

PLANNING COMMISSION
Meeting Agenda
Monday – June 22, 2015
7:00 PM
City Council Chambers – 155 NW 2nd Avenue

Commissioner John Savory (Chair)

Commissioner Shawn Hensley (Vice Chair)

Commissioner John Serlet

Commissioner Larry Boatright

Commissioner Kristene Rocha

Commissioner Tyler Smith

Commissioner (Vacant)

1. CALL TO ORDER

a. *Pledge of Allegiance and Invocation*

2. CITIZEN INPUT ON NON-AGENDA ITEMS

3. MINUTES – June 8th, 2015 Planning Commission Minutes

4. NEW BUSINESS

5. PUBLIC HEARING

a. *Consider a Planned Unit Development, Conditional Use Permit, and Site & Design Review applications to develop six residential duplex structures clustered around a private cul-de-sac for Hope Village (PUD 15-01, CUP 15-02, DR 15-02).*

6. FINAL DECISIONS

(Note: These are final, written versions of previous oral decisions. No public testimony.)

a. *Hope Village (PUD 15-01, CUP 15-02, DR 15-02).*

7. ITEMS OF INTEREST/REPORT FROM STAFF

a. *Next Planning Commission Meeting July 13, 2015*

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

9. ADJOURNMENT

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting at 503-266-7001.

A copy of this agenda can be found on the City's web page at www.ci.canby.or.us

City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5.

For a schedule of the playback times, please call 503-263-6287.

PUBLIC HEARING FORMAT

The public hearing will be conducted as follows:

- **STAFF REPORT**
- **QUESTIONS** (If any, by the Planning Commission or staff)
- **OPEN PUBLIC HEARING FOR TESTIMONY:**
 - APPLICANT** (Not more than 15 minutes)
 - PROPONENTS** (Persons in favor of application) (Not more than 5 minutes per person)
 - OPPONENTS** (Persons opposed to application) (Not more than 5 minutes per person)
 - NEUTRAL** (Persons with no opinion) (Not more than 5 minutes per person)
 - REBUTTAL** (By applicant, not more than 10 minutes)
- **CLOSE PUBLIC HEARING** (No further public testimony allowed)
- **QUESTIONS** (If any by the Planning Commission)
- **DISCUSSION** (By the Planning Commission)
- **DECISION** (By the Planning Commission)

All interested persons in attendance shall be heard on the matter. If you wish to testify on this matter, please step forward when the Chair calls for Proponents if you favor the application; or Opponents if you are opposed to the application; to the microphone, state your name address, and interest in the matter. You will also need to sign the Testimony sheet and while at the microphone, please say your name and address prior to testifying. You may be limited by time for your statement, depending upon how many people wish to testify.

EVERYONE PRESENT IS ENCOURAGED TO TESTIFY, EVEN IF IT IS ONLY TO CONCUR WITH PREVIOUS TESTIMONY. All questions must be directed through the Chair. Any evidence to be considered must be submitted to the hearing body for public access.

Testimony and evidence must be directed toward the applicable review criteria contained in the staff report, the Comprehensive Plan, or other land use regulations which the person believes to apply to the decision.

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision-maker and interested parties an opportunity to respond to the issue, may preclude appeal to the City Council and the Land Use Board of Appeals based on that issue.

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue may preclude an action for damages in circuit court.

Before the conclusion of the initial evidentiary hearing, any participant may ask the hearings body for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing. The Planning Commission shall grant such requests by continuing the public hearing or leaving the record open for additional written evidence or testimony. Any such continuance or extension shall be subject to the limitations of the 120-day rule, unless the continuance or extension is requested or agreed to by the applicant.

If additional documents or evidence are provided by any party, the Planning Commission may, if requested, allow a continuance or leave the record open to allow the parties a reasonable opportunity to respond. Any such continuance or extension of the record requested by an applicant shall result in a corresponding extension of the 120-day time period.

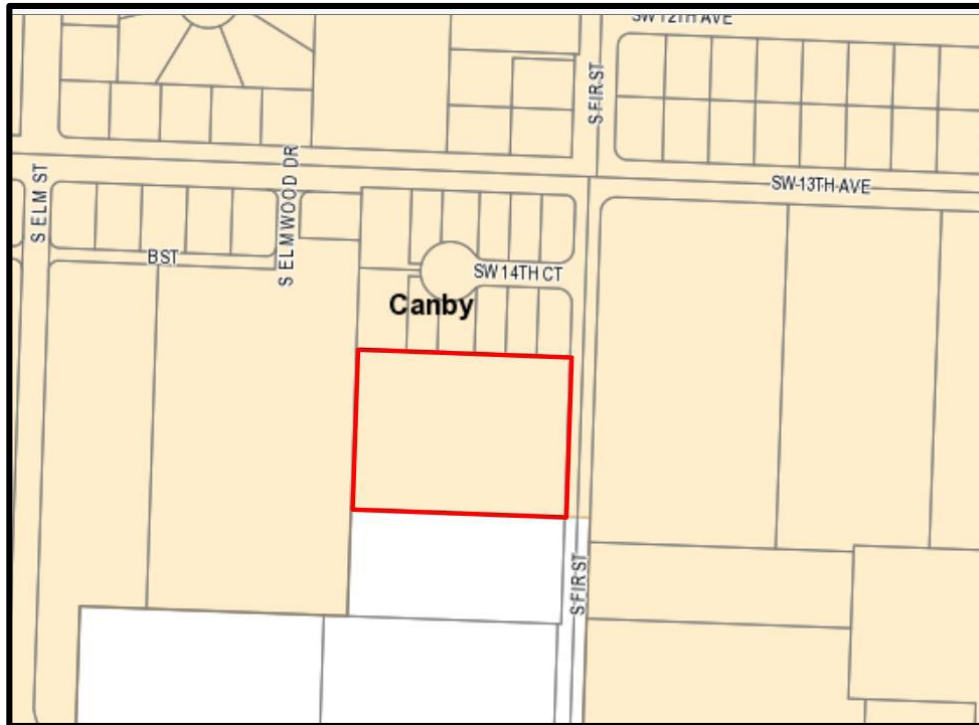


City of Canby

SITE AND DESIGN REVIEW STAFF REPORT
FILE #: PUD 15-01, CUP 15-02, & DR 15-02
Prepared for the June 22, 2015 Planning Commission Meeting

LOCATION: 1401 S. Fir Street

TAXLOT: 41E04CA01301 (Bordered in red in the map below)



LOT SIZE: 1.95 acres

ZONING: R-1.5 Medium Density Residential

OWNER: Hope Village, Inc.

APPLICANT: Hope Village, Inc., Representative: Robert Price

APPLICATION TYPE: Planned Unit Development, Conditional Use Permit, & Site & Design Review
(Type III)

CITY FILE NUMBER: PUD 15-01, CUP 15-02, & DR 15-02

APPLICANT'S REQUEST:

The applicant is seeking approval to construct six residential duplex structures clustered around a private cul-de-sac street on a single legal lot of record nearly 2 acres in size. The 12 proposed dwelling units are intended to assist Hope Village in meeting a backlog of demand for market rate senior housing. The property will be owned and maintained by Hope Village, Inc. who will lease the units. The site had a previous residence which was recently removed through a controlled burn by Canby Fire District.

SECTION I APPLICABLE REVIEW CRITERIA:

City of Canby Land Development and Planning Ordinance Chapters applicable to this project center around 3 necessary regulatory application reviews including: Planned Unit Development (PUD) Overlay, associated Conditional Use Permit, and a Site and Design Review. The applicant has provided a response in their submitted narrative to each of the applicable review criteria within the Code sections indicated below:

- 16.08 General Provisions
- 16.10 Off-Street Parking and Loading
- 16.18 R-1.5 Medium Density Residential Zone
- 16.21 Residential Design Standards
- 16.36 Planned Unit Development (PUD) Overlay Zone
- 16.42 Signs
- 16.43 Outdoor Lighting Standards
- 16.46 Access Limitations
- 16.48 Site Plan Review
- 16.49 Site and Design Review
- 16.50 Conditional Uses
- 16.70 Planned Unit Development (PUD) Regulations
- 16.72 PUD Applications
- 16.74 PUD Uses Permitted
- 16.76 PUD Requirements
- 16.89 Application and Review Procedures
- 16.120 Parks, Open Space and Recreation Land

SECTION II REVIEW FOR CONFORMANCE WITH APPLICABLE APPROVAL CRITERIA:

16.08 General Provisions – Findings

Staff provided the applicant a code interpretation that the R 1.5 zone allows only “one duplex per lot” as an outright permitted use at the pre-application meeting. Our solution to allow multiple duplexes was to apply for a Planned Unit Development and associated Conditional Use Permit which allows the flexibility to propose a unique development concept including multiple duplexes while allowing certain development standards such as yard setbacks to be modified.

A private access street is proposed which provides needed flexibility in the placement of dwelling units on site by avoiding the extra width associated with the dedication of public rights-of-way, and allows lessening the total pavement width to a minimum of 20 feet when no on-street parking is allowed. The Site Plan proposes a 5 foot sidewalk on one side rather than the public street standard of 6 foot wide sidewalks on both sides. The structural standard of the private street is required to be built to public street standards.

The traffic study performed for this development determined the increase in vehicle trips would not significantly impact traffic operations along the surrounding transportation network. The study recommended that half-street improvements along the sites frontage on S. Fir Street

be constructed to the City's local street cross-section standards, the on-street parking along the west side of S. Fir Street be prohibited within 20 feet of the private access road to help maintain sight distance for left turning vehicles out of this site based on AASHTO standards, and that the sidewalks internal to the sight and along S. Fir Street be in compliance with ADA requirement – including the pedestrian curb ramps to connect the internal sidewalk to the Hope Village property on the east side of the S. Fir Street.

16.10 Off-Street Parking and Loading - Findings

Only one parking space is required for retirement or senior living units. Half of the units have a one-car oversized garage with room for another car in the private drive outside the garage door. The remaining 6 units accommodate 2 cars in the garage and have 2 additional parking spaces outside of the garage as well. In addition, 7 off street parking spaces are available, including one accessible parking space to serve visitor needs.

The applicant has indicated that there will be room for at least one bicycle parking space within each garage unit. This means of providing bicycle parking is appropriate for single-family and for a typical duplex development on individual platted lots within residential subdivisions. Outdoor visitor bicycle parking applies for multiple family, institutional, commercial, and industrial uses. This duplex development is not typical and presents itself to be more similar to a multiple family project with its multiple units on a single property. Staff recommends that 2 bike racks be provided which complies with the multi-family senior bicycle parking standard of 1 space per five units. Although one bike rack could accommodate 2 bikes, providing two racks better distributes their availability for use on the site.

16.18 R-1.5 Medium Density Residential Zone - Findings

The R 1.5 zone requires a minimum of 6 dwelling units per acre. With a 1.95 acre tract this rounds up to the 12 units proposed for this project. The PUD overlay and associated site development plan allows approval of any suitable arrangement of any housing types appropriate in the underlying zone.

16.21 Residential Design Standards - Findings

The director advised the applicant to utilize the Multi-Family Design Menu in Table 16.21.070 to replace the general menu contained in Chapter 16.49 for this application. The Planning Director and Commission may waive any of the standards which are demonstrated to be impractical. Staff agreed with the point assessment arrived at by the applicant on the design menu except for a loss of one point under “horizontal length of all buildings being less than or equal to 80 feet” where our measurement of the duplex buildings shows them to be about 90 feet in length. This is one of several design standards intended to prevent monotonous and incompatible design. Staff would suggest that since the duplexes are arranged in a pattern similar to one story homes around a street the loss of a point for exceeding 80 feet in length should not be considered a negative design feature but positive in fitting in with the area. Therefore, the Commission could find that this standard is not applicable since this development is not an actual multi-family development which would mitigate the loss of one point and provide a passing score for the design menu.

16.36 Planned Unit Development (PUD) Overlay Zone - Findings

The use of the PUD application makes sense with this project as there is no need or desire to subdivide the property into separate lots. The application of the PUD Overlay is accomplished through the use of the Conditional Use process. The PUD Overlay offers flexibility to make this project possible.

16.42 Signs - Findings

No signs are planned for this project.

16.43 Outdoor Lighting Standards – Findings

Street lighting is planned with the fixtures similar to those used on the main Hope Village Campus. A final lighting plan shall indicate compliance with lighting fixture height and shielding parameters and avoidance of light trespass across property boundaries.

16.46 Access Limitations – Findings

The proposed private access road meets the access standards for a 12 units development planned. Fire department emergency needs are met by the 45’ radius cul-de-sac and 7 visitor parking spaces negate the need for on-street parallel parking.

16.48 Site Plan Review – Findings

The provisions of this section have been met.

16.49 Site and Design Review – Findings

All new buildings not part of a subdivision require compliance with the Site and Design Review criterion. The multi-family design menu was recommended to substitute for the general design menu since this project is most similar to 3 or more units on a single property. However, the design of this project is similar to that of subdivisions with or the Hope Village Campus where detached single family homes are common. The Type III Design Review application required compliance with the INTENT of the design review standards. All public facilities and services are shown to be available to serve this property. Adequate multi-model circulation and access is deemed to serve this development with the proposed private street access and single-side sidewalk, and cul-de-sac meeting emergency turnaround requirements. Compliance with city storm drainage requirements will be necessary. The applicant desires to maintain operation of existing irrigation water well but adequate separation requirements must be met from this water well and any others on neighboring properties to allow DEQ to permit a new drywell on-site to handle increased storm water runoff.

16.50 Conditional Uses – Findings

The application has been determined to satisfactorily comply with all four conditional use criteria as outlined in the applicant’s narrative submittal.

16.70 Planned Unit Development (PUD) Regulations – Findings

Staff concurs with the applicant’s determination that the PUD application works well for this development project and provides a clear path for approval of the proposed project plan. As previously mentioned, staff recommends that two outdoor bike racks be required to serve visitors to the area in the same vein that the vehicular visitor parking does.

16.72 PUD Applications – Findings

The proper form and content for the PUD application has been submitted.

16.74 PUD Uses Permitted- Findings

A residential PUD allows any kind of residential unit whether detached or in multiple unit structures as long as the minimum density of the underlying R 1.5 zone of 6 dwellings units per acre is met and the implied maximum of 14 dwelling units per acre is not exceeded. The proposed development complies with the minimum density required for the size of property at nearly 2 acres.

16.76 PUD Requirements – Findings

The applicant’s narrative mistakenly indicates that a minimum of 10% of the gross area of the development must be devoted to open space located in a common area, when in fact the

requirement of this section indicates the standard is for 15%. The actual common area open space is nearly 46% of the site which is far in excess of what is required.

The Planning Commission may impose special requirements to assure long-term maintenance of the open space. With an individual ownership by an entity like Hope Village who has a track record within the community, it is not likely we need a special mechanism to help assure they mow the grass and keep their landscaping alive beyond the normal code enforcement provisions that can be used if necessary with approved Site Plans.

A six-foot tall wood fence exists along the northern lot boundary where existing 2-story homes are located. A six-foot tall chain link fence exists along the west or rear of the property adjacent to the existing manufactured home park. A 4 foot high wire fence is to be maintained along the southern lot boundary which is adjacent to a lot located outside the current city limits.

16.89 Application and Review Procedures – Findings

All necessary application forms and review processes have been satisfied with this development proposal – including a pre-application meeting, completion of a traffic study, holding a neighborhood meeting, and submittal of 3 Type III land use applications, and posting of a sign on the property. Staff has sent notice to surrounding property owners and placed a legal advertisement of the public hearing within the Canby Herald.

16.120 Parks, Open Space and Recreation Land – Findings

Staff has requested that the developer pay a park System Development Charge in lieu of dedication of what would amount to 0.24 acres of public park land within the development based on our adopted Master Park Plan and acquisition plan and the suitability of doing otherwise in consideration of the size of this site.

Public Comments:

No public comments were received at the time this staff report was written.

Agency Comments:

Comments concerning this development proposal were received from the following agencies And included as attachments.

1. Canby Fire District
2. Contract City Engineer

SECTION III STAFF CONCLUSION/RECOMMENDATION:

Staff concludes that the use is in conformance with the City's Comprehensive Plan and the Land Development and Zoning Ordinance. Additionally, the relevant site and design review standards and minimum acceptable compatibility scores can be met with conditions and appropriate planning commission findings where compliance was not met. The public service and utility provision to the site is available or can be made available through the improvements planned. Based on the application submitted and the facts, findings, and conclusions of this report, Staff recommends that the Planning Commission approve Site and Design Review File #DR 15-02 pursuant to making the necessary Commission findings noted and the following conditions of approval:

Commission Findings and Approval of Modifications of Standards

Approval of this application is subject to supplemental Commission Findings pertaining to:

- Nonconformance with design menu point total caused by loss of one point where the horizontal length of the duplex buildings were claimed to be less than or equal to 80 feet when in fact they measure to be approximate 90 feet. Another design menu point is needed from another category unless this standard is determined to not be applicable.
- Installation of the missing outdoor visitor bicycle parking in keeping with the code standard

interpreted by staff to be applicable to all but single-family or duplex subdivision developments. Staff has recommended a condition of approval that would require this bicycle parking if found to be applicable.

Conditions Unique to this Proposal

1. The applicant shall install the S Fir Street planter strip street trees as identified and indicated by the landscape plan (Sheet L.1) with the addition of a protective sidewalk barrier and shall be responsible for keeping them alive and healthy for the initial 2 year establishment period in place of payment of a City Street Fee authorized and otherwise used for residential subdivisions where landscape plans are not approved.
2. The developer is required to construct half street improvements to City standards with a 19-foot paved width measured from the centerline ROW and matching the existing street width to the north. An asphalt taper at the rate of 10:1 shall be constructed to match existing asphalt surface at the south end of the street. The total paved width for S Fir Street is approved to be 36 feet wide to be consistent with the width of the existing street section to the north. No additional ROW dedication is requested to maintain consistency with the existing street ROW. Improvements shall include curb, 5-foot planter strip, 6-foot wide sidewalk, street lights and utilities in conformance with section 2.207 of the City of Canby Public Works Design Standards dated June 2012. Clackamas County approval will also be needed for those street improvements since the County has jurisdiction over this roadway. The sidewalk and planter strip will be placed in a public easement on private property.
3. The interior private street shall be designed to City local street structural standards as indicated in section 2.207 of the City of Canby Public Works Design Standards per CMC Sec. 16.64.070(C)(2).
4. Since this development is not planned to be subdivided or platted, the proposed 24' - wide water and sewer easement within the private access drive and the 12' wide PUE, sidewalk, and street tree easement adjacent to S Fir Street shall be recorded as separate instruments on this property with the County Clerk's office prior to occupancy of the site.
5. An irrigation plan for the landscape areas shall be submitted with approval of the final construction plans.
6. The construction plans shall indicate ADA compliant ramps at the S Fir Street intersection with the private access drive and to accommodate an informal crosswalk across S Fir Street in alignment with the internal private street sidewalk.
7. The developer shall be responsible for the erection of a "no on-street parking" sign on S Fir Street to prohibit parking within 20 feet north of the private access drive as recommended by the Traffic Study to help maintain sight distance for left turning vehicles out of this site in accordance with AASHTO vision standards.
8. Two outdoor visitor bike racks shall be provided on a suitable all weather surfaces – one on each side of the private access road.
9. The proposed 8" sanitary sewer main can be public as proposed with a manhole at each end of the line. The City will only maintain the main sewer line with the service lateral maintenance the sole responsibility of the property owner. A minimum 15-foot wide public easement centered over the pipe will be required.
10. Any existing domestic or irrigation wells shall be located, identified, capped-disconnected or abandoned in conformance with OAR 690-220-0030. A copy of the Oregon Water Resources Department (OWRD) abandonment certificate shall be submitted to the City.
11. Any 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.

Procedural Conditions – Prior to Issuance of Building Permit the following must be completed:

12. The applicant shall provide payment of the City of Canby public and private engineering plan review fees as indicated in the City Master Fee Schedule in conjunction with approval of the final construction plans.
13. The design engineer shall submit a final storm water management plan and analysis for City review of the suitability of the proposed methodology for meeting City standards identified in Chapter 4 of Canby Public Works Design Standards during final construction plan approval. Any storm plan utilizing use of new drywells shall be approved by DEQ and provide required spacing separation from existing operating water wells.
14. A sediment and Erosion Control Permits will be required from the City prior to commencing site work.
15. 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 designed and stamped by a professional engineer registered in the State of Oregon must be approved and signed by the City and all other utility/service providers through the City’s preconstruction approval process. 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 providers.
16. Clackamas County shall provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project. Fire & Life Safety includes Canby Fire District prior to issuance of a City building permit.

NOTE: Approval of this application is based on submitted application materials. Approval is strictly limited to the submitted proposal and is not extended to any other development of the property. Any modification of development plans not in conformance with the approval of application File No. DR 15-02, including all conditions of approval, shall first require an approved modification in conformance with the relevant sections of the Canby Municipal Code.

Section IV Attachments/Exhibits:

1. Application Forms – PUD, Conditional Use Permit, Site & Design Review
2. Applicant narrative – Introduction, The Site, Service & Utilities, Criteria- Standards- Requirements, Table 16.21.070 Multi-Family Design Menu
3. Plan Set – Site Plan, Site Grading, Utility Plan, Storm Drainage Plan, Landscape Plan, Cottage Floor Plans
4. Traffic Impact Analysis – DKS 5.01.15 Memorandum
5. Neighborhood Meeting Attendance & Comments
6. Pre-application Conference Summary & Planning Memo
7. Agency Comments – Contract City Engineer, Clackamas Co. Traffic Engineering & Review, Canby Fire District, Canby Telcom



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

LAND USE APPLICATION

PUD/Condominium Type III

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

Applicant Name: HOPE VILLAGE, INC. Phone: 503-266-9810
 Address: 1535 S. IVY Email: craig@hopevillage.org
 City/State: CANBY, OR Zip: 97013

Representative Name: ROBERT PRICE Phone: 503-807-4009
 Address: 3935 NE 72nd AVE. Email: rprice5956@comcast.net
 City/State: PORTLAND, OR Zip: 97213

Property Owner Name: HOPE VILLAGE, INC. Phone: 503-266-9810
 Signature: [Signature]
 Address: 1535 S. IVY Email: craig@hopevillage.org
 City/State: CANBY, OR Zip: 97013

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

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

- ① 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.
- ② 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.
- ③ 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:

1401 S. FIR ST. Street Address or Location of Subject Property
1.95 AC. Total Size of Property
JL1301 T4S R1E NE 1/4 OF SW 1/4 SEC. 4 Assessor Tax Lot Numbers

VACANT Existing Use, Structures, Other Improvements on Site
R-1.5 Zoning
RESIDENTIAL Comp Plan Designation

6 DUPLEX UNIT STRUCTURES CLUSTERED AROUND A PRIVATE CUL-DE-SAC STREET.
 Describe the Proposed Development or Use of Subject Property

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

INSTRUCTIONS

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*.
- 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:

- 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.
- 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.

