



Pre-Application Conference Notes

PA 18-33, August 15, 2018

Proposed Project:

Memory Care Facility Addition

Location:

950 South End Road, Oregon City, OR 97045
Clackamas County Map 3-1E-01AD, Tax Lot 3100

General Information:

- Zoning: R-10 Single-Family Dwelling District
- Overlay Districts: High Water Table
- Prior Reviews: SP 14-09/VR 14-01/CU 14-01

Timing and Process:

This application is a [Type II decision process](#) for site plan and design review. Pursuant to OCMC Section 17.50.050, a pre-application conference is valid for a period of six months. The applicant has **180 days** from the date of submittal of a land use application to have a complete application.

Upon a complete application submittal, the applicant is entitled to a decision from the city of approval, approval with conditions, or denial within **120 days** by state law. Type II decisions are rendered by the Community Development Director, with appeal on the record to the City Commission, and then LUBA.

Type II decisions are based on the code approval criteria and require limited discretion by the Community Development staff for approval. Staff is not authorized to waive any requirements of the code except for modifications to Street Standards through Section 12.04.007, modifications that will better meet design standards of site plan and design review through Section 17.62.015, and alternative parking lot landscaping plans through sections 17.52.070.

“R-10” Single-Family Dwelling District:

- “R-10” Single-Family District minimum required setbacks:
 - Front yard: 20 feet
 - Front porch: 15 feet
 - Attached and detached garage: 20 feet from the public right-of-way where access is taken
 - Interior side yard: 10 feet for at least one side yard, 8 feet for the other side yard
 - Corner side yard: 15 feet
 - Rear yard: 20 feet
 - Rear porch: 15 feet
- Proposal must demonstrate compliance with lot coverage standards of the R-10 zoning district.
 - Structures with a footprint of over 200 square feet cannot cover more than 40% of the lot area (decks and porches do not count towards lot coverage).
 - Based on the previous application, the existing development resulted in 39% lot coverage. The previous approval identified the following lot coverage:

	Square Feet
Total Site	39,343
Allowed Building Coverage (40%)	15,737
Rear Parking Lot (5 spaces)	2,400 (not included in calc.)
Proposed Building Coverage	15,323

- Based on the previously submitted lot coverage calculations, it appears that the proposed addition will result in a lot coverage in excess of the 40% allowed in the “R-10” Single-Family Dwelling District.
- The application should include a calculation identifying total lot coverage.
- If the proposed lot coverage exceeds 40%, a Type II Variance application would be required. Please refer to Variance section of these notes.

Conditional Use Permit:

- Minor modifications to conditional uses, including additions up to 1,000 SF provided that the addition is not more than 35% of the original building’s square footage, do not require a conditional use permit application.
- Based on the applicant’s pre-application conference submittal, it appears that a Conditional Use Permit application is not required. If the proposal exceeds the threshold described above, a Type III Conditional Use Permit application would also be required.
- The current proposal must comply with all Conditions of Approval of the original conditional use permit (CU 14-01/SP 14-09/VR 14-01)

Site Plan and Design Review:

- Pursuant with OCMC Section 17.08.030, residential care facilities are a conditionally permitted use in the R-10 Single-Family Dwelling District. Site Plan and Design Review is required for conditional uses in all zones.
- Additions of up to 1,000 SF are reviewed through a Type II Minor Site Plan and Design Review application.
- The applicant is required to demonstrate compliance with all applicable criteria. The pre-application materials did not include building elevations and lack the specificity and detail to determine compliance with some standards of the Oregon City Municipal Code. Please include details for all structures, parking lots, pavement, development, etc. The applicant is required to demonstrate compliance with all applicable criteria, or receive a Variance, or alternative parking lot/landscaping plan, or in the case of 17.62 standards, a modification which will better meet the standards.

Parking

- The number of parking stalls is dependent on the number of beds within the residential care facility and the net square footage of the combined use on the site. Based on the 2014 Conditional Use Permit/Site Plan and Design Review approval, the number of stalls required are as follows:

Use	<u>SQUARE FEET/BEDS</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Senior housing, including congregate care, residential care and assisted living facilities; nursing homes and other types of group homes	31 Beds	1 per 7 Beds (5 Stalls Required)	1 per 5 Beds (7 Stalls Required)
Office	~ 750 SF	2.70 (2 Stalls Required)	3.33 (3 Stalls Required)
Total		7	10

- Based on the 2014 approval, between 7 and 10 parking stalls are required. The site is developed with 9 stalls.
- The application should include a floor plan identifying the number of beds and square footage of other uses to ensure compliance with minimum and maximum parking stalls is maintained.

