



June 3, 2021

ITEM SUMMARY (File No. SPAR-21002)

Consideration of a Site Plan and Architectural Review application to construct a 17,000 square foot asphalt parking lot with 28 parking spaces, landscaping, and lighting. The project site is within the northern portion of the Mae Richardson Elementary School campus located at 200 W. Pine Street in Central Point and is identified on the Jackson County Assessor's Map as 37S 2W 10AB Tax Lot 1200. The site is within the Civic zone within the Transit Oriented Development (TOD) District.

Applicant: School District #6; **Agent:** Matt Appleby, BBT Architects.

STAFF SOURCE

Justin Gindlesperger, Community Planner II

BACKGROUND

The Mae Richardson Elementary School Campus has an unimproved gravel parking lot that adjoins the existing paved parking area to the south and vacant property to the north (Attachment "A-1"). At this time School District #6 ("Applicant") proposes to pave and landscape the gravel parking lot with 28 spaces including site landscaping, lighting, access, and sidewalk improvements. ("Attachment "A-2").

The proposed parking area is located along N. Haskell Street and includes a new private access approach that is approximately 165-feet north of the intersection between N. Haskell Street and Manzanita Street. The new access approach will be constructed per Public Works Standards.

Based on review of the application submittal, the proposed development plan brings the existing gravel parking lot into compliance with the design and development standards for the Civic Zone in the Transit Oriented Development (TOD) District.

ISSUES

There are two (2) issues relative to this application, as follows:

1. **Property Lines/Access Easement.** The north portion of the proposed improvements extend onto the adjacent property, which is owned by the City of Central Point. Per the Public Works Department Staff Report (Attachment "D"), the Applicant shall submit an agreement between School District No. 6 and the City of Central Point that either provides an easement for access or use, or completes a Lot Line Adjustment relocating the property line so that the entire parking lot is on School District property.

Comment: Staff recommends Condition of Approval No. 1(a) requiring the applicant to provide recorded documentation to eliminate the encroachment onto City-owned property, including but not limited to completing an access easement, use agreement or a Lot Line Adjustment.

2. **Fence Materials.** The development proposal includes a four (4) foot tall chain link fence that contains the new development and a six (6) foot fence along the sidewalk of N. Haskell Street. Chain link fence is not a permitted fence material at this location within the TOD District.

Comment: Staff recommends Condition of Approval No. 1(b) requiring the applicant to submit a revised site plan, including fence designs that demonstrate the fence material will be consistent with the TOD Design and Development Standards.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Site Plan and Architectural Review for the proposed parking lot has been evaluated for compliance with the Site Plan and Architectural Review criteria set forth in Chapter 17.66 and 17.72 of the Central Point Municipal Code and found to comply as evidenced by the Applicant's Findings (Attachment "B") as amended by the Planning Department Supplemental Findings (Attachment "C").

CONDITIONS OF APPROVAL

1. Prior to building permit issuance, the Applicant shall:
 - a. Provide documentation to address the encroachment onto City-owned property along the north side of the proposed improvements by one of the following:
 - i. Recorded documentation of permanent easement or agreement for improvements, access and use; or
 - ii. A recorded Final Map of Survey for a Lot Line Adjustment for the area of encroachment. An application and approval of tentative plan for Lot Line Adjustment must precede the Final Map of Survey.
 - b. Submit a revised site plan and fence design that demonstrates compliance with the fence construction standards for fence material within the TOD District set forth in CPMC 17.67.050(K).
 - c. Any changes to the approved site or landscape plan shall be subject to the Modification requirements set forth in CPMC 17.09, Modifications to Approved Plans and Conditions of Approval.
 - d. Demonstrate compliance with the Public Works Staff Report dated May 27, 2021 (Attachment "D").

2. Prior to Public Works Final Inspection, the applicant shall demonstrate compliance with the following:
 - a. Complete stormwater management improvements per the Stormwater Management Plan approved by the Public Works Department.
 - b. Record an operations and maintenance agreement for all new stormwater quality features.

ATTACHMENTS

Attachment "A-1" – Site Plan

Attachment "A-2" – Grading and Drainage Plan

Attachment "A-3" – Utility Plan

Attachment "A-4" – Planting Plan

Attachment "A-5" – Irrigation Plan

Attachment "B" – Applicant's Findings dated April 16, 2021

Attachment "C" – Planning Department Supplemental Findings

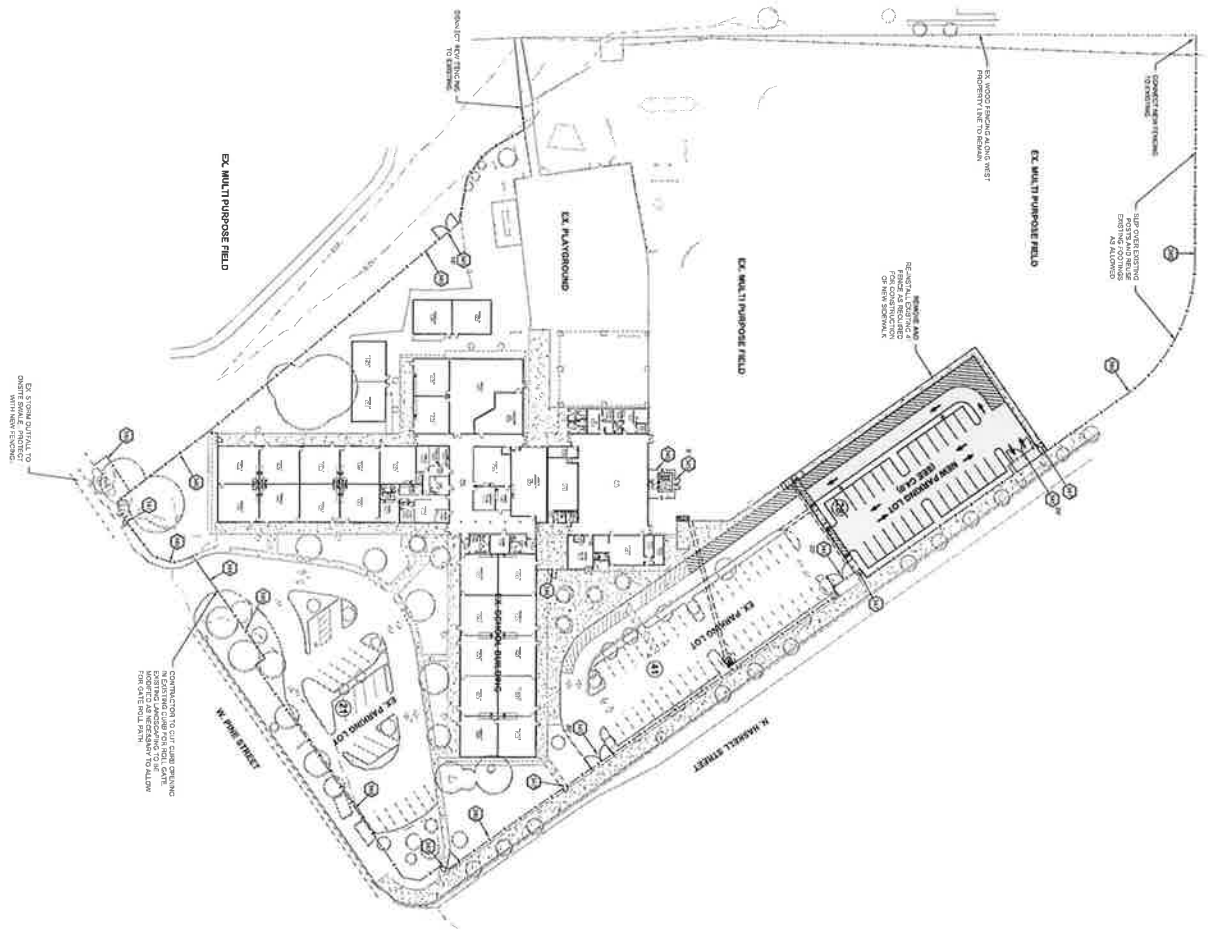
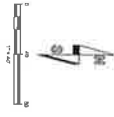
Attachment "D" – Public Works Staff Report dated May 27, 2021

ACTION

Consider the Site Plan and Architectural Review application to construct the off-street parking lot improvements and 1) Approve; 2) Approve with Conditions; or 3) Deny the application.

RECOMMENDATION

Approve the Site Plan and Architectural Review application with the conditions per the Staff Report dated June 3, 2021.



PLAN VIEW - OVERALL CIVIL SITE PLAN
SCALE: 1" = 40' OF GROUND

NO. 124 OF THE W. 1/4 OF SEC. 15, T. 37N., R. 27W., W.W. JACKSON COUNTY, CENTRAL POINT, OREGON

GENERAL NOTES

- 1. SEE ALL NOTES ON ALL SHEETS.
- 2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE LATEST EDITIONS OF THE INTERNATIONAL PLUMBING AND MECHANICAL CODE (IMC).
- 3. SOIL CONDITIONS TO BE PLANNED AND REVEALED.
- 4. SEE ALL NOTES ON ALL SHEETS.

