

AGENDA
Veneta Planning Commission Meeting
Tuesday – January 6, 2026 – 6:30 p.m.
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8th Street, Veneta, OR 97487

ALL CITY OF VENETA PUBLIC MEETINGS CAN BE ACCESSED VIA TELECONFERENCE. TO LISTEN TO OR PARTICIPATE IN THIS MEETING, CALL (541) 935-2192 (THEN ENTER CODE: 793738). TO SUBMIT PUBLIC COMMENTS ELECTRONICALLY, EMAIL COMMENTS TO KURBAN@VENETAOREGON.GOV BY 4:00 P.M. THE DAY BEFORE THE MEETING. ALL PUBLIC COMMENTS MUST INCLUDE YOUR NAME AND ADDRESS.

1. REVIEW AGENDA

- a. ADJUSTMENTS

2. PUBLIC COMMENT

If you wish to address the Planning Commission; state your name, address, and limit your comments to 3 minutes. Maximum time 20 minutes. The Planning Commission will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Planning Commission meeting.

3. ADMINISTRATIVE

- a. Approval of the December 2, 2025 Minutes

4. PUBLIC HEARINGS

- a. Housekeeping Amendments to the Veneta Zoning and Development Code
File No. A-25-5

5. OTHER

- a. Monthly Community Development Activity Report
- b. Open Discussion

6. PC CALENDAR REVIEW – NEXT MEETING DATE IS FEBRUARY 3, 2026

7. ADJOURN

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations, such as sign language or foreign language interpreters, should make such requests by contacting the City Recorder at 541-935-2191(voice) or by e-mail at: KURBAN@VENETAOREGON.GOV. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. Esta reunión se grabará digitalmente. La ubicación es accesible para sillas de ruedas (WCA). Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: KURBAN@VENETAOREGON.GOV. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

To access Planning Commission meeting material please go to <http://www.venetaoregon.gov/meetings>

Planning Commission Procedures and Opening Statement

Material submitted by applicants is available ten days in advance of the meeting. Staff reports are available seven days in advance of the meeting at City Hall. If you would like to obtain additional information regarding any of the matters to be discussed or if you have questions, please contact the City of Veneta, 88184 8th Street, Veneta, OR 97487. Telephone 541-935-2191.

If special accommodations for hearing, visual, or manual impairment are needed to allow an individual to participate, or if an interpreter is needed, please contact the City by the Monday before the meeting.

The criteria for approval of a land use action are contained in the staff report(s). Copies of all staff reports are available at the hearing. If none are available, staff will make additional copies.

If you wish to participate in this hearing, including challenges for bias or conflict of interest, you must complete the sign in form. Please be mindful of time limits on providing testimony, and only address the approval criteria.

Testimony will be taken in the following order:

1. Staff Report
2. Applicant
3. Testimony in favor (limited to 2-3 minutes per speaker)
4. Testimony in opposition (limited to 2-3 minutes per speaker)
5. Rebuttal by applicant
6. The Chair may open the hearing to additional testimony, followed by a final applicant rebuttal
7. Hearing closed to public comment – no additional testimony accepted
8. Planning Commission deliberation and a decision.

When recognized by the Chair, please come forward to the podium, give your name, address and make your statement. **All testimony, arguments and evidence presented regarding this request must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision. Please address only the applicable criteria for the decision.**

Please do not repeat testimony. If you wish, you may choose merely to agree with a previous speaker's statements. The Chair may limit testimony to a certain time limit (generally no more than five minutes). When recognized by the Chair, Commissioners may ask questions of staff and participants without affecting time limits. **Please do not speak unless recognized by the Chair.** Please do not make comments, noises or gestures that may distract the person speaking, the members of the Commission, or the audience. Once the hearing has been closed and the Commission begins deliberation, no further public testimony will be accepted.

An issue which may be the basis for an appeal to the Land Use Board of Appeals (LUBA) shall be raised not later than the close of the record at or following the final evidentiary hearing. Such issues shall be raised and accompanied by statements or evidence sufficient to afford the Commission and the parties an adequate opportunity to respond to each issue. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision makers and the parties an opportunity to respond to the issue precludes appeal to LUBA based on that issue.

Failure of persons to participate in the public hearing, either orally or in writing, precludes that person's right of appeal to the city council or LUBA. Written testimony submitted prior to the hearing constitutes participation in the hearing.

Failure of the applicant to raise constitutional or other issues related to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in Circuit Court.

Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. Such requests may be granted by continuing the public hearing pursuant to the standards contained in ORS 197.

If the hearings authority grants a continuance, the hearing shall be continued to a date, time and place certain at least seven days from the date of the initial evidentiary hearing. An opportunity shall be provided at the continued hearing for persons to present and rebut new evidence, arguments or testimony. If new written evidence is submitted at the continued hearing, any person may request, prior to the conclusion of the continued hearing, that the record be left open for at least seven days to submit additional written evidence, arguments or testimony for the purpose of responding to the new written evidence.

If the hearings authority leaves the record open for additional written evidence, arguments or testimony, the record shall be left open for at least seven days. Any participant may file a written request with the local government for an opportunity to respond to new evidence submitted during the period the record was left open. If such a request is filed, any person may raise new issues which relate to the new evidence, arguments, testimony or criteria for decision-making which apply to the matter at issue.

A continuance or extension shall be subject to the limitations of ORS 215.427 or 227.178 and ORS 215.429 or 227.179, unless the continuance or extension is requested or agreed to by the applicant. Unless waived by the applicant, the local government shall allow the applicant at least seven days after the record is closed to all other parties to submit final written arguments in support of the application. The applicant's final submittal shall be considered part of the record, but shall not include any new evidence. This seven-day period shall not be subject to the limitations of ORS 215.427 or 227.178 and ORS 215.429 or 227.179.

The failure of the property owner to receive notice as provided in this section shall not invalidate such proceedings if the local government can demonstrate by affidavit that such notice was given.

CITY OF VENETA PLANNING COMMISSION

COMMISSIONERS:

LEN GOODWIN (CHAIR)
CRAIG SODERBERG
ALAN BLYTHER

PAULA PHILLIPS
LILY REES

MINUTES

Planning Commission Meeting
Tuesday, December 2, 2025 6:30 PM
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8TH Street, Veneta, Oregon

Present: Chair Len Goodwin, Commissioner Paula Phillips, Commissioner Lily Rees (phone), Commissioner Alan Blyther, Commissioner Craig Soderberg
Absent:
Staff: Associate Planner (AP) Daniel Findlay
Other:

1. REVIEW AGENDA

Chair Goodwin called the meeting to order at 6:30 p.m. and reviewed the agenda. No adjustments to the agenda were requested.

2. PUBLIC COMMENTS

None.

3. ADMINISTRATIVE

a. Approval of the November 4, 2025, meeting minutes

The Commission moved to approve the November 4, 2025 meeting minutes as presented.

Moved by Commissioner Soderberg. Second by Commissioner Rees.
The motion passed unanimously (5-0).

