

PRE-APPLICATION MEETING NOTES

DATE OF PRE-APPLICATION MEETING: 09/29/21, PRE21-0026

MEETING TYPE: Video Conference call

SUBJECT PROPERTY ADDRESS: 2400 Douglas Avenue (Newberg High School CET)

TAXMAP ID: R3217 02500

ZONING DISTRICT: R-1 Low Density Residential

REQUESTOR’S NAME/BUSINESS: Newberg Public Schools

REQUEST DESCRIPTION:

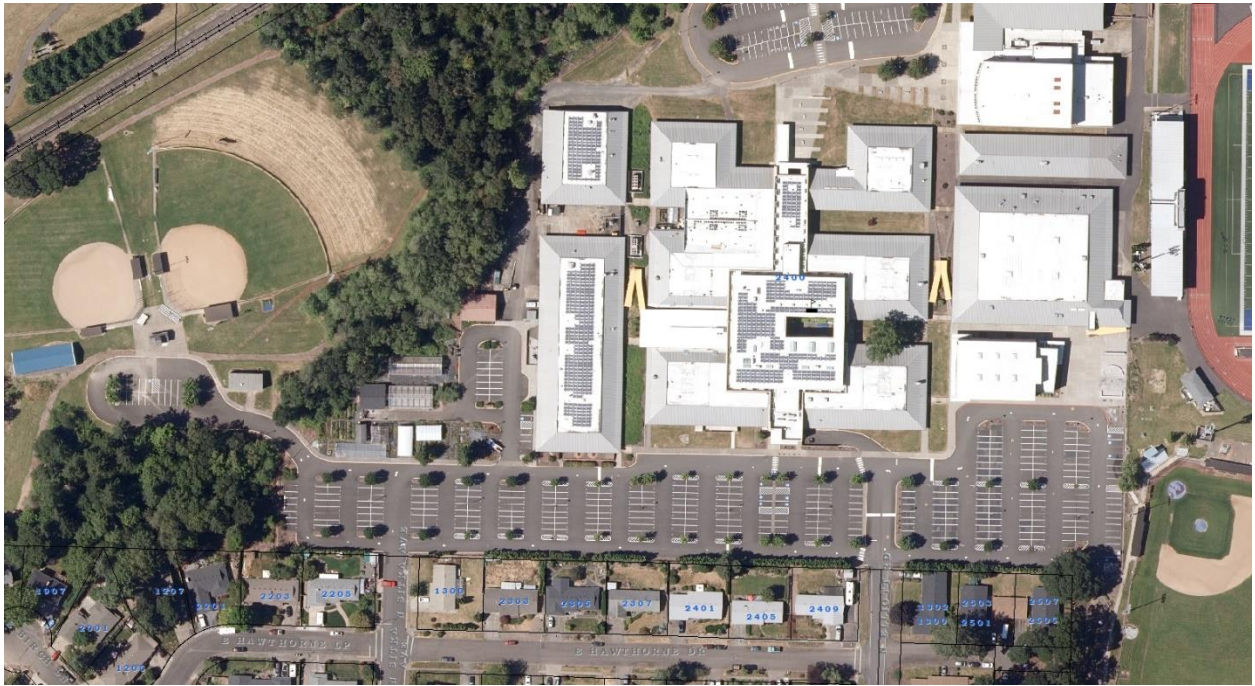
Demolition of CET Buildings and construction of new two-story CET building.

