



PLANNING COMMISSION ORDER 2012-07

AN ORDER APPROVING THE PROPOSED PROJECT: DR2-12-001 AND HISD-12-005, HISTORIC REVIEW FOR REHABILITATION OF THE EXISTING HISTORIC HOUSE AND DESIGN REVIEW FOR A 56 UNIT APARTMENT COMPLEX ON THE HISTORIC SITE AT 1103 N. MERIDIAN STREET, TAX LOT 3218DA-2100, WITH CONDITIONS

RECITALS

1. Housing Authority of Yamhill County submitted an application for design review and historic review for rehabilitation of the existing historic house and construction of 56 new apartment units at 1103 N. Meridian Drive, tax lot 3218DA-2100. The application was deemed complete on November 28, 2012.
2. The City Council adopted Order No. 2011-0030 on February 24, 2011, amending the Comprehensive Plan Map from Low Density Residential (LDR) to High Density Residential (HDR) and amending the Zoning designation from R-1 (Low Density Residential) to R-3 (High Density Residential) for the property located at 1103 N. Meridian Street, with specific conditions. The project proposed by the Housing Authority of Yamhill County meets the conditions specified in Order No. 2011-0030.
3. The proposed apartment complex would have 56 units contained in seven different buildings that would range from one to three stories in height. The buildings would be oriented to the perimeters of the property, and would include a view corridor to the existing historic house that sits back near the middle of the site. Rehabilitation of the existing house would include removal of non-historic elements and repair or replacement of historic features.
4. After proper notice, the Newberg Planning Commission held a hearing on December 13, 2012, to consider the application. The Commission considered testimony, deliberated on the item, and finds that the application meets the applicable criteria as shown in the findings attached in Exhibit "A" and must comply with the conditions of approval shown in Exhibit "B".

The Newberg Planning Commission orders as follows:

1. The proposed Deskins Commons project (File No. DR2-12-001 & HISD-12-005) is hereby approved, subject to the conditions contained in Exhibit "B". Exhibit "B" is hereby adopted and by this reference incorporated.
2. The findings shown in Exhibit "A" are hereby adopted and by this reference incorporated.

3. This order shall be effective on December 28, 2012 unless appealed prior to that date. Design Review approval is only valid for one year from the effective date (December 28, 2013). If building or construction permits are not issued within this time period, then design review approval becomes null and void and no construction may take place, unless an extension is granted per Newberg Development Code 15.220.020(C).

Adopted by the Newberg Planning Commission this 13th day of December, 2012.

ATTEST:



Planning Commission Chair



Planning Commission Secretary

Attached:

- Exhibit "A": Findings
- Exhibit "B": Conditions

NEWBERG PLANNING COMMISSION STAFF REPORT
DESKINS COMMONS APARTMENTS –DESIGN REVIEW & HISTORIC REVIEW

FILE NO: DR2-12-001 & HISD-12-005

REQUEST: Design review for a 56-unit apartment complex, historic review for renovation of historic house and new construction on a historic site

LOCATION: 1103 N. Meridian Street

TAX LOT: 3218DA-2100

APPLICANT: Housing Authority of Yamhill County, represented by IDEA Architecture + Development, LLC

OWNER: Housing Authority of Yamhill County

ZONE: R-3 (High Density Residential)

PLAN DISTRICT: HDR (High Density Residential)

HEARING DATE: Planning Commission hearing on December 13, 2012

CONTENTS

Order 2012-07 with
Exhibit "A": Findings
Exhibit "B": Conditions of Approval

ATTACHMENTS:

1. Aerial Photo
2. Site Plan
3. Project Application
4. Public Comments
5. Order 2011-0030
6. HAYC written response to conditions B(f), B(g), B(i), and B(j) from Order 0030
7. Letter from Oregon State Historic Preservation Office (October 30, 2012)
8. Letter from Sisul Engineering (November 29, 2012)
9. Traffic Safety Commission minutes from 11/13/12
10. Deskins Commons Proposed Pedestrian Improvements Map
11. Newberg Development Code (by reference)

Section I: Application Information

A. PROJECT LOCATION MAP



B. PROJECT DESCRIPTION & BACKGROUND

The proposed project is a 56-unit affordable housing apartment complex on a 3.39 acre property located at 1103 N. Meridian Street. The property includes an existing historic house, which will be rehabilitated and reused as community space for residents as well as an office and living space for an on-site manager. The 56 dwelling units will be located in seven different buildings around the perimeter of the site, leaving a view corridor to the historic house from Meridian Street. There are many mature trees on the site planned to be preserved as part of the project.

City Council approved Order No. 2011-0030 in February 2011, amending the Comprehensive Plan map designation from Low Density Residential (LDR) to High Density Residential (HDR) and amending the Zoning designation from R-1 (Low Density Residential) to R-3 (High Density Residential) for the property located at 1103 N. Meridian Street, with conditions. The conditions of the Order are discussed in more detail in the Project Analysis section of this staff report.

Historic Background of Site

Newberg's *Inventory of Historic Properties* indicates that the house at 1103 N. Meridian was constructed about 1905. Yamhill County Assessor's Records place the construction at 1880. The house is built in the D.D. Deskins Land Claim, which extends from 1st and Main Street to the west side of Newberg High School.

The Newberg inventory states the original owner is believed to be Ellen D. Todd (1856-1942). Ellen D. Todd, also known as Nancy Ellen Deskins, was born about 1856 in Newberg Oregon. She married Jarrett D. Todd (1855-1933) in 1893. Jarrett was born in Missouri, and came to the Newberg area sometime between 1880 and 1893. The 1900 Census shows the couple living in Dayton. The 1910 Census shows the couple living in North Newberg, along with her mother, Sarah A. Deskins (Sarah Ann Shuck), in what may be the 1103 N. Meridian home. The 1920 Census show the couple living in McMinnville.

Mary C. Goodrich, also known as Mary Caroline Deskins (1858-1947) is listed in the Newberg inventory as a later owner. She was Ellen D. Todd's sister.

Ellen and Mary's parents were Daniel D. Deskins (1820-1873) and Sarah Ann Shuck (1839-1913), early Newberg Pioneers. Daniel D. Deskins was born in Kentucky in 1820. He arrived in the Newberg area in 1846. He married Sarah Ann Shuck about 1854 in Yamhill County. He died in 1873. Sarah Ann Shuck was born about 1839 in Iowa. She traveled to the Newberg area in 1854. She died in 1913 in Dundee. The Deskins had a farm home on the north side of First Street.

