



Jennifer Hughes, Manager
Lindsey Nesbitt, Manager
Planning & Zoning

Department of Transportation and Development

150 Beaver Creek Road Oregon City, OR 97045

NOTICE OF LAND USE APPLICATION IN YOUR AREA

Date: 11/19/2018
Permit Number: Z0552-18
Application: Home Occupation
From: Clackamas County Planning and Zoning
Notice Mailed To: Property owners within 500 feet
Community Planning Organizations (CPO)
Interested Citizens and Agencies

Application Proposal:

HOME OCCUPATION RENEWAL TO CONTINUE OPERATION OF PRINTING BUSINESS IN A 495 AREA OF A 782 SQ FT DETACHED ACCESSORY STRUCTURE.

Property Owner: GOTCHALL JAMES M & DIANE K
19830 SW STAFFORD RD
WEST LINN, OR 97068

Applicant: GOTCHALL, JAMES
19830 SW STAFFORD ROAD
WEST LINN, OR 97068

Address: 19830 SW STAFFORD RD
WEST LINN, OR 97068

Location:

Legal Description: 21E21C 01201 **Acres:** .64

Zone: RRF5- RESIDENTIAL RURAL FARM FOREST 5 ACRES

Staff: Lorraine Gonzales 503-742-4541 **E-mail:** lorrainego@co.clackamas.or.us

How to Comment on this Application:

1. To be sure your comments will be considered prior to the decision, we need to have them within 20 days of the date of this notice.

Permit Number: Z0552-18

2. You may use the space provided below, mail a separate letter or e-mail the information. Please include the permit number, address the information to the staff member handling this matter, and focus your comments on the approval criteria for the application.

3. Return your mailed comments to: Clackamas County Planning and Zoning, 150 Beaver Creek Rd, Oregon City, OR 97045; FAX to (503) 742-4550.

Community Planning Organization: The following recognized Community Planning Organization (CPO) has been notified of this application. This organization may develop a recommendation on this application. You are welcome to contact this organization and attend their meeting. If this Community Planning Organization is currently inactive, and you are interested in becoming involved in Land Use Planning in your area, please contact the Citizen Involvement Office at (503) 655-8552.

STAFFORD TUALATIN VALLEY CPO
SCHABER 503-707-9792
19919 SW SCHABER LN
TUALATIN OR 97062

Decision Process: In order to be approved, this proposal must meet the approval criteria in the Zoning and Development Ordinance, Section(s)

316 822

The Ordinance criteria for evaluating this application can be obtained from this office or viewed at www.clackamas.us/planning/zdo.html. You may view the submitted application at the following link, <https://accela.clackamas.us/citizenaccess/> within five days of the date of this notice, or at our office during weekday lobby hours, 8:00 am to 4:00 pm, Monday through Thursday and 8:00 am to 3:00 pm Friday.

A decision on this proposal will be made and a copy will be mailed to you. If you disagree with the decision you may appeal to the Land Use Hearings Officer who will conduct a public hearing. There is a \$250 appeal fee.

Comments:

Your Name/Organization

Telephone Number

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4696 or email swilliams@clackamas.us.

503-742-4696: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод? | 翻译或
□译? | Cán Biên dịch hoặc Phiên dịch? | 번역 또는 통역?



Planning & Zoning
Development Services Building
150 Beavercreek Road | Oregon City, OR | 97045
Phone: (503) 742-4500 | Fax: (503) 742-4550
E-mail: zoninginfo@co.clackamas.or.us
Web: http://www.clackamas.us/transportation/planning/

LAND USE APPLICATION

DEEMED COMPLETE

ORIGINAL DATE SUBMITTED: 11/13/2018
FILE NUMBER: Z0552-18-HO
APPLICATION TYPE: HOME OCCUPATION

The Planning and Zoning Division staff deemed this application complete for the purposes of Oregon Revised Statutes (ORS) 215.427 on: 11/19/18

Signature

Senior Planner
Title

h bonzales
Print Name

Comments:

Check one:

The subject property is located inside an urban growth boundary. The 120-day deadline for final action on the application pursuant to ORS 215.427(1) is:

The subject property is not located inside an urban growth boundary. The 150-day deadline for final action on the application pursuant to ORS 215.427(1) is:

4/18/19



Land Use Application

NOV 13 2018 For Staff Use Only			
Date received:		File number:	20552-18-110
Application type:	Home Occupation	Fee:	\$520 ⁰⁰
Zone:	RRFS	CPO/Hamlet:	Stafford - Tual. Valley
Violation #:			Stafford Hamlet

Applicant Information:

What is proposed? Continual operation of our printing business, J.B. Gray & Son, Inc. in an accessory building on our home property.

