

**BURDEN OF PROOF APPLICATION  
FOR  
CCS – TENANT IMPROVEMENTS – 524 MANZANITA STREET  
CENTRAL POINT, OREGON**

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**Applicant:** Cliff Woodruff Construction  
PO Box 909  
Grants Pass, OR 97528  
Phone: (541) 479-3621

**Owner:** ColumbiaCare Services INC.  
3587 Heathrow Way  
Medford, OR 97504

**Representatives:** Rhine-Cross Group, LLC  
112 N 5th Street, Suite 200  
PO BOX 909  
Klamath Falls, OR 97601  
Phone: (541) 851-9405

**Location:** The property is located southwest of Manzanita Street and N 6<sup>th</sup> Street  
**Address:** 524 Manzanita Street, Central Point, OR 97502

**Reference Parcel No.:** Tax Lot 2200 Map No. 37-2W-2CC

**Comp. Plan Designation:** HMR High Mix Residential (Transit Oriented Development (TOD))

**Zoning Designation:** HMR High Mix Residential

**Proposal:** Site-plan approval for interior tenant improvements and the addition of two outdoor patios.

**Date:** April 2022

## ***PROJECT OVERVIEW & DESCRIPTION***

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The applicant intends to remodel the interior and update the exterior of the existing building retaining the footprint for ColumbiaCare Services Inc. located at 524 Manzanita Street, Central Point. ColumbiaCare Services is a non-profit behavioral health and Veterans service agency offering services to help people get better. Tenant improvements will include two new 6' fenced courtyards for tenant use removing 9 parking spaces. Remodel the interior to include 16 bedrooms, 2 family/dining rooms, 6 unisex bathrooms, 2 laundry rooms, staff room, 2 game rooms, counseling rooms, wash station, break room, family counseling room, janitor room, meditation room, and 4 office spaces.

The site is currently developed with a single building consisting of 9,936 sf. Fire protection services are provided by the City of Central Point. The site is served by Central Point Water Service, Rogue Valley Sewer Services storm drainage and sanitary sewer. Other utilities readily available are power, telephone, and cable TV all existing within the right-of-way of Manzanita Street and N 6<sup>th</sup> Street.

The subject property is currently designated as Mixed Use within the Transit Oriented Development (TOD) District under the Central Point Comprehensive Land Use Plan 2008-2030, with the underlying zoning High Mix Residential/Commercial (HMR). The HMR zoning is the highest density residential zone intended to be near the center of the TOD district. High density forms of multifamily housing are encouraged along with complementary ground floor commercial uses. Low impact commercial activities may also be allowed. Low density residential uses are not permitted.

The building and tax lot are located within the Transit Oriented Development District (TOD) which is to promote efficient and sustainable land development and the increased use of transit. The proposed use of the building will promote the use of transit services due to the nature of the non-profit services.

This application for site plan improvements must denote compliance with Central Point Municipal Code (CPMC) 17.65, 17.66, 17.67, 17.72, and 17.75 as applicable (Type II, see Section 17.,05.300(B-2b))

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# **CENTRAL POINT MUNICIPAL CODE (CPMC)**

## **CHAPTER 17.05 APPLICATIONS AND DEVELOPMENT PERMIT REVIEW PROCEDURES**

### ***17.05.100 Purpose and applicability of review procedures.***

A. Purpose. The purpose of this chapter is to establish standard decision-making procedures that will enable the city, the applicant, and the public to review development permit applications and participate in the local decision-making process in a timely and effective way consistent with the citizen's involvement element of the comprehensive plan. Table 17.05.1 provides a key to identify the review procedures, applicable regulations, and the approving authority for development permit applications.

B. Applicability of Review Procedures. All development permit applications identified in Table 17.05.1 shall be decided by using the appropriate procedures contained in this chapter. The procedural "type" assigned to each development permit application governs the decision-making process for that permit. There are four "types" of procedures: Type I, II, III, and IV, which are described as follows:

2. Type II. Type II procedures apply to administrative decisions that involve clear and objective approval standards and criteria the application of which requires the use of limited discretion. Type II decisions are made by the community development director or designee with public notice, and an opportunity for a public hearing if appealed. The appeal of a Type II decision is treated as a Type III procedure, except that the appeal is to the planning commission, which is the final decision of the city.

**TABLE 17.05.1**

Land Development Permit	Procedural Type	Applicable Regulations	Approving Authority	120-Day Rule
Site Plan and Architectural Review				
Major	Type II	Chapter 17.72	Director	Yes

### **17.05.300 Type II procedure.**

A. Pre-Application Conference. A pre-application conference is optional for a Type II permit application. The requirements and procedures for a pre-application conference are described in Section 17.05.600(C).

**Findings of Fact:** The applicant chose not to apply for a pre-application conference.

B. Application Requirements.

1. Application Forms. Type II applications shall be made on forms provided by the planning department for the land development permit requested.

2. Submittal Requirements. A Type II permit application shall include:

- a. The information requested on the application form;
- b. Findings addressing the applicable regulations per Table 17.05.1. Note: At the discretion of the community development director, additional information may be required during the application process;
- c. One set of pre-addressed mailing labels for all real property owners of record who will receive a notice of the application as required in subsection C of this section. The records of the Jackson County assessor's office are the official records for determining ownership. The applicant shall produce the notice list using the most current Jackson County assessor's real property assessment records to produce the notice list. The city shall mail the notice of application; and
- d. The required fee.

**Findings of Fact:** The application addresses the required/applicable regulations and all required information requested on the application form. One set of pre-addressed mailing labels for real property owners of record who will receive a notice and all applicable documents/forms for the application are included with this application packet.

