

July 18, 2023

Valentine Investments LLC
53170 Riverview Drive
La Pine, OR 97739

RE: Site Plan Review – Commercial Office Building, 51455 Huntington Rd La Pine
File #04SPR-23

The City of La Pine received your Site Plan Review application to construct a commercial business building at the above noted address.

In reviewing the application against the requirements of the La Pine Development Code, City staff determined the application to be **INCOMPLETE**.

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

Chapter 15.40 Downtown Overlay

Sec. 15.40.070. - Building entries.

B. [A.] Intent. These provisions ensure that all entrances to a primary building are visible and connected to the sidewalk by a pedestrian walkway. These features are important when the building is accessed by a pedestrian from the street (rather than from the parking lot). These standards apply to the primary building(s) on a site (e.g., not to accessory structures).

B. Required walkway. All primary entrances to a building (e.g., tenant entrance, lobby entrance, breezeway entrance, or courtyard entrance) must be connected to the sidewalk by a direct and continuous walkway.

C. Entry design. The primary building entrances must be architecturally emphasized through the use of one or more of the following features: recessed doorway(s); overhangs or canopies; transom windows; ornamental light fixtures; larger, transparent or more prominent doors; or pilasters or columns that frame the principal doorway.

D. Entry orientation. All buildings must have at least one primary entrance facing that street (i.e., within 45 degrees of the street property line). For multi-tenanted nonresidential buildings, buildings with multiple entrances, or buildings with multiple frontages, only one primary entrance must comply with this standard. For multi-tenanted residential buildings on storefront streets, all residential units on the ground floor must have a private exterior entrance.

Staff Comment: Within the application burden of proof, it states that “As proposed the entrances on the north elevation are visible from a 45 degree angle as viewed from the street property line.” Staff believes the code has

been misinterpreted. The intent of storefront street designation is to orient the primary entrances of commercial buildings facing the storefront street. Subsection D above states that “All buildings must have at least one primary entrance facing that street (i.e., within 45 degrees of the street property line).” Staff recommends revising the site plan to orient the building with the primary entrance along Huntington Rd, or redesign the building to ensure that the east side of the building will meet the downtown overlay requirements.

Sec. 15.40.080. - Window and weather protection requirements.

B. Window requirements.

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3. Transparency. All ground floor windows shall have a visible transmittance of 60 percent or higher.

Staff Comment: The application burden of proof states “All windows that are proposed are standard in nature and will have a high degree of transparency, thus meeting the standard.” This does not demonstrate that the criteria will be met. Please evidence demonstrating compliance.

C. Weather protection. On building facades facing a storefront street, weather protection for pedestrians must be provided along at least 75 percent of the facade. Weather protection may be an awning, canopy, arcade, colonnade, recessed entry, or some combination of these elements. Where provided, weather protection shall meet the following standards:

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c. Have at least ten feet clearance above the sidewalk;

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Staff Comment: The design plans submitted with the application indicate that the awning will provide 7 feet and 5&1/8 inches of clearance. The standard above requires 10 feet. Please revise the design to allow for 10 feet of clearance.

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,

Brent Bybee
Principal Planner