

CITY OF DUNDEE
PLANNING COMMISSION AGENDA
City Council Meeting Chambers
620 SW 5th Street
Dundee, OR 97115
P.O. Box 220

MEETING DATE: November 16, 2016
Meeting Time: 7:00pm

I. Call Meeting to Order.

II. Approval of Minutes

- October 19, 2016

III. Public Comment

IV. Public Hearing(s)

- S 16-20, Alder Terrace Subdivision

V. Planning Issues from Commission Members

VI. Adjournment

The City Council chambers are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Melody Osborne, Planning Secretary at 503-538-3922.

CITY OF DUNDEE

Meeting: Planning Commission Meeting
Location: City Council Meeting Chambers
620 S.W. 5th Street
Dundee, Oregon 97115
Date: October 19, 2016
Time: 7:00 p.m.

I. Meeting called to order.

The Commission nominated Commissioner Cox to act as interim Chair.

Commissioner Cox called the meeting to order. Commissioners Present, which consisted of quorum, were Shannon Howland, Isaiah Cox, Dustin Swenson, Kevin Swanson, and Sara Whitfield. Also in attendance were City Administrator Rob Daykin and City Planner Jessica Pelz.

Chairman Michele Kropf was absent, unexcused; Vice-Chairman Francisco Stoller was absent, excused.

New Commissioner Shannon Howland introduced herself. The Commission and staff then took a few minutes to go around and introduce themselves to her.

There was a brief discussion regarding sidewalks throughout Dundee, specifically with regard to future development and deferrals.

II. Approval of Minutes from Previous Meeting(s)

It was moved and seconded to approve the minutes from June 15, 2016. Motion carries unanimously.

III. Public Comment

No members of the public were in attendance.

IV. Fence Permit Regulation Workshop

CA Daykin gave a brief background of how fence permits and how the issue came to be at the Planning Commission. Planner Pelz recapped the staff memo for the Commissioners, concluding with the questions asked in the memo.

Commissioner Cox stated that he felt the process seemed too much. Commissioner Swanson also stated that he believed it was overkill. Commissioner Whitfield stated that she would have never known that a permit was needed. She would go online to look at regulations, but agreed that a permit was overkill. Commissioner Howland noted that the purpose of establishing the process was to educate the public and not for oversight. She asked if there was another way to handle the education portion other than a permit.

There were concerns about whether the City would be setting itself up for a lawsuit by approving a permit when property lines were stated incorrect but the permit was still issued by the City.

There were also brief discussions regarding a variety of topics, such as setbacks, what happens if two property owners decided to build a fence together along a property line, the fact that there were many other things in the development code with regulations that didn't require a permit, and turn-around time for permit issuance.

There was a question about what City Council wanted to do. CA Daykin responded that they were pretty split, without a strong direction either way.

Commissioner Swanson moved to recommend removal of the fence permit process. The motion was seconded and carried unanimously.

Planner Pelz questioned whether there were any issues with the current fence regulations that the Commission wanted to address. There was a question about how some of the requirements could be followed up on. For instance, if something was in disrepair. It was answered that it would be registered as a code violation and enforced through that process.

There was a question about whether Dundee established the regulation or if it was copied from another city. It was responded, both. Dundee has had code regulations in place for a long time. They are occasionally updated and often other cities are used as examples to keep some consistency jurisdiction to jurisdiction.

There was a review of the setbacks per zone as it relates to allowable fence height.

There was a question about deer fencing. Planner Pelz responded that there was no provision for deer fencing, but if someone wanted to do a fence higher than 6-foot they would need to set it back from the property line and obtain a building permit. There was some discussion about whether there was a provision to have a fence taller than 6-feet on the property line. The answer was no, unless the owner wanted to go through the adjustment land use process (or variance process depending upon requested height). Ultimately, the Commissioners decided the provision for deer fencing was not one that they wanted to include or amend.

There was a brief conversation regarding which standards a residence in another zone would follow. Planner Pelz responded that a non-conforming use would be required to follow the standards for the zone they are located in. For instance, a residence in a commercial zone would need to follow commercial fence standards.

V. Planning Issues from Commission Members.

Planner Pelz informed the Commission that the next meeting would be a quasi-judicial meeting, and did a refresher on the process. She also gave a reminder about ex-parte contact and what that was and what qualified as; she also stressed that decisions needed to be made based on criteria. CA Daykin noted that if ex-parte contact did occur then to make sure that it was disclosed at the meeting.

There was a question about whether there had been any applications or interest in the old Riteway Meat building. Staff answered no.

Commissioner Swanson questioned whether there was a chance the City of Dundee would be able to get the flashing light school signs. CA Daykin responded that the City would not be able to require or install them since it is ODOT's jurisdiction. However, he suggested that if

Commissioner Swanson wanted the City to advocate he should come to a City Council meeting and make the "pitch" and try to get them onboard.

Planner Pelz stated that Dundee was Region 2, District 3 if anyone wanted to contact ODOT. She suggested calling the Access Management Division.

VI. Adjournment

It was moved and seconded to adjourn the meeting. Meeting was adjourned.

Michelle Kropf, Chairman

ATTEST:

Melody Osborne, Planning Secretary



CITY OF DUNDEE
Type III Subdivision Preliminary Plat- Staff Report
File No. S 16-20- Stafford Development Company, LLC

Request: The proposed project would divide two existing parcels totaling 3.11 acres into 12 lots to be known as the Alder Hill Subdivision.

| Project Information | |
|-----------------------------|---|
| Applicant/Owner | Stafford Development Company, LLC/The United Methodist Church of Dundee |
| Location | southeastern corner of the 7th Street/Alder Street intersection |
| Tax Lot | 3326DA-1100 & -1102 |
| Zoning | R-1 |
| Applicable Criteria | Dundee Municipal Code Sections 17.403, 17.300 & 17.200 |
| Public Notice Mailed | October 17, 2016 |

Location Map



Comments Received:

Public notice of the project was mailed to property owners within 100 feet of the project location on October 17, 2016. The city received two public comments for this project, which are included in Attachment 4.

Department comments have been incorporated into the staff report. Agency comments received include the following:

PGE: Additional easement will be required for a transformer/vault to feed lots 1-4. When the subdivision plans are approved and they are sent in for a PGE design the details can be worked out with whoever it is assigned to at PGE.

Newberg School District: Reviewed, no comment.

Waste Management: Reviewed, no comment.

Post Office: a CBU (cluster mailbox unit) will be required on 7th Street for lots 1 through 9. Lots 10-12 can either be served by individual mailboxes or by a CBU, but in either case the mailboxes must be located on the west side of Alder.

Discussion

The request is to divide two existing parcels into 12 lots for a subdivision known as Alder Hill subdivision. The proposal is a relatively straightforward subdivision that meets all of the lot dimensional and access requirements in the Dundee Development Code. The proposed subdivision will improve their respective street frontages on Alder Street and 7th Street with sidewalks. The biggest issue facing the proposed subdivision will be to provide an alternate method for stormwater than what is proposed, due to the lack of existing facilities on the adjacent property that were not installed at the time of development. There are several options for the alternate stormwater plan, and those will be reviewed and approved by the City Engineer per the conditions of approval. The applicant did provide an erosion control plan that will be followed during construction to mitigate impacts to neighboring properties.

Staff Recommendation

At the November 16, 2016 hearing, the Planning Commission should:

1. Consider the staff report and public testimony.
2. Deliberate and make findings. Tentative findings are shown in Exhibit A of the Planning Commission Order.
3. Make a motion adopting the Planning Commission Order.

Attachments

Planning Commission Order with:

Exhibit A: Findings

Exhibit B: Conditions of Approval

1. Site Plan
2. Aerial Map
3. Application
4. Public Comments

**EXHIBIT A
DEVELOPMENT CODE CRITERIA & FINDINGS
[S 16-20, Alder Hill Subdivision]**

Note: The Dundee Municipal Code criteria are written in *italic* font and the findings are written in regular font. Items related to conditions of approval are underlined. The Development Code criteria will be presented first followed by the findings of fact.

1. Applicable Dundee Municipal Code Criteria – Partition Preliminary Plat

17.403.050 Approval criteria (preliminary plat)

A. Approval Criteria. By means of a Type II procedure for a partition, or a Type III procedure for a subdivision, the city shall approve, approve with conditions, or deny an application for a preliminary plat. The decision shall be based on findings of compliance with all of the following approval criteria:

1. The land division application shall conform to the requirements of this chapter;

Finding: The application was found substantially complete for review.

2. All proposed lots, blocks, and proposed land uses shall conform to the applicable provisions of DMC, Division 17.200, Zoning and Land Use Requirements;

17.202.030.A. Minimum Lot Area.

Finding: The minimum lot area in the R-1 zone is 9,000 square feet for single-family development. The proposed lots range in size from 9,100 square feet up to 16,612 square feet. The proposed lots meet the criterion.

17.202.030.B. Yard Setback Requirements.

Finding: Future construction on the subdivision lots will be reviewed through the building permit process, and proposed buildings must meet the applicable setbacks at the time of development.

17.202.030.D. Minimum Lot Dimensions.

Finding: The minimum lot width in the R-1 zone is 60 feet, and the minimum depth is 90 feet. In addition, the lot depth shall not be more than three times the lot width. All of the proposed parcels meet the lot dimensions criteria.

Overall Finding, 17.202: The proposed development conforms to the applicable provisions of 17.200.

3. Access to individual lots, and public improvements necessary to serve the development, including but not limited to water, sewer and streets, shall conform to DMC Division 17.300, Development Requirements;

17.301.020 Vehicular Access & Circulation

F. Approach Spacing. Distances that shall separate driveway, intersection, and alley access to streets are established according to street classification in the Dundee transportation system plan.

The city engineer, with approval of the roadway authority, may adjust the access spacing standards as necessary to address project or location specific issues such as topographic conditions, property configurations, or preservation of significant natural features. In such cases, the roadway authority may

require additional mitigation to ensure adequate traffic operation and safety. Refer to Chapter 17.305 DMC for other applicable street standards and guidelines.

Finding: The proposed Alder Street driveways spacing is up to 7 feet under the required 75 feet between driveways within the development and 18.5 feet under the standard for the adjoining driveway to the south. The City standard for spacing distance to the 7th Street intersection (150 feet) is exceeded by the proposed configuration. Since the existing driveways along Alder are also well under the design standard, the proposed layout is acceptable to the City Engineer.

The proposed 7th Street driveways spacing shall meet the City Standard of 15 feet between driveways along a Local Street but the Lot 9 driveway appears to be within the 150 feet spacing required from a Collector. Since existing driveways across 7th Street are closer to the intersection than the proposed driveway and the existing skew in the Alder and 7th intersection increases the spacing for a vehicle traveling to the intersection from this driveway. The proposed driveway location is acceptable to the City Engineer.

J. Private Access Easements. Where a private access easement is permitted to serve as the required frontage for a lot created through a land division, it shall conform to all of the following standards:

1. Partition access easements shall only be allowed where the applicable criteria of Chapter 17.403 DMC are satisfied. The easement shall comply with the following standards:

a. Minimum easement width: 25 feet.

b. Minimum paved width: 20 feet.

c. Maximum length: 250 feet.

d. Not more than three dwelling units shall use the same access easement.

e. The city may require curbing and connection to a city-approved storm drainage system, or on-site storm water retention facilities.

2. A turnaround shall be required for any access easement that has only one outlet and which is in excess of 150 feet long or as required by the Uniform Fire Code. Turnarounds shall be circular with a minimum paved radius of 35 feet.

3. Private access easements shall conform to design standards for emergency apparatus vehicles, consistent with applicable Fire Code requirements.

4. Private access easements shall comply with applicable public works design standards.

Finding: The proposed subdivision includes a shared access easement for access to lots 2, 3, and 4. The access easement is 30 feet in width, includes a 20-foot paved width, and includes a turnaround meeting the standards above. The applicant has proposed an 8-foot wide paver section adjacent to the 20-foot wide paved area; the city suggests the applicant consider relocating the curbing from that 8-foot wide section and designating that area as visitor parking instead of using it as a walkway. This would provide additional off-street visitor parking for lots 2, 3, and 4. The access easement will need to be signed “no parking” along its length and around the turnaround bulb; if visitor parking is provided along the east side of the easement then it will need to be signed as visitor parking. Note that the city cannot enforce the “visitor parking” provision on private property.

The private access area will need to drain to water quality and detention facilities that meet city standards and requirements.

17.305.020 Public Improvements and Utilities.

| Table 17.305.020 Applicability of Public Improvement Requirements | | | | | | | | |
|--|---------------------|---------------------------|---------------------|---------------------|--------------------|----------------------|---------------------|------------------|
| Land Use Activity | Fire Hydrant | Street Improvement | Water Hookup | Sewer Hookup | Storm Drain | Street Lights | Bike Lanes** | Sidewalks |
| <i>Partition, Subdivision, PUD, Manufactured Dwelling, or Mobile Home Park</i> | C-1 | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

Legend: No = Not required. *Fire suppression sprinkler system may be required where hydrant standard not met. **Where required by the TSP. Yes = Required C = Conditional, as noted:

C-1. *Fire Hydrants for Commercial, Industrial Expansion, or Multifamily Uses. One or more fire hydrants are required as per the Uniform Building Code and Uniform Fire Code or if adequate fire flows are not available to the site. If the existing water lines are insufficient to provide adequate fire flows, water lines shall be upgraded to provide sufficient capacity.*

Finding: The proposal is for a 12-lot subdivision, which requires public improvements. There is an existing fire hydrant at the northwestern corner of the site. The fire hydrant will need to be upgraded to current standards and moved as necessary to accommodate the street frontage improvements. There are existing public water lines in both Alder Street and 7th Street and an existing public sewer line in 7th Street to serve the proposed subdivision. Sewer and water will both be extended south through the easement to serve lots 2, 3, and 4. The applicant is proposing a stormwater system to deal with both public and private runoff generated from the subdivision and associated public improvements.

The applicant is proposing street improvements to both the 7th Street and the Alder Street frontages. Alder Street is designated as a collector street in the Dundee Transportation System Plan and is currently substandard. The applicant is proposing to dedicate 10 feet of right-of-way and construct three-quarter street improvements, which include replacing and adding pavement to create a 28-foot wide paved street section, and constructing a curb, 5-foot sidewalk, and a 5.5-foot stormwater swale. The street section should accommodate the potential future improvement to the full City of Dundee Collector configuration per the TSP which requires a 36' pavement width. The proposed section should be revised to center the crown within a future 36' wide section (18' from proposed curb) and 30 feet from the proposed right of way along the development after the 10 foot dedication. The proposed 28 feet wide section is acceptable for the required three quarter street improvement with the full pavement width reconstructed. City standards specify that curbside sidewalks must be 6-feet wide; therefore, the applicant may either provide a 6-foot curbside sidewalk and a setback planter strip/swale or a 5-foot setback sidewalk and a curbside planter strip/swale.

7th Street is designated as a local street in the Dundee Transportation System Plan. There is an existing curb and adequate width pavement along 7th Street, therefore the 7th Street improvements will need to include dedication of 10 feet of right-of-way, construction of a sidewalk, and a planter strip. The current TSP indicates that Local Streets are to have separated sidewalks, so the currently proposed sidewalk along the curb will need to be reconfigured. Since the adjoining sidewalk to the east is along the curb, consider transitioning to the separated sidewalk at the first driveway using a separated sidewalk driveway. Due to the number of proposed curb cuts for driveways and utilities, replacement of all or portions of the curb will likely be necessary. The applicant will need to provide two (2) ADA sidewalk ramps to receive pedestrians from the ramps at Graystone Drive.

The intersection of Alder Street and 7th Street is currently substandard and will need to be reconfigured to accommodate the improvements to Alder Street and to meet current city standards for sidewalks,

including ADA sidewalk ramps, turning radius, sight distance, and associated parameters. The applicant will need to provide additional information to the City Engineer for review and approval for how the intersection can be configured to meet these city standards. The applicant will need to provide ADA sidewalk ramps meeting current PROWAG (proposed guidelines for accessible rights-of-way) requirements and city standards. The individual ramps must be oriented to direct pedestrians across each street (Alder Street and 7th Street) within the pedestrian way, instead of a single ramp directed into the intersection as currently proposed. Receiving ramps may also be required where existing curbs exist without ramps. The applicant should consider providing a public space at the intersection of the sidewalks.

The applicant will need to submit detailed construction plans for review and approval of all public improvements.

Street lighting will be required along both 7th Street and Alder Street. The applicant will need to provide a detailed street lighting plan that includes a photometric study for City Engineer review and approval.

17.305.040 Utility lines and facilities

C. General Standards.

- 1. The design and construction of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required shall conform to the city's public works design standards.*
- 2. The location, design, installation and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site. Installation of all proposed public and private utilities shall be coordinated by the developer and be approved by the city to ensure the orderly extension of such utilities within public right-of-way and easements.*

D. Standards for Water Improvements. All development that has a need for water service shall install the facilities pursuant to the requirements of the city and all of the following standards. Installation of such facilities shall be coordinated with the extension or improvement of necessary sanitary sewer and storm drainage facilities, as applicable.

E. Standards for Sanitary Sewer Improvements. All development that has a need for sanitary sewers shall install the facilities pursuant to the requirements of the city and all of the following standards. Installation of such facilities shall be coordinated with the extension or improvement of necessary water services and storm drainage facilities, as applicable.

G. Private Utilities. All new and existing development which has a need for private utilities, including but not limited to electricity, gas, communication and cable television, shall install them pursuant to the requirements of the district or company serving the development, and consistent with all of the following standards:

- 1. Except as otherwise provided herein, all new and existing utility lines, cables or wires, including but not limited to those used for electricity, communication, street lighting, and cable television, which are on or adjacent to land partitioned, subdivided or developed within the city of Dundee after the effective date of this code, shall be required to be placed underground. Where undergrounding of utilities is required it shall extend to the next available property, which may require crossing an adjacent street or driveway underground. The intent of this provision is to require the undergrounding of utilities with new development, or to reasonably provide for the transition to an underground system over time through a combination of new development and capital projects.*

2. *Exceptions. Aboveground facilities shall be permitted for the following in which case the above provisions shall not apply:*

g. If existing overhead utilities within or adjacent to the development total less than 300 linear feet, the city may allow the applicant to record an approved “construction deferral agreement and waiver of rights to remonstrance for private utility improvements” in lieu of relocating existing private utilities underground at the time of development.

H. Easements. Easements for public and private utilities shall be provided as deemed necessary by the city, special districts, and utility companies. Easements for special purpose uses shall be of a width deemed appropriate by the responsible agency. Such easements shall be recorded on easement forms approved by the city and designated on the final plat of all subdivisions and partitions. Minimum required easement width and locations are as provided in Table 17.305.040(H).

Finding: Adequate public utilities are available, or can be made available through developer improvements to serve future development, including water, sanitary sewer, and stormwater. There are existing public water lines in both Alder Street and 7th Street and an existing public sewer line in 7th Street to serve the proposed subdivision. Water laterals will be extended south through the easement to serve lots 2, 3, and 4, which appears to meet city standards. The applicant has proposed to extend the public sewer line south through the easement to a new manhole at the end of the turnaround, with laterals extending off of the manhole. The proposed sewer layout does not meet city standards as private laterals are not to be combined (one lateral for each service that extends to the main) and laterals are not permitted to connect to manholes. Provide a revised utility plan showing sewer extension to all lots that meets city standards and requirements.

There are existing overhead utility lines serving the property. The applicant will be required to underground the existing overhead utilities, and place underground any new utilities to serve the property, including the overhead lines crossing over 7th along Alder.

17.305.050 Storm drainage

C. General Requirement. All stormwater runoff shall be conveyed to a public storm sewer or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property. The developer shall pay all costs associated with designing and constructing the facilities necessary to meet this requirement.

D. Plan for Storm Drainage and Erosion Control. No construction of any facilities in a development included in subsection (B) of this section shall be permitted until an engineer registered in the state of Oregon and approved by the city prepares a storm drainage and erosion control plan for the project. This plan shall contain at a minimum:

- 1. The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.*
- 2. Plans for the construction of storm sewers, open drainage channels, and other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the city to review the adequacy of the storm drainage plans.*
- 3. Design calculations shall be submitted for all drainage facilities. These drainage calculations shall be included on the site plan drawings and shall be stamped by a licensed professional engineer in the state of Oregon. Peak design discharges shall be computed using the rational formula and based upon the design criteria outlined in the public works design standards for the city.*

E. Development Standards. Development subject to this section shall be planned, designed, constructed and maintained in compliance with the city of Dundee public works design standards.

Finding: The applicant submitted a storm drainage and erosion control plan for the subdivision. The applicant is currently proposing a system of private on-site swales for water quality and detention that serves multiple lots, along with a series of public water quality and detention swales in the planter strip along Alder Street. The private system is proposed to flow to a 12-foot wide public storm easement on the adjoining private property adjacent to the southeastern edge of the subdivision. The private system also proposes to drain to a drainage ditch in the 12-foot wide public storm easement on the adjacent property; however, this drainage ditch was never built with the Highland Place subdivision, does not currently exist, and increasing surface flows to this off-site easement will not be permitted. Therefore, the applicant will need to provide an alternate method for City Engineer review and approval to get the private stormwater to the public system.

If the applicant elects to continue with the shared private systems for stormwater, a method for long-term maintenance such as recorded maintenance agreements must be provided that is acceptable to the City. It is recommended that the applicant consider individual facilities to serve each lot so that maintenance responsibilities can be clearly defined. Access for City inspections will have to be provided and maintained through easements and maintenance agreements. The systems will need to be permanent facilities that will not be easily filled or modified and maintenance procedures will need to be defined, approved by the City, and documented in the recorded agreements. The applicant should consider flow through planter boxes to serve the individual lots. The design of the chosen stormwater system will also need to identify and address groundwater levels within the design of the facilities.

4. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;

Finding: The proposed subdivision name is not already used for another subdivision, and will meet the provisions of ORS Chapter 92.

5. The proposed streets, utilities, and surface water drainage facilities conform to City of Dundee adopted master plans and applicable engineering standards, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications;

Finding: All utilities and stormwater facilities will conform to city standards. The preliminary plat appears to show proposed easements as required.

6. All proposed private common areas and improvements, if any, are identified on the preliminary plat and maintenance of such areas is assured through appropriate legal instrument;

Finding: The proposed subdivision does show common private storm systems and areas. The City will need to approve clearly defined and enforced maintenance procedures and agreements for these areas.

7. Evidence that any required state and federal permits, as applicable, have been obtained or can reasonably be obtained prior to development; and

Finding: The developer will need to comply with Oregon Department of Environmental Quality NPDES Stormwater Discharge Permit (1200-C) requirements.

8. Evidence that improvements or conditions required by the city, road authority, Yamhill County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.

Finding: The conditions of approval for this project are reasonable. It is anticipated they would be able to be met. The applicant can provide further information for review and approval prior to final plat approval in accordance with the conditions of approval.

Conclusion

The proposed subdivision meets the criteria for approval, with completion of the conditions of approval as stated in Exhibit B. To fully complete the partition review process, the conditions of approval included with the staff report must be met and the Final Plat must be recorded within 18 months. If the 18 month expiration date is approaching and the conditions of approval have not been met and the Final Plat has not been recorded, please contact the Planning Division regarding extension opportunities.