PROPOSED USE ALLOWED: Yes – NMC 15.305.020 #330 Schools

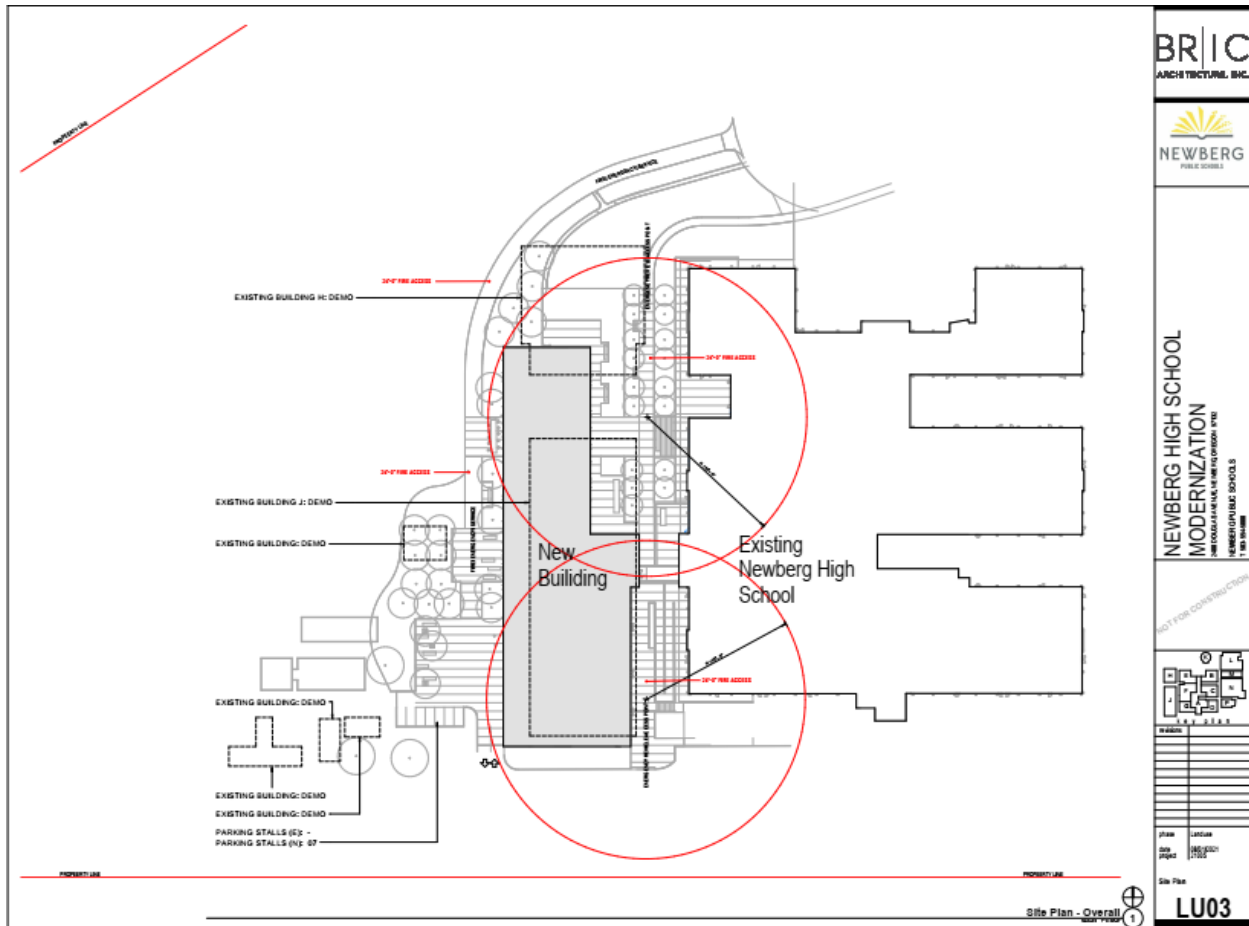
Summary of Existing Land Use Characteristics: Newberg High School and related facilities.

PARTICIPANTS

APPLICANT	CITY STAFF
Brad Kilby - Harper Houf Peterson Righellis, Inc.	Doug Rux (Host) - CDD
Steve Hansen, Emerio	Kristen Svicarovich - ENG
Klaudia Zarakowski, BRIC Architecture	Jared Bradbury – BLD
Benjamin Vaughn, LS Architects	Ty Darby – TVF&R
Hillary Harris, HHPR	
Rebecca Seward-Beaner	
Tonie Esteban, BRIC Architecture	
Matt Jonson, KPFF	
Dallas Gray	
Marc Nordea	



Aerial Photo



SITE PLAN

TUALATIN VALLEY FIRE & RESCUE COMMENTS:

- Fire flow analysis required.
- Hydrant no further than 600 feet from school (new CET building).
 - Contact Ty Darby: Ty.Darby@tvfr.com
- Fire Lane access on north and west sides, would like 20 feet wide and paved but can be gravel and maintained.

