



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

Planning Commission Meeting Agenda
(Possible Quorum of the Council)

Date: Wednesday, July 15, 2020
Time: 6:30 – 9:00 p.m.
Location: *This meeting is virtual only*
Contact: Tere Andrews, 541-998-2153

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

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

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

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

1. Open Meeting and Pledge of Allegiance
2. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes – June 17, 2020
5. Final Plat: Edwards, 93801 Prairie Rd. (File #MP-20-15)
6. Agenda Forecaster
7. Commission Comments
8. Adjournment

Next Standing August 19, 2020 – Check with City for changes
Location is wheelchair accessible (WCA)
THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

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

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

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

Helpful Tips When Speaking Before the Planning Commission

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

Please speak clearly keep in mind the meetings are recorded.

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

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

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 in regular session on Wednesday, June 17, 2020 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon and remotely via internet and phone.

Present were: Planning Commissioners, Jeff Haag (Vice-Chair), James Hukill, Ken Wells, Jim Creech, Cindy Montgomery, Brian Wells, and Beverly Ficek; and Planning Secretary, Tere Andrews

Absent: Planning Alternate, Jack Sumner

1. OPEN MEETING AND REVIEW AGENDA

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

2. CHANGES TO THE AGENDA

None.

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

None.

4. APPROVAL OF MINUTES

- May 20, 2020

Motion: Commissioner Hukill made a motion to approve the May 20, 2020 minutes as written. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 7:0:0. Vice Chair Haag, Commissioners, K Wells, Hukill, Creech, Montgomery, B Wells, and Ficek voted in favor.

5. PUBLIC HEARING: CUP-20-14, 200 CRONA

Vice-Chair Haag opened the public hearing for a Conditional Use Permit application, File #CUP-20-14 at 6:35p.m.

Vice-Chair Haag explained the public hearing process. Staff would present the staff report, followed by the applicant, then public testimony. The applicant would have an opportunity to respond to public testimony.

He asked if any Commissioner had a conflict of interest or ex-parte contact.

There were none declared.

Vice-Chair Haag asked if there were any challenges.

There were none.

He then asked for the staff report.

Technician Andrews reviewed the staff report. The subject site was located at 200 Crona Street, and zoned R2 (Duplex Residential). The applicant was requesting a Conditional Use Permit for placement of an accessory structure, to be used as a beauty salon, at 200 Crona Street. Salons were a Conditional Use in the R2 zone under Junction City Municipal Code (JCMC) 17.15.020. A public hearing before the Planning Commission was required per JCMC 17.130.030.

The application was submitted on May 18, 2020 and deemed complete on May 22, 2020. Staff sent referrals to affected agencies and City Departments on May 22, 2020. One comment was received from the Building Official. He stated that commercial construction permits would be required to convert the accessory structure into a salon. Notice of the public hearing was also mailed to the applicant/property owner, and residents within 300 feet of the subject site on May 22, 2020. A notice of the public hearing was published in the Register Guard Newspaper on May 29, 2020. No comments were received.

As proposed, the salon, to be located in an accessory structure, could meet zoning code provisions set forth in JCMC 17.15, and 17.130.

APPLICANT AND OTHERS IN FAVOR OF PROPOSAL

Vice-Chair Haag invited testimony in favor of the application.

There was no none.

NEUTRAL PARTIES TO PROPOSAL

There was none.

OPPONENTS OF PROPOSAL

There were none.

CITY STAFF SUMMARY/RESPONSE TO PUBLIC TESTIMONY

Vice-Chair Haag asked if staff wished to offer additional information.

There was no additional information from staff.

APPLICANT’S REBUTTAL

The applicant did not have any comment.

Since there was not a request to leave the record open, Vice-Chair Haag closed the public record and the hearing at 6:47 p.m.

DELIBERATIONS

Commissioner Montgomery stated she may have had a conflict of interest. The applicant may have contacted Commissioner Montgomery’s business for a quote on potential work at the proposed salon. Commissioner Montgomery recused herself from deliberations and the vote.

The Commission held a short discussion regarding parking which noted the street width and the applicant’s driveway would offer sufficient parking for to limited number of clients proposed to be scheduled during the day.

MOTION: Commissioner Ficek made a motion that the Planning Commission approve the Conditional Use Application File# CUP-20-14 for a salon at 200 Crona Street with supporting findings, as stated in the Final Order. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 6:0:0. Vice Chair Haag, Commissioners, K Wells, Hukill, Creech, B Wells, and Ficek voted in favor.

6. COMMISSION AGENDA FORECASTER

The Commission reviewed the agenda forecaster.

7. COMMISSIONER COMMENTS

Welcomes were extended to the new Commissioners.

9. ADJOURNMENT

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

Vote: Passed by a vote of 7:0:0. Vice Chair Haag, Commissioners, K Wells, Hukill, Creech, Montgomery, B Wells, and Ficek voted in favor. The meeting adjourned at 6:53 p.m.

The next Standing Planning Commission meeting was Wednesday July 15, 2020 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Commission Secretary

Jeff Haag, Planning Commission Vice-Chair



JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY

File # MP-20-15 Edwards, 93801 Prairie Rd.
Partition Final Plat

Meeting Date: July 15, 2020
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Tere Andrews
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

The applicants, Jon and Darcey Edwards, request Planning Commission approval for a three parcel Major Partition Final Plat, on 1.51 acres on the east side of Prairie Road, north of the terminus of Bailey Lane.

BACKGROUND

The site is zoned Multi-Family Residential (R3). The site is currently developed with an existing single-family home. Fire protection services are provided by Junction City Fire and Rescue. The site is located within the Junction City limits. City services (water, sanitary sewer, and storm water) are provided. Other utilities readily available are power, gas, telephone, and cable TV all existing within the City owned rights of way and recorded easements.

The Planning Commission conditionally approved the Preliminary Partition Plat application at the May 20, 2020 meeting.

Condition of Approval for the Edwards Preliminary Partition Plat (#MP-20-10):

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

The applicant submitted a Final Plat Application, included as Attachment A with this summary. All required documentation associated with the Planning Commission Condition of Approval has been submitted and reviewed by staff for compliance.

Staff recommends approval of the submitted Final Plat.

RELATED CITY POLICIES

- JCMC 16.05.040(H) – Approval of Final Map or Plat
- JCMC 17.150.070(A)(1) – Type I Procedure – Administrative Decision.

PLANNING COMMISSION OPTIONS

The Commission may:

- a. Approve the Final Plat as presented.
- b. Approve the Final Plat based on modifications to the proposal.
- c. Deny the request with justifications.
- d. Continue the discussion to a time and date certain if more information is needed.
- e. Decline to take action.

SUGGESTED MOTION

I make a motion to (approve/modify/deny/continue) the Edwards Major Partition Final Plat, file MP-20-15 based on the (findings/modified findings) as (stated/amended) in the Final Order.