EXHIBIT B
CONDITIONS OF APPROVAL
[S 16-20, Alder Hill Subdivision]

Based on the findings in Exhibit A, the proposed development meets the required criteria contained in the Dundee Municipal Code and is **approved**, subject to completion of the conditions of approval:

The applicant must provide the following information for review and approval prior to construction of improvements:

Construction plans must be submitted for all infrastructure for review and approval. All plans must be in accordance with the Dundee Public Works Design Standards. Please note the following:

1. **Street Improvements:** Provide engineered plans for Engineering Department approval showing the items listed below.
 - **Alder Street:**
 - The street section should accommodate the potential future improvement to the full City of Dundee Collector configuration per the TSP which requires a 36' pavement width. The proposed section should be revised to center the crown within a future 36' wide section (18' from proposed curb) and 30 feet from the proposed right of way along the development after the 10 foot dedication.
 - The proposed 28 feet wide section is acceptable for the required three quarter street improvement with the full pavement width reconstructed.
 - Either provide a 6-foot curbside sidewalk and a setback planter strip/swale or a 5-foot setback sidewalk and a curbside planter strip/swale.
 - **7th Street:**
 - Provide for a setback sidewalk per the TSP. Since the adjoining sidewalk to the east is curb tight, consider transitioning to the separated sidewalk at the first driveway using a separated sidewalk driveway.
 - Due to the number of proposed curb cuts for driveways and utilities, replacement of all or portions of the curb will likely be necessary.
 - Provide two (2) ADA sidewalk ramps to receive pedestrians from the ramps at Graystone Drive.
 - **7th Street/Alder Street Intersection:**
 - Provide plans to configure the Alder Street/7th Street intersection to accommodate the improvements to Alder Street and to meet current city standards for sidewalks, including ADA sidewalk ramps, turning radius, sight distance, and associated parameters.
 - Provide ADA sidewalk ramps meeting current PROWAG (proposed guidelines for accessible rights-of-way) requirements and city standards. The individual ramps must be oriented to direct pedestrians across each street (Alder Street and 7th Street) within the pedestrian way, instead of a single ramp directed into the intersection as currently proposed. Receiving ramps may also be required where existing curbs exist without ramps.
 - Consider providing a public space at the intersection of the sidewalks.
2. **Street Lighting:** Street lighting is required along both 7th Street and Alder Street. Provide a detailed street lighting plan that includes a photometric study for City Engineer review and approval.

3. **Utility Improvements:** Provide engineered plans for Engineering Department approval addressing the items listed below. Note that utility lines may not cross property lines except by easement, and the utilities for one parcel may not serve development on another parcel.
- **Water:** Provide individual laterals within easements to serve each lot.
 - **Sewer:** The proposed sewer layout does not meet city standards as private laterals are not to be combined (one lateral for each service that extends to the main) and laterals are not permitted to connect to manholes. Provide a revised utility plan showing sewer extension to all lots that meets city standards and requirements. Individual sewer laterals will need to be provided to serve each lot through easements.
 - **Stormwater:**
 - The drainage ditch on the adjacent property shown on the preliminary plat was never built with the Highland Place subdivision, does not currently exist, and increasing surface flows to this off-site easement will not be permitted. Provide an alternate method for City Engineer review and approval to get the private stormwater to the public system.
 - A method for long-term maintenance of the private stormwater facilities, such as recorded maintenance agreements, must be provided that is acceptable to the City. Consider individual stormwater facilities such as flow through planter boxes to serve each lot so that maintenance responsibilities can be clearly defined.
 - Provide access for City inspections through easements and maintenance agreements.
 - The stormwater facilities must be permanent facilities that will not be easily filled or modified, and maintenance procedures will need to be defined, approved by the City, and documented in the recorded agreements. The design of the chosen stormwater system will also need to identify and address groundwater levels within the design of the facilities.
 - Clearly identify the water quality and detention facility that will handle runoff from the impervious area in the private access drive and turnaround. The proposed stormwater facility must meet city standards and requirements.

The applicant must complete the following prior to applying for final plat approval:

1. **Install public utilities as required by the approved utility plan and obtain the necessary City permits prior to construction.**
2. **Construct all public improvements according to the approved construction plans.**
3. **No parking signage within access easement:** The access easement will need to be signed “no parking” along its length and around the turnaround bulb; if visitor parking is provided along the east side of the easement then it will need to be signed as visitor parking.
4. **Access permit.** Obtain a city access permit for the new approaches and private drive. The access locations shall be coordinated with and approved with the City Engineer.
5. **Underground overhead utilities:** The overhead utilities along Alder Street will need to be undergrounded, including the crossing over 7th Street.
6. **Grading:** Obtain a city grading permit prior to grading as necessary.
7. **DEQ 1200-C Permit:** The developer will need to comply with Oregon Department of Environmental Quality NPDES Stormwater Discharge Permit (1200-C) requirements.
8. **PGE vault:** Additional easement will be required for a transformer/vault to feed lots 1-4. Coordinate with PGE on the design and location of the necessary vault.

Final Plat Application and Approval: Submit an application for final plat approval after all conditions of approval have been met.

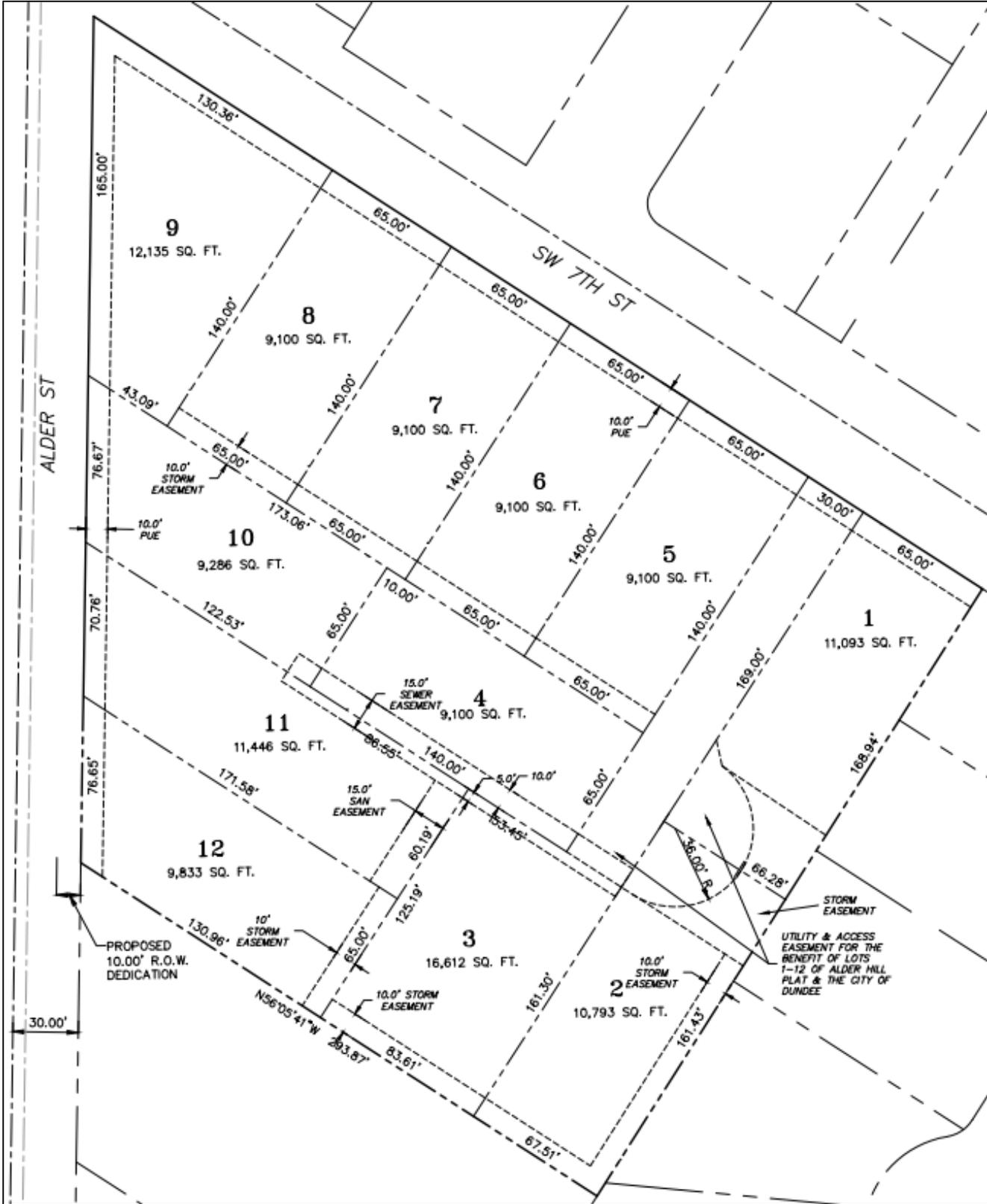
1. **Final plat application:** In accordance with DMC 17.403.070 submit a Type I application along with the following items for City review of the final plat application within 18 months of approval.
 - One original and one identical copy of the final plat for signature. The plat copies shall be printed on mylar, and must meet the requirements of the county recorder and county surveyor. The plat must contain a signature block for approval by the city administrator, in addition to other required signature blocks for county approval.
 - Written response to conditions of approval assigned to the land division.
 - A title report for the property, current within six months of the final plat application date.
 - Copies of any required dedication, easement, maintenance agreements, or other documents.
 - Copies of any homeowner’s agreements, codes, covenants, and restrictions, or other bylaws, as applicable.

2. **Recording:** Deliver the approved partition plat to the office of the County Clerk for recording. The County Clerk’s office is located at 414 NE Evans St, McMinnville, OR 97128.

Development Notes

- **Public Works Requirements:** This project is subject to compliance with all Dundee Public Works Design Standards.
- **Building Department Requirements:** All buildings with a zero lot line setback or setback less than 3 feet will need to be fire rated in accordance with the most current Oregon Residential Structural Code.
- **Addresses:** Address for the subdivision will be assigned by the Dundee Fire Chief.
- **Mailboxes:** Coordinate with the Post Office on mailbox locations. They have commented that a CBU (cluster mailbox unit) will be required on 7th Street for lots 1 through 9. Lots 10-12 can either be served by individual mailboxes or by a CBU, but in either case the mailboxes must be located on the west side of Alder. CBU mailboxes must be installed to serve the subdivision prior to final plat approval.
- **Visitor Parking:** Consider relocating the curbing from the proposed 8-foot wide walkway within the access easement and designating that area as visitor parking instead of using it as a walkway. This would provide additional off-street visitor parking for lots 2, 3, and 4.

Attachment 1: Site Plan



Attachment 2: Aerial View





PO Box 1920, Silverton, OR 97381
www.cascadiapd.com / 503-804-1089

**CITY OF DUNDEE
APPLICATION FOR
LAND USE REVIEW**

**ALDER HILL
SUBDIVISION**

Location: Tax Lots 1100 and 1102
Tax Map 3S3W26DA
Yamhill County, Oregon

Prepared by: Steve Kay, AICP

Prepared for: Stafford Development Company, LLC
485 South State Street
Lake Oswego, OR 97034

August 31, 2016

APPLICANT'S STATEMENT

PROJECT NAME: Alder Hill Subdivision

REQUEST: Approval of a Preliminary Plat for a 12-Lot Subdivision in the R-1 Zoning District

LEGAL DESCRIPTION: Tax Lots 1100 and 1102
Tax Map 3S3W26DA
Yamhill County, Oregon

APPLICANT'S REPRESENTATIVE: Steve Kay, AICP
Cascadia Planning + Development Services
P.O. Box 1920
Silverton, OR 97381
503-804-1089
steve@cascadiapd.com

APPLICANT: Stafford Development Company, LLC
485 South State Street
Lake Oswego, OR 97034

PROPERTY OWNER: The United Methodist Church of Dundee
Hwy. 99 W
Dundee, OR 97115

PROPERTY SIZE: 3.11 acres +/-

LOCATION: SE Corner of SW Alder Street
and SW 7th Street
Dundee, OR 97115

I. APPLICABLE REGULATIONS

- A. Dundee Comprehensive Plan**
- B. Dundee Municipal Code:**

Title 17: Development Code

Division 17.200: Zoning and Land Use Requirements
Chapter 17.202: Zoning Regulations

Division 17.300: Development Requirements
Chapter 17.301: Access and Circulation
Chapter 17.302: Landscaping and Screening
Chapter 17.304: Parking and Loading
Chapter 17.305: Public Improvements and Utilities

Division 17.400: Application Review Procedures and Approval Criteria
Chapter 17.401: General Review Procedures
Chapter 17.402: Site Development Review
Chapter 17.403: Land Divisions and Property Line Adjustments

II. AFFECTED JURISDICTIONS/SERVICES

| | |
|---------------------------|---|
| Domestic Water: | City of Dundee |
| Fire Protection: | City of Dundee |
| Police Protection: | Newberg-Dundee Police Department |
| Schools: | Newberg School District |
| Sewer: | City of Dundee |
| Streets: | City of Dundee |
| Electric: | Portland General Electric |
| Gas: | Northwest Natural |
| Cable: | Comcast |
| Phone: | Frontier Communications |
| Garbage: | Waste Management of Newberg |

III. BACKGROUND:

The applicant, Staff Development Company LLC, is requesting preliminary plat approval for a 12-lot subdivision in the R-1 zoning district. The subject property is approximately 3.11 acres and is identified by the Yamhill County Assessor as Tax Lots 1100 and 1102 of Tax Map 3S3W26DA. It is located in the southeast corner of the SW Alder Street and SW 7th Street intersection in the City of Dundee. The site is currently vacant and unimproved. A review of City of Dundee files indicates that no previous land use approvals were issued for the property.

The Existing Conditions Plan indicates that the site generally slopes down from the northwest to the southeast at a 10% grade. A survey of the site and a review of City maps did not identify the presence of drainageways, wetlands, or other significant natural resources on the property. The applicant's Preliminary Grading Plan indicates that site disturbance is limited to street and utility improvements and rough grading for future home construction (see Exhibit 4).

To the southeast of the subject site is the Highlands Place subdivision, with R-1 zoned lots which are developed with single-family dwellings. There is a 12' wide public storm drainage easement in rear of the lots of that plat along the common boundary with the subject site. To the south of the subject site is a large R-1 zoned parcel currently developed with a single-family dwelling. To the west of the site across SW Alder Street are large R-1 zoned parcels that could be partitioned. Across SW 7th Street to the northeast of the site is the Graystone Drive intersection, providing access to the Graystone Ridge subdivision. The other adjacent lots, which front SW 7th Street are located within the R-1 district and are developed with single-family dwellings.

The attached Existing Conditions Plan indicates that the west boundary of the subject property fronts SW Alder Street, which is classified as a Collector Street (see Exhibit 4). To meet City street standards, the applicant is proposing to dedicate an additional 10-ft. of right-of-way along the site's road frontage. The attached Preliminary Site Plan indicates that the applicant is proposing to install half-street improvements, which include 19-ft. of pavement from centerline, a 6-in. curb, 5-ft. curbtight sidewalk, and a 5.5-ft. drainage swale and planter strip, and 9-ft. of pavement opposite centerline leaving 11' of the existing roadway in its present condition with roadside ditch. The site plan indicates that the applicant is proposing to provide direct access to Lots 10-12 from the Alder Street right-of-way (see Exhibit 4).

To the north of the subject site is SW 7th Street, which is classified as a Local Street. To match the right-of-way width southeast of the site, the applicant is proposing to dedicate an additional 10-ft. of right-of-way along the site's road frontage. The attached Existing Conditions Plan indicates that the street is currently improved with 19-ft. of pavement from centerline and a 6-in. curb. The Preliminary Site Plan indicates that the applicant is proposing to install a 5-ft. sidewalk and a 5.5-ft. planter strip to complete the required half-street improvements. The site plan indicates that the applicant is proposing to provide direct access to Lots 1 and 5-9 from 7th Street. Access for Lots 2-4 is proposed through a joint use driveway and reciprocal access easement on Lots 1-3 (see Exhibit 4). The Preliminary Site Plan indicates that the shared driveway will be improved with two 10-ft travel lanes and a circular turnaround with a 35-ft. radius.

The attached Preliminary Plat demonstrates that the proposed subdivision meets all the dimensional standards of the R-1 district (see Exhibit 4). To meet density standards, the subject site requires the development of 11 to 12 dwelling units (minimum density = 3.11 gross acres x 3.5 dwelling units/acre = 10.89 or 11 dwelling units) (maximum density = 3.11 gross acres x 4.0 dwelling units/acre = 12.44 or 12 dwelling units). The Preliminary Plat indicates that the 12 proposed lots meet the 9,000 sq. ft. minimum lot area, 60-ft. minimum lot width, and 90-ft. minimum lot depth standards. In addition, the attached Preliminary Site Plan demonstrates that the proposed development meets all of the setback standards of the R-1 district (see Exhibit 4).

The attached Preliminary Storm Drainage Plan indicates that storm water will be directed to existing public storm facilities which are adjacent to the subject site (see Exhibit 4). Storm water within the SW 7th Street right-of-way will as it currently does, along the existing curb line to an existing catch basin southeast of the site. Storm water within SW Alder Street will be managed along the site's frontage by proposed new catch basins which will direct flows to three drainage swales behind the sidewalk within the right-of-way along the site's road frontage. Following treatment and detention within the swales, storm water will be conveyed to an existing storm main within the SW Alder Street right-of-way.

To manage storm water from the single-family lots and joint use driveway the applicant is proposing to connect to an existing public storm sewer system to the southeast in the adjacent subdivision, which is stubbed to serve the site. The Preliminary Storm Drainage Plan indicates that storm water from Lots 4-10 will be directed to area drains and proposed drainage swales in the rear of the lots. The plan also demonstrates that storm water from Lots 2, 3, 11, and 12 will be directed to additional drainage swales in the rear of those lots. A detention pond is proposed for storm water management for Lot 1 and the shared driveway. After on-site treatment, all collected storm water will be conveyed to the adjacent public drainage system to the southeast in the easement within the Highlands Place subdivision (see Exhibit 4).

As indicated by the attached Preliminary Sanitary Sewer and Water Plan, public utilities are currently adjacent to the site and are able to serve the proposed development (see Exhibit 4). To serve Lots 10-12, water laterals will connect to the existing water main line in SW Alder Street right-of-way, with meter boxes in the right-of-way in front of each lot. Proposed water laterals for Lots 1-9 will provide direct connections to the existing main line in SW 7th Street right-of-way under the existing curb, with meter boxes in the right-of-way in front of each lot, except the attached plans indicate that individual water lines serving Lots 2-4 will be installed in front of Lot 5, with water lines extended to each lot through a proposed private utility easement on Lot 3. Sanitary sewer service for Lots 6-9 will connect to the Sanitary Sewer main line in SW 7th Street with new laterals requiring four street cuts for trenches. The Applicant is proposing a new sanitary sewer line from SW 7th Street, requiring a 5th street cut for the trench, extended to the SW in a public easement over Lot 3 under the proposed private access way terminating in a manhole, and it is proposed sanitary sewer laterals to Lots 1-5 connect directly to this line extension. Lots 10-12 will be served by sanitary sewer laterals with cleanouts in an easement over the lots that connect to a main lateral from the manhole on Lot 3.

A copy of the Preliminary Development Plans, Preliminary Storm Drainage Report, City Pre-Application Conference Notes, Title Report, and signed Application Form are included with this application packet. The applicant's exhibits and narrative demonstrate that the submitted land use request meets the approval criteria as outlined by the Dundee Development Code.

IV. FINDINGS

A. DUNDEE COMPREHENSIVE PLAN

COMMENT:

Except where required by the Dundee Development Code, this application is not required to address the City's goals and policies related to the development of land, since the Dundee Comprehensive Plan is implemented by the Code.

B. DUNDEE MUNICIPAL CODE

TITLE 17: DEVELOPMENT CODE

Chapter 17.202: Zoning Regulations

Section 17.202.020: Allowed uses.

Table 17.202.020 lists the uses that are allowed by each of the city's base zones. Where a specific use is not listed, and is not otherwise defined in DMC Division 17.500 as an example of a permitted use, the city may find the use is allowed or not allowed in the subject zone, pursuant to DMC 17.103.040.

Notwithstanding the provisions below, additional limitations may apply to uses within overlay zones. For requirements applicable to the city's overlay zones – flood plain overlay, greenway management overlay, and commercial Victorian overlay – please refer to Chapter 17.204 DMC.

Property owners are responsible for verifying whether a specific development is allowed on a particular site. Approval of a Type I checklist or site development review under Chapter 17.402 DMC may be required prior to commencing a use.

COMMENT:

The applicant is requesting preliminary plat approval of a 12-lot subdivision to permit the development of single-family detached dwellings in the R-1 zoning district. The applicant's proposal is consistent with Table 17.202.020, which states that single-family detached dwellings are a permitted use in the R-1 district. A review of City Zoning Map indicates that the subject site is not located within an overlay zone.

Section 17.202.030: Lot and development standards by zoning district.

Table 17.202.030 lists the general lot and development standards for each of the city's base zones. Specific development standards for access, parking, landscaping, and public improvements, among others, are located in DMC Division 17.300.

Notwithstanding the provisions below, additional standards may apply in specific locations, such as at street intersections, within overlay zones, adjacent to natural features, and other areas as may be regulated by this code or subject to state or federal requirements. For requirements applicable to the city's overlay zones – flood plain overlay, and greenway management overlay – please refer to Chapter 17.204 DMC.

COMMENT:

The applicant's narrative addresses how the proposed development conforms to Table 17.202.030 and other applicable standards of the Development Code.

Section 17.202.040: Yard standards, exceptions to yard and building height standards.

- A. Yards Apply Only to One Building. No required yard or other open space or required driveway provided around or for any building or structure for the purpose of complying with the provisions of this code shall be considered as providing a yard or open space for any other building, nor shall any yard or other required space on an adjoining lot be considered as providing a yard or open space on the lot whereon the building is to be erected.**

COMMENT:

The attached Preliminary Site Plan illustrates how the proposed development meets required yard standards (see Exhibit 4). At this time, the applicant has not determined specific building plans for the single-family lots. Compliance with the yard standards will be verified when building permits are issued for the dwellings.

- B. General Exception to Building Height Limitations. Projections such as chimneys, spires, domes, elevator shaft housing, towers, aerials, flagpoles, and other similar objects not used for human occupancy are not subject to the building height limitations of the underlying zone.**
- C. Building Height Exception for Public and Institutional Uses. Buildings for public and institutional uses, as shown in Table 17.202.020, may be constructed to a height that exceeds the maximum building height in the zone, provided the required yards are increased one foot for each one foot of additional building height above the height regulation for the zone.**

COMMENT:

The applicant is not requesting specific exceptions to the building height limitation. Therefore, these standards do not apply.

- D. Protection of Solar Access. The use of active or passive solar**

energy systems including solar collectors, storage facilities, and distribution components for space heating and cooling and domestic water heating is a permitted use within all zones, whether as a part of a structure or incidental to a group of structures nearby.

1. **Solar collectors and the equipment used for the mounting and operation of such collectors, where necessary, may be elevated above the 30-foot height limitation in residential zones. However, elevation of solar collectors shall not restrict solar access to adjacent properties.**
2. **Chimneys, communication transmission towers, television, radio masts, or landscaping shall not significantly restrict or impair solar access to buildings or solar collector locations.**

COMMENT:

At this time, the applicant has not determined specific building plans for the single-family lots. As required, the single-family dwellings will meet the City's solar access standards.

- E. **Setbacks after Public Dedications. Setback standards of this code do not apply to structures lawfully existing prior to a public dedication whose setback is reduced by the public dedication. Additions to such structures shall be allowed subject to DMC 17.104.040(B) and other applicable provisions of this code.**

COMMENT:

There are no existing structures on the subject site, therefore these standards do not apply.

- F. **Miscellaneous Exceptions to Setback Requirements. Setback limitations stipulated elsewhere in this code may be modified as follows:**
 1. **Bus Shelters. Bus shelters, which are intended for use by the general public and are under the ownership and/or control of a city, county, state or municipal corporation, shall be exempt from setback requirements.**
 2. **Projecting Building Features. Any feature attached to a roof or exterior wall of a building, such as an eave, gutter, balcony, exterior stairway, chimney or air conditioning unit, may project up to four feet into a required yard, provided building code requirements are met.**
 3. **Accessory Structures Six Feet High or Less. Any accessory structure or projecting building feature, including mechanical equipment to serve a building, less than six**

feet in total height, as measured at the property line, may be located in side or rear yard. Height includes the height of any railing, porch, deck, or patio. The structure or feature shall not be located to conflict with requirements for landscaping, screening and buffering.

4. Accessory structures over six feet high, including porches and decks, may be located in a required yard only where specifically allowed and meeting the conditions in Table 17.202.030.
5. Flag lots are exempt from maximum setback standards in Table 17.202.030.

COMMENT:

The applicant is not proposing any exceptions to the setback standards. As mentioned above, the applicant has not determined specific building plans for the single-family lots. Compliance with the setback standards will be verified when building permits are issued for the lots.

