

STAFF REPORT  
REPLAT OF SWEETLANE TOWNHOMES  
SUBDIVISION S 3-23  
AUGUST 4, 2023

PROPOSAL DESCRIPTION

Date application filed: June 29, 2023

Date application complete: July 11, 2023

Applicant/Owner: Bob Dixon Investments  
76210 London Rd  
Cottage Grove, OR 97424

Rivera and Rebecca Ramirez  
151 Sweet Lane  
Cottage Grove, OR 97424

Location: 151 Sweet Lane  
Map 20-03-32-41-01900, 02000, 02100, 02200, and 02300

Present Conditions: Developed with Single-Family Dwelling and Duplexes

Comp Plan Designation: L – General Residential

Zoning: R1 – Single-Family Residential

PROPOSAL

The applicant has proposed a tentative subdivision at 151 Sweet Lane, entitled Sweet Lane Townhomes. This proposal is for an approximately one acre subject area, contained within Tax Map 20-03-32-41, including Tax Lots 1900, 2000, 2100, 2200, and 2300. The subject parcel was recently subdivided through File No. S 2-22, which originally divided the subject parcel into 5 total parcels, placing the existing single family dwelling home on its own parcel. These parcels are currently sized as follows: TL 1900, 2100, 2200, and 2300 are 0.18 acres, and TL 2000 is 0.25 acres, for a total development size of 0.97 acres. The subject parcels are currently zoned R1 – Single-Family Residential, and have a minimum density of 4 units per acre.

The proposed lot sizes are as follows.  
Lot 1: 28ft by 139.77ft = 3914 sq. ft  
Lot 2: 28ft by 139.77ft = 3914 sq. ft.  
Lot 3: 77ft by 139.77ft = 10,762 sq. ft  
Lot 4: 28ft by 139.77ft = 3914 sq. ft.  
Lot 5: 28ft by 139.77ft = 3914 sq. ft  
Lot 6: 28ft by 139.77ft = 3914 sq. ft

Lot 7: 27ft by 139.77ft = 3774 sq. ft  
Lot 8: 26ft by 139.77ft = 3634 sq. ft  
Lot 9: 31ft by 139.77ft = 4193 sq. ft.

Currently, the existing parcels of proposed lots 3 and 4 are currently being developed with duplexes. At the time of this replat of the original subdivision, these duplexes will be considered townhomes.

#### COMMENTS RECEIVED

Revised comments were received from the City Engineer on May 3, 2022. The comments are addressed in this staff report and included in the conditions of approval.

#### NO OTHER COMMENTS WERE RECEIVED

#### APPROVAL CRITERIA; S 3-23

##### ***14.43.140 Approval Criteria: Preliminary Plat***

*A. General Approval Criteria. The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:*

- 1. The proposed preliminary plat complies with the applicable Development Code sections and all other applicable ordinances and regulations. At a minimum, the provisions of this Chapter, and the applicable chapters and sections of Chapter 2 (Land Use Districts) and Chapter 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Chapter 5;*
- 2. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapters 92 and 209;*
- 3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat;*
- 4. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat;*
- 5. Evidence that any required State and federal permits have been obtained, or shall be obtained before approval of the final plat;*
- 6. Evidence that improvements or conditions required by the City, road authority, Lane County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met; and*
- 7. If any part of the site is located within an Overlay Zone or previously approved Planned Unit Development, Mixed Use Master Plan or Master Planned Development, it shall conform to the applicable regulations and/or conditions.*

### Staff Finding:

Compliance with Chapter 2 and 3 is addressed in the staff findings herein. No variances are requested or necessary to comply with applicable criteria.

SweetLane Townhomes is the existing name of the development. At this time, the applicant requests to change the name to Replat of SweetLane Townhomes, and shall comply with ORS 92 and 209. This criterion shall be a condition of approval.

The applicant does not propose additional streets, roads, sidewalks, or bicycle lanes with this subdivision. The applicant has existing utilities along Sweet Lane, given that the site is currently being developed with duplexes, and an existing single-family dwelling.

No private common areas and improvements (homeowner association property) are proposed.

No State or federal permits were shown to have been obtained, as the site is already under development.

As this site was previously approved for a subdivision and concurrent development, all previous conditions of approval needed to be met before development occurred or given Certificate of Occupancy. Per File No. S 2-22, a non-remonstrance agreement form was requested which addressed the future build out of Sweet Lane. A copy of this agreement shall be required as a condition of approval before the final plat is submitted.

The proposed subdivision is not located within an Overlay Zone, and is not part of a previously approved Planned Unit Development, Mixed Use Master Plan, nor a Master Planned Development.

The applicant's proposed 9 lots on a total of 0.97 acres requires a minimum of 4 dwelling units ( $0.97 * 4(4 \text{ units per acre}) = \sim 3.88$ ) to meet the density requirements. The applicant has the intention of developing the newly subdivided parcels with townhouses, which shall meet the required density. This criterion has been met.

Any codes, covenants, and restrictions (CC&Rs) recorded by the applicant shall not preclude the City of Cottage Grove Development Code as a condition of approval.

The following conditions of approval have been identified by the City Engineer in the May 3, 2022 memo (see Exhibit A) as required to ensure that the proposal meets the above criterion:

### **Subdivision Comments**

#### General

- A Professional Land Surveyor registered in the State of Oregon shall prepare the subdivision plat.
- Work shall conform to the Oregon Revised Statutes Chapter 92, Lane County Surveyor's

Office and City of Cottage Grove requirements. The platted subdivision needs to show existing easements and their reference/filing numbers, proposed easements, and proposed dedications. Any proposed dedications and easements to the City of Cottage Grove shown on the plat shall have acceptance language on the face of the plat.

