



STAFF REPORT
April 8, 2020

AGENDA ITEM: VII-B (File No. SPAR-19003)

Consideration of a Site Plan and Architectural Review application for an addition of approximately 876 square feet to an existing vehicle service use. The 0.27 acre project site is located at 250 N. Front Street in the General Commercial (EC) zoning district in the Transit Oriented Development (TOD) district and is identified on the Jackson County Assessor's Map as 37S 2W 03DC Tax Lots 2101 and 2103. **Applicant:** Dusty's Transmissions; **Agent:** Brian J. Hawkins Architecture.

SOURCE

Justin Gindlesperger, Community Planner II

BACKGROUND

The project site is currently developed with Dusty's Transmissions, a vehicle repair and service use, that has been in operation for approximately 40 years. The site is considered legally nonconforming because it was established prior to the current development standards and several elements of the site, including building design, landscaping, and parking, do not conform to the applicable development and design standards. Legally nonconforming buildings may remain, and even expand, provided they do not impact adjacent conforming uses, the expansions comply with current standards, and the expansion does not aggravate the non-conformity.

At this time, the Applicant is requesting site plan and architectural review approval to expand the current building footprint to provide reception/office facilities and an additional vehicle service bay (Attachment "A-1").

Project Description:

The proposed addition adds approximately 876 square foot to the existing 4,538 square foot vehicle repair facility. The addition includes approximately 290 square feet of office/reception area and 586 square feet for the vehicle repair bay. Whereas the existing building was built incrementally over time and generally does not conform to building design standards, the proposed additions comply with the building design standards for projects in the TOD District (Attachment "A-2").

Primary frontage for the site is along North Front Street with additional frontage along Maple Street. Access to the proposed development is provided by existing access approaches along North Front Street and Maple Street. The approach to Maple Street will be closed as part of the proposed improvements, limiting the use of the site to avoid the adjacent intersection.

Parking is provided on site along the north side of the site. The parking plan eliminates the nonconforming parking spaces in the Maple Street right-of-way and incorporates all parking on the project site. The site plan depicts a total of five (5) parking spaces for the vehicle repair use, which

require one (1) parking space per 1,000 square feet of floor area. The TOD District permits a 25% reduction in parking when transit services are provided. The proposed parking complies with the required number of spaces and parking design standards.

As shown on the landscape plan, the Applicant proposes 431 square feet of landscape areas along the façade of the building addition, interior to the parking and circulation areas, and between the parking area and the street frontages. The proposed landscape area will improve the site design and provide screening and buffering to the parking area from the street frontages. As noted in the Public Works comments (Attachment “D”), the frontage improvements along Maple Street will be deferred and incorporated into a Development Commission project for sidewalks, on-street parking and landscape rows.

ISSUES

There are three (3) issues relative to the proposal as follows:

1. **Property Lines.** Through the review of the project, it was noted that there are several platted lots underlying the subject tax lots and the existing structure is located across portions of the original plat lines and a subsequent deed line. Structures are not permitted to cross property lines.

Comment. It will be necessary to legally consolidate the lots as necessary to avoid conflicts between the proposed structure and the property line. Staff recommends Condition of Approval No. 1(a) requiring legal consolidation of the lots prior to building permit issuance.

2. **Use extends to adjacent property.** Through the review of the project, it was noted that the use extends to the adjacent property to the south (Tax Lot 2200) and occupies the existing structure on that property, identified as the Annex on the site plan. A use that crosses a common property line must provide an easement or agreement for continued use.

Comment: While not part of the current application, the Annex is included as part of the overall use and Tax Lot 2200 is used for vehicle repair and storage by the Applicant. Staff recommends Condition of Approval No. 1(b) requiring legal access between the consolidated lots and Tax Lot 2200 including the Annex and vehicle access and maneuvering between the sites.

3. **Bicycle Parking.** The site plan does not illustrate proposed bicycle parking spaces. Per Table 17.64.04, CPMC 17.64.040, bicycle parking must be provided for automobile oriented commercial uses and the proposed use requires a minimum of two (2) bicycle parking spaces.

Comment: Based on a review of the proposed site plan, there is sufficient area to accommodate the required bicycle parking spaces. Staff recommends Condition of Approval No. 1(c), requiring the applicant to provide at least two (2) bicycle parking spaces. Bicycle parking spaces may be provided inside the structure per CPMC 17.75.039(H)(2).

FINDINGS OF FACT AND CONCLUSIONS OF LAW

The expansion of Dusty's Transmissions vehicle repair use Site Plan and Architectural Review has been evaluated for compliance with the applicable Site Plan and Architectural Review Criteria set forth in CPMC 17.66 and found to comply as conditioned and as evidenced in the Planning Department's Supplemental Findings (Attachment "C").

CONDITIONS OF APPROVAL

1. Prior to building permit issuance, the applicant shall:
 - a. Legally consolidate the lots underlying Tax Lot 2101 and Tax Lot 2103 and provide a recorded copy of the Final Plat and Deed is required.
 - b. Provide a cross-access easement between the consolidated properties and Tax Lot 2200.
 - c. Provide a revised site plan that depicts the required bicycle parking spaces.
 - d. Demonstrate compliance with the conditions listed in the Public Works Staff Report (Attachment "D").
 - e. Demonstrate compliance with the conditions listed in the Rogue Valley Sewer Services Staff Report (Attachment "E").
2. Prior to Public Works Final Inspection, the applicant shall demonstrate compliance with the following:
 - a. Complete landscape improvements as required per the landscape and irrigation plans approved by the Public Works Department.
 - b. Pay all System Development Charges and permit fees.

