

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
December 3, 2009

SUBJECT: Addition and other improvements at Bolton Primary School at 5933 Holmes Street

ATTENDEES: Applicants: Tim Woodley, Norm Dull, Keith Liden, Pat Tortora
Staff: Tom Soppe (Planning Department); Khoi Le (Engineering Division)

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. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The applicant, West Linn-Wilsonville School District, proposes a 2,500 square foot addition to the existing Bolton Primary School building, and remodeling to 4,000 square feet of the existing building. As a school in the R-10 zone this is an existing conditional use. An amphitheater is proposed outside the proposed addition as well. The applicant is also considering adding windows to an existing section of wall that currently has none, on the south side of the building. The proposed addition is an enlargement of an existing conditional use, so a Conditional Use Permit (CUP) is needed per 60.050(B). As with any CUP, a Design Review application is also required in conjunction, per 60.030(B) and 60.070(B). The square footage of the proposed addition constitutes less than 5% of the square footage of the existing sections of the building, so a Class I Design Review permit is needed rather than a Class I. See 55.020, specifically 55.020(7). This will be a Planning Commission decision because of the CUP application per 60.050(A). Remodeling that only occurs indoors and does not affect the aesthetics, size, configuration, parking, or access of the building outdoors does not in of itself require a Design Review permit, so the addition, the possible new windows, and the amphitheater area outside the addition will be reviewed as part of the design review permit.

Bolton Primary School is located along Holmes Street (on the section that is for all practical purposes a frontage road for Willamette Drive) in the Bolton neighborhood. It is on the northeast side of the street in a mainly residential area. Hammerle Park borders the school grounds to the southeast, and residential areas with mainly single family uses otherwise surround the site. Bolton Primary School is a 1-floor building with a building footprint shaped like a lopsided U, with the longer leg of the U on the northwest side of the building. The site and most immediately surrounding parcels are zoned R-10, but the

north wing of the site, along Bolton Creek, borders an R-5 zoned area. The new addition would fill in the area between the two legs of the U, with a bay shaped portion protruding to the northwest.

Bolton Creek runs along the north edge of the site, across the main north driveway from most of the site. This is a significant riparian corridor. However, no development is proposed within 115 feet of Bolton Creek or within 65 feet of the top of bank, so no Water Resources Area permit should be needed per 32.050(E).

Per 46.090(B)(6), the minimum required off-street parking for a primary school is “One space for each employee, plus 1 space for each 1,000 square feet of floor area.” The site appears (on the applicant’s pre-application submittal) to have 40 spaces currently. According to discussions with the applicant at the pre-application conference, many more spaces than are currently on site are actually required per the calculation required in 46.090(B)(6) above. There is not space to add sufficient (or, according to the applicant, any more) parking spaces on site. Therefore the site is non-conforming in terms of parking, and will remain so upon any approval of the proposed addition. The proposed addition, in terms of building square footage, will make the site even more out of compliance with 46.090(B)(6), but no new staff are being added as a result of the new addition. Therefore the applicant should also apply concurrently for a permit to enlarge/alter a non-conforming structure. The applicant can argue that this enlargement does not worsen the non-conformity as it does not create an increased demand for parking.

Engineering Comments

STREET IMPROVEMENTS

HOLMES STREET

Current Street and Right of Way conditions:

| | |
|-----------------------------|--|
| Classification | Local |
| Existing Right of Way Width | 60' |
| Existing Pavement Width | 28' |
| Curb | None |
| Sidewalk | None |
| Planter | None |
| Bike Lane | None |
| Parking | Along the school frontage on Hwy 43 side |
| Others | |

Required Improvement:

Provide site plan delineating clearly private land and public right of way along Holmes Street especially where the parking area is.

Street improvements will possibly be required due to the current conditions of the street pavement along Holmes Street especially where the parking area is.

STORM DRAINAGE IMPROVEMENT

If creating more than 500 square feet of new impervious area, storm-water treatment shall be required.

