

TYPE II APPLICATION (LAND USE) -- 2020

File #: PAR 20-0003

TYPES - PLEASE CHECK ONE:

- Design review
Tentative Plan for Partition
Tentative Plan for Subdivision

- Type II Major Modification
Variance
Other: (Explain)

APPLICANT INFORMATION:

APPLICANT: RLR LLC - Jonathan Roth
ADDRESS: 32505 NE Haugen Rd. Newberg 97132
EMAIL ADDRESS: jrothconstruction@hotmail.com
PHONE: 503-437-3228 MOBILE: FAX:
OWNER (if different from above): PHONE:
ADDRESS:
ENGINEER/SURVEYOR: PHONE:
ADDRESS:

GENERAL INFORMATION:

PROJECT NAME: River St Town home PROJECT LOCATION: 310 S. River St.
PROJECT VALUATION:
PROJECT DESCRIPTION/USE: Divide lot build (2) town homes
MAP/TAX LOT NO. (i.e. 3200AB-400): ZONE: SITE SIZE: SQ. FT. ACRE
COMP PLAN DESIGNATION: TOPOGRAPHY:
CURRENT USE: Single family
SURROUNDING USES:
NORTH: SOUTH:
EAST: WEST:

SPECIFIC PROJECT CRITERIA AND REQUIREMENTS ARE ATTACHED

General Checklist: Fees Public Notice Information Current Title Report Written Criteria Response Owner Signature

For detailed checklists, applicable criteria for the written criteria response, and number of copies per application type, turn to:

- Design Review p. 12
Partition Tentative Plat p. 14
Subdivision Tentative Plat p. 17
Variance Checklist p. 20

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Applicant Signature Date 2-12-20

Owner Signature Date 2-12-20

Jonathan Roth
Print Name

RLR LLC
Print Name

Attachments: General Information, Fee Schedule, Criteria, Checklists

RECEIVED

FEB 13 2020

Page 1

Initial:

## DESIGN REVIEW CHECKLIST

The following items must be submitted with each application. Incomplete applications will not be processed. Incomplete or missing information may delay the review process. Check with the Planning Division regarding additional requirements for your project.

FEES

PUBLIC NOTICE INFORMATION – Draft of mailer notice and sign; mailing list of all properties within 500'.

CURRENT TITLE REPORT (within 60 days old)

SUBMIT one original and three copies 8-1/2" x 11" or 11" x 17" reproducible document together with 20 copies of the following information. In addition, submit two (2) full size copies of all plans. ✓

WRITTEN CRITERIA RESPONSE – Address the criteria listed on page 12.

SITE DEVELOPMENT PLAN. Make sure the plans are prepared so that they are at least 8 1/2 x 11 inches in size and the scale is standard, being 10, 20, 30, 40, 50, 100 or multiples of 100 to the inch (such as 1":10', 1":20' or other multiples of 10). Include the following information in the plan set (information may be shown on multiple pages):

- Existing Site Features: Show existing landscaping, grades, slopes, wetlands and structures on the site and for areas within 100' of the site. Indicate items to be preserved and removed.
- Drainage & Grading: Show the direction and location of on and off-site drainage on the plans. This shall include site drainage, parking lot drainage, size and location of storm drain lines, and any retention or detention facilities necessary for the project. Provide an engineered grading plan if necessary. A preliminary storm water report is required (see Public works Design and Construction standards).
- Utilities: Show the location of and access to all public and private utilities, including sewer, water, storm water and any overhead utilities.
- Public Improvements: Indicate any public improvements that will be constructed as part of the project, including sidewalks, roadways, and utilities.
- Access, Parking, and Circulation: Show proposed vehicular and pedestrian circulation, parking spaces, parking aisles, and the location and number of access points from adjacent streets. Provide dimensions for parking aisles, back-up areas, and other items as appropriate. Indicate where required bicycle parking will be provided on the site along with the dimensions of the parking spaces.
- Site Features: Indicate the location and design of all on-site buildings and other facilities such as mail delivery, trash disposal, above ground utilities, loading areas, and outdoor recreation areas. Include appropriate buffering and screening as required by the code.
- Exterior Lighting Plan: Show all exterior lighting, including the direction of the lighting, size and type of fixtures, and an indication of the amount of lighting using foot candles for analysis.
- Landscape Plan: Include a comprehensive plan that indicates the size, species and locations of all planned landscaping for the site. The landscape plan should have a legend that indicates the common and botanical names of plants, quantity and spacing, size (caliper, height, or container size), planned landscaping materials, and description of the irrigation system. Include a calculation of the percentage of landscaped area.
- ADA Plan Compliance: Indicate compliance with any applicable ADA provisions, including the location of accessible parking spaces, accessible routes from the entrance to the public way, and ramps for wheelchairs.
- Architectural Drawings: Provide floor plans and elevations for all planned structures.
- Signs and Graphics: Show the location, size, colors, materials, and lighting of all exterior signs, graphics or other informational or directional features if applicable.
- Other: Show any other site elements which will assist in the evaluation of the site and the project.

TRAFFIC STUDY

A traffic study shall be submitted for any project that generates in excess of forty (40) trips per p.m. peak hour. This requirement may be waived by the Director when a determination is made that a previous traffic study adequately addresses the proposal and/or when off-site and frontage improvements have already been completed which adequately mitigate any traffic impacts and/or the proposed use is not in a location which is adjacent to an intersection which is functioning at a poor level of service. A traffic study may be required by the



**Cash Register Receipt**  
City of Newberg

**Receipt Number**  
**R6402**

DESCRIPTION	ACCOUNT	QTY	PAID
<b>ProjectTRAK</b>			<b>\$1,378.73</b>
<b>PAR20-0003 Address: 301 S RIVER ST APN: R3220BC 01500</b>			<b>\$1,378.73</b>
<b>ADDITIONAL ENGINEERING DEPT LAND USE REVIEW FEES</b>			\$284.08
SUBDIVISION, PARTITION & PUD REVIEW	36-8675-3090001	2	\$284.08
<b>TECHNOLOGY FEE</b>			\$65.65
TECHNOLOGY FEE	01-0000-341006	0	\$65.65
<b>TYPE II</b>			\$1,029.00
PARTITION PRELIMINARY PLAT	01-0000-341003	2	\$1,029.00
<b>TOTAL FEES PAID BY RECEIPT:R6402</b>			<b>\$1,378.73</b>

Date Paid: Thursday, February 13, 2020

Paid By: Johathan Roth Construction

Cashier: MF

Pay Method: CHECK 8624



# Tentative Partition Plan for: RLR, LLC

LOCATION: NW 1/4 SEC. 20, T. 3 S., R. 2 W., W.M.  
A PORTION OF BLOCK 17 OF THE ORIGINAL TOWN OF  
NEWBERG, CITY OF NEWBERG, YAMHILL COUNTY, OREGON

