



City of Canby

STAFF REPORT

FILE #: SUB 16-02 – CAITLYN'S PLACE SUBDIVISION

Prepared for the July 11, 2016 Planning Commission Meeting

LOCATION: South of 1509 N Oak Street between NE 14th & NE 16th Avenues

ZONING: R-1 Low Density Residential

TAX LOTS: 31E28DD 3000, 2901, AND 2902 (Highlighted Below)



LOT SIZE: 1.40 acres

OWNER: Jeffrey & Shirley Hollar

APPLICANT: Charles Clark Construction, LTD/Pat Sisul – Sisul Engineering

APPLICATION TYPE: Subdivision (Type III)

CITY FILE NUMBER: SUB 16-02 – Caitlyn's Place – 6-lot Subdivision

I. PROJECT OVERVIEW & EXISTING CONDITIONS

The applicant proposes to divide a 1.40 acre vacant tract consisting of 3 existing tax lots into a 6 lot subdivision with Lots 1 & 2 fronting on an extension of N Oak Street while Lots 3-6 will own a common private drive. All lots are within the standard size range for the R-1 low density residential zone between 7,000 and 10,000 square feet in size.

A 1970's subdivision is adjacent to the south; two homes border the tract on the north, and another two homes border to the west – all on rather large lots. Most existing trees are clustered in the northwest corner of the site on the proposed Lot 5. The slope on the property generally drains inward with the highest elevation toward the central east side at 138' ASL and the lowest elevation at 133' at the southwest corner. Storm water from the public street will be collected in catch basins and piped into a water quality treatment manhole and then a new drywell in N Oak Street. Storm water from the private driveway will be collected and disposed into a privately owned and maintained drywell to be installed in the private drive.

The extension and connection of N Oak Street will consist of a half-street improvement plus an 8-foot wide travel lane to accommodate two-way traffic with a curb tight 6-foot sidewalk located behind the west street curb line. The common private drive is to be paved at 20' wide with curbs and an internal sidewalk on the north side. The extension of a new public sewer main line is planned up the private drive. The project will connect two dead end water mains and complete another loop in the City water system.

II. ATTACHMENTS

- A. Application form
- B. Application narrative
- C. Neighborhood meeting notice, attendance sheet, and meeting notes
- D. Pre-application Meeting Minutes
- E. Warranty Deed
- F. Street Dedication Deed from Neighboring Property Owner
- G. Vicinity Map
- H. Assessor Map
- I. Sheet 1 – Site Plan (Tentative Plat)
- J. Sheet 2 – Existing Conditions
- K. Sheet 3 – Utility Plan
- L. Sheet 4 – Grading Plan
- M. Sheet 5 – Shadow Plat of Property to the East
- N. Sheet 6 – Aerial Map
- O. Sheet 7 – Street Cross Section
- P. Agency Comments
- Q. Citizen Comments

III. APPLICABLE CRITERIA & FINDINGS

Applicable criteria used in evaluating this application are listed in the following sections of the *City of Canby's Land Development and Planning Ordinance*:

- 16.08 General Provisions
- 16.10 Off-street Parking and Loading
- 16.16 R-1 Low Density Residential Zone
- 16.46 Access Limitations on Project Density
- 16.56 Land Division General Provisions
- 16.62 Subdivisions-Applications
- 16.64 Subdivisions-Design Standards
- 16.86 Street Alignments
- 16.88 General Standards & Procedures
- 16.89 Application and Review Procedures
- 16.120 Parks, Open Space, and Recreation Land General Provisions

Findings:

Review by staff of the applicant's narrative findings in relation to the above applicable review criteria along with the submitted application materials finds that this subdivision application conforms to standards, subject to the additional findings listed below and the conditions of approval noted in *Section V* of this staff report.

N Oak Street Extension: To assure that the extension and paved width of N Oak Street can and will occur as proposed requires the execution of a street dedication from the adjacent property owner to east of this subdivision. The street dedication area is indicated to consist of 3,436 square feet from Tax Lot 3100 which currently has RRF-5 County zoning. The dedication clearly provides an access benefit to that property owner particularly should they wish to be annexed in order to further develop their property in the future. The dedication deed has been signed but will not be recorded until approval of this subdivision is certain. The recording of the street dedication shall be made a condition of approval.

Internal Sidewalk: The private internal sidewalk adjacent to the north side of the common private drive will need to include a private reciprocal sidewalk access easement along with the 12' public utility easement as shown to assure common use of the sidewalk. This is reflected as a required condition of approval.

Private Street Naming: The common private access driveway is proposed to be named Caitlyn Court. Due to standard street naming convention within Chapter 12 of the Canby Municipal Code, short segments of dead-end roads running east/west that parallel the Union Pacific Railway shall utilize "Place" in their name rather than "Court". Since the common drive is private it will require a Private (Pvt.) designation on the end of the sign to be erected at the applicant's expense. This has been added as a condition of approval.

Street Trees: The street tree requirement is applicable only to the public street lot frontage along Lots 1 & 2. A street tree plan for those lots would assure the most efficient tree placement and set the fee based on the number of street trees that will fit with a generalized

30 foot spacing by the plan taking in account driveways, appropriate spacing from utility laterals, fire hydrants, and street lights. Otherwise a 140 feet of public street frontage results in 5 street trees at the ordinance fee standard of one tree for every 30 feet of linear public street frontage. With a condition of approval, payment of the required street tree is required prior to recording of the subdivision plat.

Mail Box: The mail boxes for this subdivision are likely to be a grouped in the public right-of-way of N Oak Street just back of the sidewalk. It would need to be located outside of the vision sight distance which is 10 feet from a street to a driveway. Since the common driveway serves multiple lots, it would be best if more vision clearance were possible when choosing an appropriate location. This has been added as a condition of approval.

IV.

PUBLIC TESTIMONY/AGENCY COMMENTS

Notice of this application and opportunity to provide comment was mailed to owners and residents of lots within 500 feet of the subject properties and to all applicable public agencies. All citizen and agency comments/written testimony that received to date is attached and will be presented to the Planning Commission.

Agency Comments:

- Canby Utility line foreman, Gary Stockwell indicated that adequate electric services will become available through the proposed development. This includes service to all lots and for public street lighting along the west side of N Oak Street.
- The comments made by City Engineer Representative Hassan Ibrahim in his memorandum dated June 15, 2016 shall be considered conditions of approval as if included with those listed within section five of this report.
- NW Natural Salem Resource Center Engineer, Dan Kizer indicated adequate natural gas services are available to serve the development.

V.

CONCLUSION AND CONDITIONS OF APPROVAL

Staff concludes that the application conforms to the applicable standards and criteria subject to the following conditions of approval:

General Public Improvement Conditions:

1. Prior to the start of any public improvement work, the applicant must schedule a pre-construction conference with the city and obtain construction plan sign-off from applicable agencies.
2. The development shall comply with all applicable City of Canby Public Works Design Standards, including conformance to the comments provided by City Engineer representative Hassan Ibrahim as outlined in his memorandum dated June 15, 2016.
3. The private common drive turnaround shall conform to standards approved by the Canby Fire District.

Fees/Assurances:

4. All public improvements are normally installed prior to the recordation of the

final plat. If the applicant wishes to forgo construction of any portion of the public improvements until after the recordation of the final plat, then the applicant shall provide the City with appropriate performance security (subdivision performance bond or cash escrow) in the amount of 110% of the cost of the remaining public improvements to be installed.

5. If the applicant chooses to provide a subdivision performance bond for some or all of the required public improvements, the applicant shall obtain a certificate from the city engineer that states:
 - a. The applicant has complied with the requirements for bonding or otherwise assured completion of required public improvements.
 - b. An estimate of the total costs associated with the development of the subdivision as indicated by a final bid estimate of the sub divider's contractor, if there is a contractor engaged to perform the work, and the certificate of the total cost estimate must be approved by the city engineer.
6. The applicant must guarantee or warranty all public improvement work with a 1 year subdivision maintenance bond in accordance with 16.64.070(P).
7. The applicant must pay the city Master Fee authorized engineering plan review fee equal to 0.4% of public improvement costs prior to the construction of public improvements (approval of construction plans) as each phase of development occurs.

Streets, Signage & Striping:

8. The street improvement plans for N Oak Street frontage shall match both ends of the existing street and as proposed and indicated in the City Engineer's memorandum dated June 15, 2016.
9. A roadway striping plan shall be submitted by the applicant and shall be approved by city engineer and by the Public Works street department prior to the construction of public improvements.
10. A roadway signage plan including street names and traffic signs shall be submitted by the applicant and shall be approved by the city engineer and by the Public Works street department prior to installation by the developer unless other arrangement are agreed to by the City.
11. The common private internal driveway shall be known as "Caitlyn Place (PVT.)"

Sewer:

12. The applicant shall submit documentation of DEQ approval of the sewer plans to the City Engineer prior to the construction of this public improvement.

Storm water:

13. Storm water drainage system shall be designed in compliance with the Canby Public Works Design Standards as determined by the City Engineer and meet one of two conditions as indicated in the City Engineer's memorandum dated June 15, 2016.
14. The proposed drywells within N Oak Street and the interior private driveway shall be approved by DEQ and meet one of the two conditions as indicated in the City Engineer's memorandum dated June 15, 2016.

Grading/Erosion Control:

15. The applicant shall submit grading and erosion control plans for approval by Canby Public Works in conjunction with construction plan approval prior to the installation of

- public improvements and start of any site work.
16. The applicant shall grade all areas of the site, including the proposed lots, to minimize the amount of soil to be removed or brought in for home construction.

Final plat conditions:

General Final Plat Conditions:

17. The applicant shall apply for final plat approval at the city and pay applicable city fees to gain approval of the final subdivision plat to be recorded. Prior to the recordation of the final plat at Clackamas County, it must be approved by the city and all other applicable agencies. The city will distribute the final plat to applicable agencies for comment prior to signing off on the final plat if deemed necessary.
18. The installation and City acceptance of all public improvements or submittal of necessary performance security assurance for their completion shall be made prior to the signing and release of the final plat for filing of record.
19. The final plat shall conform to the necessary information requirements of CMC 16.68.030, 16.68.040(B), and 16.68.050. The preparer and county surveyor shall verify that these standards are met prior to the recordation of the subdivision plat.
20. All "as-builts" of City public improvements installed shall be filed with Canby Public Works within sixty days of the completion of improvements.
21. Clackamas County Surveying reviews pending subdivision plat documents for Oregon Statutes and county requirements. A subdivision final plat in substantial conformance with the approved tentative plat must be submitted to the City for approval within one year of approval of the tentative plat or submit a request for an extension of up to 6-months with a finding of good cause.
22. The applicant shall record the final plat at Clackamas County within 6 months of the date of the signature of the Planning Director.
23. The applicant shall assure that the city is provided with a copy of the final plat in a timely manner after it is recorded at Clackamas County, including any CC&Rs recorded in conjunction with the final plat.
24. The City shall assign addresses for each newly created subdivision lot and distribute that to the developer, and other agencies that have an interest through an address assignment letter notice.

Dedications

25. The applicant shall dedicate by separate instrument the needed N Oak Street right-of-way dedication from the neighboring property owner to the east upon approval of the tentative plat.

Easements

26. A dual 12 foot wide PUE easement and Street Tree easement along the N Oak Street lot frontages shall be noted on the final plat.
27. A dual 12 foot wide PUE and Pedestrian easement is required along the northern boundary of the internal private driveway lot frontages to provide utility services and cover the proposed sidewalk that will lie on private property.

Street Trees

28. For this subdivision street tree fees are applicable to the two lots having

public street frontage prior to release of the final plat. A recommended street plan and required street tree easement will allow the city to establish street trees per the Tree Regulation standards in Chapter 12.32 of the Canby Municipal Code. The per tree fee amount indicated in the City Master fee schedule is calculated at one tree per 30 linear feet of total street frontage on both sides of all internal public streets and the adjacent side of external streets to the subdivision or as determined by an approved Street Tree Plan utilizing required separation standards on a per tree basis as indicated thereon.

Monumentation/Survey Accuracy Conditions

- 29.** The county surveyor and/or city engineer shall verify that the lot, street, and perimeter monumentation shall meet the requirements set forth in Oregon Revised Statutes and conform with the additional survey and monumentation standards of 16.64.070(M)(1-3) prior to recordation of the final plat.

Residential Building Permits Conditions:

- 30.** Construction of all required public improvements and recordation of the final subdivision plat must be completed prior to the construction of any homes.
- 31.** The homebuilder shall apply for a City of Canby Site Plan Permit and County Building Permit for each home.
- 32.** The homebuilder shall apply for a City of Canby Erosion & Sediment Control Permit.
- 33.** All residential construction shall be in accordance with applicable Public Works Design Standards.
- 34.** On-site storm water management shall be designed in compliance with the Canby Public Works Design Standards.
- 35.** Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for home construction per contract with the City. The applicable county building permits are required prior to construction of each home.
- 36.** Per the Canby Public Works Design Standards, minimum residential driveway widths at the inside edge of the sidewalk shall be 12 feet and the maximum residential driveways widths shall be 24 feet with an allowed exception for 28 feet for a home with 3 or more garages and driveway spacing 5 foot from property line and 50 feet Sidewalks from a street intersection unless a deviation is approved.
- 37.** All usual system development fees shall be collected with each home within this development.

VI Decision

Based on the application submitted and the facts, findings, and conclusions of this report, staff recommends that the Planning Commission **approve** Subdivision SUB 16-02 pursuant to the Conditions of Approval presented in **Section V.**

Application for 6 lot Subdivision

Caitlyns Place

T3S, R1E, Section 28DD

Tax Lots 2901, 2902 & 3000

Located south of 1509 N Oak St

Applicant:

Charles Clark Construction, LTD.

Owners:

Jeffery & Shirley Hollar

June, 2016

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I. Land Use Application



City of Canby
 Planning Department
 111 NW 2nd Avenue
 PO Box 930
 Canby, OR 97013
 (503) 266-7001

LAND USE APPLICATION

SUBDIVISION Process Type III

APPLICANT INFORMATION: (Check ONE box below for designated contact person regarding this application)

Applicant Name: Charles Clark Construction, LTD. Phone: (503) 803-7207
 Address: P.O. Box 394 Email: charlieclark@canby.com
 City/State: Oregon City, OR Zip: 97045

Representative Name: Pat Sisul, Sisul Engineering Phone: (503) 657-0188
 Address: 375 Portland Avenue Email: patsisul@sisulengineering.com
 City/State: Gladstone, OR Zip: 97027

Property Owner Name: Jeffrey Hollar Phone: (503) 888-3780
 Signature: *Jeffrey Hollar*
 Address: 1509 N Oak Street Email: gigs1509@canby.com
 City/State: Canby, OR Zip: 97013

Property Owner Name: Shirley Hollar Phone: 503-888-2856
 Signature: *Shirley Hollar*
 Address: 1509 N Oak Street Email: gigs1509@canby.com
 City/State: Canby, OR Zip: 97013

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

No site address, south of 1509 N. Oak Street 1.40 Ac. TL's 2901, 2902 & 3000, Sec. 28DD, T3S R1E
 Street Address or Location of Subject Property Total Size of Assessor Tax Lot Numbers
Property
Site is currently vacant & is pasture. Public sewer crosses the site R-1, LDR LDR – Low Density Residential
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

To divide the property into 6 lots consistent with R-1 zoning standards & to extend N Oak St across the eastern property line
 Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

SUBDIVISION APPLICATION – TYPE III
Instructions to Applicants

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email. Required application submittals include the following:

Applicant City
Check Check

- One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – cash or check only. Refer to the city’s Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.