ATTACHMENTS

- A. Applicant's Final Plat materials with signed easements
- B. Approved Preliminary Plan w/Final Order (File# MP-20-10)



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: 6-26-20	Received By: Tere	Fee Paid: \$ 5745	Supplemental Application: MP-20-10 Preliminary:
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Section 1

LAND USE ACTION (SEE TABLE 1):

Final partition plat

Section 2

Site Address: 93801 Prairie Road Junction City, Oregon 97448	Location Description: Starting at First and Prairie Road then south on Prairie Road for 1/4 mile to site on left
Property Size: 1.51 acres (A&T data)	Assessor's Map & Tax Lot #: 16-04-05-23 tax lot 902
Present Use: Residence	Proposed Use: multiple family residence
Brief Summary of Action Requested: requesting a 3 parcel partition	
Are there other permit applications associated with this application? If yes, list: No	

Section 3

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

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

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

Section 4

Applicant: Nickell Land Surveying & Planning, LLC	
Address: 33225 Craig Loop, Cottage Grove, Oregon 97424	
Phone: 541-968-2905	E-Mail: nickell2u@msn.com
Property Owner: Jon and Darcey Edwards	
Address: 752 Southwest Nyssa Street Junction City, Oregon 97448	
Phone: [REDACTED]	E-Mail:
Contact: (if different than Applicant)	
Address:	
Phone:	E Mail:

City of Junction City
LAND USE APPLICATION

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

Section 6		
Supplemental Application:	Yes <input type="checkbox"/>	No <input 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:	
Date:	

LAND PARTITION PLAT NO. _____

FOR
JON EDWARDS and DARCEY EDWARDS
 SITUATED IN NW/14 SEC 6, TOWNSHIP 18 SOUTH, RANGE 4 WEST, W1/4
 JUNCTION CITY, LANE COUNTY, OREGON
 DATE OF SURVEY: _____
 PAGE 2 OF 2

RECORDED _____ LANE COUNTY SURVEYORS OFFICE
 C/S FILE NO. _____
 FILING DATE _____
 DATE _____
 COUNTY CLERK _____
 BY _____

DECLARATION

KOMM ALL PEOPLE BY THESE PRESENT THAT JON EDWARDS AND DARCEY EDWARDS DOES HEREBY CERTIFY THAT THEY ARE THE OWNERS OF THE LAND AS HEREBY DESCRIBED AND DOES HEREBY PARTITION AND RE-ALLOT THE SAME AS HEREBY SHOWN IN ACCORDANCE WITH OREGON LAWS AND THE PUBLIC USE AND PRIVATE EASEMENT ACT, AND DEDICATE TO THE PUBLIC A 40 FOOT WIDE PUBLIC EASEMENT, A 40 FOOT WIDE PUBLIC UTILITY EASEMENT, A 10 FOOT WIDE PRIVATE SANITARY SEWER LINE EASEMENT, A 40 FOOT WIDE PRIVATE ROAD EASEMENT, AND HEREBY ACKNOWLEDGE ALL EXISTING EASEMENTS AS SHOWN AND LISTED HEREOF.

APPROVALS

CITY OF JUNCTION CITY PLANNING DIRECTOR _____ DATE _____
 LANE COUNTY SURVEYOR _____ DATE _____
 LANE COUNTY ASSESSOR _____ DATE _____

SURVEYORS NARRATIVE

AT THE OWNERS REQUEST A PRELIMINARY PARTITION APPLICATION WAS APPLIED FOR AND APPROVED BY CITY OF JUNCTION CITY PLANNING DEPARTMENT SEE PLANNING ACTION NO. 2002. SERIAL OF THE CONDITIONS OF APPROVAL FOR THE PRELIMINARY PARTITION ARE TO SURVEY SET MONUMENTS ON THE EXTERIOR BOUNDARY CORNERS OF PARCEL 1, AND FILE A FINAL PLAT. LISTED THE FOLLOWING CONTROL TO DETERMINE THE EXTERIOR BOUNDARY OF THE PARTITION PLAT, THE OWNERSHIP DEED (D) CALLS OUT THE SECTION LINE AND COUNTY ROAD RIGHT OF WAY BEING PARALLEL WITH THE SECTION CORNER AND WEST PROPERTY LINE. THEREFORE I LOCATED THE NORTHWEST CORNER AND WEST 1/4 CORNER AND HELD THEM FOR THE WEST PROPERTY LINE. THE OWNERSHIP DEED CALLS OUT THE EXTENSION OF THE SOUTH LINE OF BRENTWOOD HOMES SUBDIVISION AS THE NORTH PROPERTY LINE. I FOUND THAT SURVEY'S S1 AND S2 HELD TO THE SAME DEED CALL FOR THE NORTH LINE. THEREFORE I HELD TO SURVEY'S S1 AND S2 BEARING AND DISTANCES FOR THE EXTERIOR BOUNDARY OF THIS PARCEL OF LAND WHICH CLOSELY AGREES WITH THE OWNERSHIP DEED CALLS.

SURVEYORS CERTIFICATE

I DONALD G. NICKELL, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OREGON DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS THE LAND DESCRIBED HEREOF AND THAT THE INITIAL POINT IS A 58 INCH BY 30 INCH REBAR. BEGINNING AT THE WEST ONE-QUARTER CORNER AS MARKED BY LANE COUNTY SPIKE WITH A FLASHER, THENCE ALONG THE WEST LINE OF SECTION 18 TOWNSHIP 18 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN, NORTH 01° 52' 58" WEST 186.22 FEET, THENCE LEAVING THE WEST LINE OF SAID SECTION 18 SOUTH 89° 48' 20" WEST 200 FEET TO THE ANGLE POINT OF BEGINNING, THENCE NORTH 89° 48' 20" WEST 200 FEET TO THE ANGLE POINT OF BEGINNING, THENCE ALONG THE INITIAL POINT BEARING AND DISTANCE OF 186° 22' 58" WEST 186.22 FEET TO THE ANGLE POINT OF BEGINNING, THENCE ALONG THE WESTERLY RIGHT OF WAY OF COUNTY ROAD NO. 194, COMMONLY KNOWN AS REAR ROAD, THENCE ALONG THE EASTERLY RIGHT OF WAY OF SAID COUNTY ROAD, NORTH 01° 10' 52" WEST 281.86 FEET TO A POINT IN THE WESTERLY PROLONGATION OF THE SOUTH LINE OF FIRST ADDITION TO BRENTWOOD HOMES, AS PLATTED AND RECORDED IN BOOK 28, PAGE 7, LANE COUNTY PLAT RECORDS, THENCE ALONG THE SOUTH LINE OF SAID FIRST ADDITION TO BRENTWOOD HOMES, NORTH 89° 48' 07" EAST 234.48 FEET TO A POINT MARKED BY A 58 INCH REBAR, THENCE SOUTH 07° 15' 56" EAST 281.08 FEET TO A POINT MARKED BY A 58 INCH REBAR, THENCE SOUTH 89° 48' 25" WEST 234.81 FEET MORE OR LESS THE INITIAL POINT AND THE BEGINNING POINT, ALL IN THE CITY OF JUNCTION CITY, LANE COUNTY, OREGON.

