

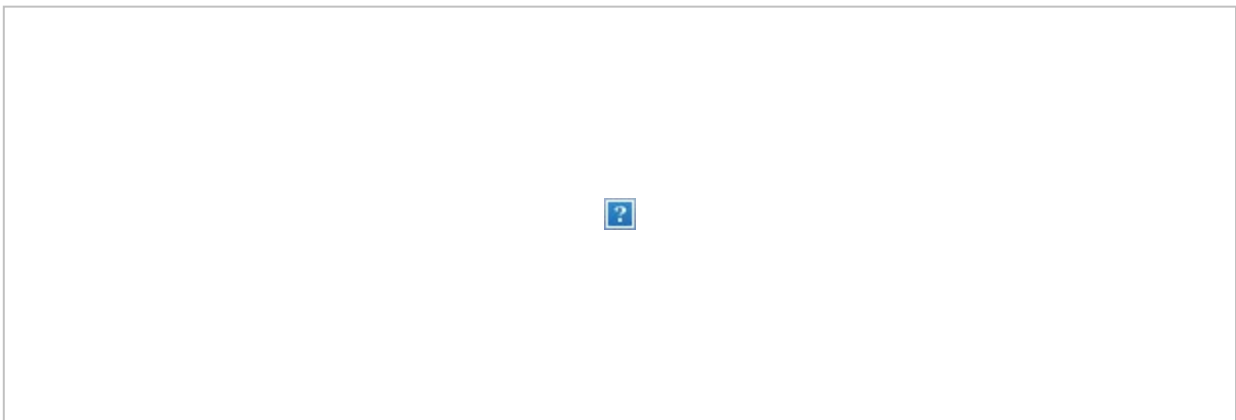
**From:** [Rachel Vickers](#)  
**To:** [knottworks@gmail.com](mailto:knottworks@gmail.com); [Laura Mounce](#)  
**Cc:** [Brent Bybee](#); [Geoff Wullschlager](#)  
**Subject:** Incomplete Letter for 06SPR-23  
**Date:** Thursday, September 28, 2023 4:36:00 PM  
**Attachments:** [2023.09.28-IncompleteLetter-06SPR.23.pdf](#)  
[image001.png](#)

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Hello,

Please see the attached incomplete letter for the proposed 44-unit manufactured dwelling park at 16565 Reed Road. Upon review, please reach out if you have any questions or concerns.

Best,





## INCOMPLETE LETTER

September 28, 2023

Knottworks Construction  
PO Box 197  
Otis, OR 97368

*SUBJECT: 06SPR-23, Knottworks Construction, 16565 Reed Road, La Pine, OR 97739*

Dear Applicant,

The City of La Pine received a Site Plan Review application on August 29, 2023, for the above referenced property. In reviewing the application against the requirements of the La Pine Development Code and State Statute, City staff has determined the application to be **INCOMPLETE** as of September 28, 2023.

To ensure a complete application is reviewed, staff requests the following additional information that relates to La Pine Development Code and State Statute.

### **PART III, CITY OF LA PINE DEVELOPMENT CODE**

#### **Article 3, Zoning Districts**

#### **Chapter 15.22 – Commercial and Mixed-Use Zones**

##### Section 15.22.500, Additional Standards

...

- D. *Vehicle access. Access driveways and entrances shall be permitted in a number and locations in which sight distance is adequate to allow safe movement of traffic in or out of the driveway or entrance, the free movement of normal highway traffic is not impaired, and the driveway or entrance will not create a hazard or an area of undue traffic congestion on highways to which it has access. The city may require the permit applicant to submit engineering data and/or traffic analyses to support its proposed plan of access driveways and entrances. See additional access and circulation standards in article 5.***

...

