

Newberg High School Modification

Land Use Application

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Site Location: 2400 Douglas Avenue
Newberg, OR 97132

Tax Lot(s): 3S2W1702500

Site Size: The overall campus is approximately 72 acres and the work area is approximately 2.51 acres and is reflected in the attached plan set.

Zoning: R-1 (Low Density Residential)



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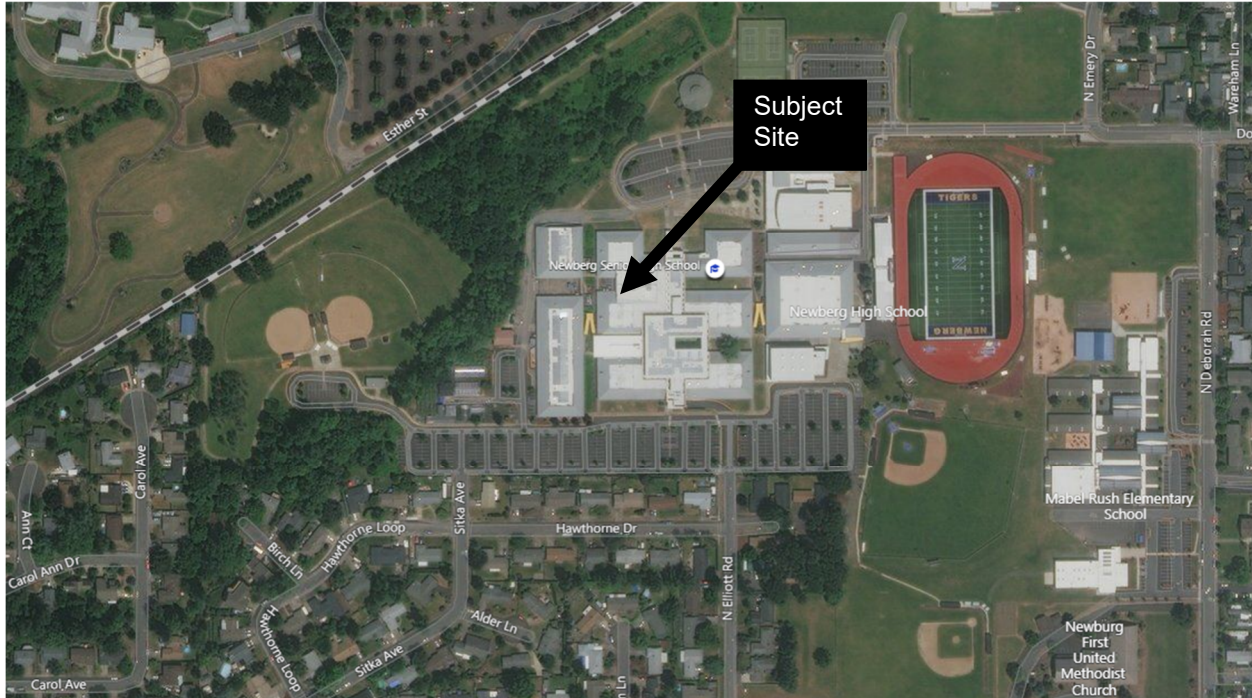


I. DESCRIPTION OF PROPOSAL

Existing Conditions

Newberg High School is located at 2400 Douglas Avenue in Newberg and is zoned R-1. The high school serves the Cities of Newberg and Dundee and parts of rural Yamhill, Clackamas, and Washington County. Currently, there are 1,445 students enrolled at the school and up to 135 staff members on site. The Newberg High School serves students in grades 9-12.

Project Site Map



Proposal

The applicant, Newberg School District (“the District”) is proposing to demolish and reconstruct an addition to the existing High School Career and Technical Education program. The proposed improvements are intended to modernize the facilities within the program. The Newberg High School shares a campus with an alternative high school (Catalyst), Mabel Rush Elementary School, and Mountain View Middle School. An existing and proposed site plan are illustrated on Sheet A2.01 the Architectural Site Plan. Specifically, the proposal includes the demolition of 44,540 square feet including the existing CTE buildings and some of the greenhouse and shed structures. These buildings will be replaced within 43,195 square feet of new buildings, including a new trash enclosure, a new generator and chiller yard, and a CTE classroom building. All of the proposed modifications will be at the west end of the existing high school site in a similar footprint to the existing buildings. All utilities to serve the new addition will be extended from existing on-site services, and the access points off Elliot Road and Sitka Avenue to the site will not be changed.



II. RESPONSE TO APPLICABLE NEWBERG DEVELOPMENT CODE STANDARDS AND APPROVAL CRITERIA

Chapter 15 – DEVELOPMENT CODE

Note: Only those standards that are applicable to the proposed development are addressed below. Standards of the Development Code that are were not found to be applicable to the proposed improvements have not been responded to.

15.100 Land Use Processes and Procedures

Response: The area of the campus where the proposed additions will occur is located within the R-1 zoning district. According to Section 15.305.020 Zoning Use Table – Use Districts, primary and secondary schools are permitted outright within the R-1 zone. Newberg High School is an existing school. All proposed improvements will occur on the existing campus. As indicated in the pre-application conference with the City of Newberg and based on the Newberg Development Code, the proposed development will be processed under a Type II land use review.

15.220 Site Design Review

B. Type II. The following information is required to be submitted with all Type II applications for site design review:

1. Site **Development Plan**. A site **development plan** shall be to scale and shall indicate the following as appropriate to the nature of the use:
 - a. **Access** to site from adjacent **right-of-way, streets and arterials**;
 - b. Parking and circulation areas;
 - c. Location and design of **buildings and signs**;
 - d. Orientation of windows and doors;
 - e. Entrances and exits;
 - f. Private and shared outdoor recreation spaces;
 - g. Pedestrian circulation;
 - h. Outdoor play areas;
 - i. Service areas for **uses** such as mail delivery, trash disposal, above-ground **utilities**, loading and delivery;
 - j. Areas to be landscaped;
 - k. Exterior lighting;
 - l. Special provisions for handicapped **persons**;
 - m. Other site elements and spaces which will assist in the evaluation of site development;
 - n. Proposed grading, slopes, and proposed drainage;
 - o. Location and **access** to **utilities** including hydrant locations; and
 - p. **Streets, driveways, and sidewalks**.

