

CITY OF GRANTS PASS  
Council Agenda  
May 29, 2020  
2 p.m. City Council Meeting  
Council Chambers - 101 N.W. 'A' Street



MAYOR: Roy Lindsay

CITY COUNCIL MEMBERS:

<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>
Tyler Flaming Clint Scherf	Valerie Lovelace Rick Riker	Dennis Roler Dwight Faszer, II	Barry Eames Joel King

Roll Call

1. CONSENT AGENDA

- a. Motion approving the Southview Subdivision, 1400 NW 'F' Street, tentative subdivision plan with major variance, appeal of the Planning Commission decision Findings of Fact.

2. ADJOURN

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:** *In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder, at (541) 450.6000.*

**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**SOUTHVIEW SUBDIVISION  
1400 NW "F" Street  
TENTATIVE SUBDIVISION PLAN WITH MAJOR VARIANCE  
APPEAL OF THE PLANNING COMMISSION DECISION  
FINDINGS OF FACT**

<b>Procedure Type:</b>	Type IV: City Council
<b>Project Number:</b>	302-00109-20
<b>Project Type:</b>	Appeal of the Planning Commission's Decision
<b>Appellant:</b>	James E. Huber, et al.
<b>Appeal Filed:</b>	April 10, 2020
<b>Date of Council Staff Report:</b>	May 12, 2020
<b>Date of City Council Hearing:</b>	May 18, 2020
<b>INFORMATION REGARDING APPLICATION BEING APPEALED</b>	
<b>Project Number:</b>	104-00131-20 & 301-00135-20
<b>Owner:</b>	Bob Floyd
<b>Applicant:</b>	Jay Eastwood – Eastwood Homes
<b>Property Address:</b>	1600 NW "F" Street
<b>Map and Tax Lot:</b>	36-05-18-BB, TL 400      See <i>Exhibits 1 &amp; 2</i>
<b>Zoning:</b>	R-1-12 (City)
<b>Parcel Size:</b>	5.33 acres
<b>Planner Assigned:</b>	Jason Maki
<b>Application Received:</b>	January 2, 2020
<b>Application Complete:</b>	January 31, 2020
<b>Date of UAPC Staff Report:</b>	March 4, 2020
<b>Date of UAPC Public Hearing:</b>	March 11, 2020
<b>Date of UAPC Findings of Fact:</b>	March 25, 2020
<b>Date of Council Staff Report:</b>	May 12, 2020
<b>Date of Council Public Hearing:</b>	May 18, 2020
<b>Date of Council Findings of Fact:</b>	May 29, 2020
<b>120-Day Deadline:</b>	May 30, 2020

Note: ***Bold Italic*** Text indicates text added by the Commission that was not contained in the staff report. ~~Strikeout~~ Text indicates deletions made by the Commission.

**I. PROPOSAL:**

The appellants are appealing the Planning Commissions' approval for a 13-lot residential Subdivision (with Major Variance for reduced lot width for 3 lots) in the R-1-12 zoning district. (Note: The original application also sought an exception to pedestrian connectivity which would otherwise be required in accordance with Section 27.330 of the Grants Pass Development Code. However, the applicant rescinded the exception

request at the March 11th public hearing). The subject property is approximately 5.33 acres in size and is zoned Residential (R-1-12). The Notice of Intent and Appeal Statement is attached as **Exhibit 3**. The Planning Commission's Findings of Fact are attached as **Exhibit 4**.

## **II. AUTHORITY AND CRITERIA:**

Section 2.050, Schedule 2-1, Section 6.050, Section 12.027, Schedule 12-2, and Section 20.210 of the GPDC, authorize the Urban Area Planning Commission to consider the request and make a decision to approve, approve with conditions, or deny. The decision must be based on the criteria contained in Sections 6.060 and 19.052 of the GPDC.

Section 10.050 allows a final action of the Urban Area Planning Commission to be appealed to the City Council. Unless the Council moves to hold a hearing on the record, as described in Section 10.052 of the Development Code, the Council shall hear the appeal de novo. Section 10.052 provides in part, that prior to or at the commencement of a hearing on an appeal, the Council may confine the appeal to the record of the decision of the previous review body. The Council may affirm, amend, or reverse the Planning Commission's decision.

## **III. APPEAL PROCEDURE:**

A final action of the City Council on a Type IV decision may be appealed to the Oregon Land Use Board of Appeals within 21 days of the written decision as provided in ORS 197.830.

