



**City of Sutherlin
Planning Commission Meeting
Tuesday, May 19, 2015
7:00 p.m. – Sutherlin Civic Auditorium**

Agenda

- **Pledge of Allegiance**
- **Welcome and Introductions**
- **Introduction of Media**
- **Approval of Minutes:
April 21, 2015**
- **Public Hearings:
VAR 2015-05, Sarnoski**
- **Monthly Activity reports**
- **Public Comment**
- **Commission Comments**
- **Adjournment**

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, APRIL 21, 2015**

COMMISSION MEMBERS PRESENT: John Lusby, Patricia Klassen, Mike Flick, Adam Sarnoski, Floyd Van Sickle and Michelle Sumner

COMMISSION MEMBERS EXCUSED: None

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Vicki Luther, Community Development Director, Kristi Gilbert, Community Development Specialist and Carole Connell, City Planner

AUDIENCE:

Meeting called to order at 7:00 pm by Chair Lusby.

FLAG SALUTE

INTRODUCTION OF MEDIA: None

APPROVAL OF MINUTES

A motion made by Commissioner Sumner to approve the minutes of the March 17, 2015 Planning Commission meeting and April 6, 2015 Special Planning Commission meeting; second made by Commissioner Klassen.

In favor: Commissioners Klassen, Flick, Sarnoski, Van Sickle, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

PUBLIC HEARINGS

Chair Lusby opened the hearings with the disclosure statement; all persons testifying shall be deemed parties to the appeal application and must provide full name and mailing address if they wish to be notified of the decision, continuances, appeals, or procedural actions required by the Code. The City Zoning Code specifies applicable materials to be relied upon in making a decision.

Lusby asked the Commission if there were any conflicts of interest or personal bias, hearing none, he asked the audience if there were any challenges of impartiality of any person(s) on the Commission. Commissioner Klassen declared that she sits on the Board for the Knolls Estates Home Owners Association and that she will not vote on the Guido hearing.

HABITAT FOR HUMANITY - PLAN AMENDMENT AND ZONE CHANGE – 2015-04-PA-ZC

Chair Lusby called for the Staff Report. Carole Connell, City Planner, identified the materials in the packet, including the Staff Report. She then gave the Staff Report.

APPLICANT'S TESTIMONY

Mark Garrett, Applicant's Representative, stepped forward and indicated that Staff did a great job with their Staff Report and findings. He clarified that the applicants currently have two lots of record, where the existing dwelling is and that they would like to adjust the boundary lines following this application

process. This would give them an opportunity for two single family dwellings for their housing opportunities.

TESTIMONY IN FAVOR

There was no testimony in favor.

TESTIMONY IN OPPOSITION

There was no testimony in opposition.

With no further testimony, Chair Lusby closed the public portion of the hearing at 7:20 p.m.

Discussion ensued regarding the consensus of the Commission indicating that it was a good idea for the Plan Amendment and Zone Change to allow the current residential use on the subject properties and to continue along with the replacement of the dilapidated house and additional housing opportunities.

A motion made by Commissioner Van Sickle to recommend approval to the City Council of the proposed Plan Amendment and Zone Change; seconded by Commissioner Sarnoski.

In favor: Commissioners Klassen, Flick, Sarnoski, Van Sickle, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

FAIRWAY ESTATES – VARIANCE TO SETBACKS – 2015-01-VAR

Chair Lusby opened the public hearing and called for the Staff Report.

Carole Connell identified the materials in the packet, including the Staff Report. She then gave the Staff Report.

APPLICANT'S TESTIMONY

Steve Lovemark, i.e. Engineering, Applicant's Representative, 809 S.E. Pine, Roseburg, stepped forward and entered Applicant's Exhibit No. 1, Photo of subject property and Applicant's Exhibit No. 2, Page 6 of the original PUD approval. Lovemark stated that most of the PUD has been built on by Ross Development, who was the original developer. He builds a home and then sells it before he builds another one. The developer has invested everything into the development and is the one who has everything to lose. Mr. Lovemark then went through his exhibits with great detail. He noted that the existing lots are not set up to play baseball in the backyards, they are designed with good size houses that are affordable with low maintenance. The open space maintains the park like atmosphere to play ball.

Lovemark discussed the 20' setback requirement for the garage stating that the setback creates an additional parking spot. He noted that there is no sidewalk in the PUD, that a vehicle would be impeding, therefore the 20' setback is not necessary. He indicated that the subject properties are not within a standard subdivision and that the proposed request falls within the PUD requirements.

TESTIMONY IN FAVOR

There was no testimony in favor.

TESTIMONY IN OPPOSITION

There was no testimony in opposition.

With no further testimony, Chair Lusby closed the public portion of the hearing at 8:08 p.m.

A motion made by Commission Van Sickle to deny the front yard Variance request for the garage and approve the rear yard setback Variance; second made by Commissioner Sarnoski.

Discussion ensued. Commissioner Sumner suggested flexibility in either the front yard or the back yard, but not both at the same time. Commissioner Klassen expressed the importance of a 20' driveway. Commissioner Flick stated that by granting a 5' Variance to the rear, they would already be gaining an additional 5'. Chair Lusby clarified that the code stated that you could vary the setbacks in a PUD "except" the garage setback. Connell confirmed what the code stated.

In favor: Commissioners Klassen, Flick, Sarnoski, Van Sickle, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

GUIDO – VARIANCE TO LOT COVERAGE – 2015-03-VAR

Chair Lusby called for the Staff Report. Carole Connell, identified the materials in the matter, including the Staff Report. She then gave the Staff Report. Connell stated that she did a site visit and concurred with the Applicant's statement that several homes and their impervious surface, in the area, exceeded the 35% lot coverage.

APPLICANT'S TESTIMONY

Brant Guido, 308 Clearview Drive, Roseburg, stepped forward and stated that he has intentions of building a desirable house with amenities that would add to the neighborhood. Mr. Guido identified several other houses that were in excess of the 35% lot coverage in the same area; therefore, asking why there is a hardship on his property when there was not any imposed on the other properties.

Mr. Guido stated that his uncle bought the lot ten years ago and has given him the opportunity to build a spec home to put in the Home Show. He requests the Commission approve his application for a variance as the precedence has already been set in the neighborhood.

TESTIMONY IN FAVOR

Patrick Guido, stepped forward and stated that he is the uncle that bought the lot ten years ago and that he was in favor of the proposed variance.

TESTIMONY IN OPPOSITION

There was no testimony in opposition.

With no further testimony, Chair Lusby closed the public portion of the hearing at 8:30 p.m.

Commissioner Klassen stated houses that were built exceeding the 35% lot coverage were built under a different Community Development Director and that past wrong doings don't make it right. She then stated the Home Owners Association is terrified that they will get this problem over and over.

Commissioner Sarnoski stated that it would be a case by case basis. Chair Lusby concurred with Commissioner Sarnoski.

A motion made by Commission Sumner to approve the Variance request to the lot coverage requirement; second made by Commissioner Van Sickle.

In favor: Commissioners Flick, Sarnoski, Van Sickle, Sumner and Chair Lusby
Opposed: None
Abstained: Commissioner Klassen
Motion carried 5 in favor, none opposed, with Commissioner Klassen abstaining.

STAFF REPORTS

Luther provided a report in an effort to keep the Planning Commission apprised of recent land use and other relevant activities. (See Attached).

PUBLIC COMMENT – None.

COMMISSION COMMENTS – None.

ADJOURNMENT

With no further business the meeting was adjourned at 8:45 pm.

Respectfully submitted,

Kristi Gilbert

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2015

John Lusby, Commission Chair



City of Sutherlin

Date: April 21, 2015
To: Sutherlin Planning Commission
From: CDD, Vicki Luther
Re: Monthly Activity Report

This report is provided in an effort to keep you apprised of recent land use and other relevant activities.

TRANSPORTATION

Red Rock Trail, Phase 2 (Waite Street to Nicholas Court) – Bid awarded to JRT Construction, LLC

Pavement Management Program (Overlay and Slurry Seal projects) – Public Works Superintendent, Aaron Swan, has scheduled the following street projects for 2015-16:
Slurry seals: Jade, E. Fourth/Agate, Opal, Westlake, Golfview, Sherwood, Montclair, and Crown Point.
Overlays: Branton and Umatilla

Striping/Crosswalks – Some striping has been completed on Central Avenue - Umatilla, Willamette, and Post Office; more to come.

UTILITIES

Wastewater Treatment Plant Improvements – Pre-design contract awarded to Dyer Partnership and scheduled for completion by the end of this year.

LAND USE ACTIVITY

Building Worksheets approved –

- **117 W. Central** – Change of use - retail flea market/salvaged grocery goods
- **1565 E. Central** – Convert existing shop to living quarters
- **120 W. Central** – Accessory building/utility shed 5'6"x8'
- **131 Miller Street** – Construct shop
- **779 W. Central Ave.** – Interior remodel – Domino's Pizza
- **1600 S. Comstock** – Construct 4'x8' sign – Kokua towing
- **636 E. Central Ave.** – Demolish existing single family home
- **636 E. Central Ave.** – Construct 9,062 sq., ft. commercial retail store – Dollar General
- **0 W. First Avenue** – Construct 10 additional 10'x10' storage units
- **500 E. Fourth Ave.** – Construct 2 pole buildings (accessory to school)
- **645 W. First Ave.** – Interior remodel of existing apartment complex (8 units) – asbestos abatement; installation of gas venting system, and water heaters.
- **1000 W. Central Ave.** – Interior remodel of existing commercial building for use as mortuary
- **2666 Westlake** – Construct single-family home with attached garage
- **145 Myrtle** – Installation of new raceway mounted wall signs (Goodwill)
- **367 Sunset** – Construct addition to existing single-family home

Right of Way permits issued –

- 201 E. Central - Avista
- 636 E. Central Ave. – Dollar General

Commercial changes

1. New construction - Dakota Street NW corner of intersection at Clover Leaf. Palm Family Eye Care – construction in process
2. Dollar General – construction started
3. Goodwill – relocating from 1016 W. Central to 145 Myrtle. There is some remodel taking place at 145 Myrtle to provide office areas before the move takes place. Final occupancy not yet received.
4. Kim's Court – Changed their plans; will be removing 15 old mobile homes and replacing with new Park Models, These homes are to be 14' wide and either 28' or 32' long. Each unit will have a minimum ten-foot wide landscaped side yard, a front sidewalk with one parallel parking space. Palm Harbor Homes in Albany will build the first 9 units this spring with the remaining 6 units to come 8-10 months later. New sidewalks will be installed along N. State Street between First and Second Avenue.
5. Kokua Towing locating at 1600 S. Comstock – has been issued temporary approval allowing him ninety days to meet a list of conditions. (on or before June 1, 2015) (application in process)

Land use application status

SUB 13-01: Brooks Village (Avery) subdivision: 151 Pear Lane (pending)

SUB 13-02: Fairway Ridge (Galpin) subdivision: Scardi Blvd. Plan is to begin infrastructure construction spring of 2015.

