REVISED

City of West Linn

PRE-APPLICATION CONFERENCE MEETING

October 15, 2009

SUBJECT: Erickson Site as location for a new Elementary School
Assessor's Map 21E 23CD tax lots 12800, 12700, 12500 and 12301

ATTENDEES: Applicants: Norm Dull, Tim Woodley, Keith Liden, Karina Ruiz, Seth Stevens, Scott Perala
Staff: Peter Spir (Planning Department); Khoi Le, Dennis Wright (Engineering Division)
Citizens: Lynne Fox, David Murrietta

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. <u>These comments are PRELIMINARY in nature</u>. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

<u>Project Details</u>

This site was approved by city vote for annexation but the annexation has not yet been finalized and approved by West Linn City Council. That decision is expected in the short term.

The applicant submitted drawings representing the two design choices (Options A.1 and C) that are being considered by the school district. Just prior to the meeting, another plan was submitted showing access from Rosemont Road along the southern property line. The submittal of rudimentary plans shows that the School District is still in the conceptual phase. Accordingly, staff comments will be generalized and more "broad brush". Staff expects a follow up meeting, to review details, building design, elevations etc.

<u>Site Analysis</u>

The 21 acre site comprises relatively flat areas (0-5% slopes) in the western half of the site and in the southeast portion. The remainder of the site has modest slopes (e.g. 5%) dropping down from the north and southern edges towards a discernable creek that bisects the middle of the property on a general east to west axis. On the City's GIS mapping that same creek swings southwesterly to its point of origin in a wetland.

Trillium Creek: southwest creek/wetland section

In the course of site visit (10-09-09) with engineering and parks, planning staff first looked at the southwest creek/wetland area and noted that the creek starts near the storm outfall near the basketball courts. In this area the soil was spongy and damp with wetland indicator plants. However, within 75 feet of the outfall, the wetland dried up under a canopy of ash, oak and blackberries with no sign of reemergence. Cracked soil in this area below the canopy indicated to staff that this area was primarily a seasonal wetland. There was no discernable channelization. It was staff's sense that the water, during winter months, sheets across the surface to create a large seasonal wetland.

Trillium Creek: central east-west creek/wetland section

Site visits and review of aerial photographs showed that a 100 foot long section of creek had been filled in about seven years ago. The fill area is about 180 southeast of the southern terminus of Suncrest Drive. This creek section needs to be daylighted and restored. Downstream from this area a storm drain outfall at the southeast corner of Arena Park subdivision supplies most of the water in the open channel creek. Near the outfall the soil is wet and spongy with areas of standing water. Extensive wetland indicator plant species were noted. The creek at its point of exit from the site is channelized, about 1-1.5 feet deep, and possessed a constant flow of water.

All sections of the Trillium Creek and wetlands are overlaid by Riparian Area and Wetland protection. Per CDC Chapter 32 the transition from the creek edge to protect the Riparian Corridor is 100 feet plus structural setback of 7.5 to 15 feet. Meanwhile, for wetlands, there is a 50 foot transition from the outer edge of the wetlands plus structural setback of 7.5-15 feet. Whatever yields the biggest transition and setback applies.

Getting a complete wetland delineation from a wetland scientist or wetland specialist will be required before the definitive transition/setback can be determined. Wetland and stream restoration recommendations from the wetland specialist are appropriate.

Staff also examined the storm drainage that originates in Cheyenne Terrace at the south east edge of the site. There is a storm water outfall with standing water, surrounded by indicator plants. During the summer months this water dissipates within 5-10 feet of the outfall. During rainy months, the flow is confined to very shallow almost indiscernible channels that braid through the area as well as sheet runoff before making their way north to a storm intake on Hidden Springs Court. Discussion with a neighbor during site visit, confirmed that this area is extremely wet and spongy at least six months a year. The applicant asked whether this section could be piped so that they could build a playing field in this area. Staff explained that CDC 32.050(B) requires that drainageways shall be maintained in their natural state. Thus staff could not support piping. Instead, the applicant could propose to create a functional well defined open channel with native vegetation along its bank.

Getting a complete wetland delineation from a wetland scientist or wetland specialist will be required for the "Cheyenne Terrace drainageway" before the definitive transition/setback can be determined. Wetland and stream restoration recommendations from the wetland specialist are appropriate.

