



**Benton  
County**

**COMMUNITY DEVELOPMENT  
DEPARTMENT**

Community Development Department

Office: (541) 766-6819

360 SW Avery Avenue

Corvallis, OR 97333

co.benton.or.us/cd

## APPLICATION

### CONDITIONAL USE PERMIT

File #

Fee: \$  
(SEE CURRENT FEE SCHEDULE)

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE**

#### I. Property Owner(s) Information

Name(s): ALSEA SCHOOL DISTRICT #7 Phone #1: 541-487-4306

Mailing Address: 301 SOUTH 3rd STREET Phone #2: \_\_\_\_\_

City: ALSEA State: OR Zip: 97324 Email: shirley.koetz@alsea.k12.or.us

#### II. Applicant Information

Name(s): SCOTT MARSHALL, ARCHITECT Phone #1: 208-991-0855

Mailing Address: 4521 S CLOVERDALE RD, STE 102 Phone #2: 208-890-9364

City: BOISE State: ID Zip: 83709 Email: SCOTT@STRAIGHTLINE.BIZ

Other individuals to be notified of this application: Name, Address, City & Zip, or Email

shirley.koetz@alsea.k12.or.us marc.thielman@alsea.k12.or.us

keenan.elbers@alsea.k12.or.us

#### III. Property Information

Site Address: 301 SOUTH 3RD STREET, ALSEA OREGON 97324

Assessor's Map & Tax Lot Number: T 14S S, R 8W W, Section(s) 1/4, Tax Lot(s) 14-8-01DA, 4200

Acreage: 4.93 Zoning: VR - VILLAGE RESIDENTIAL Fire District: ALSEA FIRE DISTRICT

Water Supplied By: ALSEA SERVICE DISTRICT Sewage Disposal Type: CITY SEWER

Existing Structures: 33398SF K-12 SCHOOL, 3921SF PLAY BARN, 1795SF CLASSROOM BLDG, 1570SF CLASSROOM BLDG

Current use(s) of the property: K-12 SCHOOL

#### IV. Request Summary (Example: "Conditional Use approval to operate a commercial kennel in the RR Zone.")

SEE ATTACHED.

**V. Attached Documentation:** With all land use applications, the "burden of proof" is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

**Conditional Use Criteria** Please answer in detail on a separate sheet of paper.

1. Describe how the proposed use will not seriously interfere with uses on adjacent property, with the character of the area, or with the purpose of the zone.
2. Describe how the proposed use will not impose an undue burden on any public improvements, facilities, utilities, or services available to the area.
3. If the property is zoned EFU or FC, describe how the proposed use will not force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use.
4. If the property is zoned EFU or FC, describe how the proposed use will not significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.
5. Will the proposed use involve the use of water (plumbing facilities, bathroom, water for processing, etc.)?  
YES \_\_\_\_\_ If yes:
  - a. Is there an existing well or spring on the proposed parcel(s)? NO \_\_\_\_\_ Please attach a copy of a well log or pump test, if available, which identifies the rated yield of this water source.
  - b. Is there an existing septic system on the proposed parcel(s)? NO \_\_\_\_\_ An evaluation by Environmental Health may be required of an existing system unless the system was recently installed or repaired. Please attach a copy of any septic system records you may have available.
6. Is the only access or proposed access to the property via a road that crosses a railroad? NO \_\_\_\_\_  
If yes, please draw the location on your map and explain here: NA \_\_\_\_\_

**Mitigating Measures** Please answer in detail on a separate sheet of paper.


1. Describe any special measures you propose to undertake in order to minimize the impacts on adjacent properties and public services, and to ensure compliance with the purpose of the zone. Consider such features as: location of the use on the parcel; road capacities in the area; driveway location; parking area; on-site traffic circulation; landscape or fencing separations; size of structures; signs; exterior lighting; noise; air emissions; drainage.

**Attachments**

1. A copy of deed(s) covering the subject property.
2. A copy of the easement granting access to any proposed parcel that does not have frontage on a public road.
3. An accurate scale drawing of the property, showing the locations of existing and proposed structures, roads, water supply, subsurface sewage system, easements, and driveways. Label all tax lots.

**Signature(s)**

I hereby certify that I am the legal owners(s) or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested conditional use permit would not violate any deed restrictions attached to the property.

