are developed. North and east of the subject property are developed with the existing, **"Oak Haven Subdivision."** Which consists of single-family dwellings. South of the subject property is developed with a Single-family residence that is outside the city limits. West of the property is also developed with another subdivision, **"The Reserve."** Which consists of single-family dwellings. If a street were built on the subject property, the existing development pattern on adjacent properties would preclude such a street from serving any areas other than the proposed parcels. Based on this fact, existing buildings or other development on adjacent lands physically preclude a connecting street, if one were constructed on the subject property, from being extended. Given that existing development on adjacent lands

physically precludes a connecting street from serving any purpose other than serving the subject property.

All proposed parcels will have vehicular access to Oaklea Drive, an existing public street. Proposed Parcel 1 is a standard lot with direct access to Oaklea Drive. Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive to the rear lot obtained via the panhandle driveway via a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan.

f. A maximum of four rear lots or parcels may be assigned to a single panhandle:

Parcel 2 will have one rear lot assigned to the related panhandle.

g. Vehicular access from public streets to the rear lots or parcels may be obtained one of three ways:

- i. Via a panhandle driveway;*
- ii. Via an existing alley;*
- iii. Via an abutting property's driveway;*

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway.

h. If an abutting property's access driveway is used:

- i. An access easement maintenance agreement shall be required and shall be recorded in the Lane County office of deeds and records;*
- ii. There shall be adequate room elsewhere on the abutting property to meet off-street parking requirements for that property;*

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway, this standard does not apply.

i. When the panhandle issued for access and the abutting property owner requests a visual buffer at the time of land division review, that buffer shall consist of the following:

- i. A minimum five-foot-high site-obscuring fence or wall; or*
- ii. Landscaping that will be five feet high and 75 percent site-obscuring within five years;*

Parcel 1 of Land Partition Plat No 2002-P1525 on Tax Lot 601 is under the ownership of, Brad Sjoblom, as the subject. If the abutting property owner of proposed panhandle Parcel 2 requests a visual buffer at the time of land division review the applicant will meet the visual buffer standards as required.

j. If access is provided via an existing unimproved alley, the property owner filing for the land division shall improve the alley to city standards. The alley must be able to provide automobile and emergency vehicle access to a public street;

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway, this standard does not apply.

k. Whether or not the panhandle is used for access, it shall remain free of structures and be available for possible future access to a public street;

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Panhandle driveway access will remain free of structures and be available for future access to a public street as required.

l. Each rear lot or parcel shall have two parking spaces and shall have sufficient turnaround area to eliminate the necessity for a vehicle to back out onto the street. The two spaces shall not be located in the panhandle portion of driveways;

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. Future development on the rear lot assigned to the panhandle will have two parking spaces, not located in the panhandle portion of the driveway, and sufficient turnaround area as required.

m. The building official shall not issue a certificate of occupancy until the project is completed in accordance with approval conditions, this code and JCMC Title 17;

The subject property is zoned R-1 (Single Family Residential). The future development plans for Parcel 2 has not been determined yet however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC). In addition, the use will be consistent with the comprehensive plan designation of low-density residential.

Proposed Parcel 1 is a standard lot and will meet the standards of JCMC 17.10.030 as previously addressed. Proposed Parcel 2 is a panhandle lot that conforms to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots. In terms of setbacks standards for parcels, the subject property is currently undeveloped. The applicant understands that future development on the proposed parcels will be subject to the setback standards required by JCMC 17.10.040. These standards will be addressed at the time of building permit.

n. Except as provided herein, the design and development standards of the zone district in which the panhandle lots or parcels are located shall apply.

The subject property is zoned R-1 (Single Family Residential). The future development plans for the Parcel 2 have not been determined yet however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC) and meet standards of Section 16.05.050(E)(6).

(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.

Impervious runoff from the single-family residence, on the existing Parcel, is conveyed to the stormwater system on West 13th Avenue via downspouts and existing pipes. Other surface runoff, from the existing parcel, is infiltrated into the surrounding soil. No watercourses, channels, streams, or creeks are found on the existing Parcel. The future development plans for the Parcel 2 have not been determined yet however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC) and meet standards of Section 16.05.050(E)(6).

(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.

Parcel 1 of Land Partition Plat No. 2002-P1525 on Tax Lot 601 is under the ownership, Brad Sjoblom, as the subject property as noted and shown on the proposed preliminary partition plan.

(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 and development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. 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.

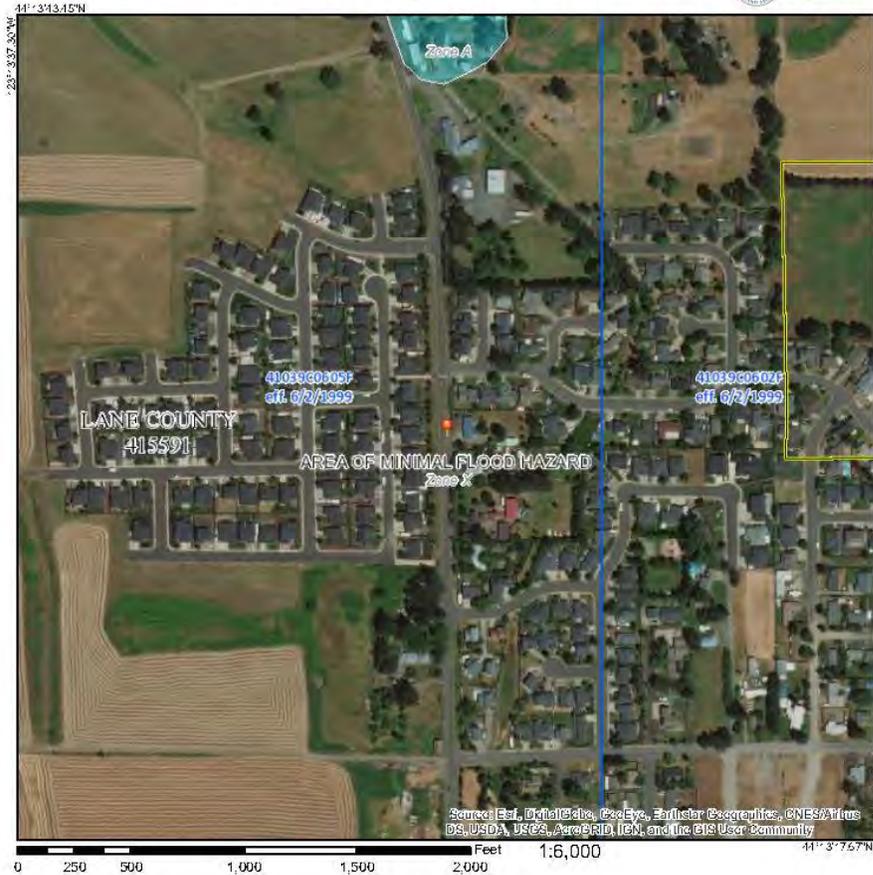
This minor partition application clearly meets all standards of the Junction City Municipal Code and thus the applicant respectfully requests that the Planning Commission approve this application. If there are any questions, please do not hesitate to contact me at LEI Engineering & Surveying of Oregon via email (jamie@leiengineering.com) or by phone (Office 503-399-3828).

Respectfully,

Jamie Van Agtmael

Survey Manager, Principal

National Flood Hazard Layer FIRMette



Legend

SEE FIRM REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

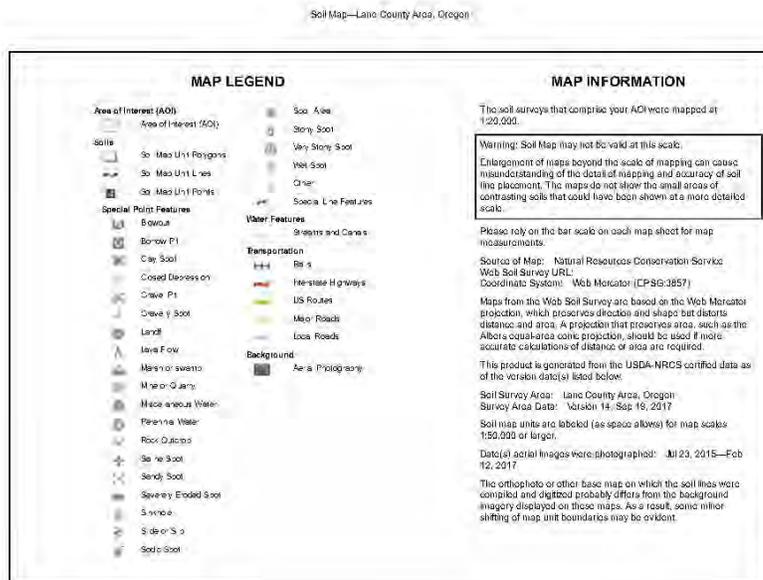
SPECIAL FLOOD HAZARD AREAS	Description
	Without Base Flood Elevation (BFE) Zone A, V, AE
	With BFE or Depth
	Regulatory Floodway Zone AE, AH, VE, AR
	0.2% Annual Chance Flood Hazard Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee. See Notes, Zone X
	Area with Flood Risk due to Levee Zone X
	Area of Minimal Flood Hazard Zone X
	Effective LDMRs
	Area of Undetermined Flood Hazard Zone X
	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
	Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transsect
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary
	Coastal Transsect Baseline
	Profile Baseline
	Hydrographic Feature
	Digital Data Available
	No Digital Data Available
	Unmapped

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The base maps shown complies with FEMA's base map accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 4/17/2018 at 2:39:26 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: base map imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmapped areas cannot be used for regulatory purposes.

APPENDIX B – SOIL



Soil Map—Lanc County Area, Oregon

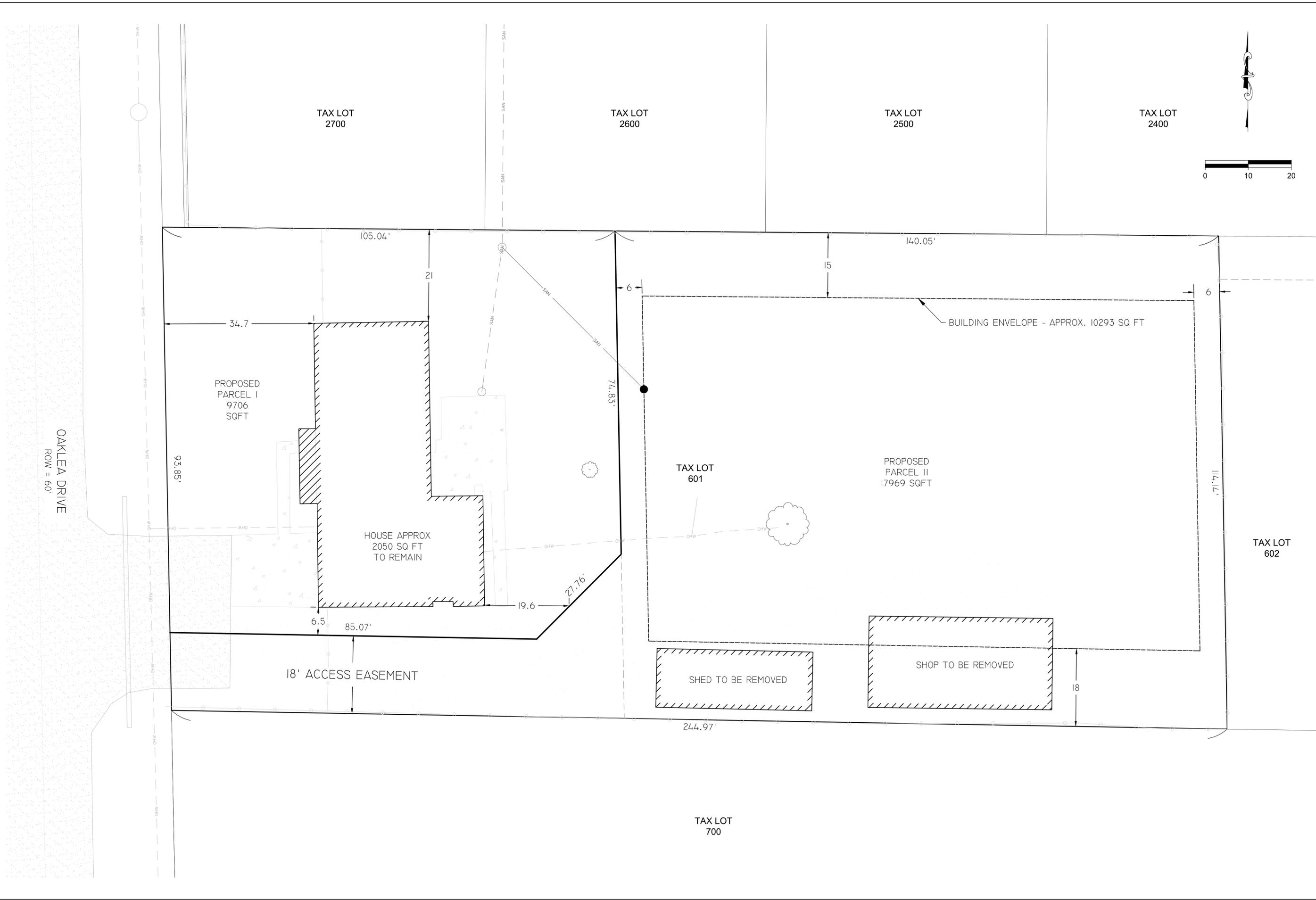
Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
33	Conser silty clay loam	1.7	17.9%
75	Malabon silty clay loam	7.6	82.1%
Totals for Area of Interest		9.3	100.0%

APPENDIX C – WETLAND



DATE PLOTTED: 11/15/2015 10:30:00 AM - 8400 (User: JZARTMAN) 15_108.dwg 2015-11-15 10:30:00 AM
 SHEET NO. 3 OF 3
 SP-1 DESIGN
 M. HEINER (DRAFTER)
 M. HEINER (CHECKED)
 J. VAN ARMAN (APPROVED)
 G. BARTMAN (P.E.)



