

**PRE-APPLICATION CONFERENCE FILE # 001-00527-25**

**DATE:** Thursday, July 17, 2025 @ 2:00 p.m.

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APPLICANT:	Menne Family Trust
PROPOSAL:	22-unit residential development
LOCATION:	1885 Hubbard Lane
MAP & TAX LOT:	36-06-26-BB, Tax Lots 3200 & 3400
COMPREHENSIVE PLAN:	General Commercial
ZONING DISTRICT:	General Commercial
PARCEL SIZE:	1.61 + 0.51 = 2.12 acres total
OVERLAY DISTRICTS:	Enterprise Zone Reimbursement District for Hubbard Lane Improvements and Waterline Extension
SPECIAL NATURAL FEATURES:	Sand Creek – Essential Salmon Habitat Wetlands Significant stand of trees
STREET NAME(S) & CLASSIFICATIONS:	Hubbard Lane (Major Collector Street)

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Use Classification for Purposes of Determining Permitted Use: Residential Dwelling Unit, Multi-Dwelling (5 or more units) as listed in Schedule 12-2, Section 12.131 of the *Grants Pass Development Code (GPDC)*.

Will zoning allow proposed uses? Yes.

☐ ~~Urban Growth Boundary~~      -OR-      ☒ City Limits  
☐ ~~Category 1 Development~~      ☐ ~~Category 2 Development~~

Submittal Requirements:

1. Section 19.021 Exempts Residential Multi-Dwelling Complexes from separate stand-alone site plan reviews. Submittal would include 100% civils and building plans.
2. If applicant chooses, per Section 19.032, the application procedure would be a Minor Site Plan Review if the proposal meets the clear and objective standards of Articles 12, 13, 22, 23, 24, 25, and 27. Submittal requirements listed in 19.072

Procedure Type: Type I-C – Directors Decision, Minor Site Plan Review, (Type III, if Variance Requested)

Approval Criteria: Section 19.042 (and Section 6.060, if Variance Requested)

Applicable Development Code Sections Based on Proposed Use of Property:

6 ~ Variances, 12 ~ Zoning, 13 ~ Special Purpose Districts, 19 ~ Site Plan Review,  
22 ~ Residential Development Standards, 23 ~ Landscaping, 24 ~ Environmental Standards,  
25 ~ Parking and Loading, 27 ~ Access, 28 ~ Utilities.

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**City Utilities along Street Frontage:**

<b>Water:</b>	16-inch water main in Hubbard Lane 8-inch water main in Esther Lane
<b>Sewer:</b>	10-inch sewer main in Hubbard Lane 8-inch sewer main in Esther Lane
<b>Storm:</b>	Curb and Gutter in Hubbard Lane GPID assets in Hubbard Lane Curb and Gutter in Esther Lane GPID assets in Esther Lane

**General Notes and Comments:** See attached.

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**SIGNED:** STAFF: Mark Trinidad / Donna Rupp

**ATTACHMENTS:**

1. Application
2. Location Map
3. Aerial Map
4. Essential Salmon Habitat and Wetlands Maps
5. GPID Comment
6. Reimbursement Districts
7. Public Works Comments
8. ODOT Comments
9. Public Safety Comments
10. Land Use Decision and Hearing Schedule
11. Planning Fee Schedule
12. Engineering Submittal Information
13. System Development Charges

**Hubbard Lane Multi-Unit Residential Development**  
**Project # 001-00527-25**  
**July 17, 2025, Pre-Application Conference**

**Planning Comments**

**Note:** All comments provided today are general in nature and may not be all inclusive. No decision is being made at this time. A formal review and decision will be made once an application has been received.

**Proposal:** The application is for development of a 22-unit residential rental complex (See *Exhibit 1*). The applicant proposes to construct the development on two existing lots of record: 36-06-26-BB, TL 3200 and 3400 totaling 2.12 acres (See *Exhibits 2 and 3*).

**Property Details**

1. The subject parcels are 1.61 and 0.51 acres in size, totaling 2.12 acres, and are located within the General Commercial (GC) zoning district.
2. The property is currently undeveloped, with one driveway approach from Hubbard Lane.
3. Sand Creek bisects Tax Lot 3200. Per the Oregon Department of State Lands (DSL), it is classified as Essential Salmon Habitat for Summer Steelhead. In addition, a wetland is indicated adjacent to the creek on the newest edition of the state Local Wetlands Inventory (See *Exhibit 4*).
4. The western and southern edges of the property are considered front/exterior side yards as they abut public right of way. Front/exterior side yard building setbacks and landscaping requirements will apply to this development.
5. There is a Grants Pass Irrigation District asset located on the property site. GPID requests a 15 foot easement per *Exhibit 5*. The applicant should contact GPID at 541-476-2582, regarding additional comments or requirements.
6. There are two (2) active Reimbursement Districts on both parcels. One is for Hubbard Lane Street Improvements and the second for a Water Line extension. The assessed amounts are due and payable at the application for a building permit. See *Exhibit 6* for the estimated amounts.

