



# City of Prineville

## DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

### STAFF REPORT

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**APPLICATION DATE:** May 6, 2025

**HEARING DATE:** June 17, 2025

**PROJECT NUMBER:** CU-2025-102

**APPLICANT:** Pinnacle Architecture / Mark Rossi  
1001 SW Disk Drive, Ste. 105  
Bend, OR 97702

**OWNER:** Bestcare Treatments Services, Inc.  
P.O. Box 1710  
Redmond, OR 97756

**PROJECT REVIEWER:** Joshua Smith,  
Planning Director

#### **APPLICABLE CRITERIA:**

City of Prineville Code of Ordinances, Title XV – Chapter 153 – Including Sections: 153.009, 153.014, 153.020, 153.036, 153.037, 153.051, 153.081 -153.096, 153.135 – 153.138, 153.190 – 153.200, 153.250 - 153.261.

#### **FINDINGS OF FACT:**

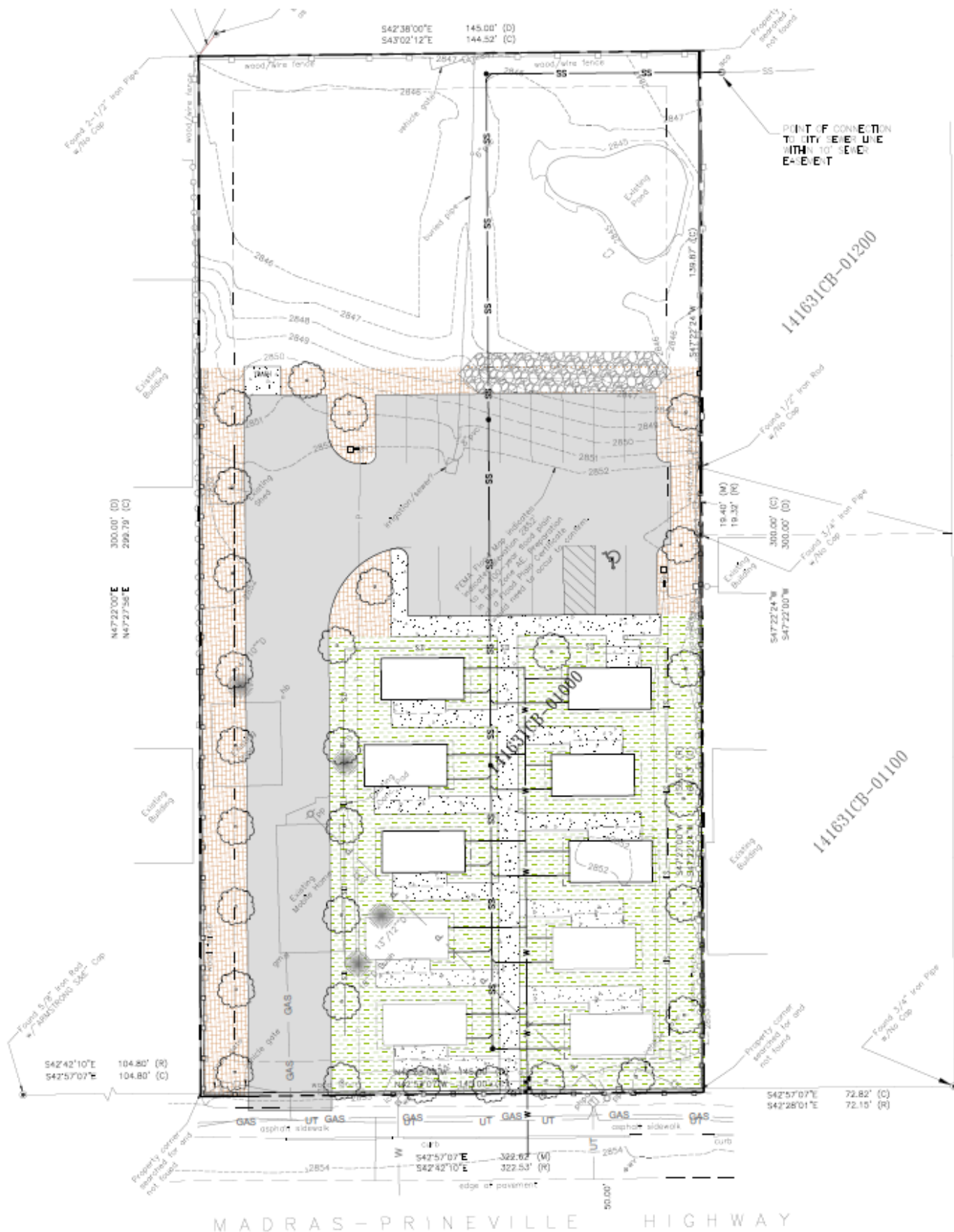
1. **LOCATION:** 996 NW Madras Highway, Units 1-10; Map & Tax Lot 141631CB01000.
2. **ZONING:** The property is zoned General Commercial (C2) and is designated Outlying Commercial on the Comprehensive Plan map.
3. **LOT OF RECORD:** The property has been determined to be a legal parcel by deed.
4. **SITE DESCRIPTION:** The property is one acre and is currently vacant. It was previously developed with a single-wide manufactured home, that has been removed. The parcel fronts along NW Madras Highway and is relatively flat, except for about a third of the property toward the rear that is in a low-lying floodplain area. The location is flanked by single-family homes, with vacant property to the rear owned by the City. The opposite side of Madras Highway is developed with commercial uses. A 2024 aerial image of the site is shown on the next page.
5. **PROPOSAL:** The applicant is proposing a 9-Unit, Multi-Family housing complex in the General Commercial (C2) Zone to house clients of the BestCare facility across the Hwy. A 10<sup>th</sup> structure will be used for an office with restrooms and laundry facilities. The plan will include all the associated improvement requirements of the City's multi-family complex code; such as paved access, water, sewer, parking, landscaping and pedestrian improvements. A copy of the applicants proposed site plan appears following the aerial image.