  
\_\_\_\_\_  
Owner/Contract Purchaser Signature MARC THIELMAN

2/17/2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Contract Purchaser Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Planner Assigned: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

**THE FOLLOWING SCOPE OF WORK OUTLINES BOND WORK TO BE CONSIDERED FOR  
CONDITIONAL USE: (DESCRIPTOR TAGS CORRELATE WITH ATTACHED SITE PLAN)**

**1b7 – PANEL ROOM & HALLWAY ADDITION:**

A new 764 sf hallway addition & power service room will be constructed at the west side of the existing main classroom building. This hallway will provide interconnection from the existing main classroom building hallway and the existing wood shop (which will become the new cafeteria in phase 2b15). Phase 2c18 will repurpose a small portion of the existing classroom to the north resulting in interconnection to the main school hallway. This project will also construct a room that will house the new electrical service equipment to be completed in phase 1a2, power service upgrade.

**1c11 – NEW 6<sup>th</sup>-8<sup>th</sup> GRADE CLASSROOM:**

A new 2,632 sf standalone classroom building will be constructed to the east of the existing two classroom structure (located in the southwest corner of the site). This classroom building will serve as middle school classrooms (which are currently intertwined into the existing high school wing at the existing building)

**2a14 – KITCHEN RE-PURPOSE:**

This work will include re-purposing the existing boiler room into a preparation kitchen. This work will occur after phase 2a14, boiler room demolition. This work will also include the installation of a 9' x 18' exterior walk in coolers set to the west of the new hallway constructed in phase 1b7.

**2b15 – CAFETERIA RE-PURPOSE:**

This work will include re-purposing the existing wood shop and VOC classroom space into a new cafeteria space. This work will occur after completion of the new VOC Shop building phase 1a3.

**1a2 – POWER SERVICE UPGRADE:**

This project will include upgrading the existing school power transformer, upgrading the service panel, building power entrance, backup generator, and transfer switch. It will also include demolition of the existing electrical panels and equipment.

**1a0 – TEMPORARY RELOCATABLE:**

A 320 sf mobile office for administration purposes located north of the main school building. This mobile office will be temporary and will be removed at completion of the project.

**1a3 – NEW VOC SHOP BUILDING:**

A new 6,724 sf standalone shop building is located northeast of the existing main school building. It will house the relocated metal shop from the existing school building. (The existing shop will become a cafeteria once the new building is completed)

**2c25 – NEW COMMUNITY CENTER**

A 1,872 sf addition will be added to the existing play barn. The addition will have a maintenance storage area, restroom, janitor's closet, and an open room for exercise equipment to be available to the community use.

**1c9 - CLASSROOM HVAC UPGRADES**

The existing K-12 building will receive new mini-split HVAC units. After completion of this work the existing boiler will become de-commissioned and the boiler room will be re-purposed into a new food preparation kitchen space (Currently the serving kitchen is located in a re-purposed classroom)

**1c13 - METAL BUILDING HALLWAY & BREAK ROOM:**

1,030 sf. hallway addition located on the west side of the existing main school building. This hallway will serve to provide a covered walkway from existing classroom spaces to the main school hallway. This addition will also have a teacher break room. Lastly, the roof of the addition will be engineered for the new HVAC system for the gymnasium.

**2c22 - GYMNASIUM HVAC UPGRADES:**

The existing gymnasium will have an updated HVAC system with new RTU (Roof top Unit) and interior ducting.

**2a14 - OLD BOILER ROOM DEMOLITION:**

Once Phase 1c9 (Minisplit install and 2c22 Gym HVAC upgrade) is completed the existing boiler will be de-commissioned and removed. This space will become the new Preparation Kitchen.

**2c6 - FRONT OFFICE REMODEL:**

The existing front office will receive minimal remodeling to integrate a secure entry vestibule.

**2C5 - GRADUATION PLAZA:**

A new 1,600 sf outside concrete plaza space will be constructed along with a 200 sf covered entry at the north side of the existing gymnasium.

**2c6 COVERED BUS WAITING:**

A 765 sf structure will be constructed at the west side of the main building classroom wing. It will serve as a covered bus waiting area for students.

**2C17 - TEACHERS BREAKROOM REMODEL:**

The existing teachers break room will be re, configured to provide access to the interconnecting hallway completed in phase 1c13 along with remodeling of the existing bathroom into a family bathroom.

**2C18 - CONNECTION HALL AT CLASSROOM:**

A portion of the existing classroom located in the southwest wing of the existing main classroom building (located north of the new Hallway addition phase 1b7) will serve to complete the interconnection to the main school building and the new cafeteria space.

**2c19 SELECT WINDOW REPLACEMENT:**

Selected windows will be replaced as necessary to provide mounting space for the new classroom HVAC units done concurrently with phase 1c9. Additional windows may be replaced along the southern facing windows at the main building.

**2c21 - LOCKER ROOM REMODELS:**

The existing locker rooms will be remodeled to meet Title IX requirements.

