

STAFF REPORT PLANNING MANAGER DECISION

DATE:

May 17, 2017

FILE NO.:

DR-17-03

REQUEST:

Class I Design Review to install sections of 6-foot high security fencing at five

locations around Cedaroak Primary School and add two new planting areas

adjacent to the new fencing.

PLANNER:

Darren Wyss, Associate Planner

Planning Manager S

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GENERAL INFORMATION

OWNER/

APPLICANT: Tim Woodley, Director of Operations

West Linn-Wilsonville School District

2755 SW Borland Road Tualatin, OR 97062

CONSULTANT: Keith Liden, AICP

319 SW Washington Street, Suite 914

Portland, OR 97204

SITE LOCATION: 4515 Cedaroak Drive

SITE SIZE: 11.19 acres / 487,297 square feet

LEGAL

DESCRIPTION: Tax Lot 1800 of Clackamas County Assessor's Map 21E 24BA

COMP PLAN

DESIGNATION: Residential

ZONING: R-10, Single Family Residential

APPROVAL

CRITERIA: Community Development Code (CDC) Chapter 11: R-10, Chapter 44:

Fences, Chapter 55: Design Review

120-DAY RULE: The application declared complete on April 19, 2017. The 120-day period

ends on August 17, 2017.

PUBLIC NOTICE: Notice was mailed to property owners within 300 feet of the subject

property and all Neighborhood Associations on April 21, 2017. A sign was placed on the property on April 25, 2017. The notice was also posted on the City's website. Therefore, public notice requirements of CDC Chapter

99 have been met.

EXECUTIVE SUMMARY

The applicant proposes to install sections of six-foot security fencing at five locations around the Cederoak Primary School. The Cedaroak Primary School is a pre-existing use that was permitted under Clackamas County's jurisdiction in 1958. The proposed fencing will enclose and restrict access to courtyard areas between buildings. Each of the five sections will provide appropriate gates that meet required building egress standards. The proposal will also create two new small planting areas adjacent to portions of the proposed fencing. There are no environmental overlay permits required for the proposal and no significant trees will be affected.

The applicable CDC Chapters include:

- Chapter 11, R-10 Single family residential (10,000 square foot minimum lot size)
- Chapter 44, Fences
- Chapter 55, Design Review, criteria in Section 55.090

Public comments:

No public comments have been received.

DECISION

The Planning Manager (designee) approves this application (DR-17-03), based on: 1) the findings submitted by the applicant, which are incorporated by this reference, 2) supplementary staff findings included in the Addendum below, and 3) the addition of the condition of approval below. With these findings, the applicable approval criteria are met. The condition is as follows:

1. <u>Site Plan</u>. The five areas of fencing and two planting areas shall be installed according to the Figure 2 found below.

Darren Wyss, Associate Planner

May 17, 2017

DATE

Appeals to this decision must be filed with the West Linn Planning Department within 14 days of the mailing date listed below. The cost of an appeal is \$400. The appeal must be filed by an individual who has established standing by submitting comments prior to the date identified in the public notice. Appeals will be heard by City Council.

Mailed this 17th day of May, 2017.

Therefore, the 14-day appeal period ends at 4 p.m., on May 31, 2017.

ADDENDUM APPROVAL CRITERIA AND FINDINGS DR-17-03

Staff recommends adoption of the findings for approval contained within the applicant's submittal, with the following exceptions and additions:

CHAPTER 11, SINGLE-FAMILY RESIDENTIAL DETACHED, R-10

11.060 CONDITIONAL USES

The following are conditional uses which may be allowed in this zoning district subject to the provisions of Chapter 60 CDC, Conditional Uses.

(...)

7. Schools.

(...)

Staff Finding 1: The Cedaroak Primary School is a pre-existing conditional use in the R-10 zone. The Cedaroak Primary School was built in 1958 under Clackamas County jurisdiction. CDC 60.070.B requires an alteration is subject to development review provisions in CDC Chapter 55. Applicable findings for Chapter 55 are found below. This criterion is met.

11.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS

Except as may be otherwise provided by the provisions of this code, the following are the requirements for uses within this zone:

- 1. The minimum lot size shall be 10,000 square feet for a single-family detached unit. (...)
- 10. The sidewall provisions of Chapter 43 shall apply.

Staff Finding 2: The proposal is to install security fencing and does not alter the lot dimensions nor the building height or size. The criteria are met.

CHAPTER 44, FENCES

44.020 SIGHT-OBSCURING FENCE; SETBACK AND HEIGHT LIMITATIONS (...)
44.050 STANDARDS FOR CONSTRUCTION
(...)

Staff Finding 3: Staff incorporates the applicant findings. The criteria are met.

CHAPTER 55, DESIGN REVIEW

55.020 CLASSES OF DESIGN REVIEW

- A. Class I Design Review. The following are subject to Class I Design Review: (....)
- 4. Modification of a landscape plan (including water features, ponds, pergolas, arbors, artwork, sculptings, etc.).
 (...)