## **IV. SUMMARY OF EVIDENCE:**

- A. The basic facts, criteria and hearing record regarding this application are contained in the City Council staff report, which is attached and incorporated herein as Exhibit "A".
- B. The minutes of the public hearing held by the City Council on May 18, 2020, attached as Exhibit "B", summarize the oral testimony presented and are hereby adopted and incorporated herein.
- C. The PowerPoint Presentation presented by staff is attached as Exhibit "C."
- D. The PowerPoint Presentation presented by applicant is attached as Exhibit "D"
- E. Additional Exhibits received during continuation period are attached as Exhibit "E"
  - E1. Statement by Sam Kitchin
  - E2. Statement by Cindie Kitchin
  - E3. Statement by Jim Huber

- E4. Statement by Justin Gerlitz, statement, request for information from fire marshal, fire marshal response, and response from Assistant Public Works Director
- E5. Statement by Jay Eastwood

F. The PowerPoint Presentation presented by appellant is attached as Exhibit “F”

**V. PROCEDURE:**

- A. An application for a Subdivision Tentative Plan was submitted on January 2, 2020 and deemed complete on January 31, 2020 following the submittal of a Major Variance. The application was processed in accordance with Section 2.050 of the Development Code.
- B. Public notice of the March 11, 2020 hearing was mailed on February 19, 2020, in accordance with Section 2.053 of the Development Code.
- C. A public hearing was held on March 11, 2020 and the Planning Commission voted unanimously to approve the Subdivision Tentative Plan and voted 4-1 for the Major Variance request with the conditions attached in the Staff Report.
- D. The appellant filed an appeal of the approval on April 10, 2020. The appeal application was deemed valid on April 14, 2020.
- E. Public notice of the May 18, 2020, City Council hearing was mailed on April 27, 2020, in accordance with Sections 2.020, 10.051(4).
- F. A public hearing was held by the City Council on May 18, 2020, to consider the appeal during which the applicant rescinded their variance request. The hearing was continued until May 28<sup>th</sup>.
- G. The appellant was given until May 22<sup>nd</sup> to submit additional comment. During that time planning staff received 3 comments.
- H. The applicant was given until May 27<sup>th</sup> for rebuttal. During that time staff received 3 comments.
- I. The City Council affirmed the Urban Area Planning Commission decision with conditions and denied the appeal.

**VI. BACKGROUND:**

**A. Characteristics of the Property:**

- 1. Land Use Designation:
  - a. Comprehensive Plan: Low Density Residential (LR)
  - b. Zone District: R-1-12 (City)

2. Size: 5.33 acres
3. Frontage: NW F Street (Collector)  
NW Williamsburg Drive (Local Street)
4. Access: NW F Street (Collector)  
NW Williamsburg Drive (Local Street)
5. Existing Public Utilities:
  - Water: 8-inch main in NW F Street (Collector)  
8-inch main in NW Williamsburg (Local Street)
  - Sewer: 8-inch main in NW F Street (Collector)  
8-inch main in NW Williamsburg (Local Street)
  - Storm: 8-inch main in NW Williamsburg (Local Street)
6. Topography: Class A Steep Slope at the North end sloping to the South
7. Natural Hazards: Steep Slope Hazard Area
8. Natural Resources: Several mature trees  
  
Previous reports show several wetlands on the site. The Division of State Lands was notified. The alteration of any wetlands on site will require approval from the Department of State Lands and (if applicable) the Army Corps of Engineers
9. Existing Land Use:
  - a. Subject Parcel: Single Family Residential
  - Surrounding: Single Family Residential and vacant land

**B. Application History & Timeline:**

The property is located at 1600 NW “F” Street. The property is currently zoned Residential (R-1-12). In October of 2019 a pre-application request was processed (File No. 001-00301-20) for a Subdivision with Major Variance at this location. On January 2, 2020, a formal application was received for a Subdivision with Major Variance review (File No. 104-00131-20 & 301-00135-20). The application was deemed complete on January 31, 2020 and subsequently processed in accordance with Section 2.050 of the GPDC.

The application for the Subdivision and Major Variance Review was received on January 2, 2020 and deemed complete on January 31, 2020. Notice of the hearing date was mailed February 2, 2020. The staff report was made available March 4, 2020, the hearing was held on March 11, 2020, and the Findings of Fact were signed on March 25,

2020. The decision notice was mailed on March 30, 2020. The deadline to submit an appeal of the Planning Commission's Decision was April 11, 2020. On April 10, 2020 the attached appeal was received and deemed valid on April 14, 2020.