**2C23 - METAL CLASSROOM TOILET REPURPOSE:**

At the northwest classroom wing, the existing teachers work areas will be re-purposed into student toilets. Note that this area was originally student toilets but was remodeled into its current configuration long ago.

**2c24 BUILDING INFRASTRUCTURE UPGRADE:**

This work will include improvements to the building systems such as fire alarm system, PA system, security, etc. This will be an ongoing effort throughout the bond construction project.

**2c26 - OLD KITCHEN CLASSROOM RE-PURPOSE:**

The existing serving kitchen currently resides in an old classroom space. This work will include removal of the kitchen equipment and converting it back into a classroom. This work will occur after the new Preparation kitchen is completed.

**EXTERIOR SITE IMPROVEMENTS:**

This project will include new stairs between the southernmost existing and new classroom building completed in phase 1c11. Along with a new ADA compliant ramp. Other areas of damaged campus sidewalks will be repaired.

**V. ATTACHED DOCUMENTATION**

1. The existing property is currently being used as a K-12 School. The School was originally constructed prior to zoning laws. The proposed school improvements will not change or alter the current ongoing use of the property. The school improvements will not interfere with any adjacent uses as the existing use is established. The school improvements will enhance the character of the property by improving existing and providing new educational and community spaces.
2. There will not be any undue burden on any public improvements, facilities, utilities or services in the area. The new construction will not increase current school enrolment as all improvements will be done to provide spaces not currently present in the existing school. The improvements include a back-up generator which will be available for city sewer back up power use if needed.
3. Not zoned EFU or FC, question is N/A
4. Not zoned EFU or FC, question is N/A