Staff Finding 4: The proposal is to install six-foot security fencing at five locations and two new planting areas, therefore Class I Design Review applies. This criterion is met.

55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW

The Planning Director shall make a finding with respect to the following criteria when approving, approving with conditions, or denying a Class I design review application:

- A. The provisions of the following sections shall be met:
- 1. $CDC \, \underline{55.100}(B)(1)$ through (4), Relationship to the natural and physical environment, shall apply except in those cases where the proposed development site is substantially developed and built out with no remaining natural physical features that would be impacted.

Staff Finding 5: All work associated with this proposal will occur in areas that are already fully built out. There is no expansion of the existing building footprint. The work area contains no existing heritage trees, significant trees, tree clusters or natural features that will be impacted. This criterion is met.

2. CDC <u>55.100(B)</u> (5) and (6), architecture, et al., shall only apply in those cases that involve exterior architectural construction, remodeling, or changes.

Staff Finding 6: Staff incorporates the applicant findings. The criteria are met.

3. Pursuant to CDC 55.085, the Director may require additional information and responses to additional sections of the approval criteria of this section depending upon the type of application.

55.100.J Crime Prevention and Safety/Defensible Space (...)

Staff Finding 7: Staff incorporates the applicant findings. The criteria are met.

B. An application may be approved only if adequate public facilities will be available to provide service to the property at the time of occupancy.

Staff Finding 8: The existing school is fully served by all public facilities (sewer, water and storm). No additional facilities are required. This criterion is met.

Figure 1: Proposal Location



Figure 2: Fencing/Landscaping Proposal Locations

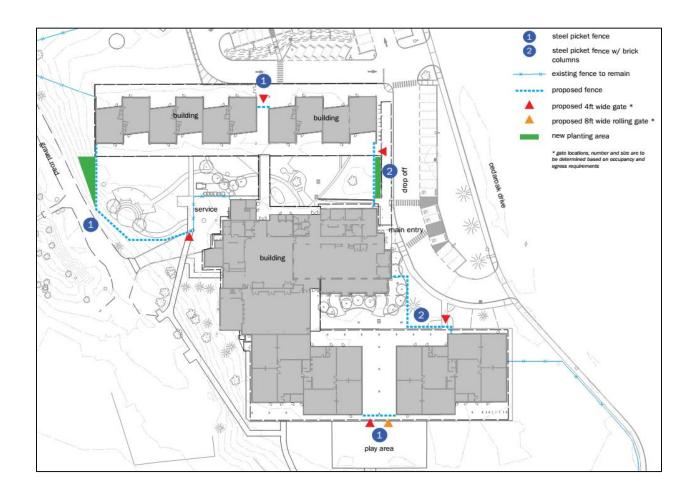


Figure 3: Water Resource Areas (WRA) and Habitat Conservation Areas (HCA)

Orange = Allow Development



Figure 4: Water Resource Area Map
Proposed new fencing is not in the WRA (see also Figure 3)