**Site location and proximity to Best Care Facility.**





**Proposed Site plan. Phase 1 is the six rear buildings, including all other site improvements. Phase 2 is the four front buildings.**



6. **COMMENTS:** Notice was sent to neighboring property owners beyond the standard 100 feet to account for the area of impact and street rights-of-way. Notice was sent on May 14<sup>th</sup>, 2025.

Neighbors – At the time this staff report was written the City has not received any written comments. Verbal comments were received from a neighboring homeowners in opposition to the development.

Fire – Crook County Fire Department reviewed the proposal, and the Fire Department provided comments requiring the applicant to provide a site plan focusing on any access and water supply requirements found in the Oregon Fire Code.

ODOT – Provided comments about frontage improvements specific to drainage, pedestrian walkway, parking and access.

7. **FINDINGS SUMMARY:** The plans submitted by the applicant are the foundation of this application. This property is currently zoned (C2) General Commercial. A multi-family development is a Type 2 Conditional Use in the C2 zone. Staff does not agree that a very low density, stand-alone multifamily development on vacant Hwy commercial C2 zoning; is compatible with the comprehensive plan or the purpose of the zone. Staff believes this project is better suited within the existing facility.

If approved the development will be assessed system development charges (SDC) for water, sewer, traffic and parks. The applicant's proposal is meeting all dimensional standards including setbacks, lot coverage, height, landscaping and parking. As a multi-family development, the proposed design is unique, but adequate to meet the intent of the City's design review code. Open space and landscape areas are proposed around the property and along the street to provide screening and an attractive look and feel to the site. The applicant shall connect the buildings to City water and sewer and other utilities. All utilities shall be placed underground. The applicant shall adhere to all standard fire life safety requirements, including hydrants and marked fire lanes. All access, maneuvering and parking areas shall be paved in accordance with City standards and all stormwater drainage shall be maintained on site. Clear vision areas shall be maintained at all times and floodplain standards shall be adhered too.

**Criteria: 153.009 COMPLIANCE WITH OTHER RULES AND REGULATIONS.**

(A) *Approval of any use or development proposal pursuant to the provisions of this chapter shall require compliance with and consideration of all applicable city, county, state and federal rules and regulations.*

(B) *The compliance shall be evident prior to the final approval of any affected land use or development proposal; for example, the compliance may be set forth as a condition of final approval.*

(C) *Specific city, county, state and federal rules and regulations that may affect a specific land use or development for which compliance therewith is required if applicable include, but are not necessarily limited to the following.*

(1) *Air quality standards administered by the State Department of Environmental Quality (DEQ) and/or the Federal Environmental Protection Agency (EPA).*

(2) *Noise pollution standards administered by DEQ and/or EPA.*

(3) *Water quality standards administered by DEQ, state Water Resources Department (WRD) and/or EPA.*

(4) *Sewage disposal regulations administered by DEQ, County Environmental Health and/or EPA.*

- (5) Solid waste disposal regulations administered by DEQ and/or EPA, including those applicable to hazardous wastes.
- (6) Uniform Building Code administered by the City-County Building Department and State Building Codes Agency.
- (7) Surface and ground water withdrawals regulated by WRD.
- (8) Scenic area rules administered by the State Highway Division (OSHD), state parks and/or other state or federal agencies.
- (9) Access control and management regulations administered by OSHD and/or the County Road Department.
- (10) Surface mining regulations administered by the State Department of Geology and Mineral Industries (DOGAMI), DEQ and other state or federal agencies.
- (11) Wild and scenic river regulations administered by the State Parks and Recreation Department (OPRD), the U.S. Bureau of Land Management (BLM) or other state and federal agencies.
- (12) Cut and fill, and wetland regulations administered by the Division of State Lands (DSL).
- (13) Fish and wildlife habitat protection rules administered by the State Department of Fish and Wildlife (ODFW) and/or the U.S. Fish and Wildlife Department (USFW).
- (14) Applicable City and/or County ordinances, resolutions, agreements, regulating master plans or other land use decisions.

**Finding 1:** There may be rules and regulations at a State and Federal level that the applicant is required to comply with. City approval of this project does not supersede those requirements. Compliance with these permits shall be a condition of approval and permits shall be received prior to development.

**Criteria: 153.014 GENERAL CRITERIA.**

*In determining whether or not any application shall be approved or denied, it shall be determined that the following criteria are either met or can be met through compliance with specific conditions of approval.*

- (A) *The proposal is compatible with the City Comprehensive Plan and applicable policies set forth thereby.*
- (B) *The proposal is in compliance with the requirements set forth by the applicable primary zone, by any applicable combining or overlay zone, and other provisions set forth by this chapter that are determined applicable to the subject use.*
- (C) *That, for a proposal requiring approvals or permits from other local, state and/or federal agencies, evidence of the approval or permit compliance is established or can be assured prior to final approval.*
- (D) *The proposal is in compliance with specific standards, conditions and limitations set forth for the subject use in the applicable zone, this section and this chapter.*
- (E) *That no approval be granted for any use which is or expected to be found to exceed resource or public facility carrying capacities.*
- (F) *For any use which is found to require compliance with air, water, land, solid waste and/or noise pollution standards, that the compliance be a condition of approval and compliance therewith shall be a continuing condition.*
- (G) *As applicable, a city business license shall be required, and if a requirement, the continual maintenance of the license shall be a continuing condition of approval and failure to maintain the compliance shall constitute grounds for permit revocation.*
- (H) *Boats, trailers, travel trailers, pick-up campers, recreational vehicles, motor homes and similar recreational vehicles and equipment that is operational and licensed as required may be stored on a lot owned by the same person or family member, but shall not be used for permanent occupancy other than that permitted in 153.095 (D)(E)(F).*

