

# **APPENDIX G**

## Pre-Application Notes



# OREGON CITY

## Pre-Application Conference Notes

*PA 15-13: Comprehensive Plan Amendment, Zone Change and Master Plan for Providence Willamette Falls Medical Center*

Pre-Application Conference Date: 5/13/2015

### Proposed Project:

- Comprehensive Plan Amendment, Zone Change and Master Plan to add property to the Existing Hospital Master Plan (1716 and 1714 16<sup>th</sup> Street)

### General Information:

- Prior approvals:
  - The applicant submitted a Concept (General) Development Plan, Detailed Development Plan, Lot Line Adjustment and Natural Resource Overlay District Exemption to analyze the build out of the Providence Willamette Falls Hospital over the next 10 years and construct a parking lot. File numbers: CP 11-01: Master Plan, DP 11-03: Detailed Development Plan, NR 11-05: Natural Resource Overlay Exemption, & LL 11-07: Lot Line Adjustment
  - Site Plan and Design Review and Conditional Use Permit for Hospital Building Expansion with Hospital and Nursing Home Site Improvements. File numbers: CU 03-03 & SP 03-19.
- Applicable Overlay Districts: Geologic Hazards Overlay District and Natural Resource Overlay District
- Applications anticipated:
  - Comprehensive Plan Amendment
  - Zone Change
- Transportation System Plan: There are no TSP projects identified adjacent to 1714 or 1716 16<sup>th</sup> Street and the adjacent portion of 16<sup>th</sup> is designated as a local street.

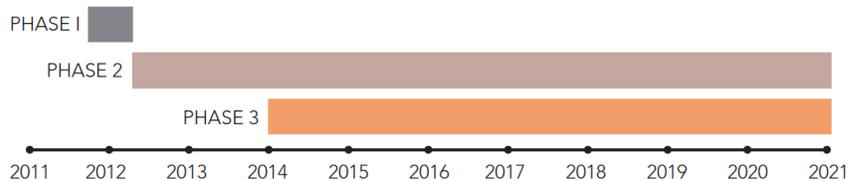
### Approved Phases of the Master Plan:

Please identify how the proposed project will change the approved phasing of the Master Plan.

#### Phasing Timing

The timeline for the above mentioned projects and phases will occur according to Figure 26 shown below. This illustrates approximately when phases will begin and also shows that there may be some concurrence of projects in Phases 2 and 3.

FIGURE 26 - Project Phasing Timeline



#### Project Phase 1 – Division St. Parking Lot (Subject To Detailed Development Plan Approval)

The first project of the master plan consists of an alteration and expansion of the existing parking lot at the intersection of Davis Road, Division Street and Penn Lane. The applicant submitted a Detailed

Development Plan for the construction of the parking lot which would be implemented subsequent to approval in 2012.

### **Project Phase 2 – Hospital Additions and Remodels**

Phase 2 of the Master Plan includes the addition of approximately 54,000 square feet to the site including expanding the Medical Center building, the construction of a new central utility plant, and the remodeling of other areas of the facility. More particularly, these projects include:

Outpatient Surgery Expansion: The outpatient surgery expansion will add approximately two new operating rooms and short stay recovery space.

New Front Entry: The main entry to PWF will be remodeled and will include a new patient drop-off. The new entry will replace a section of the 1961 building which is currently sub-standard and houses hospital office spaces among other uses. This project will provide a more direct and unified entry into the hospital. A new canopy will welcome visitors into a large, high volume lobby that will provide physical and visual connections to corridors serving patient care, imaging, day surgery, birthplace, and the gift shop.

Second Floor Patient Room and Pharmacy Remodel: Several spaces on the second floor of the hospital will be converted from their current use as offices back to their original function as patient rooms. This patient room remodel will not increase the number of licensed beds, the staffing levels for the hospital, nor increase trip generation. The pharmacy will also be relocated.

Birthplace Expansion: Six additional Labor, Delivery, Recovery and Postpartum rooms will be added to the west end of the existing Birthplace wing. The addition would increase the number of labor and delivery/postpartum beds from 14 to 20.

Central Utility Plant: In order to centralize the system utilities for the campus and make them more efficient, PWF is planning for a central utility plant to house the appropriate mechanical, electrical, and plumbing systems to serve the medical campus. The development of this project is located within the Natural Resource Overlay District requiring review and mitigation.