ATTACHMENTS

Attachment "A-1" – Site Plan

Attachment "A-2" – Architectural Elevations

Attachment "A-3" – Landscape Plan

Attachment "B" – Application Narrative

Attachment "C" – Planning Department Supplemental Findings

Attachment "D" – Parks & Public Works Department Staff Report dated 04-03-2020

Attachment "E" – Rogue Valley Sewer Services Staff Report dated 03-19-2020

ACTION

Consider the proposed Site Plan & Architectural Review application and 1) approve; 2) approve with revisions; or 3) deny the application.

RECOMMENDATION

Approve the Site Plan & Architectural Review application for the Dusty's Transmissions expansion per the Staff Report dated April 8, 2020 including all attachments thereto herein incorporated by reference.

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DRAWING STATUS
 FOR PLANNING APPROVAL
 03/13/2020

SEAL
 ARCHITECT
 B. J. HAWKINS
 STATE OF OHIO
 No. 1000000000

REMODEL & ADDITION
DUSTY'S TRANSMISSIONS
 CENTRAL POINT, OH 43004
 177 WEST MAIN STREET, 2ND FLOOR

DUSTY'S TRANSMISSIONS
 SOUTH FRONT STREET
 CENTRAL POINT, OH 43004

ENLARGED SITE PLAN

A101



KEY NOTES

- 1. EXISTING DRIVE PAVEMENT
- 2. EXISTING DRIVE PAVEMENT
- 3. EXISTING DRIVE PAVEMENT
- 4. EXISTING DRIVE PAVEMENT
- 5. EXISTING DRIVE PAVEMENT
- 6. EXISTING DRIVE PAVEMENT
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- 17. EXISTING DRIVE PAVEMENT
- 18. EXISTING DRIVE PAVEMENT
- 19. EXISTING DRIVE PAVEMENT
- 20. EXISTING DRIVE PAVEMENT

ENLARGED SITE PLAN



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LAND USE APPLICATION

FINDINGS OF FACT / PROJECT NARRATIVE

Prepared By: Brian J. Hawkins, Architect, PC

Date: 3-13-2020

PROJECT: Addition and Remodel of Dusty’s Transmissions
250 N. Front Street, Central Point, Or 97502
37S 2W DC, Tax Lots 2101 & 2103

PLANNING DEPT. FILE NO.: SPAR-20001

ZONING: General Commercial. Site is located in the Transit Oriented District (TOD)

DESCRIPTION OF PROPERTY USE

Background Summary:

Dusty’s Transmissions has operated in the same Central Point location for approximately 40 years, serving all of Southern Oregon. The shop performs transmission work on domestic and foreign vehicles, RV’s and 4 X 4s, specializing in automatic transmissions as well as clutches and standard transmissions.

The existing facility consists of a Reception Area, Service Manager’s Office, three (3) interior service bays with vehicle lifts and one exterior vehicle lift for larger vehicles, which is located at the Front Street level. Additionally, two (2) interior service bays with vehicle lifts located approximately 4 feet lower with access from the alley; a stairway connects the upper area to the alley level service bays.

CURRENT APPLICATION - INTENT OF PROPOSED IMPROVEMENTS

This project intends to improve the applicant’s current level of service to the motoring public by adding a new Reception Area and Customer Waiting Area with new accessible Toilet Room; relocating the Service Manager’s Office, and constructing a new Service Bay at the South end of the existing building.

FUTURE IMPROVEMENTS – Currently, no future improvements are planned on Tax Lots 2101 and 2103. Also, no work is planned on the adjacent Tax Lot 2200.

CPMC 17.56 – Non-Conforming Uses:

17.56.030 Classification criteria.

Property is a Class A nonconforming use, and is in reasonably good condition for its current and continued use.

Definition: Legal nonconforming uses and structures” are those which do not conform to provisions or requirements of the zoning ordinance or of the zoning districts in which they are located, but were lawfully established prior to the effective date of the ordinance codified in this title.

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Building design:

The existing facility is constructed of concrete masonry walls with wood-framed roofs and interior non-bearing partitions. The existing building was built incrementally, over time, perhaps without standard planning and building department reviews. From the exterior, it appears that the overall structure is one building, however, the contiguous structure is the result of one original building with at least two additions constructed at later dates.

Lot Consolidation:

The existing combined structure occupy two (2) legal lots, straddling an existing “deed line” or property line between Tax Lots 2101 and 2103. This is being remedied by the “single parcel partition plat”, prepared by Neathamer Surveying, Inc. See attached survey by Neathamer, dated 2-25-2020.

Accessibility:

The existing building contains two (2) non-compliant toilet rooms; this is remedied in the remodel/addition as described in the current application, by the inclusion of a new accessible single accommodation toilet room which will be available to customers and staff.

Existing entry doors are accessible; new entry doors will also be accessible.

17.56.060 Regulations pertaining to Class A and B nonconforming uses.

Existing legal nonconforming structures and uses shall be permitted to expand, remodel, or otherwise be physically or structurally improved, provided such improvements are in accordance with all applicable codes in effect at the time of the improvements.

CPMC 17.65 – TOD Districts & Corridors:

Parking design:

The site plan being submitted with this application indicates that the project complies with parking standards. CPMC 17.65.050(F)(3) permits a 25% reduction in parking if transit services are provided within the TOD.

We show a total of five (5) parking spaces on the site, including one (1) disabled parking space. This total meets the standard for the number of spaces required in the Transport Oriented District (T.O.D.)

The two (2) existing parking spaces in the Maple Street right-of-way will be abandoned, and not counted toward the required parking. Required parking spaces are shown on the Site Plan

CPMC 17.67 – Design Standards – TOD Districts & Corridors / CPMC 17.75 – Design & Development Standards:

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Landscape standards:

Currently there is no landscaping on the site. The submitted site plan indicates some areas of new landscaping, totaling approximately 431 square feet.

Site drainage:

Currently, rain/stormwater sheet flows off the site; there is no storm drainage system with catch basins. The only area where the existing sheet flow of water will be affected by new site improvements is at the North end of the site. We plan to conduct water across the asphalt paving to a new gap in the curb to allow surface water to continue to drain to Maple Street as it does currently.