3. Notice of Acceptance. Within fourteen days of submittal, the community development director or designee shall notify the applicant in writing of:

- a. The procedural type used for the application. In some circumstances, a Type II application may be referred to a Type III procedure. When such a referral is made, it shall be made at the time of notice of acceptance, after which the application shall be processed as a Type III application. When a Type II application is referred to a Type III application, no new application is required; and
- b. Acceptance of the application; or
- c. Nonacceptance of the application with an itemization of the deficiencies and deadline for correction of the deficiencies.

C. Notice of Application for Type II Decision.

1. No less than twenty days before the community development director makes a decision, written notice of the application shall be mailed to all of the following:

- a. Applicant;
- b. Owners of record of the subject property;
- c. Owners of record within a minimum of two hundred fifty feet of the exterior boundaries of the site;
- d. All city-recognized neighborhood groups or associations whose boundaries include the site;

e. Any person who submits a written request to receive a notice; and

f. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the city. The city may notify other affected agencies. The city shall notify the county or ODOT, and the rail authority, when there is a proposed development abutting or within two hundred fifty feet of an affected transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application.

2. The notice of application shall include:

a. The street address or other easily understood reference to the site;

b. The relevant approval criteria by name and number of code sections;

c. The place, date and time the comments are due, and the person to whom the comments should be addressed;

d. A description of the proposal and identification of the specific permits or approvals requested;

e. A statement of the issues that may provide the basis for an appeal to the Land Use Board of Appeals must be raised in writing and with sufficient specificity to enable the decision maker to respond to the issue;

f. The name and phone number of a city contact person;

g. A brief summary of the local decision making process for the decision being made;

h. A statement that all evidence relied upon by the community development director or designee to make this decision is in the public record, available for public review. Copies of this evidence may be obtained at a reasonable cost from the city;

i. A statement that, after the comment period closes, the community development director or designee shall issue a Type II administrative decision, and that the decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice; and

j. Contain the following notice:

3. The notice shall allow a fourteen-day period for the submission of written comments, starting from the date of mailing. All comments must be received by the city by five p.m. on that fourteenth day.

**Findings of Fact:** The applicant acknowledges all the above.

D. Administrative Decision Requirements. The community development director or designee shall make a Type II written decision addressing all of the relevant approval criteria and standards. Based upon the

criteria and standards, and the facts contained within the record, the community development director or designee shall approve, approve with conditions, or deny the requested permit or action.

E. Notice of Decision.

1. Within five days after the community development director or designee signs the decision, a notice of decision shall be sent by mail to:

- a. The applicant and all owners or contract purchasers of record of the site that is the subject of the application;
- b. Any person who submitted a written request to receive notice, or provides comments during the application review period;
- c. Any city-recognized neighborhood group or association whose boundaries include the site;
- d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the city, and other agencies that were notified or provided comments during the application review period; and
- e. Property owners located within two hundred fifty feet of the exterior boundaries of the subject property.

**Findings of Fact:** The applicant acknowledges all the above and has complied with this criterion.

2. The community development director or designee shall cause an affidavit of mailing the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and shall demonstrate that the notice was mailed to the parties above and was mailed within the time required by law.

3. The Type II notice of decision shall contain:

- a. A description of the applicant's proposal and the city's decision on the proposal (i.e., may be a summary);
- b. The address or other geographic description of the property proposed for development, including a map of the property in relation to the surrounding area, where applicable;
- c. A statement of where a copy of the city's decision, and the complete planning file may be reviewed and the name and contact number of the city staff to contact about reviewing the file;
- d. The date the decision shall become final, unless appealed;
- e. A statement that only the applicant and persons who submitted comments prior to the comment deadline may appeal the decision; and
- f. A statement briefly explaining how to file an appeal, the deadline for filing an appeal, and where to obtain further information concerning the appeal process.

**Findings of Fact:** The applicant acknowledges all the above.

F. Effective Date. A Type II decision is final for purposes of appeal when the notice of decision per subsection E of this section is mailed by the city and becomes effective ten days from the date of mailing of the notice of decision. If an appeal is filed within the ten-day period, the decision does not become effective until the appeal is decided. Appeal process is governed by Section 17.05.550.

G. Extensions. The community development director shall, upon written request by the applicant and payment of the required fee, grant a written one-year extension of the original or last extension approval period, provided:

1. The land development permit authorizes extensions;
2. No changes are made to the original application as approved by the city;
3. There have been no changes in the zoning, land division code, or applicable comprehensive plan provisions on which the approval was based. In the case where the plan conflicts with a code or comprehensive plan change, the extension shall be either:
  - a. Denied; or
  - b. At the discretion of the community development director, the request for extension may be re-reviewed as a modification per Section 17.09.300;
4. The extension request is filed on or before the expiration of the original or latest extension approval per subsection F of this section;
5. If the time limit expired and no extension request has been filed, the application shall be void. (Ord. 2041 §1, 2017; Ord. 2033 §3, 2017; Ord. 1989 §1(part), 2014; Ord. 1874 §1(part), 2006).

**Findings of Fact:** The applicant acknowledges all the above.

## CHAPTER 17.65: TOD DISTRICTS AND CORRIDORS

### ***17.65.010 Purpose.***

The purpose of the Central Point transit oriented development (TOD) district is to promote efficient and sustainable land development and the increased use of transit as required by the Oregon Transportation Planning Rule. (Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. B(part), 2000).