Landscaping

- A landscaping plan prepared by a registered landscape architect is required to be submitted.
- 15% of the site must be landscaped. The application should include a calculation of landscaping demonstrating compliance with minimum site landscaping.
- Landscaping standards may be found in [OCMC 17.62.050.A.1](#) and [OCMC 17.52.060](#)

Site and Buildings

- Compliance with various building design standards could not be confirmed, including:
 - Articulation, massing, and transparency in [OCMC 17.62.055.G, H, and I](#)
 - Mechanical equipment standards in [OCMC Section 17.62.050.A.20](#)
 - Pedestrian circulation requirements in [OCMC Section 17.62.050.A.9.](#)
 - Building materials standards in [OCMC Section 17.62.050.A.21.](#)
- Please identify all proposed improvement to the site as part of your land use application including but not limited to:
 - Landscaping
 - Parking
 - Outdoor Lighting (Photometric)
 - Pedestrian Circulation
 - Refuse/recycling areas
 - Mechanical equipment proposed
 - Façade modifications (windows, entranceways, exterior building materials, etc.)

Variance

- OCMC Section 17.60.020.E.6 allows variances to lot coverage requirements up to 25% to be reviewed as Minor Variance. A Type II Variance application would be required if the lot coverage exceeds 40%.
- Please address the approval criteria as they relate to the proposal and the requirement being varied.
 - That the variance from the requirements is not likely to cause substantial damage to adjacent properties by reducing light, air, safe access, or other desirable or necessary qualities;
 - That the request is the minimum variance that would alleviate the hardship;
 - Granting the variance will equal or exceed the regulation to be modified;
 - Any impacts resulting from the adjustment are mitigated;
 - No practical alternatives have been identified which would accomplish the same purpose and not require a variance.
 - That the variance conforms to the [comprehensive plan](#) and the intent of the ordinance being varied.

Transportation Impacts:

The City's traffic engineering consultant has determined that transportation analysis is not required as part of this Site Plan and Design Review application.

The applicant's traffic engineer is welcome to contact the city's traffic engineering consultant, John Replinger, at Replinger-Associates@comcast.net or at 503-719-3383.

Tree Protection/Mitigation and Street Trees

Tree removal during the land development process is subject to compliance with tree protection and mitigation standards.

- The applicant's submittal should identify species and size of all trees onsite greater than 6" DBH.
- Tree removal is subject to OCMC [Chapter 17.41](#).
- Tree protection, removal and mitigation standards can be found in OCMC Section 17.41.130
- A mitigation plan prepared by a qualified professional (certified arborist, horticulturalist or forester or other environmental professional) is required in accordance with OCMC Chapter 17.41
- A tree covenant may be required to be recorded to protect existing and future trees.

Upcoming Code Changes:

The City is proposing Housing and Development Code Amendments which may affect your proposal. For details on proposed code amendments, please visit the following site:

<https://www.orcity.org/planning/draft-housing-and-other-development-and-zoning-code-amendments>

Other Notes:

- A neighborhood association meeting is not required for a Minor Site Plan and Design Review application, but is recommended.
Neighborhood Association: South End NA
Chair: Bill McConnel, sena97045@gmail.com
Vice Chair: Gary Fergus, Interim Vice Chair, fergusfamily@gmail.com
Secretary: Vacant
CIC Representative: Vacant
Upcoming Meetings: October 18, 2018
Meeting Location: Oregon City United Methodist Church, 18955 South End Road, Oregon City, OR 97045
Meeting Time: 7:00 PM
- Please include the Citizen Involvement Committee Chair, Amy Willhite, in any Neighborhood Association meeting requests, notifications or correspondence. Amy can be reached at awillhit@yahoo.com
- [OCMC 17.50.055](#) requires submittal of the meeting sign-in sheet, a summary of issues discussed, and a letter from the neighborhood association indicating that a meeting was held.
- Your application was transmitted to the State Historic Preservation Office (SHPO) and affected tribes for review. Comments received have been provided.