**STAFF COMMENT:** The applicant's submitted site plan includes the following:

*Access to the 44 manufactured dwelling units will be via a one-way internal private street accessed with approaches on Reed Road. The western approval (entrance) is 30 feet wide, and the eastern approach (exit) is 20 feet wide. There is 91 feet between the entrance and exit.*

Staff finds that engineering data in the form of a traffic analysis is needed to adequately confirm that access to the proposed use meets the above criterion. Please note that the submitted traffic analysis, while mentioning multifamily development, specifically focused on the traffic impacts for a zone change for the property from Industrial to Commercial. Please submit an updated traffic analysis that specifically looks at the proposed use of a new 44-unit manufactured home park and how it complies with LPDC.

## **Article 5, Development Standards**

### **Chapter 15.82, Landscaping, Buffering and Fences**

#### Section 15.82.010, Landscaping and Buffering Requirements

...

- B. Area required. Except as approved otherwise by the city, the following minimum percent of a parcel area shall be landscaped for the following uses:**
- 1. Duplexes and triplexes: 25 percent.**
  - 2. Multi-family dwelling complexes containing four or more units and commercial residential mixed uses (CRMX): 20 percent.**
  - 3. Commercial uses including mixed use commercial (CMX): 15 percent.**
  - 4. Industrial uses. A minimum five-foot landscaped buffer along any adjoining public right-of-way of a collector or arterial street or highway, which may be computed toward an overall requirement of ten percent.**
  - 5. Minimum area requirements may include landscaping around buildings, in parking and loading areas, outdoor recreational use areas, screening and buffering areas, and surface water drainage areas.**

**STAFF COMMENT:** The above criteria require a 20% landscaping requirement for the 5-acre parcel which would be 1 acre or 43,560 square feet. The applicant's burden of proof provides the following information:

*As stated in Note 13 of the submitted site plan, all areas not shown or noted as covered by asphalt, building, or other impervious surface, will be landscaped with plantings and/or landscape materials as allowed by city municipal code. Plantings will be irrigated. The space for each unit will contain a mix of grass, rocks, trees, and shrubs. Recreation/grass areas are depicted on the submitted site plan. There are three grass areas along the north area of the project. The two recreation areas are in the middle row of unit spaces, with one immediately to the south of the north grass area and one towards the south end of the middle row.*

The submitted site plan also provide the following information related to landscaping:

*All areas not shown or noted as covered by asphalt, building, or other imperious surface will be landscaped with plantings and/or landscape materials as allowed by City of La Pine code. Plantings will be irrigated. Each until will have a mix of grass, rocks, trees, and shrubs.*

Based on the submitted information and site plan, staff cannot accurately confirm if the 20% standard of

landscaping is met. Please provide information on exactly how much of the subject property will be landscaped in square feet or acres. A separate site plan that details a landscape plan which highlights where different materials would be helpful to address this criterion as well as others in LPDC 15.82.

- C. ***Landscaping defined. Required landscaping may include, but is not limited to, a combination of any of the following materials: living plant material such as trees, shrubs, groundcover, flowers and lawn (including native vegetation); and nonliving materials such as benches, walkways and courtyards, consisting of brick, decorative rock or other decorative materials. The total amount of nonliving materials (including bark dust, chips, aggregate, or other non-plant ground covers) shall not exceed more than 50 percent of the required landscape area.***

**STAFF COMMENT:** The applicant's burden of proof indicates that the materials used for landscaping will include grass, rocks, trees, shrubs, as well as other landscape materials as allowed by the development code. Please confirm how much of the total landscape area (1 acre required) will be living (trees/shrubs/grass) versus nonliving (rocks). Again, a separate landscape site plan would be helpful.

- ...
- G. ***Plant material installation standards. Except as otherwise approved by the city, the following standards shall apply to plant materials and the installation thereof as provided in accordance with the provisions of this section:***
1. ***Landscape plant materials shall be properly guyed and staked, and shall not interfere with vehicular or pedestrian traffic or parking and loading.***
  2. ***Trees shall be a minimum size of six feet in height and be fully branched at the time of planting.***
  3. ***Shrubs shall be supplied in one-gallon containers or six-inch burlap balls with a minimum spread of 12 inches.***
  4. ***Rows of plants should be staggered to provide for more effective coverage.***

**STAFF COMMENT:** The applicant's burden of proof did not fully address the above criteria. Please address subsection G (1-4) and as stated previously, a landscape site plan may help address these criteria.