- A condition of all proposed easements shall be that no structure can be built over them. This condition should also be on the plat.
- Lane County Surveyor’s Office and City of Cottage Grove shall review subdivision plat prior to filing. Please include closure sheet.
- Developer, Property Owner or Surveyor shall provide the City of Cottage Grove with a Mylar copy of the filed plat for the City’s records.
- Proposed subdivision does not show any public utility easements along the frontage of the lots. The proposed subdivision doesn’t show a right of way dedication or Public Utility Easement along the frontage. These should be shown if needed or as required prior to finalizing the plat. If it is not included, a special setback should be required if needed.
- There are no provisions for management of future stormwater runoff. This will need to be addressed with the building permit.
- There are no improvements proposed to Sweet Lane, an unimproved street. Future widening, curb and gutter, sidewalks, and stormwater improvements are anticipated in the future. If those improvements are not proposed prior to recording of the plat, a non-remonstrance agreement should be in place.

## **Development Comments**

### General

- Construction of any new structures will require that all cable utilities to that structure be placed underground including telephone, television and power. This requirement is inclusive of all connections to the feeder main. Separate permits from the individual private utilities may be required. Plans from the individual utility companies need to be submitted to the City of Cottage Grove with construction plans for review and approval.
- Developer shall be responsible for payment of all review fees.
- Erosion control is required and shall be installed prior to and maintained during any construction. Provide erosion control plan with building permits. Any spills or tracking dirt onto existing road shall be cleaned up immediately.
- Any new utility work or repair of any utility work or connection to any utility within the City public right-of-way or easement shall conform to the City of Cottage Grove’s detail 602.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.
- All infrastructure public improvements (streets, water, sanitary sewer and storm drainage) shall be designed and stamped by a Registered Professional Engineer in the State of Oregon. Plans shall be reviewed and approved by city staff prior to construction.
- Upon completion of the infrastructure and any required testing, the water, sanitary sewer

and storm drainage systems will be accepted by the City of Cottage Grove for maintenance and operation.

### Streets

- If sidewalks are proposed to be constructed with this subdivision, sidewalks shall be 5 feet wide and must meet the American Disabilities Act (ADA) Standards. For example, a minimum of 4-feet of the sidewalk must be free of obstructions to accommodate a wheel chair.
- Sidewalks and driveway approaches can be deferred to the building permit process.
- No portion of a driveway approach, including tapered sections, shall be placed within 30 feet of the end of the curb return at an intersection as per the municipal code.
- Residential/Local streets shall be constructed to the City of Cottage Grove standards as per the Cottage Grove Development Code for street and right-of-way widths based on classification, grades, curb & gutter, planting strips and sidewalks etc. Some design considerations for a residential/local street, as per code; grade cannot exceed 15 percent and centerline curve radii shall be no less than 100 feet.
- Residential streets shall be constructed to the City of Cottage Grove standards as per cross-section as outlined in the City of Cottage Grove standard drawings. Their structural sections shall include no less than 4 inches of compacted asphaltic concrete and no less than 8 inches of compacted crushed rock base. Soil conditions may require more rock base as well as geotextile. Applicant's engineer of record should verify soil types and depths in his design.
- Curb, gutter, driveway approaches and sidewalk shall be constructed to City standards. Contact Engineering department for details.
- All dead end streets over 150 feet in length shall comply with the Fire Code by having an appropriate fire turn around. Contact the Fire Marshall for details. Proposed hammer head turn around shall meet current fire code.

### Water

- There is a 12-inch ductile iron water main approximately 5-6 feet deep fronting the proposed subdivision.
- Water service lines shall be copper as per city standard.
- If any lots are planned for duplexes or triplexes, each unit shall have separate water services.
- The Oregon Administrative Rules requires a 10-foot horizontal separation between water lines and sanitary sewer lines include water and sewer services.
- All new development is required to install a backflow device on the customer side of each water meter. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- Developer is responsible for the costs and the construction of the water service from the water main to the building.
- Fire hydrants or fire access may be needed for the proposed development depending on the proposed construction type and layout. Fire needs shall be determined by the Fire Marshall at South Lane Fire and Rescue.

### Sanitary Sewer

- There is an 8-inch sanitary sewer main approximately 7-feet deep abutting the property to the north.
- Any sanitary sewer infrastructure shall be designed and constructed to the City of Cottage Grove and Department of Environmental Quality’s standards.
- All new sanitary sewer mains shall be 8” minimum diameter D3034 PVC pipe.
- New sanitary sewer services shall be constructed to City standards for the proposed lots. Pipe standards for sanitary sewer service laterals shall be D3034 PVC pipe and a sanitary sewer cleanout for each lateral is required at the property line. See Engineering Department for details.
- If any lots are planned for duplexes or triplexes, each dwelling unit shall have separate sanitary sewer service.
- Developer is responsible for the costs and the construction of the sewer service from the sanitary sewer main to the building.
- Sanitary sewer service lines must connect to the main line; they may not discharge directly into a manhole.

### Storm Drainage

- There is not improved storm drainage infrastructure in Sweet Lane. The public ditch is the destination for future stormwater runoff from the proposed structures. This ditch needs to be maintained during the development of the subdivision.
- A stormwater and grading plan shall be submitted prior to or during the building permit process.
- Storm water runoff may not adversely affect adjacent property owners; therefore, no overland flow is allowed. Downspouts shall discharge into the public storm drain system (ditch along Sweet Lane).

***B. Layout and Design of Streets, Blocks and Lots.*** All proposed blocks (i.e., one or more lots bound by public streets), lots and parcels conform to the specific requirements below:

1. All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use district (Chapter 14.20), and the standards of Section 14.31.200.J - Street Connectivity and Formation of Blocks.
2. Setbacks shall be as required by the applicable land use district (Chapter 2).
3. Each lot shall conform to the standards of Chapter 14.31 - Access and Circulation.
4. Landscape or other screening may be required to maintain privacy for abutting uses. See Chapter 14.2 - Land Use Districts, and Chapter 14.32 - Landscaping.
5. In conformance with the Uniform Fire Code, a fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. This drive shall have a minimum paved surface of 12 feet (for one to two dwelling units) or minimum 16 feet (three to four dwelling units), with 20 feet minimum of clearance. See Chapter 14.31- Access and Circulation and Section 14.43.115(D).
6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.
7. All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.