Sources: *City of Newberg Inventory of Historic Properties*, 1985. *A History of Newberg, OR*, Jennie D. Miller, 1938. Yamhill County Assessor's Records. U.S. Census Bureau. Family Search.org. Ancestry.com

C. SITE INFORMATION

1. Location: 1103 N. Meridian Street
2. Size: Approximately 3.39 acres
3. Topography: Flat
4. Current Land Uses: The site is currently developed with a historic house, shed and garage that sit back near the middle of the lot. The historic house faces Meridian Street and has an existing driveway from Meridian Street.
5. Natural Features: Many mature trees
6. Adjacent Land Uses:
 - a. North: single family residential
 - b. East: senior condominium complex
 - c. South: single family residential
 - d. West: single family residential
7. Access and Transportation: Access will be from Meridian Street, a fully improved minor collector. Evergreen Drive currently ends at the northern boundary of the site, and is an

unimproved City road with a 50-foot right-of-way. Evergreen Drive will be used for bike and pedestrian access through the site from Meridian Street, and for emergency access.

8. Utilities:

- a. Sanitary Sewer: There is an 8-inch public sewer line that runs down Evergreen Drive and ends in a manhole at the northern boundary of the property. The applicant's calculations show that the line has adequate capacity to serve the proposed development.
- b. Water: There is an existing 6-inch public water line running in Meridian Street and an 8-inch public water line in Evergreen Drive with adequate capacity to serve the proposed development.
- c. Storm: There is an existing 18-inch storm line in Meridian Street. The project will have onsite water quality and detention and will not add significant volume to the existing line.
- d. Other: There are currently overhead utilities along the Meridian Street frontage.

D. PROCESS: The design review and historic review request is a Type III application and follows the procedures in Newberg Development Code 15.100.050. The Planning Commission will hold a quasi-judicial hearing on the application and make a decision on the application based on the criteria listed in the attached findings. The Planning Commission's decision is final unless appealed to the City Council. Important dates related to this application are as follows:

11/28/2012: The Planning Director deemed the application complete.

11/19/2012: The applicant mailed notice to the property owners within 500 feet of the site.

11/21/2012: The applicant posted notice on the site.

11/28/2012: The *Newberg Graphic* published notice of the Planning Commission hearing.

12/13/2012: Planning Commission hearing

E. AGENCY COMMENTS: The application was routed to several public agencies for review and comment. Comments and recommendations from city departments have been incorporated into the findings and conditions. As of the writing of this report, the city received the following agency comments:

Newberg Fire Department (Chris Mayfield): *All fire codes must be met*

Newberg-Dundee Police Department (Brian Casey): *Reviewed; no conflict*

Newberg Finance Department (Janelle Nordyke): *Reviewed; no conflict*

Newberg City Manager (Daniel Danicic): *Reviewed; no conflict*

Newberg Public Works Department:

- *Water line valves required at all junctions per city of Newberg standard details.*
- *Water line easement to be 15' wide centered over the water line.*
- *Abandoned water line is to be shut off and disconnected from the water main.*
- *Correct note on page C2 – "connect to existing 'storm' manhole" should read "connect to existing 'sanitary' manhole".*

- *All Sanitary sewer upstream of the manhole by Evergreen Dr is to be private*
- *Identify areas where stormwater currently enters the site, and verify that it is accounted for, collected, and routed to the storm system to ensure continuation of drainage.*
- *The emergency overflow directed to Evergreen Drive shall be piped from the Deskins Commons site to a point of outfall in one of the Evergreen Drive street swales. At the time of installation of the emergency overflow, if the street swale needs cleaning for efficient flow, the contractor shall mow or remove debris from the street swale as appropriate and as directed by the City.*
- *This development must comply with the City's Stormwater Code which addresses water quality and water quantity.*
- *All stormwater facilities are to be private and privately maintained. Annual reporting is required per City stormwater code.*
- *Off-site sidewalk improvements to replace missing sidewalk on the west side of Meridian Street from the railroad tracks to Sierra Vista Drive, and installation of ADA curb ramps on the north and south sides of the intersection of Sierra Vista Drive and Meridian Street (west side of Meridian Street).*

PGE: *Confirm that existing overhead power line on Meridian will remain, per Exhibit L1*

F. PUBLIC COMMENTS: The city has received written comments on the application, which are included in **Attachment 4** of this report.

G. PROJECT ANALYSIS:

City Council approved Order No. 2011-0030 in February 2011, amending the Comprehensive Plan map designation from Low Density Residential (LDR) to High Density Residential (HDR) and amending the Zoning designation from R-1 (Low Density Residential) to R-3 (High Density Residential) for the property located at 1103 N. Meridian Street, with conditions. The Order directed the Planning Commission to consider certain items as follows. A staff response is included under each item in *italics* detailing how each is met.

Order No. 2011-0030

(3)(B) The zone change requires the Housing Authority to go through design review and historic review on the future housing project. During that review, the Planning Commission is directed to consider:

(a) A drainage plan that meets Development Code requirements.

The applicants have submitted a stormwater plan that meets Code requirements. Stormwater will be handled onsite with detention and water quality, with overflow directed to the 18-inch public storm line in Meridian Street. An emergency system will be set up that will direct emergency overflow to the street swale system in Evergreen Drive.

(b) Requirements for installation of sidewalks and walkways adjacent to the site and along the paths to major destinations, such as improvements to the Meridian rail crossing or sidewalk infill along Meridian Street. Requirements must be proportional to the impacts.

There is a condition of approval for the applicant to install missing sidewalk sections along the west side of Meridian Street from the railroad to Sierra Vista Drive, and install ADA curb ramps at the Meridian Street/Sierra Vista Drive intersection on the west side of Meridian Street. In addition, the applicant must

fill in the gap between the sidewalk and the asphalt at the railroad crossing on the west side of Meridian Street.

(c) Plans to make the historic house visible from the street.

The site plan shows the new buildings located along the perimeters of the site, creating a view corridor to the existing historic house from Meridian Street.

(d) Architectural designs for new buildings that complement the historic house on the property.

The new buildings on the site are complementary with the historic house through articulation, projecting bays, building heights, window orientation and proportion, scale and texture of siding materials, colors, deep overhangs, changes in roof plane, roofing materials, and landscape design.

