

**CITY OF OLYMPIA HEARING EXAMINER
STAFF REPORT**

Hearing Date: January 30, 2017
File Number: 16-9094
Project Name: Roosevelt Elementary Mini-Building
Applicant: Kurt Cross of the Olympia School District
Representative: Garner Miller of MSGS Architecture
Project Location: 1417 San Francisco St NE
SEPA Determination: DNS issued on January 9, 2017
Zoning Designation: Residential 6-12
Comprehensive Plan Designation: Low Density Neighborhood

Request Action: Conditional Use Permit (CUP) approval to allow construction of a new two story building (17,000 square feet (sq. ft.) to help facilitate a reduction in class size at the existing elementary school. Site improvements are limited to the area directly adjacent to the proposed addition, improvements to the existing ball field, and revision of the fire access lane. No change to existing vehicular access or onsite parking is proposed.

Documents Reviewed: Original plans were submitted on November 10, 2016, revisions were received on January 4, 2016. Project documents include land use application forms and checklists, architectural, civil, and landscape plans, a State Environmental Policy Act (SEPA) Checklist, a preliminary stormwater site plan, tree report, and a Level 1 Traffic Impact Analysis.

Public Notification: Notice of Application: November 23, 2016
SEPA Decision: January 9, 2017
Notice of Public Hearing: January 9, 2017

Staff Contact: Nicole Floyd, Senior Planner, 360.570.3768, nfloyd@ci.olympia.wa.us

Staff Recommendation: Approval, subject to conditions identified at the end of this report.

BACKGROUND INFORMATION:

The existing elementary school is tucked into a dense single family neighborhood and sits on a 6 acre site. The surrounding development consists mostly of existing Low Density residential dwelling units and some small neighborhood commercial businesses. The existing parking and main school building will remain as is; this addition will be tucked behind the existing structure and face Garrison Avenue. The project is intended to reduce class size and as such, it does not anticipate an increased student population connected with the project.

REGULATORY FRAMEWORK:

This project has been reviewed for compliance with all applicable City regulations as necessary to determine if this project's design will conceptually meet the City's development standards. The proposal will be subject to detailed engineering and building permit review upon receipt of complete civil and construction applications and plan sets. This report will address project code compliance in

relation to the Comprehensive Plan and the Olympia Municipal Code (OMC) and all other applicable City development standards.

COMPREHENSIVE PLAN: Generally, the project is in compliance with the goals and policies of the Comprehensive Plan. The following citations reflect this compliance:

GL 1: Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.

Staff Response: *Incorporating and supporting schools in existing neighborhoods helps minimize the need for excessive auto travel.*

GL 20: Development maintains and improves neighborhood character and livability.

Staff Response: *Improvements to the school have been reviewed and recommended for approval by the Design Review Board. Careful attention was paid to the impact on neighborhood character and potential impacts to the surrounding land uses.*

OMC TITLE 14. ENVIRONMENTAL PROTECTION:

A SEPA Determination of Non-Significance was issued on January 9, 2017 pursuant to WAC 197-11 and the City's SEPA requirements outlined in OMC 14.04. The notice of the SEPA Decision was combined with the Notice of Hearing. The Comment Deadline is January 23, 2017 and the Appeal Deadline is 5:00PM on January 30, 2017. To date, no appeals have been filed.

UNIFIED DEVELOPMENT CODE, TITLE 18:

- 1) **Purpose of Residential 6-12 Zone:** Pursuant to OMC 18.04.020 the R 6-12 zone is intended to accommodate a variety of housing types within a density of 6-12 units per acre. While this project is not a residential development, the use of a school is a customary and complimentary use typically found in residential areas.
- 2) **Permitted Uses Standards – OMC Table 4.01 & 18.04.060(cc):** The project is located in the Residential 6-12 zone, which allows for schools as a conditional use. Specific criteria are cited within the Table as being within 18.04.060(dd). This code citation appears to be in error as 18.04.060(dd) relates to temporary uses, and the section directly above in 18.04.060(cc) is entitled "Schools". For the purposes of review, staff has used "schools", rather than the probable scrivener's error of "temporary uses". There are six criteria for approval of schools within the residential zoning district. Each criterion has been reviewed by staff to ensure the addition will continue to meet the code. Each has been found to be in compliance as follows:
 - **School Site Size:** A minimum of 1 acre per 100 students is required.
 - The current ratio of students to total site size does is slightly out of compliance with the code requirement at a rate of 105 students per acre, rather than 100 per acre. As this project is not intended to accommodate an increase in student capacity, the code requirement is not applicable to the project.
 - **Outdoor Play Area:** 2 sq. ft. of open space per 1 sq. ft. of floor area devoted to classroom.
 - The site includes approximately 122,000 sq. ft. of outdoor play area. The combination of existing and new classroom space requires approximately 43,000 square feet of outdoor play area. The amount provided far exceeds the requirement.
 - **Building Size:** A minimum of 8 square feet per student within the building.

