

GENERAL APPLICATION



Community Development Planning Division
 501 SW Madison, P. O. Box 1083
 Corvallis, OR 97339-1083
 Phone: (541) 766-6908, Fax (541) 766-6936
 email: planning@ci.corvallis.or.us

For staff use only

Case # CDP 03-00005
 Date Filed 7/24/03
 Fee \$ 1395.00 Receipt # _____ Planner J. YAICH

Please tell us about yourself and your request: Check the following item(s) that apply to your application.

<input type="checkbox"/> Annexation <input type="checkbox"/> Conditional Development <input checked="" type="checkbox"/> Conditional Development Modification <input type="checkbox"/> Comprehensive Plan Amendment From _____ To _____ <input type="checkbox"/> District Change From _____ To _____ <input type="checkbox"/> Subdivision (Tentative Plat) <input type="checkbox"/> Subdivision (Tentative Plat) Modification <input type="checkbox"/> Willamette River Greenway	<input type="checkbox"/> Planned Development <u>major</u> <input type="checkbox"/> minor <input type="checkbox"/> Planned Development (Conceptual) <input type="checkbox"/> Planned Development (Detailed) <input type="checkbox"/> Planned Development (Nullification) <input type="checkbox"/> Plan Compatibility Review <input type="checkbox"/> Hillside Density Transfer <input type="checkbox"/> Street Vacation <input type="checkbox"/> Extension of Service
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Please give us a brief summary of the action requested:

NEW ENTRY TO WEST SIDE OF BUILDING
MODIFICATION OF EXISTING APPROVED SITE PLAN

Name of Project: MONTESSORI SCHOOL NEW ENTRY

Applicant's Name: BRUCE MARBIN Phone 753-2513

Address 1240 NW 27th ST

Signature [Signature] Date 7/24/03

Property Owner(s) Name: CORVALLIS MONTESSORI SCHOOL INC Phone 753-2513

Address 1240 NW 27th ST

Signature _____ Date _____

Project Staff (name & address):

Developer _____ Phone _____

Engineer PETER BAMBE Phone 753-4417

Planner _____ Phone _____

Architect ROD TERRY Phone 754-0057

Other _____ Phone _____

Please tell us about your site:

Location address (or general vicinity, side of street, distance to intersection)

1240 NW 27th - PARKING LOT

*Assessor's Map Number(s)

Related Tax Lot(s)

1. 11-5-27CB

8000, _____, _____, _____

2. _____

_____, _____, _____

*The Assessor's Map Number (Township, Section/Range) and the Tax Lot Number (parcel) can be found on your tax statement or at the Benton County Assessor's Office)

Lot Area _____

Development District (i.e. zone) _____

Comprehensive Plan Designation _____

Attachments: Existing Site Map Site Plan Narrative Vicinity Map
(Topography, Vegetation, etc.) (The Proposal)

Floor Plans Elevations

Solar Easements and/or shadow studies

Other _____

(If drawings are larger than 8 1/2 x 14", submit 7 copies.)

Please tell us about the surrounding area:

Direction	Zoning District	Existing Land use
North	<u>RS 35</u>	
South	<u>SA</u>	
East	<u>RS 3.5 / RS 12</u>	
West	<u>SA</u>	

NOTE: The attachments submitted should include sufficient information about adjacent lands to indicate the site's relationship with these lands (i.e. maps should indicate nearby structures, densities, road, bike, and pedestrian systems, etc.)

Please Tell Us More About The Proposed Development And Its Site:

1. On your plans, include the following: Site boundaries, points of access, topography (show contours), flood plains, water courses, significant vegetation, existing roads, utilities, pedestrian or bikeways, and any existing easements. Please note there are additional specific graphic and narrative requirements for each type of application.

2. Are there existing structures on site: Yes No If Yes, illustrate them on your plans and describe their current use, the type of structure, and the square footage.