Response: The land use application includes this narrative, as well as existing and proposed site plan, civil plans that show grading and utilities, parking and circulation areas, landscape plans that include tree protection, planting plans, details, and architectural plans demonstrating building elements

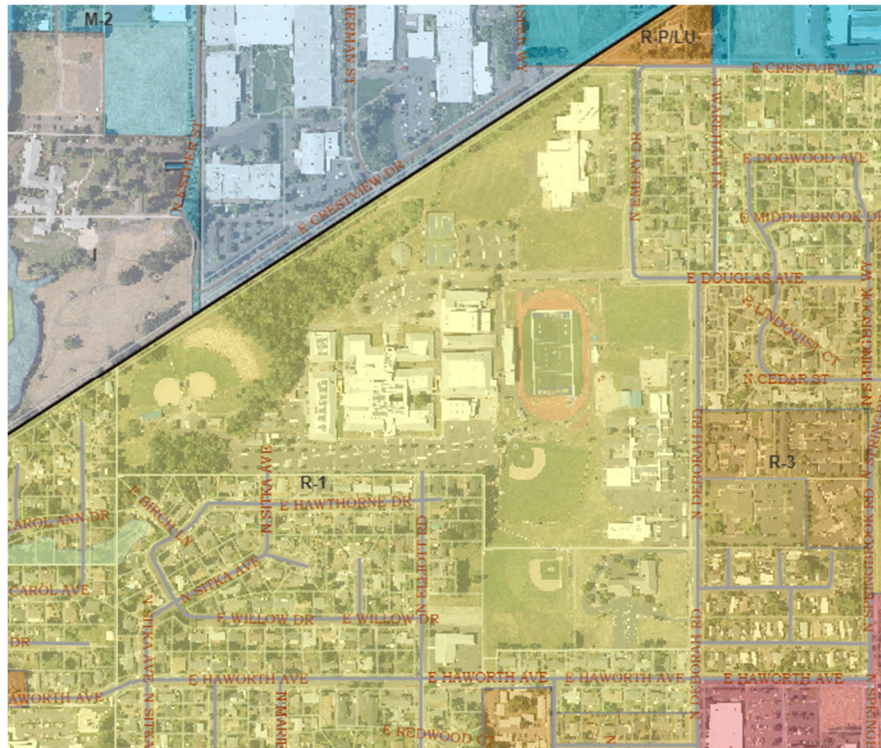


including floor plans, roof plans, and elevations. Access locations are not proposed to be changed and there are no changes to the off-street parking on site. Please see the plan sets for details.

2. *Site Analysis Diagram. A site analysis diagram shall be to scale and shall indicate the following characteristics on the site and within 100 feet of the site:*

- a. *Relationship of adjacent lands;*
- b. *Location of species of trees greater than four inches in diameter at four feet above ground level;*
- c. *Existing and proposed topography;*
- d. *Natural drainage and proposed drainage and grading;*
- e. *Natural features and **structures** having a visual or other significant relationship with the site.*

Response: The above requirements are included in the attached plans and includes the existing conditions and demolition plans a proposed site plan, grading plan, and utility plan. Additionally, below is an image showing the adjacent properties zoning districts. Bordering the overall site (Tax Lot 02500), the zoning districts include R-1 to the west and south, R-3 to the east, and R-P/LU and M-1 to the north. However, R-1 is the only zoning district adjacent to the Newberg High School area of work.



3. *Architectural Drawings. Architectural drawings shall be prepared which identify floor plans and elevations.*

Response: The architectural drawings, including floor plans and building elevations, are included with this application in sheets A2.01-A3.21. These specific additions to the high school have been divided into



three sectors due to the size of the improvements and ease of review. The architectural plans include floor plans, roof plans, exterior elevations and building sections.

4. **Landscape Plan.** The **landscape** plan shall indicate:

- a. The size, species and approximate locations of plant materials to be retained or placed on the site together with a statement which indicates the mature size and canopy shape of all plant materials;
- b. Proposed site contouring; and
- c. A calculation of the percentage of the site to be landscaped.

Response: The landscape plans can be found in the attached plan set in sheets L0.00 through L5.05. The landscape plans include tree protection, fine grading plans, materials for the landscaping, proposed planting and irrigation, and site furnishing details.

5. **Special Needs for Handicapped.** Where appropriate, the design review plan shall indicate compliance with handicapped accessibility requirements including, but not limited to, the location of handicapped **parking spaces**, the location of accessible routes from the entrance to the public way, and ramps for wheelchairs.

Response: The site has previously been designed to be compliant with the Americans with Disabilities Act (ADA). On-site changes to sidewalks between the buildings have been designed to meet ADA standards.

6. **Existing Features and Natural Landscape.** The plans shall indicate existing landscaping and existing **grades**. Existing trees or other features intended to be preserved or removed shall be indicated on the plans.

Response: The submittal includes existing conditions plans (C1.00-C1.05) and grading plans (C4.00 and L3.00-L3.01) illustrating existing and proposed grades. There are four existing trees associated with previously approved landscaping within the site area, all of which will be protected with the proposed improvements. Additionally, 34 landscape trees and 12 shrubs will be provided to the site as a result of this project. (See sheets L4.00-L4.01 for detailed landscape locations and L4.02 for the planting schedule.)

7. **Drives, Parking and Circulation.** Proposed vehicular and pedestrian circulation, **parking spaces**, parking aisles, and the location and number of **access** points shall be indicated on the plans. Dimensions shall be provided on the plans for parking aisles, back-up areas, and other items as appropriate.

Response: All proposed modifications to circulation and parking occur entirely on site. There are no changes proposed to the existing lots on site, and the only changes to circulation is to provide fire access around the new CTE building. Details can be found on Sheets C3.00 and C3.20 (fire access). The access points onto Sitka Avenue and Elliot Drive are not proposed to be altered except to bring the driveway drops into conformance with ADA standards. The district will also replace any broken sidewalk panels within the existing sidewalks.



8. *Drainage. The direction and location of on- and off-site drainage shall be indicated on the plans. This shall include, but not be limited to, site drainage, parking lot drainage, size and location of storm drain lines, and any retention or detention facilities necessary for the project.*

Response: Stormwater from the site will be collected and discharged to the existing on-site stormwater infrastructure. Though management is not required per City of Newberg, pre-treatment and treatment facilities are proposed around the site to complement the landscape site design. Please see sheet C5.00 for the location of physical improvements related to the stormwater system. Details of the proposed stormwater management for the site modifications are found in Attachment 004, the preliminary stormwater report.