VAR 14-01: 716 Sandpiper Court – (Wilson) variance to setbacks. (in progress)

PAR 15-02: 1625 W. Duke – (Smalley) partition of tax lot into two parcels – Smalley Trucking (in progress)

VAR 15-05: 1814 Lakeview Drive - (Sarnoski) requesting variance in maximum building height for accessory structure from 20' to 28' – Shop/Storage

**CITY STAFF REPORT
ACCESSORY STRUCTURE HEIGHT VARIANCE
CITY FILE # 2015-05-VAR Sarnoski**

May 12, 2015

APPLICATION: Request for Planning Commission approval of a Variance to exceed the maximum 20 foot height standard for a residential accessory structure

OWNER: Adam Sarnoski
1814 Lakeview Drive
Sutherlin, OR 97479

APPLICANT: Same as owner

LOCATION: 1814 Lakeview Drive; 25N05W22BC03500

PROJECT PLANNER: Carole Connell, City Planner (541) 459-2856
connellpc@comcast.net

APPLICABLE CRITERIA

1. City of Sutherlin Development Code
 - (a) 2.2.100 Residential Districts
 - (b) 2.2.110 Permitted Uses and Structures
 - (c) 2.2.120 Residential District Development Standards – RH zone
 - (e) 4.2.140 Type III Procedure
 - (g) 5.2.130 Variances - Class C

FINDINGS OF FACT

1. **LOCATION:** The subject property is located in Ridgewater Estates in the hills southeast of downtown Sutherlin. The property is further identified by the Douglas County Assessor’s Map as 25-05-22 BC TL 03500 property ID# R47966.
2. **ZONING:** The subject property is zoned Single-Family Residential Hillside R-H by the Sutherlin Comprehensive Plan and Zone Map.
3. **ACCESS:** The lot has direct access onto Lakeview Drive.
4. **Services and Structures:** The subject vacant site is in the city limits and can be served by city sewer and water service.
5. **Public Notice and Comments:** On April 27, 2015 the City of Sutherlin Community Development Department sent public notice to property owners as shown on the most recent property tax assessment roll within 100 feet of the subject property. The City Public Works

Operations, Public Utilities, Police Department and Fire Departments were notified of the request. No correspondence was received and no concerns were raised.

6. **Application:** The application was submitted to the City on April 3, 2015. The City deemed the application complete on April 8, 2015.
7. **Procedure:** The application is processed as a Type III procedure including public notice, consideration and a decision by the Planning Commission. The public hearing before the Planning Commission is on May 19, 2015.

CONCLUSIONARY FINDINGS

Conformance with the City of Sutherlin Development Code

SECTION 2.2.100 Residential Zone District – Single-family Residential R-H Zone

FINDING: The subject property is zoned R-H. The R-H zone is meant to be a low density area with a single-family preference. The zone provides the visual and physical identity of the hills, as well as the native geologic conditions so far as practicable through larger lot sizes and special construction standards. In accordance with Table 2.2.110 the R-H zone permits the proposed structure as an outright use, subject to a geotechnical study and report. A geotechnical report prepared by Geo Environmental Engineering dated February 14, 2014 has been provided to the City. The report includes several recommendations for constructing a safe building.

TABLE 2.2.120 Residential Development Standards - Summary

In the R-H zone the minimum lot size for a single family home is 12,000 square feet. Minimum lot width must be 50'; lot depth 100'; lot coverage 35 %. The minimum building setbacks are a 15' – 20' (garage) front yard; a 5' – 10' side yard and 10' rear yard. Maximum building height is 35', and for an accessory building the maximum height is 20'.

FINDING: According to the Assessors tax lot map the subject parcel is 1.13 acres. The lot is irregularly shaped and located on a steep hillside. The total lot coverage allowed for impervious surface is 17,228 square feet. The total amount of impervious surface with the house and accessory structure is estimated to be 3,972 square feet. Pavement coverage is unknown but is not an added amount that would exceed the 35% impervious surface allowed on this site. The building location plan illustrates that the proposed shop meets the required building setbacks because the proposed structure is setback 26' to 29' from the nearest property lines, and even further from Lakeview Drive.

The accessory building is built into a slope whereby the highest height measurement is 28', exceeding the 20' height maximum. The applicant would like a 12' ceiling in the lower floor to provide for storage and workshop space. With the current 20' maximum this is not possible. Further, the building needs to be dug into the steep hillside. The front of the structure will be less than 20' high but due to the grade change the back will be 28'.

SECTION 4.2.140 TYPE III PROCEDURE

For a Variance approval to exceed 10% of the subject standard an applicant must file for a Class C exception. For a Class C Variance request the Sutherlin Development Code requires Type III application review procedures including public notice, a public hearing and deliberation by the Planning Commission. Hearing notice requirements have been met as described in this report.

SECTION 5.2.130 VARIANCES – CLASS C

Sutherlin Development Code Section 5.2 establishes three types of variances with different review procedures. The Class A Variance allows a 10% increase in lot coverage in accordance with the Type II review procedure. Building height that exceeds the 10% threshold is a Class C Variance and is reviewed in accordance with the Type III procedure.

FINDINGS: Since the maximum height limit for an accessory structure in the RH zone is 20', a 10% increase to the subject structure height equals two (2) feet. The highest point of the structure from the lowest grade is 28 feet, 8 feet above the limit. Therefore a Class C height variance is requested.

CLASS C APPROVAL CRITERIA

Purpose: The purpose of the Class C Variance procedure is to provide standards for variances which exceed the Class A and Class B variance criteria. Class C variances may be granted if the applicant shows that, owing to special and unusual circumstances related to a specific property, the literal application of the standards of the applicable land use district would create a hardship to development which is peculiar to the lot size or shape, topography, wetland and floodplain, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (the RH District).

Approval Criteria:

The city shall approve, approve with conditions or deny an application for a variance based on finding that all of the following criteria are satisfied:

- a. The proposed variance will not be materially detrimental to the purposes of this code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;

FINDINGS: The purpose for a height limit is to assure the low density single family residential character of the RH zone is maintained, and that accessory structures are not able to dominate or impose upon adjoining homes or the low density nature of the neighborhood.

In this case the request will not be materially detrimental to the neighborhood or the purpose of the zone because the parcel is the last and lowest parcel in the subdivision and in the rear it abuts a steep drop off into a large forested area below. The garage is significantly lower than adjoining homes and there are no homes to the side or below the structure materially affected by the height. No adjoining properties have objected to the height variance.

- b. A hardship to development exists which is peculiar to the lot size or shape, topography, wetland and floodplain, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the RH zone and vicinity;

FINDINGS: Although this is a large parcel (1.13 acres) much of it is buildable. According to the geotechnical report the natural hill slope ranges between 60% and 65%. There are dozens of construction recommendations in the engineering report. Construction requires digging into the side of the slope, which makes the lower half of the structure significantly higher than the upper half facing the driveway. Further, there are no adjoining parcels to the rear and instead a very steep drop off. There is a hardship associated with the subject parcel because of its irregular shape, unbuildable area and steep slope that results in digging into the hill and creating a higher roof line.

- c. The use proposed will be the same as permitted under this title and city standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;

FINDINGS: The proposed residential accessory structure is a permitted use in the zone, subject to a geo-hazard analysis. In order to use his land as desired the applicant will need to address dozens of construction requirements and recommendations in the geo-hazard analysis of this potentially vulnerable site.

- d. Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject code standard;

FINDINGS: The traffic, natural resources and parks in the vicinity will not be affected in any way by the height variance.

- e. The hardship is not self-imposed; and

FINDINGS: The subject parcel was created as a buildable lot on a very steep slope. The property owner is allowed to locate a residential accessory structure on the site, subject to a geotechnical analysis and construction precautions. The site limitations were not created by the applicant. The applicant may construct the building in a location which may be prone to sliding at his own risk.

- f. The variance requested is the minimum variance, which would alleviate the hardship.

FINDINGS: The request is necessary for the owner to create a 12' high ceiling on the lower level for his needs. The lower level of the building has no impact on adjoining parcels.

CONCLUSION

The City finds the request exceeds the 20' accessory structure height maximum because at its highest point the structure is 28 feet. The request can be found to meet all of the Class C variance approval criteria.

MOTION OPTIONS

1. Based on the application and findings in the staff report I move to APPROVE the Variance request; subject to compliance with the Geo Hazard Report recommendations for the structure.
2. Based on the need for additional information I move to CONTINUE the public hearing until (indicate date certain);
3. Based on revised findings I move to DENY the Variance request.