3. For your project, please indicate the uses proposed and describe the intended activities:

NEW ENTRY FOR A SCHOOL

4. Will the project be completed in phases: Yes No If Yes, please explain.

5. Proposed Uses

6. Site Cover

Use Type	# of acres or sq ft	Percent of site		Coverage Type	# of acres or sq ft	Percent of site
Residential <u>SCHOOL</u>	<u>11,355</u>	<u><10%</u>		Impervious - Structure footprints - Parking & drives		
Commercial				Mostly non-impervious		
Industrial				Open Space - Parks - Drainageways - Other		
Open Space - Parks - Drainageways - Other				Green areas or yards, walks, patios, and landscape areas		
Total		100%		Total		100%

Description of other types (e.g. recreational facilities): _____

For Residential Development:

Type	# Units	# Bedrooms	Density (living units per acre)

7. How will open space, common areas and recreational facilities be maintained?

8. For proposed residential developments, are there any existing structures or trees on adjacent land which will reduce solar access to your site between 9 a.m. and 3 p.m. on November 21? Yes No If Yes, please illustrate these locations and their shadow impacts on your site map.

Please identify any citizen outreach efforts that you have undertaken prior to submitting this application:

- Mailed information regarding the proposed development to adjacent property owners/residents.
- Held one or more neighborhood meeting(s) or open houses.
- Held a project design workshop.
- Met individually and/or conferred over the phone with citizens.
- Made site plans available for review.
- Canvassed the neighborhood.
- Posted the project site with information about the proposal, and where to go for more information.
- Other (please describe):

Were changes made to the proposal as a result of citizen input? If so, what were they?

Authorization for Staff and Decision Maker to Enter Land

City staff, Planning Commissioners and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

- I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.
- I do not authorize City decision makers to enter onto the property(-ies) associated with this application.

Public Notice Signs

The applicant is responsible for posting public notice signs in at least one conspicuous place along each street frontage of a site 20 days prior to the public hearing date. Staff will prepare the signs and will let you know when the signs are ready to be picked up from City Hall.

Please indicate who will be responsible for posting any required signs:

Name: *Guire*
Phone: 753-2513

Corvallis Montessori School

1240 NW 27th Street Corvallis, OR 97330-2400 541/753-2513 e-mail: cms@proaxis.com

July 14, 2003

Fred Towne, Senior Planner
City of Corvallis
Community Development Dept.
Box 1083
Corvallis, OR 97339-1083

Dear Mr. Towne,

Thank you for your recent help and direction in seeking modification status for the upcoming small addition to our school building. The purpose of this letter is to address and explain how this project meets the criteria for a conditional development modification.

Corvallis Montessori School (CMS) seeks to add 800 square feet of space to modify the entrance to our building from the parking lot. The main reason for this modification is security. Currently, there are two doors exiting the building and only one is visible from the office and therefore consistently supervised. The addition and resulting modifications will create one main entrance and establish a staffed office area by the door for greeting visitors and monitoring the students. We find this essential for the well being of the students and families.

With this modification, CMS will continue to operate as a school for children ages 2 1/2-12. The capacity for students and occupancy capacity will remain the same. The environment will become a more pedestrian friendly environment. Parents and children will have an easier time entering the building and there will be less congestion in the hallway outside the classroom closest to the existing entrance. The only modification to off-street parking is a change in the handicapped parking space. It will be moved to an area as close to the entrance as possible. Regular street traffic would not be affected. The overall building square footage is 11,355; therefore the 800-foot addition is less than 10% of the overall space of the existing building. In addition to the office area there will also be a waiting area that will create an increase in common usable space in the building. There will be no changes to the setback requirements. The covered bicycle shelter will be moved from the current location outside the parking lot entrance to a new spot adjacent to the entrance along the north wall of the building. The window coverage will increase considerably: the current entry area has about 104 square feet and in the new entrance the main windows and door will increase to 162 square feet. The building materials for the new entrance will be wood construction on a concrete slab as per the other areas of the building. All the architectural features will be consistent with the existing building except that the roof on the addition will be pitched and the others are flat. There will be no changes to the building offsets or recesses and there are no garages or carports.

This is the only modification that has been done to the main building since 1990. We do not anticipate any other changes this year.

It is our intention to improve the quality of life for the children and families using our facility. From the material provided in Chapter 2.3 of the LDC on Conditional Development, this letter and the plans for this project clearly address the criteria for the a modification. Thank you for taking the time to review this matter.

In peace,

Bruce Marbin

Bruce Marbin