



November 14, 2024

City of Harrisburg
Planning and Building Department
PO Box 378
Harrisburg, Oregon 97446

RE: OCCU Harrisburg – ITM Sign Height (202228/1.3)
Variance – Cover Letter

Assessor's Map: 15S04W16AA
Tax Lots: 11700
Property Address: Not yet assigned but adjacent to 375 South 3rd Street
Property Owner: Gibson & Gibson, LLC
125 East 6th Street
Junction City, Oregon 97448
541.998.2388
Contact: Kurt Straube
kstraube@darimart.com

Applicant: Oregon Community Credit Union
2880 Chad Drive
Eugene, Oregon 97470
541.681.6401
Contact: Matt Wilson, Vice President
MWilson@myoccu.org

Applicant's Representative: TBG Architects + Planners
375 West 4th Avenue, Suite 204
Eugene, Oregon 97401
541.687.1010
Contact: Zach Galloway or Kristen Taylor
zgalloway@tbg-arch.com or ktaylor@tbg-arch.com

On behalf of the applicant, Oregon Community Credit Union, enclosed is a Variance Application for two additional illuminated signs that are approximately 15'-3" in height located on the same site as the drive-through coffee kiosk at 375 South 3rd Street on the northeast corner of South 3rd Street and Kesling Street. In accordance with the Type III application submittal requirements, the following attachments are provided for review by the City staff and Planning Commission.

Variance Application Form – 1 Copy

Site Plan (8½" x 11") – 1 Copy

Attachments – 1 Copy
Written Statement

City of Harrisburg
November 14, 2024
Page 2 of 2

ATTACHMENT A Tax Assessor's Map
ATTACHMENT B Property Description

Plan Sets – 1 Copy

T1 Title Sheet
LA.1 Landscape Plan
A1.1 Site Plan
A2.1 Partial Enlarged Site Plan & Exterior Elevations
SL-1 Photometric Plan

If you have any questions, please do not hesitate to call me at your convenience. Thank you for your time and consideration of this proposal.

Sincerely,

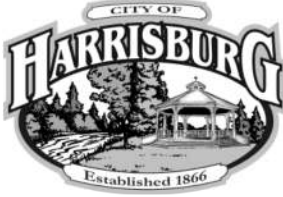


Zach Galloway, AICP
Senior Planner

ZG/KT

cc: Matt Wilson, Vice President, *Oregon Community Credit Union*
Kurt Straube, *Gibson & Gibson, LLC*
Anna Backus, PE, *KPFF Consulting Engineers*
Kelly Sandow, PE, *Sandow Engineering*
David Dougherty, ASLA, *Dougherty Landscape Architects*

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City of Harrisburg
 120 Smith Street
 Harrisburg, OR 97446
 Phone (541) 995-6655
www.ci.harrisburg.or.us/planning

LAND USE APPLICATION

STAFF USE ONLY	
File Number:	462-2024
Date Received:	11.26.24 - Final
Fee Amount:	\$1,500

APPLICATION TYPE	
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input type="checkbox"/> Partition/Replat* Minor Major
<input type="checkbox"/> Conditional Use Permit*	<input type="checkbox"/> Site Plan Review*
<input type="checkbox"/> Historic Permit*	<input type="checkbox"/> Site Plan Review – Parking Only
<input type="checkbox"/> Resource Alteration	<input type="checkbox"/> Subdivision/Replat*
<input type="checkbox"/> Resource Demolition	<input type="checkbox"/> Vacation of street, alley or easement
<input type="checkbox"/> Historic Review – District	<input checked="" type="checkbox"/> Variance*
<input type="checkbox"/> Legal Lot Determination	<input type="checkbox"/> Zone Map Change*
A Pre-Application Conference with City Staff is Required	<input type="checkbox"/> Zoning Ordinance Text Amendment

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL	
Project Description	<p>The current request is for a Type III Variance application approval for two additional illuminated signs mounted on the tower element of the ITM kiosk unit at 15'-3" in height above grade, which exceeds the allowed single illuminated sign at 10-foot sign height.</p> <p>The sign is located on the same site as the coffee kiosk located at 375 South 3rd Street and is part of a proposed proposed project including a drive-through ITM kiosk unit with associated parking, landscaping and other site infrastructure submitted under a separate Type II Land Use Application.</p>
Project Name	OCCU Harrisburg - Sign Variance

PRIMARY CONTACT AND OWNER INFORMATION

Applicant's Name Oregon Community Credit Union (Contact: Matt Wilson)

Phone 541.681.6401 Email MWilson@myoccu.org

Mailing Address 2880 Chad Drive, Eugene, Oregon 97408

Applicant's Signature *Matthew W. Wilson*

Date 11/12/2024

Property Owner Name Gibson & Gibson, LLC (Contact: Kurt Straube)

Phone Email kstraube@darimart.com

Mailing Address 125 E. 6th Street, Junction City, Oregon 97448

Owner Signature

Date

*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.