FOR YOUR INFORMATION

LAND USE APPLICATIONS

2015-02-PAR – SMALLEY

May 11, 2015

ADMINISTRATIVE REVIEW AND DECISION

OWNER: Granvel C. Smalley
PO Box 486
Sutherlin, OR 97479

APPLICANT: Jim Smalley
Melissa Parsons
318 Casa De Loma
Sutherlin, OR 97479

LOCATION: 1625 W. Duke Avenue; 25N05W 19BD 3000
Parcel ID #R44865

APPLICATION: Request to partition an existing 1.49 acre parcel into two parcels: Parcel 1 = 1.14 acres; Parcel 2 = 0.36 acres

PROJECT PLANNER: Carole Connell, Consulting City Planner (541) 459-2856
connellpc@comcast.net

APPLICABLE CRITERIA

1. City of Sutherlin Development Code

- (a) 2.3.100 Commercial Districts
- (b) 2.3.110 Permitted Uses and Structures
- (c) 2.3.130 Commercial Development Standards
- (b) 3.2.100 Vehicular Access and Circulation
- (e) 3.5.100 Infrastructure Standards
- (f) 3.5.110 Transportation Standards
- (g) 4.2.130 Type II Procedure
- (h) 4.4 Land Division and Property Line Adjustment Procedures

FINDINGS OF FACT

1. **LOCATION:** The subject property is a 1.49 acre vacant parcel located at 1625 West Duke Street in Sutherlin. The property is further identified by the Douglas County Assessor's Map as 25-05-19BD TL 3000 property ID# R44865.
2. **ZONING:** The subject property is zoned Community Commercial C-3 by the Sutherlin Comprehensive Plan and Zone Map.

3. **ACCESS:** Currently Tax Lot 3000 has access to both West Duke Avenue and Parkhill Lane. Parcels 1 and 2 will have separate frontage on Duke Street. Parcel 2 also has frontage and access onto Parkhill Lane. Both streets are the jurisdiction of Douglas County.
4. **Services and Structures:** Currently there are several structures on the subject property that comprise an existing repair and card-lock fueling facility.

The original parcel is in the city limits and is connected to city services. The two proposed parcels can continue to be served by city sewer and water service. In the future, if one parcel is sold or site development changes occur a new service will be required by the City so that each parcel has a separate service. The site is not tied into the existing public drainage facilities in the area.

5. **Public Notice and Comments:** On March 19, 2015 the City of Sutherlin Community Development Department sent notice of the request to surrounding property owners within 100 feet of the subject property, as shown on the most recent property tax assessment roll. No property owner objections were received by the City within the 14-day comment period. The Roseburg Fire District No. 2 was notified of the request and expressed no concerns. City Public Utilities Department provided comments received on March 30, 2015 requiring separate sewer and water connections for Parcels 1 and Parcel 2. Douglas County provided comments on April 28, 2015 indicating no concerns at this time, but if congestion from trucks and turning movements creates traffic problems caused by a change in property lines they may have to address this issue in the future.
6. **Application:** The original application was submitted to the City on February 27, 2015 and the City deemed the application complete on March 19, 2015.
7. **Procedure:** The application is processed as a Type II Director Decision. Within 5 days after the planning director signs the decision, notice will be sent by mail to:
 1. All owners of real property within (100) feet of the subject property;
 2. The applicant; and
 3. Any person who submitted comments for the planning director's consideration.

CONCLUSIONARY FINDINGS:

Conformance with the City of Sutherlin Development Code

Section 2.3.100 Commercial Zone Districts – Community Commercial C-3 Zone

The C-3 zone is a commercial zone with various permitted uses, including fuel sales. The subject parcel is developed with access onto West Duke Street and Parkhill Lane. The owner intends to divide the parcel into two parcels.

Table 2.3.110 Commercial Development Standards

In the C-3 zone there are no minimum lot size or lot dimension requirements. There is a 0-foot minimum front yard setback unless the parcel abuts a residential zone in which case the front setback is 20 feet. The side yard and the rear yard setbacks are 0 feet, except 10 feet when abutting a residential zone. The maximum lot coverage in the zone is 75%. The building height maximum is 35 feet.

FINDING: The subject parcel is currently 1.49 acres. Parcel 1 is proposed to be 1.14 acres and Parcel 2 is 0.36 acres in size. Minimum lot sizes and dimensional standards are not required in the zone. The parcel abuts a residential zone on the west side therefore a 10-foot setback is required for new buildings on that side. It appears that all existing buildings on the west side exceed the 10-foot setback from the west property line. On the north side, abutting land is zoned C-3; on the south side of Duke the land is zoned M-2 Industrial, and on the abutting east side is Parkhill Lane right-of-way which abuts the I-5 freeway. There are no setbacks required on the latter three sides. Lot coverage and building height measurements are not applicable to existing buildings but would be considered if alterations or new construction is proposed on either parcel in the future.

Section 3.2 Vehicle Access and Circulation

Applicability. *All development in the city must comply with the provisions of chapter 3, Design Standards. Development projects requiring land division, conditional use permit, and/or site design review approval require detailed findings demonstrating compliance with each section of chapter 3, as applicable. For smaller, less complex projects, fewer code provisions may apply and detailed findings may not be required where no discretionary land use or development permit decision is made.*

FINDING: The City finds that many of the following standards do not apply to the subject partition because the parcel is developed and has existing access to Duke Avenue and Parkhill Lane and those accesses will not change with the partition request. Those that do apply are addressed.

3.2.110 Vehicular Access and Circulation.**A. Intent and Purpose.**

1. *The intent of this section is to manage vehicle access to development through a connected street system with shared driveways, where practicable, and circulation systems that allow multiple transportation modes and technology, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. Access shall be managed to maintain an adequate "level of service" and to maintain the "functional classification" of roadways [See Transportation System Plan adopted November 2006]. Major roadways including highways, arterials, and collectors, serve as the primary system for moving people and goods. "Access management" is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and*

circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section balances the right of reasonable access to private property with the right of the public to safe and efficient travel.

2. To achieve this policy intent, county and local roadways have been categorized in the comprehensive plan by function and classified for access purposes based upon their level of importance and function. (See section 3.5, Infrastructure Standards) Regulations apply to these roadways for the purpose of reducing traffic accidents, personal injury, and property damage attributable to access systems, and to thereby improve the safety and operation of the roadway network. The regulations are also intended to protect the substantial public investment in the transportation system, facilitate economic development, and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land.

B. *Applicability.* *This section applies to all public roads, streets, and alleys within the city and to all properties abutting them.*

C. *Access Permit Required.* *Access to a public street requires an access permit in accordance with the following procedures:*

- 1. Permits for access to City streets shall be subject to review and approval by city staff based on the standards contained in this section, and the provisions of section 3.5, Infrastructure Standards. Access permit applications are available at Sutherlin City Hall.*
- 2. Permits for access to state highways shall be subject to review and approval by Oregon Department of Transportation (ODOT) except when ODOT has delegated this responsibility to the city. The city will coordinate with ODOT on such permits as necessary.*
- 3. Permits for access to county highways shall be subject to review and approval by Douglas County. The city will coordinate with the county on such permits as necessary.*

FINDING: The proposed parcels have frontage on West Duke Avenue and Parkhill Lane. Duke Avenue is identified in the Sutherlin TSP as a local street with no planned upgrades in the future. Parkhill Lane is also a local street, portions of which could be included in the area planned for an I-5 upgrade, according to the TSP and the I-5/Central Intersection upgrade.

The land division proposes maintaining the existing street accesses, two on Parkhill Lane and one large uncontrolled access onto Duke Avenue. If divided, Parcel 1 will have access onto Duke Avenue and Parcel 2 will have access onto Parkhill Lane. The two existing streets are not built to full city standards.

The City has provided a copy of the proposal to Douglas County who has jurisdiction of both local streets. The County is concerned about tighter turning movements that may be caused by the partition.

D. *Traffic Study Requirements.* *The city or other agency with access jurisdiction may require a traffic study prepared by a traffic engineer to determine access, circulation and other transportation requirements. (See also, section 3.5, Infrastructure.)*

FINDING: A traffic study is not required for the partition because there is no proposed change in land use or zone designation that may alter existing traffic patterns

E. *Conditions of Approval.* *The city or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe, functional, and efficient operation of the street and highway system.*

FINDING: Creating the two proposed parcels does not require closing any existing curb cuts. However, since Parcels 1 and 2 will share driveways under the current use configuration a reciprocal access easement and driveway maintenance agreement allowing cross-over access may be required when one of the parcels is sold to a different owner and/or the land uses change. The City finds it may be premature to require a reciprocal access easement at this time.

F. *Backing Movement.* *Vehicle access to and from off-street parking areas, except for access to and from residential developments with one (1) or two (2) dwellings, shall not involve backing onto a public street.*

FINDING: A site visit by city staff on April 21, 2015 found that several vehicles currently park on the south side of the office building within the Duke Avenue right-of-way. The parking configuration requires vehicles to back further into the right-of-way to exit the site. The current parking arrangement conflicts with city standards prohibiting backing onto a public street.

G. *Access Standards and Options.* *When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of ten (10) feet per lane is required). These methods are “options” to the developer/subdivider, unless one method is specifically required by the city as a condition of approval.*

1. Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.
2. Option 2. Access is from a private street or driveway developed to city standards and connected to an adjoining property that has direct access to a public street (i.e., "shared driveway"). A joint maintenance agreement and reciprocal access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. The city may approve a private street under this option by a planned unit development (PUD), provided that public funds shall not be used to construct or maintain a private road, street, or drive. The city may require a public access easement as needed for emergency response access or refuse access.
3. Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access if the site abuts an arterial or collector street. Street accesses shall comply with the access spacing standards in subsection I, below.
4. Subdivisions Fronting Onto an Arterial Street. Subdivision lots fronting onto an arterial street shall not receive access onto the arterial street, except when alternate access (i.e., alleys or secondary streets) cannot be provided due to topographic or other physical constraints. In such cases, the city may require that access be provided by consolidating driveways for clusters of two (2) or more lots or for multiple buildings on a lot (e.g., includes flag lots and mid-block lanes).
5. Double-Frontage Lots. When a lot has frontage onto two (2) or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. A second access may be permitted only as necessary to accommodate projected traffic volumes. Except for corner lots, the creation of new double-frontage lots shall be prohibited in the residential district, unless topographic or physical constraints require the formation of such lots. When a fence or wall is built adjacent to the street in this case, a landscape buffer with trees and/or shrubs and ground cover not less than ten (10) feet wide shall be provided between the fence/wall and the sidewalk or street; maintenance shall be assured by the owner (i.e., through homeowner's association, etc.).
6. Important Cross-References to Other Code Sections. Section 3.6 requires that buildings be placed at or near the front property line in some zones, and driveways and parking areas be oriented to the side or rear yard for multiple family and commercial uses. Section 3.5.110 contains private street standards.