Staff Finding:

Proposed lots range from 3,634 sq. ft to 10,762 sq. ft. The minimum lot size in the R-1 Zone for single family not attached, duplex, multifamily, cottage clusters, or nonresidential uses is 4,500 sq. ft. and 2,225 sq. ft. for townhouses. The minimum lot width for a single family not attached is 45ft, and for townhouses is 20ft, both with a minimum depth of 70ft. The applicant proposes to keep the existing single family dwelling on Lot 3, which is a 77ft by 139.77ft parcel, for a total of approximately 10,762 sq. ft. Lot 3 is in conformance with applicable single family dwelling lot size. Proposed Lots 1, 2, and 4-9 are under the minimum size requirements for single family dwellings. The applicant has proposed townhouses on Lots 1-2 and 8-9 (4 total new townhouses), and townhouses on lots 4-5 and 6-7 have already been approved through Land Use Review. As proposed as townhouse parcels, each lot conforms to the applicable standards. This criterion is met as proposed.

As proposed, the existing house meets current setback standards (3ft side setback), as well as front and rear setbacks. The preliminary plat shows various outbuildings and sheds that do not meet setbacks / are crossing property lines. As a condition of approval, these structures will need to be moved to conform to required setbacks (3ft side setback, for a total of 10ft and 5ft from the rear). This criterion is met as conditioned.

All new lots created, consolidated, or modified through a land division, partition, lot line adjustment, lot consolidation or street vacation must have frontage or approved access to a public street (Chapter 14.34.100.A). All proposed lots within the subdivision have direct access to Sweet Lane. This criterion is met as proposed.

There is one existing access to the existing single family dwelling, as well as the townhouses currently being constructed. Concrete curbs, curb cuts, wheelchair ramps, and driveway approaches shall be constructed in accordance with standards specified in Chapter 14.31, Access and Circulation.

No new streets are being proposed by this application.

No additional landscape buffering is required.

Plans for mail boxes shall be approved by the United States Postal Service.

Street trees shall be planted for all developments that are subject to Subdivision, Master Plan or Site Design Review (14.32.400). Planting of street trees shall generally follow construction of curbs and sidewalks; however the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction. Planting of street trees shall conform to the standards in 14.32.400. The minimum diameter or caliper size at planting, as measured 4 feet above grade, shall be 2 inches. Street trees shall be planted behind the sidewalk and public utility easement, if any. Spacing shall be based upon the type of tree(s) selected and the canopy size at maturity, but shall be spaced in general no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar

physical barriers. Trees from Table 14.32.400(F) Trees Approved for Street Tree Planting should be used as a guide.

The proposed lot sizes are less than 150ft in depth, and therefore will not require a fire apparatus access drive.

Sweet Lane is not improved fully to City standards. This application does not trigger the full improvement of the right-of-way to the City's collector standards, which would include sidewalks, planter strips, and a minimum right-of-way width of 48' with a 34' paved width. As stated in the staff report of File No. S 2-22, the following finding was provided: "Right-of-Way: The Sweet Lane right-of-way is 60' wide and considered a 'collector' street per the 2015 Transportation System Plan (TSP). Per the 2015 TSP and Section 14.34.100 the minimum width for a collector right-of-way, such as Sweet Lane, is 62'-88' wide. To achieve the necessary width of the Sweet Lane right-of-way the applicant is asked to dedicate the first five feet of the subject parcel. This request for dedication of public right-of-way is in accordance with Section 14.43.130. The City offers to purchase the 5.00' \* 301.00' (1,505 sf) portion of the subject property abutting the existing platted Sweet Lane right-of-way for \$1.18 per foot (1,505 \* \$1.18 = \$1,776.00). The value of the land subject to dedication was derived from the 2021-2022 Lane County Assessment & Taxation Real Property Tax Statement for the subject property (attached as Exhibit F). The dedication of the first five feet of the subject parcel does not create substandard lot sizes for the R-1 Zone (minimum 45' wide and 70' deep). The dedication and transfer of the five feet of right-of-way shall be considered a condition of approval."

The conditions of approval identified by the City Engineer in the May 3, 2022 memo (see Exhibit A) are also required to ensure that the proposal meets the above criterion.

***C. Conditions of Approval.** The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties. See Chapter 14.34 (Public Facilities).*

Engineering Conditions for the subdivision and for future development of this lot are found in the memo dated May 3, 2022. Reserve strips are not applicable to this application. Additional conditions of approval are included within this staff report. This criterion is met as conditioned.

## CONCLUSION

Subdivision **approval** pursuant to Section 14.43.140 Approval Criteria: Preliminary Plat and subject to the recommended conditions is supported by the findings of fact that establish compliance with the applicable state and local standards.

## STAFF RECOMMENDATION

That the Subdivision S 3-23 be **approved** for the proposed 9 lot subdivision titled Replat of Sweet Lane Townhomes pursuant to Section 14.43.140 which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.