If creating more than 5,000 square feet of new impervious area, storm-water detention shall be required.

Existing Public Storm Drainage System on Holmes Street is considered sub-standard to the current Public Works Design Standards. There is also public storm run-off being collected and conveyed through private storm system.

Improvement or replacing the existing storm system will possibly be required for collecting and conveying all public storm runoff generated from the school frontage from private storm system.

SANITARY SEWER IMPROVEMENT

The school is currently connecting to the City Sanitary Sewer System along the back of the school.

No public sanitary sewer improvement is required.

Provide 15' Public Sanitary Sewer Easement for the existing public sanitary sewer system currently located inside the school property.

WATER IMPROVEMENT

The property is currently located in the Bolton Pressure Zone.

Bolton Pressure Zone Elevation: 330/340 – 250

The City Water Master Plan on page 6-12 does not indicate that Bolton Water Storage is deficient. The school is currently connecting and receiving City Water System through the existing water meter connection on West A Street.

No public water improvement is required.

Provide 15' Public Water Easement for the existing public sanitary sewer system currently located inside the school property.

OTHER

A study and recommendations for additional traffic measures at the intersection of Holmes Street and Highway 43 is highly recommended to be done.

Process

The permits that will definitely be required are the Conditional Use Permit, Class I Design Review permit, and the permit to enlarge/alter a non-conforming structure.

A neighborhood meeting is required for an application that includes a Conditional Use Permit. Contact Sally McLarty, President of the Bolton Neighborhood Association, at (503) 722-2137. Be sure to follow all provisions of 99.038

The Conditional Use Permit will require a complete fulfillment the submittal requirements per CDC 60.060 including narrative responses to the approval criteria of 60.070.

The permit to enlarge/alter a non-conforming structure will require a narrative response to the criteria in 66.080(B).

The Class I Design Review will require a full and complete response to the submittal requirements per CDC 55.070(D)(1), (E), and (F), and approval criteria of CDC 55.090 (included and expanded on in the next paragraph).

The following criteria shall be responded to in a narrative for a Class I Design Review for the particular site changes that are proposed:

- 55.100(A)(1)
- 55.100(A)(7)
- 55.100(A)(10) (Since there is an addition, you may only need to show that the required % of site is still landscaped)
- 55.100(B)(1-6)
- 55.100(D)
- 55.100(G)
- 55.100(I)(1)
- 55.100(I)(2)
- 55.100(J)
- 55.100(K)

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.

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 for Conditional Use Permit is \$3,650. The deposit for Class I Design Review is \$850. The deposit for a permit to enlarge/alter a non-conforming structure is \$1,200. Any cost overruns will result in additional billings.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission and will send out public notice of the hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

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. Thus, there is no "shelf life" for pre-apps.

**CITY OF WEST LINN
PRE-APPLICATION CONFERENCE**

| | | |
|-----------------------------------|---------------------------------|-------------------------------|
| DATE OF CONFERENCE <u>12/3/09</u> | TIME OF CONFERENCE <u>11:00</u> | |
| FEE <u>\$1000.00</u> | PROJECT # <u>PA-09-22</u> | STAFF CONTACT <u>T. Soppe</u> |

(This section to be filled in by staff)

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four-hour notice is required to reschedule.

APPLICANT'S NAME Tim Woodley PHONE NO. 503-673-7976

ADDRESS (or map/tax lot) OF SUBJECT PROPERTY 5933 Holmes Street

APPLICANT'S MAILING ADDRESS PO Box 35, West Linn, OR 97068

APPLICANT'S E-MAIL ADDRESS woodleyt@wlv.k12.or.us

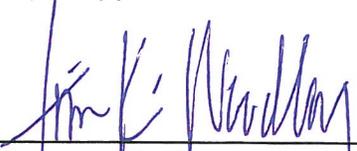
BRIEF DESCRIPTION OF PROPOSAL: To construct a 2,500 s.f. library addition plus interior remodeling of an additional 4,000 s.f. for Bolton Primary School (see attachments).

