

STAFF REPORT
SLSD ELEMENTARY SCHOOL
SITE DESIGN REVIEW SDR 3-16
January 18, 2017

PROPOSAL DESCRIPTION

Date application filed: November 7, 2016

Date application complete: November 18, 2016

Owner: Krista Parent, Superintendent
South Lane School District
455 Adams Avenue
Cottage Grove, OR 97424

Location: 1000 Taylor Avenue
Map 20-03-33-31 TL 100

Present Conditions: Al Kennedy Alternative High School, play fields

Comp Plan Designation: L Low Density Residential

Zoning: R-1 Single Family Residential

Proposal: The applicant has submitted this conditional use permit to build a new 650-student elementary school and 100-student early learning center on property owned by South Lane School District at 1000 Taylor Avenue (Map 20-03-33-31 TL 100). The property has the location of the old Cottage Grove High School, which was demolished in 2003, and is the current location of the Al Kennedy Alternative High School, the Warren B. Daugherty Aquatic Center and several South Lane School District play fields.

The 18.8 acre property is zoned R-1 Single Family Residential. It runs approximately 1400' along the southern side of Taylor Avenue, a commercial collector street, and 575' along S. 8th Street, a residential collector, to the west and the right-of-way of I-5, a state highway, to the east. The City owns a small parcel to the northeast of the school along the I-5 right-of-way where we are currently installing a utility pump station. The properties to the south of TL 100 are occupied with single family residential dwellings, which are zoned R-1 to the southwest or RA (Lane Code Chapter 10 Low Density Residential) to the southeast. These homes back up to the School property, with access from Cooper Avenue.

The new elementary school will be located on what is now a soccer field along the Taylor Avenue frontage. The existing athletic field with track at the rear/southern side of the property is being retained, as is the pool (in the southeast corner along 8th Street) and the softball field on the eastern side of the property. The two story concrete block structure at the corner of 8th and Taylor that was at one point the High School's wood shop and is currently in use by the Alternative School is to be retained and remodeled into an early learning center. The current trailers and other temporary structures used by Al Kennedy Alternative High School and the maintenance structures against to the track are being removed (6 in total).

The new school has a total building area of 86,899 square feet, with an average height of 38.5' and a maximum height of 44.4'. It is designed to house 650 students and teachers/staff. The main entrance to the school will be on the right/east side of the building, facing a hardscaped courtyard and the newly

designed public parking lot. A ramp and stairs will lead up from Taylor Avenue to a concrete walk and portico along the front of this front façade.

There are four parking areas proposed, 2 of which that are accessed via Taylor Avenue, and 2 of which are accessed via S. 8th Street. Total parking surface area covers 2.43 acres. The Taylor Avenue parking areas have split entrances, so that the public/parents use the front lot for pick up/drop off as well as visitation, and the staff and buses use the back lot, for a total of 184 parking spaces.

The front lot has 72 parking spaces, 16 of which are compact, and 5 of which are ADA accessible. This lot is divided into two bays with a one-way circulation lane surrounding them. Ten cars can queue in wait from the front door before traffic backs up onto Taylor. The bus/staff parking lot has 8 diagonal bus spaces and 18 pull through spaces, as well as 12 regular and 10 compact parking spaces. Raised concrete walkways are proposed on the east side of the public drive and on the west side of the public parking lot and connected between the two parking lots to create a continuous loop with the public sidewalk along Taylor and the front façade of the building. A new ADA compliant ramp and sidewalk is proposed from the bus/staff parking lot to the athletic field. The cross sidewalk leading to the front façade between the two parking lots dead ends at a new stair case to the softball field on the east.

The parking lots on S. 8th Street are accessed via the existing entrance to the pool. Opposite the pool, there are 27 spaces, 2 of which are ADA accessible, on either side of the 2-way aisle. Past this parking area, the drive aisle turns to the north to lead to a parking area for the early learning center, which is divided into two bays by a landscaping island. The northern bay has a loading area for the school on the north side. This parking area includes 37 spaces, 2 of which are van accessible. A new concrete ramp is proposed to the southwest of the pool to lead from S. 8th Street to a new concrete patio in front of the pool, and from there around the right side of the driveway to the front of the play areas and early learning center. This sidewalk circles the early learning center's parking lot to reconnect with the pool parking lot. A new gravel walkway is proposed to the athletic field to the right of the pool. There are existing bus pull-off spaces along S. 8th street adjacent to the existing Al Kennedy School that are proposed for use for drop-off for the early learning center.

There are play areas located in several locations on the site, between the early learning center and behind the school between the school and the track. These play areas include covered spaces (next to the early learning center and next to the track), hard surfaced areas with various games demarcated on the surface (including tracks, tetherball pole and courts, wallboard courts, foursquare courts, hopscotch, chessboard, and other types of game courts, and 2 soft-surfaced play areas proposed for play structures, swing sets, and climbing apparatus. Total proposed play areas cover approximately 40,000 square feet, not including the existing track and field.

New landscaping is proposed within and around each of the parking lots. These landscaping areas will incorporate storm water retention and treatment facilities per the applicant's storm water management plan, as well as Red Leaf Maples in each island and banks of rhododendron and dogwoods to provide buffering and screening. Street trees (white alder) are proposed within maintained lawns along the Taylor Avenue and S. 8th Street frontages. Big Leaf Maple are proposed along the eastern edge of the parking/loading area. Existing trees will be retained wherever possible. Other features include a 17 bed garden, Little Free Library, timber and rock sculpture garden at the front entrance, flag pole, and new fencing around the proposed play areas. Parking lot lighting is proposed for all lots. The existing track and associated landscaping will be restored prior to completion of work.

A Conditional Use Permit for this school use in an R-1 Single Family Residential District has been submitted as a separate application (CUP 6-16). Conditions of Approval of CUP 6-16 apply to this application.

A Variance to building height has been submitted as a separate application (V 3-16). Approval of this variance is necessary to approve the building as proposed.

COMMENTS RECEIVED

Comments were received from Ron Bradsby, City of Cottage Grove Engineer on January 11, 2017. Comments were received from Fire Marshal Danny Solesbee on January 9, 2017. These comments are addressed in the staff report below and included in conditions of approval.

APPROVAL CRITERIA; SDR 3-16

2.2.110 Residential Districts – Allowed Land Uses

Table 2.2.110 identifies the land uses that are allowed in the Residential Districts. The specific land use categories are described and uses are defined in Chapter 1.3 and 1.4.

TABLE 2.2.110 -- Residential District Land Uses

USE Categories (Examples of uses are in Chapter 1.4; definitions are in Chapter 1.3)	Residential Restricted (R)	Low Density Residential (R-1)	Medium Density Residential (R-2)	Mobile Home Park (MHP)	High Density Residential (R-3)	Residential Commercial (RC)
Schools	CU	CU	CU	CU	CU	CU

Staff Finding: The proposed school requires a Conditional Use Permit per the above code. A Conditional Use Permit for this school use in an R-1 Single Family Residential District has been submitted as a separate application (CUP 6-16). Conditions of Approval of CUP 6-16 apply to this application.

2.2.120 Residential Districts – Development Standards

The development standards in Table 2.2.120 apply to all new structures, buildings, and development, and major remodels, in the Residential Districts.

Table 2.2.120 – Development Standards for Residential Districts (R, R-1, R-2, R-3, RC) (except as modified by 2.2.140 – Residential Infill Standards)

Standard	R	R-1	R-2	R-3	RC
Density (DU/acre) – Minimum and Maximum	3.0 min 5.0 max	4.0 min 6.0 max	6.0 min 12.0 max	10.0 min	6.0 min 12.0 max

Minimum Lot Area* (square feet)					
Single Family, not attached	10,000 sf	6,000 sf	5,500 sf	N/A	N/A
Single Family, attached	N/A	3,500 sf	3,000 sf	2,000 sf	3,000 sf
Duplex on corner lots	N/A	7,000 sf	7,000 sf	N/A	7,000 sf
Duplex on interior lots	N/A	9,000 sf	7,000 sf	N/A	7,000 sf
Multiple-Family or Cottage Cluster	N/A	10,000 sf	9,000 sf	8,000 sf	9,000 sf
Non-Residential Uses	N/A	N/A	6,000 sf	6,000 sf	6,000 sf
Flag lot	10,000 sf (not including panhandle)	6,000 sf (not including panhandle)	6,000 sf (not including panhandle)	6,000 sf (not including panhandle)	6,000 sf (not including panhandle)
*Lot size may be reduced through <i>lot size averaging</i> . See related land division procedures in Chapter 4.3.115. Minimum lot sizes do not apply to open space tracts.					
Minimum Lot Width					
Single Family, not attached	60 ft	60 ft	60 ft	N/A	N/A
Single Family, not attached, with alley access	60 ft	50 ft	40 ft	N/A	N/A
Single Family, attached	N/A	25 ft	20 ft	18 ft	18 ft
Duplex on corner lot	N/A	65 ft	65 ft	N/A	50 ft
Duplex on interior lots	N/A	65 ft	60 ft		
Multiple-Family or Cottage Cluster	N/A	60 ft	50 ft	50 ft	50 ft
Non-Residential Uses	N/A	60 ft	50 ft	50 ft	50 ft
<i>For flag lots, width is measured at the front building line.</i>					
Standard	R	R-1	R-2	R-3	RC
Minimum Lot Depth					
*Lot area must conform to the standards above. Lot dimensions may be reduced for Flag Lots, Section 4.3.115.	80 ft	80 ft	80 ft	N/A	N/A

<p>Maximum Building/Structure Height (See also, Sections 2.2.130 Setback Yards; 2.2.140, Infill Standards; 2.2.170, RL Height Step-Down; 3.1.2, Clear Vision, and 3.2.500, Fences and Walls.)</p>	28 ft	28 ft	35 ft	40 ft	35 ft
<p>Building Height Transition Required Adjacent to R and R-1 District, per Section 2.2.170</p>	No	No	Yes	Yes	Yes
<p>Fences, Retaining/Garden Walls Max. Height. – Front Yard Max. Height. – Interior Side Max. Height – Rear Yard Max. Height – Street Side or Reverse Frontage Lot (rear)</p>	4 ft 6 ft 6 ft 4 ft, or 6 ft with 5 ft setback	4 ft 6 ft 6 ft 4 ft, or 6 ft with 5 ft setback	4 ft 6 ft 6 ft 4 ft, or 6 ft with 5 ft setback	4 ft 6 ft 6 ft 4 ft, or 6 ft with 5 ft setback	4 ft 6 ft 6 ft 4 ft, or 6 ft with 5 ft setback
<p>Height Bonus</p>	N/A	N/A	Add'l 10 ft if recreation increased to 15% of site	Add'l 10 ft if recreation increased to 15% of site	Add'l 10 ft if recreation increased to 15% of site
<p>Lot Coverage <i>Max. Building Coverage (Foundation plane as % of site area)</i></p>	50%	40%	50%	N/A	N/A
<p>Min. Landscape Area (% site area), except does not apply to Single Family Dwellings. Landscape area may include plant areas and some non-plant areas as allowed under Section 3.2.300.D.</p>	10%	10%	10%	10%	10%

Standard	R	R-1	R-2	R-3	RC
<p><u>Minimum Setbacks (feet):</u> (See also, Sections 2.2.130 Setback Yards; 2.2.140, Infill Standards; 2.2.170, RL Height Step-Down; 3.1.2, Clear Vision, and 3.2.500, Fences and Walls.)</p> <p>Front/Street Setback</p> <p><u>Structure</u> except garage/carport entries</p> <p><u>Garage/Carport Entry</u> (measured from property line or rear of sidewalk, whichever is closer)</p> <p><u>Open Structures</u> (e.g., porch, balcony, portico, patio, wall), where structure is less than 50% enclosed on side elevations</p> <p>Note: Always avoid utility easements when building near property lines.</p>	<p>15 ft 10 ft if garage entry setback 25 ft or from rear</p> <p>20 ft</p> <p>5 ft</p>	<p>15 ft 10 ft if garage entry setback 25 ft or from rear</p> <p>20 ft</p> <p>5 ft</p>	<p>15 ft 10 ft if garage entry setback 25 ft or from rear</p> <p>20 ft</p> <p>5 ft</p>	<p>10 ft with garage access from rear or side</p> <p>N/A</p> <p>5 ft</p>	<p>10 ft with garage access from rear or side</p> <p>N/A</p> <p>5 ft</p>
<p>Side Setback, except alleys (total of 2 sides)</p> <p><u>Structure >28' height</u> <u>Structure 16'-28' height</u> <u>Structure ≤16' height</u></p> <p>Garage/Carport Entry, except alley</p> <p>Exceptions: <u>Alley</u></p> <p><u>Common Walls/Zero Lot Line</u></p> <p>Note: Building/Fire Codes</p>	<p>15 ft total 15 ft total 15 ft total (3' min on each side)</p> <p>20 ft (rear of sidewalk)</p> <p>5ft min</p> <p>0 ft</p>	<p>10 ft total 10 ft total 10 ft total (3' min on each side)</p> <p>20 ft (rear of sidewalk)</p> <p>5ft min</p> <p>0 ft</p>	<p>10 ft total 10 ft total 10 ft total (3' min on each side)</p> <p>20 ft (rear of sidewalk)</p> <p>5ft min</p> <p>0 ft</p>	<p>10 ft total 10 ft total 10 ft total (3' min on each side)</p> <p>20 ft (rear of sidewalk)</p> <p>5ft min</p> <p>0 ft</p>	<p>10 ft total 10 ft total 10 ft total (3' min on each side)</p> <p>20 ft (rear of sidewalk)</p> <p>5ft min</p> <p>0 ft</p>

require additional protection for structures less than 5 ft from property line.					
Standard	R	R-1	R-2	R-3	RC
Minimum Setbacks (continued):					
Rear Setbacks, except alley					
<u>Structure >28' height</u>	15 ft	10 ft	10 ft	10 ft	10 ft
<u>Structure 16'-28' height</u>	10 ft	10 ft	10 ft	10 ft	10 ft
<u>Structure <=16' height</u>	10 ft	10 ft	10 ft	10 ft	10 ft
<u>Accessory Structure <= 16' height</u>	5 ft	5 ft	5 ft	5 ft	5 ft
<u>Garage or Carport Entry</u>	20 ft	20 ft	20 ft	20 ft	20 ft
<i>Reductions:</i>					
<u>Open Structures</u> (e.g., porch, balcony, portico, patio wall), where structure is less than 50% enclosed on side elevations	5 ft min. on side with open structure	5 ft min. on side with open structure	5 ft min. on side with open structure	5 ft min. on side with open structure	5 ft min. on side with open structure
Common Walls/Zero Lot Line	0 ft	0 ft	0 ft	0 ft	0 ft
<i>Alley Setbacks</i>					
All Structures	2 ft	2 ft	2 ft	2 ft	2 ft
<u>Garage or Carport Entry (no conversion allowed)</u>	5 ft	5 ft	5 ft	5 ft	5 ft
<u>Note: Always avoid utility easements when building near property lines.</u>					
<i>Vision Clearance (per Section 3.1.200(N))</i>					
Corner Lots (intersection of two streets)	20 ft	20 ft	20 ft	20 ft	20 ft
Alley-Street intersection	15 ft	15 ft	15 ft	15 ft	15 ft
Alley-Sidewalk intersection	10 ft	10 ft	10 ft	10 ft	10 ft
<i>Build-To Line (feet):</i>					
<u>New Buildings Only:</u> At least one primary building entrance shall be	N/A	N/A	N/A	10 ft, may be increased	10 ft, may be increased

<p>built no farther from the street right-of-way than the build-to line; except where a greater setback is required for a Planned Street Improvement, then the build-to line increases proportionately. The build-to line may also be increased through Site Design Review when pedestrian amenities are provided between a primary building entrance and the street right-of-way. (See also, Section 2.3.180.)</p>				<p>when pedestrian amenities are provided between a primary building entrance and street</p>	<p>when pedestrian amenities are provided between a primary building entrance and street</p>
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Staff Finding:

Minimum Lot Width and Depth: Minimum lot width and depth do not apply to a school. The proposed site, which is 20 acres in size, exceeds all minimum standards.

Building/Structure Height: The building is located in the R-1 zone and the site is flat. As listed under Table 2.2.120, the maximum structure height is 28'. The height at the classroom education wing is 38'-6", the height at the gym/cafeteria is 33'-0", the entry living room is 38'-6", and an enclosed mechanical equipment area sits atop the educational wing that is at a height of 44'-6". The proposed building height requires a Class C Variance. The applicant has submitted a separate Variance application (V 3-16). Presuming this variance is permitted, this criterion is met. If the variance is not permitted, the applicant will have to change the building design.

Lot Coverage: Maximum lot coverage is 40%. The new school building is 86,899 square feet. The existing pool is approximately 21,000 square feet, and the existing alternative high school, being converted into the early learning center, is 5400 square feet. There are also two covered play areas, totaling 6857 square feet. The total lot coverage is 120,180 square feet, which is less than 15% of the 18.8 acre parcel. The project area (the lot minus the track and softball field) is 9.2 acres. The lot coverage within the project area is 30%. In either case, this criterion is met.

Minimum Landscape Area: The proposed project complies with the criterion. Landscape areas cover approximately 2 acres, or 21% of the 9.2 acre project area, which meets the minimum 10% requirement.

Minimum Setbacks: The proposed project complies with the criterion. The buildings are located along the periphery of the property along Taylor Avenue and S. 8th Street. The new school is setback a minimum of 20' from the Taylor Avenue property line; the existing pool is setback 20' from the southern property line adjacent to the neighboring R-1 properties, meeting the rear setback requirements. Setback criteria are met.