BUILDING SAFETY DIVISION COMMENTS: Contact: Jared Bradbury:
Jared.Bradbury@newbergoregon.gov

ENGINEERING COMMENTS:

Street: Newberg High School can be accessed from Elliot Road and Douglas Avenue. Elliot Road is classified as a major collector and Douglas Avenue is classified as a local street that then changes into a private access with a turnaround along the north side of the high school. Information regarding existing

right-of-way and required cross-sections can be seen below and is consistent with the City's Transportation System Plan.

Roadway	Functional Classification	Existing Right-of-way	Existing Pavement Width	Minimum Right-of-way	Minimum Pavement Width	Typical Cross-Section (per Transportation System Plan)
Elliot Road	Major Collector (57-feet to 80-feet)	Approx. 60-feet (varies)	Approx. 22-feet	60-feet For typical section per TSP.	36-feet	<ul style="list-style-type: none"> • 1-foot from back of walk to right-of-way • 5-foot sidewalk • 5.5-foot planter* • 0.5-foot curb • 6-foot bike lane • 12-foot travel lane • 12-foot travel lane • 6-foot bike lane • 0.5-foot curb • 5.5-foot planter* • 5-foot sidewalk • 1-foot from back of walk to right-of-way
Roadway	Functional Classification	Existing Right-of-way	Existing Pavement Width	Minimum Right-of-way	Minimum Pavement Width	Typical Cross-Section (per Transportation System Plan)
Douglas Avenue	Local Residential (54-feet to 60-feet)	Approx. 62-feet	Approx. 34-feet	56-feet For typical section per TSP.	32-feet	<ul style="list-style-type: none"> • 1-foot from back of walk to right-of-way • 5-foot sidewalk • 5.5-foot planter* • 0.5-foot curb • 7-foot parking lane • 9-foot travel lane • 9-foot travel lane • 7-foot parking lane • 0.5-foot curb • 5.5-foot planter* • 5-foot sidewalk • 1-foot from back of walk to right-of-way

*5-foot minimum per NMC 15.505.030(G)(8)

If more than \$30,000 of improvements are made to the property, street/frontage improvements can be required, see NMC 12.05.090.

12.05.090 Permits and certificates.

A. Concurrent with the issuance of a building permit for the construction of a building for residential use or business structures or an addition to a dwelling or business structure, the value of which is \$30,000 or more except as the city engineer may require on building permits of lesser value in accordance with NMC [12.05.040](#), the owner, builder or contractor to whom the building permit is issued shall meet the following requirements:

- 1. Construct a sidewalk within the dedicated right-of-way for the full frontage in which a sidewalk in good repair does not exist. The sidewalk construction shall be completed within the building construction period or prior to issuance of an occupancy permit, whichever is the lesser.*
- 2. Dedicate right-of-way in accordance with the city transportation plan.*

The applicant needs to finalize a project boundary and then have a discussion with the City regarding proportionality to determine the extent of required public improvements. The applicant will be responsible for repairing any sidewalk panels not meeting current ADA standards along with any non-compliant ADA ramps. The applicant will also need to verify that lighting levels are met and add street lighting if necessary.

The City is working on the Elliot Road project which should go to construction in Summer 2022.

Based on the pre-application discussion the project boundary does would not be adjacent to any public streets and therefore it's anticipated that frontage improvements would not be required. This assumption is to be confirmed with the land-use submittal.