## Chapter 15.86, Parking and Loading

### Section 15.86.030, Off-Street Parking – Required

- ...
- D. ***Use of required parking spaces. Except as otherwise provided by this section, required parking spaces must be available for residents, customers, or employees of the use. Fees may be charged for the use of required parking spaces. Required parking spaces may not be assigned in any way to a use on another site, except for shared parking pursuant to subsection I.***

**STAFF COMMENT:** The applicant's burden of proof did not address this criterion. Please confirm who the parking spaces will be for and if fees will be charged. Also please confirm that the parking spaces will not be available to users off-site.

- ...
- F. ***Minimum number of off-street automobile parking spaces. Except as required for Americans with Disabilities Act compliance under subsection L, off-street parking shall be provided pursuant to one of the following three standards:***

1. *The standards in Table 15.86-1;*
2. *A standard from Table 15.86-1 for a use that the planning official determines is similar to the proposed use. For uses not specified in the table, the city shall determine parking based on submission of technical data from applicant or city sources; or*
3. *Subsection (H), parking exceptions, which includes a parking demand analysis option.*

<b>Table 15.86-1. Automobile Parking Spaces by Use</b>	
<b>Use Categories</b>	<b>Minimum Parking per Land Use</b>
<b>Residential Categories</b>	
<i>Single-family dwelling, including manufactured dwellings on lots or in parks</i>	<i>One space per dwelling</i>
<i>Duplex</i>	<i>Two spaces per duplex</i>
<i>Accessory dwelling (second dwelling on a single-family lot)</i>	<i>Two spaces total for primary dwelling and accessory dwelling</i>
<i>Multi-family</i>	<i>One space per dwelling unit</i>
<i>Group Living, such as nursing or convalescent homes, rest homes, assisted living, congregate care, and similar special needs housing</i>	<i>0.5 spaces per four bedrooms</i>

**STAFF COMMENT:** Based on Table 15.86-1, one parking space is required for each dwelling unit. The applicant’s proposal includes 44 dwelling units and one parking space for each dwelling unit, as well as 10 additional parking spaces. While the 10 additional spaces and driveways are clearly labeled on the site plan, the individual parking space for each dwelling is not. Please update the site plan to have all parking spaces clearly labeled with dimensions.

- ...
- J. *Parking stall design and minimum dimensions. Where a new off-street parking area is proposed, or an existing off-street parking area is proposed for expansion, the entire parking area shall be improved in conformance with this Development Code. At a minimum the parking spaces and drive aisles shall be paved with asphalt, concrete, or other city-approved materials, provided the Americans with Disabilities Act requirements are met, and shall conform to the minimum dimensions in Table 15-86-2 and the figures below. All off-street parking areas shall contain wheel stops, perimeter curbing, bollards, or other edging as required to prevent vehicles from damaging buildings or encroaching into walkways, landscapes, or the public right-of-way. Parking areas shall also provide for surface water management.*