Bicycle parking:

Provided in accordance with Table 17.64.04, Bicycle Parking Requirements. Two (2) spaces are provided near the new office area.

END OF FINDINGS OF FACT / PROJECT NARRATIVE

**FINDINGS OF FACT
AND CONCLUSIONS OF LAW
File No.: SPAR-20001**

**Consideration of a Site Plan & Architectural Review
to Expand and Remodel Dusty's Transmissions**

Applicant:)	Findings of Fact
Dusty's Transmissions)	and
250 North Front Street)	Conclusion of Law
Central Point OR 97502)	

**PART 1
INTRODUCTION**

The applicant proposes to expand Dusty's Transmissions by constructing a 290 square foot reception area and a 586 square foot service bay. The proposed development includes landscape improvements.

The site plan and architectural review request is a Major Project, which is processed using Type II application procedures. Type II procedures set forth in Section 17.05.300 provide the basis for decisions upon standards and criteria in the development code and the comprehensive plan, when appropriate.

The project site is located in the General Commercial (GC) zoning district in the Transit Oriented Development (TOD) District. The standards and criteria for the proposal are set forth in CPMC 17.56, Nonconforming Uses; CPMC 17.65, TOD District and Corridor; CPMC 17.67, Design Standards – TOD District and TOD Corridor; CPMC 17.72, Site Plan and Architectural Review; and CPMC 17.75, Design and Development Standards.

The following findings address each of the standards and criteria as applies to the proposed application for the Dusty's Transmissions Expansion.

**PART 2
ZONING ORDINANCE**

Chapter 17.56.030 Classification Criteria

All nonconforming uses and structures within the city of Central Point shall be classified as either Class A or Class B nonconforming uses, according to the following criteria:

- A. Properties containing nonconforming uses or structures may be designated Class A by the planning commission based upon findings that all of the following criteria apply:
1. Continuance of the existing use or structure would not be contrary to the public health, safety or welfare, or to the spirit of this title;
 2. The continued maintenance and use of the nonconforming property is not likely to depress the values of adjacent or nearby properties, nor adversely affect their development potential in conformance with present zoning;
 3. The use or structure was lawful at the time of its inception and no useful purpose would be served by strict application of the provisions or requirements of this chapter with which the use or structure does not conform;
 4. The property is not predominantly surrounded; by conforming uses or structures and, considering current growth and development trends, is not reasonably expected to come under development pressures during the next five years;

5. The property is structurally sound, well-maintained, and occupied and used for the purpose for which it was designed;
 6. Continuance of this nonconforming use will not in any way delay or obstruct the development or establishment of conforming uses on the subject property or on any adjacent or nearby properties in accordance with the provisions of the zoning ordinance.
- B. All nonconforming uses and structures not designated Class A shall become Class B nonconforming uses or structures.

Finding 17.56.030: *The site is developed with an existing vehicle repair use. The site and structure are considered nonconforming due to a lack of sufficient design features for consistency with the Municipal Code. The site is considered a Class A nonconformity that is structurally sound, well-maintained, and the continued use will not adversely affect adjacent or nearby properties, nor is it expected to adversely affect development potential in the surrounding area.*

Conclusion 17.56.030: *Consistent*

17.56.060 Regulations Pertaining to Class A and B Nonconforming Uses

- A. The following regulations shall apply to all designated Class A nonconforming uses and structures:
1. Class A nonconforming uses and structures shall be permitted to continue in accordance with the provisions and requirements of the most restrictive zoning district in which the use or structure would normally be listed as a permitted use; or conditional use if not listed as a permitted use in any district;
 2. Existing legal nonconforming structures and uses shall be permitted to expand, remodel, or otherwise be physically or structurally improved, provided such improvements are in accordance with all applicable codes in effect at the time of the improvements;
 3. A Class A nonconforming use shall not be resumed if it has been discontinued for a continuous period of at least twelve months or if it has been changed to a conforming use for any period;
 4. No Class A structure or property shall be used, altered or enlarged in violation of any condition that was imposed by the planning commission or city council at the time of its designation as Class A;
 5. If a nonconforming structure, or structure containing a nonconforming use, is destroyed by any cause to an extent exceeding fifty percent of the appraised value, as determined by the records of the county assessor, a future structure or use on that property shall conform to the regulations for the district in which it is located; provided, however, that this subsection shall not apply to buildings which have been designated by the city as historic buildings pursuant to Chapter 17.70 of this title;
 6. Nothing contained in this title shall require any change in the plans, construction, alteration or designated use of a structure for which a valid building permit existed prior to the adoption of the ordinance codified in this title, except that if the use will be nonconforming and designated Class A, it shall be subject to all appropriate provisions of this section and shall be considered discontinued if not in operation within one year of the date of issuance of the building permit. The owner of such discontinued use may apply for reinstatement of the Class A nonconforming use designation by following the procedure established in Section 17.56.040(B) of this chapter.
- B. The following regulations shall apply to all designated Class B nonconforming uses and structures:
1. Routine maintenance, upkeep, and structural repairs may be performed on a Class B nonconforming use, site or structure;

