



INCOMPLETE LETTER

May 15, 2024

Habitat for Humanity of La Pine Sunriver
56835 Venture Ln, Suite 101-102
Sunriver, OR 97707

SUBJECT: 01SUB-24, Habitat for Humanity of La Pine and Sunriver

Dear Applicant,

The City of La Pine received a Subdivision application on April 16, 2024, for the above referenced application. 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 May 15, 2024.

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 4, Overlay Zones

Chapter 15.32 – Newberry Neighborhood Planning Area (NNPA) Overlay Zone

Sec. 15.32.020 - General Standards

B. Transportation.

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7. *A network of multi-use paths will be developed parallel to many of the collector roads, in open space buffer areas within the development, along Huntington Road, and along the eastern perimeter collector parallel to Highway 97 or within the Highway 97 right-of-way, if sufficient right-of-way exists and ODOT authorizes the construction of a multi-use path in its right-of-way.*

STAFF COMMENT: Please provide a justification why there will be no multi-use paths along Crescent Creek Drive or Findley Dr, on the subject property.

Sec. 15.32.100. - Districts

I. Quadrant plan.

Plan approval required. Prior to issuance of a building permit, approval of a tentative plan or initiation of development (including, without limitation, streets or placement of utilities) within a neighborhood or quadrant, a quadrant plan must be approved according to the Type III Procedures

of the La Pine Development Code [section 15.204.030](#) and the quadrant plan approval criteria in 15.32.100.1.3.

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2. *Application requirements. All applications shall include the following elements:*

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f. Utility plan, drawn to scale, identifying location and specifications for sewer and water facilities. The utility plan shall include a schedule of improvement initiation and completion and a written narrative that explains or describes:

- *How the proposed water and sewer systems will be adequate to serve the type and size of development planned.*
- *How the proposed location and sizing of facilities will be consistent with existing and planned facilities.*
- *How adequate water flow volumes will be provided to meet fire flow and domestic demands.*

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h. A plan showing the zone boundaries for neighborhood general and neighborhood center districts.

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k. A proposal for deed restrictions, covenants, conditions and restrictions (CCRs), and a homeowner's association. Notwithstanding DCC 23.40.020(F)(1)(g) and (h), no proposal for deed restrictions, CCRs, and a homeowner's association shall be required with an application for a quadrant plan for quadrant 1c until the city develops its own standards.

STAFF COMMENT: Staff could not locate a utility plan or plan showing the zone boundaries for the residential general and residential center districts. Proposed deed restrictions must also be provided in accordance with the above criteria.

Article 6, Special Use Standards

Chapter 15.104. - Special Use Standards – Residential Uses and Accessory Uses

Section 15.104.020. - Townhomes

B. Standards.

4. Alley access developments. Townhome developments in newly created subdivisions shall receive vehicle access only from a rear alley, except when existing development patterns or topography

make construction of an alley impractical (see subsection 5 of this section for standards for street access developments). Alley(s) shall be created at the time of subdivision approval.

STAFF COMMENT: Please provide staff an illustration demonstrating no feasible way of meeting the code criteria with alleys included.

Article 9. - Land Divisions

Chapter 15.406. - Subdivisions and Planned Unit Developments (PUD)

Sec. 15.406.010. - Subdivision applications

C. *Tentative plan required. Following or in conjunction with submittal and approval of an outline development plan and subdivision application, or as an initial subdivision application, any person proposing a subdivision shall submit a tentative plan together with the accompanying information and supplemental data, prepared and submitted in accordance with the provisions of this section and materials required for a Type III review as specified in [article 7](#). (ORS 92.040). Note: Applicants should review the design standards set forth in [article 5](#) prior to preparing a tentative plan for a development.*

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2. *Information requirements. The following information shall be shown on the tentative plan or provided in accompanying materials. No tentative plan submittal shall be considered complete unless all such information is provided, unless approved otherwise by the planning official.*

a. *General information required.*

(1) *Proposed name of the subdivision.*

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b. *Information concerning existing conditions.*

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(6) *Existing and proposed sewer lines, water mains, culverts and underground or overhead utilities within and adjacent to the proposed development, together with pipe sizes, grades and locations.*

(7) *Contour lines related to some established benchmark or other acceptable datum and having minimum intervals of not more than 20 feet.*

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E. *Supplemental information required. The following supplemental information shall be submitted with the tentative plan for a subdivision:*

1. *Proposed deed restrictions or protective covenants, if such are proposed to be utilized for the proposed development.*

STAFF COMMENT: The subdivision name was not listed on the tentative plan. There is also no identification of the location of utilities, pipe sizes, grades and locations. The tentative plan is also missing contours. Again, no deed restriction or protective covenants were addressed.


Pursuant to ORS 215.427, the applicant has 180 days from the date of application (April 16, 2024) 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 (October 14, 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) 668-1135 or bbybee@lapineoregon.gov.

Sincerely,



Brent Bybee, Principal Planner