FINDING: The City finds the site is fully developed with a fueling station. If further development is proposed in the future, the developer will be required to meet access, parking, circulation and other requirements in accordance with city standards that are appropriate for the type and level of development proposed.

- H. New Street. The city may require the dedication of public right-of-way and construction of a street (e.g., frontage road, alley or other street) when access cannot otherwise be provided from an existing street, in conformance with city standards. The city considers the development impact in considering whether a new street is needed. See also Section 3.5 Infrastructure Standards.*

FINDING: The City finds that proposed parcels have access to Duke Avenue, a local county street with a 50' right-of-way. The street is not constructed to complete local street standards. Based on the City of Sutherlin Transportation System Plan, there are no upgrades planned for this portion of Duke Avenue. However, several property owners with frontage on Duke Avenue to the west of the subject site have agreed to dedicate an additional 5' of right-of-way to Duke Avenue in conjunction with their request for annexation and connection to city services. The City believes the additional right-of-way will be of benefit to the neighborhood that currently fronts a narrow road and deep drainage ditch with no curb or sidewalk. Therefore, to obtain continuity in future street improvements, the City requires a 5-foot dedication of the subject property's Duke Avenue frontage for future street improvements.

Since the subject area is generally developed, the most likely method for future street improvements to meet those standards would be through a city or state funded project, or a local improvement district. It is not practical or desirable to require said improvements on a parcel-by-parcel basis in this case because of the uncertainty of how I-5 improvements in the future will impact the site.

- I. Access Spacing. Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:*
- 1. Local Streets. A minimum of twenty-five (25) feet separation (as measured from the sides of the driveway/street) shall be required on local streets (i.e., streets not designated as collectors or arterials).*
 - 2. Arterial and Collector Streets. Access spacing on collector and arterial streets, and at controlled intersections (i.e., with four-way stop sign or traffic signal) shall be determined based on the policies and standards contained in the city's transportation system plan.*

3. *Special Provisions for All Streets.* Direct street access may be restricted for some land use types. For example, access consolidation, shared access, and/or access separation greater than that specified by Subsections 1-2, may be required by the city, county or ODOT for the purpose of protecting the function, safety and operation of the street for all users. Where no other alternatives exist, the permitting agency may allow construction of an access connection along the property line farthest from an intersection. In such cases, directional connections (i.e., right in/out, right in only, or right out only) may be required.

FINDING: Existing driveways will continue to be used and no new driveways are proposed. Existing driveways on Duke Avenue are an estimated 70 feet apart, but the southern Parkhill driveway is very wide and incorporates trucks cutting the corner at Duke Avenue. The existing driveway on Parkhill Lane is one long continuous open access onto Duke Avenue which exceeds a typical driveway width and does not meet the required 25 feet of separation.

- J. *Number of Access Points.* For single-family (detached and attached), two (2) family, and three (3) family housing types, one (1) street access point is permitted per lot; except that two (2) access points may be permitted for two (2) family and three (3) family housing on corner lots (i.e., no more than one (1) access per street), subject to the access spacing standards in subsection I, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with section K, below, in order to maintain the required access spacing, and minimize the number of access points.

FINDING: The City finds the site has existing substandard access drives being used that are not proposed to change. There are no known opportunities at this time for shared access with an adjoining parcel.

- K. *Shared Driveways.* The number of driveways intersecting a public street shall be minimized by the use of shared driveways on adjoining lots where feasible. The city may require shared driveways as a condition of land division or site plan review, as applicable, for traffic safety and access management purposes in accordance with the following standards:
 1. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

2. *Access easements and joint maintenance agreements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including any pathways and landscaping along such driveways, at the time of final plat approval (section 4.4) or as a condition of site development approval (section 4.3).*

FINDING: The City finds the existing access drives will remain the same at this time. The card lock-fueling station is an existing business with a single ownership. If Parcel 1 or Parcel 2 is sold and the business continues, a reciprocal access easement may be necessary to assure legal access across the two parcels.

L. *Street Connectivity and Formation of Blocks Required.* *In order to promote efficient vehicular and pedestrian circulation throughout the city, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:*

1. *Block Length and Perimeter. The maximum block length and perimeter, measured along the property/right-of-way line, shall not exceed:*
 - a. *Residential Zoning. Six hundred (600) feet length and one thousand eight hundred (1,800) feet perimeter unless the previous adjacent layout or topographical conditions justify a variation;*
 - b. *C-1 Zoning. Four hundred (400) feet length and one thousand four hundred (1,400) feet perimeter;*
 - c. *C-3 Zoning. Six hundred (600) feet length only.*
 - d. *Industrial Zoning. No Standard.*

Figure 3.2.110L Street Connectivity and Formation of Blocks

2. *Exception. Exceptions to standards in subsection L1 may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of section 3.2.120.A. Pathways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles.*

FINDING: This standard does not apply to the proposed land division because a new block is not planned in this area or proposed as a part of the two-lot partition.

M. *Driveway Openings.* *Driveway openings shall be the minimum width necessary to provide the required number of vehicle travel lanes (ten (10) feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:*

1. *Single family, two (2) family, and three (3) family uses shall have a minimum driveway width of ten (10) feet, and a maximum width of twenty-four (24) feet, except that one (1) recreational vehicle pad driveway may be provided in addition to the standard driveway for lots containing more than seven thousand (7,000) square feet of area.*

2. *Multiple family uses with between four (4) and seven (7) dwelling units shall have a minimum driveway width of twenty (20) feet, and a maximum width of twenty-four (24) feet.*
3. *Multiple family uses with more than eight (8) dwelling units, and off-street parking areas with sixteen (16) or more parking spaces, shall have a minimum driveway width of twenty-four (24) feet, and a maximum width of thirty (30) feet. These dimensions may be increased if the City determines that more than two (2) lanes are required based on the number of trips generated or the need for turning lanes.*
4. *Access widths for all other uses shall be based on ten (10) feet of width for every travel lane, except that driveways providing direct access to parking spaces shall conform to the parking area standards in chapter 3.4.*
5. *Driveway aprons (when required) shall be constructed of concrete to city standards and shall be installed between the street and the driveway or private drive, as shown above. Driveway aprons shall conform to ADA standards for sidewalks and pathways, which require a continuous route of travel that is a minimum of three (3) feet in width, with a cross slope not exceeding two (2) percent.*

FINDING: The above standard applies to residential dwellings, new development or new construction is not applicable to the proposed two-lot commercial partition with an existing business that is remaining the same.

N. *Fire Access and Parking Area Turn-Arounds.* *A fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than one hundred fifty (150) feet from an existing public street or approved fire equipment access drive. Parking areas shall provide adequate aisles or turn-around areas for service and delivery vehicles so that all vehicles may enter the street in a forward manner.*

FINDING: The nearest fire hydrant is located in the southwest corner of the site. The above standard applies primarily to new development. Vehicles are currently entering and exiting in a forward manner on Parkhill Lane, but not on Duke Avenue where back up movement occurs in the street.

O. *Vertical Clearances.* *Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of thirteen (13) feet six (6) inches for their entire length and width.*

FINDING: This standard is not applicable because no new driveways are proposed.

P. *Vision Clearance.* *No signs, structures or vegetation in excess of three (3) feet in height shall be placed in "vision clearance areas", as shown in figure 3.2.110P. The minimum required vision clearance area may be increased by the city upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).*

FINDING: This standard is not applicable since new signs or structures are not proposed.

Q. ***Flag Lots.** Flag lots may be created where the configuration of a parcel does not allow for standard width lots. A flag pole access drive may serve no more than two (2) dwelling units, including accessory dwellings and dwellings on individual lots. A drive serving more than one lot shall conform to the standards in subsections 1-4 below:*

1. *Driveway and Lane width of all shared drives and lanes shall be twenty (20) feet of pavement with a minimum lot frontage width of twenty-five (25) feet wide throughout the driveway;*
2. *Easement. Where more than one (1) lot is to receive access from a flag pole drive, the owner shall record an easement granting access to all lots that are to receive access. The easement shall be so indicated on the preliminary plat;*
3. *Maximum Drive Lane Length. The maximum drive lane length is subject to requirements of the uniform fire code, but shall not exceed one hundred fifty (150) feet without an emergency turnaround approved by the city; and*
4. *Area Calculation. The flag pole portion of a lot shall not be counted for the purpose of meeting lot area requirements or determining setbacks.*

FINDING: The above standard does not apply because the proposed partition does not create a flag lot.

R. ***Construction.** The following standards shall apply to all driveways and private streets:*

1. *Surface Options. Driveways, parking areas, aisles, and turn-arounds shall be paved with asphalt, concrete or comparable surfacing; alternatively, a durable non-paving material such as pavers, or other materials approved by the city may be used to reduce surface water runoff and protect water quality.*
2. *Surface Water Management. When a paved surface is used, all driveways, parking areas, aisles and turn-arounds shall have on-site collection or infiltration of surface waters to minimize sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with city standards.*
3. *Driveway Aprons. When driveway approaches or "aprons" are required to connect driveways to the public right-of-way, they shall be constructed to city standards and paved with concrete surfacing. See subsection M, above.*

FINDING: The above standard is not applicable. Future development or redevelopment on the proposed parcels are required to meet the requirements of the surface and storm water improvements of this section.

INFRASTRUCTURE STANDARDS

SECTION 3.5.100 Purpose and Applicability.