Vision Clearance: A 20' vision clearance triangle shall be maintained at each driveway with no obstruction between 2.5' – 8' in height. This shall be a condition of approval.

Build-To Line (feet): This criterion does not apply to structures in the R-1 District.

Fences/Walls: The maximum height of fences is 6'. No fences or walls will be allowed greater in height than 6' without a Class B Variance. Barbed wire is not permitted as fencing material. This shall be a condition of approval.

2.2.180 Residential Districts – Building Orientation

C. **Building orientation standards.** All developments that are subject to Section 2.2.180 shall have buildings that are oriented to a street. This standard is met when all of the following criteria are met:

1. **Compliance with the setback and build-to line standards in Section 2.2.120;**

Staff Finding: See above for compliance with this standard.

2. **Except as provided in subsections 3 and 4, below, all buildings in the Residential Districts shall have at least one primary building entrance (i.e., dwelling entrance, a tenant space entrance, a lobby entrance, or breezeway/courtyard entrance serving a cluster of units or commercial spaces) facing an adjoining street, or if on a side elevation, not more than 20 feet from a street sidewalk. See Figures 2.2.180.C(1).**

Staff Finding: The school's front entrance is on the east façade, approximately 60' from the street sidewalk. The entry courtyard starts 25' from the street sidewalk. The location of the entry is designed to be near to center of the "front" façade facing the parking lot, located far enough along the front façade to allow enough cueing of cars in the entry drive to satisfy the needs of parents of small children (to drop their children off as close to the front door as possible) without having cars cue into the public street. However, it is part of an indented entry courtyard designed to make the entry feel more like it is at the corner of the building and open to the street. The early learning center has a front entry facing Taylor Avenue and an entry facing S. 8th Street. The intent of this code, to orient buildings to the street, is met through the design of the building.

3. **Off-street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented, as per subsection 2 and Figure 2.2.180.C(1); except the following vehicle areas are allowed:**

- a. **Schools, multiple family buildings, assisted living facilities, and other institutional uses may have one driveway not exceeding 20 feet in width plus parallel parking, including ADA accessible spaces, located between the street and the primary building entrance, provided that the building's primary entrance is connected to an adjacent street by a pedestrian walkway and the driveway/parking area is crossed by a clearly defined pedestrian walkway, as required by Section 3.1.300. The intent of this exception is to create driveways that have street-like features;**
- b. **Attached single family housing developments (townhomes) with street-facing garages may have one driveway access located between the street and the primary building entrance for every two dwelling units, provided they meet the following criteria, as generally shown in Figure 2.2.180.C(2):**
 - a. **Where two abutting townhomes have street-facing garages, they shall share one driveway access that does not exceed 20 feet in width where it crosses the sidewalk and intersects the street;**
 - b. **All primary building entrances shall be connected to a driveway (and sidewalk) via a pedestrian walkway that is not less than 5 feet wide;**
 - c. **The maximum number of consecutively attached townhomes with garages facing the same street is four (4) (two driveways); and**
 - d. **Street-facing garages shall be setback at least 20 feet from the street or sidewalk, whichever is closer.**
- c. **Commercial buildings and uses (e.g., neighborhood commercial or mixed-use) shall**

have all of their off-street parking located behind or to the side of such buildings and uses and screened from abutting properties in accordance with Chapter 3.2, as generally shown in Figure 2.2.180.C(3). Off-street parking shall not be located between any building and any street.

- d. Driveways for single-family or duplex homes that meet all requirements of 3.1.200 Vehicular Access and Circulation.**

Staff Finding: The school’s primary entrance faces east, towards the parking lot. There is a circuitous drive leading from Taylor Avenue to a sidewalk/loading zone in front of the school, which is 30’ wide to provide room for fire lane clearance in addition to vehicle cueing. This drive is not located between the street and the primary entrance. Rather, a set of stairs and ramp lead to a sidewalk that connects a courtyard in front of the primary entrance to the street. The intent of this criterion, which is to keep pedestrians from having to walk through lanes of travel to the front entrance, is therefore met.

- 4. Where a development contains multiple buildings and there is insufficient street frontage to which buildings can be oriented, a primary entrance may be oriented to common green, open space, plaza, or courtyard. When oriented in this way, the primary entrance(s) and green, plaza, or courtyard shall be connected to the street by a pedestrian walkway meeting the standards in Section 3.1.3. See example in Figure 2.2.180.C(1) “acceptable site plan.”**

Staff Finding: The primary entrance is on the side of the building when viewed from Taylor Avenue due to the requirements of the site and the need to have a safe drop off zone for small children outside of the public right-of-way. The primary entrance has a courtyard which is connected to the street via a sidewalk/ramp/stair system, which complies with this criterion.

2.2.190 – Residential Districts – Architectural Design Standards

- A. Purpose. The architectural design standards require a minimum level of design on every building, which is intended to promote attention to detail, human-scale design and street visibility, while affording flexibility to use a variety of building styles.**

The following supplements the standards in Table 2.2.120. This section provides minimum, clear and objective standards for residential architecture which are intended to promote a human scale.

Staff Finding:

Schools as conditional uses within the R-1 District must meet the purpose of this section, but the clear and objective standards provided herein are not applicable.

Staff finds that the school’s design promotes attention to detail, human-scale design and street visibility. The street facing façade on Taylor Avenue has windows on both first and second floor within each bay, and is articulated into blocks or sections that are no more than 55’ wide to ensure the building does not feel monolithic. Facades without windows at the ground level are limited to the gymnasium walls, and these are softened by awnings that add human-scale to the solid walls. The front entrance is a glass atrium off of a courtyard at the front northeast corner of the building, and will be visible from both the street and the front parking lot. This criterion is met.

CHAPTER 3 — Community Design Standards

3.0.200 Design Standards - Applicability

The standards in Chapter 3 are applied based on whether a project is classified as a *Major Project* or a *Minor Project*. In addition, each chapter of Chapter 3 contains “applicability directions.” In general, the chapters are applied as follows:

- A. Major Project.** Major projects, including developments that require Site Design Review (Chapter 4.2), Land Division approval (Chapter 4.3), Master Planned Development (Chapter 4.5), and amendments to the Comprehensive Plan or Zoning Map (Chapter 4.7), must conform to the applicable sections of:
- Access and Circulation (Chapter 3.1)
 - Landscaping, Street Trees, Fences and Walls (Chapter 3.2)
 - Parking and Loading (Chapter 3.3)
 - Public Facilities (Chapter 3.4)
 - Surface Water Management (Chapter 3.5)
 - Signs (Chapter 3.6)
 - Sensitive Lands (Chapter 3.8)
- B. Minor Project.** Minor projects are small developments and land use actions that require only Land Use Review or Conditional Use approval (no site design review). The following chapters generally apply; however, individual sections will not apply to some projects.
- Access and Circulation (Chapter 3.1)
 - Landscaping, Street Trees, Fences and Walls (Chapter 3.2)
 - Parking and Loading (Chapter 3.3)
 - Surface Water Management (Chapter 3.5)
 - Signs (Chapter 3.6)
 - Sensitive Lands (Chapter 3.8)
- C. Non-Conforming Situations.** See Chapter 5.3 for provisions related to non-conforming uses and developments.

Staff Finding: The proposed development, as it requires Site Design Review, is a Major Project and must conform to the standards below.

Chapter 3.1 — Access and Circulation

3.1.200 Vehicular Access and Circulation

- A. Intent and Purpose.** The intent of this Section is to manage access to land uses and on-site circulation, and to preserve the transportation system in terms of safety, capacity, and function. This Section applies to all public streets within the City of Cottage Grove, and to all properties that abut these roadways. This Section implements the access management policies of the Cottage Grove Transportation System Plan.
- B. Applicability.** This Chapter applies to all public streets within the City and to all properties that abut these streets. The standards apply when lots are created, consolidated, or modified through a land division, partition, lot line adjustment, lot consolidation, or street vacation; and when properties are subject to Land Use Review or Site Design Review.

- C. **Access Permit Required.** Access (e.g., a new curb cut or driveway approach) to a public street requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable road authority (i.e. Cottage Grove, Lane County or ODOT), Permits shall be processed as Type I applications, normally at time of Land Use Review. If the developer proposes exceptions to the standards of this chapter, the permit shall be processed as a Type II application.

Staff Finding: Vehicular access is through three curb cuts on Taylor Avenue (replacing two existing curb cuts) and an existing curb cut near the pool on S. 8th Street (the second curb cut at the rear of the pool is to be removed). Access permits for the amended entrances shall be processed at time of Land Use Review (at submittal of building permits). These permits shall be a condition of approval.

- D. **State Access Permits.** ODOT has responsibility and authority in managing access to State Highways. Projects with direct access onto a State Highway shall be required to obtain a State access permit. An approved State access permit must be submitted as part of all Type II and III land use permits. Conditions placed by the State upon these access permits shall be considered conditions of approval for all applicable development approvals.

Staff Finding: This criterion does not apply.

- E. **Traffic Study Requirements.** The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 4.1.900, Traffic Impact Study.

Staff Finding: A traffic impact analysis was prepared by Branch Engineering in October 2016. This study met the requirements of Section 4.1.900. Briefly, the findings indicated that there is adequate capacity at all studied intersections and that the post development traffic conditions would not create an existing facility to perform at or below the City of Cottage Grove's identified performance standard of LOS D. Recommendations of the TIA included an additional stop sign at the intersection of Taylor Avenue and S. 10th Street (on the east bound movement of Taylor), cross walk and ADA ramps at the intersections of Taylor and S. 8th and Taylor and S. 10th, and the installation of school zone signage in compliance with the Oregon Sign Policy and the MUTCD to identify the school speed zone on S. 8th and Taylor.

The Traffic Impact Analysis prepared by Branch complies with this criterion.

- F. **Conditions of Approval.** The City may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system.

Staff Finding: The City will require implementation of the TIA recommendations relating to the installation of ADA ramps at 8th Street and 10th Street intersections, a new stop sign at S. 10th/Taylor, crosswalks at S. 10th Street at the newly required stop sign, removal of the second access on S. 8th Street, and development of street frontage along Taylor and S. 8th Street as conditions of approval. Development of the street cross section of Taylor to meet commercial collector standards (42', 38' and 32' cross section, with bike lanes, in variance from the proposed 42', 30' and 26' cross section shown) to comply with the 2015 Transportation System Plan. This improvement will be required up

to the I-5 right of way in front of the Taylor Avenue pump station. It is the City's intent to partner with School District contractor to pay for the last street section and sidewalk mentioned above to be extended across the City's property which contains the new water pump station. See Engineering Comments for more details.

School zone signage shall be installed on S. 8th Street and Taylor Avenue and S. 10th Street in compliance with the Oregon Sign Policy and the MUTCD or any supplemental provisions adopted by Cottage Grove City Council.

The extension of Gateway Blvd north to south along the east side of the SLSD property is also proposed in the Cottage Grove Transportation System Plan. Engineering Comments propose to meet with SLSD staff to discuss dedication in lieu of fees or other work to secure this road right-of-way for future development by the City. See Engineering Comments for more details.

G. Corner and Intersection Separation; Backing onto Public Streets. New and modified accesses shall conform to the following standards:

- 1. Except as provided under subsection 4, below, the distance from a street intersection to a driveway or other street access shall meet the minimum spacing requirements for the street's classification in the City's Transportation System Plan. No driveway approach may be located closer to the corner than 30 feet on local streets, 50 feet on collector streets, and 75 feet on arterials;**

Staff Finding: There are currently two curb cuts to an existing gravel parking lot on Taylor Avenue, and a curb cut leading to the pool/Al Kennedy Alternative High School and a curb cut to the pool maintenance area on S. 8th. The two curb cuts on Taylor will be modified to meet the needs of the new parking lot, and an additional curb cut will be added for the bus parking lot. These curb cuts are well over 50' from an intersection on this collector street. The existing curb cut to the pool's parking lot is 200' away from the intersection of S. 8th and Taylor. This criterion is met.

- 2. When the above requirements cannot be met due to lack of frontage, the driveway may be located such that the driveway apron will begin at the farthest property line, but at no time shall new property access be permitted within 30 feet of an intersection. Where no other alternatives exist, the City may allow construction of an access connection at a point less than 30 feet from an intersection, provided the access is as far away from the intersection as possible (See Figure 3.1.200.G). In such cases, the City may impose turning restrictions (i.e., right in/out, right in only, or right out only);**

Staff Finding: This criterion is not applicable.

- 3. Access to and from off-street parking areas shall not permit backing onto a public street, except for single-family and two-family dwellings;**

Staff Finding: The proposed project complies with the criterion. The site parking areas have been designed such that backing onto a public street is not required for vehicular circulation. This criterion is met.

- 4. The City may reduce required separation distance of access points where they prove impractical due to lot dimensions, existing development, other physical features, or conflicting code requirements, provided all of the following requirements are met:**

- a. **Joint-use driveways and cross-access easements are provided in accordance with subsection 3.1.200.H;**
- b. **The site plan incorporates a unified access and circulation system in accordance with this Section; and**
- c. **The property owner(s) enter in a written agreement with the City, recorded with the deed, that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint-use driveway.**

Staff Finding: Joint-use driveways and access easements are not required for this project. This criterion is not applicable.

H. Site Circulation. New developments shall be required to provide a circulation system that accommodates expected traffic on the site. Pedestrian connections on the site, including connections through large sites, and connections between sites (as applicable) and adjacent sidewalks, must conform to the provisions in Section 3.1.300.

Staff Finding: The development has been thoughtfully designed to accommodate regular and bus traffic flow and pedestrian connectivity to the greatest extent possible. Modifications are necessary to accommodate South Lane Fire District apparatus around the rear of the building. The southeast parking lot is connected to the early learning center parking lot through the play courts behind the elementary school. Current plans show the access from the southeast/bus parking lot to be wide enough for fire truck and emergency vehicle entrance. However, the current proposed access from the early learning center parking lot is only 11’ wide. This access must be widened to accommodate aerial access to an unobstructed width of 26’ (paved), with a turning radius of 36’. The corridor shall be marked for Fire Access per OFC specifications (see Fire Marshal comments). Details for marking shall be provided in a required signage plan at building permit submittal to ensure fire department concurrence with planned fire lanes.

Design of the parking lots will be required to comply with standards in 3.3.300. The sidewalks proposed within the development site enhance connectivity throughout the site and to the public right-of-way, and will be required to be a minimum of 6’ wide to comply with ADA. The proposed ramp to the pool along S. 8th Street and the ramp to the front of the elementary school on Taylor Avenue must comply with ADA standards. The proposed gravel path to the track from the pool must be altered to a all-weather surface (asphalt, concrete) and/or stairs as necessary to accommodate the slope.

With these conditions, this criterion is met.

I. Joint and Cross Access – Requirement. The number of driveway and private street intersections with public streets should be minimized by the use of shared driveways for adjoining lots where feasible. When necessary for traffic safety and access management purposes, or to access flag lots, the City may require joint access and/or shared driveways in the following situations as follows:

- 1. **For shared parking areas;**
- 2. **For adjacent developments, where access onto an arterial is limited;**
- 3. **For multi-tenant developments, and multi-family developments on multiple lots or parcels. Such joint accesses and shared driveways shall incorporate all of the following:**

- a. A continuous service drive or cross-access corridor that provides for driveway separation consistent with the applicable transportation authority’s access management classification system and standards;
- b. A design speed of 10 miles per hour and a maximum paved width of 20 feet, in addition to any parking alongside the driveway; additional driveway width or fire lanes may be approved when necessary to accommodate specific types of service vehicles, loading vehicles, or emergency service provider vehicles;
- c. Driveway stubs to property lines (for future extension) and other design features to make it easy to see that the abutting properties may be required with future development to connect to the cross-access driveway;
- d. Fire Department-approved turnaround for service drives or driveways over 150 feet long.

Staff Finding: The proposed project is a 18.8 acre school site, with no access for adjoining uses. Access to abutting properties is not required or proposed.

Fire Department-approved turnarounds are not required; however, a fire access drive is required around the south side of the building due to the size of the building. Modifications are necessary to accommodate South Lane Fire District apparatus around the south/rear of the building. The southeast parking lot is connected to the early learning center parking lot through the play courts behind the elementary school. Current plans show the access from the southeast/bus parking lot to be wide enough for fire truck and emergency vehicle entrance. However, the current proposed access from the early learning center parking lot is only 11’ wide. This access must be widened to accommodate aerial access to an unobstructed width of 26’ (paved), with a turning radius of 36’. The corridor shall be marked for Fire Access per OFC specifications (see Fire Marshal comments).

J. Joint and Cross Access – Reduction in Required Parking Allowed. When a shared driveway is provided or required as a condition of approval, the land uses adjacent to the shared driveway may have their minimum parking standards reduced in accordance with the shared parking provisions of Section 3.3.300.C.

Staff Finding: Reduction in required parking is not requested. Development of the adjacent properties is not proposed with this project. This criterion does not apply.

K. Joint and Cross Access – Easement and Use and Maintenance Agreement. Pursuant to this Section, property owners shall:

- 1. Record an easement with the deed allowing cross-access to and from other properties served by the joint-use driveways and cross-access or service drive;
- 2. Record an agreement with the deed that remaining access rights along the roadway for the subject property shall be dedicated to the City and pre-existing driveways will be closed and eliminated after construction of the joint-use driveway;
- 3. Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.