9. *Buffering and Screening. Buffering and screening of areas, structures and facilities for storage, machinery and equipment, services (mail, refuse, utility wires, and the like), loading and parking and similar accessory areas and structures shall be shown on the plans.*

Response: The landscape plans have been designed to screen all above ground equipment including the trash enclosure and mechanical equipment proposed to be provided on the high school campus. These services are provided within the area to be modified. The trash enclosure and mechanical equipment (i.e., generator) are proposed to be relocated but are still internal to the campus and are in the general location of the proposed modifications. All of this service equipment is located near the west end of the campus. The enclosures will be fenced and screened. See sheets A2.01 for specific details on the location of the equipment, L4.00 and L5.05 for the proposed landscaping and screening.

10. *Signs and Graphics. The location, colors, materials, and lighting of all exterior signs, graphics or other informational or directional features shall be shown on the plans.*

Response: The above criterion does not apply to this project. There are no new signs proposed with this application. Any new signage proposed for the campus will be applied for at a future date.

11. *Exterior Lighting. Exterior lighting within the design review plan shall be indicated on the plans. The direction of the lighting, size and type of fixtures, and an indication of the amount of lighting shall be shown on the plans.*

Response: Lighting is proposed for the improvements and has been detailed along with a photometrics plan in Sheets E0.11L and E0.12L. Lighting will be directed to the ground and shielded to ensure there is no off-site light trespass.

12. *Trash and Refuse Storage. All trash or refuse storage areas, along with appropriate screening, shall be indicated on the plans. Refuse storage areas must be constructed of brick, concrete block or other similar products as approved by the director.*

Response: The proposed trash enclosure area is to be a CMU block structure with walls 9 foot 8 inch in height. These improvement locations are shown on the attached architectural site plan A2.01 and civil site plan C3.00. Details of the proposed gate and walls can be seen on Sheet A3.16.



13. *Roadways and **Utilities**. The proposed plans shall indicate any public improvements that will be constructed as part of the project, including, but not limited to, roadway and utility improvements.*

Response: Access into the site is provided by Sitka Avenue and Elliot Road. Sitka Avenue is already improved sidewalks. The only public improvements proposed with this application is the repair of any damaged or broken sidewalk panels on Sitka Avenue and if needed, ADA upgrades at the existing driveway locations.

14. *Traffic Study. A traffic study shall be submitted for any project that generates in excess of 40 trips per p.m. peak hour. This requirement may be waived by the **director** when a determination is made that a previous traffic study adequately addresses the proposal and/or when off-site and frontage improvements have already been completed which adequately mitigate any traffic impacts and/or the proposed **use** is not in a location which is adjacent to an intersection which is functioning at a poor level of service. A traffic study may be required by the **director** for projects below 40 trips per p.m. peak hour where the **use** is located immediately adjacent to an intersection functioning at a poor level of service. The traffic study shall be conducted according to the **City** of Newberg design standards. [Ord. 2619, 5-16-05; Ord. 2451, 12-2-96. Code 2001 § 151.192.]*

Response: Traffic generated from the proposed modifications and existing school are temporary and related to construction. These classroom improvements are not expected to generate additional trips to the site or affect any off-site circulation. This criterion is not applicable to the proposed improvements.

15.220.050 Criteria For Design Review (Type II Process)

B. Type II. The following criteria are required to be met in order to approve a Type II design review request:

1. *Design Compatibility. The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed **uses** and **structures** in the surrounding area. This shall include, but not be limited to, **building** architecture, materials, colors, roof design, **landscape** design, and signage.*

Response: The project complies with this standard. All of the proposed improvements, including the building expansion and landscaping, are compatible with the existing high school and overall design of the surrounding area. Similar building materials and colors are proposed to be used, and the proposed landscaping is intended to supplement the existing landscaping throughout the overall campus.

2. *Parking and On-Site Circulation. Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation are provided for **uses** not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public **streets** as part of the parking **lot** circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public **streets** with a minimum impact on the functioning of the public **street**.*

Response: The project complies with this standard. The parking and circulation standards within Section 15.440.010 applicable to high schools are complied with by the proposed improvements. There are no



proposed changes to the parking lots on campus and no loss of any required parking. Please see the responses in Section 15.440 of this narrative for additional details.

3. Setbacks and General Requirements. The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.

Response: The project complies with the above standard. All height restrictions, public access, and general lot standards meet the requirements of the R-1 zoning district. Please see the corresponding sections within this narrative and the attached plans for details on compliance.

4. Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.

Response: The project complies with this standard. All landscaping requirements, including the standards outlined in Section 15.420.010 of the Newberg Municipal Code, are met with the proposed plan. Please see the corresponding section within this narrative and the attached landscaping plans for details on compliance.

5. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.

Response: No new signs are proposed with this application. Therefore, this criterion does not apply to the project.

6. Manufactured Dwelling, Mobile Home and RV Parks. Manufactured dwelling and mobile home parks shall also comply with the standards listed in NMC 15.445.075 through 15.445.100 in addition to the other clear and objective criteria listed in this section. RV parks also shall comply with NMC 15.445.170 in addition to the other criteria listed in this section.

Response: There are no manufactured dwellings, mobile homes, or RV parks proposed on the project site. Therefore, this criterion does not apply to the project.

7. Zoning District Compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.305.010 through 15.336.020. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.

Response: The project complies with this standard. Primary and Secondary Schools are listed as permitted uses in the R-1 Zoning District as found on the Zoning Use Table in Section 15.305.020. All of the proposed improvements are modifications to the existing school and are associated with the primary use of the site.



8. *Subdistrict Compliance. Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.*

Response: The property is not located within a subdistrict. Therefore, the above criterion does not apply to this project.

9. *Alternative Circulation, Roadway Frontage Improvements and Utility Improvements. Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan. At the discretion of the city, these improvements may be deferred through use of a deferred improvement agreement or other form of security.*

Response: The proposed improvements to Newberg High School do not include changing the previously approved pedestrian and vehicular access points. The two existing driveways onto Sitka Avenue and Elliot Drive will remain. The existing sidewalk along Sitka Avenue will remain in place with the improvements. Where damaged, sidewalk panels will be replaced. Further, improvements will be made to the existing driveways to bring them into compliance with the Americans with Disabilities Act if they are found to be deficient.