Second Floor Shell Space Tenant Improvements: There is approximately 16,100 square feet of unfinished space above the Emergency Department planned for build out to house expanded hospital services. There is no definitive hospital program scheduled for this space but it is anticipated to be an expansion of outpatient services.

The applicant may complete the phase 2 projects in any order, provided they are all completed prior to initiating Phase 3. Phase 2 is projected to be implemented from 2012-2021.

### **Project Phase 3 – Medical Office Buildings (MOB)**

Phase 3 of the Master Plan will add approximately 40,000 - 50,000 square feet of square footage to the medical campus including the construction of two new buildings including:

MOB Additions: PWF has identified two (East and West) sites for 20,000 - 25,000 square foot medical Office Buildings (MOB"s) which will house general physician's practices. The order of implementation for the two MOB"s in this phase will depend upon Hospital strategic goals, project funding, and community needs. Phase 3 would be implemented from 2014-2021.

### **Conditional Use:**

Subsequent to the Conditional Use approval, the zoning designation of the land within the Master Plan was changed to allow a hospital and a medical clinic as permitted uses in chapter 17.31.020.C and F. There is no need to update the Conditional Use to include the area to be included in the Master Plan.

**Transportation Impacts:**

The applicant will need to have a traffic engineer conduct a transportation study in conformance with the City's *Guidelines for Transportation Impact Analyses* available on the Oregon City website.

Based on the information provided by the applicant, it appears the trip generation exceeds the level at which the project's transportation analysis requirements can be satisfied by submittal of a Transportation Analysis Letter (TAL). A full Transportation Impact Analysis (TIA) will be required. Among other requirements, a full TIA includes conducting traffic counts and operational analysis of impacted intersections will be required. Intersections to be analyzed include the site access and intersections of collector/collector and higher where traffic volumes from the development exceed 20 peak hour trips.

The applicant and his traffic engineer should review the *Guidelines for Transportation Impact Analyses* and the most recent mobility standards as specified in Oregon City Municipal Code section 12.04.205.

Because the proposal includes a zone change, the applicant will also need to address the requirements of Oregon's Transportation Planning Rule. Specifically, the applicant shall address the provisions of 660-12-0060 Plan and Land Use Regulation Amendments. When a zone change is proposed, a future year analysis is required assessing the impact associated with the planning horizon specified in the city's adopted Transportation System Plan. The applicant should compare the impact of development of the affected parcels under current and proposed zoning.

Because the proposal includes modification of an approved master plan, the applicant will need to address the requirements of OCMC Chapter 17.65. The applicant should address how the expansion of the site affects previously approved elements of the master plan. It seems likely that the expansion will result in a greater impacts than those previously analyzed. Depending on the additional development opportunities afforded by the expansion, the intersections analyzed under the previous master plan may or may not be adequate. Additional specificity on the part of the applicant will be required to determine the geographical scope of the analysis.

With a master plan, the applicant will need to specify a phasing plan if more than one phase is proposed. Multiple phases may require that the transportation impacts are assessed for each phase of the development while taking into account the regional traffic growth that is expected during each phase of the applicant's master plan.

The applicant's traffic engineer is welcome to contact the city's traffic engineering consultant, John Replinger, at [Replinger-Associates@comcast.net](mailto:Replinger-Associates@comcast.net) or at 503-719-3383.

**Zone Change and Comprehensive Plan Amendment:**

The applicant is required to demonstrate compliance with all applicable criteria in OCMC chapter 17.68 including the Oregon City Comprehensive Plan.

**Goal 1.1 Citizen Involvement Program** Implement a Citizen Involvement Program that will provide an active and systematic process for citizen participation in all phases of the land-use decisionmaking process to enable citizens to consider and act upon a broad range of issues affecting the livability, community sustainability, and quality of neighborhoods and the community as a whole.

**Policy 1.1.1** - Utilize neighborhood associations as the vehicle for neighborhood-based input to meet the requirements of the Land Conservation and Development Commission (LCDC) Statewide Planning Goal 1, Citizen Involvement. The Citizen Involvement Committee (CIC) shall serve as the officially recognized citizen committee needed to meet LCDC Statewide Planning Goal 1.

**Goal 1.2 Community and Comprehensive Planning** - Ensure that citizens, neighborhood groups, and affected property owners are involved in all phases of the comprehensive planning program.

**Policy 1.2.1** - Encourage citizens to participate in appropriate government functions and land-use planning.

**Goal 1.3 Community Education** - Provide education for individuals, groups, and communities to ensure effective participation in decision-making processes that affect the livability of neighborhoods.

