



LAND USE PRE-APPLICATION CONFERENCE

Thursday, May 7, 2015

City Hall
22500 Salamo Road

Willamette Conference Room

11:00 am Proposed replacement of existing Sunset Primary School with a new primary school.

Applicant: Tim Woodley, West Linn-Wilsonville School District

Subject Property Address: 2351 Oxford Street

Neighborhood Assn: Sunset

Planner: Peter Spir

Project #: PA-15-16





PRE-APPLICATION CONFERENCE

| THIS SECTION FOR STAFF COMPLETION | | |
|-----------------------------------|-----------------------|----------------------------|
| CONFERENCE DATE: <u>5-7-15</u> | TIME: <u>11:00 am</u> | PROJECT #: <u>PA-15-16</u> |
| STAFF CONTACT: <u>Peter Spiv</u> | | FEE: <u>\$1,000-</u> |

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.

Address of Subject Property (or map/tax lot): 2351 Oxford Street

Brief Description of Proposal: To replace the existing Sunset Primary School with a new primary school.

Applicant's Name: Tim Woodley, West Linn-Wilsonville School District

Mailing Address: 2755 SW Borland Road, Tualatin, OR 97062

Phone No: (503) 673-7976

Email Address: woodleyt@wlwv.k12.or.us

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:

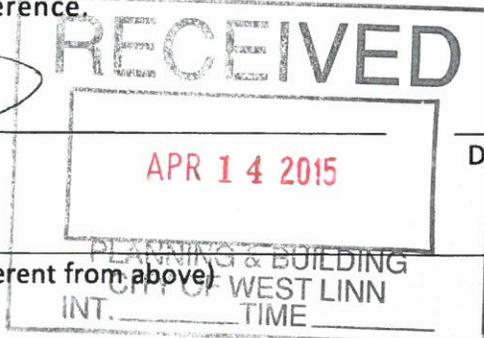
- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or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

Please list any questions or issues that you may have for city staff regarding your proposal:

Parking, site access and circulation, public improvements, safe routes to school

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

X Walker B. Flouke
Property owner's signature



4/13/15
Date

Same as above

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

MEMORANDUM

TO: Peter Spir
FROM: Keith Liden
RE: Pre-application meeting for Sunset Primary School
DATE: April 14, 2015

Having passed a capital bond in 2014, the West Linn-Wilsonville School District is preparing to replace Sunset Primary School on the same site. The district would like to schedule a pre-application meeting on May 7, 2015.

The school district plans to keep the existing school open during construction and open the new school by September 2017. The site layout will change with the new school located in the approximate middle of the "L"-shaped property and play fields and parking in the western portion. Additional open space and play areas are proposed for the southern section. The replacement primary school is anticipated to have an enrollment of about 500 students.

Based upon previous discussions with the city, the district anticipates that approval of the following applications will be necessary:

- Conditional use
- Design Review
- Variance – potentially for parking and/or dimensional standards

The district would like to schedule the pre-application meeting for May 7, 2015, preferably at 11:00 am or later. Key topics the district would like to cover include:

- Site access and circulation;
- Parking;
- Public improvements; and
- Safe routes to school.



APR 14 2015

DESIGN CONCEPT • NEW SUNSET PRIMARY SCHOOL

WEST LINN - WILSONVILLE SCHOOL DISTRICT