## CONDITIONS OF APPROVAL

1. Preliminary Approval shall be effective for a period of three (3) years from the date of approval. The preliminary plat shall lapse if a final plat has not been submitted within a 3-year period.
2. A Professional Land Surveyor registered in the State of Oregon shall survey property.
3. Work shall conform to the Oregon Revised Statutes Chapters 92 & 209 and, Lane County Surveyor's Office and the City of Cottage Grove.
4. Lane County Surveyor's Office and City of Cottage Grove shall review partition plat prior to filing. Review of a final plat for a subdivision or partition shall be processed as a Type I procedure under Section 14.41.200, using the approval criteria in Section 14.43.160.
5. Property Owner or Surveyor shall provide the City of Cottage Grove with a Mylar copy of the recorded plat for the City's records.
6. Subdivision plat shall show any existing easements or any proposed easements.
7. Any proposed easements to the City of Cottage Grove can be shown on the survey or a separate recorded document. The survey or document shall have acceptance language by the City of Cottage Grove.
8. The property owners/developer shall sign and record a covenant for non-remonstrance regarding the future development of Sweet Lane.
9. All structures shall meet required setbacks.
10. Street trees shall be planted for all developments that are subject to Subdivision, Master Plan or Site Design Review (14.32.400). Planting of street trees shall generally follow construction of curbs and sidewalks; however the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction. Planting of street trees shall conform to the standards in 14.32.400. The minimum diameter or caliper size at planting, as measured 4 feet above grade, shall be 2 inches. Street trees shall be planted behind the sidewalk and 8' utility easement. Spacing shall be based upon the type of tree(s) selected and the canopy size at maturity, but shall be spaced in general no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. Trees from Table 14.32.400(F) Trees Approved for Street Tree Planting should be used as a guide.
11. Concrete curbs, curb cuts, wheelchair ramps, and driveway approaches shall be constructed in accordance with standards specified in Chapter 14.31, Access and Circulation.
12. Engineering Department has submitted additional Development Comments in a Memo dated May 3, 2022 that will be applicable to this development and are considered to be conditions of approval.

## MATERIALS TO BE PART OF THE RECORD

File S 3-23

## EXHIBITS

- A. Engineering Comments, City Engineer, May 3, 2022
- B. Applicant's Application and Narrative
- C. Existing and preliminary plat.

## EXHIBIT A:

### Subdivision Comments

#### General

- A Professional Land Surveyor registered in the State of Oregon shall prepare the subdivision plat.
- Work shall conform to the Oregon Revised Statutes Chapter 92, Lane County Surveyor's Office and City of Cottage Grove requirements. The platted subdivision needs to show existing easements and their reference/filing numbers, proposed easements, and proposed dedications. Any proposed dedications and easements to the City of Cottage Grove shown on the plat shall have acceptance language on the face of the plat.
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- Developer, Property Owner or Surveyor shall provide the City of Cottage Grove with a Mylar copy of the filed plat for the City's records.
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- There are no provisions for management of future stormwater runoff. This will need to be addressed with the building permit.
- There are no improvements proposed to Sweet Lane, an unimproved street. Future widening, curb and gutter, sidewalks, and stormwater improvements are anticipated in the future. If those improvements are not proposed prior to recording of the plat, a non-remonstrance agreement should be in place.

### Development Comments

#### General

- Construction of any new structures will require that all cable utilities to that structure be placed underground including telephone, television and power. This requirement is inclusive of all connections to the feeder main. Separate permits from the individual private utilities may be required. Plans from the individual utility companies need to be submitted to the City of Cottage Grove with construction plans for review and approval.
- Developer shall be responsible for payment of all review fees.
- Erosion control is required and shall be installed prior to and maintained during any construction. Provide erosion control plan with building permits. Any spills or tracking dirt onto existing road shall be cleaned up immediately.
- Any new utility work or repair of any utility work or connection to any utility within the City public right-of-way or easement shall conform to the City of Cottage Grove's detail 602.

- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.
- All infrastructure public improvements (streets, water, sanitary sewer and storm drainage) shall be designed and stamped by a Registered Professional Engineer in the State of Oregon. Plans shall be reviewed and approved by city staff prior to construction.
- Upon completion of the infrastructure and any required testing, the water, sanitary sewer and storm drainage systems will be accepted by the City of Cottage Grove for maintenance and operation.

### Streets

- If sidewalks are proposed to be constructed with this subdivision, sidewalks shall be 5 feet wide and must meet the American Disabilities Act (ADA) Standards. For example, a minimum of 4-feet of the sidewalk must be free of obstructions to accommodate a wheel chair.
- Sidewalks and driveway approaches can be deferred to the building permit process.
- No portion of a driveway approach, including tapered sections, shall be placed within 30 feet of the end of the curb return at an intersection as per the municipal code.
- Residential/Local streets shall be constructed to the City of Cottage Grove standards as per the Cottage Grove Development Code for street and right-of-way widths based on classification, grades, curb & gutter, planting strips and sidewalks etc. Some design considerations for a residential/local street, as per code; grade cannot exceed 15 percent and centerline curve radii shall be no less than 100 feet.
- Residential streets shall be constructed to the City of Cottage Grove standards as per cross- section as outlined in the City of Cottage Grove standard drawings. Their structural sections shall include no less than 4 inches of compacted asphaltic concrete and no less than 8 inches of compacted crushed rock base. Soil conditions may require more rock base as well as geotextile. Applicant’s engineer of record should verify soil types and depths in his design.
- Curb, gutter, driveway approaches and sidewalk shall be constructed to City standards. Contact Engineering department for details.
- All dead end streets over 150 feet in length shall comply with the Fire Code by having an appropriate fire turn around. Contact the Fire Marshall for details. Proposed hammer head turn around shall meet current fire code.

### Water

- There is a 12-inch ductile iron water main approximately 5-6 feet deep fronting the proposed subdivision.
- Water service lines shall be copper as per city standard.
- If any lots are planned for duplexes or triplexes, each unit shall have separate water services.
- The Oregon Administrative Rules requires a 10-foot horizontal separation between water lines and sanitary sewer lines include water and sewer services.
- All new development is required to install a backflow device on the customer side of

each water meter. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.