Staff Finding: The entire property is under one ownership. This criterion does not apply to the current proposal.

L. Access Connections and Driveway Design. All commercial and industrial driveway connections to a public right-of-way (access) and driveways shall conform to all of the following design standards:

1. Driveway Dimensions. Driveways shall meet the following standards:

- a. Driveway Width.** The width of the driveway (measured along the curbline) shall not exceed the following dimensions:

DRIVEWAY WIDTH		
Frontage	One Driveway Approach	Two Driveway Approaches
(in feet)	(min/max in feet)	(min/max in feet)
Under 30	12/16	Not Permitted
30 to 60	12/20	Not Permitted
60 to 80	12/30	12/22
Over 80, but not exceeding 100	12/30	12/30

- b. Commercial Driveway Throat Lengths.** Minimum commercial driveway throat lengths, measured from curb line to first on-site conflict point, are 35 feet (approximately 2 car lengths) on commercial collector and arterial streets. The City may require longer driveway throat lengths when deemed necessary.

Staff Finding: The proposed driveways are 30’ in width, which complies with this standard. Throat lengths are adequate in plan; however, potential conflicts could occur with parent cueing in the one way driveway leading into the front parking lot of the school. The first 35’ of the driveway should be posted for No Parking to ensure vision clearance and reduce turning conflicts and potential pedestrian/car conflicts at its intersection with Taylor.

2. Driveway Approaches. Driveway approaches shall be designed and located based on the following considerations:

- a. Provide exiting vehicles with an unobstructed view of other vehicles and pedestrians**
- b. Prevent vehicles from backing into the flow of traffic on the public street or causing conflicts with on-site circulation;**
- c. Avoid construction of driveway accesses along acceleration or deceleration lanes or tapers due to the potential for vehicular conflicts;**
- d. Locate driveways to allow for safe maneuvering in and around loading areas. See also, Chapter 3.8, Loading;**
- e. Access corner tracts from the lesser (lowest classification) street; and**
- f. Consider characteristics of property, including location, size and orientation of structures on site, number of driveways needed to accommodate anticipated traffic, location and spacing of adjacent or opposite driveways.**

Staff Finding: The proposed driveway approaches are not located near to any other driveway approach on either S. 8th or Taylor, and are designed to prevent vehicles from backing into flow of traffic. One way signage will be needed at the first of the drives into the parent parking lot. Additional signage in the vehicle cue will be required to ensure that parents do not stop within the intersection, and will be required to delineate the bus/staff parking area driveway as separate from the parent entrance to the elementary school. No Parking signs and curb striping shall be required

in the turning areas past the pool parking lot to the early learning center to ensure this fire lane remains unobstructed. Similarly, No Parking signs and curb striping will be required along the bus parking lot access, and along the demarcated Fire Lane around the south side of the building. No Parking signs and curb striping shall be required in all Fire Lanes at the discretion of the Fire Marshal in compliance with Fire Code.

A signage plan showing compliance with all of these requirements will be required at time of building permit submittal. Onsite signs shall be installed and approved prior to occupancy of the school and shall be maintained by the SLSD.

The access to the pool and the access to the bus parking area shall accommodate aerial access for SLCF&R, which includes a minimum unobstructed width of 26', turning radius of 36', and load capacity of 60,000lbs. Maximum slope shall be 7%.

3. **Driveway Construction.** Driveway aprons (when required) shall be constructed of concrete and shall be installed between the street right-of-way and the private drive, as shown in Figure 3.1.200.L(2). Driveway aprons shall conform to ADA requirements for sidewalks and walkways, which generally require a continuous unobstructed route of travel that is not less than 4 feet in width, with a cross slope not exceeding 2%, and providing for landing areas and ramps at intersections. Driveways shall conform to Fire Code requirements for placement of driveways next to fire hydrants, as shown in Figure 3.1.200.L(3). See also Engineering Department standards for driveway construction.

Staff Finding: This shall be a condition of approval.

4. **Driveway Slopes.** Driveways shall be sloped to ensure that vehicles can be parked on the driveway, rather than in the street. Examples of acceptable driveway slopes are shown in Figure 3.1.200.L(4). The maximum grade for a residential driveway shall be 15%. The maximum grade for a commercial/industrial driveway shall be 7%. The change in grade after the driveway approach should not exceed +/- 6 percent in 10 feet for all driveways. Commercial and industrial driveways that have a change in grade of 3% in 10 feet and 6 percent in 10 feet shall have a 10 foot vertical curve connecting tangents.

Staff Finding: This shall be a condition of approval.

- M. **Fire Access and Turnarounds.** When required under the Uniform Fire Code, fire access lanes with turnarounds shall be provided. Except as waived in writing by the Fire Marshal, a fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than 150 feet from an existing public street or approved fire equipment access drive. The drive shall contain unobstructed adequate aisle width of 20 feet with paved surface between 14-20 feet, an unobstructed vertical clearance of 13 feet 6 inches and approved turn-around area for emergency vehicles, as required by the current adopted Oregon Fire Code. The Fire Marshal may require that fire lanes be marked as "No Stopping/No Parking." For requirements related to cul-de-sacs or dead-end streets, please refer to Section 3.4.100.N.

Staff Finding: The proposed project shall comply with the criterion. There shall be an aerial access fire lane around the south side of the building, connecting the early learning center parking lot to the bus parking lot. This fire lane shall accommodate aerial access for SLCF&R, which includes a minimum unobstructed width of 26', turning radius of 36', and load capacity of 60,000lbs. Signage compliance shall be reviewed as part of the building permit submittal.

- N. Vertical Clearances. Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13 feet 6 inches for their entire length and width.**

Staff Finding: The proposed project complies with the criterion. Vertical clearance within the driveway, aisles, turnaround areas, and ramps all exceeds the minimum requirement. The criterion is met.

- O. Vision Clearance. No visual obstruction (e.g., sign, structure, solid fence, or shrub vegetation) between 2 1/2 feet and 8 feet in height shall be placed in “vision clearance areas” on streets, driveways, alleys, or mid-block lanes, as shown in Figure 3.1.200.N. The minimum vision clearance area may be modified by the City Engineer upon finding that more or less sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). This standard does not apply to light standards, utility poles, trees trunks and similar objects.**

Staff Finding: The proposed project shall comply with the criterion. A 20' vision clearance triangle shall be maintained at each driveway with no obstruction between 2.5' – 8' in height as a condition of approval.

- P. Construction. The following development and maintenance standards shall apply to all driveways, parking areas, turnarounds, alleys and private streets:**

- 1. Surface Options. Driveways, parking areas, alleys, aisles, and turnarounds may be paved with asphalt, concrete, or comparable surfacing, or an approved durable non-paving or porous paving material, excluding gravel, may be used to reduce surface water runoff and protect water quality. Driveway and street materials shall be subject to review and approval by the City Engineer.**

Staff Finding: The proposed project complies with the criterion. Asphalt and concrete surface material will be used for driveways, parking areas, aisles, and turnarounds. The criterion is met.

- 2. Surface Water Management. When non-porous paving is used, all driveways, parking areas, alleys, aisles, and turnarounds shall have on-site collection of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with Chapter 3.5 and applicable engineering standards. Single-family and two-family dwellings shall be exempt from this standard.**

Staff Finding: The proposed project intends to comply with the criterion. The applicant submitted a Stormwater Management Plan and Drainage Study drafted by Branch Engineering in October 2016 that details two options for stormwater management – on-site treatment with overflow or taking all storm to the city’s system. The City would prefer pre-treatment onsite. Regardless of which option is chosen, all storm water runoff shall be contained on the property prior to connecting the public storm drainage system. Building permit plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system. This may require trench drains placed at the back of driveway approaches. New on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code. Engineering comments (below and attached) further detail requirements to comply with applicable engineering standards.

3. **Driveway Aprons.** When driveway approaches or “aprons” are required to connect driveways to the public right-of-way, they shall be paved with concrete surfacing and conform to the City’s engineering design criteria and standard specifications. (See general illustrations in Section 3.1.200.L, above.)

Staff Finding: The new driveways shall conform to city standards. Driveway approaches shall meet commercial standards (i.e. thicker concrete and reinforcing wire). See Engineering Comments.

3.1.300 Pedestrian Access and Circulation

- A. **Site Layout and Design.** To ensure safe, direct, and convenient pedestrian circulation, all developments, except single-family and two-family detached housing (i.e., on individual lots), shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:

1. **Continuous Walkway System.** The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose, in accordance with the provisions of Section 3.1.200, Vehicular Access and Circulation, and Section 3.4.100, Transportation Standards.

Staff Finding: The proposed project is in compliance with this criterion. Walkways are designed to extend throughout the site and to provide connections to the public street. All walkways shall be constructed to meet ADA standards. Walkways shall be constructed as approved prior to final occupancy as a condition of approval. This criterion is met.

2. **Safe, Direct, and Convenient.** Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following definitions:
 - a. **Reasonably direct.** A route that does not involve a significant amount of out-of-direction travel for likely users.
 - b. **Safe and convenient.** Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.
 - c. **“Primary entrance” for commercial, industrial, mixed use, public, and institutional buildings** is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.
 - d. **“Primary entrance” for residential buildings** is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard, or breezeway that serves as a common entrance for more than one dwelling.

Staff Finding: The walkway system is reasonably direct, safe and convenient. Walkways connect each main building to each other, to the parking areas, and to the adjacent public streets.

A ramp is proposed to be added to the side of the pool to provide an ADA access for pedestrians to the sidewalk system around the pool and to the early learning center. This ramp will be the only accessible path along S. 8th Street due to the grade change. The TIA states that this is

acceptable as the nature of the early learning center is such that few children will walk there without parental/adult supervision and most parents will park and come into the building to drop off/pick up their kids. The ramp is useful to provide pedestrian access to the pool and to the overall site, and shall be a condition of approval.

There is a gravel path leading from the sidewalk to the east of the pool to the track. The applicant does not explain why this is gravel. To comply with standards below, this path must be paved with a hard surface, which may require the construction of stairs due to slope issues (See Engineering Comments). This shall be a condition of approval.

3. Connections Within Development. Connections within developments shall be provided as required in subsections a-c, below:

- a. Walkways shall connect all building entrances to one another to the extent practicable, as generally shown in Figure 3.1.300.A(1);**

Staff Finding: The proposed project complies with the criterion. Walkways and plaza areas connect buildings to one another. This criterion is met.

- b. Walkways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent practicable. Topographic or existing development constraints may be cause for not making certain walkway connections, as generally shown in Figure 3.1.300.A(1); and**

Staff Finding: The proposed project complies with the criterion. The proposed project will include walkways connecting all building entrances within the development to recreational facilities within the development and parking areas, as well as providing links to the adjacent public street and future development to the east. Topographic concerns have dictated a ramp at the southwest end of the pool leading up from S. 8th Street rather than one more centrally located near the early learning center. It has also required a new ramp to the track from the play area behind the elementary school, and a proposed gravel path from the pool/learning center sidewalk to the track, which will be required to be either asphalt/concrete or stairs for all-weather circulation. With this condition, this criterion is met.

- c. Large parking areas shall be broken up so that no contiguous parking area exceeds 3 acres. Parking areas may be broken up with plazas, large landscape areas with pedestrian access ways (i.e., at least 20 feet total width), streets, or driveways with street-like features. Street-like features, for the purpose of this section, means a raised sidewalk of at least 4-feet in width, with 6-inch curb, accessible curb ramps, street trees in planter strips or tree wells, and pedestrian-oriented lighting. (See also standards in Section 2.3.150.)**

Staff Finding: The parking has been broken into four areas, pool, early learning center, elementary school parents, and bus/staff. None of these four parking areas exceeds 3 acres. A raised sidewalk 11' wide separate the bus parking lot from the parent parking lot, which together are approximately 2 acres. Hence this criterion does not apply.

B. Walkway Design and Construction. Walkways, including those provided with pedestrian access ways, shall conform to all of the standards in subsections 1-5, as generally illustrated in Figure 3.1.300.B:

1. **Vehicle/Walkway Separation.** Except for crosswalks (subsection 2), where a walkway abuts a driveway or street, it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed for withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.

Staff Finding: The proposed expansion project complies with the criterion. Except for the crosswalks, all walkways within the parking areas and drive aisles are raised 6 inches and curbed along the edge of the driveways. This criterion is met.

2. **Crosswalks.** Where walkways cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with striping or contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area.

Staff Finding: Crosswalks will be clearly marked with contrasting paving materials and raised to increase driver awareness. This criterion is met.

3. **Walkway Width and Surface.** Walkway and accessway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the City Engineer, at least 6 feet wide. Multi-use paths (i.e., for bicycles and pedestrians) shall be concrete or asphalt, at least 10 feet wide. (See also, Section 3.4.100 - Transportation Standards for public, multi-use pathway standard.)

Staff Finding: All walkways shall be constructed to meet this standard. All but the walkway from the pool to the track are shown on the attached site plan as concrete 6' or wider. The gravel path to the track shall be amended to be concrete, asphalt or another durable surface approved by the City Engineer, with or without stairs as necessary, as a condition of approval to comply with this criterion.

4. **Accessible routes.** Walkways shall comply with applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.

Staff Finding: This shall be a condition of approval, and shall include the public sidewalk intersections on the southeast side of 8th and Taylor (next to the early learning center), the end of the ramp at the public sidewalk on Taylor leading to the elementary school and the crosswalks in front of the school on the public sidewalk at 10th and Taylor. The school district will be responsible for installing ADA ramps along their frontage (one at the intersection of South 8th and Taylor and two at the intersection of South 10th and Taylor). Handicap ramps shall meet current ADA standards. The City will be responsible for replacing the remaining handicap ramps at the two intersections.

5. **Sidewalk construction and maintenance.** Sidewalk construction and maintenance shall be the responsibility of the abutting property owner.

Staff Finding: This shall be a condition of approval.

Chapter 3.2 — Landscaping, Street Trees, Fences and Wall

3.2.200 Landscape Conservation

- A. Applicability.** All development sites containing Significant Vegetation, as defined below, shall comply with the standards of this Section. The purpose of this Section is to incorporate significant native vegetation into the landscapes of development and protect vegetation that is subject to requirements for Sensitive Lands (Chapter 3.7). The use of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting. Mature landscaping provides summer shade and wind breaks, controls erosion, and allows for water conservation due to larger plants having established root systems.
- B. Significant Vegetation.** “Significant vegetation” means individual trees and shrubs within designated Willamette River Greenway and/or Riparian areas, in accordance with Chapter 3.7, and trees not within a Sensitive Lands area that have a caliper of 8 inches or larger, except that protection shall not be required for plants listed as non-native, invasive plants by the Oregon State University (OSU) Extension Service in the applicable OSU bulletins for Lane County, and plants listed by the City as prohibited street trees and landscape plants. Non-native, invasive plants include, but are not limited to: purple loosestrife, leafy spurge, yellow starthistle, puncture vine, gorse, scotch broom, and non-native blackberry.
- C. Mapping and Protection Required.** Significant vegetation shall be mapped as required by Chapter 4.2, Site Design Review, and Chapter 3.7, Sensitive Lands. Significant trees shall be mapped individually and identified by species and diameter or caliper at 4 feet above grade. A “protection” area shall be defined around the edge of all branches (drip-line) of each tree. Drip lines may overlap between trees. The City also may require an inventory, survey, or assessment prepared by a qualified professional when necessary to determine construction boundaries, building setbacks, and other protection or mitigation requirements.
- D. Protection Standards.** Significant trees and shrubs identified as meeting the criteria in Section B, above, shall be retained to minimize the risk of erosion, landslide, and stormwater runoff. Where protection is impracticable because it would prevent reasonable development of public streets, utilities, or land uses permitted by the applicable land use district, the City may allow removal of significant vegetation from the building envelope as defined by required yard setbacks. Where other areas must be disturbed to install streets or utilities, the applicant may be required to restore such areas after construction with landscaping or other means to prevent erosion and to protect the public health, safety, and welfare. With the owner’s consent, the City may accept a land dedication or become a party to a conservation easement on private property for conservation purposes.
- E. Construction.** All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around significant vegetation areas to prevent compaction, erosion, pollution, or landslide hazards.
- F. Exemptions.** The protection standards in “D” and “E” shall not apply to:
- 1. Dead or Diseased Vegetation.** Dead or diseased significant vegetation may be removed through a Type I Land Use Review.
 - 2. Hazardous Vegetation and Other Emergencies.** Significant vegetation may be removed without land use approval pursuant to Chapter 4 when the vegetation poses an immediate

threat to life or safety, or the vegetation must be removed for other reasons of emergency (e.g., fallen over road or power line, blocked drainage way, or similar circumstance), as determined by the City or emergency service provider.

Staff Finding: The subject property is not located within the Willamette River Greenway, Riparian, or other Sensitive Lands area. There are some existing trees proposed for preservation, including the tree at the front of the early learning center, three trees adjacent to the pool, and trees along the outer edge of the track and adjacent to the softball field. The remainder of the site, which is primarily play field and lawn, will be developed or revegetated. Trees designated for preservation with this application shall be preserved unless approved for removal by the Community Development Department.

3.2.300 Landscaping

A. Applicability. This Section shall apply to all new developments requiring Site Design Review. This section is not applicable to single-family or two-family dwellings.

Staff Finding: This standard applies to the development site.

B. Landscaping Plan Required. A landscape plan is required. All landscape plans shall conform to the requirements in Chapter 4.2.500, Section B.5 (Landscape Plans).