- G. **Zero Side Yard Dwelling Units (Single-Family Detached, Attached, or Townhouse).** Zero side yard dwelling units, including single-family detached, attached, or townhouse dwelling units, shall meet the following use and development standards:

COMMENT:

The attached Preliminary Site Plan identifies required setbacks for the detached single-family dwellings (see Exhibit 4). Since the applicant is not proposing zero side yard dwelling units, these standards do not apply.

Section 17.202.050: Fence standards.

B. Fence Heights in Residential and Commercial Zones.

1. Fences in residential zones shall not exceed four feet in height in the required primary front yard setback, and six feet in height within secondary front, side or rear yard setback.
2. Fences and walls in the C and CBD zones shall not exceed four feet in height between a public street and the maximum front yard setback line (per DMC 17.202.030(B)) and six feet in height within a side or rear yard setback.
3. Fences in interior yards more than six feet in height shall meet the setback requirements in Table 17.202.030 for an accessory structure.
4. The fence height limits above include the height of soil

berms under the fence or acting as a fence.

5. **Vertical structural members such as posts or columns that are not wider than two feet and that are spaced not closer than eight feet (other than when located on either side of a gate or portal) and ornamental features on top of the posts or columns shall not be used in determining height.**
6. **If a variance has been granted to the fence height restriction, a building permit may be required prior to construction**

COMMENT:

The attached Existing Conditions Plan indicates that an existing 6-ft. chainlink fence is located along the southwest boundary of the site, and an existing 6-ft. wood fence is located along the site's southeast property line. The Preliminary Site Plan indicates that the applicant is not proposing to construct new fences or walls at this time (see Exhibit 4). Compliance with the fence standards will be verified by the City when building permits are issued for the proposed lots.

Section 17.202.060: Site and building design standards in commercial zones.

The following standards apply to all development in the C and CBD zones that is subject to land use approval, except that modification or expansion of an existing residential use allowed pursuant to DMC 17.203.190 is exempt from this section.

COMMENT:

The subject site is not located within a commercial zone, therefore these standards do not apply.

Chapter 17.301: Access and Circulation

Section 17.301.020: Vehicular access and circulation.

- B. **Applicability. This section applies to new development and changes in land use necessitating new or expanded street access, including land divisions.**

COMMENT:

The applicant is requesting preliminary plat approval of a 12-lot subdivision, therefore access and circulation standards apply.

- C. **Access Permit Required. Access to a public street (e.g., a new driveway opening or highway approach) requires permit approval by the applicable roadway authority (city, county, or ODOT). The city planning official reviews permit requests for access to city streets through a Type I procedure where no**

discretion is involved. Other permit requests may be reviewed by the city planning official through a Type II procedure, or by the planning commission through a Type III procedure, where discretion is involved, where a traffic impact analysis is required, or where the access permit is contingent upon a land use approval.

COMMENT:

The attached Preliminary Site Plan indicates that site access is proposed from SW Alder Street and SW 7th Street. As required, access permits will be obtained from the City, which has authority over the roadways.

- D. Conditions of Approval. Where an existing or proposed driveway approach does not meet a roadway authority's standards, the roadway authority may require the closing or consolidation of existing such access, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting development approval, to ensure the safe and efficient operation of the street and highway system.**

COMMENT:

To meet City standards, the applicant is proposing to dedicate 10-ft. of additional right-of-way and install frontage improvements along SW Alder Street and SW 7th Street (see Exhibit 4). Installation of the proposed improvements will be ensured by this application's conditions of approval.

- E. Driveway Approaches. All driveway approaches (connections to a public right-of-way) shall conform to all of the following design standards:**
 - 1. Vehicle access onto higher classification streets (e.g., collector and arterial streets) shall be minimized; where technically feasible and appropriate, access shall be taken first from a lower classification street.**
 - 2. Driveways shall be designed and located to provide exiting vehicles with an unobstructed view of oncoming vehicles and pedestrians, in conformance with applicable sight distance and vision clearance requirements.**
 - 3. Construction of driveway accesses along acceleration or deceleration lanes or tapered (reduced width) portions of a roadway should be avoided due to the potential for vehicular conflicts.**
 - 4. Driveways shall be located to allow for safe maneuvering in and around loading areas.**

5. **Driveways shall have a paved or approved all-weather surface that meets minimum dimensions and appropriate signage designating any restrictions on access (e.g., one-way, exit-only, etc.). Driveway width shall provide for required emergency vehicle access and truck/trailer turning radius, as applicable.**
6. **Where sidewalks or walkways occur adjacent to the roadway, driveway aprons shall be constructed of concrete and shall be installed between the street right-of-way and the private drive. The roadway authority may require driveway aprons in areas without sidewalks or walkways, as needed, to protect the adjacent roadway pavement.**
7. **Access locations and turning movements at driveway approaches may be restricted to ensure safe roadway operations.**

COMMENT:

The attached Preliminary Site Plan identifies the proposed location of driveways which serve the proposed development. The plan demonstrates that access from SW Alder Street, a Collector Street, is limited to Lots 10-12 (see Exhibit 4). Lots 1-9 will have access from SW 7th St. As required, all of the proposed driveways will maintain required clear vision areas and all driveway aprons will be paved with a concrete surface. Both individual driveways and the joint use driveway serving Lots 2-4 will be paved with an all-weather surface.

- F. **Approach Spacing. Distances that shall separate driveway, intersection, and alley access to streets are established according to street classification in the Dundee transportation system plan.**

The city engineer, with approval of the roadway authority, may adjust the access spacing standards as necessary to address project or location specific issues such as topographic conditions, property configurations, or preservation of significant natural features. In such cases, the roadway authority may require additional mitigation to ensure adequate traffic operation and safety. Refer to Chapter 17.305 DMC for other applicable street standards and guidelines.

COMMENT:

The attached Preliminary Site Plan indicates that the subject site fronts SW Alder Street, which is classified as a Collector Street, and SW 7th Street, a Local Street. Per the Dundee Transportation System Plan (TSP), the minimum access spacing for a Local Street is 15-ft. and 75-ft. access spacing is required for a Collector Street (see Exhibit 4). The attached Preliminary Site Plan demonstrates that the proposed driveway access spacing along SW 7th Street meets the minimum access spacing requirement.

As demonstrated by the Preliminary Site Plan, the applicant is only proposing to access SW Alder Street from 3 of the 12 lots. As permitted by the standards listed on Page 29 of the Transportation System Plan, the proposed access meets the minimum spacing requirement for a Collector Street to the extent practical. Due to existing dimension of the subject property is not practical to meet the driveway spacing as it would result in an inefficient use of land. If Lots 10-12 were widened to meet the 75-ft. access spacing requirement for driveways, the size of adjacent lots (particularly Lots 7-8) would be reduced and would fall below the minimum lot area standard. Therefore, to the extent practical, the applicant's proposed driveway spacing along SW Alder Street complies with the access spacing standard, while also meeting the need for housing and efficient use of land.

G. Driveway Development Standards. The following development and maintenance standards apply to all driveways:

- 1. Protection of Public Ways. During site development and construction, where applicable, unimproved driveways and access roads shall be graveled or otherwise protected to prevent soil compaction, erosion, and tracking of mud onto adjacent paved streets.**
- 2. Driveway Surface. Driveways, parking areas, aisles, and turnarounds shall be paved with asphalt, concrete, or other durable paving material approved by the city engineer. All paving, where it meets the public right-of-way, shall be subject to review and approval by the city engineer.**
- 3. Surface Water Management. Development that increases impervious surface area shall provide for surface water management, pursuant to DMC 17.305.050.**
- 4. Residential Approach. All residential driveways shall have a minimum 10-foot paved approach from the curb line.**
- 5. Nonresidential Approach. Multiple use, commercial use, institutional use, and industrial use driveways shall be paved.**

COMMENT:

The attached Preliminary Site Plan identifies the location of proposed driveways within the development. As required, the driveways will be constructed of an all-weather material. The attached Preliminary Storm Drainage Plan demonstrates that surface water management for the proposed lots, including the driveway areas, will meet City standards (see Exhibit 4). Compliance with the residential driveway approach standard will be verified when building permits are issued for the development.

- H. Joint Use Driveways. Where necessary to maintain an adequate level of transportation service or traffic safety with planned future development, the review authority may require joint use driveways. Joint use driveways (i.e., driveways providing access to more than one lot) are appropriate for developments adjacent**

to one another where access onto the street system is limited. In such cases, driveways shall be stubbed to property lines, allowing extension and improvement of joint use of driveways with future development.

1. **Joint Use Access Easement and Maintenance Agreement.** Where the review authority requires a joint use driveway, the property owners shall record an easement with the deed allowing joint use of/cross access between adjacent properties served by the subject driveway. In addition the property owners shall record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners. The city of Dundee shall not be responsible for maintaining the driveway.

COMMENT:

When discussing access to proposed interior lots at the Pre-Application Conference, City Staff indicated a preference for a joint use driveway verses the development of multiple flag lots as originally proposed. As a result, the attached Preliminary Site Plan illustrates that a joint use driveway is proposed for Lots 2-4.

Due to the surrounding development pattern, the applicant is not proposing to stub the joint use driveway to adjacent property lines. The Preliminary Plat indicates that this shared driveway and associated turnaround area will be placed in a cross access easement. As required, a joint maintenance agreement will be recorded with the deeds to define the maintenance responsibilities of future property owners.

- I. **Circulation and Connectivity.** New developments shall be required to provide a circulation system that accommodates vehicular and pedestrian traffic, as follows:
 1. In new subdivisions, except as restricted on arterial streets, a street or driveway intersection providing multi-modal connectivity and circulation for pedestrians, bicyclists, and automobiles shall occur not less than once for every 600 linear feet of street frontage, measured from street right-of-way line to street right-of-way line.
 2. Where it is not practicable to provide a street connection at least every 600 feet, due to topography, existing development patterns, or similar constraints (e.g., railroad, slopes greater than 10 percent, wetland), the city shall approve a pedestrian access way with a public access easement through the subject lot or tract. See DMC 17.301.030 for pedestrian access way standards.
 3. Vehicle circulation systems shall comply with applicable building codes and requirements for emergency vehicle apparatus.

4. **The city may waive a street or access way connection requirement, where it would violate provisions of a lease, easement, covenant, restriction or other legal agreement existing as of May 1, 1995, that precludes said street or access way connection.**

COMMENT:

The attached Preliminary Plat demonstrates that after the proposed right-of-way dedication, the subject site will have approximately 389-ft. of frontage on SW Alder Street. Since the distance from the SW 7th Street intersection is less than 600-ft., the proposed subdivision is not required to provide a new street connection to SW Alder Street, a Collector Street. The attached Preliminary Site Plan indicates that only three lots will access the Alder Street right-of-way (see Exhibit 4).

After right-of-way dedication, the distance of the SW 7th Street segment between Scotsman Court and SW Alder Street is approximately 612-ft. The attached Existing Conditions Plan also indicates that the SW Graystone Drive and SW 7th Street intersection is located across from the subject site (see Exhibit 4). If a new street connection were provided along the site's SW 7th Street frontage, it would be required to align with SW Graystone Drive to meet City standards. However, due to the acute angle of 7th Street and Alder Street intersection, a new street connection in this location would only be approximately 200-ft. from the Alder Street intersection. If a new street were required in the northwest portion of the site, its location would not address needed access in the southeast portion of the property. For these reasons, it is not practicable to provide a new street connection along the site's frontage on SW 7th Street.

Due to the existing site's configuration and surrounding development pattern, it is also not practical to provide a pedestrian access way through the property. The proposed street widening and installed sidewalks along SW Alder Street and SW 7th Street will provide multi-modal connectivity and circulation for pedestrians, bicyclists, and automobiles. As proposed, the vehicle circulation system complies with applicable building codes and requirements for emergency vehicle apparatus.

- J. **Private Access Easements. Where a private access easement is permitted to serve as the required frontage for a lot created through a land division, it shall conform to all of the following standards:**
 1. **Partition access easements shall only be allowed where the applicable criteria of Chapter 17.403 DMC are satisfied. The easement shall comply with the following standards:**
 - a. **Minimum easement width: 25 feet.**
 - b. **Minimum paved width: 20 feet.**
 - c. **Maximum length: 250 feet.**
 - d. **Not more than three dwelling units shall use the same access easement.**
 - e. **The city may require curbing and connection to a**

city-approved storm drainage system, or on-site storm water retention facilities.

COMMENT:

To provide access for Lots 2-4, the applicant is proposing to develop a joint use driveway within a 30-ft. access easement. The Applicant proposes to install the joint use driveway following the private access easement standards of this section. The attached Preliminary Site Plan indicates that a 20-ft. wide asphalt surface will be provided for vehicle travel lanes. A bonus 8-ft. wide paver surface is proposed for parallel parking along the southeast side of the driveway (see Exhibit 4) to allow for guest parking for the lots served by the access way. In conformance with the above standards, the length of the joint use driveway is about 205-ft and only three dwellings units will use the access easement. Curbing is proposed on the downhill side of the access way with a ¾ inch lip along the pavers, and with standard height around the curve of the turn-around bulb to direct storm water to an on-site storm water management system.

- 2. A turnaround shall be required for any access easement that has only one outlet and which is in excess of 150 feet long or as required by the Uniform Fire Code. Turnarounds shall be circular with a minimum paved radius of 35 feet.**
- 3. Private access easements shall conform to design standards for emergency apparatus vehicles, consistent with applicable Fire Code requirements.**
- 4. Private access easements shall comply with applicable public works design standards.**

COMMENT:

The attached plans indicate that the length of the paved joint use driveway and access easement is about 205-ft. As required, the applicant is proposing to install a circular turnaround with 35-ft. radius at the end of the driveway (see Exhibit 4). The proposed access and turnaround meets both Fire Code and Public Works design standards.

- K. Private Streets. Private streets shall be developed in accordance with DMC 17.305.030, and are only permitted under the following circumstances:**

COMMENT:

As discussed above, the applicant is proposing to develop a joint use driveway to provide access for Lots 2-4. The attached Preliminary Site Plan indicates that the proposed driveway and turnaround is located within an access easement located on Lots 1-3 (see Exhibit 4). Private street standards do not apply to this application.

- L. Vertical Clearances. Except as otherwise required by applicable building codes, driveways, private streets, aisles, turnaround areas and ramps shall have a minimum vertical clearance of 13 feet six inches for their entire length and width.**

COMMENT:

As required, the proposed driveways and turnaround areas will provide a minimum vertical clearance of 13-ft. – 6-in.

- M. Corner Vision Clearance. Vision clearance at intersections shall conform to DMC 17.301.040 or the requirements of the roadway authority, whichever is more restrictive.**

COMMENT:

This applicant's statement has addressed the required vision clearance standards under Section 17.301.040.

Section 17.301.030: Pedestrian Access and Circulation.

- B. Applicability. This section applies to projects requiring site development review pursuant to Chapter 17.402 DMC.**

COMMENT:

The submitted subdivision application requires site development review. Therefore, this narrative addresses applicable standards of this section.

- D. Pedestrian Access Way. Where a pedestrian access way is required in lieu of a standard street connection, pursuant to DMC 17.301.020(I) or Chapter 17.403 DMC (Land Divisions and Property Line Adjustments), the access way shall consist of a 10-foot minimum width concrete or asphalt surface within a 20-foot public right-of-way tract or public access easement. The city may adjust the widths and construction specifications as necessary based on expected usage, including the need for emergency vehicle access.**

COMMENT:

As discussed under Section 17.301.020(I), due to the existing site's configuration and surrounding development pattern, it is not practical to provide a pedestrian access way through the property. Therefore, this section does not apply.

Section 17.301.040: Vision clearance.

- B. Applicability. This section applies to all uses of real property at all times.**

COMMENT:

The applicant is proposing a 12-lot subdivision to permit the development of single-family detached dwellings on the subject site. Therefore, vision clearance standards are applicable to the proposed use.

- C. Clear Vision Area. Except as provided by subsection (D) of this section, every clear vision area shall be maintained at each access to a public street and on each corner of property at the intersection of two streets or a street and a railroad, pursuant to subsections (C)(1) through (4) of this section:**
- 1. No fence, wall, hedge, sign, or other planting or structure that would impede visibility between the heights of two feet and eight feet shall be established in the clear vision area. Measurements shall be made from the top of the curb or, where no curb exists, from grade.**
 - 2. Except as provided for single use residential driveways under subsection (C)(3) of this section, a clear vision area shall consist of a triangular area, two sides of which are right-of-way lines or a right-of-way line and access easement line. Where the lot lines have rounded corners, the right-of-way lines are extended in a straight line to a point of intersection and so measured. The third side of the triangle shall be a line connecting the non-intersecting ends of the other two lines.**
 - 3. For single use residential driveways, the clear vision area shall consist of a triangular area, two sides of which are the curb line and the edge of the driveway. Where no curbs exist, the future location of the curb, based on future full street improvements, shall be used.**
 - 4. The following standards establish the required clear vision areas:**

COMMENT:

The attached Preliminary Site Plan demonstrates that a 10-ft. triangular clear vision area will be provided for the proposed driveway intersections with SW 7th Street and SW Alder Street (see Exhibit 4). In addition, the plan demonstrates that the required 20-ft. triangular vision clearance area will be provided at the intersection of SW 7th Street and SW Alder Street (see Exhibit 4).

- D. Exceptions. The following are allowed to be placed within a clear vision area notwithstanding the standards of subsection (C) of this section, provided they do not conflict with traffic safety or operations:**
- 1. A public utility pole.**
 - 2. Telephone switch boxes, provided they are less than 10 inches wide at the widest dimension.**
 - 3. A tree trimmed (to the trunk) to a line at least eight feet**

above the grade of the intersection.

4. Plant species of open growth habit that are not planted in the form of a hedge and which are so planted and trimmed as to leave at all seasons a clear and unobstructed cross-view.
5. A supporting member or appurtenance to a permanent building lawfully existing.
6. An official traffic control device, including a warning sign or signal.
7. A place where the natural contour of the ground is such that there can be no cross-visibility at the intersection.
8. The post section of a pole sign when there are no more than two posts and any post is less than eight inches in diameter.

COMMENT:

The attached Preliminary Site Plan indicates that the applicant is not proposing to locate a building or pole sign within the required clear vision areas.

Chapter 17.302: Landscaping and Screening

Section 17.302.020: Applicability.

This chapter applies to all projects subject to site development review (Chapter 17.402 DMC) and to subdivisions and other projects where landscaping, screening and/or buffering is proposed with development or is required as a condition of approval.

COMMENT:

The applicant is not proposing landscaping, screening and or buffering with this subdivision application. Therefore, these standards do not apply to the development.

Chapter 17.304: Parking and Loading

Section 17.304.020: Applicability.

Development of off-street parking and loading areas for commercial, industrial, or multifamily development shall be subject to the site development procedures of Chapter 17.402 DMC. The provisions of this chapter shall apply to the following types of development:

- A. Any new building or structure.**
- B. The construction or provision of additional floor area, seating capacity, or other expansion of an existing building or structure.**
- C. A change in the use of a building or structure that requires additional parking spaces or off-street loading areas under the provisions of this chapter.**
- D. As a condition of approval in a land use decision.**

COMMENT:

The proposed 12-lot subdivision application will permit the development of single-family detached dwellings. Therefore, the parking and loading standards of this chapter apply to the application.

Section 17.304.040: Automobile parking standards.

- A. Location. Off-street parking and loading areas shall be provided on the same lot with the main building or structure or use except that:**
 - 1. In any residential zone, automobile parking areas for dwellings and other uses permitted in a residential zone may be located on another lot if such lot is within 200 feet of the lot containing the main building, structure or use;**
 - 2. In any nonresidential zone, the parking area may be located off the site of the main building, structure or use if it is within 500 feet of such site, except that in the CBD zone, the parking area may be located off site if it is within 1,000 feet; and**
 - 3. No parking shall be allowed within a front yard, except as allowed on driveways.**

COMMENT:

At this time, specific development plans have not been determined for the proposed lots. The attached Preliminary Site Plan demonstrates that each lot has been provided with a 20-ft. wide driveway and adequate space to develop a 2-car garage (see Exhibit 4). As required, parking is proposed on driveways when parking spaces are located in front yard areas. No off-site parking is proposed with this development.

- B. Joint Use. Parking area may be used for a loading area during those times when the parking area is not needed or used. Parking areas may be shared subject to review authority approval for commercial and industrial uses where hours of operation or use are staggered such that peak demand periods do not occur simultaneously. The requirements of subsection (C)**

of this section may be reduced accordingly. Such joint use shall not be approved unless satisfactory legal evidence is presented which demonstrates the access and parking rights of parties.

COMMENT:

The applicant is not proposing a commercial or industrial use, therefore these standards do not apply.

- C. Off-Street Automobile Parking Space Standards. The minimum number of required off-street vehicle parking spaces shall be determined in accordance with one of the following procedures:**
- 1. Pursuant to the standards in Table 17.304.040(C); or**
 - 2. Pursuant to a parking demand analysis prepared by a qualified professional and subject to review through a Type II or Type III procedure, consistent with the application process. Such demand analysis must consider average parking demands for existing and proposed uses on the subject site, opportunities for shared parking (parking agreement) with other uses in the vicinity, and public parking, including on-street parking, in the vicinity; or**
 - 3. Where a use is not specifically listed in Table 17.304.040(C), parking requirements shall be determined by finding that a use is similar to one of those listed in Table 17.304.040(C) in terms of parking demand, or by estimating parking needs individually using the demand analysis option described in subsection (C)(2) of this section.**

COMMENT:

The applicant is proposing a 12-lot subdivision to permit the development of single-family detached dwellings. Per Table 17.304.040(C), each one-family dwelling requires the provision of 2 on-site parking spaces. Although specific building plans have not been determined at this time, the applicant intends to develop at least a 2-car garage on each of proposed lots. An additional 2 parking spaces will be available in the driveway area of each lot. Compliance with the off-street automobile parking standards will be verified when buildings permits are issued for the proposed lots.

- D. Preferential Carpool/Vanpool Parking. Parking lots for commercial and office uses that have designated employee parking and more than 20 parking spaces shall provide at least 10 percent of the employee parking spaces (with a minimum of one space) as preferential long-term carpool and vanpool parking spaces. Preferential carpool and vanpool parking spaces shall be closer to the entrances of the building than other parking spaces, with the exception of ADA accessible parking spaces.**

COMMENT:

This application does not include a commercial or office use, therefore carpool/vanpool parking standards do not apply to this development.

Section 17.304.050: Bicycle parking standards.

At a minimum, required bicycle parking shall be consistent with the following standards and guidelines:

COMMENT:

Per Table 17.304.050(C), no bicycle parking spaces are required for the proposed single-family residential use. Therefore, these standards do not apply.

Section 17.304.060: Disabled person parking space standards.

Except as otherwise required or allowed by applicable building codes, the number of spaces for disabled person parking shall comply with the standards of Table 17.304.060. Striping and signing of the handicap space(s) shall conform to applicable building code requirements.

COMMENT:

The applicant is not proposing to develop a parking lot, therefore disabled parking space standards do not apply.

Section 17.304.070: Off-street loading requirements.

Buildings or structures to be built or substantially altered that receive and distribute materials and merchandise by trucks shall provide and maintain off-street loading berths in sufficient number and size to adequately handle the needs of the particular use.

COMMENT:

The proposed development does not include a use which will receive and distribute material and merchandise by trucks. Therefore, off-street loading requirements do not apply.

Section 17.304.080: Parking Stall Design and Dimensions.

A. Minimum Standards. Where a new off-street parking area is proposed, or an existing off-street parking area is proposed for expansion, the entire parking area shall be improved in conformance with this code. At a minimum the parking spaces and drive aisles shall be paved with asphalt, concrete, or other city-approved materials, provided the Americans with Disabilities Act requirements are met, and shall conform to the minimum dimensions in Table 17.304.080. All off-street parking

areas shall contain wheel stops, perimeter curbing, bollards, or other edging as required to prevent vehicles from damaging buildings or encroaching into walkways, landscapes, or the public right-of-way. Parking areas shall also provide for surface water management, pursuant to city standards.