Traffic Study/Trip Rates/Transportation SDCs: To develop Transportation System Development Charges (TSDC), the City uses the Institute of Transportation Engineers, Trip Generation Manual, 10th Edition (or current edition) in coordination with the City's TSDC Methodology document which can be found on the City's website. The proposed use falls under ITE Trip Code 530 High School. It was discussed with the applicant that they could submit their own trip rate if they felt ITE Trip Code 530 was not representative of their site operations.

- Newberg High School (25,345 sqft increase) ~ \$210K in TSDCs; ITE Code 530

Based on the applicant's narrative, the site square footage is anticipated to increase by 25,345 sqft. The Transportation SDC would then respectively be approximately \$210,000 based on the increased square footage.

It was also discussed that a Traffic Impact Study could be required as part of submitting a land-use application. Per Newberg Development Code 15.220.030(B)(14) a traffic study is required or may be required based on the following criteria:

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.]

Wastewater: The City's GIS system shows there is a 6-inch wastewater line that runs east-west through the school property.

If any food preparation is to occur on site a grease interceptor will be required. Per the pre-application meeting it was anticipated that catering space for educational purposes would likely be included in the proposed space.

Verify a public utility easement exists over the existing sanitary line, otherwise a wastewater easement needs to be dedicated.

Water: The City's GIS system shows there is an extensive water network through the site.

In the pre-application meeting the applicant noted they may need to relocate a water main as part of the project.

Coordination with TVF&R will be required to determine the need for fire flow testing and additional hydrant locations.

Stormwater: There is a 15-inch stormwater line in N Deborah Road and there will eventually be a stormwater line in N Elliot Road as part of the Elliot Road Project. The base bid is listed as 14,230sqft and the alternate is 18,925sqft. Based on the applicant's proposal they will need to address stormwater created from the new impervious surfaces being proposed.

Consistent with City requirements, if the applicant is proposing to create more than 500 sqft, the quantity and quality of stormwater will need to be treated and a stormwater report completed by a licensed professional civil engineer (PWDCS 4.6 and NMC 13.25.280) will be required per the Public Works Design and Construction Standards. The applicant should document all existing and proposed impervious surface areas prior to site work to document any credits for impervious surface areas.

The applicant will need to execute a Private Stormwater Maintenance Agreement with the City of Newberg for the proposed private stormwater facility.

It was noted by the applicant in the pre-app that DEQ wanted to do one 1200-C permit for the site including both the Catalyst and Newberg High School projects. However, the project team intends to have two contractors, one for each project. Coordination on who's responsible for the 1200-C will need to be done with the City.

Erosion and Sedimentation Control (ESC): A City issued Erosion Control and Sedimentation Plan/Permit will be required for any site disturbance. The permit can be found online here: <https://www.newbergoregon.gov/engineering/page/erosion-sedimentation-control-permit-application>

Other Utilities: Any new/modified service connection to the property is required to be underground. See NMC 15.430.010 for provisions.

Notes: The City's GIS System can be accessed online to view utility and planning maps: <http://www.newbergoregon.gov/planning/page/interactive-city-map>

Additional Questions from Applicant:

1. Can staff speak to the land use process anticipated for this project.
2. Can staff discuss how parking, landscaping and lot coverage for the site was previously calculated and whether it was based on campus wide development?
3. Could staff identify what other studies may be required to for this proposal? We are trying to determine if studies for this particular project could be consolidated with those that may be required when the Newberg High School Improvements are proposed/planned.
 - a. Traffic Study (combined?)
 - b. Stormwater Report

Yes, a Traffic Study and Stormwater Report will be required. The individual reports can be combined, the attributable improvements/modifications for each project needs to be separated out in the report. As an example, if a Traffic Impact Fee were required we need to know how many trips are attributable to each project so a fee can be developed for each individual land-use action. Assuming each project will come in under a separate land-use application.

4. Could staff please provide any anticipated issues with utility provision for the proposal?

A grease interceptor will be required if kitchen facilities are being added/modified.

A easement dedication over the public wastewater line will be required.

The applicant will need to evaluate/upgrade street lighting.

