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# MEMORANDUM

## *Community Development*

To: Lebanon Planning Commission  
From: Kelly Hart, Community Development Director  
Subject: Planning File No. S-24-03

Date: June 3, 2024

### I. BACKGROUND

Under consideration is a proposed 5-lot subdivision of a property located on the south side of Kees Street, east of Stoltz Hill Road. The property is currently assigned the address 810 Kees Street; the Linn County Tax Assessor Map number is 12S 02W 15CD, tax lot 500. The subject property is 0.92 acres and is currently developed with a single-family dwelling. The site was recently approved to be annexed, with the assigned zoning being Residential Mixed Density (Z-RM).

The property is in a developed residential neighborhood. To the north, east, south, and west are residential properties improved with single-family homes and duplexes within the County and city with a comprehensive plan designation and/or zoning designation of Residential Mixed Density (C/Z-RM).

### II. CURRENT REPORT

The proposal includes a preliminary plan to subdivide the existing 0.92-acre site into five residential lots, two with direct access from Kees Street and three with access via a 30-foot shared easement. Each lot proposed to accommodate a duplex would yield ten dwelling units, with a maximum of six units accessed from the shared easement.

The property is zoned Residential Mixed Density. Per Section 16.05.090 of the Lebanon Development Code (LDC), the minimum lot area and width for a single-family home or duplex are 5,000 square feet and 50 feet, respectively. The proposed net parcel area (area of a parcel minus the square footage of a parcel restricted to public and private streets and easements of access to other property) is between 5,000 and 8,600 square feet, meeting or exceeding the minimum net lot area requirements. For lot width, the lots range from 60 to 82 feet, exceeding the minimum lot width requirements. As the properties meet the minimum area and width, it is understood the lots have sufficient area and dimensions to accommodate a single-family dwelling or duplex. The remaining development standards for building height, coverage, and minimum setbacks would be verified upon building permit submission; however, as part of the preliminary plat submittal, the applicant has provided a proposed site plan for duplexes that demonstrate compliance with all setbacks and parking requirements identified in Chapter 16.05 and 16.14 of the development code.

The subdivision would access Kees Street from three driveways: two 22-foot driveways serving individual lots and one 28-foot driveway serving the access easement for the three lots. The Engineering Department has reviewed the driveway spacing and determined that it meets the minimum standards for a local roadway. A firetruck hammerhead turnaround has been designed between lots 2 and 3 to meet fire access requirements.

For transportation improvements, LDC 16.13.030(A)(1) requires that all streets adjacent to new development be improved to City standards. Kees Street is identified as a Local Road in the Transportation System Plan with a required 58-foot right-of-way for a street with on-street parking. Kees Street right-of-way width is currently 50 feet; as part of the subdivision, four feet of land dedication is proposed to include the southern portion of Kees Street's share of the street widening requirements. To the east of the subject site, a new development has been initiated, including improvements to the public right-of-way, including sidewalk, curb, and gutter. The proposed subdivision would extend the public street improvements along the project site frontage on Kees Street to the western terminus.

For traffic analysis, based upon the 11th edition of the Institute of Transportation Engineers (ITE) trip generation rates, attached dwelling units (i.e., duplexes and townhomes) generate 7.20 vehicle trips per day and 0.57 trips during the peak PM traffic hour. The development will create five vacant lots, each of which could be developed with a single-family home or a duplex. The preliminary site plan shows the intention to develop duplexes. The construction of five duplexes would add about 72 new vehicle trips per day to the public street system. Approximately 6 of those trips would occur during the peak traffic hours. The development will not generate enough trips to require a Traffic Impact Analysis (TIA). The threshold for requiring the submittal of a Traffic Impact Analysis is 100 peak-hour trips or 300 average daily trips for a TIA.

For utilities, City utility maps show an 8-inch public sewer main, an 8-inch water main, and a 12-inch storm main line in Kees Street directly to the east of the subject property. The developer would extend the public utility mains in Kees Street through the length of the property frontage to the western terminus. The required on-site stormwater detention has been designed as a detention area along the eastern boundary of the project site through a 20-foot-wide easement. The proposed utility extensions and connections have been reviewed by the Engineering Department and determined to be of sufficient size to accommodate the maximum building out of the property.

Finally, an evaluation of the Statewide Wetlands Inventory shows that the site has not been mapped with any delineated wetlands, and there are no mapped hydric soils. The property is not located within the Lebanon Airport's Safety Zone, any mapped hazard areas, or the floodplain.

The following section provides a detailed analysis of how the proposal meets the development code and the decision criteria.

### III. REVIEW CRITERIA AND RECOMMENDED FINDINGS - SUBDIVISION

The Applicant is requesting consideration of a Subdivision application to create a 5-lot housing subdivision. Below is an analysis of the review criteria (Section 16.22.090 of the LDC) and recommended findings:

1. The proposed preliminary plat complies with the applicable Development Code Sections and adopted Master Plans. At a minimum, the provisions of this Chapter and the applicable Chapters and Sections of Article Two (Land Use and Land Use/Development Zones) and Article Three (Community Development and Use Standards) of this Code shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant Sections of Chapter 16.29.

**RECOMMENDED FINDING:** The minimum lot size and width for single-family detached dwellings and duplexes within the RM zone are 5,000 square feet and 50 feet, respectively.

The preliminary plat shows that the net lot area ranges from 5,002 square feet to 8,256 with lot widths greater than 50 feet. Therefore, the lots comply with the dimension requirements of the RM zone for the intended respective use found in Article Two.

According to Table 16.05-2, single-family detached dwellings and duplexes are outright permitted uses. Setbacks and other development standards found in Articles Two and Three will be evaluated upon submitting a building permit for a single-family detached dwelling or duplex. However, the preliminary site plan included in the preliminary plat package demonstrates compliance with all setbacks and parking requirements.

For access and public street improvements, the three proposed driveways on Kees Street meet the minimum driveway spacing requirements per Engineering Standards; the access easement proposed is 30 feet, which may accommodate up to six lots and/or units. With three lots proposed, each to accommodate a duplex, the maximum lot/unit count to access the easement has been met. Kees Street is identified as a Local Road in the Transportation System Plan with a required 58-foot right-of-way for a street with on-street parking. Kees Street right-of-way width is currently 50 feet; as part of the subdivision, four feet of land dedication is conditioned as part of the final plat to include the southern portion of Kees Street's share of the street widening requirements. In addition, public sidewalk, curb, and gutter improvements would extend along the project site frontage on Kees Street to the western terminus of the project site. With the conditions of development, this proposal meets the criterion.

2. The proposed plat name is not already recorded for another subdivision and satisfies the provisions of ORS Chapter 92 and the County Surveyor.

**RECOMMENDED FINDING:** Following Oregon Revised Statute (ORS) 92.090, subdivision plat names are subject to approval of the county surveyor. No preliminary subdivision plat that bears a name similar to or pronounced the same as the name of any other division in the same county will be approved. Unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless

the party files and records the consent of the part that platted the contiguous subdivision bearing that name. All subdivision plats must continue the lot number and, if used, the block numbers of the subdivision plat of the same name last filed. The proposed subdivision plat name "Spacereader Estates" has been approved by the County Surveyor, as such, this criterion is met.

3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and of partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat.

**RECOMMENDED FINDING:** The proposed preliminary plat will result in a 5-lot residential subdivision on the south side of Kees Street, east of Stoltz Hill Road. LDC 16.13.030(A)(1) requires all streets adjacent to new development be improved to City standards. Kees Street is identified as a local road in the Transportation System Plan with a required 58-foot right-of-way for a street with on-street parking. Kees Street's right-of-way width is currently 50 feet; therefore, a four-foot land dedication is needed for the southern half of Kees Street's responsibility for the street widening. The four-foot dedication is identified on the preliminary plat.

To the east of the subject site, a new development has been initiated, including improvements to the public right-of-way, including sidewalk, curb, and gutter. The proposed subdivision would extend the public street improvements along the project site frontage on Kees Street to the western terminus.

For utilities, City utility maps show an 8-inch public sewer main, an 8-inch water main, and a 12-inch storm main line in Kees Street directly to the east of the subject property. The developer would extend the public utility mains in Kees Street through the length of the property frontage to the western terminus. The required on-site stormwater detention has been designed as a detention area along the eastern boundary of the project site through a 20-foot-wide easement. The proposed utility extensions and connections have been reviewed by the Engineering Department and determined to be of sufficient size to accommodate the maximum building out of the property. With the conditions of development included, the proposed subdivision meets this criterion.

4. All proposed private common areas and improvements (e.g., homeowners association property) are identified on the preliminary plat.

**RECOMMENDED FINDING:** The common areas for the subdivision include the access easement and easements for storm drainage retention. This criterion is met with the common areas depicted on the preliminary plat.

5. Evidence that all City, County, State, and Federal regulatory agencies identified or mapped special management areas have been accurately and effectively identified on the appropriate maps and plans submitted to the City for review.

RECOMMENDED FINDING: The subject property does not have mapped special management areas, so the criterion is not applicable.

6. Evidence that improvements or conditions required by the City, road authority, Linn County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.

RECOMMENDED FINDING: All required road and utility improvements have been depicted on the preliminary plat, and conditions have been incorporated to ensure they are included in the final plat. As such, this criterion is met.

7. If any part of the site is located within a Special Area Plan or District, Overlay Zone, or previously approved Planned Development, it shall conform to the applicable regulations and/or conditions.

RECOMMENDED FINDING: The subject site is not located in the conical surface area of the Airport Overlay Zone. There are no areas of steep slopes on the subject property. The applicable Flood Insurance Rate Map for the subject site is 41043C0568G, dated September 29, 2010. Based on this FIRM, the subject property is located entirely outside the Special Flood Hazard Area (SFHA), otherwise known as the 100-year floodplain. The subject property is over 75 feet from the top of the bank of the South Santiam River, Oak Creek, or Cheadle Lake waterbodies. The subject property is also located outside the designated boundaries of the special transportation area. The subject property is located outside all other overlay zones or special districts. As such, the criterion is met.

8. All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use zone (Chapters 16.05 – 16.10) and the standards of Chapter 16.12 (Subsection 16.12.030.K, Street Connectivity and Formation of Blocks).

RECOMMENDED FINDING: Within the RM zone, the minimum lot size and width for a single-family detached dwelling and/or duplex are 5,000 square feet and 50 feet, respectively. As shown on the preliminary plat, the net lot sizes range from 5,000 to 6,800 square feet, with lot widths ranging from 50 feet to 62 feet, thus complying with the minimum dimensional standards for single-family attached and/or duplexes.