4. LONG-RANGE PLANNING PROJECTS

Planning Commission Minutes
Tuesday, December 2, 2025

a. Housekeeping Amendments Work Session File No. A-25-5

AP Findlay presented housekeeping amendments to the Veneta Zoning and Development Code (File No. A-25-5) sharing that the Commission had initiated this amendment at their November 4 meeting.

AP Findlay explained that staff maintains a list of minor changes that are too small to be individual projects, and these are bundled together periodically for efficiency.

The Commission discussed several proposed amendments:

1. Minimum Width Requirement for Single Family Homes

AP Findlay explained that the current code requires all new single-family homes to have a minimum width of 18 feet as measured from the narrowest elevation. He noted this might preclude smaller house types like tiny homes.

Commissioners discussed lot sizes (minimum 60 feet in most zones) and the relationship between lot width and housing width. Several commissioners expressed concern that allowing homes narrower than 18 feet would result in excessive empty space on standard lots and wouldn't support densification. Chair Goodwin noted it seemed counterintuitive to allow an 18-foot home on a 60-foot lot.

CONSENSUS: Commissioners reached consensus to not reduce the minimum width requirement, with some commissioners suggesting it might even be appropriate to increase it.

AP Findlay indicated staff would need to research current housing widths before making any recommendation to increase the minimum width.

2. Garage/Carport Requirement

AP Findlay explained that the code currently requires single-family homes to have a garage or carport. He noted that some housing types like manufactured homes or tiny homes don't typically include these structures, creating additional expense for developers.

The Commission discussed whether to maintain the requirement or allow an Accessory Dwelling Unit (ADU) in lieu of a garage/carport. Commissioners expressed support for maintaining the garage/carport requirement for quality of life reasons and neighborhood aesthetics, noting that having cars sitting in the open is not attractive.

CONSENSUS: Commissioners agreed to maintain the garage/carport requirement and not allow an ADU as a substitute.

3. Parkland Dedication Requirements

Planning Commission Minutes

Tuesday, December 2, 2025

AP Findlay proposed adding language allowing parkland to be owned and maintained by an HOA at the city's discretion, rather than requiring city ownership and maintenance.

Multiple commissioners expressed concern based on negative past experiences with HOAs failing to maintain common areas. Chair Goodwin noted that HOAs often dissolve over time, leaving the city responsible for maintenance without a funding mechanism. Commissioners also noted that HOAs are not particularly active in Veneta, with most existing "in name only."

CONSENSUS: Commissioners agreed to not allow HOA ownership and maintenance of parkland.

AP Findlay also proposed adding requirements for developers to provide a tree inventory and a Phase 1 environmental site assessment when dedicating parkland. He explained these would have been helpful in recent subdivisions like Oakley Estates and Blek's Mill, where the city later discovered it needed this information. The Commission supported these additional requirements.

4. Food Truck Regulations

AP Findlay proposed removing language that prohibits mobile vending units from being located on the same lot for more than one year. He explained that business models like food truck courts (such as The Attic on Broadway) are trying to establish consistent customer bases, and the current restriction interferes with that business model.

Commissioners recognized that food truck utilization has changed significantly since the code was written.

CONSENSUS: Commissioners supported removing the one-year limit but maintaining the permit requirement, which would still require annual renewal and provide the city oversight.

5. Sign Code Updates

AP Findlay recommended changes to the temporary sign regulations. Current code language states there is no limit to the size or number of temporary signs allowed on a lot except for specific types like election signs, real estate signs, and garage sale signs.

Discussion ensued about the confusing distinction between different types of temporary signs.

CONSENSUS: Commissions recommended simplifying the language to state that "the size and number of temporary signs allowed on a lot or parcel shall be as

indicated on table 5.15," removing additional qualifying language.

Planning Commission Minutes
Tuesday, December 2, 2025
6. Access Point Standards

AP Findlay proposed adding language to allow existing properties with no access points to create one access point that does not meet minimum spacing requirements, subject to city approval. This would prevent the need for variance applications in situations where meeting spacing requirements is impossible.

CONSENSUS Commissions supported this change, recognizing that staff approval was reasonable for these straightforward cases where property access must be provided.

7. Traffic Impact Analysis Requirements

AP Findlay recommended removing one of the triggers requiring a Traffic Impact Analysis (TIA) - specifically the requirement for a TIA when "an access driveway does not meet the access spacing standard of the roadway." He explained this would create unnecessary expense and delay for small developments where the TIA wouldn't provide useful information.

CONSENSUS Commissions agreed to remove this trigger, noting that other triggers for TIAs remain in place for developments with significant traffic impacts.

8. Flag Lot Regulations

AP Findlay proposed clarifying when flag lots are acceptable, adding that they should only be allowed "when the Transportation System Plan does not identify a street continuing through the parcel and no public street dead ends at the property." He also recommended clarifying that flag lot poles must connect to a public street other than an alley.

CONSENSUS Commissioners supported these clarifications, noting they had recently dealt with a case where a developer wanted to create a flag lot despite the TSP identifying a through street.

9. Procedural Changes

AP Findlay proposed extending the timeline for Type 2 application decisions from 60 to 120 days to align with state standards, and allowing an additional one-year extension for Type 2 applications (matching what's allowed for Type 3). He explained these changes would help staff manage larger applications now processed at the staff level due to SB 1537.

CONSENSUS The Commission supported these procedural changes.

10. Site Plan Review Updates

Planning Commission Minutes

Tuesday, December 2, 2025

AP Findlay proposed changes to the submission requirements for Site Plan Reviews. He also proposed language to address outdoor storage in storage and warehousing facilities, requiring storage to take place within the full length of buildings.

CONSENSUS Commissions supported these changes, recognizing the move toward digital submissions while ensuring the city would still have sufficient hard copies for public hearings.

5. OTHER

a. Monthly Community Development Activity Report

AP Findlay reported that the department remains busy with a couple of larger applications, including conditional uses and associated site plan reviews, that were currently in various stages of incompleteness.

6. OPEN DISCUSSION

None.

7. PC CALENDAR REVIEW

a. Next meeting is scheduled for Tuesday, January 6, 2026.

The Commission discussed the meeting schedule for 2026. They agreed to maintain the first Tuesday of each month schedule, with one exception: the November meeting would be moved from November 3 (Election Day) to November 10, 2026.

AP Findlay noted that certain Commission members' terms would be expiring on January 24, and the City Recorder would be in contact regarding reappointment.

8. ADJOURN

Chair Goodwin adjourned the meeting of the Veneta Planning Commission at 7:38 p.m.

Len Goodwin, Chair

ATTEST:

Jennifer Mirabile, City Recorder

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VENETA PLANNING COMMISSION

AGENDA ITEM SUMMARY



Title/Topic: 'Housekeeping' Amendments

Meeting Date: January 6, 2026

Department: Community Development

Staff Contact: Daniel Findlay

Email: dfindlay@venetaoregon.gov

Telephone Number: (541) 935-2191

File No. A-25-5

ISSUE STATEMENT

Should the Planning Commission recommend that the City Council adopt the proposed amendments in File No. A-25-5?