- A. **Purpose.** *This section provides planning and design standards for transportation, sewer, water, and storm drainage infrastructure.*
- B. **When Standards Apply.** *All development shall be served with adequate infrastructure including transportation, sewer, water, and storm drainage, in conformance with this section and consistent with the city's engineering design criteria.*
- C. **Standard Specifications.** *The city of Sutherlin general engineering requirements and standard specifications for street, storm drain, sewer, and waterline construction are incorporated in this code by reference.*
- D. **Conditions of Development Approval.** *No development may occur unless required public infrastructure is in place or guaranteed, in conformance with the provisions of this code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.*

FINDING: City sanitary sewer and water service is available to the parcels from existing lines in Duke Avenue. The parcel and business is currently under single ownership.

Existing storm water provisions near the site include a buried drain pipe in West Duke Street about 200 feet west of the parcel and a buried drain pipe from I-5 which crosses the north side of the property and empties highway drainage onto open low land northwest of the subject parcel. The City finds that storm water drainage provisions on the subject site will need to be determined before the land is divided and before the parcel is paved. The existing variations in site topography and existing drainage facilities in the vicinity need to be analyzed. The applicant should prepare a site drainage plan to be reviewed and approved by the city. The plan may warrant a drainage easement to be recorded on the proposed partition plat. Thereby, when the owner proceeds with paving or other site improvements, legal and physical drainage provisions will be established.

Section 3.5.110: Transportation Standards

- A. **Purpose.** *The purpose of this section is to implement the Transportation System Plan and protect the City's investment in the public street system. Upon dedication of streets to the public, the City accepts maintenance responsibility for the street. Failure to meet City standards may place an undue maintenance burden on the public, which may be only marginally benefited by the street improvement. Variances to street standards must be evaluated in this context.*
- B. **Development Standards.** *No development shall occur unless the development has frontage onto or approved access from a public street, in conformance with the provisions of section 3.2, Access and Circulation, and the following standards are met:*

1. *Private streets shall not be permitted, except as approved by a PUD. In approving a private street as part of a PUD the city must find that construction of a public street is impractical and the street will be constructed to a standard that approximates the city standards for public streets, except as modified to address physical site constraints. The city shall not be responsible for maintaining or improving any private street.*
2. *Streets within and/or adjacent to a development shall be improved in accordance with the comprehensive plan, transportation system plan and the provisions of this section, as determined by the city.*
3. *Development of new streets, and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this section, and public streets shall be dedicated to the applicable City, County or County jurisdiction.*
4. *New streets and private streets shall be paved.*
5. *The city may accept a future improvement guarantee (e.g. owner signs and records a city approved agreement to participate in local improvement assessment) in lieu of street improvements if one (1) or more of the following conditions exist:*
 - a. *A partial improvement may create a potential safety hazard to motorists or pedestrians;*
 - b. *Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;*
 - c. *The improvement would be in conflict with an adopted capital improvement plan;*
 - d. *Requiring the applicant to bear the full cost of improvement would exceed the rough-proportionality standard in section 3.5.100D; or*
 - e. *The improvement is associated with an approved land partition on property zoned residential and the proposed land partition does not create any new street.*

FINDING: The City finds that no new development, no private streets and no new streets are proposed as a part of the subject partition request, therefore the criterion does not apply.

- C. ***Creation of Rights-of-Way for Streets and Related Purposes.*** *Streets shall be created through the approval and recording of a final subdivision or partition plat, or quit claim deed, provided that the street is deemed essential by the city for the purpose of implementing the comprehensive plan / transportation system plan, and the deeded right-of-way conforms to the standards of this code. All deeds of dedication shall be in a form prescribed by the city and shall name "the public," as grantee.*

FINDING: The City finds that no new streets are being created by the subject land partition. West Duke Avenue has an existing 50 foot right-of-way which is within the local street right-of-way range of 48' to 56' for a commercial street with parking on one side only. However, Duke is a county road and other property owners on the street are dedicating the additional 5-feet of their frontage for future full roadway improvements. The City finds that an additional 5-foot dedication from the subject site frontage adjoining Duke Avenue is consistent in this case and should be a condition of approval.

- D. *Street Location, Width and Grade.*** *Except as noted below, the location, width and grade of all streets shall conform to the transportation system plan, as applicable; and an approved street plan or subdivision plat. Street location, width and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:*
1. *Street grades shall be approved by the city, in accordance with the design standards in subsection N, below; and*
 2. *Where the location of a street is not shown in an existing street plan (see subsection H), the location of streets in a development shall either:*
 - a. *Provide for the continuation and connection of existing streets in the surrounding areas, conforming to the street standards of this section; or*
 - b. *Conform to a street plan adopted by the city council, if it is impractical to connect with existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.*

FINDING: The City finds that partial street improvements along the parcel frontages are impractical and therefore are not required with this partition proposal. However, in the event that a local improvement district is formed in the future to upgrade the West Duke Avenue improvements to meet full city street standards, the applicant is required to participate in the improvements as provided for in the local improvement district provisions of the City. This should be a condition of approval.

- E. *Minimum Rights-of-Way and Street Sections.*** *Street rights-of-way and improvements shall be the widths in Table 3.5.110. A variance shall be required in conformance with section 5.2.110 to vary the standards in Table 3.5.110. Where a range of width is indicated, the width shall be determined by the decision-making authority based upon the following factors:*
1. *Street classification in the comprehensive plan/transportation system plan;*
 2. *Anticipated traffic generation;*
 3. *On-street parking needs;*
 4. *Sidewalk and bikeway requirements based on anticipated level of use;*
 5. *Requirements for placement of utilities;*
 6. *Street lighting;*
 7. *Minimize drainage, slope, and wetland impacts;*
 8. *Street tree location, as provided for in section 3.3;*
 9. *Protection of significant vegetation, as provided for in section 3.3;*
 10. *Safety and comfort for motorists, bicyclists, and pedestrians;*
 11. *Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;*
 12. *Access needs for emergency vehicles; and*
 13. *Transition between different street widths (i.e., existing streets and new streets), as applicable.*
- (See Table 3.5.110F Street and Parkway Design Standards)*

FINDING: The existing 50 feet of Duke Avenue right-of-way is within the planned commercial local street width range of 48' to 56' which allows for sidewalks as well as parking on one side only. But a 60-foot right-of-way will allow for sidewalks and parking on both sides as well as adequate area for large truck maneuvering in this commercial/industrial area near the freeway.

F. Future Street Plan and Extension of Streets.

1. *The City shall require the submittal of a future street plan in conjunction with an application for a subdivision or partition when the subject request could affect development of the city's future street system. The purpose of the future street plan is to facilitate orderly development of an interconnected street system, provide greater certainty to the city and neighboring property owners, and allow for future growth in conformance with the comprehensive plan and transportation system plan. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other parcels within six hundred (600) feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development*
2. *Streets shall be extended to the boundary lines of the parcel or tract to be developed, when the city determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. Developers are encouraged to also install conduits for other utilities in coordination with those utilities. The point where the streets temporarily end shall conform to a-c, below:*
 - a. *These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.*
 - b. *A reflective barricade (e.g., fence, bollards, or similar vehicle barrier) shall be constructed at the end of the street by the partitioner or subdivider and shall not be removed until authorized by the city or other applicable agency with jurisdiction over the street. The cost of the barricade shall be included in the street construction cost.*
 - c. *Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) shall be constructed for stub streets over one hundred (150) feet in length.*

FINDING: The City finds there are no planned street connections on or adjoining the subject property.

G. Street Alignment and Connections.

1. *Staggering of streets making "T" intersections at collectors and arterials shall not be designed so that jogs of less than three hundred (300) feet on such streets are created, as measured from the centerline of the intersecting streets.*
2. *Spacing between local street intersections shall have a minimum separation of one hundred twenty-five (125) feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.*

3. *All local and collector streets that abut or stub to a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns or compliance with other standards in this Code. This exception applies when it is not possible to redesign or reconfigure the street pattern to provide required extensions. Land is considered topographically constrained if the slope is greater than fifteen (15) percent for a distance of two hundred fifty (250) feet or more. In the case of environmental or topographical constraints, the mere presence of a constraint is not sufficient to show that a street connection is not possible. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.*
4. *Proposed streets or street extensions shall be located to provide direct access to existing or planned commercial services and other neighborhood facilities, such as schools, shopping areas and parks.*
5. *In order to promote efficient vehicular and pedestrian circulation throughout the city, the design of subdivisions and alignment of new streets shall conform to the following standards in chapter 3.2, Access and Circulation. The maximum block length shall not exceed:*
 - b. *Commercial districts – Four hundred (400) feet;*
Exceptions to the standards in a-b may be granted when an access way is provided at or near mid-block, in conformance with the provisions of section 3.2.120A.

FINDING: The City finds that no new streets, subdivisions or developments are proposed with this partition request, therefore this criterion is not applicable.

- H. *Intersection Angles.*** *Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket park, common area or similar neighborhood amenity. In addition, the following standards shall apply:*
1. *Streets shall have at least twenty-five (25) feet of tangent adjacent to the right-of-way intersection unless topography requires a lesser distance;*
 2. *Intersections which are not at right angles shall have a minimum corner radius of twenty (20) feet along the right-of-way lines of the acute angle; and*
 3. *Right-of-way lines at intersection with arterial streets shall have a corner radius of not less than twenty (20) feet.*

FINDING: This section is not applicable because no new street sections are planned to be built.

- I. *Existing Rights-of-Way.*** *Whenever existing rights-of-way adjacent to or within a tract are of less than standard width, additional rights-of-way shall be provided at the time of partition, subdivision, or development, subject to the provision of section 3.5.100D.*

FINDING: The city has found that additional dedicated right-of-way is required for Duke Avenue as discussed in this report. Douglas County has jurisdiction of the road and they provided comments. ODOT had no comments on the request regarding the adjoining I-5 right-of-way.