**Finding 2:**

A,B) The applicant points to State-Wide Planning goal 10 as the reason this application is compatible with the City's Comprehensive Plan. However, goal 10 does not apply to commercially zoned land. Recent additions to the ORS, such as 197A.445 & 460 (affordable housing) also don't apply because this is not an affordable housing project and because the C2 zone allows some industrial uses. 197A.460 also doesn't apply on land that is vacant.

The City's comprehensive plan does not specifically allow residential development in commercial zones. The City's Comprehensive Plan speaks to providing residential uses in commercial zones under specific circumstances. Chapter 2, commercial policy 11; encourages the use of upper stories for housing development and utilizing land efficiently. This would promote the idea of providing housing on the vacant lot within the existing BestCare Facility. Chapter 7 (Housing), policy 14; provides opportunities for alternative land use permitting procedures for housing. This alternative is the type 2 conditional use process. This process provides an opportunity in unique circumstances, but not a guarantee. Residential proposals do not meet the purpose of the C2 zone, particularly when they remove viable Hwy commercial property from the City inventory. There is no local or state requirement for the City to approve this application based on housing need. It may be denied simply because it is in a commercial zone.

Staff believes this project is better suited within the existing facility and would support such an application. Staff does not agree that a very low density, stand-alone multifamily development on vacant Hwy commercial property is compatible with the comprehensive plan or the purpose of the C2 zone. Below are responses to the applicant's site selection considerations.

**Applicant's site selection considerations:**

The applicant's site selection considerations in their project overview raise many questions.

1. **Staff and Client Safety:** In this section the applicant is arguing that placing this facility on the current site would "pose potential safety and operational risks for both residence and staff". If this is the case, why is it being considered outside the facility and next to existing residences? The existing facility would be a more controlled environment and would still allow people to live independently.
2. **Site limitations and Future Growth:** In this section the applicant is arguing that siting residential uses on the existing site would limit their "ability to expand clinical services and future program needs". This is misleading, as there is vacant property on the site, existing utility connections and a sea of unused parking. The applicant, then contradict themselves by saying "investing federal grant dollars into a site not owned by BestCare is not advisable". If that is true, then expanding program needs presumably in new structures would also not be advisable. For that matter the opposite would also be true. Why would you invest public dollars in an off-site housing facility if you don't own the treatment facility it is meant to be serving?
3. **Asset Ownership and strategic investment:** In this section the applicant states that the State grant through OHA would encumber the property for behavioral health housing for a minimum of 20-years. This would lock up viable Hwy commercial property for the foreseeable future and furthers the argument of not using Hwy commercial property for residential purposes.

4. **Strategic Separation from Clinical Operations:** In this section the applicant states that BestCare is already using the existing mobile home community. Utilizing and improving existing housing would be preferable to developing new housing on commercially zoned property.
5. **Current Housing Accommodation Rationale:** In this section, the first paragraph demonstrates a need for more collaboration with the local legislative bodies to determine a more comprehensive solution to the problem. Due to the unique nature of this type of housing and with the use of public funds for this project and operations in general, the City and County should be more involved in how this affects the community. These types of decisions should not be left to a simple land use application. The second paragraph, makes another good argument for placing the housing within the existing facility “to provide long-term housing and appropriate support”. There is a need to provide this type of housing; however, staff believes it is better suited within the existing treatment facility.

C) If approved the applicant shall meet all local, state, and federal requirements, including obtaining occupancy permits from the Crook County Building Department.

D) Specific standards related to this multi-family development are listed in section 153.083(H). These specific standards are discussed further in Finding 9. Section 153.083(T) only applies to multi-family 4-plexes and below.

E) If approved, the proposal is not expected to exceed resources carrying capacities. The development will be assessed system development charges (SDC) for water, sewer, traffic and parks. Water and sewer SDCs are based on the size and number of water meters installed, which will be determined by the applicant’s construction drawings in coordination with the Crook County Building Department. A Parks SDC per unit is required by the Parks and Recreation District. Traffic SDCs are calculated on a per unit basis, based on the applicable multifamily trip count in the current ITE manual. SDCs are charged concurrently with building permits and therefore may change over time if individual buildings are constructed at different times.

F) If approved all uses are required to comply with local, state or federal pollution standards. If it is identified that such standards are being exceeded, measures shall be taken to come back into compliance.

**Criteria:**

**153.035 RESIDENTIAL USE TABLE**

*Conditional Type II use in C2 zone: Multi-family dwelling complexes of more than four units*

**153.036 RESIDENTIAL DIMENSIONAL STANDARDS**

*(Residential in C2 zone refers to dimensional standards of the R2 zone)*

**Minimum lot area:**

<b>Fourplex:</b>	10,500s.f.
<b>Additional area for each unit over 4:</b>	1,500s.f.