- Developer is responsible for the costs and the construction of the water service from the water main to the building.
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### Sanitary Sewer

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- Any sanitary sewer infrastructure shall be designed and constructed to the City of Cottage Grove and Department of Environmental Quality's standards.
- All new sanitary sewer mains shall be 8" minimum diameter D3034 PVC pipe.
- New sanitary sewer services shall be constructed to City standards for the proposed lots. Pipe standards for sanitary sewer service laterals shall be D3034 PVC pipe and a sanitary sewer cleanout for each lateral is required at the property line. See Engineering Department for details.
- If any lots are planned for duplexes or triplexes, each dwelling unit shall have separate sanitary sewer service.
- Developer is responsible for the costs and the construction of the sewer service from the sanitary sewer main to the building.
- Sanitary sewer service lines must connect to the main line; they may not discharge directly into a manhole.

### Storm Drainage

- There is not improved storm drainage infrastructure in Sweet Lane. The public ditch is the destination for future stormwater runoff from the proposed structures. This ditch needs to be maintained during the development of the subdivision.
- A stormwater and grading plan shall be submitted prior to or during the building permit process.
- Storm water runoff may not adversely affect adjacent property owners; therefore, no overland flow is allowed. Downspouts shall discharge into the public storm drain system (ditch along Sweet Lane).



File No.: S 3-23  
Date Submitted by Applicant: 6/29  
Date Deemed Complete: \_\_\_\_\_

400 Main Street Cottage Grove, OR 97424

**TYPE III PERMIT APPLICATION**

To: City of Cottage Grove Planning Commission

A. Applicant AND OWNER TAX LOTS 1900, 2100, 2200, 2300

1. Name: BOB DIXON INVESTMENTS Phone No.: \_\_\_\_\_

2. Mailing Address: 76210 LONDON RD.

3. Status:  Owner  Agent

Note: If agent you must have owner's consent and signature.

B. Owner (if not applicant) TAX LOT 2000

4. Owner's Name: RIVERA+REBECCA RAMIREZ Phone No.: \_\_\_\_\_

5. Owner's Mailing Address: 151 SWEET LANE

C. Location of Property

6. Address/Location: 151 SWEET LANE

7. Map & Tax Lot Number (attach legal description if necessary): \_\_\_\_\_

20-03-32-41 # 1900-2300

8. Present Use: RESIDENTIAL AND VACANT

9. Proposed Use: RESIDENTIAL (TOWNHOMES)

D. Request for Consideration

10. Type of Land Use Application applying for: SUBDIVISION (REPLAT)

Options: Conditional Use, Greenway Conditional Use, Cottage Industry, Historic Alteration, Land Use District Map changes (no plan amendment required), Master Planned Developments, Site Design Reviews, Subdivisions, Variance (Class C)

11. Is this application filed in association with other land use permit applications?

Yes  No

12. Reasons for Application: APPLY TOWNHOME STANDARDS


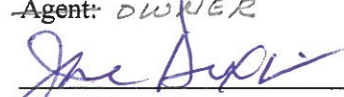
E. Required Information

- Narrative Statement: This application must be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making.  
Note: Additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.4 (Conditional Use), 4.5 (Master Planned Developments), 4.6 (Modifications), 4.8 (Code Interpretations), 4.9 (Miscellaneous Permits) and 5.1 (Variances).
- Plans: Three (3) sets of plans, including one (1) set of plans in a reproducible form that is no larger than 11"x17" in size. Content of plans will vary with application type. Refer to submittal requirements for specific application type.
- Neighborhood Meeting verification (for Master Planned Developments, Conditional Uses and Subdivisions). Must include copy of meeting notice and minutes and/or recording of meeting.
- Non-refundable application fee.


G. Signature

I hereby request a Type III Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Cottage Grove, Oregon.

I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Community Development Director and all required fees have been paid in full. Once the original application is submitted, Staff has 30 days to determine whether an application is complete. Within 30 days a letter will be mailed to you either deeming the application complete or requesting additional information. If additional information is requested you have 150 days to either: submit the missing information, submit some of the information and written notice that no other information will be provided, or submit a written notice that none of the missing information will be provided. *Once your application is deemed complete* you will be assigned a public hearing date before the Planning Commission and Staff will have 120 days to complete the processing of your application. (ORS 227.178)

	Owner:	Agent: <del>DOWNER</del>
Signature:		
Name:	<u>Rebecca Ramirez</u>	<u>Jane Dixon</u>
Date:	<u>6-28-23</u>	<u>6-28-23</u>

**Office Use Only**

Date Application Received: 6/29      Initials: 

Date Application Complete: \_\_\_\_\_      Initials: \_\_\_\_\_

Applicant Notified of Completeness: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_      Initials: \_\_\_\_\_



**NARRATIVE**  
**Replat Of Sweet Lane Townhomes**  
Tax Map 20-03-32-41  
Tax Lots 1900 - 2300

**OVERVIEW**

This narrative is prepared for the proposed subdivision application for an approximately 1 acre property at 151 Sweet Lane, tax map 20-03-32-41, tax lots 1900 - 200. This is a replat of a subdivision for a town house development. See cit Planning File No. S2-22. The property is currently has a single residence. The property is zoned R1. This narrative is intended to demonstrate compliance with the applicable review criteria in the City of Cottage Grove Development Code (Section 14.41.140). The proposal is for a nine (9) lot replat of a subdivision. Below is a list of the applicable review criteria, followed by a response which indicates compliance.

**APPLICABLE CRITERIA AND FINDINGS**

*14.43.140.A. General Approval Criteria.*

*The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:*

*1. The proposed preliminary plat complies with the applicable Development Code sections and all other applicable ordinances and regulations. At a minimum, the provisions of this Chapter, and the applicable chapters and sections of Chapter 2 (Land Use Districts) and Chapter 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Chapter 5;*

RESPONSE: This narrative addresses all the applicable Development Code sections and the other applicable ordinances and regulations referenced above.

*2. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapters 92 and 209;*

RESPONSE: The proposed name is Replat of Sweet Lane Townhomes, which is not already recorded for another subdivision and satisfies the provisions of ORS Chapters 92 and 209.