KEYNOTES

- 1. 4" WALL CMU, 1/2" REBAR
- 2. 4" WIDE FIBERGLASS FIBER REINFORCED POLYMER (FRP) SHEET
- 3. 2" WIDE MANHOLE ROLL-OUT
- 4. 4" WIDE MANHOLE ROLL-OUT
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PARKING CALCULATIONS

EXISTING PAVED PARKING: 37 SLOTS
NEW PAVED PARKING: 117 SLOTS
TOTAL PAVED PARKING: 154 SLOTS
TOTAL NUMBER OF NEW PAVED PARKING: 117 SLOTS
TOTAL NUMBER OF EXISTING PAVED PARKING: 37 SLOTS
TOTAL NUMBER OF PAVED PARKING: 154 SLOTS
TOTAL NUMBER OF UNPAVED PARKING: 0 SLOTS
TOTAL NUMBER OF PARKING: 154 SLOTS

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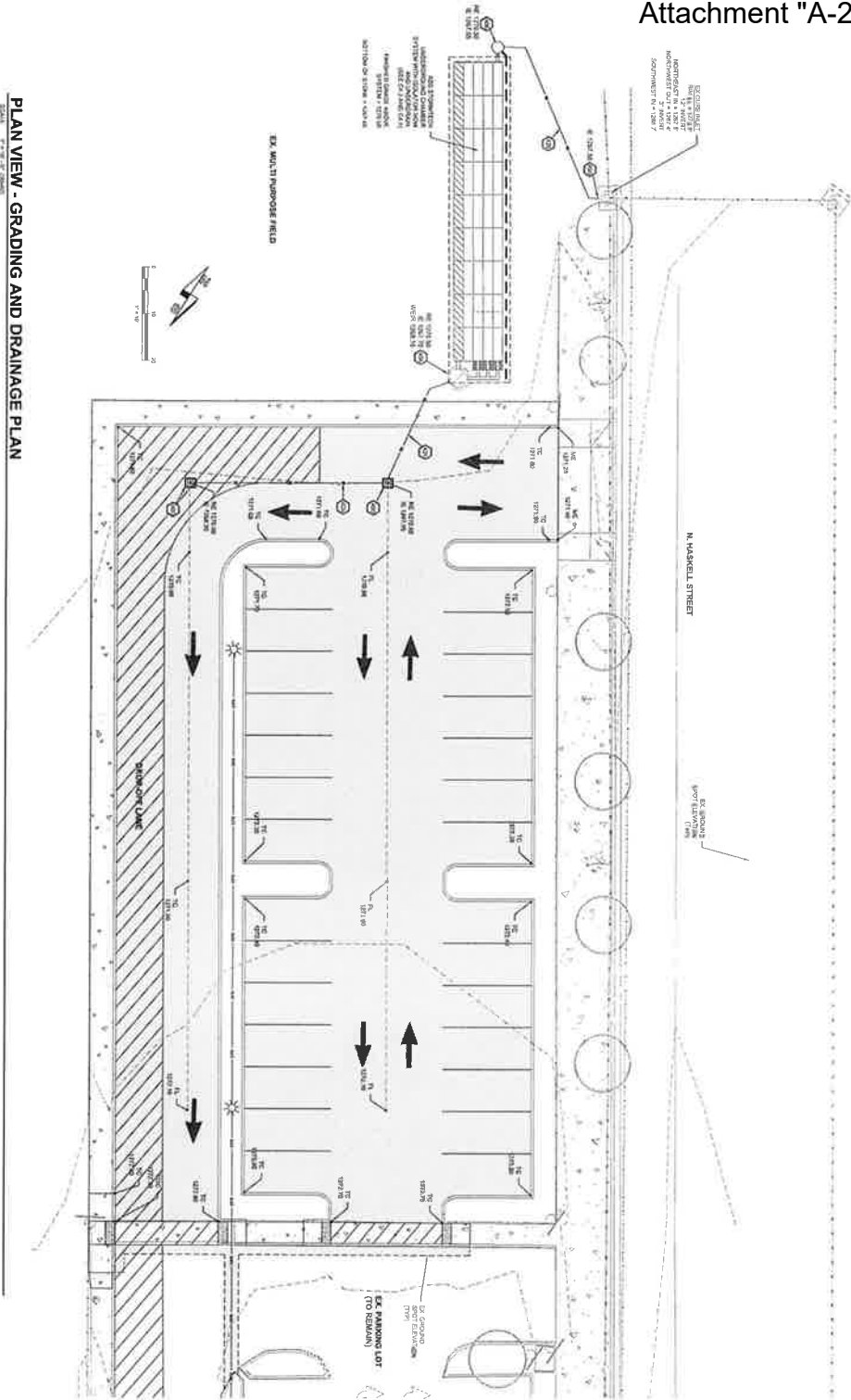
JACKSON COUNTY
DISTRICT #6
MAE RICHARDSON
ELEMENTARY SCHOOL
REMODEL

200 W. PINE ST.
CENTRAL POINT, OR
97502

No.	Description	Date
1	Project Number: 25004.5	03.13.2021
2	Issue: BUILDING PERMIT	
3	Issue: ISSUE	

OVERALL CIVIL
SITE PLAN
C3.0

W/1/21/21 THE W/1/21/21 SEC. 15, 17 1/2, NW/4, W/4, JACKSON COUNTY, CENTRAL POINT, OREGON



PLAN VIEW - GRADING AND DRAINAGE PLAN
SCALE: 1/8" = 1' - 0"

GENERAL NOTES
 1. SEE ELECTRIC PLAN FOR WALKING LOT LIGHTING
 2. SEE ELECTRIC APPROVALS/CONNECTIONS
 3. SEE ELECTRIC APPROVALS/CONNECTIONS

- KEYNOTES**
- 400 STANDARD CATCH BASIN
 - 401 ASBESTOS REMEDIATION
 - 402 CONTROL STRUCTURE (MANHOLE)
 - 403 1" PVC STORM DRAIN PIPE
 - 404 CONNECTION TO EXISTING STORM DRAIN SYSTEM

No.	Description	Date

Project Number: 20-004-5
 Date: 03.13.2021
BUILDING PERMIT
ISSUE

GRADING AND DRAINAGE PLAN

C4.0

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JACKSON COUNTY
 DISTRICT #6
 MAE RICHARDSON
 ELEMENTARY SCHOOL
 REMODEL

200 W. PINE ST.
 CENTRAL POINT, OR
 97502

Findings of Fact
Mae Richardson Elementary School Remodel
Type II Site Plan Application

Prepared by:
BBT Architects

Submittal Date:
April 16, 2021

Procedure Type: Type II – Director's Decision

Project Type: Major Site Plan Application and Architectural Review

Owner: Jackson County School District #6
300 Ash Street
Central Point, OR 97502

Applicant: Same as Owner

Representative: BBT Architects
1140 SW Simpson Avenue, Suite 200
Bend, OR 97702

Civil Engineer: Powell Engineering and Consulting, LLC
221 N. Central Ave., PMB 221
Medford, OR 97501

Property Location: 200 W Pine St, Central Point, OR 97502

Map and Tax Lot: 37-2W-10-AB, Tax Lot 1200

Zoning District: Civic

I. PROPOSAL:

The Applicant is seeking to improve the existing gravel parking lot located in the northeastern portion of the existing Elementary School Campus. This existing gravel parking lot will maintain the same size and use currently utilized.

The proposed improvements include approximately 13,838 square feet of new paving for 27 parking spaces. Scope of work includes a new pavement section per geotechnical engineers recommendations (pending), curb and landscape islands as specified, striping, planting and irrigation.

II. CONFORMANCE WITH APPLICABLE CRITERIA - PROPOSED FINDINGS

**Chapter 17.64/ TOD 17.65.050
OFF-STREET PARKING AND LOADING**

TABLE 17.64.02B

NON-RESIDENTIAL OFF-STREET PARKING REQUIREMENTS

Use Categories	Minimum and Maximum Vehicle Parking Requirement (fractions rounded down to the closest whole number)
<i>Elementary and Junior High Schools (public and private/parochial)</i>	<i>3 spaces per classroom, or 1 space per 4 seats in the main auditorium, gymnasium, or other place available for public assembly, whichever is greater.</i>

A. Calculation of Required Off-Street Parking. Off-street parking facility requirements set forth in Table 17.64.02A, Residential Off-Street Parking Requirements, and Table 17.64.020B, Non-Residential Off-Street Parking Requirements, shall be applied as follows:

- 1. Where the application of the schedule results in a fractional requirement it shall be rounded down to the lowest whole number.*
- 2. For purposes of this chapter, gross floor area shall not include enclosed or covered areas used for off-street parking or loading, or bicycle facilities.*
- 3. Where uses or activities subject to differing requirements are located in the same structure or on the same site, or are intended to be served by a common facility, the total parking requirement shall be the sum of the requirements for each use or activity computed separately, except as adjusted*

through the site plan and architectural review process under the provisions of subsection (B) of this section. The community development director, when issuing a permit(s) for multiple uses on a site, may restrict the hours of operation or place other conditions on the multiple uses so that parking needs do not overlap and may then modify the total parking requirement to be based on the most intense combination of uses at any one time.

4. Where requirements are established on the basis of seats or person capacity, the building regulations provisions applicable at the time of determination shall be used to define capacity.

5. Where residential use is conducted together with or accessory to other permitted uses, applicable residential requirements shall apply in addition to other non-residential requirements.

6. The parking requirements outlined in Table 17.64.02A, Residential Off-Street Parking Standards, and Table 17.64.020B, Non-Residential Off-Street Parking Requirements, include parking for handicapped persons shall be provided pursuant to the requirements of subsection C of this section, Accessible Parking Requirements.