<b>Front setbacks:</b>	10ft.
<b>Side setback:</b>	5ft. (single story)
<b>Rear setback:</b>	10ft.
<b>Building Height:</b>	35ft.
<b>Lot Coverage:</b>	35%

**153.051 GENERAL Commercial C-2 ZONE.**

*In a C-2 Zone, the following regulations shall apply.*

**(A) Purpose.** *The purpose of the C-2 Zone is to provide for those commercial uses which are considered more desirable to be located in an area outside of the downtown commercial core area, that are more dependent upon and create the highest volumes of vehicular traffic, are considered the heaviest or most intensive type of commercial uses, which actually involve a combination of heavy commercial and light industrial type uses, which commonly involve expansive areas of outside storage and displays of products and are more traveler oriented.*

**Finding 3:** The proposed use is a Type 2 conditional use within the C2 zone per city code. Residential development in the C2 zone does not typically meet the purpose of the C2 zone unless it is a mixed-use proposal. Typically, residential in commercial zones are developed above ground floor or in unique circumstances such as the Ochoco School conversion.

When residential development is proposed in the C2 zone, the dimensional standards refer to the standards in the R2 zone. The submitted site plan complies with minimum setbacks, lot coverage, and density standards. Requirements for parking, landscaping, public improvements, signs, use limitations and specific conditions are addressed in the findings below.

**Criteria: 153.046 (I) Signs.** *In an R-2 Zone, signs are permitted in accordance with the provisions set forth in Chapter 152 as amended.*

**Finding 4:** Signs for multifamily dwellings shall not exceed 32 square feet. Signs meeting the City's sign code are considered approved as part of this application. Sign proposals shall be submitted for review and code compliance, but are still made a part of this application.

**Criteria: 153.020 SITE PLAN AND DESIGN REVIEW PROVISIONS.**

**(A) Purpose.**

**(1)** *The purpose of the design review provisions of this chapter is to ensure that development within the city complies with standards and limitations set forth within the applicable zoning regulations, other city standards and requirements, and with applicable county, state and federal regulations. It is also the intent of these provisions that some level of review be exercised regarding the aesthetics of developments for the goal of maintaining the desirable character and living quality of the community or of specific areas within the community. The overall community character and living quality is defined by the following: keeping buildings in scale; honoring the beauty and ecology of the city's natural setting; and recognizing that historical and natural features are an integral part of the community's overall character.*

**(2)** *This broad purpose is furthered by the following specific purposes of design review.*

**(a)** *To implement the goals and policies of the Comprehensive Plan.*

**(b)** *To foster development that is designed, arranged and constructed in a manner that provides a safe, efficient and aesthetically pleasing community asset.*

**(c)** *To encourage originality and creativity in site design, architecture and landscape design.*

**(d)** *To ensure required public and site improvements and ensure that the arrangement of all functions, uses and improvements of a development reflect the natural amenities, capabilities and limitations of its site and adjacent areas.*

**(e)** *To encourage development where the various structures, use areas and site elements are integrated in a manner that is visually harmonious within the development and the surrounding area.*

**(f)** *To encourage development and landscape design that complements the natural landscape and setting, improves the general appearance of the community and enhances specific elements of the manmade environment, both presently and historically.*



**(B) Applicability.** *The following uses and developments shall be subject to the provisions of this section:*

**(1)** *All new development and changes of use. A building permit shall not be issued prior to approval by the City. Site clearance activities such as grading, excavation or filling shall not be permitted unless specifically allowed by the City prior to approval.*

**Finding 5:** Design review is applicable to this application. The plans submitted by the applicant are the foundation of this application. The improvements and services required under the City's standards and specifications and land use code are anticipated to be constructed, and may not be called out directly in this report. As a multi-family development the proposed design is unique, but adequate to meet the intent of the City's design review code. The style of housing is unique to Prineville. Rather than having individual 288 s.f. studio apartments in one building, the units are detached from one another creating a very low-density development and inefficient use of land. However, this does reduce the mass of the structure making it easier to buffer and screen from neighboring properties. The proposed design uses a mixture of materials with some entryway articulation to break up the appearance of the structures. The site utilizes landscaping, fencing, parking and drainage areas to provide buffers to neighboring properties.

**Criteria: (D) Improvements Required.** *Uses requiring a design review application shall be subject to public improvements and or site improvements. Improvement requirements and standards are found in section 153.194 and the City's Standards and Specifications. Public improvements and site improvements include but are not limited to the following:*

- (1)** *Streets. Right of Way dedication, street extensions, sidewalks, access management. Double frontage lots may require improvements on both frontages.*
- (2)** *Utilities. Connection to municipal water and sewer and other utilities as necessary.*
- (3)** *Landscaping. Per standards set forth in section 153.087.*
- (4)** *Paved parking including access and maneuvering areas as set forth in section 153.085 and 153.086.*
- (5)** *Storm Water Drainage. Per the City's Standards and Specifications.*

**Finding 6:**

1) The current right-of-way (ROW) for NW Madras Highway adjacent to this project is 100'. No additional ROW is required. ODOT has submitted comments with regard to access and pedestrian facilities. There is currently a paved off-street path and drainage and/or parking facilities along the Hwy that will need to be preserved and repaired if necessary after construction. Any required ODOT frontage improvements will also be required as a condition of approval.

2) If approved, the applicant shall connect to the City's water and sewer systems. There is an existing water meter to the site and a sewer connection out the rear of the property connecting to Studebaker. All other utilities such as power, communications, gas, etc., shall be extended underground as necessary to serve the site. All public infrastructure shall be constructed to City standards other than those requirements from ODOT that shall meet ODOT requirements. All on-site development shall meet Crook County Building Department and Fire Department requirements.