- The new structure anticipates 22 students per classroom. As there are 8 new classrooms proposed, the necessary square footage is 14,080. The proposed structure is 17,000 sq. ft., the code is satisfied.
- Screening: Areas adjacent to residential uses shall be screened.
 - The new structure fronts on Garrison Avenue, and landscaping along this street frontage has been provided that helps provide transition between the street frontage and the new building. Additionally, the existing 4' tall fence will remain and/or be replaced with this project. The code is satisfied.
- Portables: More than 10 require CUP Approval:
 - This is not applicable for this project, as no new portables are proposed.
- Building Expansion: Expansion of more than 10% of the existing structure requires a CUP.
 - As this project represents an expansion greater than 10% of the existing structure size, it is being processed as a Conditional Use Permit.

3) Applicable Development Standards OMC 18.04.080: The project has been reviewed for compliance with dimensional standards such as setbacks, height, maximum building coverage and impervious surface limits and has been found to be in compliance as follows:

- Setbacks: The proposed structure is fronting on Garrison Avenue and is required to be setback a minimum of 20' from the property line. The proposed structure is shown to be setback 23'. Side and rear yard setbacks are not applicable as the structure is not adjacent to either. The code is satisfied. Compliance will be re-evaluated with the building permit application submittal.
- Height: 40' Maximum. The proposed two-story structure is identified on plans as 35' tall. Compliance will be re-evaluated with the building permit application.
- Impervious Surface Coverage: The impervious surface limit for this site is 65%. Project documents indicate the new net impervious surface coverage for the site will be approximately 50%. The code is satisfied.

4) Landscaping, OMC 18.36: Only those areas to be disturbed by construction are required to be reviewed for compliance with the landscaping chapter as no change is proposed to the remainder of the site and it was reviewed for compliance with the original land use approval for the school. According to OMC 18.36.040 "Applicability" the new development project is mostly exempt from compliance with the landscaping chapter as the project does not exceed 50% of the assessed property valuation. Nevertheless, the applicant has submitted a landscaping plan in compliance with the chapter for those areas surrounding the building that will be disturbed.

Staff has reviewed the landscaping plan submitted and has found the landscaping proposed to meet the applicable provisions of the code. Additionally, further review will be conducted with the engineering and building construction permit application review.

5) Parking OMC 18.38: Pursuant to OMC 18.38.060, the project must comply with the parking standards as a new structure is being constructed. However, no change to the design capacity of the school nor is a change to the existing parking lot being proposed. According to Table 38.01,

the school is required to provide 1 vehicular parking stall for every 12 students of design capacity. According to the School District, the school anticipates 675 students in the upcoming school year; therefore 56 vehicular parking spaces are required. The current parking lot includes 65 spaces, therefore the code is satisfied.

The code also requires both long-term and short term bicycle parking. These parking spaces are required on a per classroom basis. For the purposes of this review, staff has only evaluated the adequacy of the bike parking necessary for the new classrooms being proposed.

- Long Term Bike Parking is required at a rate of 1 space per classroom. The applicant has identified a bicycle rack location within each of the classrooms. This is a similar approach as is often seen with multi-family housing and was reviewed and recommended for approval by the Design Review Board. Staff has included a recommended condition for approval to ensure the specific design meets the dimensional requirements established in OMC 18.38.220(c) are met and identified on building permit plans.
- Short Term Bike Parking is required at a rate of 3 per classroom, therefore 24 stalls are required. According to OMC 18.38.220(c)(2), these facilities shall provide convenient parking with some security and covered weather protection. The existing covered bike parking area identified on plans will provide acceptable weather protection, however the racks currently installed in these locations do not meet the current standard. These non-compliant racks were installed voluntarily and were not part of a required improvement. Replacement of some ribbon racks with a minimum of 24 "U" shaped racks meeting the requisite dimensional standards will therefore satisfy the code. Plans provided indicate that replacement is anticipated and room is available to meet the code requirements. Staff has provided a recommended condition to ensure these features are shown on the building and engineering plans.