BACKGROUND

Staff keeps a running list of potential changes to make to the Veneta Zoning and Development Code (VZDC) that are not large enough to be a separate project. On December 2, 2026, the Planning Commission held a work session to discuss these changes. This public hearing will be for the amendments as directed by the Planning Commission.

POTENTIAL CHANGES

Below are summaries of the proposed changes. See Attachment A for the full list of changes.

- 1. Garage Setbacks.** Section 4.00, Table 4.1 of the VZDC requires a 20-foot setback for garages facing public rights-of-way, which ensures that homes have a minimum 20-foot driveway. This is two feet larger than the average parking stall length of 18 feet and allows a car to be parked in a driveway without extending over the property line and onto the sidewalk or the street.

A similar standard applies to flag lots. A 20-foot setback is required from the flag pole for garages on flag lots. This ensures that a car can park on a driveway without extending onto the flag lot drive itself, which is particularly important if the flag lot is shared by multiple properties.

Sometimes, there are lots that take access off of a flag pole but are not themselves flag lots (see the following picture for reference). Staff recommends amending Table 4.1 to clarify that the front of a garage must be set back 20 feet from any lot line to ensure that there is adequate space to fit a car in the driveway. This will ensure that garages are set back 20 feet for lots that are not flag lots but still take access from flag poles.



2. **Parkland Dedication.** Section 5.26 of the VZDC requires residential developments such as subdivisions or partitions to dedicate land for parks to the City. The proposal will make the following changes to this section:
 - a. **Environmental Assessment.** The amendments will require developers to submit a Phase 1 Environmental Assessment of the land to be dedicated prior to the City's acceptance of any parkland. This would help identify any potential contaminants or other environmental hazards on proposed parkland.
 - b. **Tree Inventory.** VMC 8.10 regulates tree removal within the City and typically requires a full tree inventory of a site when tree removal is associated with development. However, there is an exception to areas of the site that will remain undeveloped, in which case a full inventory of that area is not required. The amendments will add a provision in Section 5.26 that requires developers to submit a full tree inventory of any proposed parkland.
3. **Mobile Vending Units.** VZDC 7.04(2) regulates mobile vending units. A Temporary Use Permit is required for mobile vending. The proposal will make the following changes to this section:

- a. **Setbacks for Food Trucks.** The standards for the temporary mobile vending unit permit do not include setbacks. However, the standards for sites of three or more mobile vending units include setbacks for individual units. The amendments will add these setbacks to the mobile vending unit section as well so that the City can enforce them for individual food trucks as well as food truck courts.
- b. **Expiration.** A Temporary Use Permit for a mobile vending unit is valid for a 1-year period. Section 7.04(2)(A) prohibits mobile vending units from being located on the same property for more than 1 year. The amendments will remove this requirement, as it negatively impacts food trucks and food truck courts that are trying to establish themselves within Veneta.

4. **Temporary Signs.** VZDC Section 5.15(6) states that there is no limit to the size or number of temporary signs allowed on a lot or parcel. The amendments will modify this to make temporary signs subject to the same size and number restrictions as permanent signs.

5. **Access Management.** VZDC Section 5.24(4) requires new access points to meet the minimum spacing requirements listed in the City's Transportation System Plan (TSP). This means that on busier streets like collectors and arterials, new driveways are only permitted if they can be located a certain distance from other existing driveways. However, there are some existing undeveloped properties that cannot meet this requirement. To address this situation, the proposal will amend this section to allow existing properties with no access one access point without requiring a variance.

6. **Traffic Impact Analysis.** A traffic impact analysis (TIA) is a formal engineering study that evaluates the consequences of a new development on the surrounding transportation network. VZDC 5.27 requires a traffic impact analysis (TIA) under certain conditions. One of these triggers is if the development has an access driveway that does not meet the access spacing standard of the roadway on which the driveway is located. The amendments will remove this provision, as this would require TIAs in many situations where a TIA is not warranted and would not help identify any real problems or solutions. Other triggers that are already in the code, such as traffic generated or a development's proximity to failing intersections, are more relevant and can be used to require a TIA when it is needed.

7. **Flag Lots.** VZDC 13.10(3)(E) regulates land divisions involving flag lots. The proposal will amend this section as follows:

- a. The amendments will add a requirement that flag lots are only allowed when the Transportation System Plan does not identify a street continuing through the property and no public street dead-ends at the property.
- b. VZDC 13.10(3)(E)(2)(a) requires the flag pole to connect to a street, but the code's definition of street includes private streets and alleys. The amendments will clarify that flag poles must connect to a public street that is not an alley.
- c. Some of the current standards are vague and this section will be amended to clarify what exactly the City's requirements are.

8. **Type II Decision Timeline.** VZDC Section 11.06(3) requires the City to issue a decision within 60 days for a Type II application and within 120 days for a Type III application. The state allows for 120 days. With the passage of Senate Bill 1537 in 2024, many applications that were previously Type III decisions are now Type II decisions. The amendments will increase the decision timeline to 120 days to align with state law and to allow staff more time to process complex Type II applications.
9. **Type II Decision Extensions.** Type II and Type III decisions expire 3 years after approval if no further development has occurred. Type II and Type III decisions both can be extended for 1 additional year, but only Type III decisions can be extended for another year on top of that. With the passage of Senate Bill 1537 in 2024, many applications that were previously Type III are now processed as Type II decisions. The amendments will allow for a second 1-year extension for Type II decisions as well as Type III.

10. Article 6, Site Plan Review.

- a. **Section 6.02** details the format that Site Plan Review applications must be in. The proposal includes a few changes to this section, including requiring only electronic copies of materials unless the application requires a public hearing, in which case large copies of the plans are required so as to be available for use by Commission or Council members.
- b. **Section 6.06(2)** governs the procedure for reviewing site plans. Minor changes to this section will be made to ensure that it is consistent with the state requirements for processing limited land use decisions.
- c. **Section 6.07** governs amendments to previously approved Site Plan Reviews. Minor changes to this section will be made to ensure that it is consistent with the state requirements for processing limited land use decisions.

11. Other Changes.

- a. **Storage & Warehousing** is a use category listed in Section 4.00, Table 4.4. The amendments will distinguish it from 'Outdoor Storage' by including a note that storage & warehousing must take place in a fully enclosed building in order for it to actually be considered storage & warehousing and not outdoor storage.
- b. **Fences, Hedges, and Walls.** The proposal will move the language regulating fences, hedges, and walls out of Section 5.01 (General Provisions Regarding Accessory Uses), as they are not accessory uses, and into Section 5.11 as their own section. This would make these regulations easier for code users to find and locate them closer to Section 5.12, *Landscaping*, which is often where fence regulations are found.
- c. **Section 5.08(2)** refers to the flag lot code in Section 13.10(3) and is not necessary now that the land development ordinance and land division ordinance have been combined.