NICKELL LAND SURVEYING

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

REFERENCES

- D1) OWNERSHIP DEED ON DOCUMENT NO. 2020-001313, DATED DECEMBER 12, 2019, RECORDED IN LCPR
- S1) SURVEY FOR HORIZON CONSTRUCTION BY RICHARD SKINNER, SEE CSF #52087
- S2) PARTITION PLAT FOR MID-VALLEY PROPERTIES, LLC BY STEVEN WOODS, SEE PARTITION PLAT 98-P0812, ALSO RECORDED ON CSF #53474.
- S3) SURVEY FOR PAUL BAILEY BY R.S. CASTLEBERRY, SEE CSF #25409
- S4) SURVEY FOR PAUL BAILEY BY R.S. CASTLEBERRY, SEE CSF #25306
- S5) FIRST ADDITION TO BRENTWOOD HOMES, BY STEVEN FORD, SEE BOOK 28, PAGE 7, LCPR.

ACKNOWLEDGMENT

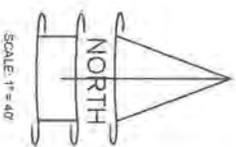
ON THIS _____ DAY OF _____, 2020, THERE APPEARED BEFORE ME, A NOTARY PUBLIC FOR THE STATE OF OREGON, COUNTY OF LANE, THE HEREBY NAMED JON EDWARDS AND DARCEY EDWARDS, BEING KNOWN TO ME OR PROVED TO ME ON A SATISFACTORY BASIS TO BE THE SAME PERSONS WHO EXECUTED THE DECLARATION HEREOF AND ACKNOWLEDGED THE SAME TO BE THEIR VOLUNTARY ACT AND DEED.

ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2020

NOTARY PUBLIC FOR OREGON _____
 NOTARY PRINTED NAME _____
 COMMISSION NO. _____
 MY COMMISSION EXPIRES _____

LEGEND

- SET 5/8" X 30" REBAR WITH YELLOW PLASTIC CAP MARKED "NICKELL, S 2585"
- FOUND AS NOTED
- IR IRON ROD
- CSF # COUNTY SURVEY FILE NUMBER
- LCOR LANE COUNTY DEEDS AND RECORDS
- LCPR LANE COUNTY PLAT RECORDS
- (M) MEASURED BEARING AND/OR DISTANCE
- (S) RECORD DATA PER SURVEY REFERENCE
- (D) RECORD DATA PER OWNERSHIP DEED REFERENCE



SCALE: 1" = 40'

RENEWAL DATE: 12/31/2020

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

DONALD G. NICKELL
 738

FOR ASSESSMENT AND TAXATION ONLY

S.W. 1/4 N.W. 1/4 SEC. 5 T. 16S. R. 4W. W.M.
Lane County
1" = 100'

16040523
JUNCTION CITY

GIS DATA
1/25/2025 11:07:24AM KASBM
CANCELLED:
900
903



LEGEND
TERRAIN (LIDAR) CONVERSION TO 0.3

JUNCTION CITY
16040523

After recording return to:
Jon and Darcey Edwards
752 Southwest Nyssa Street
Junction City, Oregon 97448

DECLARATION OF PRIVATE JOINT ACCESS, UTILITY EASEMENT, AND MAINTENANCE AGREEMENT

RECITALS:

Whereas: Jon Edwards and Darcey Edwards, the grantor are owners of a certain tract of real property located in the Northwest One-Quarter of Section 5 in Township 16 South, Range 4 West of the Willamette Meridian, and being more particularly described as follows:

Parcels 2 and 3 of Land Partition Plat No. 2020-P _____, as approved under the City of Junction City, Oregon Planning No. 20-02.

Whereas: Jon Edwards and Darcey Edwards, the grantee are the owners of a certain tract of real property located in the Northwest One-Quarter of Section 5 in Township 16 South, Range 4 West of the Willamette Meridian, and being more particularly described as follows:

Parcels 2 and 3 of Land Partition Plat No. 2020-P _____, as approved under the City of Junction City, Oregon Planning No. 20-02.

Whereas: Jon Edwards and Darcey Edwards has received tentative planning approval to divide their real property into 3 parcels as Land Partition Plat No. 2020-P _____ as approved under City of Junction City, Oregon Planning File No. 20-02.

Whereas: Parcels that are described as Parcel 2 and 3 of the said Land Partition does not have City of Junction approval for frontage on a public road and therefore are required, under the City of Junction City Code, the said Parcels 2 and 3 have to be served by an access easement to provide ingress and egress to the public road.

Therefore: Jon Edwards and Darcey Edwards does hereby declare

AGREEMENTS:

- 1) RECITALS. The above Recitals are deemed true and correct and are incorporated herein by reference.
- 2) DECLARATION OF EASEMENT: DECLARANT does hereby declare a perpetual nonexclusive easement for ingress and egress ("Easement") over a strip of land of 40 feet in width, going across the south portion of Parcel 3 and a portion of Parcel 2, for the benefit of Parcels 2 and 3 of said Land Partition, said easement being more particularly described as follows:

See EXHIBIT "A"

- 3) **PURPOSE:** The easement is created to provide for joint ingress and egress over a common roadway serving Parcels 2 and 3. The easement may also be used for the aforementioned Parcels for the installation of private utilities, including electrical service, telecommunication services, and storm water drainage, as long as such use does not interfere with the right of ingress/egress granted herein.
- 4) **USE OF THE BURDENED PROPERTY:** The owners or occupiers of Parcels 2 and 3 of the aforementioned said Land Partition Plat shall have the right to use their property, including the area described in the easement area, for any purpose so long as the owner or occupiers do not interfere with the use of the roadway for access and maintenance easement as granted by this instrument.
- 5) **PRIVATE GRANT:** The easement created by this instrument does not constitute a dedication or grant for public use unless requested at a later time, by a public agency to dedicate the easement as a public road. If at any future point in time a public agency requires the roadway to be dedicated as a public road or if *Jon Edwards and Darcey Edwards* chooses to have the road dedicated as a public road, the Beneficiary of the easement granted therein shall agree to sign in a timely manner, and at no expense to the Declarant, any and all papers required for such a public dedication.
- 6) **MAINTENANCE AND REPAIRS:** The owners or occupiers of Parcels 2 and 3 of the fore mentioned said Land Partition Plat and Parcels 2 and 3 shall at all time hereafter, join in the maintenance of the easement property and roadway in a condition as good as is required by City of Junction City Planning Department for the approval of the aforementioned Partition Plat. Parcels 2 and 3 shall pay their proportionate share for roadway maintenance, repair, or replacement over their use of the length of the roadway easement described herein. Any damage or destruction to the roadway caused by home construction or installation, maintenance or repair of utilities serving the home site shall be the responsibility of the party requesting the construction or utility activity. If any additional home sites utilize the roadway in the future, proportionate shares for the roadway maintenance and repair will be adjusted according.
- 7) **TAXES:** The owners or occupiers of Parcels 2 and 3 of the partition shall pay their real property taxes on the easement strip located within the boundaries of Parcels 2 and 3.
- 8) **RESTITUTION:** The owners of the property burdened by this easement shall have the right to be reimbursed for monies advanced towards the payment of the repairs to the shared roadway. These reimbursements are due within 30 days of presenting a billing statement to the affected landowner outlining their proportionate share of the advanced expenses. Any unpaid balances shall accrue interest at an annual rate of two (2) percentage points above the prime interest rate in existence at the time of the initial expenditure or ten percent (10%), whichever is greater, until the balance is paid in full.

