



## MEMORANDUM

### City of Beaverton

Community Development Department

**To:** Interested Parties  
**From:** City of Beaverton Planning Division  
**Date:** September 19, 2018  
**cc:** LD2018-0019  
**Subject:** *Notice of Decision for Cornell Home Center*

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Please find attached the notice of decision for **LD2018-0019 (Cornell Home Center)**. Pursuant to Section 50.40.11.E of the Beaverton Development Code, the decision for LD2018-0019 (Cornell Home Center) is final, unless appealed within twelve (12) calendar days following the date of the decision. The procedures for appeal of a Type 2 Decision are specified in Section 50.65 of the Beaverton Development Code. The appeal shall include the following in order for it to be accepted by the Director:

- The case file number designated by the City.
- The name and signature of each appellant.
- Reference to the written evidence provided to the decision making authority by the appellant that is contrary to the decision.
- If multiple people sign and file a single appeal, the appeal shall include verifiable evidence that each appellant provided written testimony to the decision making authority and that the decision being appealed was contrary to such testimony. The appeal shall designate one person as the contact representative for all pre-appeal hearing contact with the City. All contact with the City regarding the appeal, including notice, shall be through this contact representative.
- The specific approval criteria, condition, or both being appealed, the reasons why a finding, condition, or both is in error as a matter of fact, law or both, and the evidence relied on to allege the error.
- The appeal fee of \$250.00, as established by resolution of the City Council.

***The appeal closing date for LD2018-0019 (Cornell Home Center) is 4:30 p.m. Monday, October 1, 2018.***

The complete case files including findings, conclusions, and conditions of approval, if any, are available for review. The case files may be reviewed at the Beaverton Planning Division, Community Development Department, 4<sup>th</sup> Floor, Beaverton Building/City Hall; 12725 SW Millikan Way between 7:30 a.m. and 4:30 p.m., Monday through Friday, except holidays. For more information about the case file, please contact Elena Sasin, Associate Planner, at (503) 526-2494.

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## NOTICE OF DECISION

DECISION DATE: Wednesday, September 19, 2018

TO: All Interested Parties

FROM: Elena Sasin, Associate Planner

PROPOSAL: **LD2018-0019 (Cornell Home Center)**

LOCATION: The property is located at 17305 and 17235 NW Corridor Court, Tax Lot 700 of Washington County's Tax Assessors tax map 1N130DC. The total site is approximately 3.54 acres.

SUMMARY: The applicant is seeking a Preliminary Fee Ownership Partition approval to establish two (2) separate lots and one (1) common parcel for the two (2) existing buildings located on site.

