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EXHIBIT 4 - STAFF REPORT

DATE: August 17 2017
TO: Planning Commissioners
FROM: Chuck Darnell, Associate Planner
SUBJECT: CU 4-17 – 1045 SE Brooks Street

Report in Brief:

This is a public hearing to consider an application for a conditional use permit to allow for the expansion of the existing McMinnville Montessori School (MMS) campus. The school has purchased the property next to the existing MMS building, and intends to renovate the existing building on the property to operate as the elementary school classroom. The existing MMS building would continue to operate as school classrooms and facilities. The rear of the existing school and the new property would be combined to operate as one open play yard in the backyard areas. The property is located at 1045 SE Brooks Street, and is more specifically described as Tax Lot 1202, Section 21CA, T. 4 S., R. 4 W., W.M.

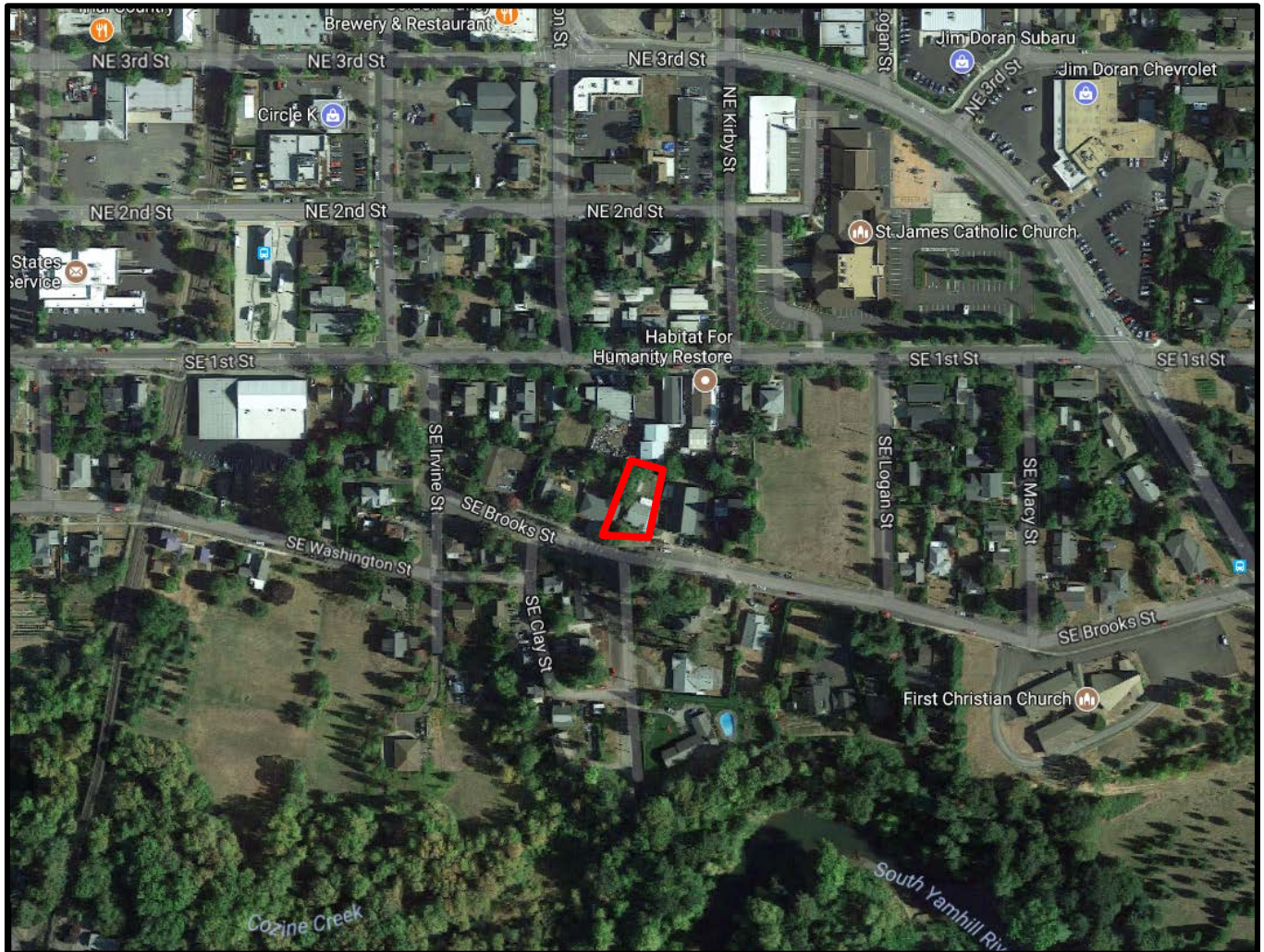
Background:

The subject site is an existing residential property with a single family dwelling on the property. The site is located immediately adjacent to the existing McMinnville Montessori School (MMS) building at 1101 SE Brooks Street. The site is located on SE Brooks Street between Irving Street and Logan Street, and south of 1st Street.

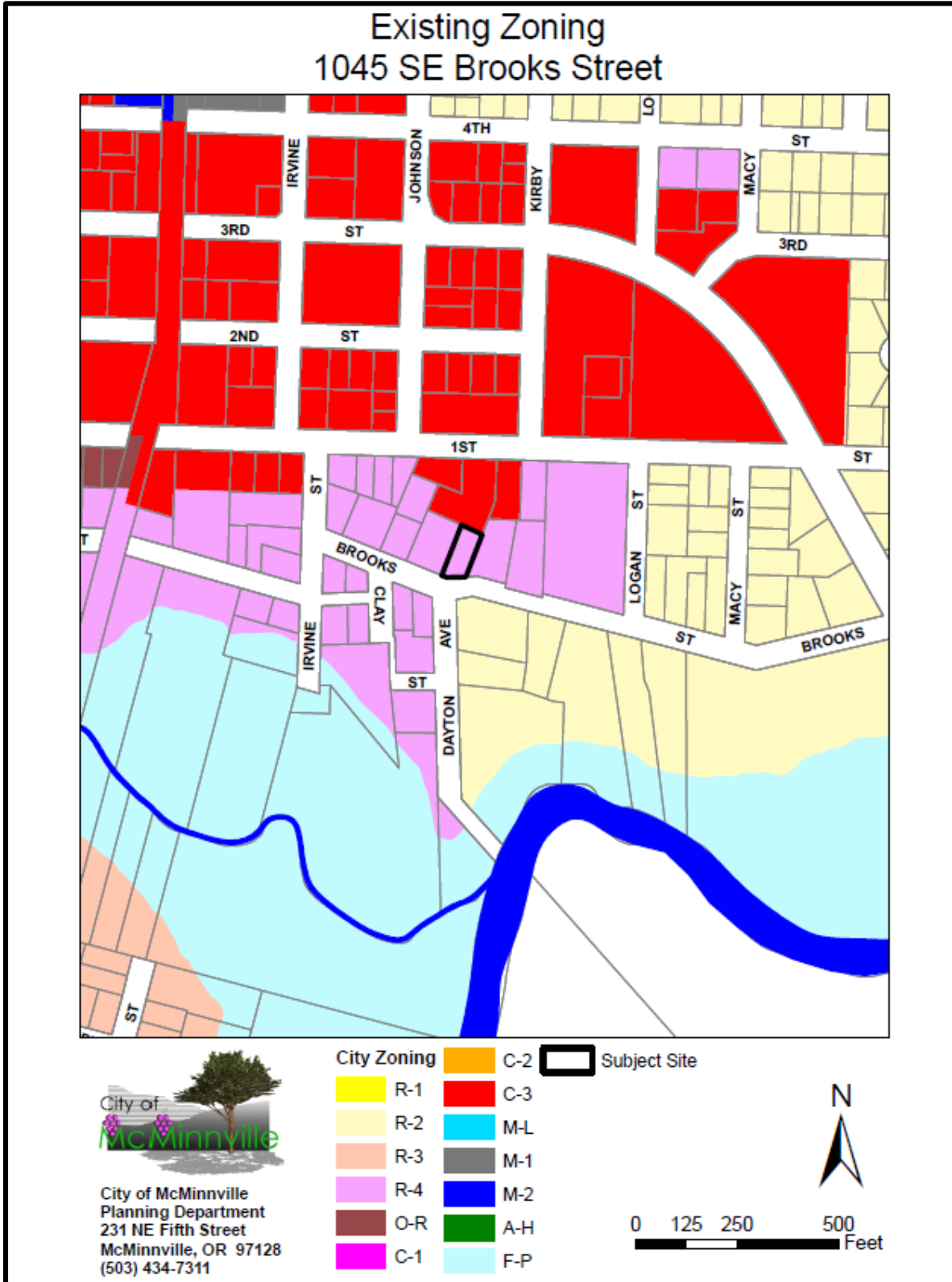
The subject site is zoned R-4 (Multiple-Family Residential) and is designated on the comprehensive plan map as Residential.

