

**From:** [Parish Burns](#)  
**To:** [Kelly Reid](#)  
**Subject:** Submitting Incomplete Items: 202 Molalla Parking Lot GLUA 19-01 I  
**Date:** Monday, February 11, 2019 9:25:08 AM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[Revised Construction Costs.pdf](#)  
[Revised Sheet C30 2 11 19.pdf](#)

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Good morning Kelly,

Attached are documents addressing the three items listed in the February 6<sup>th</sup> incomplete letter for GLUA 19-00001.

**Item 1** – A revised construction cost form is provided reflecting accurate plumbing and land use permit costs.

**Item 2** - It appears that the overall fees due are \$6.24 less than previously documented. Upon closer look at the construction cost estimate page, we realized that the site plan and design review fee should be based on the subtotal of Section I, not a percentage of the overall combined total of Sections I & II, as that would create a circular formula. Based on the revised construction cost form, the fee for the site plan and design review should be \$2,625.80 [e.g. base of 2,231 + (56,400\*0.007)]. This is a reduction from the previous calculation of 2,625.8, which was incorrectly based on the cumulate total of both Sections I & II. A partial refund is due, rather than additional fees from the applicant.

**Item 3** – The chainlink fence will be removed along the north property line. Civil sheet 3.0 (attached) is updated with note 8 that calls for a 6 ft. wood fence along the property line. The owner may decide to forgo a fence entirely, but if one is installed a solid wood fence is proposed to comply with Design Review Guidelines.

Please let me know if you have any additional questions or require further information for the application to be deemed complete.

Thank you,

**Parish Burns**  
Planner

**HARPER HOUF PETERSON RIGHELLIS INC.**  
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**From:** Kelly Reid <kreid@orccity.org>  
**Sent:** Thursday, February 07, 2019 8:49 AM  
**To:** Parish Burns <parishb@hhpr.com>  
**Subject:** RE: Fencing: 202 Molalla Parking Lot GLUA 19-01 I

[Email from external source]

Not a problem – fences are not required, but if proposed, height and materials are regulated.

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**From:** Parish Burns [<mailto:parishb@hhpr.com>]  
**Sent:** Wednesday, February 06, 2019 5:15 PM  
**To:** Kelly Reid <[kreid@orccity.org](mailto:kreid@orccity.org)>  
**Subject:** Fencing: 202 Molalla Parking Lot GLUA 19-01 I

Thanks again for chatting this afternoon about the incomplete letter items. Regarding the chainlink fencing item, is it a problem if our client decides to not propose a replacement fence along the north property line? Fencing isn't proposed along other property lines and I haven't located a development standard that would require placement of a fence in this location. I just want to confirm before I further discuss options with my client.

Thank you,

**Parish Burns**

Planner

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**From:** Kelly Reid <[kreid@orccity.org](mailto:kreid@orccity.org)>  
**Sent:** Wednesday, February 06, 2019 1:16 PM  
**To:** Parish Burns <[parishb@hhpr.com](mailto:parishb@hhpr.com)>  
**Subject:** 202 Molalla Parking Lot GLUA 19-01 Incomplete Letter

[Email from external source]

Hi Parish,

Please see attached incomplete letter from Planning with a few items that we need to deem your application complete. The Development Services Department also provided a memo deeming the application complete for their purposes.

I also wanted to note the following items for you; you are welcome to submit additional information regarding these if you'd like. They are not completeness items, so the application can still be deemed complete if no additional information is submitted.

- Street trees: If street trees are not provided on Myrtle, a fee-in-lieu will be recommended (\$333 per tree for two trees) as a condition of approval.
- Pedestrian access/connection and cross over easements: An easement between the two properties that are the result of the partition will be recommended as a condition of approval to provide pedestrian and vehicular access.

- It may also be helpful to provide information on any types of parking management or Transportation Demand Management that is being done currently. For example, DHS and DOJ may provide employees with transit or commuter benefits/incentives. This is relevant to the parking adjustment request.

Thanks,

Kelly Reid, AICP, Planner  
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