SUBDIVISION APPLICATION – TYPE III

Applicant
Check Check

- Mailing labels (1" x 2-5/8") for all property owners and all residents within 500 feet of the subject property. **If the address of a property owner is different from the address of a site, a label for each unit on the site must also be prepared and addressed to “occupant.”** A list of property owners may be obtained from a title insurance company or from the County Assessor.
- One (1) copy of a written, narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria, including the applicable Design Review Matrix, and availability and adequacy of public facilities and services. **Ask staff for applicable Municipal Code chapters and approval criteria.** Applicable Code Criteria for this application includes:

16.10 Off-Street Parking and Loading, 16.16 R-1 Low Density Residential Zone, 16.46 Access

Limitations on Project Density, 16.56 Land Division General Provisions, 16.64 Subdivisions – Design

Standards, 16.86 Street Alignments, 16.88 General Standards & Procedures, 16.89 Application and

Review Procedures, 16.120 Park, Open Space and Recreation Land General Provisions

- Three (3) copies of a Traffic Impact Study (TIS), conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (**payment must be received by the City before the traffic engineer will conduct or review a traffic impact study.** Ask staff to determine if a TIS is required.
- One (1) copy in written format of the minutes of the neighborhood meeting as required by Municipal Code 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.
- One (1) copy in written format of the minutes of the pre-application meeting
- One copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates how and when legal property lines were established and where the boundaries of the legal lot(s) of record are located. If the property is a lot or parcel created by plat, a copy of the recorded plat may be obtained from the Clackamas County Surveyor’s office. If the property is a legal lot of record created by recorded deed or land

sales contract at a time when it was legal to configure property lines by deed or contract, then those recorded deeds may be obtained from the Clackamas County Office of the Clerk, or a Title Company can also assist you in researching and obtaining deeds.

Applicant
Check Check

- If the development is located in a Hazard (“H”) Overlay Zone, submit one (1) copy of an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one (1) copy of a grading plan and/or tree-cutting plan.

SUBDIVISION APPLICATION – TYPE III

- Ten (10) paper copies of the proposed plans, printed to scale no smaller than 1”=50’. The plans shall include the following information:
- Vicinity Map. Vicinity map at a scale of 1”=400’ showing the relationship of the project site to the existing street or road pattern.
 - Site Plan-the following general information shall be included on the site plan:
 - Date, north arrow, and scale of drawing;
 - Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan;
 - Property lines (legal lot of record boundaries);
 - Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
 - Location of all jurisdictional wetlands or watercourses on or abutting the property;
 - Finished grading contour lines of site and abutting public ways;
 - Location of all existing structures, and whether or not they are to be retained with the proposed development;
 - Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment;
 - Location of all proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways;
 - Callouts to identify dimensions and distances between structures and other significant features, including property lines, yards and setbacks, building area, building height, lot area, impervious surface area, lot densities and parking areas;
 - Location of vision clearance areas at all proposed driveways and streets.

Landscape Plan

The following general information shall be included on the landscape plan:

- Layout and dimensions of all proposed areas of landscaping;
- Proposed irrigation system;
- Types, sizes, and location of all plants to be used in the landscaping (can be a “palette” of possible plants to be used in specific areas for landscaping);

Identification of any non-vegetative ground cover proposed, and dimensions of non-vegetative landscaped areas;
Location and description of all existing trees on-site, and identification of each tree proposed for preservation and each tree proposed for removal;
Location and description of all existing street trees in the street right-of-way abutting the property, and identification of each street tree proposed for preservation and each tree proposed for removal.

Elevations Plan

The following general information shall be included on the elevations plan:
Profile elevations of all buildings and other proposed structures;
Profile of proposed screening for garbage containers and exterior storage areas;
Profile of proposed fencing.

Sign Plan.

Location and profile drawings of all proposed exterior signage.

Color and Materials Plan.

Colors and materials proposed for all buildings and other significant structures.

Name of Proposed Subdivision Plat (subject to review and approval by Clackamas County).

Township, range, and section in which the property lies.

Title Block Including:

- Name & address of engineer or surveyor who prepared plans
- Date that the plans were prepared
- Scale of the drawings (standard engineer's scale)

Subdivision boundary, lot lines, lot dimensions, gross area in square feet of each lot (excluding the square footage of accessways for flag lots), proposed public and private easements, and subdivision phase boundaries;

If any undevelopable tract is proposed to be created, the dimensions, gross area, and purpose of the tract shall be included.

If any oversized lots are proposed, which in the opinion of the Planning Director are likely to be further divided in the future, provide an illustration of how the lot could be further divided in conformance with all CMC standards in a manner which provides for continuation of streets and provides adequate building envelopes.

Existing contour lines having the following minimum intervals:

- One-foot contour intervals for ground slopes up to five percent;
- Two-foot contour intervals for ground slopes between five and ten percent;
- Five-foot contour intervals for ground slopes exceeding ten percent.
- Include base flood elevation and delineation of any areas on the property subject to inundation in the event of a 100-year flood.

Location and proposed disposition of all existing: driveways, wells, septic tanks, drain fields, easements, drainage ways, and jurisdictional watercourses or wetlands on or abutting the property. As a reminder, the property owner is responsible for meeting all state/federal wetland and waterway regulations.

Location, names, right-of-way width, improvement dimensions, curve radius, and grades of all existing and proposed streets and public access ways within the proposed subdivision and abutting the subdivision.

Identify the classification of all streets in accordance with the Canby Transportation System Plan. Show typical cross-sections of proposed street improvements, including identification of proposed street trees. Provide street center profiles showing the finished grade of all streets as approved by the City

Engineer, including extensions for a reasonable distance beyond the limits of the proposed subdivision.

Location and type of existing and proposed transit facilities.

Location of all proposed utilities, including sewer, water, storm water, electric, telephone, and natural gas; including utility sizes and grades.

Indicate on the proposed plans how the proposed lots meet Canby's solar access standards (only applicable to lots created in an R-1, R-1.5, or R-2 zoning district).

SUBDIVISION – TYPE III: APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City, or the City Planner may determine that a pre-application meeting is necessary after an application has been discussed or upon receipt of an application by the City. To schedule a pre-application meeting, an applicant must submit a completed pre-application form and set of preliminary plans to the City Planner, and after receiving the Planner's initials, must then make and take 16 copies of the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The City does not charge a fee for a pre-application meeting.
2. Prior to submitting an application, all applicants must hold a neighborhood meeting with surrounding property owners and any recognized neighborhood association representative, pursuant to the procedures described in Canby Municipal Code Section 16.89.070. In certain situations, the Planning Director may waive the neighborhood meeting requirement.
3. At the time an application is submitted to the City, payment of all required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.
4. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
5. Staff investigates the application, writes a staff report, issues public notice, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.
6. Prior to the public hearing, the City will prepare notice materials for posting on the subject property. This material must be posted **by the applicant** at least ten (10) days before the public hearing.
7. The staff report will be available to all interested parties seven (7) days prior to the hearing.
8. The Planning Commission holds a public hearing. The staff report is presented to the Commission. Testimony is presented by the applicant, proponents and opponents, followed by rebuttal from the applicant.
9. The Commission then issues findings of fact which support approval, modification, or denial of the application. A decision may be appealed to the City Council.
10. If an approval or a denial is appealed, City Council holds a public hearing. The staff report is presented and testimony taken, as at the original hearing(s). Unless the City Council decides to

hear the appeal de novo, only testimony regarding items already in the record is permitted, and no new information may be entered. In the case of an appeal, the Council may affirm, revise or reverse the action of the Planning Commission in all or in part. The Council may also remand the matter back to the hearing body for further consideration.

11. Prior to construction of any of the subdivision improvements required pursuant to CMC 16.64.070, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held before issuance of any permits.

SUBDIVISION – TYPE III: STANDARDS AND CRITERIA

Under Section 16.62.020 of the Canby Municipal Code, an application for tentative subdivision approval shall be evaluated based on the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan;
- B. Conformance with other applicable requirements of the Land Development and Planning Ordinance;
- C. The overall design and arrangement of lots shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties; and
- D. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed land division.

II. Written Narrative

Application for Subdivision

Property Owner: Jeffrey & Shirley Hollar
1509 N Oak Street
Canby, OR 97013
Phone (503) 888-3780 (Jeff)

Applicant: Charles Clark Construction LTD
PO Box 394
Oregon City, OR 97045
Charlie Clark
Phone: (503) 803-7207

Representative Sisul Engineering
375 Portland Avenue
Gladstone, OR 97027
Pat Sisul, Project Manager
Office: (503) 657-0188

Location No site address, south of 1509 N. Oak Street
West of N Oak Street, between NE 14th & NE 16th Avenues

Legal Description Tax Lots 2901, 2902 & 3000, Sec. 28DD, T3S R1E WM
(Assessor Map 3 1E 28DD)

Zoning R-1 (Low Density Residential Zone)

Site Size 61,044 sf, 1.40 Acres

Proposal To develop a 6 lot subdivision, with all lots suitable for
detached single family dwellings, consistent with R-1 zoning
standards.

SITE DESCRIPTION

The site is west of N Oak Street, located in between NE 14th Avenue and NE 16th Avenue in the neighborhood north of Maple Street Park. The property includes 3 existing tax lots varying in size from 1,650 square feet to 35,990 square feet. N Oak Street is stubbed to the NE and SE corners of the site, but the site has no other street frontage. The site is currently vacant.

A 1970's subdivision, Amrine Addition, is located to the south of the site. Homes in this subdivision were constructed in 1973 through 1975 and include a combination of ranch and split-level style construction. Two homes border the property to the north. The home located along N Oak Street is a two-story home constructed in 1991 while the home located closer to the NW corner of the site is a single story home originally constructed in 1975. Two two-story homes are located west of the site.

The land to the east and northeast of the site includes several large undeveloped parcels of land that make up an island of County land surrounded by the City of Canby city limits. The large undeveloped properties extend from N Oak Street east to N Pine Street.

There are several trees located on the site, most of which are firs. Tree sizes ranges from 8 to 25 inch diameter, with most trees being dimensioned in the mid-teens. All but 3 of the trees are located within a 90' x 90' square in the NW corner of the site, while 3 are located farther east along the northern property line. The site is covered with pasture grass, except for a small area of gravel behind a barricade near N Oak Street.

The high point of the site is the SW corner of the site at elevation 138, while the lowest area is the central east side of the property at elevation 133. The property generally drains inward. There are no identified significant natural resources, beyond the existing trees. There are no identified physical hazards.

Public sewer runs along the east edge of the site, presumably in a public sewer easement, and drains from north to south. Public water, power, gas and communications facilities is available to the site in both the northern and southern legs of N Oak Street. Power to the Amrine Addition subdivision runs along the southern property line.

PROPOSAL

A 6 lot subdivision, with all lots suitable for R-1 zoned detached single family residences, is proposed. Access to the property will be from N Oak Street, as the northern and southern dead-end segments of Oak Street will be connected across the frontage of this site. Extension of N Oak Street will require dedication of right-of-way from this site, as well as dedication from Tax Lot 3100 to the east. Following dedication of right-of-way, 56,870 square feet of land will remain for development. Two lots will front N Oak Street and four lots will access a private driveway tract along the southern property line. Lot sizes will range from slightly over 7,000 square feet to over 8,500 square feet. The private driveway tract will measure approximately 9,350 square feet and will be owned in common by Lots 3 through 6.

South of the site, N Oak Street is constructed to an older City of Canby street standard consisting of a 40-foot wide paved street within a 60 foot wide right of way. To the north of the site, N Oak Street is constructed to a ½ street section. The ½ right of way measures 30 feet and the west curb line is located approximately 20 feet west of the center of the right-of-way. The two segments of N Oak Street are offset from each other. This development proposes to connect the two segments of N Oak Street through the use of 300-foot reverse centerline curves. A 6-foot wide curb-tight sidewalk will be located behind the western curb line.

N Oak Street will be constructed to a paved with of 28 feet along the frontage of this site, a ½ street improvement plus an 8-foot wide travel lane. At the north end of the site, a pavement taper will narrow the street width back down to the 19-foot wide existing pavement section. A dedication of 3,436 feet will be required from Tax Lot 3100 will be needed to locate the new street improvements within the public street right-of-way. The private driveway will be constructed to a paved with a 20 feet, with curbs located on both sides and a sidewalk located on the north side. The western end of the driveway will be constructed as a hammerhead to fire department turnaround standards.

Public sanitary sewer is available in N Oak Street. The lots will be served through connection of 2 laterals to the main in Oak Street and extension of a new public main line up the private driveway. Domestic water is available in both segments of N Oak Street. The project will connect the two current dead end mains and complete another loop in the City water system. One new fire hydrant will be located along the frontage of the site. Storm water from the public street will be collected in catch basins and piped into a water quality treatment manhole and then a new drywell in N Oak Street. Storm water from the private driveway will be collected and disposed of in the same manner, except the drywell will be privately owned and maintained along with the private driveway tract.

A pre application conference with the City occurred on February 9th, 2016. Items of concern included normal and expected considerations of Code compliance. A traffic study by the City's traffic engineering consultant has been deemed not necessary by the City Planning Director. A neighborhood meeting was held at the Canby Adult Center on May 31, 2016.

APPLICABLE CRITERIA AND STANDARDS

Identification of Applicable Criteria and Standards

The following sections of the City of Canby Land Development and Planning Ordinance apply to this application:

- 16.10 Off-Street Parking and Loading
- 16.16 R-1 Low Density Residential Zone
- 16.46 Access Limitations on Project Density
- 16.56 Land Division General Provisions
- 16.64 Subdivisions – Design Standards
- 16.86 Street Alignments
- 16.88 General Standards & Procedures
- 16.89 Application and Review Procedures
- 16.120 Park, Open Space and Recreation Land General Provisions

LAND USE AND DEVELOPMENT ORDINANCE

Chapter 16.10 Off-Street Parking and Loading

Response: The parking requirement for single family dwellings is two spaces per dwelling unit (Table 16.10.050). The lots are of sufficient size to accommodate two off-street parking spaces. This requirement can be satisfied when building plans are submitted for each lot.

Chapter 16.16 R-1 Low Density Residential Zone

Response: The proposed subdivision will create 6 new lots for detached single family dwellings. The proposed residential use is allowed outright in the zone (16.16.010.A). New lots in the R-1 Zone are required to meet the development standards specified in Sec. 16.16.030. Development standards for structures can be verified when plans for building permits are submitted. The following table lists requirements and how the application proposes to satisfy each standard:

Section 16.16.030 R-1 Zone Dimensional Standards

Requirement	Proposed
16.16.030.A Minimum and maximum lot area: 7,000 sq. ft. and 10,000 sq. ft.	Lots proposed = 8 Min. lot area = 7,062 sq. ft. Max. lot area = 8,509 sq. ft. Average lot area = 7,919 sq. ft.
16.16.030.B Lot Area Exceptions	No lots will be larger or smaller than permitted, therefore no exceptions are needed.

16.16.030.C Minimum width and frontage: 60 feet	All lots have a minimum width and frontage of at least 60 feet. Lots 1 & 2 will front a public street, while Lots 3, 4 & 6 will front Tract 'A'. Lot 5 will be a flag lot having a 20 foot wide access from Tract 'A'.
16.18.030.D Minimum yard requirements: Street yard, 20 feet for side w/dwy Other street yards, 15 feet Rear yard, 20 feet for two story building, 15 feet for one story Interior yard: 7 feet, or zero lot line	These requirements will be satisfied when building plans are submitted for structures on each proposed lot. Proposed lot widths and depths are sufficient to allow these yard requirements to be met.
16.16.030.E Maximum building height: 35 feet	This requirement will be satisfied when building plans are submitted for structures on each proposed lot.
16.16.030.F Maximum amount of impervious surface: 60 percent	This requirement will be satisfied when building plans are submitted for structures on each proposed lot.
16.16.30.G Other regulations.	These requirements will be satisfied when building plans are submitted for structures on each proposed lot.

16.46.010 Number of Units in Residential Development

Response: The development proposes to create detached single family residences on individual lots, therefore Sec. 16.46.010A is the appropriate standard.

The development will construct N Oak Street through the project to connect two segments of N Oak Street that currently dead end with street stubs at the northern and southern boundaries of the property. Two street connections will serve the 6 lots in this development.

Looking at the broader neighborhood, in addition to the 6 homes in this subdivision, six other existing homes, 12 homes in all will access Oak Street between NE 14th & NE 16th Avenues. Therefore, access will be sufficient to meet the standards of this section.

16.46.030 Access Connection

Response: The applicant proposes three new driveways located on the new segment of N Oak Street. The project will comply with the 50-foot driveway to roadway separation standard and can comply with the minimum 10-foot driveway to driveway standard.

16.46.070 Exception Standards

Response: With the current submittal, all intersections and driveway will conform to the Access Management Guidelines for City Streets, Table 16.46.30 and no exceptions are necessary.

Chapter 16.49 Site & Design Review

Response: Site and Design Review is required for all new development, except for single family and two-family dwellings (16.49.030).

Dwellings in the proposed subdivision are single family, thus will not require site and design review.

Division IV Land Division Regulations

Chapter 16.62 Subdivisions-Applications

Response: An application that satisfies the filing procedures and information required in Sec. 16.62.010 has been submitted.