Name of applicant: James Gotchall

Mailing address: 19830 SW Stafford Rd

City West Linn State OR Zip 97068

Applicant is (select one): Legal owner Contract buyer Option buyer Agent

Name of contact person (if other than applicant): _____

Mailing address of contact person: _____

Applicant #s:	Wk: <u>503-673-0660</u>	Cell: <u>503-348-9115</u>	Email: <u>jimg@jbgrayprinting.com</u>
Contact person #s:	Wk: _____	Cell: _____	Email: _____

Other persons (if any) to be mailed notices regarding this application:

Name	Address	Zip	Relationship

Name	Address	Zip	Relationship

SITE ADDRESS: 19830 SW Stafford Rd

TAX LOT #: T 26 R 1E Section 21C Tax Lot(s) 01201

Adjacent properties under same ownership: _____ Total land area: _____

T _____	R _____	Section _____	Tax lot(s) _____
T _____	R _____	Section _____	Tax lot(s) _____
T _____	R _____	Section _____	Tax lot(s) _____

I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

James Gotchall	11/8/2018	
Property owner's name (print)	Date	Owner's signature
James Gotchall	11/8/2018	
Applicant's name (print)	Date	Applicant's signature

This map was prepared for assessment purpose only.

SW/4 SEC. 21 T.2S. R.1E. W.M.
CLACKAMAS COUNTY

0 50 1" = 200'