TAX LOT: R3220BC - 01200

DATE: 30 JANUARY 2020

## Legend

- = FIRE HYDRANT
- = GUY POLE
- = POWER POLE
- = SANITARY SEWER MANHOLE
- = STORM DRAIN MANHOLE
- = CURB LINE
- = SANITARY SEWER LINE
- = STORM DRAIN LINE
- = WATER LINE
- = GAS LINE
- = OVERHEAD POWER
- = EXISTING PROPERTY LINE
- = PROPOSED PROPERTY LINE

OWNER: RLR, LLC  
REPRESENTATIVE: JONATHAN ROTH  
PH: 503-437-3228

SITE ADDRESS: 310 S. RIVER ST.  
NEWBERG, OR 97132

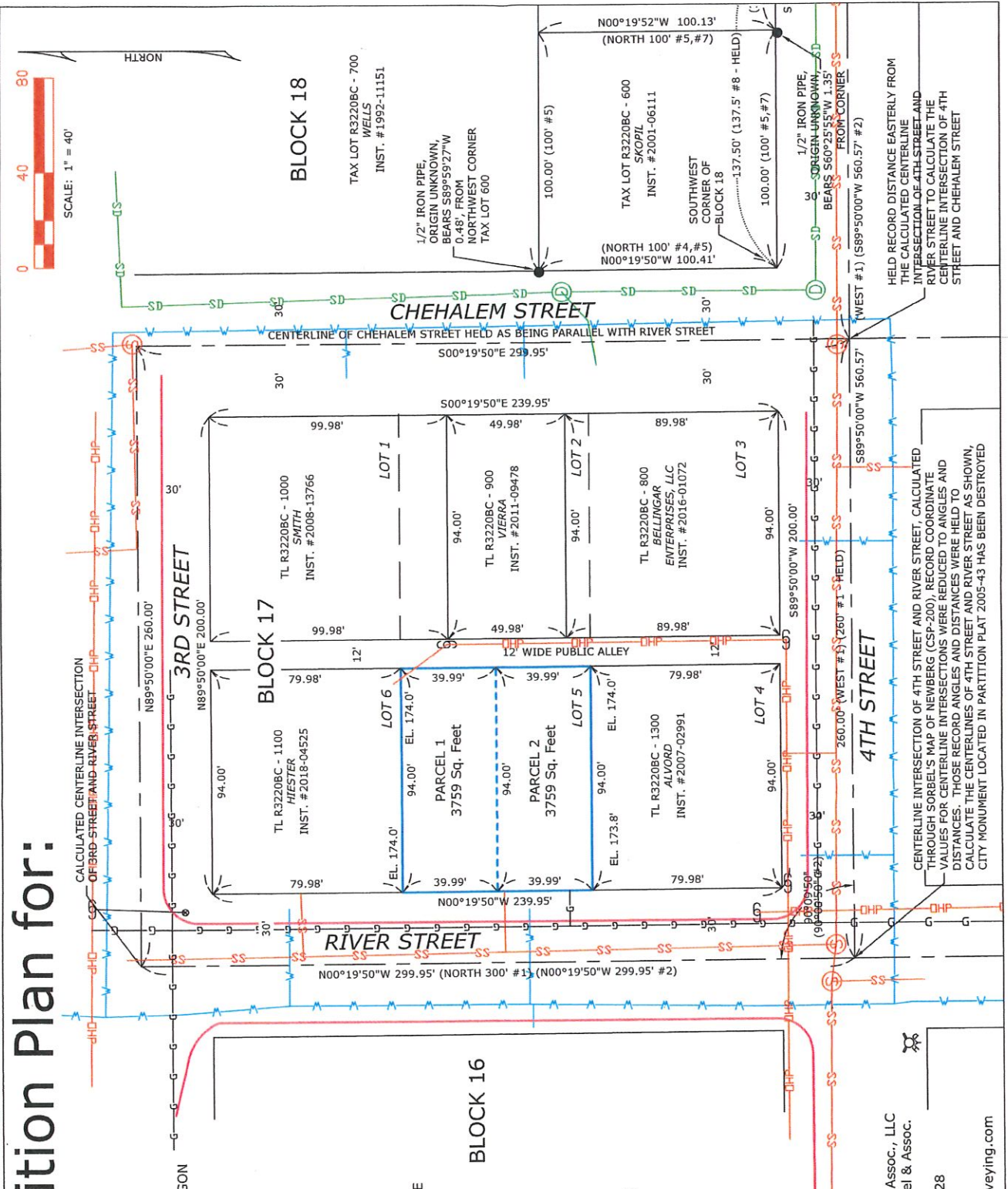
INST. NO. 2019-09054  
ZONE DESIGNATION: R-2 (MEDIUM DENSITY  
RESIDENTIAL)

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
January 16, 2020  
ILELAND A. MACDONALD  
53226

By : Leland MacDonald & Assoc., LLC  
Formerly dba Matt Duncel & Assoc.  
3765 Riverside Drive  
McMinnville, Oregon 97128  
Phone : 503-472-7904  
Fax: 503-472-0367  
Email: lee@macdonaldsurveying.com