<b>Table 15.86-2. Parking Stall Dimensions</b>					
<b>Parking Angle</b>	<b>Stall Width</b>	<b>20' Stall</b>	<b>Aisle Width (*one way)</b>	<b>Curb Length</b>	<b>Bay Width</b>
<b>0°</b>	<i>9'-0"</i>	<i>9.0</i>	<i>12.0</i>	<i>22.0</i>	<i>30.0</i>
	<i>9'-6"</i>	<i>9.5</i>	<i>12.0</i>	<i>22.0</i>	<i>31.0</i>
	<i>10'-0"</i>	<i>10.0</i>	<i>12.0</i>	<i>22.0</i>	<i>31.0</i>
<b>45°</b>	<i>9'-0"</i>	<i>19.8</i>	<i>13.0</i>	<i>12.7</i>	<i>52.5</i>
	<i>9'-6"</i>	<i>20.1</i>	<i>13.0</i>	<i>13.4</i>	<i>53.3</i>
	<i>10'-0"</i>	<i>20.5</i>	<i>13.0</i>	<i>14.1</i>	<i>54.0</i>
<b>60°</b>	<i>9'-0"</i>	<i>21.0</i>	<i>18.0</i>	<i>10.4</i>	<i>60.0</i>
	<i>9'-6"</i>	<i>21.2</i>	<i>18.0</i>	<i>11.0</i>	<i>60.4</i>
	<i>10'-0"</i>	<i>21.5</i>	<i>18.0</i>	<i>11.9</i>	<i>61.0</i>
<b>70°</b>	<i>9'-0"</i>	<i>21.0</i>	<i>19.0</i>	<i>9.6</i>	<i>61.0</i>
	<i>9'-6"</i>	<i>21.2</i>	<i>18.5</i>	<i>10.1</i>	<i>60.9</i>
	<i>10'-0"</i>	<i>21.2</i>	<i>18.0</i>	<i>10.6</i>	<i>60.4</i>

90°	9'-0"	20.0	24.0	9.0	64.0
	9'-6"	20.0	24.0	9.5	64.0
	10'-0"	20.0	24.0	10.0	64.0
<b>*24' minimum for two-way traffic</b>					

**STAFF COMMENT:** The applicant proposes one way access aisles that will serve as a U-shaped internal roadway. The western side of the access aisle will be 30 feet in width, and the southern and eastern portion of the access aisle will be 20 feet in width. The driveways to access parking are at 90-degree angles and therefore access aisle must be at least 24 feet wide. Please update the site plan to meet these requirements so that the U-shaped internal roadway is at least 24 feet wide at all times.

Section, 15.86.050, Bicycle Parking

- ...
- B. Standards.** *Bicycle parking spaces shall be provided with new development and, where a change of use occurs, at a minimum, shall follow the standards in Table 15.86-3. Where an application is subject to conditional use permit approval or the applicant has requested a reduction to an automobile-parking standard, the city may require bicycle parking spaces in addition to those in Table 15.86-3.*

<b>Table 15.86-3. Minimum Required Bicycle Parking Spaces</b>	
<b>Use</b>	<b>Minimum Number of Spaces</b>
<b>Muli-family residential (not required for parcels with fewer than 4 dwelling units)</b>	<b>2 bike spaces per 4 dwelling units</b>
<b>Commercial</b>	<b>2 bike spaces per primary use or 1 per 5 vehicles spaces, whichever is greater</b>
<b>Industrial</b>	<b>2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater</b>
<b>Community Service</b>	<b>2 bike spaces</b>
<b>Parks (active recreation areas only)</b>	<b>4 bike spaces</b>
<b>Schools (all types)</b>	<b>2 bike spaces per classroom</b>
<b>Institutional uses and places of worship</b>	<b>2 bike spaces per primary is or 1 per 10 vehicle spaces, whichever is greater</b>
<b>Other uses</b>	<b>2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater</b>

**STAFF COMMENT:** The applicant’s burden of proof and site plan did not address bike parking. Based on the proposal of 44 units, 11 bike parking spaces are needed. Please submit updated materials to reflect this requirement.