Standards and criteria for approval of a subdivision are set forth in Sec. 16.62.020, as follows:

A. Conformance with other applicable requirements of the Land Development and Planning Ordinance;

Response: Applicable requirements of other sections of the Land Development and Planning Ordinance are discussed in other sections of this narrative and on the maps included with the application, demonstrating that the proposed land division conforms to applicable criteria.

B. The overall design and arrangement of lots shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties;

Response: The design and layout of the site provides for functional and desirable building sites. All lots meet or exceed the minimum lot area standards for the R-1 Zone and each lot has access to a public street or a private driveway with easy connectivity to nearby existing local and collector streets. The proposed layout completes the build out of the neighborhood on the west side of N Oak Street and removes two existing dead end street segments. Public utilities such as sewer, water, communications, and power will be extended through the development site so that these services can be used by undeveloped neighboring properties to the east when that property is annexed into the City and

developed into a subdivision. Development of the site will not hinder the use or development of any adjacent properties.

C. Subdivision design and layout shall incorporate Low Impact Development techniques where possible to achieve the following:

1. Manage stormwater through a land development strategy that emphasizes conservation and use of onsite natural features integrated with engineered stormwater controls to more closely mimic predevelopment hydrologic conditions.

2. Encourage creative and coordinated site planning, the conservation of natural conditions and features, the use of appropriate new technologies and techniques, and the efficient layout of open space, streets, utility networks and other public improvements.

3. Minimize impervious surfaces.

4. Encourage the creation or preservation of native vegetation and permanent open space.

5. Clustering of residential dwellings where appropriate to achieve (1-4) above. The arrangement of clustered dwellings shall be designed to avoid linear development patterns.

Response: Although the Code encourages Low Impact Development techniques, other provisions of the Code, such as minimum width requirements for public streets and minimum lot size requirements, make it difficult to achieve Low Impact Development within a low density residential subdivision.

The proposed layout will provide large lots that will allow adequate space to create or preserve vegetation. The public street improvements will be kept to a minimum and most of the site will be served by a private driveway constructed to ½ the width of N Oak Street.

Stormwater will be managed through a series of public and private improvements to collect, treat and inject the stormwater into the underlying soils, as is common in Canby. Injection of stormwater, where possible, helps recharge groundwater and results in less dramatic fluctuations in area streams and rivers.

D. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed land division.

Response: Necessary facilities and services are available for the proposed development at the proposed R-1 zoning designation. Public water, power, gas and communications are available in N Oak Street to the north and south of the site.

Completion of the development will create a new loop in the public water system that will provide for better water quality and higher fire flows than the current dead end mains. Public sewer is already located along the eastern property line of the site and is presumably already located in a public sewer easement. Garbage and recycling collection are available in the neighborhood.

Fire protection is provided by Canby Fire District, which serves all of the City of Canby and the surrounding area. Service to this site would come from existing fire facilities within the City. Canby Fire has indicated that it can serve the property if the property is developed consistent with adopted standards. Police protection is provided by Canby Police Department. All public services are available or will become available for the subdivision at the time of development. Extension of N Oak Street through the property will eliminate the two temporary dead end streets and improve the ability for vehicles, bicycles and pedestrians to move through the neighborhood.

E. The layout of subdivision streets, sidewalks, and pedestrian ways supports the objectives of the Safe Routes to Schools Program by providing safe and efficient walking and bicycling routes within the subdivision and between the subdivision and all schools within a one-mile radius. During review of a subdivision application, city staff will coordinate with the appropriate school district representative to ensure safe routes to schools are incorporated into the subdivision design to the greatest extent possible.

(Ord. 890 section 53, 1993; Ord. 740 section 10.4.40(B), 1984; Ord. 1338, 2010)

Response: Although the is located in northeast Canby and no schools are located near the proposed subdivision, sidewalks along the private accessway and N Oak Street will support the objectives of the Safe Routes to Schools Program, as will the elimination of the two dead-end segments of N Oak Street.

F. A Traffic Impact Study (TIS) may be required in accordance with Section 16.08.150. (Ord. 1340, 2011)

Response: The City Development Services Department indicated that no traffic study was needed for this subdivision application at the pre-application meeting.

Chapter 16.64 Subdivisions Design Standards

Section 16.64.010 Streets

Response: N Oak Street will be designed to continue the existing established street improvements to the north and south. N Oak Street will ultimately be constructed with a 40-foot wide curb to curb width and a 60-foot wide right of way. The current subdivision proposes to construct an interim improvement of a 20-foot paved half street on the west side of centerline and an 8-foot wide travel lane on the east side of the centerline. A 6-foot sidewalk will be constructed curb-tight on the west side of N Oak Street. Completion of the street improvements through this site will eliminate two existing dead end streets.

Section 16.64.015 Access

No connection to a State Highway is proposed, therefore the project does not have to be reviewed for conformance with state access management standards.

The public road system is designed to connect two existing segments of N Oak Street terminated at the site boundaries. The proposed road network allows for convenient access for residents, visitors, deliveries, emergency vehicles, and garbage collection and allows for future street connections to N Oak Street from the east when that land develops into residential subdivisions.

The horizontal street alignments matches the two existing dead end segments and connects them through the use of 300-foot radius centerline curves. The northern and southern segments of N Oak Street terminate at nearly the same elevation, with a slight fall from north to south.

Lot access and driveway locations will be reviewed by the City at the time of building permits.

Section 16.64.020 Blocks

The City requires subdivisions to be designed to accommodate blocks that provide lots of suitable size and access in multiple directions. Generally, block lengths in residential zones are limited to 400 feet. This project builds upon the block widths and grid pattern established by previous subdivisions located between NE 14th and 16th Avenues. As this site include three of the few remaining undeveloped properties located in the area bounded by N Maple Street on the west, N Oak Street on the east, NE 14th Avenue on the south and NE 16th Avenue to the north, the block pattern for the neighborhood has already been established. Existing lot patterns and homes make compliance with this standard impracticable.

In the north-south dimension, the distance from NE 14th Avenue to NE 16th Avenue measures approximately 590 feet, and this will be the block length on the west side of N Oak Street. The proposed development cannot do anything to improve the block length, as another public street improvement in this area is unwarranted and it would conflict with other code provisions such as creating double frontage lots. A public accessway connection is unlikely to ever connect through and link N Maple Street to N Oak Street due to the size of the existing parcels located along N Maple Street and the location of the existing homes on those parcels. When the east side of N Oak Street is developed, the block length standard on that side of the street can be met, as the east side of the street is undeveloped and is a blank slate. In the east-west direction, the block length from N Maple Street to N Oak Street measures approximately 620 to 650 feet, however, with the developed subdivision located along both NE 14th Avenue and NE 16th Avenue, the block length cannot be improved.

Section 16.64.030 Easements

Easements for utility lines will be provided as necessary to satisfy requirements of the City and the public service providers. No easements for public sidewalks or pedestrian connections are required with this development as the sidewalks will be located completely within the N Oak Street public right-of-way.

Section 16.64.040 Lots

(16.64.040.A & B) Lot sizes and shapes comply with dimensional requirements for the R-1 Zone, as previously discussed in this narrative and as shown on the proposed site plan.

(16.64.040.C) All R-1 lots have at least 60 feet of width. Lots 1 & 2 front on N Oak Street, a public street, while Lots 3 through 6 front on a private driveway tract. Lot 5, will be a flag lot with 22 feet of frontage on Tract 'A'.

(16.64.040.D) No double frontage lots are being created by this development.

(16.64.040.E) Lot side lines are generally at right angles to fronting streets and lot lines.

(16.64.040.F) No lots in the subdivision can be re-divided.

(16.64.040.H) No hazardous situation related to flooding or soil instability has been identified on the site. The site will dispose of storm drain runoff through typical private storm drain systems where the roof runoff can be infiltrated into the underlying ground through the use of buried chambers surrounded by granular backfill.

(16.64.040.I) Lots 3 through 6 are essentially flag lots located behind Lots 1 & 2. Access to lots will be through the construction of a 20-foot wide paved accessway with curbs located on both sides and a sidewalk located on the north side. Lots 3 and 4 will face south, with the northern lot line being the rear of the lot. It is expected that Lots 5 & 6 will be constructed with the front of the home facing east & the rear of the home facing west. This can be confirmed at the time of submittal of plans to the Building Official.

(16.64.040.J) It is anticipated that none of the lots within the proposed development will meet the definition of an "Infill home".

Section 16.64.050 Parks and Recreation.

No area is proposed for dedication for public open space on this site. The City Development Services Department has indicated that they would prefer that a fee in lieu payment be provided by at the time of building permit submittal for lots in this subdivision. Maple Street Park is located approximately 340 feet south of the site as the crow flies.

Section 16.64.060 Grading of Building Sites

Minor grading will be accomplished on the site to create suitable building sites. Fills are anticipated to be two feet or less.

Section 16.64.070 Improvements

Improvements for the subdivision will be accomplished as required by this section. Plans have been submitted as part of this application to show the arrangement of streets and sidewalks, public utilities, and other improvements necessary to provide for the convenience, health, and safety of future residents of this community and of the City. Please refer to specific plans for details. Following approval of the preliminary plan, more detailed construction plans will be submitted to the City for review. At the same time the detailed construction plans will also be submitted to private utility service providers such as the gas and communications companies so that they may design their system improvements to serve the subdivision.

N Oak Street will be constructed to the City's standard structural section and to a width to match nearby segments of N Oak Street. Curb and sidewalk will be installed along the west side of the street, as will street lighting and 3 driveways to serve the six new lots. Sidewalks and street trees will be installed as homes are constructed within the development.

Stormwater will be managed through installation of catch basins, pipes, water quality manholes and drywells. Two separate systems will be installed, one to manage stormwater from the public street improvement and one to manage stormwater from the private driveway and sidewalks.

LID stormwater approaches such as green roofs, pervious pavements and roadside swale often are not good fits for residential subdivisions. Green roofs tend to work best on flat roofs and are not as good of a fit for the pitched roof architecture seen in residential subdivisions. Pervious pavements tend to function better in mature subdivisions where there isn't a lot of ground disturbing activity taking place. The home building, landscaping, and fence building activities common in new subdivisions tend to deposit soil and other landscaping material onto the surface of the roadway, often clogging it, and preventing it from functioning as intended. Once material works its way down into the pores of the porous pavement, it becomes nearly sealed and it functions like standard pavement. Roadside swales can be problematic in residential subdivisions as the swales make it difficult to get out of cars parked against the curblin, as the planter strip is often soggy or under an inch or more of water.

Sanitary sewer will be provided through connections to an existing sanitary sewer main located along the eastern property line of the site that drains south to the N Oak Street / NE 14th Avenue intersection. A new public sewer line will be installed in the private driveway and it will serve Lots 3 through 6. The development will install a new public water mains across the frontage of the site, thereby eliminating the two existing dead-end water mains at each end of the project. Installation of the new water mains will

provide a new loop in the water system, improving water quality and increasing available fire flows over the current dead end main lines. A new fire hydrant will be installed along the N Oak Street frontage, improving fire protection for the neighborhood.

Section 16.64.080 Low Impact Development Incentives

The project does not plan to increase density or building heights allowed through the incentives offered in this section.

Chapter 16.86 Street Alignments

This chapter is intended to insure that adequate space is provided in appropriate locations for the planned expansion, extension, or realignment of public streets and it is further intended to allow for the safe utilization of streets once developed.

N Oak Street will connect two existing street segments that currently terminate at the northern and southern property boundaries. The existing street segments are offset and connection will be made through the use of 300-foot reverse curves along the street centerline. The 300-foot radius exceeds the minimum City standard for a local street. A Shadow Plat has been submitted to show how the east side of N Oak Street could be developed in the future.

The N Oak Street pavement and right-of-way widths will exceed current City standards in order to conform with prior developments.

Chapter 16.88 General Standards and Procedures

The general standards and procedures set out in this chapter apply to the regulations of all sections of this title, except as may be specifically noted. The application has been submitted to the City by the property owner and the appropriate fees have been paid (Sec. 16.88.030).

Chapter 16.89 Application and Review Procedures

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to review applications and participate in the decision-making process in a timely and effective way.

This application is a Type III procedure. A Pre-application meeting was held with City and utility company representatives on February 9, 2016. No issues of concern were identified, beyond usual and expected considerations of Code compliance. A Neighborhood meeting was held on May 31, 2016. Neighborhood comments were generally positive toward the proposed development. See the neighborhood meeting notes attached with this application.

Chapter 16.120 Parks Open Space and Recreation Land

The City of Canby shall require park land dedication or a fee in lieu of park land dedication in the form of a system development charge. The City has indicated that it would prefer that lots in this subdivision pay a system development charge rather than dedicate park land.

CONCLUSION

The foregoing narrative and accompanying plans and documents, together demonstrate that the proposed subdivision generally conforms with the applicable criteria and standards of the City's Land Development and Planning Ordinance. Therefore, the applicant requests that the Planning Commission approve the application.

III. Neighborhood Meeting Notes

Charles Clark Construction, Ltd.
P.O. Box 394
Oregon City, Oregon 97045

May 16, 2016

RE: Neighborhood Meeting for proposed 6-lot subdivision
N Oak Street, Assessor Map 31E28DD Tax Lots 2901, 2902 & 3000

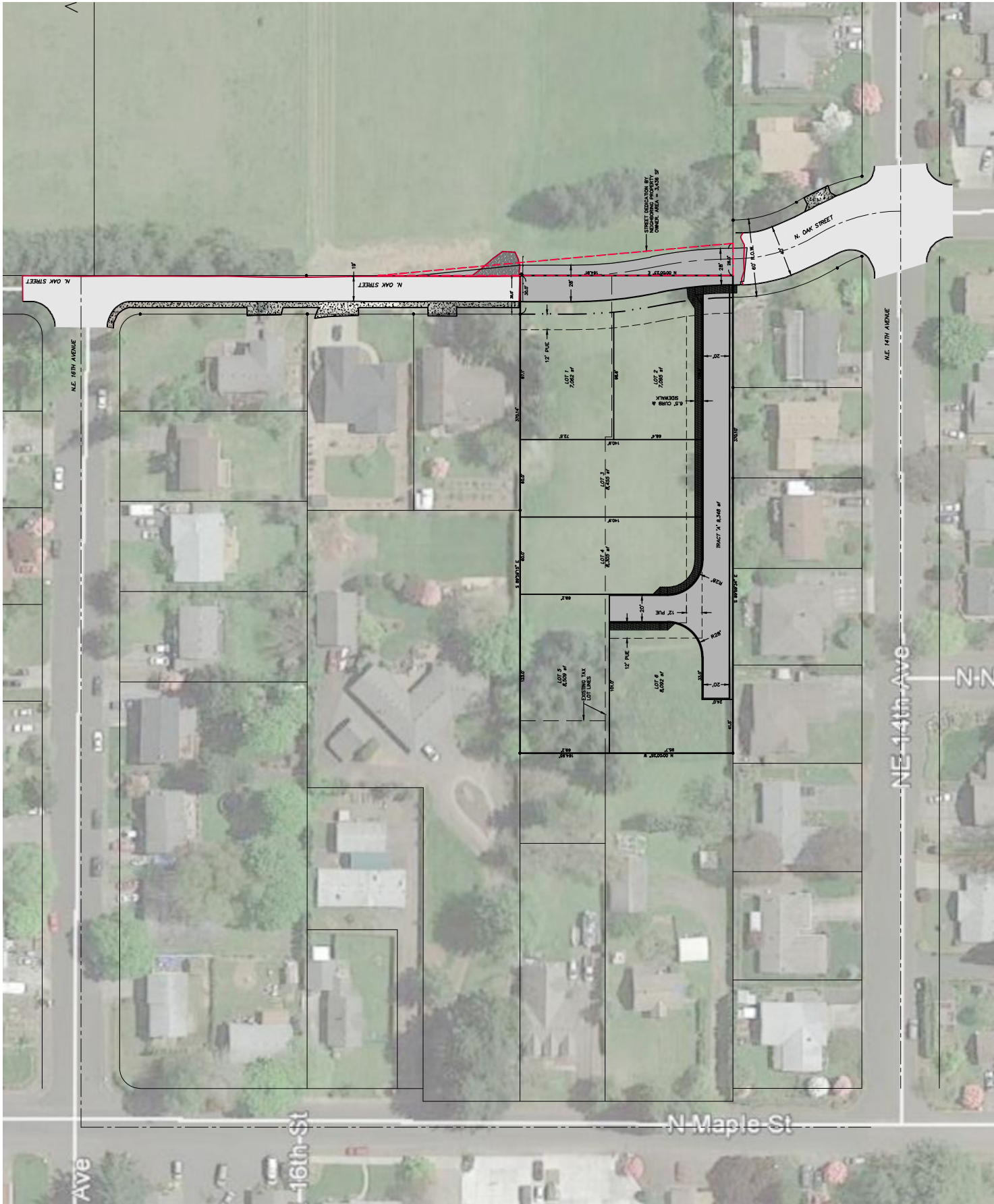
Dear Neighborhood Property Owner or Resident,

You are invited to attend a neighborhood meeting to discuss a proposed 6-lot low density subdivision to be located west of N Oak Street between NE 14th & NE 16th Avenues. If approved by the City, the subdivision would begin construction in fall of 2016. The subdivision would connect the two dead-end segments of N Oak Street to provide access for the 6 new homes. A Site Plan of the proposed subdivision is located on the reverse side.