3) Landscaping is discussed in Finding 12.

4) All access, maneuvering and parking areas are meeting required dimensional standards and are proposed to be paved and shall be paved to the Hwy in accordance with City code and ODOT standards. This will be further discussed in Finding 10 & 11.

5) The applicant has submitted a drainage plan that meets City requirements to maintain all drainage on site and show safe overflow of the 100-year storm.

**Criteria: 153.081 CLEAR VISION AREAS.**

*In all zones, a clear-vision area shall be maintained at the intersection of two streets, a street and a bike or pedestrian way and a street and an alley. A clear- vision area shall contain no plantings, sight-obscuring fences, walls, structures or temporary or permanent obstructions exceeding 2 ½' feet in height measured from the grade of the street centerline, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to a height of 8 feet above the grade, and trunk diameter does not exceed 18 inches.*

*(A) **Measurement of clear vision areas.** A clear vision area shall consist of a triangular area, two sides of which are measured from the corner intersection of the street curb or location where street curb would be located if the right-of-way were developed to full City standards (ignoring any corner radius) for a distance of 25 feet. The third side is a line across the corner of the lot adjoining the non-intersecting ends of the other two sides. The vertical clear vision area is the area above the triangle, between 2 ½' and 8' in height (10' if located along a designated school bus route). In the case of an intersection of a street with an alley or bike/pedestrian way, the measurement shall be made along the nearest edge of the alley or bike/pedestrian way to the intersection for a distance of 15'.*

**Finding 7:** Clear vision areas shall be maintained at all times and may be enforced at any time based on the requirements above or as amended. The applicant's site plan is showing open landscaped areas at the access to the complex that should meet this standard.

**Criteria: 153.082 ONSITE LIGHTING.**

*(A) As part of any application for a development or any use within the City, all on-site lighting shall be designed, located, shielded or deflected, so as not to shine directly onto adjoining properties, impair the vision of a driver of any vehicle or be a hazard to aircraft operations within the area.*

**Finding 8:** Lighting shall be shielded and focused downward to prevent light from directly shining onto adjoining properties or public rights-of-way. Additional shielding may be required to accomplish this.

**Criteria: 153.083 STANDARDS FOR SPECIFIC USES**

*(H) **Multi-family dwelling complex.** A multi-family dwelling complex permitted as a conditional use shall comply with the following standards and conditions, and the compliance shall be evident prior to occupancy except as may otherwise be approved by the city.*

*(1) All such complexes with more than 20 dwelling units shall be so located as to have direct access onto an improved arterial or major collector street unless approved otherwise by the city.*

*(2) All such complexes shall provide both an improved ingress and egress.*

*(3) Each access road permitting two-way traffic and intersecting a public street shall have a minimum surface width of not less than 30 feet, and not less than 16 feet in width for single-lane, one-way traffic. Interior complex driveways shall not be less than 24 feet in width for two-way traffic, and not less than 12 feet in width for single-lane traffic. For interior driveways providing on-street parking, an additional eight feet of width shall be added for each parking lane or area. All access roads, driveways and parking facilities shall be improved and maintained with "durable and dustless surfaces" as defined in 153.086, and as approved by the City Superintendent of Streets.*

*(4) Sidewalks, walkways, bicycle paths and other pedestrian ways may be required. The walks, paths and ways shall not be less than four feet in width and shall be surfaced with concrete, asphalt, asphaltic concrete or paving bricks as approved by the City Superintendent of Streets.*

(5) *The complexes may be required to provide storage facilities and/or extra parking spaces as deemed necessary to provide for tenant storage of household goods, equipment, extra furnishings and/or recreation vehicles.*

(6) *Each complex, and each individual unit contained therein, shall be serviced with public water and sewer, electrical power, receptacles for garbage disposal and collection service, and fire hydrants shall be installed as deemed necessary by the City Fire Department.*

(7) *Facilities for incoming and outgoing mail shall be installed in accordance with the requirements of the U.S. Postal Service.*

(8) *The overall density of the complex shall not exceed the dimensional standards set forth by the applicable zone, except as approved otherwise by the city in accordance with the following factors.*

(a) *An increase of 5% in the maximum allowable density for dedicated and improved open space equaling 25% or more of the total land area of the development.*

(b) *An increase of 5% in the maximum allowable density for the development and maintenance of an approved recreation and/or common use building or other indoor facility.*

(c) *An increase of 5% for a developed playground area*

(d) *An increase of 5% for a developed recreation area including a covered picnic area, basketball and/or tennis court facilities and the like.*

(e) *As an incentive for development excellent, a total increase of 25% may be permitted if three or more of the foregoing are provided.*

(9) *A complex shall provide recreational space of at least 2,500 square feet plus 50 square feet for each unit in the complex. The recreational space shall be improved with landscaping to provide open recreation and shall be secured from driveways and parking areas. Facilities such as picnic tables, barbecues and playground equipment are recommended.*

(10) *For any complex permitting tenants to have recreation vehicles, camp trailers, boats and similar recreational equipment, there shall be provided a separate, designated parking area for such uses at a ratio of one space per each three units in the complex.*

(11) *If each unit in the complex is not provided with clothes washing and drying facilities, and there is not a private commercial coin-operated laundry facility within a reasonable walking distance, then there shall be provided within the complex a separate laundry facility providing not less than one washer and one dryer for each six units in the complex.*

(12) *The total land area of the complex may be required to be surrounded, except at entry and exit locations, by a sight-obscuring fence or hedge not less than six feet in height.*

#### **Finding 9:**

(H)(1,2) – The applicant is proposing nine (9) dwelling units and therefore does not require frontage on an arterial or major collector street. There is a single access to the site, directly onto NW Madras Highway (Major Arterial). All access shall meet City and/or ODOT standards for a multi-family complex.