Properties immediately adjacent to the subject site to the west and east are also zoned R-4 (Multiple-Family Residential). Properties further east along Brooks Street are zoned R-2 (Single Family Residential). Immediately to the north of the subject site is a C-3 PD (General Commercial Planned Development) zoned property that is the site of the Habitat for Humanity Restore business and offices. A visual of the subject site and reference maps showing the zoning designations of the subject site and the surrounding properties are provided below:

Site Reference Map



Existing Zoning



Discussion:

The McMinnville Montessori School (MMS) purchased the subject site, which is immediately adjacent to the existing MMS building at 1101 SE Brooks Street. The MMS is proposing to convert the existing structure on the subject site from a single family dwelling to an elementary school classroom and associated facilities. The MMS will continue to operate out of the existing building, with the primary school classroom in the existing building. The elementary school classroom would be relocated to the renovated building on the subject site at 1045 SE Brooks Street. Per Section 17.21.020(M) of the McMinnville Zoning Ordinance, a school (private or public) in the R4 zone is a conditional land use and needs a conditional use permit to operate.

The Planning Commission's responsibility regarding this type of land use request is to conduct a public hearing and, at its conclusion, render a decision to approve, approve with conditions, or deny the conditional use request. The Planning Commission should rely upon the criteria of Section 17.74.030, "Authorization to Grant or Deny Conditional Use" of the McMinnville Zoning Ordinance to review the proposal and render a decision.

Evaluation of Review Criteria:

The potential impacts of a proposed conditional use on the abutting properties and surrounding neighborhood should be minimized through the design, location, and operating characteristics of the proposed development. In order to ensure that the proposed use and development is appropriate and has minimal impacts on the surrounding neighborhood, the Planning Commission must find that the following criteria are being met:

Section 17.74.030:

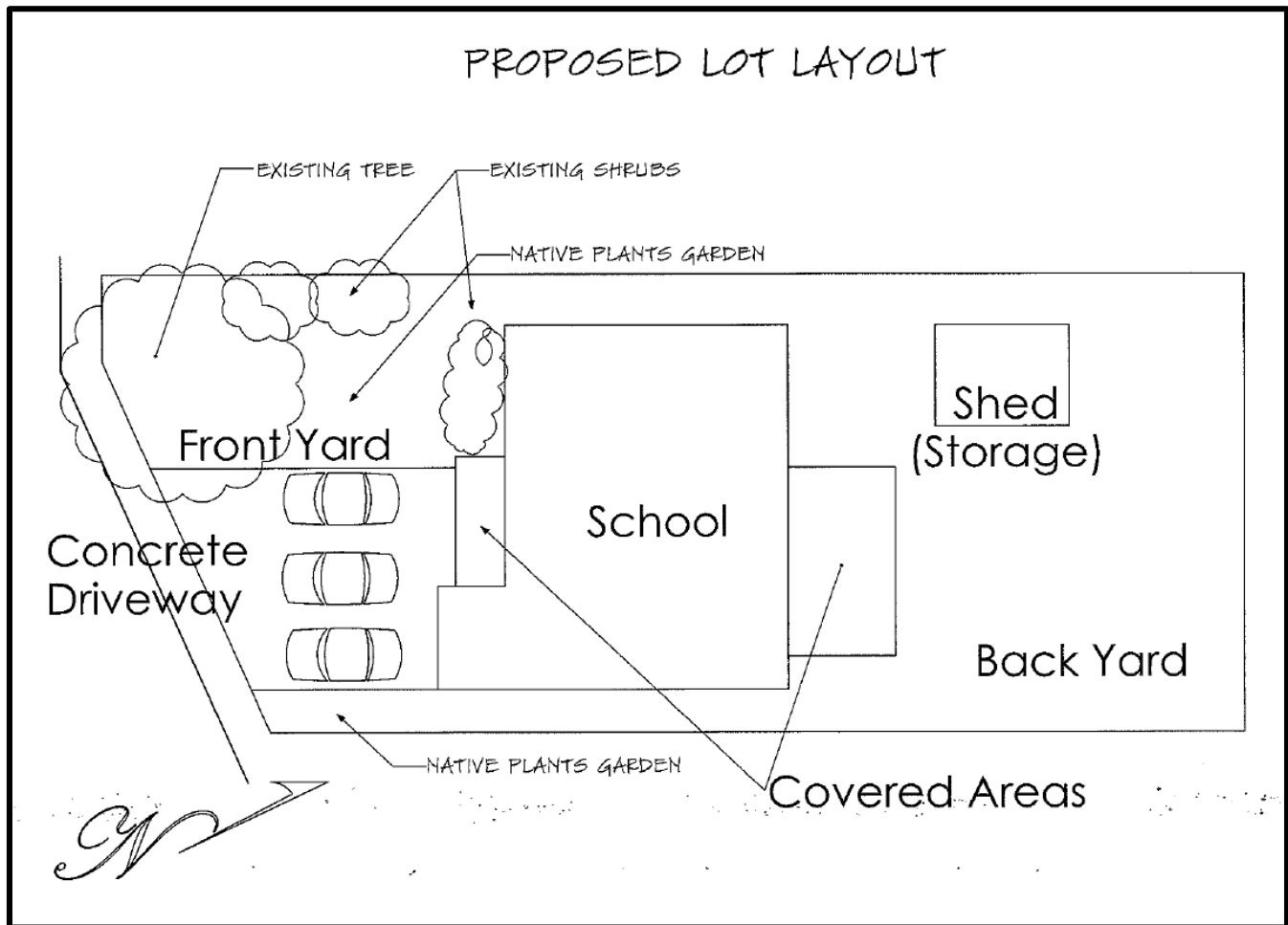
- A. The proposal will be consistent with the Comprehensive Plan and the objectives of the zoning ordinance and other applicable policies of the City;

Comprehensive Plan Policies: A number of Comprehensive Plan goals and policies relate to the proposed development. In particular, Comprehensive Plan Chapter III (Cultural, Historical, and Educational Resources) includes goals and policies applicable to this request. One of the more applicable goals, which is also identified and explained in greater detail in the Findings of Fact in the attached Decision Document, states that the City should provide cultural and social services and facilities commensurate with the needs of the City's expanding population. A policy to support this goal is that the City shall allow future community center type facilities, both public and private, to locate in appropriate areas based on impacts on the surrounding land uses and community. The applicant has stated that the MMS has a continually long wait list for community members that wish to enroll their children in the Montessori School. The expansion will allow the school to increase overall enrollment, therefore providing educational resources and facilities that are in need to McMinnville's expanding population.

Zoning District Requirements: The property in question is zoned R-4 (Multiple-Family Residential). The proposed use as a private school is allowed as a conditional use in the R-4 zone

The applicant is proposing to retain the existing single family home that is located on the subject property, but will renovate the interior to allow for the structure to operate as the elementary school classroom. The exterior of the existing structure will not change structurally and no additions are proposed. The existing structure meets all required setbacks for the R-4 zone.