The meeting will be at 6:30pm on Tuesday, May 31st, 2016 at the Canby Adult Center, located at 1250 S Ivy Street, Canby and is anticipated to last between 30 and 60 minutes. We will be available to answer questions or discuss concerns or thoughts that you may have. We look forward to seeing you there.

Thank you,

Charlie Clark



Neighborhood Meeting Attendance Sheet

May 31, 2016

	Name	Address
1.	Jacey Sew Starnes	780 NE 14 th Ave Canby, OR 97013
2.	PAT SISUL	375 PORTLAND AVE, Gladstone, OR
3.	GEFF + BROOKE TOMA	1500N. MAPLE
4.	Sue Sunmoworth	760 NE 14 th Canby
5.	KATHRYN WYNNE	810 NE 16 th Ave
6.	Reger Harris	900 NE 14 th Ave
7.	MIKE Lane	1480 W. Maple St
8.	Jean Harris	775 11 E. 14th Ave Canby
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Caitlyns Place subdivision - Neighborhood Meeting
May 31, 2016, 6:30 pm @ Canby Adult Center

Eleven people attended the meeting including the applicant & his representative. A sign in sheet is attached.

The meeting began at 6:30 PM.

A large Site Plan and a large Aerial Map showing the existing surrounding neighborhood with the proposed lots overlaid onto the photo were provided to show to the neighbors of the project. A large copy of the Comprehensive Plan Map from the City of Canby was also on hand and used to discuss the zoning in the larger neighborhood surrounding the property.

Charlie Clark began the meeting by introducing himself and Pat Sisul. Pat then discussed how the process works and that the Neighborhood meeting is the first opportunity for neighbors of the development site to have input on a project. Other opportunities for input would be after application is made and the City Staff requests comments from neighbors. The third opportunity for input would be if they chose to testify at the Planning Commission hearing. After the discussion on the process, Pat then explained the proposed 6-lot development and Charlie discussed likely size and price point for the new homes. Following the presentation of the proposal, the floor was opened for questions.

Below is a summary of topics that were discussed concerning the project:

- Will Oak Street be one-way or two-way traffic? *Oak Street will be two-way traffic, the City doesn't want to have it as one way. The applicant will construct a half-street improvement and an additional 8 feet of paved roadway in front of the site, with a long taper at the north end of the street. The 28-foot wide improvement will be a transition from the 40-foot wide improvement on the south end of the site to the 19-foot wide improvement on the north end.*
- Will there be sidewalks along Oak Street? *There will be sidewalks constructed in front of Lots 1 & 2 with the construction of new homes. There will also be a sidewalk constructed along the north side of the shared driveway.*
- Will the barricade be left on the south end of Oak Street? *A portion of the barricade may remain at the south end of the site. The decision as to what the street improvement will exactly look like will be up to the City.*
- Will the homes be one or two stories? *Charlie plans to build on 3 of the lots, he's not sure which 3. He will likely build single story homes because the lots are large enough to accommodate a single story and to have plenty of yard space. Ultimately, it will be up to the home builders. There is a market for both single story and 2 story homes.*
- What will the area south of the private driveway be, the 2-foot wide area between the curb & the fence? *There is a little bit of space there to allow for some grading. The area could be gravel, if maintenance is the concern. It wouldn't be grass, we wouldn't expect people to mow that area. Planting arborvitae or other shrubs may not be possible because there is a power line that runs along the back line of the neighboring lots, but it kind of wiggles around on both sides of the property line. It was mentioned that a wall would be fine to block noise.*
- Roger Harris noted that he has a cherry tree located on the property line that extends over to property line into the area where the shared driveway will be. What will happen to this

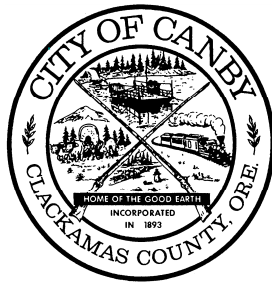
cherry tree? *The tree will likely have to get trimmed up to 13'-6" to allow the vertical clearance needed for fire trucks to access the shared driveway.*

- What about the fences along the shared driveway? *The fences would remain, although if they are off the property line then they may have to move slightly.*
 - What about the fences along the north side of the property, there is a variety of fences in this area, are they going to be replaced with fences that are all similar? *Those fences will most likely remain. If the owners wanted to work together with the developer to replace part of a fence to make a consistent look, then Charlie might consider that.*
 - Is a traffic report required? *It's up to the Planning Director to determine whether or not an application will have to prepare a traffic study. The Planning Director determined that due to this project being only 6-lots, that a traffic study wasn't warranted.*
 - Roger Harris noted that the drywell on the southern leg of Oak Street doesn't drain particularly well, what is being done for drainage? *One new public drywell will be installed in Oak Street near the driveway approach for the shared driveway. A second private drywell will be placed in the turnaround area and will drain the shared driveway. Homes will drain to private drainage facilities.*
 - When will this project go to Planning Commission? *Likely in July or August.*
 - When will the homes be constructed? *Not before the end of 2016.*
 - Will homes be constructed quickly, or be over a long period of time? *Because Charlie plans to build 3 of the homes himself, construction of those 3 homes will likely occur over roughly a one-year period.*
 - How much does it cost to build a development like this? *Roughly \$35,000 to \$40,000 per lot, we don't know exactly, it will depend upon what he will be required to build by the City. There are a lot of costs before construction even begins, surveying, planning, engineering, City fees, the cost of the land...these costs add up on a small project of 6 lots.*
 - It was asked whether Charlie owns the property. *He has not closed on the property.*
 - What will the east side of Oak Street be, will it be improved or just a pavement edge? *We expect that it would just be a pavement edge with some gravel beyond the pavement.*
 - Will gas be extend through the site and along Oak Street? *Gas will be piped to all of the new lots.*
 - What is the grade change across the site? *The highest point of the site is a 138 elevation in the extreme SW corner of the site. The low point is elevation 133 in the middle of the site. The northern property line is generally elevation 134 & Oak Street to the south of the site is elevation 133 to 134.*
 - Sue Sunsworth mentioned that she called the City and asked about the development that was planned behind her house. She said that the lady at the City told her that it was a 19-lot subdivision and it was done and approved and there was nothing that could be done about it. A few days later she received the letter for this neighborhood meeting.
 - Roger Harris mentioned that it was always his concern that someone may want to development a high-rise, high density project on this site. While he'll miss the view, he has no problem with the six-lot subdivision being proposed.
-

The meeting ended at approximately 7:45 PM.

Notes prepared by Pat Sisul, Sisul Engineering

IV. Pre-application Meeting Minutes



Pre-Application Meeting

**N Oak 6-Lot Subdivision
February 9, 2016
10:30 am**

Attended by:

Charles Clark, Developer, 503-803-7207
Gary Stockwell, CU Electric Dept, 503-263-4307
Mark Gunter, Public Works, 503-266-0780
Dave Epling, Planning, 503-266-0701
Doug Quan, CU Water Dept, 971-563-6314

Pat Sisul, Sisul Engineering, 503-657-0188
Hassan Ibrahim, Curran-McLeod Engineering, 503-684-3478
Dan Mickelson, Erosion Control, 503-266-0698
Dinh Vu, Canby Telcom, 503-266-8201

This document is for preliminary use only and is not a contractual document.

SISUL ENGINEERING, Pat Sisul

- Charlie is looking at this piece of property located between two existing sections of N Oak Street. The plan is to do a 6-lot subdivision consistent with R-1 standards and the oddest part of this property is trying to get access through to the south section of N Oak Street.
- The utility services are available in front and we noticed a cleanout across from 1590 N Oak Street and it sits off to the east in the dirt and I was hoping you could elaborate.
- The shadow plan to the east of the project drawn is something we prepared when we were doing Franz and Pine Meadow subdivisions and it is just a conceptual plan on how we think this area could possibly develop. This is not part of what we are doing here and we are trying to just give a representation of what the street pattern might look like.
- Pat asked what Charlie wanted to do for the street lighting along the private roadway and one option is having one of them paying a monthly service charge for the power for the light(s). Pat said you can tie it to one house or all of them and Gary said normally the person who has the service charge attached to them usually gets a discount on their homeowner association fees. Also, you could have CC & R's stating each homeowner needs to put in a light adjacent to the private roadway at such a height and illumination. Charles said he would have to think about it.

CHARLIE CLARK CONSTRUCTION, Charlie Clark

- Talking with the seller of this property they indicated the property owner to the east would do whatever the city might require us to do with the connection of N Oak Street and they would be on board to facilitate an easement. They would like to know what the city would propose and they would be willing to accommodate, is the understanding I have. Pat said we need to know what you would like, right-of-way or easement and how much?
- Charlie asked how deep the sewer main was and Hassan stated the city shot all the manholes in town and we might have an elevation and if I find something beneficial I will send it to you.

CITY OF CANBY, PLANNING DEPARTMENT, Dave Epling

- There were a few questions you proposed to us and the answers to those are; we will not require a traffic study, because the number of lots you have proposed. We will be using a lot averaging with the minimum lot size being 7,000 sq ft and the maximum is 10,000 sq ft and for the averaging you met the criteria.
- We will require a cross section easement and a maintenance agreement for the private road. We just suggest you do a Tract A for this private road, instead of stating it is an easement you can refer to it on the subdivision map as Tract A and we can have more control over it. This will have the people who will live here to sign a maintenance agreement and they would be all co-owners as far as the maintenance agreement.
- We provided the estimated fees for the project in this memorandum.
- Canby Fire Department will have the ultimate decision whether or not to have a turn-around and Pat said he spoke with Todd Gary, Canby Fire and he looked at this and the radius and the turn-around looked fine to him.

CURRAN-MCLEOD ENGINEERING, Hassan Ibrahim

- Looking at the assessors map these three parcels will need to be consolidated. Dave said these are three tax lots and we did a preliminary research and they are not legal lots. You can create tax lots anytime you want by going the assessor's office and create one, but it does not create a parcel and it looks like what they did here. It does not matter because this will remain one parcel and legally it is still one parcel not three.
- We need to discuss where the center line is versus the property line. Our preference from the city's perspective is to have a right-of-way dedication as opposed to an easement.
- The street will be 20 ft wide and it will allow two lanes of traffic and Pat said the upper section of N Oak Street appears to be 19 or 20 ft and is 20 ft adequate along there if it is posted no parking. Hassan said correct, Section 2.207 of the standard drawing states you have to have at least 20 ft wide paved surface for two lanes of traffic. The southern section of N Oak Street can be necked down where we have a full street and you can barricade the half street by the existing house at 1410 N Oak Street. Pat said is that how you would want to do it, it can be a one-way segment of road and Hasan said you will encounter the same thing on that side because we have a half-street the rest of the way. Discussion ensued. The consensus was Charlie will talk to the landowners to the east and have them dedicated 10 ft of right-of-way and make N Oak Street a full 30 ft, half-street with 20 ft of paved surface. Pat asked if we had concerns on the layout as we have it for the private road, if we use 300 ft with radius curbs on it and Hassan said the minimum is 165 ft and you are exceeding it and I do not have any issues. Pat asked Charlie where he planned on placing the driveway for lot 2 and Charlie stated it would come off of N Oak Street.
- Hassan asked about the sewer main placement for the project and Pat said in the sewer master plan it shows a sewer main on the southern section of N Oak Street and I do not know if it is a manhole or a cleanout. Hassan said it is probably a cleanout, but I thought the ground slopes towards N Pine Street and I do not think you will be able to get sewer from here. Pat said he talked to Nick Netter and he built this house and he said there is a sewer main in the street and somewhere there is a cleanout by the barricades. Nick did not put sewer in for this house and is there a plan for this area for sewer. Hassan said I am talking

about the future plans for the property adjacent and if we need to extend the sewer any farther, but I thought the ground sloped towards N Pine Street and we have sewer in N Pine Street. The sewer will be public in the private street and Pat said our intention is having a public sewer main, but in a private drive I figured the city would not want maintain the sewer laterals. Hassan said the laterals from the main line to the house will be all private and you need notate it on the plans.

- What are your plans for storm drainage and Pat said we propose a new drywell out in the half street with an inlet, we do not have topographical yet and it is flat and from what I see and we will have to create a new low point. We will try to set it in a location where the drywell can be used for future. Hassan asked if he knew of any drinking wells in the vicinity, which may violate the 267 ft radius rule and Pat said he did not see any in the stormwater master.

CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

- I gave you a preliminary drawing and this is not set in stone and everything will require easements or right-of-way.
- Canby Utility does not do leased lighting anymore, if you want any illumination on the private driveway you will have to do on your own. Pat asked Charlie if he wanted any lighting along the driveway and Charlie stated it would be nice to have at least have one. Gary said if you are going to do private lighting you will need to let me know and I can depict on the print if you want a meter base.
- Pat said if we have the 30 ft of right-of-way for the street what are your thoughts for here and Gary said it was wishful thinking and if I had something over there I would be able to take it into the future phase and we could easily go up the other side (west) and do a crossing by the proposed NE 15th Avenue. If we do go up this side I will add additional conduit and have it cross to the east for the future development.
- I will be placing a transformer between lots 3 and 4 and have a conduit over to serve the future. This transformer will serve the interior lots and we would bring another conduit down to feed lots 1 and 2 and set a splice box.
- If meter bases are exposed to the public, we require a commercial locking pedestal.
- Once this project's layout is accepted I will do a cost estimate and send it to you.

CANBY UTILITY, WATER DEPARTMENT, Doug Quan

- We have a 6 inch water main in the area north and south, but our new standards are an 8 inch main and when NE 15th Avenue ties through it will have better flow. More than likely the 6 inch water mains will be replaced at some point.
- The services you have going to lots 3, 4, 5 and 6 we would like you to run them perpendicular to the main. This makes locating it much easier.
- Pat said he met with Todd Gary on the fire hydrant location and where the radius begins on lot 2 is where he would like the new fire hydrant located. Do you have any concerns on the location and Doug said no. Doug asked what size of sidewalk are you going to do and Pat said 6 ft curb tight sidewalk and where would you like it placed. Doug said he knows the fire department likes it at the edge, but we like them in the back of walk and saves your ADA clearance in the front. You can choose to put it completely behind the sidewalk into

someone's yard with a 4 x 4 concrete pad around it or you can place it at the back edge of the sidewalk itself with the ADA clearance in front. Pat asked what Charlie thought and Charlie said at the back of the sidewalk. Doug said when you pour the concrete pad it will be 6 inches thick along with 2 ft of the sidewalk in that area.

- Pat asked if there was a blow off at the south end of N Oak Street and Doug said yes. Doug said he did not know if it was a 2 or 6 inch gate at the end. We have PVC on the north side and I am not sure what is in the south side. NE 14th Avenue is a steel main line, so it could be steel going north to the blow off and I know the 6 inch main line in NE 14th Avenue is on the list for replacements. When it gets replaced we would take the blow off and the short section of main out at the same time. Dan asked if they would put a stick of pipe out so they would not have to dig up the road in the future and Doug said sure.

CITY OF CANBY, EROSION CONTROL, Dan Mickelsen

- If you do not strip the land for development you can spray it with round up and mow it. If you decide to go another route you can put sediment fence around the entire site. Do the people to the north have a fence on their property and Charlie said no. Dan said you would have to put the sediment fence along the property line to protect them along with you. Dan asked Charlie if they were going to put up a fence and Pat said there is nothing in the code, but the property owner can go to the Planning Commission meeting and state their concerns about having a fence put up due to head light glare.
- Where will be the driveway to lot 6 be? Charlie said the driveway will be off the turn-around.
- Dan said we need to make sure the concrete washout will be in a dedicated area, near the end of the private driveway.