**Goal 1.4 Community Involvement** - Provide complete information for individuals, groups, and communities to participate in public policy planning and implementation of policies.

**Policy 1.4.1** - Notify citizens about community involvement opportunities when they occur.

**Goal 2.4 Neighborhood Livability** - Provide a sense of place and identity for residents and visitors by protecting and maintaining neighborhoods as the basic unit of community life in Oregon City while implementing the goals and policies of the other sections of the Comprehensive Plan.

**Policy 2.4.2** Strive to establish facilities and land uses in every neighborhood that help give vibrancy, a sense of place, and a feeling of uniqueness; such as activity centers and points of interest.

**Policy 2.4.4** Where environmental constraints reduce the amount of buildable land, and/or where adjacent land differs in uses or density, implement Comprehensive Plan and zoning designations that encourage compatible transitional uses.

**Policy 2.4.5** - Ensure a process is developed to prevent barriers in the development of neighborhood schools, senior and childcare facilities, parks, and other uses that serve the needs of the immediate area and the residents of Oregon City.

**Policy 2.7.1** Maintain a sufficient land supply within the city limits and the Urban Growth Boundary to meet local, regional, and state requirements for accommodating growth.

**Policy 2.7.2** Use the following 11 land-use classifications on the Oregon City Comprehensive Plan Land-Use Map to determine the zoning classifications that may be applied to parcels:

- Low Density Residential (LR)
- High Density Residential (HR)
- Mixed Use Corridor (MUC)
- Mixed Use Downtown (MUD)
- Public and Quasi-Public (QP)
- Future Urban Holding (FUH)
- Medium Density Residential (MR)
- Commercial (C)
- Mixed Use Employment (MUE)
- Industrial (I)
- Parks (P)

**Goal 6.1 Air Quality**- Promote the conservation, protection and improvement of the quality of the air in Oregon City.

**Policy 6.1.1** Promote land-use patterns that reduce the need for distance travel by single-occupancy vehicles and increase opportunities for walking, biking and/or transit to destinations such as places of employment, shopping and education.

**Goal 6.4 Noise**- Prevent excessive noise that may jeopardize the health, welfare, and safety of the citizens or degrade the quality of life.

**Goal 9.1** *Improve Oregon City's Economic Health - Provide a vital, diversified, innovative economy including an adequate supply of goods and services and employment opportunities to work toward an economically reasonable, ecologically sound and socially equitable economy.*

**Goal 10.1** *Diverse Housing Opportunities - Provide for the planning, development and preservation of a variety of housing types and lot sizes.*

**Policy 11.1.4** - *Support development on underdeveloped or vacant buildable land within the city where public facilities and services are available or can be provided and where land-use compatibility can be found relative to the environment, zoning, and Comprehensive Plan goals.*

**Policy 11.1.6** - *Enhance efficient use of existing public facilities and services by encouraging development at maximum levels permitted in the Comprehensive Plan, implementing minimum residential densities, and adopting an Accessory Dwelling Unit Ordinance to infill vacant land.*

**Goal 11.6** *Transportation Infrastructure - Optimize the City's investment in transportation infrastructure.*

**Goal 12.1** *Land Use-Transportation Connection - Ensure that the mutually supportive nature of land use and transportation is recognized in planning for the future of Oregon City.*

**Policy 12.1.4** - *Provide walkable neighborhoods. They are desirable places to live, work, learn and play, and therefore a key component of smart growth.*

**Goal 13.2** *Energy Conservation- Plan public and private development to conserve energy.*

**Policy 13.2.1**- *Promote mixed-use development, increased densities near activity centers, and home-based occupations (where appropriate).*

the mixed use development and carpooling plan will also conserve energy resources.

**Goal 14.2** *Orderly Redevelopment of Existing City Areas- Reduce the need to develop land within the Urban Growth Boundary by encouraging redevelopment of underdeveloped or blighted areas within the existing city limits.*

**Policy 14.2.1** - *Maximize public investment in existing public facilities and services by encouraging redevelopment as appropriate.*

**Policy 14.2.2** - *Encourage redevelopment of city areas currently served by public facilities through regulatory and financial incentives.*

**Policy 14.3.1** - *Maximize new public facilities and services by encouraging new development within the Urban Growth Boundary at maximum densities allowed by the Comprehensive Plan.*

#### **Master Plan:**

The applicant is required to demonstrate compliance with all applicable criteria. If any standards are adjusted in the Master Plan process, adequate mitigation is required.