- d. **Bed & Breakfasts.** The amendments will add a note in Table 4.4 that bed & breakfast uses include caretaker residences, as residential uses in commercial zones are allowed only under specific circumstances and this is not discussed in the code.
- e. **Sections 13.08(1) & 13.09(1)** govern submission requirements for tentative partitions and submissions. The amendments will change this section consistent with the amendments to Section 6.02 to only require large physical copies of the plan in the event the proposal requires a public hearing.
- f. **Corrections to Citations.**
 - i. VZDC 5.28(6)(D)(1)'s reference to Section 7 will be modified to simply refer to 5.28(6).
 - ii. VZDC 11.17(1)'s reference to Table 11.16 will be changed to refer to Table 11.17 instead.
 - iii. VZDC 11.17(2)'s reference to 11.17 will be changed to refer to 11.18.

RELATED CITY POLICIES

Veneta Zoning and Development Code

PLANNING COMMISSION OPTIONS

- 1) Recommend the City Council adopt the proposed amendments as written.
- 2) Recommend the City Council adopt the proposed amendments with specific changes as recommended by the Commission.
- 3) Recommend the City Council not adopt the proposed amendments.

STAFF RECOMMENDATION

Recommend the City Council adopt the proposed amendments to the Veneta Zoning and Development Code in Action A-25-5 as written.

ATTACHMENTS

- A. Proposed Amendments to the Veneta Zoning and Development Code

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Exhibit A

Proposed Amendments to the Veneta Zoning and Development Code File No. A-25-5

Only sections with proposed amendments are shown.
Language that is proposed to be removed is shown via ~~strikethrough~~.
New language is shown in **red**.

Section 4.00, Table 4.1

Table 4.1 General Development Standards in Residential Zones

	RR	LDR	GR	RC	Notes
	4.01	4.02	4.03	4.04	See the Section noted at left for specifics.
Minimum Lot Size (in square feet)					
Single-Family Detached	1 acre*	6,000	6,000	5,000	See individual zones for specifics. *See Section 4.01(5)
Single-Family Attached	1 acre	3,000	3,000	3,000	
Duplex		6,000	6,000	5,000	
Triplex		10,000	8,000	5,000	
Quadplex		12,000	10,000	5,000	
Multi-Family (5 units and above)		18,000	10,000	5,000	
Minimum Lot Width (in feet)					
Single-Family Detached, Duplex, Triplex, Quadplex, and Multi-Family		60	60	50	
Single-Family Attached		30*	30*	30	*No more than four (4) single-family attached dwellings may be consecutively attached in the LDR and GR zones (See Sections 4.02(5) and 4.03(5))
Minimum Setbacks – Primary Structure All measurements are minimum feet from property line. See Figure 4.1					
Front	20	20	10*		(On corner lots, frontage property is addressed on) *May increase depending on building height
Side	10	5*	5	5	May increase depending on building height *For multi-family in the LDR zone, see Section 5.29(6)
Side – Single-Family Attached		0*	0*	0*	*See Figure 4.6
Side – Zero Lot Line	X	10 / 0	10 / 0	10 / 0	See Figure 4.2; new subdivisions only as of February 2021
Rear	10	5*	5	5	May increase depending on building height *For multi-family in the LDR zone, see Section 5.29(6)
Minimum Setbacks – Accessory Structure					
Front	20	20	20	15	(On corner properties, frontage property is addressed on)
Side	3	3	3	3	
Rear	3	3	3	3	
Front of Garage/Carport facing public ROW	20	20	20	20	
Garage/Carport facing alley	5	5	5	5	With a minimum 20'-wide alley
Lot Coverage					
Maximum Lot Coverage, all structures	30%	40%	50%	50%	Subject to all other applicable standards
Height					
Maximum Height	35	35	35	35	

Section 4.00, Table 4.4

Table 4.4 Permitted and Conditional Uses in Commercial and Industrial Zones

Applicable Section	R-C	B-C	C-C	H-C	I-C	M-I	R-C zone allows all uses permitted outright and conditionally in G-R, B-C & C-C
	4.04	4.05	4.06	4.07	4.08	4.09	
2nd+ floor Residential above Commercial	SPR	SPR	SPR				Vertical Mixed Use (Residential above Commercial)
Residential & Commercial on ground floor	SPR	SPR	SPR				Horizontal M.U. (Residential behind Commercial)
Caretaker dwelling				CUP	CUP	CUP	See Section 8.11 (4)
Agricultural Cultivation					SPR	SPR	Interim use until development; no off-site impacts
Bed & Breakfast/Boarding/Lodging/Rooming	CUP	SPR	SPR	SPR			Includes caretaker residence
Day Care - Family Child Care Home	P	SPR	SPR	SPR			See ORS 329A. See Section 14.02
Day Care Facility	SPR	SPR	SPR	SPR	SPR	SPR	See ORS 329A. See Section 14.02
Commercial Amusement/Recreation, Indoor	SPR	SPR	SPR	SPR			
Commercial Amusement/Rec, Outdoor				CUP	CUP		See 8.11 (15)
Community/Social Organizations	SPR	SPR					
Construction / Contractor businesses					SPR	SPR	
Dog Kennel				CUP	CUP	P	
Eating & Drinking Establishments	SPR	SPR	SPR	SPR	SPR	SPR	
Electric Vehicle Charging Station	P	P	P	P	P	P	
General Office and Services	SPP	SPR	SPR	SPR	SPR	SPR	
General Retail < 40,000 sf	SPR*	SPR*	SPR*	SPR	SPR	SPR	*Retail uses above 10,000 sf must be mixed-use
General Retail > 40,000 sf	CUP*	CUP*	CUP*	CUP			*Retail uses above 10,000 sf must be mixed-use
Laundromat or Cleaning Agency	SPR	SPR	SPR	SPR	SPR	SPR	
Low Impact Public Use	SPR	SPR	SPR	SPR	P	P	
Manufacturing - Artisan/Craft	SPR	SPR					<5,000sf, minimum 25% area dedicated to retail
Manufacturing - Light & Food Processing					SPR	SPR	Plant-based food processing only
Manufacturing / Wholesaling					SPR	SPR	Incl compounding, assembling, and processing
Material recycling and salvage yards				CUP*	CUP*	SPR	*Excluding metal salvage yards, automobile junkyards
Marijuana Facility					SPR	SPR	See Section 14.02
Marijuana Retail	SPR	SPR	SPR	SPR	SPR	SPR*	See ORS 475C.097. See Section 14.02 *See Section 4.09(2)(B)
Mortuary / Crematorium	SPR		SPR				
Motel / Hotel	SPR	SPR	SPR	SPR			
Museums, Art Galleries	SPR	P	SPR	SPR			
Nursery (plants), including outdoor sales	SPR		SPR	SPR	CUP		*Supersedes CUP requirement in 8.11
Outdoor Storage Yard					CUP	CUP	Incl storage of materials/vehicles/inventory. See 5.32
Recreational Vehicle (RV) Park				CUP			See 8.11 (14)
Repair & Maintenance	SPR		SPR	SPR		SPR	Including appliance & small engine repair
Repair & Maintenance - Vehicles					SPR	SPR	Including motor vehicles, RVs, boats, etc.
Storage & Warehousing, Mini Storage					SPR	SPR	Must take place within a fully enclosed building
Auto/Vehicle Service stations				CUP	CUP	CUP	Including fuel sales. See 5.05, 8.11 (16) and 8.11 (17)
Car/Truck/Boat washes				CUP	CUP	CUP	CUP - see 8.11 (16) and 8.11 (17)
Drive-Through Facilities	CUP		CUP	CUP	CUP	CUP	Primary or accessory use. See 8.11 (16) and 8.11 (17)
Heavy Equipment/Truck Sales/Rental/Repair				CUP	CUP	SPR	See 5.05, 8.11 (16) and 8.11 (17)
Overnight Truck Facility/Parking				CUP	CUP	CUP	See 5.05, 8.11 (16) and 8.11 (17)
Parking Lots (stand-alone; not associated with a use)	CUP	CUP	CUP	SPR	SPR	SPR	See 5.12 for landscaping