- 9) **SUCCESSORS IN INTEREST, RECORDATION:** The provisions of this instrument touch and concern, and relate to the use of Parcels 2 and 3 of the aforementioned Land Partition Plat and are intended to be covenants and restrictions running with the land. This document shall therefore, be recorded in the Deeds and Records of Lane County, Oregon.
- 10) **INDEMNITY:** Users of the roadway for access or maintenance (“Users”) shall assume all risk out of their use of the easement or otherwise related to this easement. Specifically, but without limitation, Parcel Owners shall have no liability to Users or their agents and employees, or any independent contractor hired by Users solely based on their status as a Parcel Owner. Users agree to indemnify and hold harmless Parcel Owners from any claim, cost, damage or expense of any kind or nature arising out of or related to any negligent or wrongful act or omission of Users arising out of their used of the easement.
- 11) **BINDING EFFECT:** The terms and conditions of this easement shall run with the land and shall extend to and be binding upon and inure to the benefit of the heirs, successors and assigns of the parties.
- 12) **WAIVER:** No waiver of any right arising out of a breach of any covenant, term or condition of this easement shall be a waiver of any right arising out of any or subsequent breach of the same or any other covenant, term or condition of the covenant, term or condition thereof.
- 13) **LEGAL PROCEEDINGS:** If any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this agreement, the prevailing party in such proceeding shall be entitled to recover reasonable attorney’s fee in such proceeding, or any appeal thereof, in addition to the costs and disbursements allowed by law. The owners or occupiers of Parcels 2 and 3 of the partition shall pay the real property taxes on the easement strip located within the boundaries of Parcels 2 and 3 of the partition.
- 14) **ARBITRATION:** Any claim, controversy or dispute arising out of this easement shall be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, and judgment upon award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Any such arbitration shall be conducted in Lane County, Oregon.

All provisions of this instrument, including the benefits and burdens, are binding on and inure to the heirs, successors, assigns, transferees, and personal representatives of all parties who own any of the Parcels created by the aforementioned Land Partition Plat.

Grantor: [Redacted]
Jon Edwards

Date: 6-25-2020

Grantor: [Redacted]
Darcey Edwards

Date: 6-25-2020

STATE OF OREGON)
)ss.
County of Lane)

On June 26, 2020 personally appeared before me the above named *Jon Edwards and Darcey Edwards*, does acknowledged their foregoing instrument to be a voluntary act and deed.

[Redacted Signature]
Notary Public for Oregon

My Commission Expires: 4-11-21



EXHIBIT "A"

The legal description of a 40 foot wide easement;

Beginning at the initial Point of the Land Partition Plat No. 2020-P _____, being marked by a 5/8 inch rebar, also being the Southwest Corner of Parcel 3 of the same said Land Partition; thence along the South line of Parcels 2 and 3 of said Land Partition, North 89°46'25" East 157.46 feet; thence leaving the South line of Parcel 2 of said Land Partition, North 0°15'56" West 40.00 feet; Thence South 89°46'25" West 157.40 feet to a point on the Easterly right of way of Prairie Road (a County Road); thence along the Easterly right of way of said Prairie Road, South 0°10'52" East 40.00 feet to the Beginning Point of this easement, all in the City of Junction City, Lane County, Oregon.

After recording return to:

Jon and Darcey Edwards
752 Southwest Nyssa Street
Junction City, Oregon 97448

DECLARATION OF PRIVATE EASEMENT

The Jon Edwards and Darcey Edwards are the owners of Parcel 1, 2 and 3, all within Land Partition Plat No. _____. The owners are setting forth this declaration to create a 10 foot wide private sanitary sewer line easement, over and across Parcel 1 and a portion of Parcel 2 and 3 of said Land Partition for the use of Parcels 2 and 3.

The true and actual consideration is _____.

DECLARATION OF EASEMENT

1. **EASEMENT CREATED. DECLARANTS:** Do hereby grant and declare a perpetual nonexclusive A 10 foot wide private sanitary sewer easement over, upon, and across Parcel 1 and a portion of Parcels 2 and 3 for the benefit of said Parcels 2 and 3. The centerline legal description of said 10 foot wide private easement is on EXHIBIT A.

The approximate location of the easement area is shown on attachment EXHIBIT B.

2. **PURPOSE:** The purpose of the 10 foot wide private sanitary easement is for the construction, maintenance, use, and repair of the underground utility that are intended to serve Parcels 2 and 3 of said Land Partition.
3. **USE OF BURDENED PROPERTY:** The owners or occupiers, heirs or assigned of the said Parcels 1,2 and 3 shall have the right to use their property, including the area described as the easement for any purpose as long as the owners or occupiers, heirs or assigns do not interfere with the use of the easement as granted by this instrument.
4. **MAINTENANCE AND REPAIR:** All cost and expense incurred in the repair and maintenance of said private underground utility shall be bound by the parties that is served by the utility. Notice shall be given to the owners of said Parcels 1,2 and 3 prior to initiation of work, except in the case of emergency and the grounds shall be returned to original conditions after the work has been completed.

- 5. **SECESSORS:** The provisions of this instrument touch and concerns, and relate to the use of the previously described Parcels 1, 2 and 3 and are intended to be covenant and restriction running with the land.

Dated this 26 day of June, 2020

[Redacted Signature] 6-25-2020
 Jon Edwards dated

[Redacted Signature] 6-25-2020
 Darcey Edwards dated

STATE OF OREGON)

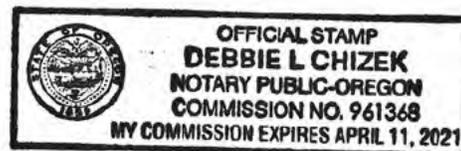
) ss.

County of Lane)

On this 26 day of June, 2020, personally appeared before me, a notary public for the state of Oregon, county of Lane the hereon named Jon Edwards and Darcey Edwards being known to me or proved to me on a satisfactory basis to be the same person who executed the declaration hereon and acknowledge the same to be their voluntary act and deed.