FINDING: There are 571 students and 23 classrooms at the elementary school as of 4/15/21. The required parking is three per one classroom, equaling 69 spaces required. This project is proposing 27 new parking spaces and 62 existing stalls totaling to 89 parking spaces at the elementary school, exceeding required parking spaces.

The occupancy load on the 4,461 sq ft gymnasium is 637, divided by 4 equals 159 required parking spaces.

B. Adjustments to Non-Residential Off-Street Vehicle Parking. The off-street parking requirements in Table 17.64.02B, Non-Residential Off-Street Parking Requirements, may be reduced, or increased in any commercial (C) or industrial (M) district as follows:

1. Reductions. The maximum off-street parking requirements may be reduced by no more than twenty percent.

2. Increases. The off-street parking requirements may be increased based on a parking demand analysis prepared by the applicant as part of the site plan and architectural review process. The parking demand analysis shall demonstrate and documents justification for the proposed increase.

C. Accessible Parking Requirements. Where parking is provided accessory to a building, accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233, and Section 1106 of the latest Oregon Structural Specialty Code as set forth in this section.

1. The minimum number of accessible parking spaces shall be provided for all uses in accordance with the standards in Oregon Structural Specialty Code, Minimum Number of Accessible Parking Spaces. Accessible parking spaces shall be counted toward meeting off-street parking requirements in Tables 17.64.02A and 17.64.02B, Residential and Non-Residential Off-Street Parking Requirements. The accessible parking requirements are minimum requirements and are not subject to reductions per subsection (B)(1) of this section.

FINDING: There are total 89 parking spaces at the elementary school. Per Oregon Structural Specialty Code, the minimum number of accessible parking spaces for total number of stalls between 76 and 100 is four (4) accessible parking spaces with a minimum of 1 van aisles. The requirement is fulfilled with existing six (6) accessible parking with closer proximity to the main entrance.

D. Shared Parking. Required parking facilities for two or more uses, structures, or parcels of land in any commercial (C) or industrial (M) district 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 prior to the issuance of any building permit for the property 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 the site plan and architectural review process.

FINDING: No shared parking is proposed as part of this application.

E. Off-Site Parking. Except for single-family dwellings, the vehicle parking spaces required by this chapter may be located on another parcel of land, provided the parcel is within three hundred feet of the use it serves and the city has approved the off-site parking through the site plan and architectural review process. 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 in the same manner as set forth in subsection (A)(3) of this section.

FINDING: No parking is proposed off-site as part of this application.

F. 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 (see subsection D of this section, Shared Parking).

FINDING: No mixed uses or multiple land uses are existing or proposed on the subject property.

G. Compact Car Adjustment.

FINDING: No compact parking spaces are proposed.

H. Change of Use. Prior to the change of use of a building or structure the applicant shall demonstrate that adequate parking spaces are available to accommodate the new use(s) as required in this chapter.

FINDING: There is no change of use as part of this application.

I. Bicycle Parking. Bicycle parking shall be provided in accordance with Table 17.64.04, Bicycle Parking Requirements.

FINDING: As no new structures are proposed as part of this application, Bicycle Parking requirements do not apply.

Chapter 17.65

TOD Districts and Corridors

17.65.040 Land use--TOD district.

Four special zone district categories are applied in the Central Point TOD districts. The characteristics of these zoning districts are summarized in subsections A through D of this section.

C. C--Civic (TOD). Civic uses such as government offices, schools, and community centers are the primary uses intended in this district. These uses can play an important role in the vitality of the TOD district.

FINDING: The subject property is within the TOD district and consists of an existing Public School that is located within the city's Civic zone.

17.65.050 Zoning regulations--TOD district.

A. Permitted Uses. Permitted uses in Table 1 are shown with a "P." These uses are allowed if they comply with the applicable provisions of this title. They are subject to the same application and review process as other permitted uses identified in this title.

FINDING: Schools are identified as a Permitted Use in the (C) zone within the TOD, as shown on Table 1 below.

Table 1 TOD District Land Uses							
Use Categories	Zoning Districts						
	LMR	MMR	HMR	EC	GC	C	OS
<u>Civic</u>							
Schools	C	C	C	N	N	P	L2

E. Dimensional Standards. The dimensional standards for lot size, lot dimensions, building setbacks, and building height are specified in Table 2.

FINDING: Table 2 requires a 10' side yard setback when adjacent to a residential district. Setbacks do not apply due to the placement of the parking lot on the existing school campus. Maximum building heights do not apply as no structures are proposed. The existing school campus is well over the minimum landscaped area of 15%.

F. Development Standards.

3. Parking Standards. The off-street parking and loading requirements in Chapter 17.64 shall apply to the TOD district and TOD corridor, except as modified by the standards in Table 3 of this section.

FINDING: The project complies with the off-street parking and loading requirements in Chapter 17.64 and meets Table 3 of this section which requires 2 parking spaces per classroom. There are 23 classrooms at the elementary school. Therefore, the minimum required parking spaces is 46 spaces in the TOD District. This project is proposing 27 new parking spaces and 62 existing stalls totaling 89 total.

**Chapter 17.67
DESIGN STANDARDS**

17.67.050 SITE DESIGN STANDARDS.

J. Parking

A. *Parking Lot Location.*

- a. *Off-street surface parking lots shall be located to the side or rear of buildings. Parking at midblock or behind buildings is preferred.*
- b. *Off-street surface parking lots shall not be located between a front facade of a building and a public street.*
- c. *If a building adjoins streets or accessways on two or more sides, off-street parking shall be allowed between the building and the pedestrian route in the following order of priority:*
 - a. *1st. Accessways;*
 - b. *2nd. Streets that are nontransit streets;*
 - c. *3rd. Streets that are transit streets.*
 - d. *Parking lots and garages should not be located within twenty feet of a street corner.*

FINDING: Parking is located towards the southern part of the elementary school towards the rear of the building.

2. *Design.*

- a. *All perimeter and interior landscaped areas must have protective curbs along the edges. Trees must have adequate protection from car doors and bumpers.*
- b. *A portion of the standard parking space may be landscaped instead of paved. The landscaped area may be up to two feet in front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space. Landscaping must be ground cover plants. The landscaping does not apply towards any perimeter or interior parking lot landscaping requirements, but does count towards any overall site landscaping requirement.*
- c. *In order to control dust and mud, all vehicle areas must be paved.*
- d. *All parking areas must be striped in conformance with the city of Central Point parking dimension standards.*
- e. *Thoughtful siting of parking and vehicle access should be used to minimize the impact of automobiles on the pedestrian environment, adjacent properties, and pedestrian safety.*
- f. *Large parking lots should be divided into smaller areas, using, for example, landscaping or special parking patterns.*
- g. *Parking should be located in lower or upper building levels or in less visible portions of site.*

FINDING: All perimeter and interior landscaped area have protective curbs along the edges. A portion of the standard parking space is landscaped instead of paved. The parking lot is divided into smaller area using special parking patterns.

Chapter 17.72
SITE PLAN AND ARCHITECTURAL REVIEW

17.72.020 Applicability.

No permit required under Title 15, Buildings and Construction, shall be issued for a major or minor project, as defined in this section, unless an application for site plan and architectural review is submitted and approved, or approved with conditions, as set forth in this chapter.

B. Major Projects. The following are "major projects" for the purposes of the site plan and architectural review process and are subject to Type 2 procedural requirements as set forth in Chapter 17.05, Applications and Types of Review Procedures:

- 1. New construction, including private and public projects, that:
 - a. Includes a new building or building addition of five thousand square feet or more;*
 - b. Includes the construction of a parking lot of ten or more parking spaces; or*
 - c. Requires one or more variances or conditional use permits and, in the judgment of the director, will have a significant effect upon the aesthetic character of the city or the surrounding area;**

FINDING: The project consists of a new private parking lot with ten or more spaces and falls under the Major Projects classification that is subject to Type 2 procedural requirements set forth in Chapter 17.05

17.72.030 Information required.

Application for site plan and architectural review shall be made to the community development department and shall be accompanied by the application fee prescribed in the city of Central Point planning department fee schedule. The application shall be completed, including all information and submittals listed on the official site plan and architectural review application form.

FINDING: As a part of this application, the Applicant has provided the appropriate application fee along with the required checklist items associated with a Type II Director's Decision application for a new parking lot without structures.

17.72.040 Site plan and architectural standards.

In approving, conditionally approving, or denying any site plan and architectural review application, the approving authority shall base its decision on compliance with the following standards:

A. Applicable site plan, landscaping, and architectural design standards as set forth in Chapter 17.75, Design and Development Standards;

FINDING: Architectural design standards do not apply, as no structures are proposed as part of this application. Landscaping is proposed and meets the criteria set forth in Chapter 17.75.

B. City of Central Point Department of Public Works Department Standard Specifications and Uniform Standard Details for Public Works Construction;

FINDING: The project construction drawings shall utilize the City of Central Point Department of Public Works Department Standard Specifications and Uniform Standard Details for Public Works Construction.

C. Accessibility and sufficiency of firefighting facilities to such a standard as to provide for the reasonable safety of life, limb and property, including, but not limited to, suitable gates, access roads and fire lanes so that all buildings on the premises are accessible to fire apparatus.

FINDING: A minimum 20' wide non-obstructed fire lane.