Vehicle Sales/Rental/Repair				CUP	CUP	P	See 5.05, 8.11 (16) and 8.11 (17)
Transportation Facilities in TSP, incl. parking	SPR		P			SPR	
Transportation Improvements not in TSP	CUP	CUP	CUP	CUP	CUP	CUP	
"High Impact" Transp & Recreation Facilities					CUP		All high trip generators - CUP - See 8.11 (13)
Stables						CUP	See 8.11(18)
Permitted only as a Secondary Use							See Article 14 - Definitions
Outdoor Storage Area	CUP	CUP	CUP	P	P	P	See Section 5.32
Outdoor Sales and Display	P	P	P	P	P	P	See Section 5.33

Section 5.01 General Provisions Regarding Accessory Uses

An accessory use shall comply with all requirements for a principal use, except where specifically modified by this section. Accessory uses shall not be used for human habitation. Accessory uses shall comply with the following standards.

- 1) ~~Fences, hedges and walls may be located within required yards but shall not exceed 48" (four (4) feet) in height in any required front yard which abuts a street other than an alley nor 2 1/2 feet in height in a vision clearance area. Elsewhere, fences, hedges and walls shall not exceed six (6) feet in height in residential and commercial zones and eight (8) feet in height in industrial zones. Swimming pools, tennis courts, and other accessory recreational structures may have fences that exceed six (6) feet, provided they are not located within the front yard, but may be allowed within the side and rear yards.~~
- 2) No sales shall be made from a greenhouse or hothouse maintained as an accessory to a dwelling in a residential zone unless the sales have been approved as a home occupation.
- 3) The highest point of the roof of an accessory or structure shall not exceed a building height of 24 feet in a residential zone.
- 4) A garage shall be located a minimum of twenty (20) feet from front lot line in a residential zone except in an RC zone and as specified in Section 5.09(1). Parking requirements as specified in Section 5.20 continue to apply to lots with reduced setbacks. Garages must also meet the requirements of Section 5.04(9) of this ordinance.
- 5) Except for garages and carports, accessory structures in the LDR, GR, and RC zones, including those not requiring a building permit, shall not be located between any front or side street and a principal building. Accessory structures not requiring a building permit are not required to have back or side yard setbacks provided that stormwater from the roof of the structure does not flow onto the neighboring property.
- 6) Vehicles, boats, trailers, recreational vehicles, vans, campers may be stored on a lot as an accessory use to a dwelling and in conformance with Veneta Municipal Code 10.05.130(1).
- 7) All buildings that are accessory structures shall have a minimum roof pitch of 2:12, except for Accessory Dwelling Units (ADUs).

Section 5.08

- 1) If a lot or the aggregate of contiguous lots held in a single ownership as recorded in the office of the Lane County Assessor prior to 1989 has an area or dimension which does not meet the lot size requirements of the zone in which the property is located, the holdings may be occupied by

a use permitted in the zone subject to the other requirements of the zone. If there is an area deficiency, residential use shall be limited to a single-family dwelling or to the number of dwelling units consistent with the lot area per dwelling unit requirement of the zone.

2) ~~The minimum lot size for flag lots shall be calculated in accordance with Section 13.10(3) of this ordinance.~~

Section 5.11 Fences, Hedges, and Walls

Fences, hedges and walls may be located within required yards but shall not exceed 48" (four (4) feet) in height in any required front yard which abuts a street other than an alley nor 2-1/2 feet in height in a vision clearance area. Elsewhere, fences, hedges and walls shall not exceed six (6) feet in height in residential and commercial zones and eight (8) feet in height in industrial zones. Swimming pools, tennis courts, and other accessory recreational structures may have fences that exceed six (6) feet, provided they are not located within the front yard, but may be allowed within the side and rear yards.

Section 5.15 Signs, Subsection 6

1) ~~Temporary Signs. There is no limit to the size or number of temporary signs allowed on a lot or parcel, except as indicated in Table 5.15 for specific types of temporary signs (such as election signs, real estate signs and garage sale signs). The size and number of temporary signs allowed on a lot or parcel shall be as indicated on Table 5.15.~~ Unless otherwise specified, a temporary sign may only be displayed for up to 30 days per calendar year. Signs that will be displayed for more than 30 days per year are considered "portable signs" and require a permit (see Table 5.15). Although no permit is required for a temporary sign, the Building and Planning Official must be notified of any temporary signs not listed in Table 5.15, for tracking purposes. The placement of temporary signs must conform to the requirements listed in the Veneta Sign Code.

Section 5.24 Access Management, Subsection 4

4) New access points shall meet or exceed the minimum spacing requirements listed in the adopted Transportation System Plan (TSP). However, where no reasonable alternatives exist or where strict application of the standards would create a safety hazard, the City may allow a variance per article 10 of this ordinance.

A. ~~Existing properties with no access points are permitted one access point that does not meet the minimum spacing requirements listed in the adopted Transportation System Plan (TSP), subject to approval by the City.~~

Section 5.26 Parkland Dedication

3) **DEDICATION PROCEDURES.** Lands required for dedication by this section shall be dedicated at the time of Final Plat. Dedication of land in conjunction with multi-family development shall be required prior to issuance of permits and commencement of construction.