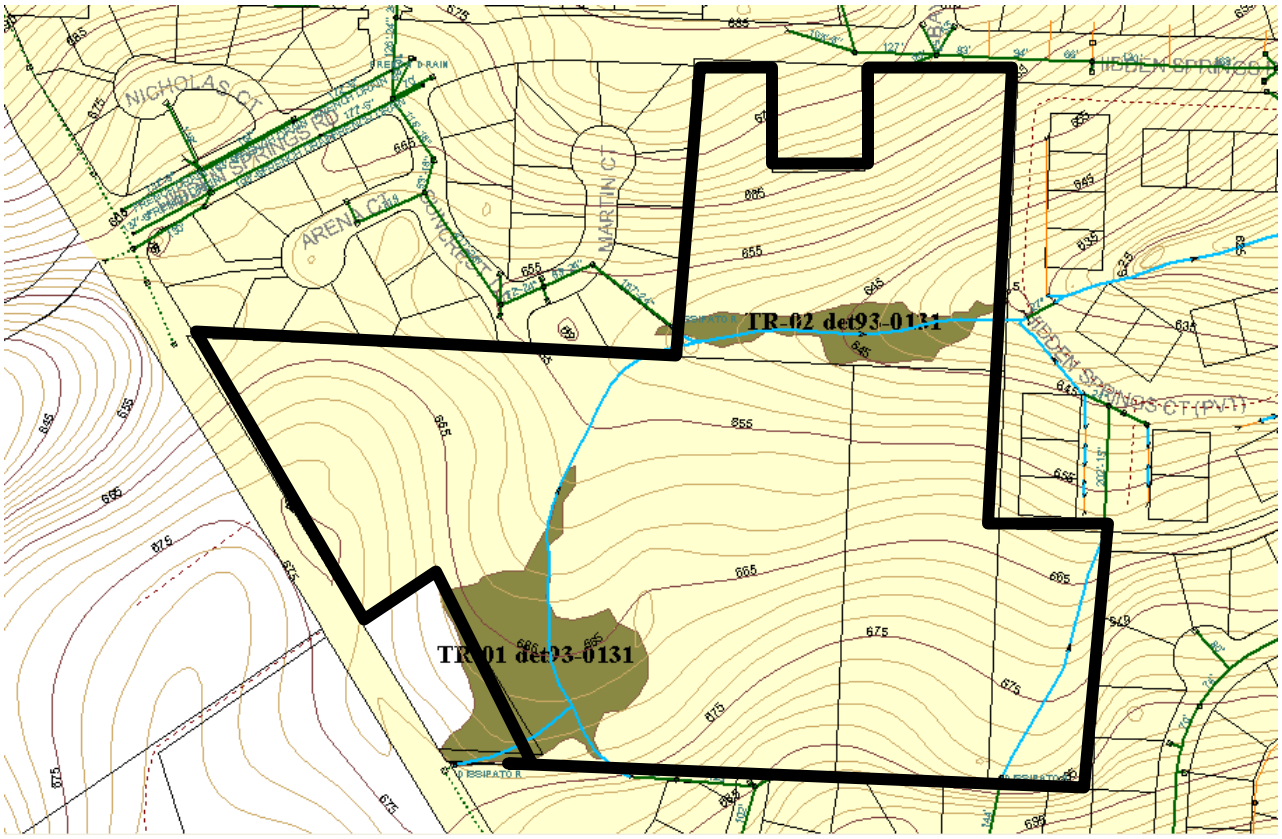


Table 32-1. Required Widths of Setback and Transition Area. *(Abridged Version)*

Protected Water Feature Type (see CDC Chapter 2 Definitions)	Slope Adjacent to Protected Water Feature	Starting Point for Measurements from Water Feature	Width of Setback and Transition Area on each side of the water feature
Wetland, Major Drainageway, Minor Drainageway	0% - 25%	• Edge of bankful flow or 2-year storm level; • Delineated edge of wetland	50 feet plus structural setback.
Drainageway 25%>		•	
Deleted since none at this		•	

site			
Riparian Corridor	any	• Edge of bankful flow or 2-year storm level	100 feet or the setback required under major and minor drainageway provisions, whichever is greater., plus structural setback
Formerly Closed Drainage Channel Reopened (see 32.050(N)	n/a	• Edge of bankful flow or 2-year storm level	Variable: See CDC 32,050(N)

USACE, DSL and other related permits may be required and are the responsibility of the applicant.