COMMENT:

Although specific building plans have not been determined for the proposed lots at this time, required on-site parking will be designed to meet standards of this section. Compliance with the parking design and dimension standards will be verified when buildings permits are issued for the proposed lots.

- B. Adjustments to Parking Area Dimensions.** The dimensions in Table 17.304.080 are minimum standards. The planning official may adjust the dimensions through a Type II procedure based on evidence that a particular use will require more or less maneuvering area. For example, the planning official may approve an adjustment where an attendant will be present to move vehicles, as with valet parking. In such cases, a form of guarantee must be filed with the city ensuring that an attendant will always be present when the lot is in operation.

COMMENT:

The applicant is not proposing any adjustments to the required parking area dimensions.

- C. Americans with Disabilities Act.** Parking shall be provided consistent with the requirements of the Americans with Disabilities Act, including but not limited to the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, identification signs, lighting, and other design and construction requirements.

COMMENT:

Since the applicant is not proposing to develop a parking lot, these standards do not apply.

Chapter 17.305: Public Improvements and Utilities

Section 17.305.020: Applicability.

Standards for the provision and utilization of public facilities or services available within the city of Dundee shall apply to all land developments in accordance with Table 17.305.020. No development permit shall be approved unless the following improvements are provided for prior to occupancy or operation, or unless future provision is assured in accordance with subsection (B) of this section.

COMMENT:

The applicant is proposing to install public improvements, therefore these standards apply.

Section 17.305.030: Street standards.

B. Applicability. The provisions of this section apply to:

1. **The creation, dedication, or construction of all new public or private streets, bikeways, or access ways in all subdivisions, partitions, or other developments in the city of Dundee.**
2. **The extension or widening of existing public or private street rights-of-way, easements, or street improvements including those which may be proposed by an individual or the city, or which may be required by the city in association with other development approvals.**
3. **The construction or modification of any utilities, sidewalks, or bikeways in public rights-of-way or private street easements.**
4. **The designation of planter strips; the planting of street trees or other landscape materials is subject to Chapter 17.302 DMC.**
5. **Developments outside the city that tie into or take access from city streets.**

COMMENT:

The proposed development includes the dedication of public street right-of-way and the installation of the public utilities and street improvements. Therefore, the standards of this section are applicable.

- C. **Street Location. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets. Refer to the city of Dundee transportation system plan and applicable local street network plans for the location of streets.**

COMMENT:

The applicant is proposing to dedicate additional right-of-way and install frontage improvements along SW Alder Street and SW 7th Street. As demonstrated by the attached Preliminary Site Plan, and Preliminary Grading and Erosion Control Plan, the improvements will meet applicable City standards (see Exhibit 4). There are no new streets with the subject site.

- D. Continuation of Streets.** Development proposals shall provide for the continuation of existing streets in accordance with the city of Dundee transportation system plan and applicable local street network plans, if any, and where necessary to promote appropriate traffic circulation in the vicinity of the development.

COMMENT:

There are no stubbed streets within or adjacent to the proposed development, therefore these standards do not apply.

- E. Future Extension of Streets.** Where necessary to give access to or permit a satisfactory future development of adjoining land, streets, bikeways and access ways shall be extended to the boundary of a tract being developed and the resulting dead-end streets may be approved without turnarounds. All dead-end streets must meet Fire Code and be approved by the Dundee fire chief. Reserve strips and streets plugs may be required to preserve access.

COMMENT:

The attached Existing Conditions Plan indicates that SW 7th Street and SW Alder Street are located along the perimeter of the site (see Exhibit 4). Due to the surrounding development pattern, the applicant is not proposing to extend a new public street through the subject property and to adjoining parcels.

- F. Street Alignment.** All streets other than local streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the centerlines thereof. The staggering of street alignments resulting in "T" intersections shall, wherever practical, be avoided. If unavoidable, the "T" intersection shall leave a minimum distance of 200 feet between the centerlines of streets having approximately the same direction. A "T" intersection having less than a 200-foot separation from the centerline of another street shall be subject to the review and approval of the city engineer.
- G. Intersection Angles.** Streets shall be laid out to intersect at angles as near to right angles as practical except where topography requires a lesser angle. Intersection angles, street curves and curb return radii shall conform to the city's public works design standards manual.

COMMENT:

The proposed 10-ft. right-of-way dedication along SW Alder Street and SW 7th Street will provide 30-ft. of right-of-way from the existing street centerlines. A “T” intersection has been avoided as no new street intersection is proposed. The attached Existing Conditions Plan demonstrates that SW 7th Street intersects with SW Alder Street at a 58 degree angle (see Exhibit 4). This intersection angle is unavoidable since the street alignment is pre-existing to the proposed development. As required, the proposed curb return radius at the intersection conforms to City Public Works standards.

H. Improvements to Existing Streets.

- 1. All projects subject to site development review, partition, or subdivision approval must construct a minimum of a three-quarter street improvement to all existing streets adjacent to, within, or necessary to serve the development. The city engineer may waive or modify this requirement where the applicant demonstrates that the condition of existing streets to serve the development meets city standards and is in satisfactory condition to handle projected traffic loads. Where a development has frontage on both sides of an existing street, full street improvements shall be required.**

COMMENT:

The attached Existing Conditions Plan indicates that the west boundary of the subject property fronts SW Alder Street, which is classified as a Collector Street (see Exhibit 4). To meet City street standards, the applicant is proposing to dedicate an additional 10-ft. of right-of-way along the site’s road frontage. The attached Preliminary Site Plan indicates that the applicant is proposing to install half-street improvements which include 19-ft. of pavement from centerline, a 6-in. curb, 5-ft. curbtight sidewalk, and 5.5-ft. drainage swale and planter strip, and 9-ft. of pavement opposite centerline leaving 11’ of the existing roadway in its present condition with roadside ditch.

To the north of the subject site is SW 7th Street, which is classified as a Local Street. To match the right-of-way width southeast of the site, the applicant is proposing to dedicate an additional 10-ft. of right-of-way along the site’s roadway frontage. The attached Existing Conditions Plan indicates that the street is currently improved with 19-ft. of pavement from centerline and a 6-in. curb. The Preliminary Site Plan indicates that the applicant is proposing to install a 5-ft. sidewalk and a 5.5-ft. planter strip to complete the required half-street improvements (see Exhibit 4).

- 2. The city may allow an applicant to record a “waiver of rights to remonstrance for streets and public utility improvements” in lieu of street improvements when the following criteria are met:**
- 3. A waiver of sidewalk, planter strip, and curb improvements is not permitted. A deferral of these improvements may be allowed by the city engineer and city administrator under the conditions specified in subsection (H)(2) of this section and under one of the following conditions:**

4. **Deferrals of sidewalk improvements are not permitted when there is an existing curb along the frontage of the site or the site is abutting an existing curb or sidewalk.**

COMMENT:

The applicant is not proposing a waiver of rights to remonstrance, or a deferral of improvements, for required street and public utility improvements.

5. **Formation of a local improvement district will be required to complete the sidewalk system on one side of a block when that side of the block reaches one of the following thresholds:**
6. **In lieu of the street improvement requirements outlined under this section, the review authority may elect to accept from the applicant monies to be placed in a fund dedicated to the future reconstruction of the subject street(s).**

COMMENT:

The applicant is not proposing to form a local improvement district or proposing a fee in-lieu of the required street improvements. Therefore, these standards do not apply to the development.

- I. **New Streets. Where new streets are created by a subdivision or partition, full street improvements shall be required. Three-quarter streets may be approved in lieu of full street improvements when the city finds it to be practical to require the completion of the other one-quarter street improvement when the adjoining property is developed; in such cases, three-quarters street improvements may be allowed by the city only where all of the following criteria are met:**
- J. **Cul-de-Sacs. Cul-de-sacs shall have maximum lengths of 400 feet and serve not more than 18 dwelling units. All cul-de-sacs shall terminate with circular turnarounds. Pursuant to DMC 17.301.030(D)(1), an access way shall connect the cul-de-sac to another street.**
- K. **Street Names. Street names and numbers shall conform to the established pattern in the city and shall be subject to the approval of the city. Street names shall be required for all new publicly dedicated streets and private streets.**

COMMENT:

The applicant is not proposing to create a new public or private street or cul-de-sac with the 12-lot subdivision. Therefore, these standards do not apply.

- L. Grades and Curves.** Street grades and curves shall conform to the city's public works design standards. Where existing conditions, particularly topography, make it otherwise impractical to provide buildable lots, the city engineer may accept steeper grades and sharper curves.

COMMENT:

The attached Preliminary Grading and Erosion Control Plan indicates that the proposed road frontage improvements have been designed to meet Public Works design standards.

- M. Alternative Access Streets.** Where a development abuts or contains an existing or proposed arterial street, the city may require that access be from another alternative, such as an alley or frontage street. In such cases, the city may also require screening and landscape buffering pursuant to DMC 17.302.060 for adequate protection of residential properties and separation of through and local traffic.

COMMENT:

The subject site abuts SW Alder Street, which is classified as a Collector Street. In addition, the site fronts SW 7th Street, which is classified as a Local Street. Therefore, these standards do not apply.

- N. Clear Vision Areas.** Clear vision areas shall be maintained on corner lots at the intersection of all public streets and at the intersections of a public street with a private street pursuant to DMC 17.301.040.

COMMENT:

As required, a clear vision area meeting these standards will be maintained on Lot 9, which is located at the intersection of SW Alder Street and SW 7th Street.

- O. General Right-of-Way and Street Improvement Widths.** The street design standards in the Dundee public works design standards apply to public streets, bikeways and sidewalks in the city of Dundee. These standards shall be the minimum requirements, except where modifications are permitted under subsection (P) of this section or upon approval of an engineering design modification request granted by the city engineer.

COMMENT:

To meet City standards, the applicant is proposing to dedicate an additional 10-ft. of right-of-way along SW Alder Street and SW 7th Street, providing 30-ft. from centerline along the site's road frontages. The paved width of SW 7th Street currently meets City standards. The applicant is proposing to install additional paving along the site's frontage on SW Alder Street to provide the required 19-ft. of pavement from centerline, and 9-ft opposite for a total of 28-ft.

- P. Modification of Street Right-of-Way and Improvement Width. The planning official, pursuant to the Type II review procedures of DMC 17.401.030, may allow modification to the public street standards of subsection (O) of this section, when the criteria in both subsections (P)(1) and (2) of this section are satisfied:**

COMMENT:

The applicant is not proposing to modify the required street right-of-way or improvement width, therefore these standards do not apply.

- Q. Private Streets. Private streets shall only be allowed where the applicable criteria of Chapter 17.301 DMC are satisfied, and shall comply with the following:**

COMMENT:

The applicant is not proposing to develop a private street with this subdivision application, therefore these standards do not apply.

- R. Transit Improvements. Development proposals for sites that include or are adjacent to existing or planned transit facilities, as shown in the Dundee transportation system plan or adopted regional transit plan, shall be required to provide any of the following, as applicable and as the review authority advises:**

COMMENT:

The subject site does not include, or is not adjacent to, existing or planned transit facilities. Therefore, these standards do not apply.

- S. Transportation Impact Analysis (TIA).**
 - 2. Applicability. A TIA shall be required to be submitted along with a land use application if the proposal is expected to involve one or more of the following:**
 - a. The proposed development would generate 40 or more PM peak-hour trips. This applicability requirement may be waived by the city engineer if:**
 - i. A previous traffic study adequately addresses the**

proposal;

- ii. Completed off-site and frontage improvements adequately mitigate traffic impacts; or
- iii. The proposed use is not adjacent to an intersection that is functioning at a poor level of service.

COMMENT:

The applicant is proposing to develop 12 single-family detached units with the proposed subdivision. It is estimated that the 12 dwelling units will generate approximately 12 PM peak-hour trips. As such, a TIA is not required for this application.

- T. **Planter Strips in Commercial Zones.** Planter strips in commercial zones are not required to be entirely landscaped. The strips may include hardscape such as street furniture, other pedestrian amenities, and tree wells, in place of or in addition to standard landscaping.

COMMENT:

The subject site is not located within a commercial zone, therefore these standards do not apply.

Section 17.305.040: Utility lines and facilities.

- B. **Applicability.** This section applies to all new development where extension or improvement of water, sanitary sewer, storm drainage, or private utilities is required to serve the development or use of the subject property.

COMMENT:

The proposed development includes private and public utility improvements, therefore utility line and facility standards apply.

C. General Standards.

- 1. The design and construction of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required shall conform to the city's public works design standards.
- 2. The location, design, installation and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site. Installation of all proposed public and private utilities shall be coordinated by the developer and be approved by the city to ensure the orderly extension of such utilities within public right-of-

way and easements.**COMMENT:**

The attached Preliminary Storm Drainage Plan, and Preliminary Sanitary Sewer and Water Plan, demonstrate that proposed utility improvements conform to the City's Public Works standards. These plans and the applicant's Preliminary Grading and Erosion Control Plan demonstrate that installation and maintenance of these improvements will minimize disturbance to the soil and site (see Exhibit 4).

- D. Standards for Water Improvements. All development that has a need for water service shall install the facilities pursuant to the requirements of the city and all of the following standards. Installation of such facilities shall be coordinated with the extension or improvement of necessary sanitary sewer and storm drainage facilities, as applicable.**
- 1. All developments shall be required to be linked to existing water facilities adequately sized to serve their intended area by the construction of water distribution lines, reservoirs and pumping stations which connect to such water service facilities. All necessary easements required for the construction of these facilities shall be obtained by the developer and granted to the city pursuant to the requirements of the city.**

COMMENT:

The Preliminary Sanitary Sewer and Water Plan indicates that water service will be provided to Lots 1-9 by connecting new meters and laterals to the existing main line within SW 7th Street (see Exhibit 4). The plan also indicates that new meters and laterals for Lots 10-12 will connect to the existing water main within SW Alder Street. For Lots 2-4, individual water service will be extended to each lot from the meter boxes in the right-of-way in front of Lot 5 through a private utility easement on Lot 3. As required, existing public water service facilities are adequately sized to serve the proposed use.

- 2. Specific location, size and capacity of such facilities will be subject to the approval of the city engineer with reference to the applicable water master plan. All water facilities shall conform with existing city pressure zones and shall be looped where necessary to provide adequate pressure and fire flows during peak demand at every point within the system in the development to which the water facilities will be connected. Installation costs shall remain entirely the developer's responsibility.**

COMMENT:

The attached Preliminary Sanitary Sewer and Water Plan demonstrates that the proposed location, size and capacity of the water system meets City standards (see Exhibit 4). The attached Pre-Application Conference Notes does not indicate requirement for a looped water system through the site (see Exhibit 3).

3. **The design of the water facilities shall take into account provisions for the future extension beyond the development to serve adjacent properties, which, in the judgment of the city, cannot be feasibly served otherwise.**

COMMENT:

To the southeast of the subject site is the Highlands Place Subdivision, which contains R-1 zoned lots that are fully developed with single-family dwellings. A large R-1 zoned parcel located southwest of the site is currently developed with a single-family dwelling and can be served directly from Alder Street. The attached Existing Conditions Plan indicates that existing water mains are currently extended across the entire site's frontage on Alder Street and 7th Street. The Preliminary Sanitary Sewer and Water Plan demonstrates that water facilities are not required to be extended to adjacent properties (see Exhibit 4).

4. **Design, construction and material standards shall be as specified by the city engineer for the construction of such public water facilities in the city.**

COMMENT:

The applicant's Preliminary Sanitary Sewer and Water Plan has been prepared by a registered civil engineer. As required, the design, construction, and material standards of the water system meets City standards.

- E. **Standards for Sanitary Sewer Improvements. All development that has a need for sanitary sewers shall install the facilities pursuant to the requirements of the city and all of the following standards. Installation of such facilities shall be coordinated with the extension or improvement of necessary water services and storm drainage facilities, as applicable.**
 1. **All septic tank systems and on-site sewage systems are prohibited.**
 2. **All properties shall be provided with gravity service to the city sanitary sewer system, except for lots that have unique topographic or other natural features that make gravity sewer extension impractical as determined by the city engineer. Where gravity service is impractical, the developer shall provide all necessary pumps/lift stations and other improvements, as determined by the city engineer.**

COMMENT:

The attached Preliminary Sanitary Sewer and Water Plan demonstrates that all proposed lots will be provided with gravity service to the City's sanitary sewer system (see Exhibit 4). Proposed sewer laterals for Lots 6-9 will provide direct connections to the main line within SW 7th Street. Sanitary sewer service for Lots 1-5 will connect to an extension of a sewer line from SW 7th Street under the access way on Lot 3, and service for Lots 10-12 will be provided by laterals in easements over yards of the adjacent lots connecting to the manhole on Lot 3.

- 3. All developments shall be required to be linked to existing sanitary sewer collection facilities adequately sized to serve their intended area by the construction of sewer lines which connect to existing adequately sized sewer facilities. All necessary easements required for the construction of these facilities shall be obtained by the developer and granted to the city pursuant to the requirements of the city.**
- 4. Specific location, size and capacity of sewer facilities will be subject to the approval of the city engineer with reference to the applicable sewer master plan. All sewer facilities shall be sized to provide adequate capacity during peak flows from the entire area potentially served by such facilities. Installation costs shall remain entirely the developer's responsibility.**

COMMENT:

The attached Preliminary Sanitary Sewer and Water Plan has been prepared by a registered civil engineer. As required, the location, size and capacity of the sanitary sewer system facilities have been designed for the proposed use and meet City standards.

- 5. Temporary sewer service facilities, including pumping stations, will be permitted only if the city engineer approves the temporary facilities, and the developer provides for all facilities that are necessary for transition to permanent facilities.**

COMMENT:

The applicant is not proposing to develop temporary sewer service facilities, therefore these standards do not apply.

- 6. The design of the sewer facilities shall take into account provisions for the future extension beyond the development to serve upstream properties, which, in the judgment of the city, cannot be feasibly served otherwise.**

COMMENT:

To the south and southeast of the subject site are “downstream” properties currently served with sewer facilities. The attached Existing Conditions Plan indicates that existing sanitary sewer mains are currently extended across the entire site’s frontage on Alder Street and SW 7th Street. All adjacent upstream properties can be and are being served by the existing facilities. The attached Preliminary Sanitary Sewer and Water Plan demonstrates that sanitary sewer facilities are not required to be extended to adjacent properties (see Exhibit 4).

- 7. Design, construction and material standards shall be as specified by the city engineer for the construction of such sewer facilities in the city.**

COMMENT:

The applicant’s Preliminary Sanitary Sewer and Water Plan has been prepared by a registered civil engineer. As required, the design, construction, and material standards for the construction of the water system facilities meet City standards.

- 8. Prior to acceptance of the sanitary sewer system by the city, the sewers shall be flushed and inspected by the city as required by the public works design standards or the public works construction standards. All costs shall be borne by the developer.**

COMMENT:

As required, the City will inspect the proposed improvements prior to acceptance of the sanitary sewer system.

- F. Street Lights. All developments shall include underground electric service, light standards, wiring and lamps for street lights according to the specifications and standards of the public works design standards. The developer shall install all such facilities and make the necessary arrangements with the serving electric utility as approved by the city. Upon the city’s acceptance of the public improvements associated with the development, the street lighting system, exclusive of utility-owned service lines, shall be and become property of the city unless otherwise designated by the city through agreement with a private utility.**

COMMENT:

The applicant will install street lights along the site’s frontage on SW Alder Street and SW 7th Street in accordance with City standards. As required, installation of the facilities will be coordinated with the private utility, which is expected to be Portland General Electric.

- G. Private Utilities. All new and existing development which has a need for private utilities, including but not limited to electricity, gas, communication and cable television, shall install them**

pursuant to the requirements of the district or company serving the development, and consistent with all of the following standards:

1. **Except as otherwise provided herein, all new and existing utility lines, cables or wires, including but not limited to those used for electricity, communication, street lighting, and cable television, which are on or adjacent to land partitioned, subdivided or developed within the city of Dundee after the effective date of this code, shall be required to be placed underground. Where undergrounding of utilities is required it shall extend to the next available property, which may require crossing an adjacent street or driveway underground. The intent of this provision is to require the undergrounding of utilities with new development, or to reasonably provide for the transition to an underground system over time through a combination of new development and capital projects.**

COMMENT:

As required, all new and existing private utility services will be placed underground.

2. **Exceptions. Aboveground facilities shall be permitted for the following in which case the above provisions shall not apply:**

COMMENT:

The applicant is not proposing an exception to the private utility standards, therefore these standards do not apply.

3. **Information on Development Plans. The developer or subdivider shall show on the development plan or in his explanatory information easements for all underground utility facilities. Plans showing the location of all underground facilities as described herein shall be submitted to the city engineer for review and approval. Care shall be taken in all cases to ensure that aboveground equipment does not obstruct vision clearance areas for vehicular traffic.**

COMMENT:

The attached Preliminary Storm Drainage Plan, and Preliminary Sanitary Sewer and Water Plan, show the location of proposed underground utilities. Proposed easements for these facilities, as well as required electric communication services, are identified on the attached Preliminary Plat (see Exhibit 4). Detailed engineering plans for these facilities will be submitted during the City's permitting process.

4. **Future Installations. The owner(s) or contract purchaser(s)**

of subdivided real property within a subdivision shall, upon conveyance or transfer of any interest including a leasehold interest in or to any lot or parcel of land, provide in the instrument conveying such interest a covenant running with and appurtenant to the land transferred under which grantee(s) or lessee(s), their heirs, successors, or assigns mutually covenant not to erect or allow to be erected upon the property conveyed any overhead utility facilities, including electric, communication, and cable television lines, poles, guys, or related facilities, except such facilities as are exempt from underground installation under this title or are owned or operated by the city. Such covenant shall require grantees to install, maintain, and use underground electric, telephone, cable television, or other utility services used or to be used to serve the premises. A copy of the covenant shall be submitted with the final plats.

COMMENT:

As required, a covenant requiring future property owners to maintain underground utilities will be provided to the City with the final plat.

- H. **Easements.** Easements for public and private utilities shall be provided as deemed necessary by the city, special districts, and utility companies. Easements for special purpose uses shall be of a width deemed appropriate by the responsible agency. Such easements shall be recorded on easement forms approved by the city and designated on the final plat of all subdivisions and partitions. Minimum required easement width and locations are as provided in Table 17.305.040(H).

COMMENT:

As required, all public and private utility easements will be recorded on forms that are approved by the City. The easements will be designated on the final plat in accordance with City standards.

Section 17.305.050: Storm drainage.

- B. **Applicability.** The provisions of this section apply to all developments subject to site development review or land division review and to the reconstruction or expansion of such developments that increases the flow or changes the point of discharge to the city storm drainage system. Additionally, the provisions of this section shall apply to all drainage facilities that impact any public storm drain system, public right-of-way or public easement, including but not limited to off-street parking and loading areas.

COMMENT:

The proposed subdivision includes street frontage improvements that will impact the City's public storm drain system. Therefore, this section is applicable to the development.

- C. General Requirement. All storm water runoff shall be conveyed to a public storm sewer or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property. The developer shall pay all costs associated with designing and constructing the facilities necessary to meet this requirement.**

COMMENT:

As required, the applicant will pay all costs associated with designing and constructing the proposed public storm water facilities. The attached Preliminary Storm Drainage Plan and Preliminary Storm Drainage Report have been prepared by a registered engineer (see Exhibits 4 and 5). The submitted exhibits demonstrate that public storm system has adequate capacity to carry the proposed flow.

- D. Plan for Storm Drainage and Erosion Control. No construction of any facilities in a development included in subsection (B) of this section shall be permitted until an engineer registered in the state of Oregon and approved by the city prepares a storm drainage and erosion control plan for the project. This plan shall contain at a minimum:**
- 1. The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.**
 - 2. Plans for the construction of storm sewers, open drainage channels, and other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the city to review the adequacy of the storm drainage plans.**
 - 3. Design calculations shall be submitted for all drainage facilities. These drainage calculations shall be included on the site plan drawings and shall be stamped by a licensed professional engineer in the state of Oregon. Peak design discharges shall be computed using the rational formula and based upon the design criteria outlined in the public works design standards for the city.**

COMMENT:

The applicant's registered engineer has prepared the attached Preliminary Grading and Erosion Control Plan, Preliminary Storm Drainage Plan, and Preliminary Storm Drainage Report (see Exhibits 4 and 5). The exhibits demonstrate that all of the requirements listed above have been met.