PROPERTY DESCRIPTION

(general vicinity, side of street, distance to intersection, etc.)

Street Address 375 South 3rd Street

General Location Description northeast corner lot at South 3rd St and Kesling St

Assessor's Map Number(s) Related Tax Lot(s)
Map # 15S04W16AA Tax Lot(s) # 11700

The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <http://linn-web.co.linn.or.us/propertywebquerypublic/>

Lot Area 0.23 AC (9,879 SF) [Project site area applies to 11700 only]

PRIMARY CONTACT AND OWNER INFORMATION

Applicant's Name Oregon Community Credit Union (Contact: Matt Wilson)

Phone 541.681.6401 Email MWilson@myoccu.org

Mailing Address 2880 Chad Drive, Eugene, Oregon 97408

Applicant's Signature

Date

Property Owner Name Gibson & Gibson, LLC (Contact: Kurt Straube)

Phone Email kstraube@darimart.com

Mailing Address 125 E. 6th Street, Junction City, Oregon 97448

Owner Signature

Date 11-13-24

*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.

PROPERTY DESCRIPTION

(general vicinity, side of street, distance to intersection, etc.)

Street Address Not yet assigned - same site as the drive-through coffee kiosk at 375 South 3rd St

General Location Description northeast corner lot at South 3rd St and Kesling St

Assessor's Map Number(s) Related Tax Lot(s)
Map # 15S04W16AA Tax Lot(s) # 11700

The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <http://linn-web.co.linn.or.us/propertywebquerypublic/>

Lot Area 0.23 AC (9,879 SF)

LAND USE AND OVERLAY ZONES

Existing Zone(s)

Existing Comprehensive Plan Designation(s)

Please select any of the following zone overlays or natural areas that apply to the subject site:

- Historic Overlay
 Willamette River Greenway
 Floodplain
 Riparian Corridors
 Wetlands

*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays, please contact the City Planner at (541) 995-6655.

CHECK THE BOX NEXT TO INCLUDED EXHIBITS

- | | |
|---|---|
| <input checked="" type="checkbox"/> Narrative* (address all applicable HMC review criteria) | <input checked="" type="checkbox"/> Architectural Elevations |
| <input checked="" type="checkbox"/> Assessor's Map with Applicable Tax Lots Highlighted | <input type="checkbox"/> Architectural Floor Plans |
| <input checked="" type="checkbox"/> Site Plan [24"x36" (Arch D) sheet] | <input type="checkbox"/> Utilities Plan |
| <input checked="" type="checkbox"/> Survey / ALTA | <input type="checkbox"/> Geotechnical Report/Site |
| <input checked="" type="checkbox"/> Aerial Photograph / Existing Land Use(s) Map | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Zoning Map (if applicable, show proposed change(s)) | <input checked="" type="checkbox"/> Electronic Versions of Exhibits |
| <input type="checkbox"/> Comprehensive Plan Map(s) (if applicable, show proposed changes)) | <input checked="" type="checkbox"/> Application Fee |
| <input type="checkbox"/> Subdivision or Partition Plat | <input type="checkbox"/> Other |

*A written narrative is required for all application types. Typical drawings sizes are 24”X36”, 11”X17”, or 8.5”X11”. Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.

A Pre-application Conference is Required with City Staff prior to turning in your land use application. Please contact the City Administrator, or City Recorder/Assistant City Administrator to make an appointment. Date of Appointment:

PLEASE TELL US MORE ABOUT THE PROPOSAL AND ITS SITE

1. Are there existing structures on the site? Yes No If yes, please explain

The site includes an existing drive-through coffee shop of approximately 135 square feet. A new drive-through ITM kiosk is proposed on the east side of the site

2. Indicate the uses proposed and describe the intended activities:

The Variance will allow a sign that exceeds the 10-foot sign height limit in the C-1 zone. The proposed signs are mounted on the structure of the ITM and is approximately 15'-3" in height. Two additional signs more than allowed are proposed.

3. How will open space, common areas and recreational facilities be maintained?

The proposed Variance does not affect open space, common areas, or recreational facilities.

4. Are there previous land use approvals on the development site? Yes No
If yes, please include a discussion in the project narrative describing how the prior approvals impact your proposal.

The City approved the existing 135-square foot, drive-through coffee shop in 2006.