City Arborist, Mike Perkins, visited the site with Planning Staff on 10-08-09. During that visit he identified a sequoia at the west edge of the site as significant. He also noted a large number of oak trees on the site that could also be classified as significant. The site is also home to a large significant stand of mature Douglas Fir trees. The City Arborist stated that protecting the entire Douglas Fir community, that generally runs along the east-west stream axis, is very important to their survival and that removing trees around the edge of the collection would jeopardize the survivability of the entire community of trees.

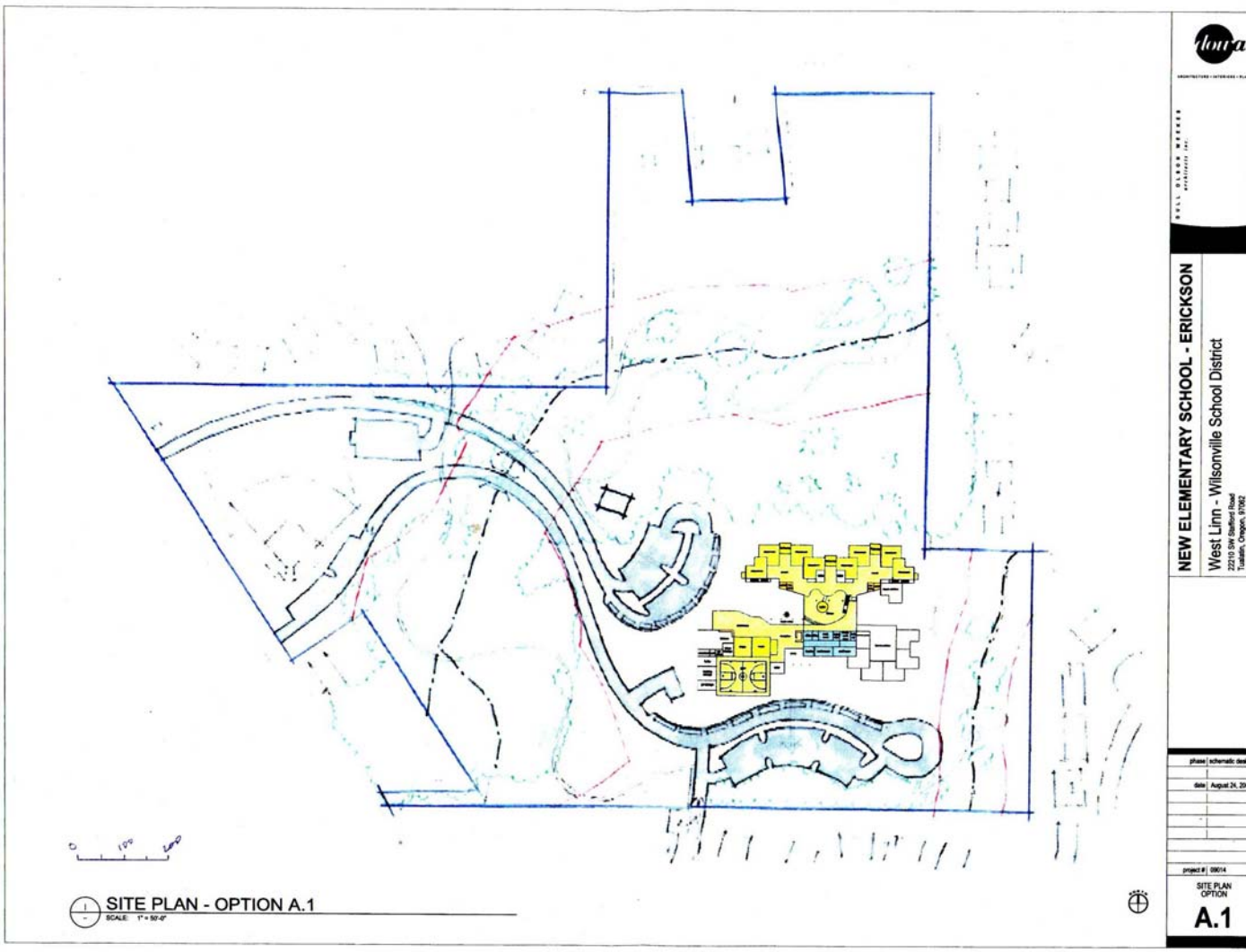
The row of 20 foot high conifers adjacent to 20560 Martin Court and 20605 Suncrest Drive were not deemed significant nor was a parallel row of 20 foot high conifers just west of the stream channel. (Determinations of significance in this report cannot be considered official until the tree inventory is complete.)