[Redacted Signature]
 Notary Public for Oregon

My Commission Expires: 4-11-21



LAND PARTITION PLAT NO. _____

FOR

JON EDWARDS and DARCEY EDWARDS

SITUATED IN NW 1/4 SEC 3, TOWNSHIP 16 SOUTH, RANGE 4 WEST, WAJ

JUNCTION CITY, LANE COUNTY, OREGON

DATE OF SURVEY: XXXXXX

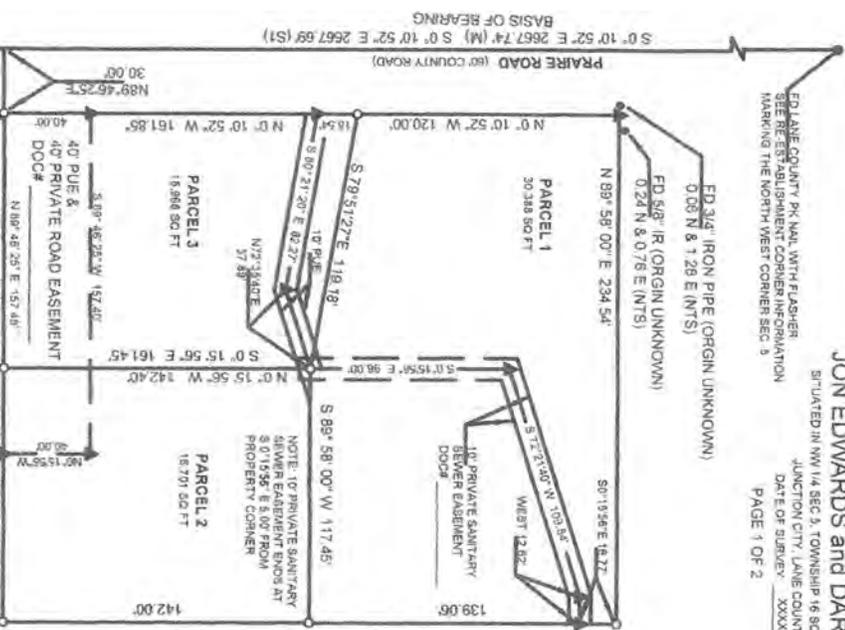
PAGE 1 OF 2

LANE COUNTY SURVEYORS OFFICE
 C.S. FILE NO. _____
 FILING DATE _____

RECORDED: _____
 DATE: _____
 COUNTY CLERK: _____
 BY: _____

LEGEND

- SET 5/8" X 30" REBAR WITH YELLOW PLASTIC CAP MARKED NICKELL LS 2585
- FOUND AS NOTED
- ▲ COMPUTED POINT NO MONUMENT SET
- IR IRON ROD
- CS# # COUNTY SURVEY FILE NUMBER
- LC## LANE COUNTY DEEDS AND RECORDS
- LC#R LANE COUNTY PLAT RECORDS
- (M) MEASURED BEARING AND/OR DISTANCE
- (S) RECORD DATA PER SURVEY REFERENCE
- (D) RECORD DATA PER OWNERSHIP DEED REFERENCE
- NTB NOT TO SCALE
- X-X EXISTING FENCE LINE
- SHORTENED LINE



S 0° 15' 56" E (M) 281.05' (S1K52) S 0° 06' E (DKS3) 142.00'

S 89° 46' 25" W 117.45'

N 0° 10' 52" W 165.22' (M) 30.00'

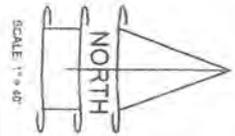
REFERENCES

- 01) OWNERSHIP DEED ON DOCUMENT NO. 2020-001313, DATED DECEMBER 14, 2019, RECORDED IN LCOB
- 51) SURVEY FOR HORIZON CONSTRUCTION BY RICHARD SKINNER, SEE CSP #32087;
- 82) PARTITION PLAT FOR MID-VALLEY PROPERTIES, LLC BY STEVEN WOODS, SEE PARTITION PLAT 99-P0612, ALSO RECORDED ON CSP #32474
- 83) SURVEY FOR PAUL BAILEY BY R.S. CASTLEBERRY, SEE CSP #35486
- 84) SURVEY FOR PAUL BAILEY BY R.S. CASTLEBERRY, SEE CSP# 25192
- 57) FIRST ADDITION TO SHENWOOD HOMES, BY STEVEN FORO, SEE BOOK 78 PAGE 7, LOPR

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
 JANUARY 28, 1983
 DONALD D. NICKELL
 7389

RENEWAL DATE: 12/31/2020



SCALE 1" = 40'

CITY OF JUNCTION CITY PLANNING ACTION NO. 20-02
 TAX MAP 15-04-05-23 TAX LOT 892 ZONING: R-3
 PLOTTER: HP PAPER A405PREE 36 LB BOND INK: HP T1100

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

EXHIBIT A

Centerline of a 10 foot wide private sanitary sewer easement, being 5 feet on each side of the said centerline.

Beginning at the Northeast Corner of Parcel 1 of Land Partition Plat No. _____ as marked by a 5/8 inch rebar; thence along the east line of said Parcel 1, South 0°15'56" East 16.77 feet to the TRUE POINT OF BEGINNING of the Centerline of the 10 foot wide private sanitary sewer easement; thence West 12.62 feet; thence South 72°21'40" West 109.84 feet; thence South 0°15'56" East 96.00 feet the END POINT of the Centerline of the 10 foot wide private sanitary sewer easement, said End Point being South 0°15'56" East from a 5/8 inch rebar marking the Northwest Corner of Parcel 2 of said Land Partition, all in the City of Junction City, Lane County Oregon.

Registered to:
 Nickell Land Surveying & Planning
 File Name: Untitled

Database opened: Monday, June 29, 2020 8:24 pm.

Point	Direction	Distance	Northing	Easting	Elevation
Assigned point					
1	PARCEL 1		5000.00000	5000.00000	0.000
Start					
1	PARCEL 1		5000.00000	5000.00000	0.000
Raw:	89.58SW	234.49			
TR	S 89°58'00.0" W	234.490	4999.86358	4765.51004	0.000
Raw:	0.1052SE	120.00			
TR	S 0°10'52.0" E	120.000	4879.86418	4765.88936	0.000
Raw:	3 PARCEL 1				
TR	S 79°51'27.0" E	119.18	4858.87694	4883.20691	0.000
Raw:	79.5127SE	119.180			
TR	89.58NE	117.45	4858.94527	5000.65689	0.000
Raw:	N 89°58'00.0" E	117.450			
TR	0.1556NW	141.06			
Raw:	N 0°15'56.0" W	141.060			
TR	6 PARCEL 1		5000.00376	5000.00311	0.000
Point to Point Area					
Boundary: 1,2,3,4,5,1					
Start					
1	PARCEL 1		5000.00000	5000.00000	0.000
IN	S 89°58'00.0" W	234.490	4999.86358	4765.51004	0.000
IN	2 PARCEL 1				
IN	S 0°10'52.0" E	120.000	4879.86418	4765.88936	0.000
IN	3 PARCEL 1				
IN	S 79°51'27.0" E	119.180	4858.87694	4883.20691	0.000
IN	4 PARCEL 1				
IN	N 89°58'00.0" E	117.450	4858.94527	5000.65689	0.000
IN	5 PARCEL 1				
IN	N 0°16'00.6" W	141.056	5000.00000	5000.00000	0.000
IN	1 PARCEL 1				