Applicant City
Check Check

~~Ten (10)~~ ^{ONE} 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, with the following general information:
 - 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.

APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City -or- the Planning Director may determine that a pre-application meeting is required prior to submitting an application. 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 (3) copies of the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The amount of the fee for a pre-application meeting is based on whether the application involves a public hearing or not.
2. Prior to submitting an application, applicants may be required to 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. 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 the project, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held and approval of Plan set by all agencies, and payment of Canby System Development Charge (SDC) and construction excise tax to the City before issuance of any building permits for the project(s) by Clackamas County.



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

LAND USE APPLICATION

SITE AND DESIGN REVIEW

Conditional Use Type III

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

Applicant Name: HOPE VILLAGES, INC. Phone: 503-266-9810
 Address: 1535 S. IVY Email: craig@hopevillage.org
 City/State: CANBY, OR Zip: 97013

Representative Name: ROBERT PRICE Phone: 503-807-4009
 Address: 3935 NE 72ND AVB. Email: rprice5956@comcast.net
 City/State: PORTLAND, OR Zip: 97213

Property Owner Name: HOPE VILLAGES, INC. Phone: 503-266-9810
 Signature: [Signature]
 Address: 1535 S. IVY Email: craig@hopevillage.org
 City/State: CANBY, OR Zip: 97013

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

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

- ① 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.
- ② 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.
- ③ 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:

1401 S. FIR ST. 1.95 AC. TL1301 T4S R1E NB 1/4 OF SW 1/4 SEC. 4
 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers
VACANT R-1.5 RESIDENTIAL
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

6 DUPLEX UNIT STRUCTURES CLUSTERED AROUND A PRIVATE COL-DB-SAC STREET
 Describe the Proposed Development or Use of Subject Property

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

CONDITIONAL USE PERMIT APPLICATION – TYPE III – INSTRUCTIONS

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
Check | City
Check | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | One (1) copy of this application packet. The City may request further information at any time before deeming the application complete. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Payment of appropriate fees – cash or check only. For a Conditional Use Permit application, fee is \$2,040. Checks should be made out to the <i>City of Canby</i> . |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | One (1) copy of a written statement describing the Conditional Use Permit request, and detailing how your request meets the approval criteria (<i>see page 5 of this packet</i>). |
| <hr/> | | |
| <hr/> | | |
| <hr/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ten (10) paper copies of the proposed plans, printed to scale no smaller than 1"=50'. The plans shall include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern. <input type="checkbox"/> Site Plan-the following general information shall be included on the site plan: <ul style="list-style-type: none"> <input type="checkbox"/> Date, north arrow, and scale of drawing; <input type="checkbox"/> Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan; <input type="checkbox"/> Property lines (legal lot of record boundaries); <input type="checkbox"/> 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; <input type="checkbox"/> 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.

CONDITIONAL USE – 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. 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.
3. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are also routed to various City/State/County departments, as applicable, for their comments. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
4. 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.
5. 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.
6. The staff report will be available to all interested parties seven (7) days prior to the hearing.
7. 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.
8. The Commission then issues findings of fact which support approval, approval with conditions, or denial of the application. A decision may be appealed to the City Council.
9. If the Planning Commission decision 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 decision of the Planning Commission in all or in part. The Council may also remand the matter back to the hearing body for further consideration.

CONDITIONAL USE PERMIT – TYPE III: STANDARDS AND CRITERIA

Under Section 16.50.010 of the Canby Municipal Code, an application for CONDITIONAL USE PERMIT approval shall be evaluated based on the following standards and criteria:

- A. The proposal will be consistent with the policies of the Comprehensive Plan and the requirements of this title and other applicable policies of the city; and
- B. The characteristics of the site are suitable for the proposed use considering size, shape, design, location, topography, existence of improvements and natural features; and
- C. All required public facilities and services exist to adequately meet the needs of the proposed development; and
- D. The proposed use will not alter the character of the surrounding areas in a manner which substantially limits, or precludes the use of surrounding properties for the uses listed as permitted in the zone.



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

LAND USE APPLICATION

SITE AND DESIGN REVIEW

General Type III

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

Applicant Name: HOPE VILLAGE, INC. Phone: 503-266-9810
 Address: 1535 S. IVY Email: craig@hopevillage.org
 City/State: CANBY, OR Zip: 97013

Representative Name: ROBERT PRICE Phone: 503-807-4009
 Address: 3935 NE 72nd AVE. Email: rprice5956@comcast.net
 City/State: PORTLAND, OR Zip: 97213

Property Owner Name: HOPE VILLAGE, INC. Phone: 503-266-9810
 Signature: [Signature]
 Address: 1535 S. IVY Email: craig@hopevillage.org
 City/State: CANBY, OR Zip: 97013

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

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

- ① 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.
- ② 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.
- ③ 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:

1401 S. FIR ST. 1.95 ac. T1301 T4S R1E NE 1/4 OF SW 1/4 SEC. 4
 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers
VACANT R-1.5 RESIDENTIAL
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

6 DUPLEX UNIT STRUCTURES CLUSTERED AROUND A PRIVATE CUL-DE-SAC STREET.
 Describe the Proposed Development or Use of Subject Property

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

SITE AND DESIGN REVIEW APPLICATION – TYPE III–INSTRUCTIONS

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*.
- 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:

- 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.
- 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.

Applicant City
Check Check

ONE

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, with the following general information:
 - 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.
- One (1) copy of a completed landscaping calculation form (see page 5)
- One (1) copy of a completed Design Review Matrix (see page 6)

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATION FORM

Site Areas

1. Building area		- Square footage of building footprints
2. Parking/hardscape		- Square footage of all sidewalks, parking, & maneuvering areas
3. Landscaped area		- Square footage of all landscaped areas
4. Total developed area		- Add lines 1, 2 and 3
5. Undeveloped area		- Square footage of any part of the site to be left undeveloped.
6. Total site area		- Total square footage of site

Required Site Landscaping (Code 16.49.080)

7. Percent of landscaping required in Zoning District		- Fill in the Appropriate Percentage: R-1, R-1.5, R-2 Zones: 30%; C-2, C-M, C-R, M-1, M-2 Zones: 15%; C-1 Zone: 7.5%
8. Required minimum square footage of landscaping		- Multiply line 4 and line 7
9. Proposed square footage of landscaping		- Fill in value from line 3

Required Landscaping within a Parking Lot (Code 16.49.120(4))

Note: This section and the next apply only to projects with more than 10 parking spaces or 3,500 square feet of parking area

10. Zone		- Fill in the Appropriate Zone and Percentage: C-1 Zone: 5%; Core Commercial sub-area of the Downtown Canby Overlay: 10%, except for parking lots with 10 or more spaces and two or more drive aisles: 50 square feet per parking space; All other zones: 15%.
11. Percent of required landscaping		
12. Area of parking lot & hardscape		- Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.
13. Number of vehicle parking spaces		- For Core Commercial sub-area in the Downtown Canby Overlay only, fill in the total # of parking spaces on-site.
14. Required square footage of landscaping within 10 feet of parking lot		- Multiply area of parking lot (line 12) by percent of required landscaping (line 11) -OR- for the CC sub-area in the Downtown Canby Overlay multiply line 13 by 50 square feet.
15. Proposed square footage of Landscaping within 10 feet of parking lot		- Calculate the amount of landscaping proposed within 10 feet of all parking and maneuvering areas.

Parking Lot Tree Calculation

16. Number of parking spaces		- Total number of vehicle parking spaces
17. Area of parking lot & hardscape		- Area from line 12
18. Number of parking spaces (line 16) divided by 8		- Round up to the nearest whole number
19. Area of parking lot area (line 17) divided by 2,800		- Round up to the nearest whole number
20. Number of required trees in parking lot		- Fill in the larger of row 18 and row 19
21. Number of trees provided within 10 feet of parking lot		- Fill in the number of proposed trees within 10 feet of parking and maneuvering areas.

SITE AND DESIGN REVIEW – 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 Planning Director may determine that a pre-application meeting is required prior to submitting an application. 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 (3) copies of the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The amount of the fee for a pre-application meeting is based on whether the application involves a public hearing or not.
2. Prior to submitting an application, applicants may be required to 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. 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 the project, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held and approval of Plan set by all agencies, and payment of Canby System Development Charge (SDC) and construction excise tax to the City before issuance of any building permits for the project(s) by Clackamas County.

SITE AND DESIGN REVIEW – TYPE III: REVIEW CRITERIA (Code 16.49.040)

1. The Planning Commission shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following A through D, and with Criteria 4, 5, and 6 below:
 - A. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable City ordinances insofar as the location, height and appearance of the proposed development are involved; and
 - B. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
 - C. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity; and
 - D. The Planning Commission shall, in making its determination of compliance with subsections B and C above, use the applicable matrix [pages 8-12] to determine “compatibility”.
2. The Planning Commission shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this section. 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 development. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.
3. The Planning Commission shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Planning Commission shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Planning Commission from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.
4. As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Chapter 12.32, the City Tree Ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.32. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review.

I. Introduction

Hope Village, Inc., a not for profit provider of retirement living services, has been established in Canby since 1997 when the first units were built. Since that time, Hope Village has increased to 222 units of affordable and market rate housing. Over the years, Hope Village has expanded its campus facilities to meet an ever growing demand, with clients coming from throughout the Willamette Valley and other areas of Oregon.

Hope Village recently purchased a small site on the west side of Fir Street, just south of 13th Avenue for future expansion, as well as other small parcels for the same purpose to the south and west of the main campus. The organization is now ready to develop this small site on the west side of Fir Street in order to expand its offerings to its clients.

The subject site is 1.95 acres in size (85,044 square feet) and is suitable for a small cluster of 12 units arranged in a duplex configuration. Located at 1401 S. Fir Street, this will complement the adjacent residential development on the west side of Fir Street, and it will add nicely to the existing campus. These 12 units will assist Hope Village in partially meeting a backlog of demand and need for additional living units on the campus. Hope Village is constantly and consistently responding to inquiries regarding available living units, with these inquiries coming from all over the Willamette Valley, and throughout other parts of Oregon.

In order to develop the site as proposed, three (3) regulatory actions must be taken by the City of Canby. First, a Planned Unit Development (PUD) overlay must be applied to the site in order to allow the six duplex units be developed on this single site without subdividing. Second, a Conditional Use must be approved to apply the PUD to the subject site. And third, Site and Design Review must be undertaken to review and approve the layout of the site, the basic design of the buildings, and the finish touches to the site such as the landscape plan, color scheme, on site parking, and the like.

All of these regulatory actions are subject to review by the Canby Planning Commission in a public hearing. This public hearing will be open to the public and any interested party may attend the hearing and comment on any aspect of the project that is under review. Further, people may send in written comments, or may call in comments to city staff for presentation to the Planning Commission during the public hearing. The action of the Planning Commission requires only a majority vote to approve, and three different actions must be taken, one each for the PUD, Conditional Use, and Site and Design Review. Appeal of one or more of the Planning Commission's decisions may be taken to the Canby City Council, also in public hearing.

Hope Village has assembled a design and construction team made up of numerous qualified professionals including, but not limited to:

- LRS Architects
- ZTec Engineers
- Christopher Freshley, Landscape Architect
- Robert Price, Land Use/Land Development Consultant

These professional consultants have assisted Hope Village in the design of the project and in meeting the requirements of the City of Canby Land Development and Planning Ordinance (Title 16) where the requirements, standards, and criteria are set forth for the PUD overlay, the Conditional Use, and the Site and Design Review, as well as engineering standards and requirements for the site infrastructure.

II. The Site

The site is a relatively small, rectangular shaped site on the west side of Fir Street, directly across the street from the existing Hope Village Campus. This will be the first site that Hope Village has developed to be part of the campus that is not physically connected to the existing campus. However, being across Fir Street should not create any adverse problems or issues that cannot be satisfactorily addressed and mitigated. On this basis, Hope Village is moving forward on the development of this site.

The site is approximately 1.95 acres in size (85,044 square feet), and is rectangular in shape. It is approximately 252 feet in width along the frontage of Fir Street, and 337 feet in depth back from Fir Street. The site is flat and level and is not within the 100-year floodplain of the Molalla River. An existing dwelling is located on the site, but this dwelling is vacant and will be burned by the Canby Fire District on May 16th in a “practice burn” for the firefighters and staff of the Canby Fire District. All other vegetative cover on the site has been removed, and all trees cut down and removed. In short, the site will soon be completely vacant of any and all structures and vegetation in preparation for initial site work, following regulatory approvals by the city.

Surrounding uses are all residential. Directly adjacent to the north along Fir Street is a clustered development to which the Hope Village site will appear very similar. To the west is a manufactured home development, abutting the rear of the site. To the east, directly adjacent across Fir Street is the existing Hope Village Campus. And to the south along Fir Street is residential development on large lots. This site is within the City of Canby, as is the main Hope Village Campus and most of the surrounding vicinity. Areas to the south may not have been annexed to the city as yet, but the entire area south to the Molalla River is within the city’s urban growth boundary and may be annexed to the city and developed in an urban manner at some time in the future.

The site is currently either served by city water, sanitary sewer, and all local public and private services and utilities, or these services and utilities are available to the site and will be extended to the site in order to allow the level of development proposed. There is no formal storm drainage system on the site, or in the immediate vicinity on Fir Street.

The site is oriented to the east, facing Fir Street and the main Hope Village Campus across the street. This orientation will facilitate the site design and the placement of the duplex units on the site. In all respects, this site is ideally suited for development by Hope Village as proposed.

IV. Criteria, Standards and Requirements

This section encompasses the addressing of the required criteria, standards and requirements contained in the *City of Canby Land Development and Planning Ordinance*. These particular portions of the *Ordinance* have been identified by city staff, and reconfirmed by review done by the Hope Village Consulting Team.

This section would normally be separated into three (3) parts, based on the three regulatory actions being applied for:

- Planned Unit Development (PUD) Overlay
- Conditional Use
- Site and Design Review

However, because the criteria, standards and requirements for the PUD and the Conditional Use are generally co-mingled throughout the *Ordinance*, we have chosen to address the appropriate and applicable Chapters of the *Ordinance* in a numerical order, similar to what was laid out by Planning Director Bryan Brown in his Memorandum dated March 2, 2015.

Chapter 16.08: General Provisions

- 16.08.010 Compliance with title

Response: The proposed project to develop six (6) duplex structures containing 12 living units on the subject site will be in complete conformance with all provisions of this title, including those that may be modified through the PUD Overlay process. As such, compliance with this title will be completely assured.

- 16.08.020 Zoning Map

Response: The subject site is currently zoned R-1.5, and no change of the base zone is requested. The PUD Overlay will apply to the development of this single tract and supersedes the statement in the R-1.5 zoning district (Chapter 16.18) that will limit outright permitted use to “only one duplex per lot”. By maintaining the R-1.5 base zoning on the site, this sub-chapter will be satisfied.

- 16.08.080 Area and yard reductions

Response: Using the PUD Overlay, it may be possible for area and yard reductions to be proposed and approved. At 1.95 acres the area of the site will be met. Yard areas may be modified to fit the specific site layout. Further, because the project is a PUD, these yard areas will be an integral part of the overall site design.

- 16.08.090 Sidewalks required

Response: Based on **A.** of this sub-chapter, because the site is not within a commercially zoned area, sidewalks and curbs are not required.

However, based on **B.** of this sub-chapter, sidewalks and curbs may be required by decision and condition of the Planning Commission. Modified sidewalks throughout the project area are proposed. Rolled curbs will be provided on both sides of the new private street that is part of the development, but a sidewalk on this private street will be provided on one side only. On Fir Street, the west side frontage will be developed with standard curb, planting strip and sidewalk. Thus, this sub-chapter will be satisfied.

- 16.080.100 Height allowances

Response: The duplexes designed for this site will not be of a height that would exceed the height allowance for the R-1.5 base zone. There will be no oversized chimneys, cupolas, tanks, etc. as listed in this sub-chapter on the subject site as part of the proposed development.

- 16.08.110 Fences

Response: There will not be any fences on the subject site that will exceed the 3.5 feet height limit within any street setback. The fence along the rear property line that will separate the Hope Village Cottages from the manufactured home development directly adjacent to the west will not exceed 6 feet in height. This existing fence is a chain link fence with slats to reduce visibility through the fence from either side. There will be no fences along any sidewalk or pedestrian pathway, but fences will be established on the north and south property lines of the subject site. Therefore, this requirement will be fulfilled.

- 16.08.130 Standard transportation improvements

Response: Because the internal cul-de-sac street will be a private street, development standards may be modified under the provisions of the PUD Overlay. However, the frontage of Fir Street will be improved in accordance with city standards. The right-of-way width of Fir Street is currently 40 feet. Developed width of Fir Street is 36 feet, but only needs to be 34 feet. For purposes of continuity, the frontage along Fir Street across this site will be maintained at 36 feet. Standard sidewalks and curbs and planting strip between the curb and the sidewalk are included. Therefore, the standards of this sub-chapter will be met.

- 16.08.150 Traffic Impact Study (TIS)

- 16.08.160 Safety and Functionality Standards

Response: As required, a TIS was prepared by the city's traffic consultant DKS Associates, and paid for by Hope Village. This TIS is attached as part of the application package. The findings and recommendations of the TIS will be reviewed and where appropriate, applied to the project. Further, the project will comply with the requirements contained in 16.08.160, Safety and Functionality Standards, A. through F. Therefore, this requirement will be satisfied.

Chapter 16.10: Off Street Parking

- 16.10.010 Off-street parking required – exceptions
- 16.10.030 General requirements

Response: Because new structures will be established on the subject site, off-street parking may be required. On Fir Street, there will be room for on-street curbside parking. Allowing for this on-street curbside parking is a decision of the city. Off-street parking on the site itself has been planned as part of the basic site design. The site design meets the requirements for parking set forth in Table 16.10.050 for “d. Retirement/assisted living”.

Half of the units (6 of them) will have an oversized single car garage, while the other half of the units (also 6 of them) will have double car garages. Each garage will be set back enough to allow for one or two off-street parking spaces on the driveway, depending on whether the driveways serve a one or two car garage. The units with double car garages will have enough space on the driveway for two (2) off-street parking spaces. Finally, while no curbside parking will be allowed on the private cul-de-sac street, there will be seven additional off-street parking spaces where the private street and the cul-de-sac bulb meet. Six of these parking spaces will be standard sized, while one space will be for handicapped use. Six (6) of these seven (7) off-street parking spaces will be 8’6” wide by 20 feet in length, including the handicapped space. A single compact space will be 8’ wide by 16’ in length. On this basis, there will be an adequate number of off-street parking spaces throughout the project site. Because there are no other uses or structures proposed for the project site, there is no need for additional off-street parking spaces. No on-site parking will be used for non-residential purposes, nor will on-site parking be allowed to be used for off-site purposes.

- 16.10.060 Off-street loading facilities

Response: Because the site will be developed and used for residential purposes, no loading facilities are required and none will be provided.

- 16.10.070 Parking lots and access

Response: There will be no parking lots on the site, as the seven (7) spaces proposed for off-street parking, three on the south side of the private street and four on the north side of the private street, do not constitute parking lots. Therefore, **A.** does not apply.

Although the on-site street will be a private street, it will be built and will act just like a public street. The proposed 20-foot width of the street meets the minimum requirements of Todd Gary, Canby Fire Marshall, provided that there is no curbside parking allowed on either side of this private street. Signage will be provided that will indicate “No parking at any time”. Intersection of the private street with Fir Street will be designed and built just as any intersection between two public streets would be designed and built.

There will be a pedestrian pathway along one side of the private street, plus pedestrian opportunities within the site. Because retirement facilities generate less traffic per unit, and senior citizens generally drive more slowly and cautiously than other drivers, pedestrian movements within the project site may be more closely protected.

The 12 units on the site fall under the Minimum Access Requirements as contained in 16.10.070(B)(8). Some adjustments to the “*Minimum access requirements*” may occur as a result of the PUD Overlay proposed by Hope Village, although there will be no parking lots within this project site.

- 16.10.100 Bicycle Parking

Response: Because all garages are either oversized single car garages, or are double car garages, there is space available within each garage for bicycle parking. No separate outside bicycle parking will be provided. This will meet the standard of Table 16.10.100 which requires “*4 bicycle parking spaces or 1 space per 5 units, whichever is greater*”. On the basis of at least one bicycle parking space for each garage, there will be a minimum of 12 bicycle parking spaces provided throughout the project site.

Chapter 16.18: R-1.5 Medium Density Residential Zone

- 16.18.010 Uses permitted outright

Response: In part **B.** of this sub-chapter, “*Two-family or three-family dwellings. One duplex or triplex on each lot.*” is a use permitted outright. However, the proposed development identifies six (6) duplexes on the subject site, which will be a single lot containing all proposed development. This will be allowed if the applicant applies for a PUD Overlay that would supersede this density issue stated by the R-1.5 zone.

- 16.18.030 Development standards

Using **A.2** to figure the density for two-family dwellings, the standard is six (6) units per acre. With the subject site being 1.95 acres, density is $6 \times 1.95 = 11.7$ units, or rounded up to 12 units which is exactly the number of units being proposed for this project. The two-family dwellings proposed for the site will meet the six (6) units per acre standard. When area of the private street (9,948 square feet) is deducted, the finished density is one unit for every 6,258 square feet, or 6.96 units per net acre. No deduction is made for open space area because the open space is privately owned and is part of the overall PUD.

In **B.1**, the Planning Commission may approve an exception to the minimum and maximum lot area standards in subsection 16.18.030.A. The subject site is 1.95 acres in size, or just 0.05 less than two (2) acres. While the 2.0 acre standard has been an accepted minimum lot size according to the Comprehensive Plan, there is flexibility in this standard according to Planning Director Bryan Brown. However, this standard is not explicitly spelled out in the *Ordinance*. The applicant must request that the Canby Planning Commission “waive” the stated minimum lot size of 2.0 acres and allow this project to proceed using a site size of 1.95 acres. Through this application, such “waiver” is requested.

