



JUNCTION CITY PUBLIC WORKS DEPARTMENT

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JUNCTION CITY PLANNING FINDINGS FOR A TYPE-I DEVELOPMENT REVIEW

File Number: DEV-21-08, 287 W 5th Avenue

Associated File: CU-20-28 (Change of Use)

Summary: Development Review conditional approval granted to allow conversion of a single-family dwelling to a tri-plex in the Central Commercial (C2) zone.

Owner/Applicant: John P. Gambee, 93998 Prairie Rd., Junction City OR 97448

City Staff: Tere Andrews, Planning Technician, 1171 Elm St., 541-393-7089, jcplanning@ci.junction-city.or.us.

Subject Property/Zoning/Location: 287 West Fifth Avenue, Junction City Oregon; Tax Lot 05600 of Lane County Assessor's Map 15-04-32-34, zoned Central Commercial (C2), and located on the southeast corner at the intersection of W 5th Avenue and Holly Street.

Relevant Dates: Application submitted on May 24, 2021; deemed complete on July 30, 2021; Referrals to City Departments and affected agencies sent on July 30, 2021. A re-design of the exterior staircase and parking area was submitted on September 2, 2021, the referral was sent a second time to all city departments and outside affected agencies on September 28, 2021. The staff report was issued on October 8, 2021.

Request

The applicant and property owner, John Gambee, is requesting Development Review of a proposed conversion of a single-family home to a three-unit multi-family structure at 287 West 5th Avenue in the Central Commercial zoning district (C2). The proposal would convert the existing single-family home to a tri-plex with two dwelling units on the ground floor and one unit on the second floor. Additionally, the proposal includes expanding the building envelope 1'-8" off the back of the structure and adding an exterior staircase on the east wall. All this on a 6,098 square foot lot.

Public Notice and Referrals

Public notice of the proposed development is not required under Junction City Municipal Code (JCMC) 17.150.070(A)(1)(b).

Referral comments on the application were requested from various affected service providers and City departments on July 30, 2021. On September 2, 2021, the applicant submitted a re-designed site plan. The exterior staircase was moved to the east side of the exiting structure from the west, the building envelope was expanded 1'-8", and the parking area rearranged. The referral was sent a second time to all city departments and outside affected agencies on September 28, 2021, with the revised site plan.

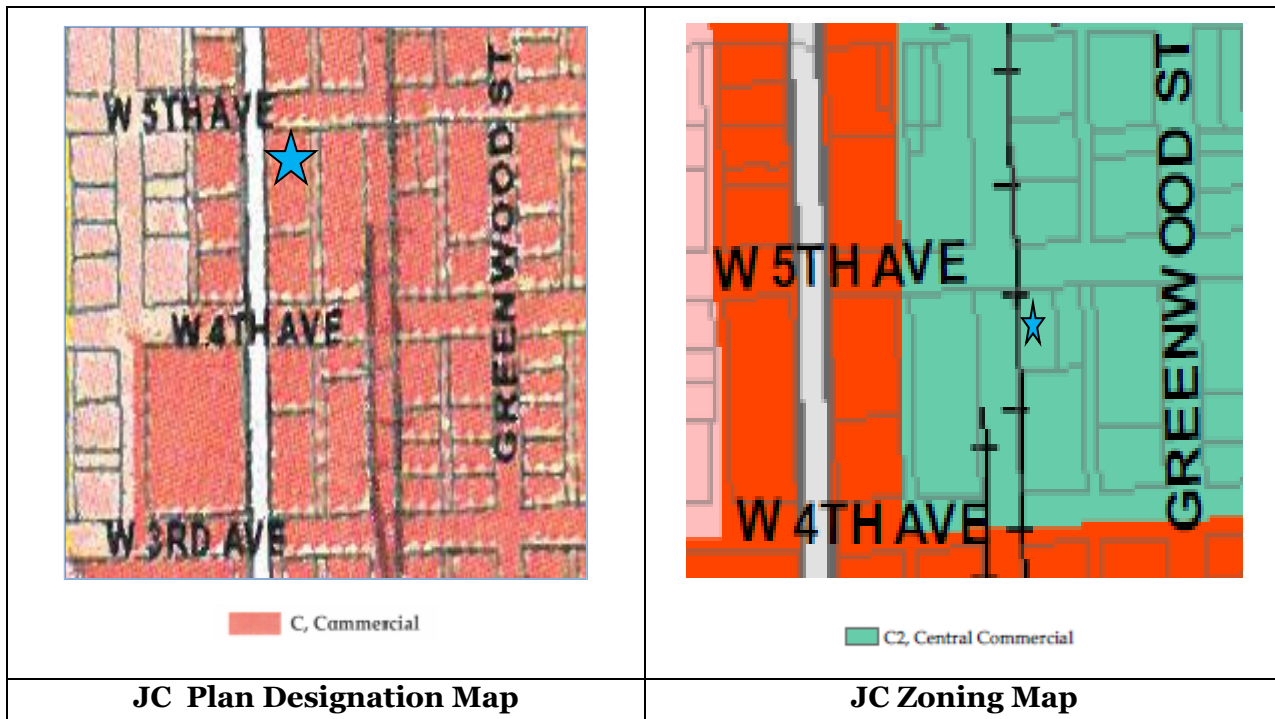
All referral comments received by Planning on this application are included in the application file for reference and addressed in the context of applicable approval criteria and standards in the following evaluation.

Relevant application requirements and approval criteria are addressed at 17.30 Central Commercial Standards, 17.85 Access Management, 17.90 Off-Street Parking & Loading, and 17.160 Development Standards.

General Property Information

The applicant submitted a land use application for a proposed conversion of a single-family home to a three-unit multi-family structure at 287 W 5th Avenue, in the Central Commercial zone. The subject site is designated Commercial on the City’s 2012 Comprehensive Plan Designation Map, and zoned Central Commercial. Surrounding properties are also designated Commercial and zoned Central Commercial. The plan designation and zoning of the subject site is consistent.

The property abuts Holly Street on the west. Railroad tracks run down the middle of Holly Street which are active and currently leased to Portland and Willamette Railroad. Portland and Western Railroad was included in the referral process. As of the date of this staff report no comments have been received from them. Across Holly Street to the west is a restaurant with mobile food units in the parking lot. To the north of the subject site is a city park. To the east is a local business, and to the south is vacant land.



The subject site is 6,098 square feet and located on the west 60 feet of lots 9 and 10 in Block 49 the Original Plat of Junction City .

The subject site is outside the FEMA 500-year flood plain (Zone X) as shown on Flood Insurance Rate Map # 41039C0604F. The Local Wetland Inventory Map shows 287 West 5th Avenue as outside any locally identified wetlands.

Holly Street is listed as a major collector, and West 5th Avenue as a local street in the City’s 2016 Transportation System Plan and shown to each be 60-feet wide on the Lane County Assessor’s map # 15-04-32-34. Holly Street, and West 5th Avenue provide for two-way traffic, as well as on-street parking. The configuration of the subject site does not permit access to the alley in Block 49.

Public utilities are on the subject site. Emergency response vehicles can access the site via Holly Street, and/or West 5th Avenue. A records search did not locate any easements on the property.

Additional details of the proposal are included in the applicant’s Development Review file and are further addressed in the applicant’s 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 conditionally 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 and informational items are included where appropriate.

JCMC CHAPTER 17.30, CENTRAL COMMERCIAL (C2)

17.30.010 Uses Permitted Outright.

A. In a C2 zone, only the following uses and their accessory uses are permitted outright:

56. Residential uses, second story or multiple-family.

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units all in the Central Commercial zone. Multi-family is defined as a building containing three or more dwelling units (JCMC 17.05.020). A dwelling unit is defined under JCMC 17.05.020 as “one or more rooms designed for occupancy by one family and designed to have no more than one kitchen”. The applicant proposes two ground floor, two-bedroom dwelling units each with a kitchen, single bathroom, and a family room. The third dwelling unit, located on the second floor, consists of 1.5 baths, a kitchen, living room, separate family room and five bedrooms. Because the applicant proposes a five-bedroom dwelling unit it is important to note a dwelling unit is to be occupied by one family or household unit. JCMC 17.05.020 defines family/household unit as “a group of related individuals by blood or marriage, or five or fewer individuals, unless certified as disabled, not related by blood or marriage occupying a dwelling unit and living as a single household unit.” The submitted site plan shows the second floor five-bedroom unit has a family room with a closet, and a living room with a closet, each are the same size and dimension as the proposed bedrooms. Because the second-floor unit has five bedrooms and a living room and a family room which resemble bedrooms, the following condition is warranted.

CONDITION: The second floor five-bedroom dwelling unit is limited, per JCMC 17.05.020 to five or fewer occupants.