- E. **Development Standards.** Development subject to this section shall be planned, designed, constructed and maintained in compliance with the city of Dundee public works design standards.

COMMENT:

As required, the proposed development will be planned, designed, constructed, and maintained in accordance with City standards.

Chapter 17.401: General Review Procedures

Section 17.401.010: Purpose and applicability.

- B. **Applicability of Review Procedures.** All land use and development permit applications and approvals, except building permits, shall be decided by using the procedures contained in this chapter. The procedure “type” assigned to each application governs the decision-making process for that permit or approval. There are five types of permit/approval procedures as described in subsections (B)(1) through (5) of this section. Table 17.401.010 lists the city’s land use and development approvals and corresponding review procedure(s).
- 3. **Type III Procedure (Quasi-Judicial Review – Planning Commission Hearing).** Type III decisions are made by the planning commission after a public hearing, with an opportunity for appeal to the city council.

COMMENT:

The applicant is requesting preliminary plat approval for a 12-lot subdivision to permit the development of single-family detached dwellings. Per Table 17.401.010, this application will be reviewed under the City’s Type III Procedure with a public hearing before the planning commission.

Section 17.401.040: Type III procedure (quasi-judicial review – planning commission decision).

The planning commission makes Type III quasi-judicial decisions. The Type III review procedure involves a public hearing, and provides an opportunity for those who appear to appeal the planning commission decision to the city council.

A. Application Requirements.

- 1. **Application Forms.** Applications requiring a quasi-judicial public hearing shall be made on forms provided by the city planning official.

2. **Submittal Information.** The city planning official shall advise the applicant on application submittal requirements. At a minimum, the application shall include all of the following information:
 - a. The information requested on the application form;
 - b. Plans and exhibits required for the specific approval(s) being sought;
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail;
 - d. Information demonstrating compliance with prior decision(s) and conditions of approval for the subject site, as applicable;
 - e. Draft public notice and public mailing list; and
 - f. The required fee.

COMMENT:

A Pre-Application Conference was held on April 19, 2016 to review application submittal requirements with the City planning official. This applicant's statement explains how the proposal satisfies applicable code criteria. Attached to this narrative is a signed Application Form (see Exhibit 1), Title Report (see Exhibit 2), Pre-Application Conference Notes (see Exhibit 3), Preliminary Development Plans (see Exhibit 4), and Preliminary Storm Drainage Report (see Exhibit 5).

Chapter 17.402: Site Development Review

Section 17.402.020: Applicability and exemptions.

Site development review approval is required for new development, changes of use resulting in increased vehicle traffic or demand for parking, additions and remodels, and to expand a nonconforming use or development. Except as specified by a condition of approval on a prior city decision, or as required for uses subject to conditional use permit approval, site development review is not required for the following:

- A. Change in occupancy from one type of land use to a different land use resulting in no increase in vehicle traffic or demand for parking;
- B. Single-family detached dwelling (including manufactured home on its own lot);

- C. Duplex;
- D. Home occupation;
- E. Accessory structures that don't require a building permit, and accessory parking;
- F. Public improvements required by city standards or as stipulated by a condition of land use approval (e.g., transportation facilities and improvements, parks, trails, utilities, and similar improvements), except where a condition of approval requires site development review;
- G. Regular maintenance, repair and replacement of materials (e.g., roof, siding, awnings, etc.), parking resurfacing and similar maintenance and repair.

COMMENT:

Site development review is required for the proposed subdivision since the development will result in increased vehicle traffic and demand for parking.

A. General Submission Requirements.

- 1. Information required for Type II review (see Chapter 17.401 DMC);

COMMENT:

The submitted subdivision application is being processed through the City's Type III review procedure.

- 2. **Public Facilities and Services Impact Study.** The impact study shall quantify and assess the effect of the development on public facilities and services. The city shall advise as to the scope of the study, which, at a minimum, shall address the transportation system, including required improvements for vehicles and pedestrians; the drainage system; the parks system (for multifamily development); water system; and sewer system. For each system and type of impact, the study shall propose improvements necessary to meet city requirements; and

COMMENT:

The applicant is requesting preliminary plat approval of a subdivision application to permit the development of 12 new single-family dwellings on the subject site. The attached plans and this narrative demonstrate that public services and facilities are available to serve the development and no off-site improvements are necessary as a result of this proposal. Impacts to public services and facilities are described as follows:

Public Streets: SW 7th Street – Local Street

- Proposed 10-ft. right-of-way dedication to provide 30-ft. from centerline, meeting City requirements.
- Existing street improvements include 19-ft. of pavement from centerline, meeting City requirements.
- 86.13 ADT's generated onto SW 7th Street by the 9 single-family lots which access the roadway.
- No significant noise generated on-site.

Public Streets: SW Alder Street – Collector Street

- Proposed 10-ft. right-of-way dedication to provide 30-ft. from centerline, meeting City requirements.
- Proposed street improvements include 19-ft. of pavement from centerline and 6-in. curb, and 9-ft. of pavement on opposite side, meeting City requirements.
- 28.71 ADT's generated onto SW Alder Street by the 3 single-family lots which access the roadway.
- No significant noise generated on-site.

Pedestrian/Bicycle: SW 7th Street

- Proposed improvements include a 5.5-ft. planter strip and a 5-ft. sidewalk, meeting City requirements.

Pedestrian/Bicycle: SW Alder Street

- Proposed improvements include 5-ft. curbtight sidewalk and 5.5-ft. drainage swale, meeting City requirements.

Public Sanitary Sewer: SW 7th Street

- Proposed service for Lots 1-12 will gravity flow to the existing main line.
- No negative impact to the public system.

Public Storm Drainage: SW 7th Street

- Storm water within street will flow along the existing curblineline to an existing catch basin.
- No impacts to the existing public system.

Public Storm Drainage: SW Alder Street

- Storm water will be managed by proposed catch basins which direct flows to proposed drainage swales along the road frontage.
- Following treatment within the drainage swales, storm water will be conveyed to the existing storm main.
- No impacts to the existing public system.

Public Storm Drainage: On-site

- Storm water on Lots 1-12 will be directed by roof drains and catch basins to drainage swales on the lots.
- A proposed detention pond will collect storm water from the proposed joint use driveway.
- Following treatment, storm water will be conveyed to the existing public storm drainage system stubbed to serve the property in a public easement.
- No impacts to the existing public system.

Public Water: SW 7th Street

- Proposed laterals for Lots 1-9 will connect to the existing main line.
- No negative impact to the public system.

Public Water: SW Alder Street

- Proposed laterals for Lots 10-12 will connect to the existing main line.
- An existing fire hydrant location (adjusted) will serve the development.
- No negative impact to the public system.

Fire Protection: Dundee Fire District

- Service is available to the site.
- Proposed joint use driveway meets fire access standards to Lots 2-4.

Parks: City of Dundee

- Service is available for the proposed use.

Schools: Newberg School District

- Service is available for the proposed use.

- 3. Transportation impact analysis, as may be required by the city or other roadway authority pursuant to DMC 17.305.030(S).**

COMMENT:

Based on the City feedback at the Pre-Application Conference, transportation impact analysis is not required for the proposed 12-lot subdivision.

B. Site Development Review Information. In addition to the general submission requirements an applicant for site development review shall provide the following information, as deemed applicable by the city planning official. The city planning official may request any information that he or she needs to review the proposal and prepare a complete staff report and recommendation to the approval body.

1. Site Analysis Map. At a minimum the site analysis map shall contain the following information, as the city planning official deems applicable:

a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the city, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;

- b. Topographic contour lines at two-foot intervals for slopes, except where the city engineer determines that larger intervals will be adequate for steeper slopes;
- c. Identification of slopes greater than 10 percent, with slope categories identified in five percent increments (e.g., zero percent to five percent, greater than five percent to 10 percent, greater than 10 percent to 15 percent, greater than 15 percent to 20 percent, and so forth);
- d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
- e. Potential natural hazard areas, including, as applicable, the base flood elevation identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the city, county, or state as having a potential for geologic hazards;
- f. Areas subject to overlay zones;
- g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
- h. The location, size and species of trees and other vegetation (outside proposed building envelope) having a caliper (diameter) of six inches or greater at four feet above grade;
- i. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
- j. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.

COMMENT:

The submitted Cover Sheet and Existing Conditions Plan provide all of the applicable information listed above (see Exhibit 4).

- 2. **Proposed Site Plan.** The site plan shall contain the following information:

- a. The proposed development site, including boundaries, dimensions, and gross area;
- b. Features identified on the existing site analysis maps that are proposed to remain on the site;
- c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
- d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
- e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
- g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
- h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pedestrian connections through parking lots pursuant to DMC 17.304.030(F)(9), pathway connections to adjacent properties, and any bicycle lanes or trails;
- i. Loading and service areas for waste disposal, loading and delivery;
- j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
- k. Location, type, and height of outdoor lighting;
- l. Location of mail boxes, if known;
- m. Name and address of project designer, if applicable;
- n. Locations of bus stops and other public or private transportation facilities;

- o. Locations, sizes, and types of signs.**

COMMENT:

The attached Preliminary Site Plan provides all of the required information listed above (see Exhibit 4).

- 3. Architectural Drawings. Architectural drawings, as applicable:**
 - a. Building elevations with dimensions;**
 - b. Building materials, colors and type;**
 - c. Name and contact information of the architect or designer.**

COMMENT:

The applicant has not determined specific building plans for the single-family dwellings at this time. Compliance with this section will be met when building permits are issued for the proposed development.

- 4. Preliminary Grading Plan. A preliminary grading plan prepared by a registered engineer shall be required for all projects subject to site design review, including commercial, industrial, or multifamily developments. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, and all proposed storm water drainage systems and erosion control facilities.**

COMMENT:

The attached Preliminary Grading and Erosion Control Plan, Preliminary Storm Drainage Plan, and Preliminary Drainage Basin Plan have been prepared by a registered engineer in accordance with these requirements (see Exhibit 4).

- 5. Landscape Plan. Where a landscape plan is required, it shall show the following, pursuant to Chapter 17.302 DMC:**

COMMENT:

A landscape plan is not required for the proposed single-family development, therefore these standards do not apply.

- 6. Deed Restrictions. Copies of all existing and proposed restrictions or covenants, including those for roadway access control.**

COMMENT:

The applicant has researched deed restrictions with the attached Title Report (see Exhibit 2).

- 7. Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in DMC 17.402.050.**

COMMENT:

The applicant has addressed compliance with these approval criteria under the response to Section 17.402.050.

- 8. Traffic impact analysis, when required, shall be prepared in accordance with the road authority's requirements.**

COMMENT:

As discussed above, a traffic impact analysis is not required for the proposed 12-lot subdivision.

- 9. Other Information Determined by the City Planning Official. The city may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), as necessary to determine a proposal's conformance with this code.**

COMMENT:

The City Planning Official did not identify a requirement for additional studies or exhibits at the Pre-Application Conference.

Section 17.402.050: Approval criteria.

- A. Approval Criteria. An application for a Type II site development review shall be approved if the proposal meets all of the following criteria. The city decision-making body may, in approving the application, impose reasonable conditions of approval, consistent with the applicable criteria.**
 - 1. The application is complete, in accordance with DMC 17.402.040;**

COMMENT:

A copy of the Preliminary Development Plans, Preliminary Storm Drainage Report, City Pre-Application Conference Notes, Title Report, and signed Application Form are included with this application packet. The submitted exhibits and narrative demonstrate that the application is complete, in accordance with Section 17.402.040.

2. **The application complies with all of the applicable provisions of the underlying zone and overlay zone(s), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;**

COMMENT:

This applicant's statement has addressed how the proposed development complies with all applicable zoning standards of Chapter 17.202.

3. **The proposal includes required upgrades, if any, to existing development that does not comply with the applicable land use district standards, pursuant to Chapter 17.104 DMC, Nonconforming Situations;**

COMMENT:

The subject site does not include existing development or nonconforming situations, therefore these standards do not apply.

4. **The proposal complies with all of the site design and development standards of this code, as applicable;**

COMMENT:

This applicant's statement has demonstrated compliance with all applicable site design and development standards including Chapter 17.202: Zoning Regulations, Chapter 17.301: Access and Circulation, Chapter 17.302: Landscaping and Screening, Chapter 17.304: Parking and Loading, Chapter 17.305: Public Improvements and Utilities, Chapter 17.401: General Review Procedures, Chapter 17.402: Site Development

5. **The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable. Note: compliance with other city codes and requirements, though not applicable land use criteria, may be required prior to issuance of building permits.**

COMMENT:

There are no prior land use decisions for the subject site, therefore this standard does not apply.

Section 17.402.060: Assurances.

Public improvement required as part of a site development review approval shall be subject to the performance guarantee and warranty bond provisions of DMC 17.305.020, as applicable.

COMMENT:

If required, the applicant will provide assurances for the proposed development.

Chapter 17.403: Land Divisions And Property Line Adjustments

Section 17.403.020: General requirements.

- A. Subdivision and Partition Approval Through Two-Step Process. Applications for subdivision or partition approval shall be processed by means of a preliminary plat evaluation and a final plat evaluation, according to the following two steps:**
- 1. The preliminary plat must be approved before the final plat can be submitted for approval consideration; and**
 - 2. The final plat must demonstrate compliance with all conditions of approval of the preliminary plat. Property line adjustments and lot consolidation requests (i.e., no new lot is created) are subject to DMC 17.403.100; they are not subject to this section through DMC 17.403.090.**

COMMENT:

The applicant is requesting preliminary plat approval for the proposed 12-lot subdivision. As required, the final plat will demonstrate compliance with all conditions of approval of the preliminary plat.

- B. Compliance with ORS Chapter 92. All subdivision and partition proposals shall conform to state regulations in ORS Chapter 92, Subdivisions and Partitions.**

COMMENT:

As required, the applicant will follow all state regulations which apply to the proposed development.

- C. Adequate Utilities. All lots created through land division shall have adequate public utilities and facilities such as streets, water, sewer, gas, and electrical systems, pursuant to Chapter 17.305 DMC.**

COMMENT:

The attached Existing Conditions Plan demonstrates that the proposed subdivision will have access to existing transportation, sewer, water, gas and electrical services along the site's frontage on SW Alder Street and SW 7th Street. The attached Preliminary Site Plan, and Preliminary Sanitary Sewer and Water Plan, indicate how connections to these existing utilities and facilities will be provided (see Exhibit 4). This applicant's statement demonstrates how the proposal meets the applicable utility standards under the response to Chapter 17.305.

- D. Adequate Drainage. All subdivision and partition proposals shall have adequate surface water drainage facilities that reduce exposure to flood damage and improve water quality. Water quality or quantity control improvements may be required, pursuant to Chapter 17.305 DMC.**

COMMENT:

The attached Preliminary Storm Drainage Plan demonstrates that the proposed surface water facilities will adequately manage storm water and improve water quality within the development (see Exhibit 4). This applicant's statement addresses how the proposal meets the applicable drainage standards of Chapter 17.305.

- E. Adequate Access. All lots created or reconfigured shall have adequate vehicle access and parking, as may be required, pursuant to Chapter 17.301 DMC.**

COMMENT:

As required, the applicant has addressed how the proposal meets the applicable vehicle access and parking standards of Chapter 17.301. The attached Preliminary Site Plan identifies the location of proposed access points onto SW 7th Street and SW Alder Street (see Exhibit 4). The plan also identifies the location of on-site parking available in the proposed driveways, each lot's two-car garage, and along the southeast side of the joint use driveway.

Section 17.403.030: Preliminary plat approval process.

- A. Review of Preliminary Plat. Preliminary plats shall be processed using the Type II procedure under DMC 17.401.030 for partitions, and using the Type III procedure in DMC 17.401.040 for subdivisions. All preliminary plats are subject to the approval criteria in DMC 17.403.050.**

COMMENT:

The applicant is requesting preliminary plat approval of a 12-lot subdivision. Therefore, the submitted application will be processed using the City's Type III procedure.

- B. Preliminary Plat Approval Period. Preliminary plat approval shall be effective for a period of 18 months from the date of approval. The preliminary plat shall lapse if a final plat has not been submitted or other assurance provided, pursuant to DMC 17.403.070, within the maximum four-and-one-half-year period. The planning commission may approve phased subdivisions, pursuant to subsection (D) of this section, with an overall time frame of more than two years between preliminary plat and final plat approvals.**

COMMENT:

As required, the final plat will be recorded in accordance with the above standards.

- C. Extensions. The original approval body may, upon written request by the applicant and payment of the required fee, grant written extensions of the approval period not to exceed one year per extension; provided, that all of the following criteria are met:**

COMMENT:

The applicant is not requesting an extension of the preliminary plat approval period with this application.

- D. Phased Subdivision. The city may approve a phased subdivision, provided the applicant proposes a reasonable phasing schedule that meets all of the following criteria:**

COMMENT:

The applicant is not requesting a phased subdivision with this application. Therefore, these standards do not apply.

Section 17.403.040: Preliminary plat submission requirements.

Applications for preliminary plat approval shall contain all of the following information:

A. General Submission Requirements.

- 1. Information required with a Type II application for a partition, or Type III application for a subdivision (see DMC 17.401.030 or 17.401.040, as applicable);**

COMMENT:

The applicant's exhibits and narrative demonstrate that the submitted Type III subdivision application provides all of the information required by Section 17.401.040.

- 2. Traffic impact analysis, as may be required by the city or other roadway authority.**

COMMENT:

Due to the small scale of this residential development, City staff indicated that traffic impact analysis is not required for the application (see Exhibit 3).

- B. Preliminary Plat Information. In addition to the general information described in subsection (A) of this section, the preliminary plat application shall consist of drawings and**

supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information, in quantities required by the city planning official:

1. **General Information.**
 - a. **Name of subdivision (partitions are named by year and file number). This name shall not duplicate the name of another land division in Yamhill County;**
 - b. **Date, north arrow, and scale of drawing;**
 - c. **Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;**
 - d. **Zoning of tract to be divided, including any overlay zones;**
 - e. **A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and**
 - f. **Identification of the drawing as a "preliminary plat."**

COMMENT:

This applicant's statement, attached Cover Sheet, and Preliminary Plat, provide all of the required information listed above (see Exhibit 4).

2. **Existing Conditions. Except where the city planning official deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on existing conditions of the site:**
 - a. **Streets. Location, name, and present width of all streets, alleys and rights-of-way on and abutting the site;**
 - b. **Easements. Width, location and purpose of all existing easements of record on and abutting the site;**
 - c. **Utilities. Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standard;**
 - d. **Ground elevations shown by contour lines at two-foot**

vertical interval. Such ground elevations shall be related to some established benchmark or other datum approved by the county surveyor; the city engineer may waive this standard for partitions when grades, on average, are less than six percent;

- e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
- f. The base flood elevation, per FEMA Flood Insurance Rate Maps, as applicable;
- g. North arrow and scale; and
- h. Other information, as deemed necessary by the city planning official for review of the application. The city may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

COMMENT:

The attached Existing Conditions Plan includes all of the information listed above (see Exhibit 4).

- 3. **Proposed Development.** Except where the city planning official deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on the proposed development:
 - a. Proposed lots, streets, tracts, open space and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street centerline grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
 - b. Easements. Location, width and purpose of all proposed easements;
 - c. Lots and private tracts (e.g., private open space, common area, or street) with approximate dimensions, area calculation (e.g., in square feet), and identification numbers. Through lots shall be avoided except where necessary to provide separation of residential development from major traffic arteries, adjacent nonresidential activities, or to overcome specific issues with topography or orientation. Screening and buffering of through lots may be required pursuant to DMC 17.302.060;

- d. Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or reserved as open space for the purpose of surface water management, recreation, or other use;
- e. Proposed public street improvements, pursuant to Chapter 17.305 DMC;
- f. Information demonstrating that proposed lots can reasonably be accessed and developed without the need for a variance and in conformance with applicable setbacks and lot coverage requirements;
- g. Preliminary design for extending city water and sewer service to each lot, per Chapter 17.305 DMC;
- h. Proposed method of storm water drainage and treatment, if required, pursuant to Chapter 17.305 DMC;
- i. The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;
- j. Evidence of compliance with applicable overlay zones, including but not limited to city of Dundee flood plain overlay; and
- k. Evidence of contact with the applicable road authority for proposed new street connections.

COMMENT:

The attached Preliminary Plat, Preliminary Site Plan, Preliminary Storm Drainage Plan, and Preliminary Sanitary Sewer and Water Plan illustrate the proposed development is in accordance with the above standards (see Exhibit 4). This applicant's statement has addressed applicable code standards, and the attached Pre-Application Conference Notes provide evidence of contact with the applicable road authority (see Exhibit 3).

Section 17.403.050: Preliminary plat approval criteria.

- A. **Approval Criteria.** By means of a Type II procedure for a partition, or a Type III procedure for a subdivision, the city shall approve, approve with conditions, or deny an application for a preliminary plat. The decision shall be based on findings of compliance with all of the following approval criteria:
 - 1. The land division application shall conform to the requirements of this chapter;

COMMENT:

This applicant's statement and the attached exhibits have demonstrated that the land division application conforms to the requirements of this chapter.

- 2. All proposed lots, blocks, and proposed land uses shall conform to the applicable provisions of DMC Division 17.200, Zoning and Land Use Requirements;**

COMMENT:

This applicant's statement has addressed how the proposed development conforms to Chapter 202, which contains the applicable provisions of Division 17.200.

- 3. Access to individual lots, and public improvements necessary to serve the development, including but not limited to water, sewer and streets, shall conform to DMC Division 17.300, Development Requirements;**

COMMENT:

The attached Preliminary Development Plans, and the applicant's response to the development requirements of Division 17.300, demonstrate that the proposed access and public improvements will adequately serve the proposed lots.

- 4. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;**

COMMENT:

The applicant is proposing to name this subdivision 'Alder Hill'. The applicant has reserved the proposed plat name with the Yamhill County Surveyor Office.

- 5. The proposed streets, utilities, and surface water drainage facilities conform to city of Dundee adopted master plans and applicable engineering standards, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications;**

COMMENT:

The attached Preliminary Plat, Preliminary Site Plan, Preliminary Storm Drainage Plan, and Preliminary Sanitary Sewer and Water Plan illustrate the proposed street improvements, utilities, and surface water facilities (see Exhibit 4). The plans have been prepared by a registered engineer in accordance with City engineering standards.

- 6. All proposed private common areas and improvements, if any, are identified on the preliminary plat and**

maintenance of such areas is assured through appropriate legal instrument;

COMMENT:

The attached Preliminary Plat demonstrates that there are no proposed common areas within the development. Private easements for the joint use driveway and utilities are shown on the attached Preliminary Plat (see Exhibit 4). As required, maintenance of the shared storm drainage, shared sewer facilities, and the joint use driveway will be assured through recorded agreements with the deeds for the lots.

- 7. Evidence that any required state and federal permits, as applicable, have been obtained or can reasonably be obtained prior to development; and**

COMMENT:

The applicant will obtain any required state or federal permits prior to approval of the final plat.

- 8. Evidence that improvements or conditions required by the city, road authority, Yamhill County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.**

COMMENT:

As required, the applicant will meet all conditions required of the development prior to final plat approval.

Section 17.403.060: Land division related variances.

Variances shall be processed in accordance with Chapter 17.406 DMC. Applications for variances shall be submitted at the same time an application for land division or lot line adjustment is submitted; when practical the applications shall be reviewed concurrently.

COMMENT:

The applicant is not requesting any variances with this subdivision application. Therefore, these standards do not apply.

Section 17.403.070: Final plat submission requirements and approval criteria.

Final plats require review and approval by the city planning official prior to recording with Yamhill County. The final plat submission requirements, approval criteria, and procedure are as follows:

COMMENT:

The applicant is not requesting final plat approval of the subdivision at this time. Therefore, these standards do not apply.