The proposed site plan is provided below:



Parking and Off-Street Loading Requirements: Parking on the site will be located south of the existing building, and the applicant is proposing to utilize the existing concrete driveway for parking space. The driveway will be expanded to provide adequate parking space for three (3) vehicles. The McMinnville Zoning Ordinance requires that elementary schools provide one (1) parking space per classroom plus one (1) parking space per administrative employee. The proposed use of the existing building will be one (1) elementary classroom, and the applicant has stated that up to two (2) employees may work in the classroom at a time. Therefore, the three (3) parking spaces provided meets the minimum number of required parking spaces.

Section 17.74.030:

- B. That the location, size, design, and operating characteristics of the proposed development are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage, and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets; and to any other relative impact of the development;

Harmony in Scale, Bulk, Coverage, and Density: The subject site is located within an area of the city that is predominately residential uses. However, other uses exist in the immediate vicinity of the subject site, including a commercial use immediately north and two churches within a quarter mile of the site. Also, the subject site is located immediately adjacent to the McMinnville Montessori School's (MMS) existing building. This existing MMS building has been operating in its current location for approximately 20 years, and has not caused any impacts on the livability or appropriate development of abutting properties or the

surrounding neighborhood. The Planning Department has never received any complaint on the existing MMS operations in their existing building.

Operating Characteristics: The operating characteristics of the proposed expansion will be consistent with the existing MMS building. Students will be dropped off by parents in the morning and picked up again in the afternoon, and the regular schedule during the school year is from 8:30 AM to 3:00 PM. The applicant has described that traffic impacts are very minimal, as parents are advised to pull up to the property at scheduled times for pick-up, and a staff person then helps the student out to their parents' car. This reduces parking needs on site. The scheduled and coordinated pick-up and drop-off times also distributes the traffic that usually occurs during pick-up and drop-off over a longer period of time, which ensures that the streets in the surrounding area are not overwhelmed. Therefore, the operations of the expanded assisted living facility will not negatively impact the surrounding neighborhood.

The applicant is not proposing to make any significant exterior alteration to the existing building on the subject site. Their goal is to maintain the general exterior appearance of the structure as a single family home to better blend in and be more compatible with the surrounding neighborhood. The existing structure, which the MMS recently acquired, has been in a state of disrepair. As part of the overall renovations, the MMS intends to improve the appearance of the structure and therefore enhance the overall quality of the built environment in the neighborhood.

Photos of the existing building on the subject site and its relationship to the existing MMS building are provided below:





Based on the descriptions above, staff believes that the expansion will be compatible with the surrounding neighborhood and will not impact the livability or appropriate development of abutting properties.

Availability of Public Facilities and Utilities: Adequate public facilities serve the existing site, including water, sewer, and streets. The Engineering Department has reviewed the plans and has no concerns with the ability for public facilities to serve the site.

Traffic, Circulation, and Parking: As described above, the existing driveway will be expanded in order to provide the required number of parking spaces on site. The MMS practice of scheduled and coordinated pick-up and drop-off times will ensure that traffic and circulation around the site is not overly impactful on the surrounding street network. The Engineering Department reviewed the plans, and does not have any concerns with traffic from the expansion of the MMS properties.

Section 17.74.030:

- C. That the development will cause no significant adverse impact on the livability, value, or appropriate development of abutting properties of the surrounding area when compared to the impact of permitted development that is not classified as conditional;

The type of development proposed is consistent with the development pattern of the surrounding area. Other school and church uses exist within a quarter mile of the subject site. Also, the structure to be used for the elementary school classroom will retain the exterior appearance of a single family home. The applicant intends to improve the structure on the site, which will upgrade the structure from its current state of disrepair and should have a positive impact on the value and livability of the surrounding area. Also, a permitted use in the R-4 (Multiple Family Residential) zone is a day care facility for up to twelve (12) people, and the applicant is arguing that the proposed use as a school is not much more impactful than the permitted use of a day care facility.