**Findings of Fact:** The applicant is submitting a preliminary site plan application to the City proposing interior/exterior updates and improvements for tenant care and office use. The location of the project site is located within the TOD which provides an ideal location for the uses of the building. Residents are at ColumbiaCare for services to help them meet their full potential in their everyday lives. Many of the residents who



participate in ColumbiaCare services will utilize transit transportation as possibly their only means of getting to the facility.

**17.65.020 Area of application.**

These regulations apply to the Central Point TOD districts and corridors. The boundaries of TOD districts and corridors are shown on the official city comprehensive plan and zoning maps.

- A. A development application within a TOD district shall comply with the requirements of this chapter.
- B. At the discretion of the applicant, a development application within a TOD corridor shall be subject to:
  - 1. The normal base zone requirements as identified on the official zoning map and contained in this code; or
  - 2. The TOD corridor requirements contained in this chapter. (Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. B(part), 2000).

**Findings of Fact:** The location of the proposed project is within the TOD district and shall address and comply with the requirements in this chapter.

**17.65.030 Conflict with other regulations.**

When there is a conflict between the provisions of this chapter and other requirements of this title, the provisions of this chapter shall govern. (Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. B(part), 2000).

**Findings of Fact:** The applicant acknowledges the above.

**17.65.040 Land use--TOD district.**

Four special zone district categories are applied in the Central Point TOD districts. The characteristics of these zoning districts are summarized in subsections A through D of this section.

- A. Residential (TOD).
  - 1. LMR--Low Mix Residential. This is the lowest density residential zone in the district. Single-family detached residences are intended to be the primary housing type; however, attached single-family and lower density multifamily housing types are also allowed and encouraged.
  - 2. MMR--Medium Mix Residential. This medium density residential zone focuses on higher density forms of residential living. The range of housing types includes higher density single-family and a variety of multifamily residences. Low impact commercial activities may also be allowed.
  - 3. HMR--High Mix Residential/Commercial. This is the highest density residential zone intended to be near the center of the TOD district. High density forms of multifamily housing are encouraged along with complementary ground floor commercial uses. Low impact commercial activities may also be allowed. Low density residential uses are not permitted.

**Findings of Fact:** The subject property is zoned HMR (High Mix Residential/Commercial). Under 17.65.050 Table 1 TOD District Land Uses, the proposed use is permitted. ColumbiaCare is a residential facility providing out-patient, in-patient and long-term care facilities in activities of daily living with professional services when required.

***17.65.050 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.

D. Density. The allowable residential density and employment building floor area are specified in Table 2.

E. Dimensional Standards. The dimensional standards for lot size, lot dimensions, building setbacks, and building height are specified in Table 2.

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.

**Findings of Fact:** The zoning for the proposed use under Table 2 is satisfied and is a permitted use.

<b>TABLE 1 TOD District Land Uses</b>	
<b>Use Categories</b>	<b>Zoning Districts HMR</b>
Residential Facility	P

P=Permitted Use

3. Parking Standards. The off-street parking and loading requirements in Chapter 17.64 shall apply to the TOD district and TOD corridor, except as modified by the standards in Table 3 of this section.

- 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 up to twenty-five percent when transit service is provided in the TOD district and TOD corridor.

**Findings of Fact:** The subject property will provide 16 bedrooms for tenants. Under Table 3, TOD District and Corridor Vehicle Parking Standards require 1 space per unit. Under 17.65.050 3(b)(i) Parking standards may be reduced up to twenty-five percent when transit service is provided in the TOD district and TOD corridor. Transit services are provided by Rogue Valley Transportation District at North 10<sup>th</sup> Street, north of Pine Street approximately 4 blocks away from the subject property.

Parking spaces resulting from the tenant improvements will be 23 parking spaces with two of those being ADA parking spaces. Under Table 4 the required parking spaces is 12. Criteria met.

<b>Table 3 TOD District and Corridor Vehicle Parking Standards</b>	
Residential Facility	1 space per unit

<b>Table 3.1 TOD District and Corridor Vehicle Parking Standards using the 25% reduction standard</b>	
Parking Spaces	16 units x .25= 12 spaces required
Parking Spaces proposed on site plan	23 parking spaces

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 fifteen-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 except as permitted by Section 17.75.039(H)(3).

**17.64.040 Off-street parking requirements.**

(I. Bicycle Parking. Bicycle parking shall be provided in accordance with Table 17.64.04, Bicycle Parking Requirements.)

Land Use	Minimum Required
Congregate Housing, Assisted Living or Similar Special Needs Housing	1 space per 5 units

**Findings of Fact:** The applicant is proposing 16 units. Required bicycle parking to be provided are 4 spaces. Condition met for the above use which is the closest land use found in the Municipal Code to comply with TOD districts.

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.

**Findings of Fact:** The current site utilizes an existing shared driveway that has ingress/egress from N. 6<sup>th</sup> Street. Current parking available and proposed remains the same which provides 5 diagonal spaces. No changes to this parking area are proposed with this application.

**CHAPTER 17.66: APPLICATION REVIEW PROCESS FOR THE TOD DISTRICT AND CORRIDOR**

**17.66.010 Purpose.**

The purpose of the Central Point TOD (transit oriented development) district and corridor is to promote efficient land development, pedestrian/bike travel, and the increased use of transit as required by the Oregon Transportation Planning Rule. This chapter describes the review procedures to be followed for development proposed within the TOD district and corridor which are identified on the official city zoning map. (Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. B(part), 2000).

**17.66.020 Applicability.**

These regulations apply to land within the Central Point TOD district. As provided in Section 17.65.020, these regulations may also apply to land within the Central Point TOD corridor. The boundaries of the district and corridor are shown on the official city zoning map. (Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. B(part), 2000).

