



Administration – Community Development & Planning
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 829-6855 Fax: (503) 829-3676

Authorization to Release Building Permit

To: Clackamas County Building Codes Division, Development Services Building, 150 Beavercreek Rd., Oregon City, OR 97045
From: City of Molalla Administration, 117 N. Molalla Ave., PO Box 248, Molalla, OR 97038

ADDRESS:

TAX LOT #(s):

OWNER:

APPLICANT:

PROJECT DESCRIPTION:

CITY FILE NUMBER:

NOTES:

The above City of Molalla Site Plan Review File # BP01-2020 has met all City of Molalla codes and requirements and the applicant has paid all applicable City of Molalla fees. Therefore, the City of Molalla authorizes Clackamas County to release all Building Permits in conjunction with City of Molalla Site Plan Review File # BP01-2020. Please also refer to the attached stamped and approved plans.

Sincerely,

Associate Planner

| City of Molalla

Date



City of Molalla Site Plan Review Application

Check All That Apply:

- | | |
|--|--|
| ☒ New Construction | ☒ Demolition |
| ☐ Manufactured Home | ☐ Manufactured Home in Park |
| ☐ Remodel | ☐ Other |

Date Stamp/Rcv'd

Information Provided By Applicant:

Property Owner Kirk Properties, LLC Phone 503-823-1449

Mailing Address PO Box 127

City Mt. Angel State OR Zip 97362 Email 1ekirkproperties@gmail.com

Contractor's Name Owner CCB No. _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Address of Building Site 309/311 E. 5th St. Parcel Size _____

Tax Account Number(s) 01098662 T _____ R _____ S _____ Tax Lot # _____

Proposed Improvement New Replacement Duplex

Intended Use Residential Living

Describe all buildings or structures currently on property (number and type)

Existing Duplex to be Removed

Distance of building site from river, creek or stream bank N/A

City Utilities Required: Water ☒ Sewer ☐ None

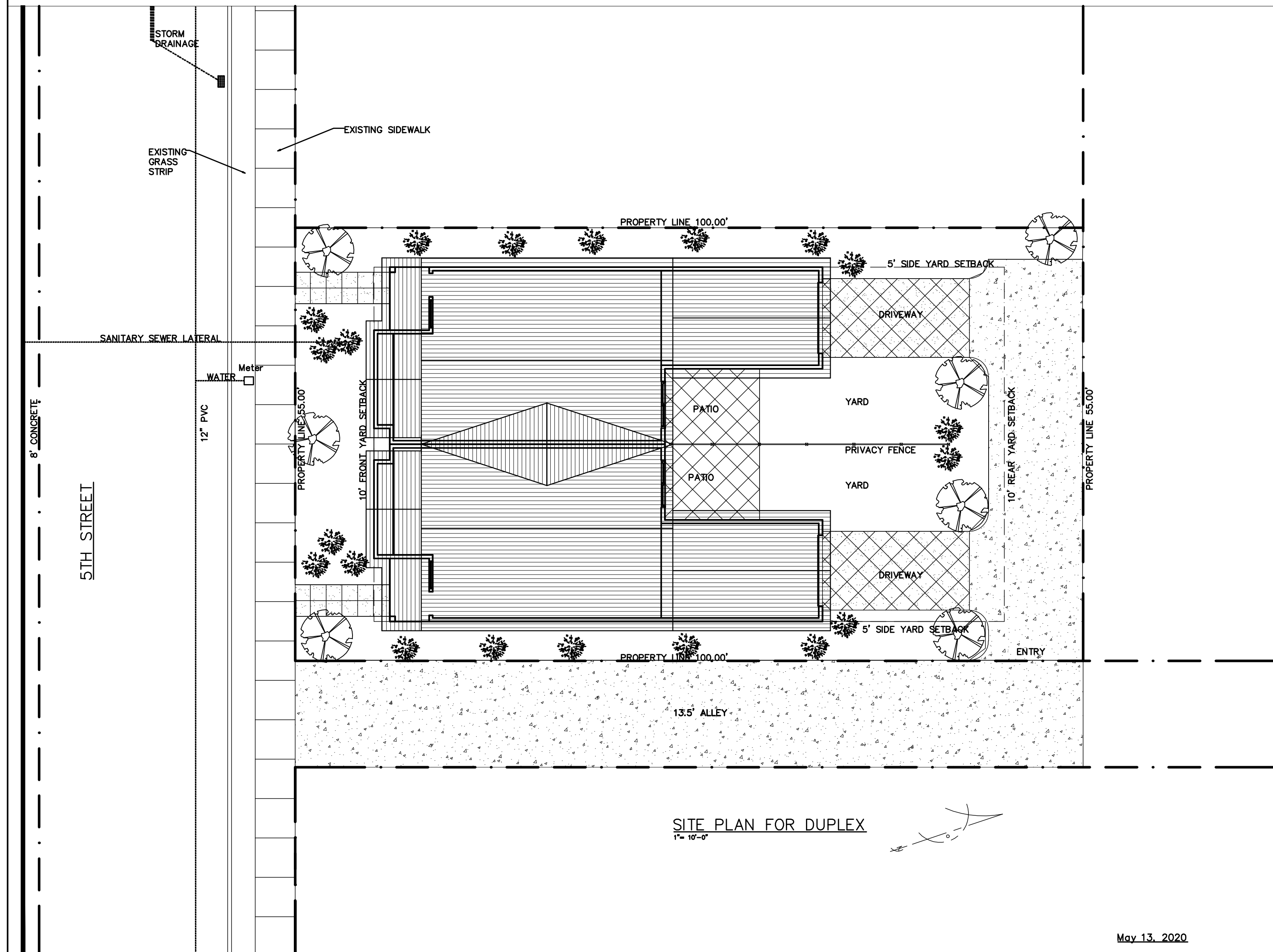
This application represents: ☐ New Development ☒ Re-development ☐ Change of Use