Renews 31 December 2020



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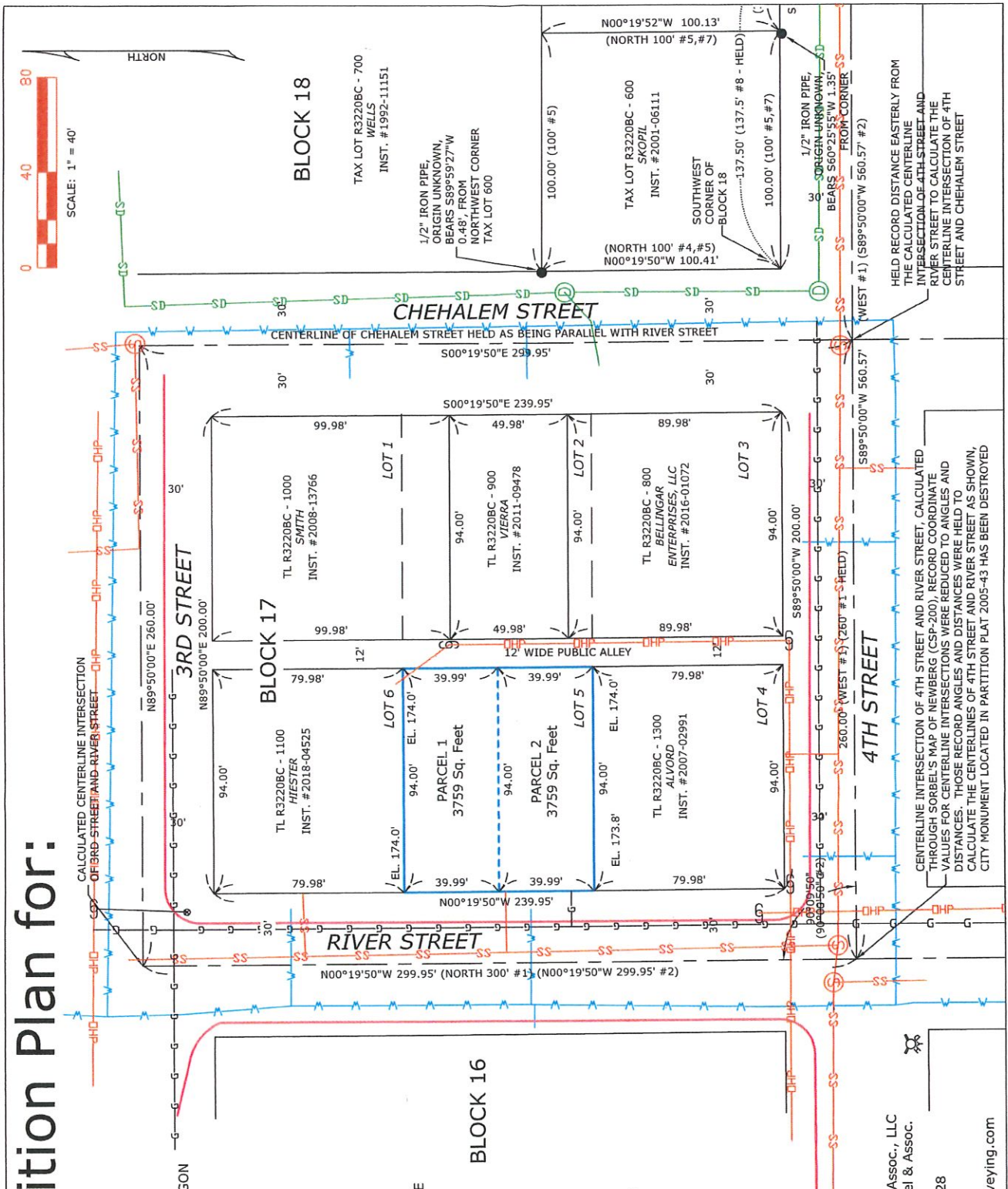
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Phone: 503-472-7904  
Fax: 503-472-0367  
Email: lee@macdonaldsurveying.com



CENTERLINE INTERSECTION OF 4TH STREET AND RIVER STREET, CALCULATED THROUGH SOBREL'S MAP OF NEWBERG (CSP-200), RECORD COORDINATE VALUES FOR CENTERLINE INTERSECTIONS WERE REDUCED TO ANGLES AND DISTANCES. THOSE RECORD ANGLES AND DISTANCES WERE HELD TO CALCULATE THE CENTERLINES OF 4TH STREET AND RIVER STREET AS SHOWN. CITY MONUMENT LOCATED IN PARTITION PLAT 2005-43 HAS BEEN DESTROYED

HELD RECORD DISTANCE EASTERLY FROM THE CALCULATED CENTERLINE INTERSECTION OF 4TH STREET AND RIVER STREET TO CALCULATE THE CENTERLINE INTERSECTION OF 4TH STREET AND CHEHALEM STREET

## City of Newberg

### Preapplication meeting notes:

310 S River Street

Proposal: Duplex or attached single-family dwellings on separate lots or condo  
5/22/19

### Planning comments:

Cheryl Caines, Senior Planner

503-554-7744 or [cheryl.caines@newbergoregon.gov](mailto:cheryl.caines@newbergoregon.gov)

### Zoning and allowed uses:

The site is in the R-2 high density residential zone.

Two family dwellings (duplex) are allowed as a permitted use in the zone. Dwelling, two-family (duplex) means a building designed or used exclusively for the occupancy of two families living independently of each other and having separate housekeeping facilities for each family.

Single-family attached dwellings are allowed as a permitted use in the zone. Dwelling, single-family attached means a single-family dwelling having one or more walls attached to and in common with one or more single-family dwellings, with each dwelling unit on a separate lot or parcel.

The home is not a designated historic property.

### Land Use (Planning) Process & Timing:

Building permits and other permits will not be accepted prior to land use approval.

Application type:

- A duplex is reviewed through a Type I Site Design Review (Newberg Municipal Code NMC 15.220.020).
- Single-family attached dwellings require a partition to create the separate lots. Partitions are a Type II review (NMC 15.235 – Land Divisions). Also requires a Type I Final Plat review. This would follow construction of any required public improvements and satisfying conditions of approval for the partition.

Timing:

- Completeness review can be up to 30 days per state law but is typically two weeks. There may be several rounds depending on whether or not the submittal has all application requirements.
- A Type I decision (duplex) issued typically 2-3 weeks after the application is deemed complete.
- A Type II decision (land division) issued typically 4-6 weeks after the application is deemed complete. Type II applications require notice to property owners within 500 feet of the site and posting of the site. Comment period is 14 days. Applicant is responsible for mailing and posting. Mailing labels can be obtained from a title company. Please include a copy of the mailing list and map. See notification instructions in the Type II application packet. Submittal requirements can be found in NMC 15.235.040. Approval criteria are found in NMC 15.235.050.

- Both types of decisions are made by the Community Development Director. There is a two week appeal period following the decision issuance. If appealed then it would go to the Planning Commission.

**Development standards (Must be met for both lots):**

- **Minimum lot size:** 3,000 square feet per unit, site is roughly 7,460 square feet before any right of way dedication. Applicant is responsible for confirming existing right of way width from centerline.
- **Lot width:** 25 feet at front building line.
- **Setbacks:** 20 foot setbacks for garage. 12 front. Interior 5. Parking is permitted within the setback if driveway leads to parking space outside of the front yard. Porches that do not extend above the level of the first floor of the building may project into the front yard no more than five feet.
- **Lot coverage:** 50% limit (buildings including garage).
- **Parking coverage** 30% (driveway and parking pads).
- **Combined coverage:** 60%
- **Landscaping:** 15% minimum overall landscaping.
- **Parking:** based on bedrooms. See NMC 15.330.040 for requirements. Two spaces are required per unit based on proposed three bedroom units.

**Additional Comments:**

- Condominium creation is not reviewed by the City of Newberg. Please contact State of Oregon Real Estate Agency.

**Fees:**

- **Planning:** due at application submittal. See current fee sheet to confirm costs.  
Type I Design Review - .3% of project value (\$437 minimum) + 5% technology fee  
Type II Land Division Preliminary Plat - \$875 + \$77.00 per parcel + \$284.08 + 5% technology fee  
Type I Final Plat - \$875 + \$77.00 per parcel + \$284.08 + \$7.14 per parcel + 5% technology fee
- **Engineering:** permit for any work in right-of-way – 5% of project costs.
- **Building permits** based on project valuation (plan review fee + permit fee). System development charges (SDC) apply but are paid at building permit issuance. Additional fees may apply depending on the work being permitted (plumbing, mechanical, etc.). Electrical permits are issued through Yamhill County.