ORS 197.311 requires that final action on this application be completed within 120 days from when the application is deemed complete. The 120 day limit for this application is May 30, 2020.

## VII. PROJECT DISCUSSION:

The project is for a 13-lot residential Subdivision and Major Variance for reduced lot width on a 5.33 acre property in the R-1-12 zoning district. The lots range in size from 9,263 – 35,201 square feet with one lot taking access from a NW F Street, 12 lots taking access from two cul-de-sacs off of Williamsburg Drive.

The property is currently developed with two single-family homes and several accessory structures. The smaller single family home is non-conforming and is proposed to be demolished to accommodate a sewer main extension. The other house is proposed to remain on Lot 1 and continue to access NW F Street via an existing driveway.

The proposed name for the Subdivision is "Southview Subdivision". The property has frontage along NW F Street which is classified as a Collector. The property abuts one street stub, NW Williamsburg Drive (Local Access), which is currently stubbed to the west boundary of the subdivision. The Future Development Plan proposes to subdivide Lot 1 into two lots

~~The project was approved by the Urban Area Planning Commission with a Major Variance for reduced lot width for 3 lots (Lots 10, 11, and 12) with 70 foot lot widths.~~

At the May 18<sup>th</sup> City Council hearing the applicant rescinded their request for a Major Variance and provided staff with a proposed tentative plan eliminating the need for a variance.

## VIII. ISSUES RAISED ON APPEAL

Issues raised in the appellant's statement are summarized below. The appellants full narrative is attached as ***Exhibit 3***.

It is the contention of the appellant that the following criteria for approval have not been satisfied. Regarding the variance, they are: 6.060 (1), (2), (3) and (4). Regarding the Subdivision Tentative Plan, they are: 17.413 (1), (3) and (6).

## IX. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:

### A. MAJOR VARIANCE

~~Section 6.060 of the Development Code states that previously granted Variances shall not be considered to have established a precedent. The review body shall~~

~~approve, approve with conditions, or deny the application. No Variance shall be granted unless the review body finds that all of the applicable criteria have been satisfied.~~

~~**Qualifying Condition.** The applicant shall demonstrate that the following elements are present to qualify for a Variance.~~

~~**CRITERION (1):** The Variance is necessary because the subject code provision does not account for special or unique physical circumstances of the subject site, such as topography, natural features, adjacent development, or similar circumstances. A legal lot determination may be sufficient evidence of a hardship for purposes of approving a Variance.~~

~~**Planning Commission Response: Satisfied.** The existing development parcel is extremely long and narrow and has steep slopes in the area of the variance request. In addition an existing street stub abuts the development, forcing the applicant to use the lot configuration similar to what is proposed. By utilizing a slightly narrower lot configuration for these upper three lots the subdivision can get closer to the density targets allowed for this zone.~~

~~**CRITERION (2):** The Variance is the minimum necessary to address the special or unique physical circumstances related to the subject site.~~

~~**Planning Commission Response: Satisfied.** The variance is the minimum necessary to achieve full development of the subject parcel. The narrowed lots will still achieve minimum lot size, building setbacks, and solar standards and will only be narrowed by 5' on average. In addition, this request is only being applied to Lots 10-12 due to their location at the top of the development within the steep slope area.~~

~~**CRITERION (3):** The proposal's benefits will be greater than any negative impacts on the development of the adjacent uses and will further the purpose and intent of this ordinance and the Comprehensive Plan of the City.~~

~~**Planning Commission Response: Satisfied.** The proposal will not impact any adjacent property owners in a negative way since standard side yard setbacks will be maintained. Reducing the lot widths does not change number of dwelling units being constructed. The three lots affected by the Variance still meet the minimum lot size of 11,000 square feet. By allowing the variance, the properties can be developed to the same standards as other properties in the same zone.~~

~~**CRITERION (4):** The need for the Variance is not self-imposed by the applicant or property owner. For example, the Variance request does not arise as a result of a property line adjustment or land division approval previously granted to the applicant.~~

~~**Planning Commission Response: Satisfied.** The need for the variance is due to the existing lot configuration/dimensions and previously established roadway layout. The applicant has not previously changed lot lines or divided the subject parcel.~~

## **B. SUBDIVISION**

**Section 17.413 of the City of Grants Pass Development Code states that the review body shall approve, approve with conditions or deny the request based upon the following criteria:**

**Criterion (1):** The plan conforms to the lot dimension standards of Article 12, the base lot standards of Section 17.510, and the requirements of any applicable overlay district.