17.30.020 Development review.

In the C2 zone, development review by the city administrator or designee shall be required to ensure compliance with JCMC 17.30.080.

A. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070(A)(1), Type I Procedure – Administrative Decision.

B. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:

- 1. Contain all the general information required;**
- 2. Address the criteria in sufficient detail for review and action; and**
- 3. Be filed with the required fee as established by the city council.**

C. Development Review Information. An application for development review shall include a proposed site plan on a page size of 11 inches by 17 inches or larger,

containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:

1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.
2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.
3. The proposed development site, including boundaries, dimensions, and gross area.
4. Features that are proposed to remain on the site.
5. The location and dimensions of all existing and proposed structures, utilities, street lighting, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.
6. Landscape plan, including parking area landscaping if applicable.
7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, alleys and easements.
8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of vehicular and bicycle parking areas if applicable.
9. Architectural Drawings.
 - a. Building elevations which illustrate building orientation and building form design features including but not limited to building facade(s), entrance(s), windows, roof decoration, awnings and overhangs, building materials and paint colors.
 - b. Building plans that illustrate proposed amenities.
 - c. Signage, if applicable.
 - d. The name, address and phone number of the architect. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 950 § 34A, 1991.]

Finding: The applicant submitted an application for Development Review with associated documents including architectural drawings on July 29, 2021. The application packet was reviewed for completeness by Planning staff and deemed complete on July 30, 2021. A letter notifying the applicant of application completeness was sent on July 30, 2021. A re-design of the site plan was submitted on September 2, 2021. As shown on the revised site plan, the exterior staircase was moved to the east side of the exiting structure from the west, a 1'-8" extension of the building envelope is proposed and the parking area redesigned. Because of this, the referral was sent a second time to all city departments and outside affected agencies on September 28, 2021, with the revised site plan.

Therefore, the above criteria were met.

17.30.030 Conditional uses permitted.

In a C2 zone, the following uses and their accessory uses are permitted when authorized in accordance with the requirements of Chapter 17.130 JCMC:

A. Auditorium, exhibition hall or other public assembly room.

B. Automobile service station including minor automobile repairs but excluding body and fender work, or painting.

C. Drive-in establishment offering goods or services to customers waiting in parked motor vehicles, except drive-in theater.

D. Motel.

E. Planned unit development.

F. Microwave receiver or transmission tower. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 950 § 35, 1991.]

Finding: There were no conditional uses proposed with the application.

Therefore, this criterion is not applicable.

17.30.040 Lot requirements.

None. Except where precluded to comply with other sections of this title, 100 percent lot coverage is permitted. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 36, 1991.]

Finding: The applicant proposes to convert an existing two-story single-family home to a three dwelling unit multi-family structure within the Central Commercial zone. As proposed on the revised site plan submitted on September 2, 2021, the lot coverage would be far less than 100% coverage.

Therefore, this criterion is met.

17.30.050 Setback requirements and yard regulations.

All yard regulations are subject to compliance with vision clearance standards. The planning commission shall consider setback exceptions for installation of publicly oriented features such as a landscaped courtyard or sculpture display. Drought-tolerant, low-water-requiring or native landscaping materials are strongly encouraged.

A. Front Yard Setbacks. A new building shall establish a front yard setback of zero to five feet. To maintain street front continuity, the following exception to the yard requirements is authorized: if there are buildings on both abutting lots with yards of more than the required depth for the zone, the yard of the lot may equal but not exceed the average yard of the abutting buildings. If there is a building on one abutting lot with a yard of more than the required depth for the zone, the yard for the lot may equal but not exceed a depth halfway between the depth of the abutting yard and the required yard depth.

B. Side Yard Setbacks. A side yard facing a street shall have a setback of zero to five feet. The setback for a side yard not facing a street and for a rear yard shall be a minimum of zero feet, with no maximum.

C. Rear Yard Setbacks. The setback for a rear yard shall be a minimum of zero feet, with no maximum.

D. Allowed Extensions into the Public Right-of-Way. Eaves, second story bay windows, cornices, canopies, pergolas, and similar architectural features may encroach into a setback by no more than five feet, subject to compliance with applicable standards of the Uniform Building Code and Uniform Fire Code. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 37, 1991.]

Finding: The subject lot is on a corner bounded by Holly Street to the west and West 5th Avenue to the north. Thus, both Holly Street and West 5th Avenue are front lot lines, as defined above. The site is surrounded by properties zoned Central Commercial. There are no residentially zoned properties abutting the subject site. As shown on the submitted site plan, the existing building and proposed alterations to the exterior are outside the vision clearance triangle and meet the setback requirements as stated above.

Therefore, the criteria have been met.

17.30.060 Height of buildings.

In a C2 zone within 100 feet of a residential zone, no building shall exceed three stories or 35 feet in height. A building on a corner lot is encouraged to be at least two stories in height. Multistory buildings with residential uses on the upper floor or floors are encouraged in the C2 zone. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 38, 1991.]

Finding: The existing two-story single-family home is less than 35-feet tall. The applicant does not propose to increase the height of the existing structure.

Therefore, this criterion is met.

17.30.070 Limitations on use.

In a C2 zone, the following conditions and limitations shall apply:

A. All business, service, repair, processing, storage or merchandise display shall be conducted wholly within an enclosed building, except for off-street parking and loading, drive-in windows, island service for motor vehicles and display of merchandise along the outside wall of the building not extending more than three feet from the wall once per calendar quarter, unless conducted as part of a special event and authorized by the city council.

B. All items produced or wares and merchandise handled shall be sold at retail on the premises except in the case of JCMC 17.30.010(A)(69).

C. Existing residential dwellings and their accessory uses may be maintained, expanded, constructed or reconstructed in conformance with the development standards as established in the R3 zone.

D. Ground floor spaces shall be used for commercial and retail uses. Upper floors of a building shall be used for commercial or residential uses. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 39, 1991.]

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units with expansion of the building envelope. Construction permits are required under Oregon Building Codes for the proposed conversion. Thus, the criteria listed under JCMC 17.20.140 are applicable and will be reviewed within this report.

17.30.080 Design standards.

A. In the C2 zone, the following design standards shall apply. Applicants proposing construction or major exterior renovation of structures in the C2 zone will be required to comply with the following standards and shall be subject to site review as part of the development application process.

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. As part of the proposal, an exterior stairway will be added on the east side of the building and the building envelope expanded along the rear of the building.

Therefore, the proposal is required to comply with JCMC 17.30.080.

B. For purposes of this chapter, a “major exterior renovation” shall be defined as follows: where the building shell undergoes any structural repair, reconstruction or improvement and the cost of the repair or renovation equals or exceeds 35 percent of the assessed value of the structure either before the improvement or repair is started, or if the structure has been damaged and is being restored, before the damage occurred. This includes:

- 1. Changes to the facade of a building;**
- 2. Increases or decreases in floor area that result in changes to the exterior of a building;**
- 3. Changes to exterior improvements.**

Major exterior renovation does not include normal maintenance and repair or total demolition, nor does it include improvement of a structure to comply with existing state or local health, sanitary or safety code specifications, or any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places. Assessed value is the value shown on the applicable county assessment and taxation records for the current year.

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. As part of the proposal, an exterior stairway will be added on the east side of the building and the building envelope expanded 1'-8" along the rear of the building. The 2020 assessed value according to the Lane County Tax Assessor database is \$110,053.00, 35% of which is \$38,518.55. The value of the overall project, interior and exterior work, as stated on the building permit associated with the project (467-20-000375-STR) is listed as \$338,280.00. However, the criteria listed in JCMC 17.30.060 applies to the exterior work only. The applicant supplied an estimated value of the exterior work at \$34,575 less than \$38,518.55, 35% of the value of the exterior work.

Therefore, the criteria are not applicable.

C. A variance to this requirement may be requested in the event of a casualty (fire, flood, etc.) in which the portion of the building exterior visible from the primary street has not been affected. An applicant seeking a variance to this requirement must provide a description of the casualty and an explanation of why the applicant cannot comply with the standard.

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three units. As part of the proposal, an exterior stairway will be added on the east side and expansion of the building envelop along the rear of the structure. No event of casualty is associated with this request. The applicant did not apply for a variance as part of this proposal.

Therefore, the above criterion is not applicable.

D. For a major exterior renovation, the applicant shall submit a development schedule indicating the approximate dates when construction of the planned amenities and design elements are expected to be initiated and completed. All

improvements required under this section shall be completed within three years of the date of approval of the proposed major exterior renovation.