**Engineering comments:**

**Street:** S River Street is a Major Collector in the City Transportation System Plan (TSP). Information regarding street cross-section for a Major Collector can be seen below.

Roadway	Functional Classification	Existing Right-of-way	Existing Pavement Width	Minimum Right-of-way	Minimum Pavement Width	Typical Cross-Section (per Transportation System Plan)
	<b>Major Collector</b> (57-feet to 80-feet)	+/- 60-feet	+/- 40-feet	60-feet  For typical section per TSP.	36-feet	<ul style="list-style-type: none"> <li>• 1-foot from back of walk to right-of-way</li> <li>• 5-foot sidewalk</li> <li>• 5.5-foot planter*</li> <li>• 0.5-foot curb</li> <li>• 6-foot bike lane</li> <li>• 12-foot travel lane</li> <li>• 12-foot travel lane</li> <li>• 6-foot bike lane</li> <li>• 0.5-foot curb</li> <li>• 5.5-foot planter*</li> <li>• 5-foot sidewalk</li> <li>• 1-foot from back of walk to right-of-way</li> </ul>

\*5-foot minimum per NMC 15.505.030(G)(8)

If the value of construction of a building, or an addition to a dwelling or business structure, is \$30,000 or more, street improvements can be required, see NMC 12.05.090. These improvements include construction of a sidewalk along the site frontage where a sidewalk in good repair does not exist (including ADA curb ramps where required) and, if found to be required, dedication of right-of-way in accordance with the city Transportation System Plan (TSP).

Property owners are responsible to maintain any sidewalk along their frontage in good repair. This includes the curb if the sidewalk and curb are integral.

**Wastewater:** From the City’s online GIS utility map, there is an 8-inch wastewater line that runs along S River Street. The wastewater lateral size, material and location serving this site is noted as unknown in the City’s online GIS utility map. The applicant will need to verify the location, size and condition of the existing service lateral for determination if it is adequate to serve the proposed project. A new or second lateral might be required.

**Water:** From the City’s online GIS utility map, there is a 6-inch water line along E Third Street and a 12-inch water line along S Edwards Street. The existing water service lateral for this site is indicated as ¾-inch in the City’s online GIS utility map. A second, or upgraded, water service line will be required for the proposed project. Fire flow testing may be required to verify adequate water supply is available to the property.

**Stormwater:** From the City’s online GIS utility map, there are not existing stormwater main lines adjacent to, or in the vicinity of, the property.

If the applicant is proposing to create more than 500 square feet, the quantity and quality of stormwater will need to be treated and a stormwater report completed by a licensed professional civil engineer (PWDCS 4.6 and NMC 13.25.280) will be required per the Public Works Design and Construction



Standards. The applicant should document all existing and proposed impervious surface areas as part of the land use application. Document existing impervious surface with demolition permit if prior to a land use submittal.

**Erosion and Sedimentation Control (ESC):** The City will require ESC permit(s). A city ESC permit required for ground disturbing construction greater than 500 square feet and less than one acre. If one acre or more is disturbed a 1200-C permit from DEQ is required.

**Other Utilities:** There are not overhead lines that run along the sites frontage on S River Street. Any new connection the property will need to be undergrounded.

**Street Lights:** All developments shall include underground electric service, light standards, wiring and lamps for street lights according to the specifications and standards of the Newberg public works design and construction standards. See NMC 15.505.30(U). This applies to a land division or change in use (i.e. residential to commercial). In areas where street lights exist a street lighting analysis is needed to determine if existing lighting meets City standards. Required street lighting levels can be found in the Public Works Design and Construction Standards, Section 5.17.

#### **Permitting**

If public improvements are required, the public improvement permit must be obtained prior to building permits being issued.

As part of a demolition permit record existing plumbing fixtures (for fixture unit determination), water meter size, impervious area in square feet and land use and ITE code. Refer to demolition permit companion form in Appendix A of the System Development Charge Procedures Guide

[https://www.newbergoregon.gov/sites/default/files/fileattachments/engineering/page/16131/procedures\\_guide\\_v7.pdf](https://www.newbergoregon.gov/sites/default/files/fileattachments/engineering/page/16131/procedures_guide_v7.pdf).

#### **Other Useful Links:**

Maps to assist with submittal requirements

<https://newberg.maps.arcgis.com/home/index.html>

Public Works Design and Construction Standards and Public Infrastructure Master Plans

<https://www.newbergoregon.gov/engineering/page/2015-newbergs-public-works-design-construction-standards>

<https://www.newbergoregon.gov/engineering/page/public-infrastructure-master-plans>

System Development Charges

<https://www.newbergoregon.gov/engineering/page/systems-development-charges>

[https://www.newbergoregon.gov/sites/default/files/fileattachments/engineering/page/16131/procedures\\_guide\\_v7.pdf](https://www.newbergoregon.gov/sites/default/files/fileattachments/engineering/page/16131/procedures_guide_v7.pdf)

The Engineering Department also administers/assigns System Development Charges (SDCs) for the following utilities:

- Transportation System Development Charge
- Water System Development Charge
- Wastewater System Development Charge
- Stormwater System Development Charge
- Non-Potable System Development Charge

**\*ALL SDC FEES ARE APPROXIMATE (rounded to the nearest \$50) AND SUBJECT TO CHANGE – See City’s Current Fees for exact costs.**

**\*Transportation SDC** – Transportation SDC are based on the land use and the associated trip rate.

- $\text{Transportation SDC} = \text{Unit} \times \text{ITE Trip Rate} \times 1.68 \times \$3,750$
- ITE Trip Rate is based on the PM Peak Hour using the “Trip Generation Manual, 10<sup>th</sup> Edition” published by the Institute of Transportation Engineers.
  - Single Family – LDR per unit      \$6,450

**\*Water SDC** – Water SDCs are based on the meter size.

- 5/8” – 3/4” Meter      \$5,450
- 1” Meter      \$9,250
- 1.25” Meter      \$13,600
- 2” Meter      \$17,950

**\*Wastewater SDC** – Wastewater SDCs are based on fixture units which are defined in the Uniform Plumbing Code.

- For the first 18 fixture units      \$6,750
- Per each fixture unit over 18      \$400

**\*Stormwater SDC** – Stormwater SDCs are based on net new impervious surface areas on the property.

- Single Family      1 EDU (Equivalent Dwelling Unit) = \$400
- Other Than Single Family       $\text{Impervious Area}/2877 = \#EDU) \times \$400$

**General Comment:** The pre-application notes provided are preliminary based on the information provided by the applicant and may not cover all of the development issues or requirements for the project. When a complete application is received and a full review is conducted, it may be determined that additional requirements to meet the Municipal Code or the Public Works Design and Construction Standards exist.