(e) Plans to preserve the existing house and retain its character as a historic structure.

The existing house will be rehabilitated and repaired to restore its historic elements. The existing house will serve as community space for the site residents as well as being the onsite manager's office and residence.

(f) A plan for occasional public access to the historic house, such as access during annual historic tour events or availability for scheduled tours.

Public access to the historic house will be granted during annual historic tour events in coordination with other entities involved in such events. In addition, tours will be available as requested subject to site manager availability.

(g) A plan for recognition of the heritage of the house and property, such as placing a placard and prominent display at the house.

The applicant plans to place a placard recognizing the heritage of the house and property near the Meridian Street entrance. In addition, they intend to place a placard on the front porch of the historic house and in the main entryway or community meeting space.

(h) Plans to preserve as many of the existing trees on site as practical given design requirements.

The site design is intended to preserve as many existing trees as possible. In particular, the grove of White Oak trees near the front of the site has been preserved and they will flank the pedestrian promenade entering the site. In addition, several existing trees will serve as street trees for the project.

(i) Parking management plan that includes guidelines for keeping off-street parking available for residents and visitors.

The applicant has indicated that the onsite manager will be responsible for ensuring residents abide by a parking agreement signed at the time of lease. The manager will monitor parking for residents and guests.

(j) Lighting plans to provide appropriate site lighting for on-site security and to control light impacts to neighbors.

The lighting plan includes appropriate lighting along the pedestrian path, in parking areas, and near buildings. The lighting plan indicates that none of the light will exceed 0.5 foot candles at the property lines, which meets Code requirements.

(k) Plans for play areas within the complex that meet or exceed Development Code requirements.

The Code requires the applicant to provide usable outdoor recreation space. Based on the units, the project would need 12,000 square feet of usable outdoor recreation space. The project proposal includes 12,551 square feet of shared outdoor space, including 1,055 square feet set aside for a play area.

(3)(C) The following will be requirements of the design review for the future development:

(a) Installation of fence adjacent to all private property.

The project proposal includes installation of an opaque wood fence along the south, west, and north property lines adjacent to the neighboring residential areas.

(b) Marking curbs no-parking near driveway entrances.

The curbs will be striped no-parking on either side of the driveway entrances, similar to what exists at Spaulding Oaks across the street.

(3)(D) Prior to submitting for design review, the applicant shall meet with interested adjacent neighbors and a representative of Spaulding Oaks Condominium Association to discuss:

(a) The proposed site design.

(b) The proposed drainage and grading plan.

(c) The architectural design of the buildings.

The applicant met with neighbors on August 4, 2012 to discuss these elements.

(3)(E) The Traffic Safety Commission is directed to consider Meridian Street and whether to limit on street parking or designate no-parking areas. This review should occur in conjunction with design review for the future housing project. The review also is to involve the Yamhill County Transit Area and investigate the possibilities of placing a bus stop along the street, both to provide service to the area and to limit parking near driveways.

The Traffic Safety Commission considered the issue at their meeting on November 13, 2012, and recommended a striped no-parking area on both sides of the Deskins Commons driveway on Meridian Street. The Commission also voted to retain existing street parking on Meridian Street with no other changes. There is an existing northbound bus stop on Meridian Street at The Oaks apartment complex. At this time there are no plans for another bus stop in the area.

H. PRELIMINARY STAFF RECOMMENDATION: The preliminary staff recommendation is made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, staff recommends the Planning Commission move to adopt Planning Commission Order 2012-07, which approves the design review and historic review with conditions.

AN ORDER APPROVING THE PROPOSED PROJECT: DR2-12-001 AND HISD-12-005, HISTORIC REVIEW FOR REHABILITATION OF THE EXISTING HISTORIC HOUSE AND DESIGN REVIEW FOR A 56 UNIT APARTMENT COMPLEX ON THE HISTORIC SITE AT 1103 N. MERIDIAN STREET, TAX LOT 3218DA-2100, WITH CONDITIONS

RECITALS

1. Housing Authority of Yamhill County submitted an application for design review and historic review for rehabilitation of the existing historic house and construction of 56 new apartment units at 1103 N. Meridian Drive, tax lot 3218DA-2100. The application was deemed complete on November 28, 2012.
2. The City Council adopted Order No. 2011-0030 on February 24, 2011, amending the Comprehensive Plan Map from Low Density Residential (LDR) to High Density Residential (HDR) and amending the Zoning designation from R-1 (Low Density Residential) to R-3 (High Density Residential) for the property located at 1103 N. Meridian Street, with specific conditions. The project proposed by the Housing Authority of Yamhill County meets the conditions specified in Order No. 2011-0030.
3. The proposed apartment complex would have 56 units contained in seven different buildings that would range from one to three stories in height. The buildings would be oriented to the perimeters of the property, and would include a view corridor to the existing historic house that sits back near the middle of the site. Rehabilitation of the existing house would include removal of non-historic elements and repair or replacement of historic features.
4. After proper notice, the Newberg Planning Commission held a hearing on December 13, 2012, to consider the application. The Commission considered testimony, deliberated on the item, and finds that the application meets the applicable criteria as shown in the findings attached in Exhibit "A" and must comply with the conditions of approval shown in Exhibit "B".

The Newberg Planning Commission orders as follows:

1. The proposed Deskins Commons project (File No. DR2-12-001 & HISD-12-005) is hereby approved, subject to the conditions contained in Exhibit "B". Exhibit "B" is hereby adopted and by this reference incorporated.
2. The findings shown in Exhibit "A" are hereby adopted and by this reference incorporated.

3. This order shall be effective on December 28, 2012 unless appealed prior to that date. Design Review approval is only valid for one year from the effective date (December 28, 2013). If building or construction permits are not issued within this time period, then design review approval becomes null and void and no construction may take place, unless an extension is granted per Newberg Development Code 15.220.020(C).

Adopted by the Newberg Planning Commission this 13th day of December, 2012.

ATTEST:

Planning Commission Chair

Planning Commission Secretary

Attached:

Exhibit "A": Findings

Exhibit "B": Conditions

(DR2-12-001/HISD-12-005) Deskins Commons Apartments

A. Historic Landmark Review Criteria That Apply - Newberg Development Code 15.344.030.

15.344.030(A) – Exterior Alterations

(3) The Planning Commission, in considering applications for permit approval for any alteration, shall base their decision on substantial compliance with the following criteria and guidelines.