10. *Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director. [Ord. 2763 § 1 (Exh. A § 7), 9-16-13; Ord. 2747 § 1 (Exh. A § 5), 9-6-11; Ord. 2451, 12-2-96. Code 2001 § 151.194.]*

Response: Pursuant to the requirements of subsection (9) above, a full traffic study is not warranted by this proposal. Improvements to the existing on-site circulation, sidewalks, and driveways where deficient will be corrected through the proposed modifications.

15.302 Districts and their Amendment

15.302.032 Purposes Of Each Zoning District

A. R-1 Low Density Residential District.

- 1. The purpose of this land use designation is to provide for low density urban single-family residential uses at an average overall density of 4.4 units per gross buildable acre in the district. It is intended to provide a stable and healthful environment together with the full range of urban services.*
- 2. Typical housing types will include single-family dwellings, duplex dwellings and planned unit developments. The district also is intended to allow low intensity institutional uses that operate consistent with peaceful enjoyment of residential neighborhoods. The R-1 district is intended to be consistent with the low density residential (LDR) designation of the comprehensive plan.*

Response: The proposed development is located within the R-1 Low Density Residential. Newberg High School is a pre-existing approved use. Neither density nor housing types associated with the districts purpose statement are proposed with this development. These criteria are not applicable to the proposal.



15.302.040 Subdistricts

Subdistricts of each of the use districts may be established. The parent residential district requirements shall apply to those respective subdistricts except those regulations pertaining to lot area per dwelling unit or density.

Response: None of the subject site is located within a subdistrict or overlay. The standards in this section are not applicable to the proposed development.

15.303 Use Categories

This section speaks to the uses that are outright permitted, conditionally permitted, or not permitted within a specific zoning classification.

Response: Section 15.303.331 defines secondary schools as “public and private schools, secular or parochial, at the primary, elementary, middle, junior high, or high school level that provide state mandated basic education primarily to minors.” Accessory uses include, “play areas, cafeterias, recreational and sport facilities, auditoriums, and before- or after-school day care, and administrative offices.” The proposed development would include construction of accessory uses to an already permitted use.

15.305 Zoning Use Table

Response: As indicated previously in this narrative, primary and secondary schools are listed as permitted uses within the R-1 Zoning district.

15.405 Lot Requirements

15.405.010 Lot Area – Lot Areas Per Dwelling Unit

15.404.010.B.1. In the R-1 district, there shall have a minimum area of 5,000 square feet or as may be established by a subdistrict. The average size of lots in a subdivision intended for single-family or duplex dwelling development shall not exceed 10,000 square feet.

Response: There are no existing or proposed dwellings on the project site. Therefore, the above criterion does not apply to this project. The overall high school campus is approximately 72 acres in size. The site work area associated with this modification is ~3.47 acres.

15.405.040 Lot Coverage and Parking Coverage Requirements

Response: According to Section 15.405.040(C), lot and parking coverage associated with primary and secondary schools is not limited. It should be noted that the amount of parking and coverage over the entire campus is well below the maximums provided by section 15.405.040.

15.410 Yard Setback Requirements

15.410.020.A.1 R-1 districts shall have a front yard not less than 15 feet. Said yard shall be maintained and landscaped.



Response: Newberg High School has frontage on Deborah Road and Douglas Avenue on the north and east side of the campus. There are also two existing entrances to the campus from Sitka Avenue and Elliot Drive to the South. All of the proposed improvements will be occurring west of the existing building and will not decrease the existing front yard setback along the site's frontages. All structures are well in excess of the prescribed 15 feet. The closest building within the site area is approximately 346 feet from the west property line and approximately 130 feet from the southern property line as shown on sheet C3.00. All other setbacks are existing and interior to the overall campus and well away from any adjacent property lines.

15.410.030.A.1 All lots or development sites in the AR, R-1, R-2 and R-3 districts shall have interior yards of not less than five feet, except where a utility easement is recorded adjacent to a side lot line, there shall be a side yard no less than the width of the easement.

Response: The proposed improvements will be located more than 5-feet beyond all interior yards. The proposed improvements to the school, including the building modifications, are well over 100 feet away from the nearest south and west property lines. The closest portion of the improvements along the south yard is approximately 130 feet away from the property line shared with neighborhood south of the school. The building is set back approximately 346 feet from the north and westerly property line which abuts a railroad right-of-way and an industrial/commercial development. Please refer to the civil site plan, Sheet C3.00 for setbacks details.

15.410.040 Setback and yard restrictions as to schools, churches, public buildings.

A. Building Setback. No buildings shall be erected, used or maintained for a school, church or public or semi-public building or use, institution or similar use under the regulations of this code unless such building is removed at least 25 feet from every boundary line of any property included in any residential district.

Response: The property includes Newberg High School and three other schools. The property is therefore required to be setback at least 25 feet from every boundary line. The proposed modifications within the site area are well beyond 25 feet from any adjacent property line.

15.410.050.B Required Yard. No required front or interior yard of the lot on which such building or use is located shall be used for play or parking purposes.

Response: There are no proposed play or parking areas within the required yards associated with these site modifications. All existing parking improvements and the proposed on-site fire access and circulation lane are located outside of the required 25-foot setback. There are no new proposed play or parking areas provided within any required front or interior yard.

15.410.050.C A lot or parcel of land in any district adjoining a street for which the planned right-of-way width and alignment have been determined shall have a building setback line equal to the yard required in the district, plus a distance of:

- 1. Fifty feet from and parallel with the centerline of expressways.*
- 2. Thirty-five feet from and parallel with the centerline of major and minor arterials.*
- 3. Thirty feet from and parallel with the centerline of multifamily, commercial and industrial streets and single-family collector streets.*



4. *Thirty feet from and parallel with the centerline of single-family local streets.*
5. *Twenty-five feet from and parallel with the centerline of single-family hillside, cul-de-sacs and local streets which will never be extended more than 2,400 feet in length and which will have a relatively even division of traffic to two or more exits.*

Response: Based on Newberg’s Transportation Systems Plan, Sitka Avenue is classified as a local street and Elliot Drive is classified as a major collector. The Newberg High School takes access from both of these streets as well as Douglas Avenue; however, the site area subject to these proposed modifications does not front any of these streets. The high school is the terminus for all three streets. Based on information provided to the applicant within the pre-application conference, expanding the pavement width is not required with this application. Elliot Drive is going to be redeveloped in the future, but the high school does not have any land along that frontage to dedicate any property. None of the proposed improvements or building additions will be constructed closer to the right-of-way than the existing improvements.