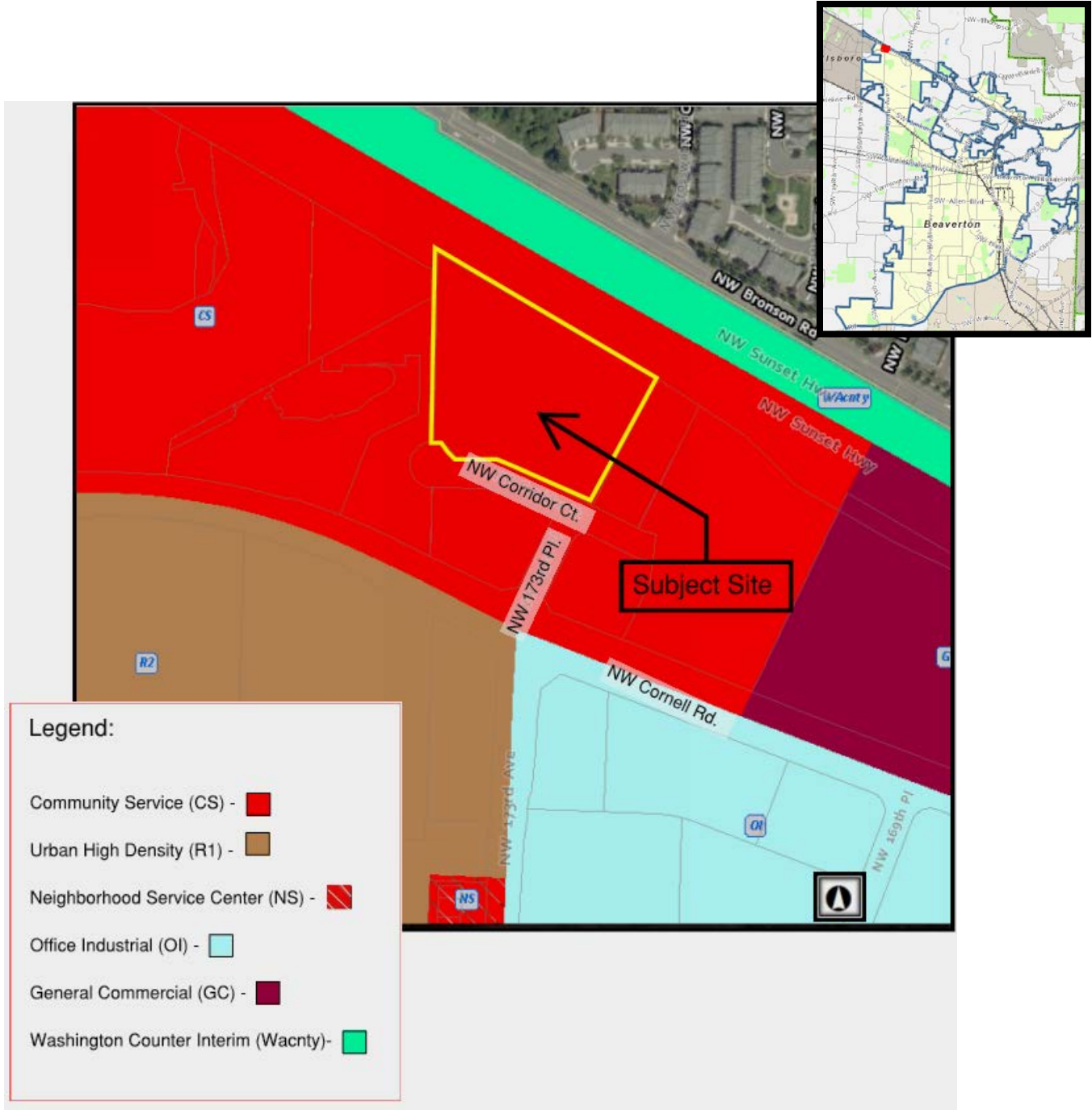
APPLICANT-PROPERTY OWNER: Cornell Home Court, LLC  
Attn: Nathan Oleson  
10695 S Bremer Road  
Canby, OR 97013

APPLICANTS REPRESENTATIVE: 3J Consulting  
5057 SW Griffith Drive, Suite 150  
Beaverton, OR 97005

APPLICABLE CRITERIA: Facilities Review Section 40.03  
Preliminary Fee Ownership Partition Section 40.45.15.6.C

RECOMMENDATIONS: **APPROVAL of LD2018-0019 (Cornell Home Center)** subject to conditions identified at the end of this report.

### VICINITY/ZONING MAP



## BACKGROUND FACTS

### Key Application Dates

| <u>Application</u> | <u>Submittal Date</u> | <u>Deemed Complete</u> | <u>120-Day*</u>   | <u>365-Day**</u> |
|--------------------|-----------------------|------------------------|-------------------|------------------|
| LD2018-0019        | May 10, 2018          | August 1, 2018         | November 29, 2018 | August 1, 2019   |

\*This is the latest date, without a continuance, by which a final written decision on the proposal can be made.

\*\*This is the latest date, with a continuance, by which a final written decision on the proposal can be made.

### Existing Conditions Table

|                            |   |   |
|----------------------------|---|---|
| <b>Zoning</b>              | CS (Community Service)  |   |
| <b>Current Development</b> | This property is currently developed with two (2) detached commercial buildings.  |   |
| <b>Site Size</b>           | Approximately 3.54 acres  |   |
| <b>NAC</b>                 | Five Oaks / Triple Creek  |   |
| <b>Surrounding Uses</b>    | <u>Zoning:</u><br>North: CS (Community Service) and WAcnty (Washington County Interim)<br>South: CS (Community Service)<br>East: CS (Community Service)<br>West: CS (Community Service) | <u>Uses:</u><br>North: Right-of-way (Highway 26)<br>South: Medical Clinic / Office<br>East: Child Care - Preschool<br>West: Retail and Place of Worship |

