



## STAFF REPORT - ADDENDUM

**TO:** Manzanita Planning Commission  
**FROM:** Walt Wendolowski, Contract Planner  
**SUBJECT:** Planning File – Whispering Pines Final Plat (Merton Lane Subdivision)  
**DATE:** August 16, 2021

### I. BACKGROUND

- A. **APPLICANT:** J.B. Cereghino Construction (Jerry Cereghino).
- B. **PROPERTY LOCATION:** The property is located at the east end of Merton Lane, with South Third Street bordering the site on the east. There is no site address and the County Assessor places the property within Township 3 North; Range 10 West; Section 29CA; Tax Lot #100.
- C. **PARCEL SIZE:** The subject property contains approximately 0.92 acres.
- D. **ZONING:** The parcel is zoned High Density Residential/Limited Commercial Zone (R-4)
- E. **REQUEST:** The applicant requested approval to create a 6-lot subdivision. The Planning Commission approved this request, with conditions, at their April 19, 2021. The applicant is now returning for final plat approval.
- F. **DECISION CRITERIA:** This application will be evaluated against the following: Manzanita Ordinance 95-5, Section 20.
- G. **SUBMITTED MATERIAL:** In addition to the staff report, the application includes the following documents:
  - 1. Whispering Pines Sheet 1(8/12/21 Submittal)
  - 2. Whispering Pines Sheet 2 (8/12/21 Submittal)

## II. CRITERIA AND FINDINGS – FINAL PLAT

- A. The Planning Commission approved the creation of a 6-lot single family subdivision. Pursuant to provisions in Ordinance 95-5, Section 14, the applicant must return with the final plat within one year of the final decision. The submitted final plat complies with that requirement.
- B. Section 20, of Ordinance 95-5, states *“(T)he Planning Commission shall examine the plat to determine whether it conforms with the tentative plan and with all changes permitted and all requirements imposed as a condition of its acceptance.”* If it does not comply, the Commission can direct the applicant to make necessary changes. If the plat conforms to all requirements, the Commission may approve the final plat subject to appropriate bonding of the improvements.
- C. In a report dated August 9, 2021, staff reviewed the submitted plat and materials and recommended the Commission accept the final plat for signature subject to completion of the bonding requirement and submittal (and recording) of a maintenance agreement for the access easement.
- D. Subsequent to completing the report, the applicant submitted a modified plat (both Sheet 1 and Sheet 2). Per the applicant’s surveyor, the modifications included:
- Removing asphalt encroachment per county surveyor request.
  - Added language to the Easement section regarding the road maintenance agreement.
  - Changed the Manzanita order to **21-02** from the XXX place holder in the narrative.
- E. These changes do not alter the basic layout and take steps toward completing the requirements. Therefore, there are no changes to the recommendations.

## III. RECOMMENDATION

- A. Per Section 20, in reviewing the final plat, the Commission has the authority to direct the applicant to make the necessary changes to conform with the decision. It is staff’s recommendation that the Planning Commission grant tentative approval to the final plat subject to the following:
1. Comply with Condition “C” and complete the bonding requirements in Ordinance 95-5.
  2. Comply with Condition “D.3.” submitting the necessary maintenance agreement, and, referencing said document on the plat and deed record.

- B. Staff believes compliance with these two items can be addressed administratively, and when completed, the final plat will be available for the Chair's signature.