**Access and Parking**

7. The project site has an existing access approach from Hubbard Lane. The applicant proposes an additional access from Esther Lane. See Public Works Comments (*Exhibit 7*) for all comments regarding access.
8. The project site has frontage on Redwood Highway (199), which is a state Highway. The Oregon Department of Transportation (ODOT) has jurisdiction over all state Highways. See *Exhibit 8* for all ODOT comments.
9. All driveways and parking and maneuvering areas shall be paved.

10. Pursuant to Schedule 27-1 of the Development Code, residential driveways serving more than two dwellings require a minimum driveway approach width of 24 feet for a two-way driveway.
11. See Public Safety Comments (*Exhibit 9*) regarding turn arounds.
12. The Institute of Transportation Engineers (ITE) Manual was used to calculate the estimated traffic from the site.
  - a. Low-Rise Apartment (use 220) generates 7.32 average daily trips (ADT) and .56 P.M. peak hour trips per dwelling unit. A multi-dwelling complex of 22 units would therefore generate 161.04 daily trips and 12.32 P.M. peak hour trips.
    - i. The estimated number of trips (161.04 daily trips, 12.32 peak hour trips) generated do not exceed 500 daily trips nor 25 P.M. peak hour trips under this use code; therefore, a Transportation Impact Analysis (TIA) for the proposed complex is not required.
13. The applicant shall obtain an encroachment permit from the Engineering Division for any work to be done in the right-of-way. The Streets Department will install all applicable signs at developer expense.
14. Pursuant to Climate Friendly & Equitable Communities rules OAR 660-021-0440, there are no mandatory off-street parking requirements, however installed parking areas must meet the standards listed in Article 25. The site plan provided by the applicant indicates a total of 36 parking spaces.
  - a. Proposed off-street parking shall comply with all standards listed in Article 25 of the GPDC including parking lot design standards (Section 25.033); Climate Friendly Parking Design (Section 25.038); and Electric Vehicle (EV) Charging Requirements (Section 25.039).
  - b. Proposed off-street parking provided shall comply with parking lot landscaping and screening standards listed in Section 23.035 of the GPDC.
  - c. ADA parking requirements must meet the standards as defined in the Oregon Specialty Building Code.
  - d. In accordance with Section 25.060 of the GPDC, multi-dwelling housing use requires one (1) Type 2 bicycle space per unit (see Section 25.062 and Schedule 25-2 of the GPDC). The supplied application does not indicate any bicycle parking spaces for the proposed development.

#### **Infrastructure Needs**

15. The proposed development shall meet all applicable requirements found in the Public Works memo attached as *Exhibit 7*.
16. Development may trigger fire sprinkler installation. Once building plans have been submitted, the Fire Marshal and Building Official will be able to advise about on-site fire protection needs. If fire service lines are required, then civil engineering plans will need to be submitted reflecting those lines and suppression system.

17. See requirements from Public Safety attached as *Exhibit 9*.

**Site Plan Notes:**

18. The submitted narrative does not indicate whether a Property Line Vacation is proposed for the development. If the tax lots are intended to remain as they are currently mapped, each lot would be required to meet all standards for multi-dwelling units. If not, a Property Line Vacation (PLV) application shall be submitted to the Community Development Department. A PLV is a Type IV-A procedure, which requires a hearing before the City Council. See the Land Use Hearing Schedule, *Exhibit 10*.
19. Environmental: Sand Creek is listed as Essential Salmon Habitat for Summer Steelhead by the Oregon Department of State Lands (DSL). Additionally, the recently released Local Wetland Inventory map indicates that wetlands are located on the project site. A permit is often required to remove or fill materials in Oregon streams, side channels and adjacent wetlands that have been mapped as Essential Salmon Habitat. The City is required to notify DSL to request a wetland determination once a completed planning application is received. Wetlands determination by DSL takes 30 days. If they determine any to be present, additional requirements must be met. No fill or grading may take place on Tax Lot 3200 until this determination has been made. Contact DSL for more information. See *Exhibit 4* for maps and web links.
20. This development will be subject to the residential Multi-Dwellings design and landscape standards of Article 22, including the following:
- a. 22.102 Open Space Guidelines and Standards
    - i. The project is located in non-residentially zoned district, requiring high-value recreational common open space with a minimum of 1,000 sq. ft. and a minimum of 400 square feet of contiguous space. See Section 22.102(2)(b) for information regarding required common open space. See Article 30, under “Open Space, Recreational” for a definition.
  - b. 22.103 Landscaping Guidelines and Standards
  - c. 22.104 Parking, Site Access, and Circulation
  - d. 22.105 Building Mass and Façade Design
  - e. 22.106 Exterior Elevations
21. Per Section 22.612(1)(c), this development is exempt from solar standards as it, and the property to the north of it, are zoned General Commercial, rather than residential.
22. Per Section 23.036(1), refuse containers shall be screened by a solid wood or masonry fence between five (5) and eight (8) feet high.
23. Per Section 23.036(3), internal lighting from the site may not shine onto adjacent parcels nor may it glare onto roadways.
24. In addition to Section 22.103, the following landscape/buffering requirements may pertain to the project:

- a. Any proposed fences must conform to Section 23.037. Show any existing or proposed fencing on the submitted site plan. Indicate type, height, and location of fencing.
  - b. Section 23.035 lists the requirements for parking lot landscaping standards. See Figures 23-1 and 23-2 for details on Parking Lot Tree Distribution and Landscaped End Islands.
    - i. One (1) tree and sixteen (16) square feet of landscaping per ten parking spaces.
    - ii. See Figure 23-1 and 23-2 for details on Parking Lot Tree Distribution and Landscaped End Islands.
    - iii. Pursuant to Section 23.035(2) a three foot (3') landscaped strip shall buffer any parking area that abuts a property line.
  - c. All required landscaping is required to take place on the subject properties.
25. Locate open space throughout the site and in proximity to dwelling units including pedestrian pathways as depicted in Figure 22-1, Article 22.
  26. Per Section 24.162, New Developments Along Highways and Arterial Streets, the applicant may use additional design standards including masonry walls and earth berms to attenuate the noise from Redwood Highway.
  27. The City Engineering will review the current condition of any sidewalk and driveway approach conditions on site and may require repairs if any are found to be necessary.

### **Application**

28. Application for the PLV will be processed as a Type IV-A. See Section 17.100 for submittal requirements and criterion for approval.
29. The development application will be processed as a Minor Site Plan Review, Type I-C Director's Decision, if the application meets the clear and objective standards of Articles 12, 13, 22, 23, 24, 25, and 27. Otherwise, the application will be processed as a Major Site Plan Review, Type I-C Director's Decision. If any variances are proposed the procedure type will become a Type III, Planning Commission hearing.
30. Once the City receives an application which is determined to be complete, the City must notify DSL of wetlands on the project site within 5 days of determination. The State has 30 days to review the determination based on their most recent Local Wetland Inventory. If deemed necessary by DSL, a wetland delineation will be required. The City encourages the applicant to notify DSL in advance of application submittal in case a wetland delineation is required.
31. Approval of the Minor Site Plan review application will be conditioned on proof of appropriate permits from DSL and any other agency approvals.
32. Application approval will happen in accordance with the Land Use Decision and Hearing Schedule attached (see *Exhibit 10*).

33. The applicant is responsible for all related application and hearing fees. The Grants Pass Comprehensive Fee schedule is attached (*Exhibit 11*).
34. Civil Engineering plans should be submitted to the Public Works Department (six sets) for review and approval. The applicant is responsible for review fees and implementation of the Developer Installed Agreement. *See Exhibit 12.*
35. See Section 19.072(1) of the GPDC for complete submittal requirements for a Minor Site Plan Map Review.
  - a. Details on the landscape plan requirements are available in Section 23.041 of the GPDC.
  - b. Details of the irrigation plan requirements are available in Section 23.042 of the GPDC.

#### **Estimated SDC charges**

36. The applicant is responsible for all System Development Charges (SDCs) due with the development of this property, including but not limited to, transportation, parks, and storm drain, payable at the time of building permit release. A copy of the SDC brochure is attached as *Exhibit 13*. SDC estimate effective January 1, 2025:
  - a. Transportation: 161.04 trips x \$146.60 = \$ 23,608.46
  - b. Storm Drain: \$.331/square foot of new impervious area
  - c. Parks SDCs: 22 units x \$1,096.98 = \$ 24,133.56
  - d. Water SDC is based on size of water meter and pressure zone.
  - e. Sewer SDC is based on the number of plumbing fixtures and strength of discharge.

\*We encourage you to pursue any financial incentives provided by the City of Grants Pass. Please contact our Housing and Neighborhood Specialist for more information:

Amber Neeck  
541-450-6068  
ANeeck@grantspassoregon.gov

#### **To Proceed**

37. The submitted application should include:
  - a. Planning application form signed by all property owners;
  - b. Appropriate application fee(s);
  - c. Application can be submitted electronically online, including a Site Plan Map which provides all items listed in 19.072 (1), including:
    1. All utilities on the site, including easements;
    2. A landscape plan, tree preservation plan, and irrigation plan;

3. A detailed parking plan, including parking lot landscaping and infrastructure, as discussed above;
  4. The location, construction materials, and height for a trash enclosure;
  5. A lighting plan; and
  6. Proposed fencing
- d. One set of the building elevations with dimensions and to scale;
  - e. Narrative details of the proposed development;
  - f. Permits/documentation related to the wetland and Sand Creek;
  - g. Narrative for variance request(s) shall be submitted, if applicable.

**Note:** *Do not submit civil engineering drawings or building plans until the planning application has been processed and approved.*