



JUNCTION CITY PLANNING & BUILDING

TYPE I LAND USE APPLICATION PACKET

- Submit completed application with supporting documentation to the Planning & Building Office:
 - ◆ In-person - 1171 Elm Street, Junction City OR 97448
 - ◆ by mail - Junction City Planning Office, PO Box 250, Junction City OR 97448, or
 - ◆ email - jcplanning@ci.junction-city.or.us.
- Payment of the non-refundable application fee is due at the time an application is submitted. A 3% fee will be added to payments made with credit or debit cards. Payments are not accepted over the phone.
- For questions, contact the Planning Office at 541-998-4763 or jcplanning@ci.junction-city.or.us.

Staff Contact: Permit Technician, Dawn Northey

Planning & Building Office ■ 1171 Elm Street/PO Box 250 Junction City OR 97448

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



JUNCTION CITY PLANNING TYPE I LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448

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

The application fee is due at the time an application is submitted. Additional fees may apply.

Type I applications are reviewed by City staff with the exception of Subdivision Final Plat applications which are reviewed by the Planning Commission.

Note: Review may reveal additional requirements. Concurrent review of other applications is at the applicant's own risk.

Table 1		
Land Use Application	Municipal Code Requirements/Criteria/Supplemental Materials	Base Rate
Change of Use	1. Land Use Application 2. Supplemental Application - Change of Use 3. Junction City Municipal Code, Title 17 applicable to proposal 4. Oregon Building Codes applicable to proposal	\$80 plus any required building permits
Development Review	1. Land Use Application 2. Supplemental Checklist - Development Review 3. JCMC 17.160; 17.85; & 17.90 JCMC 4. Zoning Requirements applicable to proposal/subject site	New Development \$1,070 Remodel or Addition \$250
Flood Zone Development Review	1. Land Use Application 2. Supplemental Application - Flood Zone Development Permit 3. JCMC 17.80 4. Current Oregon Structural Specialty Code, Appendix G http://ecodes.biz/ecodes_support/free_resources/Oregon/14_Structural/PDFs/Appendix%20G%20-%20Flood-Resistant%20Construction.pdf	\$100 plus any required building permits
Lot (Property) Line Adjustment	1. Land Use Application 2. JCMC 16.05.050 3. Oregon Revised Statutes, Chapter 92 https://www.oregonlegislature.gov/bills_laws/ors/ors092.html	\$230
Non-Conforming Use	1. Land Use Application 2. JCMC 17.125	\$130
Permitted Activities w/in Wetland Protection Area	1. Land Use Application 2. JCMC 17.60	\$1,630
Sign Permit (including Billboards)	1. Land Use Application 2. Supplemental Application - Sign Permit 3. JCMC 17.115	\$75 plus any required building permits
Subdivision: Final Plat	1. Land Use Application 2. JCMC 16.05 (Planning Commission Review)	\$1,760
Temporary Use Permit for Mobile Food Unit	1. Land Use Application 2. JCMC 17.135	\$100 annual
Variance - Minor	1. Land Use Application 2. JCMC 17.140	\$325
Wetland Resource Overlay District Map Correction	1. Land Use Application 2. JCMC 17.60	\$950
Questions? Contact the City Planner for further information about criteria/requirements – 541-998-4763		

City of Junction City

LAND USE APPLICATION – TYPE I

Table 2
Land Use Review Classifications – Refer to JCMC 17.150.070

	Type I	Type II	Type III Public Hearing	Type IV Public Hearings
Administrative Decision (City Administrator or Designee) Exception: Final Subdivision Plats are reviewed by the Planning Commission (Decision can be appealed to Planning Commission)	X			
Planning Commission Decision (No public hearing however one can be requested) (Decision can be appealed to City Council)		X		
Planning Commission Public Hearing and Decision (Decision can be appealed to City Council)			X	
Planning Commission Public Hearing and recommendation to City Council; City Council Public Hearing and Decision (Appealed to Oregon Land Use Board of Appeals)				X