CANBY TELCOM, Dinh Vu

- I sent Pat our information and I will wait to see the power trench design and we normally go with them.
- The only thing we are concerned about is we have 50 pair of copper crossing on the back side of the existing subdivision to the south. We have some options, but we need to do something to get them out of this back area.
- We have fiber on most of NE 14th Avenue, but there are a couple of places we need to remove the copper and replace it with fiber.

V. Warranty Deed

205

★

TL 2901
2902
5000

WARRANTY DEED - STATUTORY FORM
(Individual or Corporation)

JOANN C. HAMILTON

Grantor, conveys and warrants to:

JEFFREY LEE HOLLAR AND SHIRLEY GAIL HOLLAR, HUSBAND AND WIFE

Grantee, the following described real property free of encumbrances except as specifically set forth herein:

The South one half of Lot 57, CANBY GARDENS, in Clackamas County, Oregon,

EXCEPTING THEREFROM the West 290.00 feet thereof as cut off by a line drawn parallel to the West lot line thereof.

(Map and Tax Lot No.: 31E26DD 02901, 02902 and 03000)

This instrument will not allow use of the property described in this instrument in violation of applicable land use laws and regulations. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved uses.

ENCUMBRANCES:

The true consideration for this conveyance is \$30,000.00.

Dated this JANUARY 27, 1993; if a corporate grantor, it has caused its name to be signed by order of its board of directors.

CHICAGO TITLE INSURANCE CO. C-106097

Joann C. Hamilton

JOANN C. HAMILTON

STATE OF OREGON,)
County of CLACKAMAS) ss.
JANUARY 27, 1993.)

Personally appeared the above named JOANN C. HAMILTON and acknowledged the foregoing instrument to be his/her/their voluntary act and deed.

Before me:

Eleonor D. Brisay

Notary Public for Oregon
My Commission Expires NOV. 30, 1995
OFFICIAL SEAL
ELEANOR D. BRISAY
NOTARY PUBLIC OREGON
COMMISSION NO 010561
MY COMMISSION EXPIRES NOV. 30, 1995

After recording return and send tax statements to:
JEFFREY LEE HOLLAR
1509 N. Oak Street
Canby, Oregon 97013

STATE OF OREGON) ss.
County of Clackamas)
I, John Kauffman, County Clerk, for the County of Clackamas, do hereby certify that the instrument of writing was received for recording in the records of said County at

93 JAN 28 PM 1:31



Witness by hand and seal of
John Kauffman

JOHN KAUFFMAN
County Clerk

Recording Certificate
Copied (Per 199)

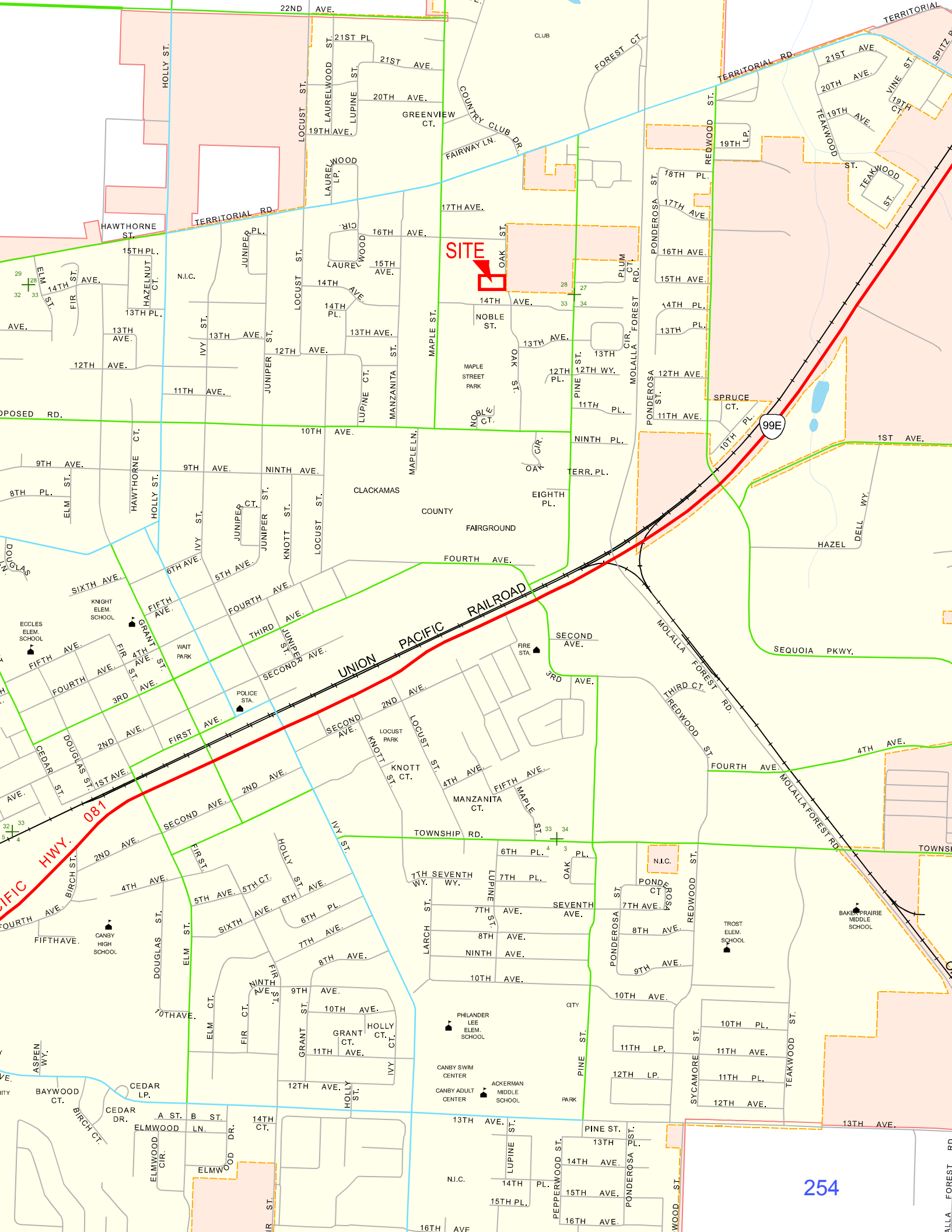
93 06394

93 06394

Escrow No. 41000-6615-ED - Order No. 106097

VI. Maps

- a. Vicinity Map
- b. Assessor Map
- c. Site Plan
- d. Existing Conditions
- e. Utility Plan
- f. Grading Plan
- g. Shadow Plat
- h. Aerial Map
- i. Typical Sections



SITE

UNION PACIFIC RAILROAD

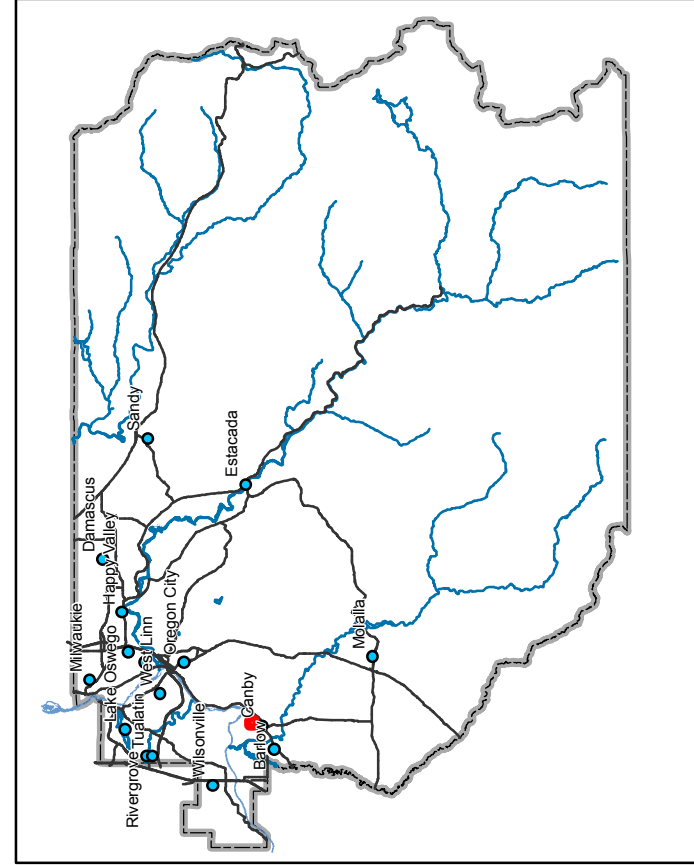
HWY. 081

3 1 E 28DD
CANBY
S.E. 1/4 S.E. 1/4 SEC. 28 T.3S. R.1E. W.M.
CLACKAMAS COUNTY
1" = 100'

Cancelled Taxlots

2190
2500
1900
1901
1904
1905
1906
2200
2300
2000
2001
1500

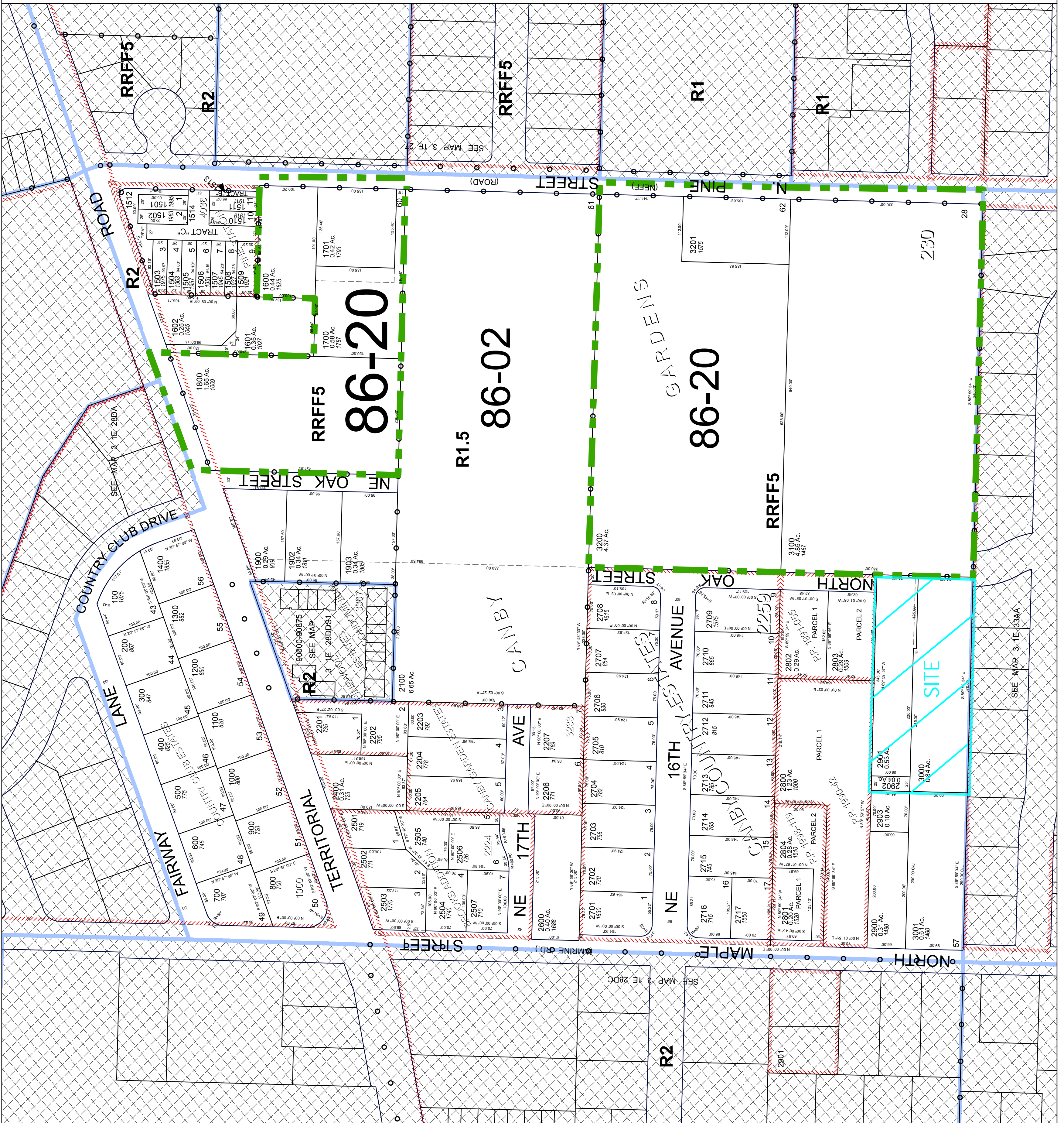
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- Private Road ROW
- Historical Boundary
- Railroad Centerline
- TaxCodeLines
- Map Index
- Waterlines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 1/16th Line
- Govt Lot Line
- DLC Line
- Meander Line
- PLSS Section Line
- Historic Corridor 40'
- Historic Corridor 20'



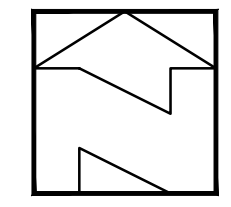
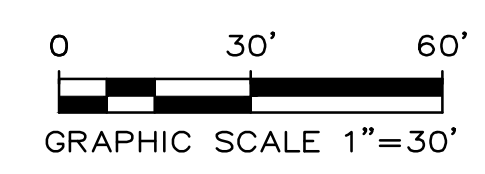
THIS MAP IS FOR ASSESSMENT
PURPOSES ONLY

3 1 E 28DD
CANBY

10/28/2015



TENTATIVE PLAN



TAX LOT 3001
DEED DOC NO.
2008-058612

TRACT A WILL BE FOR PRIVATE INGRESS & EGRESS FOR LOTS 3 THROUGH 6, EMERGENCY ACCESS, AND WILL HAVE PUBLIC AND PRIVATE UTILITY EASEMENTS OVER ITS ENTIRETY. TRACT A WILL BE OWNED IN COMMON BY LOTS 3 THROUGH 6.