- What is the proposed phasing? Will the timing of the existing Master Plan be changed?
- What adjustments will you be applying for? Does the adjustment meet the intent of the code and what is the mitigation?
- Do you have a revised Master Plan document? Is there anything else in the master plan being altered?

The Master Plan process allows development to use the code which was in place when it was added to the master plan or the current code. In this case, the proposed area being added to the master plan will get to choose between the 2015 code and the current code while the remainder of the development may choose the 2011 code or the current code.

#### **Development Services Division (Utilities/Public Improvements/SDC's, etc):**

See separate notes from Public Works Development Services Division.

**Natural Resource Overlay District (NROD) and Geologic Hazards Overlay District:**

The proposed development does not require review of the environmental overlay districts.

**Building Division:**

You may contact Mike Roberts, our Building Official at 503.496.1517 or by email at [mroberts@orc.city](mailto:mroberts@orc.city).

**Clackamas Fire District:**

Questions can be directed to Mike Boumann, Lieutenant Deputy Fire Marshal of Clackamas Fire District #1. You may contact Mr. Boumann at (503)742-2660 or [michaelbou@ccfd1.com](mailto:michaelbou@ccfd1.com).

**Neighborhood Association Meeting:**

A Neighborhood Association meeting is required prior to a complete application. The site is in the McLoughlin Neighborhood Association.

Chair: Denyse McGriff

Chair Email: [guttmcg@msn.com](mailto:guttmcg@msn.com)

Chair Phone Number: 503-656-3912

Vice Chair Name: Francesca Anton

Vice Chair Email: [francescairena@gmail.com](mailto:francescairena@gmail.com)

2015 Steering Committee Meeting Dates: June 4, August 6, October 1, December 3

2015 General Meeting Dates: July 2, November 5

Meeting Location: Fire Station, at 7th and John Adams, Oregon City

Meeting Time: 7:00 PM

**Oregon City Municipal Code Criteria:**

The following chapters of the Oregon City Municipal Code (OCMC) may be applicable to this proposal:

*OCMC 12.04 - Streets, Sidewalks and Public Places*

*OCMC 12.08 - Public and Street Trees*

*OCMC 13.12 – Stormwater Management*

*OCMC 15.48 – Grading, Filling and Excavating*

*OCMC 17.31 – “MUE” Mixed Use Employment District*

*OCMC 17.41- Tree Protection Standards*

*OCMC 17.44- Geologic Hazards*

*OCMC 17.49 – Natural Resource Overlay District*

*OCMC 17.50 – Administrative Processes*

*OCMC 17.52 – Off-Street parking and Loading*

*OCMC 17.62 – Site Plan and Design Review*

*OCMC 17.54 – Supplemental Zoning Regulations and Exceptions*

*OCMC 17.65 - Master Plans*

*OCMC 17.68 - Zoning Changes and Amendments*

MS-Word versions of the code are available for download on-line from the municipal code website.

**Pre-application conferences are required by Section 17.50.050 of the City Code, as follows:**

*A. Preapplication Conference. Prior to submitting an application for any form of permit, the applicant shall schedule and attend a preapplication conference with City staff to discuss the proposal. To schedule a preapplication conference, the applicant shall contact the Planning Division, submit the required materials, and pay the appropriate conference fee. At a minimum, an applicant should submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the City, which identifies the proposed land uses,*

traffic circulation, and public rights-of-way and all other required plans. The purpose of the preapplication conference is to provide an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal. The Planning Division shall provide the applicant(s) with the identity and contact persons for all affected neighborhood associations as well as a written summary of the preapplication conference. Notwithstanding any representations by City staff at a preapplication conference, staff is not authorized to waive any requirements of this code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.

B. A preapplication conference shall be valid for a period of six months from the date it is held. If no application is filed within six months of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. The community development director may waive the preapplication requirement if, in the Director's opinion, the development does not warrant this step. In no case shall a preapplication conference be valid for more than one year.

**NOTICE TO APPLICANT:** A property owner may apply for any permit they wish for their property. HOWEVER, THERE ARE NO GUARANTEES THAT ANY APPLICATION WILL BE APPROVED. No decisions are made until all reports and testimony have been submitted. This form will be kept by the Community Development Department. A copy will be given to the applicant. IF the applicant does not submit an application within six (6) months from the Pre-application Conference meeting date, a NEW Pre-Application Conference will be required.