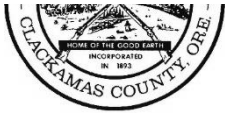


PRE-APPLICATION SUMMARY



P.O. BOX 330
Canby, OR 97013
Ph: 503-266-7001
Fax: 503-266-1574

April 21, 2021

Patrick A. Sisul, P.E.
375 Portland Ave.
Gladstone, OR 97027

Subject: Pre-Application Conference Summary Notes for Annexation of 1495 S. Fir Street

Dear Mr. Sisul,

Thank you for attending the Pre-Application (Pre-App) conference held on April 8, 2021. We are pleased to provide you with the following summary notes prepared in response to your proposal.

Comments prepared by staff are reflective of the proposal as discussed at the Pre-App conference. A copy of your proposal was also sent to other members of staff who did not attend the Pre-App conference, but may provide comments separate from this summary. Please feel free to contact anyone who provided comments. Contact names, telephone numbers and e-mail addresses are listed herein.

Following every Pre-App conference, staff understands that there may be changes to the plan or use considered. If these changes effectively re-design the site plan or involve a change to a use not discussed, please be advised that such a change could require different land use application(s) than were identified by staff at the Pre-App. It is also possible that different issues or concerns may arise from such change. In these cases, we encourage applicants to request a second Pre-App conference for staff to consider the change and provide revised comments accordingly.

In part, the Pre-App conference is intended to assist you in preparing plans and materials for staff to determine your application(s) to be deemed "complete" as described in Section 16.89.080 of the Canby Land & Development Planning Ordinance. For your application to be deemed complete on the first review, you must provide everything required as identified on the Application Checklist(s) found within the appropriate Land Use Application, in addition to any materials or special studies identified in the summary notes hereto. If you have questions as to the applicability of any item on the Application Checklist(s), or within this summary, please contact me directly.

Sincerely,

Brianna Addotta
Associate Planner
(503) 266-0686

PRE-APPLICATION CONFERENCE SUMMARY NOTES

Prepared for

1495 S. Fir St. – Annexation

PRA 21-05

The following pre-application summary notes have been prepared by Planning staff in order to assist you with the application submittal process. All applicable standards, guidelines and policies of the Canby Land Development & Planning Ordinance, Comprehensive Plan, Transportation System Plan, and the Public Works Design Standards identified herein are available for review on the City's web site at: <https://canbyoregon.gov/>. Copies of these documents are also available for review at the City's Development Services Department. The following is intended to identify applicable code sections, requirements and key issues for your proposed development application.

PRE-APPLICATION CONFERENCE DATE: April 8, 2021

PROJECT INFORMATION:

Project Name: 1495 S. Fir St. Annexation

Project Description: The applicant seeks to have one 1.31 acre parcel annexed into the City of Canby and rezone it to R-1.5 medium density residential, as designated in the Comprehensive Plan.

Property Owner(s): Blake DuPont
2785 SE Territorial Rd.
Canby, OR 97013

Project Site Address: 1495 S. Fir St. Canby, OR

Tax Lot Number(s): 41E0CA01400

Site Size: 1.31 acres

Zoning: EFU (Clackamas County)

Comp. Plan Designation: Canby UGB MDR- Medium Density Residential (CMC 16.38)

APPLICANT INFORMATION:

Applicant(s): Patrick A. Sisul, P.E.
375 Portland Ave.
Gladstone, OR 97027

Phone/Email: (503) 657-0188 / patsisul@sisulengineering.com

SECTION 16.89.080 (APPLICATION REQUIREMENTS AND COMPLETENESS):

The completeness process is governed by Section 16.89 of the Canby Land Development and Planning Ordinance. The applicant is encouraged to contact staff to ask any questions or request clarification of any items found on the land use application checklists related to the proposed project.

LAND USE APPLICATION(S) AND FEES:

Based on the plans and materials provided, the applications identified below are the applicable applications.

Annexation	\$2,093
Zoning Map Amendment	\$2,750

Note: Applicable fees are those in effect at the time a complete application is received. The City's Master Fee Schedule is available at https://canbyoregon.gov/updated_docs/MasterFeeSchedule.pdf

CLASSIFICATION OF APPLICATIONS:

Applications are subject to the procedure (Type IV) specified in Table 16.89.060 *Land Use and Development Application Procedures*. When an applicant submits more than one complete application for a given proposal, and the applications are subject to different procedure types, all the applications will be subject to the procedure type which requires the broadest notice and opportunity for public participation.

NEIGHBORHOOD MEETINGS:

A neighborhood meeting must be conducted by the project applicants for Type III applications. At this time (April 2021), applicants may hold meetings virtually through a platform that is free for the public to access. Noticing must include detailed instructions on how to attend the virtual meeting.

SECTION 16.89.070:

At least two weeks prior to the neighborhood meeting, the applicant shall mail notice of the meeting to:

1. The appointed chair of any neighborhood association in whose boundaries the application.
2. Property owners and tenants within 500 feet of the subject property.