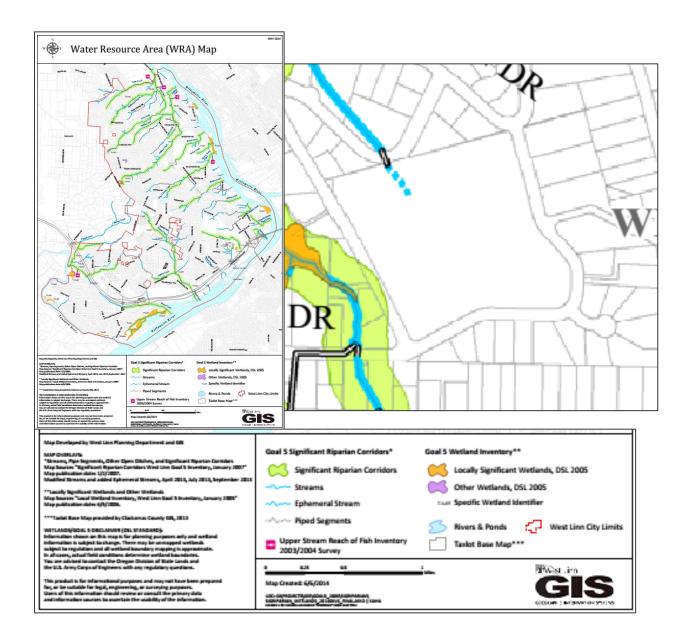


Figure 5: Zoning

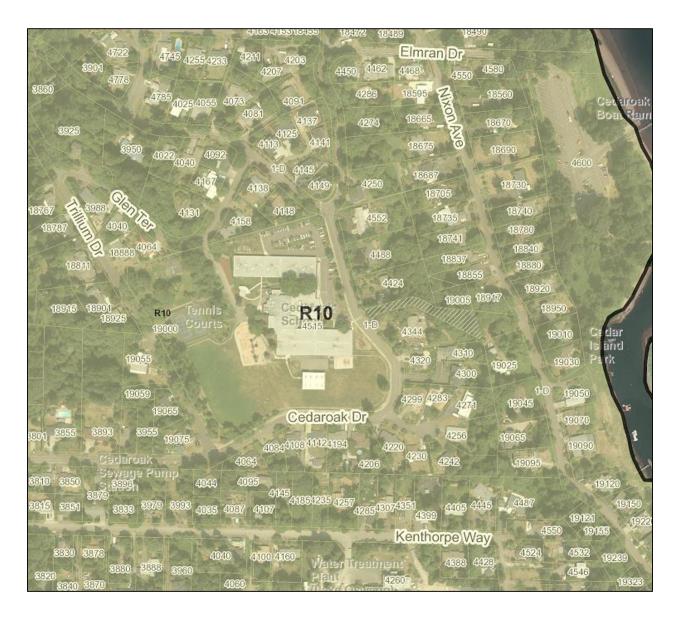
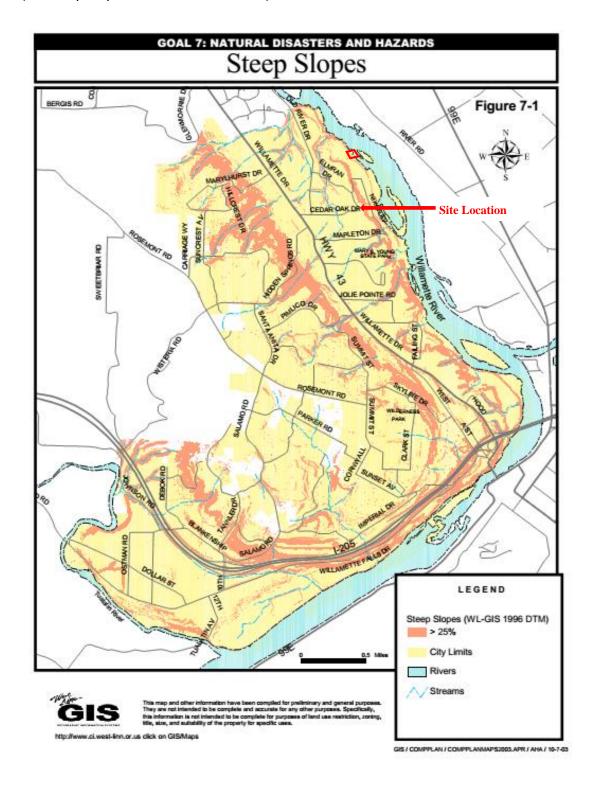


FIGURE 6: GOAL 7: NATURAL DISASTERS AND HAZARDS MAP

(No steep slopes identified at this site)



PD-1 AFFADAVIT AND NOTICE PACKET

AFFIDAVIT OF NOTICE

We, the undersigned do hereby certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

GENERAL File No. DR-17-03 Applicant's Name TIMWO Development Name Scheduled Meeting Decision Date S-S-17	ODLEY-WLWV SCHOOL DIST
NOTICE: Notices were sent at least 20 days prior to the schedu 99.080 of the Community Development Code. (check below)	ıled hearing, meeting, or decision date per Section
TYPE A	
A. The applicant (date)	(signed)
A. The applicant (date) B. Affected property owners (date)	(signed)
C. School District/Board (date)	(signed)
D. Other affected gov't. agencies (date)	(signed)
E. Affected neighborhood assns. (date)	(signed)
F. All parties to an appeal or review (date)	(signed)
At least 10 days prior to the scheduled hearing or meeting, notice of Tidings (published date)	(signed)
City's website (posted date)	(signed)
<u>SIGN</u>	
At least 10 days prior to the scheduled hearing, meeting or deci	
Section 99.080 of the Community Development Code. (date) 4-25-2017 (signed)	intel
<u>NOTICE</u> : Notices were sent at least 14 days prior to the schedu 99.080 of the Community Development Code. (check below)	aled hearing, meeting, or decision date per Section
ТҮРЕВ	,
A. The applicant (date) 4-2/-/7 B. Affected property owners (date) 4-2/-/7	(signed) S. Shinger (signed) S. Shinger
B. Affected property owners (date) 4-21-17	(signed) 5. Shoper
C. School District/Board (date)	(signed)
D. Other affected gov't. agencies (date)	(signed)
 Other affected gov't. agencies (date) Affected neighborhood assns. (date) 	(signed) 5. Shryev
Notice was posted on the City's website at least 10 days prior to the Date: 4-21-17	e scheduled hearing or meeting. (signed) 5.5044
STAFF REPORT mailed to applicant, City Council/Planning Coprior to the scheduled hearing. (date) (signed)	ommission and any other applicable parties 10 days
FINAL DECISION notice mailed to applicant, all other parties surveyor's office. (date)	es with standing, and, if zone change, the County

CITY OF WEST LINN NOTICE OF UPCOMING PLANNING MANAGER DECISION FILE NO. DR-17-03

The West Linn Planning Manager is considering a request for a Class I Design Review to install new security fencing at Cedaroak Primary School (4515 Cedaroak Drive).