(H)(3) – If approved the applicant access will be determined by ODOT. The City minimum standard is a 30-foot access at the entrance and 24-foot two-way access lane to the proposed parking spaces.

(H)(4) – There are currently no sidewalks in NW Madras Highway along the property frontage. There is an existing off-street asphalt path along the property frontage that will remain and serves as the pedestrian walkway in this area. At some point ODOT may develop sidewalks to meet ADA standards, but this is not a requirement at this time.

(H)(5,10) – Due to the proposed use of the site the applicant is not proposing storage for household goods or additional vehicles, such as RVs or boats. As a traditional multi-family development, additional storage should be required for household goods, equipment and extra furnishings.

(H)(6,7) – All public and private utilities listed in this section are planned and shall be provided to each individual unit. Fire hydrants shall be installed to City and Fire Department standards. Garbage disposal shall be provided in coordination with City franchise service (Republic Services). Communal garbage disposal shall be within a screened enclosure as proposed. Mail service shall be installed in accordance with the requirements of the U.S. Postal Service.

(H)(8) – The applicant is significantly below the maximum density of the zone.

(H)(9) – City code requires multi-family complexes to provide recreational space as part of the 20% landscaping requirement. That space for this development would total 2,950 square feet and can be all in one place or provided for each individual unit or both. The applicant is proposing 125 square feet of individual space per unit and ~12,000 square feet at the rear of the property that could be used for open recreation.

(H)(11) – The applicant is proposing a separate shared laundry facility on site for use by residents.

(H)(12) – The applicant is proposing 6' tall site obscuring fence surrounding the property other than the entry and exit location.

**Criteria: 153.085 OFF-STREET PARKING AND LOADING: PROVISIONS AND REQUIREMENTS.**

**(A)** The provision and maintenance of off-street parking and loading facilities are continuing obligations of the property owner. No building permit shall be issued until plans are submitted and approved by the city that show property that is and will remain available for exclusive use as off-street parking and loading facilities as required by this section and this chapter. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the required parking and loading facilities set forth by this section and this chapter. It is not, however, the intent of these provisions to require off-street parking and loading facilities in a manner as to unreasonably limit improvements to existing structures and uses, particularly in that area identified as the downtown core commercial area.

**(B)** Applicability. Unless exempted by this section, all construction, reconstruction, enlargement of a structure or at the time a use is changed in any zone off-street parking facilities shall be provided in accordance with the requirements set forth by this section and section 153.086

Multi-family complex	2 spaces per dwelling for first 4 dwellings; 1.5 spaces per unit from 5 to 8 units; 1.25 spaces per each unit thereafter, plus 2 spaces for owner/manager.
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**Finding 10:** The development consists of 9 units, requiring 15 parking spaces. The applicant is providing 15 spaces including one ADA space, to be located to the rear of the complex. There is no official on-street parking available along Madras Highway.

**Criteria: 153.086 OFF-STREET PARKING AND LOADING: DESIGN/IMPROVEMENT STANDARDS**

**(F)** The following off-street parking development standards shall apply.

**(1)** Parking areas, aisles and turnarounds shall be paved with concrete, asphaltic or comparable durable and dustless surfaces as defined in division (E) of this section, or as otherwise approved by an authorized official of the City.

**(2)** Approaches to driveways providing ingress and egress to parking areas shall be paved with asphalt, asphaltic concrete or concrete surfacing and inspected by the City Street Superintendent. In the event that a serving street is not paved, the approach may be maintained to the same standard as the street until the street is paved.

(3) *Parking areas, aisles and turnarounds shall have provisions made for the onsite collection of drainage waters to filter contaminants and eliminate sheet flow of the waters onto or across sidewalks and other pedestrian ways, bike paths, public rights-of-ways and abutting private property.*

(4) *In areas that are duly designated for parking, parking spaces shall be permanently and clearly marked except as otherwise approved by the city.*

(5) *Wheel stops and bumper guards shall be provided where appropriate for parking spaces abutting a property line or building and no vehicle shall overhang a public right-of-way or other property line. Unless otherwise approved, parking spaces along the outer boundaries of a parking lot shall be contained by a curb which is at least 4 inches high and set back a minimum of 4.5 feet from the property line or by a bumper rail.*

(6) *Artificial lighting for parking areas which may be provided or required shall be shielded or deflected so as not to shine directly into adjoining properties, dwellings or businesses and so as not to create a hazard to the public use of a street.*

**Finding 11:** All vehicle access, parking spaces and driveways shall meet the above criteria and be paved as indicated above and shown in the applicant's submittal. The Fire Department does require a sign-off on a code compliant site plan prior to submitting for building permits.