As required by **C.**, width and frontage must be not less than 40 feet. The subject site is approximately 252 feet in width across the frontage on Fir Street. The rear of the site is almost the same 252 feet in width.

Minimum yard requirements as contained in **D.** will generally be met, but by applying the PUD Overlay, the applicant may propose yard dimensions to suit the project. As proposed through the design of the project, the yard requirement along Fir Street meets the 20-foot standard. The rear yard on the side opposite the Fir Street side (i.e., west side) will be 15 feet as required by **D.2.** The two side yards (north and south) will meet the stated standard of 7 feet as required by **D.3.**

Because the units will be one story in construction, building heights will be significantly less than the 35 feet permitted for a principal building, as set out in **E.1.** Although the roofs will be pitched at 5:12, the final finished height will be less than 35 feet.

F. requires that the maximum amount of impervious surface for development in the R-1.5 zone may not exceed 70%. Based on the current design of the subject site and the proposed project, impervious surface totals 58.7 percent (49,952 square feet of a total site area of 85,044 square feet). With the use of grass, crushed rock, and shrub cover, impervious surface has been significantly reduced for this project.

Chapter 16.21: Residential Design Standards

- 16.21.010 Purpose

Response: The proposed development of the subject site is purely a residential development. Six structures will contain 12 individual units. This project will create significant livability in the vicinity, and will add to the overall Hope Village Campus as well as the local neighborhood (**A.**). The housing proposed for the subject site will closely resemble the housing at Hope Village, in terms of design, materials, colors, etc. This compatibility, not only with the Hope Village Campus, but with adjacent housing, will create an atmosphere of continuity and compatibility (**B.**). The development of the site will provide for local safety, both within the site and for the adjacent surrounding neighborhood through the “eyes on the street” concept. It is well known that senior citizens are often the best and most conscientious “watchers” in any neighborhood (**C.**). Without a doubt, community interaction will take place because of the site being part of the Hope Village Campus. The private street, plus the yards and open spaces on the site will make the site very attractive and inviting for use by the local residents (**D.**). The quality design provided by LRS Architects for this project, and the oversight by Hope Village with regard to quality, cost, and construction options will make this site a jewel of the Hope Village Campus (**E.**). Finally, the use of Low Impact Development (LID) techniques will make the proposed development one that will contribute to the quality of land use efficiency as well as reduction of burden on citywide facilities and services (**F.**).

- 16.21.020 Applicability and review procedure for single family and two family dwellings

- 16.21.030 Single family and two-family dwelling design menu

Response: Based on advice and guidance from Planning Director Bryan Brown, this project will be reviewed under the “Multi-family design

standards” contained in 16.21.070. Therefore, these sections do not apply.

- 16.21.070 Multi-family design standards

Response: Because this site will “. . . . contain 3 or more units in a single lot located in any zone,”, as stated in **A.**, the standards contained in 16.21.070 will apply.

In **B.** of this section, the design of the project meets all four of the criteria set forth.

1. *At least five (5) of the Design Elements for Street Facing Facades have been achieved.*

Response: These are: 2) gables, hip roof or gambrel roof form; 3) recessed entries (min. 2 foot recess); 4) covered porch entries; 6) any eaves of 12 inches or greater; 7) off-set of 16 inches or greater on building face or roof; and 9) window trim or shutters. See attached matrix;

2. *A minimum of 60% of the total possible points from the Design Menu are accumulated.*

Response: It has been calculated that this project contains all categories listed under “Design Criteria” in Table 16.21.070 except the category for “Street and Block Framework” because the site is less than 8 acres in size. This will remove 2 points from the possible total reducing the total to 65 points. Meeting the 40% threshold will require a total of 39 points. Based on our calculations from review of our design, we have a total of 39 points, or exactly 60%, which meets the requirement. See attached matrix;

3. *10% of the points are from the LID category.*

Response: This project will achieve 12 points from the LID section, providing 30.8% of the total 39 points achieved. See attached matrix;

4. *one point in each category has been achieved from each applicable category.*

Response: With the exception of the “Street and Block Framework” category that will not apply, this project will achieve at least one point from every other category. See attached matrix.

In **C.** there is only one element that does not apply to this project, and that is “Street and Block Framework”, which is worth a maximum of 2 points maximum. This has been deleted from consideration in the use of the matrix.

Chapter 16.36: Planned Unit Development Overlay Zone (PUD)

- 16.36.010 Purpose

Response: Through the use of the PUD Overlay on this site zoned R-1.5 will allow the proposed project to happen as an integrated development, making use of several varied standards to make the project more useful and compliant with the overall intent of the zoning. The size, shape and location of the subject site is not necessarily unique, but the

style of development as a continuation of the Hope Village Campus is what makes the use of the PUD Overlay so sensible and practical for the site. Because Hope Village leases or rents its housing units, and does not sell any land or units, there is no real need to actually subdivide the site into separate lots. For purposes of Hope Village's development program, a single lot with 12 units on it is exactly what is needed to accomplish the ultimate development. Therefore, through the use of the PUD Overlay, the basic purpose of the PUD Overlay Zone will be accomplished.

- 16.36.020 Uses permitted outright

Response: The proposed use of the subject site as a duplex development containing 12 units in 6 structures. The two-family dwelling is allowed in the R-1.5 zone. See discussion of 16.18.010, above. See also discussion of 16.18.030.

- 16.36.030 Conditional uses

Response: The application of the PUD Overlay is accomplished through the use of the Conditional use process. In 16.18.020, Conditional uses in the R-1.5 zone are the same as conditional uses allowed in the R-1 zone, as set forth in 16.16.020. In this subsection, 16.16.020.E identifies "*Nursing home, convalescent home, home for the aged, board and care home, foster care home, etc.*" as a conditional use allowed in the R-1.5 zone.

- 16.36.040 Development standards

Response: Within the PUD Overlay Zone, it is stated that development regulations are provided in Chapters 16.70 through 16.76. See these Chapters addressed, below. The PUD Overlay allows some flexibility in the development standards based on the design of the project.

Chapter 16.42: Signs

Response: As no new signs are proposed for this project, this Chapter will not apply to the application.

Chapter 16.43: Outdoor lighting standards

Response: Street lighting is planned along the private cul-de-sac street, on both sides of the street. A rendering of the proposed street light fixtures is included on one of the drawings submitted with the application. Hope Village is planning to have street lighting fixtures that are the same or similar to the existing fixtures found on the main Hope Village Campus. The Lighting Plan required by 16.43.110 will be included as part of the final graphics and drawings for this project.

Outdoor lighting for the units will be flush mounted wall fixtures near the entrance of each unit. Some low garden and/or pedestrian pathway lighting may also be included. All of these fixtures will be standard commercial fixtures. Obviously, the purpose of on-site lighting is for safety, security, and functionality, where the power of the lighting is within the limits set forth by this Chapter of the *Ordinance*. The location of streetside lighting will be shown on the final Lighting Plan.

Based on the Ordinance, the subject site will be within the “LZ 1 Lighting Zone”, as identified in Table 16.43.070. In accordance with Table 16.43.080, the height of any lighting will meet the standards of this table.

Chapter 16.46: Access Limitations on Project Density

- 16.46.010 Number of units in residential development

Response: Based on the standard set forth in **B.** for “*single ownership developments (condominiums, townhouses, manufactured homes, multi-family developments, etc.)*”. The proposed project falls under this category, and based on the 12 units proposed, falls within the standard for “two lane access road/drives: 30 units”. The proposed private street will be 20 feet in width from edge of rolled curb to edge of rolled curb, with no curbside parking allowed on either side of the street. This private street (cul-de-sac) will intersect Fir Street at a 90 degree intersection, as illustrated on the various graphic exhibits that are part of the application package.

In accordance with **D.**, the cul-de-sac bulb at the end of the private street is suitable for all types of access (private vehicles, delivery trucks, emergency vehicles, etc.). The bulb will have a 45-foot radius, which should be plenty large enough to serve the needed purpose.

- 16.46.020 Ingress and egress
- 16.46.030 Access connection

Response: The ingress and egress for the subject site will be in conformance with the requirements of this sub-chapter, and the location of the ingress/egress will be made suitable by the review and decision of the Canby Planning Commission. While the centerline of the proposed new private street will be at the mid-point of the property line along Fir Street, that being at approximately 126 feet from either the south or north property line. Although we have not taken specific distance measurements, the cul-de-sac street in the residential development directly adjacent to the north of the subject site is likely more than 150 feet distant from the proposed private street, thus satisfying the standard in Table 16.46.30 for distance between “neighborhood/local streets”.

In addition, the closest driveways to the intersection with Fir Street will be approximately 45 feet distant, and minimum driveway spacing (between driveways) is more than 10 feet in every instance on the subject site.

- 16.46.040 Joint and cross access

Response: As each of the duplex units will have joint use driveways, The serviceability of the units through these joint use driveways, plus the savings of land area by having joint use driveways will result in a more desirable site design and development. Shared parking for the six off-street parking spaces is also a utilitarian and practical means of providing better access and parking throughout the development site area. Because all parts of the subject site will remain under the ownership of Hope Village, Inc., there is no need for easements for the joint use

driveways, or for the public use parking spaces. Maintenance of the joint use driveways and the seven (7) public use parking spaces will remain the responsibility of Hope Village, Inc.

- 16.46.070 Exception standards

Response: The only exceptions that might be considered for the proposed development is allowing driveway spacing from Fir Street to be 45 feet instead of 50 feet. This is simply the best design for the project, and the 45-foot spacing serves the same purpose as a 50-foot spacing. As such, no real exception is needed, other than the Planning Commission formally recognizing this difference through the PUD Overlay.

Chapter 16.48: Site Plan Review

- 16.48.010 Required prior to plan check

Response: The applicant recognizes that the process for the City of Canby requires a site plan review by city staff prior to undergoing a plan check for construction. Staff review should find that the complete application submitted by Hope Village, Inc. will meet all appropriate and applicable Chapters and sections of the *Ordinance*, and any mitigation of possible safety hazards.

- 16.48.050 Standards and criteria for site plan review

Response: Staff will use the following five (5) standards and criteria in its review:

A. *Compliance of the proposal with all applicable city ordinance requirements;*

B. *A determination that the proposal will result in no unusually hazardous conditions ;*

C. *A determination that exterior lighting will not result in a glare on neighboring properties or a hazard to motorists;*

D. *A finding that any previously established conditions of approval (for a variance, conditional use permit, etc.) have been met;*

E. *For residential structures moved onto the site.*

Response: We believe that staff will find that all appropriate and applicable portions, Chapters, sections, etc. of the *Ordinance* have been satisfied and fulfilled, or can be satisfied and fulfilled through the decision of the Planning Commission, and/or the application of conditions of approval **(A.)**. Further, based on the residential nature of the project, aimed at senior citizens, Hope Village, Inc. has gone out of its way to insure that its clients and residents are protected and they live in a safe environment where hazardous conditions do not create a threat **(B.)**. Exterior lighting for the entire project site will be designed and constructed in order to prevent or reduce any exterior lighting will have no adverse impact on either residents of the project site or residents of adjacent properties. Because the project is set back from Fir Street by a minimum of 20 feet for the closest portion of the nearest unit to the street, protection for motorists on Fir Street, as well as the private cul-de-sac street within the project site, will be provided and maintained. Street lighting on the private cul-de-sac street will be placed and shielded to

prevent glare and “overflow” of light onto any dwellings, thus creating a situation where any resident may be harmed **(C.)**. Since there are no prior conditions of approval for this site, the only applicable conditions will be those established by the Planning Commission as part of this Type III regulatory action for the PUD Overlay, Conditional Use, and Site and Design Review **(D.)**. Finally, because no residential structures will be moved onto the subject site, but will instead be site built, **E.** will not be applicable.

Chapter 16.49 Site and Design Review

- 16.49.010 Findings and objectives

Response: The issue of “*excessive uniformity, dissimilarity, inappropriateness, or poor quality of design*” are issues of concern to Hope Village as it expands its campus. Hope Village has become an icon in Canby based on its design, open space, harmonious values and catering to senior residents. The landscaped area around the duplex structures will be an asset to this project and to the Hope Village campus. The harmonious nature of the proposed development, and its integration with the main Hope Village campus is an important consideration.

Under 16.49.010.B.1. the goal is to “encourage originality”, Hope Village is developing a new type of dwelling that it has not done before. The use of landscaping is a continuing theme of the project, and its integration with the Hope Village campus is an important consideration. The value of the development to Canby cannot be overstated. The development will upgrade and protect local property values **(5.)**, promote the city’s reputation as a gem of the Willamette Valley, result in a pleasant environment that protects local natural beauty **(3.)**, foster civic pride and community spirit through a betterment of Hope Village’s already sterling reputation **(7.)**, and encourage the use of Low Impact Development techniques in the management of site generated stormwater and other site development features **(10.)**.

- 16.49.030 Site and design review plan approval required

Response: In accordance with the requirements of this sub-chapter, “all new buildings” require site and design review approval. The six new duplex buildings will undergo site and design review in accordance with the requirements of this Chapter.

- 16.49.035 Application for Site and Design Review

Response: This Site and Design Review will be a Type III process, as is the PUD Overlay and Conditional Use processes.

- 16.49.040 Criteria and standards

Response: Under **A.** of this sub-chapter, there are five (5) criteria and standards for Site and Design Review. These are addressed individually below:

1. “. conformance with the standards of this and other applicable city ordinances”

Response: Using this *Ordinance* and other city documents as a guide, the building plans and the landscape plans for the proposed project will meet all requirements, standards, and criteria of the *Ordinance* as part of the design process. The building plans by LRS Architects are consistent with the previous design work that LRS has done for Hope Village. The landscape plan, by well known local landscape architect Christopher Freshley, is an outstanding example of how a site can be enriched through landscaping.

2. *The proposed design of the development is compatible with the design of other developments in the same general vicinity;*

Response: The design of this project is a continuation of the main Hope Village campus that is located directly east, across Fir Street. In addition, the site plan for the subject site will be similar to the independent residential development located directly adjacent to the north on Fir Street. Therefore, the proposed development will “fit in” well with the existing development in the immediate vicinity.

3. *The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity;*

Response: The new duplex units will closely resemble the existing buildings on the main Hope Village campus, across Fir Street in design, color, texture and materials. As single story units, they will be very similar to most of the surrounding single family dwellings, which the duplexes are designed to appear similar to. This cul-de-sac development will be very similar in general appearance to the existing development directly adjacent to the north on Fir Street. This continuation of the general appearance will promote the neighborhood look of the site, and will serve to integrate the development into the general vicinity.

4. “. incorporates use of LID best management practices whenever feasible”

Response: This site plan and landscape plan specifically reduces the amount of hard, impervious surface throughout the site, and makes use of drywells on the site for stormwater disposal. While most native vegetation on the site was of low quality, the new vegetation will enhance the site and improve the level of quality for overall vegetation and landscaping.

5. “. use the matrix in Table 16.49.040”

Response: Based on the advice and guidance of Planning Director Bryan Brown, the matrix in this Chapter is not used, but is replaced by the matrix in 16.21.070 for multi-family design. Using the matrix in Table 16.21.070 as opposed to the matrix in 16.49.040 will more accurately accomplish the design review requirements. As noted in **A.** of 16.21.070, “For design review applications for multi-family dwellings (three or more units) or for development that contains 3 or more units on a single lot located in any zone, the menu in Table 16.21.070 shall apply. This menu

replaces the general menu contained in Chapter 16.49 for such applications.”

B. does not apply because this will be a Type III process, and **B.** applies to a Type II process.

C. *requires that, as part of a Type III consideration, there is compliance with the INTENT of the design review standards.*

Response: Certainly it is the intent of Hope Village to comply with all requirements, standards and criteria of this Chapter of the *Ordinance*. As a good citizen of Canby, and a pillar of the community, Hope Village wishes to assure the city and the Planning Commission that it has only the best of intentions in meeting the intent of the design review standards. That is reflected in the quality design of the site, the structures and the landscaping. Hope Village believes the Planning Commission will find that Hope Village fulfills the intent of the *Ordinance*, not only for this Chapter, but all other applicable and appropriate Chapters of the *Ordinance*.

D. *“availability of public facilities and services”*

E. *“availability and cost of needed housing”*

Response: As discussed in previous Chapters, water, sanitary sewer, police and fire protection, schools, city administration, and private utilities are available to the subject site to permit the proposed development. Only stormwater management may not be readily available as a formal city-sponsored system. Instead, on-site drywells, pervious pavement, and swales will be used.

Certainly one of the major reasons for this project is to meet a growing demand for senior housing. Hope Village, Inc. has a waiting list for new residents who can fit within the pricing structure for new residential units. Senior housing is a growing element of the housing market, especially in the Willamette Valley, and Hope Village helps to meet this need at costs that seniors can afford.

- 16.49.050 Conditions placed on site and design review approvals

Response: Hope Village is aware of the authority of the Planning Commission to place certain conditions on any site and design review approval, and supports such action of the Planning Commission in placing reasonable, practical, and useful conditions on an approval.

- 16.49.065 Bicycle and pedestrian facilities

Response: The proposed development will provide internal pedestrian pathways, but bicycle facilities will be only on the private street and the cul-de-sac. The site is small enough that separate bicycle facilities are not possible and cannot be provided. However, with connection to Fir Street and across the street to the main Hope Village Campus, bicycle facilities can be made to exist in an interconnecting manner. The same applies to off-site pedestrian pathways. As such, the existing sidewalk

system on Fir Street will act as part of the local pedestrian pathway system. This will fulfill the requirements of 16.49.065 **A.** and **B.**

C. does not apply to this application.

D. encourages the use of permeable surfacing materials for walkways, which is what the landscape plan has proposed within the site, in addition to the possible use of swales and drywells. Drywells will be used for all roof drainage from the 6 duplex structures, and one or more drywells may be used for on-site drainage.

- 16.49.070 General provisions for landscaping
Response: The applicant recognizes that the standards contained in this Chapter are the minimum standards acceptable to the city. The subject site will be heavily landscaped, as paved and hard surfaces will be at a minimum. Low Impact Development (LID) techniques will be used whenever possible to accomplish the objectives contained in **B.** With regard to **C.**, item 3. requires that landscaping for all residential zones shall be 30%, which is easily met for this project. The amount of landscaping on the site is 41%. Because the entire site, including the private cul-de-sac street, will be privately owned and under the control of Hope Village, Inc., the LID techniques used for this project will be used for landscaping credits, although the project landscape design will easily meet the required standards.

With regard to onsite trees, no trees have been retained on the site, and all trees will be newly planted as part of the landscape plan. Hope Village, Inc. will use a qualified landscape contractor to install all landscaping throughout the site, and such landscape construction will satisfy **F., I., J., K., L., M., N., O.,** and **P.** After the landscaped areas are completed, Hope Village will maintain the care of these landscaped areas through the use of either qualified Hope Village employees or a contracted landscape maintenance firm, thus satisfying the appropriate and applicable portions of 16.49.100.

Landscape Architect Christopher Freshley has designed the landscaping for the site in accordance with 16.49.090.

- 16.49.110 Landscape area credit for preservation of existing trees and tree groves
- 16.49.120 Parking lot landscaping standards

Response: While there were some existing trees on site, they have been removed because they were not properly located to match the proposed development. These trees were generally individual trees, and may not have been the higher quality trees which Hope Village seeks to enhance the overall landscaping for the site. As such, Hope Village seeks no credits for preserving existing trees and/or tree groves. The standards for parking lot landscaping have not been utilized because there will be no parking lots associated with this project. The six “unassigned” parking spaces on the private street (3 on each side), do not

represent a parking lot. Nevertheless, overall site landscaping includes these parking spaces as part of the greater site plan.

- 16.49.130 Revegetation in unlandscaped areas

Response: Because none of the subject site will be left in an unlandscaped state, this section does not apply. The entire site will be landscaped.

- 16.49.140 Minor revisions to approved landscaped plans

Response: It may be possible that very minor changes in the overall landscape plan may be necessary, depending on numerous undefined factors. If any minor revisions are necessary, they will be reviewed with the Planning Director.

- 16.49.150 Parking lots and paving projects

Response: While there are no parking lots as part of this project, there will be a paved street, with sidewalk on one side. The area of the street, sidewalk, and cul-de-sac is more than 2,500 square feet, making it a requirement that the project meet the city's storm drainage management standards. Through the use of swales and pervious pavement, there will not be an issue where storm drainage is properly managed and disposed of.

Chapter 16.50 Conditional Uses

This Chapter contains the four (4) criteria to be addressed for any Conditional use. Because the PUD Overlay is part of the application, the Conditional use becomes a part of the process to approve the proposed project on the subject site.

- 16.50.010 Authorization to grant or deny conditional uses

Response: The four criteria to be addressed are as follows:

A. *The proposal will be consistent with the policies of the Comprehensive Plan and the requirements of this title and other applicable policies of the city.*

Response: Of the nine elements of the Canby Comprehensive Plan, not all are applicable to the proposed project on the subject site. The Citizen Involvement Element has policies that require land use planning and the public process to run through the Planning Commission. Because a neighborhood meeting is required for this three-part application, and was held on May 4, 2015, the first part of the public process has been fulfilled. However, perhaps more importantly, the applications will be heard in advertised public hearing before the Canby Planning Commission. Thus this portion of the Comprehensive Plan will be satisfied.

The Urban Growth Element requires that the city coordinate with Clackamas County on growth and development. Because building plans will be reviewed by the county, and the city will solicit comments from the county on the proposed project, Policy No. 1 will be satisfied. Further,

because the site is within both the urban growth boundary and the city limits, and all necessary and required urban services and facilities are currently provided to the subject site, Policy No. 3 is satisfied.

The Land Use Element of the Comprehensive Plan has a goal of guiding uses and development of land so that they are orderly, efficient, aesthetically pleasing, and suitably related to one another. This project is part of the overall expansion of the Hope Village Campus, and, as such, will relate to the main campus directly east across Fir Street. Further, the 12 duplex units will be similar in appearance to other dwellings in the immediate vicinity, especially the clustered development directly adjacent to the north. This orderly and efficient progression of development will insure that growth and development is sensible and practical, and a benefit to the city. As stated on page 39 of the Plan, *“Additional special housing projects for the handicapped and elderly will be developed, primarily because of the past success of such projects in Canby”*. Hope Village fits perfectly into this category of projects and housing, thus satisfying this conclusion of the Plan. Because the site is zoned R-1.5, which is a Medium Density Residential zone, the proposal to develop the subject site will fulfill the objective of seeing medium density multi-family development in the city as part of the growth potential.