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Access to and from the site, if applicable
- General location of existing trees
- Location of creeks and/or wetlands
- Location of existing utilities (water, sewer, etc.)
- Easements (access, utility, all others)

Please list any questions or issues that you may have for city staff regarding your proposal:
What type of city review will these improvements require, what is the process, and what information needs to be submitted?

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.



Property owner's signature

11.16.09

Date

Property owner's mailing address (if different from above)

PRE-APPLICATION MEETING SIGN-IN SHEET

PA# D9-22

DATE: Dec 3, 2009

| NAME | ADDRESS | E-MAIL | AFFILIATION |
|--------------|--|-------------------------|----------------------------|
| Norm Dull | 907 SW STARK ST. PORTLAND, OR 97205 | NormD@Dow.com | FULLERSON WEBER ASSOCIATES |
| PAT TORZORA | 15575 SW SEQUOIA PIKE TIGARD, OR 97224 | PATTORZORA@W-AND-K.COM | WINZLER & KELLY |
| KEITH LINDEN | PB PLAZEMAKING BROU 400 SW 6TH AVE SU 802 PORTLAND, OR 97204 | LINDEN@PWSORLTD.COM | PRB |
| TIM WOODLEY | 2755 SW BORDAND RD TUALATIN, OR 97062 | woodleyt@wlvv.k12.or.us | WLVV-SD |
| KHOI LE | CITY WEST LINN | kle@westlinn.oregon.gov | |
| | | | |
| | | | |

