



PRE-APPLICATION MEETING NOTES

Date: 10-9-14

Planning Project Number: PA 14-31
Address: No address given
Map Number: 32E09D
Tax Lot: 01400
Project Name: OCSD Maintenance Facility
Meeting Date: 10-14-14
Reviewer: Gordon Munro

GENERAL COMMENTS

1. The Applicant is responsible for this project's compliance with Engineering Policy 00-01. The policy pertains to any land use decision requiring the Applicant to provide any public improvements.
2. The Applicant shall sign a Non-Remonstrance Agreement for the purpose of making sanitary sewer, storm sewer, water or street improvements in the future that benefit the Property and assessing the cost to benefited properties pursuant to the City's capital improvement regulations in effect at the time of such improvement.
3. The Applicant shall provide an Erosion Prevention and Sedimentation Control Plan to the City for approval.
4. All applicable System Development Charges (SDC) shall be due and payable upon building permit issuance.
5. A grading permit shall be obtained from Development Services for the on-site work.

ENGINEERING - UTILITIES

Streets

1. The proposed development includes an extension of Meyers Road, which is functionally classified as Minor Arterial. The existing right-of-way (ROW) is 80-feet and the pavement is 57-feet wide. The paved section includes a parking strip and bike lane on the both sides of the street, and two travel lanes and a turning lane. East of the intersection with High School Avenue the turning lane is transitioned into a median. The existing street improvements also include a 6-foot sidewalk, a 4-foot landscape strip on the south side, and a 6-foot curb tight sidewalk on the north side of the street. Curb, streetlights and trees are also installed.
2. The ROW requirement for a Residential Minor Arterial Minor classified street is 100-feet. The street section is 68-feet of pavement which includes the following: 6-foot bike lane (both sides) and 7-foot street parking (both sides), a 6-foot median, and three 12-foot travel



OREGON CITY

Public Works – Development Services

625 Center Street | Oregon City OR 97045

Ph (503) 657-0891 | Fax (503) 657-7829

lanes. Requirements also include curb and gutter (both sides), 10.5-foot landscape strip (including curb, both sides), 5-foot sidewalk (both sides), 0.5-foot Public Access strip (both sides), and street trees and street lights (both sides).

3. Much of Meyers Road is build out already, and it would be reasonable to match existing conditions with the exception of adding a planter strip on the north side. However, this would be a modification to the code requirements and the applicant would need to address the criteria for modifications.
4. Fronting the property the property line between the School property and the Park property is not straight. In order to construct a reasonable street there will likely need to be cooperation with the Parks Department with regard to location, land dedication and construction.
5. The Meyers Road frontage would be required to be a half street improvement at a minimum. This would include a 6-foot sidewalk, 5-foot planter strip, curb & gutter, parking lane, bike lane, travel lane, median and a second travel lane.
6. The site also fronts High School Avenue which is a private street. It has 24-feet of pavement, curbs on both sides, a 5-foot sidewalk on the east side, lighting, and 90-degree parking in some locations on the east side. The curb on the west side appears to be very close to the property line.
7. High School Avenue that is south of the site and is a public street is a half street improvement with 22-feet of pavement, a 5-foot planter strip, 6-foot sidewalk and 34.5-foot ROW. When the street is completed the ROW would be 57-feet, the pavement 32-feet with a 5-foot planter strip and 6-foot sidewalk on both sides.
8. The City would like to have the portion of High School Avenue that is adjacent to the site (and currently a private street) become a public street that would eventually connect to Loder Road to the north. This would require a dedication of ROW across the School property for the existing improvements (approximately 36-feet), plus approximately 18-feet on the subject property. This would provide ROW for a standard local street. The street improvements would include 8-feet of pavement, curb & gutter, 5-foot plant strip and 5-foot sidewalk.
9. In the future, Loder Road is anticipated to be located across the north end of the subject property. It appears that the development has been laid out such that the extension of Loder Road could occur. It is possible that High School avenue could serve as the connection to Loder Road.
10. There would need a full traffic study as part of the application.



Stormwater

11. There is sufficient ne impervious area that both detention and treatment will be required. A preliminary storm report is required for the land use application.
12. The existing stormwater piping in High School Avenue south of the site and Meyers Road includes 12-inch piping, manholes, and curb inlets.
13. There is a detention pond at the corner of high School Avenue and Glen Oak Road. It was no likely sized to accommodate the flow from the proposed development. There is another detention pond near the north east corner of the site which is private and serves the school property. It is unclear if there is additional capacity in the pond.