*3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat;*

RESPONSE: There are no streets, roads, sidewalks, bicycle lanes, or pathways proposed and any proposed utility and surface water management facilities will conform to adjoining property and are identified on the preliminary plat.

*4. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat;*



RESPONSE: No private common areas are proposed.

*5. Evidence that any required State and federal permits have been obtained, or shall be obtained before approval of the final plat;*

RESPONSE: The site is already developed and is not currently shown as containing any regulated floodplain or wetlands. If other state or federal permits are identified as being required, they will be obtained before approval of the final plat.

*6. Evidence that improvements or conditions required by the City, road authority, Lane County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met; and*

RESPONSE: The site is already developed as a residential area with existing public improvements and connections with neighboring properties and transportation systems. Any additional requirements by the above parties will be met.

*7. If any part of the site is located within an Overlay Zone or previously approved Planned Unit Development, Mixed Use Master Plan or Master Planned Development, it shall conform to the applicable regulations and/or conditions.*

RESPONSE: The site is not within an Overlay Zone or a previously approved Planned Unit Development, Mixed Use Master Plan or Master Planned Development.

*14.43.140.B. Layout and Design of Streets, Blocks and Lots.*

*All proposed blocks (i.e., one or more lots bound by public streets), lots and parcels conform to the specific requirements below:*

*1. All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use district (Chapter 2), and the standards of Section 14.31.200.J -Street Connectivity and Formation of Blocks.*

*Chapter 2 Table 14.22.120*

*Minimum Lot Area (square feet) = 2250 square feet*

*Minimum Lot Width = 20 feet*

*Minimum Lot Depth = 70 feet*

*Max. Building Coverage = 50%*

*Minimum Setbacks:*

*Front/Street = 10 feet*

*Garage = 20 feet*

*Side = 3 feet minimum with 10 feet total*

*Rear = 5 feet or 10 feet (structure height dependent)*

RESPONSE: As shown on the preliminary plat, each proposed lot is equal to or greater than the required minimum lot width and depth and square footage. The existing house will meet setback requirements. Any shed that does not meet setback requirements can be removed prior to plat approval.

2. *Setbacks shall be as required by the applicable land use district (Chapter 2).*

RESPONSE: As shown on the preliminary plat, the existing house will meet required setbacks.

3. *Each lot shall conform to the standards of Chapter 14.31 -Access and Circulation.*

RESPONSE: As shown on the preliminary plat, Each lot conforms to the applicable standards.

4. *Landscape or other screening may be required to maintain privacy for abutting uses. See Chapter 2 -Land Use Districts, and Chapter 14.32 -Landscaping.*

RESPONSE: As shown on the preliminary plat, each lot conforms to the applicable standards.

5. *In conformance with the Uniform Fire Code, a fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. This drive shall have a minimum paved surface of 12 feet (for one to two dwelling units) or minimum 16 feet (three to four dwelling units), with 20 feet minimum of clearance. See Chapter 14.31-Access and Circulation and Section 14.43.115(D).*

RESPONSE: As shown on the preliminary plat, all lots have road frontage that conforms to the uniform fire code.

6. *Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.*

RESPONSE: Any shared drive shall have a Joint Access, Maintenance, and Utility Easement recorded for it prior to Plat approval.

7. *All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.*

RESPONSE: Any required easements and/or engineering shall be submitted prior to Plat approval.

*Any additional requirements will be included by city staff as conditions of approval.*

*14.43.140.C. Conditions of Approval.*

*The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties. See Chapter 14.34 (Public Facilities).*

RESPONSE: Looking forward to receiving the Conditions of Approval letter.

EXHIBIT C

Lane County Clerk  
Lane County Deeds and Records 2022-042590  
\$157.00  
10/12/2022 09:07:22 AM  
RPR-SUBD Cnt=1 Pgs=1 Str=1 CASHIER 05  
\$5.00 \$70.00 \$10.00 \$11.00 \$61.00

**SWEET LANE TOWNHOMES**  
LOCATED IN THE SOUTHEAST 1/4 OF SECTION 32,  
TOWNSHIP 20 SOUTH, RANGE 3 WEST, WILLAMETTE MERIDIAN  
CITY OF COTTAGE GROVE  
LANE COUNTY, OREGON  
AUGUST 15, 2022

RECORDED  
DATE: 12 OCT 2022  
COUNTY CLERK  
BY: [Signature]