REGISTERED PROFESSIONAL ENGINEER
 ENGINEERING NO. 5502
 J. VAN ARMAN
 PRELIMINARY
 EXPIRES

NO.	DATE	REVISION	BY	APP'D

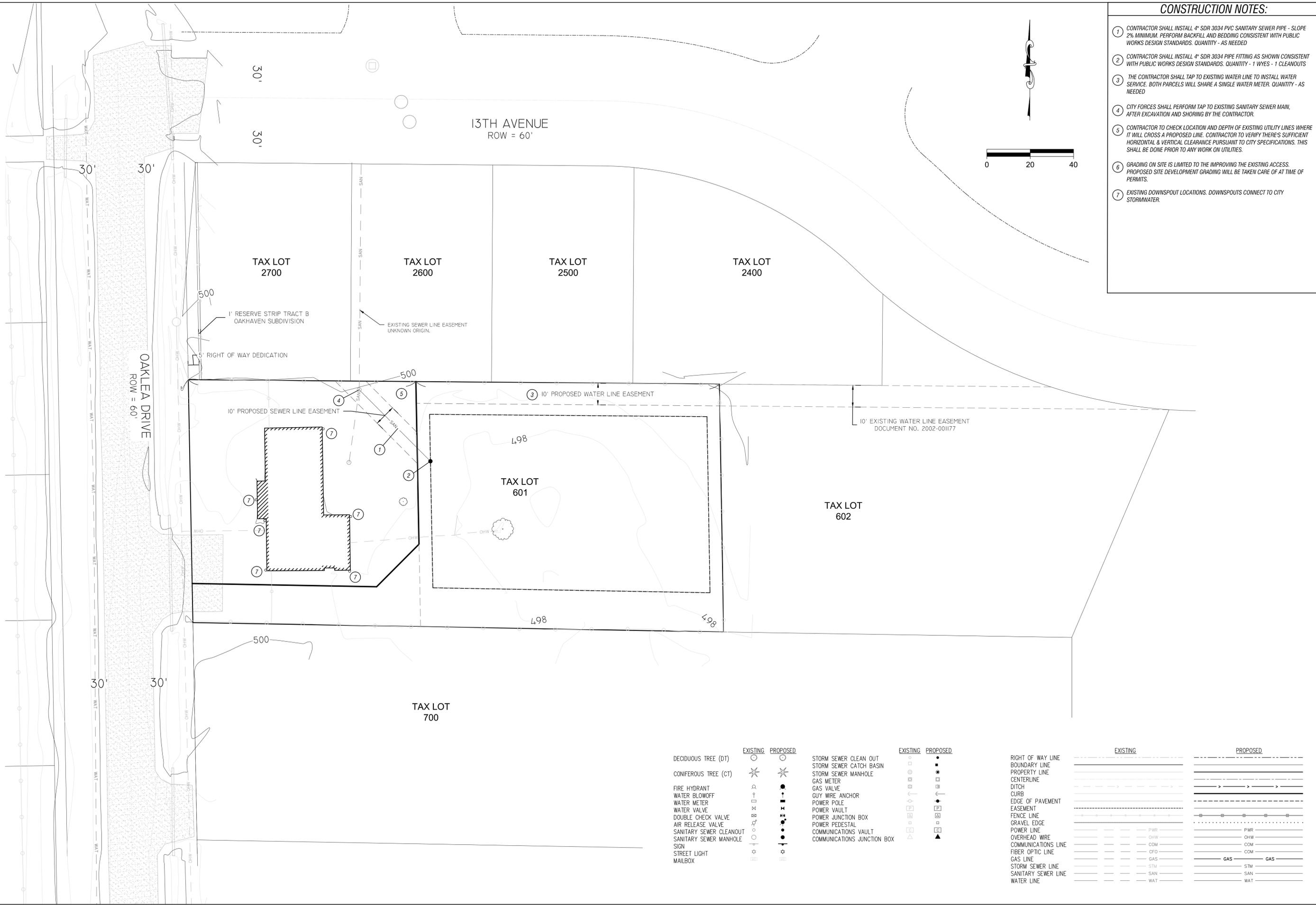
15-108 PARTITION
 SECTION 31 T15S R4W W.M.
 PREPARED FOR:
 BRAD SJOBLUM - 94403 OAKLEA DR JUNCTION CITY, OR 97448

LEI ENGINEERING & SURVEYING
 "DECADES OF ENGINEERING EXCELLENCE"
 2564 19TH ST SE
 Salem, Oregon 97302
 (503) 399-3828
 www.leiengineering.com

PROPOSED SITE PLAN
 SCALE: 1" = 10'
 PROJECT NO: 15-108
 TOTAL SHEETS: 3
SP-1

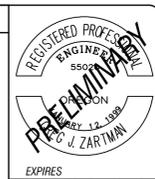
PLEASE DO NOT SCALE DIMENSIONS FROM THIS DRAWING. ALL DIMENSIONS SHALL BE TAKEN FROM THE DIMENSION LINES. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

6. PARTMAN, P.E. 4. VAN ARMAN, APPROVED 3. HEALING, DESIGN 2. HEALING, DESIGN 1. VAN ARMAN, APPROVED 2014-05-27 12:46 PM



CONSTRUCTION NOTES:

- 1 CONTRACTOR SHALL INSTALL 4" SDR 3034 PVC SANITARY SEWER PIPE - SLOPE 2% MINIMUM. PERFORM BACKFILL AND BEDDING CONSISTENT WITH PUBLIC WORKS DESIGN STANDARDS. QUANTITY - AS NEEDED
- 2 CONTRACTOR SHALL INSTALL 4" SDR 3034 PIPE FITTING AS SHOWN CONSISTENT WITH PUBLIC WORKS DESIGN STANDARDS. QUANTITY - 1 WYES - 1 CLEANOUTS
- 3 THE CONTRACTOR SHALL TAP TO EXISTING WATER LINE TO INSTALL WATER SERVICE. BOTH PARCELS WILL SHARE A SINGLE WATER METER. QUANTITY - AS NEEDED
- 4 CITY FORCES SHALL PERFORM TAP TO EXISTING SANITARY SEWER MAIN, AFTER EXCAVATION AND SHORING BY THE CONTRACTOR.
- 5 CONTRACTOR TO CHECK LOCATION AND DEPTH OF EXISTING UTILITY LINES WHERE IT WILL CROSS A PROPOSED LINE. CONTRACTOR TO VERIFY THERE'S SUFFICIENT HORIZONTAL & VERTICAL CLEARANCE PURSUANT TO CITY SPECIFICATIONS. THIS SHALL BE DONE PRIOR TO ANY WORK ON UTILITIES.
- 6 GRADING ON SITE IS LIMITED TO THE IMPROVING THE EXISTING ACCESS. PROPOSED SITE DEVELOPMENT GRADING WILL BE TAKEN CARE OF AT TIME OF PERMITS.
- 7 EXISTING DOWNSPOUT LOCATIONS. DOWNSPOUTS CONNECT TO CITY STORMWATER.



NO.	DATE	REVISION	BY	DATE

15-108 PARTITION
 SECTION 31 T15S R4W W.M.
 BRAD S. JOBLUM - 94403 OAKLEA DR. JUNCTION CITY, OR 97448

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UTILITY PLAN
 SCALE: 1" = 10'
 PROJECT NO: 15-108
 TOTAL SHEETS: 3

DECIDUOUS TREE (DT) CONIFEROUS TREE (CT) FIRE HYDRANT WATER BLOWOFF WATER METER WATER VALVE DOUBLE CHECK VALVE AIR RELEASE VALVE SANITARY SEWER CLEANOUT SANITARY SEWER MANHOLE SIGN STREET LIGHT MAILBOX	EXISTING DT CT FH WB WM WV DCV ARV SSC SSM S SL MB	PROPOSED SSCO SSCB SSMH GM GV GWA PP PV PJB PPED CMV CMJB	EXISTING ROW BL PL CL D C EOP E FL GE PL OW CL FO GL SSL SSWL WL	PROPOSED ROW BL PL CL D C EOP E FL GE PL OW CL FO GL SSL SSWL WL	EXISTING PWR OHW COM CFO GAS STM SAN WAT	PROPOSED PWR OHW COM COM GAS STM SAN WAT
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FINDINGS OF THE PLANNING DEPARTMENT:

DEPARTMENT REVIEW FOR THE SJOBLUM MINOR PARTITION (MP-18-03)

Application Summary:

Preliminary Partition Plat to create two (2) residential parcels out of one (1) legal lot.

Owner(s):

Bradley and Sandy Sjoblom, 94403 Oaklea Drive, Junction City, OR 97448

Applicant(s) Representative:

Jamie Van Agtmael, LEI Engineering & Surveying of Oregon 2564 19th St SE Salem, OR 97302

Lead City Staff:

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

Subject Property/Zoning/Location:

Tax Lot 00601 of Assessor's Map 15-04-31-24, Zoned R1, Single Family Residential, located at 94403 Oaklea Drive, Junction City.

Relevant Dates:

Application originally submitted on April 20, 2018; deemed complete on May 15, 2018; final staff report issued on June 11, 2018.

Present Request:

This is an application for a preliminary Minor Partition on Oaklea 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 May 22, 2018. No public comments have been received to date in response to the request.

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 Oaklea Drive in Junction City. This partition will divide one existing lot into two legal parcels. 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.

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.

LEI Engineering & Surveying of Oregon 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.

LEI Engineering & Surveying of Oregon 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.

(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.

There are no contiguous lands under the same ownership. Therefore, this criterion is not applicable.

(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, Larry Allen, PLS, 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 street, Oaklea Drive, is 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 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.

The locations of all existing structures are shown on the preliminary plan. Therefore, this criterion has been met.

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

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewer line easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan. 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 plat was prepared by Greg J Zartman, an Oregon licensed Engineer and his signature block indicates his review of, and affidavit, for this proposed minor partition.

The adjacent Oak Haven Subdivision is shown on the plan.

One foot contour intervals are shown on the attached preliminary plan based on a site topography survey with a local datum assumed.

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewerline easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

The existing Parcel is not subject to inundation or storm water overflow. None of the area is covered by water, and there are no flowing water courses on the property. Stormwater runoff is either gathered by downspouts, shown on plan set, or it infiltrates into the ground.

The two new proposed parcels will be served by a private lateral line that connects to the existing line on Parcel 1 which then connects to the public sanitary sewer line within West 13th Avenue. A variable width joint use access utility easement is proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. The added stormwater runoff, from the proposed parcel, will be collected by an adequately sized rain garden.

There are no areas proposed to be dedicated to the public within this minor partition including reserve strips.

No public improvements are proposed with this minor partition application.

A legal description is included on the attached preliminary partition plan.

Based on this fact, the proposed partition complies with the criteria listed at JCMC 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 from 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 owners, Bradley and Sandy Sjoblom, do not own any adjacent parcels. Tax Lot 601 is served from Oaklea Dr. This partition proposes a variable width joint use access utility easement for the proposed Parcel, Parcel 2, over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. This partition application will not impede the future best use of Tax Lot 12202. 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 R1, Single Family Residential. The future development plans for the new parcel have not been determined yet, however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC). In addition, the 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. The proposed parcel will be served by the public wastewater systems, as well as, be provided all other utilities. This partition complies with the intent and purpose of the partition and subdivision ordinance.

The proposed new Parcel is a panhandle lot. The Parcel will conform to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. In the R-1 zone, the minimum lot standards of JCMC 17.10.030 require at least 6,000 square feet for single-family dwellings, and a minimum lot width of 60 feet. Proposed Parcel 1 will be 9706 square feet in area, 85 to 105 feet deep, and over 93 feet of wide. Proposed Parcel 2 will be 17,969 square feet in area, approximately 140 feet deep, and feet of depth, and over 114 feet wide. Based on these facts proposed Parcels 1 and 3 meet the minimum lot standards of the JCMC.

The applicant understands that future development on the two proposed parcels will be subject to the setback standards required by JCMC 17.10.040. These standards will be addressed at the time of building permit.

(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.

No development is proposed at this time. As such, 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

Four (4) copies of the preliminary partition plan have been submitted with the application, along with digital copies in order 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 shall 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 subject property has three existing buildings. Two of the three are to be removed. Dimensions of each building to existing and proposed lot lines are shown on the plan set.

(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 partition 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.

Proposed Parcel 1 and Parcel 2 are adjacent to Oaklea Drive on the West. Oaklea Drive is the only existing public street accessed from the proposed parcels. There are no proposed streets because the unplatted lands adjacent to the subject site are already developed and do not need a street stub from this property. Oaklea Drive is currently under Lane County jurisdiction. Therefore, when a land division or other development is proposed, the County may require dedications of right-of-way or easements and improvements necessary to meet the applicable road design standards of Lane Code (LC) 15.700 through LC 15.708 and other requirements of LC Chapter 15. According to the above findings, a right-of-way dedication is required to allow the east side of the Oaklea Drive right-of-way adequate width from centerline. As required by LC 15.070, this width is 35 feet. The requirements to improve Oaklea Drive in the future (LC 15.702) are specified below:

THE FOLLOWING IS PROVIDED FOR INFORMATIONAL PURPOSES. REQUIREMENTS MUST BE SATISFIED AT THE TIME THE PROPOSED PARCEL DEVELOPS:

Lane Code 15.135 - LC 15.139: Access Requirements

- (5) When an existing County Road is used to provide access to a vacant lot or parcel where development is proposed:**
- (a) the approach for the driveway or private access easement serving the property shall meet the access management requirements and spacing and sizing requirements of LC 15.137 through LC 15.139 below; and**
 - (b) the County may require dedications of right-of-way or easements and improvements pursuant to LC 15.105; and**
 - (c) all work within the County Road right-of-way shall comply with the facility permit requirements of LC 15.205 through LC 15.210.**

Lane Code 15.137: Access Management Requirements

- (2) Where a right of access from a lot or parcel to a County Road exists, access may be allowed at less than the designated spacing standard only if the property does not have reasonable alternative access and the designated spacing cannot be accomplished. When sufficient frontage is unavailable to meet spacing standards, reasonable alternative access will be provided with the following restrictions:**
- (a) If possible, joint access should be considered;**
 - (b) Not more than one access point will be permitted;**

- (c) For corner lots, access shall be limited to the intersecting street with the lowest expected traffic volume. If traffic volume is the same or undetermined for either road, access shall be taken from the road with the lower functional classification as defined in LC 15.020(2).**
- (3) Where a right of access to a collector or arterial road exists, the maximum number of approaches to the road from land within one contiguous ownership shall be one, irrespective of whether the land may be divided into two or more lots or parcels or whether property frontage and spacing standards of LC 15.138 would allow additional access points. More than one approach may be considered if, in the judgment of the County Engineer or designee additional approaches are necessary to accommodate and service traffic to and from a property, and additional approaches will not interfere with driver expectancy and the safety of through traffic on the road.**
- (5) Driveway and road approaches on County Roads shall be located where they do not create undue interference or hazard to the free movement of highway and pedestrian traffic. Locations on sharp curves, steep grades, areas of restricted sight distance or at points that interfere with the placement and proper functioning of signs, lighting, guardrail, or other traffic control devices shall not be permitted.**
- (6) Driveway and road approach spacing on County Roads shall comply with the spacing standards in LC 15.138.**
- (9) New land divisions shall consolidate access to the greatest extent possible. New access onto arterials and collectors shall be minimized.**

Based on the Tentative Partition Plat, aerial imagery, and the characteristics of Oaklea Drive, the proposed access is consistent with the requirements of LC 15.137, as it implies a shared/joint access approach and driveway from Oaklea Drive as opposed to the creation of two separate driveways. Staff note that the application narrative states that the 18-foot wide easement is not for access purposes for Parcel 1 (given that Parcel 1 has adequate driveway width within the proposed property lines) or through Parcel 1 (given that Parcel 2 is proposed as a flag lot) but is a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525.

The apron is 35 feet wide and was partially reconstructed and then paved during Lane County's 2011 overlay of the road. The approach was constructed to commercial width standards and will more than adequately serve as a shared approach for a second parcel. The apron is documented as part of the overlay in the construction plans and Road Maintenance has no need for a new permit or any alterations to address LC 15.138 and 15.139.

Lane Code 15.205: Facility Permits

In accordance with LC 15.205(1), a Facility Permit is required for the placement of facilities within the right-of-way of a road under Lane County jurisdiction. Facilities and development include, but are not limited to: road improvements; sidewalks; new or reconstructed driveway or road approach intersections; utility placements; excavation; clearing; grading; culvert placement or replacement; stormwater facilities; or any other facility, thing, or appurtenance. Accordingly, Lane County approval of a Facility Permit will be required for the construction of any work within the right-of-way of Oaklea Drive.

Lane Code 15.702: Urban Arterial and Collector Standards

As noted, land divisions must comply with LC 15.045 (minimum requirements for public roads) and 15.105 (road dedication and improvement requirements). Based on a review of the surrounding development pattern and frontage improvements, sidewalks and associated urban improvements are required to serve adjacent neighborhoods though sidewalks, curbs, and gutters are lacking along adjacent land in all directions from the subject property. Additional proposals for development directly west of the subject property by Oaklea Enterprises and West Linn Corporate Park for a subdivision will result in more extensive frontage improvements and may pose timing conflicts with improvements across Oaklea Drive.

Given that no development is proposed for this smaller-scale land division at this time, compliance with Lane Code 15.701 and 15.702, specifically, the installation of sidewalk, curb, gutter, and bike lane on the easterly side of Oaklea Drive along the property's frontage may be deferred by the property owner(s) of proposed Parcels 1 and 2 beyond the building permit (i.e., development phase) per a Non-Remonstrance Agreement. This recommendation is consistent with Lane Code 15.105(4):

- (4) *If dedications or improvements are required, the Director may determine that it is in the best interests of Lane County and in the furtherance of the public convenience and welfare that construction of the required improvements be deferred, and may accept in lieu of the required completion of improvements a performance improvement agreement pursuant to LM 15.850 through 15.865.***

Accordingly, an Irrevocable Petition for Public Improvements (Non-Remonstrance Agreement) must be provided at the time the request for Final Plat approval is submitted.

(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.

Oaklea Drive is an existing public street. No streets are proposed with this partition; thus the block length of Oaklea Drive 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 27,675 square feet (0.635 acre). 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. Therefore, this criterion 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.

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewer easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

(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.

The rear yards of the proposed parcels do not abut existing or planned streets. This standard 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.

Both of the proposed parcels will have an average width of over 60 feet. Parcel 1 will have an average width of 84.34 feet. Parcel 2 will have an average width of 114 feet excluding the panhandle. The lot widths also comply with the minimum lot width of 60 feet per Chapter 17.10.030(B) 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.