2500

SEE MAP 2 IE 21BC

SEE MAP 2 IE 21BD

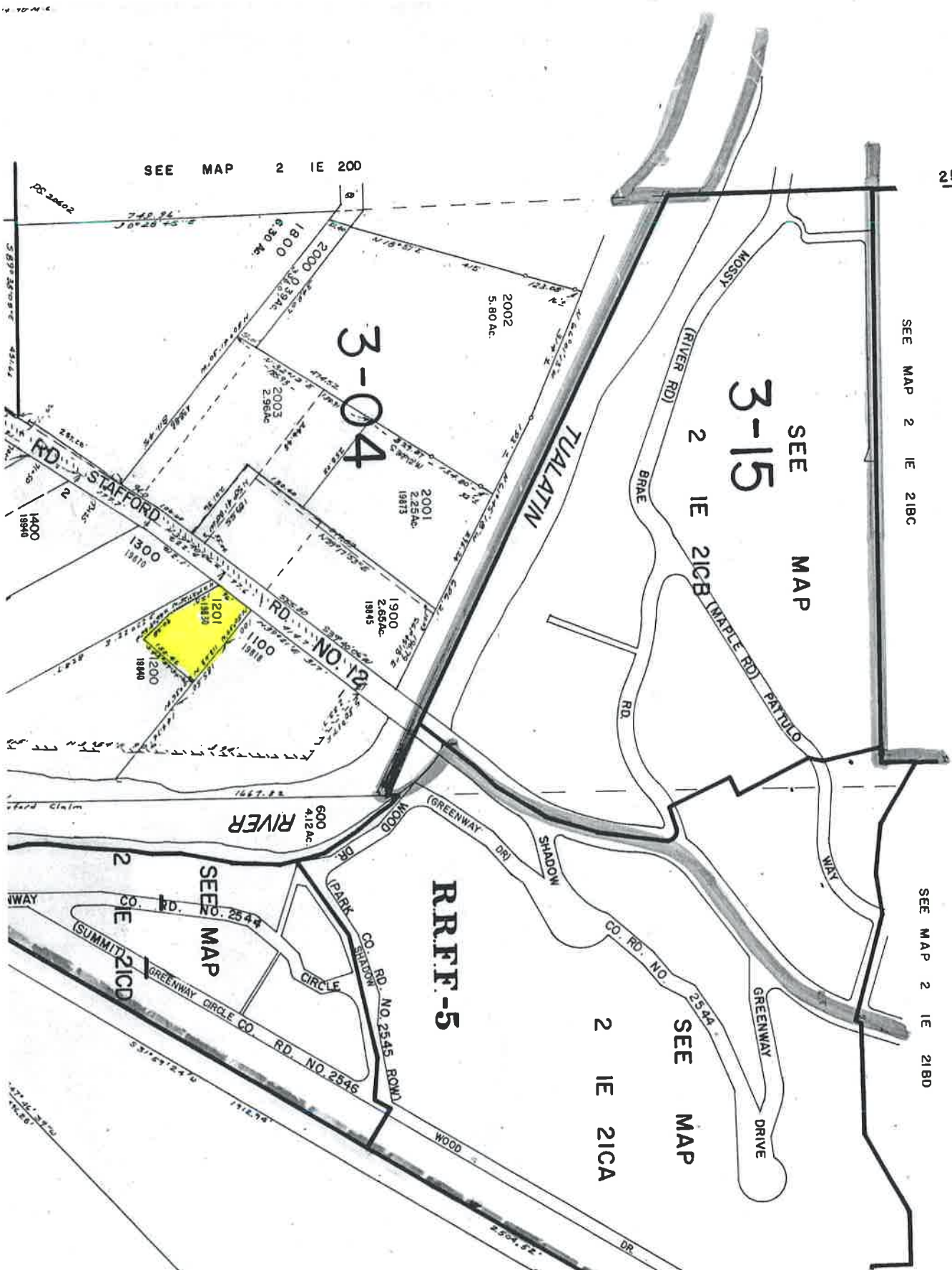
SEE MAP
3-15
2 IE 21CB
MAP

3-04

R.R.F.F.-5

SEE MAP
2 IE 21CA
MAP

SEE MAP 2 IE 20D





SUPPLEMENTAL APPLICATION

HOME OCCUPATION PERMIT
(March 2014)

NOV 13 2018

APPLICANT INFORMATION

Name James Gotchall File Z0412-09-HO

Date 11/8/2018

WHAT IS A HOME OCCUPATION PERMIT?

The County Zoning & Development Ordinance (ZDO) allows an occupation or business to be conducted in a dwelling or accessory building through a home occupation permit under certain conditions. Home Occupation permits are valid for three years.

WHAT IS NEEDED FOR APPROVAL?

All home occupations are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the home occupation request, according to ZDO Section 822. Please note County approval of a Home Occupation does not supercede homeowners' association requirements or deed restrictions that may apply to your property.

WHAT ARE THE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision of this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

APPLICATION PROCESS

Home occupation permits are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organizations (CPO), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

NOTE: A PRE-APPLICATION CONFERENCE is required prior to filing an application for a Home Occupation Exception. For a copy of the Pre-Application Form, go to: www.clackamas.us/planning/supplemental.html

STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:

- Land Use Application Supplemental Application
Sample Plot Plan ZDO Section 822

HOW LONG WILL IT TAKE TO GET A FINAL DECISION ON AN APPLICATION?

Approximately 12 weeks in Urban zones; and 15 weeks in Rural zones. State law requires a final decision on land use applications within 120 days (Urban areas); 150 days (Rural areas).

BUILDING PERMIT REQUIREMENTS: *The use of a dwelling or other structure for a home occupation business (commercial use of a building) may require structural changes to the building to meet minimum building code requirements. It is highly recommended that you contact the Clackamas County Building Codes Division prior to submittal of a Home Occupation application to determine if changes or upgrades to the building(s) will be required, what type (i.e., building, plumbing, electrical, etc) of permits will be required for the project and the estimated cost of these permits. Some permits may require plans prepared by a professional architect or structural engineer. The last page of this application includes additional information regarding the submittal requirements for building permits.*

COMPLETE APPLICATIONS FOR HOME OCCUPATION PERMITS AND RENEWALS REQUIRE THE FOLLOWING:

1. Land Use Application – Information on applicant and land involved in application.
2. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
3. Application Fee: \$520 (Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.)
4. Schematic Floor Plan showing building(s) housing the home occupation, identifying rooms, doors, and windows, and indicating building construction (wood, metal, masonry, etc.)
5. Plot Plan of the property showing at a minimum: property lines, all structures (identify area to be used for the home occupation), parking areas, distances, etc. See attached Sample Plot Plan.
6. Preliminary Statement of Feasibility from water provider, sanitary sewer provider and surface water management authority. Required only if filing for an exception.
7. Additional information: A noise study by a qualified professional may be required for those home occupations that have the potential to create noise beyond the specified limitations as found in Section 822 of the ordinance.
8. Justification: Please provide information on each of the following. Be as thorough as possible.
 - A. Describe in detail the proposed home occupation, including all activities involved and the method of operation. Use additional sheets if necessary.