The block layout provisions in Chapter 16.12.030(K)(1)(c) state that blocks without pedestrian and bicycle connections through the block cannot exceed 600-800 feet in block length and 1,600-2,000 feet in block perimeter with exceptions to block lengths under LDC 16.12.030(K)(3). The existing block length and perimeter exceed the permissible standard, as the existing development pattern precludes meeting the established standards. As such, this criterion is met.

9. Setbacks shall be as required by the applicable land use zone (Chapter 16.05 – 16.10).

RECOMMENDED FINDING: As discussed in Findings 1-6 above and incorporated here by reference, the parcels comply with the minimum requirements of the underlying zone. The size and dimensions of the proposed lots will allow for setbacks to be met while providing an adequate building envelope, as shown on the preliminary plat. Therefore, there will be no foreseeable difficulties in obtaining building permits for the lots within the proposed subdivision. Minimum setback, building coverage, and height standards will be reviewed for conformance with applicable standards for the Z-RM zone upon development. Therefore, this criterion is met.

10. Each lot shall conform to the standards of Chapter 16.12 (Access and Circulation).

RECOMMENDED FINDING: Findings related to access and circulation are provided in Finding No. 3 above and incorporated here by reference. According to LDC 16.12.020.B.1 and LDC 16.12.030.L.1, each lot will abut a street for a minimum width of 14 feet with a minimum 12-foot width driveway. According to LDC 16.12.030.F.2 and LDC 16.12.030.J.4, when access is from an access easement, a shared access easement and coordinated maintenance agreement shall be recorded. Conditions that require a reciprocal access easement and maintenance agreement have been included to maintain access to the three lots with shared access. This criterion has been met with the subdivision's layout and the conditions.

11. Landscape or other screening may be required to maintain privacy for abutting uses. See Chapters 16.05 – 16.10 (Land Use Zones), and Chapter 16.15 (Landscaping, Street Trees, etc.).

RECOMMENDED FINDING: The subdivision proposal would provide lots for the intended development of duplexes; however, no development is proposed in conjunction with the subdivision. Upon submittal of development plans, residential landscaping requirements for all lots will be reviewed for compliance with required landscape standards. As such, this criterion has been met.

12. In conformance with the Oregon Fire Code, a 20-foot-wide fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public or private road or approved access drive. See Chapter 16.12 (Access and Circulation).

RECOMMENDED FINDING: All dwellings will be less than 150 feet from a public or private street based on the subdivision layout and building locations. As shown on the preliminary plat, all lots will be accessible from Kees Street or the access easement with a 30-foot-wide width, in compliance with the Oregon Fire Code. An emergency access easement will be recorded over the easement on or before the recordation of the final plat. With the recording of the access easement, this criterion is met.

13. Where a common drive is to be provided to serve more than one lot, a reciprocating access easement and maintenance agreement shall be recorded with the approved subdivision or partition plat.

RECOMMENDED FINDING: As shown on the preliminary plat, three lots will benefit from an access easement and coordinated maintenance agreement. Conditions have been incorporated to require the maintenance agreement to be recorded before final plat approval. With the conditions, this criterion is met.

14. All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.

RECOMMENDED FINDING: City utility maps show an 8-inch public sewer main, an 8-inch water main, and a 12-inch stormwater drain in Kees Street directly east of the subject site. The developer would extend the mains to and through the subject site, then construct a private sewer mainline for service to the site and connect water laterals to each lot. The required on-site stormwater detention has been designed along the southern and eastern portions of the property. This criterion is met with the access, utility extensions, and easements identified.

## V. PUBLIC NOTIFICATION AND COMMENTS

A public notification for this project was issued on May 29, 2024. When publishing the Planning Commission agenda, no comments were received from members of the public. However, the Fire District, Engineering Department, and Building Department submitted comments and have been incorporated as conditions of development for the application.

Any public comments received before the hearing will be distributed to the Planning Commission and the Applicant and posted to the City's website as indicated in the Public Notice.

## VI. CONCLUSION AND RECOMMENDED CONDITIONS FOR DEVELOPMENT

Staff finds the proposal complies with the decision criteria for a Subdivision and recommends approval of the application subject to the adoption of the following Conditions of Development:

1. The Planning Department conditions include, but may not be limited to:
  - a. A final partition plat, complying with provisions in ORS Chapter 92, shall be completed by a registered professional land surveyor and submitted to the City for approval.
  - b. The final plat shall substantially conform to the proposal, comply with applicable requirements in the Lebanon Development Code, and be recorded within three years of the final approval date.
  - c. Clear vision and site distance triangles shall be noted on the final plat, and all fencing shall be reviewed as part of any future building or engineering site plan review to ensure conformance with clear visibility requirements.
  - d. A reciprocal access and maintenance agreement shall be recorded on each parcel for access and maintenance of the private street.

- e. The final plat shall be modified to reflect the minimum net lot area of 5,000 square feet for Lot 4, as shown on the preliminary plat.
2. All requirements of the Lebanon Fire District shall be met, including but not limited to:
    - a. Plans demonstrating full compliance with the Oregon Fire Code and local amendments shall be submitted for review and approval by the Lebanon Fire Marshal. Lebanon Fire Marshal approval shall be obtained before building permits are issued.
    - b. A fire hydrant will be required to be installed based on the site layout to the satisfaction of the Fire Marshal.
  3. The Engineering Department conditions include, but may not be limited to:

General

- a. All public improvements shall:
  - (1) conform to the latest "City of Lebanon Standards for Public Improvements."
  - (2) require completion of a Drawing Review Application and a Public Improvements Permit prior to beginning construction.
  - (3) be designed by a professional engineer registered in the State of Oregon.
  - (4) Prior to final plat approval, a bond or other approved form of assurance is required for all incomplete public improvements.
- b. All elevations shown on plans submitted to the City must be on the NAVD 88 vertical datum to provide compatibility with the City computer-aided mapping system.
- c. All private, onsite utilities must be reviewed and approved by the City Building Official.

Transportation

- d. Construct City standard full depth half street improvement along Kees Street the length of the lot frontage. All sidewalks and driveway approaches must comply with ADA requirements.
- e. Provide a Geotech report including minimum street section for wet and dry weather construction conditions for both the public and private street sections.
- f. Provide City standard street trees in compliance with the City of Lebanon street tree policy.
- g. With engineering drawings, indicate the location of street and path lights, mailboxes, utility pedestals, and signs.
- h. Mailbox locations must also be reviewed and approved by the Postmaster.
- i. Provide verification of Republic Services approval of location and access to garbage and recycling containers shown on site plans prior to approval of detailed engineering site plans.

## Water

- j. Identify any on-site wells on the engineered drawings. Back flow prevention devices will be required on any lot that is also served by the city water system.
- k. Fire suppression will be under the Fire Marshal review and approval. The number and location of fire hydrants shall be approved by the Lebanon Fire Marshal. All new hydrants must be operational and accepted by the city prior to storage of combustible materials on site. Building permits will not be issued until fire hydrants are operational. An additional hydrant will be required to meet the 600-foot minimum distance from the closest hydrant.
- l. Extend 8" ductile iron water main from blowoff in Kees Street to the west property line.

## Storm Drainage

- m. Storm Detention calculations from the previous planning approval are required to be reevaluated to establish updated rates for the new development. There will be no allowance for decrease in storm detention with the new development proposal.
- n. The drainage system and grading plan shall be designed so as not to adversely impact drainage to or from adjacent properties. Storm drainage facilities must be designed and constructed to ensure historical rates of site discharge are not exceeded. Storm drain capacity shall be determined by the Rational Method for a 10-year event with a 15-minute minimum duration time using the curve (fig 5.3) in the master plan. A detailed design including engineering calculations shall be submitted as part of site plan review.
- o. With the engineering drawings, provide a grading plan for the sites that indicate existing and proposed elevations. Drainage improvements (ditches and or piping) may be required at the site boundaries to prevent adverse impacts. The engineering drawings must provide a detailed design (including calculations) of the drainage improvements and mitigation of any impacts to adjacent properties.
- p. Construct a PVC storm drain system along Kees St, the length of the lot frontage. The new storm main should be designed to accommodate future development.
- q. Provide verification of Oregon DEQ NPDES 1200C permit issuance and all conditions of permit issuance prior to construction
- r. Provide correspondence from the appropriate state and federal regulatory agencies regarding wetland identification and required fill-removal permits, if any. Any wetlands identified as being impacted by public improvements shall be mitigated prior to the final acceptance of public improvements.
- s. With engineering drawings, provide a construction erosion prevention plan.

## Sewer System

- t. Identify any on-site septic systems on the engineering drawings.
- u. Extend 8" PVC sanitary sewer system from the manhole in Kees St to the west property line.

## Landscaping

- v. Any landscaping proposed in the public right of way shall have a maximum mature height of no more than 24 inches above the street grade and at least 3 feet from any fire hydrant. All landscaping proposed in the yard setback areas adjacent to public streets shall have a maximum mature height of no more than 36 inches above the street grade.
- w. Vision clearance areas shall be provided at intersections of all streets and at intersections of driveways with streets to promote pedestrian, bicycle, and vehicular safety per Subsection 16.12.030.H of the Lebanon Development Code. A clear vision area shall contain no plantings, fences, walls, structures, utility pedestals, or temporary or permanent obstruction exceeding 2-1/2 feet in height, measured from the top of the curb.
- x. Fences along street sides shall comply with setback and intersection sight distance requirements per AASHTO.

## VII. PLANNING COMMISSION ACTION

- A. The Planning Commission may either:
  - 1. Approve the proposed Subdivision application (S-24-03) for the 5-lot subdivision, adopting the written findings for the decision criteria contained in the staff report with the conditions of development; or
  - 2. Approve the proposed Subdivision application (S-24-03) for the 5-lot subdivision, adopting modified findings for the decision criteria and conditions of development; or
  - 3. Deny the proposed Subdivision application (S-24-03) for the 5-lot subdivision, specifying reasons why the proposal fails to comply with the decision criteria; and
  - 4. Direct staff to prepare an Order of Recommendation for the Chair or Vice Chair's signature incorporating the adopted findings as approved by the Planning Commission.