Staff Finding: Please refer to the Preliminary Landscape Plan included with this application. A final landscaping plan shall be provided with the building permit application for approval by the Community Development Department. This criterion is met.

C. Landscape Area Standards. The minimum percentage of required landscaping equals:

1. Residential and Residential-Commercial Districts. 10% of the site.

Staff Finding: The proposed expansion project complies with the criterion. As defined above, the minimum percentage of required landscaping is 10% of the site. Landscape areas cover approximately 2 acres, or 21% of the 9.2 acre project area, which meets the minimum 10% requirement. The remainder of the 18.8 parcel is developed with ball fields or a recreational track & fields.

D. Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. “Coverage” is based on the projected size of the plants at maturity, i.e., typically 3 or more years after planting.

1. **Existing Vegetation.** Existing non-invasive vegetation may be used in meeting landscape requirements. When existing mature trees are protected on the site (e.g., within or adjacent to parking areas) the decision making body may reduce the number of new trees required depending on the number and size of existing tree(s) protected.
2. **Plant Selection.** A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. When new vegetation is planted, soils shall be amended, as necessary, to allow for healthy plant growth.
3. **“Non-native, invasive” plants,** as per Section 3.2.200.B, shall be removed during site development and the planting of new invasive species is prohibited.
4. **Hardscape features,** i.e., patios, decks, plazas, etc., may cover up to 10 percent of the required landscape area. Swimming pools, sports courts, and similar active recreation facilities may not be counted toward fulfilling the landscape requirement.
5. **Ground Cover Standard.** All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material (subsection 8, below), shall have ground cover plants that are sized and spaced as follows: a minimum of one plant per 12 inches on center in triangular spacing, or other planting pattern that is designed to achieve 75 percent coverage of the area not covered by shrubs and tree canopy.
6. **Tree Size.** Trees shall have a minimum diameter or caliper 4 feet above grade of 2 inches or greater at time of planting.
7. **Shrub Size.** Shrubs shall be planted from 5 gallon containers or larger.
8. **Non-plant Ground Covers.** Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped and shall be confined to areas underneath plants. Non-plant ground covers cannot be a substitute for ground cover plants.
9. **Significant Vegetation.** Significant vegetation protected in accordance with Section 3.2.200 may be credited toward meeting the minimum landscape area standards. Credit shall be granted on a per square foot basis. The Street Tree standards of Section 3.2.400 may be waived by the City when existing trees protected within the front or street side yard provide the same or better shading and visual quality as would otherwise be provided by street trees.
10. **Storm Water Facilities.** Storm water treatment facilities (e.g., detention/retention ponds and swales designed for water quality treatment), when required under Section 3.4.400, shall be landscaped with water tolerant, native plants, including native grasses.

Staff Finding: Compliance with the Landscape Materials section will be required in all landscaping areas associated with the parking lot area. Final landscaping plans submitted with building permits shall show compliance to all above standards.

E. Landscape Design Standards. All yards, parking lots, and required street tree planter strips that are required to meet the standards of this Section shall be landscaped to provide, as applicable, erosion control, visual interest, buffering, privacy, open space and pathway identification, shading, and wind buffering, based on the following criteria:

1. **Yard Setback Landscaping.** Landscaping in yards shall:
 - a. Provide visual screening and privacy within side and rear yards and from incompatible adjoining uses or busy streets;
 - b. Use shrubs and trees as wind breaks;
 - c. Retain natural vegetation;

- d. Define pedestrian pathways and open space areas with landscape materials;
- e. Provide focal points within a development, for example, by preserving large or unique trees or groves, hedges, and flowering plants;
- f. Use trees to provide summer shading within common open space areas and within front yards when street trees cannot be provided;
- g. Use a combination of plants for year-long color and interest;
- h. Use landscaping to screen outdoor storage and mechanical equipment areas, and to enhance graded areas such as berms, swales, and detention/retention ponds.

Staff Finding: The proposed landscaping meets the yard setback landscaping requirements as shown in the tentative landscaping plan. Existing trees are being retained where possible, and new trees planted along the west, north and east sides of the project site. Landscaping is proposed to provide focal points (at the front of the schools) and along the edges of parking areas/driveways. There is no additional landscaping proposed along the southern property line (“rear yard”) as this part of the development site is not being altered at this time.

Final landscaping plans shall be provided at time of building permit submittal. This criterion is met.

2. Parking areas.

- a. A minimum of 10 percent of the total surface of all parking areas as measured around the perimeter of parking spaces and maneuvering areas shall be landscaped. Such landscaping shall consist of trees and shrubs and/or ground cover plants that conform to the criteria in Section 3.2.300.E.1.a-h above. “Evenly distributed” means that the trees and other plants are distributed around the parking lot perimeter and between parking bays to provide a partial canopy.

Staff Finding: The total parking lot surface area is 2.43 acres. The applicant proposes to provide 0.36 acres of landscaping area around these parking lots, including stormwater planters between parking aisles that will serve dual functions. Trees are proposed in islands within the parking areas and along the street and driveway edges along the exterior of the site. The remainder of the landscaping shall meet the above standard.

- b. **Parking area landscaping shall consist of at minimum:**

- 1) **Trees: 1 tree for every 3,000 square feet of paved vehicular use area evenly distributed throughout site;**

Staff Finding: The proposed plan includes 41 trees on the site, where as 35 trees are required for the proposed paved areas. This criterion is met.

- 2) **Landscaping between street and parking area within 50 feet of street: A landscape strip at least 7 feet in width is required between a street and parking area. It may be pierced by pedestrian and vehicular accessways. Strips shall be planted with low shrubs to form a continuous screen at least 30 inches high and maintained not to exceed 42 inches high or a masonry wall; and shall contain 1 canopy tree every 30 linear feet as measured along street lot line and living plant materials covering 75% of required landscape area within 3 years;**

Staff Finding: The applicant is proposing street trees and lawn along the slopes in front of each school (on S. 8th and Taylor) rather than shrubbery, to increase visibility to the school. As the parking lots are either higher in elevation than the street (as on S. 8th Street) or set back behind vegetated strips behind access aisles as on Taylor, the parking lots remain shielded. Canopy trees shall be installed every 30' along both streets and along the bus driveway as conditions of approval. The intent of this criterion is met.

- 3) **Perimeter parking area landscaping:** All parking areas shall provide perimeter landscape strip at least 7 feet in width along perimeter of parking lot. Must include 100% site obscuring 6 foot fence or wall against interior lot lines of residential districts, or 50% site obscuring 6 foot fence (chain link with slats and vegetation) against interior lot lines of adjoining commercial or industrial properties; and

Staff Finding: Perimeter parking lot landscaping is proposed along the S. 8th Street parking lot and in between parking and aisle along the Taylor Avenue parking lot. These strips are proposed as 7' wide. The interior lot lines along residential districts are not being impacted or altered with this proposal. This criterion is met.

- 5) **Planting islands:** Planting islands shall be provided at the ends of each parking row and at intervals within parking rows so that no parking stall is more than 45 feet from a planting island. Planting islands shall be at least 7 feet in width, as measured from the outside edge of a 6 inch wide curb, and a minimum area of 140 square feet. Each of these islands shall provide at least 1 canopy tree.

Staff Finding: The proposed project complies with this criterion. All parking stalls are located within 45 feet of a planting island. Planting islands are at minimum 7 feet in width and have one canopy tree each. The applicant will be required to provide information with the final landscaping plan showing that the proposed trees will create a canopy to shade the parking lot at maturity. This criterion is met.

3. **Buffering and Screening Required.** Buffering and screening are required under the following conditions:

- a. **Parking/Maneuvering Area Adjacent to Streets and Drives.** Where a parking or maneuvering area is adjacent and parallel to a street or driveway, a 7 foot wide landscape strip shall be located parallel to the street to provide visual buffering. The 7 foot wide landscape strip shall include either an evergreen hedge; decorative wall (masonry or similar quality material) with openings; arcade, trellis, or similar partially opaque structure 3-4 feet in height. The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security. Evergreen hedges used to comply with this standard shall be a minimum of 36 inches in height at maturity, and shall be of such species, number, and spacing to provide the required screening within 1 year after planting. Any areas between the wall/hedge and the street/driveway line shall be landscaped with plants or other vegetative ground cover to provide 75% vegetative cover. All landscaping shall be irrigated.

Staff Finding: This criterion shall apply to landscaping areas adjacent to all parking lots.

- b. **Parking/Maneuvering Area Adjacent to Building.** Where a parking or maneuvering area, or driveway, is adjacent to a building, the area shall be separated from the

building by a curb and a raised walkway, plaza, or landscaped buffer not less than 5 feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect pedestrians, landscaping, and buildings from being damaged by vehicles. Where parking areas are located adjacent to residential ground-floor living space, a 4-foot wide landscape buffer with a curbed edge may fulfill this requirement.

Staff Finding: All parking areas and maneuvering areas adjacent to buildings are separated from the building by curbs and raised sidewalks that are a minimum of five feet in width. This criterion is met.

- c. **Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Other Screening When Required.** All mechanical equipment, outdoor storage and manufacturing areas shall be screened from view from all public streets and adjacent Residential districts. Garbage areas and/or containers shall be screened on all sides regardless of their location on the property. When these or other areas are required to be screened, such screening shall be provided by:

- 1) A decorative wall (i.e., masonry or similar quality material),
- 2) An evergreen hedge,
- 3) An opaque fence complying with Section 3.2.500, or
- 4) A similar feature that provides an opaque barrier.

Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with Chapter 3.1, Access and Circulation. (See Section 3.2.500 for standards specific to fences and walls.)

Staff Finding: There is a “service yard” proposed in the southeast corner of the school building, adjacent to the bus parking area. It is designed to be easily accessible from the parking lot for loading/unloading purposes. All mechanical and garbage areas shall be screened with a masonry wall between 5’ and 6’ in height or if enclosed in chain link, must have slats within the chain link to create an opaque barrier. This shall be a condition of approval.

- d. **Flag Lot Screen.** In approving a flag lot, the City may require a landscape screen and/or fence be installed along property line(s) of the flag lot, for privacy of adjoining residents, in accordance with the provisions of Section 4.3.115. A flag lot screen shall not be required if the abutting property owner(s) indicate in writing that they do not want a screen or fence; however, the owner may install one at his or her discretion.

Staff Finding: No flag lots are proposed with this project. This criterion does not apply.

- F. **Maintenance and Irrigation.** Irrigation is required for all required commercial, industrial or multi-family landscape areas. The use of drought-tolerant plant species is encouraged. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.). All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner. Backflow devices shall be required for all irrigation systems.

Staff Finding: The proposed project complies with the criterion. Water efficient irrigation is proposed for all landscaped areas. Approved backflow preventers will be installed as part of the

system. Complete irrigation plans will be submitted with the building permit application. These maintenance requirements shall be conditions of approval. This criterion is met.

3.2.400 Street Trees

Street trees shall be planted for all developments that are subject to Subdivision, Master Plan or Site Design Review. Requirements for street tree planting strips are provided in Section 3.4.100, Transportation Standards. Planting of street trees shall generally follow construction of curbs and sidewalks; however, the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction. The planting and maintenance of street trees shall conform to the following standards and guidelines and any applicable road authority requirements:

- A. Growth Characteristics. Trees shall be selected based on climate zone, growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection by developers and approval by the City:**
 - 1. Provide a broad canopy where shade is desired and over pedestrian walkways or parking areas, except where limited by available space or except in section 4.**
 - 2. Use low-growing trees for spaces under low utility wires.**
 - 3. Select trees that can be “limbed-up” to comply with vision clearance requirements.**
 - 4. Use narrow or “columnar” trees where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.**
 - 5. Use species with similar growth characteristics on the same block for design continuity.**
 - 6. Avoid using trees that are susceptible to insect damage and trees that produce excessive seeds or fruit.**
 - 7. Select trees that are well-adapted to the environment, including soil, wind, sun exposure, temperature tolerance, and exhaust. Drought-resistant trees should be chosen where they suit the specific soil type.**
 - 8. Select trees for their seasonal color if desired.**
 - 9. Use deciduous trees for summer shade and winter sun, unless unsuited to the location due to soil, wind, sun exposure, annual precipitation, or exhaust.**
 - 10. The diameter of the tree trunk at maturity shall not exceed the width and size of the planter strip or tree well.**
- B. Caliper Size. The minimum diameter or caliper size at planting, as measured 4 feet above grade, shall be 2 inches.**
- C. Spacing and Location. Street trees shall be planted within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strips, except when utility easements occupy these areas. Selected street tree species should be low maintenance and not interfere with public safety. Street tree spacing shall be based upon the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall contain 16 square feet, or typically, 4 feet by 4 feet. In general, trees shall be spaced no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. All street trees shall be placed outside utility easements. If preexisting utility easements prohibit street trees within the sidewalk, required trees may be located in the front yard setback or within other required landscape areas as approved by the approval body.**

- D. Soil Preparation, Planting and Care.** The developer shall be responsible for planting street trees, including soil preparation, ground cover material, staking, and temporary irrigation for three years after planting. The developer shall also be responsible for tree care (pruning, watering, fertilization, and replacement as necessary) during the first three years after planting, after which the adjacent property owners shall maintain the trees.
- E. Street Tree List.** See the following list for appropriate street trees. The developer may plant a tree species not included on this list when approved by the Community Development Director.

Staff Finding: The proposed project requires street trees along S. 8th Street and Taylor Avenue. These trees will be selected based on growth criteria as described in this section and will be 2” in caliper at 4 feet above grade as a condition of approval.

3.2.500 Fences and Walls

Construction of fences and walls shall conform to all of the following requirements:

- A. General Requirements.** All fences and walls shall comply with the height limitations of the respective zoning district (Chapter 2) and the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with land division approval (e.g., flag lots), approval of a conditional use permit, or site design review approval. If a fence is approved for greater than 6 feet in height, a building permit is also required. Any wall over 4 feet in height (measured from the bottom of the footing to the top of the wall) shall require a building permit and appropriate design from a licensed engineer. Fences must be located on private property. Fences and walls proposed on public right-of-way or public easements shall be subject to land use review approval.

Staff Finding: Fences are proposed around the play areas to restrict access. These fences are proposed at 6’ in height. Additional height will only be approved through a separate Type II Variance. Barbed wire is prohibited on the overall site. Retaining walls over 4’ in height shall require engineering and building permits. This condition is met.

B. Dimensions.

- 1. Except as provided under subsections 2 and 3, below, the height of fences and walls within a front yard setback shall not exceed 4 feet as measured from the grade closest to the street right-of-way.**
- 2. A retaining wall exceeding 4 feet in height within a front yard setback, which is necessary for site grading and development, may be approved through a land division or site development review.**
- 3. No fence or wall may exceed 6 feet in height. Exceptions to this standard may be approved through a variance, master planned development or site design review.**
- 4. One arbor, gate, or similar garden structures not exceeding 10 feet in height and 25 square feet in ground coverage, and has an entrance with a minimum clearance of 36 inches in width and 80 inches in height is allowed within each yard abutting a street, provided that it is not within a clear vision triangle.**
- 5. Walls and fences to be built for required buffers shall comply with Section 3.2.300.**
- 6. Fences, walls and hedges shall comply with the vision clearance standards of Section 3.1.200.**

Staff Finding: All fences and walls shall meet these standards unless a separate variance is approved.

- C. **Maintenance.** For safety and for compliance with the purpose of this Chapter, walls and fences required as a condition of development approval shall be maintained in good condition, or otherwise replaced by the property owner.

Staff Finding: This condition shall be applicable to new fences and walls on the applicant's property.

D. **Materials.**

1. **Permitted fence and wall materials:** wood; metal; bricks, stone; concrete block; stucco, or similar masonry; and non-prohibited evergreen plants.
2. **Prohibited fence and wall materials:** straw bales; barbed or razor wire; scrap lumber, scrap metal, or other scrap materials; hedges higher than 8 feet. Barbed wire on top of chain link or other fencing may only be approved on industrial, commercial or institutional use categories through a Class B Variance (Chapter 5.1.400).
3. **Retaining walls constructed of brick or masonry exceeding 4 feet in height (as measured from bottom of footing to top coping) shall be subject to building permit review and approval by the City Building Official. Design of such walls shall be certified by a licensed architect or engineer.**

Staff Finding: This criterion shall be met for any fences or walls constructed as part of this project.

Chapter 3.3 — Parking and Loading

3.3.200 Applicability

All developments subject to site design review (Chapter 4.2), including development of parking facilities, shall comply with the provisions of this Chapter.

3.3.300 Automobile Parking Standards

- A. **Applicability.** All development within the City of Cottage Grove shall comply with the provisions of this Chapter.
- B. **Vehicle Parking - Minimum Standards by Use.** The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 3.3.300.A, or alternatively, through a separate parking demand analysis prepared by the applicant and subject to a Type II Land Use Review (or Type III review if the request is part of an application that is already subject to Type III review). Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described above. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. There is no minimum number of off-street parking spaces required in the Central Business District (or in designated downtown historic district); however, the “maximum parking” standards of this Chapter apply.

Staff Finding: Table 3.3.300.A states that elementary schools must have parking equivalent to 1 space per employee or 1 per 4 seats in an auditorium. The early learning center is similar to a day care, which requires 1 space for every 500 square feet of floor area, or per staff. Parking for pools is

up to conditional use review. Hence the early learning center would require a minimum of 16 parking spaces (for 16 staff), the school would require a minimum of 89 parking spaces (for 354 seat gymnasium), and the pool would require at least enough parking for 4 staff and 12 users (2 x lane). The total would be 121. The applicant proposes 174 total regular parking spaces. 26 of these spaces are compact (8'x18'), and 9 are ADA accessible (5 van). The proposed parking lot complies with the minimum required.