Area = 31856.5008 Sq. Feet or 0.7313 Acres

PARCEL 1

Registered to:
 Nickell Land Surveying & Planning
 File Name: Unified

Database opened: Monday, June 29, 2020 10:13 pm

Point	Direction	Distance	Northing	Easting	Elevation
Assigned point					
1	PARCEL 2		5000.00000	5000.00000	0.000
Start					
1	PARCEL 2		5000.00000	5000.00000	0.000
Raw:	89.58SW	117.45			
TR	S 89°58'00.0" W	117.450	4999.93167	4882.55002	0.000
Raw:	0.1556SE	140.40			
TR	S 0°15'56.0" E	140.400	4859.53318	4883.20075	0.000
Raw:	89.4625NE	117.45			
TR	N 89°46'25.0" E	117.450	4859.99725	5000.64983	0.000
Raw:	0.1556NW	140.00			
TR	N 0°15'56.0" W	140.000	4999.99575	5000.00096	0.000
Point to Point Area					
Boundary: 1,2,3,4,1					
Start					
1	PARCEL 2		5000.00000	5000.00000	0.000
IN	S 89°58'00.0" W	117.450			
2	PARCEL 2		4999.93167	4882.55002	0.000
IN	S 0°15'56.0" E	140.400			
3	PARCEL 2		4859.53318	4883.20075	0.000
IN	N 89°46'25.0" E	117.450			
4	PARCEL 2		4859.99725	5000.64983	0.000
IN	N 0°15'57.4" W	140.004			
1	PARCEL 2		5000.00000	5000.00000	0.000

Area = 16466.6704 Sq. Feet or 0.3780 Acres

PARCEL 2

Database opened: Monday, June 29, 2020 10:16 pm

Attachment A

Point	Direction	Distance	Northing	Easting	Elevation
Assigned point					
1	PARCEL 3		5000.00000	5000.00000	0.000
Start					
1	PARCEL 3		5000.00000	5000.00000	0.000
Raw:	79.5127NW	119.18			
TR	N 79°51'27.0" W	119.180	5020.98723	4882.68245	0.000
Raw:	0.1052SE	161.85			
TR	S 0°10'52.0" E	161.850	4859.13804	4883.19405	0.000
Raw:	89.4625NE	117.46			
TR	N 89°46'25.0" E	117.460	4859.60215	5000.65313	0.000
Raw:	0.1556NW	140.40			
TR	N 0°15'56.0" W	140.400	5000.00065	5000.00241	0.000
5	PARCEL 3		5000.00065	5000.00241	0.000
Point to Point Area					
Boundary: 1,2,3,4,1					
Start					
1	PARCEL 3		5000.00000	5000.00000	0.000
IN	N 79°51'27.0" W	119.180	5020.98723	4882.68245	0.000
IN	S 0°10'52.0" E	161.850	4859.13804	4883.19405	0.000
IN	N 89°46'25.0" E	117.460	4859.60215	5000.65313	0.000
IN	N 0°15'59.5" W	140.399	5000.00000	5000.00000	0.000
IN	1 PARCEL 3		5000.00000	5000.00000	0.000

Area = 17734.1598 Sq. Feet or 0.4071 Acres

PARCEL 3



Use Office Only
 (1) 0
 Receipt#

PLAT SUBMITTAL CHECKLIST
 (ORS 92 & Lane County Surveyor's Office Policy)

SURVEYOR: DONALD NICKELL **TRS & ¼ :** SW 1/4, NW 1 /4 T16S R4W SEC 05 T

CLIENT: JON & DARCEY EDWARDS **SUBMITTAL DATE:** JUNE 30, 2020

JURISDICTION: LANE COUNTY **SUBDIVISION / CLIENT NAME:** JON EDWARDS

MAP:

- 1) A 1" margin shall be left on all sides of the plat. ✓
- 2) The exact location and width of any streets intersecting the boundary of the plat, along with the name of said streets. ✓
- 3) All roads required to be named shall be labeled. The road name shall be approved by the regional road naming committee. ✓
- 4) The area of each lot / parcel in either acres, to the nearest 1/100th, or square feet. ✓
- 5) The dimensions shown on the map shall be of such accuracy that the error of closure on any portion shall not exceed one-tenth of a foot or one ten-thousandth of the distance shown on the plat. ✓
- 6) Planning Number. ✓
- 7) A notarized declaration by the fee owner and vendor shall be shown on the face of the plat and shall include any dedication of public or private easements. Notary certificate shall conform to ORS Chapter 194. ✓
- 8) If there are dedications to the public, affidavits of consent (concurrence) from all interest holders shall be recorded and shown on the final plat. The affidavit shall comply with ORS 92.075 (4). ✓
- 9) The location, dimensions and purpose of all recorded and proposed public and private easements shall be shown on the partition plat along with the County Clerk's recording reference if the easement has been recorded. ✓
- 10) The centerline of all newly created public or private streets within Subdivisions shall be monumented. The right-of-way of all newly created access easements within Partitions shall be sufficiently monumented. ✓
- 11) All Corners required to be monumented shall be marked with proper monuments. ✓
- 12) An initial point, point of beginning, shall be on the exterior boundary of the plat. ✓
- 13) Surveyor's Certificate describing the property and initial point. ✓
- 14) Provide signature lines for the County or City Surveyor, County Assessor, the Planning Director or Planning Director's delegate. Subdivisions shall also include a signature line for the Board of Commissioners. ✓
- 15) All signatures must be in archival quality black ink. ✓
- 16) Zoning classification, and location of any hazard areas as required by Lane County Planning or other government agency. ✓
- 17) All taxes which have, or will become a lien during the tax year, must be paid prior to recording. (Taxes expire July 1st each year). ✓

This document does not replace the ORS or Lane Code. Its intent is to aid the surveyor and the County Surveyor's Office in a checklist form of items to be shown on a final plat.

(OVER)

**REQUEST FORM PLAT TAX PAYMENT PROCESS
FOR
DEPARTMENT OF ASSESSMENT AND TAXATION AND
COUNTY SURVEYOR'S OFFICE**



- 01) Developer Name or Agent Name: Donald Nickell for Nickell Land Surveying
- 02) Phone Number: 541-968-2905
- 03) Partitioner or Subdivision Name Jon & Darcey Edwards
- 04) Map & Tax Lot Number 16-04-05-23 TL 902
- 05) Developer / Agent needs to provide the following information to A&T:
- A) Copy of the plat showing the location of all existing improvements.
(Standard notation is "H" for house and "X" for outbuilding.)
 - B) Current Assessors map with tax lot number(s) being platted hi-lighted.
 - C) Completed request form.
- 06) Have the above tax lot(s) been modified by a recorded instrument during the past twelve months?
 YES NO. If yes, please provide the recorded instrument number. _____

It will generally take the Department of Assessment and Taxation five (5) working days to complete the packet of information once the above information is provided, but in certain circumstances it may take longer.