Table 3
Land Use Application Review Steps

	Type I	Type II	Type III Public Hearing	Type IV Public Hearings
1. Land Use application submitted	X	X	X	X
2. Completeness Review to determine if all necessary information is included with application (14-30 days)	X	X	X	X
3. Application is incomplete, necessary information is requested from applicant/representative (application on hold)	X	X	X	X
4. Application is deemed complete and applicant/representative notified	X	X	X	X
5. Tentative date set for application to go before the Planning Commission	Final Plat	X	X	X
6. Tentative date set for application to go before the City Council				X
7. Department of Land Conservation & Development (DLCD) 35-day notice			Amendment only	Amendment only
8. Referrals sent to City Departments and outside agencies for their review (14-21 day response period, 30 days if Wetlands involved)	X	X	X	X
9. Opportunity to Comment mailed to property owners w/in 300-feet of subject site (may run concurrent w/ Referrals) (20-40 days before meeting)		X		
10. Planning Commission Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)			X	
11. Planning Commission review and decision	Final Plat	X	X	
12. Planning Commission Recommendation to City Council			Map Amendment	X
13. City Council Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)				X
14. City Council review and decision			Map Amendment	X
15. Letter of Decision, with supporting documentation, sent to applicant/representative (w/in 5 business days of decision)	X	X	X	X
16. Appeal Period begins day notice is sent to applicant/representative	X	X	X	X
17. Decision becomes final (unless appealed)	X	X	X	X

* An applicant may request reviews be conducted parallel to one another, or concurrently (Junction City Municipal Code 17.150.130). If reviewed concurrently, they will be reviewed under the highest Land Use classification (i.e. a Type I review application concurrent with a Type IV, both are reviewed as a Type IV).



CITY OF JUNCTION CITY LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov VAR-24-06

Date Submitted: 2-16-2024	Received By: Dawn Northey	Fee Paid: \$ \$325.00	Supplemental Application: Type 1 land use
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Section 1

LAND USE ACTION (SEE TABLE 1): Variance Minor - JcML17.140

Section 2

Site Address: 978 Holly st	Location Description: Residential
Property Size: 0.11 acres	Assessor's Map & Tax Lot #: 15043224 1504322407400
Present Use: Residential (zoned GC)	Proposed Use: Residential (nonconforming GC)
Brief Summary of Action Requested: 1st Floor Residential addition of 129sqft to existing Bedroom/Bathroom	
Are there other permit applications associated with this application? If yes, list: General Residential Building Permit Requested	

Section 3

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

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

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

Section 4

Applicant: Brian Ogles

Address: 24051 Territorial Rd Monroe OR 97456 97456

Phone: 541-745-9806 **E-Mail:** Brian.Ogles.450@gmail.com

Property Owner: Koltin Converse

Address: 4105 Windy Ave NE Albany OR 97322

Phone: 503 449 2275 **E-Mail:** Koltin.converse@gmail.com

Contact:
(if different than Applicant)


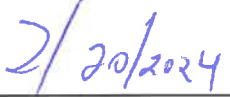
Address:

Phone: **E-Mail:**

**City of Junction City
LAND USE APPLICATION**

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

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

Section 7
<p>Your signature below acknowledges the following:</p> <ol style="list-style-type: none"> 1. Payment of the base fee may not cover the City's costs associated with processing the Application. <i>Per Resolution 1053: All direct costs for contracted services shall be charged monthly to the applicant in the amount billed to City. Contracted city services include, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, &/or wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.</i> <i>2. The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.</i> <i>3. Signer agrees to pay all direct costs associated with processing this land use application.</i> <p>Applicant Signature:</p> <p>Date:  </p>

From: TRIFILIO Chloe <CTRIFILIO@lcog.org>
Sent: Friday, February 16, 2024 11:18 AM
To: brian.oakes.450@gmail.com
Cc: Dawn Northey
Subject: 978 Holly Street Dwelling Addition

Hello Brian,

I am writing on behalf of the Junction City Planning Department about a building permit recently submitted for 978 Holly Street (467-24-000014-STR). **There are some zoning constraints that will require your attention before a building permit can be issued.** The property is zoned General Commercial ([Junction City Municipal Code 17.35](#)). The issue with this zoning is that it doesn't allow many residential uses, especially not single-family homes. However, the residence at 978 Holly was built before the zoning code was adopted, so that would make it a **legal-nonconforming use**. The house is allowed to continue existing, but expanding the house has to be scrutinized under several different criteria. The General Commercial zoning says the following about legal nonconforming dwellings in the zone:

"17.35.040 Restrictions on use.