# NOTICE OF PUBLIC HEARING

## LEBANON PLANNING COMMISSION

**NOTICE IS HEREBY GIVEN** that a public hearing will be held before the Lebanon Planning Commission on **June 26, 2024 at 6:00 p.m.** in the Santiam Travel Station located at 750 S 3<sup>rd</sup> Street, to afford interested persons and the general public an opportunity to be heard and give testimony concerning the following matter:

<b>Planning Case No.:</b>	S-24-03
<b>Applicant:</b>	Josh Mitchell
<b>Location:</b>	810 Kees Street
<b>Map &amp; Tax Lot No.</b>	12S02W15CD00500
<b>Zoning:</b>	Residential Mixed Density (Z-RM)
<b>Request:</b>	Subdivision
<b>Decision Criteria:</b>	Lebanon Development Code Chapters: 16.05, 16.20 & 16.22

**Request:** The applicant is requesting approval for a five-lot residential subdivision.

**Providing Comments:** The City will be accepting public comment on this item in a number of ways to afford interested persons and the general public an opportunity to give testimony on the subject matter. Written testimony will be accepted upon issuance of this notice, **until 5:00pm on Tuesday, June 25, 2024.** Written testimony may be emailed to [kelly.hart@lebanonoregon.gov](mailto:kelly.hart@lebanonoregon.gov) or may be mailed to the city at 925 S. Main Street, Lebanon, OR 97355, or delivered to the city and dropped in the white mailbox in front of City Hall. Members of the public may also provide comments on the agenda item in person at the Santiam Travel Station during the meeting.



The public is invited to either participate in person at the Santiam Travel Station or watch the meeting virtually on **June 26, 2024.** If you wish to address the Commission under Citizen Comments or for a Public Hearing, click: <https://zoom.us/meeting/register/tJcrf--gpjqpHNK9cmVtCHdpuVJ2IMirXNbx>

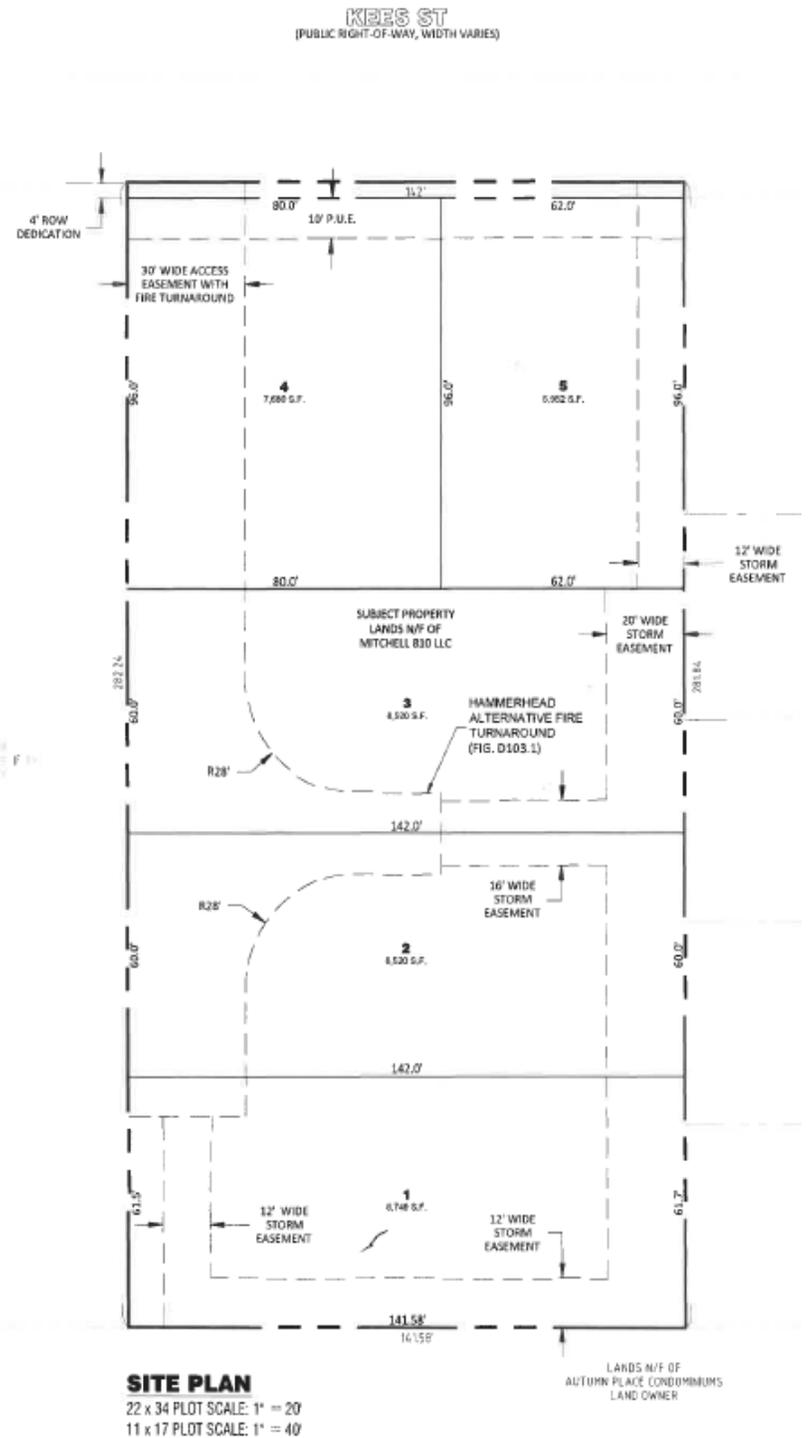
to register in advance for the meeting. You will receive a confirmation email containing information about joining the meeting. Attendees will need to register to receive the link to the meeting. Please register **ONLY** if you wish to address the Commission. If you want to watch or listen to the meeting, please click this link to do so on YouTube: [https://youtube.com/live/CQ860uVk\\_iw?feature=share](https://youtube.com/live/CQ860uVk_iw?feature=share)

*CITIZENS ARE INVITED TO PARTICIPATE* in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence are provided in support of the application subsequent to notice being sent, a party may, prior to the close of the hearing, request that the record remain open for at least seven days so such material may be reviewed.

**Appeals:** Failure to raise an issue in the hearings, in person or by letter, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue. Decisions of the Planning Commission may be appealed to the Lebanon City Council within 15 days following the date the Commission's final written decision is mailed. Only the applicant, a party providing testimony, and/or a person who requests a copy of the decision has rights to appeal a land use decision. The appeal must be submitted on the appeals form as prescribed by City Council with appropriate fee paid and must set forth the criteria issues that were raised which the applicant or party deems itself aggrieved. Please contact our office should you have any questions about our appeals process.

**Obtain Information:** A copy of the application, all documents and evidence relied upon by the applicant, and applicable criteria are available for inspection at no cost and will be provided at the cost of 25 cents per single-sided page. If you have questions or would like additional information, please contact City of Lebanon Community Development Department, 925 Main Street; 541-258-4906; or [cdc@lebanonoregon.gov](mailto:cdc@lebanonoregon.gov).

**The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 541-258-4906.**



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# SUBDIVISION APPLICATION

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Submitted to: City of Lebanon  
Planning Department  
925 S Main St  
Lebanon, OR 97355

Applicants/Property Owners: Mitchell 810 LLC  
Josh Mitchell  
3125 Crocker Ln NW  
Albany, OR 97321  
541-231-3118 / [JoshMitchell.srr@gmail.com](mailto:JoshMitchell.srr@gmail.com)

Applicant's Representative: Green Cascades LLC  
717 SW Calapooia St  
Albany, OR 97321

Contact: Kim Riccitelli  
541-357-2116  
[Kim@GreenCascadesOR.com](mailto:Kim@GreenCascadesOR.com)

Site Location: 810 Kees St, Lebanon, OR 97355  
Lot 5, Block 3, Harmony Subdivision (C.S. 2372)

Linn County Assessor's Map No.: 12S-02W-15CD Tax Lot 500

Site Size: ±0.92 acres

Existing Land Use: Single-Family Residential

Zone Designation: UGA-UGM-10 / Residential Mixed Density (Z-RM)  
(proposed with annexation)

Overlay Zone Designation: Airport Safety Zone (AS-OZ)

Comprehensive Plan Designation: Residential Mixed Density (C-RM)

Surrounding Zoning: North: UGA-UGM-10 (across Kees Street)  
South: RM  
East: RM  
West: UGA-UGM-10

Surrounding Uses: North: Single-Family Residential (across Kees Street)  
South: Single-Family Attached Residential / Condos  
East: Single-Family Residential  
West: Single-Family Residential

## **I. Executive Summary**

The applicant requests approval of a proposed 5-lot residential subdivision for a property south of Kees Street between Stoltz Hill Road and 7<sup>th</sup> Street. The property is identified as 810 Kees Street, Linn County Tax Assessor Map No. 12S-02W-15CD Tax Lot 500. The property is approximately 0.92- acres and improved with a single-family dwelling.

The property is in a developed neighborhood. To the west and north across Kees Street is residential property zoned UGA-UGM-10 in unincorporated Linn County and City of Lebanon Urban Growth Area. To the east are Residential Mixed (RM) zoned properties improved with single-family dwellings. To the south, is a RM zoned property improved with single- family attached residential dwellings (i.e., Autumn Place Condominiums).

The proposal includes a preliminary plan to subdivide the 0.92-acre site into five residential lots. As proposed, the subdivision would include lots ranging in size from 5,952 to 8,749 square feet. All lots would be eligible development of a detached single-family dwelling with accessory dwelling or a duplex.

Lots 4 and 5 would be provided access via Kees Streets. All remaining lots would be provided access off a shared private drive via a 30-foot reciprocal access easement. Kees Street is classified as a local street partially improved to City street standards. Street frontage improvements would include a 4-foot-wide street dedication, 5-foot-wide sidewalk, 5-foot-wide landscape strip with curb, gutter, and an 18-foot-wide travel surface.

For utilities, sanitary sewer and water mains would be extended within Kees Street to the west boundary of the subject property. A private sewer line will be constructed onsite to serve lots 1-3. Upon extension of the mains, the new lots within the proposed subdivision would be able to connect laterals to the mains for utility service.

The following section provides a detailed analysis of how the proposal meets the development code.

## **II. Analysis of Development Code Criteria**

Below is an analysis of the review criteria (Chapter 16.22 of the LDC) and findings:

A. Chapter 16.22 of the Lebanon Development Code (LDC) establishes the standards for reviewing partitions and subdivisions, with Sections 16.22.030 to 16.22.090 establishing specific requirements for submittal and review. The applicable provisions are outlined in the following Sections.

B. LDC 16.22.030(A)(B) establishes the general requirements for subdivisions, which includes a two- step review process requiring review and approval of both a preliminary and final plat. In addition to the land division requirements in Chapter 16.22, the proposal must comply with regulations regarding public works improvements, official maps or development plans, Development Code provisions, Fire District requirements, and similar regulations.