STREET DEDICATION BY NEIGHBORING PROPERTY OWNER. AREA = 3,436 SF

CLACKAMAS COUNTY
ZONING: RRF-5

"CLACKAMAS COUNTY"
"CITY OF CANBY"
CITY LIMITS

NE 14th AVENUE

N.E. 14TH AVENUE

REVISIONS	BY

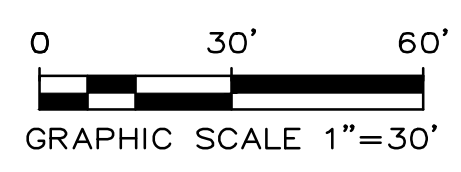
CAITLYNS PLACE
CHARLES CLARK CONSTRUCTION

Site Plan

SISUL ENGINEERING
375 PORTLAND AVENUE
GLADSTONE, OREGON 97027
(503) 657-0188

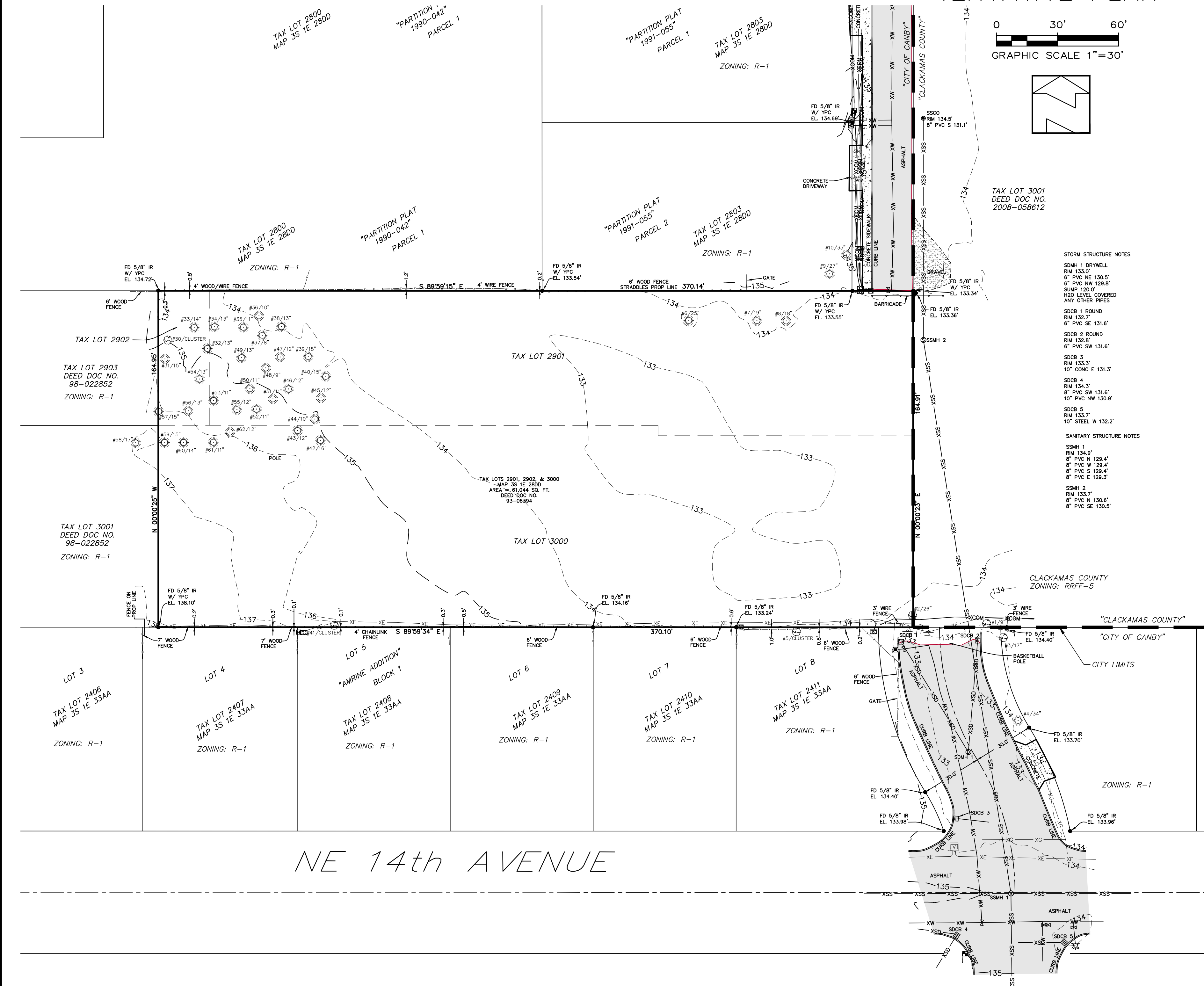
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DRAWN	PS
JOB	SGL16-019
SHEET	1
OF 7 SHEETS	

TENTATIVE PLAN



TAX LOT 3001
DEED DOC NO.
2008-058612

- STORM STRUCTURE NOTES**
- SDMH 1 DRYWELL
RIM 133.0'
6" PVC NE 130.5'
6" PVC NW 129.8'
SUMP 120.0'
H2O LEVEL COVERED
ANY OTHER PIPES
 - SDCB 1 ROUND
RIM 132.7'
6" PVC SE 131.6'
 - SDCB 2 ROUND
RIM 132.8'
6" PVC SW 131.6'
 - SDCB 3
RIM 133.3'
10" CONC E 131.3'
 - SDCB 4
RIM 134.3'
8" PVC SW 131.6'
10" PVC NW 130.9'
 - SDCB 5
RIM 133.7'
10" STEEL W 132.2'
- SANITARY STRUCTURE NOTES**
- SSMH 1
RIM 134.9'
8" PVC N 129.4'
8" PVC W 129.4'
8" PVC S 129.4'
8" PVC E 129.3'
 - SSMH 2
RIM 133.7'
8" PVC N 130.6'
8" PVC SE 130.5'



NE 14th AVENUE

REVISIONS	BY

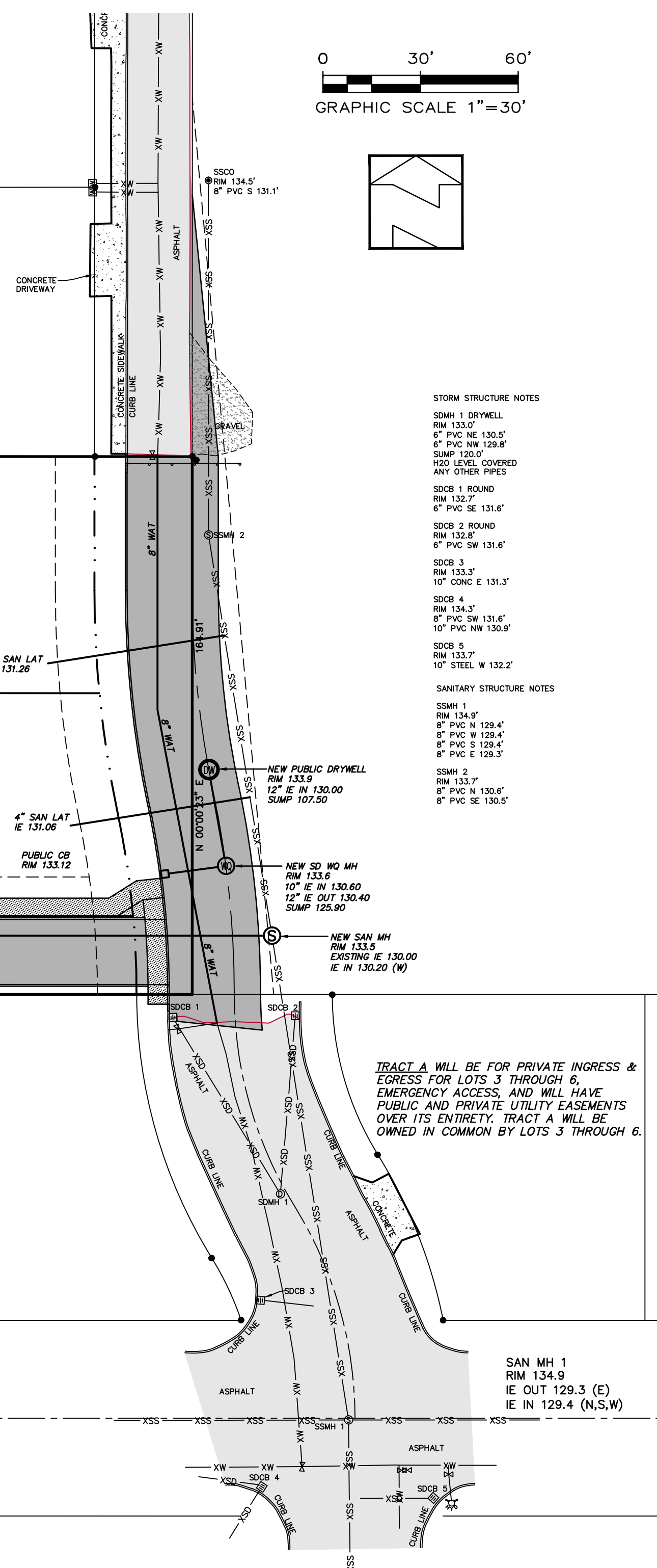
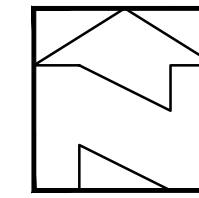
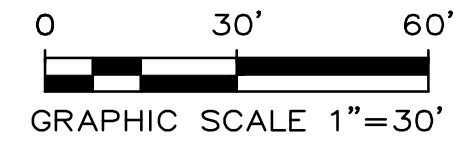
CAITLYNS PLACE
CHARLES CLARK CONSTRUCTION

Existing
 Conditions

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 GLADSTONE, OREGON 97027
 (503) 657-0188

DATE	MAY, 2016
SCALE	1" = 30'
DRAWN	PS
JOB	SGL16-019
SHEET	2
OF 7 SHEETS	

TENTATIVE PLAN



- STORM STRUCTURE NOTES**
- SDMH 1 DRYWELL
RIM 133.0'
6" PVC NE 130.5'
6" PVC NW 129.8'
SUMP 120.0'
H2O LEVEL COVERED
ANY OTHER PIPES
 - SDCB 1 ROUND
RIM 132.7'
6" PVC SE 131.6'
 - SDCB 2 ROUND
RIM 132.8'
6" PVC SW 131.6'
 - SDCB 3
RIM 133.3'
10" CONC E 131.3'
 - SDCB 4
RIM 134.3'
8" PVC SW 131.6'
10" PVC NW 130.9'
 - SDCB 5
RIM 133.7'
10" STEEL W 132.2'
- SANITARY STRUCTURE NOTES**
- SSMH 1
RIM 134.9'
8" PVC N 129.4'
8" PVC W 129.4'
8" PVC S 129.4'
8" PVC E 129.3'
 - SSMH 2
RIM 133.7'
8" PVC N 130.6'
8" PVC SE 130.5'

TRACT A WILL BE FOR PRIVATE INGRESS & EGRESS FOR LOTS 3 THROUGH 6, EMERGENCY ACCESS, AND WILL HAVE PUBLIC AND PRIVATE UTILITY EASEMENTS OVER ITS ENTIRETY. TRACT A WILL BE OWNED IN COMMON BY LOTS 3 THROUGH 6.

SAN MH 1
RIM 134.9
IE OUT 129.3 (E)
IE IN 129.4 (N,S,W)

REVISIONS	BY

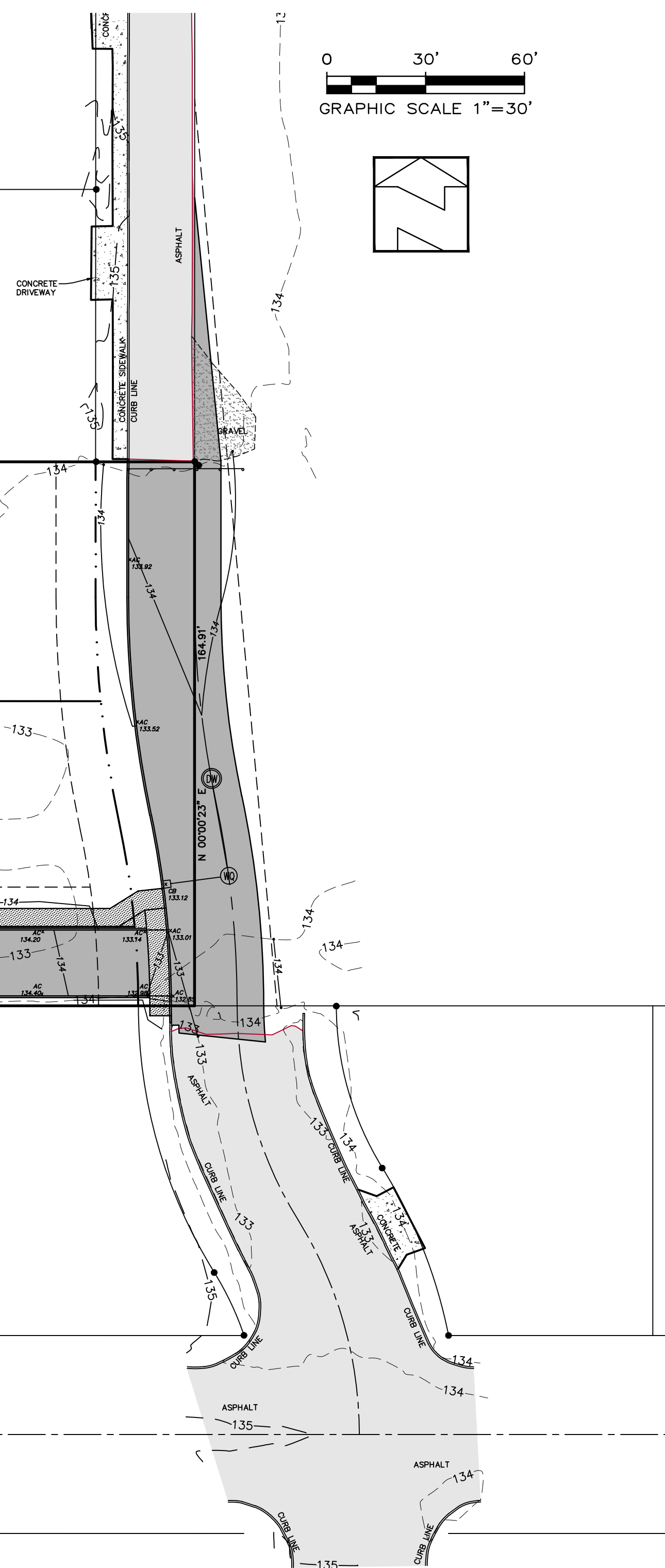
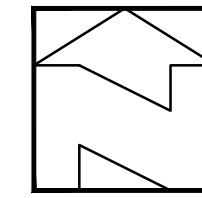
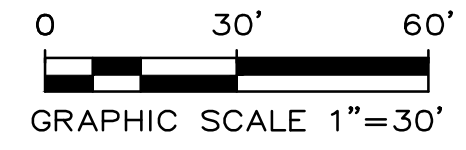
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Utility
Plan

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SHEET	3
OF	7 SHEETS

TENTATIVE PLAN



NE 14th AVENUE

REVISIONS	BY

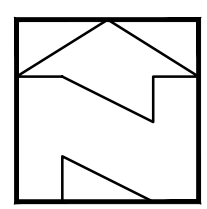
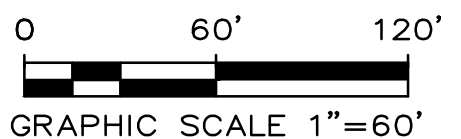
CAITLYNS PLACE
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Grading
Plan

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SHEET	4
OF 7 SHEETS	

TENTATIVE PLAN



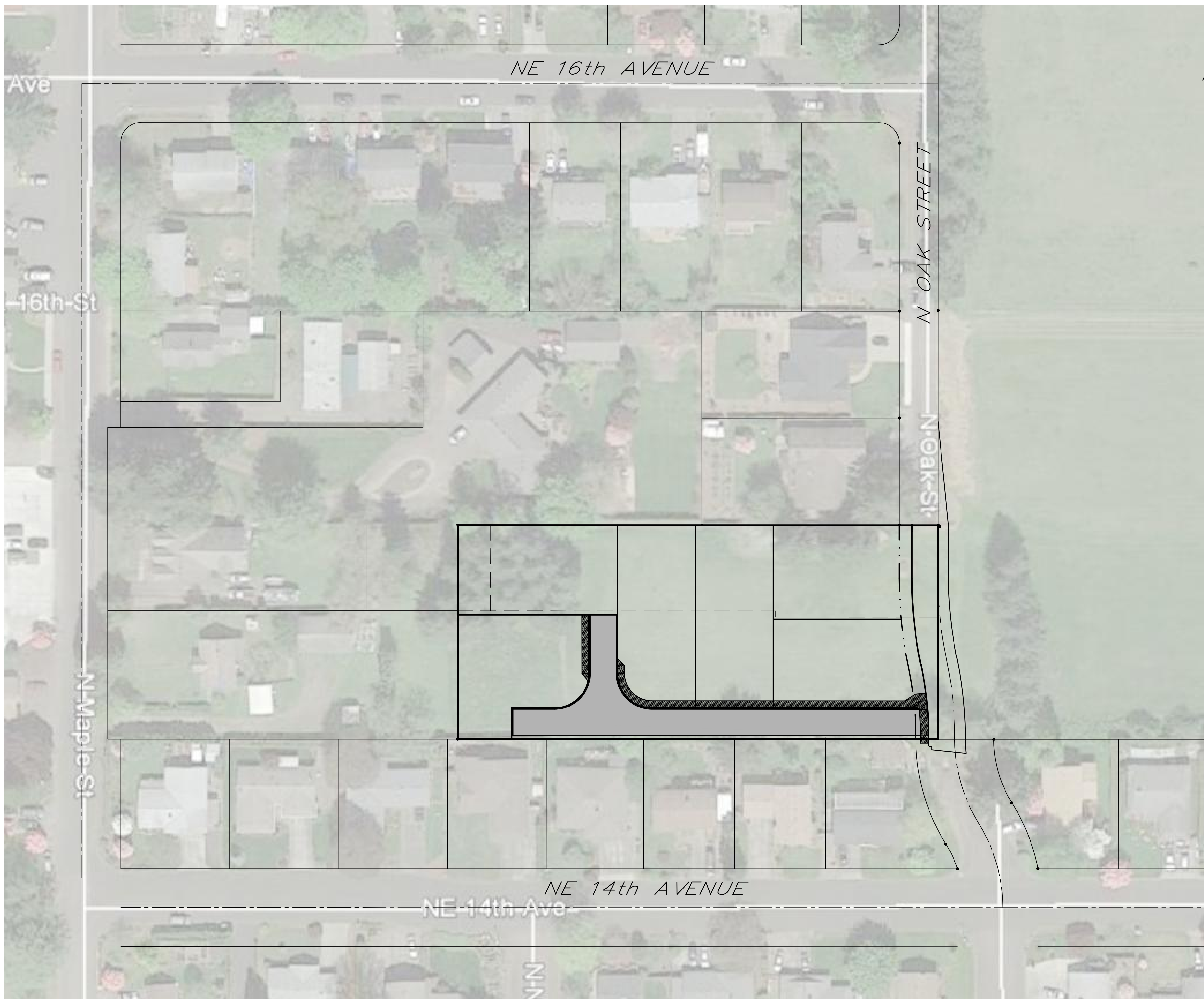
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CAITLYNS PLACE
CHARLES CLARK CONSTRUCTION

