City of West Linn

PRE-APPLICATION CONFERENCE MEETING

Notes

February 16, 2012

SUBJECT: Conditional Use Permit and Class II Design Review for new 23,500 square foot police station and adjoined secured and unsecured parking areas. Class II Variances for building square footage and building ground floor square footage also needed, and possibly other variances. Project site located at 1800 and 1950 8th Avenue, and 1819 and 1849 13th St.

ATTENDEES: Applicants: Bob Galante (Consultant), Vic Lancaster (WL Police Dept.)

Planning & Engineering Staff: Tom Soppe & Peter Spir (Planning), Khoi Le (Engineering)

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>

The applicant is the City of West Linn, which has been interested in replacing its existing older police station for years. The existing station is in a smaller building with major size, layout, and structural (e.g. seismic safety) problems. A recently-approved ballot measure has provided the money to build a new station. The City is interested in building the station at this 4-parcel site in the Willamette neighborhood, on the corner of 8th Avenue and 13th Street, near the 10th Street interchange with I-205. The site is just between the historic Willamette main street commercial area and the Willamette Marketplace shopping center.

The largest parcel of the site, along 8th Avenue, is in the Mixed Use (MU) zone and is undeveloped. The three other parcels all have one single-family residential detached house each, and are in the R-10 zone. All three of these border 13th Street, and the southernmost one also borders 8th Avenue. All three directly border the west edge of the largest parcel. The entire site slopes gradually down from 8th Avenue at the south end of the site, to its north end. An area of fill where a temporary Tualatin Valley Fire

and Rescue (TVFR) garage (no longer there) and driveway were used a few years ago is also visible at the southwest corner of the MU-zoned parcel; these had been in use when the nearby TVFR fire station was being torn down and rebuilt.

On the concept plan submitted for this conference, the station building is proposed at the front of the site along 8th Avenue. Public parking is proposed in the northwest area of the site, accessing from 13th Street. Secure parking is proposed for the north central and northeast areas of the site, taking access from a gated entrance with a driveway aligning across 8th Avenue from its intersection with 12th Street.

Public safety facilities are allowed with Conditional Use approvals in both of these zones, per Chapter 11 and Chapter 59 which provide for uses and other regulations in the R-10 and MU zones respectively. Per Community Development Code (CDC) 60.030(B) and 60.070(B), Design Review approval is needed concurrently with any Conditional Use approval. As a new non-residential building, the station would be required to have a Design Review approval, specifically a Class II Design Review approval as implied by CDC 55.020. While response to all criteria of 55.100 is required, please note that in the Mixed Use zone, compliance with 55.100(B)(7)(a-c) and (h-j) is not required per 59.070(B).

Section 59.070(A)(6) provides for a maximum of 6,000 square feet of above ground indoor square footage. The building is proposed to be 23,500 square feet, so a Class II Variance for building is needed- unless enough of the square footage will be on the R-10 parcels and/or underground that this section is satisfied (this does not appear to be the case on the submittals). Also on the submittals it appears that the ground floor specifically will be over 5,000 square feet, meaning that a separate (if closely related) Class II Variance will be required regarding 59.070(A)(7).

A variance for 59.070(A)(8) will not be required if all four existing lots of record are left as is without replatting, as lots are only allowed to be more than 10,000 square feet if they are existing lots of record. If compelling legal reason is found to proceed forward only with a lot line adjustment (LLA) and replatting of the four lots into one, a Lot Line Adjustment application would be needed along with such an additional Class II Variance. Unless the applicant proposes a zone change for one part of the property to match the other, the zoning setbacks for each area of the property would have to be met for the zone it is in (at least for the edges of the property, as the building might cross parcel lines if there is no LLA and replatting). For the front setback for example, the Mixed Use zone has a 12 foot minimum and 20 foot maximum, whereas the R-10 zone has a 20 foot minimum, meaning that 20 feet might be have to be the setback for the whole building, unless its front jags at the zoning line.