- C. Credit for On-Street Parking. The amount of off-street parking required may be reduced by one off-street parking space for every on-street parking space abutting a commercial or industrial development, up to 50 percent of the requirement. On-street parking shall follow the established or approved configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City, ODOT and/or County standards. Parking credit can only be granted for developments with frontage on streets that allow parking on both sides.**

Response: No on-street parking is proposed with this expansion project. No parking reduction is requested. This criterion does not apply.

D. Vehicle Parking - Minimum Accessible Parking.

1. Accessible parking shall be provided for all uses in accordance the standards in Table 3.3.300B; parking spaces used to meet the standards in Table 3.3.300.B shall be counted toward meeting off-street parking requirements in Table 3.3.300.A;
2. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway. Accessible routes should be linked to required access aisles;
3. Accessible spaces shall be grouped in pairs where possible;
4. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;
5. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.

Staff Finding: The proposed project complies with the criterion. Based on Table 3.3.300B, the required number of accessible parking stalls is 6. The project proposes 9, 5 of which are Van accessible. This criterion is met.

- E. Off-site parking.** Except for single-family or two-family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within 400 feet of the use it serves, commercial parking is allowed in the underlying zone, and the City has approved the off-site parking through Land Use Review. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument as approved by the Community Development Director. This binding agreement may restrict future changes to the property.

Staff Finding: No off-site parking on another parcel of land is proposed with this project. This criterion does not apply.

F. General Parking Standards.

1. **Location.** Vehicle parking is allowed only on streets, within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code. Chapter 2, Land Use Districts, prescribes parking location for some land uses (e.g., the requirement that parking for some multiple family and commercial developments be located to side or rear of buildings), and Chapter 3.1, Access and Circulation, provides design standards for driveways. Street parking spaces shall not include space in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pedestrian accessway, landscape, or other undesignated area. Required off-street parking shall not be located in the front or street side setback.

Staff Finding: The development is a single land use. Parking is located within the development site to meet standards. This criterion is met.

2. **Mixed uses.** If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the

requirements for all uses, unless it can be shown that the peak parking demands are actually less (i.e., the uses operate on different days or at different times of the day). The City may reduce the total parking required accordingly through Land Use Review.

Staff Finding: The project is a single land use. This criterion does not apply.

3. **Shared parking.** Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. The City may approve owner requests for shared parking through Land Use Review.

Staff Finding: No shared parking is proposed. This criterion does not comply.

4. **Availability of facilities.** Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees. Signs shall conform to the standards of Chapter 3.9.

Staff Finding: This criterion does not apply.

5. **Lighting.** Parking areas shall have lighting to provide at least 2 foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.

Staff Finding: This shall be a condition of approval.

6. **Screening of Parking Areas.** Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses, per Section 3.2.300.E.

Staff Finding: The parking lot lighting will be required to be shielded from all adjacent residential uses (including those on the other side of the street).

G. Exceptions and Special Standards for Parking.

1. **Exceptions for required parking.**

- a. Seasonal outdoor seating where the seating area is less than 500 square feet is exempt from the required parking standards.

Staff Finding: This criterion does not apply.

- b. The total number of required motor vehicle parking spaces for an industrial, commercial or office use may be reduced by 5 percent for each of the listed activities that are provided by the owners or operators, up to a maximum 15 percent reduction in the total number of motor vehicle spaces per development.

- 1) Designating at least 10% of the employee motor vehicle parking spaces as carpool/vanpool parking and placing such spaces closer to the building than other employee parking;

- 2) Providing showers and lockers for employees who commute by bicycle;
- 3) Providing twice as many covered, secured bicycle parking racks or facilities as required by this ordinance;
- 4) Providing a transit facility (e.g. bus stop) that is approved by the local transit authority, with related amenities. Related amenities include, but are not limited to, a public plaza, pedestrian sitting areas, shelter and additional landscaping;
- 5) Other incentives provided in an approved Employee Transportation Demand Management (TDM) Plan.

Staff Finding: No reduction in parking is proposed. This criterion does not apply.

2. Special Standards for Commercial Customer Parking. The motor vehicle parking areas shall be located and designed to facilitate safe and convenient pedestrian and bicycle movement to and from public sidewalks, streets or transit stops. Ways to achieve this standard may include, but are not limited to:

- a. Front facades and primary entrances of all buildings are oriented to a public street or a private internal drive or street, to minimize pedestrian and bicycle travel through a parking area and to provide safe, convenient, and direct travel routes for pedestrians;
- b. One or more raised walkways are provided through the parking areas, meeting federal American with Disabilities Act requirements, in order to provide safe, convenient, and direct travel routes for pedestrians through the parking areas;
- c. Walkways abutting parking spaces or maneuvering areas are protected from vehicles through either landscaping buffers, minimum 3 feet wide on each side, or curbs on both sides;
- d. Walkways across vehicle aisles are delineated with non-asphaltic material in a different color or texture than the parking areas;
- e. On-site pedestrian walkways and bikeways connect to existing pedestrian and bicycle circulation systems that serve adjacent commercial uses or residential areas;
- f. Internal drives or streets are designed to City standards for local streets in regard to pavement width, sidewalks and street trees. Sidewalks comply with ADA standards. Sidewalks 10-15 feet wide abutting front building facades are strongly encouraged. Internal vehicular circulation design for the site complies with City street connectivity standards, including maximum block length and perimeter.
- g. Internal drives or streets connect to public streets abutting the site, unless physically precluded by pre-existing buildings.
- h. Structures are located on the site to facilitate future infill and redevelopment of parking and landscape areas.
- i. For shopping centers abutting one or more transit routes, one or more transit stops are located and designed with the approval when applicable of the local transit provider;
- j. No drive-up, drive-in, or drive-through drives or lanes are located between a building and a public or private street.

Staff Finding: No commercial parking is proposed. This criterion does not apply.

H. Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the minimum number of spaces required for each use as provided by this Section by more than 50%. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking or under-structure parking, or in multi-level parking above or below surface lots, shall not apply toward the

maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

Staff Finding:

The applicant is asking for a parking total that is just under the maximum allowed. They provided the following breakdown for their parking need v. proposed number of spaces (174):

Elementary School:

Staff 40

Gym seating $354 / 4 = 88.5$ parking spaces x 1.50% increase

Total = 132 parking spaces

Early Learning Center (6 classrooms)

Staff (16) 16 parking spaces x 1.50% increase =

Total = 24 spaces

Pool

4 staff 4 parking spaces x 1.50% increase = 6

6 lanes x 2 per person = 12 x 1.50% increase = 18

Total 24 spaces

Total Parking

Elementary 132

ELC 24

Pool 24

Softball Field 0

Currin Field 0

Total 180 max

This criterion is met.

I. Parking Stall Design and Minimum Dimensions. All off-street parking spaces shall be improved to conform to City standards for surfacing, stormwater management, and striping. Standard parking spaces shall conform to the following standards and the dimensions in Figures 3.3.300.F(1) through (3), and Table 3.3.300.F:

- 1. Motor vehicle parking spaces shall measure minimum 9 feet wide by 20 feet long;**
- 2. For large parking lots exceeding 20 stalls, alternate rows may be designated for compact cars provided that the compact stalls do not exceed 30% of the total required stalls. A compact stall shall measure minimum 8 feet in width and 17 feet in length and shall be signed for compact car use;**
- 3. All parallel motor vehicle parking spaces shall measure 9 feet by 22 feet unless within a public right-of-way, when they shall measure a minimum of 7 to 8 feet by 22 feet;**
- 4. Parking area layout shall conform to the dimensions in Figure 3.3.300.F(1) and (2), and Table 3.3.300F, below;**
- 5. Public alley width may be included as part of dimension “D” in Figure 3.3.300.F(1), but all parking stalls must be on private property;**
- 6. Parking areas shall conform to Federal Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines; and**

7. **Bicycle parking shall be on a 2 feet by 6 feet minimum concrete pad per bike, or within a garage or patio of residential use.**

Staff Finding: The final site plan(s) submitted with the building permit shall show compliance with the above standard. This shall be a condition of approval.

3.3.400 Bicycle Parking Requirements

- A. **Applicability.** All uses that are subject to Site Design Review shall provide bicycle parking, in conformance with the standards in Table 3.3.400, and subsections A-H, below. This section does not apply to single-family, two-family, and three-family housing (detached, attached or manufactured housing), home occupations or other developments with fewer than 3 vehicle parking spaces.
- B. **Minimum Required Bicycle Parking Spaces.** A minimum of one bicycle parking space per use is required for all uses subject to Site Design Review. Table 3.3.400 lists additional standards that apply to specific types of development. Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 3.3.400 and subsections C-J below. Where two options are provided (e.g., 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking is used.

Staff Finding: The applicant shows 26 short term bike parking spaces for the elementary school. Table 3.3.400 requires 1 short term space per classroom (or 12 spaces) for the school and 1 long term space per classroom, and 1 long term space per 10,000 square feet for the day care/early learning center (or 6 long term). Hence the applicant easily meets the short term bike parking requirement, but fails to show any long term bike parking. A total of 18 covered or enclosed long-term spaces (split between the two buildings) will be required in addition to the short term bike parking shown.

- C. **Special Standards for the Central Business District.** Within the Central Business District zone, bicycle parking for customers shall be provided in the right-of-way along the street at a rate of at least one space per building. In addition, individual uses shall provide the required bicycle parking in front along the street, either on the sidewalks or in specially constructed areas such as pedestrian curb extensions. Several businesses may combine required parking into common bicycle parking structures if desired. Common bicycle parking shall not exceed 6 bicycle areas per parking structure.

Staff Finding: The proposed project is not located in the Central Business District. This criterion does not apply.

D. Location and Design.

1. **Location.** Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or no more than 50 feet. Long-term (i.e., covered) bicycle parking should be incorporated whenever possible into building design. Short-term bicycle parking, when allowed within a public right-of-way, should be coordinated with the design of street furniture, as applicable. Street furniture includes benches, street lights, planters and other pedestrian amenities.
2. **Pedestrian passage.** The location of the rack and subsequent parking shall not interfere with pedestrian passage, leaving a clear area of at least 36 inches between bicycles and other existing and potential obstructions. Walkways from bicycle parking to the main entrance shall be hard surfaced and a minimum 4 feet in width.

3. **Parking Space Dimensions.** Bicycle parking spaces shall be at least 2 feet wide by 6 feet long and, when covered, provide a vertical clearance of 7 feet. An access aisle of at least 5 feet wide shall be provided and maintained beside or between each row of bicycle parking.
4. **Design.** Bicycle racks shall hold bicycles securely by means of the frame. The frame must be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels. Bicycle parking racks, shelters and lockers must be securely anchored to the ground or to the structure.

Staff Finding: The proposed short-term spaces at the elementary school are within the front courtyard and under the front awning. This complies with the location standard above. The above standards related to pedestrian passage, parking space dimensions and design shall be conditions of approval. Design for the long-term bike storage for each building and short-term bike racks for the elementary school shall be included with that building permit submittal.

- E. **Visibility and Security.** Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.

Staff Finding: The proposed short-term spaces are within the front courtyard and under the front balcony. This criterion is met.

- F. **Options for Storage.** Long-term bicycle parking requirements for multiple family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.

Staff Finding: The proposed project shall comply with the criterion.

- G. **Lighting.** For security, bicycle parking shall be at least as well lit as vehicle parking.

Staff Finding: The bicycle parking spaces are incorporated into the buildings' design. This criterion is met.

- H. **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.

Staff Finding: A bicycle parking sign will be installed next to each short term and long term bicycle parking area. This criterion will be met as a condition of approval.

- I. **Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards (Chapter 3.1, Access and Circulation).

Staff Finding: The short-term and long-term bike parking shall comply with the criterion.

- J. **Multiple Uses.** For buildings with multiple uses (such as a commercial or mixed use center), bicycle parking standards shall be calculated by using the total number of motor vehicle parking spaces required for the entire development. A minimum of one bicycle parking space for every 10 motor vehicle parking spaces is required.

Staff Finding: The proposed project is not a multiple-use/mixed-use project. This criterion does not apply.

3.3.400 Loading Areas

- A. Purpose.** The purpose of this section of the Code is to provide standards (1) for a minimum number of off-street loading spaces that will ensure adequate loading areas for large uses and developments, and (2) to ensure that the appearance of loading areas is consistent with that of parking areas.
- B. Applicability.** Section 3.3.400 applies to residential projects with 50 or more dwelling units, and non-residential and mixed-use buildings with 20,000 square feet or more total floor area.
- C. Number of Loading Spaces.**
1. **Residential buildings.** Buildings where all of the floor area is in residential use shall meet the following standards:
 - a. Fewer than 20 dwelling units on a site that abuts a local street: No loading spaces are required.
 - b. All other buildings: One space.
 2. **Non-residential and mixed-use buildings.** Buildings where any floor area is in non-residential uses shall meet the following standards:
 - a. Less than 20,000 square feet total floor area: No loading spaces required.
 - b. 20,000 to 50,000 square feet of total floor area: One loading space.
 - c. More than 50,000 square feet of total floor area: Two loading spaces.

Staff Finding: Per this standard, two loading spaces are required. The TIA states that the school expects loading and unloading to occur in the early mornings before school starts, and expects delivery trucks to use the bus parking lot and the gated entrance to the south/left of the gym to access the drive around the building to the kitchen. Consequently, no specific loading spaces are proposed. Based upon the number of spaces provided and the reality that although there are 8 bus spaces, those spaces are only used during loading (as the buses are stored at Lincoln Middle School), it is reasonable to expect loading trucks to use the bus parking or park behind the building at time of delivery. This criterion is satisfied.

- D. Size of Spaces.** Required loading spaces shall be at least 35 feet long and 10 feet wide, and shall have a height clearance of at least 13 feet 6 inches.

Staff Finding: No loading spaces are proposed, hence this criterion is not applicable, although the bus parking spaces do comply with this standard.

- E. Placement, setbacks, and landscaping.** Loading areas shall conform to the setback and perimeter landscaping standards in Chapters 2 and 3. Where parking areas are prohibited between a building and the street, loading areas are also prohibited. The decision body may approve a loading area adjacent to or within the street right-of-way through Site Design Review or Conditional Use Permit review, as applicable, where it finds that loading and unloading operations are short in duration (i.e., less than 1 hour), not obstruct traffic during peak traffic hours, or interfere with emergency response services

Staff Finding: No loading spaces are proposed, hence this criterion is not applicable.

Chapter 3.4 — Public Facilities

3.4.010 Purpose and Applicability

- A. Purpose.** The purpose of this Chapter is to provide planning and design standards for public and private transportation facilities and utilities. Streets are the most common public spaces, touching virtually every parcel of land. Therefore, one of the primary purposes of this Chapter is to provide standards for attractive and safe streets that can accommodate vehicle traffic from planned growth and provide a range of transportation options, including options for driving, walking, bus transit, and bicycling. This Chapter is also intended to implement the City's Transportation System Plan.

Staff Finding: The applicant acknowledges the purpose of the code.

- B. When Standards Apply.** Unless otherwise provided, the standard specifications for construction, reconstruction, or repair of transportation facilities, utilities, and other public improvements within the City shall occur in accordance with the standards of this Chapter. No development may occur unless the public facilities related to development comply with the public facility requirements established in this Chapter.

Staff Finding: The public facilities related to the development will be required to be constructed in accordance with this chapter or the governing agencies. City Engineer Ron Bradsby has provided comments related to Public Facility development. These comments shall be considered conditions of approval.

- C. Engineering Design Criteria, Standard Specifications and Details.** The Oregon Standard Specifications for Construction with Appendum shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer. The design criteria, standard construction specifications and details maintained by the City Engineer, or any other road authority with jurisdiction, shall supplement the general design standards of this Development Code. The City's specifications, standards, and details are hereby incorporated into this code by reference.

Staff Finding: The applicant acknowledges that requirements of the city's Engineering Design Criteria, Standard Specifications and Details apply.

- D. Conditions of Development Approval.** No development may occur unless required public facilities are in place or guaranteed, in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of the development on public facilities. Findings in the development approval shall indicate how the required improvements are directly related and roughly proportional to the impact.

Staff Finding: Conditions of approval as apply to this project have been identified by the City Engineer and Fire Marshal and detailed in the applicable sections of this staff report (see Exhibits).

3.4.100 Transportation Standards

- A. Development Standards.** The following standards shall be met for all new uses and developments:

Staff Finding: The project is a new development, although the pool use is existing. The standards below apply to the early learning center and the new elementary school.

- B. Guarantee. The City may accept a future improvement guarantee (e.g., owner agrees not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:**

Staff Finding: If any public infrastructure is extended for the proposed development, Developer shall sign a Developer's Agreement and pay associated fees with the City of Cottage Grove prior to finalizing an agreement with an engineering firm for any public infrastructure (water and street) to be installed by the developer. The developer's agreement shall outline the expectations of the developer, developer's engineer and the City of Cottage Grove.

- C. Creation of Rights-of-Way for Streets and Related Purposes. Streets shall be created through the approval and recording of a final subdivision or partition plat; except the City may approve the creation of a street by acceptance of a deed, provided that the street is deemed in the public interest by the City Council for the purpose of implementing the Transportation System Plan, and the deeded right-of-way conforms to the standards of this Code.**

Staff Finding: The widening of Taylor Avenue will occur within the existing Taylor Avenue right-of-way. The right-of-way of Gateway will be addressed prior to building permit issuance through further discussions with staff (See Engineering Comments for more details).