5. Have you reviewed the Oregon Fire Code Applications Guide in relation to your land use request? Yes No Do you have questions about any element of these requirements? If yes, please explain:

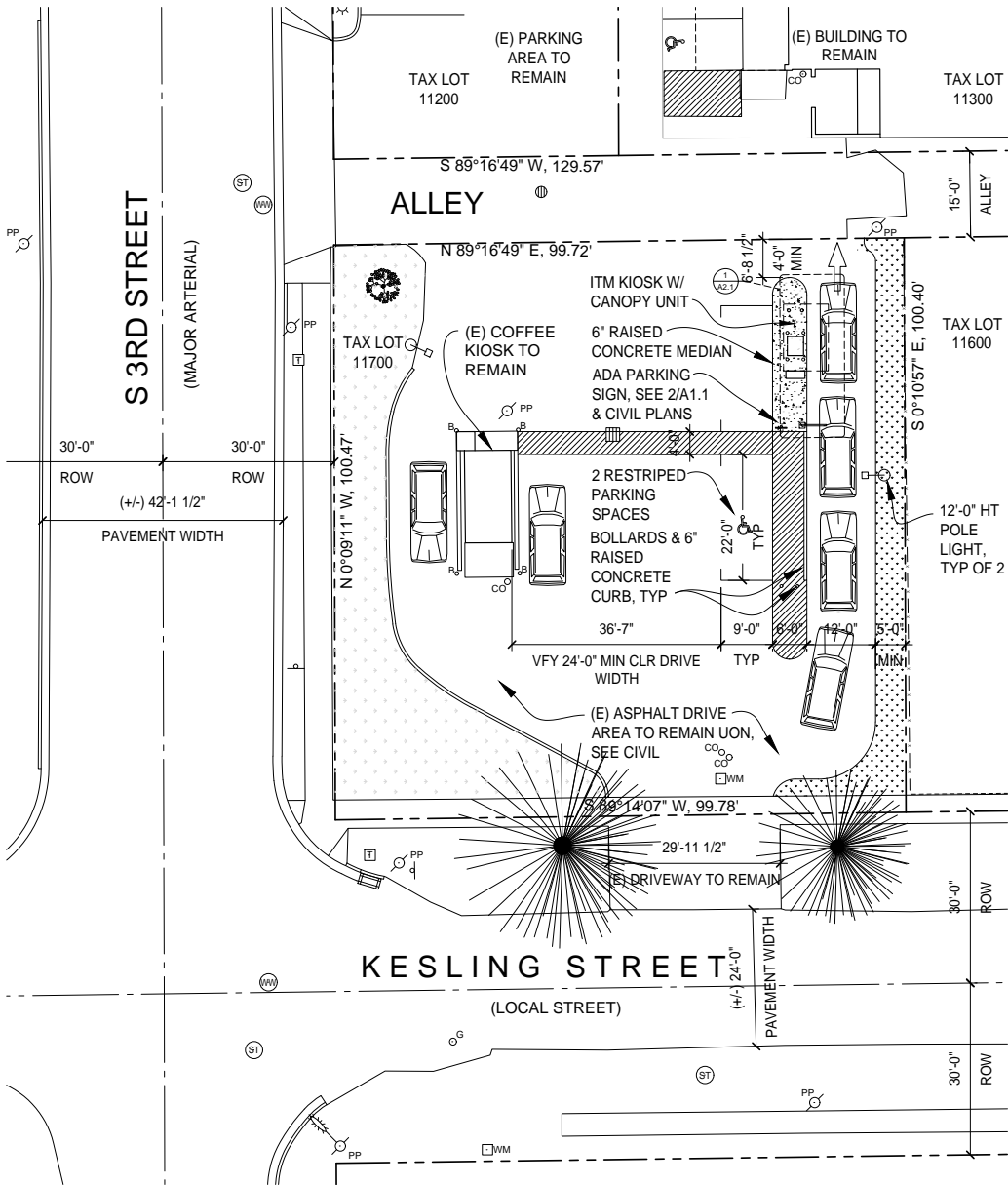
N/A

AUTHORIZATION FOR STAFF & DECISION MAKERS TO ENTER LAND

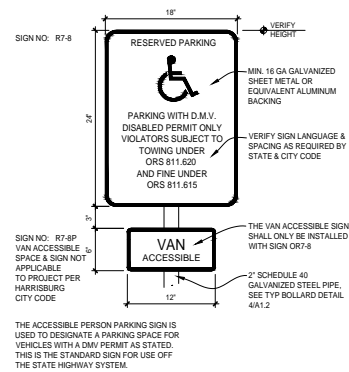
City staff, Planning Commissioners, and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.

I do not authorize City decision makers to enter onto the property(-ies) associated with this application.



1 SITE PLAN
A1.1 1" = 10'-0"



2 TYP ADA PARKING SIGN
A1.1 1-1/2" = 1'-0"

GENERAL NOTES

- ALL PUBLIC IMPROVEMENTS AS REQUIRED WILL BE PRIVATELY CONSTRUCTED AND SHALL CONFORM TO THE 2017 OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION AS ISSUED BY THE OREGON DEPARTMENT OF TRANSPORTATION.
- OUTDOOR LIGHTING WILL COMPLY WITH CITY STANDARDS AT THE TIME OF BUILDING PERMIT SUBMITTAL AND BUILDING OCCUPANCY. EXACT OUTDOOR LIGHTING SPECIFICATIONS WILL BE SUBMITTED AT THE TIME OF THE BUILDING PERMIT APPLICATION.