- J. Cul-de-sacs.** *A dead-end street shall be no more than four hundred (400) feet long, and shall only be used when open space (e.g., street ends at park or greenway), environmental, or topographical constraints; existing development patterns; or compliance with other standards in this code preclude street extension and through circulation. Such dead-end-street shall conform to all of the following standards:*
1. *The city may require a dead-end or cul-de-sac street to stub to the outer property line of the development when future street extension may be possible through redevelopment of an adjacent property (e.g., existing development on adjacent property could redevelop and allow extension in foreseeable future).*
 2. *All cul-de-sacs exceeding one hundred fifty (150) feet shall terminate with a circular or hammer-head turnaround. Circular turnarounds shall have a radius of no less forty (40) feet (i.e., from center to edge of pavement); except that turnarounds may be larger when they contain a landscaped island or parking bay in their center. When an island or parking bay is provided, there shall be a fire apparatus lane of twenty (20) feet in width; and*
 3. *The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.*

FINDING: A cul-de-sac or dead end street is not proposed or applicable to the request.

- K. Grades and Curves.** *Grades shall not exceed ten (10) percent on arterials, twelve (12) percent on collector streets, or twelve (12) percent on any other street (except that local or residential access streets may have segments with grades up to 15% for distances of no greater than 250 feet) when approved by the city engineer, and:*
1. *Curb radii shall not be less than seven hundred (700) feet on arterials, five hundred (500) feet on major collectors, three hundred fifty (350) feet on minor collectors, or one hundred (100) feet on other streets; and*
 2. *Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization shall provide a landing averaging five percent or less. Landings are that portion of the street within twenty (20) feet of the edge of the intersecting street at full improvement.*

FINDING: This section is not applicable.

- L. Curbs, Curb Cuts, Ramps, and Driveway Approaches.** *Concrete curbs, curb cuts, wheelchair and bicycle ramps, and driveway approaches shall be constructed in accordance with standards specified in section 3.2 Access and Circulation.*

FINDING: This section is not applicable because no new curb cuts or driveways are to be built.

- M. Street Names.** *No street name shall be used that duplicates or could be confused with the names of existing streets in the vicinity of the city, except for extensions of existing streets. Street names, signs and numbers shall conform to the established pattern in the surrounding area, except as requested by emergency service providers. Street names shall conform to section 12.24, as amended, of the Sutherlin Municipal Code.*

FINDING: This section is not applicable because there are no new streets proposed that need to be named.

N. *Filed Street Survey and Survey Monuments Required.* Upon completion of a street improvement and prior to acceptance by the city, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the city that all boundary and interior monuments shall be reestablished and protected and required street survey(s) have been filed.

FINDING: This section is not applicable.

O. *Street Signs.* The city, county or county with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.

FINDING: This section is not applicable.

P. *Mail Boxes.* Plans for mail boxes to be used shall be approved by the United States Postal Service.

FINDING: This section is not applicable because no new structures are proposed on the new Parcels.

Q. *Street Light Standards.* Street lights shall be installed in accordance with city standards.

FINDING: This section is not applicable because new development of the site is not being considered.

R. *Street Cross-Sections.* The final lift of asphalt or concrete pavement shall be placed on all new constructed public roadways prior to final city acceptance of the roadway.

1. *Sub-base and leveling course shall be of select crushed rock;*
2. *Surface material shall be of Class C or B asphaltic concrete;*
3. *The final lift shall be Class C asphaltic concrete as defined by A.P.W.A. standard specifications; and*
4. *No lift shall be less than one and one half (1 ½) inches in thickness.*

FINDING: This section is not applicable because there are no proposed streets.

4.4.140 Approval Criteria - Tentative Plan. The city shall approve, approve with conditions or deny a tentative plan based on the following approval criteria:

A. *The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;*

FINDING: The City finds this criterion is not applicable because a subdivision is not proposed and partitions are not named.

B. *The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to uniformly transition to such facilities in existing or approved subdivisions and partitions on adjoining property as to width, general direction and in all other respects.*

FINDING: The City finds that Parkhill Lane is in the I-5 right-of-way with a planned upgrade in the future, the design and timing of which has not been determined. West Duke Avenue is a local commercial street and the Sutherlin TSP designates no changes to this section of the street. The City finds that a waiver of remonstrance for a possible future LID to finance the improvements is required as a condition of approval.

C. Lot Size and Residential Density. The subdivision meets the lot size and residential density standards required by the zoning district (chapter 2)

FINDING: The City finds the above criterion is not applicable because the site is zoned and developed for commercial uses in which there are no density requirements.

D. When dividing a tract into large lots or parcels (i.e. greater than two times or 200 percent the minimum lot size allowed in the underlying zoning district, the lots parcels are of such size, shape and orientation as to facilitate future re-division in accordance with the requirements of the zoning district and this code.

FINDING: The City finds the C-3 zone has no lot size minimum and the above criterion is not applicable.

- E.** *Block and lot standards. All proposed blocks (i.e., one (1) or more lots bound by public streets), lots and parcels conform to the specific requirements below:*
1. *All lots and blocks shall comply with the lot area, setback, and dimensional requirements of the applicable zoning district (chapter 2), and the standards of section 3.2 Access and Circulation, and the flag lot standards of section 3.2.110 (Q), if applicable.*
 2. *Setbacks shall be as required by the applicable zoning district (chapter 2).*
 3. *Every lot shall conform to the standards of section 3.2, Access and Circulation.*
 4. *The applicant may be required to install landscaping, walls, fences, or other screening as a condition of subdivision approval. See also, chapter 2 Zoning Districts, and section 3.3, Landscaping, Street Trees, Fences and Walls.*
 5. *In conformance with the uniform fire code, a twenty (20) foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than one hundred fifty (150) feet from a public right-of-way or approved access drive. See also, section 3.2 Access and Circulation.*
 6. *Where a common private drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat and the county clerk's reference number shown on the face of the plat.*

FINDING: The City finds the proposal complies with the C-3 zone development standards as described earlier in this report. The proposal has raised no fire access concerns. Two parcels will share common driveways located for the established business. A shared driveway access easement and maintenance agreement may be necessary for the owner to establish in the future. If a parcel is sold the city requires a covenant guaranteeing that a separate sewer and water connection will be provided to each parcel, which shall be recorded with the subject final partition plat.

E. Minimize Flood Damage. All subdivisions and partitions shall be designed based on the need to minimize the risk of flood damage. No new building lots shall be created entirely

within a floodway. All new lots shall be buildable without requiring development within the floodway. Development in a one hundred (100) year flood plain shall comply with federal emergency management agency requirements, including filling to elevate structures above the base flood elevation. The applicant shall be responsible for obtaining such approvals from the appropriate agency before city approval of the final plat.

FINDING: The City finds the property is not located in a designated flood plain.

F. Determination of Base Flood Elevation. *Where a development site consists of ten (10) or more lots, or is located in or near areas prone to inundation, and the base flood elevation has not been provided or is not available from another authoritative source, it shall be prepared by a qualified professional, as determined by the Director.*

FINDING: The City finds that the subject proposal does not create 10 or more lots and the site is not within a floodplain as indicated on the FEMA map dated 2010. There are no known wetlands on the site.

G. Need for Adequate Utilities. *All lots created through land division shall have adequate public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to prevent or minimize flood damage to the extent practicable.*

FINDING: The City finds public and private utilities are available to the proposed two parcels. However, separate service connections shall be provided in the event one of the parcels is sold or redeveloped.

H. Need for Adequate Drainage. *All subdivision and partition proposals shall have adequate surface water drainage provided to reduce exposure to flood damage. Water quality or quantity control improvements may be required.*

FINDING: The City finds that site-specific provisions for drainage need to be determined by the applicant and approved by the City Public Works Department prior to recording the final partition plat, as discussed in this report. A condition of approval shall include language requiring a storm drainage plan. Storm drainage easements that are affected by the partition shall be prepared and recorded with the final partition plat. New pavement on the site should not be poured until drainage lines are installed or a storm water detention pond site is determined in accordance with the site's approved drainage plan.

I. Floodplain, Park, and Open Space Dedications. *Where land filling and/or development is allowed within or adjacent to the one hundred (100) year flood plain outside the zero-foot rise flood plain, and the comprehensive plan designates the subject flood plain for park, open space, or trail use, the City may require the dedication of sufficient open land area for a greenway adjoining or within the flood plain. When practicable, this area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the flood plain in accordance with the city's adopted trails plan or pedestrian and bikeway plans, as applicable. The city shall evaluate individual development proposals and determine whether the dedication of land is justified based on the development's impact to the park and/or trail system, consistent with section 3.5, and section 3.5.100.D in particular.*

FINDING: The City finds the Sutherlin Comprehensive Plan does not designate the property as flood plain, a future park or open space development. Further no development is proposed on parcels at this time.

- J. *Phased Development.*** *The city may approve a time schedule for developing a subdivision in phases, but in no case shall the actual construction time period (i.e., for required public improvements, utilities, streets) for any partition or subdivision phase be greater than two (2) years without reapplying for a tentative plan approval. The criteria for approving a phased land division proposal are:*
1. *Public facilities shall be constructed in conjunction with or prior to each phase;*
 2. *The development and occupancy of any phase dependent on the use of temporary public facilities shall require city receipt of bonding or other assurances to cover the cost of required permanent public improvements, in accordance with Section 4.4.180. A temporary public facility is any facility not constructed to the applicable city standard;*
 3. *The phased development shall not result in requiring the city or a third party (e.g., owners of lots) to construct public facilities that were required as part of the approved development proposal.*

FINDING: The City finds a development phasing plan is not applicable to the request. The applicant will have two years to finalize the proposed plan, as stated in the conditions of approval.

- K. *Lot Size Averaging.*** *The city may allow residential lots or parcels less than the minimum lot size under the applicable zoning district for projects that provide common open space or active recreation land and facilities. Such open space shall provide public access easements containing paved trails. The lot or parcel sizes shall meet the following:*
1. *The average area for all residential lots or parcels shall not be less than that allowed by the underlying zone; and*
 2. *No lot or parcel created under this provision shall be less than eighty (80) percent of the minimum lot size allowed in the underlying zone. For example, if the minimum lot size is seven thousand five hundred (7,500) square feet, the following three (3) parcels could be created as part of a single partition application: six thousand (6,000) square feet, seven thousand five hundred (7,500) square feet, and nine thousand (9,000) square feet.*

FINDING: The City finds this criterion is not applicable because the partition is for a total of two parcels in a commercial zone and not subject to residential lot size averaging.