Applications Anticipated and Fees:

- Planning application anticipated:
 - Minor Site Plan and Design Review: \$862
 - Administrative Variance: \$1,401
 - Mailing Labels: \$16 or provided by applicant
 - [2018 Planning Fee Schedule](#)

Applications, Checklists and Links:

- [Type II Review Process](#)
- [Land Use Application](#)
- [Minor Site Plan and Design Review Checklist](#)
- [Oregon City Adopted Street Tree List](#)
- [Oregon City Municipal Code](#)

Planning Division

Diliana Vassileva, Assistant Planner, reviewed your pre-application for the Planning Division. Diliana may be reached at 503-974-5501 or dvassileva@orcity.org.

Development Services Division (Utilities/Public Improvements/SDC's etc):

Sang Pau, Development Engineer with the Oregon City Development Services Division, reviewed your pre-application. Sang can be reached at 503-974-5503 or spau@orcity.org.

Building Division:

You may contact Mike Roberts, Building Official at 503.496.1517 or by email at mroberts@orcity.org.

Clackamas Fire District:

Questions can be directed to Mike Boumann, Lieutenant Deputy Fire Marshal of Clackamas Fire District #1. You may contact Mr. Boumann at (503)742-2660 or michaelbou@ccfd1.com.

Oregon City Municipal Code Criteria:

A template with applicable code criteria will be provided by staff following the pre-application conference. The following chapters of the Oregon City Municipal Code (OCMC) may be applicable to this proposal:

[OCMC 12.04 – Streets, Sidewalks, and Public Places](#)

[OCMC 12.08 – Public and Street Trees](#)

[OCMC 13.12 – Stormwater Management](#)

[OCMC 15.48 – Grading, Filling, and Excavating](#)

[OCMC 17.08 – “R-10” Single-Family Dwelling District](#)

[OCMC 17.41 – Tree Protection Standards](#)

[OCMC 17.47 – Erosion and Sediment Control](#)

[OCMC 17.52 – Off-Street Parking and Loading](#)

[OCMC 17.58 – Lawful Nonconforming Uses, Structures, and Lots](#)

[OCMC 17.60 – Variances](#)

[OCMC 17.62 – Site Plan and Design Review](#)

[OCMC 17.50 – Administration and Procedures](#)

Several applicable code sections recently changed and have not yet been updated in the online version of the code. The changes can be found [here](#) and are also in the template provided by staff.

Pre-application conferences are required by Section 17.50.050 of the City Code, as follows:

A. Preapplication Conference. Prior to submitting an application for any form of permit, the applicant shall schedule and attend a preapplication conference with City staff to discuss the proposal. To schedule a preapplication conference, the applicant shall contact the Planning Division, submit the required materials, and pay the appropriate conference fee. At a minimum, an applicant should submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the City, which identifies the proposed land uses, traffic circulation, and public rights-of-way and all other required plans. The purpose of the preapplication conference is to provide an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal. The Planning Division shall provide the applicant(s) with the identity and contact persons for all affected neighborhood associations as well as a written summary of the preapplication conference. Notwithstanding any representations by City staff at a preapplication conference, staff is not authorized to waive any requirements of this code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.

B. A preapplication conference shall be valid for a period of six months from the date it is held. If no application is filed within six months of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. The community development director may waive the preapplication requirement if, in the Director's opinion, the development does not warrant this step. In no case shall a preapplication conference be valid for more than one year.

NOTICE TO APPLICANT: A property owner may apply for any permit they wish for their property. HOWEVER, THERE ARE NO GUARANTEES THAT ANY APPLICATION WILL BE APPROVED. No decisions are made until all reports and testimony have been submitted. This form will be kept by the Community Development Department. A copy will be given to the applicant. IF the applicant does not submit an application within six (6) months from the Pre-application Conference meeting date, a NEW Pre-Application Conference will be required.



DEVELOPMENT SERVICES PRE-APPLICATION MEETING NOTES

Planning Project Number: PA 18-33
Address: 950 South End Road, Oregon City, OR 97045
Map Number(s): 3-1E-01AD
Tax Lot(s): 03100
Project Name: Petra Memory Care Expansion
Meeting Date: August 15, 2018
Reviewer(s): Sang Pau

General Comments

1. A complete land use application should include a narrative response to all sections of the Oregon City Municipal Code (OCMC) applicable to the proposed development.
2. The City will issue a Staff Report in response to the contents of the application package provided by the applicant. Once a Staff Report is issued, the applicant may request a pre-design meeting with city staff to discuss plan requirements, conditions of approval, and process.
3. All applicable conditions of approval outlined in the Staff Report must be addressed and the construction plans must be reviewed and approved prior to issuance of building permits.