- 15.410.060 *The following vision clearance standards shall apply in all zones (see Appendix A, Figure 9).*
- A. *At the intersection of two streets, including private streets, a triangle formed by the intersection of the curb lines, each leg of the vision clearance triangle shall be a minimum of 50 feet in length.*
 - B. *At the intersection of a private drive and a street, a triangle formed by the intersection of the curb lines, each leg of the vision clearance triangle shall be a minimum of 25 feet in length.*
 - C. *Vision clearance triangles shall be kept free of all visual obstructions from two and one-half feet to nine feet above the curb line. Where curbs are absent, the edge of the asphalt or future curb location shall be used as a guide, whichever provides the greatest amount of vision clearance.*

Response: All of the proposed improvements are happening outside of the existing vision clearance zones. There is no evidence to suggest that these standards are not already satisfied. However, the proposed modifications do not affect the existing conditions.

15.415 Building and Design Standards

15.415.010 Main Buildings and Uses as Accessory Buildings

- D. *Institutional. The maximum height of any building or structure will be 75 feet except as follows:*
1. *Within 50 feet of an interior property line abutting a C-1, R-1, R-2 or R-P district, no main building may exceed 30 feet.*
 2. *Within 50 feet of an interior property line abutting an R-3 district, no main building may exceed 45 feet.*
 3. *Within 100 feet of a property line abutting a public street or railroad right-of-way, or within 100 feet of property lines abutting parcels with an R-1, R-2, R-3, R-P, C-1, C-2, C-3, M-1, M-2, or M-3 zoning designation, no main building may exceed 50 feet in height.*
 4. *To utilize the maximum permitted height standard, at least 80 percent of the building’s ground coverage must be beyond the setback area designated in subsection (D)(3) of this section. The maximum encroachment may not exceed 25 feet.*

Response: The project complies with this standard. The proposed building modifications are not within 100-feet of any adjacent property line. The proposed modifications to Newberg High School, range from 9 feet 8 inches in height for the trash enclosure area to 34 feet for the CTE building. Elevator shafts and



mechanical equipment will exceed that height (44 feet 8 inches) but are setback from the edge of the building to mitigate their aesthetics. This was discussed in the pre-app and it was determined that mechanical equipment could extend beyond the building height. Please refer Sheets A3.12 to A3.21 for details on the proposed building height.

15.420 Landscaping and Outdoor Areas

15.420.010 Required Minimum Standards

- B. Required Landscaped Area. The following landscape requirements are established for all developments except single-family dwellings and duplex dwellings:*
- 1. A minimum of 15 percent of the lot area shall be landscaped; provided, however, that computation of this minimum may include areas landscaped under subsection (B)(3) of this section.*
 - 2. All areas subject to the final design review plan and not otherwise improved shall be landscaped.*

Response: The project complies with this standard. The project site area is approximately 176,000 square feet and there is approximately 70,000 square feet of landscaping proposed with these modifications. This is approximately 39% of the site work area included within this application. As proposed, the landscaping would exceed the minimum standard of 15%.

- 3. The following landscape requirements shall apply to the parking and loading areas:*
 - a. A parking or loading area providing 10 or more spaces shall be improved with defined landscaped areas totaling no less than 25 square feet per parking space.*

Response: Acknowledged by the applicant. The proposed improvements do not include the construction or modification of a parking or loading area with 10 or more spaces. Although reconfigured, there are 25 existing parking stalls within the area of proposed improvements, with no stalls being added or removed. The existing landscaping around the parking lot, including the four trees previously approved with a land use application, will be protected during construction. Please see the attached landscaping planting plan, Sheet L4.01 for additional details.

- b. A parking, loading area, or drive aisle which runs adjacent to a property line shall be separate from any lot line adjacent to a street by a landscaped strip at least 10 feet in interior width or the width of the required yard, whichever is greater, and any other lot line by a landscaped strip of at least five feet in interior width. See subsections (B)(3)(c) and (d) of this section for material to plant within landscape strips.*
- c. A landscaped strip separating a parking area, loading area, or drive aisle from a street shall contain street trees spaced as appropriate to the species, not to exceed 50 feet apart on average, and a combination of shrubs and ground cover, or lawn. This landscaping shall provide partial screening of these areas from the street.*
- d. A landscaped strip separating a parking area, loading area, or drive aisle from an interior lot line shall contain any combination of trees, shrubs, ground cover or lawn. Plant material shall be selected from at least two different plant material groups (example: trees and shrubs, or lawn and shrubs, or lawn and trees and shrubs).*



Response: Acknowledged by the applicant. None of the proposed modifications to the campus are located adjacent to a property line. These standards are not applicable to this request.

- e. Landscaping in a parking or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.*
- f. Landscaping areas in a parking lot, service drive or loading area shall have an interior width of not less than five feet.*

Response: The project complies with this standard. The existing landscaped areas in the parking and loading area are defined and uniformly distributed throughout the parking lot. There are no proposed changes to these landscaped areas. Please see the attached landscaping planting plan, Sheet L4.01 for additional details.

- g. All multifamily, institutional, commercial, or industrial parking areas, service drives, or loading zones which abut a residential district shall be enclosed with a 75 percent opaque, site-obscuring fence, wall or evergreen hedge along and immediately adjacent to any interior property line which abuts the residential district. Landscape plantings must be large enough to provide the required minimum screening requirement within 12 months after initial installation. Adequate provisions shall be maintained to protect walls, fences or plant materials from being damaged by vehicles using said parking areas.*

Response: The project area does not abut a residential district. The entire site is located within a residential zoning district, but all of the proposed modifications are located behind existing improvements, parking, and open space areas that are located near the perimeter of the campus.