- L. *Temporary Sales Office.*** *A temporary sales office in conjunction with a subdivision may be approved as set forth in section 4.10.100, Temporary Uses.*

FINDING: The City finds this criterion is not applicable because a Temporary Sales Office is not proposed with the partition request.

- M. *Conditions of Approval.*** *The city may attach such conditions as are necessary to carry out provisions of this code, and other applicable ordinances and regulations, and may require landscape screening between uses, or access reserve strips granted to the city for the purpose of controlling access to adjoining undeveloped properties. See also, section 3.5.100.D (Infrastructure).*

FINDING: The City finds there are conditions necessary to assure the land division is recorded in compliance with City requirements as stated in this report and as listed below.

4.4.160 Final Plat Submission Requirements and Approval Criteria.

- A. *Submission Requirements.*** *Final plats shall be reviewed and approved by the city prior to recording with Douglas County. The applicant shall submit the final plat within two (2) years of the approval of the tentative plan as provided by section 4.4.120. Specific information about the format and size of the plat, number of copies and other detailed information can be obtained from the city. The city will not accept as complete an application for final plat until the tentative plan has been approved.*
- B. *Approval Criteria.*** *By means of a Type I procedure the director shall review the final plat and shall approve or deny the final plat based on findings regarding compliance with the following criteria:*
- 1. The final plat complies with the approved tentative plan, and all conditions of approval have been satisfied;*
 - 2. All public improvements required by the tentative plan have been installed and approved by the planning director. Alternatively, the developer has provided a performance guarantee in accordance with section 4.4.180;*
 - 3. The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;*
 - 4. The streets and roads held for private use have been approved by the city as conforming to the tentative plan and, where applicable, the associated PUD;*
 - 5. The plat contains a dedication to the public of all public improvements, including but not limited to streets, public pathways and trails, access reserve strips, parks, and sewage disposal, storm drainage, and water supply systems;*
 - 6. The applicant has provided copies of all recorded homeowners association Codes, Covenants, and Restrictions (CC&R's), deed restrictions, private easements and agreements (e.g., for access, common areas, parking, etc.), and other recorded documents pertaining to common improvements recorded and referenced on the plat;*
 - 7. Water and sanitary sewer service is available to each and every lot, is provided; or bond, contract or other assurance has been provided by the subdivider to the city that such services will be installed in accordance with section 3.5, Infrastructure Standards, and the bond requirements of section 4.4.180. The amount of the bond, contract or other assurance by the subdivider shall be determined by a registered professional engineer, subject to review and approval by the city; and*
 - 8. The plat contains an affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92, and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Geological Survey or giving two or more permanent objects for identifying its location.*

FINDING: The City finds the applicant shall meet final plat submission requirements and approval criteria in the Sutherlin Development Code Section 4.4.160 listed above. The applicant shall conform to all applicable requirements of Section 3.5 Infrastructure Standards of the Sutherlin Development Code.

The City of Sutherlin Community Development Director has approved 2015-02-PAR Tentative Partition Plan as submitted by Granvel Smalley and with conditions set forth in the above findings and summarized as follows.

CONDITIONS OF APPROVAL

1. The applicant shall meet all requirements of final plat submission and approval criteria in section 4.4.160 of the Sutherlin Development Code. The final plat shall be filed within two (2) years of this approval.
2. The applicant shall comply with applicable local, county, state and federal regulations as applicable to the partition. At the time of a building permit proposal on either of the two new parcels, the permit shall indicate compliance with Development Code Section 2.3 C-3 building setbacks, lot coverage requirements; driveway separation, surface improvement and storm water runoff requirements of Development Code Section 3.2.110 Vehicle Access and Circulation, and public facility service requirements of Code Section 3.5.
3. Prior to recordation of the Final Partition Plat, the owner shall provide a storm water drainage plan for City approval. Based on the plan, the City may determine that storm water catch basins, drainage lines and/or associated access easements shall be recorded prior to or with the final partition plat recording.
4. For each new parcel, the owner shall enter into a Waiver of Remonstrance Agreement with the City agreeing to participate in a local improvement district to upgrade West Duke Avenue and Parkhill Lane to local commercial street standards if said district is formed in the future. The waivers shall be recorded at Douglas County with the final partition plat.
5. For continuity of future street improvements to Duke Avenue, the owner shall dedicate five (5) feet of the existing parcel's frontage for Duke Avenue roadway improvements on the final partition plat.
6. The existing site is in one property ownership. If Parcel 1 of Parcel 2 is sold a reciprocal access easement may be necessary to assure legal access across the two parcels.

Decision for Approval:



Vicki Luther
Community Development Director

5/11/2015

Date Approved

Date Mailed 05-11-15

Appeal

The director's decision may be appealed to the planning commission as follows:

1. Whom May Appeal

- a. The applicant;
- b. Any person who was mailed written notice of the director's decision;
- c. Any person who is adversely affected or aggrieved by the director's decision; or
- d. Any other person who participated in the proceeding by submitting written comments.

2. Notice of Appeal

- a. Time for Filing. A notice of appeal shall be filed with the director by 5 p.m. of the 14th day after the date of the notice of decision was mailed.
- b. Content of Notice of Appeal. The content of the appeal shall contain:
 - (1) The appeal form provided by the city;
 - (2) An identification of the planning director decision being appealed, including the date of the decision;
 - (3) A statement demonstrating the person filing the notice of appeal has standing to appeal; and
 - (4) The filing fee

3. **Appeal Procedures.** The notice and hearing procedures for an appeal of the director's decision on a *Type II* application as provided in section 4.2.140.C. - G.

Copies of all evidence used by the director are available for review, and copies can be obtained at cost.

FOR YOUR INFORMATION

LAND USE ACTIVITY

WORKSHEETS

2015-25 – 145 MYRTLE ST, SUITE 104

2015-26 – 367 SUNSET AVE

2015-27 - 636 E CENTRAL

2015-28 – 130 S COMSTOCK, SUITE 101

2015-29 – 115 QUAIL RUN

2015-31 – 779 W CENTRAL

2015-32 – 779 W CENTRAL

2015-33 – 145 MYRTLE ST, SUITE 100



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-25	APPLICANT GOODWILL 11 W JACKSON MEDFORD, OR 97501 541-772-3300	OWNER GARY & LAUREN CAMPBELL/OAK ACRE FARMS 354 CHAMPAGNE CREEK DR ROSEBURG OR 97471 541-733-1618
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SITE INFORMATION

SITE ADDRESS 145 MYRTLE ST SUITE 104	TAX ACCOUNT NUMBER R125315	M-TL 25-05-19AB-8900	SIZE (ACRES) 1.56
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IMPROVEMENT
INSTALLATION OF TWO NEW RACEWAY MOUNTED WALL SIGNS

EXISTING STRUCTURES (NUMBER AND TYPE) BLDG COMPLEX	DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET
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DIRECTIONS FROM CENTRAL AVENUE
 CENTRAL TO MYRTLE, TO 145 MYRTLE, SUITE 104

As, for, or on behalf of, all property owners:

Applicant Signature: 

4/20/2015

Date: _____

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None
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SETBACKS

FRONT GARAGE 0FT	FRONT PROPERTY LINE 0FT	REAR 0FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 22 - 9 X 18 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		

CONDITIONS OF APPROVAL: REFER TO: **Douglas County**

INSTALLATION OF TWO NEW RACEWAY MOUNTED WALL SIGNS FOR GOODWILL. PER DEVELOPMENT CODE - WALL SIGNS - AGGREGATE AREA OF ALL SIGNS SHALL NOT EXCEED 1 1/2 SQ FT FOR EACH LINEAR FOOT OF BUSINESS FRONTAGE, SECONDARY FAÇADE IS 2 SQ FT FOR LINEAR FOOT OF BUSINESS FRONTAGE.

APPROVED BY 	DATE APRIL 17, 2015	EXPIRATION DATE APRIL 17, 2016
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-26	APPLICANT SHAWN & CHRISTY SMALLEY PO BOX 795 SUTHERLIN OR 97479 541-680-3798	OWNER SHAWN & CHRISTY SMALLEY PO BOX 795 SUTHERLIN OR 97479 541-680-3798
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SITE INFORMATION

SITE ADDRESS 367 SUNSET STREET	TAX ACCOUNT NUMBER R119703	M-TL 25-05-19AC-1702	SIZE (ACRES) 0.17
IMPROVEMENT CONSTRUCT ADDITION TO EXISTING SFD			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO SUNSET TO PROPERTY AT THE END OF SUNSET.			
As, for, or on behalf of, all property owners:			
Applicant Signature: <u>SEE ATTACHED</u>		Date: _____	

PLANNING DEPARTMENT INFORMATION

ZONING R1	OVERLAYS None
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SETBACKS

FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 10FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		

CONDITIONS OF APPROVAL: **REFER TO: Douglas County**

AUTHORIZED TO CONSTRUCT ADDITION TO EXISTING SFD (ADDITIONAL BEDROOM). MUST MEET ZONE/SETBACK REQS.