**City Council Response: Satisfied with Conditions.** Article 12 of the GPDC requires a minimum lot area of 11,000 square feet, and a minimum lot width of seventy five (75') for properties in the R-1-12 zoning district. In accordance with the requirements of Section 17.510 of the GPDC, the proposed lots do not exceed the lot width to depth ratio. The side property lines run at right angles to the street where possible, and each parcel exceeds the minimum twenty (20) feet of frontage to a public/private right-of-way in accordance with Section 27.200.

The parcel is located in the Steep Slope Hazard Area. The applicant has submitted a Geotechnical Report, which is attached as *Exhibit 4* in the staff report.

The applicant is proposing to use the small lot allowance defined in Section 12.152(2)(a) for lots 3 and 4 since the square footage for the lots is less than the 11,000 square foot minimum lot size for the R-1-12 zone.

~~If the Variance for reduced lot width is granted all lots within the subdivision will meet the above stated criteria.~~

As conditioned: the applicant shall submit a revised tentative plan reflecting slope hazard area pursuant to Section 17.411(14). The applicant shall submit grading and erosion control plans in accordance with Section 13.121.

As conditioned: the applicant shall submit a wetland determination / delineation to the Department of State Lands. Obtain necessary approval for the disturbance of any wetlands from DSL and the Army Corps of Engineers. Provide all required wetland permits to the City of Grants Pass Community Development Department.

**Criterion (2):** When required, the proposed future development plan allows the properties to be further developed, partitioned, or subdivided as efficiently as possible under existing circumstances, in accordance with requirements for typical permitted uses in the applicable zone and comprehensive plan district, and in conjunction with other development in the neighborhood.

**City Council Response: Satisfied.** The applicant has provided a future development plan and is attached as *Exhibit 5* in the staff report. This applies to lot 1 which is proposed to be partitioned into two lots.

Future development aspects have been addressed in the narrative above. Lot 1 can be further partitioned in the future utilizing NW "F" Street for access and utility connections. The existing parcel to the east can connect to the extension of Williamsburg Drive for roadway access, water service, and franchise utility connections.



NW F Street is defined as a Collector Street, in accordance with Section 27.121(h)(i) lots 1 and 2 as described in the future development plan will be limited to one shared access along NW F Street.

**Criterion (3):** When one is required or proposed, the street layout conforms to the applicable requirements of the adopted street plans, meets the requirements of Article 27 and other applicable laws, and best balances needs for economy, safety, efficiency and environmental compatibility.

**City Council Response: Satisfied with Conditions.** The currently adopted Master Transportation Plan shows north to south street connectivity along the east property line of the parcel. The City of Grants Pass Public Works Department has determined the design of connectivity in the Master Transportation Plan does not reflect what today's development pattern is, and that the existing north/south connection of NW Sunhill Drive to NW Crescent Drive meets the requirement of the Master Transportation Plan. It is their determination that adherence to the Master Transportation Plan not be required for this proposal, see *Exhibit 7* in the staff report for full comment.

During the public hearing, the applicant testified that the slope gradient north of the site (where the Master Transportation Plan shows a new street to extend) is approximately 19% and that this exceeds the City's maximum 12% grade for a public Collector. The applicant also stated that the Bureau of Land Management owns the property immediately north of the subject site and a new parking lot for Dollar Mountain is being sited where a future street would connect to Crescent Drive. He also noted the presence of a large drainage channel and wetlands in the proposed alignment of a new street.

The proposed street layout does follow previously established development patterns and appropriately extends Williamsburg Drive that abuts the development, as required in Sections 27.110(2), 27.121(6) and 27.122(6). The street layout is compatible with the surrounding area.

The applicant originally requested an exception to the pedestrian connectivity standards found in Section 27.330 due to existing development patterns. The applicant's full narrative is attached as *Exhibit 3c* in the staff report. Section 27.122 states that exceptions may be granted by the review body when it can be shown that meeting the standards is impractical due to existing development patterns, topography, or access restrictions. Given the conditions described in Section 27.322 for pedestrian connectivity along with the proposed site plan, staff does not support granting an exception to required pedestrian connectivity standards. At the public hearing, the applicant agreed to modify their plan and provide the pedestrian connection to NW F Street.

The applicant also agreed to add an emergency vehicle access to serve the subdivision from NW F Street. Mr. Gerlitz stated that the developer would likely install break-away bollards at the NW F Street driveway approach/sewer easement to allow emergency vehicles more expedient access to the site in the case of a fire or other emergency situation.

