



April 18, 2023

Letter of Incompleteness

Kim and Kathy Russell
P.O. Box 2505
La Pine, OR 97739

Subject: 01LLA-23/02CU-23; Township 22 South; 10 East; Section 10AA; Tax Lot 903

Mr. and Mrs. Russell:

The City of La Pine received a Lot Line Adjustment and Conditional Use application for the above property. The request would consolidate the existing lots and place a residential manufactured home on the newly consolidated property. Your application has been reviewed for completeness, and unfortunately, been deemed incomplete on the above date.

Both applications require the submittal of a site plan. This is especially critical given the proximity of the property to a flood hazard area and wetland. Regarding the Lot Line Adjustment, La Pine Development Code, Section 15.414.02 requires submittal of the following:

“The application shall include a preliminary lot line map drawn to scale identifying all existing and proposed lot lines and dimensions, footprints and dimensions of existing structures (including accessory structures), location and dimensions of driveways and public and private streets within or abutting the subject lots, location of lands subject to the flood plain overlay or other overlay zones, existing fences and walls, and any other information deemed necessary by the planning official for ensuring compliance with city codes.”

The plan submittal for the Conditional Use is in two parts: a site analysis and a site development plan. Attachment A includes specifics for each item. The plan submitted as part of the Lot Line Adjustment should meet the site analysis requirement. The site development plan requests more information. However, many items do not apply to your request, such as loading areas or signs. Essential information required includes the location of the proposed dwelling, driveway, and facility connections.

You have 180 days from the date of this letter to submit the required site plans. If the items requested are not submitted within that time frame, the application will be considered withdrawn. If you have any questions, please contact me at (541) 536-1432.

aivans@lapineoregon.gov.

Sincerely,

Ashley Ivans,
Assistant City Manager/Finance Director

ATTACHMENT A

Sec. 15.312.040. Submittal requirements.

- B. *Site analysis diagram.* This element of the site plan, which may be in 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.
- D. *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.