

City of Klamath Falls Planning Division  
Administrative Review

In the matter of an  
Administrative Review for:

Final Decision and Conditions: **18-DR-10**

Klamath Falls City Schools  
1336 Avalon Street  
Klamath Falls, OR 97601

ZCS Engineering, Inc.  
900 Klamath Avenue  
Klamath Falls, OR 97601

Date: September 7, 2010

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In accordance with the provisions of Sections 11.000-11.010 and 12.010 of the Community Development Ordinance (CDO), the City of Klamath Falls Planning Department has reviewed this request for a Minor Design Review.

### **NATURE OF THE PROPOSAL**

The applicant, Klamath Falls City Schools (with ZCS Engineering, Inc as engineer of record), proposes to construct an approximately 4,962 sq ft building addition on the north side of Conger Elementary School to be used as a new kitchen and cafeteria area. The plan includes improvements to the property including parking, landscaping, and driveway access. Access to the new parking lot will be from California Avenue.

The subject property, totaling approximately 3.35 acres, is located at 1700 California Avenue and can be found on tax assessor's map R-3809-029CB tax lot 01500. The property is also described as Buena Vista, Block 116, Lots 1-12 and Block 117, Lots 3, 6-11 and portions of Lots 2, 4, 5 & 12. The subject property is zoned Public Facility and the proposed expansion of the current use of the property as a public elementary school is a permitted in the existing zone.

### **AGENCY COMMENTS**

Planning –

1. **Lot Coverage:** Community Development Ordinance (CDO) Section 12.010 allows for a maximum lot coverage of 100% for Public Facility zones provided all required landscaping, parking and setbacks are provided. The subject property is approximately 145,926 sq ft in size (3.35 acres). The existing buildings have a combined footprint of approximately 33,700 sq ft and the proposed addition is approximately 4,962 sq ft. The combined total of 38,662 sq ft for all buildings will cover approximately 26% of the subject property.
2. **Setbacks:** Public Facility zoning allows for the following minimum setback distances: 10' for all yards that do not abut a residential zone and 15' for all yards that abut a residential zone (plus one foot for every foot the proposed nonresidential structure exceeds 28' in height). The subject property does not abut a residential zone. The existing buildings have the following setbacks: approximately 214' for the south yard, approximately 56' for the west yard, approximately 194' for the north yard and approximately 39' for the east yard

(front). The proposed structure will reduce the north setback to approximately 169' and all other setback distances will remain unchanged by the proposed addition.

3. Parking: CDO Section 14.010 requires 1 parking space per employee, plus 1 space per 6 students for elementary schools. The school has a total of 42 employees (42 spaces) and approximately 400 students (67 spaces). The site requires a total of 109 spaces. There are approximately 47 parking spaces currently provided for the school within the California Avenue right-of-way and approximately 5 parking spaces provided on the subject property. The proposal will provide 37 parking spaces within a new parking lot to be constructed on the subject property. The additional spaces will bring the total number of parking spaces for the school to 84. While this number is still below the total number of required spaces for the site the proposed addition does not require any additional spaces (this is not classroom space and the addition will not provide increased capacity for students) and efforts have been made to maximize available parking on the subject property.

CDO Section 14.046(1) requires a minimum of 1 bicycle space for every 12 required vehicle parking spaces. The 109 required vehicle parking spaces require a total of 9 bicycle spaces be provided for the site. Bicycle parking was not identified on the site plan. *Bicycle parking for at least 9 bicycles shall be added to the plans and installed on site prior to November 1, 2010.*

Parking areas with 75-100 parking spaces require a total of 4 accessible parking spaces for people with disabilities including at least 1 van accessible space. The proposed site plan shows the placement of two ADA van accessible spaces in the new parking lot along with two existing ADA van accessible spaces in the parking area along California Avenue.