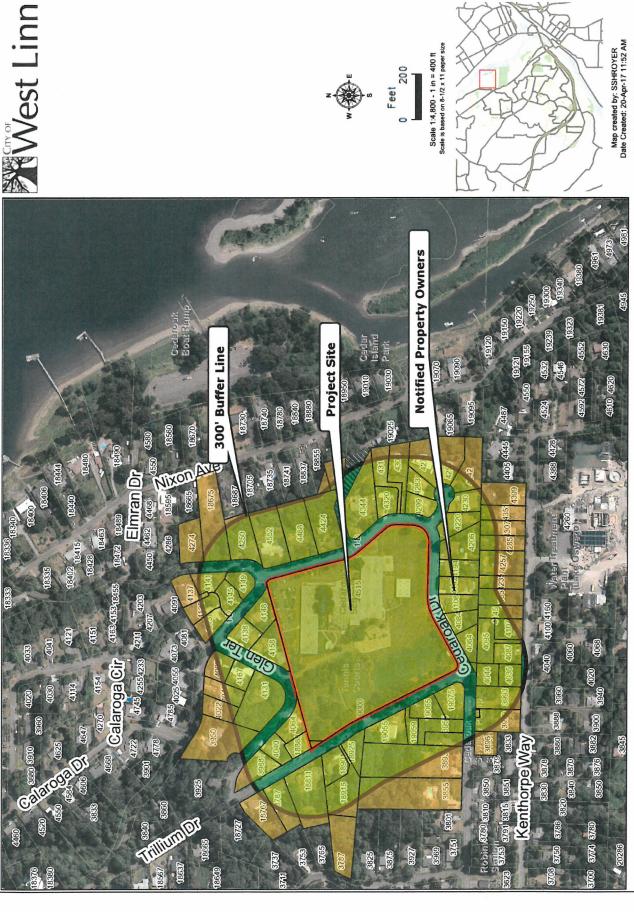
The decision will be based on the approval criteria in Chapters 11, 44, and 55 of the Community Development Code (CDC). The approval criteria from the CDC are available for review at City Hall, at the City Library, and at http://www.westlinnoregon.gov/cdc.

You have received this notice because County records indicate that you own property within 300 feet of this property (Tax Lot 1800 of Clackamas County Assessor's Map 21E 24BA) or as otherwise required by Chapter 99 of the CDC.

All relevant materials in the above noted file are available for inspection at no cost at City Hall, and on the city web site http://westlinnoregon.gov/planning/4515-cedaroak-drive-class-i-design-review-security-fencing-cedaroak-park-primary-school or copies may be obtained for a minimal charge per page. A public hearing will not be held on this decision. Anyone wishing to present written testimony for consideration on this matter shall submit all material before 4:00 p.m. on May 5, 2017. Persons interested in party status should submit their letter along with any concerns related to the proposal by the comment deadline. For further information, please contact Darren Wyss, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, (503) 722-5512, dwyss@westlinnoregon.gov.

Any appeals to this decision must be filed within 14 days of the final decision date with the Planning Department. It is important to submit all testimony in response to this notice. City Council will not accept additional evidence if there is an appeal of this proposal. Failure to raise an issue in person or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes the raising of the issue at a subsequent time on appeal or before the Land Use Board of Appeals.

4515 Cedaroak Drive Notification Map



DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Map scale is approximate. Source: West Linn GIS (Geographic Information System) MapOptix.



WEST LINN GIS



CITY OF WEST LINN NOTICE OF UPCOMING PLANNING MANAGER DECISION

PROJECT # DR-17-03 MAIL: 4/21/17 TIDINGS: N/A

CITIZEN CONTACT INFORMATION

To lessen the bulk of agenda packets, land use application notice, and to address the worries of some City residents about testimony contact information and online application packets containing their names and addresses as a reflection of the mailing notice area, this sheet substitutes for the photocopy of the testimony forms and/or mailing labels. A copy is available upon request.

PD-2 COMPLETENESS LETTER



April 19, 2017

Tim Woodley WL-WV School District 2775 SW Borland Rd. Tualatin, OR 97062

SUBJECT: DR-17-03 application for Security Fencing at Cedaroak Primary School

Mr. Woodley:

Your application submitted on April 18, 2017 has been deemed **complete**. The city has 120 days to exhaust all local review; that period ends August 17, 2017.

Please be aware that a determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Director to render a decision on your proposal.