Also regarding the zone boundary line cutting across the site, the lot coverage and floor area ratio will have to be reviewed within each zone on site (as if the three R-10 lots are one R-10 lot, and the MU lot is one MU lot). Even under such code flexibility provisions

as the PUD application (not proposed here but brought up as an example) there is not an easy way to see how this would be done differently. One way to avoid complications that could arise from this situation would be to ask for variances for lot coverage and FAR (the latter already discussed above in relation to the MU zone, but this would be for the whole site). This would allowing the building to make the case for its own total FAR and lot coverage calculations, independent of the zones it is in.

Another variance that is possibly needed is from 59.080(A) in which permitted uses may only be open from 6 AM to 10 PM and meet certain noise standards. This may depend on whether "permitted uses" is interpreted to mean all uses permitted under this chapter under any particular conditions, including Conditional Uses, or whether it only means those listed under 59.030 Permitted Uses (i.e. uses permitted outright without a CUP approval needed). Review staff favors the latter (making the variance moot) but it is conceivable that someone could argue the former.

Looking from 12th Street across 8th Avenue, north into the site. Aligned with 12th Street intersection, straight ahead, is proposed ingress to site. Site consists of this open field, and the three residential properties to the west- the rears of two of the three existing houses are visible on the left.

Looking across east end of property near 8th Avenue. Les Schwab Tires is behind property, Morton Tree Service is to the right.

Looking north into west end of property, with 1800 8th Ave. existing house on left, and open part of site (1950 8th) on the right.

13th St. along west side of site, including west side of fenced 1800 8th yard, and the front of the two existing 13th Street houses

55.100(A)(7) requires response to and compliance with Chapter 46, which provides for off-street parking regulations including parking minimums for different land uses. Police stations and public safety facilities are not listed uses under 46.090, which lists many land uses in the City and their specific minimum parking requirements. 46.100 provides for basing the parking requirements of unlisted uses on the use that is most similar to the proposed use in nature and intensity. Government offices are the most similar use, or are arguably what the police station use fits under to begin with. Per 46.090(C)(5) the minimum required parking for government offices is 1 space for every 350 square feet of gross floor area. For this 23,500 square foot building this would be 68 spaces. Counting both secure and unsecured parking (not differentiated in the code) 80 spaces are proposed. This would meet the minimum parking requirement but per 46.090(F), the maximum allowed off-street parking is the minimum parking requirement for any proposal, plus 10%. Therefore the maximum parking is approximately 75 spaces. The applicant should either reduce the proposed parking by 5 spaces or apply for and justify an additional Class II Variance.

Looking into rear of property from Les Schwab parking lot. Property slopes uphill to historic Willamette commercial/main street area to the south. Commercial and fire station buildings in Willamette main street area are in the background.

Another issue that could trigger a variance, if the concept plan is not modified, is the location of the only significant tree on site. Per 55.100(B)(2)(b), any significant tree on site must be saved since less than 20% of the site is composed of significant tree area. This significant tree must be saved via modifying the building, and in any case the front public sidewalk on 8th Avenue may have to be accommodated with modifications as well. Due to the CDC setback regulations discussed above, part of the building should still be at 20 feet even if more is needed to preserve the tree, preserving it in a way that ensures it has enough canopy and root area to sustain itself. If the applicant determines there is no way to fit appropriate parking and building area on the site without removing the tree, another Class II Variance is required, unless the tree is removed because there is no way to do street and sidewalk improvements without avoiding it either. Regarding either of these scenarios, staff's experience with situations where one tree at a site's edge and/or a right-of-way edge is that the tree usually can be accommodated. The applicant is encouraged to do everything possible to design the building so the tree is not removed, including maximizing height as allowed by the CDC in this location, and including creative architecture and building layouts that not only preserve the tree but make for an attractive interface between the building, vehicle and pedestrian ingress/egress, and the tree and surrounding landscape/root area. Courtyards, landscaped signage areas, outdoor seating areas, etc. can be considered, for example. If street improvements can only be installed to even a flexible allowed standard via removing the tree, no variance is necessary because the removal would not be caused by the applicant's development on the site itself.