V. SUMMARY AND CONCLUSIONS

Based upon the findings of this report and the submitted exhibits, the applicant has demonstrated compliance with relevant sections of the Dundee Development Code. Therefore, the applicant requests that the submitted application be approved.

VI. EXHIBITS

- 1. Application Form**

- 2. Title Report**

- 3. City Pre-Application Conference Notes**

- 4. Preliminary Development Plans**
 - Sheet C0: Cover Sheet**
 - Sheet C1.1: Existing Conditions Plan**
 - Sheet C2.1: Preliminary Plat**
 - Sheet C2.2: Preliminary Site Plan**
 - Sheet C3.1: Preliminary Grading and Erosion Control Plan**
 - Sheet C3.2: Preliminary Erosion Control Details and Notes**
 - Sheet C4.1: Preliminary Storm Drainage Plan**
 - Sheet C4.2: Preliminary Drainage Basin Plan**
 - Sheet C5.1: Preliminary Sanitary Sewer and Water Plan**

- 5. Preliminary Storm Drainage Report**

APPLICATION FORM



Type III Review

Subdivision | Planned Unit Development

Fee: \$480.00 + \$4500.00 deposit | File No. _____

Applicability

- A **subdivision** application is used to provide rules, regulations and standards to carry out the city's development pattern as envisioned by the city's comprehensive plan; encourage efficient use of land resources and public services, and provide transportation options; to promote the public health, safety and general welfare through orderly and efficient urbanization; and provide adequate light and air, prevent overcrowding of land, and provide for adequate transportation, water supply, sewage, fire protection, pollution control, surface water management, and protection against natural hazards.
- A **planned unit development** application is used to provide flexibility in code regulations in order to encourage creative land development. Note: The flexibility granted from code regulations must result in a development that has more amenities, incorporate sustainable design elements or other special features, and generally be better planned than a similar development built to regular code standards.

| | | |
|----------------------------------|---|-----------|
| Applicant: | STAFFORD DEVELOPMENT COMPANY, LLC / ATTN: MORGAN WILL | |
| Address: | 485 SOUTH STATE STREET | |
| Email Address: | morgan@staffordlandcompany.com | |
| Phone(s): | 503-939-3902, 503-305-7647 | |
| Owner (if different from above): | THE UNITED METHODIST CHURCH OF DUNDEE | |
| Owner Address: | HWY 99 W, DUNDEE, OR 97115 | |
| Engineer/Surveyor/PLANNER: | DL DESIGN GROUP / ATTN: GARY DARLING, PE SUMMIT LAND SURVEYORS / ATTN: JOHN WADE, PLS | |
| Phone: | 503-804-1089 CASCADIA PLANNING + DEVEL. SLL / ATTN: STEVE KAY | |
| Engineer/Surveyor Address: | PO BOX 1920, SILVERTON, OR 97381 | |
| Project Name: | ALDER HILL SUBDIVISION | |
| Project Location: | SE CORNER OF SW ALDER STREET AND SW 7th STREET | |
| Map/Tax Lot No.: | TAX MAP 353W26DA TAX LOTS 1100 AND 1102 | Zone: R-1 |
| Comp Plan Designation: | SINGLE FAMILY | |
| Project Description: | APPLICANT IS REQUESTING PRELIMINARY PLAT APPROVAL OF A 12-LOT SUBDIVISION TO PERMIT THE DEVELOPMENT OF SINGLE-FAMILY DETACHED DWELLINGS IN THE R-1 ZONE DISTRICT. | |

Submittal Requirements (10 copies + one electronic copy of all information)

- Preliminary Plat Information. The preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information, in quantities required by the city planning official.
1. General Information.
- a. Name of subdivision (partitions are named by year and file number). This name shall not duplicate the name of another land division in Yamhill County;
 - b. Date, north arrow, and scale of drawing;
 - c. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
 - d. Zoning of tract to be divided, including any overlay zones;
 - e. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and
 - f. Identification of the drawing as a "preliminary plat."
2. Existing Conditions.
- a. Streets. Location, name, and present width of all streets, alleys and rights-of-way on and abutting the site;
 - b. Easements. Width, location and purpose of all existing easements of record on and abutting the site;
 - c. Utilities. Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standard;
 - d. Ground elevations shown by contour lines at two-foot vertical interval. Such ground elevations shall be related to some established benchmark or other datum approved by the county surveyor; the city engineer may waive this standard for partitions when grades, on average, are less than six percent;
 - e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
 - f. The base flood elevation, per FEMA Flood Insurance Rate Maps, as applicable;
 - g. North arrow and scale; and
 - h. Other information, as deemed necessary by the city planning official for review of the application. The city may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.
3. Proposed Development.
- a. Proposed lots, streets, tracts, open space and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street centerline grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
 - b. Easements. Location, width and purpose of all proposed easements;
 - c. Lots and private tracts (e.g., private open space, common area, or street) with approximate dimensions, area calculation (e.g., in square feet), and identification numbers. Through lots shall be avoided except where necessary to provide separation of residential development from major traffic arteries, adjacent nonresidential activities, or to overcome specific issues with topography or orientation. Screening and buffering of through lots may be required pursuant to DMC 17.302.060;

- d. Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or reserved as open space for the purpose of surface water management, recreation, or other use;
- e. Proposed public street improvements, pursuant to Chapter 17.305 DMC;
- f. Information demonstrating that proposed lots can reasonably be accessed and developed without the need for a variance and in conformance with applicable setbacks and lot coverage requirements;
- g. Preliminary design for extending city water and sewer service to each lot, per Chapter 17.305 DMC;
- h. Proposed method of storm water drainage and treatment, if required, pursuant to Chapter 17.305 DMC;
- i. The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;
- j. Evidence of compliance with applicable overlay zones, including but not limited to city of Dundee flood plain overlay; and
- k. Evidence of contact with the applicable road authority for proposed new street connections.

A written statement explaining how the application satisfies all of the relevant criteria and standards of DMC 17.403.

- A. The land division application shall conform to the requirements of this chapter;
- B. All proposed lots, blocks, and proposed land uses shall conform to the applicable provisions of DMC Division 17.200, Zoning and Land Use Requirements;
- C. Access to individual lots, and public improvements necessary to serve the development, including but not limited to water, sewer and streets, shall conform to DMC Division 17.300, Development Requirements;
- D. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
- E. The proposed streets, utilities, and surface water drainage facilities conform to city of Dundee adopted master plans and applicable engineering standards, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications;
- F. All proposed private common areas and improvements, if any, are identified on the preliminary plat and maintenance of such areas is assured through appropriate legal instrument;
- G. Evidence that any required state and federal permits, as applicable, have been obtained or can reasonably be obtained prior to development; and
- H. Evidence that improvements or conditions required by the city, road authority, Yamhill County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.

Information demonstrating compliance with prior decision(s) and conditions of approval for the subject site, as applicable. **NOT APPLICABLE**

Traffic impact analysis, as may be required by the city or other roadway authority. **NOT REQUIRED**

Current title report (within 6 months)

Application Fees

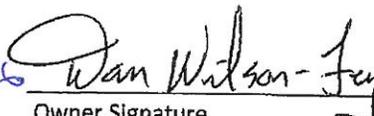
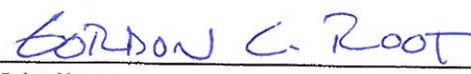
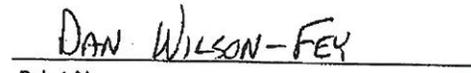
IN ADDITION TO THE ABOVE, FOR PLANNED UNIT DEVELOPMENTS ALSO PROVIDE THE FOLLOWING:

A written statement explaining how the application satisfies all of the relevant criteria and standards of DMC 17.407.

- A written statement addressing the following items. Maps and other visual representations may be used to convey the information as appropriate.
1. Proposed Uses in the Planned Unit Development. This may include types and locations of residential uses, commercial uses, recreational space or facilities, open space, and public or semi-public uses. Uses should be clearly identified, along with any conditions or limitations of the proposed uses.
 2. Location and dimensions of all proposed buildings and structures, along with setback dimensions.
 3. Architectural renderings of proposed residential and commercial buildings and structures.
 4. Landscaping plan in conformance with Chapter 17.002 DMC.
 5. Statement of public and private improvements to be made or installed, including streets, sidewalks, pedestrian and bicycle paths and trails, lighting, landscaping, tree planting, and the timeline of such improvements. Public improvements shall be made in conformance with Chapter 17.006 DMC.
 6. Statement of ownership and maintenance for all open space areas and commonly owned facilities.

I attest that to the best of my knowledge the information provided herein and attached is accurate; and, certify that approval of the subdivision or PUD does not create a violation of any other code standard or previous land use approval.

All owners must sign the application or submit letters of consent.

| | | | |
|---|-----------------|--|-----------------|
|  Applicant Signature | Date 8/30/16 |  Owner Signature | Date 8/30/16 |
|  Print Name | |  Print Name | |

Process

Subdivisions and a planned unit developments are a Type III application, which involves a public hearing and provides an opportunity for those who appear to appeal the Planning Commission decision to the City Council. The process also requires public notice to all properties within 100 feet of the project site. This application will go through the following process:

1. Applicant submits application form and all required materials for review.
2. City staff will do a completeness check and inform the applicant whether more information is needed (within 30 days of application).
3. City staff will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
4. Twenty (20) days prior to the hearing date, city staff will mail written notice to all owners of property located within a minimum of 100-feet of the subject site and post notice on the subject site.
5. One week prior to the planning commission hearing, city staff will prepare a staff report on the application and make it available for review.
6. Planning Commission will hold a hearing and make a decision on the application.

TITLE REPORT

EXHIBIT 2



First American

Attachment 3: Application

First American Title Company of Oregon

825 NE Evans Street
McMinnville, OR 97128
Phn - (503)376-7363
Fax - (866)800-7294

Order No.: 7000-2585733
January 28, 2016

FOR QUESTIONS REGARDING YOUR CLOSING, PLEASE CONTACT:

JOYCE JAMESON, Escrow Officer/Closer
Phone: (503)350-5005 - Fax: (866)656-1602 - Email:jjameson@firstam.com
First American Title Company of Oregon
5335 SW Meadows Rd #100, Lake Oswego, OR 97035

FOR ALL QUESTIONS REGARDING THIS PRELIMINARY REPORT, PLEASE CONTACT:

Larry Ball, Title Officer
Phone: (503)376-7363 - Fax: (866)800-7294 - Email: lball@firstam.com

Preliminary Title Report

County Tax Roll Situs Address: Unimproved, Dundee, OR 97115

Proposed Insured Lender:

| | | | | |
|-------------------------------------|--------------|------------|------------|----------|
| 2006 ALTA Owners Standard Coverage | Liability \$ | 376,000.00 | Premium \$ | 1,102.00 |
| 2006 ALTA Owners Extended Coverage | Liability \$ | | Premium \$ | |
| 2006 ALTA Lenders Standard Coverage | Liability \$ | | Premium \$ | |
| 2006 ALTA Lenders Extended Coverage | Liability \$ | | Premium \$ | |
| Endorsement 9, 22 & 8.1 | | | Premium \$ | |
| Govt Service Charge | | | Cost \$ | |
| Other | | | Cost \$ | |

We are prepared to issue Title Insurance Policy or Policies of First American Title Insurance Company, a Nebraska Corporation in the form and amount shown above, insuring title to the following described land:

The land referred to in this report is described in Exhibit A attached hereto.

and as of January 25, 2016 at 8:00 a.m., title to the fee simple estate is vested in:

The United Methodist Church of Dundee, Yamhill County, Oregon.

Subject to the exceptions, exclusions, and stipulations which are ordinarily part of such Policy form and the following:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.

This report is for the exclusive use of the parties herein shown and is preliminary to the issuance of a title insurance policy and shall become void unless a policy is issued, and the full premium paid.

2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

The exceptions to coverage 1-5 inclusive as set forth above will remain on any subsequently issued Standard Coverage Title Insurance Policy.

In order to remove these exceptions to coverage in the issuance of an Extended Coverage Policy the following items are required to be furnished to the Company; additional exceptions to coverage may be added upon review of such information:

- A. Survey or alternative acceptable to the company
- B. Affidavit regarding possession
- C. Proof that there is no new construction or remodeling of any improvement located on the premises. In the event of new construction or remodeling the following is required:
 - i. Satisfactory evidence that no construction liens will be filed; or
 - ii. Adequate security to protect against actual or potential construction liens;
 - iii. Payment of additional premiums as required by the Industry Rate Filing approved by the Insurance Division of the State of Oregon
6. Water rights, claims to water or title to water, whether or not such rights are a matter of public record.
7. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.
8. Provide Title Company with Articles of Incorporation, By-Laws and other documents of the church to evidence the authority to enter into the transaction and execute the The United Methodist Church of Dundee.

NOTE: Further requirements may be made upon review of these documents.

- END OF EXCEPTIONS -

NOTE: According to the public record, the following deed(s) affecting the property herein described have been recorded within 24 months of the effective date of this report: NONE

NOTE: We find no matters of public record against Stafford Homes and Land LLC that will take priority over any trust deed, mortgage or other security instrument given to purchase the subject real property as established by ORS 18.165.

NOTE: Taxes for the year 2015-2016 PAID IN FULL

Tax Amount: \$2,108.82
Map No.: R3326DA-01100
Property ID: 80851
Tax Code No.: 29.1

NOTE: Taxes for the year 2015-2016 PAID IN FULL

Tax Amount: \$1,239.26
Map No.: R3326DA-01102
Property ID: 80888
Tax Code No.: 29.1

Situs Address as disclosed on Yamhill County Tax Roll:

Unimproved, Dundee, OR 97115

**THANK YOU FOR CHOOSING FIRST AMERICAN TITLE!
WE KNOW YOU HAVE A CHOICE!**

RECORDING INFORMATION

Filing Address: **Yamhill County**
535 NE Fifth Street
McMinnville, OR 97128

Recording Fees: \$ **41.00** for the first page
\$ **5.00** for each additional page

cc: Stafford Homes and Land LLC
cc: United Methodist Church



First American Title Insurance Company

SCHEDULE OF EXCLUSIONS FROM COVERAGE

ALTA LOAN POLICY (06/17/06)

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
 - (i) the occupancy, use, or enjoyment of the Land;
 - (ii) the character, dimensions, or location of any improvement erected on the Land;
 - (iii) the subdivision of land; or
 - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
 - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
 - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
 - (c) resulting in no loss or damage to the Insured Claimant;
 - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or
 - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business laws of the state where the Land is situated.
5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
6. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
 - (a) a fraudulent conveyance or fraudulent transfer, or
 - (b) a preferential transfer for any reason not stated in Covered Risk 13(b) of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

ALTA OWNER'S POLICY (06/17/06)

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
 - (i) the occupancy, use, or enjoyment of the Land;
 - (ii) the character, dimensions, or location of any improvement erected on the Land;
 - (iii) the subdivision of land; or
 - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
 - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
 - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
 - (c) resulting in no loss or damage to the Insured Claimant;
 - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risks 9 and 10); or
 - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
 - (a) a fraudulent conveyance or fraudulent transfer; or
 - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

SCHEDULE OF STANDARD EXCEPTIONS

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

NOTE: A SPECIMEN COPY OF THE POLICY FORM (OR FORMS) WILL BE FURNISHED UPON REQUEST

TI 149 Rev. 7-22-08



First American Title

Privacy Information

We Are Committed to Safeguarding Customer Information

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our subsidiaries we have adopted this Privacy Policy to govern the use and handling of your personal information.

Applicability

This Privacy Policy governs our use of the information that you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its Fair Information Values.

Types of Information

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

Use of Information

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, or companies involved in real estate services, such as appraisal companies, home warranty companies and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

Former Customers

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

Confidentiality and Security

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's Fair Information Values. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Information Obtained Through Our Web Site

First American Financial Corporation is sensitive to privacy issues on the Internet. We believe it is important you know how we treat the information about you we receive on the Internet.

In general, you can visit First American or its affiliates' Web sites on the World Wide Web without telling us who you are or revealing any information about yourself. Our Web servers collect the domain names, not the e-mail addresses, of visitors. This information is aggregated to measure the number of visits, average time spent on the site, pages viewed and similar information. First American uses this information to measure the use of our site and to develop ideas to improve the content of our site.

There are times, however, when we may need information from you, such as your name and email address. When information is needed, we will use our best efforts to let you know at the time of collection how we will use the personal information. Usually, the personal information we collect is used only by us to respond to your inquiry, process an order or allow you to access specific account/profile information. If you choose to share any personal information with us, we will only use it in accordance with the policies outlined above.

Business Relationships

First American Financial Corporation's site and its affiliates' sites may contain links to other Web sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites.

Cookies

Some of First American's Web sites may make use of "cookie" technology to measure site activity and to customize information to your personal tastes. A cookie is an element of data that a Web site can send to your browser, which may then store the cookie on your hard drive.

FirstAm.com uses stored cookies. The goal of this technology is to better serve you when visiting our site, save you time when you are here and to provide you with a more meaningful and productive Web site experience.

Fair Information Values

Fairness We consider consumer expectations about their privacy in all our businesses. We only offer products and services that assure a favorable balance between consumer benefits and consumer privacy.

Public Record We believe that an open public record creates significant value for society, enhances consumer choice and creates consumer opportunity. We actively support an open public record and emphasize its importance and contribution to our economy.

Use We believe we should behave responsibly when we use information about a consumer in our business. We will obey the laws governing the collection, use and dissemination of data.

Accuracy We will take reasonable steps to help assure the accuracy of the data we collect, use and disseminate. Where possible, we will take reasonable steps to correct inaccurate information. When, as with the public record, we cannot correct inaccurate information, we will take all reasonable steps to assist consumers in identifying the source of the erroneous data so that the consumer can secure the required corrections.

Education We endeavor to educate the users of our products and services, our employees and others in our industry about the importance of consumer privacy. We will instruct our employees on our fair information values and on the responsible collection and use of data. We will encourage others in our industry to collect and use information in a responsible manner.

Security We will maintain appropriate facilities and systems to protect against unauthorized access to and corruption of the data we maintain.

Exhibit "A"

Real property in the County of Yamhill, State of Oregon, described as follows:

PARCEL I

A tract of land in Tract 82, DUNDEE ORCHARD HOMES NO. 1 in Yamhill County, Oregon, more particularly described as follows:

Beginning at the most Northerly corner of said Tract 82; thence Southeasterly along the Southerly right of way line of 7th Street a distance of 310.0 feet; thence Southwesterly parallel to the East line of said Tract 82, a distance of 225.0 feet; thence Northwesterly parallel to the Southerly right of way line of 7th Street a distance of 170 feet, more or less, to a point on the West line of said Tract 82; thence North along said West line to the place of beginning.

PARCEL II

Tract 82, DUNDEE ORCHARD HOMES NO. 1, Yamhill County, Oregon.

EXCEPTING THEREFROM the following described property:

A tract of land in Tract 82, DUNDEE ORCHARD HOMES NO. 1 in Yamhill County, Oregon, more particularly described as follows:

Beginning at the most Northerly corner of said Tract 82; thence Southeasterly along the Southerly right of way line of 7th Street a distance of 310.0 feet; thence Southwesterly parallel to the East line of said Tract 82, a distance of 225.0 feet; thence Northwesterly parallel to the Southerly right of way line of 7th Street a distance of 170 feet, more or less, to a point on the West line of said Tract 82; thence North along said West line to the place of beginning.

CITY PRE-APPLICATION CONFERENCE NOTES

7th & Alder Subdivision, Dundee, OR

Zone: R-1 (Single-Family Residential)

Minimum Lot Size: 9,000 square feet

Minimum Lot Width & Frontage: 60 feet; Minimum Lot Depth: 90 feet

Minimum Lot Width to Depth Ratio: 3:1 – This looks like an issue on Lots 7, 11, 12

Subdivision standards:

- Proposed lots meet the minimum lot size and dimension standards, with the exception of several lots that do not meet the lot width to depth ratio
- Frontage requirement is 60 feet --- how will this work for lots 7, 8, 9?
- Driveway serving lots 7, 8, 9 – minimum access easement width is 25 feet, so the three 10 foot wide flags will not work.
- Each proposed lot must be able to be served by city sewer, water, and stormwater – these connections will be required prior to final plat approval
- Public improvements – public improvements commonly required for land divisions include:
 - Sidewalks on all street frontages
 - Undergrounding of overhead utilities
 - Street improvements such as curb & gutter – depending on what improvements are existing
 - Possible street light installation
- How will stormwater be accommodated?

Subdivision Process – A subdivision is a two part process, preliminary plat approval and final plat:

- Application – application form, title report, site plans, written criteria response
- Staff review – staff will write a staff report regarding the proposal and how it meets the applicable criteria. The staff report will contain conditions of approval to meet the public improvements and other standards required by the city in the Development Code.
- Applicant completes the conditions of approval
- Applicant files an application for final plat with the city. Application includes final plat drawings, written response to how conditions of approval have been met.
- Staff reviews the final plat materials.
- Once approved by staff, applicant records the final plat mylars with the Yamhill County Clerk (after approval by the Yamhill County Surveyor).



To: Concept Planning and Development
Attn: Steve Kay

From: Greg Reid, City Engineer

Date: 4/18/2016

Re: Pre-Application Conference - Engineering Draft Review Notes
 Tax Lots 1100 and 1102 of Tax Map 3S3W28DA
 (SE Corner of SW 7th and SW Alder Streets)

The following provides some brief notes regarding the proposed development and associated City codes and Public Works Design Standards.

Street Classifications

7th Street - Local I

Sidewalks; New curb?; Overlay?