Other _____

Applicant's Signature *Ether M Kirk* Date: 5/7/2020

For Official Use Only

<u>SP18-2020</u>	<u>5/15/2020</u>	<u>D Zinder</u>	<u>5/15/2020</u>	N/A - replacement
City File #	Date Rcv'd	Rcv'd By	Receipt #	SDC's Paid
City Approval _____	Title <u>Associate Planner</u>	Date <u>7/17/2020</u>		



Project Narrative

THE PROPOSED PROJECT IS A NEW DUPLEX TO REPLACE AN EXISTING DULEX STRUCTURE THAT WILL BE REMOVED. THE EXISTING SITE IS SERVED BY PUBLIC AND PRIVATE UTILITIES.

GARAGE ACCESS WILL BE FROM THE N/S ALLEY WHICH WILL BE JOINTLY IMPROVED TO PUBLIC UTILITY STANDARDS BY THE OWNER AND THE CITY OF MOLLALA.

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Zoning Check

ADDRESS: 309 & 311 EAST 5th ST.
MOLLALA, OR

ZONING: R-2 ZONE

MIN LOT AREA: 3,500sf PROJECT-5,500sf

MIN LOT WIDTH: 56ft PROJECT-55ft

MIN LOT DEPTH: 80ft PROJECT-100ft

MAX. BUILDING STRUCTURE HT. -40ft PROJECT 28ft

MAX. LOT COVERAGE - 60% = 3,300sf PROJECT 2,058sf

MIN LANDSCAPE AREA - 20% = 1,100sf PROJECT 1,950sf

Architectural Feature Compliance

THE PROPOSED PROJECT HAS THE FOLLOWING ARCHITECTURAL DESIGN ELEMENTS IN COMPLIANCE W/ 17-3.2.030 (D) (1):

- c. Recessed Entrance
- e. 4" Window Trim
- f. Eaves greater than 12"-Project has 14" eaves
- g. Two roof and two facade offsets
- k. Change in roof design (gable to shed). Change in Siding lap reveal.