Water

14. An existing 8-inch diameter water line is installed on Meyers Road and the public portion of High School Avenue.
15. Construction of new 12" water mains, water services, water meters and fire hydrants will be required on the proposed extension of Meyers Road for the new development. The larger pipe is required per the water master plan.
16. Construction of new 12" water mains, water services, water meters and fire hydrants will be required on the proposed extension of High School Avenue for the new development. The larger pipe is required per the water master plan.

Sanitary Sewer

17. An existing 12-inch diameter PVC sanitary sewer line and manholes are installed in Glen Oak Road on the south side of the Glen Oak Park site. The pipe is approximately 7-feet deep at that location, and the invert elevation is approximately 400-feet. The development site is in the elevation range of 405 to 420 feet. Therefore, it can potentially be served by gravity from this location. However, the pipe would have to cross the Park property. The applicant would need to coordinate with the Park Department to determine if this is acceptable.
18. An existing 8-inch diameter PVC sanitary sewer line and manholes are installed in Quaking Aspen Avenue. The nearest manhole to the site is at the intersection of Quaking Aspen Avenue and Meyers Road. The pipe is approximately 9-feet deep at that location, and the invert elevation is approximately 425-feet. The development site is in the elevation range of 405 to 420 feet. Therefore, the site cannot be served by gravity from this location, but could



OREGON CITY

Public Works – Development Services

625 Center Street | Oregon City OR 97045
Ph (503) 657-0891 | Fax (503) 657-7829

be served by pumping.

19. Due to the local contours and the location of the other surrounding developable land, it does not appear that the sanitary sewer needs to be constructed along the Meyers Road extension unless a force main becomes part of the development.

Other

Any work done on City Park property that is other than Park improvements needs to be coordinated with the Parks department, and would be required to go to a vote of the public.



PRE-APPLICATION MEETING NOTES

Project Number: PA 14-31
Project Name: OCSD Transportation Facility
Meeting Date: October 14, 2014

Proposed Project:

The applicant has proposed a new bus storage facility with 100 bus spaces, 104, small bus/van spaces, 139 standard parking spaces, and a 30,000 sf building for offices/support.

General Information:

- Location: 3-2E-09D-01400
- Zoning: Campus Industrial (CI)
- Applicable Overlay Districts: Natural Resource (NROD)
- Applications anticipated: Master Plan, Detailed Development Plan, NROD

Planning Comments:

- The application for a Master Plan is required per 17.65.030 *"A master plan shall be submitted for any institutional development on a site over ten acres in size."* The applicant may combine this with the detailed development application, meaning the Planning Commission will review the entire proposal together. The applications may instead be separated, with the Master Plan going before the Commission on its own prior to submittal of the detailed development plan and NROD applications.
- Master Plans allow for the application to request adjustments to standards. The Planning Commission will consider the adjustments requested. Adjustment requests must be accompanied by mitigation, and an analysis of the cumulative effect of all the adjustments and an explanation of how they meet the intent of the zone. You identified adjustments to the following standards:
 - Parking lot landscaping/tree requirement
 - Chain link fencing. Note chain link fencing is prohibited in "visible locations" and prohibited uses are not eligible for adjustments
 - Maximum building setback
 - Façade transparency
 - Number of driveways
 - Note: You may also need to request an adjustment for drive aisle widths and building buffer landscaping
- The use is considered an ancillary educational facility which is a permitted use in the zone.
- The building will be considered an institutional building and will be subject to the standards in Chapter 17.62.055 (with any approved adjustments).
- The site plan appears to meet standards with the following notes or changes:
 - Lighting: The submittal must include an exterior lighting plan with plans and specifications for streetlights, parking lot lights, and exterior building lights. The



specifications shall include details of the pole, fixture height and design, lamp type, wattage, and spacing of lights.

- Parking: Show total parking for entire campus using high school, office, storage, and perhaps light industrial uses in table 17.52.020. Assembly is not one of the uses. We do not have a good category for the bus barn, so you may want to look at other uses and jurisdictions and justify the number of parking spaces through the Traffic Impact Analysis.
- Bicycle parking will be required: two bicycle parking spaces per classroom and for office uses, one bicycle space per 20 vehicle parking spaces. 50% of spaces must be covered.
- A landscaping plan prepared by a registered landscape architect is required. For the Master Plan, the total landscaping for the entire site will be needed, and for the detailed development plan, 15% of developable area must be landscaped. Perimeter landscaping will be required for all parking areas.
- Tree removal: A mitigation plan will be required for all healthy trees greater than 6" DBH that are being removed. See Chapter 17.41 for mitigation requirements.
- Natural Resource Overlay District (NROD): A wetland delineation will be required. The current mapped overlay boundary is not ground-truthed and the correct boundary needs to be established.

