



SPR4-25-0001, City of La Pine

Planning Memo

October 28, 2025

The following comments must be addressed prior to final decision: During staff review of the application, the following comments were received, and it was noticed that additional elements were not addressed. Please address them prior to approval for consideration.

Agency Comments:

1. Troy Baker, Anderson Perry:

The snow removal retention area appears to be inadequate for the site. Provide calculations showing the required area and the area to be provided.

Applicant Response: The Site Plan (AS101) has been updated, labeling the square footage of the snow storage area; 1,530 square feet.

2. Quinn Shubert, Deschutes County Road Dept.

After reviewing the reference application, I have no concerns regarding the site plan in relation to the County's UIC retrofit project, currently under contract. The proposed location on Assembly Way also appears viable. However, I have the following concerns:

1. *The sidewalk panel directly east of the proposed approach exceeds 8.2% slope, surpassing the maximum allowable design slope for a transition panel or curb ramp. While it complies with finish grade max curb ramp standards, it doesn't appear to be designed as a curb ramp.*

Applicant Response: The project engineer has further advanced their plans, preparing CD drawings for the Permit Submittal. Elements of the Permit Submittal Plans are being provided to staff with this response. Regarding this item, the project engineer has indicated "The attached plans, submitted to Deschutes County and City of La Pine for building permitting, show 31.06' on the east edge of the driveway approach, and 31.26', 20 feet away at the pedestrian connection to the building, which is a 1% slope."

2. *The sidewalk termination setback to the west is much greater than the minimum requirement. This may necessitate the adjacent property owner to adapt their setback to ensure sidewalk continuity. Although this is primarily a City issue, I still wanted to bring it up at this stage.*

Applicant Response: The project engineer has indicated “There is an existing transformer vault shown on the utility plan and existing plan that prevents us from connecting at the standard sidewalk setback location”.

3. *The asphalt patch in front of the proposed approach should extend eastward to connect with the westernmost utility crossing patch. This will help prevent the formation of a potential pavement scab between the two panels.*

Applicant Response: The development can accommodate this request, a condition of approval could be added if needed.

2a. Quinn's October 23, 2025, Additional Comments:

Following up on our meeting earlier this week: In conjunction with my comments below [above], per DCC 12.15150(B), sidewalks are required to be property-tight unless otherwise approved by the County Engineer. Given the 6-foot swale constructed as part of the County's UIC replacement project, additional right-of-way will likely be required to accommodate a 6-foot sidewalk along the applicant's frontage.

Applicant Response: The project engineer has indicated “Sidewalks have been placed with the extents of the Deschutes County's UIC replacement swale in mind.” Also would it be possible that a public easement could be recorded in lieu of additional right-of-way dedication.

The sidewalk should be placed on a uniform alignment, property-tight to the new property line. Any deviation from this standard will require specific approval from the County Road Department. Additional discussion with the applicant may be necessary if a deviation is requested

Applicant Response: The project engineer has indicated “There is an existing transformer vault shown on the utility plan and existing plan that prevents us from connecting at the standard sidewalk setback location. We request a deviation from the uniform alignment standard to accommodate the existing transformer vault at the west edge of the property.”

The City also has the following concerns/considerations with the approach design:

1. Sec. 15.312.060.B.2 says, “In terms of setback from streets or sidewalks, the design creates a visually interesting and compatible relationship between the proposed structures and/or adjacent structures.” Staff are concerned about the off-set design of the walkway and the impacts it may have on future development.
 - a. We're also looking for more understanding: why is the western sidewalk setback so far from the property line, and why is the eastern terminus so close? What's the box on the eastern terminus for?

Applicant Response: The project engineer has indicated “The originally proposed fire vault near the eastern terminus of the sidewalk has been deleted after clarifying its necessity with Oregon Fire Code. The eastern sidewalk is placed at the proposed back of swale location from Deschutes County’s UIC replacement project.”

- b. After reviewing with Quinn, there may be concerns about swale encroachment on the eastside but that won’t be formally reviewed until dimensions are provided.
- 2. The City is waiting for any additional comments from our Engineer and we will forward as soon as they are received.

Article 5: Development Standards

Landscaping

- 1. 15.24.500.A. – The criterion states that, “any portion of a lot developed for industrial uses...shall be planted and maintained with grass or other all-season groundcover vegetation.” The landscaping plan shows “landscaping rock” as the dominant material, but I’m not sure if this is being counted towards the 30.5% landscaped area, and continued below:

Applicant Response: Collaborative has updated the landscape sheet to switch from “landscape rock” to “all-season groundcover vegetation”.