PARKING CALCULATIONS

VEHICLE PARKING

VEHICLE PARKING CALCULATIONS ARE PROVIDED FOR THE DEVELOPMENT SITE

VEHICLE PARKING SPACES REQUIRED (MNC TABLE 18.80.0303.1)

EXISTING RESTAURANT USE 133 SF GROSS FLOOR AREA 1 SPACE

PROPOSED ITM BANK USE (EQUIPMENT AND HABITABLE SPACE BUT PARKING PROVIDED CONSERVATIVELY FOR MAINTENANCE PROVIDER) 15 SF GROSS FLOOR AREA 1 SPACE

TOTAL VEHICLE PARKING SPACES REQUIRED 2 SPACES

TOTAL VEHICLE PARKING PROPOSED 2 SPACES

STANDARD (9'-0" X 22'-0") 1 SPACE

ACCESSIBLE (9'-0" X 22'-0" W/ 6'-0" ACCESS AISLE) 1 SPACE

BICYCLE PARKING

THE PROPOSED ITM BANK KIOSK IS A VEHICLE CENTERED USE WITHOUT A BUILDING SO BICYCLE PARKING IS NOT REQUIRED.

LEGEND

- (E) BUILDING FOOTPRINT
- EXISTING PROPERTY LINE
- (E) LANDSCAPE AREA TO REMAIN, SEE LANDSCAPE
- LANDSCAPE AREA, SEE LANDSCAPE
- ON-SITE PEDESTRIAN CROSSWALK STRIPING
- RAISED CONCRETE ISLAND, UON
- (E) TREE TO REMAIN, SEE SURVEY
- (E) STREET TREE TO REMAIN, SEE SURVEY
- SLP FOR ALL UTILITY INFORMATION SEE THE SURVEY, DEMO PLAN, AND CIVIL DRAWINGS

FOR REFERENCE ONLY



HARRISBURG ITM KIOSK
OREGON COMMUNITY CREDIT UNION
 TYPE II LAND USE APPLICATION
 SOUTH 3RD STREET & KESLING STREET
 HARRISBURG, OREGON 97446

SITE PLAN

PROJECT # 202228
 DRAWN BR/KGT
 CHECKED
 DATE 11.12.2024

SHEET **A1.1**



November 14, 2024

City of Harrisburg
Planning and Building Department
PO Box 378
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Variance – Written Statement

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 375 West 4th Avenue, Suite 204
 Eugene, Oregon 97401
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 Contact: Zach Galloway or Kristen Taylor
 zgalloway@tbg-arch.com or ktaylor@tbg-arch.com

WRITTEN STATEMENT

I. VARIANCE REQUEST SUMMARY

In accordance with the Type III application submittal requirements, this written statement describes a proposed Variance request for the number of illuminated signs and sign height, and it demonstrates that the proposal complies with the approval criteria under Harrisburg Municipal Code (HMC) 19.40.040(2). The proposal is subject to the Type III application review process per HMC 19.10.040.

The subject request is for approval of a Variance application for two additional illuminated signs with sign height to exceed the maximum 10-foot height limit in Commercial zones.

The proposed two additional illuminated signs are to be mounted at a height of 5'-3" above grade on the north and south facades of the tower element as part of a drive-through ITM (interactive teller machine) use that was submitted under a separate Type II Land Use application. The plan set for the proposed project as part of the required Type II application submitted on November 13, 2024 illustrates the ITM kiosk unit with the ITM enclosure, canopy, tower element, the allowed signs (one illuminated sign on the east side of the ITM enclosure and one non-illuminated sign on the west side of ITM enclosure) as well as the proposed two additional illuminated signs on the tower element. The proposed drive-through ITM is located on the same site adjacent to the existing coffee kiosk at 375 South 3rd Street.

The City sign code includes standards for the Commercial zones at HMC 18.90.030(2), as excerpted below in bold, italicized font.

18.90.030 Allowed signs by zone.

2. Commercial and Industrial Zones.

- ...
- a. One illuminated sign not to exceed 32 square feet and not more than 10 feet in height.**
 - b. One nonilluminated sign not to exceed 64 square feet and not more than 12 feet in height.**
 - c. All signs must be set back from public right-of-way and neighboring property lines four feet.**

As outlined below, the proposed ITM kiosk unit includes 4 signs. There are two proposed, code allowed signs on the ITM enclosure. There are also two additional illuminated signs proposed on the ITM tower element. One sign faces north toward the existing retail store (DariMart) on the adjacent parcel and the other sign faces south toward drivers approaching the ITM kiosk. These two illuminated signs are the subject of the Variance request, as described below. Both of these signs are about 6 square feet mounted at a maximum of 15'-3" height above grade.