**FINDINGS:** This quasi-judicial review process addresses the requirements for preliminary plat approval. Upon preliminary plat approval, a final plat that conforms to provisions in LDC 16.22.070(B) will be submitted for ministerial review and approval.

C. LDC16.22.030(C) notes that subdividing a residential zone into large lots (i.e., greater than four times or 400 percent the minimum lot size allowed by the underlying land use zone), the City may require that the lots be of such size, shape, and orientation as to facilitate future re-division in accordance with the requirements of the land use district and this Code. To meet this requirement a re-division plan must be submitted.

FINDINGS: As proposed, none of the lots are large enough to allow for an additional land division. Therefore, this standard is not applicable.

D. LDC 16.22.030(D) establishes provisions for lot averaging, thereby allowing the creation of some lots below the minimum lot size.

FINDINGS: As proposed, the subdivision would create 5 lots, thereby not falling under the lot averaging provision.

The proposed lot sizes are as follows:

Lot	Gross Lot Area (SF)	Net Lot
1	8,749	4,908
2	8,520	4,515
3	8,520	4,515
4	7,680	4,200
5	5,952	4,200

E. LDC 16.22.030(E) notes the proposal must comply with floodplain provisions.

FINDINGS: Floodplain provisions are also not applicable as the site is in Zone X, outside of identified special flood hazard areas as shown on FEMA's Flood Insurance Rate Map #41043C0568G, dated September 29, 2010.

F. LDC 16.22.040 indicates the applicant may request a pre-application meeting, as well as subsequent individual meetings, to review a subdivision.

FINDINGS: A pre-application meeting was conducted in April 2024.

G. LDC 16.22.050 contains special transportation provisions and associated decision criteria. LDC 16.22.050(A) requires notification of the Oregon Department of Transportation (ODOT). The application submittal process includes agency notification even though the

development does not impact a State highway. LDC 16.22.050(B) requires plans to address specific access related decision criteria, which are noted as follows:

1. LDC 16.22.050.B.1 - Driveway Access Placement: Driveway access shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access.

FINDINGS: According to LDC 16.12.020, a shared access drive may be permitted in residential areas when providing access to six or fewer dwelling units. . Access Improvements include a 30-ft wide easement with 28-ft wide pavement section. The 28-ft driveway will accommodate one 8-ft wide parking lane and two 10-ft drive aisles. Up to 10 cars will be able to park along the west side of the shared driveway, which will minimize the need for future residents to park along Kees St.

Additionally, the proposed access length is greater than 150 feet. Therefore, a recorded emergency access easement with turn-around is proposed to serve all lots in accordance with 16.12.030.L.8, LDC 16.12.030.M, and Oregon Fire Code, Appendix D, Section D103.

2. LDC 16.22.050(B)2 - Road/Street System and Building Access: The road/street system shall provide adequate access to the buildings for the appropriate users, such as residents, visitors, patrons, employees, service and delivery vehicles, and emergency vehicles.

FINDINGS: The criterion including the term “adequate access” is not a clear and objective approval criterion as required by Oregon Revised Statute (ORS) 197.307(4) for needed housing (i.e., attached single-family and multi-family housing for owner and renter occupancy) as defined under ORS 197.303. Therefore, this criterion is not applicable.

3. LDC 16.22.050(B)(3) - Pedestrian and Bicycle Facilities: An internal system of sidewalks and/or pathways for pedestrians and bicyclists shall provide connections to both motor vehicle and bicycle parking areas, and entrances to the development and its buildings, as well as open space, recreational and other community facilities associated with the development. Streets shall have sidewalks on both sides unless other configurations have been approved. Pedestrian and bicycle linkages shall connect to the peripheral street system.

FINDINGS: All lots will have either frontage on, and/or direct access to, Kees Street. The private access drive will provide connectivity from each of the development sites to abutting public sidewalk and bicycle linkages.

4. LDC 16.22.050.B.4 - Consistency with Transportation System Plan: All access shall be consistent with the access management standards of this Code, the City’s Transportation System Plan, and the Lebanon/Linn County Urban Growth Management Agreement.

FINDINGS: According to LDC 16.12.030.F, when vehicle access is required for development, access must be provided by an alley, private street or shared driveway, or public street. As shown in the preliminary layout, a 28-ft wide, shared driveway is proposed.

LDC 16.12.030.I states that one street access for single-family and two-family is typical but two access points may be permitted. All lots are proposed to be served by one access point to Kees Street.

5. LDC 16.22.050.B.5 Conditions of Approval to Mitigate Significant Impacts or Effects on Transportation Facilities: In situations in which proposed land use actions may cause a significant negative impact or effect on a transportation facility, the Planning Commission may impose additional conditions for approval, such as:

- a) A Traffic Impact Analysis (or other traffic studies), if the City Engineer finds that the proposed development will have a significant negative impact or effect on the surrounding transportation network. (See Chapter 16.12, Subsection 16.12.010.B).
- b) The operator of the affected transportation facility shall receive notice of the proposed land use. Such operators may include, but are not limited to, the City, Linn County, the State (e.g., ODOT, Oregon Department of Aviation), and railroad companies. This notice shall include the applicant's full site plan submitted to the City and any traffic impact study or traffic counts, as well as the information noted in paragraph "a." immediately above.
- c) The determination of transportation impacts or effects and the scope of any impact study shall be coordinated with the Planning Official, the City Engineer, and the operator of the affected transportation facility.
- d) Dedication of land for streets, transit facilities, sidewalks, bikeways, paths, or accessways where the existing transportation system will be impacted by or is inadequate to handle the additional burden caused by the proposed land use.
- e) Transportation-related improvements where the existing transportation system may be burdened by the proposed land use.

FINDINGS: Based upon the Institute of Transportation Engineers (ITE) trip generation rates, single family homes generate 9.44 vehicle trips per day and 0.99 trips during the peak PM traffic hour. The development will create five new vacant lots, each of which could be developed with a single-family home or duplex. Construction of 5 duplex dwellings would add about 95 new vehicle trips per day to the public street system. About 10 of those trips would occur during the peak p.m. traffic hour.

According to LDC 16.20.110(B), the City or other road authority may require a Traffic Impact Study as part of an application for development when an increase in site traffic volume generation by 300 Average Daily Trips. A total of 95 daily trips are anticipated, therefore a traffic analysis is not required to be submitted with this application.

No impact to rails, aviation, or similar transportation facilities are anticipated with this development proposal.

H. LDC 16.22.060 notes that after a pre-application meeting and/or consultation, the applicant submits a subdivision application on the prescribed form.

FINDINGS: The application submittal included the necessary material consistent with this LDC 16.22.060.

I. LDC 16.22.070 establishes the procedural review process for subdivision applications. LDC 16.22.070(A)(2) requires preliminary subdivision applications to be processed as a quasi-judicial review with a hearing before the Planning Commission, while the final plat is reviewed by staff as a ministerial decision. Preliminary plat approval is valid for three years.

FINDINGS: As a subdivision, the quasi-judicial public hearing before the Planning Commission complies with provisions in this Section LDC 16.22.070(A)(2). All subsequent provisions apply to the administration, review, or modification of an approved preliminary plat.

J. LDC 16.22.080 establishes the preliminary plat submittal requirements. The applicable provisions include:

1. LDC 16.22.080(A)(1)(2) requires submittal of public facilities and services study (including transportation facilities) and a traffic impact study.

FINDINGS: Water and sanitary sewer are available to serve the development via an extension from existing mains within Kees Street. Storm water drainage is not available to the site. Therefore, the application proposed on-site detention. All improvements will comply with City design requirements, and for storm drainage, not increase the level of storm runoff on adjacent properties.

Findings regarding the requirements for a transportation impact study can be found under Finding 5 subsection e above and incorporated here by reference.

2. LDC 16.22.080(A)(3) lists additional information that will or may be required if applicable and warranted:

a. LDC 16.22.080(A)(3)(a) - Correspondence from appropriate and applicable State and Federal Wetland regulatory agencies.

FINDINGS: The U.S. Department of Interior, Fish and Wildlife Service National Wetland Inventory Map does not show wetlands on the property. Therefore, correspondence from State and Wetland regulatory agencies are not anticipated.

LDC 16.22.080(A)(3)(b) - Correspondence from the County or ODOT if access is proposed to any facility under their jurisdiction.

FINDINGS: As the adjacent streets are under the City's jurisdiction and the access will be a local public street, provisions in this Section do not apply.

b. LDC 16.22.080(A)(3)(c) - Correspondence from Oregon Department of Aviation if the proposed development is within the approach or noise impact overlay zones of the Lebanon State Airport.

FINDINGS: According to Figures 16.11.020-1 to 16.11.020-3 the property is in the 494-foot horizontal surface area and direct impact area of the Lebanon Airport's Airport Safety Zone (AS-OZ). Therefore, notice must be provided to the Oregon Department of Aviation.

c. LDC 16.22.080(A)(3)(d) - Documentation prepared by a licensed and qualified professional demonstrating that development proposed within a 100-year floodplain or floodway complies with appropriate FEMA, NFIP and City's Floodplain Regulations (see LDC 16.11.070 in Chapter 16.11 of this Code).

FINDINGS: Based on FEMA's Flood Insurance Rate Map, #41043C0568G, dated September 29, 2010, the property is located entirely outside of the special flood hazard area.

d. LDC 16.22.080(A)(3)(e) - Documentation showing compliance with applicable Special Area Plans.

FINDINGS: The property is not located within a "Special Area Plan".

e. LDC 16.22.080(A)(3)(f)- Documentation showing compliance with all applicable codes and requirements of the Lebanon Fire District.

FINDINGS: Access have been identified on preliminary plat that comply with Fire District requirements. The Fire District has received a copy of the application materials for review and comment.

f. LDC 16.22.080(A)(3)(g) - Documentation showing that the proposed land division will not violate any existing property restrictions of record including easements.

FINDINGS: A title report and existing conditions plan sheet denoting known recorded easements has been submitted with this application.

g. LDC 16.22.080(A)(3)(h) - Documentation prepared by a licensed and qualified professional demonstrating that areas of soil cut, and fill will comply with erosion control and building code requirements.

FINDINGS: Erosion control and building code requirements will be reviewed and approved as part of the site improvement and/or building permit review process.

h. LDC 16.22.080(A)(3)(i) - Documentation prepared by a licensed and qualified professional demonstrating that areas of geologic and/or soil instability can be developed according to applicable City, State and Federal Environmental Standards.