- h. An island of landscaped area shall be located to separate blocks of parking spaces. At a minimum, one deciduous shade tree per seven parking spaces shall be planted to create a partial tree canopy over and around the parking area. No more than seven parking spaces may be grouped together without an island separation unless otherwise approved by the director based on the following alternative standards:
 - i. Provision of a continuous landscaped strip, with a five-foot minimum width, which runs perpendicular to the row of parking spaces (see Appendix A, Figure 13).*
 - ii. Provision of tree planting landscape islands, each of which is at least 16 square feet in size, and spaced no more than 50 feet apart on average, within areas proposed for back-to-back parking (see Appendix A, Figure 14).**

Response: The project complies with this standard. This application is not proposing any changes to the existing parking lot near the CTE building. The existing parking area has 25 parking spaces. Existing landscaping, including four trees will be protected with the CTE improvements. Please see the attached landscaping plan, Sheet L4.01 for additional details on the existing parking lot conditions.

- 4. Trees, Shrubs and Ground Covers. The species of street trees required under this section shall conform to those authorized by the city council through resolution. The director shall have the*



responsibility for preparing and updating the street tree species list which shall be adopted in resolution form by the city council.

- a. Arterial and minor arterial street trees shall have spacing of approximately 50 feet on center. These trees shall have a minimum two-inch caliper tree trunk or stalk at a measurement of two feet up from the base and shall be balled and burlapped or boxed.*
- b. Collector and local street trees shall be spaced approximately 35 to 40 feet on center. These trees shall have a minimum of a one and one-half or one and three-fourths inch tree trunk or stalk and shall be balled and burlapped or boxed.*
- c. Accent Trees. Accent trees are trees such as flowering cherry, flowering plum, crab-apple, Hawthorne and the like. These trees shall have a minimum one and one-half inch caliper tree trunk or stalk and shall be at least eight to 10 feet in height. These trees may be planted bare root or balled and burlapped. The spacing of these trees should be approximately 25 to 30 feet on center.*
- d. All broad-leafed evergreen shrubs and deciduous shrubs shall have a minimum height of 12 to 15 inches and shall be balled and burlapped or come from a two-gallon can. Gallon-can size shrubs will not be allowed except in ground covers. Larger sizes of shrubs may be required in special areas and locations as specified by the design review board. Spacing of these shrubs shall be typical for the variety, three to eight feet, and shall be identified on the landscape planting plan.*
- e. Ground Cover Plant Material. Ground cover plant material such as greening juniper, cotoneaster, minor Bowles, English ivy, hypericum and the like shall be one of the following sizes in specified spacing for that size.*

Response: This application does not propose to remove or modify the existing landscaping along the site frontage with any public street. This standard is not applicable to this request.

- 5. Automatic, underground irrigation systems shall be provided for all areas required to be planted by this section. The director shall retain the flexibility to allow a combination of irrigated and nonirrigated areas. Landscaping material used within nonirrigated areas must consist of drought-resistant varieties. Provision must be made for alternative irrigation during the first year after initial installation to provide sufficient moisture for plant establishment.*
- 6. Required landscaping shall be continuously maintained.*

Response: All proposed landscaped areas will be installed with underground irrigation systems and be included within the existing maintenance program of the Newberg School District.

- 7. Maximum height of tree species shall be considered when planting under overhead utility lines.*

Response: All on-site utilities affected by this request will be placed underground. There are no new trees proposed to be planted under overhead utility lines.

- 8. Landscaping requirements and standards for parking and loading areas (subsection (B)(3) of this section) will apply to development proposals unless the institution has addressed the*



requirements and standards by an approved site development master plan. With an approved site development master plan, the landscape requirements will be reviewed through an administrative Type I review process.

Response: The proposed project complies with the requirements and standards for landscaping within parking and loading areas as discussed previously and illustrated on sheet L4.01.

- C. Installation of Landscaping. All landscaping required by these provisions shall be installed prior to the issuance of occupancy permits, unless security equal to 110 percent of the cost of the landscaping as determined by the director is filed with the city, insuring such installation within six months of occupancy. A security – cash, certified check, time certificates of deposit, assignment of a savings account, bond or such other assurance of completion as shall meet with the approval of the city attorney – shall satisfy the security requirements. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the director, the security may be used by the city to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the city shall be returned to the applicant.*

Response: All approved landscaping proposed with this application is planned to be installed prior to the issuance of occupancy permits. If for some reason, this cannot be accomplished, the district will provide a security bond as required.

15.425 Exterior Lighting

15.425.020 Applicability and Exemptions

- A. Applicability. Outdoor lighting shall be required for safety and personal security in areas of assembly, parking, and traverse, as part of multifamily residential, commercial, industrial, public, recreational and institutional uses. The applicant for any Type I or Type II development permit shall submit, as part of the site plan, evidence that the proposed outdoor lighting plan will comply with this section. This information shall contain but not be limited to the following:*
- 1. The location, height, make, model, lamp type, wattage, and proposed cutoff angle of each outdoor lighting fixture.*
 - 2. Additional information the director may determine is necessary, including but not limited to illuminance level profiles, hours of business operation, and percentage of site dedicated to parking and access.*
 - 3. If any portion of the site is used after dark for outdoor parking, assembly or traverse, an illumination plan for these areas is required. The plan must address safety and personal security.*

Response: There are extracurricular and after-hours activities (i.e., parent/teacher conferences, sporting events, open houses) that occur on the school campus. In the interest of safety and security, outdoor lighting is proposed with these modifications. Lighting plans along with specific lighting types and photometrics are provided with this application in Sheets E0.11L and E0.12L.

15.430 Underground Utility Installation

15.430.010 Underground Utility Installation



- A. All new utility lines, including but not limited to electric, communication, natural gas, and cable television transmission lines, shall be placed underground. This does not include surface-mounted transformers, connections boxes, meter cabinets, service cabinets, temporary facilities during construction, and high-capacity electric lines operating at 50,000 volts or above.
- B. Existing utility lines shall be placed underground when they are relocated, or when an addition or remodel requiring a Type II design review is proposed, or when a developed area is annexed to the city.
- C. The director may make exceptions to the requirement to underground utilities based on one or more of the following criteria:
 - 1. The cost of undergrounding the utility is extraordinarily expensive.
 - 2. There are physical factors that make undergrounding extraordinarily difficult.
 - 3. Existing utility facilities in the area are primarily overhead and are unlikely to be changed.

[Ord. 2537, 11-6-00. Code 2001 § 151.589.]

Response: Acknowledged by the applicant. All new utility lines will be undergrounded and extended from the existing building on site. Please see the attached site utility plan, Sheet C5.00 and WT1.00, for details on proposed utilities.