- 6) Design Review OMC 18.100: All non-residential projects over 5,000 sq. ft. within a residential zoning district are required to be reviewed for compliance with specific design criteria. Due to this project's size, Board Level Design review was required. The Design Review Board completed their review on the December 8, 2017. The Board recommended approval of the project provided specific conditions related to landscaping and building access from the playfield are addressed with the building permit application submittal.
- 7) Hearings Examiner Approval Required OMC 18.48: Certain uses, because of their unusual size, infrequent occurrence, special requirements, etc. are classified as conditional uses. This project has been identified within OMC 18.04.060(cc) as requiring such review. The Examiner may approve, deny, or modify any of the staff recommendations.
- 8) Public Notice OMC 18.78: Specific notification requirements are applicable for different steps of the permit process. These steps are spelled out in OMC 18.78. Notice was properly given for the Notice of Application, Design Review Board Meeting, SEPA Determination, and Notice of Public Hearing as follows:
 - Notice of Application, Neighborhood Meeting and Design Review Board Meeting: Nov. 23, 2016, sent to all property owners within 300', all applicable agencies and known interested parties, all nearby neighborhood associations, posted onsite, and posted on the City's Website. The Neighborhood Meeting was held on December 6, 2016, and the Combined Design Review Board Meeting was held on December 8, 2016.

- Notice of Public Hearing and Notice of SEPA Decision (OMC 18.78.020): January 9, 2017, sent to all property owners within 300', all applicable agencies, all known interested parties, all nearby neighborhood associations, posted onsite, published in the Olympian, and posted on the City's Website.

Comments: No public or outside agency comments have been received to date. Discussion at the neighborhood meeting included a discussion about a variety of safety issues such as hallway width, the value of exterior doors from ground floor classrooms, size and locations of window openings, and the overall campus type environment anticipated. Primary concerns related to first person shooter situations and how the building design facilitated safety for children and staff. The School District responded to these concerns by talking about how the buildings design is intended to minimize the points of entry, which will reduce the potential for unidentified visitors to the school campus. In terms of City review, both the Building and Fire Departments have reviewed the conceptual building layout and do not see any reason the building cannot meet the specific detailed criteria within the building and fire codes. Specific building and fire review will be conducted at the point of construction permit submittal.

CONCLUSION & RECOMMENDATION:

A review of the Conditional Use Permit application indicates that the proposal is consistent with the criteria established in the OMC. Pursuant to OMC 72.100, the SPRC recommends approval of this Conditional Use Permit, subject to the following conditions:

1. Approval. Development shall be significantly similar to the approved Site Plan, Sheet CE.01 date-stamped January 4, 2017.
2. Specific dimensional specification for both long-term (1 per classroom, 8 total) and short-term (24 spaces) bike parking locations shall be provided on the engineering and building permit application submittals as required in OMC 18.38.220(c). All required bike parking shall be installed prior to occupancy of the building.
3. A fire system permit is required with the building permit submittal and must comply with all applicable City adopted construction codes and International Fire Codes in effect at the time of permit submittal.
4. A complete building permit application will be required for the construction of this structure. Project shall comply with currently adopted construction codes pursuant to the Olympia Municipal Code 16.04. All construction related activities must be appropriately permitted prior to commencement of work.
5. Construction shall be halted if human remains or archaeological materials (such as bones, collections of shells, stone tools, beads, ceramics, collections of old bottles, collections of old building materials, or old building foundations) are found during project work. At a minimum, the property owner shall immediately contact the City of Olympia Historic Preservation Officer, the Washington State Department of Archaeology and Historic Preservation, and the County Coroner (for human remains) to determine which Tribes and/or other agency staff should be consulted to help determine an appropriate response, if needed. Officials will be given reasonable access to the site and make a determination on an appropriate response before construction is resumed as per OMC 18.12.120, RCW 27.53, RCW 27.44 and WAC 25-48. Other details of this requirement are found in OMC 18.12.120 Archaeological Sites.
6. Hours of Operation/Construction Noise. Pursuant to 18.40.080.C.7, construction activity is restricted to the hours between 7:00 a.m. and 6:00 p.m.

Report Issued Date: January 19, 2017

Attachments:

Attachment	Document Name	Date Submitted
1	Staff Report	1/19/2017
2	Permit Applications (CUP, LU, LU Supplement, DRB)	11/10/2016
3	Project Narrative and Vicinity Map	11/10/2016
4	Transportation Impact Letter	11/10/2016
5	Revised Tree Report	1/4/2017
6	Stormwater Report	1/4/2017
7	Civil Plans	1/4/2017
8	Landscape Plans	1/4/2017
9	SEPA Checklist	1/4/2017
10	Revised Site Plan	1/4/2017
11	Building Elevations	11/10/2016
12	Notice of Application	11/23/2016
13	Design Review Board Recommendation	12/8/2016
14	Review Comment Matrix	12/22/2016
15	SEPA DNS / Notice of Hearing with SEPA Checklist	1/9/2017