Under the Buildable Lands Element, the subject site fills the objective that sites be buildable. Policy Nos. 1, 2, and 3 are satisfied by the proposed project, which seeks to develop lands that are compatible with surrounding uses, and which reduces the pressure of urban sprawl. And because urban services and facilities are readily available to the subject site, there will be no pressure to overburden those public facilities and services. Further, because there are no hazards or risks associated with the subject site, Policy No. 4 is also satisfied. And in keeping with Policy No. 5, the zoning of the subject site need not be changed or modified, and is in conformance with the city’s land use map.

The Environmental Concerns Element does not impact the subject site or the planned development on the site because there are no environmental concerns related to the subject site. However, the design and development of the site will be done in a manner that will protect the local and regional environment from air, water, land and noise pollution, and will protect that quality of the land, including local wetland areas. Finally, although soils on the subject site and in the immediate vicinity may be good quality agricultural soils, because the site is within the city limits and the urban growth boundary, the preservation of these soils is not the highest priority.

For the Transportation Element, the project will allow for the frontage improvement of the west side of Fir Street, in keeping with Policy Nos. 2 and 4. Since Fir Street was recently transferred to the city from the Clackamas County jurisdiction, the street must be developed to a city standard, which will be done to fulfill Policy Nos. 2, 4, and 6.

With regard to the Public Facilities and Services Element, water, sanitary sewer and transportation will be readily available to the subject site for the proposed development at levels that will serve the site and the project without overburdening these systems. With there being no formal storm drainage area, storm drainage on the site will be served by several on-site drywells constructed specifically for this project. The subject site will then participate in the city's systems and will actively support the city's plans and systems of public facilities and services.

For the Economic Element, the development of senior living is an important aspect of the economy of Canby. The folks who live at Hope Village pay their taxes and support local businesses. In addition, Hope Village is a local employer, thus contributing to the local economy.

The Housing Element seeks to provide for the needs of existing and future residents of the city. Hope Village is a strong proponent of senior housing, and does its best to fulfill the identified need for senior housing. Because the age of the local and regional population is increasing, the need for senior housing becomes more and more apparent. Hope Village is perhaps the major senior housing provider in Canby, and should be supported by the city as it seeks to expand and diversify its housing offerings. This project will satisfy Policy No. 1, as well as Policy No. 2. Policy No. 4 refers to low income housing. While Hope Village is not low income housing, the senior residents of Hope Village are mostly fixed income folks who need stability in the housing market. Fortunately, Hope Village provides that stability by offering both affordable housing and market rate housing.

It is through the fulfilling and satisfaction of the appropriate and applicable goals and policies of the Comprehensive Plan, and compliance with these goals and policies that this specific project will be consistent with the Comprehensive Plan. Further, by meeting the criteria, requirements and standards of the *Ordinance*, the proposed project will "fit" into the City of Canby perfectly.

B. *The characteristics of the site are suitable for the proposed use considering size, shape, design, location, topography, existence of improvements and natural features.*

Response: The suitability of the subject site was previously discussed. However, the size of the site (1.95 acres), the rectangular shape of the site, the location of the site in proximity to the Hope Village Campus, the flat topography, the availability of public facilities, services and utilities, and the overall design of the project to put 12 additional units for senior living on the subject site, results in a determination that the subject site meets ALL of the standards set forth in this criterion.

C. *All required public facilities and services exist to adequately meet the needs of the proposed development.*

Response: It has been determined that all necessary and required public facilities, services, and utilities are available to the subject site for the proposed development. Only the lack of a formal storm drainage

system in the vicinity is a drawback, but the use of on-site drywells is an acceptable alternative that will address this issue. Thus, this criterion will be fully satisfied.

D. *The proposed use will not alter the character of the surrounding areas in a manner which substantially limits, or precludes the use of surrounding properties for the uses listed as permitted in the zone.*

Response: Since no zone change to increase the potential developability of the subject site is being requested, and proposed development is within the bounds of the R-1.5 zone, there will be no adverse impact on surrounding or adjacent properties to the extent that uses listed in the respective zone(s) will be harmed in terms of usability. As part of Hope Village, Inc., the subject site will perfectly fit the character of the local vicinity, and will promote the character of the area as a medium density residential neighborhood.

- 16.50.020 Application for Conditional Uses

Response: As required, the application procedures contained in Chapter 16.89 shall be followed for the PUD/Conditional Use.

- 16.50.030 Public hearing required
- 16.50.040 Placing conditions on a permit

Response: The applicant understands that a public hearing before the Canby Planning Commission is required, and that the Planning Commission may place any and all conditions necessary on the decision to approve the project, provided those conditions are consistent with the *Ordinance*, and are not onerous. These conditions may include those related to items **A.** through **M.** in this sub-chapter.

Chapter 16.70: Planned Unit Development and Condominium Regulations

Response: This project is proposed as a single development on an unsubdivided site. As such, the use of the Planned Unit Development concept shall be a conditional use regardless of zoning district. By using the PUD approach to this project, and addressing the four (4) criteria contained in Chapter 16.50, this project can be approved as a PUD whereby the 12 units will be in 6 structures on a single tract. For Hope Village, which owns all the land and units on its campus, and either rents or leases the units to senior citizens, the PUD concept works perfectly. Therefore, this project complies with the PUD element of the *Ordinance* as contained in this Chapter. The flexibility, uniqueness, and diversity of the proposed project also works best as a PUD.

Chapter 16.72: Applications

- 16.72.010 General requirements
- 16.72.020 Who may apply
- 16.72.030 Form and content

Response: The applicant, Hope Village, Inc., understands that the requirements of Divisions III and IV govern the application procedures for conditional uses and PUDs. As owner of the subject site, (16.72.020.A.)

Hope Village, Inc. is the applicant, thus meeting the requirements. The application(s) submitted for this project are on the city's standard forms, and contains written and graphic information, as well as appropriate signatures and the required fee of \$3,540.

Chapter 16.74: Uses Permitted

- 16.74.010 Generally
- 16.74.020 Uses permitted in residential zones

Response: For a PUD, the uses set forth in this Chapter are permitted. In a residential zone such as the R-1.5 zone placed on the subject site by the city, "residential units, either detached or in multiple type dwellings" are allowed provided that the density is not greater than allowed for the base zone. The R-1.5 zoning of the site will allow a density of six (6) units per acre. Since the site is 1.95 acres in size, the overall density for the total site is $6 \times 1.95 = 11.7$ units, rounded to 12 units, which is the exact density proposed by this project. Therefore, this Chapter is satisfied.

Chapter 16.76: Requirements

- 16.76.010 Minimum requirements

Response: The specific two items contained in this sub-chapter relate to open space and average unit area. In **A.**, the minimum open space area is 10% of the gross area of the site, and shall be in a common area. For the gross 1.95 acre site, 1.95 acres, or 89,942 square feet must be given to open space. With the 12 units on the subject site, plus street area, driveways, private patios, etc., the total coverage (i.e., impervious surface) is 54%, or 49,952 square feet. This amount of open space is far in excess of the required 10%.

For the average area per dwelling unit on the site, the gross site size is 1.95 acres, or 85,044 square feet, less 9,948 square feet for the proposed private street. This results in an average area per dwelling unit of 6.96 units per net acre. See 16.18.030, above.

- 16.76.020 General requirements

Response: The development plan for the site as submitted with this application package represents not only the site plan, but the master plan, given that the entire 1.95 acre site will be developed as illustrated. This project will be done in a single phase, with no "left over" land or future development plans. There will be no public parks, dedicated area for public use, school site, or other public area (**A.**). The entire site will be privately owned by Hope Village, Inc., and controlled and maintained by Hope Village, Inc. Other than the private street, and the six duplex homesites where the duplexes will be built, the balance of the site will be undedicated open space for use by the residents. The pedestrian path system on the site will allow residents to wander through the site at their leisure (**B.** and **F.**). The site plan/master plan represents the general land use plan for the PUD (**C.**). Of course, the type of dwelling will be a duplex, with two units in each structure, for a total of 12 units in 6 structures. These structures are fully represented by the site plan, floor

plans, and renderings (**D.**). Six off-street parking spots are planned neat the end of the private street, to provide the opportunity for visitors and/or residents to park other than in the driveways or garages. There will be no curbside on-street parking allowed on the private street.

All utilities are shown on the engineer's civil plans, illustrating water and sanitary sewer service, and the approximate location of drywells that will be constructed for the development project.

A table showing the density and lot coverage is not provided here because the density and lot coverage have been set forth several times as part of the application narrative.

- 16.76.030 Standards and criteria

Response: Following the lettered criteria (**A.** through **L.**) contained in this sub-chapter, the following comments are provided:

A. The applicant (Hope Village, Inc.) understands the binding nature of the Planning Commission's approval, and any conditions that may be attached to that approval;

B. The applicant (Hope Village, Inc.) understands the possible necessity of contractual agreements and recorded covenants for this project on this site. However, before Hope Village, Inc. agrees to any contractual agreements and/or recorded covenants, they reserve the right to have legal review of the documents;

C. Hope Village, Inc. believes it has met all criteria, standards, and requirements of this *Ordinance*, including any special "treatments" and/or considerations for the PUD Overlay that will be applied to the subject site;

D. As can be seen from the plans and graphics that are part of the application package, the site plan is a unified, integrated, and coordinated design of buildings, services, facilities, and utilities;

E. While the site plan layout is one of unification of the site and uses, and with the Hope Village, Inc. Campus on the east side of Fir Street, the overall plan will have no adverse impact on any adjacent and/or surrounding properties. The extensive use of landscaping and buffers along the property lines will serve to integrate the site into the general vicinity and neighborhood. Should the Planning Commission determine that any conditions may be needed to mitigate any potential conflicts, those conditions could be part of the final decision. However, Hope Village, Inc. believes that no such conditions to provide mitigation for potential adverse impacts will be necessary;

F. This project will be a "complete" project providing all necessary facilities and amenities, including but not limited to rolled curbs, sidewalk on only one side of the private street, street lights, full landscaping throughout the site, and connections to local public facilities and services, and private utilities;

G. All land area within this site is intended for a specific use, whether pedestrian pathways, landscaping, private street, driveways, etc. Maintenance of the entire site will be the responsibility of Hope Village, Inc., since no units or land area will be sold in fee simple. All units will either be rented or leased;

H. Because Hope Village, Inc. will be the sole owner of the site and all parts of it, maintenance of ALL aspects of the site will remain with Hope Village, Inc. No homeowner's association will be created, since Hope Village, Inc. is the only owner and responsible party for all maintenance;

I. The arrangement of utilities to serve the individual units has been planned to be the most efficient and effective, and are generally arranged on a building-by-building basis;

J. This item does not apply because the project does not include the conversion of existing units to condominiums, and no condominiums are planned for this project;

K. This item does not apply because the project does not include the conversion of existing units to condominiums, and no condominiums are planned for this project

L. Fences are planned only for the property lines, with 6-foot wood fences proposed for the west (rear) and north property lines, adjacent to higher density residential development on adjacent properties. A 4-foot wire fence is proposed for the south property line because the adjacent property is a more rural, larger lot single family property. No fence is proposed for the front (east) property line along Fir Street.

- 16.76.040 Exceptions

Response: The basic premise of a PUD is to allow development that utilizes unique and "special" development standards for the project in order to accomplish something that is a unified, integrated project. The applicant recognizes that the Planning Commission may recognize the need and desirability for "special" standards to make the project more unique.

Setbacks along the property lines will fulfill the need for some variation. The setbacks along the north and south property lines will be seven (7) feet to allow for slightly larger units, although not so large as to violate any standards for unit size and/or coverage. Also, the narrower setback of seven (7) feet will allow for driveways that are long enough to provide for clear vehicle parking out of the street right-of-way. This will be less than the required 15 foot setback as stated in 16.18.030.D. This will facilitate off-street parking within the project site. Setback for the west property line will be 15 feet, while the front setback along Fir Street will be 20 feet. Both of these setbacks will meet the standards for the R-1.5 zone.

Building height of the duplex structures will meet the height standards for the R-1.5 zoning district, and off-street parking will be provided in a combination of driveways and specifically identified parking spaces where the private street and the cul-de-sac bulb come together. No curbside, on-street parking will be allowed on the private street.

Chapter 16.89: Application and Review Procedures

Response: The applicant, Hope Village, Inc., recognizes the process for consideration of the application for a PUD Overlay, Conditional use, and Site and Design Review. The public process is an important

component of the statewide planning process under the Statewide Planning Goals, and the need for the public process in Canby. The combined application package will be considered under the Type III Procedure (Quasi-Judicial/Legislative) in a public hearing before the Planning Commission. Table 16.89.020 “Land Use and Development Application Procedures” contains an identification of the various types of land use actions that may be applied for, and the specific type of process designated for each. This table also sets out the notification distance for mailed notices to surrounding property owners, and the requirement for a neighborhood meeting. In the case of the three parts of the application package, the following requirements are placed on those specific parts:

<u>Conditional Use Permit</u> No Neighborhood Mtg. Required;	500 ft. Notice Radius
<u>Planned Unit Development</u> Neighborhood Mtg. Required;	200 ft. Notice Radius
<u>Site and Design Review (III)</u> <u>Neighborhood Mtg. Required.</u>	500 ft. Notice Radius

Sub-chapter 16.89.050 sets forth the requirements for a Type III Decision, including Neighborhood Meeting, Application Requirements, Public Notice, Conduct of the Public Hearing, Decision Process, Notice of Decision, Effective Date, and Appeal. Hope Village, Inc. recognizes these requirements and agrees that they are part of the overall process, having been through all of these steps previously for other local applications.

- 16.89.070 Neighborhood Meetings
Response: A neighborhood meeting is required for this combined application package, in accordance with this sub-chapter. Because Hope Village, Inc. has conducted neighborhood meetings previously for prior land use applications, this process is not new. The most recent neighborhood meeting was held on Monday, May 4, 2015 at Hope Village in the community center, at a time when the general public should be able to attend, if they so wish. Hope Village, Inc. mailed out notices as required to property owners within 500 feet of the subject site two weeks prior to the scheduled neighborhood meeting. Mailing labels were provided by a title company. A sign-in sheet was provided, and notes of the meeting were taken, then transcribed and included in the application package. The full project was explained to those who attended, and questions were answered.
- 16.89.080 Application Requirements and Completeness
Response: The applicant recognizes the requirement for the city’s standard application, the required fee of \$3,540, and the need for completeness review by city staff. Hope Village, Inc. will follow the format and requirements for the application process, including completeness.

Chapter 16.120: Parks, Open Space and Recreation Land

Response: The proposed development does not contain any land specifically dedicated to the public for park and open space use. Based

on the size of the site, 1.95 acres, and the need to provide a minimum density of 12 units, the amount of land available for dedicated park and open space is simply not available. Also, the private street will not provide public access to any dedicated park and open space area.

- 16.120.020 Minimum standard for park, open space and recreation land

Response: In this sub-chapter a standard is stated under **A.** that requires a parkland dedication. However, under **1.** of this sub-chapter, the requirement under **a., b., and c.** does not specifically require such parkland dedication from a duplex based multifamily PUD. However, the city may require land dedication or payment to the SDC fund in lieu of land dedication. See 16.120.A. **2.** Therefore, there may be a question as to whether or not this proposed duplex multifamily PUD is required to dedicate parkland. On the other hand, it appears that the city can assess a fee in lieu of parkland dedication. Hope Village, Inc. is willing to pay a fee in lieu of parkland dedication.

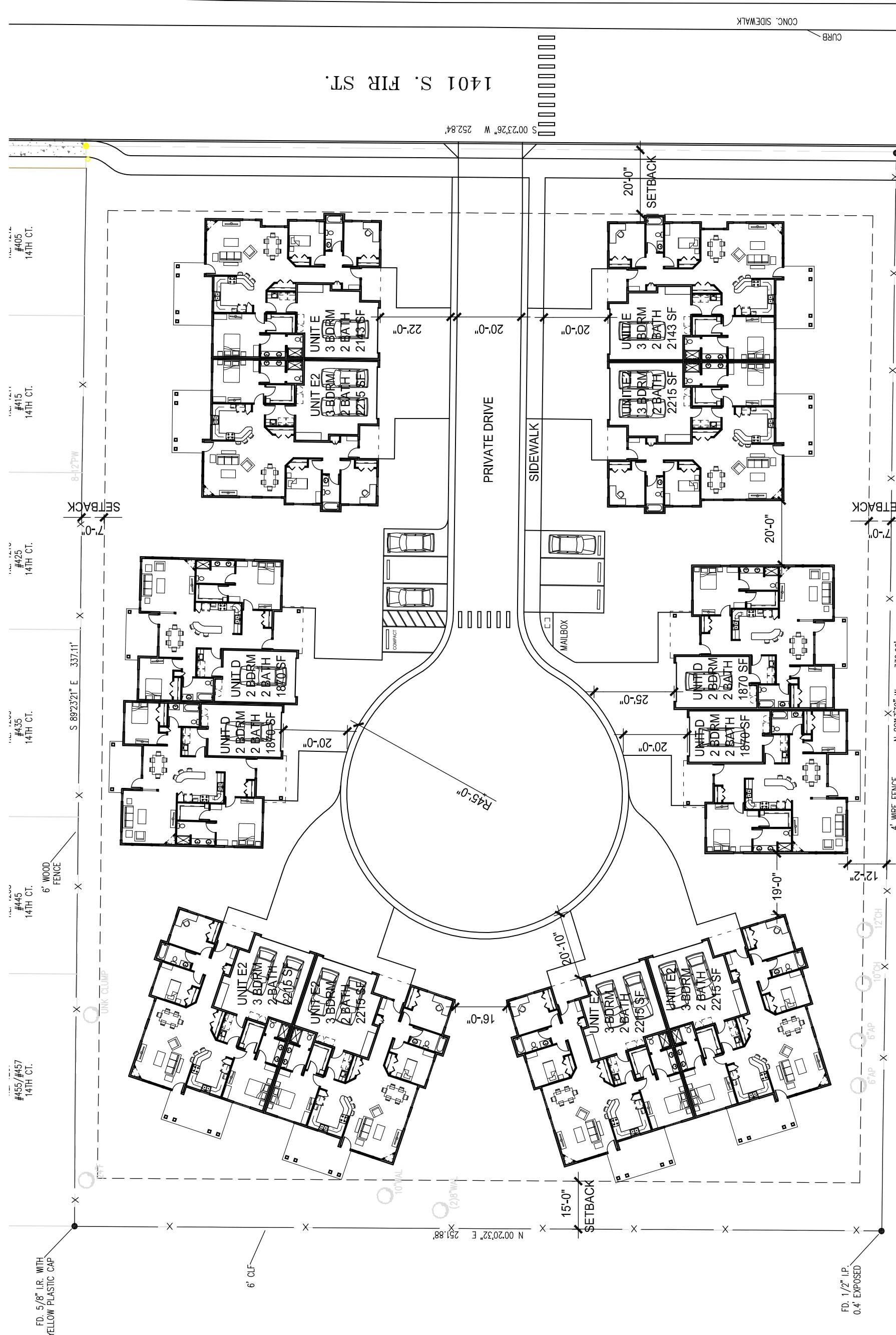
The 10 factors listed on page 2 of this Chapter are the basis for a decision by the city to require parkland dedication or a fee in lieu. However, since the site is small enough, it may be a moot issue whether Hope Village can dedicate parkland or pay a fee in lieu. Using the formula in 16.120.020.3.a., the subject site would produce a theoretical population of 24 persons, given that the project would be calculated based on the “standard multi-family unit” of 2.0 persons per unit. In 16.120.020.3.b., the required dedication of parkland for this project would be:

12 units x 2.0 persons/unit x 0.01 (acreage dedication) = 0.24 acres, or 10,454 square feet.

Once again, in order to fulfill the goal of 12 units on the subject site, this amount of square footage is simply not available for parkland dedication.

- 16.120.040 Cash in lieu of dedication of land

Response: In this sub-chapter it is stated that “*In no case shall land dedication requirements be in excess of 15 percent of the gross land area of the development without the agreement of the developer.*” That amount that may be required for a parkland dedication based on the formula above, 10,454 square feet represents 12.3% of the total area of the subject site. While this is less than 15 percent of the site, at 12.3% it is substantial enough that it cannot be given to parkland dedication without an adverse impact on the overall plan for the site. Therefore, a fee in lieu may be the only practical alternative for Hope Village. The amount of the fee in lieu can be determined through use of the option in 16.120.040.B.a., or “*cash charged in lieu of land dedication shall be based on the City’s System Development Charge for parkland, as provided by the Systems Development Charge ordinance*”. Method of payment by Hope Village will be determined through discussions with either city staff or the Planning Commission.