2. In no case shall a nonconforming use be enlarged or otherwise expanded, and no structure, the use of which is nonconforming, shall be moved on the lot, altered or enlarged, nor shall the floor space allocated to a nonconforming use be moved, altered or enlarged, unless required by law or unless such moving on the lot, alteration or enlargement will result in the elimination of the nonconforming use;
3. The planning commission, or city council, on appeal may grant an application for a change of use, filed in accordance with Chapter 17.76 of this title if, on the basis of the application and the evidence submitted, the following findings are made:
 - a. That the proposed use will not more adversely affect the character of the district or neighborhood in which it would be located than did the existing or preexisting use,
 - b. That a nonconforming use of a building may be extended throughout those parts of a building which were designed or arranged for such use prior to the date when such use became nonconforming; provided, that no structural alterations are made other than those required by law;
4. If a Class B nonconforming structure, or structure containing a nonconforming use, is destroyed by any cause to an extent exceeding fifty percent of the appraised value, as determined by the records of the county assessor, any future structure or use on that property shall conform to the regulations for the district in which it is located;
5. If any Class B nonconforming use has been changed to a conforming use, or if the nonconforming use of any building, structure, or premises ceases for a period of six months or more, said use shall be considered abandoned, and said building, structure or premises shall thereafter be used only for uses permitted as a matter of right or as a conditional use in the district in which it is located;
6. Nothing contained in this title shall require any change in the plans, construction, alteration or designated use of a structure for which a valid building permit existed prior to the adoption of the ordinance codified in this title, except that if the use will be nonconforming and designated Class B, it shall be subject to all appropriate provisions of this section and shall be considered discontinued if not in operation within one year of the date of issuance of the building permit;
7. If a Class B nonconforming structure containing a nonconforming use is removed from a lot, any future structure on that property shall conform to the regulations for the district in which the lot is located

Finding 17.56.060: *The nonconforming structure used as Dusty's Transmissions is considered a Class A legal nonconforming structure. The proposed remodel and expansion has been reviewed against all applicable criteria, as demonstrated in the subsequent findings and conclusions, and found to comply as conditioned.*

Conclusion 17.56.060: *Complies as conditioned.*

Chapter 17.65.070 – Zoning Regulations - TOD District

- A. Permitted Uses. Permitted uses in Table 1 are shown with a “P.” These uses are allowed if they comply with the applicable provisions of this title. They are subject to the same application and review process as other permitted uses identified in this title.
- B. Limited Uses. Limited uses in Table 1 are shown with an “L.” These uses are allowed if they comply with the specific limitations described in this chapter and the applicable provisions of this title. They are subject to the same application and review process as other permitted uses identified in this title.
- C. Conditional Uses. Conditional uses in Table 1 are shown with a “C.” These uses are allowed if they comply with the applicable provisions of this title. They are subject to the same application and review process as other conditional uses identified in this title.

Finding 17.65.070(A-C): *The existing vehicle repair use is located in the G-C/General Commercial zone within the TOD District and is listed in Table 1 as a “Permitted Use”.*

Conclusion 17.65.070(A-C): *The land use is consistent with the permitted uses in the GC/General Commercial Zone within the TOD Corridor.*

D. Density. The allowable residential density and employment building floor area are specified in Table 5.

Finding 17.65.070(D): *A minimum or maximum density is not a requirement for development in the GC-TOD zone.*

Conclusion 17.65.070(D): *Not Applicable.*

E. Dimensional Standards. The dimensional standards for lot size, lot dimensions, building setbacks, and building height are specified in Table 5.

Finding 17.65.070(E): *The GC zoning district does not require minimum lot sizes, average lot sizes or minimum lot width. The proposed development will comply with the minimum setbacks. The site lacks appropriate landscape areas for development in the GC zone. Per the landscape plan provided with the application, the applicant proposes 431 square feet of landscape areas along the façade of the building addition, interior to the parking and circulation areas, and between the parking area and the street frontages. Street trees are currently provided along North Front Street, installed as part of corridor improvements.*

The proposed landscape area will improve the site design and provide screening and buffering to the parking area from the street frontages. Further frontage landscape improvements will be installed along Maple Street, adjacent to the parking area, as part of a Development Commission project.

Conclusion 17.65.070(E): *Consistent.*

F. Development Standards.

1. Housing Mix. The required housing mix for the TOD district is shown in Table 2.

2. Accessory Units. Accessory units are allowed as indicated in Table 1. Accessory units shall meet the following standards:

- a. A maximum of one accessory unit is permitted per lot;
- b. The primary residence and/or the accessory unit on the lot must be owner-occupied;
- c. An accessory unit shall have a maximum floor area of eight hundred square feet;
- d. The applicable zoning standards in Table 2 shall be satisfied.

Finding 17.65.070(F)(1-2): *The proposal does not include residential development or accessory units.*

Conclusion 17.65.070(F)(1-2): *Not applicable.*

3. The off-street parking and loading requirements in Chapter 17.64 shall apply to the TOD district and TOD corridor.

- a. Except for multifamily housing, fifty percent of all residential off-street parking areas shall be covered. Accessory unit parking spaces are not required to be covered.
- b. Vehicle parking standards may be reduced when transit service is provided in the TOD district and TOD corridor and meets the following conditions:

- i. Parking standards may be reduced when transit service is provided in the TOD district and TOD corridor.
- ii. Parking standards may be reduced up to fifty percent when transit service is provided in the TOD district and TOD corridor and when bus service includes 15-minute headways during the hours of seven to nine a.m. and four to six p.m.
- c. Bicycle parking standards in Chapter 17.64 shall not be reduced at any time.
- d. Shared parking easements or agreements with adjacent property owners are encouraged to satisfy a portion of the parking requirements for a particular use where compatibility is shown. Parking requirements may be reduced by the city when reciprocal agreements of shared parking are recorded by adjacent users.

Finding 17.65.050(F)(3): *The minimum parking requirement for a vehicle repair facility is 1 space per 1,000 square feet of floor area or six (6) spaces for the existing 4,538 square foot structure and the proposed 876 square foot addition. Parking standards may be reduced by 25-percent when transit service is provided in the TOD District, or the reduction of one (1) space for the proposed development. The proposed remodel and expansion of Dusty’s Transmissions provides a total of five (5) parking spaces, which meets the minimum requirement for off-street parking.*

The minimum bicycle parking standards for automobile-oriented uses is two (2) spaces, or 0.33 spaces per 1,000 square feet, whichever is greater. The site requires a maximum of two (2) bicycle parking spaces and proposed site plan does not illustrate bicycle parking spaces and there appears to be sufficient area to accommodate the required bicycle parking spaces. As conditioned, the applicant shall provide a revised site plan that depicts the location of two (2) bicycle parking spaces on site prior to building permit issuance.