In order for an application to be complete, after the meeting applicants shall submit to the City:

1. A copy of the mailed notice and addresses within 500 feet of the subject property.
2. A copy of the attendance sheet.
3. A written summary of pertinent issues raised and a detailed response to each issue.

Applicants or attendees may make audio or video recordings of the neighborhood meeting if desired.

<u>Project Site:</u> 1495 S. Fir St.
<u>Neighborhood Association:</u> SW Canby Neighborhood Association

WRITTEN REQUIREMENTS:

A summary providing the scope of the proposal should be provided as explained on the application form. Additionally, in order for your application(s) to be deemed Complete, written responses supported by substantial evidence are necessary to address all applicable approval standards and criteria. Written materials need to explain how and why the proposed application(s) will meet each of the applicable approval criteria found in the *Canby Land Development and Planning Ordinance*. If response to criterion is “Not Applicable”, explain why the criterion is not applicable.

Staff has provided this list of applicable sections of the *Ordinance* in response to applicant materials and discussion at the Pre-Application conference. Other sections may be applicable, particularly if the proposal has changed subsequent to the meeting. Approval standards and criteria in effect at the time an application is received will control and are subject to change.

APPLICABLE CODE SECTIONS:

Chapter	Section
16.08 General Provisions	16.08.040 <i>Zoning of Annexed Areas</i>
	16.08.150 <i>Traffic Impact Study</i>
16.54 Amendments to the Zoning Map	16.54.010 <i>Authorization to Initiate Amendments</i>
	16.54.020 <i>Application and Fee</i>
	16.54.030 <i>Public Hearing on Amendment</i>
	16.54.040 <i>Standards and Criteria</i>
	16.54.60 <i>Improvement Conditions</i>
16.84 Annexations	ORS 222.225 <i>Annexations</i> (adopted by reference)
	16.84.030 <i>Filing Procedures</i>
	16.84.040 <i>Standards and Criteria</i>
	16.84.050 <i>Consideration of Applications</i>
	16.89.090 <i>Exceptions</i>
16.88 General Standards and Procedures	16.88.010 <i>Applicability</i>
16.89 Application and Review Procedures	16.89.060 <i>Process Compliance</i> (Type IV Decision)

KEY ISSUES/CONSIDERATIONS:

Staff has identified the following key development and/or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

1. **Comprehensive Plan Elements:** As part of the annexation application you must provide evidence that annexation shall further the goals of the Comprehensive Plan. Applicable elements of the Comprehensive Plan include the urban growth, land use, transportation, environment and housing elements. Staff encourage applicants to look through the entire document for additional relevant goals and policies that may uniquely apply to the proposal. The Comprehensive Plan can be found at the following web address: https://canbyoregon.gov/Departments/develop_services/plan_forms/2019ComprehensivePlan.pdf
2. **Improvements:** In acting on an application for a zone change, the Planning Commission may recommend and the City Council may impose conditions to be met by the proponents of the change before the proposed change takes effect. Such conditions shall be limited to improvements or physical changes to the property which are directly related to the health, safety or general welfare of those in the area. Further, such conditions shall be limited to improvements which clearly relate to and benefit the area of the proposed zone change.
3. **Traffic Impact:** Transportation consultant Kevin Chewuk with DKS states a full traffic study is not required for annexation. A Transportation Planning Rule (TPR) memo is required. The applicant may choose to submit payment in the amount of \$800 in order for DKS to perform this work, or they may contract with an outside professional engineer to prepare the memo for the City and DKS to review. The Canby Transportation System Plan can be viewed at the following web address: https://www.canbyoregon.gov/Departments/develop_services/plan_forms/TSP12-10.pdf

ADDITIONAL NOTES:

During the meeting a discussion of future subdivision of this property occurred. We saw two phases of a proposal, the first which can be applied for after annexation, and the second, which will require the extension of SW 15th Avenue onto S. Fir Street through the property directly to the south. The notes provided below capture that discussion, but Staff notes approval standards and criteria in effect at the time an application is received will control and are subject to change.

4. **Development Concept Plan:** Southwest Canby has an existing Development Concept Plan (DCP), approved in 2018. The DCP is not a final decision of subdivision layout, but is considered a reasonable configuration of the area accommodating required infrastructure, and one which does not preclude future development of neighboring parcels. The plan provided for this meeting shows a configuration different than shown in the DCP; it is up to you as the applicant to provide evidence that the proposed configuration will operate safely and efficiently, provide all required infrastructure, and will provide the same or a greater degree of public benefit than the original DCP layout.
5. **Proposed Dimensions:** Preliminary review of the phased subdivision plans seem generally aligned with the standards for the R-1.5 zone. Duplexes are allowed outright and must meet a residential density of between 6 and 13 units per acre. Flag lot 'poles' typically need to be a minimum of 20' wide for emergency access per City Code, and it is possible Canby Fire Department will request additional width. Please reach out to Canby Fire to coordinate with them directly. Driveway spacing standards must be observed, shared driveways are allowed. Staff recommend providing a site plan including possible building footprints, including orientation. These footprints will help demonstrate the viability of the alternate layout proposed.

It is possible select building footprints will be shown on the approved site plan or recorded in the deed restrictions.