FINDINGS: The site is relatively flat and is not subject to the requirements of the Steep Slope Development Overlay Zone which are applicable to development in areas with steep slopes equal to or greater than 15 percent.

i. LDC 16.22.080(A)(3)(j) - Other information determined by the Planning Official and/or City Engineer. Upon the receipt or presentation of credible evidence, the City may require studies or exhibits prepared by qualified and/or licensed professionals to address specific site features or project impacts (e.g., noise, natural resources, environmental features, natural hazards, cultural/archeological, site stability, wetlands, hazmat assessments, etc.), in conformance with this Code, other State and/or Federal regulatory requirements.

FINDINGS: No additional studies or exhibits were deemed necessary by City staff based on the development proposal.

j. LDC 16.22.080(B)(1)(2)(3) - Establish submittal requirements.

FINDINGS: All necessary material for staff to proceed with the application has been submitted.

### III. Review Criteria

The City may approve, approve with conditions, or deny a preliminary plat based on the criteria contained in LDC 16.22.090(A)(B)(C). Provisions in LDC 16.22.090(A) include the following:

1. LDC 16.22.090(A)(1) - The proposed preliminary plat complies with the applicable Development Code Sections and adopted Master Plans. At a minimum, the provisions of this Chapter, and the applicable Chapters and Sections of Article Two (Land Use and Land Use/Development Zones) and Article Three (Community Development and Use Standards) of this Code shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant Sections of Chapter 16.29.

FINDINGS: Within the Z-RM zone, the minimum lot size and lot width is 3,500 square feet and 40 feet for a single-family attached dwelling; 5,000 square feet and 50-feet for a single-family detached dwelling or a duplex.

As shown on the preliminary plat, the lot sizes range from 5,952 square feet to 8,749 square feet. Lot 1 has a depth of 61.7 feet, Lots 2 & 3 a width of 60 feet, Lot 4 a width of 80 feet and Lot 5 a width of 62 feet. Therefore, the lots comply with the dimension requirements of the RM zone for the intended respective use found in Article Two. Setbacks and other development specific standards found in Article Two and Three would be evaluated upon development proposal.

Kees Street and the proposed private street will be built to full city standard as specified in Chapter 16.13 and in conformance with Engineering Standards. Site access for each lot would be designed upon development to meet the driveway spacing and vision clearance requirements for compliance of Chapter 16.12, as such, the proposal conforms with Articles Two and Three.

2. LDC 16.22.090(A)(2) - The proposed plat name is not already recorded for another subdivision and satisfies the provisions of ORS Chapter 92 and the County Surveyor.

FINDINGS: The proposed subdivision plat name “**Spacereader Estates**” has been approved by the County Surveyor.

3. LDC 16.22.090(A)(3) - The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water facilities are laid out to conform or transition to the plats of subdivisions and partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat.

FINDINGS: All proposed public improvements and dedications are depicted in the provided plan set, Sheets 1.0 -5.0.

4. LDC 16.22.090(A)(4) - All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat.

FINDINGS: All proposed improvements are depicted in the provided plan set, Sheets 1.0 - 5.0.

5. LDC 16.22.090(A)(5) - Evidence that all City, County, State and Federal regulatory agency identified or mapped special management areas have been accurately and effectively identified on the appropriate maps and plans submitted to the City for review.

FINDINGS: As noted, no special management areas were found in association to the subject site (see Existing Conditions, Sheet 2.0).

6. LDC 16.22.090(A)(6) - Evidence that improvements or conditions required by the City, road authority, Linn County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.

FINDINGS: All public improvements will be located within the City right-of-way and subject to City public works design and construction standards.

7. LDC 16.22.090(A)(7) - If any part of the site is located within a Special Area Plan or District, Overlay Zone, or previously approved Planned Development, it shall conform to the applicable regulations and/or conditions.

FINDINGS: As noted above, the property is in the 494-foot horizontal surface area and direct impact area of the Lebanon Airport's Airport Safety Zone (AS-OZ). Therefore, notice must be provided to the Oregon Department of Aviation.

K. LDC 16.22.090(B) establishes the criteria for the layout of the subdivision and includes the following:

1. LDC 16.22.090(B)(1) - All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use zone (Chapters 16.05 – 16.10), and the standards of Chapter 16.12 (Subsection 16.12.030(K), Street Connectivity and Formation of Blocks).

Within the Z-RM zone, the minimum lot size and lot width is 5,000 square feet and 50-feet for a single-family detached dwelling or a duplex.

As shown on the preliminary plat, the lot sizes range from 5,952 square feet to 8,749 square feet. Lot 1 has a depth of 61.7 feet, Lots 2 & 3 a width of 60 feet, Lot 4 a width of 80 feet and Lot 5 a width of 62 feet. Therefore, the lots comply with the dimension requirements of the RM zone for the intended respective use found in Article Two. Setbacks and other development specific standards found in Article Two and Three would be evaluated upon development proposal.

The block layout provisions in Chapter 16.12.030(K) state that blocks without pedestrian and bicycle connections through the block cannot exceed 600 feet in block length and 1,600 feet in block perimeter. Presently, Kees Street between Stoltz Hill Road and South Seventh Street is approximately 1,300 feet, and the existing block perimeter is approximately 4,000 feet. A thru street is not proposed with this development as the development pattern of the recently approved Autumn Place Condominiums preclude this type of street pattern. Therefore, the block and perimeter standards will likely be met as land to the east of this development and the Autumn Place Condominiums develops. Pedestrian and bicycle linkages are provided internal to the proposed development via a private access drive connection to the public right-of-way abutting the site.

2. LDC 16.22.090(B)(2) - Setbacks shall be as required by the applicable land use zone (Chapters 16.05 – 16.10).

FINDINGS: According to LDC Table 16.05-9: minimum setbacks in the Z-RM zone are as follows: 10-foot front yard; 5-foot side (interior) yard and 20-feet to the rear yard. As shown on the preliminary plat, there is adequate area provided to accommodate future development

conforming to the minimum setback requirements. Conformance will be reviewed upon development during building permit review.

3. LDC 16.22.090(B)(3) - Each lot shall conform to the standards of Chapter 16.12 (Access and Circulation).

FINDINGS: Additionally, the proposed access length is greater than 150 feet. Therefore, a recorded emergency access easement with turn-around is proposed to serve all lots in accordance with 16.12.030.L.8, LDC 16.12.030.M, and the Oregon Fire Code, Appendix D, Section D103.

4. LDC 16.22.090(B)(4) - Landscape or other screening may be required to maintain privacy for abutting uses. See Chapters 16.05 – 16.10 (Land Use Zones), and Chapter 16.15 (Landscaping, Street Trees, etc.).

FINDINGS: Residential single-family landscaping requirements for all lots will be reviewed upon development during building permit review.

5. LDC 16.22.090(B)(5) - In conformance with the Oregon Fire Code, a 20-foot-wide fire apparatus access road shall be provided to serve all portions of a building that are located more than 150 feet from a public or private road or approved access drive. See Chapter 16.12 (Access and Circulation).

FINDINGS: Based on the layout and probable locations, some dwellings will likely be constructed more than 150-feet from a public street. As shown on the preliminary plat, all lots will benefit from a shared emergency access and turnaround in accordance with the Oregon Fire Code, Appendix D, Section D103. The proposed emergency access easement will be recorded on or prior to the recordation of the final plat.

6. LDC 16.22.090(B)(6) - Where a common drive is to be provided to serve more than one lot, a reciprocating access easement and maintenance agreement shall be recorded with the approved subdivision or partition plat.

FINDINGS: As shown on the preliminary plat, all lots will benefit from a shared access easement and coordinated maintenance agreement. It is acknowledged that the applicant and City staff must comply with these requirements prior to recordation of a final plat.

LDC 16.22.090(B)(7) - All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.

FINDINGS: As shown in the preliminary utility plan, an extension of public facilities is proposed to serve the development. All plans will conform to City standards and be approved prior to platting the subdivision.

L. LDC 16.22.090(C) allows the City to establish conditions to carry out Code provisions and other applicable ordinances.

FINDINGS: Conditions of approval are not required as the proposed development complies with all applicable code provisions.

M. LDC 16.22.100 to 16.22.140 establish administrative procedures for recording plats, improvement agreements and bonding.

FINDINGS: It is acknowledged that the applicant and City staff must comply with these requirements prior to recordation of a final plat.

#### OVERALL CONCLUSION

As proposed, applications for preliminary subdivision plat satisfies all applicable review criteria as proposed and outlined above.

#### Exhibits

- A. Subdivision Name Approval
- B. Tentative Subdivision Plan Set
  - 1. Preliminary Plat, Sheet 1.0
  - 2. Ex Conditions & Demolition Plan, Sheet 2.0
  - 3. Site Improvements, Sheet 3.0
  - 4. Grading & Storm, Sheet 4.0
  - 5. Utilities, Sheet 5.0



# LAND USE APPLICATION

## PROPERTY INFORMATION

Site Address(es):	810 Kees St
Assessor's Map & Tax Lot No.(s):	12S02W15CD00500
Comprehensive Plan Designation / Zoning Designation:	Z-RM Residential Mixed Density
Current Property Use:	UGA-UGM-10 Single Family Residence
Project Description:	Subdivision of lot into 5 lots with necessary right-of-way, utility and access improvements.