NARRATIVE FOR 310 S. RIVER ROAD  
ADDRESSING  
CITY OF NEWBERG CODE SECTION 15.505

**15.505.020 Applicability.**

The provision and utilization of public facilities and services within the City of Newberg shall apply to all land developments in accordance with this chapter. No development shall be approved unless the following improvements are provided for prior to occupancy or operation, unless future provision is assured in accordance with NMC 15.505.030(E).

A. Public Works Design and Construction Standards. The design and construction of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required shall comply with the requirements of the most recently adopted Newberg public works design and construction standards.

*Code Section 15.505 is applicable as utility service extensions into the street right-of-way is required.*

B. Street Improvements. All projects subject to a Type II design review, partition, or subdivision approval must construct street improvements necessary to serve the development.

*Section B is not applicable as the street section is fully improved with curb and sidewalk.*

C. Water. All developments, lots, and parcels within the City of Newberg shall be served by the municipal water system as specified in Chapter 13.15 NMC.

*Section C is applicable as the partitioning will require an additional water service for the new lot.*

D. Wastewater. All developments, lots, and parcels within the City of Newberg shall be served by the municipal wastewater system as specified in Chapter 13.10 NMC.

*Section D is applicable as the partitioning will require an additional sanitary sewer service for the new lot.*

E. Stormwater. All developments, lots, and parcels within the City of Newberg shall manage stormwater runoff as specified in Chapters 13.20 and 13.25 NMC.

*Section E is applicable as the development will need to manage stormwater runoff.*

F. Utility Easements. Utility easements shall be provided as necessary and required by the review body to provide needed facilities for present or future development of the area.

*Section F maybe applicable, depending upon the City current standard for utility easements and if any exist on the parcel.*

G. City Approval of Public Improvements Required. No building permit may be issued until all required public facility improvements are in place and approved by the director, or are otherwise bonded for in a manner approved by the review authority, in conformance with the provisions of this code and the Newberg Public Works Design and Construction Standards.

*Section G is applicable as public facility permits (for sanitary and water at least) are required.*

**15.505.030 Street standards.**

*This chapter is not applicable to this application as no street improvements are proposed or expected to be required.*

**15.505.040 Public utility standards.**

A. Purpose. The purpose of this section is to provide adequate services and facilities appropriate to the scale and type of development.

B. Applicability. This section applies to all development where installation, extension or improvement of water, wastewater, or private utilities is required to serve the development or use of the subject property.

*This is applicable as extension of water, sewer and private utility services is required.*

C. General Standards.

1. The design and construction of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required shall conform to the Newberg public works design and construction standards and require a public improvements permit.

2. The location, design, installation and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site. Installation of all proposed public and private utilities shall be coordinated by the developer and be approved by the city to ensure the orderly extension of such utilities within public right-of-way and easements.

*These standards will be met.*

E. Standards for Wastewater Improvements. All development that has a need for wastewater services shall install the facilities pursuant to the requirements of the city and all of the following standards. Installation of such facilities shall be coordinated with the extension or improvement of necessary water services and stormwater facilities, as applicable.

1. All septic tank systems and on-site sewage systems are prohibited. Existing septic systems must be abandoned or removed in accordance with Yamhill County standards.

2. All properties shall be provided with gravity service to the city wastewater system, except for lots that have unique topographic or other natural features that make gravity wastewater extension impractical as determined by the director. Where gravity service is impractical, the developer shall provide all necessary pumps/lift stations and other improvements, as determined by the director.

*No septic tank systems will be used and gravity service to the City wastewater system is possible.*

F. Easements. Easements for public and private utilities shall be provided as deemed necessary by the city, special districts, and utility companies. Easements for special purpose uses shall be of a width deemed appropriate by the responsible agency. Such easements shall be recorded on easement forms approved by the city and designated on the final plat of all subdivisions and partitions. Minimum required easement width and locations are as provided in the Newberg public works design and construction standards.

*No easements are expected to be needed.*

**15.505.050 Stormwater system standards.**

A. Purpose. The purpose of this section is to provide for the drainage of surface water from all development; to minimize erosion; and to reduce degradation of water quality due to sediments and pollutants in stormwater runoff.

B. Applicability. The provisions of this section apply to all developments subject to site development review or land division review and to the reconstruction or expansion of such developments that increases the flow or changes the point of discharge to the city stormwater system. Additionally, the provisions of this section shall apply to all drainage facilities that impact any public storm drain system, public right-of-way or public easement, including but not limited to off-street parking and loading areas.

*This is applicable as the partition requires land division review.*

C. General Requirement. All stormwater runoff shall be conveyed to a public storm wastewater or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property. The developer shall pay all costs associated with designing and constructing the facilities necessary to meet this requirement.

*Stormwater will be infiltrated as there is no public storm drain facility to connect to.*

D. Plan for Stormwater and Erosion Control. No construction of any facilities in a development included in subsection (B) of this section shall be permitted until an engineer registered in the State of Oregon prepares a stormwater report and erosion control plan for the project. This plan shall contain at a minimum:

1. The methods to be used to minimize the amount of runoff, sedimentation, and pollution created from the development both during and after construction.
2. Plans for the construction of stormwater facilities and any other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the city to review the adequacy of the stormwater plans.
3. Design calculations shall be submitted for all drainage facilities. These drainage calculations shall be included in the stormwater report and shall be stamped by a licensed professional engineer in the State of Oregon. Peak design discharges shall be computed based upon the design criteria outlined in the public works design and construction standards for the city.

*Design calculations have been prepared.*

NARRATIVE FOR 310 SOUTH RIVER STREET

ADDRESSING CITY OF NEWBERG CODE SECTION 15.400

15.405.010 Lot area - lot areas per dwelling unit

- A. Zoned R2 each lot will be a minimum of 3,000 square feet
- B. Zoned R2 each lot will be a minimum of 3,000 square feet per dwelling unit

15.405.030 Lot dimensions and frontage

- B. Development of lots under 15,000 feet are exempt from the lot depth to width ratio

15.410.020 Front yard set back

- A. Residential use
  - 1. R2 district shall have a front yard of not less than 15 feet
  - 2. not applicable
  - 3. The entrance to the garage attached to the dwelling shall be set back at least 20 feet. However the set back requirement shall not apply where the garage will be provided access to the alley only.

15.410.030 Interior yard setback

- A. Residential All lots shall have interior yards of not less than 5 feet.
- B. not applicable

TRAFFIC STUDY

310 SOUTH RIVER STREET

According to my calculations the project at 310 south river street will generate zero trips per p.m. peak hour. There is no increase in traffic. This property has been a duplex supporting at least two families dating back to the 1950's. The proposed project is two single family homes. There is no net increase in traffic.