- C. Design.** *Bicycle parking shall consist of staple-design steel racks or other city-approved racks, lockers, or storage lids providing a safe and secure means of storing a bicycle. At a minimum, bicycle parking facilities shall be consistent with the following design guidelines:*
- 1. All bicycle parking shall be within 100 feet from a building entrance and located within a well-lit and clearly visible area;**
  - 2. Bicycle parking shall be convenient and easy to find. Where necessary, a sign shall be used to direct users to the parking facility;**
  - 3. Each bicycle parking space shall be at least two feet by six feet with a vertical clearance of six feet;**
  - 4. An access aisle of at least five feet shall be provided in each bicycle parking facility;**

5. ***Bicycle parking facilities shall offer security in the form of either a lockable enclosure in which the bicycle can be stored or a stationary object, i.e., a "rack," upon which the bicycle can be locked. Structures that require a user-supplied lock shall accommodate both cables and U-shaped locks and shall permit the frame and both wheels to be secured (removing the front wheel may be necessary). Note: businesses may provide long-term, employee parking by allowing access to a secure room within a building.***
- D. ***Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles, and shall be located so as to not conflict with the vision clearance standards of section 15.88.040.***

**STAFF COMMENT:** The applicant's burden of proof and site plan did not address bicycle parking design or hazards, please submit revised site plan and burden of proof which addresses these criteria.

Section 15.86.060, Snow Storage Areas

- ...
- C. ***Standards.***
1. ***Minimum area. Snow storage areas must be designated on a site plan. The areas must total a minimum of 15 percent of the area to be cleared, including all access drives, parking areas, and walkways.***

**STAFF COMMENT:** The applicants site plan included the location of the snow storage area and that it would 6,961.5 square feet in area, however for staff to accurately confirm if the 15% minimum is met, the applicant must provide how much space on the submitted site plan is cleared or impervious surfaces.

**Chapter 15.88, Access and Circulation**

Section 15.88.030, Vehicular Access and Circulation

- ...
- C. ***Traffic study requirements. The city, in reviewing a development proposal or other action requiring an approach permit, may require a traffic impact analysis, pursuant to section 15.90.080, to determine compliance with this Development Code.***

**STAFF COMMENT:** As stated previously, the applicant submitted a traffic study that analyzed the applicants 2020 zone change proposal from Industrial to Commercial. Please include an updated traffic study that specifically addresses the current proposal.

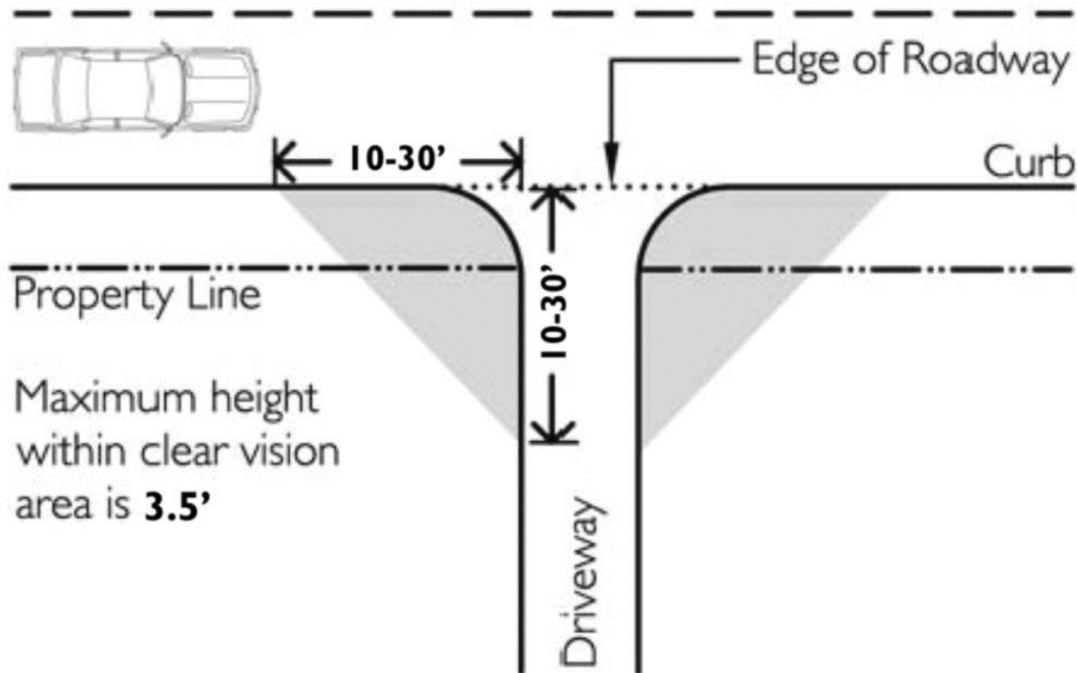
Section 15.88.040, Clear Vision Area (Visibility at Intersections)