CDC Chapter 55.100(B) (4) requires that if the trees are significant, then up to 20% of the site can be set aside for tree protection. A complete tree inventory is needed so the roads/driveways can be routed to avoid the significant trees to the degree possible. The tree inventory shall include mapping all trees and tagging them in the field with a number. The map will then identify each numbered tree by type and size (DBH). Once completed, the map will be forwarded to the City Arborist. At the pre-app the applicants stated that they had completed most of the required tree inventory. Once complete it shall be forwarded to the City Arborist for his review.

The applicant also asked trees could be limbed up about 30 feet from grade to create view corridors and improve surveillance. No limbing can occur until the land use application is approved and only if the arborist approves the tree limb removal.

To reiterate: a comprehensive site analysis (wetland delineation, stream location, tree inventory and significant tree identification) followed by staff review of that analysis should be completed prior to any mapping and discussion of access, internal circulation, parking and school placement.

OPTION A.1

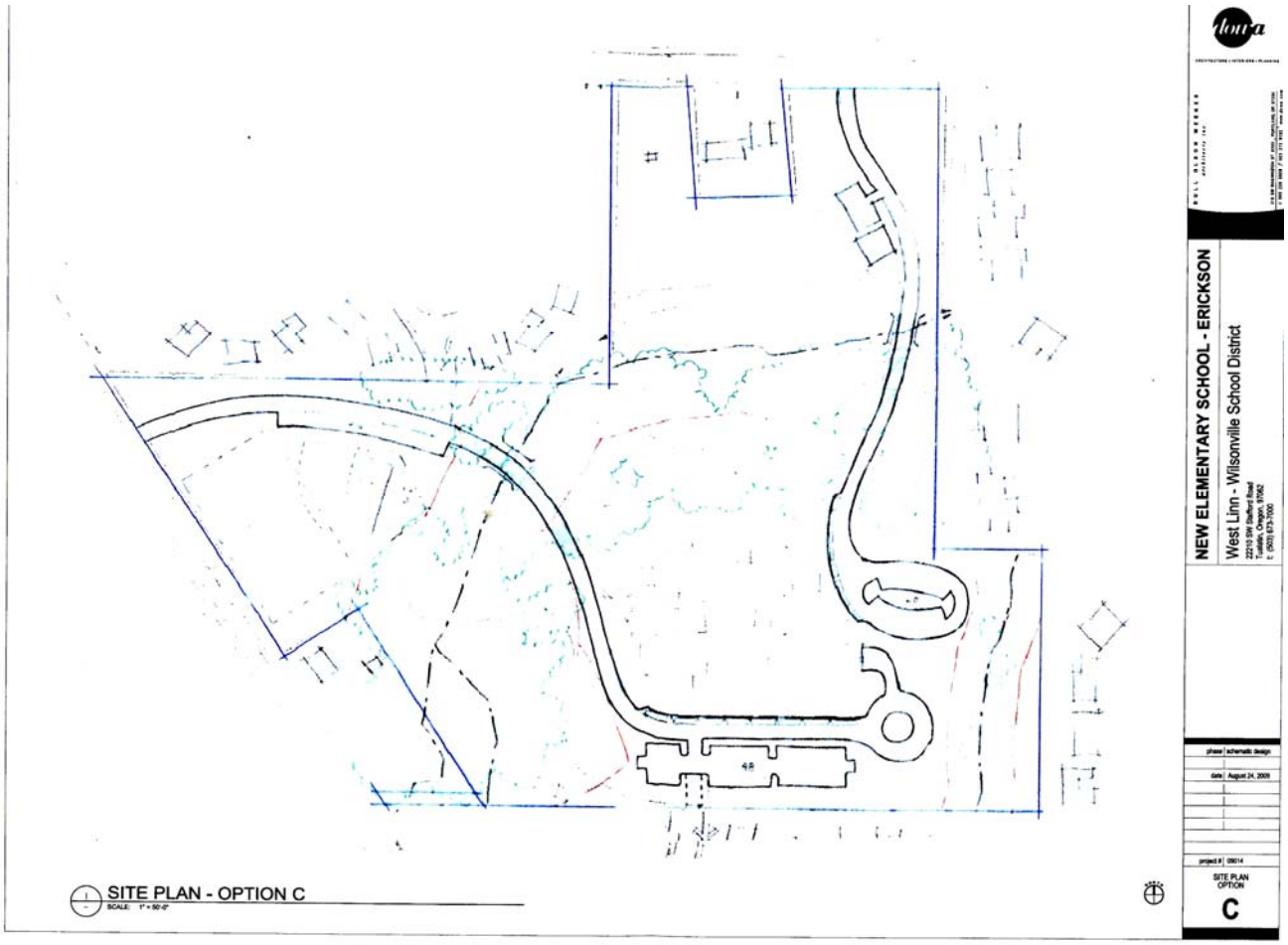


Access and Circulation

Both designs feature two creek crossings.
Option A.1 calls for two access points on Rosemont Road. The Engineering Department would prefer decreasing points of access onto Rosemont Road rather than increasing them, particularly since this road is an arterial with a currently posted speed of 40mph.

Option A.1 has two creek crossings almost side by side affecting a 200 foot long section of the wetland/creek area which begs the question: "*Why can't the two crossings be reduced to one?"* The neighbors most affected by this road alignment are in Arena Park subdivision to the northwest.

OPTION C



Option C also has two creek crossing but they are about 1600 feet apart and serve separate access points on Rosemont and Hidden Springs Road. Having individual access points on Rosemont Road and Hidden Springs Road brings the advantage of access options for both buses, cars and more importantly, emergency vehicles. The downside of option C is that it will involve the removal of multiple Douglas fir trees. It would also impact residents of Hidden Springs Ranch #4 town homes since it would have to be pushed to the eastern edge of the property to minimize tree loss. Linking the two

access drives to make a loop would improve circulation and emergency access. At the very least, an emergency vehicle connection between the termini of the driveways is appropriate. TVFR should be contacted about their requirements.

Comments from the applicant indicate that both options would co-mingle bus and private vehicle traffic. Conflicts between those modes have arisen at other schools. Given the fact that Rosemont Middle School is currently pursuing design and circulation changes to separate, to the degree possible, those two modes, it seems reasonable to separate modes at this site too.