Conclusion 17.65.050(F): *Complies as conditioned.*

17.67.050 Site Design Standards.

The following standards and criteria shall be addressed in the master plan, land division, and/or site plan review process:

A. Adjacent Off-Site Structures and Uses.

1. All off-site structures, including septic systems, drain fields, and domestic wells (within one hundred feet) shall be identified and addressed in the master plan, land division, or site plan process in a manner that preserves and enhances the livability and future development needs of off-site structures and uses consistent with the purpose of the TOD district and as necessary to improve the overall relationship of a development or an individual building to the surrounding context.
2. Specific infrastructure facilities identified on site in the master plan, land division, and/or site plan shall comply with the underground utility standards set forth in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction, Section 400, Storm Water Sewer System and, more specifically, Section 420.10.02, Ground Water Control Plan, in order to safeguard the water resources of adjacent uses.

Finding 17.67.050(A): *There are no off-site structures servicing the subject property and no additional utilities are required for the proposed development. Infrastructure improvements along Laurel and Maple Streets are deferred and will be incorporated into a Development Commission project, to be completed at a later date.*

Conclusion 17.67.050(A): *Not applicable.*

B. Natural Features.

1. Buildings should be sited to preserve significant trees.
2. Buildings should be sited to avoid or lessen the impact of development on environmentally critical areas such as steep slopes, wetlands, and stream corridors.
3. Whenever possible, wetlands, groves and natural areas should be maintained as public preserves and as open space opportunities in neighborhoods.

Finding 17.67.050(B): *The Project Site is currently developed and there are no trees or mapped wetland areas or stream corridors on the site.*

Conclusion 17.66.050(B): *Not applicable.*

C. Topography.

1. Buildings and other site improvements should reflect, rather than obscure, natural topography.
2. Buildings and parking lots should be designed to fit into hillsides, for instance, reducing the need for grading and filling.
3. Where neighboring buildings have responded to similar topographic conditions on their sites in a consistent and positive way, similar treatment for the new structure should be considered.

Finding 17.67.050(C): *Topography on the project is relatively flat with minor grade changes across the subject property.*

Conclusion 17.67.050(C): *Not applicable.*

D. Solar Orientation.

1. The building design, massing and orientation should enhance solar exposure for the project, taking advantage of the climate of Central Point for sun-tempered design.
2. Where possible, the main elevation should be facing within twenty-five degrees due south.
3. In residential developments, the location of rooms should be considered in view of solar exposure, e.g., primary living spaces should be oriented south but a west facing kitchen should be avoided as it may result in summer overheating.
4. Outdoor spaces should be strategically sited for solar access and the cooling summer winds.
5. Shadow impacts, particularly in winter on adjacent buildings and outdoor spaces should be avoided.

Finding 17.67.050(D): *The proposal maximizes solar orientation to the greatest extent possible within the context of the existing development.*

Conclusion 17.67.050(D): *Consistent.*

E. Existing Buildings on the Site.

1. Where a new building shares the site with an admirable existing building or is a major addition to such a building, the design of the new building should be compatible with the original.

2. New buildings proposed for existing neighborhoods with a well-defined and desirable character should be compatible with or complement the architectural character and siting pattern of neighboring buildings.

Finding 17.67.050(E): *The project is an expansion of an existing structure and use and is not considered a major addition to the existing buildings on the site.*

Conclusion 17.67.050(E): *Not applicable.*

- F. New Prominent Structures. Key public or civic buildings, such as community centers, churches, schools, libraries, post offices, and museums, should be placed in prominent locations, such as fronting on public squares or where pedestrian street vistas terminate, in order to serve as landmarks and to symbolically reinforce their importance.

Finding 17.67.050(F): *The proposed remodel and expansion of the vehicle repair facility are not key public or civic building.*

Conclusion 17.67.050(F): *Not applicable.*

- G. Views. The massing of individual buildings should be adjusted to preserve important views while benefiting new and existing occupants and surrounding neighborhoods.

Finding 17.67.050(G): *The height of the proposed expansion will not exceed 21-feet, less than the 60-foot maximum permitted in the GC-TOD zone. The development may hinder some views from various angles; however, the separation of massing will have the least impact on surrounding views as possible.*

Conclusion 17.67.050(G): *Consistent.*

- H. Adjoining Uses and Adjacent Services.

1. When more intensive uses, such as neighborhood commercial or multifamily dwellings, are within or adjacent to existing single-family neighborhoods, care should be taken to minimize the impact of noise, lighting, and traffic on adjacent dwellings.
2. Activity or equipment areas should be strategically located to avoid disturbing adjacent residents.
3. All on-site service areas, loading zones and outdoor storage areas, waste storage, disposal facilities, transformer and utility vaults, and similar activities shall be located in an area not visible from a street or urban space.
4. Screening shall be provided for activities, areas and equipment that will create noise, such as loading and vehicle areas, air conditioning units, heat pumps, exhaust fans, and garbage compactors, to avoid disturbing adjacent residents.
5. Group mailboxes are limited to the number of houses on any given block of development. Only those boxes serving the units may be located on the block. Multiple units of mailboxes may be combined within a centrally located building of four walls that meets the design guidelines for materials, entrance, roof form, windows, etc. The structure must have lighting both inside and out.

Finding 17.67.050(H): *The vehicle parking and loading areas are located between the existing building and North Front Street. The site and landscape plans propose landscape areas along the façade of the addition, interior to the parking area and between the parking areas and the frontage of the adjacent streets.*

Conclusion 17.67.050(H): *Consistent.*

- I. Transitions in Density.