- 2. 15.82.010.C – Please demonstrate compliance with the landscaping materials requirements, including the requirement that “the total amount of nonliving materials (including bark dust, chips, aggregate, or other non-plan ground covers) shall not exceed more than 50 percent of the required landscape area.”

Applicant Response: Collaborative has updated the landscape sheet to switch from “landscape rock” to “all-season groundcover vegetation” to ensure predominantly living materials.

- 3. 15.82.010.H & 15.312.040 - Please demonstrate compliance with the maintenance and plant survival requirements including, if applicable, the required irrigation.

Applicant Response: Collaborative has updated the landscape plan notes and drawings to include a drip irrigation line serving the proposed vegetation areas.

- 4. 15.82.010.I – Please demonstrate compliance with the 1:1 tree replacement standard. It appears that 7 trees are planned for removal but 5 are planned for planting.

Applicant Response: As Noted in the Narrative: *Applicant Response: As detailed on the Plan Set, the site includes 5 trees that are 10" DBH or greater. To accommodate the La Pine Small Business Incubator Facility, all of the trees on the site need to be removed. The 5 trees that are 10" DBH or greater are proposed to be replaced with 5 trees; which conforms to the requirements of this standard.*

Parking/Loading & Access

5. 15.86.050. – Commercial uses require 2 bicycle parking spaces per primary use or 1 per 5 vehicle spaces, whichever is greater. Each tenant space is considered a primary use, for four total primary uses. Please ensure the bicycle parking provided complies with the minimum parking requirements.

Applicant Response: Updated Site Plan shows 4 racks, 8 spaces.

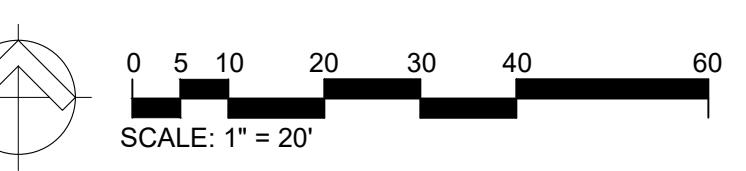
6. 15.88.040. – The intersection of a driveway and a street, as shown in the example graphic from the code, does count towards the applicability of the clear vision standards. Please demonstrate how the clear vision requirements are met.

Applicant Response: 10 foot legs for clear vision triangles have been added at the driveway on the Site Plan.

Public Facilities

7. 15.90.070.E – Assembly Way is a local street as classified in the TSP and will need to conform with all the required design standards, including adequate width. Please demonstrate how the property follows the local street design standards.

Applicant Response: Dimensions have been added to Sheet C2.1 of the Civil Plan Set.



REMOVAL KEY NOTES

① SAWCUT AND REMOVE EXISTING HMAC PAVEMENT & AGGREGATE BASE AS SHOWN

② REMOVE EXISTING TREE & STUMP

③ REMOVE EXISTING CONCRETE CURB

REMOVAL GENERAL NOTES

1. MINIMUM SAWCUT REMOVAL SHOWN - ACTUAL SAWCUT LINE TO FOLLOW EXISTING CONCRETE SCORE LINES (TYPICAL FOR ALL CONCRETE REMOVAL)

2. IF NECESSARY, CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES FOR TEMPORARY RELOCATION OF POWER, COMMUNICATION, AND GAS DURING CONSTRUCTION. DISRUPTION OF UTILITY SERVICE TO ADJACENT PROPERTIES AND EXISTING ON-SITE FACILITIES, IF REQUIRED, SHALL BE COORDINATED WITH PROPERTY OWNERS AND SHALL BE MINIMIZED TO THE GREATEST EXTENT PRACTICABLE.

3. CONTRACTOR SHALL PROTECT EXISTING DRIVEWAYS AND SITE IMPROVEMENTS FROM DAMAGE DURING CONSTRUCTION. DAMAGED IMPROVEMENTS NOT SHOWN FOR REMOVAL SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

4. WITH REGARD TO UNDERGROUND UTILITIES, INFORMATION FROM THE CITY OF LA PINE AND UTILITY LOCATE MARKINGS WERE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES TO DEVELOP A VIEW OF THOSE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, EXCAVATION MAY BE NECESSARY. PRIVATE LOCATES MAY BE NECESSARY TO CONFIRM ON-SITE UNKNOWN UTILITIES THAT MAY BE PRESENT.