- a. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Specific design elements which must be addressed include:*
 - i. Average setback. When a new structure is being constructed on an infill lot, the front yard setback shall be the same as the buildings on either side. When the front setbacks of the adjacent buildings are different, the front setback of the new structure shall be an average of the two.*
 - ii. Architectural elements. The design shall incorporate architectural elements of the city's historic styles, including Queen Anne, Colonial Revival, Dutch Colonial Revival, and Bungalow styles. Ideally, the architectural elements should reflect and/or be compatible with the style of other nearby historic structures. Typical design elements which should be considered include, but are not limited to, "crippled hip" roofs, Palladian-style windows, roof eave brackets, roof dormers, and decorative trim boards.*
 - iii. Building orientation. The main entrance of the new structure shall be oriented to the street. Construction of a porch is encouraged but not required. Such a porch shall be at least six feet in depth.*
 - iv. Vehicle parking/storage. Garages and carports shall be set back from the front facade of the primary structure and shall relate to the primary structure in terms of design and building materials.*
 - v. Fences. Fences shall be built of materials which are compatible with the design and materials used in the primary structure.*

Finding: The historic character of the existing house and property will be retained and preserved. The applicant proposes to remove non-historic additions to the house and property, and rehabilitate or replace other features as follows: extend the existing porch along the north and west sides of the house, using similar detailing as the original porch; remove all non-historic siding and refinish or replace the existing 6" fir shiplap siding; remove several non-historic windows and replace with windows compatible with the historic structure; repair all salvageable historic windows.

This is not an infill lot; therefore, subsection i does not apply.

The existing house is classified as Queen Anne Victorian style, as is the historic house directly to the north. The applicant proposes to retain and refurbish the historic features of the house, ensuring it will remain in the Queen Anne style and compatible with the nearby historic house.

The existing historic house is oriented toward the street, and the two new buildings (buildings 5 & 8) directly adjacent to Meridian Street will also be oriented so that their front entries face Meridian Street. Buildings 5 & 8 will have recessed building facades that will function as porches for the units.

There are no garages or carports proposed. Parking will be located throughout the site.

A fence is proposed around the north, west, and south perimeter of the site. The fence will be constructed of 4x4 wood posts and vertical 6" wood fence boards.

- b. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

Finding: The property is recognized as a physical record of its time, place, and use by the city by being included on the Newberg Historic Resources Inventory, and by the applicant by their intent to rehabilitate and retain the historic structure. Changes to the historic house are meant to restore historic elements. The new structures on the site will be contemporary in design, but compatible with the existing historic house.

- c. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*

Finding: Evidence shows that the porch roof on the historic house is not part of the original construction but was added shortly after the house was initially occupied, and which has developed its own significance in the years since. Additionally, other additions have been constructed over time, of which primarily degraded the historic presence of the house. Applicant believes that the property has been modified over time in the following way:

- Circa 1905: At the time of the original construction, it appears that the porch deck existing and wrapped around the east, north and west facades. This porch deck did not have a roof. The only covering was over the main entry on the east below the second floor porch.
- Circa 1917: It appears that the porch was covered around this time. The covering included the entirety on the east, north and west. Materials and scarring indicate first that the covering did not occur with original construction but before construction of the shed addition at the north. 1917 was when Fred Carter, pastor of the Friends Church acquired the house.
- Circa 1924: The barn addition is constructed on the north. This construction removed portions of the porch and porch roof on the north. Historic aerial photographs document the barn addition to prior to 1936; the Aebischer's, the property's third owner, acquired the house in 1924.
- Post 1950: It appears that the enclosed room at the northeast corner of the porch was constructed in the era of the Kenneth James' ownership. This is based on materials used and the quality of

work. It appears too that it was at this time that the second floor of the porch at the west was added.

The applicant believes the porch and its roof have acquired their own historic significance. The applicant proposes rehabilitating existing and known former portions of the porch and expanding and enhancing it so that it has greater use and presence on the site.

- d. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved to the extent possible.*

Finding: The applicant proposes to replace many details lost over decades of non-historic remodels and deferred maintenance, and to selectively demolish non-historic portions of the building that were added after the porch was built. The applicant will extend the existing porch along the north and west sides of the house, utilizing similar detailing as the original porch construction. The applicant proposes removing all non-historic (vinyl) siding and refinishing or replacing the existing 6" fir shiplap siding. Several non-historic windows shall be removed and replaced with new windows compatible with the structure. Repairs will be made to all the original windows that are salvageable. For windows on the east side of the house that are not salvageable, the applicant proposes moving historic original windows from other areas of the house so that the most representative historic elements will be located on the primary building façade (east).

- e. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall reasonably match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

Finding: See the finding to d. above. Many historic features will be repaired rather than replaced, and when replacement is necessary, will be replaced with compatible features.

- f. Chemical or physical treatments, such as sandblasting, that cause extensive damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*

Finding: No chemical or physical treatments will be used that might cause damage to historic materials.

- g. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*

Finding: There are no known significant archeological resources on the site.

- h. New additions, exterior alterations, or related new construction shall not destroy historic character of the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and*

architectural features to protect the historic integrity of the property and its environment.

Finding: The applicant is proposing only alterations to the existing house which will enhance the historic character of the property. The new construction on the site will be contemporary in nature, yet compatible in features to protect the historic integrity of the property.

- i. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Finding: The project complies with this criterion. The new construction is buildings separate from the existing historic structure, so any future removal would not impact the historic structure.

15.344.030(B) – New Construction

(2) Review Criteria. Designs shall be compatible with any existing landmark structures on the site in terms of size, scale, material and character. Contemporary designs shall not be discouraged when they do not destroy significant historical, architectural, or cultural material. Review criteria shall include consideration of the guidelines listed in subsection (A)(3) of this section.

Finding: See findings for section (A)(3) above.