**Chapter 17.75
DESIGN AND DEVELOPMENT STANDARDS**

17.75.039 Off-street parking design and development standards.

All off-street vehicular parking spaces shall be improved to the following standards:

A. Connectivity. Parking lots for new development shall be designed to provide vehicular and pedestrian connections to adjacent sites unless as a result of any of the following such connections are not possible:

- 1. Topographic constraints;*
- 2. Existing development patterns on abutting property which preclude a logical connection;*

3. *Traffic safety concerns; or*
4. *Protection of significant natural resources.*

FINDING: Pedestrian and vehicle connections to the adjacent residential areas are not proposed for this parking lot due to traffic safety and campus security concerns.

B. Parking Stall Minimum Dimensions. Standard parking spaces shall conform to the following standards and the dimensions in Figure 17.75.03 and Table 17.75.02; provided, that compact parking spaces permitted in accordance with Section 17.64.040(G) shall have the following minimum dimensions:

1. *Width--Shall be as provided in column B in Table 17.75.02;*
2. *Length--Shall reduce column C in Table 17.75.02 by no more than three feet.*

FINDING: All new parking stalls shall be 9' in width by 19' in length, meeting City dimension standards. No compact stalls are proposed at this time.

C. Access. There shall be adequate provision for ingress and egress to all parking spaces.

FINDING: There is an existing northern 20' wide driveway that shall remain for ingress and egress. See C3.0.

D. Driveways. Driveway width shall be measured at the driveway's narrowest point, including the curb cut. The design and construction of driveways shall be as set forth in the Standard Specifications and Public Works Department Standards and Specifications.

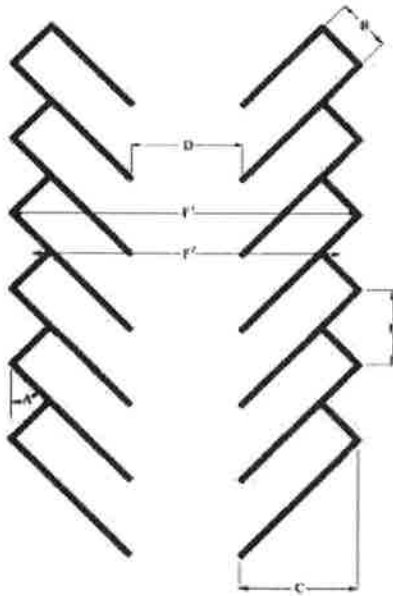
FINDING: There are no new driveways proposed. The existing 20' wide driveway shall remain.

E. Improvement of Parking Spaces.

1. When a concrete curb is used as a wheel stop, it may be placed within the parking space up to two feet from the front of a space. In such cases, the area between the wheel stop and landscaping need not be paved, provided it is maintained with appropriate ground cover, or walkway. In no event shall the placement of wheel stops reduce the minimum landscape or walkway width requirements.

FINDING: There are no concrete curbs.

Figure 17.75.03



A = Parking Angle

B = Stall Width

C = Stall to Curb

D = Aisle Width

E = Curb Length per Vehicle

F¹ = Maximum Center-to-Center Width of 2-Row Bin

F² = Nested Center-to-Center Width of 2-Row Bin

TABLE 17.75.02. PARKING DIMENSION SCHEDULE

A	B	C	D	E	F1	F2
0 Degrees (parallel)	8.00	8.00	12.00	23.00	28.00	n.a.
	8.50	8.50	12.00	23.00	29.00	n.a.
	9.00	9.00	12.00	23.00	30.00	n.a.
	9.50	9.50	12.00	23.00	31.00	n.a.
20 Degrees	8.00	14.00	11.00	23.40	39.00	31.50
	8.50	14.50	11.00	24.90	40.00	32.00
	9.00	15.00	11.00	26.30	41.00	32.50
	9.50	15.50	11.00	27.80	42.00	33.10
30 Degrees	8.00	16.50	11.00	16.00	44.00	37.10
	8.50	16.90	11.00	17.00	44.80	37.40
	9.00	17.30	11.00	18.00	45.60	37.80
	9.50	17.80	11.00	19.00	46.60	38.40
40 Degrees	8.00	18.30	13.00	12.40	49.60	43.50

	8.50	18.70	12.00	12.20	49.40	42.90
	9.00	19.10	12.00	14.00	50.20	43.30
	9.50	19.50	12.00	14.80	51.00	43.70
45 Degrees	8.00	19.10**	14.00	11.30	52.20	46.50
	8.50	19.40**	13.50	12.00	52.30	46.30
	9.00	19.80**	13.00	12.70	52.60	46.20
	9.50	20.10**	13.00	13.40	53.20	46.50
50 Degrees	8.00	19.70**	14.00	10.50	53.40	48.30
	8.50	20.00**	12.50	11.10	52.50	47.00
	9.00	20.40**	12.00	11.70	52.80	47.00
	9.50	20.70**	12.00	12.40	53.40	47.30
60 Degrees	8.00	20.40**	19.00	9.20	59.80	55.80
	8.50	20.70**	18.50	9.80	59.90	55.60
	9.00	21.00**	18.00	10.40	60.00	55.50
	9.50	21.20**	18.00	11.00	60.40	55.60
70 Degrees	8.00	20.60**	20.00	8.50	61.20	58.50
	8.50	20.80**	19.50	9.00	61.10	58.20
	9.00	21.00**	19.00	9.60	61.00	57.90
	9.50	21.20**	18.50	10.10	60.90	57.70
80 Degrees	8.00	20.10**	25.00*	8.10	65.20	63.80
	8.50	20.20**	24.00*	8.60	64.40	62.90
	9.00	20.30**	24.00*	9.10	64.30	62.70
	9.50	20.40**	24.00*	9.60	64.40	62.70
90 Degrees	8.00	19.00**	26.00*	8.00	64.00	n.a.
	8.50	19.00**	25.00*	8.50	63.00	n.a.
	9.00	19.00**	24.00*	9.00	62.00	n.a.

	9.50	19.00**	24.00*	9.50	62.00	n.a.
Notes:						
* Two-way circulation						
** Maximum deduction of two feet for overhang when curb serves as wheel stop						

2. All areas utilized for off-street parking, access and maneuvering of vehicles shall be paved and striped to the standards of the city of Central Point for all-weather use and shall be adequately drained, including prevention of the flow of runoff water across sidewalks or other pedestrian areas. Required parking areas shall be designed with painted striping or other approved method of delineating the individual spaces, with the exception of lots containing single-family or two-family dwellings.

FINDING: All parking spaces will be paved and striped, as shown on C3.0. All runoff from the new impervious surfaces will be sheet flow across the new pavement and into curb openings into new catch basins that then convey the runoff to the swales.

3. Parking spaces shall be designed so that no backing movements or other maneuvering within a street or other public right-of-way shall be necessary, except for one- and two-family dwellings with frontage on a local street per the city of Central Point street classification map.

FINDING: As shown on C3.0, no backing movements or other maneuvering will occur within a street or public right of way.

4. Any lighting used to illuminate off-street parking or loading areas shall be so arranged as to direct the light away from adjacent streets or properties.

FINDING: See E3.0 for the location of all proposed new parking lot lights and photometrics. See also attached cut sheet for the proposed luminaire. All light will be directed away from adjacent streets and properties.

5. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway centerline, the street right-of-way line, and a straight line joining the lines through points twenty feet from their intersection.

FINDING: No new service drives are proposed.

6. Parking spaces located along the outer boundaries of a parking lot shall be contained by a curb or a bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line, a public street, public sidewalk, or a required landscaping area.

FINDING: The exterior of the entire parking lot will be contained with a curb. See C3.0.

7. *Parking, loading, or vehicle maneuvering areas shall not be located within the front yard area or side yard area of a corner lot abutting a street in any residential (R) district, nor within any portion of a street setback area that is required to be landscaped in any commercial (C) or industrial (M) district.*

FINDING: The subject property is in the Civic District. No new parking, loading, or vehicle maneuvering is proposed within a street setback area that is to be landscaped. See C3.0.

8. *Except as provided in subsection (E)(3) of this section, all uses, including one- and two-family dwellings on arterial and collector streets, shall provide adequate vehicle turnaround and maneuvering area through the use of aisle extensions and/or turnaround spaces as illustrated in Figure 17.75.04 and 17.75.05. Functionally equivalent turnaround and maneuvering designs may be permitted by the approving authority through the site plan and architectural review process.*

FINDING: Vehicle turnaround and maneuvering is met, as shown on C3.0.

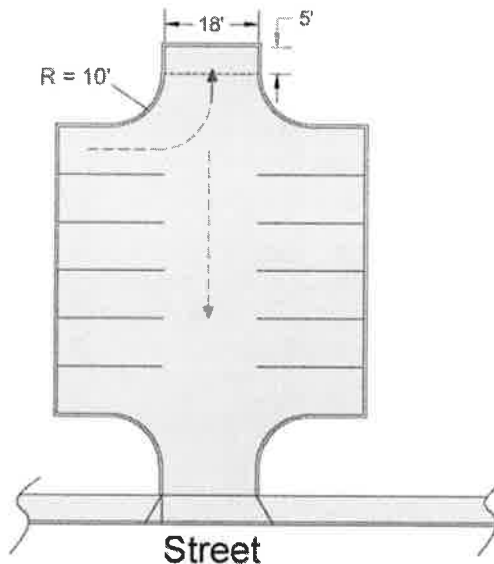


Figure 17.75.04

Parking Lot Minimum Turnaround Standard

F. Limitation on Use of Parking Areas. Required parking areas shall be used exclusively for vehicle parking in conjunction with a permitted use and shall not be reduced or encroached upon in any manner. The parking facilities shall be so designed and maintained as not to constitute a nuisance at any time, and shall be used in such a manner that no hazard to persons or property, or unreasonable impediment to traffic, will result.