PLANNING RS

ENGINEERING KL

PARKS _____











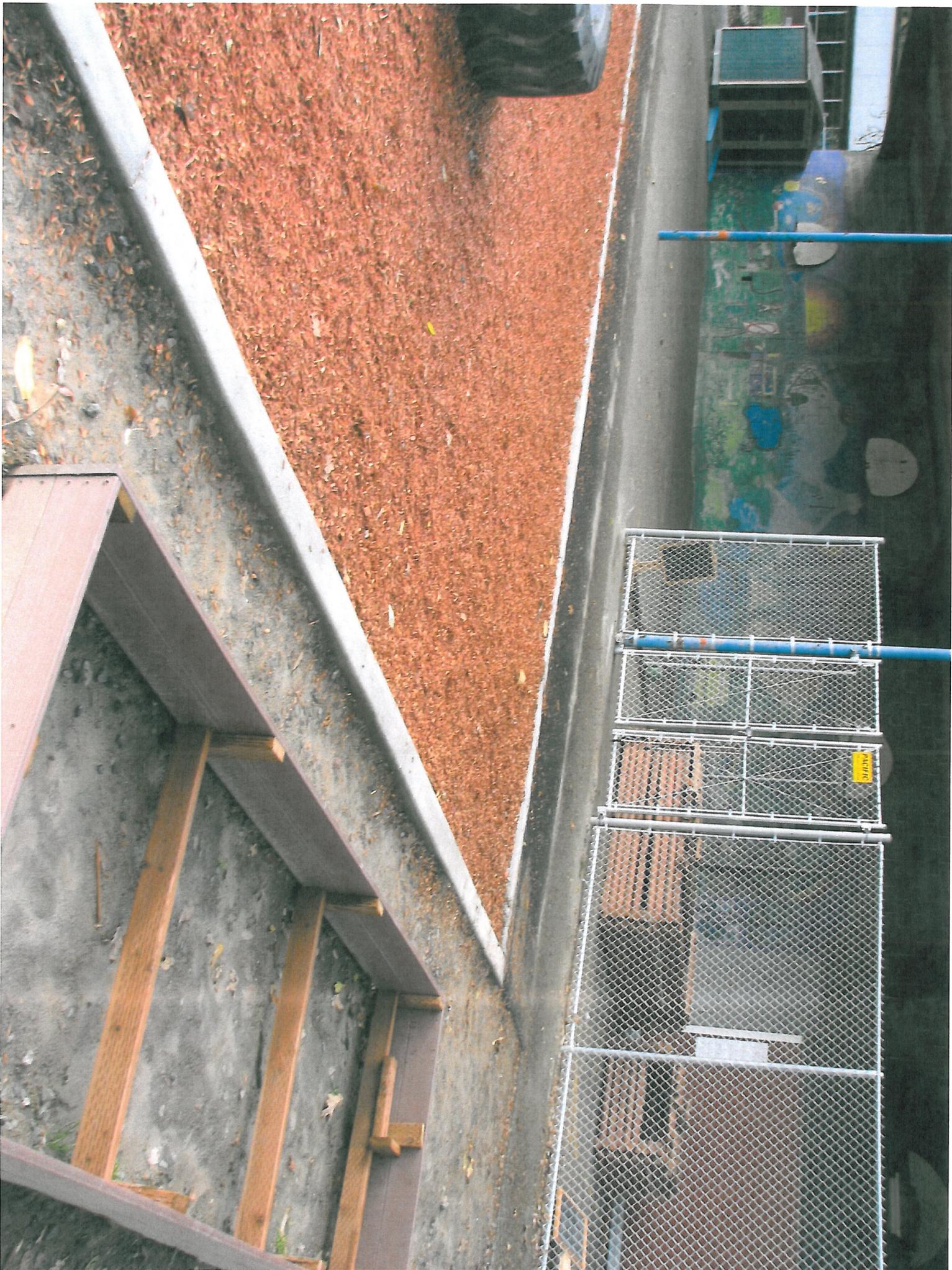














PRE-APPLICATION CONFERENCE STAFF CHECKLIST

File # PA-09-~~2~~ Date: ~~12-3-09~~ 12-3-09

SUBJECT/PROPOSAL:

Proposal: Add & remodel to Bolton Sch.

Attendees: _____

STAFF CHECKLIST: Site Analysis

Staff Site Visit? 11-23-09

In 100 year or 1996 flood boundary? No

In HCA area along Willamette or Tualatin River? No

Wetlands or in Wetland Transition Area? No

In WRA/Drainageway Transition Area? N End of site - will there be any improvements here?

Significant Riparian Corridor (100' setback)? 11

Steep slopes over 25%? N. End of site only

Heavily forested or clearly significant trees (20% rule)? _____

STAFF CHECKLIST: Zoning and Plan Conformance

Zone of site? R-10

Use allowed outright? _____ by prescribed conditions? _____ by CUP?

Permits required CUP, Class II DR.

Previous land use decisions/COAs that limit use of the site? File# DR-01-20/MISC-01-02, UR-03-26