Both options also access Bay Meadows Drive to the south. Option A.1 envisions exit only traffic while Option C shows it as an emergency only route. Similarly, Suncrest Drive through Arena Park subdivision is shown as an emergency link in Option A.1 whereas Option C only shows that as a pedestrian/bike link. Certainly the modes of transportation at these two access points are flexible and open to change. Please note that the Transportation System Plan (TSP) will have to be amended if the Suncrest Drive to Bay Meadows Drive connection is not made.

Walk and Bike to School opportunities are good at this site. From all directions there are corridors that can be developed (such as the route from Santa Anita) to allow walking and biking to school and reduce reliance on cars and buses.

Pre-app Design Option 3

At the pre-app the applicant introduced a third option: having one access from Rosemont Road near the tennis courts and a second access point off Rosemont Road in the northern portion of Rosemont Road frontage. This route is preferred by staff over other routes in that it minimizes creek and wetland crossings and, most importantly, it could be with done with no, or very little, tree removal. Emergency access via Bay Meadows (a variation of A.1) would still be appropriate.

Unanswered is the efficacy of the internal circulation and co-mingling of traffic. The plans are incomplete to determine how much parking is required and if that space parking is available.

Appropriateness of Site for CUP

The essential approval criterion of the CUP are:
Is the site big enough for the proposed use?
Can the site adequately mitigate impacts associated with the use?
Does the site facilitate meeting the needs of the community?

Based on the limited information provided, this site has the potential to adequately provide for the spatial needs of an elementary school and the requisite playing fields.

But the wetlands, creeks, riparian areas and significant trees pose a very real limitation to this site. But if these resources can be avoided (Option 3) then the site has some very strong arguments in its favor. Specifically, the forest and wetlands offer great opportunities for environmental and science study. "Meeting the needs of the community" is well served by this location since the site is central to the student population it will serve. With a central location and relatively flat topography, this site could encourage children to walk and bike to school which brings with it the associated health and sustainability benefits. Central location also serves the Transportation Planning Rule by reducing vehicle miles traveled, carbon monoxide emissions, fuel consumption, opportunity costs and traffic congestion. The biggest challenge is the ability of the district to address the CUP criteria which asks if there are adequate facilities to provide services. The inadequacies of fire flow and the cost of at least one of the proposed solutions represents a considerable challenge. Please see Engineering comments for discussion.

