



CITY OF CORNELIUS  
COMMUNITY DEVELOPMENT DEPARTMENT

SUPPLEMENTAL STAFF REPORT  
FOREST GROVE SCHOOL DISTRICT -  
CORNELIUS ELEMENTARY

Type III Site Design Review and Type III Conditional Use/Planned  
Unit Development Permit

Land Use File Numbers DR-71-23 and CUP/PUD-03-23

Planning Commission Hearing Date: September 26, 2023  
Staff Report Date: September 25, 2023

**Request:** A Type III Design Review and Planned Unit Development Conditional Use Permit (DR-71-23 & CUP/PUD-03-23) application to replace an existing elementary school at 200 N. 14th Avenue with a new elementary school with parking and play areas while retaining the cafeteria and gym for repurposing at a later date.

**Applicant:** Forest Grove School District

**Applicant’s Representative:** Melissa Slotemaker, AICP, AKS Engineering and Forestry.

**Property Owner:** Forest Grove School District

**Location:** 200 N 14<sup>th</sup> Avenue

**Map:** Township 1N Range 3W Map 33DD, Tax Lot #04500

**Zone:** Corridor Commercial, CC.

**RECOMMENDED MODIFICATIONS TO SELECTED CONDITIONS OF APPROVAL:**

*Additions to the conditions of approval are in Red Bold Italic typeface. Deletions are in Red Bold Strike-through Typeface.* All typeface without red bold italic or strikethrough are original text intentionally left as noted in the original staff report, dated September 19, 2023.

1. The proposal includes a Type III Site Design Review and Conditional Use/Planned Unit Development for a new 81,050 sf elementary school facility within the Corridor Commercial (CC) Zoning District.

### **Prior to Building Permit Submittal**

2. The applicant shall submit a final design of the public improvement plans and utilities to the City Engineer for review and approval.
3. When Building Permits are submitted, a geotechnical report for the foundation and foundation drainage shall be incorporated in the submittal.

### **Prior to Site Development**

4. The applicant shall obtain all the necessary grading and erosion control permits (1200-C) for on-site and off-site work.
5. The applicant shall submit the necessary documentation for engineering plan review and approval of the proposed public improvements as required by the City Engineer in Exhibit "C".

### **Prior to Building Permit Issuance**

6. The City shall review the building permit plans and provide the applicant a Notice of TDT Decision, per the Washington County TDT procedures. The applicant shall indicate to the City their preferred method of payment and pay the TDT accordingly.
7. The applicant shall obtain all the appropriate Building, Plumbing, Electrical, and Mechanical Permits and shall meet all applicable Building Code requirements for the proposed development.
8. The applicant shall provide plans that demonstrate the storm water system complies with all applicable CWS standards, including LIDA, to be reviewed and approved by the City Engineer.
9. The Applicant shall secure all necessary grading permits for on-site and off-site right-of-way work.
10. Prior to issuance of the approved engineering plans, the applicant shall post with the City a performance security assigned to the City for an amount equal to 150 percent of the estimated cost of the landscaping materials and installation by a qualified contractor.

### **Prior to Occupancy**

11. Prior to issuance of a Final Occupancy Permit, all required conditions of approval from this report shall be satisfied.
12. All landscaping, including street trees and irrigation, shall be installed per the approved

landscaping plans. Any modification or deviation to the approved landscape plan shall require a Minor Modification application to be reviewed and approved by the Community Development Director. The installation of the irrigation system shall be to the City and State Plumbing Code.

