



Knottworks Construction, Inc.
PO Box 197
Otis, OR 97368
CCB #184887

October 30, 2023

City of La Pine
Attn: Rachel Vickers

Re: SPR 06SPR-23 2023.09.28 Incomplete Letter
Reed Road Site Plan Review application

Ms. Vickers,

In response to your Incomplete Letter referenced above, Knottworks Construction offers the following response / revision. Note, for ease of review, we indent and italicize our responses.

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.

Applicant Response: Please see revised traffic memorandum dated October 24, 2023. The transportation engineer notes on Page 2 that the proposed manufactured home development represents a reduction in site intensity and produces less impacts than the previously approved re-zone application.



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 06SPR-23, Knottworks 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.

Applicant Response: *Please see attached landscape plan, sheet A2. Total landscaped area is 110,895 s.f., totals of rock vs. irrigated living plant material is noted. With an overall area of 217,800, this results in 50.9 % landscape coverage which exceeds the required 20%.*



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.

Applicant Response: As noted above, please see attached landscape plan, sheet A2.

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.

Applicant Response: Please see attached landscape plan, sheet A2 which notes the required standards.

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.



Applicant Response: *Parking will be only for residents and their guests. No parking spaces will be available to users off-site and no fees will be charged. Please see revised sheet A1.*

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.**

Table 15.86-1. Automobile Parking Spaces by Use

Use Categories

**Residential Categories Single-family dwelling, including manufactured dwellings on lots or in parks Duplex
Accessory dwelling (second dwelling on a single-family lot) Multi-family
Group Living, such as nursing or convalescent homes, rest homes, assisted living, congregate care, and similar
special needs housing**

Minimum Parking per Land Use

One space per dwelling

Two spaces per duplex

Two spaces total for primary dwelling and accessory dwelling

One space per dwelling unit

0.5 spaces per four bedrooms

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.

Applicant Response: *Please see revised site plan sheet A1. One parking space per unit is noted.*

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.



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.

Applicant Response: Please see revised site plan sheet A1. Internal roadway is revised to 24'-0" width.

Section, 15.86.050, Bicycle Parking

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.

Table 15.86-3. Minimum Required Bicycle Parking Spaces

B. Use

Multi-family residential (not required for parcels with fewer than 4 dwelling units)

Commercial

Industrial

Community Service

Parks (active recreation areas only) Schools (all types)

Institutional uses and places of worship Other uses

Minimum Number of Spaces

2 bike spaces per 4 dwelling units

2 bike spaces per primary use or 1 per 5 vehicles spaces, whichever is greater

2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater

2 bike spaces

4 bike spaces

2 bike spaces per classroom

2 bike spaces per primary is or 1 per 10 vehicle spaces, whichever is greater

2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater

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.

Applicant Response: Please see revised site plan sheet A1. There are 12 bike loops proposed, interspersed among units as follows:

North recreation play area: 2

South recreation play area: 2

South snow storage: 2

Center aisle MHs at front of units: 3

Center aisle MHs at back of units: 3



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.

Applicant Response: Please see revised site plan sheet A1. There are 12 bike loops proposed, interspersed among units. Bike parking will consist of steel "U" racks, offering options for user-supplied lock.

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.

Response: Please see revised site plan sheet A1 indicating snow storage areas. Areas to be cleared include Common asphalt area, 37,125 s.f. @15% = 5,569 s.f. required, 6,500 s.f. provided; and Unit asphalt coverage of 500 s.f. @15% = 75 s.f. required, 75 s.f. provided at each unit space.

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.

Applicant Response: Please see revised traffic memorandum dated October 24, 2023. The transportation engineer notes on Page 2 that the proposed manufactured home development represents a reduction in site intensity and produces less impacts than the previously approved re-zone application.

Section 15.88.040, Clear Vision Area (Visibility at Intersections)

- 1. 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 31/2 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.**
- 2. 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: Right of Way Width 80 feet or more Less than 80 feet, Clear Vision 20 feet 30 feet**

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.

Applicant Response: Please see revised site plan sheet A1, indicating 30 foot clear vision triangles.

Section 15.88.050, Pedestrian Access and Circulation

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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.

Applicant Response: Please see revised site plan sheet A1. Pedestrians are provided a walk way behind units to access the public right-of-way, avoiding driveways and crossing the internal street.

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.

Applicant Response: Please see revised site plan sheet A1. Pedestrians are provided a walk way behind units to access the public right-of-way, avoiding driveways and crossing the internal street.

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.

Applicant Response: Please see revised site plan sheet A1. A striped walkway is provided where the walkway near visitor parking at the north central walkway where it crosses the drive aisle between the internal roadway.

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.

Applicant Response: Applicant will coordinate with City Engineer to confirm what improvements (if any) will be required during the design and permitting phase of this project.

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.



Applicant Response: Please see revised traffic memorandum dated October 24, 2023. The transportation engineer notes on Page 2 that the proposed manufactured home development represents a reduction in site intensity and produces less impacts than the previously approved re-zone application.

Article 6, Special Use Standards

Chapter 15.104, Special Use Standards – Residential Uses and Accessory Uses¹

Section 15.104.060, Manufactured Dwelling Parks

1. ***Applicability.*** *Manufactured dwelling parks, where permitted, are subject to compliance with the following standards.*
2. ***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.*
 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.



Applicant Response: Applicant is aware of manufactured building codes and acknowledges that we will comply with design standards, to be demonstrated at the time of permit application.

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:

- 1. The total square footage of the lot or parcel and in the structures in the development.**
- 2. 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).**
- 3. 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.

Applicant Response: Please see site plan sheet A1. A unit summary with total square footage and number of bedrooms per unit is included.

Please see revised traffic memorandum dated October 24, 2023.

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 that meets the above criteria so that staff can determine if the landscaping requirements of LPDC are met.

Applicant Response: Please see attached landscape plan, sheet A2.

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.

Applicant Response: Please see attached manufactured home floor plans and elevations.

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 181st 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. 06SPR-23, Knottwor
- 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.



Knottworks Construction, Inc.
PO Box 197
Otis, OR 97368
CCB #184887

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.

Applicant Response: We believe that the responses above and referenced attachments address all of the requested information. This response, submitted on October 30, 2023 is within the 180 day time period.

Sincerely,

Nathan Knott
President
Knottworks Construction, Inc.



Date:	October 24, 2023
To:	Brent Bybee, City of La Pine
From:	Joe Bessman, PE
Project Reference No.:	1673
Project Name:	Reed Road Rezone Compliance

The purpose of this memorandum is to provide rezoning compliance as required by the Transportation Planning Rule (TPR, OAR 660-012-0060) for a five-acre parcel with an address of 16565 Reed Road in La Pine. The January 18, 2022 rezone application had reviewed the impacts of the proposed rezone as required by the Transportation Planning Rule, and found that the rezone from La Pine Industrial (I) to Commercial Mixed-Use (CMX) had the potential to create significant transportation system impacts if a “worst-case” trip generation scenario was pursued.

However, the proposed property use (100 apartments and 40,000 square-feet of mini-storage) generated a similar number of trips as outright allowed uses could generate in the Industrial zoning (+369 weekday daily trips and +2 weekday p.m. peak hour trips, as shown in Table 1). As the City’s (and ODOT’s) long-range plans are premised on conditions in the evening commute hour this was considered “de-minimis”, and for TPR compliance would effectively serve as a binding site plan or trip cap.

Table 1. Limited Trip Generation Scenario (CMX Zoning), ITE 11th Edition

Land Use	ITE Code	Size	Weekday Daily Trips	Weekday PM Peak Hour		
				Total	In	Out
Existing Industrial Zoning						
Manufacturing <i>Internal Trips (10%)</i>	140	62,000 SF	295 -30	46 -4	14 -1	32 -3
Food Cart Pod <i>Internal Trips (10%)</i> <i>Pass-by Trips (43%)</i>	926	4 Carts	191 -19 -74	25 -3 -9	14 -2 -5	11 -1 -4
Total Trips <i>Internal Trips</i> <i>Pass-by Trips</i> Estimated Net Trips			486 -49 -74 363	71 -7 -9 55	28 -3 -5 20	43 -4 -4 35
Proposed (Limited) CMX Zoning						
Multifamily Housing (Low-Rise)	220	100 Units	674	51	32	19
Mini-Warehouse	151	40,000 SF	58	6	3	3
Total Trips			732	57	35	22
Trip Generation Comparison						
Proposed – Existing Trips			+369	+2	+15	-13

Since those materials were prepared, Knottworks has revised their development plans to replace the 100 apartment units with 44 manufactured homes. The revised trip generation impact of this site plan revision is shown in Table 2.

Table 2. Revised Limited Trip Generation Scenario (CMX Zoning), ITE 11th Edition

Land Use	ITE Code	Size	Weekday Daily Trips	Weekday PM Peak Hour		
				Total	In	Out
Existing Industrial Zoning						
Manufacturing <i>Internal Trips (10%)</i>	140	62,000 SF	295 -30	46 -4	14 -1	32 -3
Food Cart Pod <i>Internal Trips (10%)</i> <i>Pass-by Trips (43%)</i>	926	4 Carts	191 -19 -74	25 -3 -9	14 -2 -5	11 -1 -4
Total Trips			486	71	28	43
<i>Internal Trips</i>			-49	-7	-3	-4
<i>Pass-by Trips</i>			-74	-9	-5	-4
Estimated Net Trips			363	55	20	35
Proposed (Limited) CMX Zoning						
Mobile Home Park	240	44 Units	313	26	16	10
Mini-Warehouse	151	40,000 SF	58	6	3	3
Total Trips			371	32	19	13
Trip Generation Comparison						
Proposed – Existing Trips			+8	-23	-1	-22

As shown, this reduction in site intensity produces less impacts than the prior plan, with only 8 additional weekday daily trips and 23 fewer trips during the critical weekday p.m. peak hour. Accordingly, the findings and recommendations of the original January 18, 2022 remain valid, and the comparative zoning impacts of the proposed site uses are less than what could otherwise be constructed within the existing industrial zoning.

Please let me know if you have any questions on this rezone analysis, I can be reached at (503) 997-4473 or via email at joe@transightconsulting.com.

SITE PLAN NOTES:

- ALL EXTERIOR LIGHTING SHALL BE SO PLACED AND SHIELDED SO AS TO NOT CREATE A NUISANCE FOR ADJACENT PROPERTIES.
- 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.
- INTERNAL ROADWAYS AND DRIVE AISLES SHALL BE SURFACED WITH ASPHALT.
- A 6-FOOT TALL SIGHT-OBSSTRUCTING FENCE MADE OF CHAIN LINK FABRIC WITH OBSCURING/ PRIVACY SLATS SHALL BE PLACED AROUND THE PERIMETER OF THE SITE.
- 6-FT TALL CHAIN LINK FENCE WITH PRIVACY SLATS, PLACED AT PROPERTY LINE.
- PRIVACY FENCE IS LOCATED ON EAST, WEST AND SOUTH PROPERTY LINES.
- FENCE ON NORTH-SIDE MUST SITE BACK 20" FROM REED ROAD.
- THE SITE IS CURRENTLY DEVELOPED WITH A RETAIL FOOD STORE AND AFFILIATED STORAGE STRUCTURES.
- ALL EXISTING STRUCTURES, BUILDINGS, AND LANDSCAPING WILL BE REMOVED IN PREPARATION FOR THE NEW MANUFACTURED HOME PARK.
- THE PROJECT DOES NOT PROPOSE ANY PUBLIC AREAS.
- FENCES SHALL BE MAINTAINED IN A CONDITION OF REASONABLE REPAIR AND SHALL NOT BE ALLOWED TO BECOME AND REMAIN IN A CONDITION OF DISREPAIR INCLUDING NOTICEABLE LEANING, MISSING SECTIONS, BROKEN SUPPORTS, NON-UNIFORM HEIGHT AND UNCONTROLLED GROWTH OF VEGETATION. IN NO INSTANCE SHALL A FENCE EXTEND BEYOND THE PROPERTY LINE INTO A PUBLIC RIGHT-OF-WAY. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO DETERMINE THE PROPERTY LINE.
- ALL NEW ELECTRICAL, TELEPHONE OR OTHER UTILITY LINES SHALL BE UNDERGROUND UNLESS OTHERWISE APPROVED BY THE CITY.
- NO PARKING WILL BE ALLOWED ON EITHER SIDE OF THE INTERNAL ROADWAYS.
- "NO PARKING" SIGNS SHALL BE INSTALLED AS NEEDED, SEE NOTE 16.
- INTERNAL ROADWAYS ARE SURFACED IN ASPHALT.
- 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 OF LA PINE CODE. PLANTINGS WILL BE IRRIGATED. EACH UNIT WILL HAVE A MIX OF GRASS, ROCKS, TREES AND SHRUBS.
- WE WILL PROVIDE A DETAILED LANDSCAPE PLAN AFTER FINAL APPROVAL.
- 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:
 - LANDSCAPE PLANT MATERIALS SHALL BE PROPERLY GUYED AND STAKED, AND SHALL NOT INTERFERE WITH VEHICULAR OR PEDESTRIAN TRAFFIC OR PARKING AND LOADING.
 - TREES SHALL BE A MINIMUM SIZE OF SIX FEET IN HEIGHT AND BE FULLY BRANCHED AT THE TIME OF PLANTING.
 - SHRUBS SHALL BE SUPPLIED IN ONE-GALLON CONTAINERS OR SIX-INCH BURLAP BALLS WITH A MINIMUM SPREAD OF 12 INCHES.
 - ROWS OF PLANTS SHOULD BE STAGGERED TO PROVIDE FOR MORE EFFECTIVE COVERAGE.
- EACH MANUFACTURED HOME SPACE HAS AN INDIVIDUAL TRASH ENCLOSURE FOR INDIVIDUAL WASTE RECEPTACLES.
- EACH MANUFACTURED DWELLING LOT SHALL BE IDENTIFIED WITH 4-INCH HIGH WITH $\frac{3}{8}$ " STROKE NUMBERS ON HOME PER OMD&P SECTION 10-3.3(c).
- CONTINUOUS RED STRIPE TO BE PAINTED ON BOTH EAST AND WEST SIDES OF INTERNAL ROADWAY, MARKING SHALL STATE "FIRE LANE- NO PARKING" TO BE REFLECTED IN MINIMUM OF 3" TALL BLOCK LETTERING EVERY 25 FEET. APPROVED SIGNS OR OTHER APPROVED NOTICES SHALL BE PROVIDED FOR FIRE APPARATUS ACCESS ROADS TO IDENTIFY SUCH ROADS OR PROHIBIT THE OBSTRUCTION THEREOF. SUCH SIGNS OR NOTICES SHALL BE KEPT IN LEGIBLE CONDITIONS AT ALL TIMES. THE STROKE SHALL BE 1 INCH WITH LETTERS 6 INCHES HIGH AND READ "NO PARKING FIRE LANE". SPACING FOR SIGNAGE SHALL BE EVERY 50 FEET. EACH MANUFACTURED DWELLING PARK SHALL BE PROVIDED WITH AN ACCESSIBLE ROUTE FROM EACH MANUFACTURED DWELLING LOT TO THE PUBLIC WAY. PARK STREET WITHOUT SIDEWALKS SHALL COMPLY WITH OMD&P SECTION 10-5.4(b)-(g) AND 10-5.4(i).

OWNER:
 KNOTT FAMILY TRUST
 KNOTT, NATHAN S. & ANGIE S. TRUSTEES
 PO BOX 197
 OTIS, OR 97368

ACREAGE OF SITE 5.00 ACRES

MAP AND TAX LOT
 221014BA00500

ZONE: COMMERCIAL MIXED USE (CMX)

PROPOSAL: 44 UNIT MANUFACTURED HOME DEVELOPMENT WITH ALL 44 UNITS AND THE LAND OWNED BY KNOTT FAMILY TRUST, UNITS WILL BE RENTED INDIVIDUALLY TO TENANTS AS LONG TERM RENTALS.

MINIMUM LOT WIDTH: NONE

MINIMUM SETBACKS:
 FRONT 20'-0" - 24'-0" PROVIDED
 STREET 20'-0" - 24'-0" PROVIDED
 SIDE 10'-0" - 10'-0" PROVIDED
 REAR 10'-0" - 24'-0" PROVIDED

MAX HEIGHT: 45'-0"
 12'-0" PROVIDED

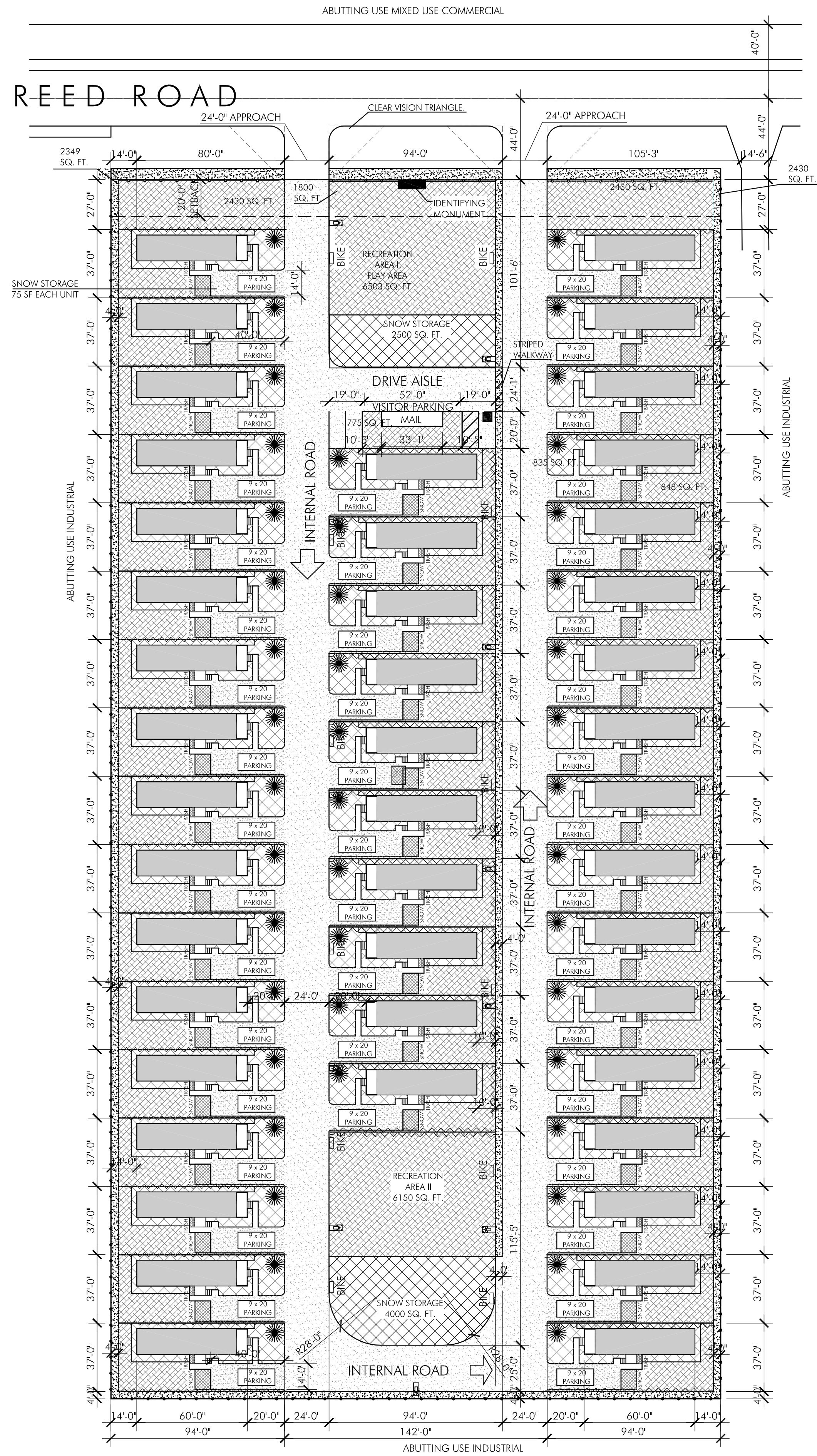
AREA SUMMARY:
 TOTAL LOT - 217,800 SF 100%
 BUILDING FOOTPRINT - 39,160 SF 18%
 COMMON ASPHALT - 37,125 SF 17%
 UNIT ASPHALT - 21,340 SF 10%
 WALKWAYS - 9,280 SF 4%
 LANDSCAPED AREA - 104,395 SF 48%
 DEDICATED SNOW AREAS - 6,500 SF 3%
 (OVER ROCK LANDSCAPE)

MAX LOT COVERAGE: 60%
 103,680 SF MAX
 39,160 SF PROVIDED

SNOW STORAGE COMMON ASPHALT
 5,569 SF REQD 6,500 SF PROVIDED

SNOW STORAGE AT EACH UNIT 500 SF @
 15% = 75 SF AT EACH UNIT

44 (2) BEDROOM UNITS



SITE PLAN LEGEND:

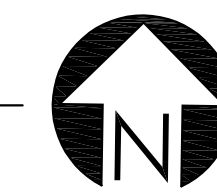
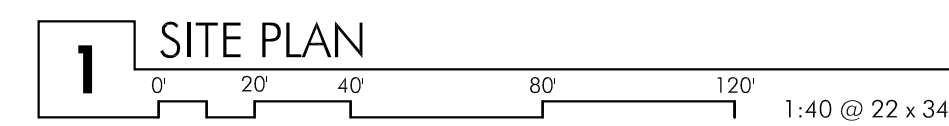
- SITE OBSCURING SHRUBBERY BETWEEN UNIT SPACES AND PUBLIC WAYS
- 6-FT CHAIN LINK PRIVACY FENCE.
- 4-FT INTERNAL WALKWAY, SURFACE IS ASPHALT. MEETS ADA REQUIREMENTS.
- PRIVATE DRIVEWAY, SURFACE IS ASPHALT.
- UNIT TRASH CAN LOCATION.
- ARROWS REFER TO DIRECTION OF "ONE WAY" STREETS.
- RECREATION AREA / GRASS
- ROCK AND OR BARK DUST GROUND COVER
- PUBLIC SIDEWALK.
- VISITOR PARKING SPACE.
- STREET POLE LIGHTS.
- SNOW STORAGE OVER NON LIVING GROUND COVER
- CLEAR VISION TRIANGLE.
- STAPLE BIKE LOOP, TOTAL OF 12.

LIGHTING REQUIREMENTS:

MANUFACTURED DWELLING PARK STREETS, ALLEYS, SIDEWALKS, WALKWAYS, SHALL BE ILLUMINATED TO PROVIDE FOR THE SAFETY OF ALL PARK RESIDENTS AND GUESTS ACCORDING TO THE FOLLOWING:

- PARK LUMINAIRES (LIGHTING FIXTURES) SHALL BE LOCATED TO PROVIDE THE FOLLOWING LEVELS OF ILLUMINATION.
 - PARK STREETS, ALLEYS, AND ABUTTING SIDEWALKS OR WALKWAYS SHALL HAVE LUMINAIRES THAT PROVIDE AN AVERAGE OF 4.0 LUX MAINTAINED OVER THE ENTIRE SURFACE, WITH AVERAGE TO MINIMUM UNIFORMITY RATIO NOT TO EXCEED 6 TO 1;
 - PARK SIDEWALKS OR WALKWAYS NOT ABUTTING A STREET SHALL HAVE LUMINAIRES THAT PROVIDE AN AVERAGE OF 4.0 LUX MAINTAINED OVER THE ENTIRE SURFACE, WITH AVERAGE TO MINIMUM UNIFORMITY RATIO NOT TO EXCEED 6 TO 1;
 - THE PARK STREET CONNECTING TO THE PUBLIC WAY SHALL HAVE LUMINAIRES THAT PROVIDE AN AVERAGE OF 6.0 LUX MAINTAINED OVER THE ENTIRE SURFACE, WITH AVERAGE TO MINIMUM UNIFORMITY RATIO NOT TO EXCEED 4 TO 1.
 - PARK LUMINAIRES SHALL BE CONTROLLED BY PHOTOCELLS SET TO TURN ON AUTOMATICALLY AT DUSK AND OFF AT DAWN;
 - PARK LUMINAIRES SHALL NOT BE CONTROLLED BY INDIVIDUAL PARK RESIDENTS;
 - PARK LUMINAIRES MAY BE CONTROLLED FOR MAINTENANCE PURPOSES ONLY BY THE PARK OWNER OR OPERATOR OR BY A CONTRACTING UTILITY COMPANY;

VICINITY MAP:



275 COURT ST., NE
 SALEM, OR 97301
 503.390.6500
 www.studio3architecture.com

IN THE EVENT CONTACTS ARE DISCONTINUED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2022-203
 DATE: 26 OCT 2023
 REVISIONS

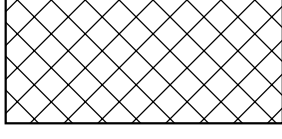
SITE IMPROVEMENTS FOR
PAULINA VIEW MANUFACTURED HOMES
 16565 REED ROAD, LA PINE, OREGON

SHEET

A1

SITE PLAN LEGEND:

GRASS AND OR LOW GROUND COVER
TO BE IRRIGATED  59,496 SF PROVIDED
54%

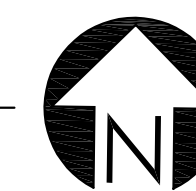
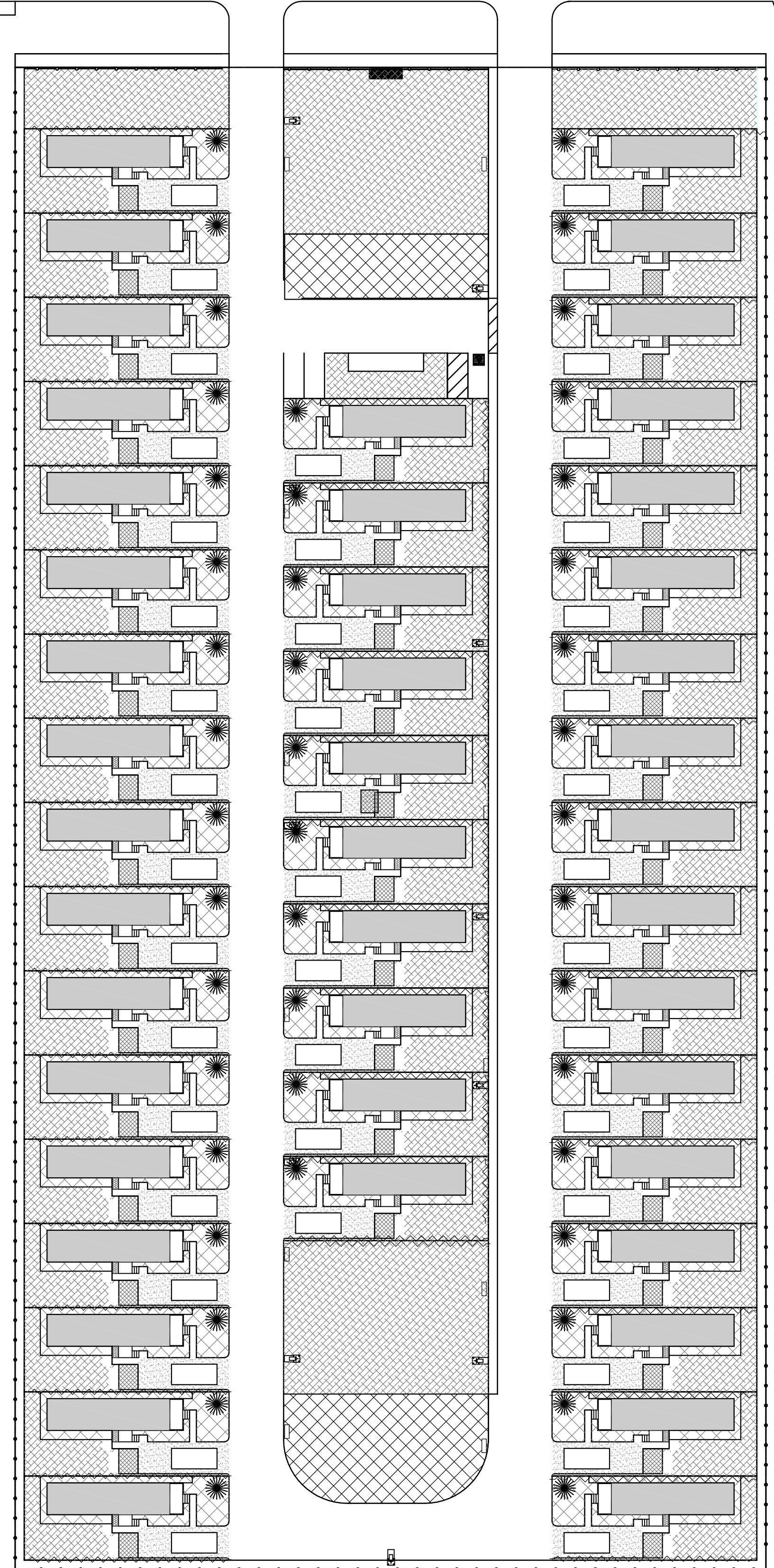
ROCK AND OR BARK DUST
GROUND COVER  51,399 SF PROVIDED
46%

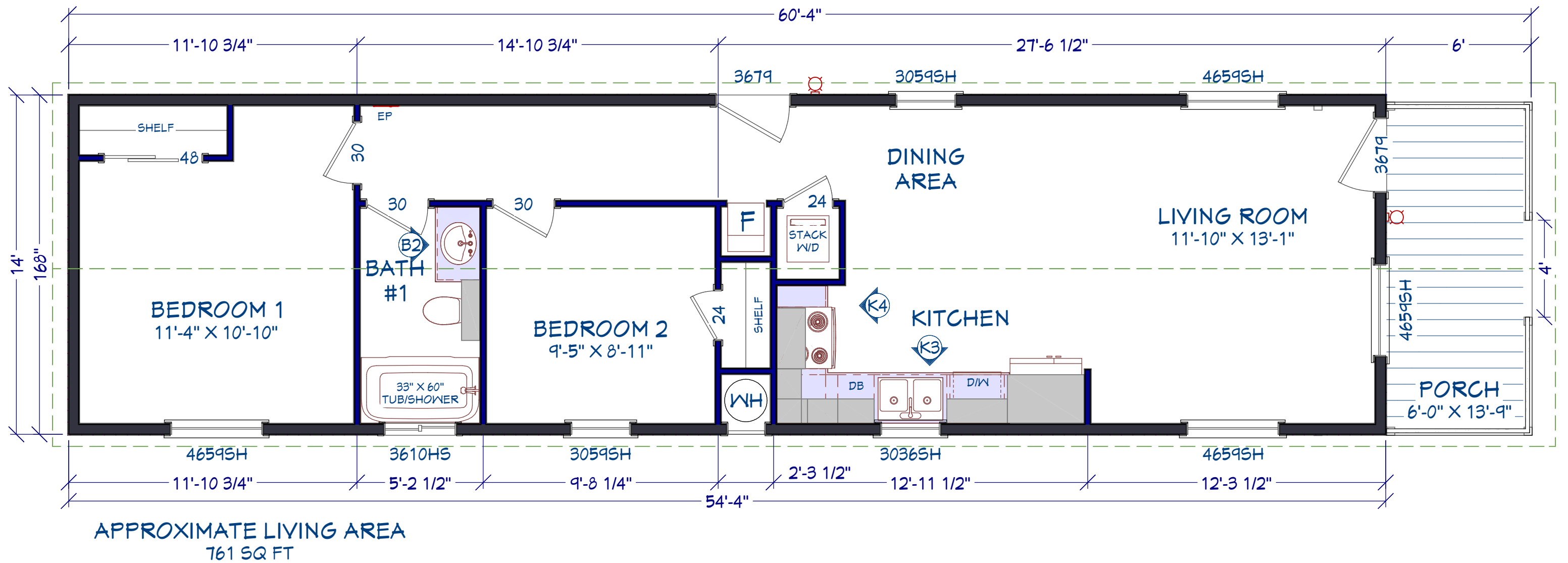
SITE OBSCURING SHRUBBERY BETWEEN
UNIT SPACES 

PLANT MATERIAL INSTALLATION STANDARDS. EXCEPT AS OTHERWISE APPROVED
BY THE CITY, THE FOLLOWING
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AS PROVIDED IN ACCORDANCE WITH THE PROVISIONS OF THIS SECTION:

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WITH VEHICULAR OR PEDESTRIAN TRAFFIC OR PARKING AND LOADING.
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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.

REED ROAD

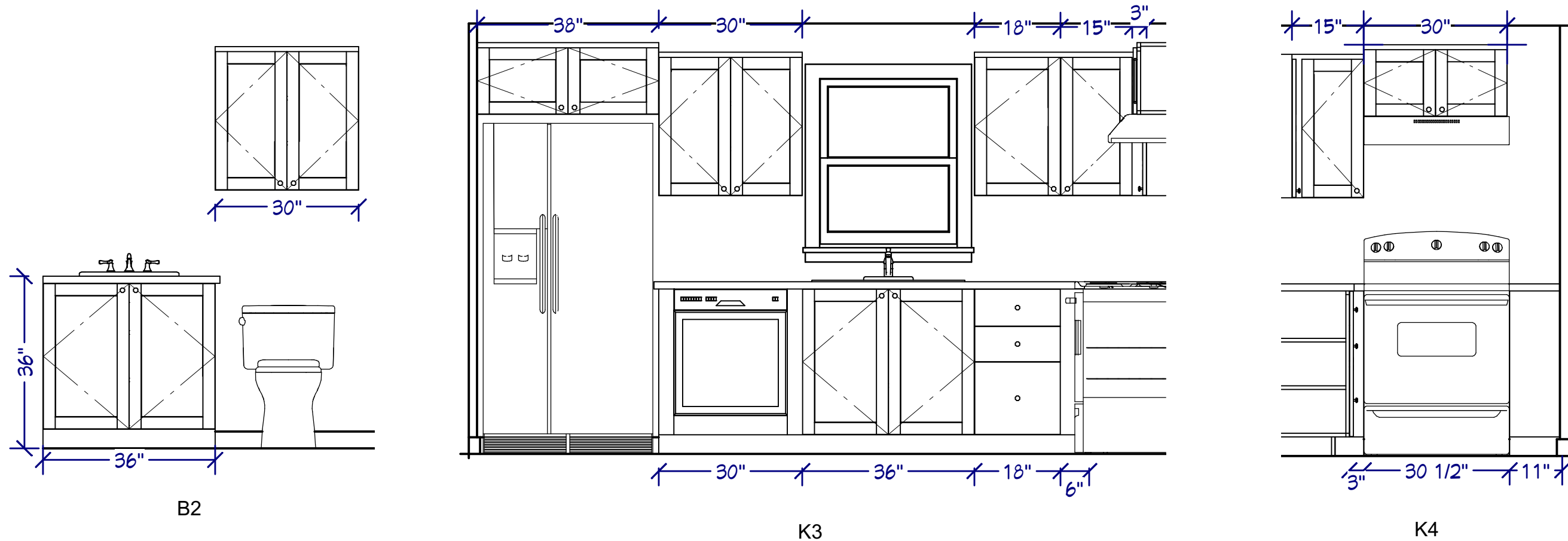




****Conceptual drawing only, subject to change****

DATE	ORDER #	RETAILER	CUSTOMER	MODEL #	REVISION	DRAWN BY
03/22/2022	.	JMS	Nathan #2	CL12482L	-	Jose Paleo

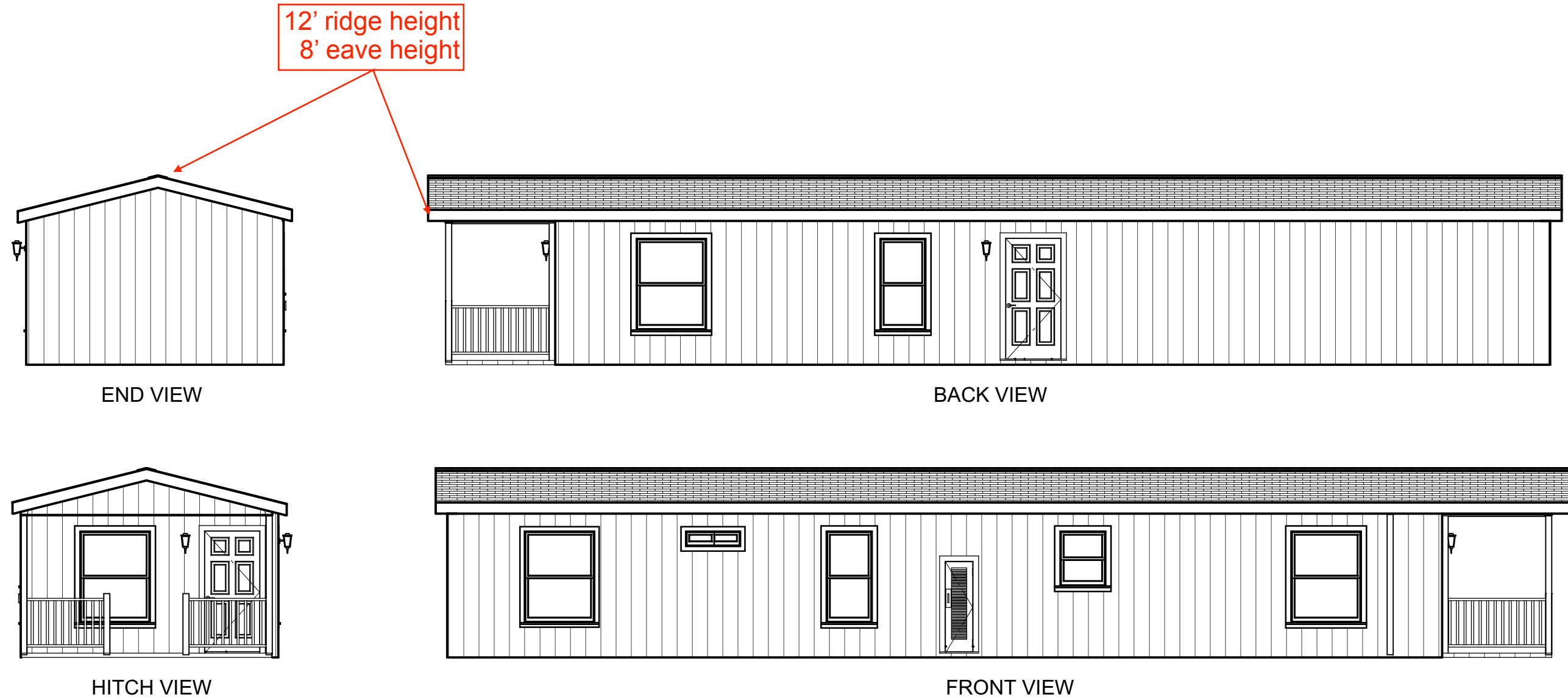




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