As conditioned below: The applicant shall provide proof the street plug at the end of NW Williamsburg Drive has been vacated before being issued a development permit.

~~Commissioners Kellenbeck and Aviles acknowledged the proposed cul-de-sacs in the Southview Subdivision are similar to the development and roadway patterns of the neighboring subdivision to the west.~~

***The Council found that the cul-de-sac design meets the street design standards in article 27 of the Grants Pass Development Code.***

The Fire Safety Department has provided comment and has approved the proposal with conditions, see *Exhibit 8* in the staff report.

***The Council found that the tentative plan does comply with the Master Transportation Plan. Council also found that the street design proposed in the tentative plan meets street design standards and mitigates safety concerns.***

**As Conditioned Below**

***Lot 10, 11, and 12 shall mitigate any impacts of vehicle headlights shining onto adjacent properties through the placement of structures, fencing, and/or vegetation.***

**Criterion (4):** The proposed utility plan conforms to the applicable requirements of adopted utility plans, the requirements of Article 28 and other applicable laws, and best balances needs for economy, safety, efficiency and environmental compatibility.

**City Council Response: Satisfied with conditions.** The proposed utility plan meets the requirements of Article 28 and includes a public 8" sewer main, public 8" water main, and public 12" storm drain main extension within the new streets. Where located on private property, sewer main will be constructed within an all-weather drivable easement allowing for 24-hour ingress for maintenance. All water meters are indicated to be installed in the public Right-of-Way.

**As conditioned,**

- Any existing private laterals reutilized by the new development shall be TV inspected prior to reuse.
- Submit a detailed utility plan showing all existing and proposed utilities including detail on backflow protection.
- All water services on existing public water lines shall be installed by City of Grants Pass Water Distribution Crews.
- All encroachment fees related to the installation of water services shall be the responsibility of the developer.
- Sign a Developer Installed Agreement, and pay all required fees to the engineering department for plan review.
- Obtain an encroachment permit for any work conducted in the Right-of-Way.
- Where located on private property, sewer main will be constructed within an all-weather drivable easement allowing for 24-hour ingress for maintenance.

**Additionally,** a ten-foot (10') CUE shall be dedicated along all right of way. These shall be reflected on the revised tentative plan and recorded on the final plat.

**Criterion (5):** The tentative plan allows for the preservation or establishment of natural features or the preservation of historic features of the property, and allows access to solar energy to the extent possible under existing circumstances, including:

- (a) Providing the necessary information to complete the tree chart identified in Section 11.041.
- (b) No cuts shall result in retaining walls greater than 15 feet high in a single wall from the finish grade or create any un-retained slopes greater than 100%.
- (c) No fills shall result in a retaining wall within the required setback from a property not included in the development plan greater than 6 feet in height from the finish grade or create any slopes which are greater than 100%.

**City Council Response: Satisfied with conditions.** The applicant has submitted an “Existing Tree Canopy Cover” plan and tree revegetation plan. The applicant’s tree revegetation plan indicates that 66 new trees will be planted.

Some cuts and fills are required but no cuts are expected to exceed 15’ or fill greater than 6’. To help preserve the natural slopes at the north end of the site and to help minimize erosion and reduce the amount of grading, the applicant has proposed a shared driveway to serve Lots 10 – 12. This configuration allows for future building envelopes on these three lots to minimize cuts and fills that may otherwise be necessary.

Due to the proposed lot configuration, one existing tree will need to be removed to accommodate the proposed/future improvements. A proposed tree layout is shown on the attached Tree Plan that meets City standards upon development of the individual lots.

As conditioned, the applicant will be required to pay a Tree Deposit of \$500 per lot, with the exception of Lot 1, prior to Final Plat approval in accordance with Section 11.060(2) of the GPDC.

**Criterion (6):** The plan complies with applicable portions of the Comprehensive Plan, this Code, and state and federal laws.

**City Council Response: Satisfied with conditions.** The tentative plan is consistent with the Comprehensive Plan and subject to the conditions of approval will conform to the Development Code. In terms of protecting neighborhood compatibility and reducing impacts of vehicle headlights, the applicant testified that the shared driveway serving Lots 10 – 12 will terminate at the east boundary of Lot 10 which will minimize the amount of light glare. Mr. Gerlitz also noted that the adjacent lots on Constitution Circle are at a lower elevation than Lot 10 which should also reduce the amount of light.