Both of the proposed parcels will have an average depth of over 80 feet. Parcel 1 is proposed to have an average depth of roughly 95.1 feet. Parcel 2 is proposed to have an average depth of roughly 140 feet excluding the panhandle. Therefore, this standard has been sufficiently addressed.

(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 for single family dwellings is 6,000 square feet. Parcel 1 is proposed at 9,706 square feet post division. Parcel 2 is proposed at 17,696 square feet post division. Both of the proposed parcels exceed the minimum lot area for single family dwellings of 6,000 square feet. Therefore, this criterion has been addressed.

(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.

Parcels 1 and 2 will have frontage along Oaklea Drive, with Parcel 2 obtaining access via a panhandle. Parcel 1 will have roughly 94 feet of frontage, and Parcel 2 will have 18 feet of frontage. Standards regarding panhandle frontage are addressed further within this report at JCMC 16.05.050(E)(6). Therefore, all parcels exceed the above standards and this criterion has been met.

(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.

Proposed Parcel 2 is a panhandle lot. Parcel 2 conforms to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. Proposed Parcel 1 is a standard lot. Parcel 1 will have approximately 94 feet of street frontage. This is an application for a Minor Partition. No Subdivisions are being proposed. As stated in the applicant's narrative and shown on the submitted partition plan, the above criterion has been adequately addressed.

(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, as far as practical, at right angles to the street upon which the parcels face to the greatest extent possible.

(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 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.

This preliminary partition application proposes the creation of two (2) parcels out of one (1) legal lot. Both proposed parcels will be less than 0.50 acres in size. Parcel 1 will be 0.22 acres (9,706 sq. ft.) in size, Parcel 2 will be 0.41 acres (17,969 sq. ft.) in size. Therefore, a future partitioning plan is not required.

(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.

The present application is for a Preliminary Partition. Proposed Parcel 2 is proposed as panhandle. As such, the applicant is requesting Planning Commission exemption of the frontage requirements listed at 16.05.050(E)(1)(a)(iv), as the subject site is located in an established neighborhood, and has show compliance with the following standards:

- a. Minimum lot sizes for panhandle lots shall be as follows, unless JCMC Title 17 requires larger minimum lot sizes:**
 - i. All lots and parcels in an R1 zone must be at least 6,000 square feet, exclusive of the panhandle; and**
 - ii. All lots and parcels in an R2 zone must be at least 5,000 square feet, exclusive of the panhandle;**

The subject property is zoned R1. Proposed Parcel 2 is a panhandle lot that requires a minimum area of at least 6,000 square feet, exclusive of the panhandle. Proposed Parcel 2 will be 17,969 square feet exclusive of the panhandle, exceeding the minimum area required. This standard will be met.

- b. Minimum panhandle width shall be as follows, whether or not the panhandle is used for access:**
 - i. One rear lot or parcel: 15 feet;**
 - ii. Two or more rear lots or parcels: 25 feet;**

Proposed Parcel 2 is panhandle lots with one rear lot assigned to the panhandle. The submitted Preliminary Plat shows a panhandle width of eighteen (18) feet, meeting the minimum requirement. Therefore, this criterion has been met.

- c. Minimum access paving width of the panhandle or abutting driveway used for access shall be as follows:**
 - i. One or two rear lot(s) or parcel(s): 15 feet;**

ii. Three or four rear lots or parcels: 20 feet (to preserve existing natural features, paving width may be reduced to 22 feet, except for the first 25 feet back from the sidewalk, with the approval of the planning commission if both sides of the driveway are landscaped in accordance with an approved landscape plan);

Proposed Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. Access paving width of the future panhandle driveways will be developed in accordance with JCMC Standards and meet the minimum 15-foot requirement.

d. Driveways (which may or may not be the panhandle) and parking areas shall have a durable, dust-free surfacing of asphalt concrete, Portland cement concrete or other approved material;

Proposed Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Future driveways on the parcels shall be developed in accordance with JCMC Standards, Public Works Design Standards, and Lane Code provisions as stated previously within this report.

e. Use of a panhandle for access shall be permitted only if creation of a public street, including a future public street, is not possible because:

- i. Physical conditions preclude development of a public street. Such conditions may include, but are not limited to, topography or the existence of natural resource areas such as wetlands, ponds, streams, channels, rivers or lakes, or a resource on the National Wetland Inventory or under protection by state or federal law;**
- ii. Buildings or other existing development on adjacent lands, including previously subdivided but vacant lots or parcels, physically preclude a connection now or in the future, considering the potential for redevelopment in the planning period;**

The areas abutting the subject property to the north, south, east, and west are developed. North and east of the subject property are developed with the existing, "Oak Haven Subdivision." Which consists of single-family dwellings. South of the subject property is developed with a Single-family residence that is outside the city limits. West of the property is also developed with another subdivision, "The Reserve." Which consists of single-family dwellings. If a street were built on the subject property, the existing development pattern on adjacent properties would preclude such a street from serving any areas other than the proposed parcels. Based on this fact, existing buildings or other development on adjacent lands physically preclude a connecting street, if one were constructed on the subject property, from being extended. Given that existing development on adjacent lands physically precludes a connecting street from serving any purpose other than serving the subject property.

All proposed parcels will have vehicular access to Oaklea Drive, an existing public street. Proposed Parcel 1 is a standard lot with direct access to Oaklea Drive. Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive to the rear lot obtained via the panhandle driveway via a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan.

Therefore, use of a panhandle may be permitted by the Planning Commission, subject to the recommended conditions of approval stated above.

f. A maximum of four rear lots or parcels may be assigned to a single panhandle;

Parcel 2 is the only rear lot assigned to the panhandle post division.

g. Vehicular access from public streets to the rear lots or parcels may be obtained one of three ways:

- i. Via a panhandle driveway;**
- ii. Via an existing alley;**
- iii. Via an abutting property's driveway;**

Parcel 2 will be the only lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the lot obtained via the panhandle driveway.

h. If an abutting property's access driveway is used:

- i. An access easement maintenance agreement shall be required and shall be recorded in the Lane County office of deeds and records;**
- ii. There shall be adequate room elsewhere on the abutting property to meet off-street parking requirements for that property;**

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway, this standard does not apply.

i. When the panhandle issued for access and the abutting property owner requests a visual buffer at the time of land division review, that buffer shall consist of the following:

- i. A minimum five-foot-high site-obscuring fence or wall; or**
- ii. Landscaping that will be five feet high and 75 percent site-obscuring within five years;**

Parcel 1 of Land Partition Plat No2002-P1525 on Tax Lot 601 is under the ownership of, Brad Sjoblom, as the subject. If the abutting property owner of proposed panhandle Parcel 2 requests a visual buffer at the time of land division review the applicant will meet the visual buffer standards as required.

j. If access is provided via an existing unimproved alley, the property owner filing for the land division shall improve the alley to city standards. The alley must be able to provide automobile and emergency vehicle access to a public street;

No access from an alley is proposed as part of this application. Therefore, this standard does not apply.

k. Whether or not the panhandle is used for access, it shall remain free of structures and be available for possible future access to a public street;

The applicant understands this requirement. The panhandle driveway access shall remain free of structures and be available for future access to a public street as required.

l. Each rear lot or parcel shall have two parking spaces and shall have sufficient turnaround area to eliminate the necessity for a vehicle to back out onto the street. The two spaces shall not be located in the panhandle portion of driveways;

There is no development planned as part of this preliminary partition application. Future development on the rear lot assigned to each panhandle shall have two parking spaces, not located in the panhandle portion of the driveway, and sufficient turnaround area as required.

m. The building official shall not issue a certificate of occupancy until the project is completed in accordance with approval conditions, this code and JCMC Title 17;

The applicant understands the above criterion.

n. Except as provided herein, the design and development standards of the zone district in with the panhandle lots or parcels are located shall apply.

The subject property is zoned R1 (Single Family Residential). The future development plans for the two (2) proposed parcels has not been determined as part of this application. All future use and development shall comply with standards at 17.10.010 of the Junction City Municipal Code (JCMC).

(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.

Impervious runoff from the single-family residence, on the existing Parcel, is conveyed to the stormwater system on West 13th Avenue via downspouts and existing pipes. Other surface runoff, from the existing parcel, is infiltrated into the surrounding soil. No watercourses, channels, streams, or creeks are found on the existing Parcel. The future development plans for the Parcel 2 have not been determined yet however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC) and meet standards of Section 16.05.050(E)(6). Therefore, no additional drainage easements are necessary to accommodate stormwater drainage at this time. This criterion has been adequately addressed.

(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.

The partitioner does not own any adjacent lands. Therefore, this criterion 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 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-18-03) conditionally 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. Prior to Final Plat Approval, 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: jcogburn@ci.junction-city.or.us

Informational Items

Lane County Transportation Planning recommends the following Conditions as they pertain to Oaklea Drive, a Lane County owned and maintained facility:

1. Dedicate right-of-way along the entire subject property that is of adequate width (5 feet) from the centerline of Oaklea Drive such that the resultant right-of-way is 35 feet from the centerline of Oaklea Drive.
2. Complete, notarize, record, and submit the recorded Irrevocable Petition for Public Improvements (Non-Remonstrance Agreement), together with a legal description, for the future improvements to Oaklea Drive along the subject property's frontage as part of Final Plat approval.
3. If the driveway is proposed to remain in its current configuration as shown on the Tentative Plan, Lane County recommends that in the case Parcels 1 and 2 become under separate ownership, that the driveway be shown as a shared easement appurtenant to both parcels and to any other means of access that this easement is intended to allow (e.g., utility).

4. Though the written statement describes a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, Lane County Transportation Planning recommends that the purpose of the easement be noted as such on the Final Plat.
5. Any placement of facilities or development within the right-of-way of Oaklea Drive will require Facility Permit approval by Lane County. For more information about Facility Permits, please call 541.682.6902 or visit:

https://lanecounty.org/government/county_departments/public_works/right-of-way_permits/facility_permits/
6. In accordance with Lane Manual Chapter 15.515, stormwater runoff from private property must not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches.
7. If construction of road improvements pursuant to the non-remonstrance agreement (e.g., sidewalk, curb, gutter, etc. along the property's frontage) eventually occurs, such improvements will also require Facility Permit approval by Lane County assuming that Oaklea Drive will be under the jurisdiction of Lane County at that time. Compliance with the roadway design standards for Urban Collector Roads (currently at Lane Code 15.701 and 15.702) in effect at the time of development will apply per the Non-Remonstrance Agreement. The extent of these improvements and timeline for initiation of these improvements will determine the appropriate applicant (e.g., Lane County, Junction City, or property owner). Construction plans for improvements within the roadway may be required to be prepared by an Oregon-licensed engineer.

For more information on the Lane County Transportation Planning conditions above, contact Monica Witzig, Engineering Associate, at 541-682-6996, or by email at: monica.witzig@co.lane.or.us

Staff Report Date:

Jordan Cogburn, City Planner
Junction City



Building Department Request for Comments

Date: June 5, 2018

Project Reference: Sjoblom Minor Partition Request

Property Reference: 94403 Oaklea Drive

File Reference: MP-18-03

Clair Project: 1140-000, Sub # 1093

Code of Reference: 2014 Oregon Structural Specialty Code
JCMC 15.05

Comments:

- 1) Future building designs will need to comply with the current edition (2014) Oregon Specialty Code or (2017) Oregon Residential Specialty Code.
- 2) Plumbing permits will be required for the installation and alteration of water and sewer lines noted on Plan Sheet UT-1. 2017 OPSC
- 3) Per current online mapping from FEMA website, the subject property is not located in a Special Flood Hazard Area. (Panel 41039C0605F).
- 4) Excavation and grading for the proposed development shall comply with JCMC 15.05.010 (J), 1997 UBC Appendix 33.
- 5) Clarify that adequate fire flow is available for the proposed building. 2014 OFC 507.1.
- 6) Additional code requirements will be assessed when detailed construction plans are provided for review.



CITY FILE: MP-18-03
TP FILE: 11358
APPLICANT/OWNER: Bradley Sjoblom
AGENT: LEI Engineering & Surveying of Oregon
MAP & TAX LOT: 15-04-31-24-00601
PROPOSAL: **PRELIMINARY PARTITION TO DIVIDE ONE PROPERTY INTO TWO PARCELS**

COMMENTS FROM LANE COUNTY TRANSPORTATION PLANNING

CONDITIONS

Lane County Transportation Planning recommends the following conditions of approval:

- Dedicate right-of-way along the entire subject property that is of adequate width (5 feet) from the centerline of Oaklea Drive such that the resultant right-of-way is 35 feet from the centerline of Oaklea Drive.
- Complete, notarize, record, and submit the recorded Irrevocable Petition for Public Improvements (Non-Remonstrance Agreement), together with a legal description, for the future improvements to Oaklea Drive along the subject property's frontage as part of Final Plat approval.

The following items are recommended to Junction City and to the applicant/owner and agent, as they are not required for Transportation purposes as they relate to Lane County's jurisdiction of Oaklea Drive.

- If the driveway is proposed to remain in its current configuration as shown on the Tentative Plan, Lane County recommends that in the case Parcels 1 and 2 become under separate ownership, that the driveway be shown as a shared easement appurtenant to both parcels and to any other means of access that this easement is intended to allow (e.g., utility).
- Though the written statement describes a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, Lane County Transportation Planning recommends that the purpose of the easement be noted as such on the Final Plat.

The following is provided for informational purposes as applicable to future development of Parcel 2 (e.g., at the time of building permit):

- Any placement of facilities or development within the right-of-way of Oaklea Drive will require Facility Permit approval by Lane County. For more information about Facility Permits, please call 541.682.6902 or visit:
https://lanecounty.org/government/county_departments/public_works/right-of-way_permits/facility_permits/

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

As an informational item related to deferred frontage improvements:

- If construction of road improvements pursuant to the non-remonstrance agreement (e.g., sidewalk, curb, gutter, etc. along the property's frontage) eventually occurs, such improvements will also require Facility Permit approval by Lane County assuming that Oaklea Drive will be under the jurisdiction of Lane County at that time. Compliance with the roadway design standards for Urban Collector Roads (currently at Lane Code 15.701 and 15.702) in effect at the time of development will apply per the Non-Reonstrance Agreement. The extent of these improvements and timeline for initiation of these improvements will determine the appropriate applicant (e.g., Lane County, Junction City, or property owner). Construction plans for improvements within the roadway may be required to be prepared by an Oregon-licensed engineer.

FINDINGS

The subject property ("property") has frontage on and takes access from Oaklea Drive. The segment of Oaklea Drive abutting the property is functionally classified as an Urban Major Collector. Oaklea Drive has a minimum right-of-way (ROW) width of 70 feet (LC 15.070[1][c][i][cc]). The existing ROW width of Oaklea Drive in this section is approximately 65 feet. From centerline, the required ROW width is 35 feet (one-half of 70 feet). According to Lane County GIS, the existing ROW width on the east side of Oaklea Drive along the property's frontage is substandard; from centerline, the existing width is 30 feet.

The Tentative Partition Plat shows that Parcels 1 and 2 each have frontage and access from Oaklea Drive. An existing driveway serves an existing dwelling within proposed Parcel 1. It appears that, based on the Tentative Partition Plan and on aerial imagery, a portion of the existing driveway within the parent parcel will become part of the panhandle portion of Parcel 2. Parcel 2 is proposed as a flag lot. Lane Code (LC) 15.045, LC 15.105, LC 15.120, LC 15.135-139, LC 15.205, and LC 15.702 apply to the request:

Lane Code 15.045: Minimum Requirements for Public Roads and Local Access Roads

When new development is proposed public roads must reasonably conform to this section. Subsection (1) is relevant to the request, which states:

- (1) A Public Road or Local Access Road that is part of or serves a land division shall comply with the following:**
 - (a) The land division requirements in LC 13.050; and**
 - (b) Road dedication and improvement requirements in LC 15.105; and**
 - (c) The provisions in LC 15.045(3) through (7) below.**

Compliance with the road dedication and improvement requirements at LC 15.105 is addressed below for the purpose of informing future development. LC 13.050 does not apply to the request, as the subject property is under the jurisdiction of Junction City. LC 15.045(2) through (7) do not apply to the request.