APPROVED

By Dan Zinder at 4:35 pm, Jul 17, 2020



JOHN W. FINKLEA - ARCHITECT
104 N. 1st ST. Suite 6
Silverton, Oregon 97381
503-475-1400
john@johnwfinklea.com

Kirk Properties Duplex
309 & 311 5th St.
Mollala, Or. 97038

SITE PLAN

1' = 10'-0"

1



Public Works Department

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

May 21, 2020

TO: Alice Cannon, Planning Director
Dan Zinder, Assistant Planner

FROM: Gerald Fisher, Public Works Director

RE: 309-311 E 5th Street Duplex (BP18-2020)

Based on a review of the materials submitted, Staff has prepared the following comments. These comments are applicable to the subject application; any subsequent modifications may require amendments and/or additions. These conditions do not include requirements already set forth in the municipal code.

CONDITIONS

1. Specific Requirements To This Site:

A. Street:

1. The project proposes replacement of existing duplex with a duplex. No TIA or TAL required.
2. E 5th Street: E 5th Street a major collector street under City of Molalla jurisdiction. Current right-of-way width is 60 feet and approximate pavement width is 38 feet. Major Collector streets (w/BL, w/o PK) require 60 feet of right-of-way and 34 feet of pavement. No right-of-way dedication will be required. Street and curb improvements exist and no roadway widening required. Applicant will be required to remove the driveway apron on 5th street and replace curb and sidewalk meeting City requirements. Planter strip to remain and continue across property frontage. Applicant will be required to construct driveway apron for alley and construct alley to City requirements. Applicant proposes to take property access off of alley only. No access to 5th Street will remain. Applicant will be required to replace any defective sidewalk panels along 5th Street as required by PW staff. New alley shall extend to north property line and be full width of alley right of way.
3. A 10-foot wide public utility easement shall be dedicated along the 5th Street right of way.
4. Transportation SDC's – In accordance with MMC 13.14 this design review does not increase the impacts to the public improvement facility and is therefore exempt from transportation SDC charges.

B. Storm:

1. City Streets: A 12-inch storm main exists approximately 70 feet to the west of the project on 5th Street. In accordance with MMC 13.13.690, applicant shall be required to extend 12-inch storm to point of connection in front of alley. Storm main can be designed as flow through in catch basins. Storm from alley can be served by one catch

basin behind 5th Street sidewalk. Roof runoff from duplex shall discharge through weep holes in the curb.

2. Stormwater SDC's – In accordance with MMC 13.14 this design review does not increase the impacts to the public improvement facility and is therefore exempt from stormwater SDC charges.

C. Sanitary:

1. A sanitary service exists to this property. New duplex shall connect to existing sanitary lateral at right of way. Applicant shall be required to install property line cleanout per City standards. Only one service will be provided per property.
2. Sanitary SDC's – In accordance with MMC 13.14 this design review does not increase the impacts to the public improvement facility and is therefore exempt from sanitary SDC charges unless the water meter size is increased.

D. Water:

1. A water service exists to this property. New duplex shall connect to existing water service at right of way. Applicant shall be required to install customer service valve per City standards. Only one service will be provided per property.
2. Water SDC's – In accordance with MMC 13.14 this design review does not increase the impacts to the public improvement facility and is therefore exempt from water SDC charges unless the water meter size is increased.

E. Parks:

1. Parks SDC's – In accordance with SMC 13.70.110 this residential development does not increase impacts to the public improvement facility and is therefore exempt from parks SDC charges. SDC's shall be calculated in accordance with the SDC methodology.

F. Franchise Utility Services:

1. All utilities to the project shall be served underground services. No overhead crossings of public right of way shall be approved by the city.

DESIGN REQUIREMENTS & POLICIES

a. General Requirements:

- A. For residential development projects, all public improvements shall be completed and accepted by the Public Works Department prior to issuance of building permits. No connections to City service shall be allowed until public improvements are completed. ~~For commercial and industrial development projects, all public improvements shall be completed and accepted by the Public Works Department prior to issuance of any occupancy.~~
- B. From the materials submitted, it appears that the storm drain, domestic water and sanitary sewer facilities will be obtained from main line connections and/or extensions. Separate engineering drawings reflecting the installation of these public utilities will be required.
- C. No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, bonding, right-of-way and easements have been obtained and approved by staff, and Staff is notified a minimum of 24 hours in advance.
- D. Staff reserves the right to require revisions/modifications to the public improvement construction plans and completed street improvements, if additional modifications or expansion of the sight distance onto adjacent streets is required.