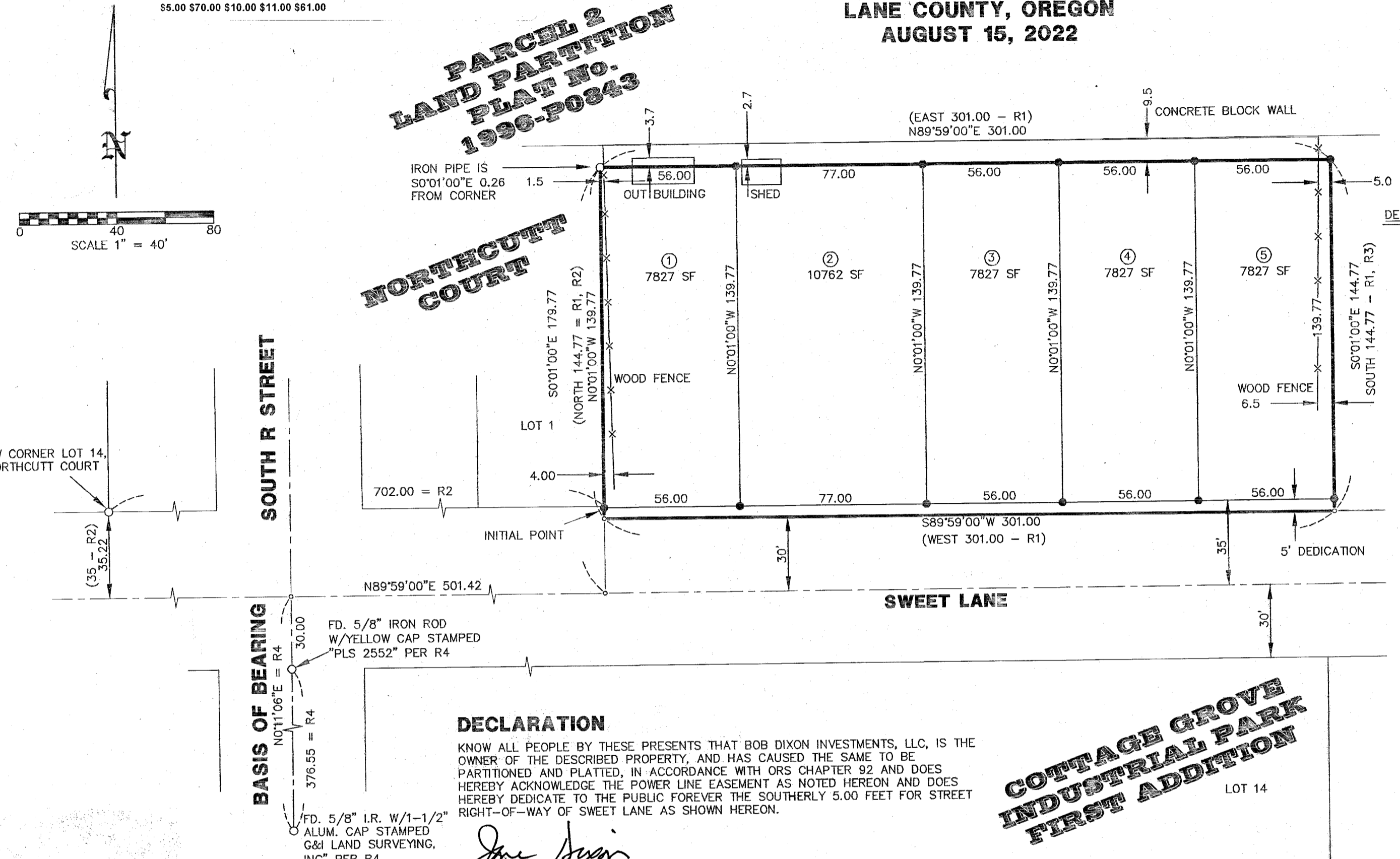
LANE COUNTY SURVEYORS OFFICE  
C.S. FILE NO. 45825  
FILING DATE 12 OCT 2022 5

**PARCEL 2  
LAND PARTITION  
PLAT NO.  
1996-0843**

**NORTHCUTT  
COURT**

**COTTAGE GROVE  
INDUSTRIAL PARK  
FIRST ADDITION**

\*\* THE CITY OF COTTAGE GROVE REPRESENTATIVE'S  
SIGNATURE OF APPROVAL ON THIS PLAT  
INDICATES ACCEPTANCE OF ALL RIGHT OF  
WAY AND UTILITY OR OTHER REAL PROPERTY  
INTERESTS DEDICATED HEREIN TO THE  
CITY OF COTTAGE GROVE.



**LEGEND**

- SET 5/8"x30" IRON ROD W/YELLOW CAP STAMPED "PLS 2552"
- FOUND MONUMENT 1" IRON PIPE OR AS NOTED
- CALCULATED POINT
- - - INDICATES LINE NOT DRAWN TO SCALE
- ( ) INDICATES RECORD INFORMATION
- = INDICATES MEASURED DATA EQUALS RECORD DATA
- R1 RECORD DATA PER DEED NO. 2022-011393
- R2 RECORD DATA PER NORTHCUTT COURT BOOK 13, PAGE 23
- R3 RECORD DATA PER WARRANTY DEED NO. 2020-001116
- R4 RECORD DATA PER COTTAGE GROVE INDUSTRIAL PARK FIRST ADDITION 2020-009158 CSF #44987

**DECLARATION**

KNOW ALL PEOPLE BY THESE PRESENTS THAT BOB DIXON INVESTMENTS, LLC, IS THE OWNER OF THE DESCRIBED PROPERTY, AND HAS CAUSED THE SAME TO BE PARTITIONED AND PLATTED, IN ACCORDANCE WITH ORS CHAPTER 92 AND DOES HEREBY ACKNOWLEDGE THE POWER LINE EASEMENT AS NOTED HEREON AND DOES HEREBY DEDICATE TO THE PUBLIC FOREVER THE SOUTHERLY 5.00 FEET FOR STREET RIGHT-OF-WAY OF SWEET LANE AS SHOWN HEREON.

*Jane Dixon*  
JANE DIXON, MEMBER  
BOB DIXON INVESTMENTS, LLC

**ACKNOWLEDGMENT**

STATE OF OREGON } ss  
COUNTY OF LANE }  
KNOW ALL PEOPLE BY THESE PRESENTS, ON THIS 14th DAY OF Sept 2022, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID STATE AND COUNTY, PERSONALLY APPEARED JANE DIXON AS A MEMBER OF BOB DIXON INVESTMENTS, LLC, AND THAT SHE EXECUTED SAID INSTRUMENT FREELY AND VOLUNTARILY.