1. Higher density, attached dwelling developments shall minimize impact on adjacent existing lower density, single-family dwelling neighborhoods by adjusting height, massing and materials and/or by providing adequate buffer strips with vegetative screens.
2. Adequate buffer strips with vegetative screens shall be placed to mitigate the impact of higher density development on adjacent lower density development.
3. New residential buildings within fifty feet of existing low density residential development shall be no higher than thirty-five feet and shall be limited to single-family detached or attached units, duplexes, triplexes or fourplexes.
4. New commercial buildings within fifty feet of existing low density residential development shall be no higher than forty-five feet.
5. Dwelling types in a TOD district or corridor shall be mixed to encourage interaction among people of varying backgrounds and income levels.
6. Zoning changes should occur midblock, not at the street centerline, to ensure that compatible building types face along streets and within neighborhoods. When dissimilar building types face each other across the street because the zoning change is at the street centerline or more infill housing is desired (for instance, duplexes across the street from single dwellings), design shall ensure similarity in massing, setback, and character.
7. Density should be increased incrementally, to buffer existing neighborhoods from incompatible building types or densities. Sequence density, generally, as follows: large lot single dwelling, small lot single dwelling, duplex, townhomes, courtyard multifamily apartments, large multifamily apartments, and mixed use buildings.

Finding 17.67.050(I): *There is an existing residence on the abutting property to the north, along Maple Street. The applicant proposes a maximum height of 21-feet, consistent with standard CPMC 17.67.050(I)(4). The proposed development does not include residential development or changes in zoning.*

Conclusion 17.67.050(I): *Consistent.*

J. Parking.

Finding 17.67.050(J): *The parking area for the vehicle repair use is existing, provides the minimum required parking spaces that conform to size and dimension standards. The existing parking area is located between the building façade and the street frontage. The site and landscape plans show landscape areas along the façade of the building addition, interior to the parking and circulation areas, and between the parking area and the street frontages. The development plan eliminates nonconforming parking spaces and improves the site design by providing screening and buffering from the street frontage and adjacent properties.*

Conclusion 17.67.050(J): *Consistent.*

K. Landscaping.

Finding 17.67.050(K): *The site is currently developed with a vehicle repair use and lacks appropriate landscape areas for development in the GC zone. Per the landscape plan provided with the application, the applicant proposes 431 square feet of landscape areas along the façade of the building addition, interior to the parking and circulation areas, and between the parking area and the street frontages. Street trees are currently provided along North Front Street, installed as part of corridor improvements.*

The proposed landscape area will improve the site design and provide screening and buffering to the parking area from the street frontages. Further frontage landscape improvements will be installed along Maple Street, adjacent to the parking area, as part of a Development Commission project.

Conclusion 17.67.050(K): *Consistent.*

L. Lighting.

Finding 17.67.050(L): *Lighting is not included in the proposal.*

Conclusion 17.67.050(L): *Consistent.*

M. Signs.

Finding 17.67.050(M): *Signage is not included in the proposal.*

Conclusion 17.67.050(M): *Not applicable.*

17.72.020 Applicability

No permit required under Title [15](#), Buildings and Construction, shall be issued for a major or minor project, as defined in this section, unless an application for site plan and architectural review is submitted and approved, or approved with conditions, as set forth in this chapter.

- A. Exempt Projects. Except as provided in subsection (B)(3) of this section the following projects do not require site plan and architectural review:
1. Single-family detached residential structures;
 2. Any multiple-family residential project containing three or less units;
 3. Landscape plans, fences, when not part of a major project;
 4. Storage sheds, patio covers, garages and carports, decks, gazebos, and similar non-occupied structures used in conjunction with residential uses; and
 5. Signs that conform to a previously approved master sign program for the project site.

Exempt projects are required to comply with all applicable development standards of this chapter.

- B. Major Projects. The following are “major projects” for the purposes of the site plan and architectural review process and are subject to Type 2 procedural requirements as set forth in Chapter [17.05](#), Applications and Types of Review Procedures:
1. New construction, including private and public projects, that:
 - a. Includes a new building or building addition of five thousand square feet or more;
 - b. Includes the construction of a parking lot of ten or more parking spaces; or
 - c. Requires one or more variances or conditional use permits and, in the judgment of the director, will have a significant effect upon the aesthetic character of the city or the surrounding area;
 2. Any attached residential project that contains four or more units;
 3. Any minor project, as defined in subsection C of this section, that the director determines will significantly alter the character, appearance, or use of a building or site.

C. Minor Projects. Except when determined to be an exempt project or a major project pursuant to subsections A and B of this section respectively, the following are defined as “minor projects” for the purposes of site plan and architectural review, and are subject to the Type I procedural requirements of Chapter [17.05](#), Applications and Types of Review Procedures:

1. New construction, including private and public projects, that involves a new building or building addition of less than five thousand square feet;
2. Signs that meet all applicable standards as set forth in Section 17.75.050, Signage standards;
3. Exterior remodeling within the commercial or industrial zoning districts when not part of a major project;
4. Parking lots less than ten parking spaces;
5. Any project relating to the installation of cabinets containing communications service equipment or facilities owned and operated by a public utility and not subject to Section 17.60.040, Antenna standards;
6. Minor changes to the following:
 - a. Plans that have previously received site plan and architectural review approval;
 - b. Previously approved planned unit developments;
7. At the discretion of the director any changes to previously approved plans requiring site plan and architectural review.

As used in this subsection, the term “minor” means a change that is of little visual significance, does not materially alter the appearance of previously approved improvements, is not proposed for the use of the land in question, and does not alter the character of the structure involved. At the discretion of the director if it is determined that the cumulative effect of multiple minor changes would result in a major change, a new application for site plan and architectural review is required. All minor changes must comply with the development standards of this chapter.