Continual operation of our printing business J.B. Gray & Son, Inc. We provide computerized layout service and complete offset printing on site. Any non-offset printing is done by a contractor at his/her place of business.
 - B. Employees: How many people are employed full or part-time (include the owner/operator) 3. Identify the operator and all employees who are members of the family residing on the property.

Myself and my wife, Diane Gotchall. Now and then we may have one of our children, who all reside elsewhere, come in and work.
 - C. Accessory Building: What is the total gross square footage of any attached or detached accessory building(s) used to conduct this home occupation? 782 sq. ft.

Identify the actual sq. ft. to be used in the home occupation. Include all work areas and storage areas
495 sq. ft.

D. Work Hours: What are the days and hours that this home occupation will operate?

Monday - Friday 8am - 5:30pm

E. Equipment: Identify all machinery, equipment, and vehicles used in this home occupation, and the amount of noise, vibration, glare, fumes, odors, or electrical interference caused by each. Some home occupations may require a noise study conducted by a qualified professional.

AB Dick 9985 Twin Tower press, envelope press, paper cutter, paper drill, Copier, and computers with laser printers. None of the items create any vibration, glare, odors, or electrical interference. A copy of a noise study is attached.

F. Storage or Display: Describe how, where, and in what amounts tools, machinery, material, and merchandise will be stored or displayed.

The equipment and paper products will all be stored with in the building being used for the home occupancy.

G. Signs: Describe the type, size, illumination, and location of any signs advertising the home occupation.

None.

H. Vehicles: how many vehicle trips per day will this occupation generate? (A trip is to or from the property.) Include all vehicles used in your occupation: employee's vehicles, customer vehicles, and delivery vehicles.

Trips per day: 2-4

If delivery trucks or vehicles exceeding 11,000 pounds gross vehicle weight are associated with this home occupation, please describe.

None.

- I. Parking: How many vehicles associated with the occupation will be stored, parked, or repaired on the property at any one time? (Include only vehicles used in the operation of the home occupation including: employee vehicles, customer vehicles, and delivery trucks.)

Number of vehicles: 0 - 3

Where will the vehicles be located?

Parked in the driveway

- J. Construction/Alterations: Describe any building construction or alterations to the home, accessory building(s), or property needed to conduct this business. (*Please check with the Building Department for codes and what the proposed structural changes may cost in permit fees.*)
None.

- K. Describe the type and amount of any hazardous materials stored or used on the property in conjunction with the occupation.
None.

- L. Describe how the character and residential/farm function of the building and property will be maintained by the appropriate use of colors, materials, design, construction, lighting, and landscaping.
Nothing is being changed to accommodate the business.

- M. Explain how the use will or will not interfere with existing uses or nearby land or with other uses permitted in the area.
Our business will not interfere. It is quiet and self contained within the existing building.

- N. Does the property take access via a private road or easement that also serves other properties? No If so, please submit a petition showing that all property owners sharing the access agree to the home occupation. The petition shall describe the home occupation and state any conditions stipulated in the agreement.

**CLACKAMAS COUNTY BUILDING PERMIT REQUIREMENTS FOR
HOME OCCUPATIONS**

**BUILDING PERMITS ARE REQUIRED
FOR ALL HOME OCCUPATIONS**

If you are:

Building a New Building:

- 1. Building Permit Application**
- 2. Plot Plan**
- 3. (3) Sets of Building Plans**
- 4. All Applicable Permit and System Development Charges paid.**