**Criteria: 153.087 LANDSCAPING REQUIREMENTS.**

*The following minimum landscape requirements are established for all developments subject to design review plan approval, unless approved otherwise by the reviewing authority.*

(A) *Landscaping defined. Required landscaping may include, but is not limited to, a combination of any of the following materials: living plant material such as trees, shrubs, groundcover, flowers and lawn (including native vegetation); and nonliving materials such as benches, walkways and courtyards, consisting of brick, decorative rock or other decorative materials.*

(B) *Existing vegetation. Existing site vegetation may be utilized to the maximum extent possible consistent with building placement and the applicable proposed landscape plan.*

(C) *Area required. Minimum area requirements may include requirements for landscaping around buildings, along fence lines, in parking and loading areas, outdoor recreational use areas and screening and buffering areas. Except as approved otherwise by the reviewing authority, the area required for landscaping is expressed as a percentage within the zone dimensional tables and/or the following:*

(1) *Multifamily dwellings & complexes: 20%.*

(2) *Downtown Enhancement Plan C-1 Zone.*

(3) *Parking lots. Parking areas shall be required to be landscaped in accordance with the following minimum requirements:*

(a) *In commercial and residential developments, parking areas shall be divided into bays of 12 spaces and between or at the end of each parking bay a curbed planter containing at least 16 square feet shall be required. Parking areas less than 12 spaces may require curbed planters as part of the landscape standard.*

(b) *Each planter should contain at least 1 tree and ground cover. An applicant may submit alternate plans for review and approval.*

(c) *The areas shall be designed to be protected from being damaged by vehicles using the parking area.*

(d) *Clear vision at the intersection within a parking area shall be maintained to provide adequate vision of vehicles and pedestrians.*

(e) *Unless sidewalks are provided adjacent to a structure, customer or resident parking areas should be separated from the exterior wall of a commercial or residential structure by a minimum 4 foot strip of landscaping.*

(f) *Where a parking, loading or driveway area serving a multi-family, commercial, industrial or government use abuts a public right-of-way of a collector or arterial street or a local street across from a residential zone, or abuts a residential zone, a screen planting or other approved landscaped planter strip may be required between the parking area and the right-of-way without encroaching into a clear vision area or sidewalk.*



(4) **Buffering and screening.** Requirements for buffering and screening may exceed the area requirement listed above. When required, buffering and screening areas shall conform to the following minimum requirements.

(a) **Purpose.** The purposes of buffering and screening requirements are to reduce the impacts of a proposed use on adjacent uses and zones which provide for different types of uses. The reviewing authority may waive or reduce the requirements where existing topography or vegetation is appropriate or otherwise negates the effectiveness or intended purpose or benefits of the buffering and screening.

(D) **Plant material installation standards.** Except as otherwise approved by the city, the following standards shall apply to plant materials and the installation thereof as provided in accordance with the provisions of this section.

(1) **Landscape plant materials shall be properly guyed and staked, and shall not interfere with vehicular or pedestrian traffic or parking and loading.**

(2) **Trees shall be a minimum size of 8 feet in height and be fully branched at the time of planting.**

(3) **Shrubs shall be supplied in 1 gallon containers or 6 inch burlap balls with a minimum spread of 12 inches.**

(4) **Rows of plants should be staggered to provide for more effective coverage.**

(E) **Maintenance and plant survival.** All landscaping approved or required as a part of a development plan shall be continuously maintained, including necessary watering, weeding, pruning and replacement of plant materials. Except where the applicant proposes landscaping consisting of drought-resistant plantings and materials that can be maintained and can survive without irrigation, landscaped areas shall be irrigated. If plantings fail to survive, it is the responsibility of the property owner to replace them.

**Finding 12:** Multifamily complexes are required to provide at least 20% landscaping, which equals 8,712 s.f. for this property. The applicant's site plan illustrates 18,645 s.f. of landscaped areas including turf, mulch, shrubs and trees. Additional open recreational space may be improved at the rear of the property. The total improved landscape area exceeds the required amount and complies with the criteria above.

Adequate buffering and screening are provided by landscaping along the street frontage and adjacent the homes. Staff does not see a need for additional buffering and screening at the sides or rear of the development given the required 6' tall site-obscuring fencing that is required to be installed.

**Criteria: 153.136 SPECIFIC CONDITIONS.**

*In addition to the standards and conditions set forth in a specific zone, this subchapter, this chapter and other applicable local, county, state and/or federal regulations, additional conditions may be imposed which are found to be necessary to avoid a detrimental impact on adjoining properties, the general area or the city as a whole, and to otherwise protect the general welfare and interests of the surrounding area, the city as a whole and the general public. No condition may be imposed which violates federal or state law with regard to needed housing. The conditions may include, but are not limited to, the following.*

(A) **Limiting the manner in which the use is conducted, including restricting the time an activity may take place, and restrictions to minimize environmental impacts such as noise, vibration, air or water pollution, glare and odor.**

(B) **Establishing a special setback or other open space requirements, and increasing the required lot size or other dimensional standards.**

(C) **Limiting the height, size or location of a building or other structure or use.**

(D) **Increasing street width and/or requiring improvements to public streets and other public facilities serving the proposed use, even including those off-site but necessary to serve the subject proposal.**

(E) **Designating the size, number, improvements, location and nature of vehicle access points and routes, and requiring pedestrian and/or bicycle ways.**

(F) *Limiting or otherwise designating the number, size, location, height and lighting of signs and outdoor or security lighting, and the intensity and/or direction thereof.*

(G) *Requiring diking, screening, fencing or other improvements or facilities deemed necessary to protect adjacent or nearby properties, and establishing requirements or standards for the installation and maintenance thereof.*

(H) *Protecting and preserving existing trees, other vegetation and water, scenic, historic, archaeological, unique, landmark or other natural or manmade significant resources.*

**Finding 13:** Above is a list of conditions the Planning Commission may consider to mitigate impacts to the surrounding area, beyond what is already shown in the application. Unless there are specific requests from neighboring properties, staff does not have any specific conditions to recommend.