## APPLICANT / PRIMARY CONTACT INFORMATION

Applicant:	Josh Mitchell	Phone:	541-231-3118
Address:	3125 Crocker Ln NW	Email:	Joshmitchell.srr@gmail.com
City/State/Zip:	Albany, OR 97321		

*I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate State and/or Federal Law, or any covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.*

APPLICANT SIGNATURE	Date:	5/20/24
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## PROPERTY OWNER INFORMATION (IF DIFFERENT THAN ABOVE)

Owner:	Mitchell 810 LLC	Phone:	541-231-3118
Address:	3125 Crocker Ln NW	Email:	Joshmitchell.srr@gmail.com
City/State/Zip:	Albany, OR 97321		

OWNER SIGNATURE	Date:	5/20/24
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## ADDITIONAL CONTACT INFORMATION

Engineer / Surveyor:	Green Cascades LLC	Phone:	541-357-2116
Address:	717 SW Calapooia St	Email:	Kim@greencascadesOR.com
City/State/Zip:	Albany, OR 97321		

Architect:	Phone:
Address:	Email:
City/State/Zip:	

Other:	Phone:
Address:	Email:
City/State/Zip:	

THE CITY THAT FRIENDLINESS BUILT

**REQUIRED SUBMITTALS**

- Application and Filing Fee
- Narrative Describing the Proposed Development and addressing the Decision Criteria
  - LDC Article Two Land Uses and Land Use Zones
  - LDC Article Three Development Standards
  - LDC Article Four Review & Decision Requirements
  - LDC Article Five Exceptions to Standards (eg Variance, Non-Conforming Uses)
- Site Plan(s) drawn to scale with dimensions, Include other drawings if applicable
- Copy of current Property Deed showing Ownership, Easements, Property Restrictions

**FOR OFFICE USE**

**\*If more than one review process is required, applicant pays highest priced fee, then subsequent applications charged at half-price.**

Land Use Review Process	Fee	Land Use Review Process	Fee
Administrative Review	\$750	Planned Development – Preliminary	\$2,500
Administrative Review (Planning Commission)	\$1,500	Planned Development – Final (Ministerial)	\$250
Annexation	\$2,500	Planned Development – Final (Administrative)	\$750
Code Interpretation	\$250	Planned Development – Final (Quasi-Judicial)	\$1,500
Comprehensive Plan Map/Text Amendment	\$2,500	Subdivision Tentative	\$1,500
Conditional Use	\$1,500	Subdivision Final	\$750
Fire District Plan Review	\$100	Tree Felling Permit (Steep Slopes only)	\$150 + \$5/tree
Historic Preservation Review or Register	Varies	UGB Amendment	Actual Cost
Land Partition	\$750	Variance (Class 1 – Minor Adjustment)	\$250
Ministerial Review	\$250	Variance (Class 2 – Adjustment)	\$750
Non-Conforming Use/Development	\$750	Variance (Class 3)	\$1,500
Property (Lot) Line Adjustment	\$250	Zoning Map Amendment	\$2,500

**APPLICATION RECEIPT & PAYMENT**

Date Received:	Date Complete:	Receipt No.:
Received By:	Total Fee:	File No.:

THE CITY THAT FRIENDLINESS BUILT

# PRELIMINARY PLAT PLAN

PREPARED FOR

# 810 KEES STREET SUBDIVISION

LEBANON, OREGON

KEES ST  
(PUBLIC RIGHT-OF-WAY, WIDTH VARIES)



**APPLICANT/OWNER:**

RIVER CITY DESIGN & BUILD  
C/O JOSH MITCHELL  
3125 CROCKER LN NW  
ALBANY, OR 97321  
TELEPHONE: 541-231-3118  
EMAIL: JOSHMITCHELL.SRR@GMAIL.COM

**CIVIL ENGINEERING:**

GREEN CASCADES, LLC  
C/O MICHAEL RICCITELLI, PE  
717 CALAPOOIA STREET SW  
ALBANY, OR 97321  
TELEPHONE: 541-231-0375  
EMAIL: Michael@GreenCascadesOR.com

**EXISTING DATA NOTE:**

EXISTING DATA SHOWN HEREON IS COMPILED BY GCLIC USING PUBLICLY AVAILABLE TAX MAP 122W15CD, CITY OF LEBANON GIS, AND GOOGLE EARTH IMAGERY. ON-GOING IMPROVEMENTS IN THE PHILLIPS SUBDIVISION, EAST OF THE SUBJECT PROPERTY WERE VERIFIED BY ONSITE REVIEW. THIS IS NOT A BOUNDARY SURVEY.

**WATER SYSTEM:**

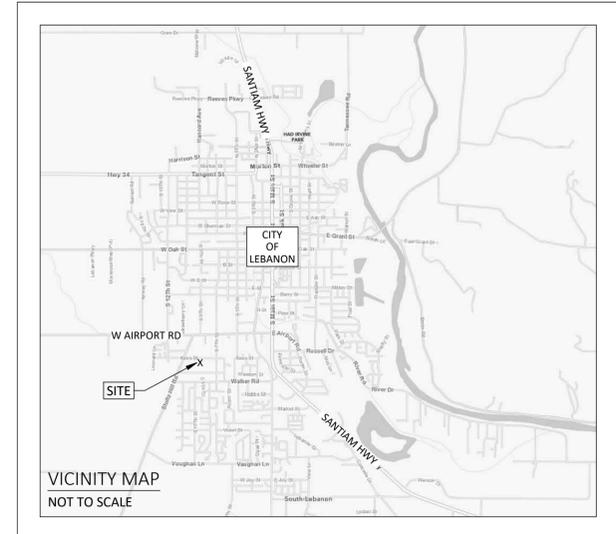
WATER DISTRIBUTION IS BY THE CITY OF LEBANON

**SANITARY SEWER:**

SANITARY SEWER IS BY THE CITY OF LEBANON

**ZONING:**

C-RM RESIDENTIAL MIXED DENSITY  
Z-RM RESIDENTIAL MIXED DENSITY  
(PROPOSED WITH ANNEXATION)



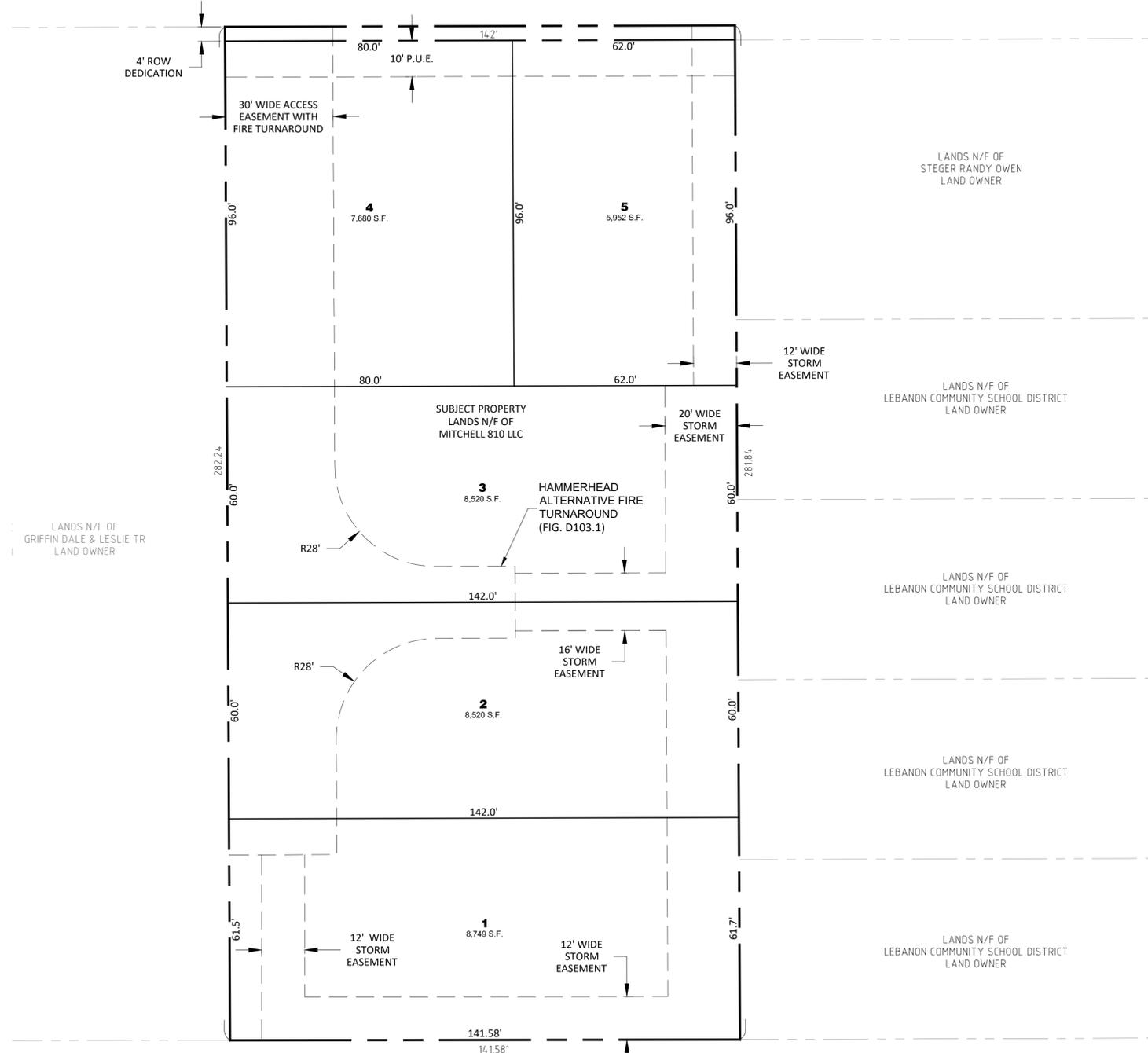
**FLOOD PLAIN NOTE:**  
THIS SITE IS LOCATED FULLY WITHIN ZONE "X", OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN AS DESIGNATED ON THE FLOOD INSURANCE RATE MAP (FIRM) NUMBER 41043C0568G, LAST REVISED SEPTEMBER 29TH, 2010.

**LEGEND:**

PROPERTY LINE / R-O-W	---
EASEMENT LINE / BUILDING RESTRICTION LINE	- - - - -
CENTERLINE	—●—
TREELINE	~ ~ ~ ~ ~
WETLAND BOUNDARY	~~~~~
RIPARIAN BOUNDARY	~~~~~
SANITARY SEWER	SS — SS — MH
SANITARY FORCEMAIN	FM > FM >
WATER LINE	W — W — W
HYDRANT	⊙
WATER METER	⊞
STORM SEWER	ST — ST — MH
SEWER CLEANOUTS	⊞
STORM INLETS / BASINS	⊞
ROOF DRAIN	RD > RD >
IRRIGATION LINE	IRR — IRR
OVERHEAD ELECTRIC	OHE — OHE — UPE
UNDERGROUND ELECTRIC	UGE — UGE
COMMUNICATIONS	COM — COM
GAS LINE	GAS — GAS
FENCE LINE	X — X — X
CONTOUR	-18- 8-
SIGN	⊞
WELL	⊞
TREES	⊞
CONCRETE	⊞
GRAVEL	⊞
ASPHALT	⊞

**SHEET INDEX:**

- PRELIMINARY PLAT 1.0
- EX CONDITIONS & DEMOLITION 2.0
- SITE IMPROVEMENTS 3.0
- GRADING & STORM 4.0
- UTILITIES 5.0

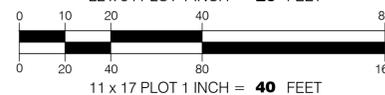


**SITE PLAN**

22 x 34 PLOT SCALE: 1" = 20'  
11 x 17 PLOT SCALE: 1" = 40'

**GRAPHIC SCALE**

22 x 34 PLOT 1 INCH = 20 FEET



No.	PLAN REVISION(S)	DATE



DATE: 5/14/2024  
ENGINEER: M.S. RICCITELLI  
SCALE: AS INDICATED  
GCLLC #: 3501-24  
PERMIT #:

**PRELIMINARY PLAT**

**810 KEES STREET SUBDIVISION**

PREPARED FOR:  
JOS MITCHELL  
SITUATE IN:  
LEBANON, OREGON - 12S-02W-15CD (T.L. 500)

Plotted on: 14 May 2024 @ 10:14:46 AM  
SHEET No.