The new construction will be compatible with the existing historic structure in terms of size, scale, material, and character. The applicant has met with the Oregon State Historic Preservation Office to ensure they are providing a compatible design. For the design of new structures, the applicant is relating to the historic house on the site and with adjacent properties in the following ways:

- **Articulation:** All elevations of all buildings have breaks in plane so that no one surface is greater than 35 feet in length as measure in the plans. This will serve to break down building massing so that no single area of the site will dominate another on or offsite.
- **Projection of bays:** One specific way that Applicant proposes to provide articulation is by providing projected bays at Building 2. This treatment was specifically chosen to relate directly with the bays of the historic house on the property.
- **Building height:** The existing historic house is 33'-6" tall at its highest point. Applicant proposes no new buildings be taller than the historic house.
- **Window orientation and proportion:** Windows of the historic house are generally tall and narrow. Applicant proposes all new windows to be of similar scale and proportion.
- **Scale and texture of siding materials:** The predominant siding materials on the historic house and throughout the neighborhood are horizontal shiplap or lap siding of either wood or cement board. The exposure profiles of these sidings vary throughout (usually between 3" and 7"). Applicant intends to also vary them within the project as shown. Additionally, Applicant will provide accent materials at recessed building entries and for privacy screens in order to mark unit entries and private space.

- Colors: There are a variety of colors on buildings in the neighborhood. In response, Applicant proposes to vary colors within the project to distinguish the scales and geometry of individual building components. Generally, the color palette of Buildings 2-8 is proposed to be earth-tone. Applicant proposes to paint the historic house a creamy (warm) white so that it stands as a beacon in the center of the property.
- Deep overhangs: Historic buildings in the neighborhood, including the existing house on this property, tend to have overhangs that are 2 feet or more in depth. Applicant proposes overhangs at all new buildings.
- “Kick” in roof plain: The roofs of the historic house have a change in slope that occurs near the connection to the wall below. Applicant proposes new buildings to include a similar transition on many roofs over living space.
- Roofing material: Applicant proposes the primary roofing material for the historic house and Buildings 3-8 to be an architectural asphalt shingle with roof slopes varying from 3/12 to 12/12. Applicant proposes the roof on Building 2 to be a low slope in nature in order to limit its building height.
- Landscape design: The focus of the landscape design is to preserve several existing trees while infilling with new compatible trees and native species throughout. Applicant proposes exterior community gathering spaces to enhance safety and visual access through the site. Applicant further proposes plant species which will reduce the need for irrigation in new planting areas while proposing minimal disruption in areas adjacent to large existing trees designated for preservation.

A. Design Review; Applicable Criteria - Newberg Development Code 15.220.050(B):

1. Design compatibility. The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed uses and structures in the surrounding area. This shall include, but not be limited to, building architecture, materials, colors, roof design, landscape design, and signage.

Finding: Surrounding uses include single family residential on the north, west, and south sides and a senior condominium project on the east side across Meridian Street. The applicant has met with both neighbors and the State Historic Preservation Office with the intent of providing a compatible design. The following site items address compatibility in the project proposal:

- View to historic house. There will be a 100 foot wide view corridor from Meridian Street to the historic house.
- Preservation of existing trees. Many of the existing trees on the site will be preserved, particularly along Meridian Street and along the “promenade”, which is the pedestrian pathway alongside the drive aisle into the site.
- Single driveway. There will be one driveway entrance to the site from Meridian Street.
- Rehabilitation of the existing historic structure. See findings to 15.344.030 above.

- Compatible building massing. The buildings adjacent to Meridian Street will be one-story (Buildings 5 & 8), transitioning to two-story buildings leading to the historic house (Buildings 4, 6, & 7). The historic house is 33'6" tall and is located near the middle of the site. The building directly adjacent to the south of the historic house will be one-story (Building 3). Finally, the largest building on the site is Building 2, located west of the historic house at the rear of the site. Building 2 will be three-stories tall, but will still be shorter than the historic house at 32' 6" tall.
- Orientation to the street. Buildings 5 & 8 will be oriented so that their main entrances face Meridian Street. The existing historic house is also oriented to face Meridian Street.
- Lighting. The site will include lighting in compliance with Section 15.425 of the Code. Lighting will not exceed 0.5 foot candle over any property line, protecting surrounding properties from undue light exposure.
- Design of structures. The applicant has designed the new structures to be compatible with the existing historic house and adjacent properties. See the finding above for section 15.344.030(B)(2) for design details.

2. *Parking and On-Site Circulation. Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation are provided for uses not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.*

Finding: The project proposal requires 94 off-street parking spaces, which are included in the project site plan.

Required parking: The Development Code requires a certain ratio of parking for each development. Dwellings are regulated according to the table below (from NMC 15.440.030).

Dwelling, multiple and multiple single-family dwellings on a single lot	
Studio or one-bedroom unit	1 per dwelling unit
Two-bedroom unit	1.5 per dwelling unit
Three- and four-bedroom unit	2 per dwelling unit
Five- or more bedroom unit	0.75 spaces per bedroom
• Unassigned spaces	If a development is required to have more than 10 spaces on a lot, then it must provide some unassigned spaces. At least 15 percent of the total required parking spaces must be unassigned and be located for convenient use by all occupants of the development. The location shall be approved by the director.
• Visitor spaces	If a development is required to have more than 10 spaces on a lot, then it must provide at least 0.2 visitor

	spaces per dwelling unit.
• On-street parking credit	On-street parking spaces may be counted toward the minimum number of required spaces for developments required to have more than 10 spaces on a lot. The on-street spaces must be directly adjoining and on the same side of the street as the subject property, must be legal spaces that meet all city standards, and cannot be counted if they could be removed by planned future street widening or a bike lane on the street.

The applicant is proposing to construct 56 dwelling units – 11 one-bedroom units, 37 two-bedroom units, and 8 three-bedroom units. Parking requirements thus are as follows:

	Parking ratio	Spaces required
11 one-bedroom units	1 space per dwelling unit	11
37 two-bedroom units	1.5 spaces per dwelling unit	55.5 spaces
8 three-bedroom units	2 spaces per dwelling unit	16 spaces
Visitor spaces	0.2 spaces per dwelling unit	11.2 spaces
On-street parking credit	1 space credit for each adjacent space	Not requested for this project
	Total off-street parking required	94 spaces (93.7)
Unassigned parking	15% of required	14 spaces

The proposal includes 96 parking spaces. Parking spaces are located throughout the site, ensuring that spaces are available near all the buildings.

Location of unassigned parking: The applicant indicated that the Site Manager would assign parking spaces. The site plan does not indicate the location of assigned spaces; however, there are parking spaces located near each building that would make sense for that purpose. As conditioned, 14 of the parking spaces must remain unassigned.

On-street parking credit: The development is adjacent to Meridian Street, which permits on-street parking. However, the applicant is not requesting to use the on-street parking credit. Additionally, the Traffic Safety Commission recommended striping a no-parking zone on each side of the site driveway similar to the Spaulding Oaks driveway across the street, which removes much of the available on-street parking directly adjacent to the site.