**Findings of Fact:** The subject property is zoned HMR (High Mix Residential/Commercial). Under 17.65.050 Table 1 the subject property is located within the TOD district found on the Central Point district map and as shown on the official city zoning map.

### ***17.66.050 Application approval criteria.***

B. Site Plan and Architectural Review. A site plan and architectural review application shall be approved when the approval authority finds that the following criteria are satisfied or can be shown to be inapplicable:

1. The provisions of Chapter 17.72, Site Plan and Architectural Review, shall be satisfied; and
2. The proposed improvements comply with the approved TOD district or corridor master plan for the property, if required; and
3. Chapter 17.67, Design Standards--TOD District and TOD Corridor.

**Findings of Fact:** The applicant addresses the provisions set forth under Chapter 17.66.050: Application and additional supporting documentation are meant to show compliance with the proposed improvements that are located within the TOD district including design standards under Chapter 17.67.

### ***17.72.010 Purpose.***

The purpose of site plan and architectural review is to review the site, landscape, and architectural plans of the proposed use, structure or building to determine compliance with this title, and to promote the orderly and harmonious development of the city, the stability of land values and investments, and the general welfare, and to promote aesthetic considerations, and to help prevent impairment or depreciation of land values and development by the erection of structures or additions or alterations thereto without proper attention to site planning, landscaping and the aesthetic acceptability in relation to the development of neighboring properties. (Ord. 1946 (part), 2011; Ord. 1436 §2(part), 1981).

**Findings of Fact:** The proposed project site plan, landscape plan, and architectural plans show compliance with the criteria within the TOD district. The proposed use and siting of ColumbiaCare Services Inc. at 524 Manzanita Street conforms with the intent of the TOD district which is to promote efficient and sustainable land development and the increased use of transit as required by the Oregon Transportation Planning Rule.

ColumbiaCare Services is a facility where services are provided to individuals to learn how to live a healthy fulfilling life. Many of the residents will utilize the local transit services to come and go from the site. The site plan and future improvements are

designed to improve the surrounding area and enhance the community at large. Aesthetic considerations were addressed in the design of the exterior of the tax lot incorporating landscaping and patios for tenant use.

### **17.72.020 Applicability.**

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.

**Findings of Fact:** The proposed project and site plan review includes the remodel of the interior of the existing 9,936 sf building to meet the requirements/needs of the ColumbiaCare residential facility. The exterior improvements include the removal of 9 parking spaces and will add two courtyards with landscaping, patios, and fencing and building updates. The project will be reviewed as a Type II application per the criteria under 17.72.020.

## **Chapter 17.67 DESIGN STANDARDS--TOD DISTRICT AND TOD CORRIDOR**

### **17.67.010 Purpose.**

The purpose of the Central Point TOD district and TOD corridor design standards is to complement and support efficient and sustainable land development, to reduce auto reliance and to increase transit use as required by the Oregon Transportation Planning Rule. (Ord. 1815 §1(part), Exh. C(part), 2000).

**Findings of Fact:** The proposed project and site location will complement and support efficient and sustainable land development, to reduce auto reliance and to increase transit use. ColumbiaCare Services Inc is a business that helps people become self-sufficient to

the greatest degree possible, and to meet their full potential. Many of the individuals utilizing ColumbiaCare services will not have vehicles and will be dependent on local transit services. The siting location of this facility is ideal related to the transit services that are provided within walking distance from the site.

**17.67.020 Area of application.**

These regulations apply to the Central Point TOD district and TOD corridor. The boundaries of the district and corridor are shown on the official city zoning map. (Ord. 1815 §1(part), Exh. C(part), 2000).

**Findings of Fact:** The proposed project is located within the Central Point TOD district as shown on the official city zoning map.

**17.67.030 Conflict with other regulations.**

When there is a conflict between the provisions of this chapter and other requirements of this title, the provisions of this chapter shall govern. (Ord. 1815 §1(part), Exh. C(part), 2000).

**B. Parking Lot Driveways.**

1. Parking lot driveways that link public streets and/or private streets with parking stalls shall be designed as private streets, unless one of the following is met:

- a. The parking lot driveway is less than one hundred feet long;
- b. The parking lot driveway serves one or two residential units; or
- c. The parking lot driveway provides direct access to angled parking stalls.

2. The number and width of driveways and curb cuts should be minimized and consolidated when possible.

3. Where possible, parking lots for new development shall be designed to provide vehicular and pedestrian connections to adjacent sites.

4. Large driveways should use distinctive paving patterns.

**Findings of Fact:** The proposed project and site plan proposes to retain the existing driveways with no alterations and utilizes distinctive paving patterns. The main driveway is located off Manzanita Street with a second shared access off N. 6<sup>th</sup> Street. The Manzanita Street driveway provides access to the parking lot which is private.

The shared access off N. 6<sup>th</sup> Street provides direct access to angled parking stalls. There are directional arrows on the asphalt.

**C. On-Site Pedestrian and Bicycle Circulation.** Attractive access routes for pedestrian travel should be provided by:

1. Reducing distances between destinations or activity areas such as public sidewalks and building entrances. Where appropriate, develop pedestrian routes through sites and buildings to supplement the public right-of-way;
2. Providing an attractive, convenient pedestrian accessway to building entrances;
3. Bridging across barriers and obstacles such as fragmented pathway systems, wide streets, heavy vehicular traffic, and changes in level by connecting pedestrian pathways with clearly marked crossings and inviting sidewalk design;
4. Integrating signage and lighting system which offers interest and safety for pedestrians;
5. Connecting parking areas and destinations with pedestrian paths identified through use of distinctive paving materials, pavement stripings, grade separations, or landscaping. (Ord. 2034 §12, 2017; Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. C(part), 2000).