Lane Code 15.105: Dedication and Improvement Requirements

When a land division or other development is proposed, the County may require dedications of right-of-way or easements and improvements necessary to meet the applicable road design standards of LC 15.700 through LC 15.708 and other requirements of LC Chapter 15. According to the above findings, a right-of-way dedication is required to allow the east side of the Oaklea Drive right-of-way adequate width from centerline. As required by LC 15.070, this width is 35 feet. The requirements to improve Oaklea Drive in the future (LC 15.702) are specified below.

Lane Code 15.120 Frontage Requirements.

- (1) Any lots or parcels abutting the right-of-way of a Public Road, County Road or a Private Access Easement (Private Road) as defined in LC 15.010(35) shall have continuous and usable abutment along said road of not less than 30 feet, except that a lawfully created lot or parcel with a minimum of 20 feet usable abutment and that existed as of April 28, 2004 is allowable.

While this segment of Oaklea Drive is under Lane County jurisdiction, Lane County defers to the City of Junction City for the request's compliance with emergency access and its standards for parcel size and configuration. This requirement does not apply.

THE FOLLOWING IS PROVIDED FOR INFORMATIONAL PURPOSES. REQUIREMENTS MUST BE SATISFIED AT THE TIME THE PROPOSED PARCEL DEVELOPS:

Lane Code 15.135 - LC 15.139: Access Requirements

- (5) When an existing County Road is used to provide access to a vacant lot or parcel where development is proposed:
- (a) the approach for the driveway or private access easement serving the property shall meet the access management requirements and spacing and sizing requirements of LC 15.137 through LC 15.139 below; and
 - (b) the County may require dedications of right-of-way or easements and improvements pursuant to LC 15.105; and
 - (c) all work within the County Road right-of-way shall comply with the facility permit requirements of LC 15.205 through LC 15.210.

Lane Code 15.137: Access Management Requirements

- (2) Where a right of access from a lot or parcel to a County Road exists, access may be allowed at less than the designated spacing standard only if the property does not have reasonable alternative access and the designated spacing cannot be accomplished. When sufficient frontage is unavailable to meet spacing standards, reasonable alternative access will be provided with the following restrictions:
- (a) If possible, joint access should be considered;
 - (b) Not more than one access point will be permitted;
 - (c) For corner lots, access shall be limited to the intersecting street with the lowest expected traffic volume. If traffic volume is the same or undetermined for either road, access shall be taken from the road with the lower functional classification as defined in LC 15.020(2).
- (3) Where a right of access to a collector or arterial road exists, the maximum number of approaches to the road from land within one contiguous ownership shall be one, irrespective of whether the

land may be divided into two or more lots or parcels or whether property frontage and spacing standards of LC 15.138 would allow additional access points. More than one approach may be considered if, in the judgment of the County Engineer or designee additional approaches are necessary to accommodate and service traffic to and from a property, and additional approaches will not interfere with driver expectancy and the safety of through traffic on the road.

- (5) Driveway and road approaches on County Roads shall be located where they do not create undue interference or hazard to the free movement of highway and pedestrian traffic. Locations on sharp curves, steep grades, areas of restricted sight distance or at points that interfere with the placement and proper functioning of signs, lighting, guardrail, or other traffic control devices shall not be permitted.
- (6) Driveway and road approach spacing on County Roads shall comply with the spacing standards in LC 15.138.
- (9) New land divisions shall consolidate access to the greatest extent possible. New access onto arterials and collectors shall be minimized.

Based on the Tentative Partition Plat, aerial imagery, and the characteristics of Oaklea Drive, the proposed access is consistent with the requirements of LC 15.137, as it implies a shared/joint access approach and driveway from Oaklea Drive as opposed to the creation of two separate driveways. Staff note that the application narrative states that the 18-foot wide easement is not for access purposes for Parcel 1 (given that Parcel 1 has adequate driveway width within the proposed property lines) or through Parcel 1 (given that Parcel 2 is proposed as a flag lot) but is a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525.

The apron is 35 feet wide and was partially reconstructed and then paved during Lane County's 2011 overlay of the road. The approach was constructed to commercial width standards and will more than adequately serve as a shared approach for a second parcel. The apron is documented as part of the overlay in the construction plans and Road Maintenance has no need for a new permit or any alterations to address LC 15.138 and 15.139.

Lane Code 15.205: Facility Permits

In accordance with LC 15.205(1), a Facility Permit is required for the placement of facilities within the right-of-way of a road under Lane County jurisdiction. Facilities and development include, but are not limited to: road improvements; sidewalks; new or reconstructed driveway or road approach intersections; utility placements; excavation; clearing; grading; culvert placement or replacement; stormwater facilities; or any other facility, thing, or appurtenance. Accordingly, Lane County approval of a Facility Permit will be required for the construction of any work within the right-of-way of Oaklea Drive.

Lane Code 15.702: Urban Arterial and Collector Standards

As noted, land divisions must comply with LC 15.045 (minimum requirements for public roads) and 15.105 (road dedication and improvement requirements). Based on a review of the surrounding development pattern and frontage improvements, sidewalks and associated urban improvements are required to serve adjacent neighborhoods though sidewalks, curbs, and gutters are lacking along adjacent land in all directions from the subject property. Additional proposals for development directly west of the subject property by Oaklea Enterprises and West Linn Corporate Park for a subdivision will

result in more extensive frontage improvements and may pose timing conflicts with improvements across Oaklea Drive.

Given that no development is proposed for this smaller-scale land division at this time, compliance with Lane Code 15.701 and 15.702, specifically, the installation of sidewalk, curb, gutter, and bike lane on the easterly side of Oaklea Drive along the property's frontage may be deferred by the property owner(s) of proposed Parcels 1 and 2 beyond the building permit (i.e., development phase) per a Non-Remonstrance Agreement. This recommendation is consistent with Lane Code 15.105(4):

- (4) If dedications or improvements are required, the Director may determine that it is in the best interests of Lane County and in the furtherance of the public convenience and welfare that construction of the required improvements be deferred, and may accept in lieu of the required completion of improvements a performance improvement agreement pursuant to LM 15.850 through 15.865.**

Accordingly, an Irrevocable Petition for Public Improvements (Non-Remonstrance Agreement) is attached and must be provided at the time the request for Final Plat approval is submitted. The requirements of LC 15.700 through and 15.702 are attached. Additional sections of the Lane Code are referenced within these sections. A full copy of LC Chapter 15 is available on the County Counsel's webpage at: <https://www.lanecounty.org/cms/one.aspx?portalId=3585881&pageId=4119453>

Lane Manual 15.515: Drainage

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

ROAD DESIGN STANDARDS

15.700 Purpose.

The purpose of this section is to provide standards for the construction and reconstruction of roads which are controlled and maintained by Lane County and all roads in the unincorporated areas of Lane County in order to provide for and promote a convenient, safe and efficient road network and to provide for motor vehicle, bicycle and pedestrian travel, and is adopted under the authority of the Lane County Home Rule Charter and ORS Chapters 368 and 371. *(Revised by Ordinance No. 1-75, Effective 3.15.75; 10-04, 6.4.04)*

15.701 General Provisions.

(1) Roadway design elements not specified in LC 15.700 through 15.710 shall conform to guidelines of the following publications as determined appropriate by the County Engineer, using the publication version cited in LM 15.450:

(a) The following publications of the American Association of State Highway and Transportation Officials:

- (i) *A Policy on Geometric Design of Highways and Streets;*
- (ii) *Roadside Design Guide;*
- (iii) *Geometric Design of Very Low Volume Local Roads (ADT < 400);*
- (iv) *Guide for Design of Pavement Structures.*

(b) The following publications of the Oregon Department of Transportation and/or the American Public Works Association (APWA), Oregon Chapter:

- (i) *Highway Design Manual;*
- (ii) *Oregon Highway Plan;*
- (iii) *Oregon Bicycle and Pedestrian Plan;*
- (iv) *Oregon Standard Specifications for Construction;*
- (v) *Oregon Standard Drawings.*

(2) Where required, calculation of projected Average Daily Traffic (ADT) shall be based upon the Transportation Research Institute's *Trip Generation* manual using the publication version cited in LM 15.450.

(3) Decisions about traffic control devices, including traffic signals, pavement markings, signing, and crosswalk marking, will be guided by the Federal Highway Administration's *Manual On Uniform Traffic Control Devices*, using the publication cited in LM 15.450.

(4) Sidewalks, access ramps, driveways, medians, and other right-of-way design elements shall comply with Americans with Disabilities Act (ADA) requirements.

(5) Notwithstanding LC 15.030, County Roads outside of urban growth boundaries may be required to be improved to urban road design standards as determined on a case by case basis through the Capital Improvement Program adoption process, or as required by a Traffic Impact Analysis pursuant to LC 15.697. *(Revised by Ordinance 10-04, Effective 6.4.04)*

15.702 Urban Arterial And Collector Standards.

(1) Applicability.

(a) The Urban Arterial and Collector Standards apply to County Roads within urban growth boundaries with the following functional classifications:

- (i) Minor Collectors;
- (ii) Major Collectors;
- (iii) Minor Arterial;

(iv) Principal Arterial.

(b) For the streets listed in LC 15.702(1)(a), the standards apply to the following street improvements within urban growth boundaries:

(i) Newly constructed arterial and collector streets.

(ii) Reconstruction of existing arterial and collector streets, including reconstruction of the roadbed and addition of curbs, gutters and sidewalks, but not including preservation or pavement rehabilitation.

(iii) Widening of existing improved arterial and collector streets that result in adding one or more through lanes, left turn lanes, continuous center turn lanes, right turn lanes, bicycle lanes, or other additional lanes.

(2) Diagrams. Diagrams 1 through 5 in LC 15.710 illustrate Urban Arterial and Collector design configurations.

(3) Right-of Way Width. The minimum right-of-way width shall be the sum of all roadway design element widths plus an additional eight feet (four feet on each side). In addition, the right-of-way shall include space for utilities, transition areas, and cut and fill slopes, and may vary based on terrain.

(4) Roadway Width. The roadway width is the distance from curb face to curb face. See Vehicle Travel Lane Width and Bike Lane sections below to determine total roadway width.

(5) Vehicle Travel Lane Width.

(a) Urban Principal Arterials. Travel lanes shall be 12 feet wide. If a design deviation is approved pursuant to the requirements of LC 15.709, the minimum acceptable width shall be no less than 11 feet.

(b) Urban Minor Arterials and Major or Minor Collectors. Travel lanes shall be 11 feet wide, except that wider lanes may be required for industrial areas or areas where the truck percentage of ADT is 10% or more within a 12-hour period.

(6) Surface Type. Surface type shall be pavement.

(7) Pavement Structure. Pavement Structure design shall meet the requirements specified in LC 15.707.

(8) Sidewalks.

(a) Sidewalks are required on both sides of all arterial and collector streets with the exception of freeways and expressways:

(i) Sidewalks are not required on freeways.

(ii) Expressways shall be evaluated on a case by case basis to determine if sidewalks are required.

(b) Sidewalk design shall be either setback sidewalks or curbside sidewalks, as follows:

(i) The preferred design option is setback sidewalks. Setback sidewalks shall be a minimum of five feet wide with a minimum six feet wide planting strip. Planting strips provide more physical separation of pedestrians from vehicles and space for street trees, landscaping, ground covers, or turf and provide aesthetic benefits to the streetscape. Street trees within public right-of-way are maintained by Lane County. Shrubs, groundcovers, and turf are maintained by the adjacent property owner.

(ii) Curbside sidewalks shall be a minimum six feet wide (excluding curb width) to allow for:

(aa) Additional separation for pedestrians from parked cars or higher speed traffic.

(bb) Additional usable width for pedestrians when mailboxes, signs or utilities obstruct the sidewalk area.

(cc) Provision of ADA compliant driveway designs and handicap ramps. These standards generally call for flat landing areas, gentle grades, and adequate width for pedestrian and wheelchair movements.

(9) Bike Lanes.

(a) Bicycle lanes shall be a minimum of five and one-half feet wide and provide sufficient usable lane width around drainage grates and utility covers. In a typical application, the five and one-half feet width provides a one and one-half feet shy distance from a curb or parked car and four feet for travel.

(b) Curb inlets are the preferred design option for storm water facilities. Where installation of curb inlets is not possible due to steep slopes, utility placement, or other conflicts, catch basins with approved bike-friendly grates are acceptable.

(c) Marked bicycle lanes are required when streets are newly constructed, are reconstructed to urban standards, or are widened to provide additional vehicular capacity.

(10) On-Street Parking.

(a) On-street parking is not permitted on arterial streets.

(b) On-street parking may be provided on collector streets only after a parking demand and supply study has been completed and the desirability and feasibility of on-street parking has been verified. A parking study shall consider, among other factors, the nature of adjacent land uses, the degree to which the street is nearing design capacity, and impacts to bicycle use of the street.

(c) Parking on collector streets will be required when the parking demand and supply study indicates a clear inadequacy in the supply of parking or determines the existing and/or future demand for parking validates the establishment of on-street parking facilities.

(d) Parallel parking is the preferred layout for on-street parking.

(e) Where allowed, parallel parking lane widths on collector streets shall be a minimum of seven feet wide.

(11) Crosswalks.

(a) Any markings used to establish a crosswalk shall conform to the *Manual On Uniform Traffic Control Devices* (MUTCD) publication cited in LM 15.450.

(b) Marked crosswalks should be provided at signalized or all-way stop controlled intersections where logical connections to pedestrian facilities exist and at school crossings on established routes. Unsignalized intersections or other locations should not be marked unless an engineering study indicates a need for marked crosswalks and the Director approves the installation.

(12) Curb & Gutter. Curbs and gutters serve any or all of the following purposes: drainage control, roadway edge delineation, right-of-way reduction, aesthetics, delineation of pedestrian walkways, reduction of maintenance operations, and assistance in orderly roadside development. The type and location of curbs and gutters affect driver behavior and, in turn, the safety and utility of a roadway.

(a) Water conveyance capacity in curb and gutter design shall be provided by a minimum 18-inch gutter width.

(b) The minimum gutter slope shall be 0.5%.

(c) The minimum curb height shall be six inches.

(d) Curb designs that are acceptable for use on County roads include:

(i) Vertical curbs are intended to discourage vehicles from leaving the roadway. Vertical curbs should not be used along high-speed roadways because an out-of-control vehicle may overturn or become airborne as a result of an impact with such a curb. A suitable traffic barrier should be provided where redirection of vehicles is needed.

(ii) Sloping or mountable curbs are used on roads with speeds of 45 miles per hour or greater and are designed so vehicles can cross them readily if necessary. For example, sloping curbs can be used at median edges or to outline channelizing islands in intersection areas.

(iii) Extruded curbs of either cement or bituminous concrete usually have sloping faces because they provide better initial stability, are easier to construct, and are more economical than steep or vertical faces. Extruded curbs shall only be used for drainage control and not as separation for vehicles and pedestrians.

(iv) Other curb designs that conform with accepted engineering practice as set forth in LC 15.701(1).

(13) Raised Medians. Arterial and collector streets may have a raised median area to decrease crash experience, restrict turning movements, limit land access, encourage lower vehicle speeds, provide a refuge area for pedestrians and vehicles, and to increase the efficiency and capacity of the street. Raised medians will be required when a combination of factors indicate that their use will improve the safety and efficiency of the roadway. Factors to consider include, but are not limited to, pedestrian traffic volume, crossing distance, ADT, access management and roadway capacity.

(a) The preferred raised median width is 10 feet when used to limit land access or control turning movements. The minimum width of medians used for this purpose shall be four feet.

(b) Medians used as a pedestrian refuge shall be a minimum of eight feet wide to enhance pedestrian safety. Medians used as a pedestrian refuge or to facilitate pedestrian and bicycle movements shall be designed with at-grade cuts at all intersections.

(c) The preferred raised median width for provision of turning bays is 14 feet. The minimum width for this type of median is 12 feet.

(d) Raised medians shall be designed at six inch curb height.

(14) Center Turn Lanes.

(a) Center turn lanes on arterial and collector streets shall be a minimum of 12 feet wide.

(b) A turn lane width of 14 feet may be used in industrial or commercial areas and other streets that experience a minimum 10% truck percentage of traffic volume. Where the truck percentage of traffic volume is greater than 15%, a minimum 14 feet center turn lane shall be required.

(c) Arterial and collector streets may have a continuous two-way center turn lane to channelize and remove left turning traffic from through traffic lanes, or to provide additional separation between traffic moving in opposite directions.

(15) Traffic Signals. The application and use of traffic signals shall be guided by the principles, methods and warrants outlined in the *Manual on Uniform Traffic Control Devices* publication cited in LM 15.450.