Jonathan Roth Construction

Jon Roth



**First American**

**First American Title Insurance Company**

825 NE Evans Street  
McMinnville, OR 97128  
Phn - (503)376-7363  
Fax - (866)800-7294

**YAMHILL COUNTY TITLE UNIT**  
FAX (866)800-7294

Title Officer: Larry Ball  
(503)376-7363  
lball@firstam.com

Supplemental  
**LOT BOOK SERVICE**

RLR LLC  
310 S River Street  
Newberg, OR 97132

Order No.: 1039-3421951  
May 20, 2020

Attn: Jonathan Roth  
Phone No.: - Fax No.:  
Email: jrothconstruction@hotmail.com

Re:

Fee: \$300.00

We have searched our Tract Indices as to the following described property:

LOT 5, BLOCK 17, OLD TOWN OF NEWBERG, YAMHILL COUNTY, OREGON.

and as of March 9, 2020 at 8:00 a.m.

We find that the last deed of record runs to

RLR LLC, an Oregon limited liability company

We find the following apparent encumbrances within ten (10) years prior to the effective date hereof:

1. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find:

NONE

We find the following unpaid taxes and city liens:



## 1. Taxes for the year 2019-2020

Tax Amount	\$	2,006.83
Unpaid Balance:	\$	2,006.83, plus interest and penalties, if any
Code No.:		29.0
Map & Tax Lot No.:		R3220BC 01200
Property ID No.:		58895

## 2. City liens, if any, of the City of NEWBERG.

NOTE: We find no outstanding voluntary liens of record affecting subject property. An inquiry should be made concerning the existence of any unrecorded lien or other indebtedness which could give rise to any security interest in the subject property.

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.

PLANNING DIVISION FILE #: PAR 20 - 0003

**CITY OF NEWBERG  
AFFIDAVIT OF NOTICING**

**REFERENCE ATTACHED LIST(S)/NOTICE(S)**

I, Deborah Barber, do hereby certify that the attached Notice of Land Use Action was:

- a) mailed to the following list of property owners, by United States mail, postage prepaid  
on 6/29/2020  
(date)
- b) posted on the site according to standards established in Newberg Development Code §15.100.260  
on 6/29/2020  
(date)

I acknowledge that failure to mail the notice in a timely manner constitutes an agreement by the applicant to defer the 120-day process limit and acknowledge that failure to mail will result in the automatic postponement of a decision on the application 15.100.210.(D)(2) 6/29/2020  
(date)

DehBar 6/29/2020  
Signature Date

Deborah Barber  
Print name

## Keith Leonard

---

**From:** jonathan roth <jrothconstruction@hotmail.com>  
**Sent:** Wednesday, June 24, 2020 3:22 PM  
**To:** Debbie Barber  
**Cc:** Keith Leonard; Jamie Roth  
**Subject:** Re: PAR20-0003 - complete notice

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Looks good

Sent from my iPhone

On Jun 24, 2020, at 12:01 PM, Debbie Barber <Debbie.Barber@phtech.com> wrote:

Hello Keith,

We were under the understanding that the letters and sign needed to be approved by your office before sending them.

Attached is the proposed letter to be mailed to residents within 500 feet of the property, once approved by your office (310 S River Street, Newberg, OR 97132). Also attached is the list of residents addresses within 500 feet of the property.

Below is a draft of the sign we will order from Chehalem Sign Company after approved. The owner said he has a template that he uses for all Land Use Notices.

## LAND USE NOTICE

**FILE#: PAR20-2003 River Street  
Townhome**

**PROPOSAL: Create 2 lots, build  
Townhouse Duplex**

**FOR FURTHER INFORMATION,  
CONTACT:**

**City of Newberg**

**Community Development Department**

**414 E First Street**

**Phone 503-537-1240**

*Debbie Barber*

On Tue, Jun 23, 2020 at 12:27 PM jonathan roth <[jrothconstruction@hotmail.com](mailto:jrothconstruction@hotmail.com)> wrote:

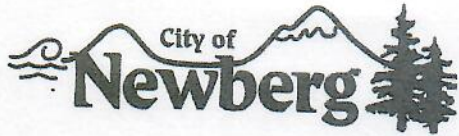
Sent from my iPhone

Begin forwarded message:

**From:** Keith Leonard <[Keith.Leonard@newbergoregon.gov](mailto:Keith.Leonard@newbergoregon.gov)>  
**Date:** June 22, 2020 at 9:29:00 AM PDT  
**To:** jonathan roth <[jrothconstruction@hotmail.com](mailto:jrothconstruction@hotmail.com)>  
**Subject:** PAR20-0003 - complete notice

Dear Mr. Roth,

I have deemed your submittal complete. However, as detailed in the attached letter, we did not receive draft copies of the mailed or posted notices. I have attached copies for you to fill out and return to me for my review. Please return these as soon as possible. Not providing these documents would normally result



# Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132  
503-537-1240. Fax 503-537-1272 [www.newbergoregon.gov](http://www.newbergoregon.gov)

## WE WANT YOUR COMMENTS ON A PROPOSED NEW DEVELOPMENT IN YOUR NEIGHBORHOOD

A property owner in your neighborhood submitted an application to the City of Newberg to divide one lot into 2 parcels. You are invited to take part in the City's review of this project by sending in your written comments. For more details about giving comments, please see the back of this sheet.

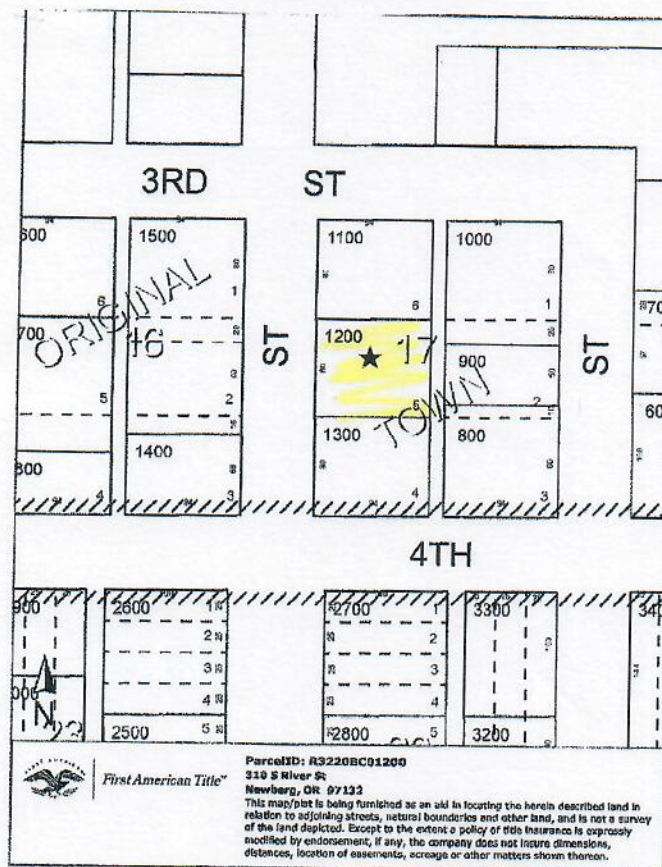
The application would create 2 lots: *The lot size would be 3,760 sq ft each, Street access would be thru the alley behind the homes, proposed construction of Townhome Duplex*