In Historic Residential District? N

In Historic District Commercial Overlay? N

Historic Landmark Structure? N

Agreement with Neighborhood Plan? Y

Non-Conforming? (setbacks, parking, landscaping, use)? Not that staff is aware

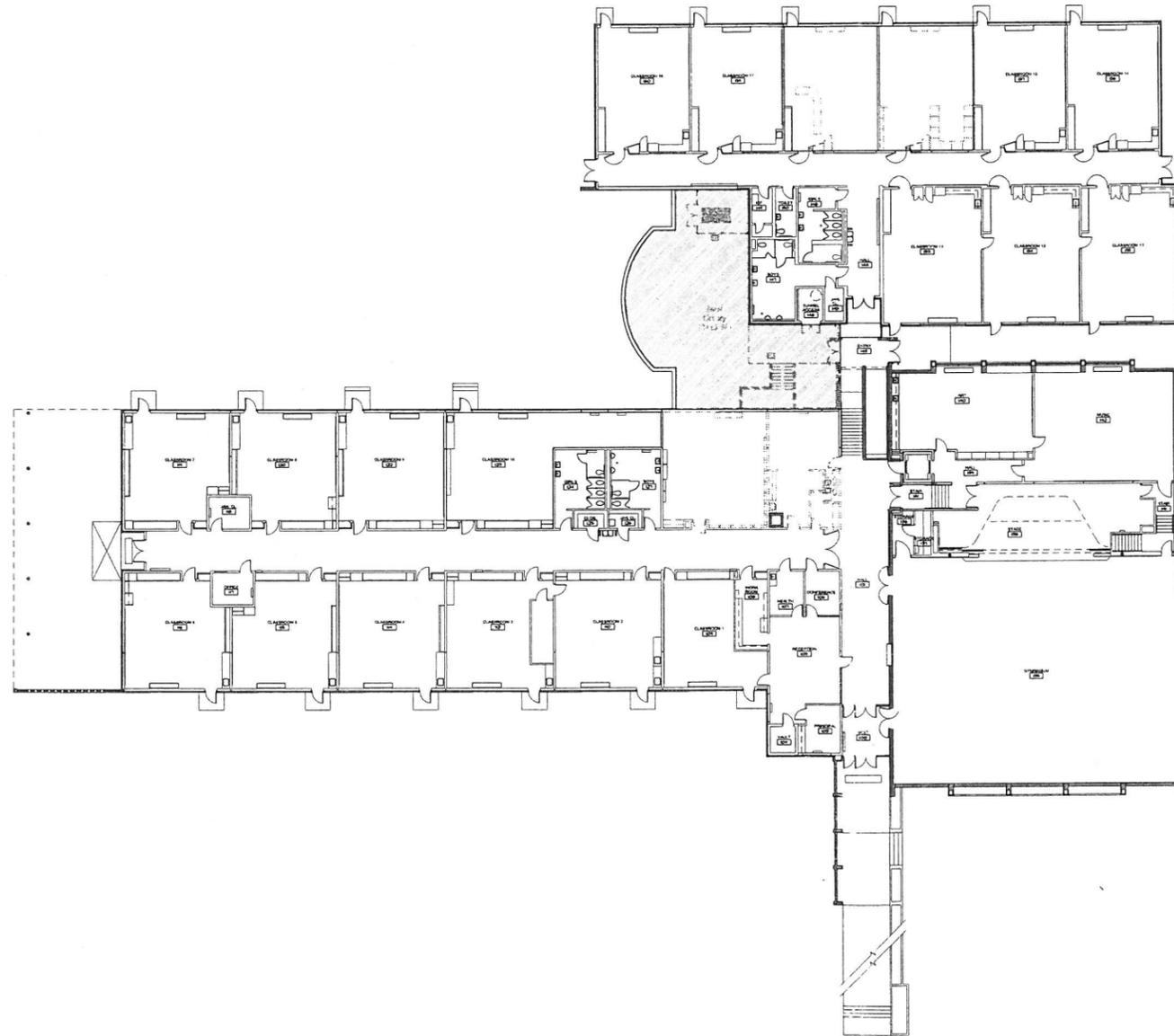
TPR addressed? will require in DR

Parks Master Plan checked? (re: trails and pathways) checked - none

Other ped. and bike connection opportunities? No

→ Action items, under 2.7 path along east side of 43
 14. sidewalks
 1.3 signalized intersection at Holmes
 7.4 safe routes to this school

Any opportunity to fund/implementation these?



PROPOSED FLOOR PLAN 1
SCALE: 1/16" = 1'-0"



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DULL OLSON WEEKES
ARCHITECTS INC.

318 SW WASHINGTON ST. #205, PORTLAND, OR 97204
P: 503.228.8888 F: 503.273.9192 WWW.DOWNS.COM

BOLTON PRIMARY SCHOOL REMODEL

West Linn-Wilsonville School District #3JT

22210 SW Stafford Road, West Linn, OR 97068

key plan

| | |
|-----------|-------|
| phase | |
| date | |
| revisions | |
| | |
| | |
| | |
| | |
| project # | 09002 |