Design Review

Building a LEEDS school would be a great step towards emphasizing this school and site as an environment that encourages sustainability, environmental study, good health and resource conservation.
Lots of transparency will help "bring the forest into the school" as well as providing surveillance opportunities. Buffering/screening the parking lots and driveways from neighboring homes will be a challenge given the fact that most homes to the south and southeast sit above this site. Buffering other areas where stacking of cars, idling etc is also required. Noise and lighting studies are needed.
As stated earlier, staff has had no access to any building plans or elevations so all staff can do is recommend that the applicant follow LEED standards and the standards of CDC Chapter 55.

Citizen Comments

Lynn Fox asked if the application would require an Environmental Impact Statement. Staff response was no. David Murrietta expressed continued concern for the impact of a road on adjacent housing, the forested area and Trillium creek if it were extended onto site per Option C.

ENGINEERING COMMENTS

STREET IMPROVEMENT
ROSEMONT ROAD

Current Street and Right of Way conditions:

Classification	Minor Arterial.
Existing Right of Way Width	Varies between 54.60' and 57.2'.

Existing Pavement Width	22’ wide edge of pavement to edge of pavement. Pavement is shifting toward the west side of the roadway. No median.
Curb	Standard curb along 1/3’ of the project frontage. 2/3’ of the project frontage has no curb.
Sidewalk	4’ wide meandering AC pathway.
Planter	2’ wide grassy area between the pathway and curb.
Bike Lane	None.
Others	An existing retaining wall is currently resided along the project frontage on Rosemont Road.

Required Improvement:

Right of Way Width	Provide 12’ dedication.
Roadway Pavement	Provide full pavement structure improvement from proposed curb to the current center line of roadway.
Curb	Provide curb and gutter.
Sidewalk	Provide 8’ wide paved surface sidewalk or equally approved as required by the Planning Department.
Planter	Provide 6’ wide planter strip.
Bike Lane	Provide 5’ wide bike lane.

Street improvement consisting of widening Rosemont Road shall accommodate sight distance and stopping distance as well as pavement transition requirements. For this particular project if the above requirements cannot be met due to the un-annexed property, street improvement shall continue across this property to provide optimal safety for roadway users with property owner review and approval.

HIDDEN SPRINGS ROAD

Current Street and Right of Way conditions:

Classification	Minor Arterial.
Existing Right of Way Width	Varies between 60’ and 62’ with no median.
Existing Pavement Width	Varies between 42’ and 43’ with no median.
Curb	Curb and Gutter
Sidewalk	None along the project frontage.
Planter	None.
Bike Lane	None.

Required Improvement:

Right of Way Width	Provide dedication so that the right of way line will

	match with adjacent east and west property.
Roadway Pavement	Provide full pavement structure improvement from proposed curb to the current center line of roadway.
Curb	None
Sidewalk	Provide 8' wide paved surface sidewalk or equally approved as required by the Planning Department.
Planter	Provide 6' wide planter strip.
Bike Lane	None.

BAY MEADOW DRIVE

Required Improvement:

Provide pavement improvement and pedestrian access per City Engineer determination.

SUNCREST DRIVE

Required Improvement:

Provide pavement improvement and pedestrian access per City Engineer determination.

ALL STREET IMPROVEMENTS SHALL BE CONSTRUCTED PER THE CITY OF WEST LINN PUBLIC WORKS DESIGN AND CONSTRUCTION STANDARDS.

TRAFFIC

A Traffic Impact Analysis is required per CDC 85.170(B), 48.025, and 55.125.
Traffic safety analysis at points of ingress/egress on Rosemont would be required. Regarding trip distribution, staff finds that the school district is best able to answer that question since they should know where their students are coming from. We will need an interior circulation plan and discussion of how the modes (private vehicles vs. school buses) will be separated and/or integrated.

At this point, the TSP indicates that Rosemont/Santa Anita intersection is deficient. Hwy 43/Hidden Springs is at Level of Service D and 10th/I-205 SB is at LOS F. We also have Rosemont Rd/Carriage Way, Rosemont Rd/Hidden Springs as well as Salamo Rd/Parker Rd with LOS F. Without knowing where the traffic coming from, Staff would recommend to have these points analyzed.

The applicant also asked how to deal with non annexed property on Rosemont in terms of acquiring the needed ROW to build the half street. Staff finds that it is matter between the school district and that property owner.