REMOVAL LEGEND

EXISTING HMAC PAVEMENT AND AGGREGATE BASE TO BE REMOVED



EXISTING TREE AND STUMP TO BE REMOVED

PERMANENT BENCH MARKS USED:

ID	DESCRIPTION	ELEV
#258	FND PROP CNR	4230.94'
#261	FND PROP CNR	4230.66'
#262	FND PROP CNR	4230.20'

SURVEY LEGEND

	SUBJECT PARCEL
	SECTION LINE
	ADJACENT PROPERTY LINE
	CURB LINE
	OHP OVERHEAD POWER LINE
	UGP UNDERGROUND POWER LINE
	CT UNDERGROUND COMM. LINE
	GAS UNDERGROUND GAS LINE
	SS UNDERGROUND SEWER LINE
	SD UNDERGROUND STORM DRAIN
	W UNDERGROUND WATER LINE
	X WIRE FENCE LINE
	D WOOD FENCE LINE
	○ CHAIN-LINK FENCE LINE
	3620 CONTOUR LINE, 1' INTERVAL
	BUILDING LINE
	ASPHALT PAVING
	CONCRETE
	GRAVEL
	ROCK OUTCROPPING
	RECOVERED SECTION CORNER
	RECOVERED MONUMENT AS NOTED
	RECORD PER REFERENCES
	OCRR OREGON CORNER RESTORATION RECORD
	YPC YELLOW PLASTIC CAP
	RPC RED PLASTIC CAP
	R> ORIGIN ON MONUMENT
	○ SEWER MANHOLE
	● CO SEWER CLEAN-OUT
	CB CATCH BASIN
	DW DRYWELL
	WM WATER METER
	W WATER VALVE
	FH FIRE HYDRANT
	IV IRRIGATION VALVE
	IM IRRIGATION MANHOLE
	UP UTILITY POLE
	GUY ANCHOR
	ELECTRIC JUNCTION BOX / TRANSFORMER
	COMMUNICATION PEDESTAL
	SIGN



VICINITY MAP

SCALE: 1'=1000'

SITES LOCATION: 16628 ASSEMBLY WAY

LA PINE, OR 97739

TAXLOT(S): 22-10-14AB-00108

ISSUE DATES:
 7/15/2025 - LAND-USE SUBMITTAL
 9/5/2025 - PERMIT/BID SET
 10/30/25 - PLANNING DEPT



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PREPARED FOR: FRANCIS SENGER