Significant tree along 8th Avenue

Engineering Notes

I. TRANSPORTATION

8TH AVENUE

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Local Street	Local Street
Zone	Mixed Use and Residential	Mixed Use and Residential
Right of Way Width	Varies between 41' and 43'	56' for on street parking
Full Pavement Width	Varies between 24' and 25'	16' on development side
Curb and Gutter	None	Yes
Planter Strip	None	Yes – 5.5' excluding curb
Sidewalk	None	Yes – 6'
Street Light	None	Yes – Early American Streetlight - Black - 100 Watts
Street Tree	None	Yes
ADA Ramps	None	Yes

MINIMUM REQUIRED IMPROVEMENTS

1. Provide 7.25’ of dedication.
2. Provide 16’ pavement improvement with the following sections:
   - 10” of 1-1/2”-0 Crush Rock
   - 2” of ¾” -0 Leveling Course
   - 4” Class “C” AC Pavement
   - See WL-502 Detail for technical and construction specifications.
3. Provide curb and gutter. See WL-501 Detail for technical and construction specifications.
4. Provide 6’ wide concrete sidewalk with ADA ramp at the corner of 8th Avenue and 13th Street. See WL-508 for sidewalk technical and construction specifications. See WL-507A and WL-507B for ADA technical and construction specifications.
5. Provide illumination analysis of the existing conditions. Install street lights as recommended in accordance to the followings:
   - Average Maintained Illumination: 0.7 foot-candles (Intermediate)
   - Uniformity Average to Minimum: 6 to 1
   - Street Light should match with existing surrounding lights – Early American Light either Aluminum or Black pole
   - Bulb: 100 watts maximum
6. Provide Street Tree. Coordinate with Parks Department for requirements.
7. Driveway Approach: 36’ maximum width including wings. See WL-504A, 504B, and 505 for technical and construction specifications. Driveway approach is recommended to be lined up with 12th Street.
8. Provide necessary striping.
9. All new and existing overhead utilities along the development must be placed underground.

13th STREET

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	**Local Street**	**Local Street**
Zone	**Mixed Use and Residential**	**Mixed Use and Residential**
Right of Way Width	**Varies between 40’ and 44’**	**56’ for on street parking**
Full Pavement Width	**21’**	**16’ on development side**
Curb and Gutter	**None**	**Yes**
Planter Strip	**None**	**Yes – 5.5’ excluding curb**
Sidewalk	**None**	**Yes – 6’**

Street Light	**None**	**Yes – Early American Streetlight - Black - 100 Watts**
Street Tree	**None**	**Yes**
ADA Ramps	**None**	**Yes**

MINIMUM REQUIRED IMPROVEMENTS

10. Provide 8.0' of dedication.
11. Provide 16' pavement improvement with the following sections:
    - 10" of 1-1/2"-0 Crush Rock
    - 2" of ¾" -0 Leveling Course
    - 4" Class "C" AC Pavement
    - See WL-502 Detail for technical and construction specifications.
12. Existing pavement on the opposite site must be 12' wide. Provide pavement improvement if less than 12' wide.
13. Provide curb and gutter. See WL-501 Detail for technical and construction specifications.
14. Provide 6' wide concrete sidewalk with ADA ramp at the corner of 8th Avenue and 13th Street. See WL-508 for sidewalk technical and construction specifications. See WL-507A and WL-507B for ADA technical and construction specifications.
15. Provide illumination analysis of the existing conditions. Install street lights as recommended in accordance to the followings:
    - Average Maintained Illumination: 0.7 foot-candles (Intermediate)
    - Uniformity Average to Minimum: 6 to 1
    - Street Light should match with existing surrounding lights – Early American Light either Aluminum or Black pole
    - Bulb: 100 watts maximum
16. Provide Street Tree. Coordinate with Parks Department for requirements.
17. Driveway Approach: 36' maximum width including wings. See WL-504A, 504B, and 505 for technical and construction specifications. Driveway approach is recommended to be lined up with Christy Court.
18. Provide necessary striping.
19. All new and existing overhead utilities along the development must be placed underground.

A. CURRENT TRANSPORTATION CONDITIONS

8TH AVENUE CURRENT CONDITIONS

8th Avenue is a 1665 foot long dead end at Dollar Street. 8th Avenue connects to 10th Street on the Northeastern end and 14th Street on the Southwester end. Vehicles can

commute from 8th Avenue to Willamette Falls Drive via 10th Street, 12th Street or 14th Street.