STORM DRAINAGE IMPROVEMENT

Run off generating from the development shall be collected, treated and detained before discharging to the public storm drainage system.

Provide storm drainage system including storm treatment system along the project frontage on Rosemont Road to accommodate run-off generated by the new impervious area from the street widening and sidewalk.

Construction over the existing onsite drainage must be reviewed and approved by proper involved governmental agencies.

Existing public storm drainage system locating in locations abutting project property must be analyzed and improved properly to accommodate run-off generated by the development.

If the existing drainage running north-south on the eastern side of the property (origin Cheyenne Terrace) cannot be piped, an attractive alternative is the construction of a drainage channel to collect the sheet runoff. The open channel shall be improved to provide water quality and detention to accommodate run-off from the upstream subdivision. Storm drainage facility down stream where the new open channel connects to shall be analyzed and improved as necessary.

The channel shall also be designed to pick up surface run-off from higher areas. Disturbed areas due to grading shall be stabilized and replanted to provide the same quality that existing environment used to be in this area.

SANITARY SEWER IMPROVEMENT

Existing public sanitary sewer system is available for connection.

Existing public sanitary sewer system currently located on the project property must be relocated outside of all development structures.

Provide sanitary sewer easement for all public sanitary sewers locating on the project property.

WATER IMPROVEMENT

The property is currently located in the Rosemont Pressure Zone. The City Water Master Plan and the City consultants, Murray, Smith and Associates indicate that the Rosemont Pressure Zone is deficient under emergency situation. The Water Master Plan (page 8-7) recommends a pump station to be constructed to boost water from a

lower pressure zone into the Rosemont zone. This pump station would be located at the Bland reservoir.
The project shall include construction of approximately 2,500 lineal feet of 12-inch diameter discharge piping to the Rosemont Pressure Zone.
The project estimate cost is $1.3 million and it is 100 percent SDC creditable. SDC credit procedures and options can be discussed further with City management.

OTHER UTILITIES
Provide street light study for existing street light along the project frontage. Install new street lights as needed.

All existing overhead utilities and new utilities must be placed under ground.

All existing anchor poles, utility vaults located in the right of way and will potentially be located in the future sidewalk must be relocated outside of sidewalk.

POSSIBLE SDC ELIGIBLEABILITY

Street SDC
Rosemont Road Improvement will be eligible to receive Street SDC from the City.

Water SDC
Pump Station Improvement will be eligible to receive 100 percent Water SDC from the City.

SDC REQUIREMENTS
Street, Storm Drainage, Sanitary Sewer, Water and Park SDC shall be required.

OTHER NECESSARY DOCUMENTATIONS

Provide documentations of necessary permits or approval from all governmental agencies involved in the project.

MISC.

The applicant asked at the pre-app if doing some preliminary grading and utility work would be permitted prior to the final land use decision. Staff's answer was no. Since so much of the site work would be near non-delineated wetlands no work could be done until the transition areas are known and the WRA/wetland permit approved.
The applicant wanted to know the date when the building code standards are locked in. Typically that would be from the date of the submittal of the land use application and deposit fees but the City Building Official has yet to be consulted to confirm this information. Staff also recommended another meeting, not a pre-app, to look at the next level of plans.

11. Systems Development Charges

11.1. General SDC Information

- West Linn SDC fees shall be indexed for inflation annually using the Engineering News – Record Construction Cost Index (20-city average).

11.2. Street SDC

- Reimbursement Fee: $47.00
- Improvement Fee: $4,628.00
- Administrative Fee: $174.00

Type Of Use	Trips Per Use:	Factor	Reimbursement	Improvement	Administrative	Total
Single family	Per house	1.01	$47.47	$4,674.28	$175.74	$4,897.49
Multi-family	Per MF Unit	0.62	$29.14	$2,869.36	$107.88	$3,006.38
Retail	Per 1,000ft2	2.536	$119.19	$11,736.61	$441.26	$12,297.06
Office	Per 1,000 ft2	1.314	$61.76	$6,081.19	$228.64	$6,371.59
Public Park	Per Acre	0.223	$10.48	$1,032.04	$38.80	$1,081.33
Public School	Per Student	0.08	$3.76	$370.24	$13.92	$387.92