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| <b>Attachment B:</b> LD2018-0019 <i>Preliminary Fee Ownership Partition</i>                 | LD1-LD4 |
| <b>Attachment C: Conditions of Approval</b>   | COA1    |
| <b>Exhibits by City Staff:</b>  |         |
| Exhibit 1 – Vicinity and Zoning Map (Page in this Staff Report)                             | SR-2    |
| <b>Exhibits by Applicant:</b>   |         |
| Exhibit 2 – Applicant’s Materials   |         |
| <b>Public Agency Communication/Comments:</b>  |         |
| None Received   |         |
| <b>Public Testimony / Comments:</b>   |         |
| None Received   |         |

**FACILITIES REVIEW COMMITTEE  
TECHNICAL REVIEW AND RECOMMENDATIONS  
Cornell Home Center  
(LD2018-0019)**

**Section 40.03.1 Facilities Review Committee:**

The Facilities Review Committee has conducted a technical review of the application, in accordance with the criteria contained in Section 40.03 of the Development Code. The Committee's findings and recommended conditions of approval are provided to the decision-making authority. As they will appear in the Staff Report, the Facilities Review Conditions may be re-numbered and placed in different order.

The decision-making authority will determine whether the application as presented meets the Facilities Review approval criteria for the subject application and may choose to adopt, not adopt, or modify the Committee's findings, below.

**The Facilities Review Committee Criteria are reviewed for all criteria that are applicable to the submitted application as identified below:**

- A. All critical facilities and services related to the proposed development have, or can be improved to have, adequate capacity to serve the proposed development at the time of its completion.***

Chapter 90 of the Development Code defines "critical facilities" to be services that include public water, public sanitary sewer, storm water drainage and retention, transportation, and fire protection.

The existing development is located within the Tualatin Valley Water District. Stormwater and sanitary sewer services are provided by the City of Beaverton. No physical development is proposed in association with the Fee Ownership Partition. The applicant states that all critical facilities and services related to the proposed development have adequate capacity to serve the proposed development. The applicant has submitted a Clean Water Services (CWS) Service Provider Letter (SPL) for the project which states that the proposal will not significantly impact the existing or potentially sensitive area(s) found near the site.

The subject site is an existing retail and business center, developed within Washington County's jurisdiction, prior to annexation. Vehicular and pedestrian access to the site exists off of NW Corridor Court.

The Committee finds that the proposal does not affect existing, or impede potential future, necessary on-site and off-site connections to public water, public sanitary sewer, storm water drainage facilities or transportation. The applicant's plans were shared with TVF&R and Transportation staff, who did not provide comments in response to the proposed Preliminary Fee Ownership Partition.

Therefore, staff finds that the proposal meets the criterion for approval, subject to conditions of approval.

- B. Essential facilities and services related to the proposed development are available, or can be made available, with adequate capacity to serve the development prior to its occupancy. In lieu of providing essential facilities and services, a specific plan may be approved if it adequately demonstrates that essential facilities, services, or both will be provided to serve the proposed development within five (5) years of occupancy.***

Chapter 90 of the Development Code defines “essential facilities” to be services that include schools, transit improvements, police protection, and pedestrian and bicycle facilities in the public right-of-way. The applicant’s plans and materials were forwarded to the City Transportation staff and Tualatin Valley Fire and Rescue. As noted above, Tualatin Valley Fire and Rescue, as well as Transportation staff, had no comments.

Tri-Met provides bus service along NW Cornell Road, approximately 300 feet south of the subject site. The proposed Fee Ownership Partition does not warrant additional transit location or capacity.

Existing public sidewalks currently abut the subject site. The nearest bicycle lanes are located within NW Cornell Road.

Police protection to the site will continue to be provided by the Beaverton Police Department.

The Committee has reviewed the proposal and has found that the essential facilities and services to serve the site are adequate to accommodate the proposal.