(16) Maximum Grade. The maximum road grade shall be as follows:

Table 5: Maximum Grade

Terrain type	Urban Collector	Urban Arterial
Level	7%	5%
Rolling	10%	6%
Mountainous	12%	8%

(a) In level terrain, highway sight distance, as governed by both horizontal and vertical restrictions, is generally long or can be made to be so without

construction difficulty or major expense. Roads where no 500 foot segment exceeds 5% in grade shall be considered Level.

(b) In rolling terrain, natural slopes consistently rise above and below the road and street grade, and occasional steep slopes offer some restriction to normal horizontal and vertical roadway alignment. Roads where any 500 foot segment exceeds 5% in grade but does not exceed 8% in grade shall be considered Rolling.

(c) In mountainous terrain, longitudinal and transverse changes in the elevation of the ground with respect to the road are abrupt, and benching and side hill excavation are frequently needed to obtain acceptable horizontal and vertical alignment. Roads where any 500 foot segment exceeds 8% in grade shall be considered Mountainous.

(17) Street Lighting. Roadway illumination will be provided by the County only as a part of construction or reconstruction of arterial roads within an adopted urban growth boundary, provided an interagency agreement assigning ownership and maintenance of the lighting to another entity is executed prior to construction. The County may provide illumination in other locations under special circumstances such as at traffic signals or high hazard locations.

(18) Speed Zones. The establishment of speed zones on County roads will be prescribed by the applicable Oregon Revised Statutes that establish speed limits within specific areas. Speed zones established beyond the statutory requirements are under the authority of the Oregon Department of Transportation. *(Revised by Ordinance 10-04, Effective 6.4.04)*

15.703 Rural Arterial And Collector Standards.

(1) Applicability.

(a) The Rural Arterial and Collector Standards apply to County Roads outside of urban growth boundaries with the following functional classifications:

- (i) Minor Arterial; and
- (ii) Minor Collector; and
- (iii) Major Collector.

(b) For the roads specified in LC 15.703(1)(a), the standards apply to the following street improvements outside of urban growth boundaries:

- (i) Newly constructed arterial and collector streets.
- (ii) Reconstruction of existing arterial and collector streets, including upgrades to rural standards through reconstruction of the roadbed and addition of paved shoulders and ditches, but not including preservation or pavement rehabilitation.
- (iii) Widening of existing arterial and collector streets that result in adding center turn lanes, right turn lanes, paved shoulders, or other major widening improvements.

(2) Diagrams. Diagrams 8 and 9 in LC 15.710 illustrate rural arterial and collector design configurations.

(3) Right-of Way Width.

(a) The minimum right-of-way width for rural arterial and collector roads shall be 80 feet in two-lane sections and 100 feet in three-lane sections.

(b) In addition to meeting the requirements of LC 15.703(3)(a), the right-of-way shall include space for the roadway and an adequate drainage ditch, including accepted safety standards for ditch foreslopes and backslopes.

(4) Roadway Width. The pavement width shall be the sum of all vehicle lanes and paved shoulders. Minimum widths for lanes, paved shoulders, and total pavement are specified in the following table. Lane widths shown are for travel lanes only and do not apply to turning lanes.

IRREVOCABLE PETITION FOR PUBLIC IMPROVEMENTS

(In Lieu of Immediate Construction of Public Improvements/Waiver of Right to Remonstrate)

FOR VALUABLE CONSIDERATION, the undersigned, being the Developer and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more local improvement district(s) benefitting the subject property on Oaklea Drive including street widening for bike lanes, sidewalks, curb and gutter, storm drains, and other improvements incident to the above which Lane County and/or the City of Junction City may require.

The undersigned agrees that in lieu of constructing said improvements at this time, the undersigned agrees to participate in a proportional share of the future cost of the said improvements at such time as the improvement may be constructed in the future.

This Non-Remonstrance Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors, heirs and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Lane County, Oregon.

The real property herein mentioned is more particularly described on Exhibit 'A'.

Signed and dated this ____ day of _____, 20__.

Bradley Sjoblom

Petitioner's Signature: _____

State of OREGON
County of Lane

On this ____ day of _____, 20__, before me appeared _____, who being sworn that they are an officer, respectively, of the Corporation, and that the seal affixed hereto is its seal, and that this instrument was voluntarily signed and sealed in behalf of the Corporation by authority of its Board of Directors. Before me:

Notary Public for Oregon

My commission expires: _____

After Recording Return to:

Petitioner's Name and Address:

Lane County Public Works

Transportation Planning

3040 North Delta Highway

Eugene, OR 97408

**FINAL ORDER OF THE
JUNCTION CITY PLANNING COMMISSION
MINOR PARTITION (MP-18-03), SJOBLOM**

A. The Junction City Planning Commission finds the following:

- a. Jamie Van Agtmael of LEI Engineering & Surveying of Oregon has submitted an application and a preliminary plan on behalf of the applicants, Bradley and Sandy Sjoblom, as required by 16.05.030 (A) and (B) of the Junction City Municipal Code for the partition of tax lot 00601, assessor's map 15-04-31-24. The applicant proposes to divide tax lot 00601 into two parcels of 17,969 square feet and 9,706 square feet 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 June 20, 2018.
- 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: LEI Engineering & Surveying of Oregon 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.

FINDING: LEI Engineering & Surveying of Oregon 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.

(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: There are no contiguous lands under the same ownership. Therefore, this criterion is not applicable.

(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 the applicant (owner) is noted on the plan. In addition, the address and phone number of the surveyor, Larry Allen, PLS, 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.

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 street, Oaklea Drive, is 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.

FINDING: 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.

FINDING: The locations of all existing structures are shown on the preliminary plan. Therefore, this criterion has been met.

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

FINDING: An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewer line easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan. 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.

FINDING: The plat was prepared by Greg J Zartman, an Oregon licensed Engineer and his signature block indicates his review of, and affidavit, for this proposed minor partition.

The adjacent Oak Haven Subdivision is shown on the plan.

One foot contour intervals are shown on the attached preliminary plan based on a site topography survey with a local datum assumed.

An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewerline easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

The existing Parcel is not subject to inundation or storm water overflow. None of the area is covered by water, and there are no flowing water courses on the property. Stormwater runoff is either gathered by downspouts, shown on plan set, or it infiltrates into the ground.

The two new proposed parcels will be served by a private lateral line that connects to the existing line on Parcel 1 which then connects to the public sanitary sewer line within West 13th Avenue. A variable width joint use access utility easement is proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. The added stormwater runoff, from the proposed parcel, will be collected by an adequately sized rain garden.

There are no areas proposed to be dedicated to the public within this minor partition including reserve strips.

No public improvements are proposed with this minor partition application.

A legal description is included on the attached preliminary partition plan.

Based on this fact, the proposed partition complies with the criteria listed at JCMC 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.

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 owners, Bradley and Sandy Sjoblom, do not own any adjacent parcels. Tax Lot 601 is served from Oaklea Dr. This partition proposes a variable width joint use access utility easement for the proposed Parcel, Parcel 2, over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan. This partition application will not impede the future best use of Tax Lot 12202. 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.

FINDING: The subject property is zoned R1, Single Family Residential. The future development plans for the new parcel have not been determined yet, however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC). In addition, the 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. The proposed parcel will be served by the public wastewater systems, as well as, be provided all other utilities. This partition complies with the intent and purpose of the partition and subdivision ordinance.

The proposed new Parcel is a panhandle lot. The Parcel will conform to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. In the R-1 zone, the minimum lot standards of JCMC 17.10.030 require at least 6,000 square feet for single-family dwellings, and a minimum lot width of 60 feet. Proposed Parcel 1 will be 9706 square feet in area, 85 to 105 feet deep, and over 93 feet of wide. Proposed Parcel 2 will be 17,969 square feet in area, approximately 140 feet deep, and feet of depth, and over 114 feet wide. Based on these facts proposed Parcels 1 and 3 meet the minimum lot standards of the JCMC.

The applicant understands that future development on the two proposed parcels will be subject to the setback standards required by JCMC 17.10.040. These standards will be addressed at the time of building permit.

(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: No development is proposed at this time. As such, 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: Four (4) copies of the preliminary partition plan have been submitted with the application, along with digital copies in order 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. 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.

FINDING: The subject property has three existing buildings. Two of the three are to be removed. Dimensions of each building to existing and proposed lot lines are shown on the plan set.

(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: Proposed Parcel 1 and Parcel 2 are adjacent to Oaklea Drive on the West. Oaklea Drive is the only existing public street accessed from the proposed parcels. There are no proposed streets because the unplatted lands adjacent to the subject site are already developed and do not need a street stub from this property. Oaklea Drive is currently under Lane County jurisdiction. Therefore, when a land division or other development is proposed, the County may require dedications of right-of-way or easements and improvements necessary to meet the applicable road design standards of Lane Code (LC) 15.700 through LC 15.708 and other requirements of LC Chapter 15. According to the above findings, a right-of-way dedication is required to allow the east side of the Oaklea Drive right-of-way adequate width from centerline. As required by LC 15.070, this width is 35 feet. The requirements to improve Oaklea Drive in the future (LC 15.702) are specified below:

**THE FOLLOWING IS PROVIDED FOR INFORMATIONAL PURPOSES.
REQUIREMENTS MUST BE SATISFIED AT THE TIME THE PROPOSED PARCEL
DEVELOPS:**

Lane Code 15.135 - LC 15.139: Access Requirements

- (5) ***When an existing County Road is used to provide access to a vacant lot or parcel where development is proposed:***
- (a) ***the approach for the driveway or private access easement serving the property shall meet the access management requirements and spacing and sizing requirements of LC 15.137 through LC 15.139 below; and***
 - (b) ***the County may require dedications of right-of-way or easements and improvements pursuant to LC 15.105; and***
 - (c) ***all work within the County Road right-of-way shall comply with the facility permit requirements of LC 15.205 through LC 15.210.***

Lane Code 15.137: Access Management Requirements

- (2) ***Where a right of access from a lot or parcel to a County Road exists, access may be allowed at less than the designated spacing standard only if the property does not have reasonable alternative access and the designated spacing cannot be accomplished. When sufficient frontage is unavailable to meet spacing standards, reasonable alternative access will be provided with the following restrictions:***
- (a) ***If possible, joint access should be considered;***
 - (b) ***Not more than one access point will be permitted;***
 - (c) ***For corner lots, access shall be limited to the intersecting street with the lowest expected traffic volume. If traffic volume is the same or undetermined for either road, access shall be taken from the road with the lower functional classification as defined in LC 15.020(2).***
- (3) ***Where a right of access to a collector or arterial road exists, the maximum number of approaches to the road from land within one contiguous ownership shall be one, irrespective of whether the land may be divided into two or more lots or parcels or whether property frontage and spacing standards of LC 15.138 would allow additional access points. More than one approach may be considered if, in the judgment of the County Engineer or designee additional approaches are necessary to accommodate and service traffic to and from a property, and additional approaches will not interfere with driver expectancy and the safety of through traffic on the road.***

- (5) Driveway and road approaches on County Roads shall be located where they do not create undue interference or hazard to the free movement of highway and pedestrian traffic. Locations on sharp curves, steep grades, areas of restricted sight distance or at points that interfere with the placement and proper functioning of signs, lighting, guardrail, or other traffic control devices shall not be permitted.**

- (6) Driveway and road approach spacing on County Roads shall comply with the spacing standards in LC 15.138.**

- (9) New land divisions shall consolidate access to the greatest extent possible. New access onto arterials and collectors shall be minimized.**

Based on the Tentative Partition Plat, aerial imagery, and the characteristics of Oaklea Drive, the proposed access is consistent with the requirements of LC 15.137, as it implies a shared/joint access approach and driveway from Oaklea Drive as opposed to the creation of two separate driveways. Staff note that the application narrative states that the 18-foot wide easement is not for access purposes for Parcel 1 (given that Parcel 1 has adequate driveway width within the proposed property lines) or through Parcel 1 (given that Parcel 2 is proposed as a flag lot) but is a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525.

The apron is 35 feet wide and was partially reconstructed and then paved during Lane County's 2011 overlay of the road. The approach was constructed to commercial width standards and will more than adequately serve as a shared approach for a second parcel. The apron is documented as part of the overlay in the construction plans and Road Maintenance has no need for a new permit or any alterations to address LC 15.138 and 15.139.

Lane Code 15.205: Facility Permits

In accordance with LC 15.205(1), a Facility Permit is required for the placement of facilities within the right-of-way of a road under Lane County jurisdiction. Facilities and development include, but are not limited to: road improvements; sidewalks; new or reconstructed driveway or road approach intersections; utility placements; excavation; clearing; grading; culvert placement or replacement; stormwater facilities; or any other facility, thing, or appurtenance. Accordingly, Lane County approval of a Facility Permit will be required for the construction of any work within the right-of-way of Oaklea Drive.

Lane Code 15.702: Urban Arterial and Collector Standards

As noted, land divisions must comply with LC 15.045 (minimum requirements for public roads) and 15.105 (road dedication and improvement requirements). Based on a review of the surrounding development pattern and frontage improvements, sidewalks and associated urban improvements are required to serve adjacent neighborhoods though sidewalks, curbs, and gutters are lacking

along adjacent land in all directions from the subject property. Additional proposals for development directly west of the subject property by Oaklea Enterprises and West Linn Corporate Park for a subdivision will result in more extensive frontage improvements and may pose timing conflicts with improvements across Oaklea Drive.

Given that no development is proposed for this smaller-scale land division at this time, compliance with Lane Code 15.701 and 15.702, specifically, the installation of sidewalk, curb, gutter, and bike lane on the easterly side of Oaklea Drive along the property's frontage may be deferred by the property owner(s) of proposed Parcels 1 and 2 beyond the building permit (i.e., development phase) per a Non-Remonstrance Agreement. This recommendation is consistent with Lane Code 15.105(4):

- (4) *If dedications or improvements are required, the Director may determine that it is in the best interests of Lane County and in the furtherance of the public convenience and welfare that construction of the required improvements be deferred, and may accept in lieu of the required completion of improvements a performance improvement agreement pursuant to LM 15.850 through 15.865.***

Accordingly, an Irrevocable Petition for Public Improvements (Non-Remonstrance Agreement) must be provided at the time the request for Final Plat approval is submitted.

(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: Oaklea Drive is an existing public street. No streets are proposed with this partition; thus the block length of Oaklea Drive 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:**

FINDING: The subject property is 27,675 square feet (0.635 acre). 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: An existing 10-foot water line easement encumbers the northern boundary line of the easterly adjacent property, tax lot 602, as shown on the plan. A proposed 10-foot waterline easement, along the northern boundary line of the newly created parcel 2, will benefit parcel 1. An existing sewer line easement encumbers the east and west boundary lines of tax lots 2700 & 2600 respectively. A proposed 10-foot wide sewer easement, located along the northern property line, over parcel 1 will benefit parcel 2. A joint use access easement is proposed for the newly created Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525. All existing and proposed easements are as shown on the plan.

(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: The rear yards of the proposed parcels do not abut existing or planned streets. This standard 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.

FINDING: Both of the proposed parcels will have an average width of over 60 feet. Parcel 1 will have an average width of 84.34 feet. Parcel 2 will have an average width of 114 feet excluding the panhandle. The lot widths also comply with the minimum lot width of 60 feet per Chapter 17.10.030(B) 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: Both of the proposed parcels will have an average depth of over 80 feet. Parcel 1 is proposed to have an average depth of roughly 95.1 feet. Parcel 2 is proposed to have an average depth of roughly 140 feet excluding the panhandle. Therefore, this standard has been sufficiently addressed.

(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 for single family dwellings is 6,000 square feet. Parcel 1 is proposed at 9,706 square feet

post division. Parcel 2 is proposed at 17,696 square feet post division. Both of the proposed parcels exceed the minimum lot area for single family dwellings of 6,000 square feet. Therefore, this criterion has been addressed.

(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: Parcels 1 and 2 will have frontage along Oaklea Drive, with Parcel 2 obtaining access via a panhandle. Parcel 1 will have roughly 94 feet of frontage, and Parcel 2 will have 18 feet of frontage. Standards regarding panhandle frontage are addressed further within this report at JCMC 16.05.050(E)(6). Therefore, all parcels exceed the above standards and this criterion has been met.