Excluding the 2 properties to be part of the Future Police Station, followings are number of properties currently exiting onto 8th Avenue:

- 1 Property in R2.1 Zone (Apartment Complex)
- 5 Properties in Mixed Use Zone (Call Center, Willamette III Building, Fire Station 59 and others)
- 3 Properties in General Commercial Zone (Willamette Market Place, Pacific West Bank and Storage Rental)
- 8 Residential Properties

8th Avenue is classified as Local Street and post speed limit is 25 MPH.

13th AVENUE CURRENT CONDITIONS

13th Street is a 950 foot long dead end street serving approximately 8 residential homes and the commercial plaza, Willamette Market Place. There is very little traffic activity from the Willamette Market Place occurred at this driveway approach since it is not the main entry to the plaza.

There are four existing properties located at intersection of Timothy Lane, Christy Court and 8th Avenue and 13th Street that can potentially realign their driveway approaches onto 13th Avenue.

13th Street is currently served 34 residential homes excluding the 3 properties to be part of the Future Police Station and the Willamette Market Place. Out of the 34 residential properties, 2 properties have the potential to be developed into a 10 lot subdivision.

Although 13th Street is a dead end street which has the potential to serve 43 residential homes and the Willamette Market Plaza, it was not identified in the City Transportation Master Plan as the one of streets with severe Level of Service (LOS). The intersection of 13th Street and 8th Avenue is also not listed as a problem intersection.

13th Street is classified as Local Street and post speed limit is 25 MPH.

RELATED TRAFFIC

Willamette Call Center –
Willamette Market Place -
Willamette 205 Corporate Center -

B. TRIP GENERATION

AM Peak Hour: 6:00 – 9:00 AM

PM Peak Hour: 4:00 – 6:00 PM

EXISTING TRIPS

Vehicular Trip – 3.03 trips (3 Residential Homes) + 0 trip (Vacant Lot) = 3.03 trips
Bicycle/Pedestrian - 3.00 trips (3 Residential Homes) + 0 trip (Vacant Lot) = 3.00 trips

POST DEVELOPMENT TRIPS

Vehicular Trip – 1.21 trips/1,000 square feet Gross Floor Area
Peak Hour of Adjacent Street Traffic between 4 and 6 pm
GOVERNMENT OFFICE BUILDING - ITE Trip Generation 8th Edition, page 1249

C. POTENTIAL TRANSPORTATION SDC FEE

Vehicular Street SDC Fee Effective January 26th 2012: $6,751 per single trip
Vehicular Street SDC Fee Effective July 1st 2012 and Future: TBD by Finance Department

Future Police Station Gross Floor Area: 23,500 square feet
Number of Vehicular Trip Generated by Future Police Station: 1.21 x (23,500/1,000) = 28.44

Vehicular Trips after credits = 28.44 – 3.03 = 25.41

Potential Vehicular Street SDC Fee = 25.41 x $6,751 = $171,542.91

Bike/Pedestrian SDC Fee Effective January 26th 2012: $1,505 per single trip
Bike/Pedestrian SDC Fee Effective July 1st 2012: TBD by Finance Department

Bike/Pedestrian Trip is not analyzed and provided by ITE Manual. Bike/Pedestrian Trip is assumed to be the same as vehicular trips (28.44)

Bike/Pedestrian Trips after credits = 28.44 – 3.00 = 25.44

Potential Bike/Pedestrian SDC Fee = 25.44 x $1,505 = $38,287.20

TOTAL POTENTIAL TRANSPORTATION FEE = $171,542.91 + $38,287.20 = $209,830.11

D. CITY TRANSPORTATION MASTER PLAN

CURRENT TRAFFIC CONDITIONS

Signalized Intersection	LOS	Average Delay (Sec)	Volume/Capacity (V/C)	Measure of Effectiveness	MOE Met?