Code Compliant Signage

- The ITM enclosure includes one illuminated and one nonilluminated sign.
 - The nonilluminated sign is applied to the west elevation of the ITM enclosure facing South 3rd Street. The sign area is about 36 square feet, which is less than the maximum 64 square feet. The sign height is proposed at about 7 feet above grade, which is less than the allowed 12 feet.
 - The illuminated sign is on east elevation of the ITM enclosure facing the drive-through lane. The sign area is 8 square feet, which is less than the maximum 32 square feet. The sign height is proposed at about 7 feet above grade, which is less than the allowed 12 feet.
- Both signs comply with HMC 18.90.030(2) and are not subject to the Variance request.

Sign Variance

- The ITM kiosk includes a tower element south of the ITM enclosure. An illuminated 8 square feet sign is proposed to be placed on each side of the tower about 15'-3" above the adjacent asphalt drive-aisle surface grade.
- The Variance request addresses number of signs, height and sign illumination.
 - The Variance request is for the signs to be placed at 15'-3" above the adjacent grade.
 - The signs are to be illuminated. The Variance request is for 3 total illuminated signs.
- As noted above, the two additional illuminated signs as part of this Variance request are approximately 8 square feet, which is well below the maximum 32 square feet in area.

Additional details regarding the Variance are provided in the plan, this written statement, and the associated attachments.

II. SITE INFORMATION

Location and Site Context: The proposed project is located at the northeast corner of the intersection of South 3rd Street and Kesling Street. Refer to the attached Site Plan. The site is relatively flat and is currently developed with an asphalt parking lot and an existing drive-through coffee kiosk. There are two existing street trees located in the Kesling Street public right-of-way and one tree in the planting bed located between the coffee kiosk and the public sidewalk on South 3rd Street, which are proposed to remain. The two smaller trees located in the existing planting bed along the east side of the site are proposed to be removed and replaced with new landscaping. This existing landscape bed is proposed to be slightly narrowed with new landscaping to accommodate the ITM drive-through located along the east side of the site. Refer to the Survey and Landscape Plan for more information.

Tax Lot: Public records identify the site as Tax Lot 11700 of Linn County Assessor's Map 15S04W16AA. Refer to the attached Tax Assessor's Map.

Legal Description: Refer to the attached Property Description.

Site Area: The site totals 0.23 acres, or 9,879 square feet according to the County Assessment and Taxation records.

Address: The ITM kiosk does not have an address yet, but it is located adjacent to the coffee kiosk on the same site with the address 375 South 3rd Street, Harrisburg, Oregon 97446.

Ownership: The site is owned by Gibson & Gibson, LLC. OCCU is the applicant developing the drive-through ITM kiosk on the site.

Plan Land Use Designation: The parcel is designated Commercial in the Harrisburg Comprehensive Plan. The parcel is located within the Harrisburg Urban Growth Boundary (UGB) and City limits.

Zoning: The parcel is zoned Commercial (C-1). Properties to the west (across South 3rd Street), north, and south are also zoned Commercial (C-1). Property to the east is zoned Medium Density Residential (R-2).

Environmental: Per the Flood Insurance Rate Map (FIRM), the site is located in area X, which is determined to be outside of the 500-year flood area. Refer to the attached Flood Insurance Rate Map 41043C1118G.

Surrounding Land Uses/Access: The site is located within the Harrisburg Urban Growth Boundary on the east side of South 3rd Street and north of Kesling Street.

There is a commercial building (Key Bank) located northwest of the site on the west side of South 3rd Street. A single-family dwelling is directly across South 3rd Street from the site. Although zoned Commercial, there is a residential dwelling on the parcel directly south of the site across Kesling Street. The property to the north is developed with a Dari Mart, which is under the same ownership as the project site.

There is an alley along the north side of the site with access to South 3rd Street and parcels to the east. The site has two existing access connections that are both proposed to remain: a driveway to Kesling Street on the south and an access connection to the alley on the north. The primary entrance to the proposed drive-through will be via the existing driveway on Kesling Street. Drivers exiting the drive-through facility use the alley to reach South 3rd Street.

III. BACKGROUND OF THE SITE

In 2006, the site was developed with an asphalt parking lot and a 135-square foot drive-through coffee kiosk. Per available public records, there are no other applicable land use applications or development permits for the site.

The proposed drive-through ITM kiosk unit was submitted under a separate Type II Land Use Application on November 13, 2024. The Type II Land Use Application is an administrative review that receives staff review and decision.

IV. TYPE III VARIANCE APPROVAL CRITERIA

This section is organized by outlining the applicable land use code standards and the Variance approval criteria in **bold italics**, followed by proposed findings in normal text.