APPLICANT: **JRL, LLC**  
TELEPHONE: **503-437-3228**

PROPERTY OWNER: **JRL, LLC**

LOCATION: **310 S River Street, Newberg, OR 97132**

TAX LOT NUMBER: **Lot 5 Block 17, R3220BC01200**



We are mailing you information about this project because you own land within 500 feet of the proposed new lots. We invite you to send any written comments for or against the proposal within 14 days from the date this notice is mailed.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File No.PAR20-0003  
City of Newberg  
Community Development Department  
PO Box 970  
Newberg, OR 97132

You can look over all the information about this project or drop comments off at Newberg City Hall, 414 E. First Street. You can also buy copies of the information for a cost of 25 cents a page. If you have any questions about the project, you can call the Newberg Planning Division at 503- 537-1240.

All written comments must be turned in by 4:30 p.m. on July 25, 2020.

check dates

Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be submitted to the City in writing before this date. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for a tentative partition plan is found in Newberg Development Code Section ~~15.235.040~~ <sup>15.235.050</sup>

The Community Development Director will make a decision at the end of a 14-day comment period. If you send in written comments about this project, we will send you information about any decision made by the City relating to this project.

Date Mailed: July 11, 2020

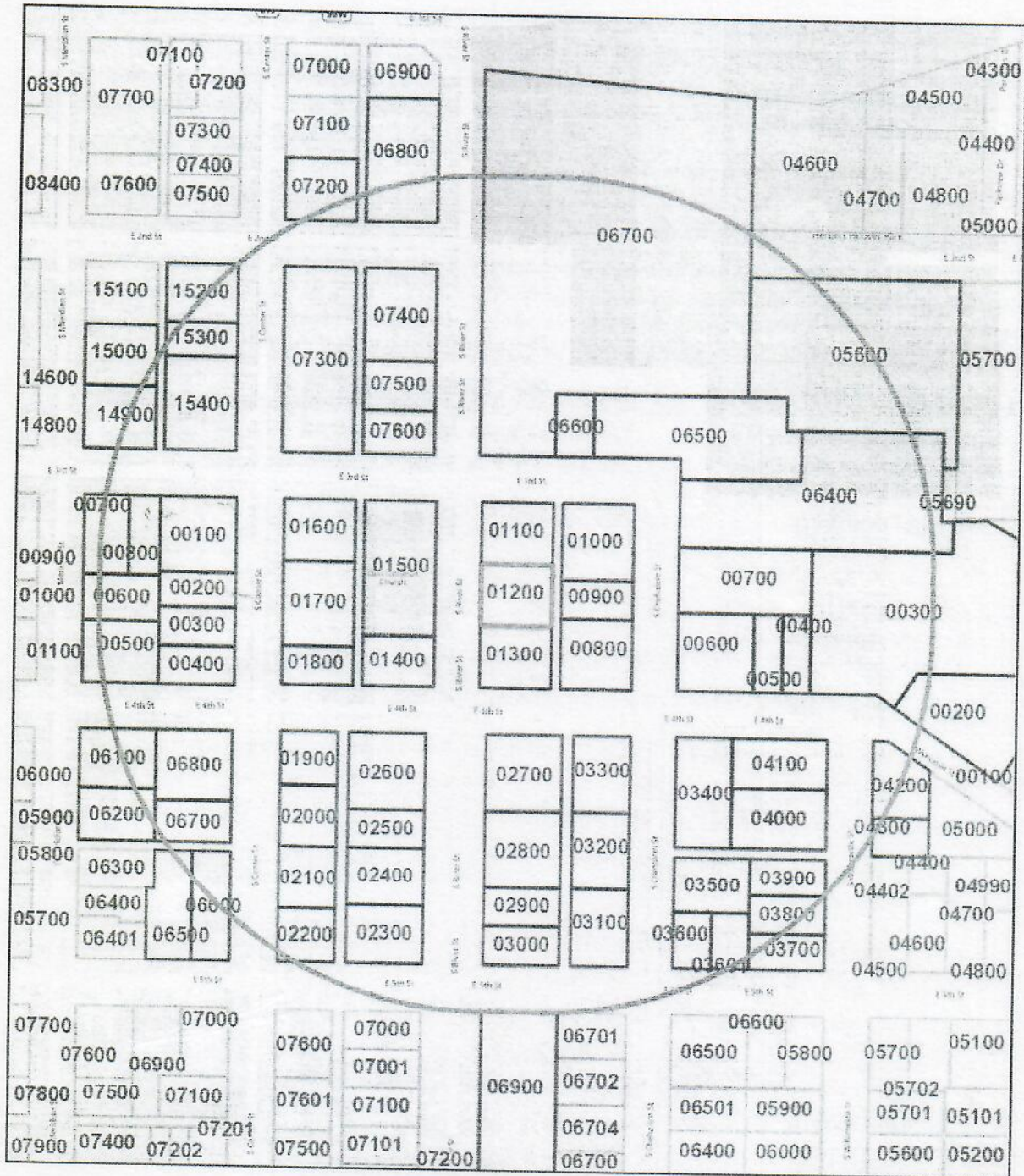
check dates



# 500 ft Buffer

310 S River St, Newberg, OR 97132

Report Generated: 3/4/2020



The present data and maps are intended for informational purposes only. Some information has been procured from third-party sources and has not been independently verified. Individual parts are owned by their respective copyright owners and not by First American. First American Title Company makes no express or implied warranty respecting the information presented and assumes no responsibility for errors or omissions.

R3220BB 05600  
Newberg City Of  
535 NE 5th St  
Mcminnville, OR 97128

R3220BC 03700  
Jose & Anthony Perez  
4205 NE Riverside Loop  
Mcminnville, OR 97128

R3220BB 06500  
Steven & Taire Thomson  
1115 E 3rd St  
Newberg, OR 97132

R3220BC 03400  
Pamela Terrace Llc  
Po Box 4054  
Hillsboro, OR 97123

R3220BC 02100  
John Ream  
19355 Swq 65th Ave # 21  
Tualatin, OR 97062

R3220BC 04100  
Jacquelin Mourer  
Po Box 4  
Woodburn, OR 97071

R3219AA 15200  
Bellinger Enterprises Llc  
909 Sitka Ave  
Newberg, OR 97132

R3220BB 07400  
Robert Swift  
715 E 3rd St  
Newberg, OR 97132

R3219AD 06500  
Robert & Valerie Maslen  
300 E Foothills Dr  
Newberg, OR 97132

R3220BB 07600  
Delores Hough & Naomi Olson  
Po Box 37  
Dundee, OR 97115

R3220BC 04000  
Jake Taasevigen & Jennifer Timmons  
409 S Willamette St  
Newberg, OR 97132