**Therefore, staff finds that the proposal meets the criterion for approval, subject to condition of approval.**

- C. The proposed development is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are modified by means of one or more applications which shall be already approved or which shall be considered concurrently with the subject application; provided, however, if the approval of the proposed development is contingent upon one or more additional applications, and the same is not approved, then the proposed development must comply with all applicable provisions of Chapter 20 (Land Uses).***

Staff cites the Code Conformance Analysis chart at the end of this report, which evaluates the project as it relates to the applicable Code requirements of Chapter 20 for the Community Service (CS) zone, as applicable to the above mentioned criteria. The proposal does not include any physical development of the site. The Preliminary Fee Ownership Partition application proposes to create three parcels out of several

legal lots (Lot 1-3 and part of 4) in the Corridor Center plat, to allow for ownership flexibility of the existing buildings and parking area.

**Therefore, staff finds that the approval criterion is not applicable to the proposal.**

- D. The proposed development is consistent with all applicable provisions of Chapter 60 (Special Requirements) and all improvements, dedications, or both, as required by the applicable provisions of Chapter 60 (Special Requirements), are provided or can be provided in rough proportion to the identified impact(s) of the proposed development.***

The Committee cites the Code Conformance Analysis chart at the end of this report, which evaluates the proposal as it relates to the applicable Code requirements of Chapter 60, in response to the above mentioned criteria. Staff will provide findings for the applicable Preliminary Fee-Ownership Partition approval criteria within the applicable sections of the staff report. As mentioned above in response to approval criterion C, the Fee Ownership Partition proposal does not entail physical development or changes to the site.

**Therefore, staff finds that by meeting the condition of approval, the proposal meets the criterion.**

- E. Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas, as applicable: drainage facilities, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas, and other facilities not subject to maintenance by the City or other public agency.***

The proposal includes a number of features that will require continued maintenance, including paving and landscaping, of common areas. The applicant has submitted a Declaration of Reciprocal Easement and Operations Agreement. The applicant states that this agreement provides and ensures for the continued periodic maintenance and necessary normal replacement of the private common facilities and areas. The agreement includes landscaping, lighting, signage, and other facilities not subject to public maintenance.

Staff concurs that the property can be maintained by the property owner in accordance with the requirements of the City of Beaverton, however, staff recommend a condition of approval that the applicant address other shared structures and areas, such as the trash enclosure and fence, in the agreement.

**Therefore, staff finds that the proposal meets the criterion for approval, subject to conditions of approval.**



***F. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the development.***

Staff cites the findings for criteria C and D. Staff finds that existing walkways have safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the development. The applicant is not proposing changes to the existing vehicular and pedestrian circulation areas.

**Therefore, staff finds that the proposal meets the criterion for approval, subject to conditions of approval.**

***G. The development's on-site vehicular and pedestrian circulation systems connect to the surrounding circulation systems in a safe, efficient, and direct manner.***

The existing on-site vehicular and pedestrian circulation systems connect to the surrounding circulation systems. The proposed Preliminary Fee Ownership Partition does not entail physical changes to the subject site or buildings. The initial review of the existing development was conducted in Washington County, prior to annexation.

**Therefore, staff finds that the proposal meets the criterion for approval.**

***H. Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate fire protection, including, but not limited to, fire flow.***

The proposal does not include any physical changes to the existing site or buildings. Fire protection will be provided to the site by Tualatin Valley Fire and Rescue Department (TVF&R). Tualatin Valley Fire & Rescue reviewed the proposal and has not provided comments or conditions of approval.

**Therefore, staff finds that the proposal meets the criterion for approval.**

***I. Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate protection from crime and accident, as well as protection from hazardous conditions due to inadequate, substandard or ill-designed development.***

No physical changes to the site are being proposed with the Fee Ownership Partition application.

**Therefore, staff finds that the approval criterion is not applicable to the proposal.**

- J. Grading and contouring of the development site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.***

No grading is proposed with the Fee Ownership Partition application.

**Therefore, staff finds that the approval criterion is not applicable to the proposal.**

- K. Access and facilities for physically handicapped people are incorporated into the development site and building design, with particular attention to providing continuous, uninterrupted access routes.***

Physical changes and development on the site are not being proposed.

**Therefore, staff finds that the approval criterion is not applicable to the proposal.**

- L. The application includes all required submittal materials as specified in Section 50.25.1 of the Development Code.***

The application was submitted on May 10, 2018. The application was deemed complete on August 1, 2018. In the review of the materials during the application review, the Committee finds that all applicable application submittal requirements, identified in Section 50.25.1 are contained within this proposal.