Alder Street - Collector (possibly constrained)

3/4 Street Improvement

Illum - meet lighting stds.; Option A LED

- Access:**
- 75 Ft Spacing between driveway edges along Alder St (Can this be maintained along Alder? If not, access from 7th)
 - 15 Ft Spacing along 7th St
 - 6 Ft Min from driveway wing to property line (May be an issue at Paved Access)

Vision Clearance: May be an Issue at Paved Accessway (adjoining fence). See DMC 17.301.040

Pavement Repair: Consider overlay since numerous street will require 2 year maintenance bond

Intersection: 12 Ft Min Radius (Confirm additional dedication is not needed from Lot 1)

Utilities

Private (Electric & Franchise) - Must be undergrounded

Stormwater - Water Quality and Detention (or downstream analysis) needed

Sewer/Water - Provide POC's and sizes

Easements - Access Easement including maintenance agreement needed

7th & Alder Subdivision, Dundee, OR

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PRELIMINARY DEVELOPMENT PLANS

EXHIBIT 4

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 Pltscale: 1
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 HFD005X10
 HFD005DX50
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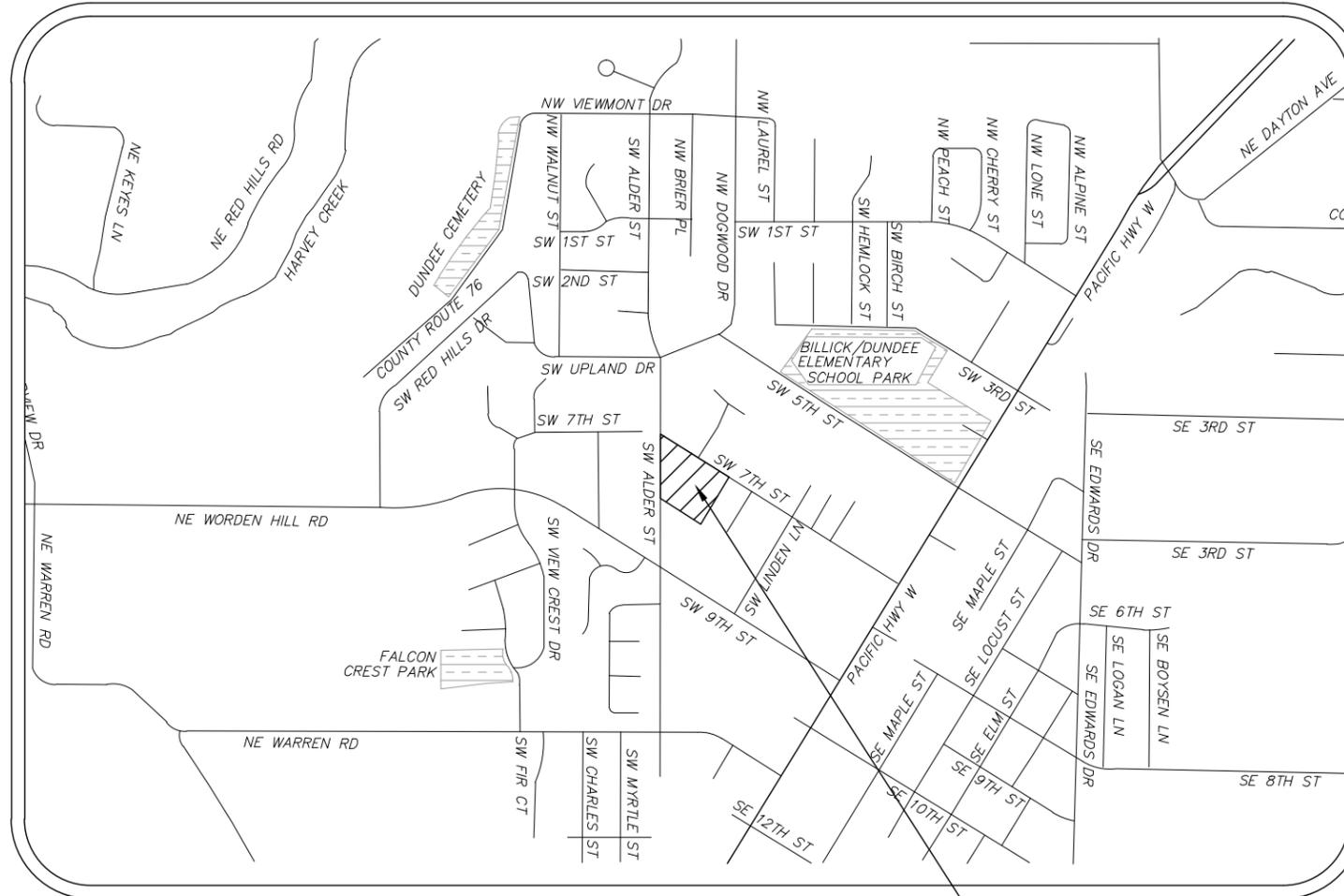
ALDER HILL SUBDIVISION DUNDEE, OREGON

SITUATED IN THE SE 1/4 OF SECTION 26,
 T3S, R3W, W.M.
 CITY OF DUNDEE,
 YAMHILL COUNTY, OREGON

Attachment 3: Application

DL
 DESIGN GROUP INC.
 400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

REGISTERED PROFESSIONAL
 ENGINEER
 19160
 OREGON
 JULY 15, 1991
 GARY I. DARLING
 EXPIRES 12-31-17



VICINITY MAP
 SCALE: 1" = 1200'

PROJECT SITE

- OWNER
 STAFFORD DEVELOPMENT COMPANY, LLC
 485 S STATE ST
 LAKE OSWEGO, OR 97034
 PH: (503) 305-7647
 CONTACT: MORGAN WILL
- PLANNER
 CASCADIA PLANNING & DEVELOPMENT
 P.O. BOX 1920
 SILVERTON, OR 97281
 PH: (503) 804-1089
 CONTACT: STEVE KAY
- LAND SURVEYOR
 SUMMIT LAND SURVEYING
 12950 SW PACIFIC HWY, SUITE 255
 TIGARD, OR 97223
 PH: (503) 928-5589
- CIVIL ENGINEER
 DL DESIGN GROUP, INC.
 400 EAST EVERGREEN BLVD, SUITE 114
 VANCOUVER, WA 98660
 PH: (503) 644-4628
 CONTACT: GARY DARLING, P.E.

ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 COVER SHEET

SHEET INDEX

| | |
|------|-------------------------------------|
| C0 | COVER SHEET |
| C1.1 | EXISTING CONDITIONS PLAN |
| C2.1 | PRELIMINARY PLAT |
| C2.2 | SITE PLAN |
| C3.1 | GRADING PLAN & EROSION CONTROL PLAN |
| C3.2 | EROSION CONTROL DETAILS & NOTES |
| C4.1 | STORM DRAINAGE PLAN |
| C4.2 | DRAINAGE BASIN PLAN |
| C5.1 | SANITARY SEWER & WATER PLAN |

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| Designed By: | GID |
| Checked By: | GID |

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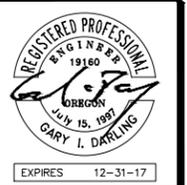
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DESIGN GROUP INC.

400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

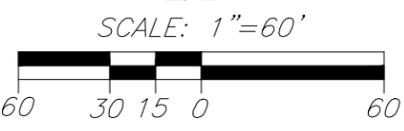
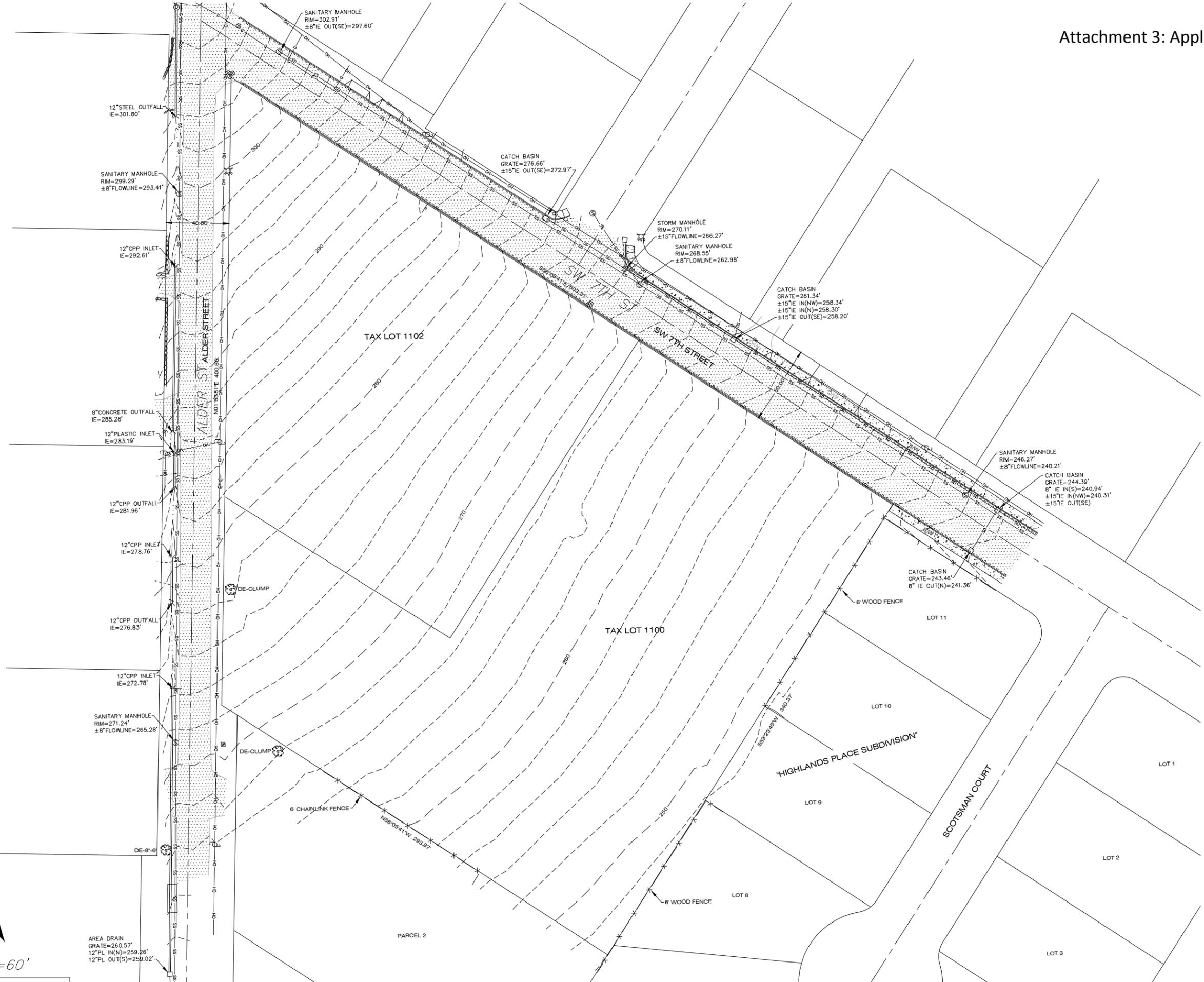


ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 EXISTING CONDITIONS

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C1.1



94
 EXISTING CONDITIONS
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DL
 DESIGN GROUP INC.
 400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

REGISTERED PROFESSIONAL
 ENGINEER
 1960

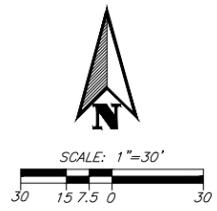
 GARY I. DARLING
 EXPIRES 12-31-17

ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 PRELIMINARY PLAT



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95
 PRELIMINARY PLAT
 SCALE: 1" = 60'

C2.1

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DL
 DESIGN GROUP INC.
 400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

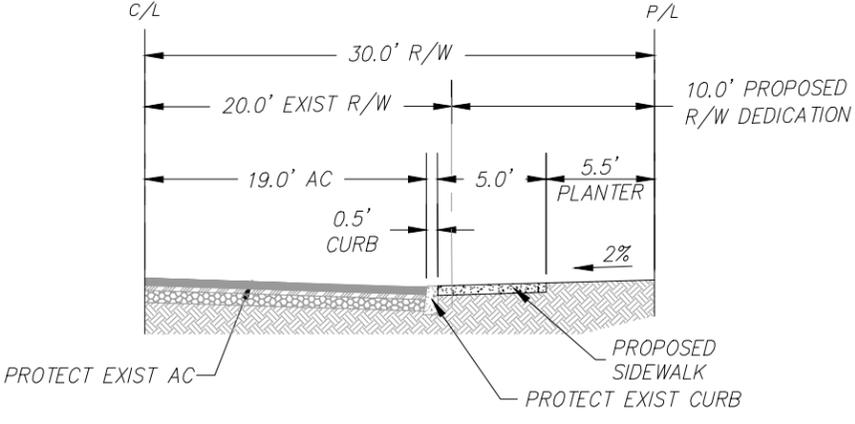
REGISTERED PROFESSIONAL
 ENGINEER
 19160
 OREGON
 GARY I. DARLING
 JULY 15, 1991
 EXPIRES 12-31-17

ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 SITE PLAN

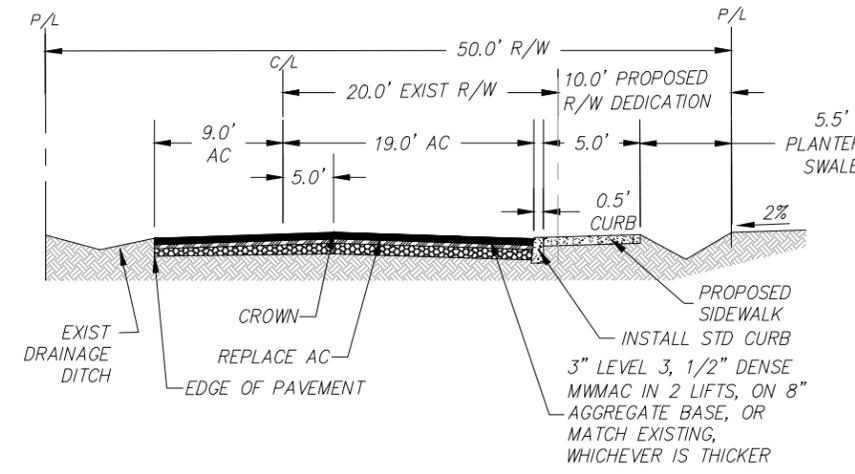
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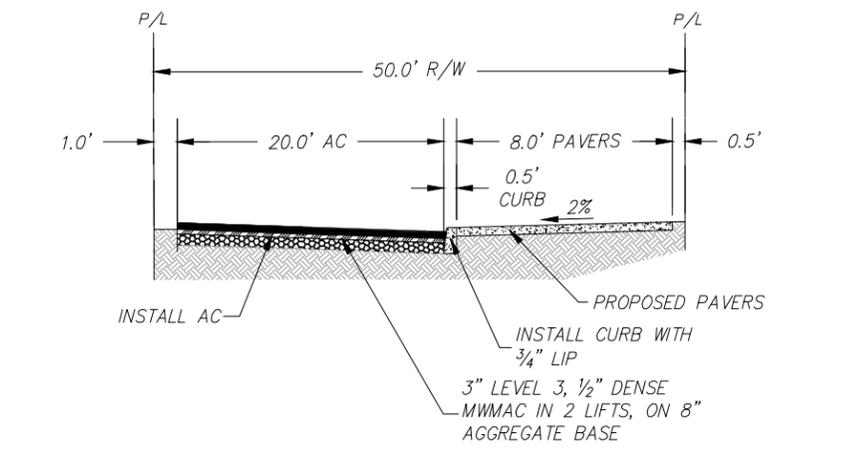
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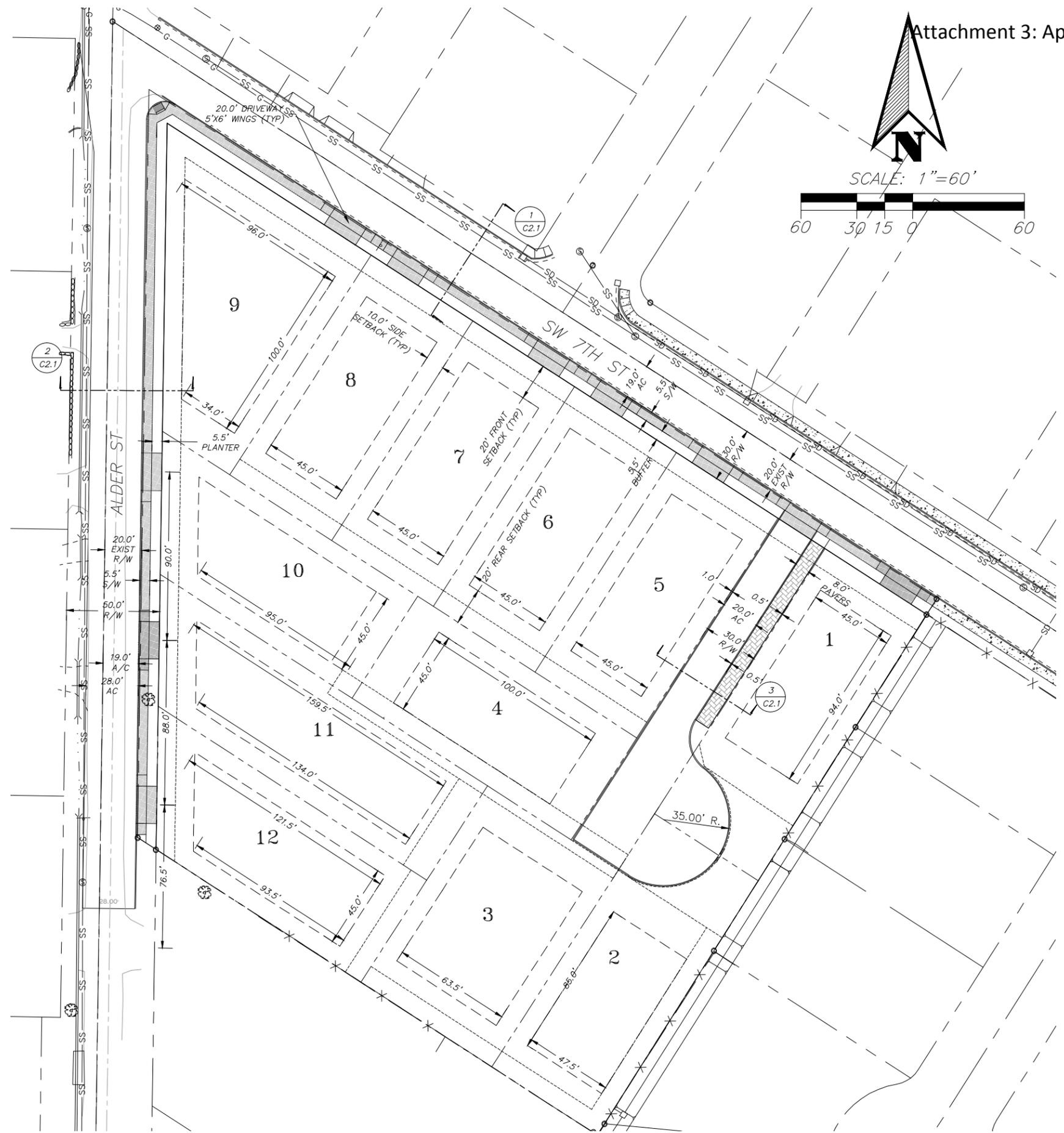
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 C2.1 SCALE: N.T.S.



2 ALDER ST SECTION
 C2.1 SCALE: N.T.S.



3 PRIVATE ACCESS EASEMENT
 C2.1 SCALE: N.T.S.



SITE PLAN
 SCALE: 1" = 60'

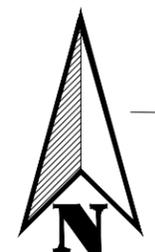
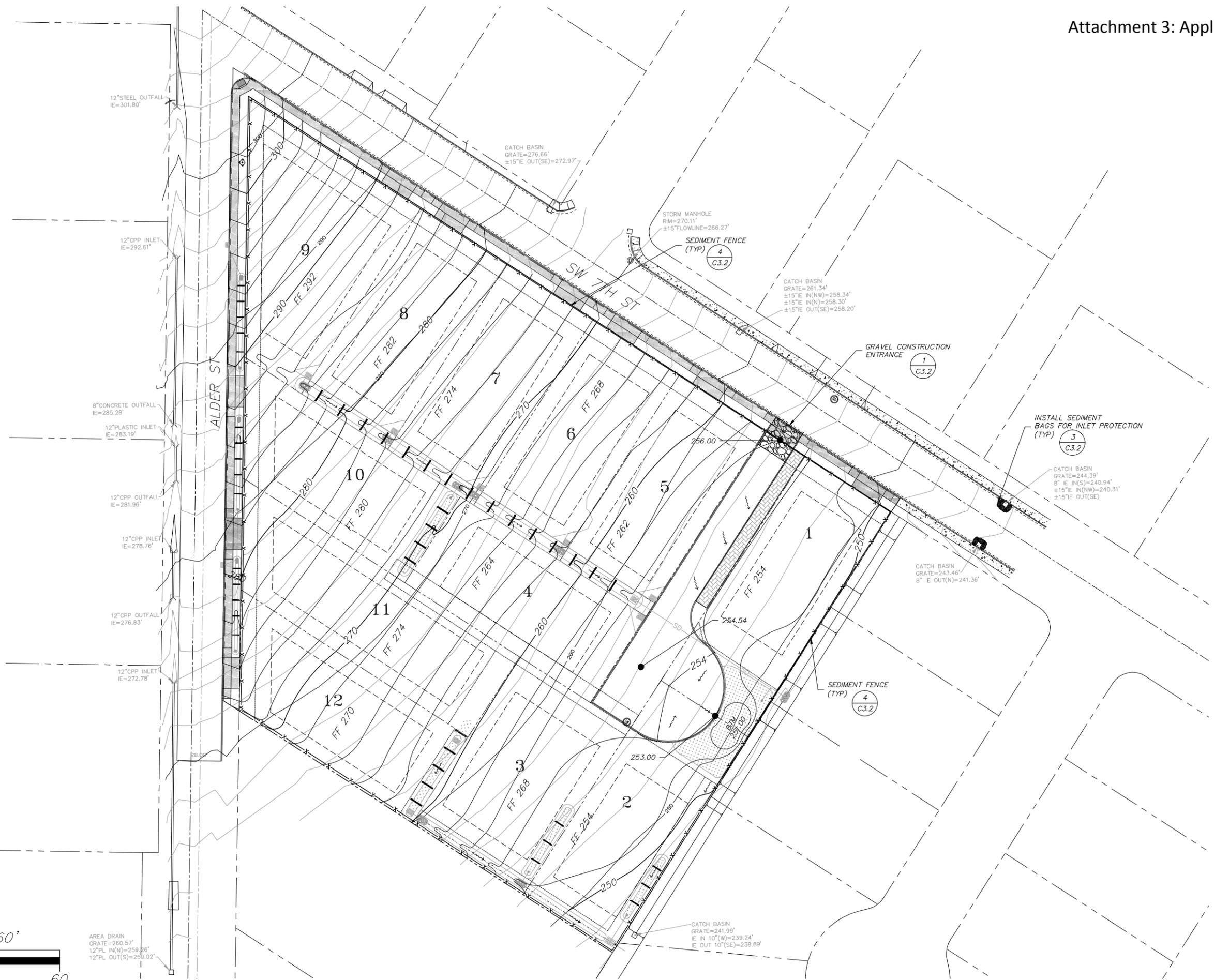
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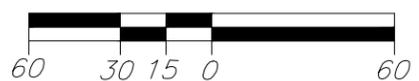
DL
 DESIGN GROUP INC.
 400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

REGISTERED PROFESSIONAL
 ENGINEER
 19160
 GARY I. DARLING
 JULY 15, 1991
 EXPIRES 12-31-17

ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 GRADING & EROSION CONTROL PLAN



SCALE: 1"=60'



AREA DRAIN
 GRATE=260.57'
 12" PL IN(N)=259.16'
 12" PL OUT(S)=259.02'

97
 GRADING & EROSION CONTROL PLAN
 SCALE: 1" = 60'

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 (503) 644-4628

REGISTERED PROFESSIONAL
 ENGINEER
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 GARY I. DARLING
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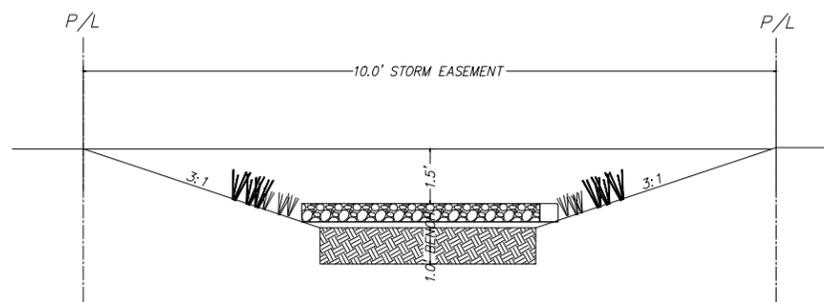
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 DUNDEE, OREGON
 STORM DRAINAGE PLAN