- A. Prior to acceptance of required parkland dedications, the applicant/developer shall complete the following items for all proposed dedication areas:
 1. The developer shall clear, fill, and/or grade all land to the satisfaction of the City, install sidewalks on the park land adjacent to any street, and seed the park land; and
 2. The developer shall submit a tree inventory of the site including the location, species, and diameter at breast height (dbh) of every tree greater than 4" dbh on the parkland.
 3. The developer shall submit a Phase I Environmental Site Assessment of the parkland to the City, completed by a qualified professional according to the American Society of Testing and Materials (ASTM) standards (ASTM E 1527). The results of this study shall indicate a clean environmental record prior to dedication.
 - a. In the event that the Phase 1 Environmental Site Assessment detects the potential for contaminated soil, the applicant shall perform further assessment, testing and sampling as needed to determine the type and extent of contamination present, and potential remediation steps needed.
- B. Additional Requirements.
 1. Where parkland will be dedicated to the City, in addition to a formal dedication on the plat to be recorded, the sub-divider shall convey the required lands to the city by general warranty deed. The developer of a multi-family development or manufactured home park shall deed the lands required to be dedicated by a general warranty deed. In any of the above situations, the land so dedicated and deeded shall not be subject to any reservations of record, encumbrances of any kind or easements which, in the opinion of the Planning Official, will interfere with the use of the land for park, open space or recreational purposes.
 2. The sub-divider or developer shall be required to present to the City a title insurance policy on the subject property ensuring the marketable state of the title.
 3. Where any reservations, encumbrances or easements exist, the City may require payment in lieu of the dedication of lands unless it chooses to accept the land subject to encumbrances.
 4. Phased Developments. In a phased development, the required park land for the entire development shall be dedicated prior to approval of the final plat for the first phase. Improvements to the land as required by Section 13.11 of this ordinance shall be made prior to approval of the final plat for the phase that includes the park land.
- 4) CASH IN LIEU OF DEDICATION. At the city's discretion only, the city may accept payment of a fee in lieu of land dedication. The city may require payment in lieu of land when the park land to be dedicated does not meet the standards stated above, or when a fee is determined to be in the best interest of the City as determined by the City. A payment in lieu of land dedication is separate from Park Systems Development Charges (SDC), and is eligible for a credit only for that portion of the SDC attributable to land acquisition. The amount of the fee in lieu of land dedication (in dollars per acre) shall be set by City Council Resolution, and it shall be based on the average market value of undeveloped city lots of between 1 and 10 acres in size. The required fee-in-lieu-of shall be calculated by multiplying the acres required for dedication by the dollar/acre amount set by resolution.

- A. The following factors shall be used in the choice of whether to accept land or cash in lieu:
 1. The topography, geology, access, parcel size, and location of land in the development available for dedication;
 2. Potential adverse/beneficial effects on environmentally sensitive areas;
 3. Compatibility with the Parks Master Plan, Public Facilities element of the Comprehensive Plan, and the City of Veneta Capital Improvements Program in effect at the time of dedication;
 4. The City's current park and open-space needs
 5. The feasibility of dedication.
- B. ~~Cash in lieu of parkland dedication shall be paid prior to approval of the final plat unless the developer provides a binding financial instrument acceptable to the City. Unless the developer provides a binding financial instrument acceptable to the City, cash in lieu of parkland dedication shall be paid prior to:~~
 1. Approval of the final plat for a land division; or
 2. Issuance of a Certificate of Occupancy for a development not requiring a final plat.

Section 5.27, Subsection 1

- 1) A Traffic Impact Analysis (TIA) and review is required when one of the following conditions exists:
 - A. The development will generate more than 100 vehicle trips during the a.m. or p.m. peak hour as determined by using the most recent edition of the Institute of Transportation Engineer's Trip Generation Manual. In developments involving a land division, the peak hour trips shall be calculated based on the likely development that will occur on all lots resulting from the land division.
 - B. The proposal is immediately adjacent to an intersection that is functioning at a level of service below LOS D, the City's minimum acceptable operating condition during the weekday peak hour.
 - C. The Traffic Impact Analysis is required by the State or County due to increased traffic on a State or County road within the City's Urban Growth Boundary.
 - D. The proposed use is expected to generate or receive traffic by vehicles exceeding 26,000 pounds gross vehicle weight as part of daily operations. "Daily operations" includes, but is not limited to, delivery to or from the site of materials or products processed, sold, or distributed by the business occupying the site. Trips associated with routine services provided to the site by others, such as mail delivery, garbage pickup, or bus service, are exempt from this provision.
 - E. An access driveway that does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate, creating a safety hazard.
 - F. ~~An access driveway that does not meet the access spacing standard of the roadway on which the driveway is located.~~
 - G. A change in internal traffic patterns that may cause safety problems, such as back-up onto public streets or traffic conflicts in the approach area.

Section 5.28, Subsection 6

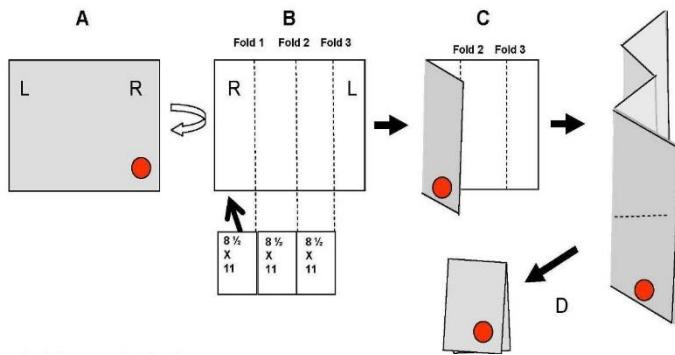
6) Maintenance. Maintenance of street trees shall be the responsibility of the adjacent property owner.

- A. Standards. All trees located within the public right-of-way must be pruned to National Arborist Association Pruning Standards for Shade Trees.
- B. Adjacent Property Owners to Maintain Trees. Every adjacent property owner of any tree overhanging any street or right-of-way within the city, including trees within the right-of-way, shall prune the branches so that such branches shall not obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet, six inches (13'6") over the street, and/or eight (8) feet above the sidewalk. Said owners shall remove all dead, diseased, or dangerous trees; or broken or decayed limbs which constitute a menace to public safety.
- C. Adjacent Property Owners Liable. The owner of property abutting trees on a right-of-way shall be liable for injury, damage, or loss to persons or property caused by the property owner's negligent failure to comply with subsection (b) of this section.
- D. Notification. The City may serve notice on the adjoining property owner to prune, remove, or otherwise treat any tree on a right-of-way as conditions may require. Any such notice shall be governed by the standards below. Neither the duty of the adjoining property owner to maintain trees located on a right-of-way, nor the liability for the property owner's failure to do so, is dependent upon any notice from the city.
 1. Notice to Prune or Remove. Should any property owner fail to maintain adjacent trees as per ~~Section 7 of this ordinance~~ required by this ordinance, the City shall order such person or persons, within ten days of mailing of such notice, to so prune or remove such trees.
 2. Notice Required. The notice required herein shall be served by mailing a copy of the order to the last known address of the property owner, by certified mail.
 3. Failure to Comply. When a person to whom a notice is directed shall fail to comply within this specified time, it shall be lawful for the city to cause the trees in question to be pruned and/or removed; and the exact cost thereof shall be assessed to the property owner as provided by law in the case of public nuisance abatements.

Section 6.02 Filing Copies of Site Plan

- 1) Applications for site plan review or amendment shall include:
 - A. ~~Fifteen (15) copies of the site plan, narrative, improvement plans and other supplementary data for review and action.~~
 - B. ~~A reproducible 11" x 17" black and white copy of the proposed site plan map.~~
 - C. Electronic copies of all materials including maps in PDF format. The Planning Director is authorized to set standards for acceptable methods of submission of electronic copies of materials.
 - D. Ten (10) copies of the site plan(s) sized 24" x 36" if the application requires a public hearing.
 - E. ~~All maps shall be 18" x 24" folded to 8 1/2 x 11 in size as shown in Figure 6.02(a). The Building and Planning Official may allow submittal of 11x17 maps when the larger format is not necessary for clarity.~~

Figure 6.02(a) – Folding Requirements



Section 6.06, Subsection 2

Approval of any Site Plan will be subject to compliance with the standards set forth in this ordinance and elsewhere by City ordinance or resolution. Type III Site Plan Review applications and major site plan amendments may be approved, approved with discretionary and non-discretionary conditions or denied. Type II Site Plan Review applications and ~~Minor~~ site plan amendments may be reviewed by the Building and Planning Official, and if approved, may include conditions as necessary to ensure compliance with applicable requirements if ~~not shown on submitted plans~~.