As conditioned, the applicant shall be required to obtain a demolition permit for any structures to be removed. Contact GPID to coordinate any change to GPID infrastructure, and provide the Parks & Community Development Department with evidence of the well being properly abandoned, unless retained for the exclusive use of the currently existing single family residence. Additionally, the applicant will be required to submit a letter from the engineer responsible for supervising the construction of the Subdivision (per Section 17.423.1(a)).

***The Council found that the proposed tentative subdivision plan complies with the adopted Master Transportation Plan.***

**X. DECISION AND SUMMARY:**

The City Council DENIED the appeal, affirming the Planning Commission Decision to approve the Tentative Subdivision Plan with conditions as reflected below. The vote was 3-2 with Councilors Lovelace, King, and Riker voting to deny. Councilor Flaming and Councilor Roler voted to approve. Councilor Faszler was absent and Councilor Eames recused himself.

**Conditions of Approval:**

- A. The following must be accomplished within 24 months of the Planning Commission's Decision and prior to issuance of a Development Permit. The Director may, upon written request by the applicant, grant up to two extensions of the expiration date of six months each.**

**(Note: A Development Permit is required in order to obtain a grading permit.)**

1. Submit a wetland determination / delineation to the Department of State Lands. Obtain necessary approval for the disturbance of any wetlands from DSL and the Army Corps of Engineers. Provide any required permits to the City of Grants Pass Community Development Department.
2. Provide proof the street plug at the end of the NW Williamsburg Drive street stub has been vacated.
3. Submit four (4) copies of the revised tentative plan to the Parks & Community Development Department indicating the following:
  - a. Street names for newly created cul-de-sacs.
  - b. Include a call-out detail as part of the tentative plan for the design of how the sewer easement access will connect with the NW F Street sidewalk and street. (Note: If the Commission requires a pedestrian connector route, no gate is permitted and a minimum 20-foot wide public access easement must be shown in accordance with Section 27.333(3))
  - c. Provide approval from the County Surveyors Office for subdivision name.
  - d. Reflect Slope Hazard Area in accordance with Section 17.411(14)
  - e. Show pedestrian and emergency access over sewer easement.
  - f. Revised tentative plan shall include removable bollards at the pedestrian and emergency vehicle access easement.**
4. General:
  - a. Submit a 'Developer Installed Improvements' application, including all required submittals and the appropriate fees specified therein. Refer to the application

form for the submittal requirements. A partial list of the submittal requirements includes the following:

- (i) A grading plan which includes all proposed earthwork and creation of building pads.
  - (ii) A detailed drainage and detention plan.
  - (iii) A utility plan.
  - (iv) An erosion and sediment control plan.
  - (v) A digital file (PDF format) of the complete set of approved plans.
  - (vi) A CAD file of the complete set of the approved plans.
- b. Submit a 'Grading/Fill Permit' application, if applicable, including all required submittals and the appropriate fees. Refer to the application form for the submittal requirements.
  - c. Submit an 'Encroachment Permit' application, if applicable, including all required submittals and the appropriate fees. Refer to the application form for the submittal requirements.

5. Streets:

- a. NW F Street – Collector.
  - (i) Required Right-of-Way dedication: As required for a total of 60 feet.
  - (ii) Required Street Improvements: Half street improvements as required for the proposed full street consisting of 36 feet curb to curb (bike lanes and no parking), planter strips, and sidewalks. See reference: Appendix F, Master Transportation Plan.
- b. NW Williamsburg Drive – Local Street, steep slope hazard area.
  - (i) Required Right-of-Way dedication: a minimum 40 feet.
  - (ii) Required Street Improvements: Full street improvements consisting of two 14-foot travel lanes, curb and gutter, planter strip, and sidewalk.
- c. New cul-de-sacs – Local Street, steep slope hazard area.
  - (i) Required Right-of-Way dedication: a minimum 40 feet.
  - (ii) Required Street Improvements: Full street improvements consisting of two 12-foot travel lanes, curb and gutter, planter strip, and sidewalk.