6. **Phasing:** Phase 1 of the future subdivision shows three lots and one tract designated for future development once SW 15th Avenue is connected to S. Fir Street. In subdividing tracts into large lots which at some future time are likely to be resubdivided, the location of lot lines and other details of the layout shall be such that resubdivision may readily take place without violating the requirements of land use regulations and without interfering with the orderly development of streets. Restriction of building locations in relationship to future street rights-of-way shall be made a matter of record if the commission considers it necessary.
7. **Infill Home Designation:** The Planning Commission may require that homes built on one or more lots adjacent to existing development be subject to any or all of the requirements of 16.21.050 - Infill Homes. Furthermore, for subdivisions where the parent parcel(s) is less than two acres in size, the Planning Commission may require that all homes built on lots in the subdivision be subject to any or all of the requirements of 16.21.050. These requirements are to be shown on the subdivision plat or included in the deed restrictions.
8. **DirectLink:** Notes from DirectLink have been provided and are attached to this summary.

Included below is the contact information for key members of City and agency staff should you have any questions.

Doug Erkson, Canby Utility: derkson@canbyutility.org 503-266-1156

Daryll Hughes, City Wastewater Pretreatment Coordinator: hughesd@canbyoregon.gov 503-266-1248

Hassan Ibrahim, P.E., Consulting City Engineer: hai@curran-mcleod.com 503-684-3478

Spencer Polack, City of Canby Public Works PolackS@canbyoregon.gov 503-5196936

Matt English, Division Chief, Canby Fire: menglsih@canbyfire.org 503-266-5851

We sincerely thank you for your interest in developing in the City of Canby, we look forward to working with you.

Sincerely,

Brianna Addotta
Associate Planner
(503) 266-0686
addottab@CanbyOregon.gov



City of Canby

Development Services Department

PRE-APPLICATION MEETING NOTICE

TO: Planning Director, Don Hardy	503-266-0775	Canby Public Works, Jerry Nelzen	503-266-0759
Associate Planner, Brianna Addotta	503-266-0696	Curran-McLeod Eng., Hassan Ibrahim	503-684-3478
Clackamas County Trans, Jonathon Gish	503-742-4707	Canby Erosion Control, Laurence Calcagno	503-266-0698
Economic Development, Jamie Stickel	503-266-0701	Canby Utility, Doug Erkson	503-266-1156
WWTP, Daryl Hughes	503-266-0647	DirectLink, Engineering	503-266-8201
Fire District #62, Matt English	503-266-5851	NW Natural, Andrew Schurter	503-226-4211
Clackamas County Engineering	503-742-4689	NW Natural, Darrell Hammond	503-585-6611
Clackamas Co. Plumbing, Wayne Seifert	503-742-4400	Wave Broadband, Brent Tomlinson	503-910-8768
US Postal Service	503-266-3353	Wave Broadband, Robert Lee	503-707-1076
Planning OSII, Laney FouseLawrence	503-266-0685	Wave Broadband, Travis Edge	503-899-3267

FROM: Brianna Addotta, Associate Planner

DATE: March 23, 2021

SUBJECT: **Pre-Application Meeting for PRA 21-05 Annexation 1495 S. Fir St.**
Please review the attached plans.

Fill out and return this form to Brianna Addotta at AddottaB@CanbyOregon.gov on or before the Virtual pre-application meeting scheduled for Thursday April 8th, 2021 10:30 AM.

PLEASE CHECK ONE BOX:

- ☒ The plans meet with the approval of this agency. There are no additional concerns.
☐ The plans **do not** meet with this agency's approval. (Please explain below.)

COMMENTS OR CONCERNS:

If your agency has further comments, concerns or wants to talk to the applicant about scheduling or billing, please attend the pre-construction conference.

Joe Heppner
Signature

4-6-2021
Date

Design Engineer
Title

DirectLink
Company



Date: 4-6-2021

Comments from DirectLink for: Annexation 1495 S. Fir St.

- DirectLink services will be available through the development. We do not charge a development fee.
- DirectLink will follow the power design as much as possible to minimize trenching; however, additional trenches may be required for communication facilities. We will notify you if any extra trenches are needed after we review a copy of the power trenches.
- The Developer/Owner is required to provide 4" Schedule 40 PVC sleeves for all road crossing. DirectLink requires (1) 4" Schedule 40 PVC sleeves per road crossing. Developer is responsible for placement and material for the 4" Schedule 40 PVC sleeves.
- The Developer/Owner is required to provide open trenches for all underground communication facilities from an existing connection point and throughout the development. DirectLink will place and provide all materials for the open trenches.
- Please call 503-266-8242 as soon as you have the utility trenching schedule to be open. DirectLink requires at least a week prior notice before placing material into an open trench.
- If temporary service is required for the construction site, please contact our Customer Care Center to place an order. All temporary service work is bill on a time and material bases.

Contact Information:

Engineering Manager	Eric Kehler	503-266-8223
Construction Inspector	Matt Downs	503-266-8252
DirectLink Engineering	engineering@directlink.coop	
Customer care center		503-266-8111
Open trench hotline		503-266-8242