(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: Proposed Parcel 2 is a panhandle lot. Parcel 2 conforms to JCMC 16.05.050(E)(6) Platting and Mapping Standards Panhandle Lots, as addressed below. Proposed Parcel 1 is a standard lot. Parcel 1 will have approximately 94 feet of street frontage. This is an application for a Minor Partition. No Subdivisions are being proposed. As stated in the applicant's narrative and shown on the submitted partition plan, the above criterion has been adequately addressed.

(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, as far as practical, at right angles to the street upon which the parcels face to the greatest extent possible.

(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: All proposed parcels are large enough in area and suitable for Medium-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: This preliminary partition application proposes the creation of two (2) parcels out of one (1) legal lot. Both proposed parcels will be less than 0.50 acres in size. Parcel 1 will be 0.22 acres (9,706 sq. ft.) in size, Parcel 2 will be 0.41 acres (17,969 sq. ft.) in size. Therefore, a future partitioning plan is not required

(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: The present application is for a Preliminary Partition. Proposed Parcel 2 is proposed as panhandle. As such, the applicant is requesting Planning Commission exemption of the frontage requirements listed at 16.05.050(E)(1)(a)(iv), as the subject site is located in an established neighborhood, and has show compliance with the following standards:

a. Minimum lot sizes for panhandle lots shall be as follows, unless JCMC Title 17 requires larger minimum lot sizes:

- i. All lots and parcels in an R1 zone must be at least 6,000 square feet, exclusive of the panhandle; and**
- ii. All lots and parcels in an R2 zone must be at least 5,000 square feet, exclusive of the panhandle;**

The subject property is zoned R1. Proposed Parcel 2 is a panhandle lot that requires a minimum area of at least 6,000 square feet, exclusive of the panhandle. Proposed Parcel 2 will be 17,969 square feet exclusive of the panhandle, exceeding the minimum area required. This standard will be met.

b. Minimum panhandle width shall be as follows, whether or not the panhandle is used for access:

- i. One rear lot or parcel: 15 feet;**
- ii. Two or more rear lots or parcels: 25 feet;**

Proposed Parcel 2 is panhandle lots with one rear lot assigned to the panhandle. The submitted Preliminary Plat shows a panhandle width of eighteen (18) feet, meeting the minimum requirement. Therefore, this criterion has been met.

c. Minimum access paving width of the panhandle or abutting driveway used for access shall be as follows:

- i. One or two rear lot(s) or parcel(s): 15 feet;**
- ii. Three or four rear lots or parcels: 20 feet (to preserve existing natural features, paving width may be reduced to 22 feet, except for the first 25 feet back from the sidewalk, with the approval of the planning commission if both sides of the driveway are landscaped in accordance with an approved landscape plan);**

Proposed Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Development plans for this proposed preliminary partition are purely conceptual at this point. There is no development planned with this preliminary partition process except for the creation of new lot lines. Access paving width of the future panhandle driveways will be developed in accordance with JCMC Standards and meet the minimum 15-foot requirement.

d. Driveways (which may or may not be the panhandle) and parking areas shall have a durable, dust-free surfacing of asphalt concrete, Portland cement concrete or other approved material;

Proposed Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway. Future driveways on the parcels shall be developed in

accordance with JCMC Standards, Public Works Design Standards, and Lane Code provisions as stated previously within this report.

e. Use of a panhandle for access shall be permitted only if creation of a public street, including a future public street, is not possible because:

- i. Physical conditions preclude development of a public street. Such conditions may include, but are not limited to, topography or the existence of natural resource areas such as wetlands, ponds, streams, channels, rivers or lakes, or a resource on the National Wetland Inventory or under protection by state or federal law;**
- ii. Buildings or other existing development on adjacent lands, including previously subdivided but vacant lots or parcels, physically preclude a connection now or in the future, considering the potential for redevelopment in the planning period;**

The areas abutting the subject property to the north, south, east, and west are developed. North and east of the subject property are developed with the existing, "Oak Haven Subdivision." Which consists of single-family dwellings. South of the subject property is developed with a Single-family residence that is outside the city limits. West of the property is also developed with another subdivision, "The Reserve." Which consists of single-family dwellings. If a street were built on the subject property, the existing development pattern on adjacent properties would preclude such a street from serving any areas other than the proposed parcels. Based on this fact, existing buildings or other development on adjacent lands physically preclude a connecting street, if one were constructed on the subject property, from being extended. Given that existing development on adjacent lands physically precludes a connecting street from serving any purpose other than serving the subject property.

All proposed parcels will have vehicular access to Oaklea Drive, an existing public street. Proposed Parcel 1 is a standard lot with direct access to Oaklea Drive. Parcel 2 is a panhandle lot with vehicular access from Oaklea Drive to the rear lot obtained via the panhandle driveway via a variable width joint use access utility easement proposed for Parcel 2 over Parcel 1 of Land Partition Plat No. 2002-P1525, as shown on the plan.

Therefore, use of a panhandle may be permitted by the Planning Commission, subject to the recommended conditions of approval stated above.

f. A maximum of four rear lots or parcels may be assigned to a single panhandle;

Parcel 2 is the only rear lot assigned to the panhandle post division.

g. Vehicular access from public streets to the rear lots or parcels may be obtained one of three ways:

- i. Via a panhandle driveway;**
- ii. Via an existing alley;**
- iii. Via an abutting property's driveway;**

Parcel 2 will be the only lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the lot obtained via the panhandle driveway.

h. If an abutting property's access driveway is used:

- i. An access easement maintenance agreement shall be required and shall be recorded in the Lane County office of deeds and records;**
- ii. There shall be adequate room elsewhere on the abutting property to meet off-street parking requirements for that property;**

Parcel 2 will have one rear lot assigned to the related panhandle with vehicular access from Oaklea Drive, an existing public street, to the rear lot obtained via the panhandle driveway, this standard does not apply.

i. When the panhandle issued for access and the abutting property owner requests a visual buffer at the time of land division review, that buffer shall consist of the following:

- i. A minimum five-foot-high site-obscuring fence or wall;**
or
- ii. Landscaping that will be five feet high and 75 percent site-obscuring within five years;**

Parcel 1 of Land Partition Plat No2002-P1525 on Tax Lot 601 is under the ownership of, Brad Sjoblom, as the subject. If the abutting property owner of proposed panhandle Parcel 2 requests a visual buffer at the time of land division review the applicant will meet the visual buffer standards as required.

j. If access is provided via an existing unimproved alley, the property owner filing for the land division shall improve the alley to city standards. The alley must be able to provide automobile and emergency vehicle access to a public street;

No access from an alley is proposed as part of this application. Therefore, this standard does not apply.

k. Whether or not the panhandle is used for access, it shall remain free of structures and be available for possible future access to a public street;

The applicant understands this requirement. The panhandle driveway access shall remain free of structures and be available for future access to a public street as required.

l. Each rear lot or parcel shall have two parking spaces and shall have sufficient turnaround area to eliminate the necessity for a vehicle to back out onto the street. The two spaces shall not be located in the panhandle portion of driveways;

There is no development planned as part of this preliminary partition application. Future development on the rear lot assigned to each panhandle shall have two parking spaces, not located in the panhandle portion of the driveway, and sufficient turnaround area as required.

m. The building official shall not issue a certificate of occupancy until the project is completed in accordance with approval conditions, this code and JCMC Title 17;

The applicant understands the above criterion.

n. Except as provided herein, the design and development standards of the zone district in which the panhandle lots or parcels are located shall apply.

The subject property is zoned R1 (Single Family Residential). The future development plans for the two (2) proposed parcels has not been determined as part of this application. All future use and development shall comply with standards at 17.10.010 of the Junction City Municipal Code (JCMC).

(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: Impervious runoff from the single-family residence, on the existing Parcel, is conveyed to the stormwater system on West 13th Avenue via downspouts and existing pipes. Other surface runoff, from the existing parcel, is

infiltrated into the surrounding soil. No watercourses, channels, streams, or creeks are found on the existing Parcel. The future development plans for the Parcel 2 have not been determined yet however the use will comply with those uses permitted outright per Section 17.10.010 of the Junction City Municipal Code (JCMC) and meet standards of Section 16.05.050(E)(6). Therefore, no additional drainage easements are necessary to accommodate stormwater drainage at this time. This criterion has been adequately addressed.

(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: The partitioner does not own any adjacent lands. Therefore, this criterion 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 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.

D. 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: _____

James Hukill, Junction City Planning Commission Chairperson

Approval Date: _____



JUNCTION PLANNING COMMISSION

AGENDA ITEM SUMMARY

Public Hearing: Thompson Conditional Use Permit Application
(File: CUP-18-01)

Meeting Date: June 20, 2018
Department: Planning
www.junctioncityoregon.gov

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

ISSUE STATEMENT

The applicant is requesting a Conditional Use approval to develop an 9-Unit Storage Facility in the General Commercial Zoning District. Specifically, per section 17.35.020(C), the Planning Commission may approve a proposal for Mini-Storage Facilities, provided, that it is not located within 260 feet of the centerline of State Highway 99.

BACKGROUND

As noted above, the development site is currently zoned GC, General Commercial, and designated as Commercial on the Comprehensive Plan Map. The applicant believes that all requirements are satisfied and requests that the Planning Commission approve the Conditional Use application.

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

RELATED CITY POLICIES

JCMC 17.35 – General Commercial
JCMC 17.130 - Conditional Uses

PLANNING COMMISSION OPTIONS

1. Approve the Conditional Use Permit application to allow for the use of an 9-Unit Storage Facility in the General Commercial Zoning District based on the Final Order as presented.
2. Approve the Conditional Use Permit application to allow for the use of an 9-Unit Storage Facility in the General Commercial Zoning District based on modifications to the Final Order.
3. Deny the Conditional Use Permit application for the use of an 9-Unit Storage Facility in the General Commercial Zoning District with findings to support the denial.

4. Table the item, direct Staff to provide more information and return to the next available meeting.

SUGGESTED MOTION

“I make a motion to approval/approve with conditions/deny/table the proposed Conditional Use Permit File: CUP-18-01 to allow for the use of an 9-unit Mini-Storage Facility Development in the General Commercial Zoning District based on the findings presented in the Final Order.”

ATTACHMENTS

- A. Application Materials
- B. Staff Report: CUP-18-01
- C. Public Hearing Notice
- D. Proposed Final Order

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcogburn@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 ■ icplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Date Submitted:	Received By:	Fee Paid: \$	Supplemental Application:
------------------------	---------------------	---------------------	----------------------------------

Section 1

LAND USE ACTION (SEE TABLE 1):

Development Review

Section 2

Site Address: 467 Front St	Location Description: corner of 3rd and Front
Property Size: 50 x 100	Assessor's Map & Tax Lot #: 1504 32 34 02700
Present Use: Vacant	Proposed Use: Domestic Storage
Brief Summary of Action Requested: Development Review - Mini Storage	
Are there other permit applications associated with this application? If yes, list:	

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: Mike Thompson	
Address: PO Box 42132 Eugene OR 97404	
Phone: 541 654 3696	E-Mail: MAT2169@Hotmail
Property Owner: Same	
Address:	
Phone:	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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Attachment(S):	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Section 7	
Your signature below acknowledges the following:	
<p>1. Payment of the base fee may not cover the City's costs associated with processing the Application. <i>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.</i></p>	
<p>2. <i>The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.</i></p>	
<p>3. <i>Signer agrees to pay all direct costs associated with processing this land use application.</i></p>	
Applicant Signature:	[Redacted Signature]
Date:	5/15/18



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:
------------------------	---------------------	---------------------	----------------------------------

Section 1
LAND USE ACTION (SEE TABLE 1): *Conditional Use*

Section 2

Site Address: <i>467 Front St</i>	Location Description: <i>corner of 3rd and Front St</i>
Property Size: <i>50 X 100</i>	Assessor's Map & Tax Lot #: <i>15-04-32-34-02700</i>
Present Use: <i>Vacant</i>	Proposed Use: <i>Light Domestic Storage</i>
Brief Summary of Action Requested:	
Are there other permit applications associated with this application? If yes, list: <i>Development Review</i>	

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: *Mike Thompson*

Address: *PO Box 42132 Eugene Or 97404*

Phone: *541 654 3696* **E-Mail:** *MAT2169@hotmail.com*

Property Owner: *Same*

Address:

Phone: **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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Attachment(S):	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Section 7	
Your signature below acknowledges the following:	
<p>1. Payment of the base fee may not cover the City's costs associated with processing the Application. <i>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.</i></p>	
<p>2. <i>The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.</i></p>	
<p>3. <i>Signer agrees to pay all direct costs associated with processing this land use application.</i></p>	
Applicant Signature:	
Date:	5/15/18

LAND USE NARRATIVE

APPLICANT: Mike Thompson **PHONE:** (541) 654-3696
CIVIL ENGINEER: The Favreau Group **PHONE:** (541) 683-7048
DATE: May 11, 2018
MAP: 15-04-32-34 Tax Lot 2700
ZONING: **General Commercial (GC)**

Present Request:

The present request is for approval to construct a mini-storage facility on the subject tax lot.

Approval Criteria:

The following findings demonstrate that the proposed mini-storage plan will comply with all applicable approval criteria and related standards as set forth in JCMC. The approval criteria and related standards are listed below, with findings addressing each in **Bold**.

17.35 GENERAL COMMERCIAL ZONE (GC)

17.35.010 Uses permitted outright

Applicant's Response: Mini-storage facilities are not an outright permitted use.

17.35.020 Conditional uses permitted

Applicant's Response: Mini-storage facilities are a conditionally permitted use. The proposed development is over 260 feet from the centerline of State Highway 99. The proposed development meets this standard.

17.35.030 Development review

Applicant's Response: The applicant understands the Type I procedure, where this is a Administrative Decision. The applicant shall submit an application, site plan, landscape plan(if necessary) and Architectural drawings(if necessary) addressing all of the requirements of this section.

17.35.050 Setback requirements

Applicant's Response: There are no minimum street facing setbacks, except for compliance of the vision clearance standards. There are no side or rear yard setback requirements since the property abuts General Commercial zoned properties. The

proposed site plan depicts that the vision clearance standards are met at the intersection of Front Street and 3rd Avenue, and along with the intersection of 3rd Avenue and the City alley. The proposed development meets this standard.

17.35.060 Building orientation guideline

Applicant's Response: The street facing setbacks between zero and 25 feet from the front property line are required. The proposed setbacks on Front Street range from zero feet to 16 feet, thus meeting this standard. The proposed setback on 3rd Avenue is zero feet, thus meeting this standard. The City alley side of the subject project is not considered a front of the project, therefore this standard does not apply to the City alley side.

17.35.070 Height of buildings

Applicant's Response: The maximum height of buildings allowed per this section of the code is 35 feet. The proposed containers are less than the 35-foot height restriction and therefore the proposed development meets this standard.

17.35.080 Parking

Applicant's Response: The required parking for storage warehouse per JCMC 17.90.010 is one space per 2,000 square feet of functional floor space. The proposed total functional floor space of the development is 2,560 square feet. Based on 2,560 square feet, the total number of required parking spaces is two. The subject site is proposing a total of three parking spaces, inclusive of two handicap parking spaces. The proposed development meets this standard.

This standard requires the siting of the parking lot to the rear or side of the building. The proposed parking spaces are located along the rear of the building and therefore the proposed development meets this standard.

17.35.090 Building entries

Applicant's Response: This standard does not apply for mini-storage facilities.

17.35.100 Building form

Applicant's Response: This standard does not apply for mini-storage facilities.

17.35.110 Trash receptacles

Applicant's Response: The applicant is not proposing any trash receptacles.

17.35.120 Utilities

Applicant's Response: The applicant shall underground all newly constructed utility lines.

17.35.130 Delivery and loading facilities

Applicant's Response: The proposed development has a 10-foot wide service driveway on the south side of the site from Front Street on the east side to the City alley on the west side. No backward movement within a street is required. The proposed development meets this standard.

17.35.140 Drive-through facilities

Applicant's Response: This standard does not apply.

17.85 ACCESS MANAGEMENT

17.85.030 Permit application

Applicant's Response: This development proposes to use gated access from Front Street and the City alley.

17.85.040 Compliance with regulations

Applicant's Response: The proposed development will conform to all applicable land use regulations and granted land use approvals.

17.85.050 Standards and specifications

Applicant's Response: The proposed development will construct all required access improvements in conformity with the appropriate standards of the approving jurisdiction.