***HMC 19.10.040 Type III procedure (quasi-judicial review – public hearing).
Type III decisions are made by the Planning Commission after a public hearing, with an opportunity for appeal to the City Council, except the Planning Commission makes a recommendation to the City Council for quasi-judicial amendments to the zoning map and***

development code, and the City Council decides those requests after conducting their own public hearing.

1. Application Requirements.

- a. Application Forms. Applications requiring quasi-judicial review shall be made on forms provided by the City Administrator.**

Finding: A signed Variance application form is included with the submittal materials. This application requirement is met.

- b. Submittal Information. The City Administrator shall advise the applicant on application submittal requirements. At a minimum, the application shall include all of the following information:**

- (1) The information requested on the application form;**
- (2) Plans and exhibits required for the specific approval(s) being sought;**
- (3) A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail;**
- (4) Information demonstrating compliance with prior decision(s) and conditions of approval for the subject site, as applicable;**
- (5) The required fee;**
- (6) Evidence of neighborhood contact, as applicable, pursuant to this section.**

Finding: The application materials include the evidence necessary to demonstrate compliance with the applicable Variance approval criteria. The evidence includes this written statement, attachments supporting the findings, and relevant drawings and plans that depict the requested Variance for the proposed tower element signs. The application fee is provided at the time of application submittal. There is no applicable requirement to contact a local neighborhood group. The application submittal requirements are met.

HMC 19.40.040 Variances.

- 1. Applicability. A variance is a code adjustment that does not otherwise meet the criteria under HMC 19.40.030. (Permitted uses, as provided in Chapters 18.40 to 18.55 HMC, shall not be adjusted with a variance.)**

Finding: The Variance request is for two illuminated signs on the tower element of the ITM kiosk unit located approximately 15'-3" above the drive-through asphalt grade. The tower element is about 16'-2" in height. Per HMC 18.90.030(2), developments in commercial zones are allowed "one illuminated sign not to exceed 32 square feet and not more than 10 feet in height". The Adjustment process allows "up to a 10 percent increase ... in a quantitative (numerical) standard". The 10 percent increase enabled per HMC 19.40.030(1)(f) is not sufficient to allow the two proposed tower-mounted illuminated signs in addition to the one code allowed illuminated sign on the ITM enclosure (3 total illuminated signs). Similarly, a 10 percent increase in the maximum allowed 10-foot sign height, only allows an 11-foot height. The Applicant requests the Variance because the preferred total number of signs and sign height do not otherwise meet the Adjustment criteria. The Variance application is applicable to the current request.

2. **Approval Criteria. The Planning Commission through a Type III procedure may approve a variance upon finding that it meets all of the following criteria:**
 - a. **The variance is necessary because the subject code provision does not account for special or unique physical or historical circumstances of the subject site, existing development patterns, or adjacent land uses. If an existing lot or development is nonconforming, the City may accept the nonconforming status as sufficient evidence of a hardship for purposes of approving a variance under this section;**

Finding: The Applicant – Oregon Community Credit Union (OCCU) – is developing small drive-through ITM kiosk unit to better serve members throughout the state of Oregon. The number of signs and sign height of the OCCU ITM kiosk unit is based on common sign height standards throughout the state. The number of signs and 10-foot height standard is less than that found in many jurisdictions. In addition to the uniquely low height standards, the site location has unique characteristics that warrant the Variance. The site design is intended to retain and coexist with the existing successful drive-through coffee kiosk. The proposed OCCU drive-through ITM kiosk unit is placed to the rear of the site. The additional sign height and illumination improves visibility and allows drivers to clearly see the drive-through lane entrance off of Kesling Street and the drive-through exit on the alley. The proposed sign height is based on clear visibility for drivers and the design of the overall ITM kiosk unit, which includes the ITM enclosure and canopy with structural supports – the tower element is one of the structural elements supporting the canopy. . Lastly, the Variance request results in two additional signs that are consistent with the height of other pole-mounted illuminated signs in the area, namely the adjacent Key Bank that has a freestanding illuminated sign that is greater than the codified 10-foot height limit. The Variance request is consistent with existing commercial signs that support adjacent land uses in the immediate vicinity. This criterion is met.

- b. **The variance is the minimum necessary to address the special or unique physical circumstances related to the subject site;**

Finding: As described above, the Variance request will allow the two illuminated signs to be placed at approximately 15'-3" above the adjacent drive-through asphalt grade. The existing drive-through coffee kiosk is proposed to remain on the site and the ITM kiosk unit is ideally placed on the eastern half of the site to efficiently use the site and allow for a shared drive aisle between the drive-throughs. When viewed from South 3rd Street, the ITM kiosk unit is behind both the DariMart parking lot, coffee kiosk, and the drive-through lanes serving the coffee kiosk. The tower element signage does not face South 3rd Street or the adjacent residential property to the east. As stated above, the additional sign height and illumination improves visibility and allows vehicles to clearly see the drive-through lane entrance off of Kesling Street and the drive-through exit on the alley. The additional illumination complements the ITM operating characteristics, which will extend into the evening hours. The ITM kiosk will function as a conventional ATM 24 hours a day and the virtual teller services will be available until 6:30 pm. The proposed height and illuminated signs address the physical circumstances of the site and ITM operations. This criterion is met.