Finding 17.72.020: *The proposed remodel and expansion of Dusty’s Transmissions provides for a building addition that is less than 5,000 square feet, but was determined to be a Major Project by the Director due to nonconforming structure and site design characteristics, and is being processed using Type II administrative procedures.*

Conclusion 17.72.020: *Consistent.*

17.72.030 Information Required

Application for site plan and architectural review shall be made to the community development department and shall be accompanied by the application fee prescribed in the city of Central Point planning department fee schedule. The application shall be completed, including all information and submittals listed on the official site plan and architectural review application form.

Finding 17.72.030: *The Dusty’s Transmission application was reviewed for completeness and accepted as complete per the notice of completion dated March 19, 2020.*

Conclusion 17.72.030: *Consistent.*

17.72.040 Site Plan and Architectural Standards

In approving, conditionally approving or denying any site plan and architectural review application, the approving authority shall base its decision on compliance with the following standards:

- A. Applicable site plan, landscaping and architectural design standards as set forth in Chapter 17.75, Design and Development Standards.

***Finding 17.72.040(A):** The project proposal has been reviewed against all applicable criteria in Chapter 17.75, as demonstrated in the subsequent findings and conclusions, and found to comply as conditioned.*

***Conclusion 17.72.040(A):** The proposal complies as conditioned.*

- B. City of Central Point Department of Public Works Department Standard Specifications and Uniform Standard Details for Public Works Construction.

***Finding 17.72.040(B):** The Parks & Public Works Department reviewed the application for compliance with the Standard Specifications and Uniform Standards Details for Public Works Construction and provided conditions of approval to ensure consistency with the same per the Public Works Staff Report dated April 3, 2020.*

***Conclusion 17.72.040(B):** The proposal complies as conditioned.*

- C. Accessibility and sufficiency of firefighting facilities to such a standard as to provide for the reasonable safety of life, limb and property, including, but not limited to suitable gates, access roads and fire lanes so that all buildings on the premises are accessible to fire apparatus.

***Finding 17.72.040(B):** Fire District #3 evaluated the proposed expansion and had no comments or conditions of approval related to site accessibility or firefighting facility sufficiency.*

***Conclusion 17.72.040(B):** Consistent.*

17.75.039 Off-street Parking Design and Development Standards

All off-street vehicular parking spaces shall be improved to the following standards:

- A. Connectivity. Parking lots for new development shall be designed to provide vehicular and pedestrian connections to adjacent site unless as a result of any of the following such connections are not possible:
1. Topographic constraints
 2. Existing development patterns on abutting property which preclude a logical connection;
 3. Traffic safety concerns; or
 4. Protection of significant natural resources.

***Finding 17.75.039(A):** The project has direct access from North Front Street and Maple Street. Vehicular access from Maple Street will be eliminated as part of the landscape improvements and sidewalks are deferred at this time and are to be completed as part of a Development Commission project.*

***Conclusion 17.75.039(A):** Consistent*

- B. Parking Stall Minimum Dimensions. Standard parking spaces shall conform to the following standards and the dimensions in Figure 17.75.03 and Table 17.75.02.

***Finding 17.75.039(B):** The project has been evaluated against the minimum parking stall dimensions and found to comply.*

***Conclusion 17.75.039(B):** Consistent.*

- C. Access. There shall be adequate provision for ingress and egress to all parking spaces.

Finding 17.75.039(C): *The proposed parking has been evaluated for adequate access and has been found to comply.*

Conclusion 17.75.039(C): *Consistent.*

- D. Driveways. Driveway width shall be measured at the driveway's narrowest point, including the curb cut. The design and construction of driveways shall be as set forth in the Standard Specifications and Public Works Department Standards and Specifications.

Finding 17.75.039(D): *The project site is served by existing driveways. The proposal does not include any changes to the driveway configuration as part of this application.*

Conclusion 17.75.039(D): *Not applicable.*

- E. Improvement of Parking Spaces.

1. When a concrete curb is used as a wheel stop, it may be placed within the parking space up to two feet from the front of a space. In such cases, the area between the wheel stop and landscaping need not be paved, provided it is maintained with appropriate ground cover, or walkway. In no event shall the placement of wheel stops reduce the minimum landscape or walkway width requirements.
2. All areas utilized for off-street parking, access and maneuvering of vehicles shall be paved and striped to the standards of the city of Central Point for all-weather use and shall be adequately drained, including prevention of the flow of runoff water across sidewalks or other pedestrian areas. Required parking areas shall be designed with painted striping or other approved method of delineating the individual spaces, with the exception of lots containing single-family or two-family dwellings.
3. Parking spaces for uses other than one- and two-family dwellings shall be designed so that no backing movements or other maneuvering within a street or other public right-of-way shall be necessary.
4. Any lighting used to illuminate off-street parking or loading areas shall be so arranged as to reflect the light away from adjacent streets or properties.
5. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway centerline, the street right-of-way line, and a straight line joining the lines through points twenty feet from their intersection.
6. Parking spaces located along the outer boundaries of a parking lot shall be contained by a curb or a bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line, a public street, public sidewalk, or a required landscaping area.
7. Parking, loading, or vehicle maneuvering areas shall not be located within the front yard area or side yard area of a corner lot abutting a street in any residential (R) district, nor within any portion of a street setback area that is required to be landscaped in any commercial (C) or industrial (M) district.

Finding 17.75.039(E): *The proposal has been evaluated against the parking space improvement standards set forth in this section and found to comply.*

Conclusion 17.75.039(E): *Consistent.*

- F. Limitation on Use of Parking Areas. Required parking areas shall be used exclusively for vehicle parking in conjunction with a permitted use and shall not be reduced or encroached upon in any manner. The parking facilities shall be so designed and maintained as not to constitute a nuisance at any time, and shall be used in such a manner that no hazard to persons or property, or unreasonable impediment to traffic, will result.