LA PINE BUSINESS INCUBATOR

16628 ASSEMBLY WAY, LA PINE, OREGON 97739

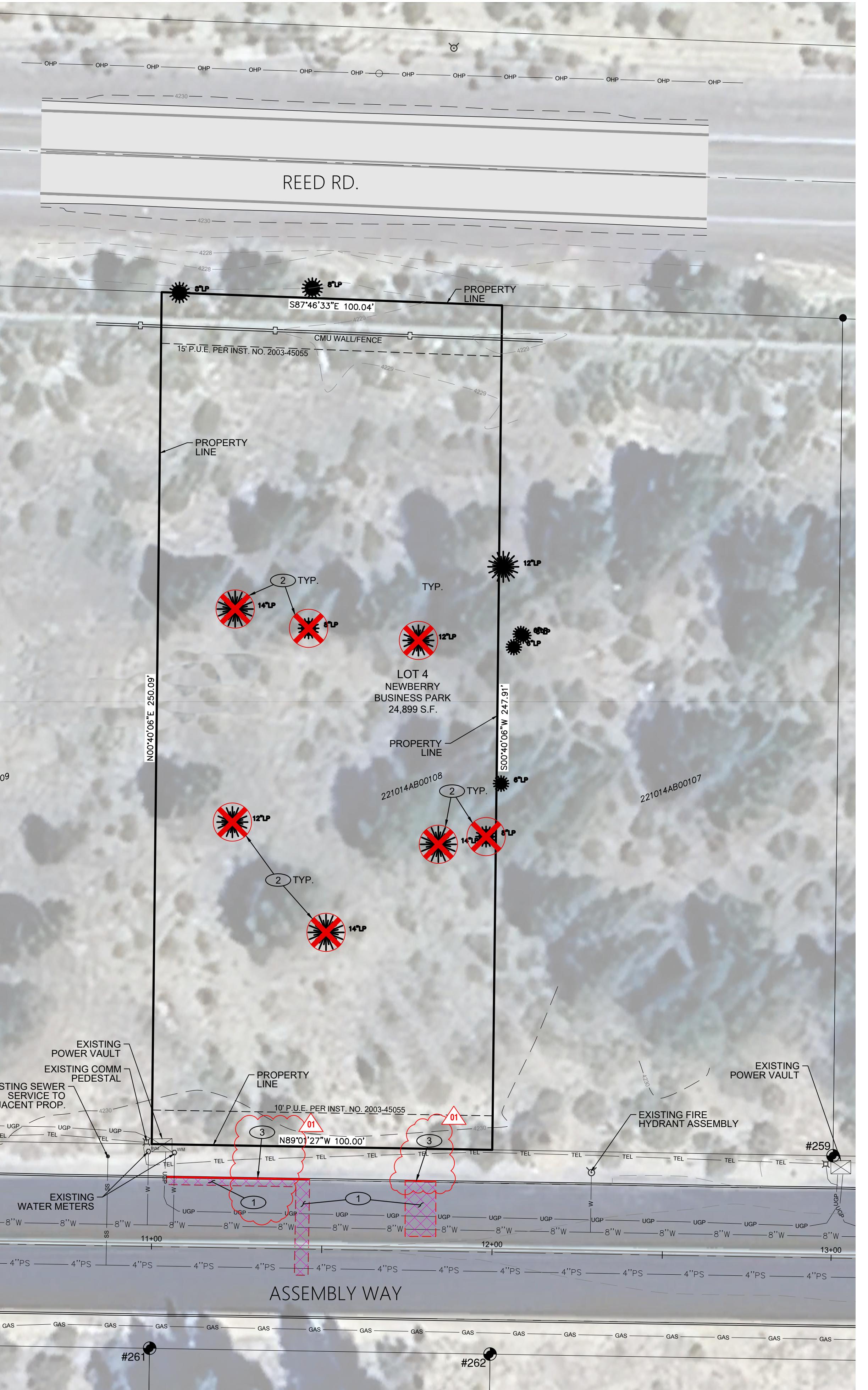
PROJECT ARCHITECT: TRAVIS SMITH, AIA

PROJECT NUMBER: 2519

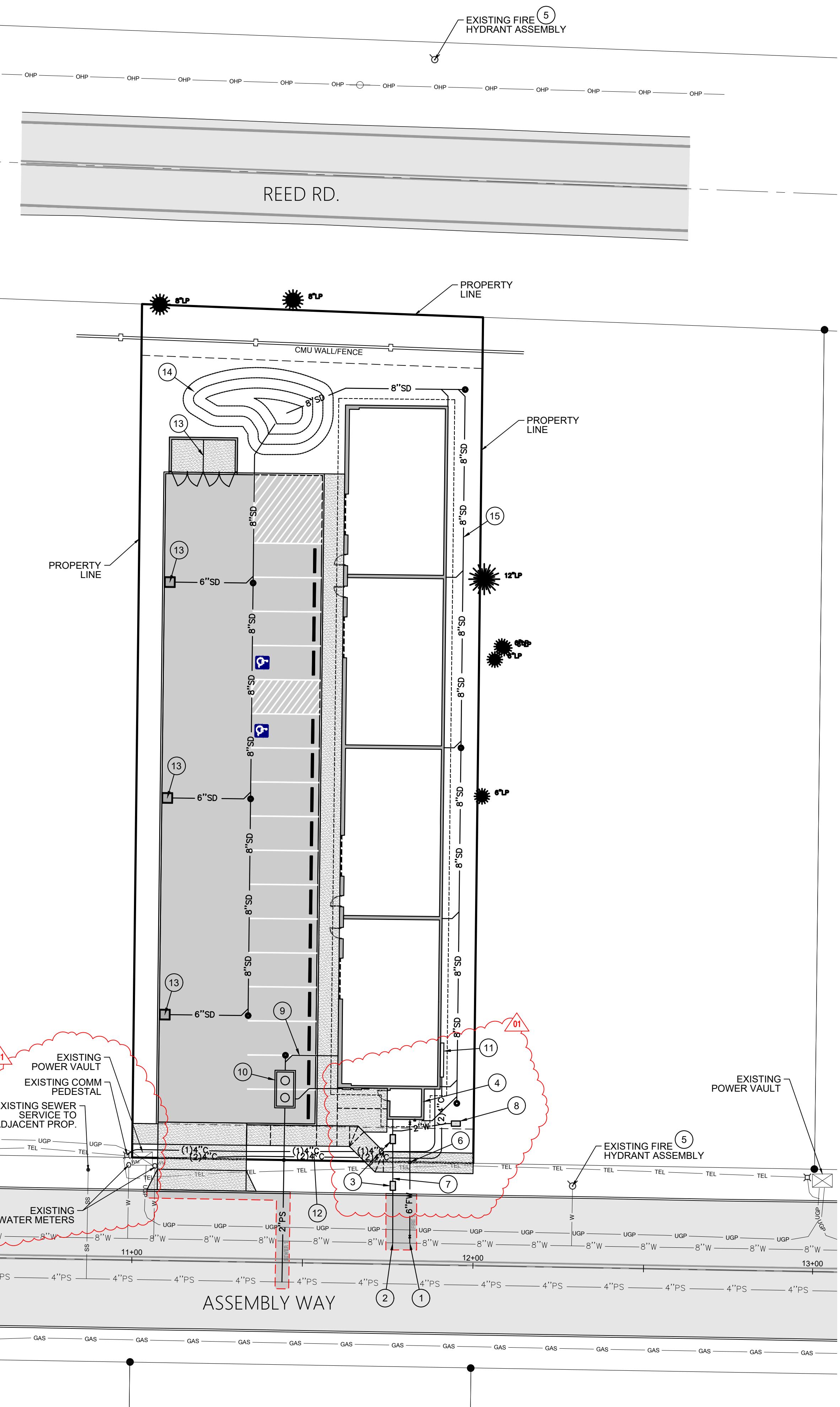
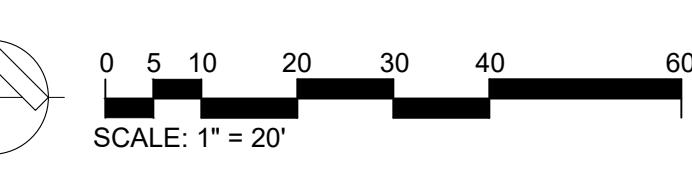


