



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370
541-929-6148
www.ci.philomath.or.us

November 7, 2023

Keystone Builders LLC
C/O Richard Wenger
PO BOX 893
Philomath, OR 97370

Re: Planning File# P23-09: Site Design Review- Type II

Dear Mr. Wenger,

My name is Chase, and I am the new assistant planner for Philomath. I wanted to introduce myself and update you on the status of your recent planning application. After reviewing your site plans for **P23-09** it appears that we require further information listed below:

1. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
2. Loading and service areas for waste disposal, loading and delivery.
3. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable.
4. Location, type, and height of outdoor lighting.
5. Location of mail boxes, if known.
6. Name and address of project designer, if applicable
7. Locations, sizes, and types of signs.
8. Landscape Plan. A landscape plan is required and shall show the following:
 - The location and height of existing and proposed fences and other buffering or screening materials;
 - The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - The location, size, and species of the existing and proposed plant materials (at time of planting);
 - Existing and proposed building and pavement outlines;
 - Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;
 - Other information as deemed appropriate by the planning official. An

arborist's report may be required for sites with mature trees that are protected under Chapter 18.70 PMC.

9. Sign drawings shall be required in conformance with the city's sign code. PMC 18.95

After I receive that information I can move forward with completing your application.

Thank you,

A handwritten signature in black ink, appearing to read 'Chase Burghgrave', with a long horizontal flourish extending to the right.

Chase Burghgrave
Associate Planner