A 14-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

Please contact me at 503-722-5512, or by email at dwyss@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Darren Wyss

Associate Planner

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PD-3 APPLICANT'S SUBMITTAL



Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068 Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov

	DEVE	LOPMENT	REVIEW	APPLIC	ATION
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STAFF CONTACT	arrenlyss	PROJECT NO(s).	R-17-03		
NON-REFUNDABLE FEE	3 2 100	REFUNDABLE DEPOSIT	(s)	TOTAL 210	0 -
Type of Review (Please	check all that apply):				
Annexation (ANX) Appeal and Review (AP Conditional Use (CUP) Design Review (DR) Easement Vacation Extraterritorial Ext. of U Final Plat or Plan (FP) Flood Management Are Hillside Protection & Er Home Occupation, different or additio	P) * Legisla Lot Lir Minor Non-C Utilities Planne Pre-Apea	ic Review ative Plan or Change the Adjustment (LLA) *, Partition (MIP) (Prelim conforming Lots, Uses ad Unit Development (oplication Conference Vacation k Use, Sign Review Pe ailable on the City we	ninary Plat or Plan) & Structures (PUD) (PA) */** ermit, and Tempor	Water Resource Area F Willamette & Tualatin Zone Change ary Sign Permit application	Protection/Single Lot (WAP Protection/Wetland (WAP) n River Greenway (WRG) ions require
Site Location/Address	:		A	ssessor's Map No.:	2S1 24BA
CEDAROAK PRIMA	RY SCHOOL			ax Lot(s): 1800	
4515 S. CEDAROAK			T	otal Land Area: 11.2	2 ac
WEST LINN, OR 97068 Brief Description of Proposal: TO INSTALL 6-FOOT HIGH PERIMETER SECURITY FENCING IN SEVERAL LOCATIONS.					
Applicant Name: TIM	WOODLEY			Phone: 503.673	.7976
Address: Wes	st Linn-Wilsonville Sc	h. Dist., 2755 SW	Borland Rd.	Email: woodleyt@	wlwv.K12.or.us
City State Zip: TUA	ALATIN, OR 97062				
Owner Name (required) (please print)	: SAME			Phone:	
Address: Email:					
City State Zip:					
Consultant Name: KEI	TH LIDEN			Phone: 503.757	.5501
Address: 1000 SW Broadway, Suite 1700 Email: keith.liden@gmail.com				@gmail.com	
City State Zip: PORTLAND, OR 97205					
1. All application fees are non-refundable (excluding deposit). Any overruns to deposit will result in additional billing. 2. The owner/applicant or their representative should be present at all public hearings. 3. A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expised. 8 2017 4. Three (3) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format. If large sets of plans are required in application please submit only two sets. No CD required / ** Only one hard-copy set needed					
No CD required / ** Only one hard-copy set needed CITY OF WEST LINN					
The undersigned property o comply with all code require to the Community Developn Approved applications and s	ements applicable to my applicable to my applicable to other regions.	plication. Acceptance o ulations adopted after t	f this application doe he application is app	es not infer a complete sub proved shall be enforced wh	mittal. All amendments nere applicable.
Applicant's signature		Date	owner's sign	ature (required)	Date
			1	ø	

CEDAROAK PRIMARY SCHOOL

Class I Design Review

April 18, 2017

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EXHIBITS – Application Plan Sheets

APPLICATION SUMMARY

For Class I Design Review approval to install sections of 6-foot high security fencing at five locations around the Cedaroak Primary School. Two new planting areas on the school campus are also proposed adjacent to portions of the proposed fence.

GENERAL INFORMATION

Location

Cedaroak Primary School 4515 S. Cedaroak Drive (2S 1E Section 24 BA, Tax Lot 1800). Its location is shown in Figure 1.

Comprehensive Plan and Zoning Designations

The Comprehensive Plan designation is Low Density Residential.

Consistent with the Comprehensive Plan, the property is zoned Single Family Residential Detached (R-10).

Property Owner and Applicant's Representative

West Linn-Wilsonville School District 3JT Tim Woodley, Director of Operations 2755 SW Borland Road Tualatin, OR 97062

Phone: 503.673.7976

E-mail: woodleyt@wlwv.k12.or.us

Keith Liden, AICP Bainbridge 1000 SW Broadway, Suite 1700

Portland, OR 97205 Phone: 503.757.5501

E-mail: <u>keith.liden@gmail.com</u>

Landscape Architect

Kate Brooks, PLA Walker Macy 111 SW Oak Street Suite 200 Portland, OR 97204

Phone: 503.222.3122

E-mail: kbrooks@walkermacy.com

Application Plan Sheets

Page	Description	
1	Fence Layout Plan	
2	Existing Conditions	
3	Fence Rendering – Front of School	
4	Fence Rendering - Back	
5	Fence Rendering – Play area	

Figure 1: Vicinity Aerial



Source: Metro

BACKGROUND INFORMATION

Site Description

The site is developed with Cedaroak Park Primary School, including a 46,000+ square-foot building, driveway, parking, and play fields. The entire site is approximately 11.2 acres. In addition to the school building, an athletic field is located on the southwest side of the school. Primary access to the school is provided by South Cedaroak Drive, which runs along the south and east sides of the site.