**Criteria: 153.138 TIME LIMIT ON A CONDITIONAL USE PERMIT.**

(A) *Authorization of a conditional use permit shall be null and void after one year or such other time as may be specified in the approval thereof unless substantial development, compliance and/or investment is clearly evident.*

(B) *Issuance of a conditional use permit shall confer no right to the applicant beyond the time period for which it was issued.*

(C) *If the conditions applicable to a conditional use permit are not fulfilled within a reasonable time, the Commission may revoke the permit after giving notice to the applicant, affected property owners and other affected persons or parties, and upon holding a public hearing to make the determination.*

**Finding 14:** As stated above, the applicant shall be aware that a conditional use permit is void after one year unless substantial development, compliance or investment is clearly evident. This is generally established by evidence of a building permit, but may include other site work. Should development cease and not continue in a reasonable manner the Commission may revoke the permit as described above.

**Criteria: CHAPTER 151 FLOOD DAMAGE PREVENTION**

**Finding 15:** A portion of the property is within the special flood Hazard area commonly referred to as the 100-year floodplain. No structures are proposed in the floodplain; however, the drainage swale and a portion of the parking lot are. The City flood code requires projects “be consistent with the need to minimize flood damage and ensure that building sites will be reasonably safe from flooding”. To achieve this the City strives to balance grading of sites within the floodplain so that no net increase in fill will occur. FEMA rules have been changing to require this, but those rules are unclear at this time. While there is no threat to the structures proposed in this development. Filling in the floodplain area could increase the potential for flood damage on adjacent properties. As a condition of approval there shall be no net fill of the floodplain area.

**RECOMMENDED CONDITIONS OF APPROVAL:** If approved the following conditions are recommended for application **CU-2025-102** for a nine (9) unit multi-family complex. Such an approval is subject to the submitted plans, findings stated in the staff report, those conditions contained within and the following conditions of approval set forth below:

### **General Conditions**

1. The plans submitted by the applicant and the improvements depicted therein are the foundation of this approval to meet the requirements of the City's land use code and standards and specifications.
2. The applicant shall comply with the Fire Department requirements for fire flows, sprinkler systems, fire hydrants, addressing, fire lanes, Knox Box locks, no parking signs and all other UFC requirements. A site plan focusing on any access and water supply requirements found in the Oregon Fire Code shall be submitted. Final plans shall be signed by the Fire Department prior to submitting for building permits.
3. The applicant shall construct all public improvements in accordance with the City's standards and specifications and ODOT standards as applicable. Any public lines that extend into the property shall be placed in 20' public utility easements and built to City standards. All buildings shall be connected to City water and sewer and other serving utilizes as applicable. Garbage disposal shall be coordinated with Republic Services and be within screened enclosures. Mail service shall be coordinated with the U.S. Postal Service.
4. The applicant shall place all new utilities underground.
5. The applicant shall provide paved parking, access and maneuvering areas, as well as sidewalk, driveways and pedestrian connections consistent with their site plan.
6. The applicant shall meet the required landscaping percentage for multifamily complexes (20%). The applicant shall adhere to the general concept of the submitted landscape plan. The City understands that this landscape plan is conceptual and there may be a desire to adjust the plan as the project is constructed. Major changes to the proposed plan as determined by the Planning Director, shall be submitted in map form or writing for an informal City review and approval to ensure the plan is meeting the City's landscaping and buffering standards.
7. The applicant shall provide an attractive 6-foot site obscuring fence surrounding the entire property other than the entrance exit location.
8. The applicant shall balance grading of the site within the floodplain so that no net increase in fill will occur.
9. Signs for multifamily dwellings shall not exceed 32 s.f. Signs meeting the City's sign code are considered approved as part of this application. Sign proposals shall be submitted for code compliance and made a part of this application.

### **Prior to Building Permit**

10. The applicant shall pay all applicable system development charges (SDCs) and connections fees prior to issuance of a building permit. SDCs are charged concurrent with building permits and therefore may change over time as individual buildings are constructed at different times.

### **On-going Responsibilities**

11. All stormwater drainage shall be maintained on-site per the applicant's drainage plan.
12. No storage of materials is allowed in a manner which may cause a nuisance. The applicant shall not store unused vehicles, junk or debris within view of persons on a public street or adjacent properties. All outdoor storage and any equipment on site shall be screened from adjacent public rights-of-way.
13. All exterior lighting shall be shielded and focus light downward onto the site and shall not shine onto adjacent rights-of-way or properties or cause a hazard to vehicles or aircraft. Additional shielding may be required to accomplish this.
14. The applicant is required to comply with all relevant portions of the City of Prineville Code of Ordinances and secure any permits required by the Crook County Building Department or State and Federal agencies.

### **RECOMMENDED FINDING FOR DENIAL:** If denied the following findings are recommended.

1. The application is not compatible with the Comprehensive Plan due to inefficient use of commercially zoned land for single use, low density residential purposes.
2. The application is not compatible with the purpose of the C2 zone. The C2 zone provides for commercial uses more desirable outside the downtown and more dependent on high traffic volumes. It also allows some types of heavy commercial and light industrial uses that are not compatible with residential uses.


### **MOTION IN FAVOR**

The Staff Report and record of tonight's proceedings are hereby incorporated as Findings of Fact in Favor of this Application. I Move the application be **APPROVED**, subject to the Conditions of Approval as they have been finalized, and based upon the Findings of Fact in favor of the application.

### **MOTION IN OPPOSITION**

The Staff Report and record of tonight's proceedings are hereby incorporated as Findings of Fact in Opposition to this Application. I Move the request be **DENIED** based upon Findings of Fact in opposition to the application.

Written by:

  
Joshua Smith  
Planning Director