**Findings of Fact:** On-site pedestrian pathways are proposed at the entrance of the building between the two patios. On the east side of the building is a sidewalk that connects the shared driveway to the east side of the building to a new proposed walkway connecting to N. 6<sup>th</sup> Street. Pedestrian paths, existing and proposed will develop routes through the site to supplement the public right-of-way.

#### ***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:

##### **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.

**Findings of Fact:** The proposed use will not have impacts on the surrounding area. East of the site is the United States Post Office, south is Southern Oregon Chiropractic, west is Pacific Health Training and north is Manzanita Street.

2. Adequate buffer strips with vegetative screens shall be placed to mitigate the impact of higher density development on adjacent lower density development.

**Findings of Fact:** The applicant is not asking for a zone change, the zone and approved use remains the same so there will be no impact and no higher density development on or adjacent to 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.



**Findings of Fact:** This is N/A to the proposed site plan review.

4. New commercial buildings within fifty feet of existing low density residential development shall be no higher than forty-five feet.

**Findings of Fact:** This is N/A to the proposed site plan review.

5. Dwelling types in a TOD district or corridor shall be mixed to encourage interaction among people of varying backgrounds and income levels.

**Findings of Fact:** The subject property is located within the TOD district and does combine a combination of mixed use to accommodate interaction among people of varying backgrounds and income levels. ColumbiaCare provides services for residential treatment programs, supportive and integrated housing services, crisis services and programs, veterans services, outpatient services, intensive case management, and rental assistance.

These services will touch all people regardless of their backgrounds and income levels meeting the criteria for this section.

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.

**Findings of Fact:** This is N/A to the proposed site plan review.

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.

**Findings of Fact:** The proposed project will not have an impact on the increase of density.

#### J. Parking.

##### 1. Parking Lot Location.

a. Off-street surface parking lots shall be located to the side or rear of buildings. Parking at midblock or behind buildings is preferred.

**Findings of Fact:** The site plan utilizes the existing parking lot, parking lot entrances, and is located at the back of the building. Additional parking is located at the side of the building off an existing shared driveway.

b. Off-street surface parking lots shall not be located between a front facade of a building and a public street.

**Findings of Fact:** The building does not have off-street parking located between a front façade and a public street.

c. If a building adjoins streets or accessways on two or more sides, off-street parking shall be allowed between the building and the pedestrian route in the following order of priority:

1st. Access ways;

2nd. Streets that are nontransit streets;

3rd. Streets that are transit streets.

**Findings of Fact:** The building does adjoin streets or accessways on two or more sides. Off-street parking does not border a pedestrian route.

## 2. Design.

a. All perimeter and interior landscaped areas must have protective curbs along the edges. Trees must have adequate protection from car doors and bumpers.

**Findings of Fact:** The site plans show the proposed and existing landscaped areas are located within the courtyard, behind the curb to the southwest, in landscaping islands and along the west and north side of the building away from car doors and bumpers.

b. A portion of the standard parking space may be landscaped instead of paved. The landscaped area may be up to two feet in front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space. Landscaping must be ground cover plants. The landscaping does not apply towards any perimeter or interior parking lot landscaping requirements but does count towards any overall site landscaping requirement.

**Findings of Fact:** All standard parking spaces located within the project site are paved.

c. In order to control dust and mud, all vehicle areas must be paved.

**Findings of Fact:** All vehicle areas are paved.

d. All parking areas must be striped in conformance with the city of Central Point parking dimension standards.

**Findings of Fact:** All parking areas will be striped in conformance with the city of Central Point parking dimension standards.

e. Thoughtful siting of parking and vehicle access should be used to minimize the impact of automobiles on the pedestrian environment, adjacent properties, and pedestrian safety.

**Findings of Fact:** The site plan utilizes existing parking and vehicle access, pedestrian pathways are incorporated into the site minimizing the impacts to the pedestrian environment, adjacent properties, and pedestrian safety.

- f. Large parking lots should be divided into smaller areas, using, for example, landscaping or special parking patterns.

**Findings of Fact:** The parking lot is not a large parking area but is divided into two sections. The main parking area located on the backside of the building and a smaller parking area located on the southeast side of the building.

3. Additional Standards for LMR, MMR, and HMR Zones.

- a. When parking must be located to the side of buildings, parking frontage should be limited to approximately fifty percent of total site frontage.

- b. Where possible, alleys should be used to bring the vehicle access to the back of the site.

**Findings of Fact:** The project site is zoned HMR. The proposed project is utilizing the existing parking lot on the back side of the building. There are currently two ways to enter the parking area, the main existing entrance off Manzanita Street and a secondary entrance located off of N. 6<sup>th</sup> Street.

K. Landscaping.

1. Perimeter Screening and Planting.

- a. Landscaped buffers should be used to achieve sufficient screening while still preserving views to allow areas to be watched and guarded by neighbors.

- b. Landscaping should be used to screen and buffer unsightly uses and to separate such incompatible uses as parking areas and waste storage and pickup areas.

**Findings of Fact:** The project site is landscaped with mature trees and shrubs around the perimeter of the site, no additional landscaping is proposed or required for these areas.

New proposed landscaping will be placed on the southwest sides of the two new courtyards with the construction of curbs and landscape strips next to a new 5' cedar fence enclosing the courtyards. (See site plan for density and placement)

2. Parking Lot Landscaping and Screening.

- a. Parking areas shall be screened with landscaping, fences, walls or a combination thereof.

- i. Trees shall be planted on the parking area perimeter and shall be spaced at thirty feet on center.