REGISTERED PROFESSIONAL
 ENGINEER
 NO. 92197PE
 OREGON
 NOV. 10, 2020
 SEAN C. WILLIAMS

EXPIRES: 6/30/2026



PERMIT/BID SET



UTILITY KEY NOTES

- ① PROPOSED 8"x6" HOT TAP TEE ASSEMBLY & 6" FIRE SPRINKLER LINE
- ② PROPOSED 2" HOT TAP & 2" DOMESTIC WATER SERVICE
- ③ PROPOSED 2" WATER METER VAULT & ASSEMBLY AND 2" DCVA BOX & ASSEMBLY
- ④ PROPOSED FIRE SPRINKLER RISER ROOM WITH WALL MOUNTED FDC
- ⑤ EXISTING FIRE HYDRANT ASSEMBLY
- ⑥ PROPOSED FIRE SERVICE ISOLATION VALVE
- ⑦ PROPOSED 2" DOMESTIC WATER SERVICE TO PROPOSED BUILDING
- ⑧ PROPOSED IRRIGATION TEE & STUB
- ⑨ PROPOSED 6" SANITARY SEWER SERVICE FROM PROPOSED BUILDING TO PROPOSED SEPTIC TANK
- ⑩ PROPOSED 2000 GALLON SEPTIC TANK
- ⑪ PROPOSED ELECTRIC METER/SWITCH GEAR
- ⑫ PROPOSED SHARED FRANCHISE UTILITY TRENCH
- ⑬ PROPOSED CATCH BASIN INLET
- ⑭ PROPOSED DRAINAGE POND
- ⑮ PROPOSED UNDERGROUND STORM DRAIN PIPE TO ROUTE ROOF RUNOFF TO STORM INFILTRATION FACILITY

UTILITY LEGEND

—	PROPERTY LINE
— 8"SS —	PROPOSED SEWER LINE (SIZE AS NOTED)
— 2"W —	PROPOSED WATER LINE (SIZE AS NOTED)
— 6"FW —	PROPOSED FIRE WATER/SPRINKLER LINE (SIZE AS NOTED)
— 8"SD —	PROPOSED STORM DRAIN LINE (SIZE AS NOTED)
— 4"C —	PROPOSED POWER CONDUIT (SIZE & QUANTITY AS NOTED)
— 4"C —	PROPOSED COMMUNICATIONS CONDUIT (SIZE & QUANTITY AS NOTED)
Q	PROPOSED FDC
□	PROPOSED WATER METER/DCVA BOX
■	PROPOSED DOUBLE GRATE CATCH BASIN ASSEMBLY
●	PROPOSED CLEANOUT ASSEMBLY (SIZE AS NOTED)