				Agency	Maximum Allowed	
10th St/I-205 NB	**D**	**16.1**	**0.65**	**ODOT**	**0.85**	**Yes**
10th St/I-205 SB	**C**	**34.4**	**0.61**	**ODOT**	**0.85**	**Yes**
10th St/Blankenship Rd	**B**	**55.0**	**0.63**	**ODOT**	**0.85**	**Yes**

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All Way Stop Intersection	LOS	Average Delay (Sec)	Volume/Capacity (V/C)	Measure of Effectiveness		MOE Met?
				Agency	Maximum Allowed	
Willamette Falls Drive/10th St	**C**	**23.8**	**0.87**	**City**	**LOS D**	**Yes**

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Un-signalized Intersection	LOS	Average Delay (Sec)	Volume/Capacity (V/C)	Measure of Effectiveness		MOE Met?
				Agency	Maximum Allowed	
10th St/8th Ave	**A/F**	**10.1**	**0.13/0.73**	**City**	**LOS D**	**No**
Willamette Falls Drive/12th St	**A/C**	**3.7**	**0.17/0.23**	**City**	**LOS D**	**No**
Blankenship Rd/Tannler Dr	**A/F**	**8.0**	**0.13/0.52**	**City**	**LOS D**	**No**

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FUTURE 2030 TRAFFIC CONDITIONS WITHOUT ANY IMPROVEMENTS

Signalized Intersection	LOS	Average Delay (Sec)	Volume/Capacity (V/C)	Measure of Effectiveness		MOE Met?
				Agency	Maximum Allowed	
10th St/I-205 SB	**F**	**>80.0**	**>1.0**	**ODOT**	**0.85**	**No**
10th St/Blankenship Rd	**F**	**>80.0**	**>1.0**	**ODOT**	**0.85**	**No**

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All Way Stop	LOS	Average	Volume/Capac	Measure of	MOE

Intersection		Delay (Sec)	ity (V/C)	Effectiveness		Met?
				Agency	Maximum Allowed	
Willamette Falls Drive/10th St	F	>50	>1.0	City	LOS D	Yes

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Un-signalized Intersection	LOS	Average Delay (Sec)	Volume/Capacity (V/C)	Measure of Effectiveness		MOE Met?
				Agency	Maximum Allowed	
10th St/8th Ave	B/F	>50.0	0.18/>1.0	City	LOS D	No
Willamette Falls Drive/12th St	B/C	>50.0	0.44/>1.0	City	LOS D	No
Blankenship Rd/Tannler Dr	A/F	>50.0	0.19>1.0	City	LOS D	No

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ACTION PLANS

Project Number	Project Location	Description	Plan	Cost
7	10th St (I-205 SB Ramps to 8th Ct)	Widen to 5-lane section with center lane and 2 travel lanes each direction	Action	$1,685,000
8	10th St (8th Ave to WFD)	Add through lanes on 10th St for a total of 2 lanes in each direction. Prohibit northbound left turn movement and shared left turn lane with pedestrian island	Action	$500,000
9	Blankenship Rd/10th St	Add 2nd eastbound right turn lane and restripe westbound approach to have exclusive left turn and shared left turn lane	Action	$520,000
10	10th St/WFD	Change/upgrade traffic control to either signal or round about	Action	$830,000
11	10th St/8th Ave	Add right-in right-out access at the time of 8th Ct extension	Action	$20,000
12	10th St/I-205	Add turn lanes (northbound	Action	$1,035,000

	NB Ramps	**right turn lane, stripe southbound approach to have dual left turn lanes and one thru lane, add exclusive NB Off-ramp left turn lane, and widen NB On-ramp to have two receiving lanes to support dual SB left turn movement**		
13	**8th Court**	**Extend 8th Ct to WFD to provide additional access to 8th Ct retail. Concurrently make 10th St/8th Ave right-in right-out**	**Action**	**$2,075,000**
14	**WFD/12th St**	**All way stop control/traffic signal when warrants are met**	**Action**	**$260,000**
15	**WFD/14th St**	**All way stop control when warrants are met**	**Action**	**$10,000**

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E. DEVELOPMENTS CONDITIONED TO PROVIDE IMPROVEMENTS ON 10TH STREET CORRIDOR

Willamette Market Place was conditioned to install a traffic signal at the intersection of 10th Street and 8th Avenue. Due to close proximity to ODOT ramp signal, ODOT denied the installation of the signal light at this location. There is also an issue with ownership within this area of the corridor; the City has not been able to install the signal light as recommended without ODOT approval and IGA.