c. The variance does not conflict with other applicable City policies or other applicable regulations;

Finding: The Variance request is limited to the number of signs, sign height, and illumination. The Applicant is not aware of conflicts with any other City policies or regulations. This criterion is met.

d. The variance will result in no foreseeable harm to adjacent property owners or to the public interest;

Finding: The Variance request allows an illuminated sign height that is consistent with existing, illuminated commercial signs in the immediate vicinity. There is no foreseeable harm to adjacent property owners or to the public interest. The site is zoned C-1, and it abuts to the east a residentially zoned lot. As stated above, the proposed two tower element signs face north and south toward the C-1 zoned lots, not towards the adjacent residential property located to the east. As demonstrated on the attached Photometric Plan, there is no light spillover onto the abutting residential parcel. An existing, sight-obscuring fence provides screening, and the proposed landscaping between the fence and drive-through lane improves the existing screening. These site design elements mitigate potential off-site effects. The Applicant does not identify an element that might cause harm to the public interest. The Variance request allows two additional signs that are consistent with existing illuminated commercial signs in the immediate vicinity. The Photometric Plan demonstrates that there is no light spillover from the proposed project onto the public rights-of-way or adjacent residential property (note that most of the light represented in the Photometric Plan is from the two proposed about 12-foot height pole lights, which are required by code and desired by the applicant for security); although, both of which are illuminated by existing streetlights. This criterion is met.

e. All applicable building code requirements and engineering design standards shall be met;

Finding: The Variance is limited to the number of signs, sign height, and illumination. The proposed signs are mounted on a tower element that is affixed to the drive-through ITM kiosk unit. The proposed project for the ITM kiosk unit was submitted to the City for review under the Type II application process. The proposed project is subject to all applicable building code and engineering design standards. The Applicant understands that building and sign permits are applicable, as are any applicable building code and engineering design standards relevant to the sign. This criterion is met.

f. The variance is necessary for the preservation and enjoyment of the same property rights as possessed by owners of other property in the same zone; and

Finding: The Variance request results in 2 illuminated signs, in addition to the 2 code allowed illuminated sign (east face of ITM) and nonilluminated sign (west face of ITM) on the ITM enclosure, that are consistent with the height and illumination of other pole-mounted signs in the area, namely the adjacent Key Bank that has a freestanding illuminated sign that is greater than the codified 10-foot height limit. The Applicant has also reviewed other signs in the C-1 zone located along South 3rd Street. There are

numerous illuminated signs, both pole- and wall-mounted, that exceed the number of sign and the maximum 10-foot height limit for illuminated signs. The Variance request results in two illuminated signs that are consistent with existing commercial signs in the immediate vicinity. Based on this contextual review of existing signs in the same C-1 zone, the Variance request allows the Applicant to erect two additional signs similar to those possessed by owners of other property in the same zone. This criterion is met.

- g. In granting a variance, the Planning Commission may attach conditions which it finds necessary to protect the best interests of the surrounding property or the community as a whole.***

Finding: The Applicant understands that it is within the purview of the Planning Commission to apply conditions to an approval. As described above, the Variance request has addressed all approval criteria; therefore, we request that the Variance application be approved without additional conditions.

V. Conclusion

Based on the information and findings contained in this written statement, associated attachments and drawings, the proposed Variance application meets the approval criteria contained in the Harrisburg Municipal Code. Therefore, the Applicant requests that the Planning Commission approve the proposed Variance to number of signs, sign height and illumination standards as presented. Both the applicant and the applicant's representative are available for questions as necessary.

If you have any questions about the above application, please contact TBG Architects + Planners at 541.687.1010.

ZG/KT

cc: Matt Wilson, Vice President, *Oregon Community Credit Union*
Kurt Straube, *Gibson & Gibson, LLC*
Anna Backus, PE, *KPFF Consulting Engineers*
Kelly Sandow, PE, *Sandow Engineering*
David Dougherty, ASLA, *Dougherty Landscape Architects*

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Attachment Contents

ATTACHMENT A	Tax Assessor's Map
ATTACHMENT B	Property Description

ATTACHMENT A

Tax Assessor's Map

FOR ASSESSMENT AND TAXATION ONLY

N.E. 1/4 N.E. 1/4 SEC. 16 T. 15S. R. 4W. W.M.
Linn County
1" = 100'