1. Building Architecture. All new buildings and major exterior renovations shall provide architectural relief and interest to promote and enhance a comfortable pedestrian scale orientation. The use of building materials that require less maintenance and are longer lasting is encouraged.

a. Facades. Architectural emphasis shall be placed on the facade facing a public street, especially at the building entrance and along sidewalks. Blank walls shall be avoided unless structurally necessary. Any blank wall clearly visible from a public street shall include a combination of architectural elements and features such as offsets, entry treatments, varied materials and colors, division into bays, decorative murals, etc. A decorative mural should reflect the local human and natural history, and should not be used for advertising purposes.

b. Entrances. The primary entrance to a building, including on a corner lot, shall be located along the primary street, not the parking lot. For a building on a corner lot of two primary streets, the entrance may be oriented toward the intersection. A variance may be granted by the planning commission if this building orientation is not achievable due to site constraints.

c. Windows. A new building or major exterior renovation shall include large, regularly spaced and similarly shaped windows with trim. Windows shall cover between 50 to 80 percent of the ground floor facade area on the building side that faces the public street and includes the main building entrance. Windows shall begin 18 to 30 inches above the sidewalk. Second-story windows shall continue the vertical and horizontal character of the ground level windows. Transom or clerestory windows are encouraged above the building entrance.

d. Roof Decoration. A building with a flat roof shall include a decorative cornice or decorative moldings at the top. A building with a pitched roof shall include eaves.

e. Awnings and Overhangs. All new or renovated buildings may include overhangs or awnings. Overhangs and awnings extending into the public right-of-way may project to within two feet of the curb line and must be a minimum of eight feet in height over the sidewalk and/or ground surface. The design materials and colors of these features shall complement the architecture of the building. New lighted, plastic, or bubble awnings are not allowed. In the event that a street is widened, an awning or overhang that is not in compliance with this chapter will need to be removed.

f. Building Materials. Building materials should be compatible with the surrounding area and can include masonry, tile, stucco, split face (decorative) concrete block, or wood. A building may not be made of unadorned poured or tilt-up concrete or metal siding.

g. Paint Colors. Paint colors should be compatible with the surrounding area. No neon or fluorescent-colored paint shall be allowed.

2. Amenities. Every new building shall provide one or more of the alternatives listed below for each 4,000 square feet of building. Pedestrian amenities may be provided

within a public right-of-way when approved by the planning commission. Amenities should be compatible with adjacent downtown development. The use of landscaping and building materials that require less maintenance and are longer lasting is encouraged.

- a. A plaza, courtyard, or extra-wide sidewalk next to the building entrance;
- b. Planters or hanging baskets;
- c. Sitting space (e.g., dining area or benches);
- d. Public art (e.g., fountain, sculpture, mural, etc.);
- e. Special surfacing such as brick or tile. Surfacing must meet ADA standards.

3. Street Lighting. When street lighting is required to be installed under the requirements of this chapter or supporting ordinances or standards, street lighting shall be old-fashioned, ornamental, and compatible with street lighting in the C2 zone and along Ivy Street.

4. Parking and Access. The following requirements for parking in the C2 zone should minimize visual impacts on the downtown area. The use of paving and landscaping materials that require less maintenance and are longer lasting are encouraged.

- a. **Parking Area Location.** Off-street parking shall be located to the rear or side of the building. On corner lots, the parking may not be located adjacent to the street corner. Use of a corner lot for parking is discouraged.
- b. **Parking Area Landscaping.** Provided that minimum parking requirements are met, all parking lots shall include landscaping of not less than seven percent of the area devoted to outdoor parking facilities. Drought-tolerant, low-water-requiring or native landscaping materials are strongly encouraged. Said landscaping shall be provided with underground irrigation and protective curbs or raised wood headers.

- i. A parking area located adjacent to a road shall be buffered by a five-foot landscaped strip between the parking lot and road right-of-way and must include at least one deciduous street tree every 30 feet.
- ii. For a corner lot with four or more off-street parking spaces as required under this code, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscaping for each lineal foot of street frontage along that street. Such landscaping shall consist of landscaped berms or shrubbery at least two feet in height, which shall be parallel to and adjacent to the street frontage as much as practical. Additionally, one tree, which will provide a canopy of at least 300 square feet upon maturity, shall be provided for each 50 lineal feet (or fraction thereof) of street frontage along that street.

If minimum parking requirements cannot be met, the highest percentage possible of landscaping shall be required, subject to planning commission approval.

- c. **Bicycle Parking.** Bicycle parking shall be in accordance with the Junction City transportation system plan. If the bicycle parking requirement cannot be met

due to site constraints, the bicycle parking may be located elsewhere in the C2 zone in a location to be determined by the planning commission.

d. Alley Paving. In conjunction with a building permit or with a change in use that will take access paved off-street parking from the alley, the developer shall pave the entire alley. This requirement may be waived by the planning commission if adjacent to residential development. Subsequent development or change of use will be subject to a latecomer's fee per Chapter 13.45 JCMC to reimburse the development cost for the portion of the alley not adjacent to the original development. [Ord. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 950 § 39A, 1991.]

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. As part of the proposal, an exterior stairway will be added on the east side of the building and the rear of the building expanded 1'-8". The 2020 assessed value according to the Lane County Tax Assessor database is \$110,053.00, 35% of which is \$38,518.55. The value of the overall project, interior and exterior work, as stated on the building permit associated with the project (467-20-000375-STR) is listed as \$338,280.00. However, the criteria listed in JCMC 17.30.060 applies to the exterior work only. An estimated value of the exterior work only is \$34,575 less than \$38,518.55, 35% of the value of the exterior work.

Therefore, the criteria are not applicable.

17.30.090 Utilities.

All utilities on the development site shall be placed underground. Ground-mounted equipment such as transformers, utility pads, cable television and telephone boxes, cell tower equipment boxes, and similar utility services shall be placed underground whenever practicable. Where undergrounding 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. 1229 § 1 (Exh. A), 2015; Ord. 1116 § 1, 2003; Ord. 950 § 39B, 1991.]

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. The subject site is located in Block 49 of the Original Plat of Junction City recorded in 1872. Above ground utilities serve the existing building. Thus, the following condition is warranted.

CONDITION: On-site above ground utilities shall, as much as practicable, be screened from view from adjacent streets, and sidewalks using evergreen hedges, or solid fencing at least four feet in height. The screening must comply with vision clearance standards of JCMC 17.95.090.

As conditioned, the criteria can be met.

17.20.140 Multifamily housing supplemental standards.

In an R3 zone, these supplemental standards apply to new multifamily housing developments. Multifamily is defined as three or more attached dwellings on an individual lot (e.g., multiplexes, apartments, condominiums, etc.). New multifamily developments shall comply with all of the following standards:

A. Common Open Space.

- 1. In all developments with more than 20 units, a minimum area of 15 percent of the total site area (inclusive of required setback areas) shall be designated, and permanently reserved, as usable common open space. The site area is defined as the lot or parcel on which the development is planned, after subtracting the required dedication of street right-of-way and other land for public purposes (e.g., public park). Sensitive lands and historic buildings or landmarks open to the public can be counted toward meeting the common open space requirements.**
- 2. The development shall designate, within the common open space, a minimum of 250 square feet of active recreation area (e.g., children’s play areas, play fields, swim pool, sports courts, etc.) for every 20 units or increments thereof. For example, a 50-unit development shall provide a minimum of 500 square feet for active recreation. Indoor or covered recreation space may be counted toward this requirement, but should not exceed 30 percent of the required common space area.**

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. As noted earlier in this report under JCMC 17.30.070(C), residential dwellings may be expanded in conformance with development standards established in the R3 zone (JCMC 17.20.140). The criteria listed for Common Open Space applies to developments with 20 or more units. The applicant proposes a total of three dwelling units.

Therefore, the criteria are not applicable.

B. Private Open Space. Usable private outdoor space such as patios, balconies, porches, roof gardens, or small yards shall be provided in all newly constructed multifamily developments. Private open space shall comply with the following standards:

- 1. Dwelling units located at or below finished grade, or within five feet of finished grade, shall have a minimum of 96 square feet of private open space, with no dimension less than six feet;**
- 2. All upper floor dwelling units shall have balconies or porches measuring at least 36 square feet with no dimension less than four feet. “Upper-floor dwelling unit” means housing units which are more than five feet above finished grade;**
- 3. All private open space shall have direct access from the dwelling unit by way of a door;**
- 4. Any excess private open space (above what is required) may be counted toward fulfilling the common open space requirement;**
- 5. Building masses and screening such as low hedges, fences, walls, arbors or trellises shall be used to help delineate private outdoor spaces. The screening element must be a minimum of three feet in height.**

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. As noted earlier in this report under JCMC 17.30.070(C), residential dwellings may be expanded in conformance with development standards established in the R3 zone (JCMC 17.20.140). The submitted application materials did not address private open spaces for each dwelling unit. Thus, the following condition is warranted.