Section 6.07

Amendments are only permitted for developments for which the City has record of an approved Site Plan. A change to an existing development for which a previous site plan has never been approved requires a full site plan review. If the proposed use is more intensive than the existing use, additional Systems Development Charges shall be assessed at the time a building permit is issued.

Major amendments to an approved site plan shall follow the same procedure as for an approval of a site plan review. ~~A new application and filing fee is required and the proposal must be approved by the Planning Commission.~~ Major site plan amendments involve a change that does not meet the criteria listed under minor site plan amendments. Minor site plan amendments that may be approved through a Type I application are those that meet the following criteria:

- 1) The site plan amendment does not involve any interpretation of submission requirements or required findings that would set a precedent for other site plans or site plan amendments.
- 2) The site plan amendment will not change the impacts (such as traffic generation, emissions or drainage) on surrounding properties.
- 3) The site plan amendment fully complies with City ordinances and does not require a variance.
- 4) There are no unusual circumstances relative to the site plan amendment.
- 5) There are no questions of adequacy of services raised by The Public Works Superintendent, City Engineer, or any affected public or private agency.

Any amendment that involves commercial or industrial development adjacent to Hwy 126 and involves a change in use that is more intensive than the current or previous use as determined by the Building and Planning Official shall require a ~~Type III application and review~~ **Major Site Plan**

Amendment.

The Planning Commission shall be advised of all administrative approvals of site plan amendments at the following regular Planning Commission meeting.

Section 7.04, Subsection 2

Temporary mobile vending. Temporary mobile vending units may be permitted in all commercial and industrial zones and the permit shall be renewed on an annual basis. Mobile Vending Units must meet the following criteria:

- A. ~~The temporary Mobile Vending Unit is located on the same lot for no more than one (1) year.~~
- B. Standards for Mobile Vending Unit. The following standards apply to each mobile vending unit on the site.
 - 1. **Minimum Setbacks and Separation Distance.** All mobile vending units on the site shall be located a minimum of:
 - a. Ten (10) feet from any structure or other mobile vending unit.
 - b. Five (5) feet from any front lot line, except when adjoining lot is in common ownership; and
 - c. Five (5) feet from any side or rear lot line, except if such lot line abuts a residential zoning district, then the minimum setback shall be twenty (20) feet.
 - 2. Attachments. Attachments to the mobile vending unit, such as awnings or canopies, are permitted only if they are supported entirely by the unit and do not touch the ground. Neither the mobile vending unit nor any item relating to the mobile vending unit shall lean against or hang from any structure or utility pole.
 - 3. Accessory Storage. Items relating to the Mobile Vending Unit shall be stored in, on, or under the Mobile Vending Unit.
 - 4. Skirting. The use shall provide screening for all conduit, tanks and storage areas from all public areas and streets by temporary landscaping and/or skirting.
 - 5. Drive-Thru service. A Mobile Vending Unit may not include drive-thru service.
 - 6. The applicant has written permission from the property owner to utilize the subject property for the proposal.
 - 7. Off-street parking that is required of an existing/permanent land use, in order to meet minimum parking requirements, shall not be utilized by customers or employees of the temporary use.
 - 8. The use, including all items associated with the operation, shall not obstruct pedestrian pathways, driveways or drive aisles of any off-street parking area and shall not be located in any sight distance triangle as defined in Section 5.03 or so as to create a traffic or safety hazard.
 - 9. The Mobile Vending Unit may not be a permanent structure and must remain capable of being moved, with wheels attached.
 - 10. Suitable receptacles for disposal of trash must be provided and maintained by the vendor, in order to accommodate all trash generated by the temporary use. The permittee shall be responsible for disposal of accumulated trash and for clean-up of trash generated by the temporary use on and before the close of each business day.
 - 11. Signs. Signs are restricted to sandwich board signs only, with a maximum dimension of 42 inches tall by 30 inches wide. Each mobile vending unit is permitted to display one (1) portable sign (as defined in Section 5.15(2)) with sign permit approval.

12. The use must not connect to City water or sewer and must identify the method of grey water disposal.
13. Food vendors shall comply with all state and county health regulations and shall furnish written evidence of compliance at the time of application for a temporary mobile vending unit permit.
14. Prior to the issuance of any permit or a business registration, the Fire Marshal shall inspect and approve any mobile vendor to determine compliance with all applicable Fire Code.
15. The Mobile Vending Unit is prohibited from operating in the City right-of-way.
16. Merchandise display areas outside the Mobile Vending Unit are prohibited.
17. A permit fee may be established by Council resolution and, if so established, shall accompany a permit application.

C. Mobile Vending Site Standards. The following standards apply to a Mobile Vending Site.

1. Signs. Signs are restricted to sandwich board signs only, with a maximum dimension of 42 inches tall by 30 inches wide. Each mobile vending unit is permitted to display one (1) portable sign (as defined in Section 5.15(2)W.) with sign permit approval. More than one (1) portable sign per lot is permitted for mobile vending sites.
2. Minimum Setbacks and Separation Distance. All mobile vending units on the site shall be located a minimum of:
 - a. Ten (10) feet from any structure or other mobile vending unit.
 - b. Five (5) feet from any front lot line, except when adjoining lot is in common ownership; and
 - c. Five (5) feet from any side or rear lot line, except if such lot line abuts a residential zoning district, then the minimum setback shall be twenty (20) feet.
3. Driveway Access. No new or modified driveway access is permitted.
4. Setback from Vehicular and Pedestrian Use Areas. Windows and doors used for service to customers shall be located a minimum of ten (10) feet from loading areas, driveways, on-site circulation drives, and parking lot aisles, and a minimum of five (5) feet from bicycle parking spaces and walkways.
5. Obstruction of Vehicular and Pedestrian Use Areas and Landscape Areas. No mobile vending unit or associated element, such as aboveground power cords, seating areas, trash receptacles, signs, and customer queuing areas, shall occupy bicycle parking spaces, loading areas or walkways. Mobile vending units shall not occupy landscaping areas approved as a part of a prior approval or other land use application. However, occupying existing on-site vehicular parking spaces is permitted, provided that such spaces are not simultaneously used for parking or required to meet minimum parking requirements on the site.
6. Sight Distance. The mobile vending site shall comply with the clear vision area standards of Section 5.03.
7. Lighting. Pedestrian scale lighting (maximum 12-16 feet in height) is required at dusk.
8. Utilities. The applicant is responsible for coordination with the applicable electrical provider.
9. Sanitation Facilities. Sanitation facilities shall be provided when required by the Oregon Health Authority and Lane County Public Health Department.
10. Sewage Disposal. Subsurface sewage disposal is prohibited.