- A. ***In all zones, a clear vision area shall be maintained on the corners of all property at the intersection of two streets or a street and a railroad. A clear vision area shall contain no planting, wall, structure, private signage, or temporary or permanent obstruction exceeding 3½ feet in height, measured from the top of the curb or, where no curb exists, from the established street centerline grade, except that trees exceeding this height may be located in this area provided all branches and foliage are removed to a height of eight feet above the grade.***
- B. ***A clear vision area shall consist of a triangular area on the corner of a lot at the intersection of two streets or a street and a railroad (see Figure 18.88-1). Where lot lines have rounded corners, the specified distance is measured from a point determined by the extension of the lot lines to a point of intersection. The third side of the triangle is the line connecting the ends of the measured***

sections of the street lot lines. The following measurements shall establish clear vision areas within the city:

1. In an agricultural, forestry or industrial zone, the minimum distance shall be 30 feet; or at intersections including an alley, ten feet.
2. In all other zones, the minimum distance shall be in relationship to street and road right-of-way widths as follows:

<i>Right of Way Width</i>	<i>Clear Vision</i>
<i>80 feet or more</i>	<i>20 feet</i>
<i>Less than 80 feet</i>	<i>30 feet</i>



**STAFF COMMENT:** Clear vision triangles were identified on the site plan, however staff could not determine the dimensions of the clear vision triangles to see if they complied with LPDC. Based on the right of way width, the clear vision triangle must be 30 feet. Please submit an updated site plan that includes dimensions.

Section 15.88.050, Pedestrian Access and Circulation

...  
**B. Standards. New subdivisions, multi-family developments, planned developments, commercial developments and institutional developments shall conform to all of the following standards for pedestrian access and circulation:**

- ...  
 2. **Safe, direct, and convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas, playgrounds, and public rights-of-way conforming to the following standards:**
- b. **The walkway is designed primarily for pedestrian safety and convenience, meaning it is reasonably free from hazards and provides a reasonably smooth**



***and consistent surface and direct route of travel between destinations. The city may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.***

**STAFF COMMENT:** The proposed pedestrian pathway fronts on the internal side of the U-shaped road, therefore, the residents on the opposite side will be required to cross the street to access the walkway. In light of this factor, please describe how the above criterion is met.

- c. Vehicle/walkway separation. Except as required for crosswalks, per subsection d., below, where a walkway abuts a driveway or street it shall be raised six inches and curbed along the edge of the driveway or street. Alternatively, the city may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.***

**STAFF COMMENT:** There are several areas in the site plan where the proposed pedestrian walkway crosses a driveway. The applicant's burden of proof and site plan did not address this criterion. Please describe how this criterion will be met.

- d. Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrasting material). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians.***

**STAFF COMMENT:** There are multiple locations in the site plan where the pedestrian walkway crosses a driveway. The applicant's burden of proof and site plan did not address how this criterion would be met. Please describe how crosswalks will be clearly marked.

## **Chapter 15.90, Public Facilities**

### Section 15.90.010, Public Facility Improvement

***Minor betterment, improvements, replacement or reconstruction of existing public facilities such as sewer and water lines, stormwater drainage facilities, sidewalks and other pedestrian ways or facilities, bikeways and similar public facilities within rights-of-ways and easements for the purposes existing on or before the effective date of this chapter, or on contiguous publicly-owned property designated, intended or utilized to support the facilities, or the facilities that are set forth within an adopted public facilities plan or other capital improvement plan duly adopted on or before the effective date of this ordinance, are exempt from permit requirements, unless specifically set forth otherwise.***

**STAFF COMMENT:** Please confirm with the City Engineer that no improvements to public facilities such as sidewalks, sewer, water, and roadways will be required in conjunction with this proposal.