CONDITION: At the time of building permit submittal, the applicant will submit drawings demonstrating compliance with criteria listed in JCMC 17.20.140(B), Private Open Space.

As conditioned, the criteria can be met.

C. Stairways. Stairways shall be incorporated inside the building where possible to minimize visual impact. External stairways, when necessary, shall be recessed into the building, sided using the same siding materials as the building itself, or otherwise incorporated into the building architecture. Stairways that are simply hung from the building's exterior are not permitted.

Finding: As shown on the revised site plan submitted September 2, 2021, the new staircase will be on the exterior of the building. The staircase is not proposed to be recessed, nor incorporated into the building architecture. As stated in the criteria, stairways that are simply hung from the building exterior are prohibited. Thus, the following condition is warranted.

CONDITION: At the time of building permit submittal, the applicant will submit drawings in compliance with JCMC 17.20.140(C). The exterior staircase shall be enclosed and incorporated into the building architecture using siding material that mimic the existing siding. If new siding is proposed for the entire structure, the exterior staircase must also be finished using the same siding.

As conditioned, the criteria can be met.

D. Vehicular Circulation. Multifamily developments shall provide vehicular circulation in accordance with the following standards (see Appendix A, Diagram 9):

- 1. To provide for traffic safety and to minimize the impacts on the public circulation system, where possible, driveways or private streets shall connect to local or collector streets rather than directly onto arterial streets.**
- 2. Multifamily developments four acres or larger shall be developed as a series of complete blocks bounded by a connecting network of public streets with sidewalks and street trees to break the development into numerous smaller blocks. The average block size within a multifamily development shall be a maximum of two acres in size. City standards for public local residential streets in regard to pavement width, sidewalks, and street trees shall apply to all internal streets.**

Finding: The applicant proposes to use the existing driveway on Holly Street, a major collector. Neither West 5th Avenue nor Holly Street are arterial streets. The subject site is .14 acres, less than four acres.

Therefore, the criteria have been addressed.

E. Parking. Multifamily developments shall provide parking designed in accordance with the following standards (see Appendix A, Diagram 9):

- 1. Off-street vehicle parking spaces and bicycle parking shall be provided as specified in JCMC 17.90.010. On-street parking along the streets contained within the development can be applied to the off-street parking requirements;**
- 2. Parking lots shall be placed to the side or rear of buildings in accordance with the building orientation standards (JCMC 17.20.100);**
- 3. Parking on the streets contained within the site shall not include head-in or angle parking. Parking shall be accommodated in parking lots or along the internal street system in the form of parallel parking;**
- 4. Parking lot landscaping shall be provided as specified in JCMC 17.90.030; and**
- 5. Parking lots shall be connected to all building entrances by means of internal pedestrian walkways that meet the standards in subsection (H) of this section.**

Finding: Off-street parking is addressed under JCMC 17.90.010 later in this report. There are no streets contained within the subject site. As shown in the applicant's revised site plan submitted September 2, 2021, the parking is located at the rear of the building. Pedestrian walkways connecting building entrances and parking are not shown on the submitted site plan. The revised site plan indicates some landscaping; however, a landscape plan was not submitted as part of the application materials. Thus, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant shall submit plans demonstrating compliance with JCMC 17.20.140(E).

As conditioned, the criteria can be met.

F. Trash Receptacles. Trash receptacles shall be screened on all sides with an evergreen hedge or solid fence or wall of not less than six feet in height. No trash receptacle shall be located in any front yard setback, or within 25 feet of property lines abutting other residential zones.

Finding: The revised site plan submitted September 2, 2021, does not include trash receptacle location or screening. Public Works commented the garbage trucks would not be able to access the parking lot and would require each dwelling unit to have a wheeled tote for garbage and another for recycling. The residents will be responsible for wheeling the totes to the curb on Holly Street on garbage day. Thus, the following conditions is warranted.

CONDITION: At the time of building permit submittal, the applicant shall submit a site plan with the trash receptacle(s) screening in compliance with JCMC 17.20.140(F).

CONDITION: Wheeled garbage, and recycling totes will be required for each dwelling unit. The residents of the dwelling units will be responsible for placing their garbage and recycle totes at the curb on Holly Street on their garbage day.

As conditioned, the criteria can be met.

G. Utilities. All utilities on the development site shall be placed underground. Ground-mounted equipment such as transformers, utility pads, cable television and telephone boxes, cell tower equipment boxes, and similar utility services shall be placed underground whenever practicable. Where undergrounding of ground-mounted equipment is not feasible, equipment shall be screened from view with an evergreen hedge or solid fence or wall a minimum of four feet in height and must be sited to comply with the vision clearance standards in JCMC 17.95.090.

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units. The subject site is located in Block 49 of the Original Plat of Junction City recorded in 1872. There are above ground utilities in the area that serve the existing building. Thus, the following condition is warranted.

CONDITION: On-site above ground utilities shall, as much as practicable, be screened from view from adjacent streets, and sidewalks using evergreen hedges, or solid fencing at least four feet in height. The screening must comply with vision clearance standards of JCMC 17.95.090.

As conditioned, the criteria can be met.

H. Pedestrian Circulation. To ensure safe, direct, and convenient pedestrian circulation, all multifamily developments shall contain a system of pathways designed based on the standards below:

- 1. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent public parks and commercial uses, and the public sidewalk system;**
- 2. Pathways within the development shall provide safe, reasonably direct connections between dwelling units and parking areas, recreational facilities, storage areas, and common areas;**
- 3. Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six inches and curbed or separated from the driveway/street by a minimum five-foot strip with bollards, a landscape berm, or other physical barrier;**
- 4. Pedestrian pathways shall be separated a minimum of six feet from all building facades with residential living areas on the ground floor, except at building entrances;**
- 5. Where pathways cross a parking area, driveway, or street (“crosswalk”), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping; and**
- 6. Pathway surface shall be concrete, asphalt, brick/masonry pavers, or other durable hard surface, at least five feet wide, and shall conform to federal Americans with Disabilities Act (ADA) requirements.**

Finding: Proposed and existing walkways from the public sidewalk to the building are shown on the site plan submitted on September 2, 2021. However, no walkways are shown from the parking area to the building entrances. Thus, the following condition is warranted.

CONDITION: At the time of building permit submittal, the applicant will submit a site plan in compliance with JCMC 17.20.140(H).

As conditioned, the criteria can be met.

I. Landscaping. Landscaping shall be installed within the development to provide erosion control, visual interest, buffering, privacy, open space and pathway definition, and shading based on the following standards:

- 1. A minimum of 15 percent of the site shall be landscaped with a mix of vegetative ground cover, shrubbery, and trees. At the time of planting, trees shall be planted a minimum of two inches (DBH) in caliper and shrubbery a minimum of 24 inches in height. Bark mulch, rocks and similar nonplant material may be used to complement the cover requirement, but shall not be considered a sole substitute for the vegetative ground cover requirement; and**
- 2. The use of native and/or drought-tolerant landscaping is encouraged. All landscaping shall be irrigated with a permanent irrigation system unless a licensed landscape architect submits written verification that the proposed plant materials do not require irrigation. The property owner shall maintain all landscaping. [Ord. 1242 § 1 (Exh. A), 2016; Ord. 1116 § 1, 2003; Ord. 950 § 26F, 1991.]**

Finding: The proposed landscaping shown on the revised site plan submitted September 2, 2021, does not comply with the standards listed above. Therefore, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant shall submit a landscape and irrigation plan in compliance with JCMC 17.20.140(I).

As conditioned, the criteria can be met.

JCMC CHAPTER 17.85 ACCESS MANAGEMENT

17.85.020 Applicability.

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

Finding: The proposed development is adjacent to Holly Street to the west and West 5th Avenue to the north, both Junction City owned and maintained public streets.

Therefore, the standards listed under JCMC 17.85 apply to this proposal.

17.85.030 Permit Application.

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

Finding: A Public Works Access permit will be required for driveway approach and sidewalk work at the time of construction application.

Therefore, this criterion can be met.

17.85.040 Compliance with Regulations.

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

Finding: The development site is designated as Commercial on the Adopted Comprehensive Plan (2012) and is zoned Central Commercial (C2) on the Junction City Zoning District Map. The proposed use is an outright permitted use as noted earlier in this report. Compliance with land use regulations under Title 17 of the Junction City Municipal Code can be met outright or through conditioning.

Therefore, this criterion has been addressed.

17.85.050 Standards and Specifications.

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

Finding: All driveway and approach construction require an Access Permit subject to the Public Works Design Standards and Public Works Department approval.

Therefore, the criterion can be satisfied.