- 07) A&T or Surveyor's Office personnel will contact the developer or their agent by phone when the tax payment packet is ready. The figure necessary to pay taxes plus interest on the above tax lot(s) will be conveyed at this point. (Prior to certification the tax amount is an estimate only, additional taxes may become due after certification.)
- 08) The developer or agent should come to the A&T tax payment counter to obtain the tax payment packet. The tax payment counter is located in the basement of the Public Service Building at 125 E. 8th Avenue. Tax payment counter hours are from 10:00 a.m. to 3:00 p.m. Monday through Thursday.
- 09) If it is necessary to make a payment for taxes, **payment must be paid with a cashier's check, certified check, money order or cash in order to obtain the "Certificate of Taxes Paid" immediately.** If payment is made by personal check or business check, A&T will hold the certificate for **fifteen** working days after the date of deposit of the check. All checks will be considered as personal checks unless "Cashier Check" is designated on the face.
- 10) In the case of delinquent taxes, interest will be re-computed on the 16th of each month. If it is necessary to rework the taxes there will be an additional charge of \$40.00.
- 11) After receiving the tax payment packet along with the certificate of taxes paid, the developer will deliver the packet to the County Surveyor's Office.
- 12) When the plat meets standards, Surveyor's Office personnel will then carry the plat along with the signed certificate to the County Assessor. The Assessor will sign the original plat and return them to the Surveyor's Office for further processing. It is important that the plat not be turned over to anyone other than a Lane County Surveyor's Office employee.

**Department of Assessment and Taxation
Public Information Counter & Telephone Hours:
10:00 a.m. to 3:00 p.m., Monday through Thursday**

May 13, 2020

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

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

Application Summary:

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

Applicant:

Jon and Darcey Edwards, Junction City, Oregon (██████████)

Applicant's Representative:

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

Lead Planner:

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

Subject Property/Zoning/Location:

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

Relevant Dates:

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

Associated Files:

N/A.

Request

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

Public Notice and Referrals:

JCMC 17.150.070(A)(2) states:

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

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

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

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

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

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

General Property Information:

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

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

Evaluation

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

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

TITLE 16 - SUBDIVISIONS

JCMC 16.05.040 – Subdivisions and Major Partitions

A. **Submitting Preliminary Plan**

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

B. **Preliminary Plan Requirements.**

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

C. **Review of Preliminary Plan.**

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

D. **Approval of Preliminary Plan.**

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

16.05.050 Platting and mapping standards

A. **Streets.**

B. **Alleys.**

C. **Blocks**

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

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

FINDING: No rear yards abut an existing or planned street. Therefore, this criterion is not applicable.

- E. **Lots.** Lot sizes in mobile home subdivisions shall conform to the provisions of Chapter 17.100 JCMC, Mobile Homes, rather than this subsection (E).
1. **Size and Frontage.**
 - a. **General Requirements.**
 - i. **Width.** Each lot shall have an average width between the lot side lines of not less than 60 feet. Each corner lot and each authorized key lot and butt lot shall have an average width between the lot side lines of not less than 65 feet.
 - ii. **Depth.** Each lot shall have an average depth between the lot front line and the lot rear line of not less than 80 feet and not more than two and one-half times the average width between the lot side lines. Each double frontage lot shall have an average depth between the lot front line and lot rear line of not less than 120 feet, unless a lesser depth is approved by the planning commission where necessitated by unusual topographic conditions.
 - iii. **Area.** Minimum lot area shall be in accord with requirements for the zoning district within which the lot is located.
 - iv. **Frontage.** Each lot shall have frontage of not less than 60 feet upon a street, except that a lot on the outer radius of a curved street or facing the circular end of a cul-de-sac shall have frontage of not less than 35 feet upon a street, measured on the arc.
 - v. **Reverse Frontage.**
 - (A) Lots that front on more than one street shall be required to locate motor vehicle accesses on the street with lower functional classification.

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

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

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

b. Exceptions.

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

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

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

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

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

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

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

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

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

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

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

FINDING: Post division, Parcel 1 will be greater than one-half acre in size. Therefore, the Planning Commission may require the applicant to provide a detailed layout for future partitioning at their discretion. Staff finds that future division would not interfere with the orderly extension of adjacent streets, and all relevant criteria associated with a future application can be made compliant based on the proposed layout. Therefore, staff does not recommend a future partition detail on the preliminary plan.

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

FINDING: No panhandle lots are proposed with this application. Therefore, the standards listed under JCMC 16.05.050(E)(6) are not applicable.

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

water course, channel, stream or creek, the planning commission may require the partitioner or subdivider to provide for adequate unrestricted drainage over drainage land by dedicating to the public easements therefor approved by the planning commission as adequate for the drainage needs of the area; or, where necessary, in the judgment of the planning commission, for protection of such needs, by conveying ownership of such drainage land for drainage purposes to the city.

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

G. Railroads.

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

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

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

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

- 1. The dedication of land for park and recreational purpose of an amount equal to a ratio of not less than one acre of recreational area to every 100 people of the ultimate population in the subdivision; or**
- 2. The payment to the city of a sum as established by the resolution adopting park systems development charges for each living unit permitted to be constructed within the subdivision. Payment of the charge shall be made at the time the building permit for construction of each living unit is issued by the city. The amount of the charge shall be that prescribed in the parks systems development resolution in effect at the time the individual permit is issued.**

In exercising the discretion of requiring the dedication of land or the payment of money, the commission shall consider recreational needs of the ultimate population of the subdivision and the extent to which a dedication of land under the above rate would fulfill those needs.

All moneys received from the above provision shall be deposited in the recreational reserve area fund and shall be expended from that fund for the purpose of purchasing recreational land and making improvements thereof.

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

- J. **Building Lots Filled.** All building lots shall be filled in accordance with accepted engineering practice. All fill shall be placed in accordance with Chapter 70 of the Oregon Structural, Specialty and Fire and Life Safety Code.
- K. **Finish Floor Elevations.** Finish floor elevations shall be established for all buildings on the final plat in accordance with elevations established by and for the city of Junction City.
- L. **Utility Access.** All accesses to utilities are to be brought to finish grade.

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

CONDITIONS:

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

STAFF RECOMMENDATION

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

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

Staff Report Date: May 13, 2020

MORE INFORMATION

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

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

1. On April 3, 2020, Jon and Darcey Edwards, property owners, submitted a Preliminary Major Partition application as authorized by Junction City Municipal Code (JCMC) Chapters 16.05.040(A) and 17.150.070(A)(2).
2. The Junction City Planning Commission held a meeting on May 20, 2020 in accordance with JCMC Chapters 16.05.040(D)(1) and 17.150.070(A)(2) and considered all material relevant to the Preliminary Major Partition application that has been submitted by the applicant, Staff, and the general public regarding this matter.
3. The applicant's proposed Preliminary Partition creates three (3) legal parcels from one (1) existing legal lot located at Lane County Assessor's Map: 16-04-05-23, Tax lot: 902.
4. JCMC 17.150.070(A)(2) sets forth procedure and notice requirements for Partitions, as follows:
 - "A. Each notice of hearing authorized by this section shall be published in a newspaper of general circulation in the city at least 10 days prior to the date of the hearing.
 - B. With the exception of Type IV applications, notice of hearing or contemplated land use action shall be mailed to the applicant and to all owners and abutting property owners, including owners of property which would be abutting if there were not intervening streets, of the property which is the subject of the notice. In addition, notice shall be provided to all owners of record of property on the most recent property tax assessment roll within 300 feet of the subject property. Notice shall be mailed at least 20 days before the date of the hearing or review."