**Therefore, staff finds that the proposal meets the criterion for approval.**

**Code Conformance Analysis**  
**Chapter 20 Use and Site Development Requirements**  
**Community Service (CS) District**

| CODE STANDARD                                 | CODE REQUIREMENT   | PROJECT PROPOSAL   | MEETS CODE? |
|---|--|--|-------------|
| <b>Development Code Section 20.10.20 (CS)</b> |  |  |             |
| Use – Permitted & Conditional                 | Recreational Facilities, Eating and Drinking Establishment, Retail Trade, Place of Worship   | The structures and uses are existing. The proposal does not entail changes to either the structure or use.   | N/A         |
| <b>Development Code Section 20.10.15 (CS)</b> |  |  |             |
| Minimum Parcel Area                           | 7,000 sq. ft.  | Parcel 1: 17,799 sq. ft.<br>Parcel 2: 39,146 sq. ft.<br>Parcel 3: 97,322 sq. ft.   | Yes         |
| Minimum Lot Dimensions                        | Width: 70<br>Depth: 100  | <u>Parent Parcel:</u><br>Width: ~ 380 ft. and 548 ft.<br>Depth: 307 ft. and 409 ft.  | Yes         |
| Minimum Yard Setbacks                         | <u>Front:</u> Lots greater than 60,000 sq.ft. subject to Section 60.05.15.6. = occupy min. 35% frontage, no greater than 20 feet from front.<br><u>Side:</u><br>a. Interior – 10<br><br><u>Rear:</u> 0 | <u>Front:</u> ~ 100 ft.<br>The buildings are existing. The proposed Fee Ownership Partition does not include physical changes to the site or buildings. Development of the site occurred prior to annexation.<br><br><u>Side:</u><br>a. Interior – 10<br><br><u>Rear:</u> 20 | Yes         |
| Maximum Building Height                       | 60 ft.   | 24 ft.   | Yes         |

## Chapter 60 Special Requirements

| CODE STANDARD                                       | CODE REQUIREMENT   | PROJECT PROPOSAL   | MEETS CODE? |
|---|--|--|-------------|
| <b>Development Code Section 60.05</b>               |  |  |             |
| Design Review Principles, Standards, and Guidelines | Requirements for new development and redevelopment.  | Structures are existing. No new physical development is being proposed on the site.                              | N/A         |
| <b>Development Code Section 60.25</b>               |  |  |             |
| Off-Street Loading                                  | Off-street loading requirements.   | Structures are existing. No new physical development is being proposed on the site.                              | N/A         |
| <b>Development Code Section 60.30</b>               |  |  |             |
| Off-street motor vehicle parking                    | Off street parking.  | Structures and parking are existing. No new physical development or modifications to the site is being proposed. | N/A         |
| Required Bicycle Parking                            | Requirements pertaining to the minimum number of required short term and long term bicycle parking spaces. | Structures and parking are existing. No new physical development or modifications to the site is being proposed. | N/A         |
| <b>Development Code Section 60.40</b>               |  |  |             |
| Sign Regulations                                    | Requirements pertaining to the size and location of signs  | Signs are not approved through the Design Review process. Proposal does not include signage.                     | N/A         |
| <b>Development Code Section 60.55</b>               |  |  |             |
| Transportation Facilities                           | Regulations pertaining to the construction or reconstruction of transportation facilities.                 | Structures and parking are existing. No new physical development or modifications to the site is being proposed. | N/A         |

| <b>Development Code Section 60.60</b> |  |   |     |
|---------------------------------------|--|---|-----|
| Trees & Vegetation                    | Regulations pertaining to the removal and preservation of trees. | Removal of trees is not being proposed. | N/A |

**Development Code Section 60.65**

|                        |   |  |     |
|------------------------|---|--|-----|
| Utility Undergrounding | All existing overhead utilities and any new utility service lines within the project and along any existing frontage, except high voltage lines (>57kV) must be placed underground. | Structures and parking are existing. No new physical development or modifications to the site is being proposed. | N/A |
|------------------------|---|--|-----|

**LD2018-0019  
CORNELL HOME CENTER  
ANALYSIS AND FINDINGS FOR  
PRELIMINARY FEE OWNERSHIP PARTITION**

**Section 40.45.05 Land Division Applications; Purpose**

*The purpose of the Land Division applications is to establish regulations, procedures, and standards for the division or reconfiguration of land within the City of Beaverton.*

