

City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.7001
www.canbyoregon.gov

Development Services

January 25, 2023

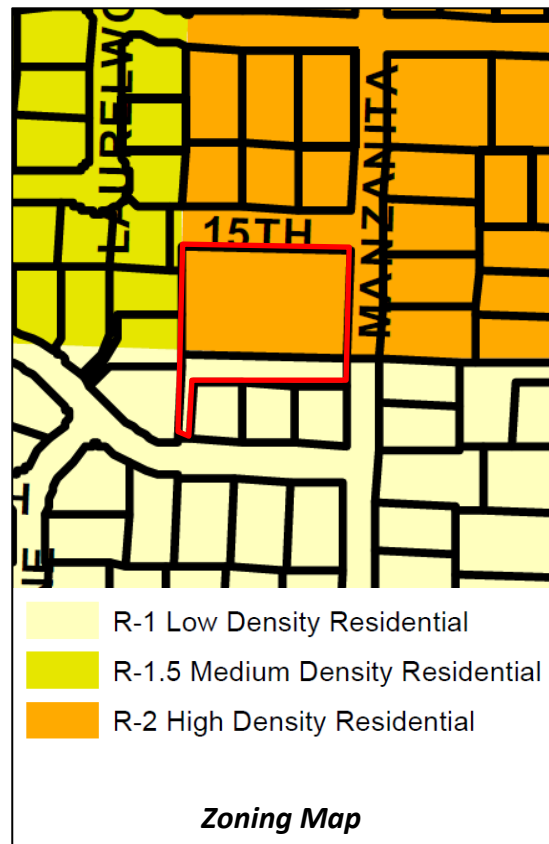
NOTICE OF NON-CONFORMING STRUCTURE APPLICATION & REQUEST FOR COMMENTS

**Manzanita Apartment Conversion
1477 N Manzanita St.
FILE NO. NCS 22-01**




The City requires all property owners and residents within 100 feet of a Non-Conforming Structure request to be notified of the application. This letter serves as your Notice of a Non-Conforming Structure application and invites you to comment on a project described as Manzanita Apartment Conversion. The project applicant, Jordan Ward, requests approval to convert the existing structure on the site (formerly used as a church and school) into a 23-unit apartment building. The site is located at 1477 N Manzanita St. on the corner of N Manzanita St. and NE 15th Ave. and is outlined in red below.

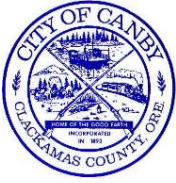


Aerial Map



Zoning Map

-  R-1 Low Density Residential
-  R-1.5 Medium Density Residential
-  R-2 High Density Residential



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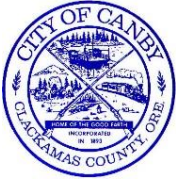
About the Project

- The apartment building will have 7 studio units and 16 one-bedroom units.
- The building is located in the High-Density Residential Zone (R-2) where multi-family residential development is permitted outright. No changes to the site's existing zoning are proposed.
- The conversion will not include any changes or expansions to the existing building footprint. Improvements include:
 - Building interior improvements include new interior partition walls, kitchens, and bathrooms in each unit.
 - Existing exterior doors and windows will be replaced, and the location of some doors and windows will be shifted. The building exterior will also be resided and painted.
 - Site improvements include:
 - Additional landscaping and new outdoor recreation areas,
 - Re-paving parking areas, and
 - A new screened trash storage area.
- The project exceeds the minimum number of vehicle parking spaces required.
- The project triggered a traffic study that evaluated traffic generation for the apartments, and compared it to the last use on the site that received land-use approval, which was a daycare, approved via a Conditional Use Permit in 1978. According to the traffic study, the 23-unit apartment project will generate fewer daily trips than daycare use. The existing driveways off N Manzanita St. and NE 15th Ave. will remain.

What is a Non-conforming structure? A non-conforming structure is an existing (often older) building that does not meet certain current zoning standards, but met the zoning standards in place at the time when built. The project is non-conforming to specific maximum height regulations for multi-family structures. The existing structure is only 11 inches taller than the maximum building height permitted on the building's western wing. The project meets all other applicable zoning standards.

What is the decision process? If you would like City staff to consider your comments on this application, please submit them in writing no later than **Monday, February 6, 2023**.

After public comments are received, Planning Staff will make a decision based on the applicable criteria of the Canby Development Code (listed on the next page). City staff anticipates making a decision on the application on **Wednesday, February 15, 2023**. A notice of decision will be mailed to all parties within 100 feet of the site (who are also receiving this request for comments). The Planning Staff's decision may be appealed to the Planning Commission after the notice of staff's decision has been mailed.



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If you have any questions about this project, please contact Emma Porricolo at 503-266-0723 or porricoloe@canbyoregon.gov.

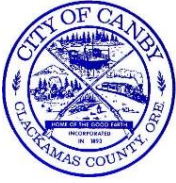
Where can I send my comments? Comments may be mailed to Canby Planning Department, PO Box 930, Canby, OR 97013, emailed to PublicComments@canbyoregon.gov, or hand-delivered to the Planning Counter at City Hall (2nd floor of the library) on weekdays between 9:00 am – 4:00 pm.

How can I review the documents and staff report? Please contact the Planning Department as copies can be emailed to you upon request at no cost. Contact the Planning Department at (503) 266-7001 or planningapps@canbyoregon.gov.

Applicable Criteria: Canby Municipal Code Chapters; Canby Comprehensive Plan

Applicable Canby Municipal Code Sections:

- 16.08: General Provisions
- 16.10: Off-street Parking and Loading
- 16.16: R-1 Low-Density Residential Zone
- 16.20: R-2 High-Density Residential Zone
- 16.21: Residential Design Standards
- 16.42: Signs
- 16.43: Outdoor Lighting Standards
- 16.52: Non-conforming Uses and Structures
- 16.89: Application and Review Procedures



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CITY OF CANBY – COMMENT FORM

Please send comments to the City of Canby Planning Department:

- By mail:** Planning Department, PO Box 930, Canby, OR 97013
- In-person:** Planning Department at 222 NE 2nd Avenue, upstairs
- E-mail:** PublicComments@canbyoregon.gov

If you would like City staff to consider your comments on this application, you must submit comments in writing no later than **Monday, February 6, 2023**. City staff anticipates making a decision on the application on **Wednesday, February 15, 2023**.

APPLICATION: *Non-Conforming Structure, Manzanita Apartment Conversion, City File No. NCS 22-01*

COMMENTS: _____

NAME: _____

EMAIL: _____

ADDRESS: _____

PHONE # (optional): _____

DATE: _____

PLEASE EMAIL COMMENTS TO
PublicComments@canbyoregon.gov

Thank You!