*Joseph L. [Signature]*  
NOTARY PUBLIC (SIGNATURE)  
March 02, 2024  
COMMISSION EXPIRES:  
(WRITE OUT IN FULL)  
*Sacavelynb. Sentes*  
NOTARY PRINTED NAME  
997587  
COMMISSION NUMBER:

BRAD TAYLOR, MEMBER OF BRAD TAYLOR HOMES AND INVESTMENTS, LLC, HAS SIGNED A CONSENT AFFIDAVIT FOR THIS SUBDIVISION AND IS ON FILE IN THE LANE COUNTY OREGON CLERK'S OFFICE, RECEPTION NO. 2022-042591

TODD LEVINGS, MEMBER OF QBL, LLC, HAS SIGNED A CONSENT AFFIDAVIT FOR THIS SUBDIVISION AND IS ON FILE IN THE LANE COUNTY OREGON CLERK'S OFFICE, RECEPTION NO. 2022-042592

CAMERON DIXON MEMBER OF C&E DIXON, LLC, HAS SIGNED A CONSENT AFFIDAVIT FOR THIS SUBDIVISION AND IS ON FILE IN THE LANE COUNTY OREGON CLERK'S OFFICE, RECEPTION NO. 2022-042593

**NOTE:**

PROPERTY IS SUBJECT TO POWER LINE EASEMENT RECORDED FEBRUARY 6, 1942, BOOK 227, PAGE 311, DEED RECORDS OF LANE COUNTY, OREGON, WHICH GRANTED BLANKET ACCESS.

**NARRATIVE**

THE PURPOSE OF THIS SURVEY WAS TO SUBDIVIDE THE PROPERTY DESCRIBED IN DEED 2022-011393. MONUMENTS FOUND FROM CSF 44987 (PERFORMED BY THIS FIRM) WERE USED AS A BASIS OF BEARING AND TO CALCULATE THE CENTERLINE OF SWEET LANE. THE SOUTHWEST CORNER OF THE PROPERTY WAS CALCULATED PERPENDICULAR TO, AND 30' FROM, CENTERLINE, HOLDING THE IRON PIPE FOUND AT THE NORTHEAST CORNER OF LOT 1, NORTHCUTT COURT. FOR LINE, THIS POSITION WAS THEN CHECKED WITH THE IRON PIPE FOUND AT THE SOUTHWEST CORNER OF LOT 14, NORTHCUTT COURT. THE BOUNDARY WAS THEN CALCULATED USING BEARINGS PARALLEL TO THE WEST LINE AND CENTERLINE AND HOLDING RECORD DISTANCES. THERE ARE ENCROACHMENTS ON THE NORTH, EAST, AND WEST BOUNDARIES. THE FENCE ALONG THE WEST BOUNDARY WAS CONSTRUCTED BY THE OWNER. THE OWNER AND THE ADJOINER TO THE EAST HAVE BEEN IN DISCUSSION ABOUT REPLACING THE EXISTING FENCE ALONG THE EAST BOUNDARY. THE BRICK WALL TO THE NORTH BELONGS TO SOUTH LANE SCHOOL DISTRICT WHICH HAS INDICATED NO INTEREST IN MOVING SAID BRICK WALL.

**APPROVALS & ACCEPTANCES \*\***

*[Signature]* 9/20/22  
CHAIRPERSON  
CITY OF COTTAGE GROVE PLANNING COMMISSION  
*Ronald K Biddy* 9/22/2022  
CITY ENGINEER  
CITY OF COTTAGE GROVE  
*[Signature]* 9/28/2022  
LANE COUNTY COMMISSIONER SURVEYOR  
*[Signature]* 28 Sept 2022  
LANE COUNTY SURVEYOR COMMISSIONER  
*Michael Charles* 10-12-2022  
LANE COUNTY ASSESSOR

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
*[Signature]*  
OREGON  
JULY 21, 1992  
DAVID J. COLLIER  
2552  
RENEWAL 12-31-23

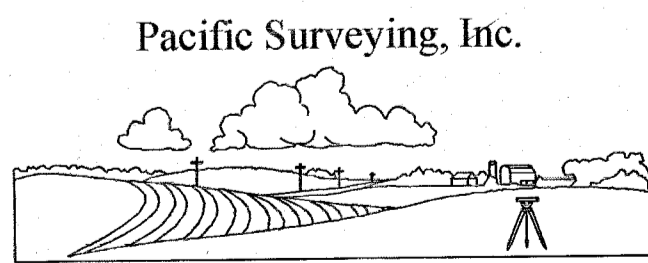
**SURVEYOR'S CERTIFICATE**

I, DAVID J. COLLIER, BEING DULY SWORN DEPOSE AND SAY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS THE LANDS SHOWN HEREON, AND THAT APPLICABLE CITY, STATE, AND COUNTY REQUIREMENTS HAVE BEEN MET, AND THAT THE INITIAL POINT IS A 5/8"x30" IRON ROD W/YELLOW CAP STAMPED "PLS 2552" AS SHOWN.

DAVID J. COLLIER PLS 2552

**DESCRIPTION**

BEGINNING AT A POINT WHICH IS THE SOUTHEAST CORNER OF NORTHCUTT COURT, BOOK 13, PAGE 23, THENCE RUN N0°01'00"W 139.77 FEET, THENCE N89°59'00"E 301.00 FEET, THENCE S0°01'00"E 144.77 FEET, THENCE S89°59'00"W 301.00 FEET, THENCE N0°01'00"W 5.00 FEET TO THE POINT OF BEGINNING, IN SECTION 32, TOWNSHIP 20 SOUTH, RANGE 3 WEST OF THE WILLAMETTE MERIDIAN, IN LANE COUNTY, OREGON.



75506 Blue Mountain School Rd Tel. (541)767-0790  
Cottage Grove, Oregon 97424 Cell (541)915-4043

**OWNERS:**  
 RIVERA AND REBECCA RAMIREZ  
 151 SWEET LANE  
 COTTAGE GROVE, OR 97424

BOB DIXON INVESTMENTS  
 76210 LONDON RD.  
 COTTAGE GROVE, OR 97424

**PRELIMINARY SUBDIVISION  
 REPEAT OF SWEETLANE TOWNHOMES**  
 TAX MAP 20-03-32-41 TAX LOTS 1900 - 2300  
 CITY OF COTTAGE GROVE, OREGON