17.85.060 Corner Clearance.

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

Finding: The existing access point along Holly Street is shown in compliance with the above standard. The proposal does not include new access points. However, any driveway and approach construction require an Access Permit subject to the Public Works Design Standards and Public Works Department approval.

Therefore, this criterion can be met.

17.85.070 Joint and Cross Access.

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

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

- 1. A continuous service drive or cross-access corridor extending the entire length of each block served to provide for driveway separation consistent with the access management classification system and standards;**
- 2. A design speed of 10 m.p.h. and a maximum width of 20 feet to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles;**
- 3. Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross access via a service drive;**
- 4. A unified access and circulation system plan for coordinated or shared parking areas is encouraged.**

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

D. Pursuant to this section, property owners shall:

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

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

Finding: The proposal does not include joint or cross access.

Therefore, the criteria do not apply.

17.85.080 Requirements for Phased Development Plans.

In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall be reviewed as single properties in relation to the access standards of this chapter. The number of access points permitted

shall be the minimum number necessary to provide reasonable access to these properties, not the maximum available for that frontage.

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

Finding: The proposal does not include a request for phased development.

Therefore, the criteria do not apply.

17.85.090 Nonconforming Access Features.

Legal access connections in place as of the date of adoption of the ordinance codified in this chapter that do not conform with the standards herein are considered nonconforming features and shall be brought into compliance with applicable standards under the following conditions:

A. When new access or modified accesses to public rights-of-way and/or access permits are requested;

B. Change in use or enlargements or improvements that will increase trip generation, as cited in the Institution of Transportation Engineers' (ITE) trip generation tables. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

Finding: The subject site is located at the southeast corner of West 5th Avenue, and Holly Street. As noted in the City's 2016 Transportation System Plan West 5th Avenue is a local street, and Holly Street, a major collector, making Holly Street the higher classification roadway. The existing access point is on the south end of the property along Holly Street. The location of the existing home on the subject site would preclude moving the access point to West 5th Avenue, the lower classification roadway. The proposal does not include new/modified access points or moving the existing access point. The proposal would increase the trip generation as cited by the Institute of Transportation Engineers' (ITE) trip generation table. A single-family home is listed at 10 trip ends whereas a multi-family dwelling unit is listed at 6 trip ends per unit. As proposed, there will be three dwelling units for a total of 18 trip ends an increase of eight trip ends. An approved Access Permit from the Public Works Department is required prior to any modification of the existing access point.

Therefore, the criteria have can be met.

17.85.100 Reverse/Dual Frontage.

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

Finding: The subject site is located at the southeast corner of West 5th Avenue, and Holly Street. As noted in the City's 2016 Transportation System Plan West 5th Avenue is a local street, and Holly Street, a major collector, making Holly Street the higher classification roadway. The existing access point is on the south end of the property along Holly Street. The location of the existing home on the subject site would preclude moving the access point to West 5th Avenue, the lower classification roadway. The existing access point on Holly Street is a non-conforming use per the above standard. JCMC 17.125.010 permits the continuation of a non-conforming use. However, alteration of an existing non-conforming use, under JCMC 17.125.030 requires a variance. The proposal does not include new/modified access points or moving the existing access point.

INFORMATIONAL ITEM: Alteration of the existing access point would require a variance and subsequent to an approved variance, an Access Permit from Public Works.

Therefore, the criteria have be adequately addressed.

17.85.110 Site Plan Review Procedures for Access Management.

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

- 1. Location of existing and proposed access point(s) on both sides of the road where applicable;**
- 2. Distances to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property;**
- 3. Number and direction of lanes to be constructed on the driveway plus striping plans;**
- 4. All planned transportation features (such as sidewalks, bikeways, auxiliary lanes, signals, etc.);**
- 5. Parking and internal circulation plans including walkways and bikeways;**
- 6. Detailed description of any requested variance and the reason the variance is requested.**

Finding: The submitted plans show parking for five vehicles, and the location of the existing access point. The subject site is on the southeast corner of Holly Street and West 5th Avenue. The existing access point is on Holly Street. The property to the south is vacant. The site has existing sidewalks, curbs, and gutters. The roadway is marked. The revised site plan submitted on September 2, 2021, does not include internal pedestrian circulation. Thus, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant shall submit a site plan with pedestrian circulation in compliance with JCMC 17.85.110(A).

As conditioned, the criteria can be met.

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

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

Finding: Both Holly Street and West 5th Avenue are existing streets. The existing access point along Holly Street, is located outside of the vision clearance triangle and meets distance spacing requirements. Existing sidewalks, and internal pedestrian walkways will remain. However, the revised

site plan submitted September 2, 2021, does not include pedestrian walkways connecting the parking area to building entrances. Thus, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant shall submit a site plan with internal pedestrian circulation in compliance with JCMC 17.85.110(B).

As conditioned, the criteria can be met.

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

Finding: The subject site is not located near a state highway system.

Therefore, the above criterion is not applicable.

17.85.120 Variance Standards.

A. The granting of the variance shall be in harmony with the purpose and intent of these regulations and shall not be considered until every feasible option for meeting access standards is explored.

B. Applicants for a variance from these standards must provide proof of unique or special conditions that make strict application of the provisions impractical. Applicants shall include proof that:

- 1. Indirect or restricted access cannot be obtained;**
- 2. No engineering or construction solutions can be applied to mitigate the condition; and**
- 3. No alternative access is available from a street with a lower functional classification than the primary roadway.**

C. No variance shall be granted where such hardship is self-created. [Ord. 1103 § 1, 2002; Ord. 950 Appx. H, 1991.]

Finding: The current proposal does not include a request for a variance.

Therefore, the above criteria do not apply.

JCMC CHAPTER 17.90 OFF-STREET PARKING & LOADING

JCMC 17.90.010 Off-Street Parking

A. Off-Street Parking Spaces Required. At the time of erection of a new structure, at the time of enlargement of an existing structure's floor area by more than 20 percent, or at the time of change in use of an existing structure within any zone in the city, off-street parking spaces shall be provided in accordance with the requirements of this section.

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units which is a change in use.

Therefore, the criteria under JCMC 17.90 apply.

B. Exceptions to Off-Street Parking Requirements. Properties are exempt from the requirement for off-street parking if such properties:

1. Exemptions. Properties are exempt from the requirement for off-street parking if such properties:

- a. Are or have been assessed for public off-street parking facilities;**
- b. Have a commercial use and are bounded by 3rd Avenue to the south, 10th Avenue to the north, West Front Street to the east, and the alley between Juniper Street and Kalmia Street to the west. Properties within this area are exempted from off-street parking requirements, except at the time of erection of a new structure, at the time an existing structure's floor area is enlarged by more than 20 percent, or when the property changes from a commercial use;**
- c. Have a commercial use, are located within 900 feet of a city of Junction City parking lot, and are located in an existing residential structure located in the area bounded by W 4th Avenue to the north, W 2nd Avenue to the south, Holly Street to the west, and Front Street to the east, including abutting properties to the alleys.**

2. Reduction. A reduction of up to 25 percent of the minimum off-street parking spaces required for industrial uses may be allowed, subject to public works director's or designee's review and approval, based on one or more of the following criteria:

- a. The nature of the use, the size of the site or other physical constraints, or location of the site results in a situation where the parking requirements cannot be met on site without unnecessary hardship, practical difficulties or negative impact on the visual character of the site or neighborhood; or**
- b. The applicant can satisfactorily demonstrate by means of a parking study that the parking needs of the use will be adequately served, and, if the reduction is due to the nature of the use, the applicant shall provide assurance that the nature of the use will not change; or**
- c. A mix of uses is proposed and the parking needs of all the uses can be accommodated through joint use of parking spaces with varying time periods of use.**

Finding: The applicant proposes to convert an existing two-story single-family home to multi-family with three dwelling units, a residential use. The proposal does not include a commercial or industrial use.

Therefore, the above criteria do not apply.

C. Elimination of Parking Spaces. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

Finding: The proposal does not include the elimination of any existing parking spaces.

Therefore, this criterion is not applicable.

D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

1. Residential.

b. Multifamily dwellings

Two spaces per dwelling unit with three or more bedrooms and 1.5 spaces per dwelling unit with less than three bedrooms.

Finding: As shown in the applicant's submitted plans, the proposal includes three dwelling units, two two-bedroom units on the ground floor, and a five-bedroom unit on the second floor. Thus, each of the two-bedroom units will require 1.5 parking spaces, and the five-bedroom unit will require two parking spaces for a total of five vehicle parking spaces. The updated site plan submitted on September 2, 2021, includes five parking spaces all measuring 9' x 20'.

Therefore, the criteria are met.