Section 17.74.030:

- D. The location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants;

The site and the proposed building will be designed in such a way as to blend in with the surrounding area. As stated above, the applicant intends to renovate the interior of the existing building to operate as a classroom, but retain the appearance on the exterior of the building as a single family dwelling. The applicant will be removing the garage door and adding another door on the east side of the building, but the primary building elements and structure of the building will remain unchanged. The new door on the east side of the building will be the main entry into the building, with a small lobby inside. The new door and main entry will face the existing MMS building on the adjacent property, which will create a common entry area to both buildings. The existing building has a concrete pedestrian walkway from the street and sidewalk to the main entry. While it is not shown on the site plan, the applicant does intend to construct a similar walkway to the new main entry on the new MMS building. Staff is recommending a condition of approval to require that this pedestrian walkway be shown on the building permit plans for the renovation of the existing building.

The existing site does contain some landscape material, with a lawn, two (2) trees, and some shrubs that exist in the front yard. There are some taller shrubs that exist between the existing MMS building and the subject site. Also, the MMS has begun to maintain a native garden in the front and side yard of the existing MMS property. The applicant intends to expand the native garden onto the new MMS building's property. In the back yard of the subject site, a larger open green area exists that will serve as outdoor play space for students.

The McMinnville Zoning Ordinance does require that landscaping be provided on all R-4 (Multiple Family Residential) zoned properties that are not used as single family or two-family dwellings. Therefore, staff is recommending a condition of approval to require that a landscape plan be submitted for the site for review and approval by the Landscape Review Committee. The existing landscaping on the site can be identified on the landscape plan, and retained if healthy. The proposed native garden and open play space in the rear yard would all count towards overall landscaped space.

Section 17.74.030:

- E. The proposal will preserve environmental assets of particular interest to the community;

The subject site does not contain any significant environmental assets that would be of any particular interest to the community. The site has been developed as a single family home, is flat, and does not contain any significant trees or other natural features. Therefore, the proposed conditional use satisfies this review criteria.

Section 17.74.030:

- F. The applicant has a bona fide intent and capability to develop and use the land as proposed and has no inappropriate purpose for submitting the proposal, such as to artificially alter property values for speculative purposes.

The applicant intends to renovate the existing building and site as proposed, and has the intent and capability to develop and use the land as proposed. The applicant has purchased and now has full control of the property in question. Also, the applicant has successfully operated the existing McMinnville Montessori School for approximately 20 years on the property immediately adjacent to the subject site, and has a long wait list of prospective students. The demand for this type of educational facility in the City of McMinnville is evident and the applicant believes the expansion will allow them to continue to meet this community need.

Fiscal Impact:

None.

Commission Options:

- 1) Close the public hearing and **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public hearing to a specific date and time.
- 3) Close the public hearing, but **KEEP THE RECORD OPEN** for the receipt of additional written testimony until a specific date and time.
- 4) Close the public hearing and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Recommendation/Suggested Motion:

The Planning Department recommends approval of CU 4-17, subject to the following conditions:

1. That the applicant shall include, in the building permit construction plan set, plans for a pedestrian walkway from the existing public sidewalk and private parking spaces to the proposed main entry on the east side of the building.
2. That prior to the release of building permits for the proposed renovations, the applicant shall submit a landscape plan for the site for review and approval by the McMinnville Landscape Review Committee. All landscaping, as approved by the Landscape Review Committee, shall be installed prior to occupancy of the building. Alternatively, a landscape bond for 120-percent of the landscaping cost of the uninstalled portion shall be placed on deposit with the City prior to occupancy.
3. That this conditional use permit approval shall be terminated if the proposed improvements do not commence within one year of the effective date of this approval, or if the use once commenced lapses for any single period of time that exceeds one year in duration.

The Planning Department recommends that the Commission make the following motion approving of CU 4-17:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE PLANNING COMMISSION APPROVES CU 4-17 SUBJECT TO THE STAFF RECOMMENDED CONDITIONS OF APPROVAL.

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