17.85.060 Corner clearance

Applicant's Response: No new non-emergency only accesses are proposed. This standard is not applicable to the proposed development.

17.85.070 Joint and cross access

Applicant's Response: There are no joint or cross access driveways. this standard is not applicable to the proposed development.

17.85.080 Requirements for phased development plans

Applicant's Response: This development proposes to use gated access from Front Street and the City alley. No additional access is required.

17.85.090 Nonconforming access features

Applicant's Response: The requirements whereby existing nonconforming accesses must be brought into compliance with applicable standards is noted, however it does not appear that any of the existing accesses are in fact nonconforming.

17.85.100 Reverse/dual frontage

Applicant's Response: This development proposes to use gated access from Front Street and the City alley. Of the streets that about the subject site, Front Street and the City alley are the lowest of the street functional classifications. The proposed development meets this standard.

17.85.110 Site plan review procedures for access management

Applicant's Response: The review procedures for access management are noted. Plans shall be submitted as a part of this application.

17.85.120 Variance standards

Applicant's Response: No variances to the access management standards are requested at this time.

17.90 Off-Street Parking and Loading

17.90.010 Off-street parking

Applicant's Response: The required parking for storage warehouse per JCMC 17.90.010 is one space per 2,000 square feet of functional floor space. The proposed total functional floor space of the development is 2,560 square feet. Based on 2,560 square feet, the total number of required parking spaces is two. The subject site is proposing a total of three parking spaces, inclusive of two handicap parking spaces. The proposed development meets this standard.

No bicycle parking is required or proposed.

17.90.020 Off-street loading

Applicant's Response: The proposed development has a 10-foot wide service driveway on the south side of the site from Front Street on the east side to the City alley on the west side. No backward movement within a street is required. The proposed development meets this standard.

17.90.030 General provisions- Off street parking and loading

Applicant's Response: The general provisions for off-street parking and loading are noted.

17.130 Conditional Uses

17.130.010 Authorization to grant or deny conditional uses.

Applicant's Response: While every effort was made to fully comply with the applicable zoning code provisions, it is understood that additional conditions may be imposed by the City.

17.130.020 Application for a conditional use.

Applicant's Response: The general provisions of a conditional use application are noted.

17.130.030 Public hearing on conditional use.

Applicant's Response: The public hearing provisions of a conditional use application are noted.

17.130.040 Recess of the hearing by the planning commission.

Applicant's Response: The public hearing provisions of a conditional use application are noted.

17.130.050 Notification of action.

Applicant's Response: The notification provisions of a conditional use application are noted.

17.130.060 Standards governing conditional uses.

Applicant's Response: The standards governing conditional uses are noted.

07-01-2017 TO 06-30-2018 REAL PROPERTY TAX STATEMENT
LANE COUNTY 125 E. 8TH AVE. EUGENE, OR 97401 (541) 682-4321

www.lanecounty.org/at

PROPERTY ADDRESS: 467 FRONT ST
 JUNCTION CITY, OR 97448

PROPERTY CLASS: 200
 TAX CODE AREA: 06900 ACRES: 0.11
 AP & TAX LOT : 15-04-32-34-02700

OWNER: THOMPSON MICHAEL A
 PO BOX 42132
 EUGENE, OR 97404

ACCOUNT # 0016012

LAST YEAR'S TAX 418.73
 See back for explanation of taxes marked with (*)

CURRENT TAX BY DISTRICT

U Lane Education Service Dist	5.82
U Lane Community College	16.14
Junction City School District	118.89
Education Totals:	140.85
U Lane County	33.35
Lane County Public Safety LO	9.91
Lane County 4-H /Extension LO	0.39
Junction City RFPD Local Option	15.64
Junction City RFPD	25.66
Junction City	157.59
General Government Totals:	242.54
U Lane Community College Bond II	5.93
Junction City School District Bond	41.37
Bonds - Other Totals:	47.30

VALUES AS OF 01/01/2017	LAST YEAR	THIS YEAR
REAL MARKET VALUE		
LAND	50,546	50,546
STRUCTURES	0	0
TOTAL	50,546	50,546
SPECIAL ASSESSED VALUE	0	0
REAL MKT VALUE	50,546	50,546
ASSESSED VALUE	25,312	26,071
EXEMPTIONS	0	0
TAXABLE VALUE	25,312	26,071

MORTGAGE CO:
 If a mortgage company pays your taxes,
 this statement is for your records only.

TAX PAYMENT OPTIONS

(See back of statement for payment instructions)

	Pay By	Discount	Net Amount Due
Full	11/15/2017	12.92	417.77
3	11/15/2017	5.74	281.39
6	11/15/2017	None	417.77

2017-2018 TAXES BEFORE DISCOUNT	430.69
TOTAL TAX (After Discount)	417.77

ELEVATION
100.0
(RELATIVE)

← 3RD AVENUE →

*NOTE: 5' SIDEWALKS TO BE
INSTALLED AT 3RD & FRONT
RIGHT-OF-WAYS. ALSO
TREES TO BE PLANTED IN
NEW PARKING STRIPS AS PER
J.C. CITY STANDARDS.

S. 87° 58' 40" W. 99.93'

ELEV. 100.0

15' x 15' VISION
TRIANGLE

*NOTE: RAIN WATER NOT
COLLECTED BY STORAGE
CONTAINERS - IT IS TO BE
DIRECTED TO BE STORED
IN TRENCHES AND DIPPED
TO GROUND.

OPEN

49.90'



(6) 20' x 20' SPACES

(7) 8' x 40' CONTAINERS
(320 SQ FT EACH)
OVER 4" GRAVEL
GROUND COVER

(2) 8' x 20' CONTAINERS
(1600' EACH)

6' SECURITY FENCE

GRAVEL YARD

N. 02° 00' 00" W. 49.90'

← FRONT ST. →

N. 87° 51' 39" E. 99.96'

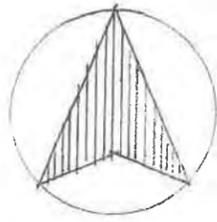
ELEV. 100.25

ELEV. 100.0

CITY ALLEY

49.92'

N. 01° 50' 57" W.



SITE/LOT PLAN

1" = 10.0'

NORTH

PROPOSAL IS FOR A LIGHT DOMESTIC STORAGE FACILITY USING PRE-FABRICATED STEEL SHIPPING CONTAINERS.

SITE WILL BE UNOCCUPIED - NO EMPLOYEES WILL BE UTILIZED

'STORAGE WAREHOUSE' PARKING STANDARD APPLIED: (1) SPACE PER 1,000 SQ. FT. (2560 SQ. FT. STORAGE AREA REQUIRE THREE REGULAR SPACES)

SITE PLAN STUDY FOR

MR. MIKE THOMPSON

JUNCTION #15043234 TAX LOT #02700
JUNCTION CITY, OREGON

SHEET
1



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

FINDINGS OF THE JUNCTION CITY PLANNING DEPARTMENT:

CONDITIONAL USE STAFF REPORT FOR THOMPSON MINI-STORAGE PROPOSAL (CUP-18-01)

Application Summary:

Conditional Use application to allow the development of a Mini-Storage development in the General Commercial (GC) zone.

Owner(s)/Applicant(s):

Mike Thompson, PO Box 42132 Eugene, OR 97404

Lead City Staff:

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

Subject Property/Zoning/Location:

Tax Lot 2700 of Assessor's Map 15-04-32-34, Zoned GC, General Commercial, abutting Front Street to the east, abutting 3rd Avenue at the north.

Relevant Dates:

Application originally submitted on May 15, 2018; deemed complete on May 22, 2018; Staff recommendation for conditional approval issued on June 12, 2018.

Associated Files:

DEV-18-04 – Thompson Mini-Storage – Development Review

REQUEST

The applicant is requesting a Conditional Use approval to develop a 9-Unit Mini-Storage Development in the General Commercial Zoning District. Specifically, per section 17.35.020(C), the Planning Commission may approve a proposal for Mini-Storage Facilities, provided that they are not located within 260 feet of the centerline of State Highway 99.

Public Notice and Referrals:

JCMC 17.150.080 (B) states:

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

On May 22, 2018, Staff mailed a notice of public hearing to the applicant, property owners and residents within 300 feet of the subject site. To date no public comments have been received. A copy of the notice and the comments received are included as an attachment to this report.

Referral comments on the application were also requested from various affected service providers and City departments on May 22, 2018. A copy of the notice and the comments received are included as an attachment. To date, one referral comment was received:

- Clair Company - June 5, 2018 - "*Buildings will require anchorage designs which comply with the current edition (2014) Oregon Specialty Code. Per current online mapping from FEMA website, the subject property is not located in a Special Flood Hazard Area. (Panel 41039C0604F). The access aisle adjacent to the van accessible parking space is required to be a minimum of 96" (8') wide. 2014 OSSC 1101.2.2.8. Additional code requirements will be assessed when detailed construction plans are provided for review.*"

All 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 Development Review and Conditional Use approval criteria and relevant Municipal Code standards in the following evaluation.

General Property Information:

The applicant has submitted a new Conditional Use application for the proposed use of Mini-Storage development, which is regulated as a Conditional Use under JCMC 17.35.020 – General Commercial (GC).

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

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

Evaluation

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

JCMC 17.35 GENERAL COMMERCIAL ZONE (GC)

17.35.020 Conditional uses permitted.

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

C. Mini-storage; provided, that it is not located within 260 feet of the centerline of State Highway 99.

The applicant proposes a Mini-Storage facility that is not located within 260 feet of the centerline of State Highway 99. The site is approximately 710 feet from the centerline of Highway 99S. Therefore, findings relative to the required Conditional Use application will be addressed at JCMC 17.130. As shown in the findings below, the above criterion has been satisfied.

17.35.030 Development Review

In a GC zone, development review by the city administrator or designee shall be required to ensure compliance regarding GC standards.

The applicant has submitted a concurrent Development Review application in compliance with this standard. Therefore, this criterion has been met.

17.35.050 Setback requirements.

Except as provided in JCMC 17.95.060, in a GC zone the yards are measured from the property line to the foundation of the building with a maximum projection of one foot into any setback area. Projections may include eaves, chimneys, bay windows, overhangs, and similar architectural features. Setbacks shall be as follows:

A. A minimum front (street-facing) setback is not required, except as necessary to comply with the vision clearance standards in JCMC 17.95.090. In the case of a corner lot, both street-facing sides of the lot shall be considered the front.

B. The side yard is not required except where the foundation of a structure abuts a residential zone, in which case it shall be a minimum of 10 feet.

C. A rear yard is not required except where the foundation of a structure abuts a residential zone, in which case it shall be a minimum of 15 feet. [Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 43, 1991.]

The submitted site plan for the two proposed 9-unit Mini-Storage facility show a zero lot line setback as allowed by these criteria, with the vision clearance areas shown in compliance with JCMC 17.35.050(A). The site does not abut a residential zone. Therefore, these criteria have been met.

17.35.060 Building orientation guideline.

In order to create streets which are attractive to pedestrians, create a sense of enclosure, and provide activity and interest along the street edge of a building, the siting of new commercial buildings shall be close to the street rather than set back from the street behind large parking lots. Front (street-facing) setbacks between zero and 25 feet from the front property line are required where site size and configuration permit (see Appendix A, Diagram 10). [Ord. 1178 § 2, 2007; Ord. 1116 § 1, 2003; Ord. 950 § 43A, 1991.]

The submitted site plan shows the building orientation in compliance with the standard listed above.

17.35.070 Height of buildings.

In a GC zone, no building shall exceed a height of 35 feet. [Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 44, 1991.]

The submitted site plan shows the building heights in compliance with the standard listed above.

17.35.080 Parking.

In a GC zone, parking lots shall comply with the following standards:

A. Off-street vehicle parking must comply with the landscaping, size, and pedestrian circulation standards specified in Chapter 17.90 JCMC.

B. Parking Lot Siting. To minimize the visual impact of parking areas, new commercial developments shall site off-street parking lots to the rear or side of the building where site size and configuration permit. [Ord. 1178 § 3, 2007; Ord. 1116 § 1, 2003; Ord. 950 § 44A, 1991.]

The submitted site plan shows parking orientation in compliance with the standards listed above.

17.35.090 Building entries.

In a GC zone, new commercial buildings shall comply with the following building entry standards:

A. All commercial buildings must provide at least one customer entrance within 50 feet of an adjacent public sidewalk. Direct pedestrian access from the public sidewalk to the building entrance shall be provided and must be separated, raised, or protected from vehicular traffic and provide access for disabled persons in a manner that complies with applicable state and federal law. This standard does not apply to mini-storage, automobile paint shop, or car wash uses (see Appendix A, Diagram 12). [Ord. 1116 § 1, 2003; Ord. 950 § 44B, 1991.]

The submitted site plan shows the building entrances in compliance with the standard listed above.

17.35.100 Building form.

In a GC zone, new commercial buildings shall comply with the following building form standards:

A. Building Articulation. Buildings with 10,000 square feet or greater of enclosed ground floor space shall have articulated facades on all street-facing elevations. This criterion is met when an elevation contains at least one of the following features for every 40 feet of horizontal building length: primary entrances; weather protection (awnings, canopies, arbors, trellises); building offsets or projections of a minimum of two feet in depth; changes in elevation or horizontal direction; sheltering roof terraces; a distinct pattern of division in surface materials; ornamentation; screening trees; small scale lighting (e.g., wall-mounted lighting or up-lighting); and similar features as generally shown in Appendix A, Diagram 11.

The submitted site plan shows the Mini-Storage facility at less than 10,000 square feet in area. Therefore this criterion is not applicable.

B. Windows. All street-facing building facades shall provide windows along a minimum of 50 percent of the length and 20 percent of the ground floor wall area (doorways may be used to help satisfy this standard). On corner lots, the general ground floor

window standards must be met on one street frontage only. On the other street(s), the requirement is one-half of the general standard. This standard does not apply to mini-storage, automobile paint shop, or car wash uses (see Appendix A, Diagram 12). [Ord. 1178 § 4, 2007; Ord. 1116 § 1, 2003; Ord. 950 § 44C, 1991.]

The applicant is proposing a Mini-Storage facility as conditionally allowed by JCMC 17.35.020. As such, this criterion is not applicable.

17.35.110 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 within required setbacks or within 25 feet of property lines abutting residential zones. [Ord. 1116 § 1, 2003; Ord. 950 § 44D, 1991.]

No trash receptacles are proposed as part of this application. Therefore, this criterion is not applicable.

17.35.120 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 wherever practicable. Where undergrounding is not practicable, equipment shall be screened from view from adjacent streets, sidewalks, and abutting residentially zoned properties with an evergreen hedge or solid fence or wall at least four feet in height and must be sited to comply with the vision clearance standards in JCMC 17.95.090. [Ord. 1116 § 1, 2003; Ord. 950 § 44E, 1991.]

The applicant is understanding of this requirement and intends to comply with this standard at the time of building permit submittal. Therefore, this criterion has been adequately addressed.

17.35.130 Delivery and loading facilities.

In a GC zone, new commercial buildings shall comply with the following delivery and loading facility standards:

A. Delivery and loading facilities are not permitted in required setback areas.

B. All loading spaces for commercial buildings and uses shall be off the street, shall be in addition to required off-street parking spaces, and shall be served by service drives and maneuvering areas so that no backward movement or other vehicle maneuvering within a street, other than an alley, will be required. [Ord. 1116 § 1, 2003; Ord. 950 § 44F, 1991.]

No loading facilities are proposed as part of this application. Therefore, this criterion is not applicable.

17.35.140 Drive-through facilities.

Drive-up and drive-through facilities (e.g., associated with restaurants, banks, car washes, and similar uses) shall conform to all of the following standards:

A. A stacking lane a minimum of 80 feet in length shall be provided for cars waiting to access a drive-through window. The stacking lane must be contained entirely on

private property between the public right-of-way and the drive-through window and shall not interfere with vehicle parking or circulation. [Ord. 1116 § 1, 2003; Ord. 950 § 44G, 1991.]

No drive-through facilities are proposed as part of this application. Therefore, this criterion is not applicable.

JCMC 17.130 CONDITIONAL USES

17.130.030 Public hearing on conditional use.

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

See JCMC 17.150.080, Notice.

Staff has provided notice in compliance with the standards at JCMC 17.150.080, as noted on pages 1 and 2 of this report. Therefore, this criterion has been satisfied.