F. Bicycle parking facilities shall be provided as part of new multifamily developments of three units or more, new retail, office and institutional developments, and all transit transfer stations and park and ride lots. Bicycle parking requirements shall apply to new development, changes of use, and building expansions and remodels where the floor area of the building is being increased by 50 percent or more. Bicycle parking spaces shall provide a convenient place to lock a bicycle and shall be at least six feet long, two feet wide, and shall provide at least seven feet of vertical clearance. Bicycle parking shall not interfere with pedestrian circulation. For any use where bicycle parking is required, if the vehicular parking is covered or partly covered the bicycle parking will be covered at the same ratio. Bicycle parking spaces shall be provided as indicated below:

1. Multifamily dwellings of 3 or more dwelling units

At least 1 covered bicycle space for each dwelling unit

Finding: The applicant proposes to convert a single-family home to multi-family with three dwelling units. A minimum of three bicycle parking spaces must be provided. The revised site plan submitted on September 2, 2021, indicates there will be bicycle parking under the exterior staircase on the east side of the building. However, the site plan does not state the number of bicycle parking spaces to be provided or their dimensions. Thus, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant will submit a site plan with a minimum of three covered bicycle parking spaces, each measuring six feet in length, and two feet in width with seven feet of vertical clearance.

As conditioned, the criteria can be met.

G. In calculating the number of required spaces, fractions shall be rounded up to the nearest whole number.

Finding: The number of required vehicle and bicycle parking spaces for the project have been rounded up to the nearest whole number.

Therefore, the above criterion has been met.

H. For existing buildings in the commercial zone in the downtown area where space is restricted and bicycle parking cannot be provided safely, the planning commission may waive the bicycle parking requirements. [Ord. 1169 § 2, 2007; Ord. 1116 § 1, 2003; Ord.

Finding: The applicant has not requested the Planning Commission waive the bicycle parking. The submitted site plan includes bicycle parking spaces.

Therefore, as conditioned previously in this report, the above criterion has been addressed.

17.090.020 Off-Street Loading:

A. Passengers. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of any school having a capacity greater than 25 students.

B. Merchandise, Materials or Supplies. Buildings or structures to be built or substantially altered which receive and distribute material or merchandise shall provide and maintain off-street loading berths in sufficient numbers and size to adequately handle the needs of the particular use. If loading space has been provided in connection with an existing use or is added to an existing use, the loading space shall not be eliminated if elimination would result in less space than is required to adequately handle the needs of the particular use. Off-street parking areas used to fulfill the requirements of this chapter shall not be used for loading and unloading operations except during periods of the day when not required to take care of parking needs. [Ord.1037 § 1, 1997; Ord. 950 § 79, 1991.]

Finding: The subject site is not a school. The proposal is for conversion of a single-family home to multi-family with three dwelling units. No Loading facilities are proposed or required as part of this development.

Therefore, these criteria are not applicable.

17.90.030 General Provisions – Off-Street Parking and Loading.

A. Submission of Parking Plans and Changes of Use. The provision and maintenance of off-street parking and loading spaces are continuous obligations of the property owner. No permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this chapter. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing off-street parking or loading requirements, it shall be unlawful and in violation of this chapter to begin or maintain such altered use until the required increase in off-street parking or loading is provided.

Finding: The submitted site plan shows five designated vehicle parking spaces at the rear of the exiting structure. As determined earlier in this report, the number of required parking spaces is five.

Therefore, the above criteria are met.

B. Requirements for Buildings and Uses Not Specifically Listed. Requirements for types of buildings and uses not specifically listed herein shall be determined by the city administrator based upon the requirements of comparable uses listed.

Finding: The proposed use on the subject site is multi-family, a use permitted outright in the Central Commercial zone.

Therefore, the criteria have been met.

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

Finding: The subject site will have one use, as multi-family housing, multiple uses are not included with the proposal.

Therefore, the criterion is not applicable.

D. Agreements for Joint Use. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

Finding: No joint use agreements are proposed as part of this development.

Therefore, the criteria are not applicable.

E. Distance of Parking from Use. Off-street parking spaces shall be located on the same lot with the building. However, nonresidential required parking spaces may be located not farther than 400 feet from the building or use they are required to serve, measured in a straight line from the building, and shall be used by the business's employees. Exceptions to this requirement are listed in JCMC 17.90.010(B).

Finding: As shown on the site plan, parking is located behind the existing building.

Therefore, the criteria have been met.

F. Parking Space Usage. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.

Finding: The applicant's written narrative acknowledges this requirement and will comply.

Therefore, this criterion has been addressed.

G. Visual Clearance and Safety Hazards. Off-street parking of any vehicle, watercraft, or parts designed to be affixed thereto which creates a vision clearance problem, as defined in JCMC 17.05.020, 17.95.090 and Appendix A, or potential safety hazard shall not be allowed in any required yard.

Finding: The applicant's written narrative, acknowledged these provisions.

Therefore, this criterion has been addressed.

H. Design Requirements. Design requirements for parking lots and spaces, with the exception of single-family and duplex dwelling units:

1. Areas used for parking, standing, and maneuvering of vehicles shall have a hard surface of asphalt or concrete and be maintained adequately for all-weather use and so drained as to avoid flow of water onto adjacent property. Lots may be paved with a permeable surface, subject to approval by the city administrator or designee. Permeable pavement parking lots may be sited anywhere, but are subject to the requirements listed in subsections (I)(1) and (3) through (6) of this section. Gravel lots may be approved as a conditional use as outlined in subsection (I) of this section. Size of standing and maneuvering areas, in addition to the required number of parking spaces, shall comply with the areas illustrated in Appendix A, Diagram 14.

Finding: The applicant's written narrative acknowledges these provisions.

Therefore, the criteria have been addressed.

2. Except for parking to serve single-family detached, townhome, or duplex residential uses, parking and loading areas adjacent to or within residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents by the erection between the uses of a sight-obscuring fence of not less than four feet in height except where vision clearance is required by this code.

Finding: As shown on the submitted site plan, all on-site parking will be at the rear of the building. The revised site plan submitted September 2, 2021, indicates the existing fence on the south property line will remain.

Therefore, the criteria have been met.

3. Parking spaces within a parking lot shall be designed and constructed so that no portion of a parked vehicle, including an opened door, will extend beyond the property line.

Finding: All proposed parking areas are shown to be within the property lines on the submitted site plan.

Therefore, the criterion has been met.

4. Artificial lighting which may be provided shall be so arranged as to not produce direct glare on any abutting or adjacent residential zone or on any adjacent dwelling.

Finding: The applicant states in their written narrative awareness of these provisions and will adhere to the requirement.

Therefore, the criteria have been addressed.

5. Access aisles shall comply with the aisle widths illustrated in Appendix A, Diagram 14.

Finding: As shown on the revised site plan submitted September 2, 2021, the access aisle width exceeds the 24-foot required in Diagram 14 of Appendix A.

Therefore, the criterion has been met.

6. All parking spaces, except single-family detached, townhomes, and duplex residential, shall be served by a driveway designed so that no backing movements or other maneuvering within a street, other than an alley, will be required.

Finding: All parking spaces on the subject sites are served by a driveway designed so that no backing movements or other manoeuvring within a street will be required. As noted previously in this report, the subject site does not have access to the alley in Block 49.

Therefore, criterion is met.

7. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site. In no case shall two-way and one-way driveways be less than 20 feet wide and 12 feet wide respectively. The number of service drives shall be limited to the minimum that will allow the property to accommodate and service the traffic to be anticipated. Service drives shall be clearly and permanently marked and defined through use of rails, fences, walls or other barriers or markers on frontage not occupied by service drives. Service drives are also subject to the requirements of Chapter 17.85 JCMC.

Finding: No services drives are proposed as part of the application.

Therefore, the criteria are not applicable.

8. Lots containing more than three parking spaces shall have all spaces permanently and clearly marked.

Finding: As noted earlier in this report, a total of five parking spaces are required for this proposal. Thus, this criterion applies. The applicant indicates in their written statement they intend to conform to the requirements of JCMC 17.90.030. However, no specifics are included in either the written narrative or site plan. Therefore, the following condition is warranted.

CONDITON: Prior to issuance of the Certificate of Occupancy, all parking spaces shall be permanently and clearly marked, each measuring nine feet wide by 20 feet long.

As conditioned, the criterion can be met.

9. If four or more off-street parking spaces are required under this code, then off-street parking and maneuvering areas adjacent to public streets and drives shall provide a minimum of two square feet of landscaping for each lineal foot of street and/or drive frontage. Such landscaping shall consist of landscaped berms or evergreen shrubbery at least two feet in height upon maturity, which shall be parallel to and adjacent to the street frontage and drive as much as practical. Additionally, one tree, which will provide a canopy of at least 300 square feet upon maturity, shall be provided for each 30 lineal feet of street frontage or fraction thereof. For a list of allowed trees, see JCMC 12.35.110. Said landscaping shall be provided with irrigation facilities and protective curbs or raised wood headers.