- D. Creation of Access Easements. The City may approve an access easement when the easement is necessary to provide for access and circulation in conformance with Chapter 3.1, Access and Circulation. Access easements shall be created and maintained in accordance with the Uniform Fire Code Section 10.207.**

Staff Finding: Access easements do not appear to be necessary. For any public infrastructure across private property, the City of Cottage Grove will need access easements to these facilities as well as easements for the facilities prior to acceptance. All easements for public infrastructure shall be a minimum of 14 feet wide.

- E. Street Location, Width, and Grade. Except as noted below, the location, width and grade of all streets shall conform to the Transportation System Plan and an approved street plan or subdivision plat. Street location, width, and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:**

Staff Finding: The widening of Taylor Avenue to collector standard within the existing right-of-way from S. 10th Street to Gateway shall comply with this standard. See Engineering Comments for more details.

- F. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall be the widths in Table 3.4.100. A variance or Master Plan approval shall be required to vary the standards in Table 3.4.100. Where a range of width is indicated, the width shall be the narrower in the range unless unique and specific conditions exists as determined by the decision-making authority based upon the following factors:**

- 1. Street classification in the Transportation System Plan;**
- 2. Anticipated traffic generation;**

3. **On-street parking needs;**
4. **Sidewalk and bikeway requirements based on anticipated level of use;**
5. **Requirements for placement of utilities;**
6. **Street lighting;**
7. **Minimize drainage, slope, and sensitive lands impacts, as identified by Chapter 3.7;**
8. **Street tree location, as provided for in Chapter 3.2;**
9. **Protection of significant vegetation, as provided for in Chapter 3.2;**
10. **Safety and comfort for motorists, bicyclists, and pedestrians;**
11. **Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;**
12. **Access needs for emergency vehicles; and**
13. **Transition between different street widths (i.e., existing streets and new streets).**

Staff Finding: The proposed cross section shall be modified to comply with the commercial collector standard to the greatest extent possible, including the provision of bike lanes. The required cross section will vary from 42' (existing, 8th-10th), 38' (10th-13th) and 32' (13th-Gateway).

Per Engineering Comments (attached) the Taylor Avenue frontage shall be constructed as follows:

- The street cross section along the Taylor Avenue frontage will be the following:
 - o South 8th Street west to South 10th Street continuing west to approximately first driveway approach.
 - 2 – five foot bike lanes one on each side
 - 2 – seven foot parking strips on each side
 - 2 – nine foot travel lanes.
 - A seven (7) foot bulb out is allow at the South 10th intersection provided that turning movements for new aerial fire truck or delivery truck are not impeded. Provide documentation of vehicle wheel tracking with building permit plans.
 - o Approximately first driveway approach from South 10th Street west approximately 200 feet
 - 2 – five foot bike lanes one on each side
 - 1 – eight foot parking strip on north side
 - 2 – ten foot travel lanes.
 - Provide documentation of vehicle wheel tracking that turning movements of aerial fire truck, buses and delivery truck can operate properly with this configuration.
 - o East property line east approximately 125 feet
 - 2 – six foot bike lanes one on each side
 - No parking both sides
 - 2 – ten foot travel lanes.

It is the City's intent to partner with School District contractor to pay for the last street section and sidewalk mentioned above to be extended across the City's property which contains the new water pump station.

Making the intersection of South 10th and Taylor Avenue an all stop intersection will requires City Council action because the municipal code states installation of stop signs is City Council authority. City staff will initiate this request for the South Lane School District upon the approval of this application.

Traffic calming devices such as the proposed bulb-outs shall only extend into the right-of-way to the extent of the on-street parking lane, to leave travel lanes and bike lanes unhindered, and are only approved at the intersection of 10th and Taylor if the required Fire Department turning radii can be met.

G. Subdivision Street Connectivity. All subdivisions shall conform to all the following access and circulation design standards, as applicable:

Staff Finding: The proposed project is not a subdivision. This criterion does not apply.

H. Traffic Signals and Traffic Calming Features.

- 1. Traffic signals shall be required with development when traffic signal warrants are met, in conformance with the Highway Capacity Manual and Manual of Uniform Traffic Control Devices. The location of traffic signals shall be noted on approved street plans. Where a proposed street intersection will result in an immediate need for a traffic signal, a signal meeting approved specifications shall be installed in conformance with the road authority's requirements. The developer's cost and the timing of improvements shall be included as a condition of development approval.**
- 2. When an intersection meets or is projected to meet traffic signal warrants, the City may accept alternative mitigation, such as a roundabout, in lieu of a traffic signal, if approved by the City Engineer and applicable road authority.**
- 3. The City may require the installation of calming features such as traffic circles, curb extensions, reduced street width (parking on one side), medians with pedestrian crossing refuges, and/or special paving to slow traffic in neighborhoods or commercial areas with high pedestrian traffic.**

Staff Finding: Traffic signals are not proposed or required to mitigate the impact of the project per the Traffic Analysis performed by Branch Engineering. Pedestrian connections throughout the site are delineated as shown on the attached site plan. Curb extensions are shown at the intersection of Taylor and S. 10th Street. This extension is approved. The remainder of Taylor from 10th to Gateway must be widened to comply with commercial collector standards (requiring bike lanes on both sides, parking on north side, and two travel lanes). Between 13th and Gateway, the street cross section may be narrowed to just bike lanes and travel lanes, as there is no need at this time for on-street parking on either side of the street. See Engineering Comments for more details.

I. Future Street Plan and Extension of Streets.

- 1. A future street plan shall be filed by the applicant in conjunction with an application for a subdivision in order to facilitate orderly development of the street system. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other divisible parcels within 600 feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development**
- 2. Streets shall be extended to the boundary lines of the parcel or tract to be developed when the City determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. The point where the streets temporarily end shall conform to a-c, below:**

Staff Finding: The City is planning for the extension of Gateway Boulevard and has acquired right of way for it as properties are developed at a fair market value. The City needs to have this discussion

with South Lane School District. An accurate boundary map of the entire 18.8 acres is required and shall be submitted with the building permit plans. See Engineering Comments for more details.

J. Street Alignment, Radii, and Connections.

1. **Staggering of streets making “T” intersections at collectors and arterials shall be designed so that offsets of more than 300 feet on such streets are created, as measured from the centerline of the street.**
2. **Spacing between local street intersections shall have a minimum separation of 200 feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area, or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.**
3. **All local and collector streets that stub into a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns, or compliance with other standards in this code. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.**
4. **Proposed streets or street extensions shall be located to allow continuity in street alignments and to facilitate future development of vacant or redevelopable lands.**
5. **In order to promote efficient vehicular and pedestrian circulation throughout the city, the design of subdivisions and alignment of new streets shall conform to block length standards in Section 3.1.200.**
6. **Corner curb radii shall be 20 feet -30 feet based on street classification, except where smaller radii are approved by the City Engineer.**

Staff Finding: Engineering Comments state that staff must meet with SLSD representatives to discuss Gateway Blvd right-of-way dedication per the Transportation System Plan. See Engineering Comments for more details.

K. Sidewalks, Planter Strips, Bicycle Lanes. Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with the standards in Table 3.4.100, applicable provisions of Transportation System Plan, the Comprehensive Plan, and adopted street plans. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

Staff Finding: Sidewalks shall be installed in conformance with Table 3.4.100 in the public right-of-way of Taylor Avenue and S. 8th Street as required by Engineering Comments. Maintenance of this sidewalk shall be the continuing obligation of the adjacent property owner. The widening of Taylor to include bike lanes, two travel lanes and parking on the north side between 10th and 13th, and bike lanes and two travel lanes between 13th and Gateway, shall be conditions of approval to comply with the Transportation System Plan. See Engineering Comments.

L. Intersection Angles. Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket park, common area or similar neighborhood amenity. In addition, the following standards shall apply:

Staff Finding: This criterion does not apply.

M. Existing Rights-of-Way. Whenever existing rights-of-way adjacent to a proposed development are less than standard width, additional rights-of-way shall be provided at the time of subdivision or development, subject to the provision of Section 3.4.100.

Staff Finding: No additional right-of-way is necessary for this development. Modifications required to Taylor will occur within the existing right-of-way. This criterion does not apply.

N. Cul-de-sacs. A cul-de-sac street shall only be used when environmental or topographical constraints, existing development patterns, or compliance with other standards in this code preclude street extension and through circulation.

Staff Finding: No cul-de-sacs are proposed with this development. This criterion does not apply.

O. Grades and Curves. Grades shall not exceed 6% on arterials, 10% on collector streets, or 15% on any other street (except that local or residential access streets may have segments with grades which exceed 15% for distances of no greater than 100 feet), and:

1. Centerline curve radii shall not be less than 300 feet on arterials, 200 feet on major collectors, or 100 feet on other streets; and
2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization, shall provide a landing averaging five percent or less. Landings are that portion of the street within 20 feet of the edge of the intersecting street at full improvement.

Staff Finding: No new streets are proposed for this development site. This condition does not apply.

P. Curbs, Curb Cuts, Ramps, and Driveway Approaches. Concrete curbs, curb cuts, wheelchair ramps, bicycle ramps, and driveway approaches shall be constructed in accordance with standards specified in Chapter 3.1, Access and Circulation.

Staff Finding: Driveway approaches are proposed within city right-of-way. New driveway approaches on Taylor and S. 8th Street shall conform to current city standards. Driveway dimensions shall meet commercial standards (i.e. thicker concrete and reinforcing wire) (see Engineering Comments) and shall meet Fire Department Access standards (see Fire Marshal comments).

Q. Streets Adjacent to Railroad Right-of-Way. When a transportation improvement is proposed within 300 feet of a public railroad crossing, or a modification is proposed to an existing public crossing, the Oregon Department of Transportation and the rail service provider shall be notified and given an opportunity to comment, in conformance with the provisions of Chapter 4. Private crossing improvements are subject to review and licensing by the rail service provider.

Staff Finding: No transportation improvements are proposed within 300 feet of a public railroad crossing. This criterion does not apply.

R. Alleys, Public or Private. Alleys shall conform to the standards in Table 3.4.100. Alley intersections and sharp changes in alignment shall be avoided. The corners of necessary alley intersections shall have a radius of not less than 12 feet.

Staff Finding: No alleys are proposed with this project. This criterion does not apply.

- S. Private Streets.** Private streets shall conform to City standards of construction and Table 3.4.100.F and shall provide sidewalks or pathways as approved by the City. Private streets shall not be used to avoid public access connectivity required by this Chapter. Gated communities (i.e., where a gate limits access to a development from a public street) are prohibited; and

Staff Finding: No private streets are proposed with this project. This criterion does not apply.

- T. Street Names.** No new street name shall be used which will duplicate or be confused with the names of existing streets in Lane County. Street names, signs, and numbers shall conform to the standards in Chapter 12.16 of the Cottage Grove Municipal Code, except as requested by emergency service providers.

Staff Finding: No new streets are proposed with this project. This criterion does not apply.

- U. Survey Monuments.** Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be reestablished and protected.

Staff Finding: This criterion does not apply.

- V. Street Signs.** The city, county, or state with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.

Staff Finding: This criterion does not apply.

- W. Mail Boxes.** Plans for mail boxes shall be approved by the United States Postal Service.

Staff Finding: New mailboxes will be required to meet the approval of the United States Postal Service.

- X. Street Light Standards.** Street lights shall be installed in accordance with City standards.

Staff Finding: City Municipal Code requires all street intersections have a street light illuminating the intersection. If the South 8th and Taylor or South 10th and Taylor intersections do not have that lighting now, lighting will be required with this project.

- Y. Street Cross Sections.** Street cross sections shall be constructed to Engineering Department Standards.

Staff Finding: Taylor Avenue shall be constructed to a commercial collector street cross section. See Engineering Comments.

3.4.200 Public Use Areas

A. Dedication of Public Use Areas.

- 1. Where a proposed park, playground, or other public use shown in a plan adopted by the City is located in whole or in part in a subdivision, the City may require the dedication or**

reservation of this area on the final plat for the subdivision, provided that the impact of the development on the City park system is roughly proportionate to the dedication or reservation being made.

2. The City may purchase or accept voluntary dedication or reservation of areas within the subdivision that are suitable for the development of parks and other public uses; however, the City is under no obligation to accept such areas offered for dedication or sale.

B. System Development Charge Credit. Dedication of land to the City for public use areas, voluntary or otherwise, shall be eligible as a credit toward any required system development charge for parks.

Staff Finding: Dedication of public use areas is not proposed and System Development Charge Credit is not requested. This criterion does not apply.

3.4.300 Sanitary Sewer and Water Service Improvements

A. Sewers and Water Mains Required. Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and the applicable construction specifications. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the City Engineer.

B. Sewer and Water Plan Approval. Development permits for sewer and water improvements shall not be issued until the City Engineer has approved all sanitary sewer and water plans in conformance with City standards.

C. Over-Sizing. The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the city may grant the developer credit toward any required system development charge for the same.

D. Inadequate Facilities. Development permits may be restricted by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems.

Staff Finding: The project is considered a new development. Extensions of the public water and sanitary service are proposed to serve the project.

The City Engineer has provided comments related to the provision of water and sanitary service (See Exhibit A). These comments are partially included below and shall be conditions of approval:

General

- Applicant will be required to provide a copy of the entire approved 1200-C permit from the Department of Environmental Quality for the development over one (1) acre in size.

- Development of the property will require that all cable utilities be placed underground including telephone, television and power. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction.
- If any public infrastructure is extended for the proposed development, Developer shall sign a Developer's Agreement and pay associated fees with the City of Cottage Grove prior to finalizing an agreement with an engineering firm for any public infrastructure (water and street) to be installed by the developer. The developer's agreement shall outline the expectations of the developer, developer's engineer and the City of Cottage Grove.
- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices. A traffic control plan shall be submitted with building permit plans. Traffic Control Plan shall be enforce throughout the project and signs shall be taken down or covered during weekend, holiday or period of non-work.
- Developer shall be responsible for payment of all system development charges and review fees.
- Erosion control plans shall be included with building permit plans. Erosion control shall be installed prior to and maintained during construction.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.
- If public infrastructure improvements (street, water and possibly storm drainage) are needed, then those improvements shall be designed and stamped by a Registered Professional Engineer in the State of Oregon. Plans shall be reviewed and approved by city staff prior to construction.
- Upon completion of the infrastructure, the public infrastructure systems will be accepted by the City of Cottage Grove for maintenance and operation.
- Any public infrastructure across private property, the City of Cottage Grove will need access easements to these facilities as well as easements for the facilities prior to acceptance. All easements for public infrastructure shall be a minimum of 14 feet wide.
- Site review plans are not consistent for example landscaping plans notes a feature and states to see civil plans and civil plans do not show the feature. Please make sure building permit plans are consistent throughout the plan set.
- The City is planning for the extension of Gateway Boulevard and has acquired right of way for it as properties are developed at a fair market value. The City needs to have this discussion with South Lane School District. An accurate boundary map of the entire 18.8 acres is required and shall be submitted with the building permit plans.

Street

- Plans show sidewalks along Taylor Avenue are shown to be replaced while the sidewalks along South 8th Street are to remain. New sidewalks must be installed along the entire frontage along South 8th as well as Taylor Avenue. Sidewalks are six (6) feet wide and constructed to City Standards. Contact Engineering Department for details.
- The school district will be responsible for installing ADA ramps along their frontage (one at the intersection of South 8th and Taylor and two at the intersection of South 10th and Taylor). Handicap ramps shall meet current ADA standards. The City will be responsible for replacing the remaining handicap ramps at the two intersections.
- Sidewalks and handicap facilities must meet the current American Disabilities Act (ADA) Standards. For example, a minimum of 4-feet of the sidewalk must be free of obstructions to accommodate wheel chair clearance. Contact Engineering Department for details.
- Any new utility work or repair of any utility work or connection to any utility within the City public right-of-way shall conform to the City of Cottage Grove's detail 602.

- City standard curb and gutter will be required along the entire frontage along Taylor Avenue as well.
- All driveways (3 on Taylor Avenue and 1 on South 8th) shall comply with Section 3.1.200 L (4) Driveway slopes. Maximum grade for commercial/industrial shall be 7% as well as meet the transitions standards.
- The 8th Street driveway access cannot intrude into the street cross section as shown. Either a longer section of 8th Street is integrated into the bulb-out or the driveway must stop at the sidewalk.
- South Lane Fire and Rescue have a new fire apparatus. This apparatus will be used in fighting a fire at this location. This apparatus requires a minimum radius of 36 feet. Therefore southwest parking lot and bus parking area driveway approaches will need to accommodate this.
- City Municipal Code requires all street intersections have a street light illuminating the intersection. If the South 8th and Taylor or South 10th and Taylor intersections do not have that lighting now, lighting will be required with this project.
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- The street cross section along the Taylor Avenue frontage will be the following:
 - o South 8th Street west to South 10th Street continuing west to approximately first driveway approach.
 - 2 – five foot bike lanes one on each side
 - 2 – seven foot parking strips on each side
 - 2 – nine foot travel lanes.
 - A seven (7) foot bulb out is allow at the South 10th intersection provided that turning movements for new aerial fire truck or delivery truck are not impeded. Provide documentation of vehicle wheel tracking with building permit plans.
 - o Approximately first driveway approach from South 10th Street west approximately 200 feet
 - 2 – five foot bike lanes one on each side
 - 1 – eight foot parking strip on north side
 - 2 – ten foot travel lanes.
 - Provide documentation of vehicle wheel tracking that turning movements of aerial fire truck, buses and delivery truck can operate properly with this configuration.
 - o East property line east approximately 125 feet
 - 2 – six foot bike lanes one on each side
 - No parking both sides
 - 2 – ten foot travel lanes.
- It is the City’s intent to partner with School District contractor to pay for the last street section and sidewalk mentioned above to be extended across the City’s property which contains the new water pump station.
- Making the intersection of South 10th and Taylor Avenue an all stop intersection will requires City Council action because the municipal code states installation of stop signs is City Council authority.
- City staff wants crosswalks on all legs at the intersection of the intersection of South 10th Street and Taylor Avenue.
- Sign post installation shall be constructed as per City standards. Contact the Engineering Department for details.
- Staff concurs with signage plan presented with the changes mentioned above.