- ii. Live shrubs and ground cover plants shall be planted in the landscaped area.
- iii. Each tree shall be located in a four-foot by four-foot minimum planting area.
- iv. Shrub and ground cover beds shall be three feet wide minimum.
- v. Trees and shrubs must be fully protected from potential damage by vehicles.

**Findings of Fact:** The project site and parking areas are currently screened and planted with mature trees and shrubs; this criterion is met.

b. Surface parking areas shall provide perimeter parking lot landscaping adjacent to a street that meets one of the following standards:

- i. A five-foot-wide planting strip between the right-of-way and the parking area. The planting strip may be interrupted by pedestrian-accessible and vehicular accessways. Planting strips shall be planted with an evergreen hedge. Hedges shall be no less than thirty-six inches and no more than forty-eight inches in height at maturity. Hedges and other landscaping shall be planted and maintained to afford adequate sight distance for vehicles entering and exiting the parking lot;
- ii. A solid decorative wall or fence a minimum of thirty-six inches and a maximum of forty-eight inches in height parallel to and not closer than two feet from the edge of right-of-way. The area between the wall or fence and the pedestrian accessway shall be landscaped. The required wall or screening shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to afford adequate sight distance as described above for vehicles entering and exiting the parking lot;
- iii. A transparent screen or grille forty-eight inches in height parallel to the edge of right-of-way. A two-foot minimum planting strip shall be located either inside the screen or between the screen and the edge of right-of-way. The planting strip shall be planted with a hedge or other landscaping. Hedges shall be a minimum thirty-six inches and a maximum of forty inches in height at maturity.

**Findings of Fact:** The existing landscaping provides a five-foot-wide established planting strip between the right-of-way and the parking area, criteria met with existing conditions.

d. Parking Area Interior Landscaping.

i. Amount of Landscaping. All surface parking areas with more than ten spaces must provide interior landscaping complying with one or both of the standards stated below.

(A) Standard 1. Interior landscaping must be provided at the rate of twenty square feet per stall. At least one tree must be planted for every two hundred square feet of landscaped area. Ground cover plants must completely cover the remainder of the landscaped area.

(B) Standard 2. One tree must be provided for every four parking spaces. If surrounded by cement, the tree planting area must have a minimum dimension of four feet. If surrounded by asphalt, the tree planting area must have a minimum dimension of three feet.

**Findings of Fact:** Twenty-three parking spaces are proposed with this application; therefore 5 trees must be provided for every four parking spaces equaling 6 trees. Currently there are 13 +/- established trees within the project site meeting this criterion.

ii. Development Standards for Parking Area Interior Landscaping.

(A) All landscaping must comply with applicable standards. Trees and shrubs must be fully protected from potential damage by vehicles.

(B) Interior parking area landscaping must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed.

(C) Perimeter landscaping may not substitute for interior landscaping. However, interior landscaping may join perimeter landscaping as long as it extends four feet or more into the parking area from the perimeter landscape line.

(D) Parking areas that are thirty feet or less in width may locate their interior landscaping around the edges of the parking area. Interior landscaping placed along an edge is in addition to any required perimeter landscaping.

**Findings of Fact:** Criteria above met with this application (see site plan for placement of new landscaping and locations of existing established landscaping).

3. Landscaping Near Buildings. Landscaping shall serve as a screen or buffer to soften the appearance of structures or uses such as parking lots or large blank walls, or to increase the attractiveness of common open spaces.

**Findings of Fact:** Criteria is met with existing established landscaping. The current landscaping is mature providing significant screening to soften the appearance of the structure. Two new proposed common open spaces provide landscaping strips along the southwest sides.

4. Service Areas. Service areas, loading zones, waste disposal or storage areas must be fully screened from public view.

a. Prohibited screening includes chainlink fencing with or without slats.

b. Acceptable screening includes:

i. A six-foot masonry enclosure, decorative metal fence enclosure, a wood enclosure, or other approved materials complementary to adjacent buildings; or

ii. A six-foot solid hedge or other plant material screening as approved.

**Findings of Fact:** Two trash enclosures are located at the southeast edge of the building. The trash enclosures are six feet and enclosed with masonry.

5. Street Trees. Street trees shall be required along both sides of all public streets with a spacing of twenty feet to forty feet on center depending on the mature width of the tree crown, and planted a minimum of two feet from the back of curb. Trees in the right-of-way or sidewalk easements shall be approved according to size, quality, and tree well design, if applicable, and irrigation shall be required. Tree species shall be chosen from the city of Central Point approved street tree list.

#### L. Lighting.

1. Minimum Lighting Levels. Minimum lighting levels shall be provided for public safety in all urban spaces open to public circulation.

- a. A minimum average light level of one and two-tenths footcandles is required for urban spaces and sidewalks.
- b. Metal-halide or lamps with similar color, temperature and efficiency ratings shall be used for general lighting at building exteriors, parking areas, and urban spaces. Sodium-based lamp elements are not allowed.
- c. Maximum lighting levels should not exceed six footcandles at intersections or one and one-half footcandles in parking areas.

**Findings of Fact:** Lights are currently located around the property along both Manzanita Street and N. 6<sup>th</sup> Street providing lighting levels that provide public safety in the spaces open to public circulation.

3. On-Site Lighting. Lighting shall be incorporated into the design of a project so that it reinforces the pedestrian environment, provides continuity to an area, and enhances the drama and presence of architectural features. Street lighting should be provided along sidewalks and in medians. Selected street light standards should be appropriately scaled to the pedestrian environment. Adequate illumination should be provided for building entries, corners of buildings, courtyards, plazas and walkways.