Transportation:

TSP projects on site or in vicinity:

- D46 Meyers Road Extension - Extend Meyers Road from OR 213 to High School Avenue as an Industrial Minor Arterial. Create a local street connection to Douglas Loop.
- D64 Loder Road extension - Extend Loder Road from Beaver Creek Road to Glen Oak Road as an Industrial Collector. Add a sidewalk and bike lane to the west side of the street, with a shared-use path to be added on east side per project S18. Create a local street connection to Douglas Loop. Install a roundabout at Meyers Road (per project D45).
- S18 Shared Use path - Add a shared-use path on the south/east side of the Loder Road extension between Glen Oak Road and the Holly Lane extension.
- D25 School Zone Flashers – Meyers Road near High School lane

Your application will be reviewed by John Replinger of Replinger and Associates, the City's transportation consultant. ODOT will also need to be contacted.

John reviewed the preapplication materials and sent the following comments:

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*, found on the Oregon City website.

Since trip generation rates are not readily available for this type of land use, the applicant will need to make special efforts to develop appropriate trip generation rates. This is most likely to be accomplished by analyzing the rates from the existing facility. This facility also has unique characteristics in terms of the inbound and outbound trips. These include; drivers arriving for work; buses outbound; buses inbound; drivers departing from work; (all of which occur in both the mornings and evenings); maintenance, clerical, and administrative staff arriving and departing from the facility; vendors and deliveries. The applicant should account for all of these activities and their timing to assess how these activities impact the peak periods of adjacent street traffic. Traffic impacts will need to be assessed for both the morning and end-of-school day peak hours and, perhaps, other periods depending on the trip generation rates and background traffic. After the applicant develops hourly trip generation rates, I will be glad to discuss the hours for the final analysis.

The applicant needs to assess the impact of the facility both with and without the completion of the Meyers Road Extension, a TSP project.

The applicant is advised to assess the impact in accordance with the new operational standards specified in the TSP. For regional facilities, these are based on the volume-to-capacity ratios.

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

Clackamas County Fire:

Your application was reviewed by Mike Boumann, Lieutenant Deputy Fire Marshal of Clackamas County Fire District #1. You may contact Mr. Boumann at (503)742-2660 or michaelbou@ccfd1.com.

Notes:

- A neighborhood meeting is required with the Caufield Neighborhood Association.
 - For contact info, please see <http://www.orcity.org/community/caufield-neighborhood-association>
 - If the neighborhood cannot accommodate you at a meeting within 30 days of your contact, you may schedule your own meeting within the boundaries of the NA in the evening or weekend and you must provide public notice of the meeting (contact us for details)



- The planning department will provide notice of your proposed development to the State Historic Preservation Office (SHPO) and all affected tribes per OCMC chapter 17.62.040.H. This notice requirement applies to any project that involves ground disturbance involving movement of native soils.

Planning Review and Application Fees:

The 2014 Planning applications and fees include-

- Site Plan and Design Review

Project Cost	Fee
Less than \$500,000	\$2022 plus 0.7% project cost
\$500,000 to \$3,000,000	\$3368 plus 0.5% project cost
Over \$3,000,000	\$11,454 plus 0.3% project cost (Max \$53,728)

- Master Plan \$6,737
- Natural Resource Overlay District \$411 (Type I) \$1,915 (Type II/III)
- Transportation Study Impact Review: depends on scope, see fee sheet
- Mailing Labels: \$15 – Optional

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.



OREGON CITY

Public Works – Development Services

625 Center Street | Oregon City OR 97045
Ph (503) 657-0891 | Fax (503) 657-7829

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.

Applicable Approval Code

We can email you Word versions of these code chapters: kmoosbrugger@orccity.org.

Chapter 17.37 - (CI) CAMPUS INDUSTRIAL DISTRICT

Chapter 17.62 - SITE PLAN AND DESIGN REVIEW

Chapter 17.50 - ADMINISTRATION AND PROCEDURES

Chapter 17.52 - OFF-STREET PARKING AND LOADING

Chapter 17.41 - TREE PROTECTION STANDARDS

Chapter 17.65 - MASTER PLANS

Chapter 17.49 - NATURAL RESOURCE OVERLAY DISTRICT

Chapter 12.04 - STREETS, SIDEWALKS AND PUBLIC PLACES

Chapter 12.08 - PUBLIC AND STREET TREES

Chapter 13.12 - STORMWATER MANAGEMENT