6. Storm Drainage:

- a. Direct the drainage from Lots 10, 11 and 12 into the proposed development storm drainage system and not to the irrigation district facilities.
  - b. Provide detention which limits the storm water run-off to not exceed .65 cfs per acre for the proposed area of development during a 25-year storm event (Reference Master Storm Drainage Facilities and Management Plan – May 1982). As an alternative, provide detention which limits the post development run-off to not exceed the undeveloped (not existing) site conditions run-off for the proposed area of development during a 25-year storm event. If the latter method is utilized, the un-developed curve numbers shall assume vegetation is in good condition.
  - c. Design and construct the development to not alter off-site existing drainage patterns.
  - d. Collect on-site storm runoff and discharge to City approved downstream drainage facilities. Provide a storm drain extension from downstream facilities to the project.
  - e. Design and install erosion and sediment control measures.
7. Sanitary Sewers:
- a. Provide a 20' easement for any portion of the sewer main not installed within a public street. Deeds for easements shall provide for restrictions of structures, significant shrubs or trees, construction and grading within the easement and shall provide for an all-weather drivable surface allowing 24-hour ingress for maintenance.
  - b. Install a sewer main easterly in Williamsburg Drive to the east boundary of the proposed development – with an 8-inch cleanout at the terminus.
  - c. Provide service laterals for each lot. Avoid installing service laterals in driveways. All service lines shall be located in the serviced property's adjacent right-of-way and installed in a straight-line perpendicular to the Sewer Main.
  - d. Connect the new development to public sewer and do not use septic systems unless exempted by section 28.071 (1).
  - e. Design, construct and test all new sanitary sewer facilities in conformance with the City's Sanitary Sewer Standards and Specifications.
  - f. Install 4-inch or larger service laterals for single dwellings and small single stores or offices, provided the current Plumbing Code does not require the building sewer to be larger than 4-inches. Install 6-inch or larger and at least equal to the size of the building sewer all other service laterals.
8. Water System:
- a. Design all new water facilities in conformance with the City's Water Standards and Specifications.

- b. Locate all service meters in the serviced property's improved adjacent Right of Way. Service meters will not be allowed in easements. Wherever possible, install all service meters in the sidewalk per GP274. Do not install service closer than 5 feet to a front property corner. Locate meter boxes to avoid driveways and roof drains. Install water service lines in a straight line perpendicular to the waterline from the service meter. Install service line taps to not have less than 2 feet of separation between each other. Do not install a service tap in a main closer than 18" to a joint or fitting.
      - c. Determine the water service and meter size. The aforementioned determination is not required for single-family residential units, where a 5/8" x 3/4" meter per GP274 each unit shall be standard. Furnish and install meters 3" and above. The City will furnish and install all meters smaller than 3".
      - d. Provide backflow prevention measures per City of Grants Pass requirements if onsite irrigation is utilized or if GPID is on site.
9. The applicant shall properly abandon any wells on site and provide the appropriate documentation to the Parks & Community Department.
10. Obtain an NPDES permit from the Department of Environmental Quality. Submit a copy of the approved permit to the Parks & Community Development Department.
11. Provide seven (7) copies of Civil Engineering plans to the City Engineering Division prepared in accordance with Grants Pass Specifications and Standards on 24" x 36" sheets for review and approval including:
  - a. A digital file in PDF format of the complete set of drawings.
  - b. Provide a grading plan and receive a grading permit prior to any earthwork. Include the creation of building pads in the grading plan if completed as part of the construction of the Subdivision. If building pads are created as part of the grading of the Subdivision then a map showing the extent of the grading will be required at the time of final plat.
  - c. Provide an erosion control and dust control plan for the Subdivision.
  - d. Include any provisions of the NPDES permit on the construction plans.
  - e. Provide a detailed drainage and detention plan including storm drain calculation for review.
  - f. Indicate removal of the existing straight curb, and installation of city standard curb and gutter.
12. Submit a detailed utility plan. Include the following:
  - a. RP backflow device as "premises" protection on water service (existing or new).
  - b. DC backflow device as "point of use" protection on all water services containing multiple zone irrigation systems.
  - c. All public water services shall be located within the public right of way.
  - d. Water services on existing water mains shall be installed by City crews.

13. Provide a letter from the Responsible Engineer who will be supervising the construction of the Subdivision. The Responsible Engineer will be required to submit a letter at final plat application verifying that he/she supervised the grading and construction for the entire parcel and individual lots and that the grading and construction was completed according to approved plans. If the responsible engineer proposes to delegate any of these responsibilities, the arrangement shall be approved in writing by the City Engineering Division prior to issuance of a Development Permit
14. Sign a Developer Installed Agreement for Public Improvements.