- E. All public utility/improvement plans submitted for review shall be based upon a 22"x 34" format and shall be prepared in accordance with the City of Molalla Public Work's Standards.
- F. All survey monuments on the subject site or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
- G. Plans submitted for review shall meet the requirements described in Section 1 of the Molalla Standard Specifications for Public Works Construction.
- H. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards and supply the City with a copy of the final document.
- ~~I. Sanitary sewer designs require review by Oregon Department of Environmental Quality. Applicant shall be responsible for submission of plans to state agency and all associated fees. Applicant's Engineer will be required to submit final report to DEQ and provide a copy of the report to the City.~~
- J. All utilities will be stubbed out to the far end of each street for future extension. The project shall utilize existing water, sewer, and storm water 'stub-outs' wherever possible. Water for domestic and fire protection shall be looped through the proposed site. Any 'stub-outs' determined to be not needed for the proposed development or any future development of the subject property shall be abandoned in accordance with the Molalla Standard Specifications for Public Works Construction.
- K. All public improvement designs shall meet the requirements of the Molalla Standard Specifications for Public Works Construction as amended by the Public Works Director.
- L. General Easements – A 10-foot wide public utility easement shall be dedicated to the City adjacent to all public right-of-way and no structures are allowed to encroach into the easement. Applicant shall be required to submit a legal description and exhibit map for review and sign City easements. Once completed, applicant will be required to record easements with the County Recorder's Office and return the original document to the City prior to final occupancy.
- ~~M. General Wetland Requirements – The applicant will be required to provide Public Works with a letter of concurrence from the Department of State Lands regarding any wetlands on the subject property.~~
- N. General Erosion Control – The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Molalla and DEQ during the construction of any public/private utility and building improvements until such time

as approved permanent vegetative materials have been installed. Applicant or Applicant's Contractor shall be responsible for all erosion control requirements under the 1200-C permit and shall coordinate directly with DEQ for questions related to 1200-C permit compliance.



*Planning & Community Dev.
117 N Molalla Avenue
PO Box 248
Molalla, Oregon 97038
Phone: (503) 759-0219
communityplanner@cityofmolalla.com*

NOTICE OF ADMINISTRATIVE DECISION

APPROVAL

File No.:	ADJ01-2020
Tax Lot(s):	52E09CC07000
Address:	309 E 5TH ST
Applicants:	John Finklea
Owners:	KIRK PROPERTIES LLC
Proposal:	Adjustment of standards for lot width and lot size for a new duplex (Planning File BP18-2020), replacing an existing duplex
Decision Becomes Final:	Wednesday, July 29, 2020, unless appealed to the Planning Commission by 9:00 a.m. on 7/29/2020. Any appeal must be consistent with Molalla Municipal Code Section 17-4.1.030.D

SUMMARY:

This decision grants the Applicant approval to adjust lot standards for a duplex from 5800 sqft to 5500 sqft for lot size and from 56 ft to 55 ft for lot width. This parcel is the current site of a vacant duplex. It is 5500 sqft in size and is zoned medium-Density Residential (R-2). This application is filed concurrently with a building permit application for construction of the duplex.

ACTION:

Molalla City Staff hereby grant **APPROVAL** of **File # ADJ01-2020**. This approval is based on the applicant's submitted adjustment application plan Received June 24, 2020, building permit application (Planning File: BP18-2020) received May 15, 2020, and City staff report and findings dated July 17, 2020. The City mailed Public Notice to property owners within 300 feet of the subject parcel on June 26, 2020 and received no public comment.

DATED this 17th Day of July 2020.

A handwritten signature in black ink, appearing to be 'AC' with a stylized flourish.

Alice Cannon
City of Molalla Planning Director

EXHIBIT 1: APPLICABLE STANDARDS AND CRITERIA

EXHIBIT 1

APPLICABLE STANDARDS AND CRITERIA:

Molalla Municipal Code, Title 17, Development Code

1. Division IV, Application Review Procedures and Approval Criteria

- * Chapter 17-4.1.030 Type II Procedure (Administrative Review with Notice)

- * Chapter 17-4.7.030 Adjustments