On-site circulation: The circulation plan provides aisles that meet dimensional standards, and turns that meet fire turning standards.

Access: The project will take access from Meridian Street with one driveway. The driveway will be located mid-block, which will provide good sight distance and minimize conflicts with crossing traffic. Vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street. Thus, access meets the requirements of NMC 15.505.200.

Bicycle Parking: One bicycle parking space per four units is required, which would equal 14 bicycle parking spaces. The applicant proposes to provide 50 bicycle parking spaces on the site.

Parking areas meet the requirements of NMC 15.440.010. The plan provides efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas are designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.

3. *Setbacks and General Requirements. The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and NMC 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.*

Finding: The proposal meets each of the standards listed.

Building Height: The maximum building height in R-3 is 45 feet when setback a minimum of 50 feet from adjacent R-1 zoned properties, and 30 feet otherwise. All structures meet this limit.

Lot area and dimensions: The minimum lot size in R-3 is 3,000 square feet, with 25 feet of street frontage, and a lot width to depth ratio of 2.5. The project site is approximately 3.39 acres and meets all of these standards.

Lot coverage and parking coverage: The maximum lot coverage in the R-3 zone is 50 percent. The maximum combined lot and parking coverage is 70 percent. The proposed coverage is 18% for building areas and 29% for vehicle areas, which meets the standard.

Setbacks and yards: The required front setback and side/rear yard setbacks in the R-3 zone are 15 feet and 5 feet respectively. The proposed buildings are setback 18 feet from the front property line, 5 feet from the interior yards, and approximately 80 feet from the rear property line.

Vision Clearance: The site plan meets vision clearance standards.

Public Access: The parcel has access to Meridian Street, a minor collector street. Evergreen Drive dead-ends at the north side of the property, and is an unimproved local street which will be used for pedestrian and bicycle access and emergency access.

4. *Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.*

Finding: The landscape plan meets the requirements as follows:

A. Private and Shared Outdoor Recreation Areas in Residential Developments.

1. Private Areas. Each ground-level living unit in a residential development subject to a design review plan approval shall have an accessible outdoor private space of not less than 48 square feet in area. The area shall be enclosed, screened or otherwise designed to provide increased privacy for unit residents, their guests and neighbors.

2. Individual and Shared Areas. Usable outdoor recreation space shall be provided for the individual and/or shared use of residents and their guests in any duplex or multifamily residential development, as follows:

a. One- or two-bedroom units: 200 square feet per unit.

b. Three- or more bedroom units: 300 square feet per unit.

c. Storage areas are required in residential developments. Convenient areas shall be provided in residential developments for the storage of articles such as bicycles, barbecues, luggage, outdoor furniture, and the like. These shall be entirely enclosed.

Each ground level unit with an exterior door has a screened patio at least 48 square feet or larger. There are 48 one- and two-bedroom units and 8 three-bedroom units, which would require 12,000 square feet of usable outdoor recreation space ((48 x 200) + (8 x 300) = 12,000). The project proposal includes 12,551 square feet of shared usable recreation space, including 1,055 square feet dedicated to a play area. Each residential unit will have 50 square feet of interior storage space.

B. Required Landscaped Area. The following landscape requirements are established for all developments except single-family dwellings:

- 1. A minimum of 15 percent of the lot area shall be landscaped; provided, however, that computation of this minimum may include areas landscaped under subsection (B)(3) of this section.*
- 2. All areas subject to the final design review plan and not otherwise improved shall be landscaped.*

All areas not otherwise improved are landscaped, totaling 34% of the site area.

- 3. The following landscape requirements shall apply to the parking and loading areas:*
 - a. A parking or loading area providing 10 or more spaces shall be improved with defined landscaped areas totaling no less than 25 square feet per parking space.*

There are 96 parking spaces on the site, which would require 2,400 square feet of landscaping. The site will have over 50,000 square feet of landscaped area.

b. A parking, loading area, or drive aisle which runs adjacent to a property line shall be separate from any lot line adjacent to a street by a landscaped strip at least 10 feet in interior width or the width of the required yard, whichever is greater, and any other lot line by a landscaped strip of at least five feet in interior width. See subsections (B)(3)(c) and (d) of this section for material to plant within landscape strips.

The parking area adjacent to Meridian Street will be setback approximately 23 feet from the property line and will be separated by a landscaped area. All other parking and loading areas within the site are separated from property lines by landscaped strips at least 5 feet wide.

c. A landscaped strip separating a parking area, loading area, or drive aisle from a street shall contain street trees spaced as appropriate to the species, not to exceed 50 feet apart on average, and a combination of shrubs and ground cover, or lawn. This landscaping shall provide partial screening of these areas from the street.

The landscaped strip adjacent to Meridian Street will contain lawn and existing mature trees, and will be filled in with an appropriate street tree as needed for screening. The street trees are spaced approximately 35 to 36 feet on center.

d. A landscaped strip separating a parking area, loading area, or drive aisle from an interior lot line shall contain any combination of trees, shrubs, ground cover or lawn.

Landscaped areas separating parking and drive aisle areas from interior property lines shall have a mix of trees, lawn, shrubs, and a variety of other plants.

e. Landscaping in a parking or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.

The site parking is strategically located throughout the site, adjacent to various landscaped areas. Landscaping within the actual parking areas will be located in defined landscape islands.

f. Landscaping areas in a parking lot, service drive or loading area shall have an interior width of not less than five feet.

This standard is met.

g. All multifamily, institutional, commercial, or industrial parking areas, service drives, or loading zones which abut a residential district shall be enclosed with a 75 percent opaque, site-obscuring fence, wall or evergreen hedge along and immediately adjacent to any interior property line which abuts the residential district. Landscape plantings must be large enough to provide the required minimum screening requirement within 12 months after initial installation. Adequate provisions shall be maintained to protect walls, fences or plant materials from being damaged by vehicles using said parking areas.