APPROVED BY 	DATE APRIL 21, 2015	EXPIRATION DATE APRIL 21, 2016
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

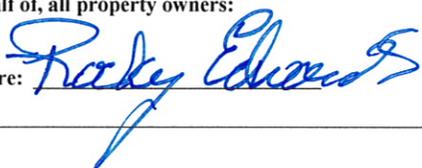
**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-27	APPLICANT WESTERN SIGNS 2852 HIGHLAND GRANTS PASS OR 97526 541-430-2028	OWNER CENTRAL AVENUE INVESTMENTS LLC PO BOX 730 ROSEBURG OR 97470
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SITE INFORMATION

SITE ADDRESS 636 E CENTRAL AVE	TAX ACCOUNT NUMBER R42539 R42531	M-TL 25-05-16CC-200 25-05-16CC-300	SIZE (ACRES) 0.19 0.75
IMPROVEMENT AUTHORIZING 1 GROUND SIGN & 2 WALL SIGNS FOR COMMERCIAL RETAIL STORE – DOLLAR GENERAL AUTHORIZED BY WORKSHEET 2015-17			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL RETAIL STORE (WORKSHEET 2015-17)		DISTANCE OF BUILDING SITE FROM SURFACE WATER ➤ 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL TO PROPERTY LOCATED AT 636 E CENTRAL			

As, for, or on behalf of, all property owners:

Applicant Signature:  Date: 4/22/15

PLANNING DEPARTMENT INFORMATION

ZONING C-3	OVERLAYS None
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SETBACKS

FRONT GARAGE N/A	FRONT PROPERTY LINE 0 FT	REAR 10FT	SIDE 0 FT	EXT. SIDE N/A
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		

CONDITIONS OF APPROVAL: REFER TO: **Douglas County**
AUTHORIZING ONE GROUND SIGN & 2 WALL SIGNS FOR COMMERCIAL RETAIL STORE – DOLLAR GENERAL (AUTHORIZED BY WORKSHEET 2015-17). GROUND SIGN – MAX HEIGHT = 20', MAX SQ FT IS 150 SQ FT PER SIGN, SHALL NOT PROJECT INTO PUBLIC R/W. WALL SIGNS SHALL BE LIMITED IN AREA TO 2 SQ FEET FOR EACH LINEAR FOOT OF BUSINESS FRONTAGE & SHALL BE PLACED FLAT AGAINST THE BLDG SUPPORTING THE SIGN. SHALL NOT BE HIGHER THAN THE ALLOWABLE BLDG HEIGHT.

APPROVED BY 	DATE APRIL 16, 2015	EXPIRATION DATE APRIL 16, 2016
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-28	APPLICANT DEBBIE ROBERTSON SHAW UMPQUA EXECUTIVE SUITES 130 S COMSTOCK RD STE 101 SUTHERLIN OR 97479 541-459-1260	OWNER DEBBIE ROBERTSON SHAW UMPQUA EXECUTIVE SUITES 130 S COMSTOCK RD STE 101 SUTHERLIN OR 97479 541-459-1260
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SITE INFORMATION

SITE ADDRESS 130 S COMSTOCK RD, STE 101	TAX ACCOUNT NUMBER R50479	M-TL 25-05-19AB-6500	SIZE (ACRES) 0.43
IMPROVEMENT INSTALL BUSINESS SIGN			
EXISTING STRUCTURES (NUMBER AND TYPE) PROFESSIONAL OFFICE BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO COMSTOCK TO 130 S COMSTOCK RD			

As, for, or on behalf of, all property owners:
 Applicant Signature: SEE ATTACHED Date: _____

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None
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SETBACKS

FRONT GARAGE 0FT	FRONT PROPERTY LINE 0FT	REAR 0FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED		
BUILDING HEIGHT 20FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		

CONDITIONS OF APPROVAL: REFER TO: **Douglas County**
INSTALLATION OF GROUND SIGN. MAXIMUM HEIGHT – 20 FT; MAXIMUM SQUARE FOOTAGE – 150 SQ FT; SIGN SHALL NOT PROJECT INTO THE PUBLIC RIGHT OF WAY.

APPROVED BY <i>Kurt Culbert</i>	DATE APRIL 27, 2015	EXPIRATION DATE APRIL 27, 2016
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-29	APPLICANT LEVEL LINE CONSTRUCTION 4978 GOLDING ST ROSEBURG OR 97471 541-733-6996	OWNER LOYD STOUT 115 QUAIL RUN SUTHERLIN OR 97479
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SITE INFORMATION

SITE ADDRESS 115 QUAIL RUN	TAX ACCOUNT NUMBER R58151	M-TL 25-05-15CB-00800	SIZE (ACRES) 0.17
IMPROVEMENT REPLACING RIM JOIST & FLOOR JOIST IN CRAWLSPACE OF EXISTING SFD			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD W/ ATTACHED GARAGE		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, RIGHT ON QUAIL RUN, PROPERTY ON LEFT.			
As, for, or on behalf of, all property owners:			
Applicant Signature: <u><i>Richard Kottay</i></u>		Date: <u>4-30-15</u>	

PLANNING DEPARTMENT INFORMATION

ZONING R1	OVERLAYS None			
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 15FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		

CONDITIONS OF APPROVAL: **REFER TO: Douglas County**

REPLACEMENT OF RIM JOIST & FLOOR JOIST IN CRAWLSPACE OF EXISTING SFD. NO INCREASE IN FOOTPRINT OF SFD. MUST MEET ZONE/SETBACK REQS.

APPROVED BY	DATE APRIL 30, 2015	EXPIRATION DATE APRIL 30, 2016
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-31	APPLICANT FORREST STONE CONSTRUCTION INC. 282 DOVETAIL LN SUTHERLIN OR 97479 541-430-4325	OWNER DOMINO'S 779 W CENTRAL AVE SUTHERLIN OR 97479 541-45-0257
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SITE INFORMATION

SITE ADDRESS 779 W CENTRAL	TAX ACCOUNT NUMBER R51102	M-TL 25-05-17CC-00500	SIZE (ACRES) 0.28
IMPROVEMENT REPLACE PARAPET WALLS AROUND ROOF & PORCH ROOFS OF EXISTING COMMERCIAL BUILDING (DOMINO'S PIZZA)			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL TO 779 W CENTRAL.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>5-5-15</u>	

PLANNING DEPARTMENT INFORMATION

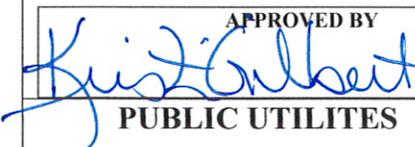
ZONING C3	OVERLAYS None
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SETBACKS

FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		

CONDITIONS OF APPROVAL: REFER TO: Douglas County

REPLACE PARAPET WALLS AROUND ROOF & PORCH ROOFS OF EXISTING COMMERCIAL BUILDING (DOMINO'S PIZZA). NO INCREASE IN FOOT PRINT. MUST MEET ZONE/SETBACK REQS.

APPROVED BY 	DATE MAY 6, 2015	EXPIRATION DATE MAY 6, 2016
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-32	APPLICANT ES&A SIGN AND AWNING 89975 PRAIRIE RD EUGENE OR 97402 541-485-5546	OWNER DOMINO'S 779 W CENTRAL AVE SUTHERLIN OR 97479 541-45-0257
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SITE INFORMATION

SITE ADDRESS 779 W CENTRAL	TAX ACCOUNT NUMBER R51102	M-TL 25-05-17CC-00500	SIZE (ACRES) 0.28
IMPROVEMENT INSTALL NEW POLE SIGN AND WALL SIGN ON EXISTING COMMERCIAL BUILDING (DOMINO'S PIZZA)			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL TO 779 W CENTRAL.			

As, for, or on behalf of, all property owners:

Applicant Signature: SEE ATTACHED Date: _____

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None
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SETBACKS

FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 20 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		

CONDITIONS OF APPROVAL: REFER TO: Douglas County
 INSTALLATION/REPLACEMENT OF POLE SIGN AND WALL SIGN FOR EXISTING COMMERCIAL USE (DOMINO'S PIZZA). PER DEVELOPMENT CODE - POLE (GROUND) SIGN: MAX HEIGHT OF 20 FT, MAX SQ FOOTAGE OF 150 SQ FT PER SIGN AND SHALL NOT PROJECT INTO THE PUBLIC RIGHT-OF-WAY. WALL SIGNS – AGGREGATE AREA OF ALL SIGNS SHALL NOT EXCEED 1 ½ SQ FT FOR EACH LINEAR FOOT OF BUSINESS FRONTAGE, SECONDARY FAÇADE IS 2 SQ FT FOR LINEAR FOOT OF BUSINESS FRONTAGE.

APPROVED BY <u>Kristi Gilbert</u>	DATE MAY 6, 2015	EXPIRATION DATE MAY 6, 2016	
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO



Community Development
 126 E Central Avenue
 Sutherlin, OR 97479
 (541) 459-2856

**CITY OF SUTHERLIN
 PRE-APPLICATION WORKSHEET
CONSTRUCTION**

WORKSHEET NUMBER 2015-33	APPLICANT HENRY'S DONUTS MEGAN VANNARATH 145 MYRTLE ST, SUITE 100 SUTHERLIN OR 97479 541-784-6349	OWNER GARY & LAUREN CAMPBELL/OAK ACRE FARMS 354 CHAMPAGNE CREEK DR ROSEBURG OR 97471 541-733-1618
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SITE INFORMATION

SITE ADDRESS 145 MYRTLE ST SUITE 100	TAX ACCOUNT NUMBER R125315	M-TL 25-05-19AB-8900	SIZE (ACRES) 1.56
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IMPROVEMENT
RELOCATING HENRY'S DONUTS & TRANSPORT MECHANICAL HOOD TO NEW LOCATION

EXISTING STRUCTURES (NUMBER AND TYPE) BLDG COMPLEX	DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET
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DIRECTIONS FROM CENTRAL AVENUE
 CENTRAL TO MYRTLE, TO 145 MYRTLE, SUITE 100

As, for, or on behalf of, all property owners:
 Applicant Signature: SEE ATTACHED Date: _____

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None
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SETBACKS

FRONT GARAGE 0FT	FRONT PROPERTY LINE 0FT	REAR 0FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 22 - 9 X 18 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		

CONDITIONS OF APPROVAL: REFER TO: **Douglas County**
RELOCATING HENRY'S DONUTS & TRANSPORT MECHANICAL HOOD TO NEW LOCATION.

APPROVED BY <i>Kurt Bulbeck</i>	DATE MAY 12, 2015	EXPIRATION DATE MAY 12, 2016
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO