



May 2, 2023

Newberry Storage
C/o Jesse Bath
21070 Scottsdale Drive
Bend, Oregon 97701

RE: Site Plan Review - Storage Units, 16671+16679 Assembly Way, La Pine
File #03SPR-23

Mr. Bath:

The City of La Pine received your Site Plan Review application to construct storage units and provide recreational vehicle storage at the above noted address.

City staff reviewed the application against the submittal requirements found in Chapter 15.312 of the La Pine Development Code. The application requires a site analysis diagram (Section 15.312.040.B) and a site development plan (Section 15.312.040.D). In reviewing the application against these requirements, City staff determined the application to be **INCOMPLETE**.

To ensure a complete application, the City determined the following additional information is required:

- A. Section 15.312.040.B. *Site analysis diagram*. Schematic or free hand form to scale, shall indicate the following site characteristics:
1. Location and species of existing trees greater than six inches in diameter when measured four feet above the natural grade, and an indication of which trees are proposed to be removed.
 2. On sites that contain steep slopes, potential geological hazard or unique natural features that may affect the proposed development, the city may require contours mapped at two-foot intervals.
 3. Natural drainage ways, depths of any ground water tables less than 12 feet, any areas of surface water accumulations and any other significant natural features.
 4. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site, and all buildings, utilities, retaining walls, and other man-made features, both existing and proposed.
 5. Natural features, including trees, riparian habitat and stream channels and structures on-site or on adjoining properties that have or may have a visual or other significant relationship with the site and the proposed development thereon.

Comment: The application did not include the required site analysis diagram. While the submitted plan provides a general sense of the layout, it failed to include the necessary detailed requirements identified in this Section such as location of trees, slopes, natural drainage ways and so forth. A site analysis diagram meeting the requirements of this Section will be needed.

- B. Section 15.312.040.B. *Site development plan*. The site plan shall indicate the following:
1. Legal description of the property.
 2. Boundary dimensions and site area.
 3. Location and sizes of existing and proposed utilities, including water lines, sewer lines, hydrants, etc.
 4. Location of all existing and proposed structures, including distances from the property lines.
 5. Area of the site to be covered by structures, existing and proposed, and the percentage of site coverage thereby.
 6. All external dimensions of existing and proposed buildings and structures.
 7. Location of building entrances and exits.
 8. Access drives, parking, and circulation areas, including their dimensions.
 9. Service areas and delivery circulation plan for such uses as the loading and delivery of goods.
 10. Locations, descriptions, and dimensions of easements as may be applicable.
 11. Grading and drainage plans and calculations, including spot elevations and contours at intervals close enough to convey their meaning.
 12. Location of areas to be landscaped, including designated landscape material/plant types and sizes.
 13. Outdoor recreation and/or play areas.
 14. Pedestrian and bicycle circulation, including existing and proposed on-site and off-site sidewalks.
 15. Location of mechanical equipment not enclosed within a building, garbage disposal areas, utility appurtenances and similar structures.
 16. Exterior lighting and fencing.
 17. Location, size and method of illumination of signs.
 18. Provisions for handicapped persons.
 19. Other site elements which will assist in the evaluation of site development.
 20. Location, names, surface and right-of-way widths and improvement standards of all existing and proposed streets within or adjacent to the proposed development.
 21. Location of areas designated for snow storage, in accordance with the requirements of section 18.86.060 [15.86.060], and calculations of the area required by the minimum standard and the proposed area.
 22. Information necessary to demonstrate compliance with [the] fire code, including, but not limited to, fire flow, apparatus access, and hydrant spacing.

Comments: The application did not include a complete site development plan. There is no information on the number of storage units or where the RV storage will be directed. Landscaping calculations to meet the 10% requirement were not supplied and specific

landscaping materials were not identified. Lighting improvements, type of fencing, and signage (including any illumination) were also not identified. Drainage calculations are needed. It appears there is a hydrant across the street; evidence must be provided this is adequate to comply with fire codes.

C. Other:

1. Section 15.312.040.G., requires architectural plans. Elevation drawings showing the entrance(s), floor plan, and other improvements will be needed. For the record, the narrative references the elevation drawings, but the drawings were not provided.
2. Based on the submitted material, it appears two of the buildings will be constructed on existing lot lines. Either submit evidence indicating the lots were legally combined, or a border adjustment application must be submitted.

You have up to 180 days from the date of the application submittal to supply the requested information. The City will begin the review process when either the requested material is submitted, or you indicate to the City that no additional information will be submitted.

Please contact me if you have any questions.

Respectfully,



Ashley Ivans
Assistant City Manager/Finance Director