**Section 40.45.15.6.C Approval Criteria**

*In order to approve a Preliminary Fee Ownership Partition application, the decision making authority shall make findings of fact based on evidence provided by the applicant demonstrating that all the following criteria are satisfied:*

- 1. The application satisfies the threshold requirements for a Preliminary Fee Ownership Partition application. If the parent parcel is subject to a pending Legal Lot Determination under Section 40.47., further division of the parent parcel shall not proceed until all the provisions of Section 40.47.15.1.C have been met.***

Threshold 1 for a Preliminary Fee Ownership Partition states that an application for Preliminary Fee Ownership Partition shall be required when the following threshold applies:

- 1. The creation of up to and including three (3) new parcels from at least one (1) lot of record in one (1) calendar year in a Commercial, Industrial or Multiple Use zone, where one or more of the proposed parcels does not meet one or more of the setback, lot coverage, floor area ratio, and/or lot dimension standards of Chapter 20 (Land Uses), as applicable and where modification to the same standard(s) is not requested through another type of application.*

The Preliminary Fee Ownership Partition application proposes to create three parcels out of several legal lots (Lot 1-3 and part of 4) in the Corridor Center plat, to allow for ownership flexibility of the existing buildings and parking area, in a Commercial zoning district. There are two (2) existing structures on the lot, as identified on the applicant's submitted plans. The proposal does not include modifications to the structures, but rather establishes separate parcels (Parcel 1 and Parcel 2) for each building surrounded by one parcel (Parcel 3) intended for shared use and ownership. Proposed Parcels 1 and 2 will not meet the standard yard setbacks, however the parent parcel (Lot 1-3 & Part 4 of Corridor Center) will still meet all setback standards for the Community Service zone, meeting threshold 1 for a Preliminary Fee Ownership Partition.

**Therefore, staff finds that the proposal meets the criterion for approval.**

2. ***All City application fees related to the application under consideration by the decision making authority have been submitted.***

The applicant has paid the required application fee for a Preliminary Fee Ownership Partition application.

**Therefore, staff finds that the proposal meets the criterion for approval.**

3. ***The proposed development does not conflict with any existing City approval, except the City may modify prior approvals through a Preliminary Fee Ownership Partition process to comply with current Code standards and requirements.***

The subject site is currently developed, with two (2) buildings on site. The Preliminary Fee Ownership Partition will establish two (2) separate parcels, one for each building, and one common parcel for parking, landscaping, access and utilities. The proposed application will not affect or modify any current or previous land use approvals.

**Therefore, staff finds that the proposal meets the criterion for approval.**

4. ***The parent parcel shall meet the minimum setback requirements for the applicable zoning district unless the setback is subject to an Adjustment, Variance, Flexible Setback, or Zero Side Yard Setback for a proposed Non-Residential Land Division application which shall be considered concurrently with the subject proposal.***

The applicant has not submitted an Adjustment, Variance, Flexible Setback or Zero Side Yard Setback application. The Community Service (CS) zoning district requires a minimum front setback of 20 feet, a minimum rear yard setback of 20 feet and a minimum of 10 feet for side yard setbacks for interior lots. The applicant's plans demonstrate that the existing buildings meet the standard yard setbacks from the parent parcel property lines.

**Therefore, staff finds that the proposal meets the criterion for approval.**

5. ***The proposal does not create a parcel which will have more than one (1) zoning designation.***

All the subject area is zoned Community Service (CS). All created parcels will retain the CS zoning designation.

**Therefore, staff finds that the proposal meets the criterion for approval.**

6. ***Applications and documents related to the request requiring further City approval shall be submitted to the City in the proper sequence.***

The applicant submitted the application for a Preliminary Fee Ownership Partition on May 10, 2018 and was deemed complete on August 1, 2018. No other applications are required of the applicant for this stage of City approvals.

**Therefore, staff finds that the proposal meets the criterion for approval.**

### **RECOMMENDATION**

Based on the facts and findings presented, staff recommends **APPROVAL** of **LD2018-0019 (Cornell Home Center)**, subject to the applicable conditions identified in Attachment C.