D. Exemptions. Mobile Vending Units that are operated as part of an approved Farmer's Market or other city event are exempt from the requirements of this Section 7.04(2).

Section 11.06, Subsection 3

Decision.

- A. At the conclusion of the comment period, the Director shall review the comments received and prepare a decision approving, approving with conditions, or denying the application based on the applicable ordinance criteria. The Director shall prepare a decision within 60 **120** days of the City's determination that an application is complete, unless the applicant agrees to a longer time period.

Section 11.17, Table 11.17

Table 11.17 Expiration and Extension of Decisions			
Procedure	Valid Period	Extension 1	Additional Extensions
Type I	1	0	0
Type II	3	1	0 1
Type III	3	1	1
Type IV	N/A	N/A	N/A

Section 13.08(1)

- 1) **Tentative Plan Submission Requirements.** If the proposal requires a public hearing, the applicant shall submit ten (10) 24" x 36" copies of the tentative plan (map shall be folded to be 8.5 X 11 in size) together with improvement plans and other supplementary data for review and action. The applicant shall also submit one (1) electronic copy of all submittal materials in PDF format and one (1) reproducible 11" x 17" black and white copy of the tentative plan. **The Planning Director is authorized to establish standards for acceptable methods of submission of electronic copies of materials.**

All tentative plan maps shall include the following when applicable:

- A. **Form and Scale.** The tentative plan shall be clearly and legibly drawn or printed in ink to a scale of not less than one (1) inch equals 100 feet or multiples of ten (10) thereof.
- B. **General Information.** The following general information must be presented as part of the application for a tentative partition:
 1. Date, north arrow, scale of drawing.
 2. Appropriate identification clearly stating the plan is a tentative partition plan.
 3. Location of the partition by section, township and range sufficient to define the location and boundaries of the proposed subdivision and a legal description of record of the proposed site.
 4. Names and addresses of the owners and anyone who has an interest in the property, as verified by a title company, and the applicant, engineer or surveyor or other parties involved in preparation of the documents.
 5. The approximate acreage of land under single ownership or, if more than one

ownership is involved, the total contiguous acreage of the owners directly involved in the partition.

6. Any other information as required to comply with all provisions of [ORS 92](#).
- C. Information required on the tentative plan maps. The tentative plan shall include the following information where applicable. At the discretion of the City the information listed below may be required to be on individual maps.
 1. Existing Conditions.
 - a. A scaled vicinity map clearly showing the relationship of the proposed partition to surrounding developments, tax lots, streets, storm drainage(s), sewer, water and utility services.
 - b. The location, widths and names of streets within or adjacent to the partition, together with easements, other right-of-way and other important features such as section lines, corners, city boundary lines and monuments.
 - c. Existing uses on the property, including the location of all existing structures (with dimensions from the property lines) on the property and the access points of any existing public utilities, septic, sewage, wells or drainage lines or channels.
 - d. The location of at least one bench mark within the tract boundaries.

Section 13.09(1)

- 1) **Tentative Plan Submission Requirements.** If the proposal requires a public hearing, the applicant shall submit ten (10) 24" x 36" copies of the tentative plan (map shall be folded to be 8.5 X 11 in size) together with improvement plans and other supplementary data for review and action. The applicant shall also submit one (1) electronic copy in PDF format of all submission materials and one (1) reproducible 11" x 17" black and white copy of the tentative plan. The Planning Director is authorized to establish standards for acceptable methods of submission of electronic copies of materials. All tentative plan maps shall include the following when applicable:
 - A. Form and Scale. The tentative plan shall be clearly and legibly drawn or printed in ink to a scale of not less than one (1) inch equals 100 feet or multiples of ten (10) thereof.
 - B. General Information. The following general information must be presented as part of the application for a tentative subdivision:
 2. Name of subdivision which has been reserved by the County Surveyor. All plats must continue the block numbers of the plat of the same name last filed.
 3. Date, north arrow, scale of drawing.
 4. Appropriate identification clearly stating the plan is a tentative subdivision plan.
 5. Location of the land division by section, township and range sufficient to define the location and boundaries of the proposed subdivision and a legal description of record of the proposed site.
 6. Names and addresses of the owners and anyone who has an interest in the property, as verified by a title company, and the applicant, engineer or surveyor or other parties involved in preparation of the documents.
 7. The approximate acreage of land under single ownership or, if more than one ownership is involved, the total contiguous acreage of the owners directly involved in the subdivision.
 8. Any other information as required to comply with all provisions of [ORS Chapter 92](#).
 - C. Information required on the tentative plan maps. The tentative plan shall include the following

information where applicable. At the discretion of the City the information listed below may be required to be on individual maps.

1. Existing Conditions.

- a. A scaled vicinity map clearly showing the relationship of the proposed subdivision to surrounding developments, tax lots, streets, storm drainage(s), sewer, water and utility services.
- b. The location, widths and names of streets within or adjacent to the subdivision, together with easements, other rights-of-ways and other important features such as section lines, corners, city boundary lines and monuments.
- c. Existing uses on the property, including the location of all existing structures (with dimensions from the property lines) on the property and the access points of any existing public utilities, septic, sewage, wells or drainage lines or channels.
- d. The location of at least one bench mark within the tract boundaries.

Section 13.10(3)(E) Flag Lots

1. A flag lot is only allowed when the following requirements are met:
 - a. A unit of land cannot otherwise be divided in accordance with the provisions of this ordinance.
 - b. ~~Only one flag pole is proposed~~ **No lot or parcel will be served by more than one flag pole.**
 - c. Minimum lot size and maximum lot coverage requirements of the zone can be met.
 - d. **The Transportation System Plan does not identify a street continuing through the property and no public street dead-ends at the property.**
2. Flag lot access pole. The pole portion of the lot must meet the following standards:
 - a. The pole providing access to:
 - i. A unit of land creating three (3) or less lots shall connect to a **public street other than an alley** and must be at least 20 feet wide for its entire length and have a paved surface of 12 feet, or 25 feet wide for its entire length and have a paved surface of 18 feet if the length from the centerline of the street right-of-way to the flag portion is more than 150 feet.
 - ii. ~~A parent parcel with the potential area to create~~ **unit of land creating** more than three (3) lots ~~or that has the potential area to create more than three (3) lots~~ shall connect to a **public street other than an alley** and must be at least 25 feet wide for its entire length with a paved surface of at least 18 feet.
 - b. The access pole shall be shared by all lots, including existing dwellings, unless the City finds shared access impractical.
 - c. A shared access and maintenance agreement between all lots shall be in a form approved by the City ~~Engineer and City Attorney~~ and that protects interests of property owners and the city. The agreement shall be recorded prior to final plat.
3. Minimum lot dimensions. No dimension of a flag lot may be less than the requirements of the zone, excepting the pole portion. All other lot dimension standards shall be met
4. Flag lot development standards. The following standards apply to development on flag lots:
 - a. Setbacks for ~~panhandle~~ **flag** lots shall be a minimum of 10 feet from all lot lines. Garages shall be set back a minimum of 20 feet from the front lot line abutting the pole.