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

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

As stated and conditioned within the findings at JCMC 17.35, the proposal is in conformance with the applicable zoning ordinances.

The proposed development site consists of one legal parcel, which is approximately 5,000 square feet in size. Therefore, the parcel is adequate in size and shape to accommodate the proposed use.

The Public Works director has stated that city services are of adequate size and quality to serve the proposed use.

Surrounding properties to the north, south, and west of the subject site are Commercial by designation. Parcels to the east are Industrial by designation.

Mini-Storage Developments are considered as a Conditional Use within the GC – General Commercial zone. Through the findings and conditions stated within this report, the proposed use is considered compatible with the surrounding properties. Therefore, these criteria have been met.

STAFF RECOMMENDATION

The Planning Department recommends Planning Commission approval of the Conditional Use Permit application to allow a 9-unit Mini-Storage Development in the GC Zone based on the findings and proposed conditions listed above.

Staff Report Date:

Jordan Cogburn, City Planner
Junction City



NOTICE OF PUBLIC HEARING

FILE NUMBER	CUP-18-01
NATURE OF APPLICATION	Conditional Use Permit
APPLICABLE CRITERIA	Junction City Municipal Code 17.130
APPLICANT/OWNER	Mike Thompson
LOCATION	Vacant parcel at the SW corner of 3 rd Ave and Front Street
ASSESSORS MAP & TAX LOT	15-04-32-34 lot: 02700
ZONING	GC (General Commercial)
LAND AREA	0.11 acres
PROPOSAL	Construction of a Mini-Storage facility
STAFF CONTACT	Jordan Cogburn, City Planner, jcplanning@ci.junction-city.or.us or 541.998.4763

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

Citizens may present testimony for or against the proposal by submitting written comments or by testifying at a public hearing on **Wednesday, June 20, 2018 at 6:30 p.m.**, or by submitting written comment.

If you would like your written comments to be included in the staff report, they must be submitted to the Planning Department office by **5:00 p.m. on Tuesday, June 5, 2018** Written comments may be submitted:

- in person at the Planning Department office 680 Greenwood St, Monday – Friday, 8:00am to 5:00pm;
- by mail to City Planner, City of Junction City, PO Box 250, Junction City OR, 97448;
- by fax to (541) 998-3140; or
- by e-mail to jcplanning@ci.junction-city.or.us

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

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

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

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

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



CITY OF JUNCTION CITY

680 Greenwood/P.O. Box 250

Junction City, OR 97448

Ph: 541-998-2153 /Fx: 541-998-3140

www.junctioncityoregon.gov

Site



**FINAL ORDER OF THE
JUNCTION CITY PLANNING COMMISSION
CONDITIONAL USE PERMIT (CUP-18-01), THOMPSON MINI-STORAGE**

A. The Junction City Planning Commission finds the following:

- a. The applicant has submitted the application and supporting documents necessary for the Planning Commission to understand the proposed use and its relationship to surrounding properties as required by Junction City Municipal Code Section 17.130.020.
- b. The Junction City Planning Commission held a public hearing on June 20, 2018 after giving the required notice per Junction City Municipal Code Section 17.150.080.
- c. The Junction City Planning Commission has reviewed all material relevant to the Conditional Use Permit that has been submitted or presented by the applicant, staff, and the general public regarding this matter.
- d. The Junction City Planning Commission followed the required procedure and standards of reviewing conditional use permits as required by Junction City Municipal Code Section 17.130.030.

B. Conditions of Approval

1. Prior to issuance of a building permit, the applicant shall submit a Development Review application showing compliance with the standards listed at JCMC 17.35.

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

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

JCMC 17.35 GENERAL COMMERCIAL ZONE (GC)

17.35.020 Conditional uses permitted.

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

- C. Mini-storage; provided, that it is not located within 260 feet of the centerline of State Highway 99.**

The applicant proposes a Mini-Storage facility that is not located within 260 feet of the centerline of State Highway 99. The site is approximately 710 feet from the centerline of Highway 99S. Therefore, findings relative to the required Conditional Use application will be addressed at JCMC 17.130. As shown in the findings below, the above criterion has been satisfied.

17.35.030 Development Review

In a GC zone, development review by the city administrator or designee shall be required to ensure compliance regarding GC standards.

The applicant has submitted a concurrent Development Review application in compliance with this standard. Therefore, this criterion has been met.

17.35.050 Setback requirements.

Except as provided in JCMC 17.95.060, in a GC zone the yards are measured from the property line to the foundation of the building with a maximum projection of one foot into any setback area. Projections may include eaves, chimneys, bay windows, overhangs, and similar architectural features. Setbacks shall be as follows:

A. A minimum front (street-facing) setback is not required, except as necessary to comply with the vision clearance standards in JCMC 17.95.090. In the case of a corner lot, both street-facing sides of the lot shall be considered the front.

B. The side yard is not required except where the foundation of a structure abuts a residential zone, in which case it shall be a minimum of 10 feet.

C. A rear yard is not required except where the foundation of a structure abuts a residential zone, in which case it shall be a minimum of 15 feet. [Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 43, 1991.]

The submitted site plan for the two proposed 9-unit Mini-Storage facility show a zero lot line setback as allowed by these criteria, with the vision clearance areas shown in compliance with JCMC 17.35.050(A). The site does not abut a residential zone. Therefore, these criteria have been met.

17.35.060 Building orientation guideline.

In order to create streets which are attractive to pedestrians, create a sense of enclosure, and provide activity and interest along the street edge of a building, the siting of new commercial buildings shall be close to the street rather than set back from the street behind large parking lots. Front (street-facing) setbacks between zero and 25 feet from the

front property line are required where site size and configuration permit (see Appendix A, Diagram 10). [Ord. 1178 § 2, 2007; Ord. 1116 § 1, 2003; Ord. 950 § 43A, 1991.]

The submitted site plan shows the building orientation in compliance with the standard listed above.

17.35.070 Height of buildings.

In a GC zone, no building shall exceed a height of 35 feet. [Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 44, 1991.]

The submitted site plan shows the building heights in compliance with the standard listed above.

17.35.080 Parking.

In a GC zone, parking lots shall comply with the following standards:

A. Off-street vehicle parking must comply with the landscaping, size, and pedestrian circulation standards specified in Chapter 17.90 JCMC.

B. Parking Lot Siting. To minimize the visual impact of parking areas, new commercial developments shall site off-street parking lots to the rear or side of the building where site size and configuration permit. [Ord. 1178 § 3, 2007; Ord. 1116 § 1, 2003; Ord. 950 § 44A, 1991.]

The submitted site plan shows parking orientation in compliance with the standards listed above.

17.35.090 Building entries.

In a GC zone, new commercial buildings shall comply with the following building entry standards:

A. All commercial buildings must provide at least one customer entrance within 50 feet of an adjacent public sidewalk. Direct pedestrian access from the public sidewalk to the building entrance shall be provided and must be separated, raised, or protected from vehicular traffic and provide access for disabled persons in a manner that complies with applicable state and federal law. This standard does not apply to mini-storage, automobile paint shop, or car wash uses (see Appendix A, Diagram 12). [Ord. 1116 § 1, 2003; Ord. 950 § 44B, 1991.]

The submitted site plan shows the building entrances in compliance with the standard listed above.

17.35.100 Building form.

In a GC zone, new commercial buildings shall comply with the following building form standards:

A. Building Articulation. Buildings with 10,000 square feet or greater of enclosed ground floor space shall have articulated facades on all street-facing elevations. This criterion is met when an elevation contains at least one of the following features for every 40 feet of horizontal building length: primary entrances; weather protection (awnings, canopies, arbors, trellises); building offsets or projections of a minimum of two feet in depth; changes in elevation or horizontal direction; sheltering roof terraces; a distinct pattern of division in surface materials; ornamentation; screening trees; small scale lighting (e.g., wall-mounted lighting or up-lighting); and similar features as generally shown in Appendix A, Diagram 11.

The submitted site plan shows the Mini-Storage facility at less than 10,000 square feet in area. Therefore this criterion is not applicable.

B. Windows. All street-facing building facades shall provide windows along a minimum of 50 percent of the length and 20 percent of the ground floor wall area (doorways may be used to help satisfy this standard). On corner lots, the general ground floor window standards must be met on one street frontage only. On the other street(s), the requirement is one-half of the general standard. This standard does not apply to mini-storage, automobile paint shop, or car wash uses (see Appendix A, Diagram 12). [Ord. 1178 § 4, 2007; Ord. 1116 § 1, 2003; Ord. 950 § 44C, 1991.]

The applicant is proposing a Mini-Storage facility as conditionally allowed by JCMC 17.35.020. As such, this criterion is not applicable.

17.35.110 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 within required setbacks or within 25 feet of property lines abutting residential zones. [Ord. 1116 § 1, 2003; Ord. 950 § 44D, 1991.]

No trash receptacles are proposed as part of this application. Therefore, this criterion is not applicable.

17.35.120 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 wherever practicable. Where undergrounding is not practicable, equipment shall be screened from view from adjacent streets, sidewalks, and abutting residentially zoned properties with an evergreen hedge or solid fence or wall at least four feet in height and must be sited to comply with the vision clearance standards in JCMC 17.95.090. [Ord. 1116 § 1, 2003; Ord. 950 § 44E, 1991.]

The applicant is understanding of this requirement and intends to comply with this standard at the time of building permit submittal. Therefore, this criterion has been adequately addressed.

17.35.130 Delivery and loading facilities.

In a GC zone, new commercial buildings shall comply with the following delivery and loading facility standards:

A. Delivery and loading facilities are not permitted in required setback areas.

B. All loading spaces for commercial buildings and uses shall be off the street, shall be in addition to required off-street parking spaces, and shall be served by service drives and maneuvering areas so that no backward movement or other vehicle maneuvering within a street, other than an alley, will be required. [Ord. 1116 § 1, 2003; Ord. 950 § 44F, 1991.]

No loading facilities are proposed as part of this application. Therefore, this criterion is not applicable.

17.35.140 Drive-through facilities.

Drive-up and drive-through facilities (e.g., associated with restaurants, banks, car washes, and similar uses) shall conform to all of the following standards:

A. A stacking lane a minimum of 80 feet in length shall be provided for cars waiting to access a drive-through window. The stacking lane must be contained entirely on private property between the public right-of-way and the drive-through window and shall not interfere with vehicle parking or circulation. [Ord. 1116 § 1, 2003; Ord. 950 § 44G, 1991.]

No drive-through facilities are proposed as part of this application. Therefore, this criterion is not applicable.

JCMC 17.130 CONDITIONAL USES

17.130.030 Public hearing on conditional use.

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

See JCMC 17.150.080, Notice.

Staff has provided notice in compliance with the standards at JCMC 17.150.080, as noted on pages 1 and 2 of this report. Therefore, this criterion has been satisfied.

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

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

As stated and conditioned within the findings at JCMC 17.35, the proposal is in conformance with the applicable zoning ordinances.

The proposed development site consists of one legal parcel, which is approximately 5,000 square feet in size. Therefore, the parcel is adequate in size and shape to accommodate the proposed use.

The Public Works director has stated that city services are of adequate size and quality to serve the proposed use.

Surrounding properties to the north, south, and west of the subject site are Commercial by designation. Parcels to the east are Industrial by designation.

Mini-Storage Developments are considered as a Conditional Use within the GC – General Commercial zone. Through the findings and conditions stated within this

report, the proposed use is considered compatible with the surrounding properties. Therefore, these criteria have been met.

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

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

Signature: _____
James Hukill
Chairperson Junction City Planning Commission

_____ Date

TO: Planning Commission
FROM: Planning Department
RE: May Planning Activities



Land Use Application and Planning Project Status

- Current Planning related projects include:
 - A Development Review and concurrent Minor Variance Application has been submitted for a large multifamily residential complex located at 18th Avenue and Magnolia. The applicant requested a minor variance to the maximum height standards based on the perceived residential needs and the attractiveness of the site. The request is for an extension of 3.5 feet, resulting in a 38.5 foot tall structure. The current height limit is capped at 35 feet in the R4 Zone. The City administrator approved the request on June 4, 2018. Neighboring property owners have a chance to appeal the approved Minor Variance if comments are submitted by Monday, June 18. No comments have been received in opposition to this approval as of the date of this report. The Major Variance that was also submitted as part of this proposal has been withdrawn by the applicant, as they believe they can meet the minimum standard based on current JCMC requirements.
 - A Development Review application has been submitted for the Tractor Store development north of the Grocery Outlet site at Hwy 99E. The review is pending the recording of the Minor Partition that was approved by the Commission at the March 21 standing meeting. The proposal consists of a large retail store, large outdoor merchandise area, and parking facilities that will share access to Hwy 99E via the joint access easement that was required as part of the Partition conditions of approval. Staff hopes to wrap up the review within the next week.
 - Planning and Building Staff will be attending an upcoming FEMA Floodplain Manager training and test on July 30-August 3rd. The intent is for both the Planner and In-House Building Official to become Certified Floodplain Managers in order to approve Floodplain Development Permits as required by the JCMC once the City has terminated the 3rd party contract. Having two CFMs in-house will provide staffing assurances and the appropriate level of customer service going forward.

City Council Update

- Nothing at this time.

Future Action Items

- SUB-18-01 - EEC Holding – Preliminary Subdivision

Planning Commission

- Nothing at this time.

Building Activities:

- Staff encourages all Commissioners to visit the Planning and Building Office to review the current building activity within Junction City.



PLANNING COMMISSION

AGENDA FORECASTER

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CURRENT BUSINESS ITEMS

Current Business Items

Item Planning Commission Application Review

Requested By Staff

Staff Contact Planner Cogburn

Date Last at Commission N/A

Item Description

This is a new review of the Planning Commission Vacancy application submitted to date.

Current Status/Update

Currently, there are two Planning Commission Vacancies, a Regular Planning Commissioner Seat, and a Planning Commission Alternate Seat.

Item SUB-18-01 – EEC Holdings – Preliminary Subdivision

Requested By Applicant

Staff Contact Planner Cogburn

Date Last at Commission N/A

Item Description

This is a new request for the Subdivision of a single parcel into 5 legal lots.

Current Status/Update

This is a new review of a submitted application. The applicant has requested that the item be placed on hold pending action by the land owner.

CURRENT BUSINESS ITEMS

<u>Item</u>	MP-18-03 – Sjoblom Minor Variance Request
<u>Requested By</u>	Applicant
<u>Staff Contact</u>	Planner Cogburn
<u>Date Last at Commission</u>	N/A

Item Description

This is a new Minor Partition request to divide a single lot into two legal conforming tax lots.

Current Status/Update

The applicant has submitted an application to divide a legal parcel into two conforming tax lots.

<u>Item</u>	Public Hearing: CUP-18-01 – Thompson Conditional Use Permit Application
<u>Requested By</u>	Applicant
<u>Staff Contact</u>	Planner Cogburn
<u>Date Last at Commission</u>	N/A

Item Description

This is a request to allow a Mini-Storage Facility in the General Commercial Zone.

Current Status/Update

The applicant has submitted an application for a Conditional Use pursuant to JCMC 17.35.020.

CURRENT BUSINESS ITEMS

<u>Item</u>	Public Hearing: VAR-18-01 – Umbrella Properties Parking Reduction Major Variance Application
<u>Requested By</u>	Applicant
<u>Staff Contact</u>	Planner Cogburn
<u>Date Last at Commission</u>	N/A

Item Description

This is a request to allow a parking reduction for a Multi-Family Apartment Complex Development at 18th Ave and Magnolia St.

Current Status/Update

The applicant has submitted an application for a Major Variance pursuant to JCMC 17.140.

PENDING BUSINESS ITEMS

Pending Business Items

<u>Item</u>	SUB-18-01 – EEC Holdings – Preliminary Subdivision
<u>Requested By</u>	Applicant
<u>Staff Contact</u>	Planner Cogburn
<u>Date Last at Commission</u>	N/A

Item Description

This is a new request for the Subdivision of a single parcel into 5 legal lots.

Current Status/Update

This is a new review of a submitted application. The applicant has requested that the item be placed on hold pending action by the land owner.

FUTURE BUSINESS ITEMS

Future Business Items

Item

Nothing at this time

Requested By

Item Description

2018 Planning Commission Calendar

- Packets Available Date
- Meeting Date
- Holidays Observed

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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OCTOBER

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NOVEMBER

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DECEMBER

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