- a. Accessways through surface parking lots shall be well lighted with fixtures no taller than twenty feet.
- b. Locate and design exterior lighting of buildings, signs, walkways, parking lots, and other areas to avoid casting light on nearby properties.
- c. Fixture height and lighting levels shall be commensurate with their intended use and function and shall assure compatibility with neighboring land uses. Baffles shall be incorporated to minimize glare and to focus lighting on its intended area.
- d. Additional pedestrian-oriented site lighting including step lights, well lights and bollards shall be provided along all courtyard lanes, alleys and off-street bike and pedestrian pathways.

e. In addition to lighting streets, sidewalks, and public spaces, additional project lighting is encouraged to highlight and illuminate building entrances, landscaping, parks, and special features.

**Findings of Fact:** Lighting is provided at the building entrance, corners of the building and within the two new proposed courtyards for pedestrian/resident safety.

M. Signs.

1. The provisions of this section are to be used in conjunction with the city sign regulations in the Central Point Sign Code, Chapter 15.24. The sign requirements in Chapter 15.24 shall govern in the TOD district and corridor with the exception of the following:

- a. The types of signs permitted shall be limited only to those signs described in this chapter.
- b. Decorative exterior murals are allowed and are subject to review and criteria by planning commission or architectural review committee appointed by city council.
- c. Signs that use images and icons to identify store uses and products are encouraged.
- d. Projecting signs located to address the pedestrian are encouraged.

2. Sign Requirements. Signs within the TOD district or corridor shall comply with the standards in Table 17.67.050(1).

Table 17.67.050(1) Sign Requirements

Sign Type	LMR and MMR	HMR(a)(b)	C and OS	EC and GC
<b>Freestanding/Monument</b>				
Permitted	Yes			
Internally Illuminated	Prohibited			
Max. Number	1			
Max. Height (Measured from Finished Grade)	4 feet		8 feet	20 feet
Sign Area/Building Face	16 square feet		20 feet	50 square feet
Total Sign Area--All Building Faces	32 square feet		48 feet	100 square feet
Location	At entry point to housing complex or subdivision			Outside of public right-of-way

**Wall and Projecting**

Permitted	Yes	
Internally Illuminated	Prohibited	
Max. Number	1	No limit
Max. Height	Lowest part at least 8 feet above underlying grade for projecting signs	
Sign Area/Building Face	8 square feet	Principal facade; 1.5 square feet for each linear foot of business frontage, not to exceed 2 square feet of frontage if 20-foot r-o-w. Secondary facade; 2 square feet of linear business frontage. Determined by linear distance of building frontage
Sign Area/Building Face	8 square feet	
Total Sign Area--All Building Faces	16 square feet	
Location	Signs shall not project more than 4 feet from a buildin	

<b>Temporary (d) (e)</b>		
Permitted	Yes	
Internally Illuminated	Prohibited	
Max. Number	2	4
Max. Height	3 feet	NA
Sign Area/Building Face	6 square feet	32 square feet
Total Sign Area--All Building Faces	24 square feet	64 square feet
Location	Outside of street right-of-way	
Time Limit	120 days	

<b>Directional</b>		
Permitted	Yes	
Internally Illuminated	Prohibited	
Max. Number	1 per driveway	2 per driveway
Max. Height	3 feet	
Sign Area/Building Face	6 square feet	
Total Sign Area--All Building Faces	24 square feet	
Location	Adjacent to private driveway or sidewalk	

**Findings of Fact:** All signage will comply Table 17.67.050 and required permits will be acquired before installation.



### ***17.67.060 Public parks and open space design standards.***

A. General. Parks and open spaces shall be provided in the TOD districts and TOD corridors and shall be designed to accommodate a variety of activities ranging from active play to passive contemplation for all ages and accessibility.

#### B. Parks and Open Space Location.

1. Parks and open spaces shall be located within walking distance of all those living, working, and shopping in TOD districts.
2. Parks and open spaces shall be easily and safely accessed by pedestrians and bicyclists.
3. For security purposes, parks and open spaces shall be visible from nearby residences, stores or offices.
4. Parks and open space shall be available for both passive and active use by people of all ages.
5. Parks and open space in predominantly residential neighborhoods shall be located so that windows from the living areas (kitchens, family rooms, living rooms but not bedrooms or bathrooms) of a minimum of four residences face onto it.

**Findings of Fact:** The Robert J Pfaff Park is located within 100 feet of the project site meeting the requirements of this section for TOD districts.

#### C. Parks and Open Space Amount and Size.

1. Common open spaces will vary in size depending on their function and location.
2. The total amount of common open space provided in a TOD district or corridor shall be adequate to meet the needs of those projected (at the time of build out) to live, work, shop, and recreate there.
3. All TOD projects requiring master plans shall be required to reserve, improve and/or establish parks and open space which, excluding schools and civic plazas, meet or exceed the following requirements:
  - a. For single-family detached and attached residences, including duplex units, townhouses and row houses: four hundred square feet for each dwelling.
  - b. For multifamily residences, including multistory apartments, garden apartments, and senior housing: six hundred square feet for each dwelling.
  - c. Nonresidential development: at least ten percent of the development's site area.