Vicinity Information

The zoning designations and current land use of the surrounding area are summarized in Table 1.

Table 1
Zoning and Land Use Summary

PARCELS	ZONE DESIGNATION	LAND USE
Subject Property	R-10	Primary school building, ancillary facilities, and parking
Surrounding Properties	R-10	Single family residences

PROPOSED IMPROVEMENTS

The West Linn-Wilsonville School District proposes to install sections of six-foot high security fencing at five locations around the Cedaroak Primary School (see Application Plan Sheets). The proposed fencing will enclose and restrict access to courtyard areas between buildings. Each of the five sections will provide appropriate gates that meet required building egress standards. The proposal will also create two new small planting areas adjacent to portions of the proposed fence. There are no environmental overlay permits required for the proposal and no significant trees will be affected.

APPLICABLE CRITERIA – CLASS I DESIGN REVIEW

The following criteria were identified by the planning staff in the pre-application conference summary notes as the relevant West Linn Community Development Code (CDC) criteria:

Submittal Requirements

Section 55.070 (D)(1)

Approval Criteria

- Section 55.090
- Chapter 44 Fences

These requirements and approval criteria are addressed below.

Submittal Requirements

Subsections 55.070 (D)(1) a. and d. are not relevant because the site is developed (no site analysis required), and the staff did not require additional materials (Subsection d.).

Section 55.070 (D)(1)(b)

This subsection requires submittal of a site plan as provided in Section 55.120. This site plan, along with the required information, is provided in the Application Plan Sheets submitted as part of this application. With a minor staff recommendation to index the site plan and improvement drawings, the Application Plan Sheets submitted with this application were deemed acceptable by the staff at the April 6, 2017 pre-application conference meeting.

Section 55.070 (D)(1)(c)

This subsection requires submittal of architectural drawings and information as provided in Section 55.140. This is provided in the Application Plan Sheets submitted as part of this application.

Section 55.120 (A-D)

These subsections require submittal of a site plan showing site information pertinent to this application. All of this information is provided on the Application Plan Sheets.

Section 55.140

This section is satisfied because this application includes the required plans, illustrations, building material information and photos, and the name of the landscape architect.

Relevant Approval Standards – Class I Design Review

Section 55.090 (A)(1) Approval Standards

This section indicates that Sections 55.100 (B)(1) and (4) do not apply where "the proposed development site is substantially developed and built out with no remaining natural physical features that would be impacted." This is the case with the school property, which has been totally developed for many years. The proposed fencing and minor landscaping changes will not impact natural features on or adjacent to the site.

Section 55.090 (A)(2) Approval Standards

This section indicates that Sections 55.100 (B)(5) and (6) shall apply in cases that involve exterior architectural construction, remodeling, or changes. This application does propose this type of remodeling, and the relevant CDC sections are addressed below.

Section 55.100 (B) Relationship to the Natural and Physical Environment

Section 55.100 B. 5. is satisfied because the proposed fencing and landscaping will not change the building footprint. The building will continue to provide setbacks, which exceed minimum standards, and remain completely consistent with previous conditional use and design review approvals. Building access will remain the same, and the fence will provide gates to allow appropriate accessibility and emergency egress.

Section 55.100 B. 6. is satisfied because the proposed fencing and landscaping changes will meet the applicable criteria:

- a. This criterion, pertaining to architecture, is satisfied because the outdoor spaces adjacent to the school buildings will be enclosed using a fence design that is consistent with the existing architecture. The fencing will totally enclose the inner courtyards, and it will not be particularly visible from adjoining properties.
- b. The proposed design maintains an appropriate transition with adjacent residences because the existing setbacks and building heights will remain as they are today. As noted above, the exterior design and finish materials will complement the existing building.
- c. The fencing enclosure is specifically designed to blend in with the existing building design and detailing.
- d. The proposed fencing will not change the existing scale of the school buildings.
- e. This main front facade transparency criterion is not relevant because the front building façade will not be modified.
- f. The criterion regarding roofline variations is not relevant because the proposed fencing will not affect the building design.
- g. This criterion is satisfied because the building orientation will remain the same, and the proposed fencing will provide a greater degree of security for the students and staff.
- h. The pedestrian environment will be improved by providing a more secure environment for the students and staff. The existing pedestrian circulation will remain the same with the addition of the school staff being able to more easily monitor students, staff, and visitors.

i. This criterion deals with commercial uses and pedestrian amenities in commercial districts, and it is not relevant to the school.