**1.0**

**GENERAL NOTES:**

THESE DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.

NO SITE PREPARATION, SITE DISTURBANCE, BACK EXCAVATION OR OTHER CONSTRUCTION SHALL BE COMMENCED UNTIL ALL PERMITS REQUIRED BY OTHER LAWS, ORDINANCES, RULES OR REGULATIONS SHALL HAVE BEEN ISSUED.

THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE. ANY AND ALL DAMAGES DONE TO EXISTING UTILITIES DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPETENTLY REPAIRED AT HIS/HER EXPENSE.

NO DEBRIS SHALL BE BURIED ON THIS SITE.

THE OWNER SHALL PROCURE ALL PERMITS. THE CONTRACTOR SHALL CONFORM TO ALL PERMITS AND INSPECTIONS REQUIRED BY THE CITY, COUNTY, ODOT, AND OTHER AGENCIES AS REQUIRED.

CONTRACTOR SHALL PROVIDE ALL BONDS AND INSURANCE REQUIRED BY PUBLIC AND/OR PRIVATE AGENCIES HAVING JURISDICTION.

ALL MATERIALS AND WORKMANSHIP FOR PUBLIC FACILITIES IN STREET RIGHT-OF-WAY OR EASEMENTS SHALL CONFORM TO APPROVING AGENCIES' CONSTRUCTION SPECIFICATIONS WHEREIN EACH HAS JURISDICTION, INCLUDING BUT NOT LIMITED TO THE CITY, COUNTY, AND STATE. ALL WORK OCCURRING ON PRIVATE PROPERTY SHALL CONFORM TO THE CURRENT STATE OF OREGON BUILDING CODE AND/OR PLUMBING SPECIALTY CODE(S) AS APPLICABLE.

UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER, CONSTRUCTION OF ALL PUBLIC FACILITIES SHALL BE PERFORMED BETWEEN 7:00 A.M. AND 6:00 P.M., MONDAY THROUGH FRIDAY.

THE CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO COMPLETE THE PROJECT IN ACCORDANCE WITH THE APPROVED CONSTRUCTION DRAWINGS, PROJECT REPORT, AND PROJECT SPECIFICATIONS INCLUDING SUCH INCIDENTALS AS MAY BE NECESSARY TO MEET APPLICABLE CODE AND AGENCY REQUIREMENTS AND PROVIDE A COMPLETE PROJECT.

CONTRACTOR TO NOTIFY CITY, COUNTY AND ALL UTILITY COMPANIES A MINIMUM OF 48 HOURS (2 BUSINESS DAYS) PRIOR TO START OF CONSTRUCTION, AND COMPLY WITH ALL OTHER REQUIREMENTS OF ORS 757.541 TO 757.571.

ANY INSPECTIONS BY THE PROJECT ENGINEER, CITY, COUNTY, OR OTHER AGENCIES SHALL NOT, IN ANY WAY, RELIEVE THE CONTRACTOR FROM ANY OBLIGATION TO PERFORM THE WORK IN STRICT COMPLIANCE WITH THE APPROVED CONSTRUCTION DRAWINGS, PROJECT REPORTS, PROJECT SPECIFICATIONS, APPLICABLE CODES AND AGENCY REQUIREMENTS.

CONTRACTOR SHALL ERECT AND MAINTAIN BARRICADES, WARNING SIGNS, TRAFFIC CONES PER CITY, COUNTY, AND ODOT REQUIREMENTS IN ACCORDANCE WITH THE CURRENT MUTCD (INCLUDING OREGON AMENDMENTS). ACCESS TO DRIVEWAYS SHALL BE MAINTAINED AT ALL TIMES. ALL TRAFFIC CONTROL MEASURES SHALL BE APPROVED AND IN PLACE PRIOR TO ANY CONSTRUCTION ACTIVITY.

RECORD DRAWINGS. THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF APPROVED DRAWINGS ON THE CONSTRUCTION SITE AT ALL TIMES WHEREON HE WILL RECORD ANY APPROVED DEVIATIONS IN CONSTRUCTION FROM THE APPROVED DRAWINGS, AS WELL AS THE STATION LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES ENCOUNTERED. THESE FIELD RECORD DRAWINGS SHALL BE KEPT UP TO DATE AT ALL TIMES AND SHALL BE AVAILABLE FOR INSPECTION BY THE CITY OR DESIGN ENGINEER UPON REQUEST.

UPON COMPLETION OF CONSTRUCTION THE CONTRACTOR SHALL SUBMIT A CLEAN SET OF FIELD RECORD DRAWINGS CONTAINING ALL AS-BUILT INFORMATION TO THE DESIGN ENGINEER FOR USE IN THE PREPARATION OF AS-BUILT DRAWINGS FOR SUBMITTAL TO THE CITY.

THE LOCATION AND DESCRIPTIONS OF EXISTING UNDERGROUND UTILITIES SHOWN ON THIS SURVEY ARE COMPILED FROM AVAILABLE RECORDS, FIELD SURVEYS OF ONE CALL UTILITY LOCATE, AND/OR ABOVE GROUND FEATURES. THE SURVEYOR OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. CONTRACTOR SHALL FIELD VERIFY LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.

THE CONTRACTOR SHALL LOCATE AND MARK ALL EXISTING PROPERTY AND STREET MONUMENTS PRIOR TO CONSTRUCTION. ANY MONUMENTS DISTURBED OR REMOVED DURING CONSTRUCTION OF THIS PROJECT SHALL BE REPLACED BY A REGISTERED LAND SURVEYOR PER ORS 209.150 AT THE CONTRACTOR'S EXPENSE.

CONTRACTOR SHALL FIELD VERIFY LOCATION AND DEPTH OF ALL EXISTING UTILITIES WHERE NEW FACILITIES CROSS. CONTRACTOR SHALL BE RESPONSIBLE FOR EXPOSING POTENTIAL CONFLICTS FAR ENOUGH AHEAD OF CONSTRUCTION TO MAKE NECESSARY GRADE MODIFICATIONS WITHOUT DELAYING THE WORK. IF GRADE MODIFICATION IS NECESSARY CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER, AND THE DESIGN ENGINEER SHALL OBTAIN APPROVAL FROM THE CITY ENGINEER PRIOR TO CONSTRUCTION. ALL UTILITY CROSSINGS SHALL BE POTHOLED AS NECESSARY PRIOR TO EXCAVATING OR BORING TO ALLOW THE CONTRACTOR TO PREVENT GRADE OR ALIGNMENT CONFLICTS. THE CITY WILL NOT PROVIDE POTHOLING.

ALL EXISTING FACILITIES SHALL BE MAINTAINED IN-PLACE BY THE CONTRACTOR UNLESS OTHERWISE SHOWN OR DIRECTED. CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO SUPPORT, MAINTAIN, OR OTHERWISE PROTECT EXISTING UTILITIES AND OTHER FACILITIES AT ALL TIMES DURING CONSTRUCTION. CONTRACTOR TO LEAVE EXISTING FACILITIES IN AN EQUAL TO OR BETTER-THAN-ORIGINAL CONDITION AND TO THE SATISFACTION OF THE CITY ENGINEER.

CRUSHED ROCK UNDER PAVED AREAS SHALL CONFORM TO THE REQUIREMENTS OF THE MOST CURRENT OREGON STANDARD CONSTRUCTION SPECIFICATIONS. PARKING LOT BASE ROCK AND TRENCH CRUSHED ROCK BACKFILL SHALL BE COMPACT TO 95% OF THE MAXIMUM DRY DENSITY PER ASTM T-99 TEST METHOD. THE CONTRACTOR IS REQUIRED TO PROVIDE TESTING RESULTS FROM A CERTIFIED LABORATORY. WRITTEN COMPACTION RESULTS MUST BE RECEIVED BY THE ENGINEER PRIOR TO PLACING AC PAVEMENT.

AC PAVEMENT SHALL CONFORM TO THE REQUIREMENTS OF THE MOST CURRENT OREGON STANDARD CONSTRUCTION SPECIFICATIONS. AC PAVEMENT SHALL BE COMPACTED TO A MINIMUM OF 92% OF MAXIMUM DENSITY AS DETERMINED BY THE RICE STANDARD THE CONTRACTOR IS REQUIRED TO PROVIDE TESTING RESULTS FROM A CERTIFIED LABORATORY. WRITTEN COMPACTION RESULTS MUST BE RECEIVED BY THE ENGINEER.

UNLESS OTHERWISE SHOWN ON THE DRAWINGS, NO CUT OR FILL SLOPES SHALL BE CONSTRUCTED STEEPER THAN 6H:1V FOR YARDS AND 4H:1V FOR BANKS.

THE CONTRACTOR SHALL PROVIDE TEMPORARY SEEDING ON ALL EXPOSED SLOPES AND DISTURBED AREAS FOR EROSION PREVENTION.

THE CONTRACTOR SHALL COORDINATE AND PAY ALL COSTS ASSOCIATED WITH CONNECTING TO EXISTING UTILITY FACILITIES.