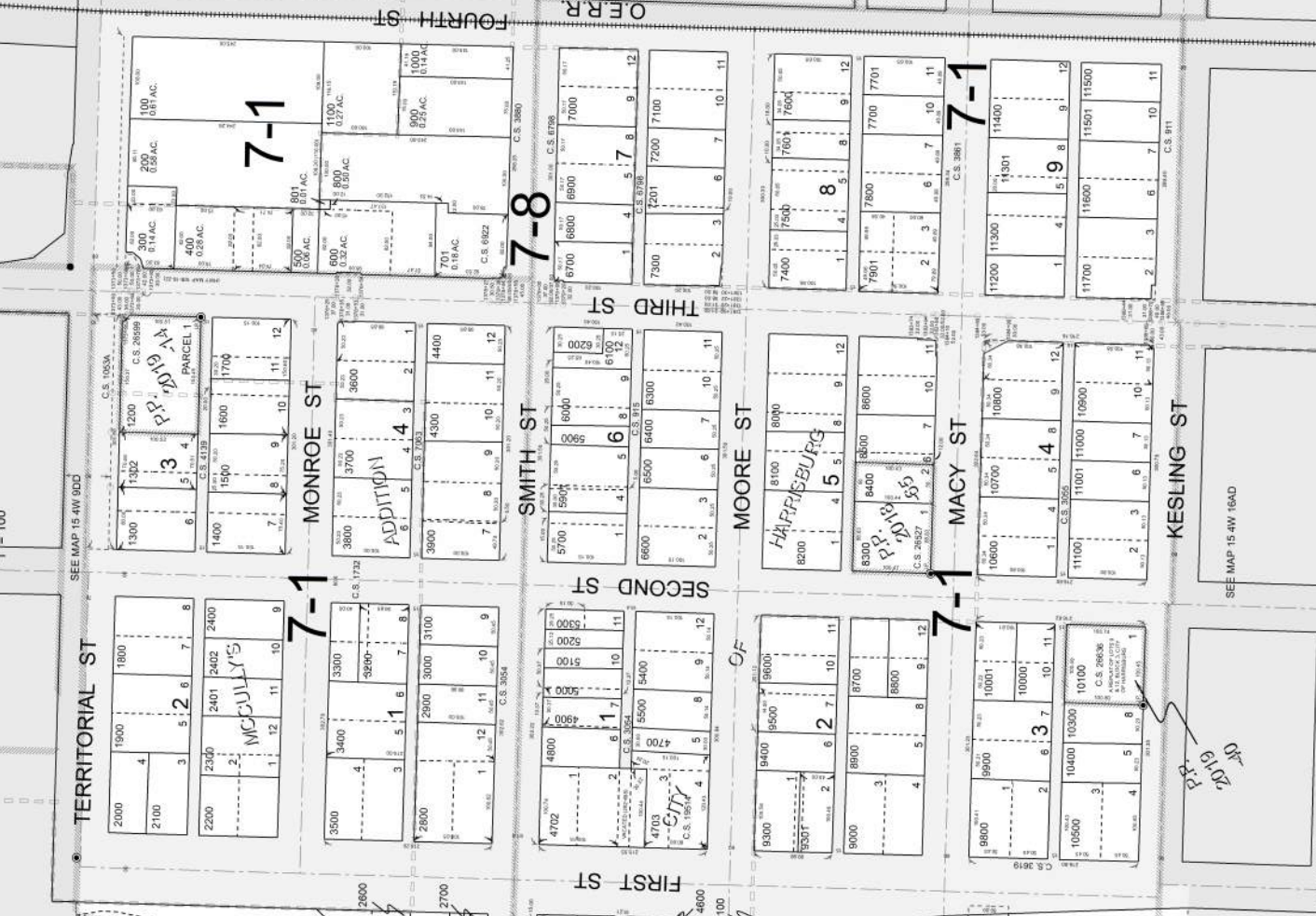
15S04W16AA
HARRISBURG

15S04W16AA
HARRISBURG
1/31/2022

- Cancelled Nos.
- 4000
 - 4100
 - 4200
 - 501
 - 9700
 - 9750
 - 1301
 - 10200

9 @ 10
16 15

SEE MAP 15 4W 15B8



SEE MAP 15 4W 000

SEE MAP 15 4W 16A0



WATER SHED
W/1 YEAR FLOOD
PROTECTION

W/1 GENERAL FLOOD GROUP
DUE TO USE OF EASEMENTS
REDUCE DISTURBANCES (DRAINAGE)
RELOCATE W/1 YEAR FLOOD PROTECTION
W/1 YEAR FLOOD PROTECTION

WILLAMETTE RIVER

S.W. COR. HARRISBURG
C.S. 3619

P.P. 2019
410

KESLING ST

MACY ST

MOORE ST

SMITH ST

MONROE ST

TERRITORIAL ST

FIRST ST

SECOND ST

THIRD ST

FOURTH ST

7-1

7-8

7-1

8

3

4

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6

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ATTACHMENT B

Property Description

Property Description

Lots 2 and 3, Block 9, CITY OF HARRISBURG, LINN COUNTY, OREGON.