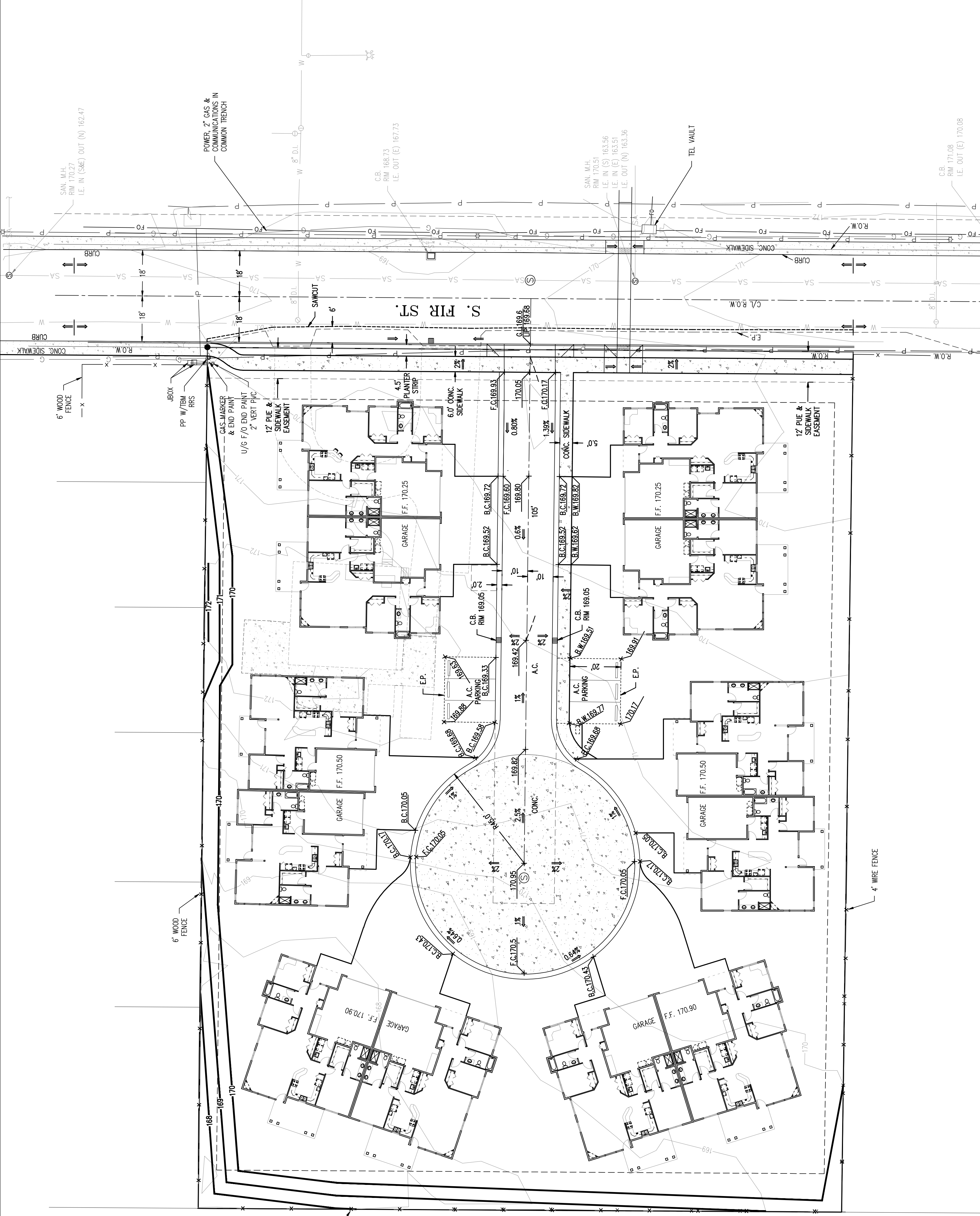
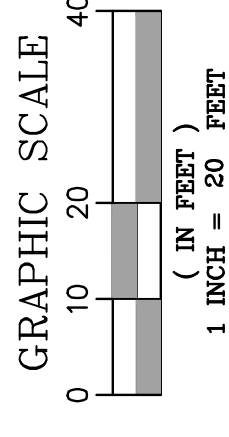
HOPE VILLAGE COTTAGES SITE PLAN - 3 UNIT TYPES

SITE AREA = 85,044 SF SF
 IMPERVIOUS SURFACE = 49,952 SF
 LANDSCAPE AREA = 35,092 SF = 41 %



LEGEND:

- DENOTES MONUMENTS FOUND AS NOTED
- I.R. DENOTES IRON ROD
- I.P. DENOTES IRON PIPE
- FD. DENOTES FOUND
- SA— EXISTING SEWER
- ST— EXISTING STORM
- W— EXISTING WATER
- G— EXISTING GAS
- P— EXISTING POWER
- X— EXISTING FENCE
- XXX— EXISTING CONCRETE SIDEWALK
- XXX— EXISTING CONTOUR
- ⊕ EXISTING FIRE HYDRANT
- ⊕ EXISTING CATCH BASIN
- ⊕ EXISTING STORM MANHOLE
- ⊕ EXISTING SANITARY MANHOLE
- ⊕ EXISTING LIGHT POLE
- ⊕ EXISTING POWER POLE
- ⊕ EXISTING WATER VALVE
- ⊕ EXISTING WATER METER
- ⊕ EXISTING GAS METER
- ⊕ EXISTING GAS VALVE
- ⊕ EXISTING STREET SIGN
- ⊕ EXISTING TREE
- ⊕ DENOTES IRRIGATION CONTROL BOX



SITE GRADING PLAN

FOR: HOPE VILLAGE INC.

Ztec ENGINEERS Inc.

Civil - Structural - Surveying
 3880 S.E. 8TH AVE., SUITE 250, PORTLAND, OR. 97202
 Phone: (503) 235-8795 Fax: (503) 233-7889
 Email: ztec@ztecengineers.com

ST#	REVISION	BY	APPROVED	DATE	DRAWN BY	DATE
					JHH	2-13-15

JOB NO.: Z1563-1

DWG. NO.: Z1563-1

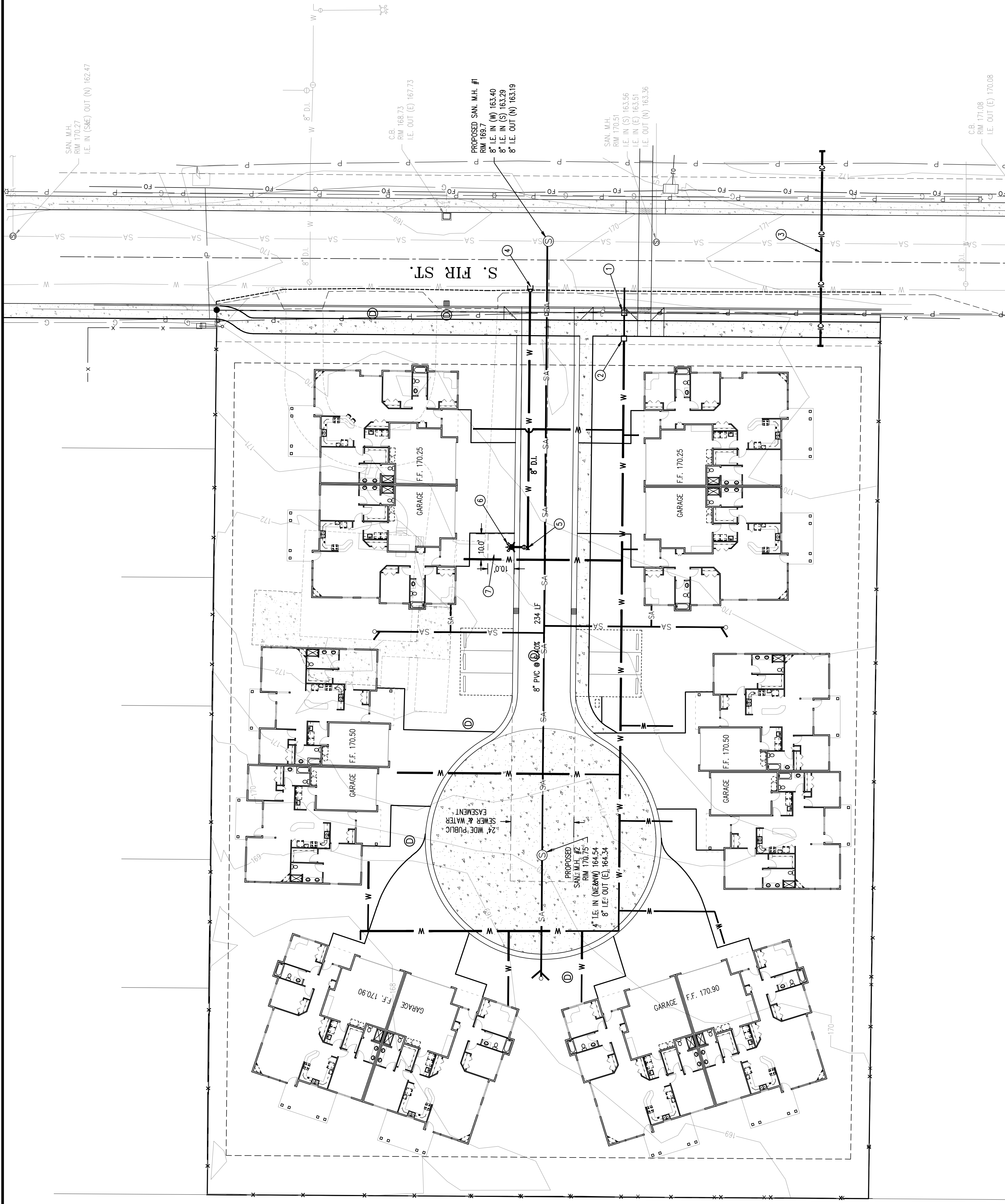
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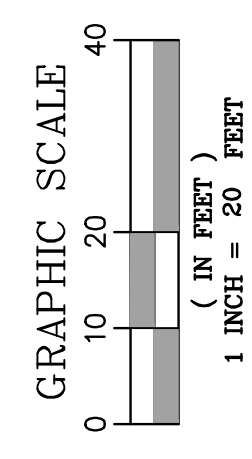
C1

LEGEND:

- DENOTES MONUMENTS FOUND AS NOTED
- LR. DENOTES IRON ROD
- IP. DENOTES IRON PIPE
- FD. DENOTES FOUND
- SA. EXISTING SEWER
- ST. EXISTING STORM
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- ⊗. EXISTING POWER POLE
- ⊗. EXISTING WATER VALVE
- ⊗. EXISTING WATER METER
- ⊗. EXISTING GAS METER
- ⊗. EXISTING GAS VALVE
- ⊗. EXISTING STREET SIGN
- ⊗. EXISTING TREE
- ⊗. DENOTES IRRIGATION CONTROL BOX



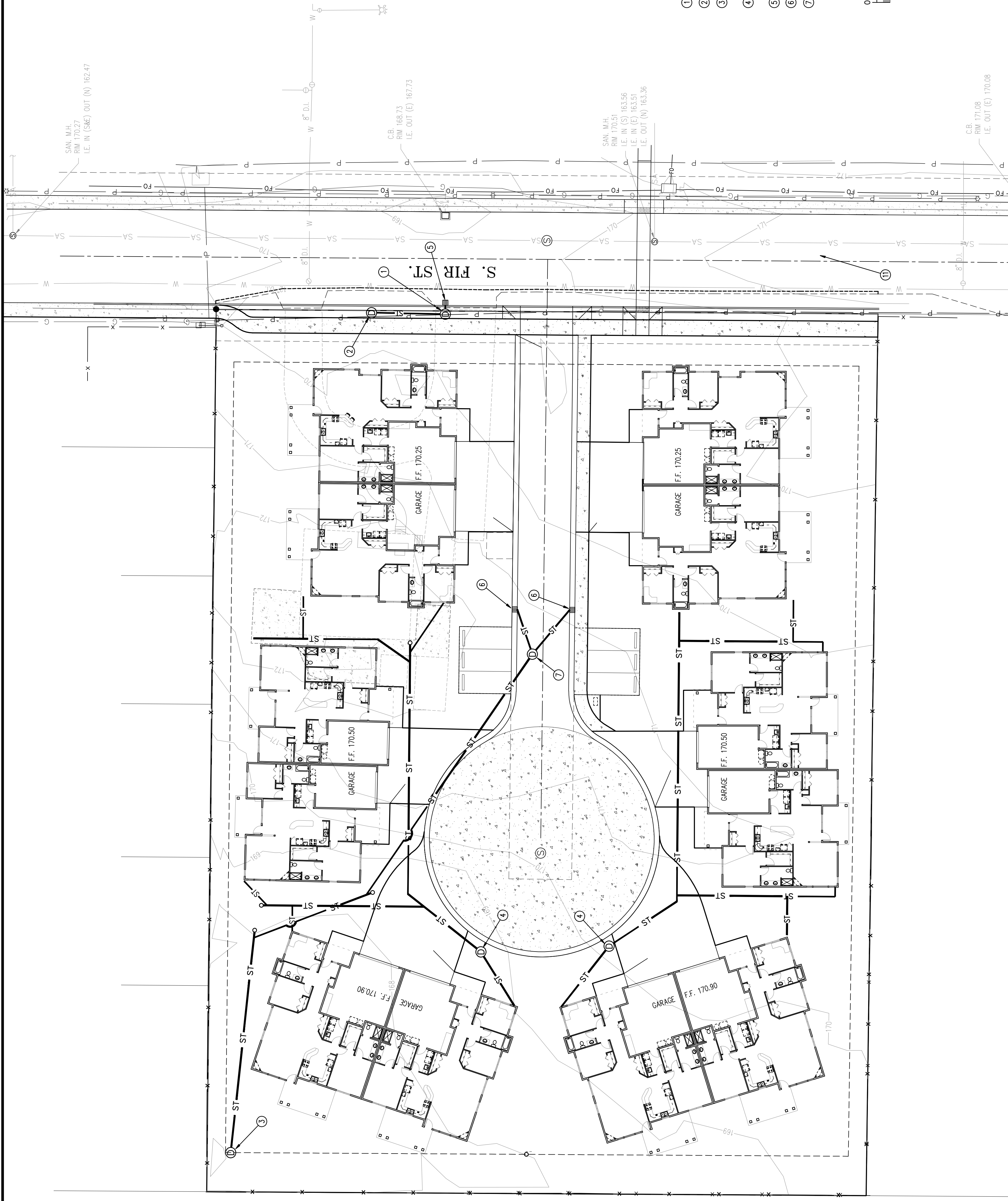
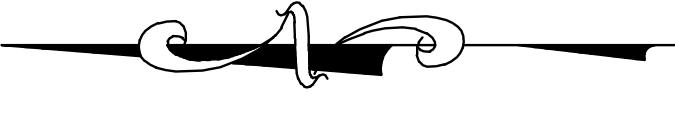
- ① DOMESTIC WATER METER.
- ② DOUBLE CHECK BACKFLOW PREVENTER.
- ③ PRIVATE 4" CONDUIT FOR LANDSCAPE IRRIGATION CONNECTION TO HOPE VILLAGE.
- ④ 12"x8" TAPPING SLEEVE WITH 8" GATE VALVE.
- ⑤ 8x6 MANFL. TEE WITH 6" FLANGI GATE VALVE NORTH AND 8" PLUG WEST.
- ⑥ PUBLIC FIRE HYDRANT.
- ⑦ 10x10' PUBLIC FIRE HYDRANT EASEMENT.



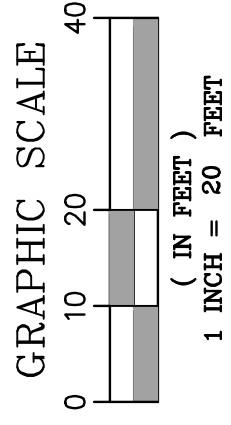
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DWG. NO.:	Z1563-1	CHECKED:	JHH	APPROVED:		DATE:	
SCALE:	1"=20'	ENGR.:					
SHEET:		CHECKED:					
UTILITIES PLAN							
FOR: HOPE VILLAGE INC.							
Ztec ENGINEERS Inc.				SUBTITLE			
Civil - Structural - Surveying				TITLE			
3880 S.E. 8TH AVE., SUITE 250, PORTLAND, OR. 97202				UTILITY PLAN			
Phone: (503) 235-8795 Fax: (503) 233-7889				FOR: HOPE VILLAGE INC.			
Email: ztec@ztecengineers.com				PLOT DATE: 5-7-15			
				ZTEC CAD FILE: Z1563-1.DWG			

LEGEND:

- DENOTES MONUMENTS FOUND AS NOTED
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- G— EXISTING GAS
- P— EXISTING POWER
- x— EXISTING FENCE
- XXX— EXISTING CONCRETE SIDEWALK
- XXX— EXISTING CONTOUR
- ⊗ EXISTING FIRE HYDRANT
- ⊕ EXISTING CATCH BASIN
- ⊙ EXISTING STORM MANHOLE
- ⊖ EXISTING SANITARY MANHOLE
- ⊛ EXISTING LIGHT POLE
- ⊜ EXISTING POWER POLE
- ⊝ EXISTING WATER VALVE
- ⊞ EXISTING WATER METER
- ⊟ EXISTING GAS METER
- ⊠ EXISTING GAS VALVE
- ⊡ EXISTING STREET SIGN
- ⊢ EXISTING TREE
- ⊣ DENOTES IRRIGATION CONTROL BOX



- ① PUBLIC SEDIMENTATION M.H.
- ② PUBLIC DRYWELL
- ③ PRIVATE DRYWELL SURFACE RUNOFF ONLY
- ④ PRIVATE DRYWELL ROOF RUNOFF ONLY
- ⑤ PUBLIC CATCH BASIN
- ⑥ PRIVATE CATCH BASIN
- ⑦ PRIVATE FILTER MANHOLE



JOB NO.: Z1563-1		DRAWN BY: JHH		DATE: 2-13-15	
DWG. NO.: Z1563-1		CHECKED:			
SCALE: 1"=20'		ENGR:			
SHEET:		CHECKED:			
SUBTITLE: STORM DRAINAGE PLAN		BT		APPROVED	
TITLE: FOR: HOPE VILLAGE INC.		DATE:			
Ztec ENGINEERS Inc.		DATE:			
Civil - Structural - Surveying		DATE:			
3880 S.E. 8TH AVE., SUITE 280, PORTLAND, OR. 97202		DATE:			
Phone: (503) 235-8795 Fax: (503) 233-7889		DATE:			
Email: ztec@ztecengineers.com		DATE:			
PLOT DATE: 5-13-15		DATE:			
ZTEC CAD FILE: Z1563-1.DWG		DATE:			

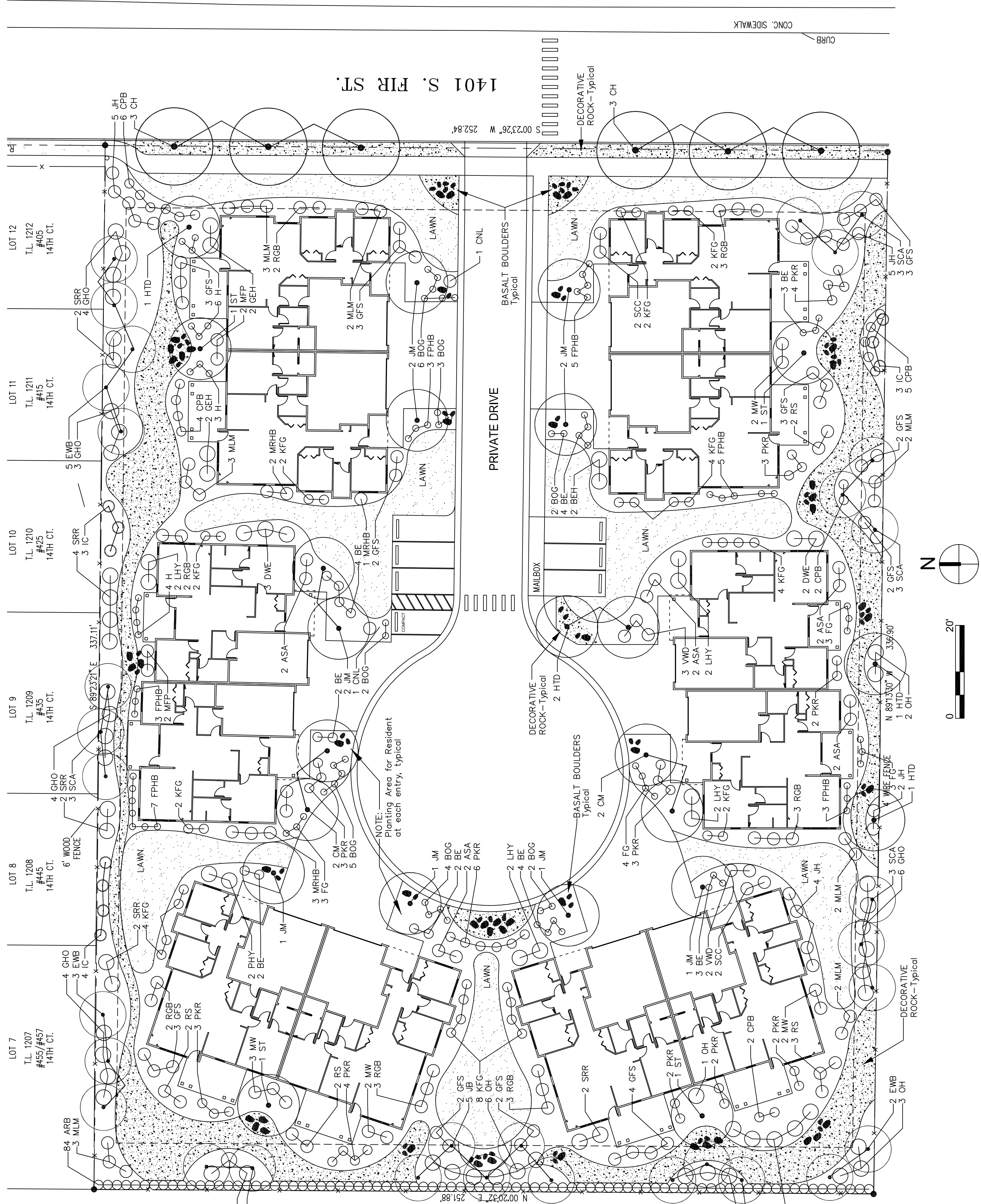


CONSULTANT:
CHRISTOPHER FRESHLEY
 LANDSCAPE ARCHITECT

LANDSCAPE LEGEND

SYMBOL	COMMON NAME	BOTANICAL NAME	SIZE / COND.	SPACING
TREES				
CH	Columnea Herbaceum	Carpinus betulus 'Fastigiata'	2" Cal.	30' o.c.
CM	Tussock Crane Myrtle	Loganstroemia indica 'Tuscarora'	8"-10"	as shown
EWB	European White Birch	Betula pendula	2" Cal.	as shown
HTD	Heart Throb Dogwood	Cornus kousa 'Schmred'	2" Cal.	as shown
IC	Italian Cypress	Cupressus sempervirens	6'-7'	8' o.c.
JB	Japanese Barberry	Barberry thunbergii	2" Cal.	15' o.c.
JM	Japanese Maple	Acer palmatum 'Bloodgood'	2" Cal.	as shown
SCA	Swedish Columnar Aspen	Populus tremula 'Erecta'	2" Cal.	15' o.c.
ST	Smoke Tree	Cotinus coggygria 'Royal Purple'	2" Cal.	as shown
SHRUBS				
ARB	Pyramidal Arborvitae	Thuja occidentalis	6'-7'	30' o.c.
ASA	Autumn Sundance Encore Azalea	Rhododendron 'Azalea Autumn Sundance'	3 Gal.	6' o.c.
BE	Variegated Boxleaf Euonymus	Euonymus japonicus 'Microphyllus Variegatus'	3 Gal.	4' o.c.
CNL	Golden Dwarf Hinoki Cypress	Chamaecyparis obtusa 'Nano Lutea'	3 Gal.	as shown
CPB	Chamaecyparis obtusa 'Nano Lutea'	Berberis thunbergii 'Crimson Pygmy'	3 Gal.	5' o.c.
DWE	Dwarf Winged Euonymus	Euonymus alata 'Compacta'	3 Gal.	7' o.c.
FPHB	Fire Power Heavenly Bamboo	Nandina domestica 'Fire Power'	2 Gal.	4' o.c.
GEH	Glowing Embers Hydrangea	Hydrangea macrophylla 'Glowing Embers'	3 Gal.	7' o.c.
GFS	Golden Flame Spiraea	Spiraea bumalda 'Gold Flame'	3 Gal.	6' o.c.
GHO	Goshiki Holly Osmanthus	Goshiki Holly Osmanthus	3 Gal.	7' o.c.
H	Hosta	Osmanthus heterophyllus 'Goshiki'	1 Gal.	4' o.c.
JH	Japanese Holly	Illicium crenatum 'Compacta'	3 Gal.	6' o.c.
LHY	Lime-light Hydrangea	Hydrangea paniculata 'Lime-light'	3 Gal.	7' o.c.
MFP	Mountain Fire Pieris	Pieris japonica 'Mountain Fire'	3 Gal.	6' o.c.
MRHB	Moyers Red Heavenly Bamboo	Nandina domestica 'Moyers Red'	3 Gal.	6' o.c.
MW	Mountain Weigela	Weigela florida 'Minuet'	3 Gal.	6' o.c.
OH	Oakleaf Hydrangea	Hydrangea quercifolia 'Snow Queen'	3 Gal.	7' o.c.
PHY	Pistachio Hydrangea	Hydrangea macrophylla 'Pistachio'	3 Gal.	6' o.c.
PKR	Pink Knockout Rose	Rosa Radrazz 'Pink'	2 Gal.	5' o.c.
RGB	Rose Glow Barberry	Barberry thunbergii 'Rose Glow'	3 Gal.	6' o.c.
RS	Russian Sage	Perovskia atriplicifolia	1 Gal.	6' o.c.
SCC	Sixteen Candles Clethra	Clethra alnifolia 'Sixteen Candles'	3 Gal.	6' o.c.
SRR	Sunset Rock Rose	Cistus x pulverulentus 'Sunset'	3 Gal.	7' o.c.
VWD	Variegated Winter Daphne	Daphne odora 'Aureo-marginata'	3 Gal.	6' o.c.
GRAASSES				
BOG	Blue Oat Grass	Helictotrichon sempervirens	1 Gal.	4' o.c.
FG	Hamelin Fountain Grass	Stipa arvensis 'Hamelin'	1 Gal.	4' o.c.
KFG	Kari Foerster's Feather Reed Grass	Calamagrostis arundifolia 'Kari Foerster'	1 Gal.	5' o.c.
MLM	Morning Light Miscanthus	Miscanthus sinensis 'Morning Light'	1 Gal.	6' o.c.
GROUNDCOVER				
LAWN				
DECORATIVE ROCK MULCH				
BASALT BOULDERS				

NOTES:
 1. Landscape plan shall comply with all City of Canby landscape code requirements and any City conditions of approval.
 2. Irrigation will be provided by a fully automatic underground irrigation system.