R3220BB 06800  
Nat L Society Of Colonial & Dames Of  
Po Box 28071  
Portland, OR 97228

R3220BB 06600  
Schade Bethany A  
1111 E 3rd St  
Newberg, OR 97132

R3220BB 07500  
Guadalupe Martinez  
211 S River St  
Newberg, OR 97132

R3220BC 04200  
Larry & Kelly Mcguffie  
401 S Wynooski St  
Newberg, OR 97132

R3220BB 06400  
Philip & Sharil Vancleave  
12027 SW Wilton Ave  
Portland, OR 97223

R3220BB 07300  
Center Street Apartments Llc  
Po Box 4054  
Hillsboro, OR 97123

R3219AD 06600  
David Martinez & Martinez Amereuther  
915 5th Ave SE  
Albany, OR 97321

R3220BC 02400  
J & Myrlene Rourke  
1201 Fulton St APT 13  
Newberg, OR 97132

R3219AA 15000  
Travers Nancy A Travers Nancy A  
208 S Meridian St  
Newberg, OR 97132

R3220BC 01900  
Horst & Olga Voigt  
1000 E 4th St  
Newberg, OR 97132

R3220BC 03000  
Christopher & Lorrie Childs  
420 S River St  
Newberg, OR 97132

R3220BC 03300  
Janigian Mark E & Annette L Janigian  
1112 E 4th St  
Newberg, OR 97132

R3220BC 02700  
Bruce Alford  
1100 E 4th St  
Newberg, OR 97132

R3220BC 02600  
Zion Lutheran Church  
301 S River St  
Newberg, OR 97132

R3220BB 07200  
Nat L Society Of Colonial & Dames Of  
Po Box 28071  
Portland, OR 97228

R3219AA 15400  
Jason Hartness  
911 E 3rd St  
Newberg, OR 97132

R3219AA 15300  
Tara Gustafson  
209 S Center St  
Newberg, OR 97132

R3219AD 06700  
Seth & Diana Stilwell  
405 S Center St  
Newberg, OR 97132

R3220BC 04300  
B & L Holdings Llc  
2301 Willow Dr  
Newberg, OR 97132



R3220BC 02300 Theodore & Ruby Sharman 421 S River St Newberg, OR 97132	R3220BC 00200 Elijah & Lori Dickson 410 S Wynooski St Newberg, OR 97132	R3220BC 02200 Paul & Julia Adelman 420 S Center St Newberg, OR 97132
R3220BC 02000 Hpa Borrower 2016-2 MI Llc 180 N Stetson Ave STE 3650 Chicago, IL 60601	R3220BC 00300 Spencer & Stephanie Dixon 1215 E 4th St Newberg, OR 97132	R3219AA 14900 Sandra Cornell 214 S Meridian St Newberg, OR 97132
R3219AD 06800 Justin Johnson 912 E 4th St Newberg, OR 97132	R3219AD 06100 Debra Fields 900 E 4th St Newberg, OR 97132	R3219AD 06200 Todd & Adriana Billick 406 S Meridian St Newberg, OR 97132
R3220BC 03200 Michael & Whitney Montemurro 409 S Chehalem St Newberg, OR 97132	R3220BC 02800 Andrew & Nicole Dittman 410 N Howard St Newberg, OR 97132	R3220BC 02500 David & Marilynn Vangrunsven 411 S River St Newberg, OR 97132
R3220BB 06700 Newberg City Of 535 NE 5th St Mcminnville, OR 97128	R3220BC 03900 Eli Goldman-Armstrong & Stephanie 325 NW Wallace Way Mcminnville, OR 97128	R3220BC 02900 Cody & Emily Swanson 418 S River St Newberg, OR 97132
R3220BC 03500 Susan & Adam Perez 4205 NE Riverside Loop Mcminnville, OR 97128	R3220BC 03601 Newberg Area Habitat For Humanity Po Box 118 Newberg, OR 97132	R3220BC 03600 Charlie & Elaine Harris 19400 NE Jaquith Rd Newberg, OR 97132
R3220BC 06900 Rivercrest Apartments Owner Llc Po Box 6545 Orange, CA 92863	R3220BC 03100 Danielle & Jeremy Wood 1113 E 5th St Newberg, OR 97132	R3220BC 03800 Craig Johnson 600 Melody Ln Newberg, OR 97132
R3220BC 00900 Stacie Vierra 309 S Chehalem St Newberg, OR 97132	R3220BC 01000 Joshua & Audrey Smith 1112 E 3rd St Newberg, OR 97132	R3219AD 00700 Lydia Soria 300 S Meridian St Newberg, OR 97132
R3219AD 00100 John & Jeri Turgesen 912 E 3rd St Newberg, OR 97132	R3220BC 01100 Jacob & Katelyn Hiester 300 S River St Newberg, OR 97132	R3219AD 00800 Elijah & Lori Dickson 410 S Wynooski St Newberg, OR 97132
R3220BC 01500 G Groff Groff 301 S River St Newberg, OR 97132	R3220BC 01600 Zion Lutheran Church Of Newberg 301 S River St Newberg, OR 97132	R3220BC 01700 G & N Fisher 312 S Center St Newberg, OR 97132

R3220BC 01200  
Paul & Pennie Roth  
1709 Meadow Ln  
Newberg, OR 97132

R3220BC 01300  
Scott & Allissa Alvord  
316 S River St  
Newberg, OR 97132

R3220BC 00600  
Sarah Skopil  
8986 Thurston Rd  
Springfield, OR 97478

R3220BC 00400  
Andrew Turner & Michelle Lipka  
1213 E 4th St  
Newberg, OR 97132

R3220BC 00500  
Sarah Pritchard & Jared Comfort  
1209 E 4th St  
Newberg, OR 97132

R3220BC 00700  
Keith & Deborah Wells  
306 S Chehalem St  
Newberg, OR 97132

R3219AD 00200  
Scott & Allissa Alvord  
23765 3rd St NE  
Aurora, OR 97002

R3219AD 00500  
Anna Hardy  
316 S Meridian St  
Newberg, OR 97132

R3219AD 00400  
Carolyn Phipps  
317 S Center St  
Newberg, OR 97132

R3220BC 01400  
Us Natl Bank Of Oregon & Zion  
301 S River St  
Newberg, OR 97132

R3219AD 00600  
George & Cynthia Cooper  
310 S Meridian St  
Newberg, OR 97132

R3219AD 00300  
Luanne Cadd  
909 Fulton St  
Newberg, OR 97132

R3220BC 01800  
Leslie & Donald Fair  
316 S Center St  
Newberg, OR 97132

R3220BC 00800  
Bellingar Enterprises Llc  
24055 NE North Valley Rd  
Newberg, OR 97132