On April 4, 2020, Junction City Staff mailed a notice of a Planning Commission Hearing to the property owners and residents within 300 feet of the subject site. No public comments were received by the April 25, 2020 Staff Report deadline.
5. The proposed Subdivision is consistent with the Junction City Municipal Code based on the following Findings and Conditions of Approval:

JCMC 16.05.040 – SUBDIVISIONS AND MAJOR PARTITIONS

A. Submitting Preliminary Plan

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

B. Preliminary Plan Requirements.

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

C. Review of Preliminary Plan.

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

D. Approval of Preliminary Plan.

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

16.05.050 Platting and mapping standards

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

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

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

FINDING: No rear yards abut an existing or planned street. Therefore, this criterion is not applicable.

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

1. Size and Frontage.

a. General Requirements.

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

ii. Depth. Each lot shall have an average depth between the lot front line and the lot rear line of not less than 80 feet and not more than two and one-half

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

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

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

v. **Reverse Frontage.**

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

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

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

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

b. **Exceptions.**

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

requirements otherwise specified, and will be in accordance with the purpose of this chapter.

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

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

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

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

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

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

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

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

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

5. **Future Partitioning or Subdivision of Parcels or Lots.** Where the partition or subdivision will result in a parcel or lot one-half acre or larger in size which, in the judgment of the planning commission, is likely to be partitioned or subdivided in the future, the planning commission may require that the location of parcel or lot lines and other details of layout be such that future partition or subdivision may readily be made without violating the requirements of this

chapter and without interfering with orderly extension of adjacent streets. Any restriction of buildings within future street locations shall be made a matter of record, if the planning commission deems it necessary for the purpose of future subdivision.

FINDING Post division, Parcel 1 will be greater than one-half acre in size. However, the future division will not interfere with the orderly extension of adjacent streets, and all relevant criteria associated with a future application can be made compliant based on the proposed layout.

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

FINDING No panhandle lots are proposed with this application. Therefore, the standards listed under JCMC 16.05.050(E)(6) are not applicable.

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

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

G. Railroads.

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

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

FINDING The Preliminary Plan includes the entirety of the lot area. No partial areas remain post division. Therefore, this standard is not applicable.

- I. Recreational Area. The planning commission, after council approval first having been obtained, may require, as a condition of approval of the subdivision, either:**
- 1. The dedication of land for park and recreational purpose of an amount equal to a ratio of not less than one acre of recreational area to every 100 people of the ultimate population in the subdivision; or**
 - 2. The payment to the city of a sum as established by the resolution adopting park systems development charges for each living unit permitted to be constructed**

within the subdivision. Payment of the charge shall be made at the time the building permit for construction of each living unit is issued by the city. The amount of the charge shall be that prescribed in the parks systems development resolution in effect at the time the individual permit is issued.

In exercising the discretion of requiring the dedication of land or the payment of money, the commission shall consider recreational needs of the ultimate population of the subdivision and the extent to which a dedication of land under the above rate would fulfill those needs.

All moneys received from the above provision shall be deposited in the recreational reserve area fund and shall be expended from that fund for the purpose of purchasing recreational land and making improvements thereof.

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

- J. Building Lots Filled.** All building lots shall be filled in accordance with accepted engineering practice. All fill shall be placed in accordance with Chapter 70 of the Oregon Structural, Specialty and Fire and Life Safety Code.
- K. Finish Floor Elevations.** Finish floor elevations shall be established for all buildings on the final plat in accordance with elevations established by and for the city of Junction City.
- L. Utility Access.** All accesses to utilities are to be brought to finish grade.

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

CONDITIONS:

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

SUMMARY AND CONCLUSION

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

This approval shall become final on the date this decision and supporting findings of fact are signed by the Junction City Planning Commission Chairperson. An appeal of the Planning Commission's decision must be submitted to the City Council within 12 days of this Final Order being mailed to all

opponents. Appeals may be made by filing written notice with the City and paying the fee equal to the average cost as prescribed by the City Council and cost of the written transcripts up to \$500, plus one-half the cost over \$500. If no appeal is taken within the 12-day period, the decision of the Planning Commission shall be final. An appeal of the City Council's decision must be submitted to the Land Use Board of Appeals within 21 days of the Council's decision becoming final.

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

Signature:

A handwritten signature in blue ink is written over a black rectangular redaction box.

Jeff Hang, Vice-Chair, Junction City Planning Commission

Approval Date:

May 20, 2020



PLANNING COMMISSION

AGENDA FORECASTER

Last 10-04-19 by J. Knope

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CURRENT BUSINESS ITEMS

Current Business Items

<u>Item</u>	Final Partition (MP-20-15), 93801 Prairie Rd.
<u>Requested By</u>	Applicant
<u>Date Last at Planning Commission</u>	First Appearance
<u>Current Agenda Item Number</u>	5
<u>Item Description</u>	Second step of two-step process (preliminary reviewed at 5/20/20 meeting).
<u>Current Status/Update.</u>	Final Plat is a new application

PENDING BUSINESS ITEMS

Pending Business Items

<u>Item</u>	Preliminary Minor Partition: MP-20-11, 755 W 3 rd
<u>Requested By</u>	City
<u>Date Last at Planning Commission</u>	First Appearance
<u>Item Description</u>	Request for partition of a single lot into two parcels
<u>Current Status/Update.</u>	New application
<hr/>	
<u>Item</u>	Commission Office Elections
<u>Requested By</u>	Per PC By-Laws
<u>Date Last at Planning Commission</u>	December 18, 2019
<u>Item Description</u>	Commission Officer Elections
<u>Current Status/Update.</u>	Annual elections
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<u>Item</u>	Discussion: Filing Unexpired Commission Terms
<u>Requested By</u>	Planning Commission
<u>Date Last at Planning Commission</u>	December 18, 2019
<u>Item Description</u>	Discussion: filling unexpired-term Commission vacancies
<u>Current Status/Update.</u>	Follow up to previous Commission discussion
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FUTURE BUSINESS ITEMS

Future Business Items

Item Planning Commission Training Follow-Up

Requested By Applicant

Item Description Refresher to October 2019 Training with City Attorney

Item Zoning Code Updates

Requested By Staff

Item Description Updates to zoning code related to mobile food carts, and Flood Hazard Areas

DRAFT MEETING AGENDA – AUGUST 19, 2020

Draft Meeting Agenda – August 19, 2020

AGENDA

PLANNING COMMISSION MEETING

City of Junction City

680 Greenwood Street

Wednesday, August 19, 2020

6:30 P.M.

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance
2. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
5. Planning Commission Agenda Forecaster
6. Commissioner Comments
7. Adjournment

PLANNING COMMISSION CALENDAR - 2020

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 PC Meeting

 PC Packets Distributed

 Holiday

 1/2 Day Holiday