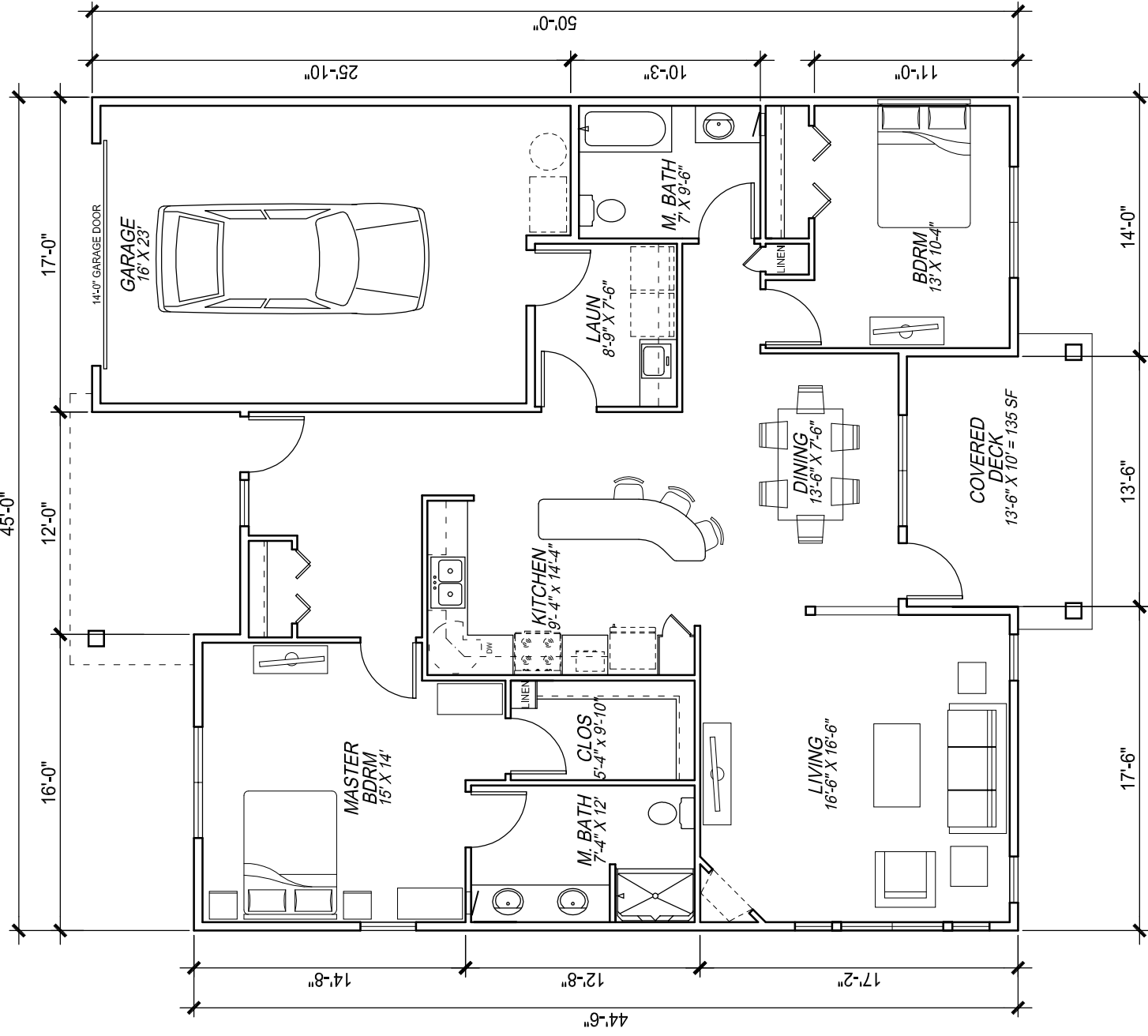
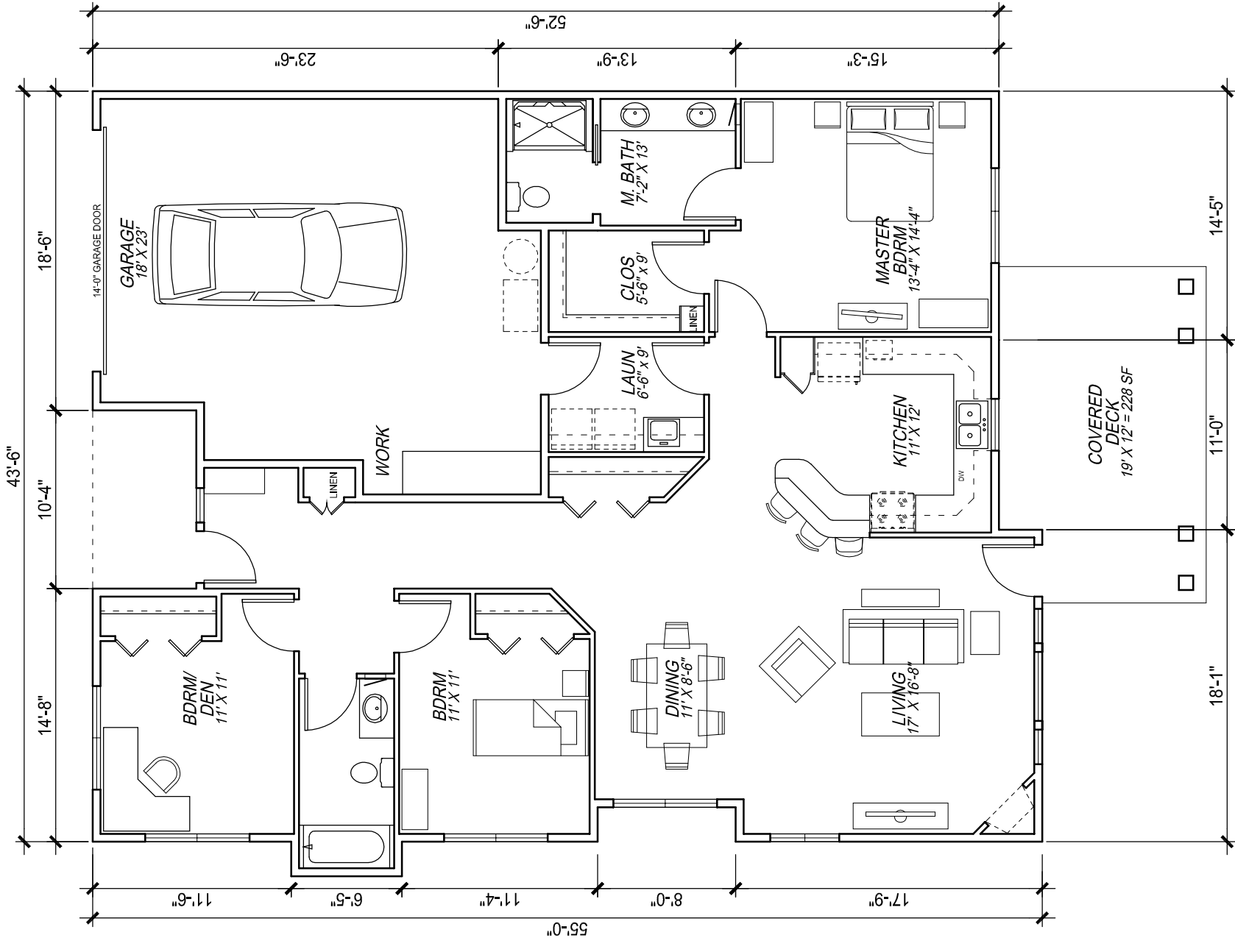


LANDSCAPE PLAN
 1"=20'-0"

SHEET TITLE:
LANDSCAPE PLAN

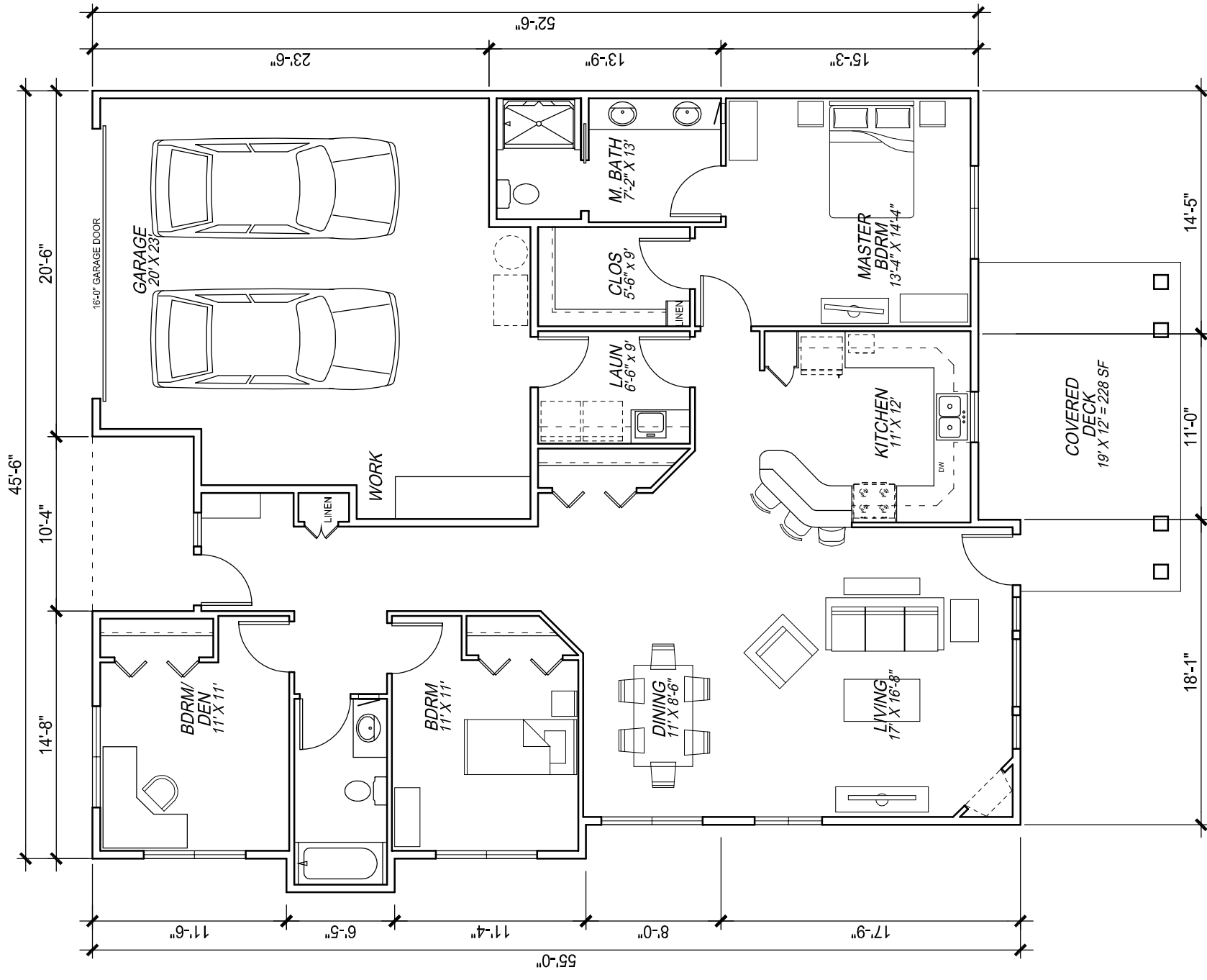
DRAWN BY: C.F.
 DATE ISSUED: 6.14.15

SHEET:
L-1



HOPE VILLAGE COTTAGES UNIT PLANS





3 BEDROOM COTTAGE UNIT "E2" 1,650 SF
 GARAGE - 480 SF
 WORKSHOP - 85 SF
 TOTAL = 2215 SF

HOPE VILLAGE COTTAGES UNIT PLANS



MEMORANDUM



DATE: May 1, 2015
TO: Bryan Brown, City of Canby
FROM: Steve Boice, PE, PTOE
Jasmine Pahukula, EIT
SUBJECT: Canby Hope Village S. Fir Street Duplexes Traffic Impact Analysis

P#11010-048-000

This memorandum summarizes the transportation impacts associated with the proposed expansion of the Hope Village Senior Residential Living Community in Canby, Oregon. The proposed expansion would add six single-story duplexes (12 dwelling units) along the west side of S Fir Street.

The project site is located at 1401 S Fir Street and currently houses a single-family home, which is planned for demolition. The 1.96 acre project site (tax lot # 1301) is zoned R1.5 (Medium Density Residential) and the intended use is an allowed conditional use¹ per the City's zoning and comprehensive plan². A private driveway will provide access to the duplexes from S Fir Street near the location of the existing single-family home driveway (see attached site plan). S Fir Street, south of SE 13th Avenue, is under the jurisdiction of Clackamas County and is classified as a local road.

The proposed expansion would not generate enough traffic to warrant an off-site transportation impact analysis, therefore estimated project trip generation and a review of site access and circulation are documented below.

Project Trip Generation

The amount of new vehicle trips generated by the additional six duplex units (12 senior living dwelling units) was estimated using trip generation estimates published in the ITE Trip Generation Manual for similar land use type³. Trip generation estimates for the proposed expansion are provided for daily, morning and evening peak hours and are summarized in Table 1. Since the additional morning and evening peak hour trip generation is relatively low (3 trips during each peak hour), no off-site impacts were evaluated.

¹ The conditional use requires a minimum of six units per acre.

² City of Canby Municipal Code, Chapter 16.18.020

³ Trip Generation Manual, Institute of Transportation Engineers, 9th Edition.

**Table 1: Proposed Project Trip Generation Estimate**

Land Use (ITE Code)	DU ^a	Time Period	Trip Generation Rate	Peak Hour Trips			Daily Trips
				In	Out	Total	
Senior Adult Housing-Detached (251)	12	AM Peak	0.22 trips/DU	1	2	3	44
		PM Peak	0.27 trips/DU	2	1	3	

^aDU = Dwelling Units

Site Access

The project is proposing to add a private driveway that will intersect S Fir Street. S Fir Street is classified as a local street with an assumed speed of 25 miles per hour (not posted). The following sections discuss the evaluation of intersection sight distance, access spacing, and site circulation.

Intersection Sight Distance

A site visit⁴ was made to ensure that adequate intersection sight distance could be provided at the project access with S Fir Street. Based on a posted speed of 25 mph, American Association of State Highway and Transportation Officials (AASHTO) sight distance requirements specify that 240 feet and 280 feet for right and left turning vehicles, respectively, should be provided.⁵

It is expected that the right turning sight distance requirements will be met and exceed the minimum distance (see Figure 1). Intersection sight distance is however limited for left turning vehicles with the current on-street parking provisions on the west side of S Fir Street near SW 14th Court (see Figure 2). Table 2 summarizes the required and available intersection sight distance at the proposed site access.

Table 2: Intersection Sight Distance at S Fir Street/Project Access

Access	Posted Speed	Turning	Sight Distance Required	Sight Distance Provided	Sight Distance Adequate?
S Fir Street	25 mph	Left	280 feet	240 feet	No
		Right	240 feet	>300 feet	Yes

⁴ Site visit, April 16, 2015, DKS Associates.

⁵ A Policy on Geometric Design of Highways and Streets, AASHTO, 2011.



Figure 1: S Fir Street/Proposed Access Intersection Sight Distance - Right Turn



Figure 2: S Fir Street/Proposed Access Intersection Sight Distance - Left Turn

Prior to occupancy, intersection sight distance should be evaluated at the proposed site access to ensure that sight triangles are clear of objects (on-street parking, buildings, landscaping, etc.). Sight distance may be able to be achieved based on actual site conditions after construction and vehicles positioning themselves into the street allowing them to see around parked vehicles.

Access Spacing

Per the City of Canby access spacing standards, the minimum spacing “roadway to driveway” as measured from centerline to centerline on both sides of the street is 50 feet for local streets.⁶ There are no existing accesses along the east side of S Fir Street near the proposed access. There is an existing roadway on the west side of S Fir Street north of the project site, SW 14th Court. The proposed project access is estimated to be over 200 feet south of SW 14th Court, thus minimum spacing requirements are met.

There is also an existing driveway for a single family home estimated to be over 300 feet south of the proposed project site access. The City of Canby access spacing standards require a minimum spacing “driveway to driveway” as measured from centerline to centerline on both sides of the street is 10 feet for local streets, thus the minimum spacing requirements are met.

Site Circulation Review

Internal motor vehicle circulation was reviewed to ensure that adequate accessibility and circulation routes are provided. The project site proposes access to the duplexes by a private cul-de-sac drive. The preliminary site plan indicates a pending approval by the Fire Marshall for the proposed 45-foot radius for the cul-de-sac. The driveway is

⁶ Access Spacing Standards for City Street Facilities, Table 7-2, Canby Transportation System Plan, December 2010.



planned to be 20 feet wide to serve two-way traffic. Half street improvements along the west side of S Fir Street should be in accordance with the City's standard local street cross-section.

The preliminary site plan also includes good pedestrian connectivity within the project site. There will be a curbside sidewalk on the west side of S Fir Street connecting to the existing sidewalks to SW 14th Court. The site plan also shows a five foot sidewalk along the south side of the private driveway connecting the six duplexes to S Fir Street. Consideration should be provided for a pedestrian connection from the proposed project site to the existing Hope Village property on the east side S Fir Street. While a marked crosswalk across S Fir Street is not warranted⁷, pedestrian curb ramps could be provided at the site access and along the east side of S Fir Street to connect with the existing pedestrian path located approximately 270 feet south of SW 14th Court. The Hope Village Community Center houses the administrative offices as well as activity areas, therefore there is the potential for pedestrian activity between the two sites.

Findings

- The increase in vehicle trips associated with the proposed project would not significantly impact traffic operations along the surrounding transportation network.
- Half street improvements along the sites frontage of S Fir Street should be constructed to the City's standard local street cross-section.
- Consider prohibiting on-street parking along the west side of S Fir Street within 20-foot minimum of the site access, as recommended in the Manual on Uniform Traffic Control Devices (MUTCD) to improve intersection sight distance.
- Site driveways will need to meet American Association of State Highway and Transportation Officials (AASHTO) sight distance requirements.⁸ This includes providing adequate sight triangles at driveway that are clear of objects (on-street parking, buildings, landscaping, etc.) that could potentially limit vehicle sight distance. Prior to occupancy, sight distance at the new access point will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.
- Sidewalks throughout the site and along the project frontage on S Fir Street should meet the City's current design standards⁹ in compliance with ADA requirements.¹⁰
- Although a marked crosswalk is not warranted; pedestrian curb ramps in compliance with ADA requirements, should be considered to connect the proposed access and the existing Hope Village Property on the east side of S Fir Street.