FINDING: The proposed parking lot is for exclusive vehicle use in conjunction with the existing permitted use.

G. Parking/Loading Facility Landscaping and Screening. Parking lot landscaping shall be used to reinforce pedestrian and vehicular circulation, including parking lot entries, pedestrian accessways, and parking aisles. To achieve this objective the following minimum standards shall apply; however, additional landscaping may be recommended during the site plan and architectural review process (Chapter 17.72). All parking lots shall be landscaped in accordance with the following standards:

TABLE 17.75.03

PARKING/LOADING FACILITY PERIMETER AND STREET FRONTAGE LANDSCAPING STANDARDS

Street Frontage	Min. Planting Area Width	Plants Required per 100 Lineal Ft. of Street Frontage	
		Trees	Shrubs
Arterial/Collector	15 ft.	4	20
Local	10 ft.	3	15
Perimeter (Abutting) Land Use		Plants Required per 100 Lineal Ft. of Abutting Property	
Residential	20 ft.	4	20
Commercial	10 ft.	3	15
Industrial	5 ft.	2	10

1. Perimeter and Street Frontage Landscaping Requirements. The perimeter and street frontage for all parking facilities shall be landscaped according to the standards set forth in Table 17.75.03.

FINDING: With the exception of the two access driveways, the new parking lot does not have any street frontage.

We are proposing new trees along the buffer zone including *Malus ioesis*, and *Zelkov serrata*. We are proposing shrubs in the buffer zone as well, including *Arctostaphylos*.

2. Terminal and Interior Islands. For parking lots in excess of ten spaces all rows of parking spaces must provide terminal a minimum of six feet in width to protect parked vehicles, provide visibility, confine traffic to aisles and driveways, and provide a minimum of five feet of space for landscaping.

In addition, when ten or more vehicles would be parked side-by-side in an abutting configuration, interior landscaped islands a minimum of eight feet wide must be located within the parking row. For parking lots greater than fifty parking spaces, the location of interior landscape island shall be allowed to be consolidated for planting of large stands of trees to break up the scale of the parking lot.

The number of trees required in the interior landscape area shall be dependent upon the location of the parking lot in relation to the building and public right-of-way:

- a. Where the parking lot is located between the building and the public right-of-way, one tree for every four spaces;*
- b. Where the parking lot is located to the side of the building and partially abuts the public right-of-way, one tree for every six spaces;*
- c. Where the parking lot is located behind the building and is not visible from the public right-of-way, one tree for every eight spaces.*

FINDING: This lot is not visible from the street frontage of the school and meets the requirement of one tree per 8 spaces. Trees including varieties chosen from the City of Central Point approved Street Tree list for parking lots.

3. Bioswales. The use of bioswales within parking lots is encouraged and may be located within landscape areas subject to site plan and architectural review. The tree planting standards may be reduced in areas dedicated to bioswales subject to site plan and architectural review.

FINDING: The new paved parking lot will be graded in such a manner that all runoff shall be conveyed to catch basin.

END

**PLANNING DEPARTMENT SUPPLEMENTAL FINDINGS OF FACT
AND CONCLUSIONS OF LAW
File No.: SPAR-21002**

Consideration of a Site Plan and Architectural Review Application to improve an existing 17,000 square foot gravel parking lot with asphalt parking spaces, landscaping, lighting, and stormwater management.

Applicant:)	Findings of Fact
School District No. 6)	and
300 Ash Street)	Conclusion of Law
Central Point OR 97502)	

**PART 1
INTRODUCTION**

The Applicant is requesting Site Plan and Architectural Review approval to pave an existing gravel lot to serve Mae Richardson Elementary School students, faculty, staff, and visitors. The proposed improvements include paving the existing access drives, installing perimeter and interior landscaping, updating the site lighting and treating stormwater runoff. The proposed parking lot is roughly 17,000 square feet in size and will include 28 off-street parking spaces.

In accordance with CPMC 17.72.020(B), the proposed 28 parking spaces is considered a Major Project and per CPMC 17.05.100, Table 17.05.01, is subject to Type II (Administrative) procedures set forth in CPMC 17.05.300.

- Approval Criteria:**
- CPMC 17.65.050, Civic Zone Development Standards
 - CPMC 17.66.050(B), TOD Site Plan and Architectural Review Approval Criteria
 - CPMC 17.72, Site Plan and Architectural Review
 - TOD Master Plan compliance (Not applicable)
 - CPMC 17.67, Design Standards—TOD District and Corridor

The purpose of these findings is set forth the basis for the recommended decision to approve the Site Plan and Architectural Review application for the Mae Richardson Elementary School parking lot with conditions of approval. This recommendation is based on the Applicant’s Findings of Fact omitting standards in CPMC 17.64, Table 17.64.03 relative to off-street parking demand ratios; and, the Planning Department Supplemental Findings. These findings are presented in four (4) parts including this section:

1. Introduction
2. Off-Street Parking (CPMC 17.65.050(F)(3))
3. Design Standards—TOD District and Corridor
4. Summary Conclusion

All referenced evidence is provided in the Attachments to the Staff Report dated June 3, 2021.

PART 2
Off Street Parking Standards

Off-street parking standards in the TOD are set forth in CPMC 17.65.050(F)(3). These standards address the minimum number of parking spaces, reduction allowances, and shared parking agreements. The following findings replace the Applicant’s Findings addressing criteria in CPMC 17.64.02B, Off-Street Parking and Loading.

CPMC 17.65.050(F)(3), Parking Standards

3. The off-street parking and loading requirements in Chapter 17.64 shall apply to the TOD district and TOD corridor, except as modified by the standards in Table 3 of this section.

Table 3	
TOD District and Corridor Vehicle Parking Standards	
Use Categories	Minimum Required Parking
Civic	
Schools	2 spaces per classroom.

Finding CPMC 17.65.050(F)(3), Table 3: According to the Applicant’s Findings, there are 23 classrooms at Mae Richardson Elementary School requiring 46 off-street parking spaces minimum to serve the school. The proposed site plan improves an existing gravel off-street parking area with 28 paved spaces, in addition to 62 existing spaces, exceeding the minimum required off-street parking spaces for Mae Richardson Elementary School.

Conclusion CPMC 17.65.050(F)(3), Table 3: Consistent.

- a. Except for multifamily housing, fifty percent of all residential off-street parking areas shall be covered. Accessory unit parking spaces are not required to be covered.

Finding CPMC 17.65.050(F)(3)(a): The proposed parking lot is for the elementary school, a civic use. Since the use is not residential, there is no covered parking requirement.

Conclusion CPMC 17.65.050(F)(3)(a): Not applicable.

- b. Vehicle parking standards may be reduced when transit service is provided in the TOD district and TOD corridor and meets the following conditions:
 - i. Parking standards may be reduced up to twenty-five percent when transit service is provided in the TOD district and corridor.
 - ii. Parking standards may be reduced up to fifty percent when transit service is provided in the TOD district and TOD corridor and when bus service includes fifteen minute headways during the hours of seven to nine a.m. and four to six p.m.

Finding CPMC 17.65.050(F)(3)(b): The proposal does not request a reduction in the minimum number of off-street parking spaces.

Conclusion CPMC 17.65.050(F)(3)(b): Not applicable.

- c. Bicycle parking standards in Chapter [17.64](#) shall not be reduced except as permitted by Section [17.75.039\(H\)\(3\)](#).

Finding CPMC 17.65.050(F)(3)(c): The proposal does not reduce bicycle parking on the Mae Richardson Campus.

Conclusion CPMC 17.65.050(F)(3)(c): Consistent.

- d. Shared parking easements or agreements with adjacent property owners are encouraged to satisfy a portion of the parking requirements for a particular use where compatibility is shown. Parking requirements may be reduced by the city when reciprocal agreements of shared parking are recorded by adjacent users.

Finding CPMC 17.65.050(F)(3)(d): Adjoining properties to the west are single family residential lots and adjoining properties to the north are City-owned, undeveloped lots.. Shared parking is not necessary, or compatible to adjoining uses, and no shared parking agreements are proposed for the Mae Richardson Elementary School.

Conclusion CPMC 17.65.050(F)(3)(d): Not applicable.

PART 3 DESIGN STANDARDS – TOD DISTRICT AND CORRIDOR

The design standards in the TOD District and Corridor address circulation and access, site design, public parks and open space, and building design standards. Since the proposal is for an off-street parking lot and no parks, open space or structures are proposed, sections addressing these standards in CPMC 17.67.060-070 are not applicable and are not addressed further herein.

17.67.040 Circulation and access standards.

A. Public Street Standards.

1. Except for specific transportation facilities identified in a TOD district or corridor master plan, the street dimensional standards set forth in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction, Section 300, Street Construction shall apply for all development located within the TOD district and for development within the TOD corridor which is approved according to the provisions in Section [17.65.020](#) and Chapter [17.66](#).
2. Block perimeters shall not exceed two thousand feet measured along the public street right-of-way.
3. Block lengths for public streets shall not exceed six hundred feet between through streets, measured along street right-of-way.
4. Public alleys or major off-street bike/pedestrian pathways, designed as provided in this chapter, may be used to meet the block length or perimeter standards of this section.