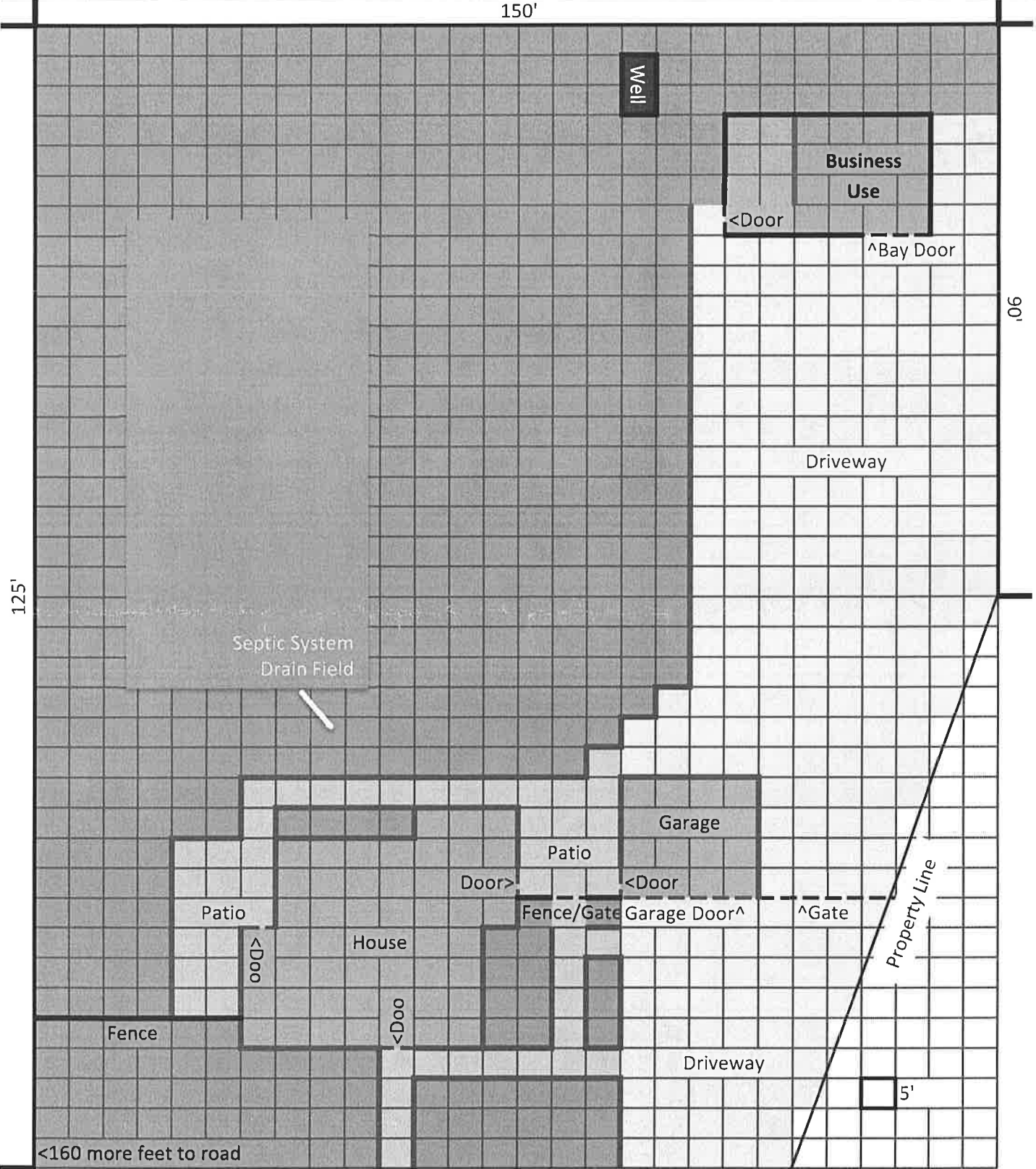
Converting an Existing Building:

- 1. Building Permit Application**
- 2. Plot Plan**
- 3. Floor Plan of Building – Fully Dimensioned**
- 4. (3) Sets of Building Plans if any Structural Work is to be done.**
- 5. All Applicable permit and System Development Charges paid.**

**FEES WILL VARY BY TYPE OF BUILDING PERMIT APPLICATION.
CONTACT BUILDING CODES DIVISION FOR FEE INFORMATION 742-4739**

PLOT PLAN

Township 25 Range 1E Section 21C Tax Lot 01201
Address 19830 SW Stafford Rd, West Linn, OR 97068



Building Permit or Building Application Number: File #Z0789-00