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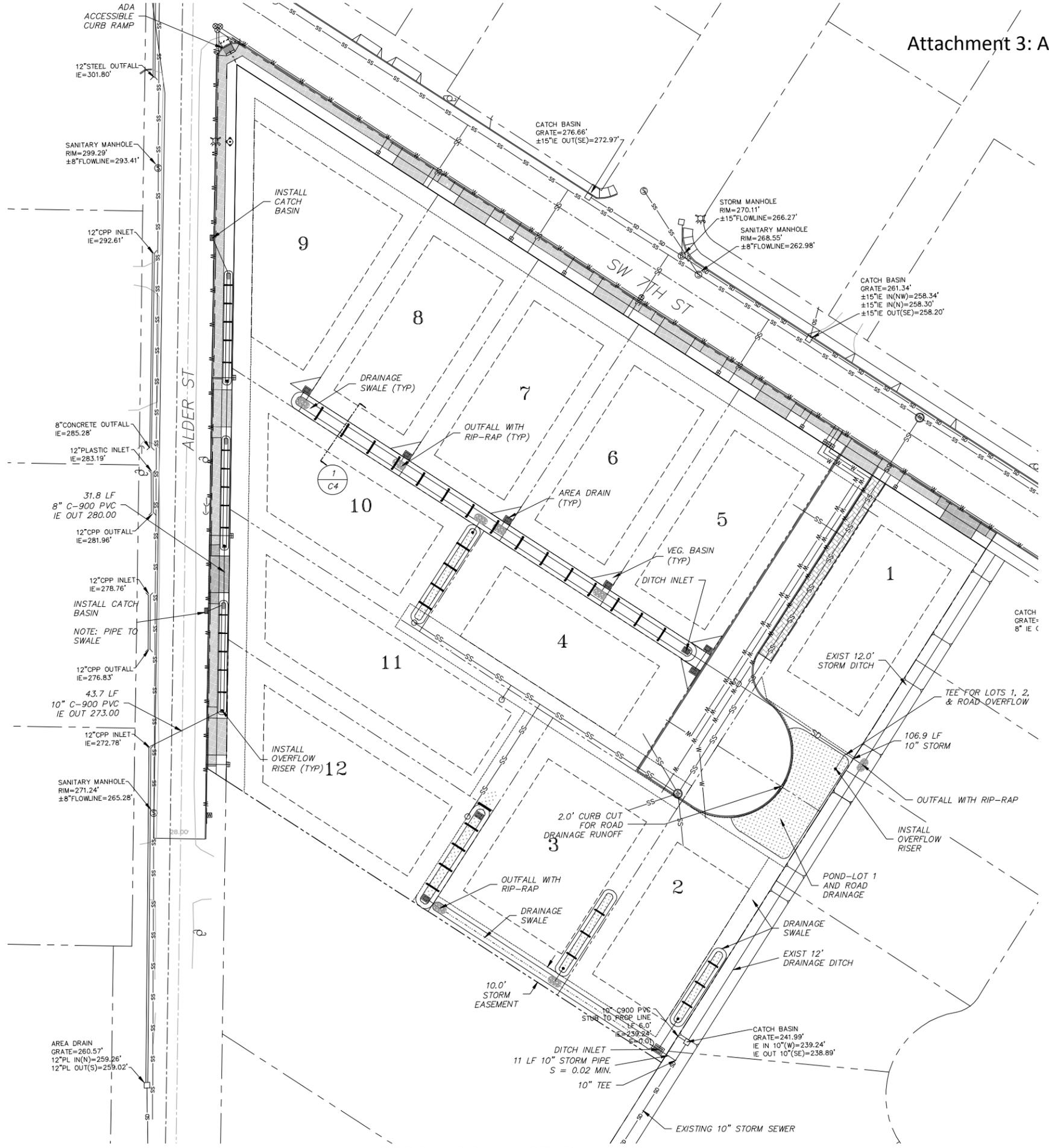
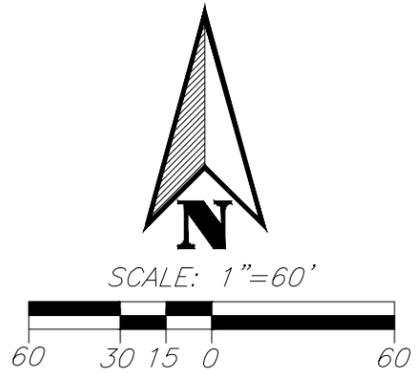
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| Designed By: | GID |
| Checked By: | GID |

C4.1

2 CURB RAMP DETAIL
 C4 SCALE: N.T.S.



1 DRAINAGE SWALE DETAIL
 C4 SCALE: N.T.S.



99 STORM DRAINAGE PLAN
 SCALE: 1" = 60'

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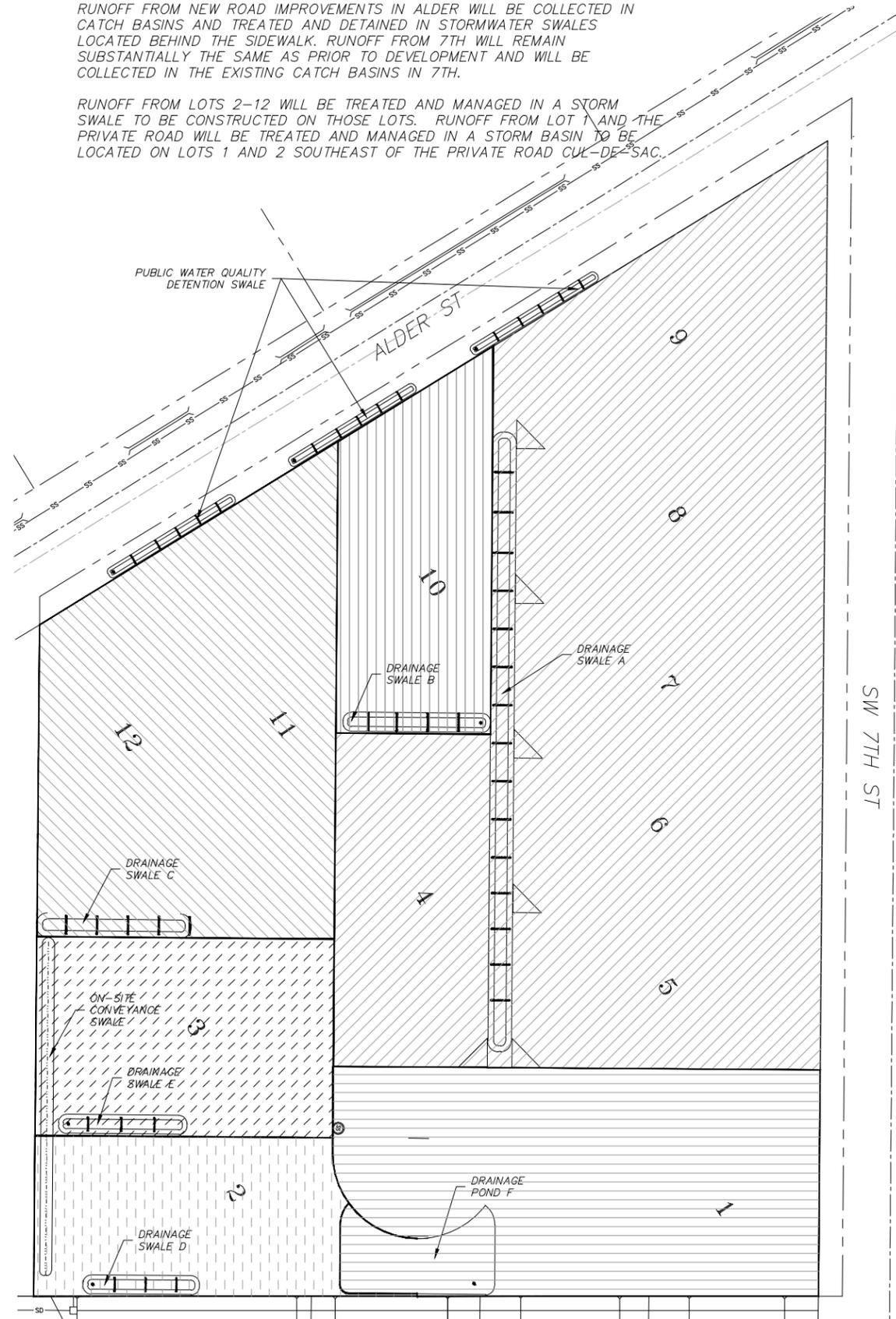
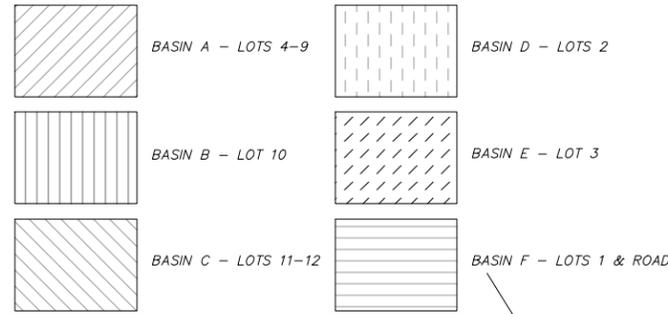
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STORMWATER NARRATIVE

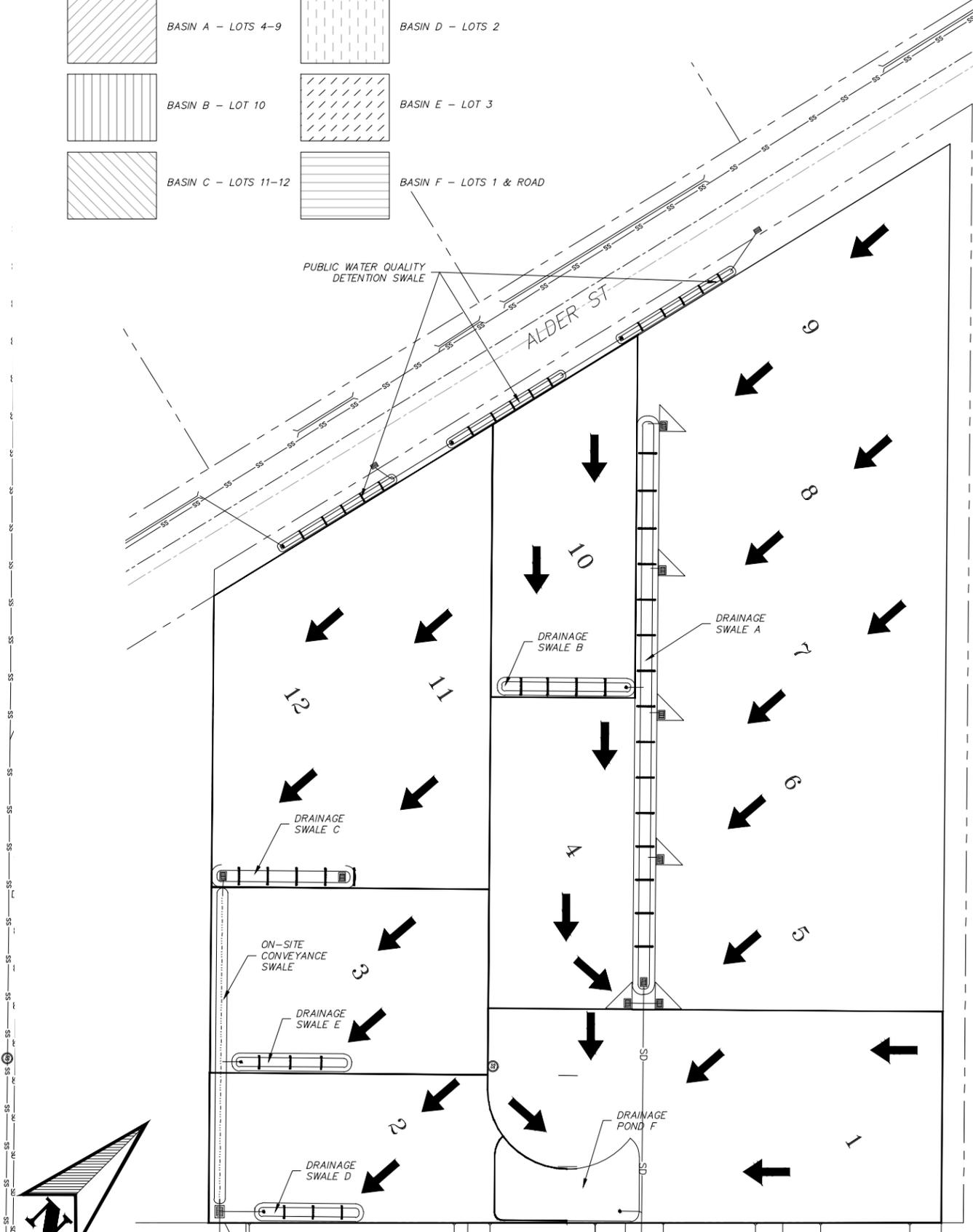
RUNOFF FROM NEW ROAD IMPROVEMENTS IN ALDER WILL BE COLLECTED IN CATCH BASINS AND TREATED AND DETAINED IN STORMWATER SWALES LOCATED BEHIND THE SIDEWALK. RUNOFF FROM 7TH WILL REMAIN SUBSTANTIALLY THE SAME AS PRIOR TO DEVELOPMENT AND WILL BE COLLECTED IN THE EXISTING CATCH BASINS IN 7TH.

RUNOFF FROM LOTS 2-12 WILL BE TREATED AND MANAGED IN A STORM SWALE TO BE CONSTRUCTED ON THOSE LOTS. RUNOFF FROM LOT 1 AND THE PRIVATE ROAD WILL BE TREATED AND MANAGED IN A STORM BASIN TO BE LOCATED ON LOTS 1 AND 2 SOUTHEAST OF THE PRIVATE ROAD CUL-DE-SAC.

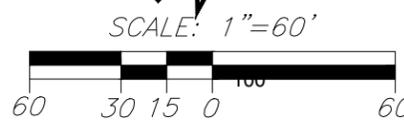
LEGEND



STORM BASIN PLAN
 SCALE: 1" = 60'



DRAINAGE FLOW PATTERNS
 SCALE: 1" = 60'



DL
 DESIGN GROUP INC.
 400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

REGISTERED PROFESSIONAL
 ENGINEER
 19180
 OREGON
 JULY 15, 1991
 GARY I. DARLING
 EXPIRES 12-31-17

ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 DRAINAGE BASIN PLAN

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DL
 DESIGN GROUP INC.
 400 EAST EVERGREEN BLVD
 Suite 114
 VANCOUVER, WA 98660
 (503) 644-4628

REGISTERED PROFESSIONAL
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 JULY 15, 1991
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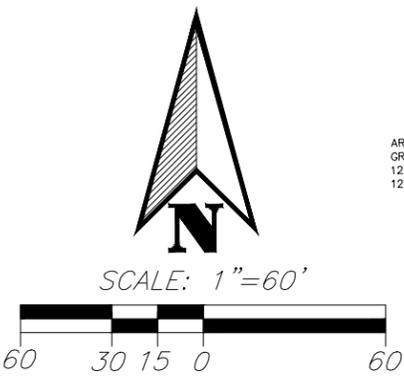
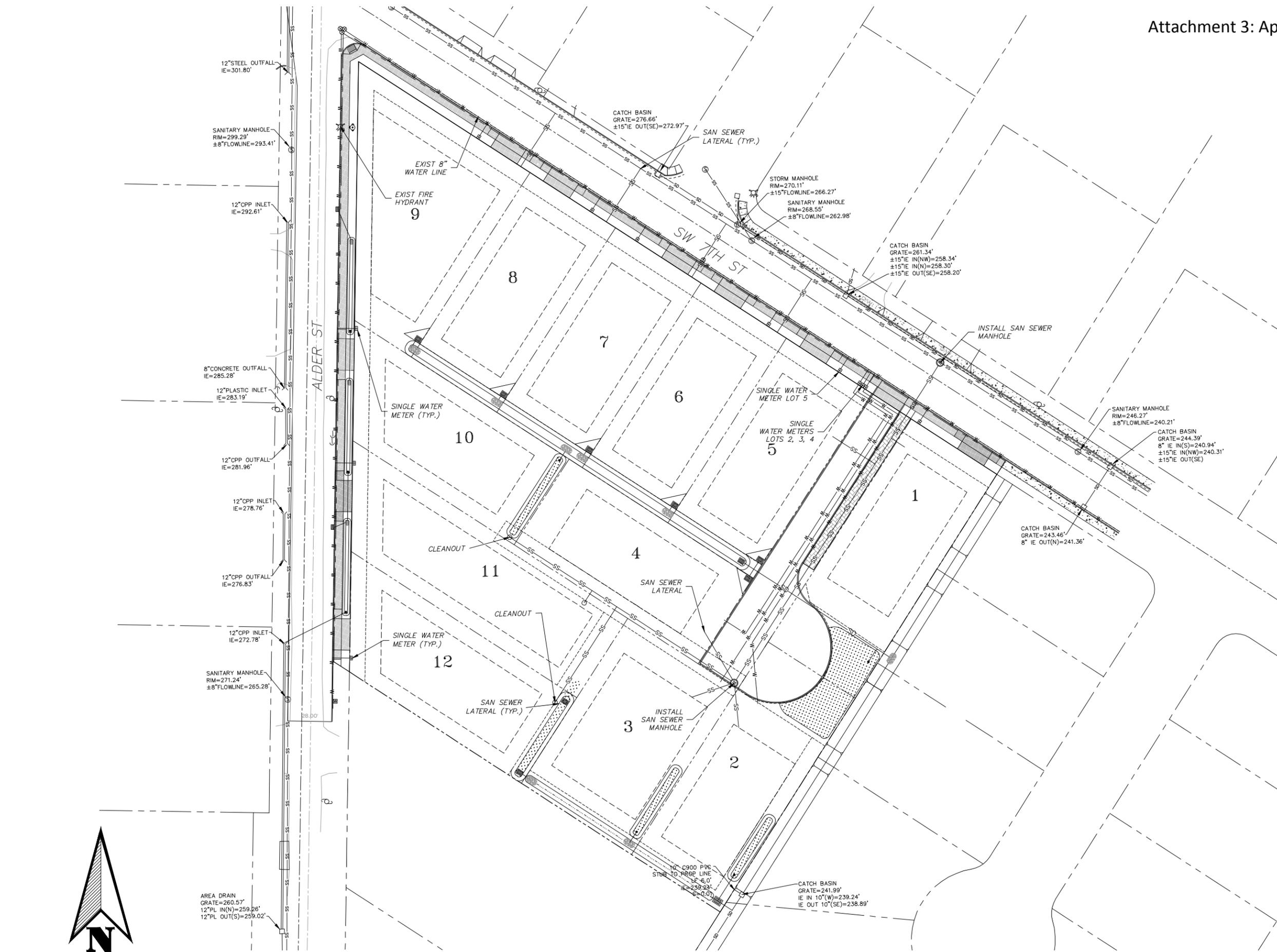
ALDER HILL SUBDIVISION
 DUNDEE, OREGON
 SANITARY SEWER & WATER PLAN

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101
 SANITARY SEWER & WATER PLAN
 SCALE: 1" = 60'

November 6, 2016

Dundee Planning Commission

RECEIVED
NOV - 7 2016
CITY OF DUNDEE

File No. 516-20

my name is Nancy Schmidt. I live at 726 S.W. Alder St. I have lived at this residence for 28+ years.

Will there be height restrictions on these new homes?

Lot # 9 is directly in front of my property. I have had an unobstructed view since I have lived here. I would ask that only a single level home be allowed on lots # 9 and # 8.

Is the developer paying for all Road improvements on Alder Street?

Thank you,
Nancy Schmidt
726 SW Alder St
Dundee, OR 97115
503-538-884 102

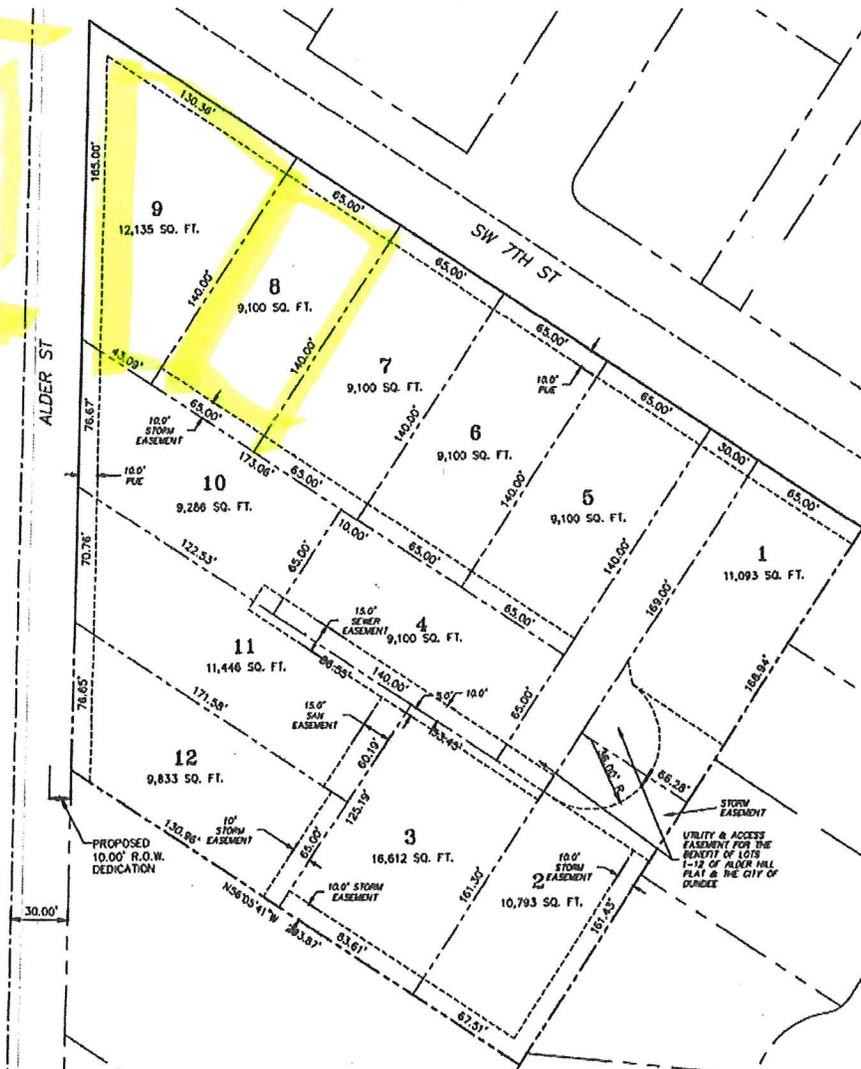
You can look over all the information about this project or drop comments off at Dundee City Hall, 620 SW Fifth Street. You can also buy copies of the information for a cost of 25 cents per page. If you have any questions about the project, you can contact Jessica Pelz at 503-554-7744 or via email at jessica.pelz@newbergoregon.gov.

Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be raised during the public hearing process. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for a Preliminary Subdivision Plan is found in Dundee Development Code Section 17.403.050. Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application through a continuance or extension of the record. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the State Land Use Board of Appeals based on that issue.

The Planning Commission will make a decision at the end of the public hearing process. If you participate in the public hearing process, either by testifying at the public hearing, or by sending in written comments, we will send you information about any decision made by the City relating to this project.

Proposed Subdivision Layout

726 SW Alder



Date Mailed: October 11, 2016

Dundee Planning Commission

Written Comments: File No. S 16-20

City of Dundee

Attn: Planner

PO Box 220

Dundee OR 97115

11/9/2016

RECEIVED
NOV - 9 2016
CITY OF DUNDEE

Planning Commission:

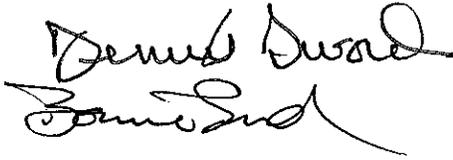
We, the undersigned, are owners of the property immediately adjacent to the south to the proposed Stafford development project. We would like to make the following comments about this proposal and we will anticipate hearing the Planning Commission's response at the public meeting on November 16th.

1. We understand the need for, and support, properly planned residential development in the City of Dundee. We built our home on the adjacent property and occupied it in October of 2015. We hope our new neighbors will be as happy living in Dundee as we are and wish them well.
2. We expect the Planning Commission and the City's plan reviewers will give due consideration to the impact of soil and water run-off onto adjacent properties, both during the course of construction and after completion of the project.
3. We are aware of the Stafford development currently under construction on SW Alder St., just south of 1st St. We have observed the increased level of noise and construction traffic that project embodies and understand that is part of the development process. We ask that there be some limitation to the days and times when construction is allowed in the proposed project, such as, no construction allowed on Sundays, or before and after certain times of each weekday. The developer must be accountable for excess vehicle traffic in the area and use qualified traffic control measures when traffic on the existing roadways is impacted.
4. Existing traffic volume on SW Alder St. between 11th Street and SW Upland Drive, is at times excessive and many drivers do not obey residential speed limits. There are many people who use those streets for pedestrian access throughout each day, and the current traffic situation is frequently very hazardous to pedestrians and to local vehicle access. During construction, and subsequent thereto, traffic control measures should be implemented on a permanent basis. We can attest to the fact of the danger of existing traffic, and we believe it is simply a matter of time before a serious or fatal accident occurs.

5. As owners of the adjacent property, we would like to know the impact of infrastructure and right-of-way development and requirements as soon as possible in the project so that we can plan accordingly.

We look forward to being willing neighbors in this development project.

Sincerely,

Handwritten signatures of Dennis Sword and Bonnie Sword. The signature for Dennis is written above the signature for Bonnie.

Dennis Sword

Bonnie Sword

809 SW Alder St.

Dundee OR 97115