5. Based on the preliminary site plan, could staff identify any anticipated frontage improvements for the project?

Frontage improvements will include street lighting, bring sidewalk panels up to ADA standards, driveway access points will need to be ADA accessible.

General Comment: The engineering pre-application notes provided are preliminary based on the information provided by the applicant and may not cover all of the development issues or requirements for the project. When a complete application is received and a full review is conducted, it may be determined that additional requirements to meet the Municipal Code or the Public Works Design and Construction Standards exist.

The Engineering Department also administers/assigns System Development Charges (SDCs) for the following utilities:

- Transportation System Development Charge
- Water System Development Charge
- Wastewater System Development Charge
- Stormwater System Development Charge
- Non-Potable System Development Charge

***ALL SDC FEES ARE APPROXIMATE (rounded to the nearest \$50) AND SUBJECT TO CHANGE – See City’s Current Fees for exact costs. Based on July 1, 2021 Master Fee Schedule**

***Transportation SDC** – Transportation SDC are based on the land use and the associated trip rate.

- $SDC = \text{Unit} \times \text{ITE Trip Rate} \times 1.68 \times \$4,200$

***Water SDC** – Water SDCs are based on the meter size.

- 5/8” – 3/4” Meter \$6,050
- 1” Meter \$10,300
- 1.25” Meter \$15,150
- 2” Meter \$32,050

***Wastewater SDC** – Wastewater SDCs are based on fixture units which are defined in the Uniform Plumbing Code.

- For the first 18 fixture units \$7,500
- Per each fixture unit over 18 \$450

***Stormwater SDC** – Stormwater SDCs are based on net new impervious surface areas on the property.

- Single Family 1 EDU (Equivalent Dwelling Unit) = \$415
- Other Than Single Family $\text{Impervious Area}/2877 = \#\text{EDU} \times \415

***Non-Potable SDC** – Water SDCs are based on the meter size.

- 3/4” Meter \$4,000
- 1” Meter \$6,750
- 1.25” Meter \$9,950
- 1.5” Meter \$13,100

Contact: Brett Musick: brett.musick@newbergoregon.gov

PLANNING COMMENTS:

Application: Design Review requires a Type II Application that can be found here: https://www.newbergoregon.gov/sites/default/files/fileattachments/planning/page/4577/type_ii_application_fillable.pdf

Fees: Page 4 of the Type II Application. Make sure to add the 5% technology to the total permit cost. Fee typically increase on April 1st of each year.

Procedures:

Completeness Check: Submit two paper copies of your application for the Engineering and Planning Divisions to review. Typically, completeness check takes two weeks. We will send a letter to you notifying you if your application is complete or if we need additional information and a second completeness check submittal.

Notice: All property owners within 500 feet of subject property, sign(s) posted on each street frontage no greater than 600 feet apart.

Review Time Frame: Typically, 4-6 weeks. However, staffing level and current workload can extend the typical review timeframe. We will send a Notice of Decision to those listed on the Type II application. There is a 14-day waiting period before the Notice of Decision becomes final.

Development Notes:

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.

Development Standards Summary

Setbacks: at least 25 feet from every boundary line of any property included in any residential district.

Vision clearance setback: 15.410.060 Vision clearance setback. Applies to any new driveway locations.

Lot coverage: n/a

Landscaping: 15.420.010 Required minimum standards. 15% of the development area required to be landscaped. Define the development area. Can look at the entire School District campus to meet the 15%.

Building height: 15.415.020 Building height limitation. 30 feet.

Exterior lighting: Chapter 15.425 EXTERIOR LIGHTING. Light trespass limited to 0.5 foot-candles at the property line. Shielded exterior lights (see code section 15.425).

Parking: High School, 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.

Design compatibility: 15.220.030 Site design review requirements. The design compatibility criterion is fairly broad and covers design/landscaping/building bulk/light impact/etc. The design should harmonize with nearby buildings, and try to buffer the residential building to the south in some ways.

Parking: No more than 7 spaces in a row without a landscape island.

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. [Ord. 2451, 12-2-96. Code 2001 § 151.553.]