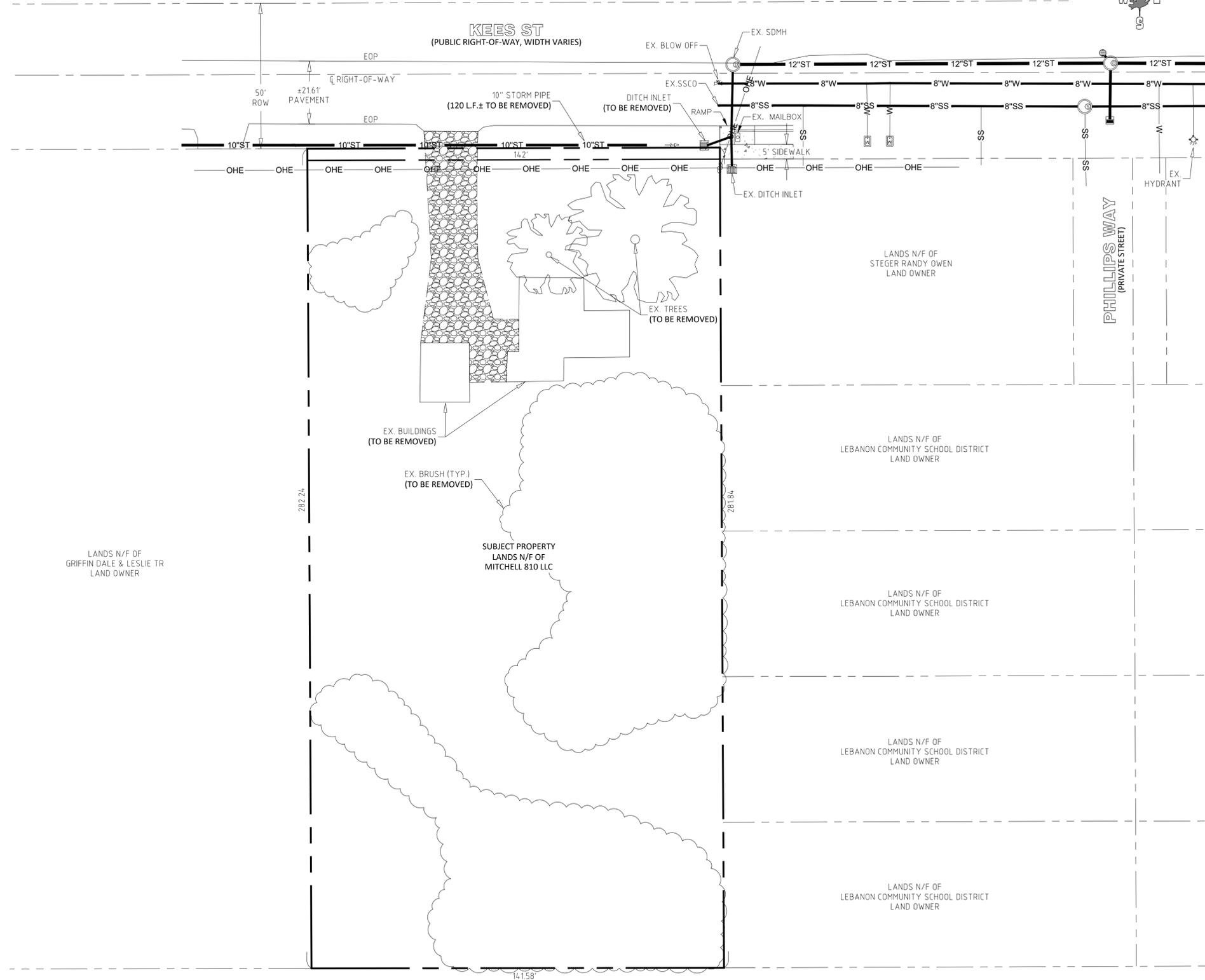
ALL MATERIALS AND WORKMANSHIP FOR PRIVATE WATER, SANITARY SEWER, AND STORM DRAIN SHALL CONFORM TO THE CURRENT STATE OF OREGON PLUMBING SPECIALTY CODE FOR PRIVATE UTILITIES.

BEDDING AND BACKFILL: ALL PIPES NOT INTENDED TO INFILTRATE STORM WATER SHALL BE BEDDED WITH MINIMUM 6" OF 1"-0" CRUSHED ROCK BEDDING AND BACKFILLED WITH COMPACTED 1"-0" CRUSHED ROCK IN THE PIPE ZONE (CRUSHED ROCK SHALL EXTEND A MINIMUM OF 12" OVER THE TOP OF THE PIPE IN ALL CASES). CRUSHED ROCK TRENCH BACKFILL SHALL BE USED UNDER ALL IMPROVED AREAS, INCLUDING SIDEWALKS, VEHICLE ACCESS WAYS, AND VEHICLE PARKING AREAS.

CONTRACTOR SHALL PROVIDE ALL MATERIALS, EQUIPMENT, MANPOWER AND FACILITIES REQUIRED FOR TESTING ALL UTILITY PIPING IN ACCORDANCE WITH CITY STANDARDS AND/OR THE CURRENT STATE OF OREGON PLUMBING SPECIALTY CODE.

**EXISTING DATA NOTE:**

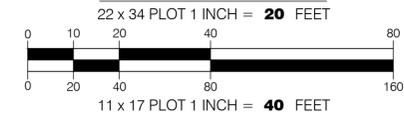
EXISTING DATA SHOWN HEREON IS COMPILED BY GCLIC USING PUBLICLY AVAILABLE TAX MAP 122W15CD, CITY OF LEBANON GIS, AND GOOGLE EARTH IMAGERY. ON-GOING IMPROVEMENTS IN THE PHILLIPS SUBDIVISION, EAST OF THE SUBJECT PROPERTY WERE VERIFIED BY ONSITE REVIEW. THIS IS NOT A BOUNDARY SURVEY.



**SITE PLAN**

22 x 34 PLOT SCALE: 1" = 20'  
11 x 17 PLOT SCALE: 1" = 40'

**GRAPHIC SCALE**



No.	PLAN REVISION(S)	DATE



DATE: 5/14/2024  
ENGINEER: M.S. RICCIETELLI  
SCALE: AS INDICATED  
GCLLC #: 3501-24  
PERMIT #:

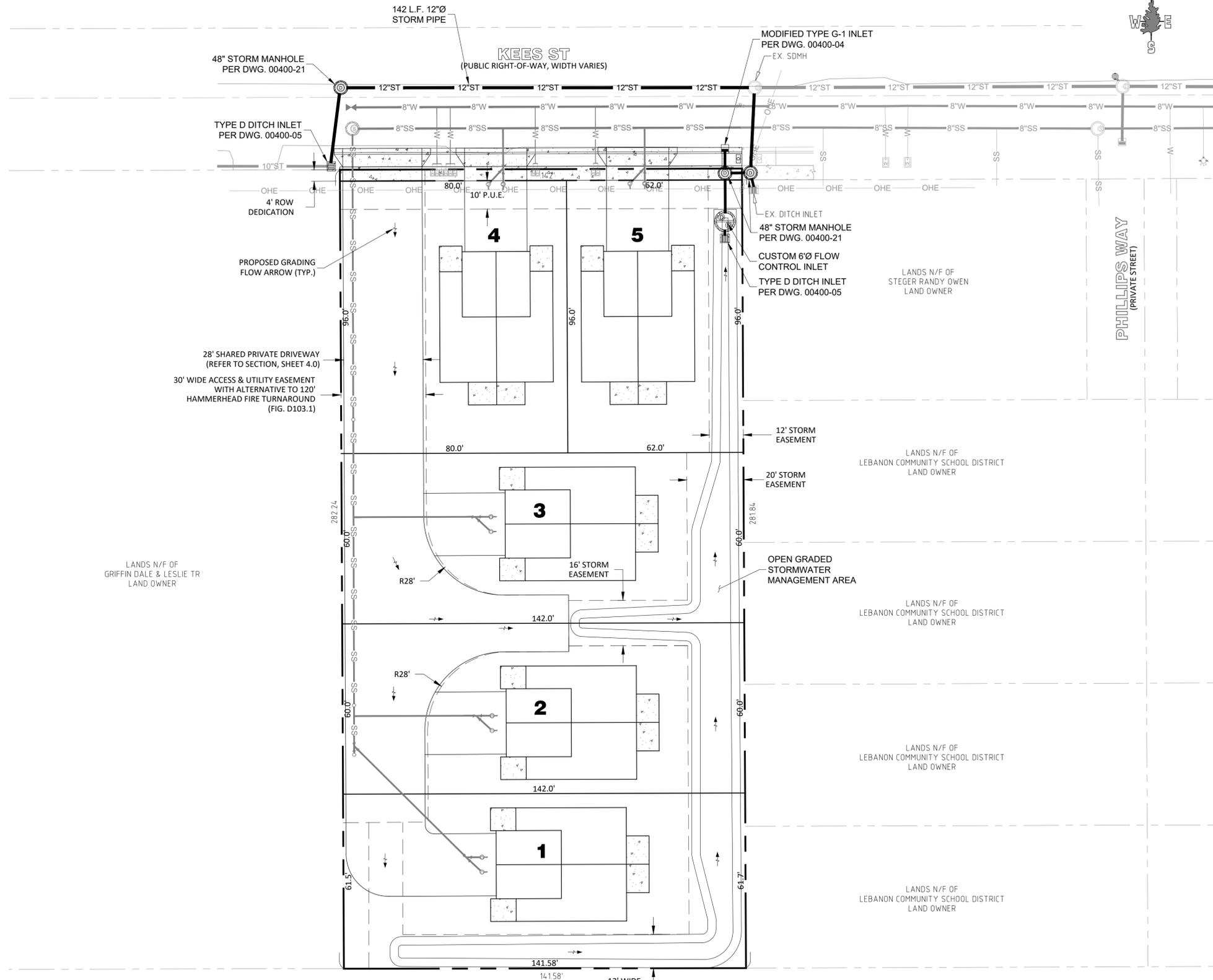
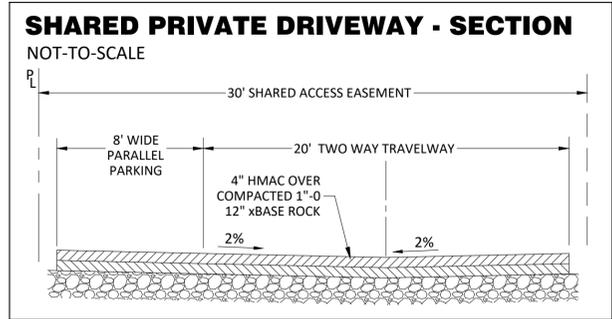
**EX CONDITIONS & DEMOLITION  
810 KEES SUBDIVISION**

PREPARED FOR:  
JOS MITCHELL

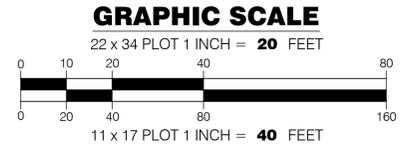
SITUATE IN:  
LEBANON, OREGON - 12S-02W-15CD (T.L. 500)

Plotted on: 14 May 2024 @ 10:14:48 AM  
SHEET No. **2.0**





**SITE PLAN**  
 22 x 34 PLOT SCALE: 1" = 20'  
 11 x 17 PLOT SCALE: 1" = 40'



No.	PLAN REVISION(S)	DATE



DATE: 5/14/2024  
 ENGINEER: M.S. RICCITELLI  
 SCALE: AS INDICATED  
 GCLLC #: 3501-24  
 PERMIT #:

# GRADING & STORM

## 810 KEES SUBDIVISION

PREPARED FOR:  
 JOS MITCHELL  
 SITUATE IN:  
 LEBANON, OREGON - 12S-02W-15CD (T.L. 500)

Plotted on: 14 May 2024 @ 10:14:58 AM  
 SHEET NO. **4.0**