- Proposed gravel pathway from the southwest parking lot to the football field is very steep by the contours provide. Staff recommend that the pathway be changed to a concrete staircase.

Water

- An 8-inch water main is in South 8th Street. Records show this main serves swimming pool with a 4" service and the Early Learning Center with a 1" service.
- All new water lines shall be 8" minimum pipe. Other water line amenities, such as fire hydrants, pipe materials, meter boxes and valve shall meet City standards. Contact Engineering Department for details.
- The plans propose a new public fire hydrant behind the school. This location is not acceptable to the engineering department. Contact Danny Solesbee, South Lane Fire and Rescue Fire Marshall for hydrant locations.
- Upon completion of the water line improvements and passing the required testing, the developer shall provide documentation (2 copies) of flow capabilities of all new hydrants within this development as well as system capabilities of the developed area in accordance with National Fire Protection Association (NFPA) 25 and the Uniform Fire Code.
- All new fire hydrants on-site whether public or private shall supply the proper flow during emergency situations. This department as well as fire department requires a minimum of 2,500 gallons per minute for four hours.
- Chlorination taps will be required within 10 feet of the hot tap gate valves mentioned above.
- The new fire line on the east side of the school will require a hot tap from a City approved contractor.
- The Oregon Administrative Rules requires a 10-foot horizontal separation between water lines and sanitary sewer lines. Follow OAR chapter 333 for the crossing of the sanitary sewer lines and the water mains.
- Any new water services are required to install a backflow device on the customers' side of the water meter. This requirement can be deferred until the building permit process. Contact the Cottage Grove Utility Maintenance Supervisor for details.
- Irrigation lines as well as any irrigation meters should be shown on the building permit plans, If the irrigation system is off its own separate meter, provide the number of heads in each zone and well as the number of zones so a proper meter size can be determined.
- Developer is responsible for constructing water service from water meter to building(s).
- Provide proposed fixture counts so the correct meter size can be determined and change if necessary.
- All existing water appurtenances, such as hydrants, valve boxes, meter boxes, need to be adjusted to grade.

Storm Drainage

- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff shall be contained on the property prior to connecting the public storm drainage system. Building permit plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system. This may require trench drains placed at the back of driveway approaches.
- A 10" concrete storm drainage line is within South 8th. City maps show an 8" stub from this main going into and serving the southwest parking lot of the school and swimming pool.
- Label storm drainage line with pipe size and grade of each pipe segment on building permit plans
- Hydraulic calculations have been provided and were satisfactory.

- New on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.
- If any storm drainage manhole needs to be adjusted due to the proposed development, manholes need to be adjusted to grade as well as grouted. The City of Cottage Grove does not allow over 12 inches of grade rings on public manholes.
- Engineer shall develop an operation and maintenance manual for the rain garden/treatment areas. This manual shall be presented to the school district maintenance department to ensure the cleaning and maintenance of the system occurs. The City of Cottage Grove shall also be provided with a copy of the manual.
- Plans do not show downspouts or connection to the storm drainage system for covered playground area and the Early Learning center.
- The City has recently assisted the school district maintenance crew in locating the drainage line around the football field. The storm line goes west south of the swimming pool and drains into South 8th Street. Please provide this information to the contractor to avoid any conflicts.
- Staff has a concern with storm drainage option shown on the plans submitted. The Engineer of Record did his due diligence in having the soils tested for the proposed soaker trenches. For the last couple of years, the intersection at South 8th Street and Taylor Avenue has been pumping during the winter season. Last summer a contractor was hired to over excavate the intersection to investigate the reason of the pumping. The contractor found a large pocket of clay. Staff is concerned about the possibility of other large pockets of clay exists, in Taylor Avenue in and around the soaker trenches. Staff does not want to see its infrastructure to fail due to extra water or want the soaker trenches not perform to the standards as outlined by the Engineer of Record.
- If Option 1 is chosen (system proposed on the site plan review drawings), the school district shall apply for an underground injection system with the Department of Environmental Quality as mentioned in the Engineer of Record's storm drainage management report. A copy of the approved letter shall be given to the City for its records.
- If Option 2 is chosen, storm drainage improvements off-site will be required. The improvements will need to carry the new school's runoff without creating any negative impacts to property owners downstream (north) approximately 800 feet.

Sanitary Sewer

- There is an 8" sanitary sewer main in South 8th Street. This main currently serves the swimming pool.
- A 6" sanitary sewer main is extending to the school property near the northwest corner. This main served the old high school.
- Provide proposed fixture counts with the building permit to ensure the proper sewer service is constructed.
- If any manholes need adjustment with new grading, the City does not allow over 12 inches of grade rings on public manholes.
- Documentation on the maintenance and cleaning of the grease interceptor shall be provided to school staff. Proper maintenance and cleaning of interceptor will ensure grease will not enter the City infrastructure.

Fire

The Fire Marshal has provided comments regarding provision of fire hydrants and fire access. The application currently shows one new fire hydrant, located adjacent to a play area behind the school. The Fire Marshal requires a second fire hydrant be placed in the sidewalk between the parent and bus parking lots (near the flag pole) to provide coverage of the elementary school. Additionally a fire lane must be completed around the building to give access to the new hydrant in the back, and this fire lane must

accommodate an aerial truck (26' wide, 36' turning radius, 60,000 lbs support). This will require the widening of the sidewalk/gated entrance to the play area behind the early learning center and garden. Rolled curbs will be required onto the sidewalks to allow access for the truck to this fire lane. Fire Lane signage will be required per OFC specifications. Additionally aerial access must be provided along Taylor Avenue, which will require the undergrounding of any utilities obstructing aerial access. See Fire Marshal comments for more details. These shall be conditions of approval.

3.4.400 Storm Drainage Improvements

- A. General Provisions. The City shall issue a development permit only where adequate provisions for storm water and flood water runoff have been made in conformance with the City's Storm Drainage Master Plan and Chapter 3.5, Surface Water Management.**
- B. Accommodation of Upstream Drainage. Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the City Engineer.**
- C. Effect on Downstream Drainage. Where it is anticipated by the City Engineer that the additional runoff resulting from the development will overload an existing drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development in accordance with City standards.**
- D. Over-Sizing. The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the city may grant the developer credit toward any required system development charge for the same.**
- E. Existing Watercourse. Where a proposed development is traversed by a watercourse, drainage way, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety.**

Staff Finding: The applicant submitted a Stormwater Management Plan and Drainage Study with their submittal, written by Branch Engineering (October 28, 2016). The City Engineer provided the following comments regarding storm drainage improvements:

Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff shall be contained on the property prior to connecting the public storm drainage system. Building permit plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system. This may require trench drains placed at the back of driveway approaches.

A 10" concrete storm drainage line is within South 8th. City maps show an 8" stub from this main going into and serving the southwest parking lot of the school and swimming pool. Label storm drainage line with pipe size and grade of each pipe segment on building permit plans. Hydraulic calculations have been provided and were satisfactory.

New on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.

If any storm drainage manhole needs to be adjusted due to the proposed development, manholes need to be adjusted to grade as well as grouted. The City of Cottage Grove does not allow over 12 inches of grade rings on public manholes.

Engineer shall develop an operation and maintenance manual for the rain garden/treatment areas. This manual shall be presented to the school district maintenance department to ensure the cleaning and maintenance of the system occurs. The City of Cottage Grove shall also be provided with a copy of the manual.

Plans do not show downspouts or connection to the storm drainage system for covered playground area and the Early Learning center.

The City has recently assisted the school district maintenance crew in locating the drainage line around the football field. The storm line goes west south of the swimming pool and drains into South 8th Street. Please provide this information to the contractor to avoid any conflicts.

Staff has a concern with storm drainage option shown on the plans submitted. The Engineer of Record did his due diligence in having the soils tested for the proposed soaker trenches. For the last couple of years, the intersection at South 8th Street and Taylor Avenue has been pumping during the winter season. Last summer a contractor was hired to over excavate the intersection to investigate the reason of the pumping. The contractor found a large pocket of clay. Staff is concerned about the possibility of other large pockets of clay exists, in Taylor Avenue in and around the soaker trenches. Staff does not want to see its infrastructure to fail due to extra water or want the soaker trenches not perform to the standards as outlined by the Engineer of Record.

If Option 1 is chosen (system proposed on the site plan review drawings), the school district shall apply for an underground injection system with the Department of Environmental Quality as mentioned in the Engineer of Record's storm drainage management report. A copy of the approved letter shall be given to the City for its records.

If Option 2 is chosen, storm drainage improvements off-site will be required. The improvements will need to carry the new school's runoff without creating any negative impacts to property owners downstream (north) approximately 800 feet.

3.4.500 Utilities

A. Underground Utilities.

- 1. Generally. All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above.**

Staff Finding: Development of the property will require that all cable utilities be placed underground including telephone, television and power. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction. (See Engineering Comments.)

Existing utilities along Taylor that prevent aerial fire truck access must be undergrounded or relocated to provide aerial access within a minimum of 15' and a maximum of 30' from the front of the length of the building. (See Fire Marshal Comments.)

With these conditions, this criterion is met.

2. **Subdivisions.** The following additional standards apply to all new subdivisions, in order to facilitate underground placement of utilities:
 - a. The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that all above ground equipment does not obstruct vision clearance areas for vehicular traffic (Chapter 3.1);
 - b. The City reserves the right to approve the location of all surface-mounted facilities;
 - c. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and
 - d. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

Staff Finding: The project is not a subdivision. This criterion does not apply.

- B. **Exception to Undergrounding Requirement.** An exception to the undergrounding requirement may be granted due to physical constraints, such as steep topography, sensitive lands (Chapter 3.7), or existing development conditions.

Staff Finding: An exception to the undergrounding requirement is not requested. This criterion does not apply.

3.4.600 Easements

- A. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the City Engineer.
- B. **Recordation.** As determined by the City Engineer, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 4.2, Site Design Review, and Chapter 4.3, Land Divisions.

Staff Finding: Any public infrastructure across private property, the City of Cottage Grove will need access easements to these facilities as well as easements for the facilities prior to acceptance. All easements for public infrastructure shall be a minimum of 14 feet wide. Recorded copies of easements will be required to be submitted prior to development.

3.4.700 Construction Plan Approval and Assurances

- A. **Plan Approval and Permit.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.

- B. Performance Guarantee.** The City may require the developer or subdivider to provide bonding or other performance guarantees to ensure completion of required public improvements. See Section 4.2.4, Site Design Review, and Section 4.3.180, Land Divisions.

Staff Finding: Public improvements are proposed as part of this application. Development shall meet requirements of City Engineer (see Exhibit A) for all public improvements in the city's right-of-way.

3.4.800 Installation

- A. Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.
- B. Adopted Installation Standards.** The Standard Specifications for Public Works Construction, Oregon Chapter A.P.W.A., shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer.
- C. Commencement.** Work shall not begin until the City has been notified in advance in writing.
- D. Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.
- E. City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 4.6, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
- F. Engineer's Certification and As-Built Plans.** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 sets of "as-built" plans, in conformance with the City Engineer's specifications, for permanent filing with the City.

Staff Finding: Any new utility work or repair of utility work or connection to any utility within the City right-of-way shall conform to the City of Cottage Grove's detail 602. See Engineering Comments.

Chapter 3.5 — Surface Water Management

Staff Finding:

- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff shall be contained on the property prior to connecting the public storm drainage system. Building permit plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the

public storm drainage system. This may require trench drains placed at the back of driveway approaches.

- A 10" concrete storm drainage line is within South 8th. City maps show an 8" stub from this main going into and serving the southwest parking lot of the school and swimming pool.
- Label storm drainage line with pipe size and grade of each pipe segment on building permit plans
- Hydraulic calculations have been provided and were satisfactory.
- New on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.
- If any storm drainage manhole needs to be adjusted due to the proposed development, manholes need to be adjusted to grade as well as grouted. The City of Cottage Grove does not allow over 12 inches of grade rings on public manholes.
- Engineer shall develop an operation and maintenance manual for the rain garden/treatment areas. This manual shall be presented to the school district maintenance department to ensure the cleaning and maintenance of the system occurs. The City of Cottage Grove shall also be provided with a copy of the manual.
- Plans do not show downspouts or connection to the storm drainage system for covered playground area and the Early Learning center.
- The City has recently assisted the school district maintenance crew in locating the drainage line around the football field. The storm line goes west south of the swimming pool and drains into South 8th Street. Please provide this information to the contractor to avoid any conflicts.
- Staff has a concern with storm drainage option shown on the plans submitted. The Engineer of Record did his due diligence in having the soils tested for the proposed soaker trenches. For the last couple of years, the intersection at South 8th Street and Taylor Avenue has been pumping during the winter season. Last summer a contractor was hired to over excavate the intersection to investigate the reason of the pumping. The contractor found a large pocket of clay. Staff is concerned about the possibility of other large pockets of clay in Taylor Avenue in and around the soaker trenches. Staff does not want to see its infrastructure fail due to extra water or want the soaker trenches not perform to the standards as outlined by the Engineer of Record.
- If Option 1 is chosen (system proposed on the site plan review drawings), the school district shall apply for an underground injection system with the Department of Environmental Quality as mentioned in the Engineer of Record's storm drainage management report. A copy of the approved letter shall be given to the City for its records.
- If Option 2 is chosen, storm drainage improvements off-site will be required. The improvements will need to carry the new school's runoff without creating any negative impacts to property owners downstream (north) approximately 800 feet.

(See Engineering Comments, Exhibit A.)

Rain gardens and/or stormwater facilities must be constructed to ensure long-term function and must be planted with appropriate native vegetation. Long-term maintenance of this vegetation and function of all on-site stormwater treatment features will be the responsibility of the SLSD.

Applicant will be required to provide a copy of the entire approved 1200-C permit from the Department of Environmental Quality before building permits may be issued. (See Engineering Comments, Exhibit A.)

This criterion is met.

3.8.700 Signs -- Schools

Every public, federal or state funded school shall be allowed a maximum of 2 wall signs not to exceed a total combined area of 80 square feet and 1 free standing sign not to exceed 40 square feet. The total sign height for free standing signs shall be a maximum of 8 feet above grade. Neon signage will not be allowed.

No signage plan has been submitted at this time. Future signs on the site must comply with the above standard.

4.2.600 Site Design Review Approval Criteria

The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

- 1. The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.500, above.**

Staff Finding: The proposed project complies with the criterion. The project seeks Site Design Review approval. In accordance with Chapter 4.1, a Type III application and review procedure is required. Site design review application submission requirements as outlined by Section 4.2.500 are included with the application. This criterion is met.

- 2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;**

Staff Finding: Please see staff findings in response to Section 2.2 (Residential Districts). This criterion is met.

3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;

Staff Finding: The applicant is proposing to bring existing development at the early learning center up to standards for building and specialty codes as well as land use district standards. The pool will remain unmodified, however its parking lot and landscaping and pedestrian circulation shall be brought up to current standards. This criterion is met.

4. The application complies with all of the Design Standards in Chapter 3:

- a. Chapter 3.1 - Access and Circulation;**
- b. Chapter 3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;**
- c. Chapter 3.3 - Parking and Loading;**
- d. Chapter 3.4 - Public Facilities;**
- e. Chapter 3.5 - Surface Water Management;**
- f. Chapter 3.6 - Other Standards, as applicable;**
- g. Chapter 3.7 – Sensitive Lands**

Staff Finding: Please see code responses to Section 3.0 (Design Standards). With suggested conditions, this criterion is met.

5. Existing conditions of approval required as part of a prior Land Division (Chapter 4.3), Conditional Use Permit (Chapter 4.4), Master Planned Development (Chapter 4.5) or other approval shall be met.

Staff Finding: Conditions of approval of CUP 6-16 shall be met.

CONCLUSION

Site Design Review **approval** pursuant to Section 4.2.600 Site Design Review Approval Criteria and subject to the recommended conditions is supported by the findings of fact that establish compliance with the applicable state and local standards.

STAFF RECOMMENDATION

That the Site Design Review SDR 3-16 be **approved** for the proposed elementary school and early learning center at 1000 Taylor Avenue (Map 20 03 33 13 TL 100) pursuant to Section 4.2.600 Site Design Review Approval Criteria which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

CONDITIONS OF APPROVAL

1. Major modifications to these plans shall be approved by the Planning Commission.
2. Implementation of the TIA recommendations relating to the installation of ADA ramps at 8th Street and 10th Street intersections, a new stop sign at S. 10th/Taylor, crosswalks at S. 10th Street at the newly required stop sign, and removal of the second access on S. 8th Street.
3. Development of Taylor Avenue shall be based upon its identification as a commercial collector, with a required need for parking on both sides of the street except for within the intersections, between the two curb cuts to the elementary school parking/bus lots, and on the north side of

Taylor between 13th and Gateway. The commercial collector standard requires sidewalks, curb and gutter, bike lanes and parallel parking on both sides of the road. This improvement will be required up to the I-5 right of way, with the City paying for its share of the frontage improvements in front of the Taylor Avenue pump station.