Another recommendation was proposed in place of installing the signal at this location; an all way stop was proposed to be installed at 12th Street and Willamette Falls Drive in to 2007. The analysis from Kittelson & Associates, Inc. came back recommending not doing so. The report conclusion indicated all way stop at this location would deteriorate the operations and introduce queuing issue on the eastbound and westbound approaches of this intersection.

Even though, Willamette Market Place project has been complete and accepted, the signal light at the intersection of 8th Avenue and 10th Street as well as other alternative improvements recommended by ODOT were installed.

Willamette 205 Corporation Center was conditioned to provide improvements listed in project #9 and 12 of the TSP. (Group MacKenzie Report Dated June 11, 2010)
This land use application is currently active. These improvements have not been complete. Improvements will be complete upon the completion of the project.

F. MITIGATION PLANS

Since improvements conditioned on both projects as well as project listed in the TSP have not been implemented, what improvement and mitigation plans the Police Station should provide to mitigate for the additional traffic generated by the development.

A professional traffic engineer shall be needed to provide professional traffic assessments and recommendations for improvements and mitigations.

II. STORM DRAINAGE

A. CURRENT CONDITIONS

Existing public storm drainage system is in place on 8th Avenue along the Future Police Station for connection however the system is somewhat shallow. The low end of the storm system is located nearby the southeastern corner of the development.

There is no proper and adequate public storm drainage system in place on 13th Street. The proper disposal point is located at the end of 13th Street in a form of open channel and is approximately 990 feet away from the development.

13th Street is elevated at 8th Avenue and is gradually depressed toward the end of the street where the open channel is located. Run-off from 13th Street and properties located along 13th Street as well as a large upstream basin area is currently conveyed and directed toward the end of this street.

	Watershed	HEC-HMS Subasin	Drainage Area (mi^2)	Existing Diameter (inch)	Structure Type	Material	Slope	Existing Capacity (cfs)	Design 25 Year Future Flow
14	Bernert	BERW1-5W1S1	0.038	12	Pipe	Concrete	2.9%	5	12

Is it Deficient?		Deficiency Index	Proposed Diameter (inch)	Assumed Length (ft)	2002 Estimated Total Project Cost	2005 Estimated Total Cost	2005 Estimated SDC Fund Project Cost	2005 Estimated 505 Fund Project Cost
Now	Future							
Yes	Yes	0.63	24	120	$27,417	$38,938	$24,551	$14,381

Table 7-2 City Surface Water Management Plan

Approximately, 270 lineal feet of public storm system at the end of 13th Street is listed to be upsized from its current 12" to 24" pipe. The project is listed as project number 14 in the City Storm Drainage Master Plan. Cost to replace this portion is listed to be approximately $40,768 in 2007. It is a Capitol Improvement Project. (Resolution No. 08-19)

The City has received concerns occasionally during heavy rain that run-off from street overflowed onto private property. A few temporary improvements have been placed at the end of the street such as installing riprap along the opening channel west of culdesac and sand bags/asphalt berms along the property on the east of culdesac to prevent eroding and overflowing issue.

B. RECOMMENDATIONS FOR STORM DRAINAGE IMPROVEMENT

Since the current storm drainage system along 13th Street is inadequate, any discharge from a development onto 13th Street must be collected and conveyed to a proper point of disposal.

In this particular case, a new storm main on 13th Street starting from the Northwest corner of the development to the end of the culdesac. Approximately, 580 lineal feet of 12" pipe and 220 lineal feet of 24" pipe are estimated for this improvement.

Any additional discharge to 13th Street without proper collection and conveying system will create storm run-off issue for properties located along 13th Street.

Storm-water quality facilities shall be required when development creates more than 500 square feet of new impervious area. Rain gardens or street swales along 8th Avenue and 13th Street to collect, treat, and detain run-off from sidewalk and street are highly recommended.

Storm-water detention facilities shall be required when development creates more than 5000 square feet of new impervious area. Onsite above ground and shallow water quality and detention facilities without fencing are highly recommended.

C. POTENTIAL STORM WATER SURFACE SDC FEE

Base upon the fee Effective July 2011, following is the potential storm water surface SDC fee.