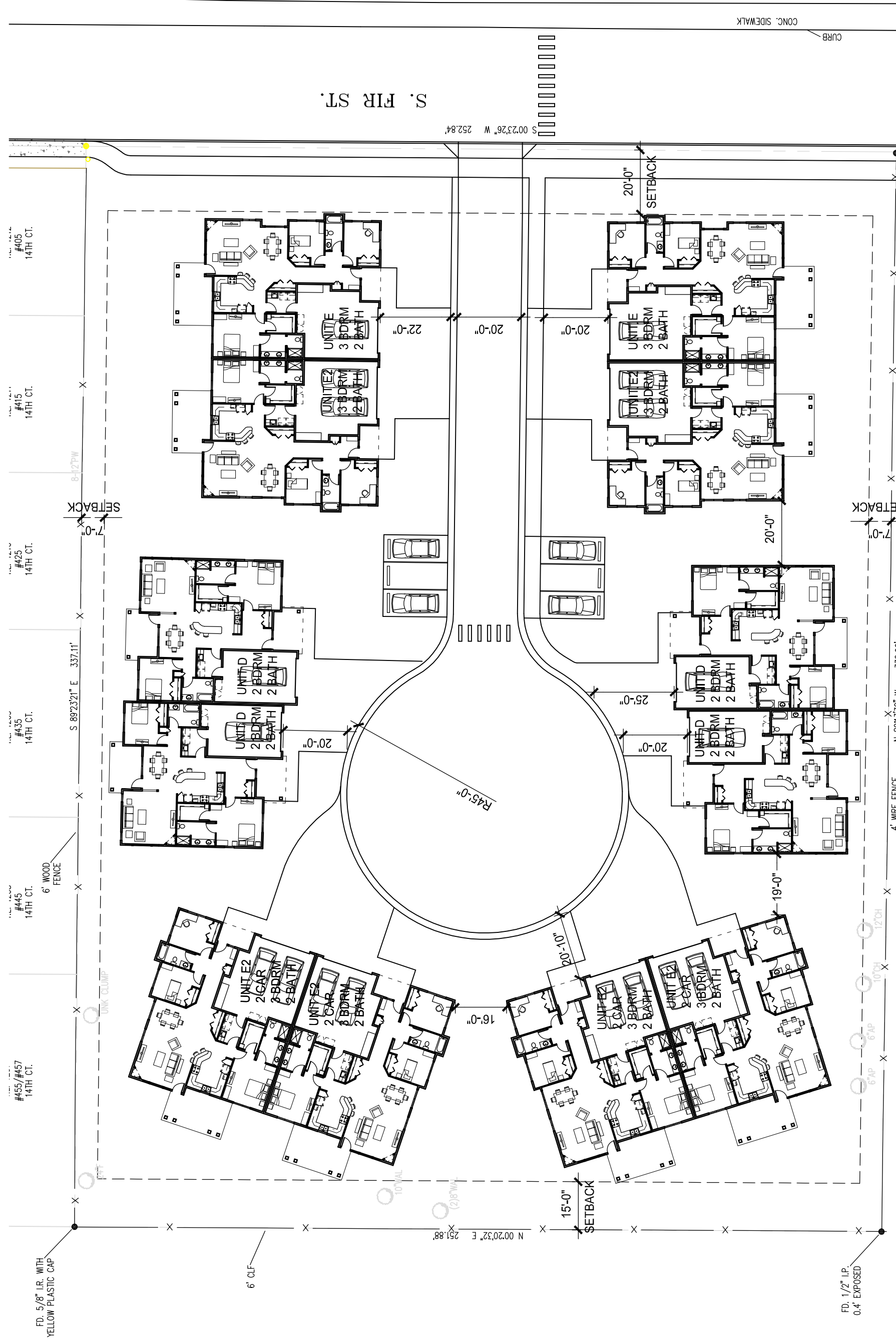
If you have any questions, please feel free to call or email.

⁷ National Cooperative Highway Research Program, Report 562, 2006

⁸ Geometric Design of Highways and Streets, AASHTO, 2011.

⁹ Local Street/Alley Standard Cross Sections, Figure 7-6, City of Canby Transportation System Plan, December 2010.

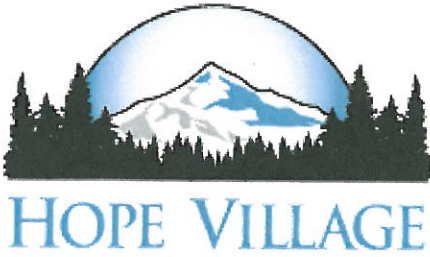
¹⁰ ADA Standards for Accessible Design, United States Department of Justice, September 2010.



FD. 5/8" I.R. WITH YELLOW PLASTIC CAP
 #457/#457 14TH CT.
 #445 14TH CT.
 6" WOOD FENCE
 #435 14TH CT.
 #425 14TH CT.
 #405 14TH CT.

HOPE VILLAGE COTTAGES SITE PLAN - 3 UNIT TYPES





May 4, 2015

Neighborhood Meeting

Sign In

<u>Name & Phone Number</u>	<u>Name & Phone Number</u>
1. JOHN WILLIAMS 503 413 9774	14.
2. Craig Gingsenk (503) 266-9810	15.
3. BOB PRICE 503-807-4009	16.
4. Bob Kaufman 503-266-1306	17.
5. Pat Fuge 503-263-3054	18.
6. Ruth Howard - 503-266-9810	19.
7. Katherine Holt 503 266-8774	20.
8. Allen Hoer	21.
9.	22.
10.	23.
11.	24.
12.	25.
13.	26.

NEIGHBORHOOD MEETING Hope Village – Cottage Project – May 4, 2015

CRAIG GINGERICH – Executive Director, Hope Village: Craig welcomed those attending and made it clear we are here to answer any questions about the proposed project. He also shared some of the History Hope Village and explained the current back log of persons desiring to move to Hope Village. This 12 Cottage Development should relieve this.

CAPTAIN PATRICK FUGE – training officer with Canby Fire Dept. announced there will be a practice training burn on May 16th from approx.. 8am-3pm. A small portion of Fir Street will be shut down at that time. He stated that 90% of the time smoke goes up but a slight wind could impact row 13 with smoke. He suggested that the residents cover or move yard furniture indoors. Should there be inverse weather with strong winds the burn plans would be changed.

Mrs. Holt asked the following questions:

- How will the residents and neighbors learn about the plans to burn?
 - Captain Fuge said there will be a letter sent out
- Will the smoke be toxic?
 - The home has been stripped of hazardous materials the only possible toxin would be paint. All DEQ requirements have been met.

BOB PRICE – Planning Consultant (words attached). Bob explained the regulatory process with the City of Canby. He also shares some about the PUD process and typical schedule for a project. He indicated Hope Village will be proposing a private street. There will be no street parking to enhance access for emergency services, and that guest parking is provided. The street will be lighted and have a sidewalk. He walked us through the site plans. He also mentioned that these homes will not be for sale. They will be owned and maintained by Hope Village Inc. and be leased. He shared some of the details about the duplexes and the landscape plan and it use of drought resistant plants.

- Will the homes be leased?
 - Yes, same as Garden Homes

JOHN WILLIAMSON– Architect LRS. John explained that the proposed design was modeled after our current campus with a desire to have a sense of cohesion. John pointed out that windows on the homes are place strategically with views to the landscape not neighbors. Sidewalk on one side to maximize space on property. There is 20' between homes on most. The closest is 18'

Mrs. Holt asked the following:

- Is the roofline higher?
 - Yes, the pitch is a 5/12 as compared to a 4/12 pitch for the Garden Homes. This is to let the water run off and to prevent debris buildup thus increasing the longevity of the roof.
- How many rooms?
 - Floor plans include 2bdm or 2bdm. with a den

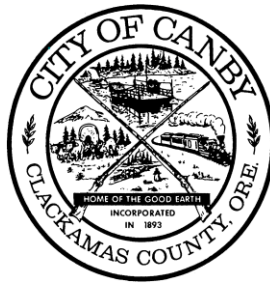
- With concerns to the environment, can there be less grass?
 - Yes, the design plan calls for less grass, with rockery and drought resistance plants all with water conservation in mind.
- What is behind the little area that protrudes on one side of plan
 - Bathtub
- What is behind each window?
 - John explained details about the layout

Were Hope Village residents not invited to this meeting?

- Yes, however they are having another meeting next week that could have impacted attendance to this meeting.

How are the homes designed with respect to earthquakes?

- The designs meet the most recent codes.



Pre-Application Meeting

**Hope Village Duplexes
March 5, 2015
10:30 am**

Attended by:

Robert Lee, Wave, Broadband, 971-338-3259
Todd Gary, Canby Fire District, 503-969-7459
John Middleton, ZTEC Engineers, 503-235-8795
Doug Quan, Canby Utility, Water, 971-563-6314
Dan Purgirl, LRS Architects, 503-265-1575
Hassan Ibrahim, Curran-McLeod Engineers, 503-684-3478
Dinh Vu, Canby Telcom, 503-266-8201

Chris Goetz, Public Works, 503-849-2226
Boe Teasdale, NW Natural, 503-931-3858
Frank Howard, Hope Village, 503-266-9810
John Williamson, LRS Architects, 503-265-1575
Dan Mickelsen, Erosion Control, 503-266-0698
Gary Stockwell, Canby Utility, Electric, 503-263-4307
Bryan Brown, Planning Department, 503-266-0702

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

LRS ENGINEERS, Dan Purgirl

- The site is located on the west side of the existing Hope Village community off of S Fir Street. They purchased this site, which is in the city limits and they plan to put a smaller scale version of the six-plexes like they have on their campus. This would be one tax lot and essentially they will be leasing these duplexes will be zero lot line, single family residences and they will not be individually purchased. They will arrange the leasing with Hope Village and we plan to have a private cul-de-sac.
- This will have to go through Design Review per Bryan Brown. These duplexes shown on this site plan are probably not exactly be what we will end up with, they were something we put together to show approximately what would fit. More than likely in a few months when we will be ready to actually submit for the Land Use Review it will be slightly different in shape and size and we believe it will be (6) duplexes on this site.
- Dan asked John do you have enough information on what you would like to choose on your plan on this project like a private or public road. Discussion ensued. Consensus was to take all the information to Hope Village and decide what they would like to do on public roadway or ever selling the duplexes on the future.

WAVE BROADBAND, Robert Lee

- We would like to have the trench plan when you get it and from there we can do our design. Dan said if we can get your contact information we can send it to you.

CANBY UTILITY, WATER DEPARTMENT, Doug Quan

- How do you plan on serving these duplexes? One individual master meter and then take it back to each duplex, do you plan to use individual meters for each unit? John said they used individual meters for the existing six/eight duplexes and I imagining they plan to do basically what they did over at the main complex. Doug said if you do a main down the street it will

not be a public main, it will be private and we will stop at the property line. You have a choice of individually serving these (6) duplexes and running the water line all the way out to S Fir Street for each one or you can run your own main down the center of the street and feed each one from the main on a master meter. John said if we had a bank of meters it will be acceptable and Doug said yes and we will need to know if you plan on running irrigation from your present facility across the street to this site. You currently using a well for your irrigation and this will change whether or not if you have a backflow device. If you use it for irrigation every one of the domestic meters will have to have an RP backflow device behind it.

- Are you going to need sprinklers in these facilities and if you do, are you going to separate them from a non-potable line or will you run it off a potable water line? What about a fire hydrant at the back of the cul-de-sac. Todd stated at this time we do not require residential sprinklers in Canby. Doug asked Todd if he will require a hydrant at the back of the cul-de-sac and Todd stated he could have them at the front or back. Doug said if there is a required hydrant it will be a fire service with a double check vault at the street and the hydrant will be private. John said if the hydrant is at the street is it not public and Doug said yes and if the hydrant is back in the cul-de-sac it will be private. Discussion ensued on whether to make the cul-de-sac public or private. Dan said it would be a little tight for the public street requirements and for private it will work and Bryan agreed with him because his assumption was it would be too restrictive for public.
- Hassan asked if the hydrant was out at S Fir Street can you make the cul-de-sac smaller. Todd said no because it was 260 feet back from S Fir Street and at 150 feet we have to have a turn around, but if the units were sprinkled we can make the cul-de-sac smaller. Dan said that is a good option for us to know. Todd said he would like to see them sprinkled because it is senior living. Dan said we can do a 13-D and it is something for us to think about. In a perfect world what would you want the cul-de-sac to be and Todd stated 90 feet with no parking.
- Doug stated if you decide not to use the well, it will have to be decommissioned by a licensed well driller by state's standards. John asked if they could use the existing well from the Hope Village Complex and bring it underground across S Fir Street to the new site and Doug stated you would still have to have RP backflow devices and I am not sure you can cross a public roadway with a private water line. The answer was no you could not put a private line across S Fir Street. Dan said if we do use the well on site we have to figure out how to deal with the storm system. Discussion ensued on using the water well.
- If the hydrant can be on S Fir Street the sprinklers would upsize in the line and meter in order to be able to handle the sprinkler systems. You will also need to decide whether to go potable or non-potable for the sprinkler system. Dan said sprinklers are not required but Todd would prefer sprinklers and the answer was yes.
- Doug stated the system development charges (SDC) if you went to individual meter for each duplex you will have SDC's for each residence. If you do a master meter you have one SDC and if you add sprinklers the difference in upsize between the meter we require for the structure and the meter for sprinkling will not be charged. In other words if you need a 1-1/2" line to do the 6 duplexes and we put in a 2" for the sprinkler system you will only pay the 1-1/2" SDC.

CITY OF CANBY, EROSION CONTROL, Dan Mickelsen

- If you plan on irrigation from a well you need to understand DEQ's restrictions on using drywells for storm systems. You cannot have a drywell to take care of your stormwater and have an irrigation well within 267 feet. Dan Purgirl stated he understood an irrigation well will not work for irrigation and is probably in the wrong place. Dan Mickelsen said you can try different alternatives to storm water retention if you use the well for irrigation. If you use a drywell they have to be rule authorized by DEQ. Discussion ensued on whether to use an irrigation well.
- If you decide to do any type of brick wall on the frontage you will need to keep in for the sidewalk and planters and Dan Purgirl said I think they will plan on doing the back and sides for fencing, I do not think they will want one in the front. Bryan said that will be addressed in the Site and Design Review.

CANBY FIRE DEPARTMENT, Todd Gary

- When I do the fire flow calculations I use the square footage and distance between them and I have to consider part of the other side of the duplex and it might require more than one hydrant. If you add sprinklers you deduct 50 percent of it away and then a single hydrant would be okay. I have not done the calculations because you did not know for sure what the sizes of the units will be and Dan said my guess on looking at this plan it would be approximately 20 feet minimum between these four more or less, we have to think about what we want to do on the sprinklers. Discussion ensued on costs between sprinklers and hydrants.

CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

- Canby Utility no longer offers leased lighting like the Hope Village Complex is used to, being a private street you will be responsible for lighting. The next question will be do you want to supply it from one of the units on some sort of agreement or do you want a meter base to supply those lights. The meter base can also supply the well should the well remain in service. Dan said they would discuss this and let you know.
- Gary stated he will need an easement across the S Fir Street frontage. Dan asked how wide do you need it and Gary said 12 foot could cover it.
- The scope of the work will include removing the overhead power line across the front and I made a preliminary sketch for the job. We will set the transformer and conduit and we have existing conduit on the north side of the property line on S Fir Street.

CANBY TELCOM, Dinh Vu

- We will need a copy of the trench detail when you receive it.
- We will follow the electric in the trench and we will be putting in 1-1/4" conduit and hand holds.
- Once you decide on your layout of your project and we receive the trench design, we can do our design and send it to you.

NW NATURAL, Boe Teasdale

- Will you be needing gas and they stated they did not have gas at the complex.

- Will there be a joint trench and the answer was yes. The power goes at the bottom, phone and you at the top.
- When you get further along on the cross section of the street with a PUE or joint trench we will need it to update our mapping system.
- If you decide on gas the unit themselves we prefer to do a double meter at each facility and since they will not be sold there will not be any lot lines between the two units and we will not be crossing any property lines and we prefer it that way.
- We would need the load for each unit and we can size appropriately for the service.
- Our main is on the east side and we will take the line to the west side ourselves, but everything else inside the project a trench will need to be provided.

CITY OF CANBY, PUBLIC WORKS, Chris Goetz

- We want to have a sewer manhole in S Fir Street and bring in an 8” main line, which we will be responsible for the main, but the sewer laterals from the main to the duplexes will be Hope Village’s responsibility. Hassan said we will need 15 foot easement to encompass the sewer main line the entire length of the segment of 8” sewer main and anything off the main to the units will be your responsibility. Chris stated to have a manhole in S Fir Street and one at the end of the cul-de-sac.

CURRAN-MCLEOD ENGINEERING, Hassan Ibrahim

- Hassan asked what the classification was for S Fir Street and Bryan stated it was local and under the jurisdiction of Clackamas County. Hassan said it will require a county permit and I would imagine they will require a half-street improvements including sidewalks and lighting. Clackamas County will say to build the roadway to city standards but it is still a county roadway to be permitted.
- Hassan asked Bryan about the sidewalk requirements and if they want to follow what is existing and use curb-tight sidewalks or sidewalks with a planter strip. Across the street it is curb-tight and the development to the north is curb-tight sidewalk. We now require a 6 foot sidewalk with a 5 foot planter strip and how do you want to deal with this. John asked if they needed to dedicated some right-of-way for this and discussion ensued on the right-of-way of S Fir Street. The consensus was the right-of-way is 40 feet with 10 feet for sidewalks on the west side and to continue with the curb-tight sidewalk. Hassan said it is common to have a sidewalk in the PUE and Bryan said we will have to discuss this more on the roadway and sidewalk. Bryan and Hassan will look at the Transportation System Plan (TSP) and send you the information and Bryan said the sidewalk requirement is 6 foot whether it is curb-tight or with a planter strip.
- We discussed the storm drainage and it will have to stay on site, but there will need to be more discussions on whether you will be utilizing the well. Dan had stated you have alternatives for the storm system like swales.
- The existing house on the property will require a demo permit from the City.
- The septic will need to be decommissioned in accordance with DEQ requirements and copies of the paperwork sent to the city.
- If it will be a private street we will need to have a commercial driveway entrance off of S Fir Street. Six inch concrete with reinforcement. Dan said just for private and Hassan said yes,

if it was public you do not need the commercial driveway. Dan asked if there was a code for private streets on sidewalks. Bryan said he would send him the information.

CITY OF CANBY, EROSION CONTROL, Dan Mickelsen

- Until I see more permanent plans I do not have much to say in this stage of the game.
- You will need to apply for an erosion control permit.
- If the roadway does turn out to be private we need to make sure none of the storm goes to the adjoining properties.

CITY OF CANBY, PLANNING DEPARTMENT, Bryan Brown

- Are these units intended to be rental condominiums where the land is owned by Hope Village and they can purchase the unit? Frank said essentially there is a buy in fee they pay up front and then they get a portion of it when they move out, but they pay a monthly service fee. It is not an ownership but a leased apartment. Dan said they are not purchasing the land or the unit they are leasing the unit, but there is a guarantee of the lease.
- I received the traffic scoping late yesterday and Bryan handed out copies to the Hope Village representatives. Just to summarize, it is a very limited study needed for the amount of traffic to be generated is not of concern, but what they are tasked to do is end the traffic generation in a memo. They propose to do an on-site inspection of the site distances up and down S Fir Street where this private drive will be located. You will see the estimate for the study and you do have an option to have someone else do the actual study if you choose and then DKS will review it for \$250 and they must follow the tasks outlined in the scope.
- This is not the normal to not subdivide this type of project. I do not see anything in the code that absolutely requires you to subdivide, but I am suggesting you do the Planned Unit Development application and it is based primarily on the fact it will be a private road and the drawing I saw you will be needing technical setbacks. If it was a public road you will not be meeting those front setbacks. Bryan said he is recommending if you go through the Planning Commissions review the code reads only a duplex is allowed per lot and if we took it at face value you can only do one duplex unless you do a Planned Unit Development, which also requires a Conditional Use Permit, they are one in the same by our code. You will have the flexibility to use a private road and you do not have to worry about the setbacks and they can approve whatever distance you want to be from the street, which is reasonable that still results in a quality of life for the people in the development. If you chose the Design Review there if a question as to which point matrix in the code you would use because there is a separate one for multi-family and it is easier to use than the other one, which is more orientated toward commercial developments and screening your trash enclosures. My thought you would go with the multi-family matrix with the Design Review. Dan said we will discuss this and get back to you.
- You will need to do landscaping requirements.
- John asked Bryan if there was a minimum of acres and Bryan said in the comprehensive plan there is a (2) acre minimum and you are right around that and John said we are very close to it. Bryan said he did not think that should be an issue. You also need to meet the density and in this case if anyone complains it will be too many, but the code requires you to build as many as you are proposing. Just show the quality of the homes and also discuss the how the property will be managed over time in the application.

- Bryan asked how wide the pavement width for the private roadway is and Dan said it was a hand drawing. Bryan said by the TSP standard public street cross section is 28 foot paved street and I believe 40 foot right-of-way. Dan asked what is the low volume and Bryan stated low volume is less than 500 vehicle trips. There might be an advantage doing a public street and in the long term you do not have to maintain it. If you did the public street it does not make the PUD go away, but it lessens the reason I think you should be doing it. Dan asked what type of sidewalks can we be doing and Bryan said you could potentially do the sidewalks curb tight, the standard gives us discretion and the sidewalks will be 6 foot wide. Dan asked is there a preference for rolled or vertical curbs and the answer was vertical standard curb.
- Dan asked if on-street parking was available on one side of the street. Bryan said if the roadway is 28 foot and it says 7 foot parallel parking on both sides. Todd said that would be too tight for the Fire Code and we want 20 feet. Dan said then we could have parking on one side and the answer was yes. Bryan said the problem is if there were parking on both sides there would be problems and Todd said it is not just parking, there are problems on garbage day with recycling cans. Dan said what about parking in the cul-de-sac and Todd said very limited and if you sprinkle we can talk about size of cul-de-sac. Dan Mickelsen stated if there was any possibility of selling any of these units the roadway has to be built to city standards and each one of these duplexes had its own sanitary sewer lateral and they need to be 6 inch to the property line with a cleanout.



MEMORANDUM

TO: Hope Village Duplexes/Design and Integrity Architecture

RE: Pre-application #PRA 15-01

FROM: Bryan Brown, Planning Director

DATE: March 2, 2015

APPLICANT: Hope Village Duplexes/Design and Integrity Architecture

TAX LOTS: 41EO4CA 01301

LOCATION: 1401 S. Fir Street

ZONING: R-1.5 Medium Density Residential

PROPOSAL: Construct six single-story duplexes on a single parcel

TO COMPLETE THIS PROPOSAL:

We recommend that you submit a Planned Unit Development which is also considered a conditional use in any zoning district and a Site and Design Review Type III Applications which requires approval by the Planning Commission. The Planned Unit Development may apply to development of a single tract without property divisions. It eliminates the R 1.5 statement which limits the outright permitted use to only "one duplex per lot".

- A \$500 Deposit for Traffic Scoping was received on February 17 and notice was provided to DKS Associates to prepare the scope. It should be completed soon, and is likely to consist of documenting the expected traffic generation and checking sight distances at the intersection of the private road with S. Fir Street.
- A Neighborhood Meeting should be held prior to application being made. Notification is to be provided by the applicant to those who will also receive notice after the application by the City for the public hearing – including the Chair of the SW Neighborhood Association - two weeks prior to the meeting. A written summary of pertinent issues raised with a response shall be prepared and submitted with the application.

ZONING STANDARDS APPLICABLE TO THIS APPLICATION

Applications are reviewed on the basis of criteria in *Title 16: Land Development and Planning Ordinance* of the *Canby Municipal Code*. *Title 16* is available on the City's website or may be emailed upon request. The applicant must address compliance with this ordinance in order to be approved in the land use and planning process. Staff has determined that the following Chapters may apply to the proposed development. This is only a preliminary list; during a more extensive review, staff may encounter additional standards applicable to the proposal:

- **Chapter 16.08: General Provisions**
 - Contains standards for fences, sidewalks, etc.
 - Contains standards regarding Traffic Impact Study requirements.
- **Chapter 16.10: Off Street Parking**
 - Parking & loading standards
 - Parking lot and access standards
 - Bicycle parking standards
 - For this application, please demonstrate that parking standards are met for each dwelling unit. Two spaces per unit are standard for duplexes, but housing considered for retirement seniors may qualify for one space per unit.
- **Chapter 16.18: R-1.5 Medium Density Residential Zone**

- Lists permitted and conditional uses. Duplexes are limited to one on a lot as an outright permitted use. Two-family dwellings must meet the minimum density standard of 6 units per acre. The 1.96 acre site requires 11.76 units which rounds to 12. Twelve dwelling units are planned. In conjunction with approval of a Planned Unit Development multiple duplexes would be allowed as a conditional use permit.
- **Chapter 16.36: Planned Unit Development Overlay Zone (PUD)**
- **Chapter 16.42: Signs**
 - 16.42.040 Design standards for signs
 - 16.42.050 Table 1 applicable. This site would qualify for a monument sign – 16 square foot maximum with 7 foot maximum height applicable to a multifamily development.
 - 16.42.070 contains sign measurement specifications
- **Chapter 16.43: Outdoor Lighting Standards**
 - Lighting standards of this chapter are applicable to any lighting proposed
- **Chapter 16.46: Access Limitations**
 - Contains access standards if proposing new accesses. Single ownership developments are subject to a two lane road with a minimum width of 20 feet with no parking permitted, or 28 feet with parking on both sides.
 - Up to 30 units are allowed with a single means of access.
 - The proposed private street should be a minimum of 50 feet from another non-single family driveway and 150 feet from another local street intersection.
- **Chapter 16.49 Design Review**
 - Contains application procedures.
 - The Multi-family Design Menu – Table 16.21.070 is applicable to this proposal rather than the one in 16.49. You must meet 5 of the Design Elements for the Street Facing Facades indicated in 16.21.030(D).
 - Contains general conditions the Planning Commission can place on approvals.
 - Bike and pedestrian design standards
 - Landscaping standards
- **Chapter 16.50: Conditional Uses**
 - The Planning Commission shall make findings that the four listed criteria have been met.
- **Chapter 16.70: Planned Unit Development Regulations – General Provisions**
 - The purpose of the PUD is to provide a degree of flexibility and diversification in the use of land through grouped buildings or arrangement of open space within the development in a manner as good as, or better than, that resulting from traditional development while maintaining the same density allowed by the underlying zone.
- **Chapter 16.72: PUD Applications**
 - Provisions for a conditional use permit must be met
- **Chapter 16.74: PUD Uses Permitted**
 - Residential units, either detached or in multiple type dwellings, at no greater density than is allowed for the zoning district. The R 1.5 has a minimum density of 6 units per acre and a maximum of 14.
- **Chapter 16.76: PUD Requirements**
 - Minimum of 15% open space standard
 - Show overall density, lot coverage, and impervious surface of overall development
 - Indicate any proposed owners’ association bylaws, separation of utilities from one unit to the next, whether any fencing is proposed in the project
 - Note exception or modification to yard setback requirement

- **Chapter 16.89: Application and Review Procedures**
 - Procedural steps to process application
- **Chapter 16.120: Parks, Open Space, and Recreation Land**
 - Provisions regarding parkland dedication or Park SDC requirements
 - The City would be expecting to collect Park SDC's with each dwelling unit equal to that for a single-family home.

QUESTIONS FROM THE APPLICANT

1. Confirm that no frontage improvements or dedications will be required.
 - The city evaluates right of way requirements based on the street cross sections (Figures 7-3 and 7-4) in the Transportation System Plan (TSP).
 - The Planning Commission has the authority to require frontage improvements. But, customarily, if the existing infrastructure is functional, then no improvements have normally been required. A 6' sidewalk will be required along S Fir Street.
2. What, if any, are the storm water management requirements for the site?
 - Storm water must be retained onsite per the Canby Public Works Design Standards; Low Impact Development (LID) practices are encouraged.
3. Discuss required impact fees including available credits.
 - See the SDCs on the standard handout for single-family homes.
4. Discuss required Land Use approvals and Permits that are needed.
 - Type III Design Review
 - Site Plan Review
 - Sign Permits if proposed separately from the Design Review
 - Preconstruction conference
 - Clackamas County building permits
5. Discuss signage allowance and potential for adjustment to increase.
 - See Chapter 16.42 items above.
6. Discuss any landscaping requirements for the site.
 - The 16.49.040 Design Review Menu has various landscaping and screening requirements.
 - Sections 16.49.070-16.49.150 contains the majority of the code's landscaping requirements.

FEES

The following is a list of possible fees that may be incurred for this project. See the attached fee schedule for fee amounts.

- Public Works Fees
 - Plan Review, Inspections, and Witnessing for Construction Projects
 - Street excavation fee
 - Street Tree Fees for New Development
 - Erosion Control
 - Sewer tap fee
 - Industrial Wastewater Permit and application review fee-ask Public Works if this is applicable to the proposal.
- System Development Charges (SDCs)
 - Storm water
 - Transportation

- Wastewater
- Parks
- Water: Inquire with CUB for rates
- Planning Fees
 - Planned Unit Development Type III
 - Site and Design Review Type III (Lets discuss if this can be eliminated)
 - Traffic Impact Study (TIS):
 - Scoping: \$500-deposit (payment to the Planning & Building Department starts the scoping process)
 - Study: Varies generally from \$1,000 to 15,000; scoping indicates the extent of analysis required and cost of the study which is to be paid prior to study initiation
 - Building Permit Site Plan Review
 - Preconstruction conference
 - Sign Permit fee(s)
 - Private on site engineering plan review fee
 - Engineering public improvement plan review fee

*Check with Clackamas County for building fees associated with structural, plumbing, electrical and mechanical reviews

May 26, 2015

MEMORANDUM

TO: Mr. Bryan Brown
City of Canby

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

**RE: CITY OF CANBY
HOPE VILLAGE DUPLEXES (PUD 15-01, CUP 15-02 & DR 15-02)
PRELIMINARY REVIEW**

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

1. S Fir Street is a County road and classified in the City Transportation System Plan (TSP) as a local street with the right-of-way (ROW) width ranging between 50-foot and 62-foot and a paved surface of 34 feet curb to curb. The total existing right-of-way (ROW) width is 40 feet, the developer is not proposing to dedicate any additional ROW to meet the City TSP requirements. However, we have no concerns with the planter strip and the sidewalk being encompassed in a public easement.
2. The developer will be required to construct half street improvements to City Standards with a 17-foot paved width measured from the centerline ROW and matching the existing street width to the north. An asphalt tapers at the rate of 10:1 shall be constructed to match existing asphalt surface at the south end of the street. The improvements shall also include curbs, 5-foot planter strip, 6-foot concrete sidewalks, street lights and utilities in conformance with section 2.207 of the City of Canby Public Works Design Standards dated June 2012. Clackamas County approval will be needed for those improvements.
3. The access driveways on S Fir Street shall be have a “Commercial Driveway Approach” using 6” minimum concrete thickness with reinforcements over 4” min of crushed rock base. The driveway approaches shall be in compliance with the current ADA standards.

4. The interior private street shall be designed to City local street standards in conformance with section 2.207 of the City of Canby Public Works Design Standards dated June 2012.
5. Prior to the start of construction or any on-site disturbance, the developer will be required to obtain from the City an erosion control permit.
6. A demolition permit will be required from the City of Canby prior to demoing of the existing house.
7. 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. All private storm drainage discharge shall be disposed on-site.
8. The proposed 8” sanitary sewer main can be public with a manhole at each end of the line, the City will only maintain the main sewer line, all the service laterals maintenance will be the sole responsibility of the property owners. A 15-foot public sanitary sewer easement centered over the pipe will be required and dedicated to the City of Canby.
9. Any existing domestic or irrigation wells shall be located, identified, capped, disconnected or abandoned in conformance with OAR 690-220-0030. A copy of the Oregon Water Resources Department (OWRD) abandonment certificate shall be submitted to the City.
10. Any 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.



M. BARBARA CARTMILL
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Memorandum

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

TO: City of Canby
FROM: Traffic Engineering and Development Review, Robert Hixson
DATE: June 9, 2015
RE: PUD 15-01/CUP 15-02/DR 15-02, Hope Village Duplexes
T4S., R1E., Section 4CA, Tax Lot 1301

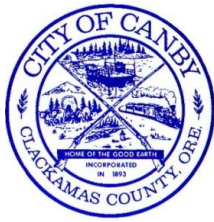
Traffic Engineering and Development Review staff has reviewed the submitted application materials. We have the following comments:

Facts and Findings:

1. The proposed development is adjacent to Fir Street, which is under the jurisdiction of Clackamas County.
2. The proposed street and frontage improvements, consistent with City of Canby requirements, are acceptable to Clackamas County.
3. The applicant shall provide and maintain adequate intersection sight distances and adequate stopping sight distances at the private road intersection with Fir Street. Based on a posted or intended speed of 25 miles per hour, a design speed of 30 miles per hour is used to calculate sight distances. Clackamas County's evaluation of Fir Street finds that it is a very low volume local street. Therefore, the required intersection sight distances northerly and southerly shall be minimums of 165 feet. The submitted traffic study indicates that these sight distances are achievable.
4. The applicant shall obtain a Development Permit from Clackamas County prior to initiation of construction activities.
5. The use of public rights-of-way for construction vehicle and materials staging is not authorized by the Roadway Standards and poses a potentially deleterious effect of the proposed use, because it contributes to congestion, reduces sight distance, and occupies shoulders intended for emergencies and other purposes. To protect the public from such effects, the applicant shall be required to submit a construction vehicle management plan for review and approval by the County DTD, Construction and Development Section, before the County issues a Development Permit. This may be accomplished with adequate notes on the plans indicating that no material or vehicle staging will occur within the right-of-way.

Development Engineering recommended conditions of approval:

- 1) The applicant shall obtain a Development Permit from Clackamas County Department of Transportation and Development prior to the initiation of any construction activities associated with the project.
- 2) The applicant shall provide and maintain adequate intersection sight distances (165 feet northerly and southerly) at the private road intersection with Fir Street.
- 3) Prior to certificate of occupancy, the applicant shall provide an Engineer's cost estimate to Clackamas County Engineering for any unfinished improvements within the Fir Street right-of-way required by conditions of approval. The estimate shall be submitted for review and approval of quantities of asphalt concrete, aggregates, curbs, sidewalks and any other required improvements and associated construction costs.
- 4) Prior to the issuance of a building permit, the applicant shall submit to Clackamas County Engineering Office:
 - a) A set of street improvement construction plans for review, in conformance with *Clackamas County Roadway Standards* Section 140, to Deana Mulder in Clackamas County's Engineering Office and obtain written approval, in the form of a Development Permit.
 - i) The permit will be for, but not necessarily limited to, street, private road approach, curb, sidewalk, and drainage improvements
 - ii) The fee for the permit will be calculated in accordance with the current fee schedule.
 - iii) The applicant shall have an Engineer, registered in the state of Oregon, design and stamp construction plans for all required improvements, or provide alternative plans acceptable to the Engineering Division.
- 5) Before the County issues a Development Permit, the applicant shall submit a construction vehicle management and staging plan for review and approval by the County DTD, Construction and Development Section, if the public road right-of-way is planned to be used for construction staging. That plan shall show that construction vehicles and materials will not be staged or queued-up on public streets and shoulders without specific authority from DTD. If the public road right-of-way is not planned to be used for construction staging, a note shall be added to the construction drawings stating that the public road right-of-way will not be used for construction staging.

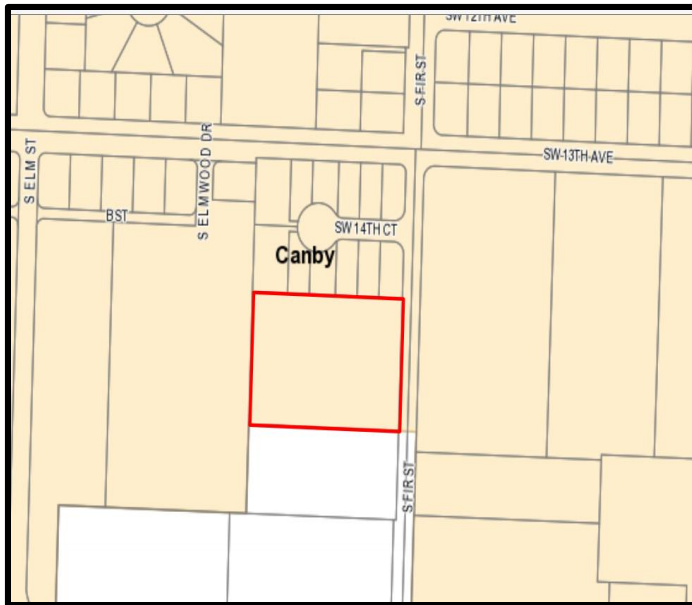


City of Canby

REQUEST FOR COMMENTS

The City has received the following applications: Planned Unit Development (PUD 15-01), Conditional Use Permit (CUP 15-02) and Site and Design Review (DR 15-02) from Hope Village. The applicant proposes to develop a small cluster of 12 units arranged in a duplex configuration. The 1.95 acre property is located at 1401 S Fir Street.

Comments due– If you would like your comments to be incorporated into the City’s Staff Report, please return the Request for Comments form by **Wednesday, June 10, 2015**



Location: 1401 S Fir Street (Bordered in red on map),
Tax Lot: 41E04CA01301
Lot Size and Zoning: 1.95 acres, zoned R-1.5 Medium Density Residential
Owners: Hope Village, Inc.
Applicant: Hope Village, Inc.
Application Type: Planned Unit Development, Conditional Use Permit & Site & Design Review
City File Number: PUD 15-01, CUP 15-02 & DR 15-02

Contact: Bryan Brown, Planning Director (503)266-0702

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? Please email your comments to brownb@ci.canby.or.us.

Attachments include:

- Site Plan
- Narrative
- Utility Drawings

PLEASE NOTE: THIS APPLICATION HAS BEEN DEEMED COMPLETE AND A HEARING DATE HAS BEEN SET FOR MONDAY, JUNE 22, 2015.

If you need additional information or documents please contact the Planning office at 503-266-7001.

CITY OF CANBY –AGENCY COMMENTS FORM

Application: PUD 15-01, CUP 15-02, DR 15-02 Hope Village Duplexes

Applicant: Hope Village, Inc.

Please indicate any conditions of approval you wish the Planning Commission to consider:

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

NAME: _____

AGENCY: _____

DATE: _____

Thank you!



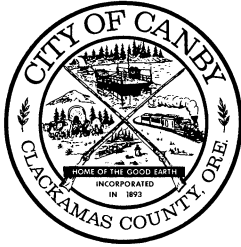
June 2, 2015

Comments from Canby Telcom for Hope Village Duplexes:

- Canby Telcom services will be available through the development.
- The Developer/Owner is required to provide all trenches for placing underground telephone facilities from an existing telephone connection point. Canby Telcom will place and provide all materials.
- Canby Telcom will follow the power design as much as possible to minimize trenching; however, additional trenches may be required for communication facilities.
- There is no development fee.

Contact Information:

Engineering Manager	Brad Madison	503-266-8255
Associate Engineer	Dinh Vu	503-266-8201
Construction Inspector	Matt Downs	503-341-4357
Customer care center		503-266-8111



BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY

A REQUEST FOR SITE AND DESIGN)
REVIEW FOR HOPE VILLAGE, INC)
SIX RESIDENTIAL DUPLEX STRUCTURES)
AT 1401 S FIR STREET)

FINDINGS, CONCLUSION & FINAL ORDER
DR 15-02/PUD 15-01/CUP 15-02
HOPE VILLAGE, INC.

NATURE OF THE APPLICATION

The applicant is seeking approval to construct six residential duplex structures clustered around a private cul-de-sac street on a single legal lot of record nearly 2 acres in size. The 12 proposed dwelling units are intended to assist Hope Village in meeting a backlog of demand for market rate senior housing. The property will be owned and maintained by Hope Village, Inc. who will lease the units. The site had a previous residence which was recently removed through a controlled burn by Canby Fire District. The property is zoned R-1.5 Medium Density Residential

HEARINGS

The Planning Commission considered application **PUD 15-01/CUP 15-02/DR 15-02** after the duly noticed hearing on June 22, 2015 during which the Planning Commission by a __/__ vote approved **PUD 15-01/CUP 15-02/DR 15-02**. 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 Chapters 16.36 & 16.70-76 PUD, 16.50 Conditional Uses, 16.49 Site and Design Review, and other applicable code criteria and standards reviewed in the Staff Report dated June 22, 2015 and presented at the June 22, 2015 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.
- 2.

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the additional findings indicated above, concluded that the applications submitted meets all applicable approval criteria, and recommended that File #PUD 15-01/CUP 15-02/DR 15-02 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 approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **PUD 15-01/CUP15-02/DR 15-01** is approved, subject to the following conditions of approval:

1. The applicant shall install the S Fir Street planter strip street trees as identified and indicated by the landscape plan (Sheet L.1) with the addition of a protective sidewalk barrier and shall be responsible for keeping them alive and healthy for the initial 2 year establishment period in place of payment of a City Street Fee authorized and otherwise used for residential subdivisions where landscape plans are not approved.
2. The developer is required to construct half street improvements to City standards with a 19-foot paved width measured from the centerline ROW and matching the existing street width to the north. An asphalt taper at the rate of 10:1 shall be constructed to match existing asphalt surface at the south end of the street. The total paved width for S Fir Street is approved to be 36 feet wide to be consistent with the width of the existing street section to the north. No additional ROW dedication is requested to maintain consistency with the existing street ROW. Improvements shall include curb, 5-foot planter strip, 6-foot wide sidewalk, street lights and utilities in conformance with section 2.207 of the City of Canby Public Works Design Standards dated June 2012. Clackamas County approval will also be needed for those street improvements since the County has jurisdiction over this roadway. The sidewalk and planter strip will be placed in a public easement on private property.
3. The interior private street shall be designed to City local street structural standards as indicated in section 2.207 of the City of Canby Public Works Design Standards per CMC Sec. 16.64.070(C)(2).
4. Since this development is not planned to be subdivided or platted, the proposed 24'- wide water and sewer easement within the private access drive and the 12' wide PUE, sidewalk, and street tree easement adjacent to S Fir Street shall be recorded as separate instruments on this property with the County Clerk's office prior to occupancy of the site.
5. An irrigation plan for the landscape areas shall be submitted with approval of the final construction plans.
6. The construction plans shall indicate ADA compliant ramps at the S Fir Street intersection with the private access drive and to accommodate an informal crosswalk across S Fir Street in alignment with the internal private street sidewalk.

7. The developer shall be responsible for the erection of a “no on-street parking” sign on S Fir Street to prohibit parking within 20 feet north of the private access drive as recommended by the Traffic Study to help maintain sight distance for left turning vehicles out of this site in accordance with AASHTO vision standards.
8. Two outdoor visitor bike racks shall be provided on a suitable all weather surfaces – one on each side of the private access road.
9. The proposed 8” sanitary sewer main can be public as proposed with a manhole at each end of the line. The City will only maintain the main sewer line with the service lateral maintenance the sole responsibility of the property owner. A minimum 15-foot wide public easement centered over the pipe will be required.
10. Any existing domestic or irrigation wells shall be located, identified, capped-disconnected or abandoned in conformance with OAR 690-220-0030. A copy of the Oregon Water Resources Department (OWRD) abandonment certificate shall be submitted to the City.
11. Any 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.

Procedural Conditions – Prior to Issuance of Building Permit the following must be completed:

12. The applicant shall provide payment of the City of Canby public and private engineering plan review fees as indicated in the City Master Fee Schedule in conjunction with approval of the final construction plans.
13. The design engineer shall submit a final storm water management plan and analysis for City review of the suitability of the proposed methodology for meeting City standards identified in Chapter 4 of Canby Public Works Design Standards during final construction plan approval. Any storm plan utilizing use of new drywells shall be approved by DEQ and provide required spacing separation from existing operating water wells.
14. A sediment and Erosion Control Permits will be required from the City prior to commencing site work.
15. 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 designed and stamped by a professional engineer registered in the State of Oregon must be approved and signed by the City and all other utility/service providers through the City’s preconstruction approval process. 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 providers.
16. Clackamas County shall provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project. Fire & Life Safety includes Canby Fire District prior to issuance of a City building permit.

NOTE: Approval of this application is based on submitted application materials. Approval is strictly limited to the submitted proposal and is not extended to any other development of the property. Any modification of development plans not in conformance with the approval of application File No. DR 15-02, including all conditions of approval, shall first require an approved modification in conformance with the relevant sections of the Canby Municipal Code.

I CERTIFY THAT THIS ORDER approving PUD 15-01/CUP 15-02/DR 15-02 HOPE VILLAGE, INC. was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 22nd day of June, 2015

 John Savory
 Planning Commission Chair

 Bryan Brown
 Planning Director

 Laney Fouse (Attest)
 Meeting Recorder

ORAL DECISION: June 22, 2015

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

WRITTEN DECISION: June 22, 2015

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