A. Residential dwellings shall not be allowed on the ground floor of the GC zone. However, existing dwellings and their accessory uses that were legally established prior to the effective date of the ordinance codified in this chapter may be used for residential purposes, and may be maintained, expanded, constructed or reconstructed in conformance with the development standards as established in the R3 zone and the nonconforming use standards in Chapter [17.125](#) JCMC. Residential dwellings are encouraged for upper floors in multistory buildings in the GC zone that are located close to the downtown area."

What this tells us is that a residence can be expanded upon if it meets the development standards (setbacks, etc.) of the R3 zoning (see below). Also it has to be treated like a nonconforming use, which means additional permits are required if it is expanded. If the proposed expansion is less than 10% of the square footage of the existing structure, it could be permitted through a minor variance. If the proposal is over 10% of the square footage, a Conditional Use Permit is required, which must go to Planning Commission. Here is the link for a [Type II Conditional Use Permit application](#) and a [Type I Minor Variance application](#). It appears in the site plan that the dwelling expansion and carport addition are greater than 10% of the existing structure's square footage. Also, any new structures must meet the setback requirement of 6 feet on the side yard.

Please let me know if you intend to submit one or the other and we can talk more about submittal requirements.

Here is more applicable code that can be found in [Junction City Municipal Code \(JCMC\) Title 17](#):

"JCMC 17.125 Nonconforming use or structure says:

As used in this section, "alteration" of a nonconforming use or structure includes: (A) a change in the use of no greater adverse impact to the neighborhood; and/or (B) a change in the structure or physical improvements of no greater adverse impact to the neighborhood.

A. Minor Alteration. For any given nonconforming use or structure, the city administrator may approve as a minor variance to the provisions of this chapter one or more alterations up to the point where a cumulative alteration of 10 percent or less of the total square footage of that nonconforming use or structure has occurred.

B. Major Alteration. A proposal for the alteration greater than 10 percent of the total square footage of a nonconforming use or structure may be approved by the planning commission subject to the provisions for conditional use permits. [Ord. [1037](#) § 1, 1997; Ord. [950](#) § 93, 1991.]"

"17.20.050 R3 Setback requirements.

This standard applies to multifamily dwellings, townhomes, neighborhood commercial developments, and residential care homes and residential care facilities. Except as provided in JCMC [17.95.060](#), in an R3 zone, the yards, measured from the property line to the foundation of the building with a maximum projection of three feet into any setback area as defined in JCMC [17.20.060](#), shall be as follows:

A. A minimum front setback of 15 feet is required for multifamily dwellings and townhomes except that a covered (but not enclosed) porch may be within 10 feet of the front line. A minimum front setback of 10 feet is required for a neighborhood commercial building.

B. Each side yard setback shall be a minimum of six feet, except that on corner lots, the side yard on the street side shall be a minimum of 15 feet measured from the foundation. Townhomes shall have no setback requirement where they share common walls.

C. The back yard shall be a minimum of 15 feet. An exception shall be permitted where a townhome, garage, or other accessory structure is located adjacent to an alley, in which case the back yard (alley facing) setback shall be a minimum of four feet.

E. All buildings shall be sited to ensure they do not encroach into a public utility easement or the vision clearance areas (JCMC [17.95.090](#)). [Ord. [1278](#) § 2 (Exh. B), 2023; Ord. [1242](#) § 1 (Exh. A), 2016; Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 24, 1991.]

“17.20.060 Setback exceptions.

In an R3 zone, the following architectural features are allowed to encroach into the setback yards: eaves, chimneys, bay windows, overhangs and similar architectural features may encroach into setbacks by up to three feet; provided, that the State Fire Code is met. Walls and fences may be placed on property lines, subject to the standards in JCMC [17.95.020](#). Walls and fences within front yards shall additionally comply with the vision clearance standards in JCMC [17.95.090](#). [Ord. [1278](#) § 2 (Exh. B), 2023; Ord. [1242](#) § 1 (Exh. A), 2016; Ord. [1116](#) § 1, 2003; Ord. [950](#) § 24A, 1991.]”

Best regards,

Chloe Trifilio (she/her)

Planner



Lane Council of Governments

859 Willamette St., Suite 500, Eugene, OR 97401

Ph: 541-682-4247 – Email: CTrifilio@LCOG.org

www.lcog.org