### Section 15.90.080, Traffic Impact Analysis

- A. Purpose. The purpose of this subsection is [to] coordinate the review of land use applications with roadway authorities and to implement section 660-012-0045(2)(e) of the state Transportation***

*Planning Rule, which requires the city to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be reviewed for potential traffic impacts; when a traffic impact analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a traffic impact analysis; and who is qualified to prepare the analysis.*

- B.** *When a traffic impact analysis is required. The city or other road authority with jurisdiction may require a traffic impact analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:*
- 1. A change in zoning or a plan amendment designation;*
  - 2. Operational or safety concerns documented in writing by a road authority;*
  - 3. An increase in site traffic volume generation by [300] average daily trips (ADT) or more;*
  - 4. An increase in peak hour volume of a particular movement to and from a street or highway by [20] percent or more;*
  - 5. An increase in the use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by ten vehicles or more per day;*
  - 6. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;*
  - 7. A change in internal traffic patterns that may cause safety concerns; or*
  - 8. A TIA required by ODOT pursuant to OAR 734-051.*

**STAFF COMMENT:** As stated previously, the applicant submitted and traffic impact analysis from the 2020 zone change. Please submit a new traffic analysis that is specific to the current proposal. While the 2020 study mentions the potential for multifamily development, it does not specifically address the current proposal.

## Article 6, Special Use Standards

### Chapter 15.104, Special Use Standards – Residential Uses and Accessory Uses<sup>1</sup>

#### Section 15.104.060, Manufactured Dwelling Parks

- A.** *Applicability. Manufactured dwelling parks, where permitted, are subject to compliance with the following standards.*
- B.** *Standards.*
- 1. General standards. Development of manufactured and mobile home parks, including placement of manufactured and mobile homes with a park, shall comply with applicable building codes and state requirements for mobile home and manufactured dwelling parks in ORS 446.*
  - 2. Access drives. Internal roadways shall be not less than 30 feet in width if parking is permitted on the margin of the roadway, or not less than 20 feet in width if parking is not permitted on the edge of the roadway and shall be surfaced with asphalt, concrete, compacted crushed gravel or similar surface.*

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<sup>1</sup> State Law reference – Restrictions on manufactured dwellings and recreation vehicles and parks, ORS 197.475 et seq.

3. ***Perimeter screening and landscaping. Except for the access roadway into the park, the park shall be screened on all sides by a sight obscuring fence not less than six feet in height, unless otherwise approved by the city. Additionally, when manufactured dwellings are oriented with their back or side yards facing a public right-of-way, the city may require planting of a landscape buffer of five to ten feet in width between the right-of-way and a manufactured home park for the privacy and security of park residents or for privacy of adjacent residences.***
4. ***Outdoor storage. A neat appearance shall be maintained at all times. Except for vehicles, there shall be no outside storage of materials or equipment belonging to the park or to any guest of the park.***

***State Law reference— Restrictions on manufactured dwellings and recreational vehicles and parks, ORS 197.475 et seq.***

**STAFF COMMENT:** Due to comments from the City Engineer and Deschutes County Building Department, please describe how the proposed manufactured dwelling park confirms not only with City requirements, but the requirements of the Oregon Manufactured Dwelling and Park Specialty Code (2002 Edition). Conformance with both of these code sections will ensure the applicant does not have to apply for a modification to their land use approval if the site plan would need to be altered to meet the Oregon Manufactured Dwelling and Park Specialty Code once placement permits are applied for.