J. Crime Prevention and Safety/Defensible Space

The operation, main school entry, internal courtyards, building windows, exterior lighting, and playground layout will continue to emphasize safety and surveillance. The interior courtyards will remain visible due to existing windows, which will allow full and unobstructed views of the courtyards. The proposed fencing will provide an additional level of safety.

Section 44.020 (A)(1) Setback and Height Limitations

This section provides standards for fences located within required yard areas, generally restricting fence heights to 3 feet within required front and side yards adjacent to streets, and 6 feet in other situations. The specific criteria are either not relevant or satisfied as noted below:

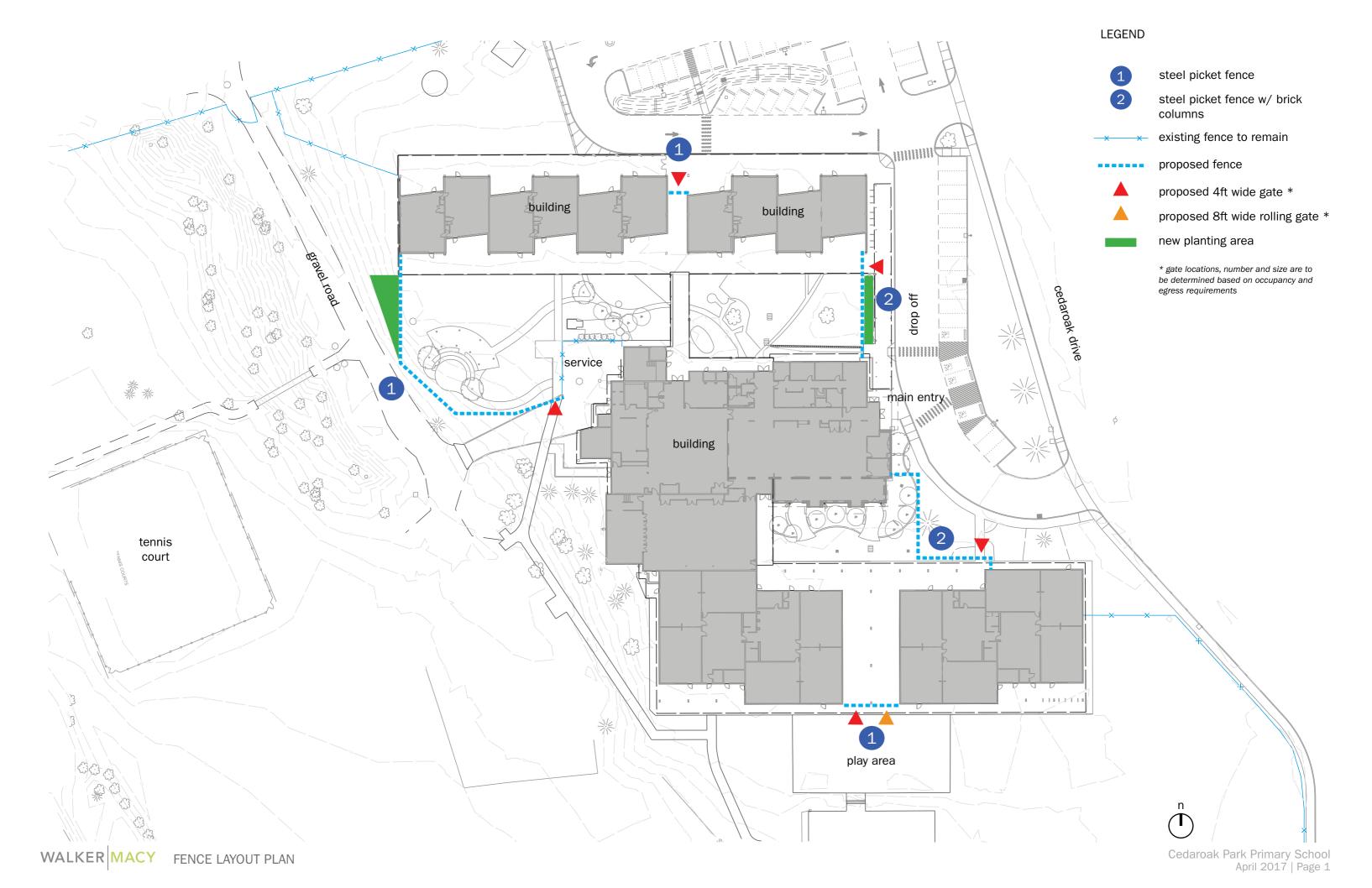
- a. This criterion is not relevant because none of the proposed fencing will be located within the required front yard area as illustrated on the Fence Layout sheet.
- b. This criterion is not relevant because none of the proposed fencing will be located within the required side yard area adjacent to a street as illustrated on the Fence Layout sheet.
- c. This criterion is satisfied because the proposed fencing will not be located within the required side yard area adjacent to a street, and it will not exceed 6-feet in height.
- d. This criterion is satisfied because the proposed fencing will not be located within the required side yard area adjacent to a street, and it will not exceed 6-feet in height.
- e. This criterion is satisfied because the proposed fencing will not exceed 6-feet in height.