Finding: As noted earlier in this report, a total of five parking spaces are required for this proposal. Landscaping is proposed on the revised site plan submitted September 2, 2021; however, a landscape and irrigation plan was not submitted as part of this proposal. Therefore, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant shall submit a landscape and irrigation plan in compliance with JCMC 17.90.030(H)(9).

As conditioned, the criteria can be met.

10. Parking lots with 20 or more spaces shall comply with the following interior landscaping standards (see Appendix A, Diagram 13):

a. A minimum of 10 percent of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, shall be landscaped. Such landscaping shall consist of evenly distributed shade trees with shrubs and/or ground cover plants. There shall be one planter island for every 10 parking spaces. Planter islands shall be a minimum of eight feet in width (exclusive of the curb) and a full parking space in length and contain one deciduous shade tree (a minimum two inches in caliper at planting). Tree species shall be limited to those species specified in JCMC 12.35.110. The parking islands shall be fully landscaped with shrubs and ground cover, which will not exceed three feet in height at maturity. Bark mulch shall not be an acceptable substitute for vegetation.

b. A minimum six-foot-wide planter area shall separate and visually screen parking from building facades with living area windows. The planting area shall include a mix of ground cover, shrub, and/or tree species of appropriate size and growth habit. At least one small tree or large shrub with mature canopy no larger than 10 feet in diameter shall be provided for each 50 lineal feet of building.

c. Where a parking, maneuvering area, or driveway is adjacent to a commercial building, the area shall be separated from the building by a curb and a raised walkway, plaza or landscaped buffer not less than five feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect pedestrians, landscaping, and buildings from being damaged by vehicles.

d. The property owner shall be responsible for maintaining the landscaped areas to the specified standards.

Finding: As noted earlier in this report, a total of five parking spaces are required for this proposal.

Therefore, the above criteria are not applicable.

11. Parking lots with 80 spaces or more shall additionally comply with the following standards:

a. Parking area shall be divided into separate areas by landscaped areas or raised walkways at least 10 feet in width, or by a building or group of buildings (see Appendix A, Diagram 13).

b. A continuous internal, raised, pedestrian walkway, no less than eight feet in width, shall be provided from the public sidewalk or right-of-way to all customer entrances of all buildings on site, and to all public sidewalks and paths abutting the development site.

Finding: As noted earlier in this report, a total of five parking spaces are required for this proposal.

Therefore, the above criteria are not applicable.

12. Commercial, industrial, multifamily, and mixed use developments with two or more buildings shall provide safe, reasonably direct, and convenient pedestrian connections between primary building entrances and between building entrances and all adjacent streets. Where walkways cross a driveway or street, they shall be clearly marked with contrasting paving materials, painted striping (“crosswalk”), or humps/raised crossings (see Appendix A, Diagram 13).

Finding: The proposed project provides safe, reasonably direct, convenient, and continuous pedestrian walkways between the existing building entrances and the adjacent street. As proposed, there are no walkways crossing a driveway.

Therefore, the is met.

13. New off-street parking lots located in R3, R4, CR, C2, and GC zones shall be placed to the rear or side of the building in accordance with JCMC 17.20.100 (R3 zone), 17.30.080 (C2 zone), and 17.35.080 (GC zone).

Finding: The proposed off-street parking area is located to the rear of the existing building.

Therefore, the criterion is met.

JCMC CHAPTER 17.160 DEVELOPMENT STANDARDS

17.160.010 Purpose and policy.

The expressed purpose of this code is to assure equal and fair treatment to all individuals seeking to develop within the planning area of the city of Junction City. This chapter shall govern the development of property or structures within the planning area which are

exempt from the subdivision requirements or are developed within subdivided property. The policies of the city of Junction City are as follows:

- A. Adequate information must be presented with each development to assure zoning regulatory standards are upheld, coordinate traffic flow and street patterns and assure existing public and private utilities are not damaged or infringed upon by development.
- B. To assure reasonable development standards are achieved to promote the development of Junction City, while protecting the tax base and tax burden of all residents in the community.
- C. To foster and promote the logical extension of public improvements in an economical manner over a long term.
- D. To empower the conditioning of the right to build or change uses of property with requirements to construct necessary public improvements. [Ord. [1242](#) § 1 (Exh. A), 2016; Ord. [944](#) § 1, 1990.]

Finding: An application for Development Review was submitted on May 24, 2021 and deemed complete on July 30, 2021. Referrals to city departments and affected outside agencies were sent on July 30, 2021. A re-design of the exterior staircase and parking area, and expansion of the building envelope was submitted on September 2, 2021, the referral was sent a second time to all city departments and outside affected agencies on September 28, 2021, with the revised site plan. The staff report is based on the submitted application packet and applicable criteria.

Therefore, the criteria have been addressed.

17.160.020 Definitions.

For purposes of this chapter, the following words and phrases shall have the meaning ascribed to them herein:

“Development” means the conversion or change in character of occupancy or use of a building which would place the structure in a different building group as defined in the Uniform Building Code; the erection of a new structure; the demolishing of existing buildings for the conversion of such property to a differing use; the creation of gasoline pumps, drive-up windows, traffic islands or similar alterations which channelize, alter or increase the traffic volume or pattern on adjacent roadways. The term “development” for purposes of this chapter shall not mean interior remodeling, repairs, maintenance or improvements to any existing structure which does not increase the volume of the structure. Specifically exempted under this chapter are building facades, roof or exterior wall repair or replacement, heating, ventilating or electrical alterations, or activities similar in character.

“Development site” means an area consisting of a parcel or tract of land specifically identified by a developer as the land to be altered or developed. All required area to meet parking standards and similar requirements for a particular development shall be included in the term; however, the total property ownership of the proponent will not be considered in the site if it is not necessary to the development. [Ord. [1242](#) § 1 (Exh. A), 2016; Ord. [944](#) § 2, 1990.]

Finding: The proposal is for conversion of an existing single-family home to a tri-plex which is a change in occupancy or use as stated in the above definition of “Development.”

Therefore, an application packet for Development Review was submitted. Reviews of the submitted materials were conducted by city staff and outside affected agencies.

17.160.030 Building permit.

From and after May 22, 1990, no building permit may be issued for any development within the city of Junction City unless it has met the terms of this chapter. [Ord. [1242](#) § 1 (Exh. A), 2016; Ord. [944](#) § 3, 1990.]

17.160.040 Implementing action.

Henceforth, the following development shall fall within the scope of this chapter and shall be required to comply with the requirements identified herein:

- A. New residential, commercial or industrial development.
- B. Expansion of single-family or duplex residential development with a permit value in excess of 30 percent of the assessed value of the improvements on the property.
- C. Reconstruction of a single-family or duplex residential casualty loss with a permit value in excess of 130 percent of the previously assessed value of the structure itself.
- D. Expansion of multiple-family, commercial or industrial development with a permit value in excess of 10 percent of the assessed value of the improvements on the property.
- E. Reconstruction of multiple-family, commercial or industrial casualty loss with a permit value in excess of 110 percent of the previously assessed value of the structure itself.
- F. Change of occupancies. [Ord. [1242](#) § 1 (Exh. A), 2016; Ord. [944](#) § 4, 1990.]

Finding: The proposal is for conversion of an existing single-family home to a tri-plex. Oregon Building Codes require permits for the proposed work. The applicant submitted application for building permit.

Therefore, criteria have been addressed.

17.160.050 Development Requirements.

The following requirements shall pertain to all development falling under the categories identified in JCMC 17.160.020:

- A. The applicant shall complete a building permit application as provided by the city and a site plan. The site plan shall be drawn to scale and show all existing and proposed structures and their exterior dimensions; all streets, alleys and other public right-of-way; existing and proposed utility lines and/or easements; building setbacks; location of utilities and proposed connection routes; off-street parking; curb cut and sidewalk locations and dimensions and a drainage plan. When required in a conditional use permit or in a major development, the city may require the applicant to supply landscape plans, screening, lighting, fire flow and similar requirements.

Finding: The applicant understands and will maintain compliance with the criteria listed above at the time of building permit submittal. A Conditional Use application was not required.

Therefore, the criteria are met.

- B. Where the applicant's development site abuts existing curb and gutter, sidewalks in conformance with city standards are required to be constructed to the extent curb and gutter exist at the time of application.

Finding: The subject site has existing curb, gutter, and sidewalks in conformance with city standards. The applicant understands and will maintain compliance with the criteria listed above.