The site will be enclosed by an opaque wood fence along the south, west, and north boundaries adjacent to the abutting residential areas.

h. An island of landscaped area shall be located to separate blocks of parking spaces. At a minimum, one deciduous shade tree per seven parking spaces shall be planted to create a partial tree canopy over and around the parking area. No more than seven parking spaces may be grouped together without an island separation unless otherwise approved by the director based on the following alternative standards:

- i. Provision of a continuous landscaped strip, with a five-foot minimum width, which runs perpendicular to the row of parking spaces (see Appendix A, Figure 13).*
- ii. Provision of tree planting landscape islands, each of which is at least 16 square feet in size, and spaced no more than 50 feet apart on average, within areas proposed for back-to-back parking (see Appendix A, Figure 14).*

Blocks of parking spaces are either separated by landscape islands or are adjacent to continuous landscape strips.

4. Trees, Shrubs and Ground Covers.

b. Collector and local street trees shall be spaced approximately 35 to 40 feet on center.

The existing street trees along Meridian Street will be supplemented with new deciduous trees. All existing and new trees will be approximately 35 to 36 feet on center. All shrubs and ground covers will be planted according to code requirements for spacing.

5. Automatic, underground irrigation systems shall be provided for all areas required to be planted by this section. The director shall retain the flexibility to allow a combination of

irrigated and nonirrigated areas. Landscaping material used within nonirrigated areas must consist of drought-resistant varieties. Provision must be made for alternative irrigation during the first year after initial installation to provide sufficient moisture for plant establishment.

The majority of new landscaped areas will be irrigated. Areas of existing mature trees and landscaping will be non-irrigated as minimal disturbance will better ensure tree protection and preservation.

6. Required landscaping shall be continuously maintained.

The applicant will establish a maintenance plan to ensure the required landscaping is continuously maintained.

5. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.

Finding: A freestanding monument sign is proposed for the site. The sign regulations permit a sign up to 49 square feet in size (245 feet of street frontage x 0.2); the proposed sign is 20 square feet in size and will be 3'9" in height. The code requires a freestanding sign up to six feet tall to be setback five feet from the property line; the proposed sign meets that requirement.

6. Manufactured Home, Mobile Home and RV Parks. Manufactured home, mobile home, and recreational vehicle parks shall also comply with the standards listed in NMC 15.445.050 et seq. in addition to the other criteria listed in this section.

Finding: Not applicable. The development proposal is not a manufactured home, mobile home, or RV park.

7. Zoning District Compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.304.010 through 15.328.040. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.

Finding: The property is zoned R-3. Multiple family dwellings are a permitted use in that zone.

8. Subdistrict Compliance. Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.

Finding: Not applicable.

9. Alternative Circulation, Roadway Frontage Improvements and Utility Improvements. Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan. At the discretion of the city, these improvements may be deferred through use of a deferred improvement agreement or other form of security.

Finding: As conditioned, the applicants must replace and repair the sidewalk along the Meridian Street frontage as needed. It is also necessary to provide for pedestrian access through the Deskins Commons site from Meridian Street to Evergreen Drive. As conditioned, pedestrian access will be provided on a paved walkway within a public access easement dedicated to the city.

Two new fire hydrants are proposed as part of the project, one near the entrance on Meridian Street and one near the emergency entrance onto Evergreen Drive. The exact location of the hydrants will be determined through future coordination with the Fire Department and Public Works Department. A new 8-inch public water line will be installed on the site that will loop the waterlines located in Meridian Street and Evergreen Drive. All sanitary sewer lines for the site will connect to the public sanitary sewer line in Evergreen Drive. Stormwater will be handled in onsite detention facilities. Overflow will be directed to the public storm line in Meridian Street, with emergency overflow directed to the street swale system in Evergreen Drive.

There are existing overhead utilities located along the Meridian Street frontage. An exception to undergrounding the overhead facilities may be granted when existing utility facilities in the area are primarily overhead and are unlikely to be changed. In this case, the surrounding area is fairly built out with residential developments and unlikely to change in the future. Therefore, an exception may be granted to permit the existing overhead utilities remain in place.

10. Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director.

Finding: A traffic study was completed for the project in August 2010. The traffic study estimated that development of 71 units (significantly higher than the number actually proposed) would generate an increase of approximately 25 trips in the morning peak hour and 30 trips during the evening peak hour. The study found that adequate sight distance for a driveway was available, and there are no significant existing hazards. The traffic study did not recommend any improvements.

B. Additional Criteria That Apply - Newberg Development Code 15.220.060:

Additional requirements for multi-unit residential projects.

The purpose of this section is to ensure that residential projects containing three or more units meet minimum standards for good design, provide a healthy and attractive environment for those who live there, and are compatible with surrounding development. As part of the site design review process, an applicant for a new multi-unit residential project must demonstrate that some of the following site and building design elements, each of which has a point value, have been incorporated into the design of the project. At least 14 points are required for attached single-family projects of any size and smaller multifamily projects with six or fewer units and at least 20 points are required for multifamily projects with seven or more units. For more information and illustrations of each element, refer to the Newberg Residential Development Design Guidelines (July 1997).

Finding: The multi-unit residential project contains 56 units. The project therefore must score at least 20 points according to the guidelines. The table below shows the point values obtained.

Design Review	Possible Points	Points
<i>Site Design Elements</i>		
Consolidate green space	3	2
Preserve existing natural features	3	3
Use front setback to build a street edge	3	3
Place parking lots on sides or back of projects	3	3
Create "outdoor rooms"	2	2
Provide good quality landscaping	2	2
Landscape at edges of parking lots	2	2
Use street trees and vegetative screens	1	1
Use site furnishings to enhance open space	1	1
Keep fences "neighborly"	1	1
Use entry accents	1	0
Use appropriate outdoor lighting	1	1
<i>Building Design Elements</i>		
Orient buildings toward the street	3	2
Respect the scale and patterns of nearby buildings	3	3
Break up large building planes into bays	3	3
Provide variation in repeated units	3	1
Building materials: a) wood or wood-like siding b) shingles on roof or upper portions c) brick at base of walls or chimneys d) wood or wood-like sash windows e) wood or wood-like trim	1 each	4
Incorporate historical architectural elements	2	1
Keep car shelters accessory to building	2	0
Provide a front porch at every main entry	2	1
Use slope roofs at a pitch of 3:12 or steeper	2	0
Total		36

The project scores well above the minimum points required.

Design Review Conclusion: The proposed design review meets the applicable criteria and standards, with the conditions listed in Exhibit B.

C. CONCLUSION: Based on the above mentioned findings, the project meets the criteria required within the Newberg Development Code, subject to completion of the attached conditions.