Land Use Review Fees:

Type II Design Review. 0.6% of total project cost, \$913 minimum.

Engineering Land Use Fees: \$414.95 First Acre and \$237.02 Additional Developed Acre.

Development standards:

- Minimum lot size: 3,000 square feet.
- Minimum Lot Frontage: 25
- Access to a public street through an easement that is at least 25 feet wide
- Lot width: 35 feet at front building line
- Setbacks: 15.410.040 Setback and yard restrictions as to schools, churches, public buildings – 25 foot setbacks from every boundary line of any property included in any residential district.
- Maximum Building Height 30 feet
- Street Trees: Will be required meeting the requirements of Section 15.420.010 (B)(4)(b)
 - 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.
 - Trees must be selected from the approved street tree list and a root barrier must be used to protect surrounding structures such as sidewalks.

15.220.020 Site design review applicability.

A. Applicability of Requirements. Site design review shall be required prior to issuance of building permits or commencement of work for all improvements noted below. Site design review permits shall be processed as either Type I or Type II, as noted below.

2. Type II.

- a. Any new development or remodel which is not specifically identified within subsection (A)(1) of this section.

15.100.140 Permit decision – Type II.

- A. The director shall approve or deny the development permit for a Type II action within 60 days of accepting a complete permit application, unless it is a subdivision which has been converted to a Type III process pursuant to NMC 15.235.030(A).
- B. The applicant shall provide notice pursuant to NMC 15.100.200 et seq. together with a 14-day comment period for the submission of written comments prior to the decision.
- C. The decision of the director shall be based upon the application, the evidence, comments from referral agencies, and approvals required by others.
- D. The director shall notify the applicant and others entitled to notice of the disposition of the application. The notice shall indicate the date that the decision will take effect and describe the right of appeal pursuant to NMC 15.100.160 et seq. A decision on a Type II development shall take effect on the fifteenth day following the notice of a decision unless an appeal is filed pursuant to NMC 15.100.160 et seq.
- E. Approval or denial of a Type II development permit application shall be accompanied by written findings that explain the criteria, facts and justification for the decision.
- F. The director shall approve a permit application if applicable approvals by others have been granted and the proposed development or land use request otherwise conforms to the requirements of this code. The director may add conditions to the permit to ensure compliance with all requirements of this code.
- G. The director shall deny the permit application if required approvals are not obtained or the application otherwise fails to comply with code requirements.
- H. Notice of approval or denial of a Type II decision shall be provided to the applicant, parties providing written testimony, or anyone requesting such notice. Notice shall include a description of the item, the decision, conditions that may have been added, and the rights of appeal.

15.100.210 Mailed notice. Mailed notice shall be provided as follows:

- B. Type II and Type III Actions. The applicant shall provide public notice to:
1. The owner of the site for which the application is made; and
 2. Owners of property within 500 feet of the entire site for which the application is made. The list shall be compiled from the most recent property tax assessment roll. For purposes of review, this requirement shall be deemed met when the applicant can provide an affidavit or other certification that such notice was deposited in the mail or personally delivered.
 3. To the owner of a public use airport, subject to the provisions of ORS 215.416 or 227.175.

C. The director may request that the applicant provide notice to people other than those required in this section if the director believes they are affected or otherwise represent an interest that may be affected by the proposed development. This includes, but is not limited to, neighborhood associations, other governmental agencies, or other parties the director believes may be affected by the decision.

D. The director shall provide the applicant with the following information regarding the mailing of notice:

1. The latest date by which the notice must be mailed;
2. An affidavit of mailing (to be signed and returned) certifying that the notice was mailed, acknowledging that a failure to mail the notice in a timely manner constitutes an agreement by the applicant to defer the 120-day process limit and acknowledging that failure to mail will result in the automatic postponement of a decision on the application; and
3. A sample notice.

