



# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 28, 2024  
Please refer questions and comments to: Jeremiah Cromiel

**NOTE: Full size plans are available at the Community Development Department Office.**

**APPLICANT:** Pahlisch Homes, Inc  
**REQUEST:** Development Standards Matrix modification & Phasing modification  
**SITE ADDRESS:** 1317 E Mountainview Dr  
**LOCATION:** West of N Aspen Way, south of NE Bell Road, east of N College Street, and north of E Mountainview Drive  
**TAX LOT:** R3208-4900, 5000, 5100, 5200, 5300, 5400, 6200, and 6300  
**FILE NO:** MIMD323-0003 & MISC323-0001  
**ZONE:** SD/LDR (Springbrook District – Low Density Residential)  
**HEARING DATE:** 4/11/2024

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Project Information is Attached:

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- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

Digitally signed by W E Worthey  
DN: cn=City of Newberg, cn=W E Worthey, e=will.worthey@newbergoregon.gov  
Reason: I have reviewed this document  
Location: your signing location here  
Date: 2024.03.15 17:31:40-0700  
Foxit PhantomPDF Version: 10.1.12

3/15/24

Reviewed By:

Date:

Will Worthey CM

Organization:



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**April Catan**

Digitally signed by April Catan  
DN: cn=US, ou=Operations, o=City of Newberg, cn=April Catan,  
E=april.catan@newbergoregon.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2024.03.18 06:46:25-0700  
Foxit PhantomPDF Version: 10.1.10

**3/18/24**

Reviewed By:

Date:

**City of Newberg**

Organization:



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Reviewed By:

3/19/24

Date:

City of Newberg - Operations

\_\_\_\_\_  
Organization:

**From:** [Brown, Jason](#)  
**Sent:** Friday, March 22, 2024 6:14 AM  
**To:** [Fe Bates](#)  
**Cc:** [Jeremiah Cromie](#); [Wille, Jason](#); [Goehner, Marc](#)  
**Subject:** RE: City of Newberg Referral Review Request: MIMD323-0003&MISC323-0001

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.

Fe,

WM doesn't see any issues providing carts are placed on the main roadways and not in the narrow alley ways.


Thank you

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**From:** Fe Bates <Fe.Bates@newbergoregon.gov>  
**Sent:** Friday, March 15, 2024 1:30 PM  
**Cc:** Fe Bates <Fe.Bates@newbergoregon.gov>; Jeremiah Cromie <Jeremiah.Cromie@newbergoregon.gov>  
**Subject:** [EXTERNAL] City of Newberg Referral Review Request: MIMD323-0003&MISC323-0001

Good Day,

Below is a link to : Referral MIMD323-0003&MISC323-0001 for a Phasing & Development Standards Matrix modification to Springbrook .

 [Referral -MIMD323-0003&MISC323-0001.pdf](#)

Please fill out the Referral Sign Off sheet and email it back no later than **March 28, 2024** to [Planning@newbergoregon.gov](mailto:Planning@newbergoregon.gov) .

Please reach out if you have any questions.

Thank you,

Fé Bates  
Community Development  
*Administrative Assistant*  
**City of Newberg**  
**City Hall:** 503-537-1240  
**Direct:** 503-554-7788

OUR OFFICE HAS TEMPORARILY MOVED TO THE WASTE WATER TREATMENT PLANT AT: 2301 NE WYNOOSKI RD.

**We will be open to the Public for any Permitting or Planning needs from 8:30 to 3:30, Monday- Friday**

## ENGINEERING COMMENTS

April 1, 2024

FILE NO: MIMD323-0003-MISC323-0001\_Collina at Springbrook

REQUEST: Amend the Springbrook Masterplan Development Standards Matrix for Middle Housing Standards and Update the Collina at Springbrook Subdivision approved phasing plan

LOCATION: Subdivision - North of N Mountainview Drive, west of Hess Creek, east of N College Street, and southwest of N Aspen Way

TAX LOTS: R320804900, R320805000, R320805100, R320805400, R320805300, R32085200 and adjacent Right-of-Ways

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### MIMD323-0003

#### *NMC 15.235.030*

*E. Phased Subdivision. The city may approve a phased subdivision, provided the applicant proposes a phasing schedule that meets all of the following criteria:*

*2. Public facilities shall be constructed in conjunction with or prior to each phase;*

**Finding:** Public facilities are planned to be constructed in conjunction with each phase or prior to the next phase in line for development. The applicant has added a new Phase 1.5 for E Mountainview Drive frontage improvements to accommodate the design of a roundabout or traffic signal that is still being worked on with the City. The applicant's proposed modified Phasing Plan indicates that Phase 1.5 is anticipated to start construction prior to occupancy of Phase 1. Phase 1 and Phase 1.5 should both be completed prior to the applicant applying for the Final Plat for Phase 1. In the event that Phase 1.5 public improvements are not completed concurrent with completion of Phase 1 public improvements and the Owner desires to request early issuance of residential building permits or the Owner desires approval of the final plat prior to completing all required improvements and conditions of the tentative plat approval, the Owner is required to follow the City's Substantial Completion Policy and enter into a Security and Improvement Agreement with the City in accordance with NMC 15.235.060.

This criterion will be met if the aforementioned condition of approval is adhered to.



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## MISC323-0001

### *15.505.030 Street standards.*

#### *R. Vehicular Access Standards.*

*4. Driveways. More than one driveway is permitted on a lot accessed from either a minor collector or local street as long as there is at least 40 feet of lot frontage separating each driveway approach. More than one driveway is permitted on a lot accessed from a major collector as long as there is at least 100 feet of lot frontage separating each driveway approach.*

*a. For a duplex, triplex or quadplex dwelling or a cottage cluster project, more than one driveway is permitted on a lot accessed from either a minor collector or local street as long as there is at least 22 feet of lot frontage separating each driveway approach.*

**Finding:** The 3-1 configuration does not preserve 40 feet of frontage per lot in staff's opinion and the arrangement lessens the amount of on available street parking with having another curb cut. There may be no-off street parking on the shared driveway per Newberg Municipal Code 15.55.030(R)(7)(d) as determined by the fire marshal.

The applicant's proposed typical quadplex layout to provide middle housing is comprised of four homes in a detached quadplex where three homes would share a driveway, and the fourth home would be accessed by a second driveway on each quadplex lot. This results in two driveways on each quadplex lot as allowed by NMC 15.505.030(R)(4)(a) as long as there is at least 22 feet of lot frontage separating each driveway approach. While two driveways on each proposed quadplex lot is allowed if the driveway spacing is in accordance with NMC 15.505.030(R)(4)(a), more on street parking would be provided if all four homes of each detached quadplex lot were to be accessed by a shared driveway as allowed in NMC 15.505.030(R)(7)(c).

#### *[...] 7. Shared Driveways.*

*c. No more than four lots may access one shared driveway, with the exception of cottage dwellings on individual lots that are part of a cottage cluster.*

Staff's opinion is that the allowed 22 feet of separation between driveway approaches on a single duplex, triplex, quadplex or a cottage cluster project lot is the minimum that might allow parking of a smaller vehicle between driveways with limited potential for negative impacts. Staff recommends that the applicant is conditioned to submit plans with permit applications that clearly show the lot frontage separation between driveway approaches on each quadplex lot as a minimum of 22 feet.



This criterion will be met if the aforementioned condition of approval is adhered to.