13. The applicant shall coordinate with the City Engineer and install all frontage improvements that abut the property to the public works standards. The applicant shall construct an on-site storm drainage system in conformance with CWS standards. All public improvements shall be in accordance with the City Engineer's comments, attached herein as Exhibit "C".
14. ***If a private storm water quality facility is proposed on site, a***~~A~~ private storm water quality facility maintenance agreement shall be signed and recorded by the applicant.
15. Dedication of 20 feet of right-of way along N 14<sup>th</sup> Avenue to accommodate the angled parking and the sidewalk is required.
16. The applicant shall install a 5-foot concrete sidewalk on ~~1619~~<sup>1619</sup>~~th~~ Avenue connecting the site to Davis Road.
17. The building shall be adequately addressed for location by emergency personnel.
18. Two Knox Boxes shall be installed, one near the front entrance and one at the riser room door, as required by the Fire Department.
19. Landscaping will need to allow for effective access to all fire hydrants.
20. ***Perform testing upon building shell upon completion to determine if an emergency Responder Communication System is required per OFC 510.1.1. If the Cornelius Fire Marshall determines, based on the testing, that an emergency Responder Communication System is necessary, then an***~~A~~***n*** emergency Responder Communication System ~~will need to~~***shall*** be installed per OFC 510.1.1.
21. All new utilities serving the site shall be located underground.
22. All utilities along the eastern frontage of N 14<sup>th</sup> Avenue shall be undergrounded.
23. Bicycle parking for 20 bicycles shall be required.
24. A maximum of 63 automobile parking spaces shall be required.
25. The applicant shall obtain any required maintenance bonds for street trees and the water quality facility.
26. The applicant shall coordinate the installation of a mail box with the City and the Post Master, if proposed.

27. All on-site lighting be installed and functional. Lighting shall not glare or shine into abutting properties or into the abutting public rights-of way.
28. The parking lot shall be constructed and all improvements such as striping, ADA parking, landscaping and wheel stops shall be installed in accordance with the approved site plan. The ADA parking space(s) and internal sidewalks and their connections to the public sidewalks shall meet all applicable Building Code and ADA requirements.
29. The screened trash enclosure shall be installed with screened doors and a roof. All materials and wastes shall be managed/stored and the grounds shall be maintained in a manner that will not attract or aid the propagation of insects or rodents, or create a health hazard.
30. Pedestrian pathways shall meet all applicable ADA requirements. In addition, the pathways shall be lit to provide visibility during nighttime hours.
31. The streets and walkways shall be lighted during the hours of darkness in accordance with the public works standards. Cobra head streetlights shall be installed on the eastern frontage of N 14<sup>th</sup> Avenue.
32. All pedestrian pathways that connect the front door of the school to the N 14<sup>th</sup> Avenue and N Adair Street frontages, shall be installed.
33. Where the pathways cross private internal drive-isle, for pedestrian safety, a striped crosswalk shall be installed.
34. Prior to occupancy, bollards, *or another method acceptable to City Engineer, City Community Development Director and ODOT*, shall be placed along the property line to block access to the site from the driveway on Adair Street.
35. The applicant shall determine if the ADA ramp at the northeast corner of N 14<sup>th</sup> Avenue and Adair Street meets the current ODOT ADA requirements. If the ramp does not meet the requirements, the applicant shall construct a new ramp meeting the requirements after securing the appropriate ODOT right of way permits.

### **Other**

36. In the future, when a new use is proposed for the existing elementary school, it will be required to receive its own land use approval and site design review. At that time, improvements shall be proposed and made so it complies with the Cornelius Municipal Code.
37. The applicant shall meet all applicable State, County and City Building, Electrical, Plumbing, and Mechanical Code requirements.

38. Signage that is placed on the property must receive Sign Permit approval through a Sign Permit application review process.
39. The building height shall not exceed 40 feet.

40. Future solar panels on the roof, if proposed in the future are approved and shall not protrude past the parapet. Building Permits are required for solar panels.
41. Any damage to any public improvements or the public right-of-way as a result of construction shall be repaired and/or replaced to City standards by the applicant/owner.
42. The Community Development Director is authorized to suspend or revoke any permit if there is probable cause to believe that the conditions of the permit or any provisions of this ordinance have been violated or that the use is causing a nuisance to the public or surrounding properties. In any case, where the Community Development Director finds a serious danger to the public health or safety, the Community Development Director may suspend the permit without a hearing. In all other cases, the applicant may appeal the Community Development Director's decision of revocation per the applicable Sections of the City Code.

**Date of Supplemental Staff Report: September 25, 2023**



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Barbara Fryer, AICP, Community Development Director