*The parking layout shall be striped with four inch-wide painted lines, wheel stops or curbing shall be installed to prevent vehicles from driving over landscaping, unpaved areas, and sidewalks, and the van accessible space for people with disabilities shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage. All required parking lot improvements shall be completed prior to occupancy and prior to May 1, 2011.*

4. Landscaping: CDO Section 14.410(3)(c) requires a minimum of 3% of the space provided for vehicular circulation to be landscaped and in no case shall there be less than 200 sq ft of landscaped area. A detailed landscaping plan was submitted along with the application. The landscaping plan shows new landscaping to be placed in the areas of the parking lot improvements and the sidewalk improvements. The existing and proposed landscaping exceed the minimum standards for both total area and vegetative cover.

*All landscaping shown on the detailed landscaping plan shall be installed by the applicant prior to May 1, 2011 and maintained in perpetuity by the property owner.*

5. Signs: The site plan does not show the placement of any new signs on the subject property. Approval of this Design Review does not constitute approval of sign placement, size, or height. *A sign permit shall be submitted, reviewed, and approved prior to installation of any sign.*
6. Fences: There is an existing fence around much of the subject property. The site plan also shows the placement of a new fence near the northwest corner of the property. Approval of this Design Review does not constitute approval of fence placement, materials, or height. A

*fence permit shall be submitted, reviewed, and approved prior to installation of any fence/gate.*

7. Property Lines/Rights-of-way: Portions of the existing and proposed improvements (buildings, playground, parking lot, etc.) are constructed within portions of the St. Francis Street right-of-way and two alley rights-of-way (one in Buena Vista, Block 116 and the other in Block 117). The use of these unvacated rights-of-way as property for the school has existed since the first building was constructed, as the main school building appears to be centered on the St. Francis Street right-of-way.

*The applicant shall apply for the vacation of the portion of the St. Francis Street right-of-way between Buena Vista, Blocks 116 & 117 along with the vacation of the alleys located within Buena Vista, Block 116 and Block 117 prior to occupancy of the new structure and prior to May 1, 2011. The applicant is responsible for making all reasonable effort to insure the vacations are finalized prior to September 1, 2011.*

8. Public Sidewalk Improvements: Public sidewalk construction along a portion of the subject property was included in the Conger School-California Avenue Street Improvements. The plans do not include the construction of public sidewalks along the remainder of subject property abutting California Avenue. The applicant has requested that sidewalks not be required for the remainder of the street frontage at this time. After further consideration of this request City Planning has agreed that it is not necessary to construct sidewalks through the new driveway to the north end of the subject property. However, City Planning believes it is necessary to continue sidewalks from the north end of the existing sidewalk on California Avenue to the south end of the proposed driveway.

*The applicant shall include the following detail in the revised set of engineering/construction plans:*

- *A 5' wide sidewalk meeting the CKFPWES to be installed from the north end of the existing sidewalk on California Avenue to the south end of the new driveway.*

Engineering –

1. A parallel review was made, on this project, for the engineering design/construction drawings. Detailed comments were submitted directly to the Engineer of record with a copy to the City Planner of record.
2. Public sidewalk construction is part of the Conger School-California Avenue Street Improvement project, which will connect to this phase of the Conger School improvements. A Type “B” curb is shown on the drawings as a transition between the two submitted projects. Plan review and inspection for that portion of curb is \$75.
3. The plan review and inspection for the fire service is \$300 for the public hydrant and \$300 for the private fire vault. Total = \$600. The installation fee for the 3-inch domestic water meter is \$1,139.00 and the System Development Charge (SDC) is \$18,832.00. The property owner will need to contact the City Engineering Services Representative, at 541.883.5368 for a service application. The engineering design/construction plans shall show the location, make and model of the backflow device.