Section 44.040 Landscaping

This section requires landscaping located on a fence line to not impair sight vision within clear vision areas as provided in Chapter 42 CDC. This criterion is not relevant because the two, small planter/landscape areas are well outside of any clear vision areas on the property

CONCLUSION

The proposed security fencing and two adjacent, small landscape areas satisfy the relevant CDC criteria for approval.





Play area, south



Classrooms near the front entry, looking south



Front drop off, looking south



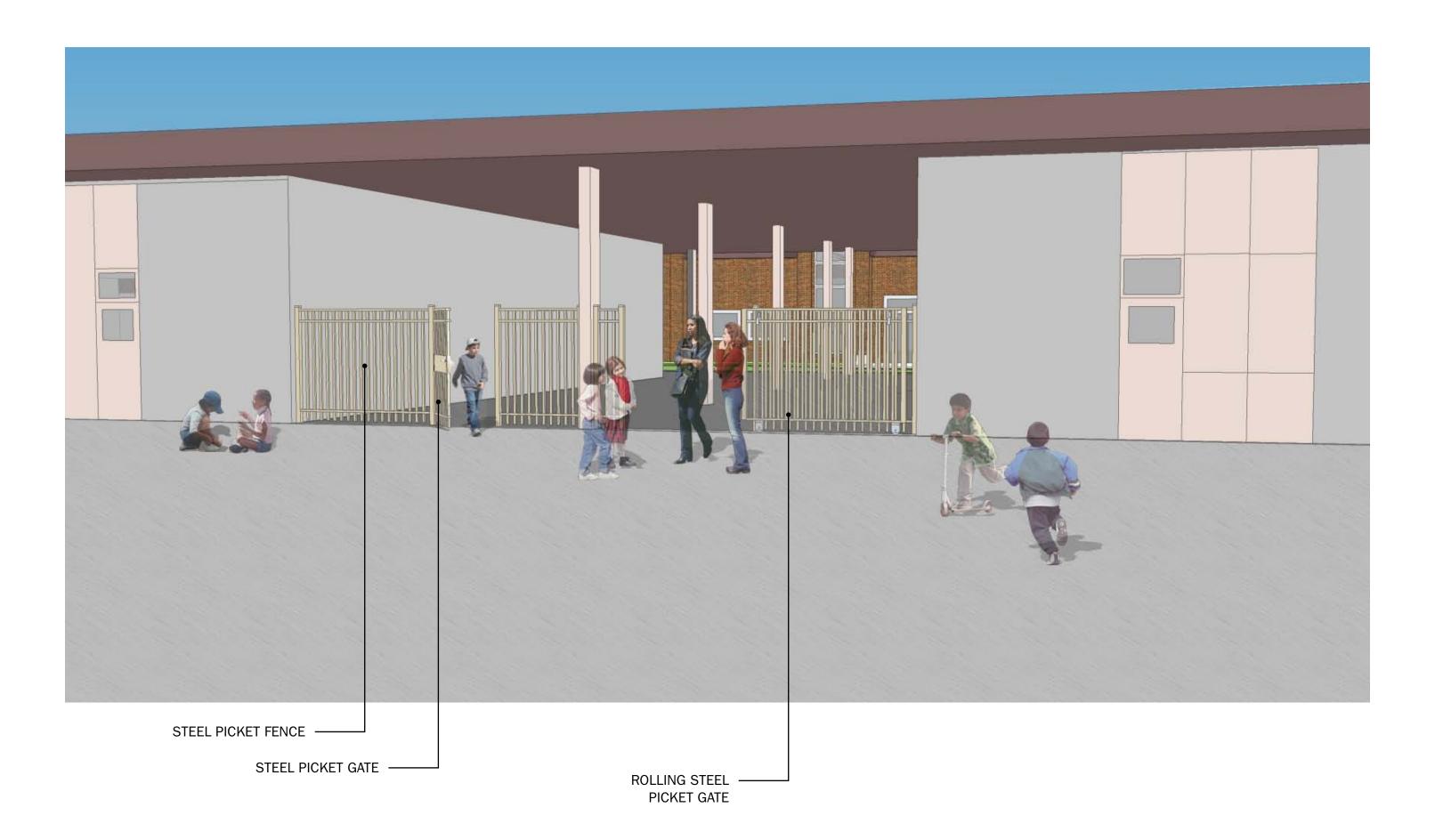
WALKER MACY FENCE RENDERING | FRONT OF SCHOOL

April 2017 | Page 3



WALKER MACY FENCE RENDERING | BACK

Cedaroak Park Primary School
April 2017 | Page 4



WALKER MACY FENCE RENDERING | PLAY AREA

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