## Land Division Standards Code Conformance Analysis

| CODE STANDARD                                 | CODE REQUIREMENT   | PROJECT PROPOSAL   | MEETS CODE? |
|---|--|--|-------------|
| <b>Grading Standards</b>                      |  |  |             |
| 60.15.10.1<br>Applicability                   | Grading standards apply to all land divisions where grading is proposed but do not supersede Section 60.05.25 Design Review.   | The proposal is does not include development. No grading is proposed.                            | <b>N/A</b>  |
| 60.15.10.2.A-C<br>Exemptions                  | Exemptions include: Public right-of-way, storm water detention facilities, grading adjacent to an existing public-right of way which results in a finished grade below the elevation of the adjacent right-of-way. | Grading is no proposed.  | <b>N/A</b>  |
| 60.15.10.3.A<br>0-5 Feet From Property Line   | Maximum of two (2) foot slope differential from the existing or finished slope of the abutting property.   | The subject site does not abut a residentially zoned property and grading is not being proposed. | <b>N/A</b>  |
| 60.15.10.3.B<br>5-10 Feet From Property Line  | Maximum of four (4) foot slope differential from the existing or finished slope of the abutting property.  | The subject site does not abut a residentially zoned property and grading is not being proposed. | <b>N/A</b>  |
| 60.15.10.3.C<br>10-15 Feet From Property Line | Maximum of six (6) foot slope differential from the existing or finished slope of the abutting property.   | The subject site does not abut a residentially zoned property and grading is not being proposed. | <b>N/A</b>  |
| 60.15.10.3.D<br>15-20 Feet From Property Line | Maximum eight (8) foot slope differential from the existing or finished slope of the abutting property.  | The subject site does not abut a residentially zoned property and grading is not being proposed. | <b>N/A</b>  |
| 60.15.10.3.E<br>20-25 Feet From Property Line | Maximum ten (10) foot slope differential from the existing or finished slope of the abutting property.   | The subject site does not abut a residentially zoned property and grading is not being proposed. | <b>N/A</b>  |
| 60.15.10.3.F<br>Pre-development slope         | Where a pre-development slope exceeds one or more of the standards in subsections 60.15.10.3.A-E, the slope after grading shall not exceed the pre-development slope   | The subject site does not abut a residentially zoned property and grading is not being proposed. | <b>N/A</b>  |
| <b>Significant Trees and Groves</b>           |  |  |             |
| 60.15.10.4<br>Significant Trees and Groves    | Standards for grading within 25 feet of significant trees or groves.   | Grading is not proposed and there are no significant trees or groves on site.                    | <b>N/A</b>  |

**RECOMMENDATION AND CONDITIONS OF APPROVAL  
BY THE FACILITIES REVIEW COMMITTEE:  
Cornell Home Center  
LD2018-0019**

**The Facilities Review Committee finds that the proposal complies with all the technical criteria. The Committee recommends that the decision-making authority in APPROVING the proposal, adopt the following conditions of approval:**

**LD2018-0019 Preliminary Fee Ownership Partition Application:**

**A. Prior to Final Plat approval, the applicant shall:**

1. Have verified to the satisfaction of the City Engineer that the location and width of proposed rights of way and easements are adequate per the overall development plan; that each parcel and tract has proper access provisions; and that each parcel and tract has adequate utility service provision/availability per adopted City standards and requirements. (Site Development Div./JJD)
2. Submit a draft final plat that is fully dimensioned and indicates the square footage of all parcels. (Planning / ES)
3. Address maintenance of fence and shared garbage and recycling areas in the Declaration of Reciprocal Easement and Operations Agreement. (Planning / ES)
4. Provide the final copy of the Declaration of Reciprocal Easement and Operations Agreement to be reviewed and approved by the City Attorney. (Planning / ES)
5. Submit a Final Land Division Application. In accordance with Section 50.90 of the Development Code, submittal of a complete final land division application shall be made within 2 years after preliminary plat approval, unless a time extension is approved. (Planning / ES)
6. Submit a copy of a recorded deed for Parcel 3 which includes a “no-build easement” over the entirety of Parcel 3. Alternatively, submit a final plat which shows Parcel 3 has been re-designated as a tract. The purpose of the tract shall be addressed in Declaration of Reciprocal Easement and Operations Agreement. (Planning / ES & Building / TB)