4. Sanitary sewer connections are planned as on site work with no additional sewer connections to the City main line. The Wastewater Division has determined that there is no additional sewer SDC's required for this improvement project.
5. The large site erosion and sediment plan per City Engineering Standards Section 3 shall be submitted by the General Contractor five working days prior to the pre-construct meeting with the \$450 plans review and inspection fee.
6. The County Tax Assessor's Map is showing public street and alley rights-of-way across the School's structures and open space. Those rights of way shall be vacated as a condition of this design review approval.
7. The storm drainage report and plan meet the requirements of the City Engineering Standards Section 4 with some minor changes and additions. Detailed comments were sent directly to the Engineer of record on September 1, 2010. There does not appear to be any apparent concerns regarding the outfall of the detained storm drainage water as it is not directed, connected or piped in any way to the USBR "A" Canal. The outfall is located on the west side of California Avenue in an unimproved area of Addison Street. The School District will be required to submit an Encroachment Permit Application for the placement of that drainage pipe. The Encroachment application fee is \$81. The plan review and observation fee for the private storm drainage is \$600. Comments from USBR will be required as a part of this storm drainage plan acceptance.
8. Engineering design/construction plans addressing the City of Klamath Falls Public Works Engineering Standards has been submitted for an early review in hopes of expediting the project. The plans will need to show the existing public rights of way and platted lot lines for clarification of boundary ownership even though they may appear conceptually without supporting survey control.
9. All City Engineering plan review, inspection & observation fees shall be paid prior to the issuance of the Site Construction Permit.

Building Division –

1. Building permit submittal shall include a comprehensive code evaluation, drawings, calculations, and specifications for the project. Unless waived by Building Official, all design documents shall be prepared and stamped by an Architect or Engineer licensed by the State of Oregon to practice as such.
2. Building Permit application shall include site plan and development approvals from City of Klamath Falls Planning and Engineering Divisions. Any variations to the site plan require re-approval by the City of Klamath Falls prior to issuance of building permit(s).
3. No work shall commence prior to plan review and issuance of the appropriate building and trade permits. **The new space shall not be occupied until the Building Division issues a Certificate of Occupancy.**
4. Phased construction and/or deferred submittals require approval of the Building Division and submittals for such work shall follow established policy for plan review. No work shall commence prior to review and approval of the associated project phase.

USBR –

“In response to the City of Klamath Falls Planning Department’s administrative review request for the subject applicant’s proposal to construct an approximately 4,962 sq-ft building addition on the north side of Conger Elementary School to be used as a new kitchen and cafeteria area, the Bureau of Reclamation has reviewed the attached plans and specifications as well as the Storm Drainage Report (Report) dated August 2010. As the Report indicates, since the increased stormwater will disperse into the existing grassy field area where it is allowed to infiltrate and evaporate and will in no way increase stormwater discharge in Reclamation’s A Canal, we have no comments at this time.

However, if the plans were to be revised to incorporate any such drainage into Reclamation’s A Canal or any other Reclamation facilities adjacent to or within the construction area, we reserve the right to be supplied the additional information for review and approval.”

Fire District No1:	No comments were received.
PP & L:	No comments were received.
Avista:	No comments were received.
Qwest:	No comments were received.
Charter:	No comments were received.
SPOKES:	No comments were received.
Opponents:	No comments were received.
Proponents:	No comments were received.

### DECISION

After consideration of all staff, agency and citizen comments, and reviewing various data, the application is **approved** as presented subject to the following conditions:

### CONDITIONS

➤ **Prior to the issuance of the Development Permit:**

- 1) A Site Construction Permit (SCP), issued by City Engineering, will be required prior to any work commencing at this site. All City Engineering plan review, inspection & observation fees shall be paid prior to the issuance of the Site Construction Permit, including:
  - Public sidewalk construction is part of the Conger School-California Avenue Street Improvement project, which will connect to this phase of the Conger School improvements. A Type “B” curb is shown on the drawings as a transition between the two submitted projects. Plan review and inspection for that portion of curb is \$75.
  - The plan review and inspection for the fire service is \$300 for the public hydrant and \$300 for the private fire vault. Total = \$600. The installation fee for the 3-inch domestic water meter is \$1,139.00 and the System Development Charge (SDC) is \$18,832.00. The property owner will need to contact the City Engineering Services Representative, at 541.883.5368 for a service application. The engineering design/construction plans shall show the location, make and model of the backflow device.
  - The large site erosion and sediment plan per City Engineering Standards Section 3 shall be submitted by the General Contractor five working days prior to the pre-construct meeting with the \$450 plans review and inspection fee.