Finding 17.75.039(F): *The existing parking areas are used by employees and customers and will not be reduced below the minimum parking standard requirements.*

Conclusion 17.75.039(F): *Consistent.*

- G. Parking/Loading Facility Landscaping and Screening. Parking lot landscaping shall be used to reinforce pedestrian and vehicular circulation, including parking lot entries, pedestrian accessways, and parking aisles. To achieve this objective the following minimum standards shall apply; however, additional landscaping may be recommended during the site plan and architectural review process (Chapter [17.72](#)). All parking lots shall be landscaped in accordance with the following standards:

Finding 17.75.039(G): *The site is currently developed with a vehicle repair use and lacks appropriate landscape areas for development in the GC zone. Per the landscape plan provided with the application, the applicant proposes 431 square feet of landscape areas along the façade of the building addition, interior to the parking and circulation areas, and between the parking area and the street frontages. Street trees are currently provided along North Front Street, installed as part of corridor improvements.*

The proposed landscape area will improve the site design and provide screening and buffering to the parking area from the street frontages. Further frontage landscape improvements will be installed along Maple Street, adjacent to the parking area, as part of a Development Commission project.

Conclusion 17.75.039(G): *Consistent.*

- H. Bicycle Parking. The amount of bicycle parking shall be provided in accordance with Section 17.64.040 and constructed in accordance with the following standards:
1. Location of Bicycle Parking. Required bicycle parking facilities shall be located on-site in well lighted, secure locations within fifty feet of well-used entrances and not farther from the entrance than the closest automobile parking space. Bicycle parking shall have direct access to both the public right-of-way and to a main entrance of the principal use. Bicycle parking may also be provided inside a building in suitable, secure and accessible locations. Bicycle parking for multiple uses (such as in a commercial center) may be clustered in one or several locations.
 2. Bicycle Parking Design Standards. All bicycle parking and maneuvering areas shall be constructed to the following minimum design standards:
 - a. Surfacing. Outdoor bicycle parking facilities shall be surfaced in the same manner as a motor vehicle parking area or with a minimum of a three-inch thickness of hard surfacing (i.e., asphalt, concrete, pavers or similar material). This surface will be maintained in a smooth, durable and well-drained condition.
 - b. Parking Space Dimension Standard. Bicycle parking spaces shall be at least six feet long and two feet wide with minimum overhead clearance of seven feet.
 - c. Lighting. Lighting shall be provided in a bicycle parking area so that all facilities are thoroughly illuminated and visible from adjacent sidewalks or motor vehicle parking lots during all hours of use.
 - d. Aisles. A five-foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.
 - e. Where bicycle parking facilities are not directly visible from the public rights-of-way, entry and directional signs shall be provided to direct bicycles from the public rights-of-way to the bicycle parking facility.
 3. Exceptions to Bicycle Parking. The community development director may allow exceptions to the bicycle parking standards in connection with temporary uses or uses that do not generate the need for bicyclists parking such as Christmas tree sales and mini-storage units. (Ord. 1946 (part), 2011).

Finding 17.75.039(H): *The minimum bicycle parking standards for automobile-oriented uses is two (2) spaces, or 0.33 spaces per 1,000 square feet, whichever is greater. The site requires a maximum of two (2) bicycle parking spaces and proposed site plan does not illustrate bicycle parking spaces and there appears to be sufficient area to accommodate the required bicycle parking spaces. As conditioned, the applicant shall provide a revised site plan that depicts the location of two (2) bicycle parking spaces on site prior to building permit issuance.*

Conclusion 17.75.039(H): *Complies as conditioned.*

PART 3 SUMMARY CONCLUSION

As evidenced in findings and conclusions, the proposed Dusty's Transmissions site plan and architectural plan is consistent with applicable standards and criteria in the Central Point Municipal Code as conditioned.



PUBLIC WORKS STAFF REPORT

April 3, 2020

AGENDA ITEM:

SPAR - 20001 – Industrial Building Addition

Traffic:

The applicant is proposing a 876.9 sq. ft. industrial building addition. The threshold is 25 peak hour trip (PHT), on a particular intersection. The addition does not meet the threshold for a traffic analysis.

Existing Infrastructure:

Water: There is 12 inch waterline in Front Street, and 8-inch line in Laurel and a 4-inch line in Maple Street.

Streets: Front Street is a Major Collector fully developed. Maple and Laurel are standard residential streets without sidewalks.

Storm Water: There is 18” Storm Drain line in Front Street

Issues/Discussion:

- A. The Central Point Development Commission is preparing plans to add diagonal parking and sidewalks on Maple and Laurel Streets from Front to the alley between Front and 1st Streets.
- B. The amount of new impervious surface is under the threshold for new storm water quality provisions.

Conditions of Approval:

1. PW Standards and Specifications – Applicant shall comply with the public works standards and specifications for construction within the right of way.
2. Sidewalk Deferment – Public Works agrees to defer the sidewalk improvements on Laurel and Maple to be incorporated into a larger Development Commission project.
3. Erosion Control. – The proposed development will disturb more less than one acre and will require an erosion and sediment control permit from the City of Central Point.



ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 7502-0005
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

March 19, 2020

Justin Gindlesperger
City of Central Point Planning Department
155 South Second Street
Central Point, Oregon 97502

Re: SPAR 20001, Dusty's Transmission, Tax Lots 2100 & 2103, Map 37 2W 03D

There are existing 8 inch sewer mains along Maple Street and Front Street as well as a 12 inch main along Laurel Street to the south. A 4 inch service is extended to tax lot 2200 from the main along Laurel Street. Sewer System Development Charges will be owed to RVSS if additional plumbing fixtures are installed.

Rogue Valley Sewer Services requests that approval of this project be subject to the following conditions:

1. Applicant submit architectural/plumbing plans for the calculation of related System Development Charges.
2. Applicant shall obtain sewer connection permits as applicable from RVSS and pay all related fees and System Development Charges.

Feel free to call me with any questions.

Nicholas R. Bakke, PE
District Engineer