**Findings of Fact:** The Robert J Pfaff Park encompasses an entire block meeting the above criteria.

## **17.67.070 Building design standards.**

### **A. General Design Requirements.**

1. In recognition of the need to use natural resources carefully and with maximum benefit, the use of "sustainable design" practices is strongly encouraged. In consideration of the climate and ecology of the Central Point area, a variety of strategies can be used to effectively conserve energy and resources:

- a. Natural ventilation;
- b. Passive heating and cooling;
- c. Daylighting;
- d. Sun-shading devices for solar control;
- e. Water conservation;
- f. Appropriate use of building mass and materials; and
- g. Careful integration of landscape and buildings. It is recommended that an accepted industry standard such as the U.S. Green Building Council's LEED™ program be used to identify the most effective strategies. (Information on the LEED™ program can be obtained from the U.S. Green Building Council's website, [www.usgbc.org](http://www.usgbc.org).)

2. All development along pedestrian routes shall be designed to encourage use by pedestrians by providing a safe, comfortable, and interesting walking environment.

3. Convenient, direct and identifiable building access shall be provided to guide pedestrians between pedestrian streets, accessways, transit facilities and adjacent buildings.

4. Adequate operable windows or roof-lights should be provided for ventilation and summer heat dissipation.

**Findings of Fact:** The applicant proposes to use the existing building and will incorporate sustainable design features, where applicable to address the above criteria.

### **B. Architectural Character.**

#### **1. General.**

a. The architectural characteristics of surrounding buildings, including historic buildings, should be considered, especially if a consistent pattern is already established by similar or complementary building articulation, building scale and proportions, setbacks, architectural style, roof forms, building details and fenestration patterns, or materials. In some cases, the existing context is not well defined, or may be undesirable. In such cases, a well-designed new project can establish a pattern or identity from which future development can take its cues.

b. Certain buildings, because of their size, purpose or location, should be given prominence and distinct architectural character, reflective of their special function or position. Examples of these special buildings include theaters, hotels, cultural centers, and civic buildings.

c. Attention should be paid to the following architectural elements:

- i. Building forms and massing;
- ii. Building height;
- iii. Rooflines and parapet features;
- iv. Special building features (e.g., towers, arcades, entries, canopies, signs, and artwork);
- v. Window size, orientation and detailing;
- vi. Materials and color; and
- vii. The building's relationship to the site, climate, topography and surrounding buildings.

**Findings of Fact:** This applicant is not proposing a new structure and will utilize the existing building and building footprint. Where applicable new materials will comply with the above standards as feasible.

## 2. Commercial and High Mix Residential.

a. Buildings shall be built to the sidewalk edge for a minimum of seventy-five percent of their site's primary street frontage along collector and arterial streets in C, EC, GC, and HMR zones unless the use is primarily residential or the activity that constitutes the request for increased setback is intended to increase pedestrian activity, i.e., pedestrian plaza or outdoor seating area.

b. Commercial structures and multi-dwellings should be sited and designed to provide a sensitive transition to adjacent lower density residential structures, with consideration for the scale, bulk, height, setback, and architectural character of adjacent single-family dwellings.

c. In multi-dwelling structures, the plan layout, orientation and window treatment of the building design should not infringe upon the privacy of other adjacent dwellings.

**Findings of Fact:** The applicant is utilizing the existing building and building footprint.

## C. Building Entries.

### 1. General.

a. The orientation of building entries shall:

- i. Orient the primary entrance toward the street rather than the parking lot;
  - ii. Connect the building's main entrance to the sidewalk with a well-defined pedestrian walkway.
- b. Building facades over two hundred feet in length facing a street shall provide two or more public building entrances off the street.
- c. All entries fronting a pedestrian accessway shall be sheltered with a minimum four-foot overhang or shelter.
- d. An exception to any part of the requirements of this section shall be allowed upon finding that:
- i. The slope of the land between the building and the pedestrian street is greater than 1:12 for more than twenty feet and that a more accessible pedestrian route to the building is available from a different side of the building; or
  - ii. The access is to a courtyard or clustered development and identified pedestrian accessways are provided through a parking lot to directly connect the building complex to the most appropriate major pedestrian route(s).

**Findings of Fact:** The existing building gains access off N. 6<sup>th</sup> Street via a new proposed sidewalk, and from the parking lot located behind the building between the two new proposed courtyards. Access to the building provides the most appropriate access for pedestrian and client safety.

2. Commercial and High Mix Residential.

- a. For nonresidential buildings, or nonresidential portions of mixed-use buildings, main building entrances fronting on pedestrian streets shall remain open during normal business hours for that building.
- b. Nonresidential and mixed-use buildings fronting a pedestrian street shall have at least one main building entrance oriented to the pedestrian street.
  - i. Such an entrance shall not require a pedestrian to first pass through a garage, parking lot, or loading area to gain access to the entrance off or along the pedestrian street, but the entrance may be through a porch, breezeway, arcade, antechamber, portico, outdoor plaza, or similar architectural feature.
  - ii. If a building has frontage on more than one street, the building shall provide a main building entrance oriented to at least one of the streets, or a single entrance at the street intersection.

**Findings of Fact:** The building provides a main entrance oriented to N. 6<sup>th</sup> Street.

- iii. A building may have more than one main building entrance oriented to a street, and may have other entrances facing off-street parking and loading areas.

**Findings of Fact:** The existing building one entrance oriented to N. 6<sup>th</sup> Street with an additional entrance behind the building accessed from the main parking lot.

F. Exterior Building Lighting.

1. Commercial and High Mix Residential/Commercial.

a. Lighting of a building facade shall be designed to complement the architectural design. Lighting shall not draw inordinate attention to the building.

i. Primary lights shall address public sidewalks and/or pedestrian plazas adjacent to the building.

b. No exterior lighting shall be permitted above the second floor of buildings for the purpose of highlighting the presence of the building if doing so would impact adjacent residential uses.

**Findings of Fact:** Applicant acknowledges the above standards for development and will comply with this section.