5. The standards for block perimeters and lengths shall be modified to the minimum extent necessary based on findings that strict compliance with the standards is not reasonably practicable or appropriate due to:
 - a. Topographic constraints;
 - b. Existing development patterns on abutting property which preclude the logical connection of streets or accessways;
 - c. Railroads;
 - d. Traffic safety concerns;
 - e. Functional and operational needs to create a large building; or
 - f. Protection of significant natural resources.
6. All utility lines shall be underground but utility vault access lids may be located in the sidewalk area.
7. Connections shall be provided between new streets in a TOD district or corridor and existing local and minor collector streets.
8. Pedestrian/Bike Accessways Within Public Street Right-of-Way.
 - a. Except for specific accessway facilities identified in a TOD district or corridor master plan, the following accessway dimensional standards set forth in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction, Section 300, Street Construction shall apply for any development located within the TOD district and for development within the TOD corridor which is approved according to the provisions in Section [17.65.020](#) and Chapter [17.66](#).
 - b. In transit station areas, one or more pedestrian-scaled amenities shall be required with every one hundred square feet of the sidewalk area, including but not limited to:
 - i. Street furniture;
 - ii. Plantings;
 - iii. Distinctive paving;
 - iv. Drinking fountains; and
 - v. Sculpture.
 - c. Sidewalks adjacent to undeveloped parcels may be temporary.
 - d. Public street, driveway, loading area, and surface parking lot crossings shall be clearly marked with textured accent paving or painted stripes.
 - e. The different zones of a sidewalk should be articulated using special paving or concrete scoring.
9. Public Off-Street Accessways.
 - a. Pedestrian accessways and greenways should be provided as needed to supplement pedestrian routes along public streets.

- b. Major off-street pedestrian accessways shall incorporate all of the following design criteria:
- c. The applicable standards in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction, Section 300, Street Construction;
 - i. Minimum ten-foot vertical clearance;
 - ii. Minimum twenty-foot horizontal barrier clearance for pathway;
 - iii. Asphalt, concrete, gravel, or wood chip surface as approved by the city, with a compacted subgrade;
 - iv. Nonskid boardwalks if wetland construction is necessary; and
 - v. Minimum one hundred square feet of trailhead area at intersections with other pedestrian improvements. A trail map sign shall be provided at this location.
- d. Minor off-street trails shall be a minimum of five feet wide, have a minimum vertical clearance of eight feet, a minimum two-foot horizontal clearance from edge of pathway and be constructed of gravel or wood chips, with a compacted subgrade.

Finding CPMC 17.67.040(A): *The proposal does not create any public streets; therefore, the public street standards in this section do not apply.*

Conclusion CPMC 17.67.040(A): *Not applicable.*

B. Parking Lot Driveways.

- 1. Parking lot driveways that link public streets and/or private streets with parking stalls shall be designed as private streets, unless one of the following is met:
 - a. The parking lot driveway is less than one hundred feet long;
 - b. The parking lot driveway serves one or two residential units; or
 - c. The parking lot driveway provides direct access to angled parking stalls.
- 2. The number and width of driveways and curb cuts should be minimized and consolidated when possible.
- 3. Where possible, parking lots for new development shall be designed to provide vehicular and pedestrian connections to adjacent sites.
- 4. Large driveways should use distinctive paving patterns.

Finding CPMC 17.67.040(B): *The proposal links North Haskell Street with the off-street parking lot from a single private access drives. As shown on the proposed site plan, the access drives meet the private street standards (ST-42).*

Conclusion CPMC 17.67.040(B): *Consistent.*

C. On-Site Pedestrian and Bicycle Circulation. Attractive access routes for pedestrian travel should be provided by:

1. Reducing distances between destinations or activity areas such as public sidewalks and building entrances. Where appropriate, develop pedestrian routes through sites and buildings to supplement the public right-of-way;
2. Providing an attractive, convenient pedestrian accessway to building entrances;
3. Bridging across barriers and obstacles such as fragmented pathway systems, wide streets, heavy vehicular traffic, and changes in level by connecting pedestrian pathways with clearly marked crossings and inviting sidewalk design;
4. Integrating signage and lighting system which offers interest and safety for pedestrians;
5. Connecting parking areas and destinations with pedestrian paths identified through use of distinctive paving materials, pavement stripings, grade separations, or landscaping. (Ord. 2034 §12, 2017; Ord. 1971 §4 (Exh. C) (part), 2013; Ord. 1815 §1(part), Exh. C(part), 2000).

Finding CPMC 17.67.040(C): As shown on the Site Plan (Sheet C3.0), the parking lot proposes new sidewalks to connect parking areas to existing sidewalk connections for the elementary school. The proposal also includes a Site Lighting Plan (Sheet E3.0) which illustrates the location of new lighting fixtures throughout the parking lot area. Together these improvements enhance the on-site pedestrian circulation at Mae Richardson Elementary School as encouraged in this section.

Conclusion CPMC 17.67.040(C): Consistent.

17.67.050 Site design standards.

The following standards and criteria shall be addressed in the master plan, land division, and/or site plan review process:

A. Adjacent Off-Site Structures and Uses.

1. All off-site structures, including septic systems, drain fields, and domestic wells (within one hundred feet) shall be identified and addressed in the master plan, land division, or site plan process in a manner that preserves and enhances the livability and future development needs of off-site structures and uses consistent with the purpose of the TOD district and as necessary to improve the overall relationship of a development or an individual building to the surrounding context.

Finding CPMC 17.67.050(A)(1): The Applicant submitted a site plan that identifies the site topography, existing utilities, including stormwater, water, power and other features. The plan is based on a geodetic survey and review for easements, etc. There are no septic systems, drain fields or domestic wells within the project site. The application complies with this requirement by providing the required information. Based on the absence of the sewer and domestic well facilities, no action is necessary to preserve these features or future livability associated with them.

Conclusion CPMC 17.67.050(A)(1): Consistent.

2. Specific infrastructure facilities identified on site in the master plan, land division, and/or site plan shall comply with the underground utility standards set forth in the City of Central Point Department of Public Works Standard Specifications and Uniform Standard Details for Public Works Construction, Section 400, Storm Water Sewer System and, more specifically, Section 420.10.02, Ground Water Control Plan, in order to safeguard the water resources of adjacent uses.

Finding CPMC 17.67.050(A)(2): *The Public Works Department has reviewed the application submittals and deemed that it can comply as conditioned in the Public Works Staff Report dated May 27, 2021.*

Conclusion CPMC 17.67.050(A)(2): *Complies as conditioned.*

B. Natural Features.

1. Buildings should be sited to preserve significant trees.
2. Buildings should be sited to avoid or lessen the impact of development on environmentally critical areas such as steep slopes, wetlands, and stream corridors.
3. Whenever possible, wetlands, groves, and natural areas should be maintained as public preserves and as open space opportunities in neighborhoods.

Finding CPMC 17.67.050(B): *According to the Applicant's Findings, Existing Conditions Plan and Site Plan, the proposed parking lot improvements are not adjacent to environmentally sensitive areas. Additionally, the proposal preserves existing trees and includes significant landscape improvements to provide shade, stormwater quality treatment and visual amenity to the site. These improvements are consistent with the recommendations to preserve natural features.*

Conclusion CPMC 17.67.050(B): *Consistent.*

C. Topography.

1. Buildings and other site improvements should reflect, rather than obscure, natural topography.
2. Buildings and parking lots should be designed to fit into hillsides, for instance, reducing the need for grading and filling.
3. Where neighboring buildings have responded to similar topographic conditions on their sites in a consistent and positive way, similar treatment for the new structure should be considered.

Finding CPMC 17.67.050(C): *The project site is flat and no buildings are proposed resulting in minimal fill and grade activities. The proposed parking lot will be similar to other parking areas on the Crater Campus. Based on these facts, the proposal is consistent with the intent of this section.*

Conclusion CPMC 17.67.050(C): *Consistent.*

D. Solar Orientation.

1. The building design, massing and orientation should enhance solar exposure for the project, taking advantage of the climate of Central Point for sun-tempered design.
2. Where possible, the main elevation should be facing within twenty-five degrees of due south.
3. In residential developments, the location of rooms should be considered in view of solar exposure, e.g., primary living spaces should be oriented south, but a west facing kitchen should be avoided as it may result in summer overheating.
4. Outdoor spaces should be strategically sited for solar access and the cooling summer winds.
5. Shadow impacts, particularly in winter, on adjacent buildings and outdoor spaces should be avoided.

Finding CPMC 17.67.050(D): No buildings are proposed as part of the parking lot improvement project.

Conclusion CPMC 17.67.050(D): Not applicable.

E. Existing Buildings on the Site.

1. Where a new building shares the site with an admirable existing building or is a major addition to such a building, the design of the new building should be compatible with the original.
2. New buildings proposed for existing neighborhoods with a well-defined and desirable character should be compatible with or complement the architectural character and siting pattern of neighboring buildings.

Finding CPMC 17.67.050(E): No buildings are proposed as part of the parking lot improvement project.

Conclusion CPMC 17.67.050(E): Not applicable.

- F. New Prominent Structures. Key public or civic buildings, such as community centers, churches, schools, libraries, post offices, and museums, should be placed in prominent locations, such as fronting on public squares or where pedestrian street vistas terminate, in order to serve as landmarks and to symbolically reinforce their importance.

Finding CPMC 17.67.050(F): No buildings are proposed as part of the parking lot improvement project.

Conclusion CPMC 17.67.050(F): Not applicable.

- G. Views. The massing of individual buildings should be adjusted to preserve important views while benefiting new and existing occupants and surrounding neighborhoods.

Finding CPMC 17.67.050(G): *No buildings are proposed as part of the parking lot improvement project.*

Conclusion CPMC 17.67.050(G): *Not applicable.*

- H. Adjoining Uses and Adjacent Services.

1. When more intensive uses, such as neighborhood commercial or multifamily dwellings, are within or adjacent to existing single-family neighborhoods, care should be taken to minimize the impact of noise, lighting, and traffic on adjacent dwellings.
2. Activity or equipment areas should be strategically located to avoid disturbing adjacent residents.
3. All on-site service areas, loading zones and outdoor storage areas, waste storage, disposal facilities, transformer and utility vaults, and similar activities shall be located in an area not visible from a street or urban space.
4. Screening shall be provided for activities, areas and equipment that will create noise, such as loading and vehicle areas, air conditioning units, heat pumps, exhaust fans, and garbage compactors, to avoid disturbing adjacent residents.
5. Group mailboxes are limited to the number of houses on any given block of development. Only those boxes serving the units may be located on the block. Multiple units of mailboxes may be combined within a centrally located building of four walls that meets the design guidelines for materials, entrance, roof form, windows, etc. The structure must have lighting both inside and out.

Finding CPMC 17.67.050(H): *The proposed parking lot improvements are located along N. Haskell Street and extends the existing improved parking area. The school and parking lot are permitted uses in the Civic zone and are not located adjacent to other, less intensive uses.*

Conclusion CPMC 17.67.050(H): *Consistent.*

- I. Transitions in Density.

1. Higher density, attached dwelling developments shall minimize impact on adjacent existing lower density, single-family dwelling neighborhoods by adjusting height, massing and materials and/or by providing adequate buffer strips with vegetative screens.
2. Adequate buffer strips with vegetative screens shall be placed to mitigate the impact of higher density development on adjacent lower density development.

3. New residential buildings within fifty feet of existing low density residential development shall be no higher than thirty-five feet and shall be limited to single-family detached or attached units, duplexes, triplexes or fourplexes.
4. New commercial buildings within fifty feet of existing low density residential development shall be no higher than forty-five feet.
5. Dwelling types in a TOD district or corridor shall be mixed to encourage interaction among people of varying backgrounds and income levels.
6. Zoning changes should occur midblock, not at the street centerline, to ensure that compatible building types face along streets and within neighborhoods. When dissimilar building types face each other across the street because the zoning change is at the street centerline or more infill housing is desired (for instance, duplexes across the street from single dwellings), design shall ensure similarity in massing, setback, and character.
7. Density should be increased incrementally, to buffer existing neighborhoods from incompatible building types or densities. Sequence density, generally, as follows: large lot single dwelling, small lot single dwelling, duplex, townhomes, courtyard multifamily apartments, large multifamily apartments, and mixed use buildings.

Finding CPMC 17.67.050(I): No buildings are proposed as part of the parking lot improvement project; therefore, residential density is not applicable.

Conclusion CPMC 17.67.050(I): Not applicable.

J. Parking.

1. Parking Lot Location.

- a. Off-street surface parking lots shall be located to the side or rear of buildings. Parking at midblock or behind buildings is preferred.
- b. Off-street surface parking lots shall not be located between a front facade of a building and a public street.
- c. If a building adjoins streets or accessways on two or more sides, off-street parking shall be allowed between the building and the pedestrian route in the following order of priority:
 - 1st. Accessways;
 - 2nd. Streets that are nontransit streets;
 - 3rd. Streets that are transit streets.
- d. Parking lots and garages should not be located within twenty feet of a street corner.

Finding CPMC 17.67.050(J)(1): *The proposed parking lot is located north of the existing school and improved parking lot along N. Haskell Street.. No new structures are proposed. The parking location is existing and consistent with the location factors in this section.*

Conclusion CPMC 17.67.050(J)(1): *Consistent*

2. Design.

- a. All perimeter and interior landscaped areas must have protective curbs along the edges. Trees must have adequate protection from car doors and bumpers.
- b. A portion of the standard parking space may be landscaped instead of paved. The landscaped area may be up to two feet in front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space. Landscaping must be ground cover plants. The landscaping does not apply towards any perimeter or interior parking lot landscaping requirements, but does count towards any overall site landscaping requirement.
- c. In order to control dust and mud, all vehicle areas must be paved.
- d. All parking areas must be striped in conformance with the city of Central Point parking dimension standards.
- e. Thoughtful siting of parking and vehicle access should be used to minimize the impact of automobiles on the pedestrian environment, adjacent properties, and pedestrian safety.
- f. Large parking lots should be divided into smaller areas, using, for example, landscaping or special parking patterns.
- g. Parking should be located in lower or upper building levels or in less visible portions of site.

Finding CPMC 17.67.050(J)(2): *As stated in the Applicant's Findings and shown on the Site Plan, the parking lot will have protective curbs throughout, be paved and striped in conformance with the Public Works Standards. Sidewalks are being added to connect parking areas with existing sidewalks that serve the remaining parking lot area and elementary school. Additionally landscape terminals and islands are utilized in the interior parking lot to break up the scale of the parking lot. These proposed improvements bring the existing gravel parking lot into compliance with the design standards of this section.*

Conclusion CPMC 17.67.050(J)(2): *Consistent.*

3. Additional Standards for LMR, MMR, and HMR Zones.

- a. When parking must be located to the side of buildings, parking frontage should be limited to approximately fifty percent of total site frontage.

- b. Where possible, alleys should be used to bring the vehicle access to the back of the site.
4. For parking structures, see Section [17.67.070\(H\)](#).

Finding CPMC 17.67.050(J)(3-4): *The project site is in the Civic zone and does not include a parking structure.*

Conclusion CPMC 17.67.050(J)(3-4): *Not applicable.*

K. Landscaping.

1. Perimeter Screening and Planting.

- a. Landscaped buffers should be used to achieve sufficient screening while still preserving views to allow areas to be watched and guarded by neighbors.
- b. Landscaping should be used to screen and buffer unsightly uses and to separate such incompatible uses as parking areas and waste storage and pickup areas.

Finding CPMC 17.67.050(K)(1): *Landscape buffers are shown along the parking lot as recommended in this section.*

Conclusion CPMC 17.67.050(K)(1): *Consistent.*

2. Parking Lot Landscaping and Screening.

- a. Parking areas shall be screened with landscaping, fences, walls or a combination thereof.
 - i. Trees shall be planted on the parking area perimeter and shall be spaced at thirty feet on center.
 - ii. Live shrubs and ground cover plants shall be planted in the landscaped area.
 - iii. Each tree shall be located in a four-foot by four-foot minimum planting area.
 - iv. Shrub and ground cover beds shall be three feet wide minimum.
 - v. Trees and shrubs must be fully protected from potential damage by vehicles.

Finding CPMC 17.67.050(K)(2)(a): *The Landscape Plan illustrates the location of perimeter and interior trees and shrubs. As shown the proposed landscape plan provides trees at 30-feet on center along the perimeter and interior trees are within 5 to 7-ft by 10 to 20-ft planters, exceeding the planter width standards in this section.*

Conclusion CPMC 17.67.050(K)(2)(a): *Consistent.*

- b. Surface parking areas shall provide perimeter parking lot landscaping adjacent to a street that meets one of the following standards:
 - i. A five-foot-wide planting strip between the right-of-way and the parking area. The planting strip may be interrupted by pedestrian-accessible and vehicular accessways. Planting strips shall be planted with an evergreen hedge. Hedges shall be no less than thirty-six inches and no more than forty-eight inches in height at maturity. Hedges and other landscaping shall be planted and maintained to afford adequate sight distance for vehicles entering and exiting the parking lot;
 - ii. A solid decorative wall or fence a minimum of thirty-six inches and a maximum of forty-eight inches in height parallel to and not closer than two feet from the edge of right-of-way. The area between the wall or fence and the pedestrian accessway shall be landscaped. The required wall or screening shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to afford adequate sight distance as described above for vehicles entering and exiting the parking lot;
 - iii. A transparent screen or grille forty-eight inches in height parallel to the edge of right-of-way. A two-foot minimum planting strip shall be located either inside the screen or between the screen and the edge of right-of-way. The planting strip shall be planted with a hedge or other landscaping. Hedges shall be a minimum thirty-six inches and a maximum of forty inches in height at maturity.

Finding CPMC 17.67.050(K)(2)(b): *The Landscape Plan illustrates the planting strip between the N. Haskell Street right-of-way and the proposed parking lot improvements that is 5-feet wide and includes an evergreen hedge between 36 and 48 inches.*

Conclusion CPMC 17.67.050(K)(2)(b): *Consistent.*

- c. Gaps in a building's frontage on a pedestrian street that are adjacent to off-street parking areas and which exceed sixty-five feet in length shall be reduced to no more than sixty-five feet in length through use of a minimum eight-foot-high screen wall. The screen wall shall be solid, grille, mesh or lattice that obscures at least thirty percent of the interior view (e.g., at least thirty percent solid material to seventy percent transparency).