For Existing Lots of Record – Created Prior to July 12, 1999						
Single family	Per house	$9.55	$41.28	$2,052.78	$79.79	$2,173.85
Multi-family	Per MF Unit	$6.47	$27.97	$1,390.73	$54.06	$1,472.76

11.3. Water SDC

- Reimbursement Fee: $76.00
- Improvement Fee: $4,389.00
- Administrative Fee: $163.00

Size of Meter	Meter Equivalency	Reimbursement	Improvement	Administrative	Total
5/8"	1	$76	$4,389	$163	$4,628
3/4"	1.5	$114	$6,583.50	$244.50	$6,942
1"	2.5	$190	$10,972.50	$407.50	$11,570
1.5"	5	$380	$21,945	$815	$23,140
2"	8	$608	$35,112	$1,304	$37,024
3"	16	$1,216	$70,224	$2,608	$74,048
4"	25	$1,900	$109,725	$4,075	$115,700
6"	50	$3,800	$219,450	$8,150	$231,400
8"	80	$6,080	$351,120	$13,040	$370,240
10"	125	$9,500	$548,625	$20,375	$578,500

11.4. Storm SDC

- Based on impervious area, City stormwater per ESU (2,914ft2)
- Reimbursement Fee: $671.00
- Improvement Fee: $201.00
- Administrative Fee: $44.00

Unit	Reimbursement	Improvement	Administrative	Total
Single Family	$671.00	$201.00	$44.00	$916.00

11.5. Park SDC

- Reimbursement Fee: $0.00
- Improvement Fee: $2,949.00
- Administrative Fee: $81.00

Unit	Factor	Reimbursement	Improvement	Administrative	Total
Single Family	2.65	$0.00	$7,814.85	$214.65	$8,029.50
Multi-Family	1.8736	$0.00	$5,525.25	$151.76	$5,677.01

11.6. Sewer SDC

- Reimbursement Fee: $519.00
- Improvement Fee: $2,020.00
- Administrative Fee: $93.00

Unit	Factor	Meter Size	Reimbursement	Improvement	Administrative	Total
Single Family	-	-	$519.00	$2,020.00	$93.00	$2,632.00
Multi-Family	-	-	$289.08	$1,125.14	$51.78	$1,466.00
Commercial	1	5/8"	$519.00	$2,020.00	$93.00	$2,632.00
Commercial	1.5	¾"	$778.50	$3,030.00	$139.50	$3,948.00
Commercial	2.5	1"	$1,297.50	$5,050.00	$232.50	$6,580.00
Commercial	5	1.5"	$2,595.00	$10,100.00	$465.00	$13,160.00
Commercial	8	2"	$4,152.00	$16,160.00	$744.00	$21,056.00
Commercial	16	3"	$8,304.00	$32,320.00	$1,488.00	$42,112.00
Commercial	25	4"	$12,975.00	$50,500.00	$2,325.00	$65,800.00
Commercial	50	6"	$25,950.00	$101,000.00	$4,650.00	$131,600.00
Commercial	80	8"	$41,520.00	$161,600.00	$7,440.00	$210,560.00
Commercial	125	10"	$64,875.00	$252,500.00	$11,625.00	$329,000.00

Process

A neighborhood meeting is required for the conditional use permit per CDC 99.038. The applicant should schedule and conduct a neighborhood meeting pursuant to CDC Section 99.038. Please follow the requirements exactly. The Hidden Springs Neighborhood Association contact is Lynn Fox at 503-655-5347 or wlhsna@msn.com

For the application, the next step is full and complete response to the submittal requirements and approval criteria of

- Chapter 55 Design Review Permit
- Chapter 60 Conditional Use Permit
- Chapter 32, Water Resource Area permit

Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. The Planning Commission may also overturn the waiver and require the submittal material. For the approval criteria, no waivers are allowed. N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The deposit fee for Class II Design Review varies based on the cost of the project. For projects with a construction value of less than $500,000, the deposit is 4% of the construction value (with a minimum of $1000, and a maximum of $8000). For projects with a construction value above $500,000, the deposit is $4000 plus 4% of the construction value ($20,000 maximum deposit). The deposit fee for Conditional Use Permit is $3,650.

The City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals. Staff will schedule the Planning Commission hearing about 4-6 weeks after completeness determination. In the event of an appeal, the review body is the City Council. Subsequent appeals go to LUBA.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Also note that these notes have a limited "shelf life" in that future changes to the CDC standards may require a different design or submittal.

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