1 ESU = 2,914 square feet of impervious area
Fee for 1 ESU = $1,303

Assumed each of the three existing house will have 2,914 square foot of impervious area = 1 ESU.

Police Station new impervious area = 38,162 square foot

Police Station ESU = 38,162/2,914 = 13.10

Total ESU after offset = 13.10 – 3.0 = 10.10 ESU

Total Storm Water Surface SDC Fee = 10.10 x $1,303 = $13,160.30

III. SANITARY SEWER

A. CURRENT CONDITIONS

Existing public sanitary sewer system is in place in both 8th Avenue and 13th Street for connection. Public sanitary sewer system on 13th Street is approximately 6 foot deep. Depth of sanitary sewer main on 8th Avenue is unknown but can be surveyed for confirmation.

B. POTENTIAL SANITARY SEWER SDC FEE

Base upon the fee Effective July 2011, following is the potential sanitary sewer SDC fee.

Fee for Single Family = $2,957
Fee for Commercial with 2" Domestic Meter = $23,663

With three existing single family homes, the offset amount = 3 x $2,957 = $8,871
Fee before offset = $23,663

Total Sewer SDC Fee = $23,663 - $8,871 = $14,792

IV. WATER

A. CURRENT CONDITIONS

Future Police Station is currently located in the Willamette Water Zone. Existing 6" AC water main is in place on both 8th Avenue and 13th Street for connection.

B. WATER MASTER PLAN

Pressure Zone Performance Requirement Summary

Year	MDD (mg)	Fire Flow (mg)	Total Supply Need (mg)	Normal Supply Capacity (mg)	Emergency Supply Capacity (mg)	Normal Supply Deficit (mg)	Emergency Supply Deficit (mg)
Current	2.2	0.5	2.7	2.6	1.6	0.1	1.0
2015	2.3	0.5	2.8	2.6	1.6	0.2	1.2
2030	2.6	0.5	3.1	2.6	1.6	0.5	1.5
Saturation	2.7	0.5	3.2	2.6	1.6	0.6	1.6

Development							

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Pressure Zone Supply and Storage Deficit Summary

Year	Normal Conditions			Emergency Conditions		
	Supply Deficit (mg)	Storage Volume (mg)	Overall Deficit (mgd)	Supply Deficit (mgd)	Storage Volume (mg)	Overall Deficit (mgd)
Current	**0.1**	**0.8**	**0**	**1.1**	**0.8**	**0.3**
2015	**0.2**	**0.8**	**0**	**1.2**	**0.8**	**0.4**
2030	**0.5**	**0.8**	**0**	**1.5**	**0.8**	**0.7**
Saturation Development	**0.6**	**0.8**	**0**	**1.6**	**0.8**	**0.8**

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Pressure Zone Service Pressure Analysis Summary

Pressure Zone	Highest Ground Elevation (ft)	Reservoir Overflow Elevation (ft)	Static Service Pressure (psi)
Willamette	**257**	**351**	**40**

Project Number	Location	Pressure Zone	Existing Diameter (inch)	Priority	Length (feet)	SDC Allocation	Unit Cost ($/lf)	Estimated Project Cost
4	**16th St & 8 Ave to 10th St**	**Willamette**	**4,6**	**3**	**2,809**	**100%**	**125**	**$351,125**

Table 8-5

C. RECOMMENDATIONS FOR WATER IMPROVEMENT

A hydraulic model run and report prepared from City Consultant, Murray, Smith & Associates shall be required to determine whether or not fire flow for new development adequate. Report will include recommendations for necessary improvements to meet required flow.

Currently, the minimum requirement for water improvement is to upsize approximately 311 lineal feet of existing 6" AC along the project frontage on 8th Avenue to an 8" DI pipe. Greater improvement may be required once Murray, Smith & Associates run the hydraulic model.

At $125/lf, the total cost of this improvement = 340 lf x $125/lf = $42,500

Since the project is listed to be 100% SDC Allocation, the development is eligible to receive 100% the cost of this improvement back from Water SDC fund.