Finding CPMC 17.67.050(K)(2)(c): *Since there are not buildings proposed, there is no building gap that needs to be addressed and this standard does not apply.*

Conclusion CPMC 17.67.050(K)(2)(c): *Not applicable.*

- d. Parking Area Interior Landscaping.
 - i. Amount of Landscaping. All surface parking areas with more than ten spaces must provide interior landscaping complying with one or both of the standards stated below.

- (A) Standard 1. Interior landscaping must be provided at the rate of twenty square feet per stall. At least one tree must be planted for every two hundred square feet of landscaped area. Ground cover plants must completely cover the remainder of the landscaped area.
- (B) Standard 2. One tree must be provided for every four parking spaces. If surrounded by cement, the tree planting area must have a minimum dimension of four feet. If surrounded by asphalt, the tree planting area must have a minimum dimension of three feet.

Finding CPMC 17.67.050(K)(2)(d)(i): *The proposed parking lot improvements include 646SF of interior landscaping consisting of terminals and islands. Based on the calculations from the Landscape Plan, the proposal exceeds the minimum landscape area required by Standard 1.*

Conclusion CPMC 17.67.050(K)(2)(d)(i): *Consistent.*

- ii. Development Standards for Parking Area Interior Landscaping.
 - (A) All landscaping must comply with applicable standards. Trees and shrubs must be fully protected from potential damage by vehicles.
 - (B) Interior parking area landscaping must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed.
 - (C) Perimeter landscaping may not substitute for interior landscaping. However, interior landscaping may join perimeter landscaping as long as it extends four feet or more into the parking area from the perimeter landscape line.
 - (D) Parking areas that are thirty feet or less in width may locate their interior landscaping around the edges of the parking area. Interior landscaping placed along an edge is in addition to any required perimeter landscaping.

Finding CPMC 17.67.050(K)(2)(d)(ii): *As shown on the Landscape Plan, the interior landscaping is dispersed throughout the parking lot and is protected from vehicle damage by vehicles through use of a curb. The proposed plan has more than the minimum required interior landscape area.*

Conclusion CPMC 17.67.050(K)(2)(d)(ii): *Consistent.*

- 3. Landscaping Near Buildings. Landscaping shall serve as a screen or buffer to soften the appearance of structures or uses such as parking lots or large blank walls, or to increase the attractiveness of common open spaces.

Finding CPMC 17.67.050(K)(3): *The proposal does not include any new buildings; therefore this standard does not apply.*

Conclusion CPMC 17.67.050(K)(3): *Not applicable.*

- 4. Service Areas. Service areas, loading zones, waste disposal or storage areas must be fully screened from public view.

a. Prohibited screening includes chainlink fencing with or without slats.

b. Acceptable screening includes:

- i. A six-foot masonry enclosure, decorative metal fence enclosure, a wood enclosure, or other approved materials complementary to adjacent buildings; or
- ii. A six-foot solid hedge or other plant material screening as approved.

Finding CPMC 17.67.050(K)(4): *The proposal does not include service areas, loading zones, waste disposal or storage areas; therefore this standard does not apply.*

Conclusion CPMC 17.67.050(K)(4): *Not applicable.*

5. Street Trees. Street trees shall be required along both sides of all public streets with a spacing of twenty feet to forty feet on center depending on the mature width of the tree crown, and planted a minimum of two feet from the back of curb. Trees in the right-of-way or sidewalk easements shall be approved according to size, quality, and tree well design, if applicable, and irrigation shall be required. Tree species shall be chosen from the city of Central Point approved street tree list.

Finding CPMC 17.67.050(K)(5): *The proposal is located along N. Haskell Street, which is improved with curb, gutter, sidewalks and existing street trees; therefore, this standard does not apply.*

Conclusion CPMC 17.67.050(K)(5): *Not applicable.*

L. Lighting.

1. Minimum Lighting Levels. Minimum lighting levels shall be provided for public safety in all urban spaces open to public circulation.
 - a. A minimum average light level of one and two-tenths footcandles is required for urban spaces and sidewalks.
 - b. Metal-halide or lamps with similar color, temperature and efficiency ratings shall be used for general lighting at building exteriors, parking areas, and urban spaces. Sodium-based lamp elements are not allowed.
 - c. Maximum lighting levels should not exceed six footcandles at intersections or one and one-half footcandles in parking areas.

Finding CPMC 17.67.050(L)(1): *The Applicant submitted a Site Photometric Plan that provides an average light level of 1.38 footcandles.*

Conclusion CPMC 17.67.050(L)(1): *Consistent.*

2. Fixture Design in Public Rights-of-Way.

- a. Pedestrian-scale street lighting shall be provided including all pedestrian streets along arterials, major collectors, minor collectors and local streets.
- b. Pedestrian street lights shall be no taller than twenty feet along arterials and collectors, and sixteen feet along local streets.

Finding CPMC 17.67.050(L)(2): *The proposal is located along N. Haskell Street, but it does not include improvements along the public street frontage. Street lights have been installed along N. Haskell and the proposal does not include fixtures within the public right-of-way.*

Conclusion CPMC 17.67.050(L)(2): *Not applicable.*

3. On-Site Lighting. Lighting shall be incorporated into the design of a project so that it reinforces the pedestrian environment, provides continuity to an area, and enhances the drama and presence of architectural features. Street lighting should be provided along sidewalks and in medians. Selected street light standards should be appropriately scaled to the pedestrian environment. Adequate illumination should be provided for building entries, corners of buildings, courtyards, plazas and walkways.
 - a. Accessways through surface parking lots shall be well lighted with fixtures no taller than twenty feet.
 - b. Locate and design exterior lighting of buildings, signs, walkways, parking lots, and other areas to avoid casting light on nearby properties.
 - c. Fixture height and lighting levels shall be commensurate with their intended use and function and shall assure compatibility with neighboring land uses. Baffles shall be incorporated to minimize glare and to focus lighting on its intended area.
 - d. Additional pedestrian-oriented site lighting including step lights, well lights and bollards shall be provided along all courtyard lanes, alleys and off-street bike and pedestrian pathways.
 - e. In addition to lighting streets, sidewalks, and public spaces, additional project lighting is encouraged to highlight and illuminate building entrances, landscaping, parks, and special features.

Finding CPMC 17.67.050(L)(1): *The Site Plan includes the location of proposed lighting throughout the site. All parking lot fixtures are 20-ft in height and include lighting along the pedestrian-oriented areas to along the west side of the proposed improvements.*

Conclusion CPMC 17.67.050(L)(1): *Consistent .*

M. Signs.

1. The provisions of this section are to be used in conjunction with the city sign regulations in the Central Point Sign Code, Chapter [15.24](#). The sign requirements in Chapter [15.24](#) shall govern in the TOD district and corridor with the exception of the following:

- a. The types of signs permitted shall be limited only to those signs described in this chapter.
 - b. Decorative exterior murals are allowed and are subject to review and criteria by planning commission or architectural review committee appointed by city council.
 - c. Signs that use images and icons to identify store uses and products are encouraged.
 - d. Projecting signs located to address the pedestrian are encouraged.
2. Sign Requirements. Signs within the TOD district or corridor shall comply with the standards in Table 17.67.050(1).

Finding CPMC 17.67.050(M): *The proposal doesn't include signage.*

Conclusion CPMC 17.67.050(M): *Not applicable.*

PART 4 SUMMARY CONCLUSION

As evidenced in the Applicant's Findings of Fact omitting standards in CPMC 17.64, Table 17.64.03 relative to off-street parking demand ratios; and, the Planning Department Supplemental Findings, the proposed parking lot site plan and architectural plan is consistent with applicable standards and criteria in the Central Point Municipal Code as conditioned.

**PUBLIC WORKS STAFF REPORT**

May 27, 2021

AGENDA ITEM: Twin Creeks Village (SPAR-21002)

Parking Lot Expansion at Mae Richardson Elementary

Applicant: School District No. 6

Traffic:

The existing gravel parking lot will be improved to a paved lot. The proposals does not include an expansion to the number of students or faculty on site and will not result in an increase to the number of vehicle trips to the site. Therefore, a Traffic Impact Analysis is not required.

Existing Infrastructure:

Water: There are 8-inch water lines in N. Haskell Stret.

Streets: North Haskell is an improved Residential Collector Street.

Stormwater: There is an existing 12" storm drain in N. Haskell Street.

Issues:

The only issue is that a portion of the proposed parking lot is on City property. A land lease, easement or land swap will be conditioned.

Conditions of Approval:

Prior to the building permit issuance and the start of construction activities on the site, the following conditions shall be satisfied:

1. City Property - The Applicant shall submit an agreement between School District No. 6 and the City of Central Point that either provides an easement for access or use, or completes a Lot Line Adjustment relocating the property line so that the entire parking lot is on School District property.
2. Stormwater Management Plan – The Applicant shall submit and receive approval for a stormwater management plan from the Public Works Department. The Stormwater Plan shall demonstrate compliance with the Rogue Valley Stormwater Quality Design Manual for water quality and quantity treatment. Construction on site must be sequenced so that the permanent stormwater quality features are installed and operational when stormwater runoff enters.

Prior to final inspection and certificate of occupancy, the applicant shall comply with the following conditions of approval:

1. PW Standards and Specifications – Applicant shall comply with the standards and specifications of the public work for construction within the right of way.
2. Stormwater Quality Operations & Maintenance– The Applicant shall record an Operations and Maintenance Agreement for all new stormwater quality features and provide a copy of the Public Works Department's recorded document.