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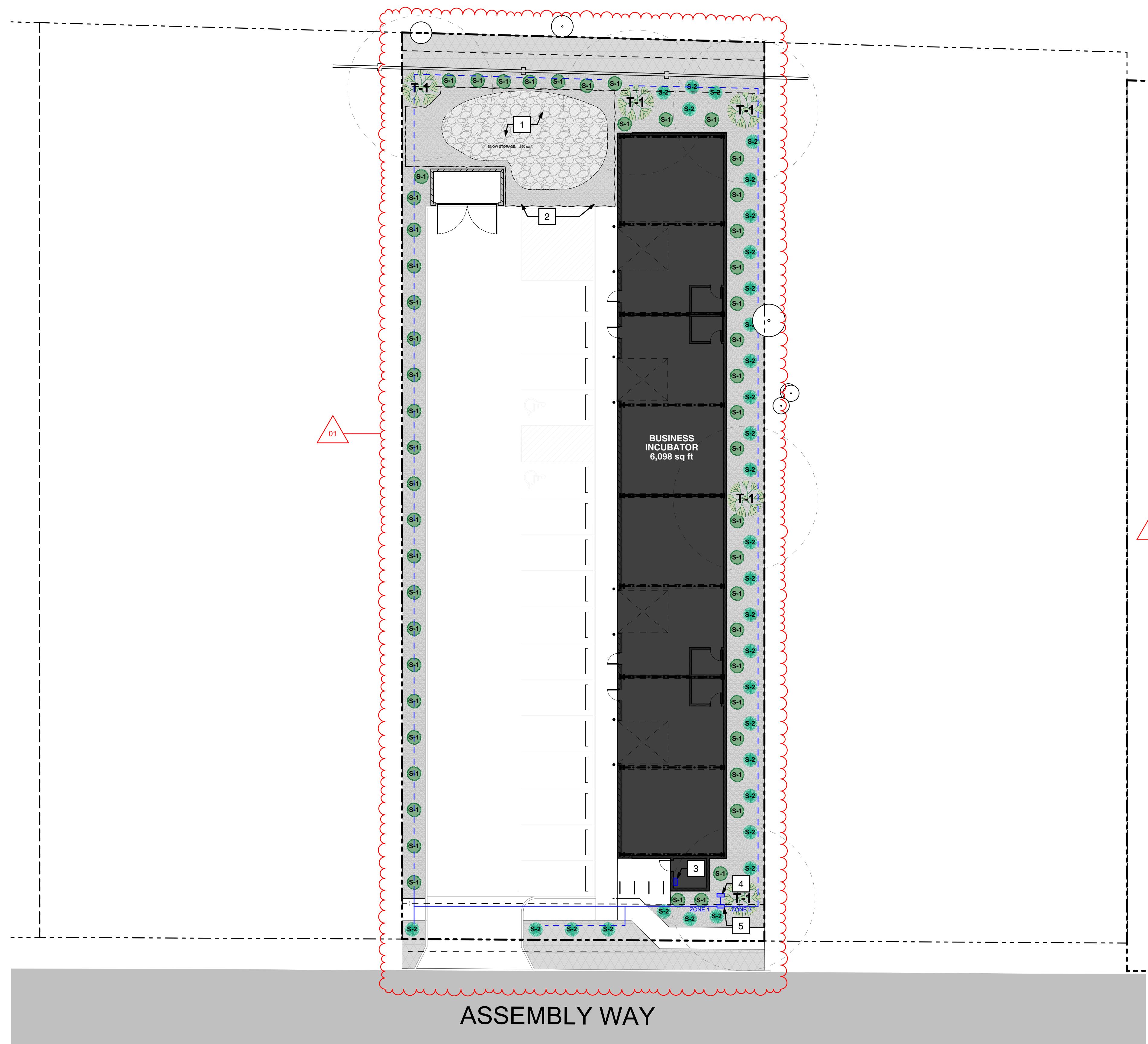
C3.1

UTILITY PLAN

PERMIT/BID SET



REED ROAD



1 LANDSCAPING PLAN
1/16" = 1'-0"



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