- The storm drainage report and plan meet the requirements of the City Engineering Standards Section 4 with some minor changes and additions. The outfall is located on the west side of California Avenue in an unimproved area of Addison Street. The School District will be required to submit an Encroachment Permit Application for the placement of that drainage pipe. The Encroachment application fee is \$81. The plan review and observation fee for the private storm drainage is \$600.
- 2) Sanitary sewer connections are planned as on site work with no additional sewer connections to the City main line. The Wastewater Division has determined that there is no additional sewer SDC's required for this improvement project.
  - 3) The applicant shall include the following detail in the revised set of engineering/construction plans:
    - A 5' wide sidewalk meeting the CKFPWES to be installed from the north end of the existing sidewalk on California Avenue to the south end of the new driveway.
    - Bicycle parking for at least 9 bicycles.

➤ **General Conditions:**

- 4) The applicant shall apply for the vacation of the portion of the St. Francis Street right-of-way between Buena Vista, Blocks 116 & 117 along with the vacation of the alleys located within Buena Vista, Block 116 and Block 117 prior to occupancy of the new structure and Prior to May 1, 2011. The applicant is responsible for making all reasonable effort to insure the vacations are finalized prior to September 1, 2011.
- 5) The parking layout shall be striped with four inch-wide painted lines, wheel stops or curbing shall be installed to prevent vehicles from driving over landscaping, unpaved areas, and sidewalks and the van accessible space for people with disabilities shall be constructed to meet all requirements of the Oregon Department of Transportation Disabled Parking Standards for width, location, striping and signage. All required parking lot improvements shall be completed prior to occupancy and prior to May 1, 2011.
- 6) Bicycle parking for at least 9 bicycles shall be installed on site prior to November 1, 2010.
- 7) All landscaping shown on the detailed landscaping plan shall be installed by the applicant prior to May 1, 2011 and maintained in perpetuity by the property owner.
- 8) A sign permit shall be submitted by the applicant to the City Planning Division, reviewed, and approved prior to installation or modification of any/each sign.
- 9) The applicant shall ensure the parking lot and building are accessible and useable by people with disabilities.
- 10) Building permit submittal shall include a comprehensive code evaluation, drawings, calculations, and specifications for the project. Unless waived by Building Official, all design documents shall be prepared and stamped by an Architect or Engineer licensed by the State of Oregon to practice as such.

- 11) Building Permit application shall include site plan and development approvals from City of Klamath Falls Planning and Engineering Divisions. Any variations to the site plan require re-approval by the City of Klamath Falls prior to issuance of building permit(s).
- 12) No work shall commence prior to plan review and issuance of the appropriate building and trade permits. **The new space shall not be occupied until the Building Division issues a Certificate of Occupancy.**
- 13) Phased construction and/or deferred submittals require approval of the Building Division and submittals for such work shall follow established policy for plan review. No work shall commence prior to review and approval of the associated project phase.
- 14) All contractors on working on this project shall have a valid City Business License.
- 15) All trash containers greater than 50 gallons in capacity shall be screened by the applicant to a height of six feet by a site-obscuring fence. Trash enclosure location shall not conflict with approved parking. A fence permit shall be submitted, reviewed, and approved prior to installation of any fence/gate.

This **Minor Design Review** has met the condition and scope of the City of Klamath Falls Comprehensive Plan, acknowledged by the Oregon State Land and Conservation Development Commission on May 31, 1984. In doing so, this **Minor Design Review** does address the appropriate policies encompassed in the Comprehensive Plan.

**APPLICANTS ARE ADVISED THAT THIS DECISION BECOMES FINAL TWELVE DAYS FROM THE DATE OF MAILING THIS DECISION, UNLESS WRITTEN APPEAL AND A \$200 APPEAL FEE IS FILED WITH THE CITY PLANNING DEPARTMENT.**

DATED THIS 7 SEPTEMBER 2010

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Joe Slaughter  
Associate Planner

c: Tom Del Santo, Development Coordinator  
Rick Bowman, Code Enforcement Officer