## **Article 8, Applications and Reviews**

### **Chapter 15.312, Site Plan Review**

#### Section 15.312.040, Submittal Requirements

***A property owner or authorized representative thereof may initiate a request for site plan review by filing an application with the city using forms prescribed by the city together with the required filing fee in accordance with the Type II application requirements in article 7. In addition to the information required for a Type II review (see article 7), the applicant shall submit that which is listed below.***

- ...
- E. ***Accompanying written summary. In addition to the foregoing site development plan requirements, a written summary of the proposal should be provided and may be required showing the following, (unless such is shown on the site development plan):***
    - ...
    2. ***Residential development. For residential development:***
      - a. ***The total square footage of the lot or parcel and in the structures in the development.***
      - b. ***The number of dwelling units in the development (include the units by the number of bedrooms in each unit, for example, ten one-bedroom, 25 two-bedroom and the like).***
      - c. ***Percentage of lot coverage by structures, way areas, recreation areas and landscaping.***
      - [d.] Trip generation letter, signed by a professional engineer registered by the State of Oregon (unless waived by the city planning official). A traffic impact analysis may be required in accordance with section 15.90.080.***

**STAFF COMMENT:** The applicant’s burden of proof and site plan did not include the four above requirements under subsection 2. Please submit those materials to staff.

- F. Landscape plan. If required by the city planning official, a landscape plan shall be submitted and shall indicate the following.**
- 1. The size, species and locations of plant materials to be retained or placed on-site.**
  - 2. The layout of irrigation facilities.**
  - 3. Location and design details of walkways, plazas, courtyards and similar areas.**
  - 4. Location, type and intensity of outdoor lighting.**
  - 5. Location and design details of proposed fencing, retaining walls and trash collection areas.**
  - 6. Other information as deemed appropriate by the review authority. An arborist's report may be required for sites with mature trees that are to be retained and protected.**

**STAFF COMMENT:** As stated previously, please submit a landscape plan the meets the above criteria so that staff can determine if the landscaping requirements of LPDC are met.

- G. Architectural drawings. This element of the site plan review, if required by the city planning official, shall indicate the following:**
- 1. A plan specifying the building footprint and dimensions, including all points of access. Floor plans of interior spaces to the extent required to clarify access functions and the relationship of the spaces to decks, porches, balconies and stairs or other features shown on the building elevations. The floor plans shall be provided for all building floors and shall include appropriate dimensions.**
  - 2. Exterior elevations showing building heights, windows, doors, exterior light fixtures, stairways, balconies, decks and other architectural details. These elevations shall be provided for every exterior wall surface, including those which are completely or partially concealed from view by overlapping portions of the structure. Existing and finished grades at the center of all walls shall be shown with elevations of floors indicated and a dimension showing compliance with height limitations.**
  - 3. Location and type of exterior light fixtures, including the lamp types and the levels of illumination that they provide.**
  - 4. Location, size and method of illumination of all exterior signs.**
- ...

**STAFF COMMENT:** The applicant’s burden of proof and submitted site plan did not include the required architectural drawing that meet the above criteria. Please submit these materials to staff.

Pursuant to ORS 215.427, the applicant has 180 days from the date of application (August 29, 2023) to respond to this Incomplete Letter. If the application does not respond **in writing** within 180 days, then the application will be deemed void on the 181<sup>st</sup> day (February 26, 2024). To prevent this application from being deemed void, please respond **in writing** to this Incomplete Letter by submitting one of the following:

- All of the requested information.
- Some of the requested information and written notice that no other information will be provided and the applicant requests staff to deem the application complete and begin their review.

- None of the requested information and written notice that the applicant requests staff to deem the application complete and begin their review.

***Please be aware that failure to provide all the requested information may result in an administrative denial or referral to a Public Hearing in front of the La Pine Planning Commission.***

This letter does not convey tacit approval or denial of any development on the subject property. If you have any questions, please contact me directly at (541) 280-5680 or [rvickers@lapineoregon.gov](mailto:rvickers@lapineoregon.gov).

Sincerely,

Rachel Vickers, Associate Planner