Shadow
Plat

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GLADSTONE, OREGON 97027
(503) 657-0188

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SHEET	5
OF 7 SHEETS	



REVISIONS	BY

CAITLYNS PLACE
 CHARLES CLARK CONSTRUCTION

Aerial

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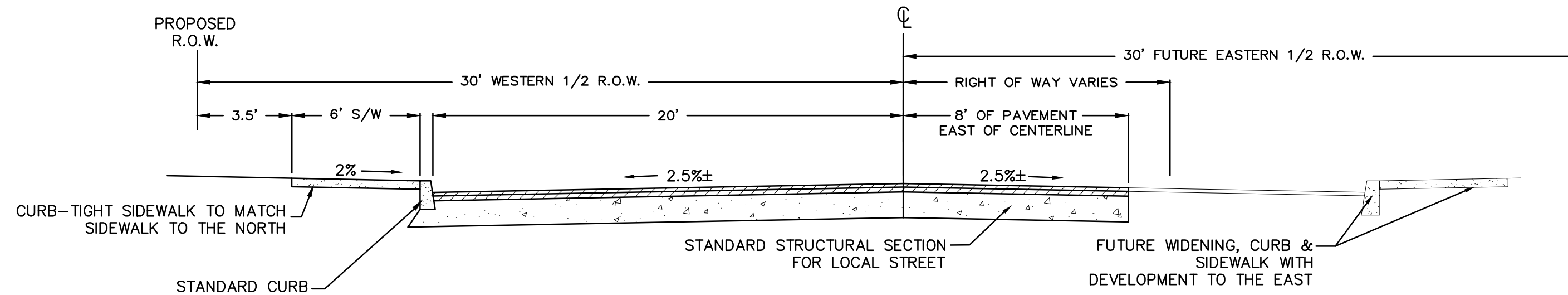
DATE MAY, 2016

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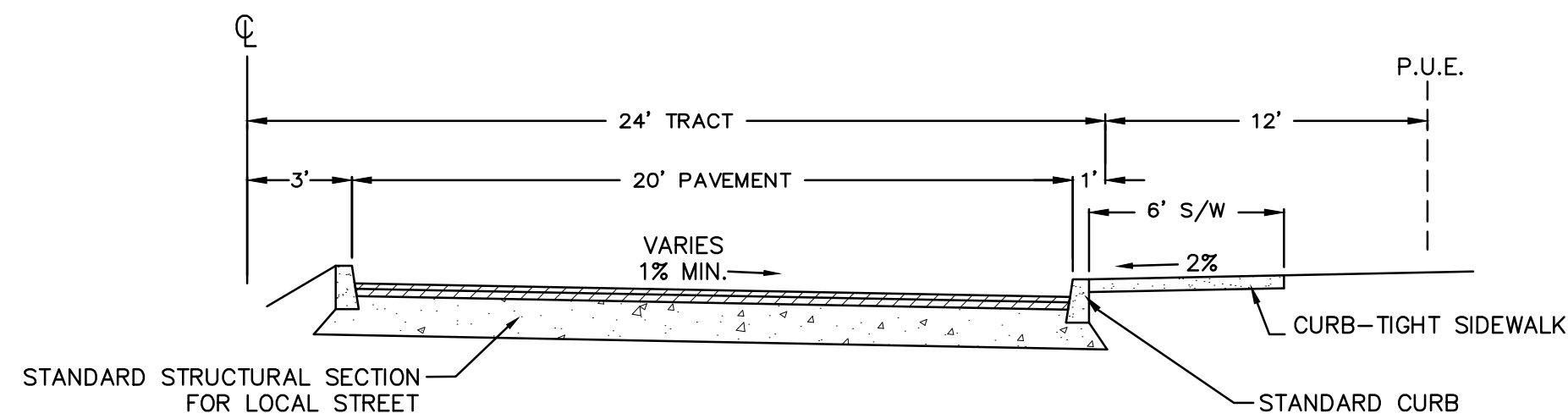
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JOB SGL16-019

SHEET
6
 OF 7 SHEETS



N OAK STREET SECTION
NTS



TRACT A SHARED PRIVATE DRIVEWAY, CAITLYN COURT
NTS

REVISIONS	BY

CAITLYNS PLACE
CHARLES CLARK CONSTRUCTION

Typical
Sections

SISUL ENGINEERING
375 PORTLAND AVENUE
GLADSTONE, OREGON 97027
(503) 657-0188

DATE	MAY, 2016
SCALE	NTS
DRAWN	PS
JOB	SGL16-019
SHEET	7
OF	7 SHEETS

June 15, 2016

MEMORANDUM

TO: Mr. Bryan Brown
City of Canby

FROM: Hassan Ibrahim, P.E. *HAI*
Curran-McLeod, Inc.

RE: **CITY OF CANBY**
CAITLYN'S PLACE (SUB 16-02)

We have reviewed the submitted preliminary plans on the above mentioned project and have the following comments:

1. N Oak Street is classified as a local street in the City Transportation System Plan, due to the geometry of the roadway that will be extended. The right-of-way as proposed appears to be adequate to allow for 28' paved surface as proposed. The half street improvements shall be built to City Standards to include curbs, 6-foot curb tight concrete sidewalks, street lights and utilities in conformance with section 2.207 of the City of Canby Public Works Design Standards dated June 2012. An asphalt tapers at the rate of 10:1 shall be constructed to match existing asphalt surface at the north end of the street.
2. The access from N. Oak Street serving lots 3 through 6 shall have a commercial driveway approach with 6" minimum concrete thickness and reinforcements.
3. All street names and traffic signs shall be installed by the developer as part of this development.
4. The existing sanitary sewer in N. Oak Street shall be extended to serve the proposed lots.
5. An erosion control permit will be required from the City of Canby prior to any on-site disturbance.
6. A storm drainage analysis shall be submitted to the City for review and approval during the final design phase. The analysis shall meet Chapter 4 of the City of Canby Public Works Design Standards dated June 2012.

Mr. Bryan Brown
June 15, 2016
Page 2

7. The proposed UIC structures location shall meet at least one of the two conditions: (1) the vertical separation distance between the UIC and seasonal high groundwater is more than 2.5 feet or (2) the horizontal separation distance between the UIC and any water well is a minimum of 267 feet in accordance of the City of Canby Stormwater Master Plan, Appendix "C", Groundwater Protectiveness Demonstration and Risk Prioritization for Underground Injection Control (UIC) Devices.
8. Any existing domestic or irrigation wells shall be abandoned in conformance with OAR 690-220-0030. A copy of Water Resources Department (WRD) abandonment shall be submitted to the City.
9. Any existing on-site sewage disposal system shall be abandoned in conformance with Clackamas County Water Environment Services (WES) regulations. A copy of the septic tank removal certificate shall be submitted to the City.

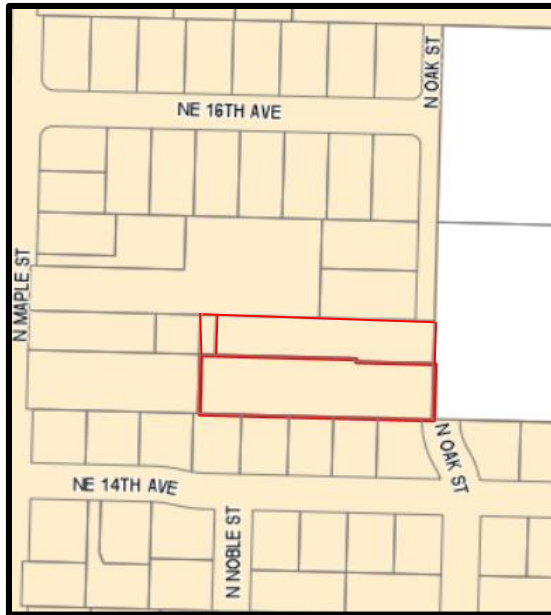
Should you have any questions or need additional information, please let me know.



City of Canby

NOTICE OF PUBLIC HEARING & REQUEST FOR COMMENTS

The purpose of this Notice is to invite you to a Public Hearing at a Planning Commission meeting on Monday, July 11, 2016 at 7 pm in the City Council Chambers, 155 NW 2nd Ave to review a Subdivision application. The applicant is planning to develop a 6 lot subdivision, with all lots suitable for detached single family dwellings, consistent with R-1 zoning standards.



Comments due– If you would like your comments to be incorporated into the City’s Staff Report, please return the Comment Form by Wednesday, June 29, 2016.

Location: No site address, South of 1509 N Oak St, West of N Oak St, between NE 14th and NE 16th Avenues

Tax Lots: 31E28DD02901, 02902, & 03000 (Properties shown on map at the left, bordered in red.)

Lot Size and Zoning: 1.4 acres, zoned R-1 Low Density Residential

Owner: Jeffrey & Shirley Hollar

Applicant: Pat Sisul/Charles Clark

Application Type: Subdivision Type III

City File Number: SUB 16-02

Contact: Bryan Brown, 503-266-0702, brownb@ci.canby.or.us

What is the Decision Process? The Planning Commission will make a decision after the Public Hearing. The Planning Commission’s decision may be appealed to the City Council.

Where can I send my comments? Written comments can be submitted up to the time of the Public Hearing and may also be delivered in person to the Planning Commission during the Public Hearing on July 11, 2016. (Please see *Comment Form*). Comments can be mailed to the Canby Planning Department, PO Box 930, Canby, OR 97013; dropped off at 111 NW Second Avenue; or emailed to brownb@ci.canby.or.us.

How can I review the documents and staff report? Weekdays from 8 AM to 5 PM at the Canby Planning Department. The staff report to the Planning Commission will be available for inspection starting Friday, July 1, 2016 and can be viewed on the City’s website: <http://www.ci.canby.or.us> Copies are available at \$0.25 per page or can be emailed to you upon request.

Applicable Criteria: Canby Municipal Code Chapters:

- 16.08 General Provisions
- 16.10 Off-street Parking and Loading
- 16.16 R-1 Low Density Residential Zone
- 16.46 Access Standards
- 16.56 Land Division General Provisions
- 16.64 Subdivisions – Design Standards
- 16.86 Street Alignments
- 16.88 General Standards & Procedures
- 16.89 Application & Review Procedures
- 16.120 Park, Open Space & Recreation Land General Provisions

Note: Failure of an issue to be raised in a 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 board based on that issue.

CITY OF CANBY –COMMENT FORM

If you are unable to attend the Public Hearing, you may submit written comments on this form or in a letter addressing the Planning Commission. Please send comments to the City of Canby Planning Department:

By mail: Planning Department, PO Box 930, Canby, OR 97013
In person: Planning Department at 111 NW Second Street
E-mail: brownb@ci.canby.or.us

Written comments to be included in the Planning Commission’s meeting packet are due by Noon on Wednesday, June 29, 2016. Written comments can also be submitted up to the time of the Public Hearing on Monday, July 11, 2016 and may be delivered in person to the Planning Commission during the Public Hearing at 7 pm in the City Council Chambers, 155 NW 2nd Avenue.

Application: SUB 16-02 – Caitlyn’s Place

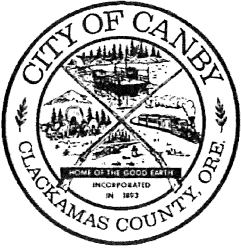
COMMENTS:

Please check one box and fill in your Name/Agency/Date below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available
- No Comments

NAME: _____
AGENCY: _____
DATE: _____

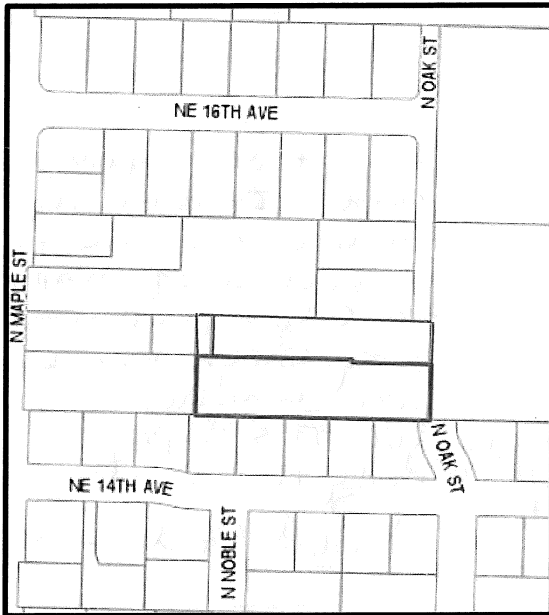
Thank you!



City of Canby

NOTICE OF PUBLIC HEARING & REQUEST FOR COMMENTS

The purpose of this Notice is to invite you to a Public Hearing at a Planning Commission meeting on Monday, July 11, 2016 at 7 pm in the City Council Chambers, 155 NW 2nd Ave to review a Subdivision application. The applicant is planning to develop a 6 lot subdivision, with all lots suitable for detached single family dwellings, consistent with R-1 zoning standards.



Comments due– If you would like your comments to be incorporated into the City’s Staff Report, please return the Comment Form by Wednesday, June 29, 2016.

Location: No site address, South of 1509 N Oak St, West of N Oak St, between NE 14th and NE 16th Avenues

Tax Lots: 31E28DD02901, 02902, & 03000 (Properties shown on map at the left, bordered in red.)

Lot Size and Zoning: 1.4 acres, zoned R-1 Low Density Residential

Owner: Jeffrey & Shirley Hollar

Applicant: Pat Sisul/Charles Clark

Application Type: Subdivision Type III

City File Number: SUB 16-02

Contact: Bryan Brown, 503-266-0702, brownb@ci.canby.or.us

What is the Decision Process? The Planning Commission will make a decision after the Public Hearing. The Planning Commission’s decision may be appealed to the City Council.

Where can I send my comments? Written comments can be submitted up to the time of the Public Hearing and may also be delivered in person to the Planning Commission during the Public Hearing on July 11, 2016. (Please see *Comment Form*). Comments can be mailed to the Canby Planning Department, PO Box 930, Canby, OR 97013; dropped off at 111 NW Second Avenue; or emailed to brownb@ci.canby.or.us.

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Application: SUB 16-02 – Caitlyn’s Place

COMMENTS:

While I am not opposed to this development, it does have an impact on a problem the city has not addressed. It is highly likely future residents going into Canby will use the Oak to 14th to Maple to 10th route. Presently the section of Maple St. road between 14th and 10th (which is the City's portion of the road) is in horrible condition - having large breaks and pot holes down it's center for most of the length.

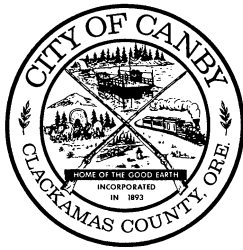
The Planning Commission should highlight this impact in it's report to the city and request the city to create a specific timetable for a solution. *Robert Cambua*

To grow a strong city you have to take care of infrastructure. Bad roads, no sidewalks, or bike lanes on very busy stretches like in front of Maple Street park. Take care of your established neighborhoods.

Thank you.

NAME: *Robert Cambua*
AGENCY: *resident of Canby*
DATE: *6-27-16*

Thank you!



BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY

A REQUEST FOR SITE AND DESIGN)
REVIEW TO CONSTRUCT A COMMERCIAL)
BUILDING AT 851 SW 1ST AVENUE)

FINDINGS, CONCLUSION & FINAL ORDER
DR 16-03
SCOTT 2004 FAMILY, LP

NATURE OF THE APPLICATION

The Applicant has sought an approval of Site and Design Review DR 16-03 for the construction of a new 6,109 square foot commercial building at 851 SW 1st Avenue otherwise described as Map and Tax Lot 41E04BB01000 and 01002, City of Canby, Clackamas County, Oregon. The property is zoned C-M (Heavy Commercial Manufacturing/DCO-Downtown Canby Overlay Zone/Subarea OHC-Outer Highway Commercial Overlay Zone and designated Commercial Manufacturing under the Canby Municipal Code (“CMC”).

HEARINGS

The Planning Commission considered application DR 16-03 after the duly noticed hearing on July 11, 2016 during which the Planning Commission by a _____ vote approved DR 16-03. These findings are entered to document the specifics of the approval.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review application shall be approved, the Planning Commission determines whether criteria from the Code are met, or can be met by observance of conditions, in accordance with Chapter 16.49.040 Site & Design Review and other applicable code criteria and standards reviewed in the Staff Report dated June 29, 2016 and presented at the July 11, 2016 meeting of the Canby Planning Commission.

FINDINGS AND REASONS

The Staff Report was presented by staff with a recommendation for approval of the Site and Design Review application (prior to and without benefit of the public hearing) along with Conditions of Approval in order to ensure that the proposed development will meet all required *City of Canby Land Development and Planning Ordinance* approval criteria.

After holding the public hearing where written and oral testimony was received from the applicant, other proponents, those who were neutral, and opponents in attendance; the Planning Commission closed the public hearing and moved into deliberation where they utilized the findings and conditions listed in the staff report along with the overall presentation record at the public

hearing to make the following findings beyond those contained in the staff report to arrive at their decision and support their recommended conditions of approval:

Commission Findings and Approval for Modifications of Standards

1. The Commission finds that the site design proposal is compatible with the intent of the design review standards set forth in the Ordinance and determines under Section 16.49.040(D) to approve modifications to allow the building to be placed outside the minimum 10 foot setback requirement and to allow construction of the building outside of the 40% requirement for building frontage at the minimum setback along each street lot frontage, and to allow the building to be constructed below the required FAR of 0.25. The Commission also finds that the applicant can designate an off-hours loading stall. It was reasoned that due to location and existing approved uses in the vicinity of the property, these standards are waived.

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the additional findings indicated above, concluded that the Site and Design Review application meets all applicable approval criteria, and recommended that City File# DR 16-03 be approved with the Conditions of Approval stated below. The Planning Commission decision is reflected in the written Order below.

ORDER

The Planning Commission concludes that based on the record on file including testimony of the applicant and public at the public hearing, and findings of the Planning Commission that the application will meet the requirements for Site and Design Review approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **DR 16-03** is approved, subject to the following conditions of approval:

CONDITIONS OF APPROVAL:

Commission Findings and Approval for Modifications of Standards

1. Prior to any approval, the applicant shall meet the 10 foot minimum setback from the property line and at least 40% of the building shall be developed at the minimum setback along the length of each street lot frontage unless the Commission specifically approves the proposed modifications with findings to support a deviation from the standards.
2. The applicant shall construct the building to meet the FAR of 0.25 unless the proposed modifications are approved by the board with findings.
3. The applicant shall designate a permanent loading space on the site plan, or the Planning Commission shall modify the provision in 16.10.060 to provide a designated 13' by 35' off-hours loading stall in the southwest corner of the parking lot.

Conditions Unique to this Proposal

4. The proposed pole sign and wall signs for any future businesses at the site shall receive required sign permit approval.
5. **Prior to issuance of any building permits, the applicant shall record a deed, with the Clackamas County Recorder, which includes a perimeter description that describes the existing two tax lots as a single parcel. A copy of the deed shall be provided to the City of Canby Planning Department.**
6. The applicant shall submit a revised site plan delineating parking for bicycles.

Procedural Conditions

Prior to Issuance of building permits, the following must be completed:

7. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled – including a pre and post development analysis. Any drainage plan shall conform to the Clean Water Services storm drainage design standards as indicated in the Public Works design standards.
8. A sediment and Erosion Control Permits will be required from the City prior to commencing site work.
9. The applicant shall meet the following City Engineer requirements:
 - A. Access to the site from Hwy 99E shall conform to ODOT access control plan for this area. Concurrence from ODOT will be needed. Driveway must meet the current ADA guidelines.
 - B. Sidewalk and street lights shall be constructed along the entire site frontage with Hwy 99 E. Sidewalk shall match the existing width. Construction plans shall be reviewed and approved by ODOT. A copy of the approval letter or stamped set of plans shall be submitted to the City.
 - C. The existing driveway on SW 4th Avenue that lies outside the proposed driveway shall be removed and replaced with a new curb and sidewalk shall be constructed.
 - D. The new access onto SW 4th Avenue shall have a commercial driveway approach with 6" minimum concrete thickness and reinforcements.
 - E. The existing sanitary sewer on SW 4th Avenue is 4" in size, it needs to be capped and replaced with a new 6" diameter service lateral.
 - F. An erosion control permit will be required from the City of Canby prior to any on-site disturbance.
 - G. A storm drainage analysis shall be submitted to the City or review and approval during the final design phase. The analysis shall meet Chapter 4 of the City of Canby Public Works Design Standards dated June 2012.

- H. The proposed UIC structures location shall meet at least one of the two conditions: (1) the vertical separation distance between the UIC and seasonal high groundwater is more than 2.5 feet or (2) the horizontal separation distance between the UIC and any water well is a minimum of 267 feet in accordance of the City of Canby Stormwater Master Plan, Appendix "C", Groundwater Protectiveness Demonstration and Risk Prioritization for Underground Injection Control (UIC) Devices.
 - I. All on-site drywells shall be ruled authorized by the Department of Environmental Quality (DEQ). A copy of the registration shall be submitted to the City prior to any storm drainage construction.
10. Prior to the issuance of a building permit, the installation of public utilities, or any other site work other than rough site grading, construction plans must be approved and signed by the City and all other utility/service providers. A Pre-Construction Conference with sign-off on all final construction plans is required. The applicant may submit the civil construction drawings separate from the building permit submittal package for final preconstruction conference sign-off approval. The design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, natural gas, telephone, storm water, cable television, and emergency service provisions is subject to approval by the appropriate utility/service provider. The City of Canby's preconstruction process procedures shall be followed.
 11. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
 12. Clackamas County will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project. Fire & Life Safety approval must be obtained from Canby Fire District prior to issuance of a City building permit.

I CERTIFY THAT THIS ORDER approving DR 16-03, Scott 2004 Family LP, was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 11th day of July, 2016

 John Savory
 Planning Commission Chair

 Bryan Brown
 Planning Director

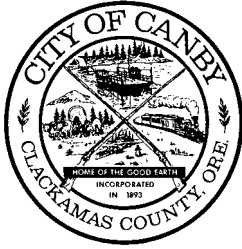
 Laney Fouse, Attest
 Recording Secretary

ORAL DECISION: July 11, 2016

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Tyler Smith</i>				
<i>John Savory</i>				
<i>Shawn Hensley</i>				
<i>John Serlet</i>				
<i>Larry Boatright</i>				
<i>Derrick Mottern</i>				
<i>Kristene Rocha</i>				

WRITTEN DECISION: July 11, 2016

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Tyler Smith</i>				
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**BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY**

**A REQUEST FOR A SUBDIVISION)
SOUTH OF 1509 N OAK STREET)
BETWEEN NE 14th & NE 16th AVENUES)**

**FINDINGS, CONCLUSION & FINAL ORDER
SUB 16-02
CAITLYN'S PLACE SUBDIVISION**

NATURE OF THE APPLICATION

The Applicant has sought approval for a Subdivision (SUB 16-02) a 1.40 acre vacant tract consisting of 3 existing tax lots into a 6 lot subdivision and described as Tax Map/Lots : 31E28DD 3000, 2901, and 2902, Clackamas County, Oregon. The property is zoned Low Density Residential ("R-1") under the Canby Municipal Code ("CMC").

HEARINGS

The Planning Commission considered application SUB 16-02 after the duly noticed hearing on July 11, 2016 during which the Planning Commission approved SUB 16-02. These findings are entered to document the approval.

CRITERIA AND STANDARDS

In judging whether or not a Subdivision Application shall be approved, the Planning Commission determines whether criteria from the *City of Canby Land Development and Planning Ordinance* are met, or can be met by observance of conditions. Applicable code criteria and standards were reviewed in the Staff Report dated July 11, 2016 and presented at the July 11, 2016 meeting of the Canby Planning Commission.

FINDINGS AND REASONS

The Staff Report was presented, and written and oral testimony was received at the public hearing. Staff recommended approval of the Subdivision Application and applied Conditions of Approval in order to ensure that the proposed development will meet all required *City of Canby Land Development and Planning Ordinance* approval criteria.

After accepting public testimony, the Planning Commission closed the public hearing and made the following additional findings beyond those contained in the staff report to arrive at their decision and support their recommended Conditions of Approval and the exact wording thereof:

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the additional findings concluded at the public hearing and noted herein, concluding that the residential Subdivision Application meets all applicable approval criteria, and recommending that File #SUB 16-02 be approved with the Conditions of Approval reflected in the written Order below.

ORDER

The Planning Commission concludes that, with the following conditions, the application meets the requirements for Subdivision approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **SUB 16-02** is approved, subject to the following conditions:

General Public Improvement Conditions:

1. Prior to the start of any public improvement work, the applicant must schedule a pre-construction conference with the city and obtain construction plan sign-off from applicable agencies.
2. The development shall comply with all applicable City of Canby Public Works Design Standards, including conformance to the comments provided by City Engineer representative Hassan Ibrahim as outlined in his memorandum dated June 15, 2016.
3. The private common drive turnaround shall conform to standards approved by the Canby Fire District.

Fees/Assurances:

4. All public improvements are normally installed prior to the recordation of the final plat. If the applicant wishes to forgo construction of any portion of the public improvements until after the recordation of the final plat, then the applicant shall provide the City with appropriate performance security (subdivision performance bond or cash escrow) in the amount of 110% of the cost of the remaining public improvements to be installed.
5. If the applicant chooses to provide a subdivision performance bond for some or all of the required public improvements, the applicant shall obtain a certificate from the city engineer that states:
 - a. The applicant has complied with the requirements for bonding or otherwise assured completion of required public improvements.
 - b. An estimate of the total costs associated with the development of the subdivision as indicated by a final bid estimate of the sub divider's contractor, if there is a contractor engaged to perform the work, and the certificate of the total cost estimate must be approved by the city engineer.
6. The applicant must guarantee or warranty all public improvement work with a 1 year subdivision maintenance bond in accordance with 16.64.070(P).
7. The applicant must pay the city Master Fee authorized engineering plan review fee

equal to 0.4% of public improvement costs prior to the construction of public improvements (approval of construction plans) as each phase of development occurs.

Streets, Signage & Striping:

8. The street improvement plans for N Oak Street frontage shall match both ends of the existing street and as proposed and indicated in the City Engineer's memorandum dated June 15, 2016.
9. A roadway striping plan shall be submitted by the applicant and shall be approved by city engineer and by the Public Works street department prior to the construction of public improvements.
10. A roadway signage plan including street names and traffic signs shall be submitted by the applicant and shall be approved by the city engineer and by the Public Works street department prior to installation by the developer unless other arrangement are agreed to by the City.
11. The common private internal driveway shall be known as "Caitlyn Place (PVT.)"

Sewer:

12. The applicant shall submit documentation of DEQ approval of the sewer plans to the City Engineer prior to the construction of this public improvement.

Storm water:

13. Storm water drainage system shall be designed in compliance with the Canby Public Works Design Standards as determined by the City Engineer and meet one of two conditions as indicated in the City Engineer's memorandum dated June 15, 2016.
14. The proposed drywells within N Oak Street and the interior private driveway shall be approved by DEQ and meet one of the two conditions as indicated in the City Engineer's memorandum dated June 15, 2016.

Grading/Erosion Control:

15. The applicant shall submit grading and erosion control plans for approval by Canby Public Works in conjunction with construction plan approval prior to the installation of public improvements and start of any site work.
16. The applicant shall grade all areas of the site, including the proposed lots, to minimize the amount of soil to be removed or brought in for home construction.

Final plat conditions:

General Final Plat Conditions:

17. The applicant shall apply for final plat approval at the city and pay applicable city fees to gain approval of the final subdivision plat to be recorded. Prior to the recordation of the final plat at Clackamas County, it must be approved by the city

and all other applicable agencies. The city will distribute the final plat to applicable agencies for comment prior to signing off on the final plat if deemed necessary.

18. The installation and City acceptance of all public improvements or submittal of necessary performance security assurance for their completion shall be made prior to the signing and release of the final plat for filing of record.
19. The final plat shall conform to the necessary information requirements of CMC 16.68.030, 16.68.040(B), and 16.68.050. The preparer and county surveyor shall verify that these standards are met prior to the recordation of the subdivision plat.
20. All “as-builts” of City public improvements installed shall be filed with Canby Public Works within sixty days of the completion of improvements.
21. Clackamas County Surveying reviews **pending subdivision plat documents for Oregon Statutes and county requirements. A subdivision final plat in substantial conformance with the approved tentative plat must be submitted to the City for approval** within one year of approval of the tentative plat or submit a request for an extension of up to 6-months with a finding of good cause.
22. The applicant shall record the final plat at Clackamas County within 6 months of the date of the signature of the Planning Director.
23. The applicant shall assure that the city is provided with a copy of the final plat in a timely manner after it is recorded at Clackamas County, including any CC&Rs recorded in conjunction with the final plat.
24. The City shall assign addresses for each newly created subdivision lot and distribute that to the developer, and other agencies that have an interest through an address assignment letter notice.

Dedications

25. The applicant shall dedicate by separate instrument the needed N Oak Street right-of-way dedication from the neighboring property owner to the east upon approval of the tentative plat.

Easements

26. A dual 12 foot wide PUE easement and Street Tree easement along the N Oak Street lot frontages shall be noted on the final plat.
27. A dual 12 foot wide PUE and Pedestrian easement is required along the northern boundary of the internal private driveway lot frontages to provide utility services and cover the proposed sidewalk that will lie on private property.

Street Trees

28. For this subdivision street tree fees are applicable to the two lots having public street frontage prior to release of the final plat. A recommended street plan and required street tree easement will allow the city to establish street trees per the Tree Regulation standards in Chapter 12.32 of the Canby Municipal Code. The per tree fee amount indicated in the City Master fee schedule is calculated at one tree per 30 linear feet of total

street frontage on both sides of all internal public streets and the adjacent side of external streets to the subdivision or as determined by an approved Street Tree Plan utilizing required separation standards on a per tree basis as indicated thereon.

Monumentation/Survey Accuracy Conditions

29. The county surveyor and/or city engineer shall verify that the lot, street, and perimeter monumentation shall meet the requirements set forth in Oregon Revised Statutes and conform with the additional survey and monumentation standards of 16.64.070(M)(1-3) prior to recordation of the final plat.

Residential Building Permits Conditions:

30. Construction of all required public improvements and recordation of the final subdivision plat must be completed prior to the construction of any homes.
31. The homebuilder shall apply for a City of Canby Site Plan Permit and County Building Permit for each home.
32. The homebuilder shall apply for a City of Canby Erosion & Sediment Control Permit.
33. All residential construction shall be in accordance with applicable Public Works Design Standards.
34. On-site storm water management shall be designed in compliance with the Canby Public Works Design Standards.
35. Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for home construction per contract with the City. The applicable county building permits are required prior to construction of each home.
36. Per the Canby Public Works Design Standards, minimum residential driveway widths at the inside edge of the sidewalk shall be 12 feet and the maximum residential driveways widths shall be 24 feet with an allowed exception for 28 feet for a home with 3 or more garages and driveway spacing 5 foot from property line and 50 feet Sidewalks from a street intersection unless a deviation is approved.
37. All usual system development fees shall be collected with each home within this development.

I CERTIFY THAT THIS ORDER approving SUB 16-02 was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 11th day of July, 2016

John Savory
Planning Commission Chair

Bryan Brown
Planning Director

Laney Fouse, Attest
Recording Secretary

ORAL DECISION: July 11, 2016

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>John Savory</i>				
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WRITTEN DECISION: July 11, 2016

<i>Name</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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