Streets

1. The frontage along the property has been fully improved. Therefore, the development does not require any improvements in the public right-of-way.

Stormwater

1. The existing stormwater facilities have been adequately sized and meet current city stormwater design standards.

Water

1. The development has adequate water service.

Sanitary Sewer

1. The development has adequate sanitary sewer service.
2. The applicant shall confirm the inclusion of a grease trap for the kitchen.

Published on *City of Oregon City* (<https://www.orcity.org>)

[Home](#) > [Applications, Processes and Fees](#) > [Pre-Application Conference Request Form](#) > [Webform results](#) > Pre-Application Conference Request Form

Submission information

Form: [Pre-Application Conference Request Form](#)

Submitted by Visitor (not verified)

Thursday, July 19, 2018 - 6:46am

97.115.6.148

Applicant Name(s) Jeffrey Wellington, John Lape

Applicant's Representative

Company

Mailing Address 415 SE 28th Ave. Portland, OR 97214

Phone Number 651-226-7645

Email Address jeffrey.wellington@gmail.com

Project Description

Six resident rooms within the memory care facility will be expanded on the north-side of the facility. Three rooms will be extended by 5 feet toward the property line and the width being 12 feet. Another three rooms will be extended by 8 feet toward the property line and the width being 12 feet. The total increase of the project will be 468 square feet. Both of these additions will be in compliance with the ten foot side yard setback. The expansion will involve one level.

Project Address 950 South End Road Oregon City, OR 97045

Map and Taxlot Number 3100

Site Size 0.94 acres

Existing or Previous Use (within last 10 years)

The site is currently a memory care facility. Prior to 2016 a residential property was on the parcel of land.

Existing Zoning

R-10 Single Family

Overlay Districts

None

Check if "yes"

If any boxes above are checked, please explain

Past land use actions on this property

There was approval for the construction of a memory care facility. This memory care facility was completed in 2016.

Anticiapted New Impervious Surface

Proposed Stormwater Disposal Methods

The building addition will create an additional impervious area increase of only 3.1% for the structure. However the approved site plans of the original building included sidewalks along both the north and south lengths of the building that were neither built nor will be added as part of this remodel & expansion. The net result is that total impervious area will be less than was approved with the original site plan.

Transportation System Plan (TSP) Projects on or near the site

Referencing OCWebMaps there does not appear to be any transportation project on South End Road or on Amanda Court.

Subdivisions: Show density calculations

For subdivisions and partitions only, show net developable area and calculations showing you meet 80% minimum density.

Block lengths

Are any new blocks created? If so, what is the length of each block? Note minimum block length is 150 feet; maximum block length is 530 feet, as measured from centerline to centerline.

Additional information

Please include any additional information that you want to address in the pre-application conference.

Questions

Please include any specific questions that you want to address in the pre-application conference.

Meeting Date

08/08/2018

Alternate Date

08/07/2018

Vicinity Map

[950_south_end_road_map.png](#)

Site Plan/ Layout

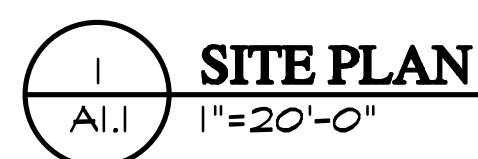
[oregon_city_mc_-_prel_-_site_plan.pdf](#)

Building Elevation Drawings**Shadow Plat (for subdivisions only)****Disclaimer**

Select to acknowledge you read and understand the paragraph below.

Other Attachments

Source URL: <https://www.oregoncity.org/node/331/submission/7189>



PREL

**RECEIPT (REC-000484-2018)
FOR CITY OF OREGON CITY**

BILLING CONTACT
Jeffrey Wellington



Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
PA-18-00033	Pre-Application Conference - Minor	Fee Payment	Check #1205	\$574.00
SUB TOTAL				\$574.00
TOTAL				\$574.00