15.440 Off-Street Parking, Bicycle Parking, and Private Walkways

15.440.010 Required Off Street Parking

- A. Off-street parking shall be provided on the development site for all R-1, C-1, M-1, M-2 and M-3 zones. In all other zones, the required parking shall be on the development site or within 400 feet of the development site which the parking is required to serve. All required parking must be under the same ownership as the development site served except through special covenant agreements as approved by the city attorney, which bind the parking to the development site.
 - 1. In cases where the applicant is proposing off-street parking, refer to subsection (F) of this section for the maximum number of parking spaces.

Response: The project site is located within the R-1 zoning district and therefore, all required parking must be on or within 400 feet of the development site. As proposed, all of the required on-site parking is located on the same property. Please refer to sheets C1.00 – C1.05 for campus wide existing conditions plans for parking locations and C3.00 for the site area parking location.

- F. Maximum Number of Off-Street Automobile Parking Spaces. The maximum number of off-street automobile parking spaces allowed per site equals the minimum number of required spaces, pursuant to NMC 15.440.030, multiplied by a factor of:
 - 1. One and one-fifth spaces for uses fronting a street with adjacent on-street parking spaces; or
 - 2. One and one-half spaces for uses fronting no street with adjacent on-street parking; or
 - 3. A factor determined according to a parking analysis.



Table 15.440.030 Parking Spaces Required

<u>Use</u>	<u>Minimum Parking Spaces Required</u>
Schools	High schools, 1-1/2 for each teaching station, plus 8 for every classroom, or 1 for every 28 sq. ft. of seating area where there are no fixed seats in an auditorium or assembly area

Response: The proposed modifications to Newberg High School will not add any additional classrooms or increase the gross square footage of the high school. Additionally, there are no proposed changes to the existing number or location of parking spaces serving the high school. DR2-12-007 found that the high school site had one excess parking space. Therefore, the project complies with the above standards and the minimum parking space requirements are met.

15.440.060 Parking Area and Service Drive Improvements

All public or private parking areas, outdoor vehicle sales areas, and service drives shall be improved according to the following:

- A. All parking areas and service drives shall have surfacing of asphaltic concrete or Portland cement concrete or other hard surfacing such as brick or concrete pavers. Other durable and dust-free surfacing materials may be approved by the director for infrequently used parking areas. All parking areas and service drives shall be graded so as not to drain stormwater over the public sidewalk or onto any abutting public or private property.*

Response: The project complies with this standard. All of the parking areas existing on the project site are asphalt, concrete, or cement concrete and graded to prevent any stormwater drainage onto public sidewalks and abutting properties. There are no proposed changes to these areas with this application.

- B. All parking areas shall be designed not to encroach on public streets, alleys, and other rights-of-way. Parking areas shall not be placed in the area between the curb and sidewalk or, if there is no sidewalk, in the public right-of-way between the curb and the property line. The director may issue a permit for exceptions for unusual circumstances where the design maintains safety and aesthetics.*

Response: The existing parking lot is located between the existing high school building and the baseball fields. It is well away from any adjacent property and located internal to the site. There are no existing or proposed encroachments of the parking areas onto any adjacent right-of-way. All parking areas on the project site are located completely outside of the right-of-way. Please see the attached site plan, Sheets A2.01 and C3.00, for details on parking area location.

- C. All parking areas, except those required in conjunction with single-family or duplex dwellings, shall provide a substantial bumper which will prevent cars from encroachment on abutting private and public property.*

Response: The perimeter of the parking area provides an extruded curb to prevent cars from encroaching onto landscaped areas, sidewalks, or adjacent public and private property. There are no proposed changes with this application except creating curb cuts for the vehicular access drives.



D. All parking areas, including service drives, except those required in conjunction with single-family or duplex dwellings, shall be screened in accordance with NMC 15.420.010(B).

Response: The project complies with this standard. Please see the responses in Section 15.420.010 of this narrative for details.

E. Any lights provided to illuminate any public or private parking area or vehicle sales area shall be so arranged as to reflect the light away from any abutting or adjacent residential district.

Response: As mentioned previously, outdoor lighting is proposed with these modifications. Lighting plans along with specific lighting types and photometrics are provided with this application in Sheets E0.11L-E0.12L. Proposed lighting will be directed down and shielded to prevent light trespass onto nearby residential uses.

F. All service drives and parking spaces shall be substantially marked and comply with NMC 15.440.070.

G. Parking areas for residential uses shall not be located in a required front yard, except as follows: [...]

H. A reduction in size of the parking stall may be allowed for up to a maximum of 30 percent of the total number of spaces to allow for compact cars. For high turnover uses, such as convenience stores or fast-food restaurants, at the discretion of the director, all stalls will be required to be full-sized.

Response: All service drives and parking areas will be clearly marked on the site. No new compact parking is proposed with these modifications.

15.440.080 Off-Street Loading

A. Buildings to be built or substantially altered which receive and distribute materials and merchandise by trucks shall provide and maintain off-street loading berths in sufficient number and size to adequately handle the needs of the particular use.

1. The following standards shall be used in establishing the minimum number of berths required:

<u>Gross Floor Area of the Building in Square Feet</u>	<u>No. of Berths</u>
Up to 10,000	1
10,000 and over	2

2. A loading berth shall contain a space 10 feet wide and 35 feet long and have a vertical clearance of 14 feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.

Response: The proposed modifications to Newberg High School under consideration would result in a decrease of square footage by approximately 1,345 square feet (proposed demolition is 44,540 square



feet and the proposed new building square footage is 43,195 square feet). Because there is no increase in gross floor area of the high school, there is no need for additional loading areas. The District has existing on-site loading protocols that serve the high school adequately.