**Exhibit B: Conditions of Approval
to PC Order 2012-07**

(DR2-12-001/HISD-12-005) Deskins Commons Apartments

A. THE FOLLOWING MUST BE COMPLETED BEFORE THE CITY WILL ISSUE A BUILDING PERMIT:

1. **Permit Submittal:** Submit a building permit application, two (2) complete working drawing sets of the proposed project, and two (2) complete electrical plans. Show all the features of the plan approved through design review, including the following:
 - a. Existing and finish grade elevations.
 - b. Existing and proposed utility easements.
 - c. Trash Enclosure plan. See condition 6 below.
 - d. Mechanical details.
 - e. O.S.S.C. Chapter 11 (ADA) requirements relating to access from the public way, parking spaces and signage.
 - f. Plumbing details.
 - g. Landscape plan, including a long-term maintenance plan.
 - h. Structural details.
 - i. Utility plan. See condition 4 below.
 - j. Indicate the location of enclosed storage areas for each unit as required by NMC 15.420.010(2)(c).
 - k. Buildings 5 & 8 shall be oriented so that their main entrances face Meridian Street.
 - l. Screening plan. Proper screening shall be installed so that vehicular light does not intrude on neighbors.
2. **Conditions of Approval:** Either write or otherwise permanently affix the conditions of approval contained within this report onto the first page of the plans submitted for building permit review.
3. **Public Improvement Construction Drawings:** Provide construction drawings for review and approval by the Public Works Engineering Division for the following items:
 - a. Installation of missing sidewalk sections along the west side of Meridian Street from the railroad tracks to Sierra Vista Drive. See attachment 10 for details.
 - b. Installation of ADA curb ramps at the north and south sides of the Meridian Street/Sierra Vista Drive intersection on the west side of Meridian Street.
 - c. Plan to fill in the gap between the existing sidewalk and asphalt sections at the railroad crossing on the west side of Meridian Street.
 - d. Striping plan for no-parking areas on both sides of the driveway on Meridian Street, similar to what exists at Spaulding Oaks across the street.
4. **Public Utility Plans:** Submit plans for review and approval of utilities as follows:

- a. Submit plans for the proposed public water and fire hydrant lines. Lines need to be 8-inch diameter, and must loop from Meridian Street to Evergreen Drive.
- b. Note the following items on the utility plans:
 - Water line valves are required at all junctions per City of Newberg standard details.
 - The abandoned water line is to be shut off and disconnected from the water main.
 - Correct the note on plan page C-2 – “connect to existing ‘storm’ manhole” should read “connect to existing ‘sanitary’ manhole”.
- c. Stormwater plans that comply with condition 6 below.

5. Private Utility Plans: Provide a utility plan that shows how the sanitary sewer, water and storm laterals will be connected on the site. Include the following:

- a. Sizes of all lines.
- b. Landscape irrigation systems.
- c. Backflow devices between the public and private systems. Fire lines to the buildings need to be private. Show fire department connections. Water supply to meet current fire codes.
- d. All sanitary sewer upstream of the Evergreen Drive manhole shall be private.
- e. Stormwater plans that comply with condition 6 below.

6. Stormwater: Plans for stormwater shall comply with the following:

- a. Account for drainage from the neighboring parcel to the north by designing a combination of trench drains, French drains, and/or area drains to collect runoff and route it to the Deskins Commons stormwater system.
- b. The emergency overflow directed to Evergreen Drive shall be piped from the Deskins Commons site to a point of outfall in one of the Evergreen Drive street swales.
- c. Stormwater facilities shall be private, privately maintained, and constructed in accordance with the city’s stormwater code. An annual report is required to be submitted to the Public Works Department.

7. Disabled/ADA Requirements: Coordinate with the Building Division to comply with O.S.S.C. Chapter 11 requirements.

8. Trash Enclosure: Provide details for the trash enclosure. Provide written confirmation that Waste Management has approved the method of refuse collection, and the design, size, and location of any proposed refuse collection area. The enclosure must be constructed of

masonry block or brick, and buffered from view with landscaping.

9. **Addressing plan:** Coordinate with the Planning Division to create an addressing plan for the buildings and units.

B. THE FOLLOWING MUST BE ACCOMPLISHED PRIOR TO OCCUPANCY

1. **Fire Department Requirements:** This project is subject to compliance with all Fire Department standards relating to access and fire protection.
2. **Utilities & Public Improvements:**
 - a. Construct all public and private utilities as required by conditions A.4., A.5., and A.6. above as approved by the Public Works Department.
 - b. Construct all public improvements as required in condition A.3. above as approved by the Public Works Department.
 - c. Construct a combination of trench drains, French drains, and/or area drains to collect runoff from the adjacent property to the north and route it to the Deskins Commons stormwater system as approved by the Public Works Department.
 - d. At the time of installation of the emergency overflow system to the Evergreen Drive swales, the contractor shall mow or remove debris from the street swale as appropriate and as directed by the Public Works Department to ensure efficient flow.
3. **Easements:** Record the following easements and provide a copy of the recorded instrument to the Planning & Building Department. The location and language for any easement must be reviewed and approved by the Planning & Building Director. Include the following:
 - a. A 15' wide public access easement along the pedestrian path through the site from Meridian Street to Evergreen Drive.
 - b. A 15' wide utility easement along the public water lines and hydrants (7.5' on all sides of the lines, including the hydrants).
4. **Parking assignment:** Indicate whether any of the parking will be assigned. If so, submit a plan for review and approval of assigned and unassigned spaces.
5. **Design Review Conditions:** Contact the Planning Division (503-537-1240) to verify that all design review conditions have been completed.
6. **Site Inspection:** Contact the Building Division (503-537-1240) for Building, Mechanical, and Plumbing final inspections. Contact the Fire Department (503-537-1260) for Fire Safety final inspections. Contact Yamhill County (503-538-7302) for electrical final inspections. Contact the Planning Division (503-537-1240) for landscaping and site work final inspections.

B. DEVELOPMENT NOTES

1. A DEQ 1200-C permit may be required before a grading permit can be issued.
2. The design review fee collected for this application was based on a total project cost of \$5,726,890.00. If the City determines that the actual project cost exceeds the original estimate, at time of construction of each of the units, there may be additional design review fees collected
3. Systems development charges (SDCs) will be collected when building permits are issued. For questions regarding SDCs please contact the Engineering Division.
4. A separate design review process is required for all signage that is submitted separately from this application.

Attachment 1: Aerial Photo



Attachment 2: Site Plan