4. School zone signage shall be installed on S. 8th Street and Taylor Avenue and S. 10th Street in compliance with the Oregon Sign Policy and the MUTCD or any supplemental provisions adopted by Cottage Grove City Council.
5. The first 35' of the parent parking lot driveway (entrance lane) should be posted and curb painted red for No Parking to ensure vision clearance and reduce turning conflicts and potential pedestrian/car conflicts at its intersection with Taylor. Signage will also be needed at the first of the drives into the parent parking lot for one way traffic and to delineate the bus/staff parking area driveway as separate from the parent entrance to the elementary school. No Parking signs and curb striping shall be required in all Fire Lanes at the discretion of the Fire Marshall in compliance with Fire Code. A signage plan showing compliance with all of these requirements will be required at time of building permit submittal. Onsite signs shall be installed and approved prior to occupancy of the school and shall be maintained by the SLSD.
6. Driveway aprons shall be constructed of concrete and shall be installed between the street right-of-way and the private drive, as shown in Figure 3.1.200.L(2). The maximum grade for a commercial/industrial driveway shall be 7%.
7. The driveways to the pool and the access to the bus parking area shall accommodate aerial access for SLCF&R, which includes a minimum unobstructed width of 26', turning radius of 36', and load capacity of 60,000lbs. This shall also be true for the fire lane around the south side of the building. See Fire Marshal comments.
8. Fire hydrant placement along the rear fire lane shall be at the discretion of the Fire Marshal. A second fire hydrant at the rear of the school shall be required. See Fire Marshal comments.
9. Proposed walkways will be a minimum 6 feet wide and be constructed using concrete, asphalt or other approved durable surface. The gravel path to the track shall be amended to be concrete, asphalt or another durable surfaced path or staircase. See Engineering Comments.
10. Walkways shall comply with applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street, shall provide ramps that are ADA accessible, including the public sidewalk intersections on the southeast side of 8th and Taylor (next to the early learning center), the end of the ramp at the public sidewalk on Taylor leading to the elementary school and the crosswalks in front of the school on the public sidewalk at 10th and Taylor. The school district will be responsible for installing ADA ramps along their frontage (one at the intersection of South 8th and Taylor and two at the intersection of South 10th and Taylor). Handicap ramps shall meet current ADA standards. The City will be responsible for replacing the remaining handicap ramps at the two intersections.
11. Walkways constructed on the property will be maintained by South Lane School District.
12. Public sidewalks shall be installed by the developer along Taylor Avenue and S. 8th Street at 6' width per Engineering Standards.
13. The proposed Taylor Avenue street cross section shall be modified to comply with the commercial collector standard to the greatest extent possible, including the provision of bike lanes. See Engineering Comments for more details.
14. No fences or walls will be allowed greater in height than 6' without a Class B Variance. Barbed wire is not permitted as fencing material.
15. A 20' vision clearance triangle shall be maintained at each driveway with no obstruction between 2.5' – 8' in height.
16. Installation, striping and signage of all parking (176 standard, 9 ADA) shall be required prior to occupancy. Parking stalls shall be 20' long by 9' wide, and access aisle shall be 24' wide. Compact spaces shall be no smaller than 17' long by 8' wide, and shall not be more than 30% of the total.

17. Parking areas shall have lighting to provide at least 1 foot-candle of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.
18. A total of 18 covered or enclosed long-term bicycle parking spaces (12 for the elementary school and 6 for the early learning center split between the two buildings) will be required in addition to the 26 short-term bike parking spaces shown. Spaces will be 2x6 with a vertical clearance of 7' and a 5' aisle adjacent, appropriately designed to support and lock bike and anchored to the ground. Design for the short-term and long-term bike racks shall be provided as part of the building permit submittal.
19. The design of the parking lot will be required to address Fire Department Access (emergency vehicle) needs. All emergency vehicle access must have a turning radii of at least 28 feet. Fire lanes must be a minimum of 20' clear with no parking, and all fire lane curbs shall be painted red and posted with Fire Lane signs as approved by South Lane Fire Department.
20. If the development impacts more than 1 acre (43,560 sq. feet), applicant will be required to provide a copy of the entire approved 1200-C permit from the Department of Environmental Quality, and a copy of the maintenance and operation manual for on-site retention (see Engineering Comments, Exhibit A).
21. Rain gardens and/or stormwater facilities must be constructed to ensure long-term function and must be planted with appropriate native vegetation. Long-term maintenance of this vegetation and function of all on-site stormwater treatment features will be the responsibility of the SLSD.
22. A final landscaping plan shall be provided with the first building permit application for approval by the Community Development Department.
23. Street trees are required along Taylor Avenue and S. 8th Street and along the bus parking lot aisle as proposed at a minimum of 30' intervals. Trees will be selected based on growth criteria as described in this section and will be 2" in caliper at 4 feet above grade at time of planting.
24. Compliance with the Landscape Materials section will be required in all landscaping areas.
25. The parking islands shall be planted with screening plants to form a continuous screen at least 30 inches high and maintained not to exceed 42 inches high or a masonry wall; and shall contain 1 canopy tree every 30 linear feet as measured along street lot line and living plant materials covering 75% of required landscape area within 3 years.
26. Irrigation is required for all landscape areas. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.). All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner.
27. Backflow devices shall be required for all irrigation systems.
28. All mechanical and garbage areas shall be screened with a masonry wall between 5' and 6' in height or if enclosed in chain link, must have slats within the chain link to create an opaque barrier.
29. Every public, federal or state funded school shall be allowed a maximum of 2 wall signs not to exceed a total combined area of 80 square feet and 1 free standing sign not to exceed 40 square feet. The total sign height for free standing signs shall be a maximum of 8 feet above grade. Neon signage will not be allowed.
30. Engineering Comments (Exhibit A), dated January 11, 2017, shall be considered conditions of approval.
31. Fire Marshall comments (Exhibit B), dated January 9, 2017, shall be considered conditions of approval.

MATERIALS TO BE PART OF THE RECORD

File SDR 3-16

EXHIBITS

- A. Engineering Comments, January 11, 2017
- B. Fire Marshal Comments, January 9, 2017
- C. ODOT comments, dated January 6, 2017
- D. Stormwater Management Plan & Drainage Study, Branch Engineering
- E. Traffic Impact Analysis, Branch Engineering
- F. Site Plans & Elevations

EXHIBIT A: Engineering Comments

MEMO

To: Amanda Ferguson, City Planner

From: Ron Bradsby, City Engineer

Subject: ENGINEERING COMMENTS FOR CUP 6-16 & SDR 3-16 (1000 TAYLOR AVENUE – SOUTH LANE SCHOOLS)

Date: January 5, 2017

The following comments are based on three Type III permit applications one (1) double sided page each and both dated November 7, 2016, Storm water Management Plan and Drainage Study thirty-two (32) pages double sided dated October 28, 2016, Cottage Grove Elementary School Traffic Impact Analysis seventy (70) pages double sided dated October 21, 2016, Striping and signage plan two (2) 11"x17" sheets dated November 18, 2016, and a plan set containing general drawings, civil drawings, landscape drawings, architectural site plans, architectural floor plans and architectural exterior elevations, twenty-six (26) 42" x 30" sheets dated November 4, 2016. . These comments are guidelines for the design of the project. Changes may occur during the design phase that will be in conflict with statements below and some issues may have been overlooked that will be commented on during the design phase of this project.

Development Comments

General

- Applicant will be required to provide a copy of the entire approved 1200-C permit from the Department of Environmental Quality for the development over one (1) acre in size
- Development of the property will require that all cable utilities be placed underground including telephone, television and power. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction.
- If any public infrastructure is extended for the proposed development, Developer shall sign a Developer's Agreement and pay associated fees with the City of Cottage Grove prior to finalizing an agreement with an engineering firm for any public infrastructure (water and street) to be installed by the developer. The developer's agreement shall outline the expectations of the developer, developer's engineer and the City of Cottage Grove.
- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices. A traffic control plan shall be submitted with building permit plans. Traffic Control Plan shall be enforce throughout the project and signs shall be taken down or covered during weekend, holiday or period of non-work.
- Developer shall be responsible for payment of all system development charges and review fees.
- Erosion control plans shall be included with building permit plans. Erosion control shall be installed prior to and maintained during construction.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other

utility companies may have stricter standards than this. The standard with the greatest separation will apply.

- If public infrastructure improvements (street, water and possibly storm drainage) are needed, then those improvements shall be designed and stamped by a Registered Professional Engineer in the State of Oregon. Plans shall be reviewed and approved by city staff prior to construction.
- Upon completion of the infrastructure, the public infrastructure systems will be accepted by the City of Cottage Grove for maintenance and operation.
- Any public infrastructure across private property, the City of Cottage Grove will need access easements to these facilities as well as easements for the facilities prior to acceptance. All easements for public infrastructure shall be a minimum of 14 feet wide.
- Site review plans are not consistent for example landscaping plans notes a feature and states to see civil plans and civil plans do not show the feature. Please make sure building permit plans are consistent throughout the plan set.
- The City is planning for the extension of Gateway Boulevard and has acquired right of way for it as properties are developed at a fair market value. The City needs to have this discussion with South Lane School District. An accurate boundary map of the entire 18.8 acres is required and shall be submitted with the building permit plans.

Street

- Plans show sidewalks along Taylor Avenue are shown to be replaced while the sidewalks along South 8th Street are to remain. New sidewalks must be installed along the entire frontage along South 8th as well as Taylor Avenue. Sidewalks are six (6) feet wide and constructed to City Standards. Contact Engineering Department for details.
- The school district will be responsible for installing ADA ramps long their frontage (one at the intersection of South 8th and Taylor and two at the intersection of South 10th and Taylor). Handicap ramps shall meet current ADA standards. The City will be responsible for replacing the remaining handicap ramps at the two intersections.
- Sidewalks and handicap facilities must meet the current American Disabilities Act (ADA) Standards. For example, a minimum of 4-feet of the sidewalk must be free of obstructions to accommodate wheel chair clearance. Contact Engineering Department for details.
- Any new utility work or repair of any utility work or connection to any utility within the City public right-of-way shall conform to the City of Cottage Grove's detail 602.
- City standard curb and gutter will be required along the entire frontage along Taylor Avenue as well.
- All driveways (3 on Taylor Avenue and 1 on South 8th) shall comply with Section 3.1.200 L (4) Driveway slopes. Maximum grade for commercial/industrial shall be 7% as well as meet the transitions standards.
- The 8th Street driveway access cannot intrude into the street cross section as shown. Either a longer section of 8th Street is integrated into the bulb-out or the driveway must stop at the sidewalk.
- South Lane Fire and Rescue have a new fire apparatus. This apparatus will be used in fighting a fire at this location. This apparatus requires a minimum radius of 36 feet. Therefore southwest parking lot and bus parking area driveway approaches will need to accommodate this.
- City Municipal Code requires all street intersections have a street light illuminating the intersection. If the South 8th and Taylor or South 10th and Taylor intersections do not have that lighting now, lighting will be required with this project.
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- The street cross section along the Taylor Avenue frontage will be the following:
 - o South 8th Street west to South 10th Street continuing west to approximately first driveway approach.

- 2 – five foot bike lanes one on each side
 - 2 – seven foot parking strips on each side
 - 2 – nine foot travel lanes.
 - A seven (7) foot bulb out is allow at the South 10th intersection provided that turning movements for new aerial fire truck or delivery truck are not impeded. Provide documentation of vehicle wheel tracking with building permit plans.
- Approximately first driveway approach from South 10th Street west approximately 200 feet
 - 2 – five foot bike lanes one on each side
 - 1 – eight foot parking strip on north side
 - 2 – ten foot travel lanes.
 - Provide documentation of vehicle wheel tracking that turning movements of aerial fire truck, buses and delivery truck can operate properly with this configuration.
- East property line east approximately 125 feet
 - 2 – six foot bike lanes one on each side
 - No parking both sides
 - 2 – ten foot travel lanes.
- It is the City’s intent to partner with School District contractor to pay for the last street section and sidewalk mentioned above to be extended across the City’s property which contains the new water pump station.
- Making the intersection of South 10th and Taylor Avenue an all stop intersection will requires City Council action because the municipal code states installation of stop signs is City Council authority.
- City staff wants crosswalks on all legs at the intersection of the intersection of South 10th Street and Taylor Avenue.
- Sign post installation shall be constructed as per City standards. Contact the Engineering Department for details.
- Staff concurs with signage plan presented with the changes mentioned above.
- Proposed gravel pathway from the southwest parking lot to the football field is very steep by the contours provide. Staff recommends that the pathway be changed to a concrete staircase.

Water

- An 8-inch water main is in South 8th Street. Records show this main serves swimming pool with a 4” service and the Early Learning Center with a 1” service.
- All new water lines shall be 8” minimum pipe. Other water line amenities, such as fire hydrants, pipe materials, meter boxes and valve shall meet City standards. Contact Engineering Department for details.
- The plans propose a new public fire hydrant behind the school. This location is not acceptable to the engineering department. Contract Danny Solesbee, South Lane Fire and Rescue Fire Marshall for hydrant locations.
- Upon completion of the water line improvements and passing the required testing, the developer shall provide documentation (2 copies) of flow capabilities of all new hydrants within this development as well as system capabilities of the developed area in accordance with National Fire Protection Association (NFPA) 25 and the Uniform Fire Code.

- All new fire hydrants on-site whether public or private shall supply the proper flow during emergency situations. This department as well as fire department requires a minimum of 2,500 gallons per minute for four hours.
- Chlorination taps will be required within 10 feet of the hot tap gate valves mentioned above.
- The new fire line on the east side of the school will require a hot tap from a City approved contractor.
- The Oregon Administrative Rules requires a 10-foot horizontal separation between water lines and sanitary sewer lines. Follow OAR chapter 333 for the crossing of the sanitary sewer lines and the water mains.
- Any new water services are required to install a backflow device on the customers' side of the water meter. This requirement can be deferred until the building permit process. Contact the Cottage Grove Utility Maintenance Supervisor for details.
- Irrigation lines as well as any irrigation meters should be shown on the building permit plans. If the irrigation system is off its own separate meter, provide the number of heads in each zone and well as the number of zones so a proper meter size can be determined.
- Developer is responsible for constructing water service from water meter to building(s).
- Provide proposed fixture counts so the correct meter size can be determined and change if necessary.
- All existing water appurtenances, such as hydrants, valve boxes, meter boxes, need to be adjusted to grade.

Storm Drainage

- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff shall be contained on the property prior to connecting the public storm drainage system. Building permit plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system. This may require trench drains placed at the back of driveway approaches.
- A 10" concrete storm drainage line is within South 8th. City maps show an 8" stub from this main going into and serving the southwest parking lot of the school and swimming pool.
- Label storm drainage line with pipe size and grade of each pipe segment on building permit plans
- Hydraulic calculations have been provided and were satisfactory.
- New on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.
- If any storm drainage manhole needs to be adjusted due to the proposed development, manholes need to be adjusted to grade as well as grouted. The City of Cottage Grove does not allow over 12 inches of grade rings on public manholes.
- Engineer shall develop an operation and maintenance manual for the rain garden/treatment areas. This manual shall be presented to the school district maintenance department to ensure the cleaning and maintenance of the system occurs. The City of Cottage Grove shall also be provided with a copy of the manual.
- Plans do not show downspouts or connection to the storm drainage system for covered playground area and the Early Learning center.
- The City has recently assisted the school district maintenance crew in locating the drainage line around the football field. The storm line goes west south of the swimming pool and drains into South 8th Street. Please provide this information to the contractor to avoid any conflicts.
- Staff has a concern with storm drainage option shown on the plans submitted. The Engineer of Record did his due diligence in having the soils tested for the proposed soaker trenches. For the last couple of years, the intersection at South 8th Street and Taylor Avenue has been pumping during the winter season. Last summer a contractor was hired to over excavate the intersection to

investigate the reason of the pumping. The contractor found a large pocket of clay. Staff is concerned about the possibility of other large pockets of clay exists, in Taylor Avenue in and around the soaker trenches. Staff does not want to see its infrastructure to fail due to extra water or want the soaker trenches not perform to the standards as outlined by the Engineer of Record.

- If Option 1 is chosen (system proposed on the site plan review drawings), the school district shall apply for an underground injection system with the Department of Environmental Quality as mentioned in the Engineer of Record's storm drainage management report. A copy of the approved letter shall be given to the City for its records.
- If Option 2 is chosen, storm drainage improvements off-site will be required. The improvements will need to carry the new school's runoff without creating any negative impacts to property owners downstream (north) approximately 800 feet.

Sanitary Sewer

- There is an 8" sanitary sewer main in South 8th Street. This main currently serves the swimming pool.
- A 6" sanitary sewer main is extending to the school property near the northwest corner. This main served the old high school.
- Provide proposed fixture counts with the building permit to ensure the proper sewer service is constructed.
- If any manholes need adjustment with new grading, the City does not allow over 12 inches of grade rings on public manholes.
- Documentation on the maintenance and cleaning of the grease interceptor shall be provided to school staff. Proper maintenance and cleaning of interceptor will ensure grease will not enter the City infrastructure.