***B. The following must occur prior to Final Plat approval:***

1. General:
  - a. Pay all outstanding fees, including engineering inspection fees.
  - b. The Applicant shall retain the Engineer to prepare and submit 'Record Construction Drawings' prepared by the Engineer for all public improvements, and which includes a statement on the drawings as to the source(s) of information, surveying, and testing, including the dates of the site visits, the Engineer relied upon to complete the 'Record Drawings.'
2. Streets:
  - a. Sweep all adjacent streets regularly during construction.
3. Storm Drainage:
  - a. Maintain erosion and sediment control measures until disturbed areas are re-established.
4. Sanitary Sewers:
  - a. Test all new sewer facilities in conformance with the City's Water Standards and Specifications.
  - b. Abandon all un-used sewer laterals in conformance with City Sewer Standards.
  - c. Provide a mini-tv inspection video of existing laterals planned for use to the Wastewater Collections Division.
5. Water System:
  - a. Test all new water facilities in conformance with the City's Water Standards and Specifications.
  - b. Properly abandon any wells on site, unless they are to be used for irrigation.
6. Public Utilities:



- a. Provide utility plans for PPL, Qwest and Avista. Show all pedestals and boxes to be installed. (This is to verify utilities can be installed within dedicated City Utility Easements).
  - b. Place underground all utility facilities, including, but not limited to, electrical lines and other wires, street lighting and communication and cable television services.
  - c. If none exists, dedicate a City utility easement (C.U.E.) across the frontages of the development in conformance with the requirements of the public utility companies.
7. Properly abandon any existing wells and provide evidence of proper abandonment to the Parks & Community Development Department.
  8. Provide a land division guarantee issued by a title company.
  9. Separate sewer and water services are required for each lot. Private sewer and water lines shall not cross other lots.
  10. Pay a Tree Deposit of \$500 per lot (with the exception for Lot 1)
  11. All adjacent streets shall be swept regularly during construction.
  12. Power, telephone, cable television and natural gas lines shall be installed underground and within the 10 foot City Utility Easements.
  13. Pay all engineering inspection fees due.
  14. Coordinate with the Streets Department to confirm that all required signage and street lights are installed at the proper locations.
  15. All water services on existing public water lines shall be installed by City of Grants Pass Water Distribution Crews. All encroachment fees related to the installation of water services shall be the responsibility of the developer.
  16. Complete installation of the public utility services as reflected on the approved utility plans.
  17. Submit a letter from the Responsible Engineer stating that he/she supervised the grading and construction for the entire parcel and individual lots and the grading and construction was completed according to approved plans.

Submit a Final Plat in accordance with Section 17.422 of the City of Grants Pass Development Code. Incorporate any modifications or conditions required as part of tentative approval. A professional land surveyor must survey the Subdivision. A plat check by the City Surveyor and payment of appropriate fees is required. Failure to comply with this condition will nullify the approval of the Tentative Plat. Include the following on the plat:

After all signatures are obtained, the plat must be recorded with the Josephine County Recorder within 30 days. The subdivider shall file one print of the recorded

plat with the Parks & Community Development Department. Failure to do so will nullify plat approval.

18. Concurrent with filing the Final Plat, the applicant shall record the deeds conveying ownership consistent with the adjusted property lines.

**C. The following shall be accomplished at the time of development of individual lots in the Subdivision:**

(Note: The following conditions are not all-inclusive and are provided for the information of the applicant.)

1. **Lot 10, 11, and 12 shall mitigate any impacts of vehicle headlights shining onto adjacent properties through the placement of structures, fencing, and/or vegetation.**
2. Payment of all System Development Charges due; including, but not limited to, water, storm, sewer, parks and transportation.
3. Development of lots shall be in accordance with solar standards.
4. The existing or new property owner may be reimbursed for installation of trees, in accordance with the Tree Revegetation Plan, after demonstrating the actual amount spent in the purchase and installation of trees on the lot.
5. Each lot shall have separate utility services.
6. Driveways cannot exceed 18% Grade.
7. All utilities shall be placed underground.
8. Comply with the Uniform Fire and Building Codes.
9. Install landscaping in accordance Section 23.031 of the GPDC.
10. Submit lot drainage plans for approval on all building plans.
11. Submit grading and erosion control plans in accordance with Section 13.121.
12. Developed or undeveloped building lots will need to be maintained for weed and grass control throughout the year.
13. Addresses must be visible from the street and identified on the building. Any curb markings must be in conformance with 6.03.050 of the GPMC.
14. Gravel driveway approaches and other erosion and track out control measures shall be in place during construction of individual lots.
15. Prior to occupancy, driveways and parking and maneuvering areas shall be paved in accordance with the requirements of the Development Code.

**XI. FINDINGS APPROVED BY THE CITY COUNCIL this 29<sup>th</sup> day of May, 2020.**

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**Roy Lindsay, Mayor**