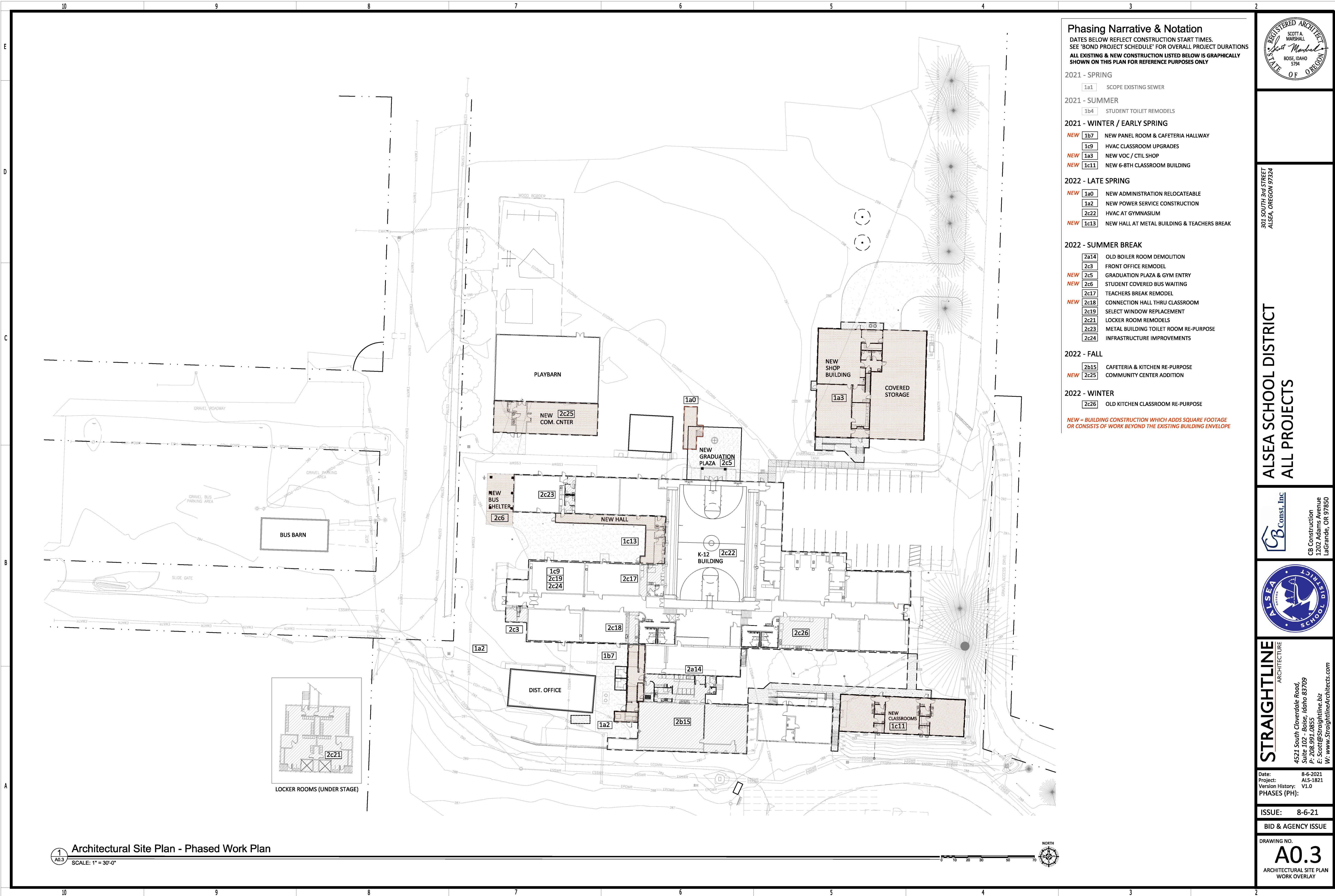
## **MITIGATING MEASURES**

1. All new construction (both standalone buildings and additions to current structures) will be built within the defined setbacks of the property. Existing enrollment will not increase, traffic will not increase, site access will not change, parking will not increase, on site traffic circulation will not be altered, landscape will not be altered, new structures will be below current structure building heights, there will be no new exterior signage, exterior lighting will be shielded as required, there will be no new environmental discharges.

## **ATTACHMENTS**

1. No Deed is required.
2. No easement is required, all site access is within existing property area.
3. An accurate scale drawing of the property is attached.





**Phasing Narrative & Notation**  
DATES BELOW REFLECT CONSTRUCTION START TIMES.  
SEE 'BOND PROJECT SCHEDULE' FOR OVERALL PROJECT DURATIONS  
ALL EXISTING & NEW CONSTRUCTION LISTED BELOW IS GRAPHICALLY SHOWN ON THIS PLAN FOR REFERENCE PURPOSES ONLY

- 2021 - SPRING
- 1a1 SCOPE EXISTING SEWER
- 2021 - SUMMER
- 1b4 STUDENT TOILET REMODELS
- 2021 - WINTER / EARLY SPRING
- NEW 1b7 NEW PANEL ROOM & CAFETERIA HALLWAY
  - 1c9 HVAC CLASSROOM UPGRADES
  - NEW 1a3 NEW VOC / CTIL SHOP
  - NEW 1c11 NEW 6-8TH CLASSROOM BUILDING
- 2022 - LATE SPRING
- NEW 1a0 NEW ADMINISTRATION RELOCATEABLE
  - 1a2 NEW POWER SERVICE CONSTRUCTION
  - 2c22 HVAC AT GYMNASIUM
  - NEW 1c13 NEW HALL AT METAL BUILDING & TEACHERS BREAK
- 2022 - SUMMER BREAK
- 2a14 OLD BOILER ROOM DEMOLITION
  - 2c3 FRONT OFFICE REMODEL
  - NEW 2c5 GRADUATION PLAZA & GYM ENTRY
  - NEW 2c6 STUDENT COVERED BUS WAITING
  - 2c17 TEACHERS BREAK REMODEL
  - NEW 2c18 CONNECTION HALL THRU CLASSROOM
  - 2c19 SELECT WINDOW REPLACEMENT
  - 2c21 LOCKER ROOM REMODELS
  - 2c23 METAL BUILDING TOILET ROOM RE-PURPOSE
  - 2c24 INFRASTRUCTURE IMPROVEMENTS
- 2022 - FALL
- 2b15 CAFETERIA & KITCHEN RE-PURPOSE
  - NEW 2c25 COMMUNITY CENTER ADDITION
- 2022 - WINTER
- 2c26 OLD KITCHEN CLASSROOM RE-PURPOSE

NEW = BUILDING CONSTRUCTION WHICH ADDS SQUARE FOOTAGE OR CONSISTS OF WORK BEYOND THE EXISTING BUILDING ENVELOPE



301 SOUTH 3rd STREET  
ALSEA, OREGON 97324

ALSEA SCHOOL DISTRICT  
ALL PROJECTS



CB Construction  
1202 Adams Avenue  
LaGrande, OR 97850



STRAIGHTLINE  
ARCHITECTURE

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Date: 8-6-2021  
Project: ALS-1821  
Version History: V1.0  
PHASES (PH):

ISSUE: 8-6-21

BID & AGENCY ISSUE

DRAWING NO.

A0.3

ARCHITECTURAL SITE PLAN  
WORK OVERLAY

1 Architectural Site Plan - Phased Work Plan  
A0.3 SCALE: 1" = 30'-0"