D. POTENTIAL WATER SDC FEE

2"	SDC Domestic Water meter is:	$58,992.00
1"	SDC Irrigation Meter	$18,436.00
Total Water SDC Fees		**$77,428.00**
2"	South Fork Connection	$11,574.00
1"	South Fork Connection	$3,617.00
Total South Fork Connection Fees		**$15,191.00**

City Connection Fees are:

2"	Dig-IN	$3,800.00
1"	Dig-IN	$2,150.00
Total Connection Fees		**$5,950.00**
Total New Fees before Offsets		**$98,569.00**

Water SDC Offsets for 3 Houses Based on Current Fees (not 2012)

5/8"	Meter	$6787	X	3 houses	= $20,361.00
5/8"	South Fork	$1449	X	3Houses	=$4,347.00

Total Offsets $24,708.00

Total Water SDC Fee = $98,569 - $24,708 = $73,861

V. PUBLIC IMPROVEMENT DESIGN REVIEW DEPOSIT AND FEE

Engineering Design Review and Inspection Fee are based on time and material. The initial deposit required is equal to 6% of the total PUBLIC IMPROVEMENT CONSTRUCTION COST.
Money deposited exceeding amount of fee will be refunded back to the development.

VI. CONSTRUCTION BONDS

Performance Bond in an amount of 125% PUBLIC IMPROVEMENT CONSTRUCTION COST shall be required for the duration of the development construction. Bond shall be released after the City accepts the project.

Maintenance Bond in an amount of 20% PUBLIC IMPROVEMENT CONSTRUCTIN COST shall be required for 18 months (all general improvements) and for 24 months (water quality/detention facilities) after the City accepts the projects.

DISCUSSION ABOUT BUDGET **1/12/2012**

COST

Building	**$5,850,000**
Land	**$1,500,000**
Consultants	**$700,000**
Street & Utility Improvement	**$450,000**
Fees	**$445,000**
Demo	**$TBD**
Public Art (1.5% of Building)	**$TBD**
Move-In	**$500,000**
TOTAL	**$9,445,000**
BOND AMOUNT	**$8,500,000**

QUESTIONS

Since the development total cost may exceed the total bond amount that the City is approved for. The development team is looking into financial assistance from City to keep the project within approved budget amount?

1. Can the City look into allowing transfer of SDC fees from one property to another?
2. Can the City look into waving Engineering Review and Inspection fee?
3. Can the City look into paying part of street and utility improvements since the condition of the street and drainage along 13th is pre-existing condition?
4. Can the City look into provide improvements on 13th prior to the development of the Police Station since the condition of the street and drainage along 13th is pre-existing condition?

Process

Conditional Use and Class II Design Review approvals are required, as are (at least) two Class II Variances.

The deposit for Conditional Use Permit is $4,500, plus a $200 inspection fee. The deposit for Class II Design Review is $4,000 dollars plus 4% of construction value (with a $20,000 maximum for the Design-Review-specific part of the combined initial deposit), plus a $300 inspection fee. The deposit for the first Class II Variance is $1,900, and the second $950. (Any additional Class II Variances if needed would also have a $950 deposit each.)

PLEASE NOTE that the *deposits* are initial *deposits*, and staff time is charged against the *deposit* account. It is common for there to be more staff time spent on development applications than the initial deposits cover, and therefore additional billing is likely to occur.

The *fees* are one-time fees that are not refundable regardless of staff time spent on the related task.

A neighborhood meeting is required for this application, since it involves a Conditional Use Permit. The site is in the Willamette neighborhood. Contact Beth Smolens, President of the Willamette Neighborhood Association, at 503-722-1531 or willametteneighborhood@gmail.com. Follow the provisions of 99.038 precisely, including regarding what needs to be submitted with the application regarding the meeting.

The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

The criteria of 60.070, 55.100, and 75.060 shall be responded to individually in a narrative. 75.060 criteria shall be responded to for each variance requested. N/A is not an acceptable response to any approval criteria.

Prepare the application and submit to the Planning Department with deposit fees and signed application form. Follow 60.060, 55.070, and 75.050 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form.

The CDC is online at http://westlinnoregon.gov/planning/community-development-code-cdc. West Linn Interactive Mapping is available online at http://westlinnoregon.gov/maps/west-linn-interactive-mapping.

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. Since the applicant is another City department, the Planning Department plans to waive application fees.

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.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

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.