E. The notice of a Type II and Type III development application shall be reasonably calculated to give actual notice and shall:

1. Set forth the street address or other easily understood geographical reference to the subject property;
2. List, by commonly used citation, the applicable criteria for the decision;
3. Include the name and phone number of a local government contact person, the telephone number where additional information may be obtained and where information may be examined;
4. Explain the nature of the application and the proposed use or uses which could be authorized;
5. State that a copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and will be provided at a reasonable cost.

F. Prior to mailing or posting any notice required by this code, the applicant shall submit a copy of the notice to the director.

G. The applicant shall mail the notice for Type II actions at least 14 days before a decision is rendered. The applicant shall file with the director an affidavit of mailing as identified in subsection (D) of this section within two business days after notice is mailed.

H. The applicant shall mail the notice for Type III actions at least 20 days before the first new hearing, or if two or more new hearings are allowed, 10 days before the first new hearing. The applicant shall file with the director an affidavit of mailing as identified in subsection (D) of this section within two business days after notice is mailed.

I. All public notices shall be deemed to have been provided or received upon the date the notice is deposited in the mail or personally delivered, whichever occurs first. The failure of a property owner to receive notice shall not invalidate an action if a good faith attempt was made to notify all persons entitled to notice. An affidavit of mailing issued by the person

conducting the mailing shall be conclusive evidence of a good faith attempt to contact all persons listed in the affidavit.

J. Failure to mail the notice and affirm that the mailing was completed in conformance with the code shall result in:

1. Postponement of a decision until the mailing requirements have been met; or
2. Postponement of the hearing to the next regularly scheduled meeting or to such other meeting as may be available for the hearing; or
3. The entire process being invalidated; or
4. Denial of the application.

15.100.220 Additional notice procedures of Type II development applications.

In addition to the requirements of NMC 15.100.210, mailed notice for development actions shall also contain the following:

- A. Provide a 14-day period from the date of mailing for the submission of written comments prior to the decision;
- B. State that issues that may provide a basis for appeal must be raised in writing during the comment period;
- C. State that issues must be raised with sufficient specificity to enable the local government to respond to the issue;
- D. State the place, date and time that comments are due;
- E. State that notice of the decision, including an explanation of appeal rights, will be provided to any person who submits comments under subsection (A) of this section;
- F. Briefly summarize the local decision-making process.
- G. Type II notice for subdivisions shall also include a description of how an interested party may request a public hearing before the planning commission.

Requirements

15.220.030 Site design review requirements.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.
4. Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.
5. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.
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.
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.
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.
10. Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director.

15.220.030.B SITE DESIGN REVIEW REQUIREMENTS (for Type II)

- 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.
 - 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. [Ord. 2451, 12-2-96. Code 2001 § 151.553.
- **15.415.020 Building height limitation.**
 - A. Residential.
 2. In the R-1 district, no main building shall exceed 30 feet in height.

E. Alternative Building Height Standard. As an alternative to the building height standards above, any project may elect to use the following standard (see Figure 24 in Appendix A). To meet this standard:

3. Each point on the building must be no more than 20 feet higher than the ground level at all points on the property lines, plus one vertical foot for each horizontal foot of distance from that property line; and

2. Each point on the building must be no more than 20 feet higher than the ground level at a point directly north on a property line, plus one vertical foot for each two horizontal feet of distance between those points. This second limit does not apply if the property directly to the north is a right-of-way, parking lot, protected natural resource, or similar unbuildable property.

LANDSCAPING (landscaping should be sufficient but make sure to write a compliance statement in the applicant’s narrative addressing the landscaping standards)

- 15.420.010 Required minimum standards.
- 15.420.020 Landscaping and amenities in public rights-of-way.
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EXTERIOR LIGHTING (unless new lighting is being added this criteria should be N/A but make sure to write a compliance statement in the applicant’s narrative)

PARKING

15.440.030 Parking spaces required.

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
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15.505 PUBLIC IMPROVEMENTS STANDARDS: applicable per Engineering’s direction

- Will accept building permit plans for review after the Notice of Decision is released plus a 2 week period (mandatory appeals period) where the decision can be appealed to the Planning Commission.

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