Therefore, the criterion is met.

C. Pedestrian Access and Circulation.

- 1. Internal pedestrian circulation shall be provided in new and expansions of commercial, office, and multifamily residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, accessways, or similar techniques.**

Finding: As shown on the revised site plan submitted on September 2, 2021, is in compliance with the criteria above.

Therefore, this criterion is met.

2. Commercial Development Standards.

- a. New commercial buildings, particularly retail shopping and offices, shall be encouraged to orient to the street, near or at the setback line. A main entrance shall be oriented to the street. For lots with more than two front yards, the building(s) shall be oriented to the two busiest streets.**

- b. Off-street motor vehicle parking for new commercial developments shall be encouraged to locate at the side or behind the building(s).**

Finding: The proposal is for conversion of a single-family home to multi-family with three dwelling units. No commercial or retail uses are proposed as part of the project.

Therefore, the criteria are not applicable.

- 3. All site plans (industrial and commercial) shall clearly show how the site's internal pedestrian and bicycle facilities connect with external existing or planned facilities or systems.**

Finding: The proposal is for conversion of a single-family home to multi-family with three dwelling units. No commercial or industrial uses are proposed as part of the project.

Therefore, the criteria are not applicable.

- 4. Development covered under this chapter shall ensure all pedestrian facilities on site and adjacent to the site are handicapped accessible, as required by state and federal laws.**

Finding: As shown in the revised site plan submitted September 2, 2021, there is a ramp from the existing Holly Street sidewalk to the entrance for units A and B. The site plan does not indicate the walkways will meet handicapped accessible (ADA) design standards, as required by State and Federal laws. Thus, the following condition is warranted.

CONDITION: Prior to issuance of a building permit, the applicant will submit a site plan which demonstrates compliance with state and federal ADA standards.

Therefore, as conditioned, the criteria can be met.

- D. The applicant shall be required to participate in public facilities, such as water, wastewater, drainage, curb, gutter, sidewalk and street right-of-way adjacent to the development in conformance with city standards and provide easements or deeds to the city for all such public facilities. However, where it is determined that delaying the design and construction of any or all such facilities is not appropriate and logical, or causes an**

adverse impact on surrounding properties, the city may require the developer to construct and dedicate all such improvements as a condition to development.

Finding: The existing structure is served by public facilities. New or expanded public facilities as described above would require an Access Permit in addition to any other permits which may be required to complete the proposed work. See the sections titled Public Works Conditions of Approval, and Information Items at the end of this report. No new easements are proposed as part of this development.

Therefore, the criteria are met.

E. Where it has been determined that the extension of public facilities is required, all costs related to such extension shall be borne by the developer. In addition, any extension of such facilities shall be continued and extended in a logical fashion to the extent of the development site so as to be readily available for adjacent development.

Finding: The existing structure is served by public facilities. An extension of public facilities is not proposed as part of the application, however if, in the future, extension of public facilities is required, the developer would be required to comply with the above standard.

Therefore, the criteria are not applicable for the current proposal.

F. Where such improvement installed by a developer shall benefit other properties, a mutually agreeable settlement shall be arrived at between the city and the developer prior to installing the improvements. This agreement shall identify the benefiting properties, actual costs to be charged and method of repayment to the developer. Where prior agreement exists for improvements benefiting the subject property, the applicant shall make arrangements with the city for the payment of such improvements prior to issuance of any city permit.

Finding: No public improvements are proposed as part of this application.

Therefore, the criteria are not applicable.

G. The developer shall provide proof of review and approval by all affected state and/or county agencies, such as the State Department of Transportation or county planning department.

Finding: Agency referrals were sent on July 30, 2021, and again on September 28, 2021, with the revised site plan which was submitted on September 2, 2021. All relevant comments and conditions of approval are listed herein and included in the application file for reference.

Therefore, this criterion has been addressed.

H. The proposed use shall not impose an undue burden on the public transportation system. For developments that are likely to generate more than 400 average daily motor vehicle trips (ADTs), the applicant shall provide adequate information, such as a traffic impact study or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate impacts attributable to the project. The determination of impact or effect and the scope of the impact study shall be coordinated with the provider of the affected transportation facility.

Finding: The proposed development will not generate more than 400 new average daily motor vehicle trips (ADTs).

Therefore, this criterion is not applicable.

I. Dedication of land for streets, transit facilities, sidewalks, bikeways, paths, or accessways shall be required where the existing transportation system will be impacted by or is inadequate to handle the additional burden caused by the proposed use.

Finding: The proposed use is consistent with the adopted Transportation System Plan and respective zoning district as conditioned.

Therefore, this criterion has been met.

DECISION

Based upon the available information and findings and conditions set forth above, it is concluded that the proposed Development Review (DEV-21-08) conditionally complies with the applicable approval criteria and related standards set forth within the Junction City Municipal Code. Approval of the applicant's Development Review application is therefore granted, subject to the conditions of approval noted below. Additional requirements and informational items related to the subsequent building permit process are also included below for the applicant's benefit.

PLANNING CONDITIONS OF APPROVAL

1. The second floor five-bedroom dwelling unit is limited, per JCMC 17.05.020 to five or fewer occupants.
2. On-site above ground utilities shall, as much as practicable, be screened from view from adjacent streets, and sidewalks using evergreen hedges, or solid fencing at least four feet in height. The screening must comply with vision clearance standards of JCMC 17.95.090.
3. At the time of building permit submittal, the applicant will submit drawings demonstrating compliance with criteria listed in JCMC 17.20.140(B), Private Open Space.
4. At the time of building permit submittal, the applicant will submit drawings in compliance with JCMC 17.20.140(C). The exterior staircase shall be enclosed and incorporated into the building architecture using siding material that mimic the existing siding. If new siding is proposed for the entire structure, the exterior staircase must also be finished using the same siding.
5. Prior to issuance of a building permit, the applicant shall submit plans demonstrating compliance with JCMC 17.20.140(E).
6. At the time of building permit submittal, the applicant shall submit a site plan with the trash receptacle(s) screening in compliance with JCMC 17.20.140(F).
7. Wheeled garbage, and recycling totes will be required for each dwelling unit. The residents of the dwelling units will be responsible for placing their garbage and recycle totes at the curb on Holly Street on their garbage day.
8. At the time of building permit submittal, the applicant will submit a site plan in compliance with JCMC 17.20.140(H).
9. Prior to issuance of a building permit, the applicant shall submit a landscape and irrigation plan in compliance with JCMC 17.20.140(I).
10. Prior to issuance of a building permit, the applicant shall submit a site plan with pedestrian circulation in compliance with JCMC 17.85.110(A).
11. Prior to issuance of a building permit, the applicant shall submit a site plan with internal pedestrian circulation in compliance with JCMC 17.85.110(B).

12. Prior to issuance of a building permit, the applicant will submit a site plan with a minimum of three covered bicycle parking spaces, each measuring six feet in length, and two feet in width with seven feet of vertical clearance.
13. Prior to issuance of the Certificate of Occupancy, all parking spaces shall be permanently and clearly marked, each measuring nine feet wide by 20 feet long.
14. Prior to issuance of a building permit, the applicant shall submit a landscape and irrigation plan in compliance with JCMC 17.90.030(H)(9).
15. Prior to issuance of a building permit, the applicant will submit a site plan which demonstrates compliance with state and federal ADA standards.

For more information on the Planning conditions above, contact Tere Andrews, Junction City Planning Technician at 541-393-7089, or email at: tandrews@ci.junction-city.or.us

PUBLIC WORKS CONDITION OF APPROVAL

1. A backflow device will be required for all proposed irrigation facilities.
2. An approved Access Permit for driveway approaches and sidewalks is required.

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

OTHER REQUIREMENTS AND INFORMATIONAL ITEMS

- Alteration of the existing access point would require a variance and subsequent to an approved variance, an Access Permit from Public Works.
- All finishes, layouts, elevations, and landscaping shown on the submitted plans are required and shall not be altered without prior Planning approval.
- The applicant shall be responsible for ensuring that the proposed development authorized under this application is consistent with and complies with all conditions of approval established by other agencies with right-of-way and access management jurisdiction, prior to issuance of a Certificate of Occupancy.
- Building designs will need to comply with the 2014 Oregon Specialty Codes.
- Complete construction plans and documentation will be required at building permit application to include structural plans and calculations, architectural features, proposed egress and exit components, accessibility features of the building, energy code compliance measures, and a complete code analysis for the building. 2014 OSSC Section 107.1.
- Additional code requirements will be assessed when detailed construction plans are provided for review.

ATTACHMENTS

1. Referral Comments

Approval Date: October 8, 2021

Approval Granted By:

Tere Andrews, Planning Technician