B. The following provisions shall apply to off-street loading facilities:

- 1. The provision and maintenance of off-street loading space is a continuing obligation of the property owner. No building permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street loading space. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of loading space required by this code. Should the owner or occupant of any building change the use to which the building is put, thereby increasing off-street loading requirements, it shall be unlawful and a violation of this code to begin or maintain such altered use until such time as the increased off-street loading requirements are met.*
- 2. Owners of two or more buildings may agree to utilize jointly the same loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city attorney in the form of deeds, leases or contracts to establish the joint use.*
- 3. A plan drawn to scale, indicating how the off-street loading requirements are to be fulfilled, shall accompany an application for a building permit.*
- 4. Design Requirements for Loading Areas.*
 - a. Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces of asphaltic concrete or Portland cement concrete, maintained adequately for all-weather use and so drained as to avoid flow of water across the sidewalks.*
 - b. Loading areas adjacent to residential zones designed to minimize disturbance of residents.*
 - c. Artificial lighting which may be provided shall be so deflected as not to shine or create glare in any residential zone or on any adjacent dwelling.*
 - d. Access aisles shall be of sufficient width for all vehicular turning and maneuvering.*
 - e. Vision clearance standards as identified in NMC 15.410.060 shall apply.*

Response: The project complies with this standard. The required loading spaces are already provided on the property and maintained by the District.

15.440.100 Facility Requirements

Bicycle parking facilities shall be provided for the uses shown in the following table. Fractional spaces requirements shall be rounded to the next whole number.



<u>Use</u>	Minimum Number of Bicycle Parking Spaces Required
New commercial, industrial, office, and institutional developments, including additions that total 4,000 square feet or more	One bicycle parking space for every 10,000 square feet of gross floor area. In C-4 districts, two bicycle parking spaces, or one per 5,000 square feet of building area, must be provided, whichever is greater

Response: After the replacement of the CTE building on the high school campus, the total floor area of Newberg High School will decrease by approximately 1,345 square feet if all of the improvements under consideration are constructed. This would not require any additional bicycle parking based on Table 15.440.100 above. However, eight new bicycle parking spots will be provided near the modified CTE building and the existing bike rack at the front of the school is proposed to remain. Please see sheet L1.01 and L4.01 for the proposed locations and sheet L6.04 for a detail of the proposed bike parking. The proposed development exceeds the minimum required bicycle parking space.

15.440.110 Design

- A. *Bicycle parking facilities shall consist of one or more of the following:*
 - 1. *A firmly secured loop, bar, rack, or similar facility that accommodates locking the bicycle frame and both wheels using a cable or U-shaped lock.*
 - 2. *An enclosed locker.*
 - 3. *A designated area within the ground floor of a building, garage, or storage area. Such area shall be clearly designated for bicycle parking.*
 - 4. *Other facility designs approved by the director.*
- B. *All bicycle parking spaces shall be at least six feet long and two and one-half feet wide. Spaces shall not obstruct pedestrian travel.*
- C. *All spaces shall be located within 50 feet of a building entrance of the development.*
- D. *Required bicycle parking facilities may be located in the public right-of-way adjacent to a development subject to approval of the authority responsible for maintenance of that right-of-way.*

Response: The project complies with this standard. The proposed bicycle parking is a firmly secured loop set in concrete that bike frames can be locked easily. The bicycle parking facilities are within 50 feet of a building entrance and meet the dimensional standards without any obstruction to pedestrian travel. Please see Sheet L1.01 and L4.01 for proposed bicycle parking locations and Sheet L6.04 for specifics on bicycle parking facility design.



15.505 Public Improvement Standards

15.505.030 Street Standards

Response: None of the proposed improvements or building modifications will be constructed closer to the right-of-way than the existing building already is.

15.505.040 Public Utility Standards

C. General Standards.

- 1. The design and construction of all improvements within existing and proposed rights-of-way and easements, all improvements to be maintained by the city, and all improvements for which city approval is required shall conform to the Newberg public works design and construction standards and require a public improvements permit.*
- 2. The location, design, installation and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site. Installation of all proposed public and private utilities shall be coordinated by the developer and be approved by the city to ensure the orderly extension of such utilities within public right-of-way and easements.*

Response: The project complies with this standard. All required utilities, including sanitary sewer and stormwater, will be extended from the existing building and surrounding utility lines, allowing for minimum disturbance of the soil on site. Please refer to the attached utility plan, Sheet C5.00 and WT1.00, for details on utility connections.

F. Easements. Easements for public and private utilities shall be provided as deemed necessary by the city, special districts, and utility companies. Easements for special purpose uses shall be of a width deemed appropriate by the responsible agency. Such easements shall be recorded on easement forms approved by the city and designated on the final plat of all subdivisions and partitions. Minimum required easement width and locations are as provided in the Newberg public works design and construction standards.

Response: Acknowledged by the applicant. Any required easements, including PUE's, will be prepared and recorded as required on the project site.

15.505.050 Stormwater System Standards

C. General Requirement. All stormwater runoff shall be conveyed to a public storm wastewater or natural drainage channel having adequate capacity to carry the flow without overflowing or otherwise causing damage to public and/or private property. The developer shall pay all costs associated with designing and constructing the facilities necessary to meet this requirement.

Response: As proposed one (1) vegetated rain garden with 3H:1V side slope that will hold the water quality volume and infiltrate through the growing media. The rain garden is proposed to be located at the north end of the new CTE building and was sized to treat approximately 6,000 square feet of impervious area. Overflow structures will be installed to direct stormwater runoff above the water quality design storm to the existing onsite storm main. This facility is a preliminary size based on the current preliminary grading plan. A final storm report at the time of permit submittal will demonstrate adequate sizing to manage the water quality storm and safely convey peak flows from the City of



Newberg design storms.

D. Plan for Stormwater and Erosion Control. No construction of any facilities in a development included in subsection (B) of this section shall be permitted until an engineer registered in the State of Oregon prepares a stormwater report and erosion control plan for the project. This plan shall contain at a minimum:

- 1. The methods to be used to minimize the amount of runoff, sedimentation, and pollution created from the development both during and after construction.*
- 2. Plans for the construction of stormwater facilities and any other facilities that depict line sizes, profiles, construction specifications, and other such information as is necessary for the city to review the adequacy of the stormwater plans.*
- 3. Design calculations shall be submitted for all drainage facilities. These drainage calculations shall be included in the stormwater report and shall be stamped by a licensed professional engineer in the State of Oregon. Peak design discharges shall be computed based upon the design criteria outlined in the public works design and construction standards for the city.*

Response: A preliminary stormwater report, prepared by Mark Wharry, PE and Andrew Chung, PE, licensed and professional engineers with KPFF Consulting Engineers is provided as Attachment 004 to this application. The preliminary report includes all the required elements required in this section.

III. CONCLUSION

This summary of the request and attachments demonstrate compliance with the City of Newberg applicable approval criteria for the proposed design review. The applicant respectfully requests that the City approve this request.

