



January 29, 2026

**RE: Site Plan Review Application - Santiam Christian Elementary
Response to 'Determination of Incompleteness'**

The following is in response to the 'Determination of Incompleteness' received by the City of Adair Village Planning Department on December 8, 2025, for the Santiam Christian Elementary School Project Site Plan Review application.

Note: *Please disregard the previous submission of 1200C drawings, as they are not relevant to this application. A complete set of revised replacement drawings has been included with this response.*

(1) Floor Plan (2.140(6))

A floor plan is required to verify internal use areas, parking requirements, student and staff capacity, trip generation, and access points.

See attached sheet LU200 for proposed floor plan.

(2) Pedestrian Walkways (2.140(7))

Pedestrian walkways connecting the building to parking and the public right-of-way are required for ADA and circulation review.

See attached sheet LU001 for proposed connection to existing pedestrian walkways. The proposed development includes new sidewalks that will tie in to the existing sidewalks for pedestrian circulation. See sheet LU100 and Civil drawings.

(3) Walls and Fences (2.140(8))

A fence line appears only on the landscape plan, with no height, material, or construction information provided. AVDC § 2.140(8) requires all walls and fences to be shown on the Site Plan with location, height, and type to evaluate setbacks, screening, and visibility/safety.

Proposed new site fencing will be 4'-0" high black vinyl-coated chainlink. The extents of the proposed fencing are shown on sheet LU100 in the attached drawings.

(4) Parking and Circulation Plan (2.140(9))

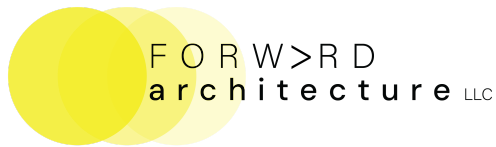
A parking and circulation plan is required to confirm compliance with AVDC § 5.120–5.121, including total parking supply, ADA spaces, bus and parent circulation, and pedestrian access routes. The scope of the plan must encompass the entirety of the parcel.

See attached drawings of Existing and Proposed vehicular circulation, and LU001, LU100, and Civil drawings showing parking and pedestrian access routes.

(5) Access Details (2.140(10))

Bicycle access, pedestrian connections, service routing, and clear-vision triangles are not provided. This information is required to verify safe and adequate multimodal access and compliance with Criterion 2.400(2)(c) (traffic and safety).

See attached Civil drawings for ingress/egress to site. Clear vision triangles are shown on sheet C221 and C222.



(6) Sign Plan (2.140(11))

A sign plan was not submitted. If no signage is proposed, include a note stating, "No signage is proposed under this application."

No signage is proposed under this application. Signage will be submitted separately.

(7) Loading Area (2.140(12))

AVDC § 2.140(12) requires all site plans to identify a loading area. Because schools rely on regular deliveries and service access, this information is necessary for review.

The Loading Area will be a component of the bus drop-off traffic lane. The loading access path is indicated on LU100 for service and delivery to the kitchen.

(8) Lighting Plan (2.140(13))

A lighting plan is required to demonstrate compliance with AVDC § 5.135 including shielding and avoidance of off-site glare.

See attached Site Lighting Plan E1.1.

(9) Grading Plan (2.140(13)) & 2.140(14))

A grading plan is required showing existing and proposed contours, areas of cut and fill, drainage patterns, and slopes. This information is necessary to evaluate drainage, site circulation grades, ADA routes, and compatibility with public improvements.

See attached Civil drawings included with this application. C230, C231, C232

(10) Street Improvement Plans & ROW Dedications (2.140(14))

Required frontage improvements and any necessary ROW dedications are missing for NE Marcus Harris Avenue, NE Vandenberg Avenue, NE Arnold Avenue, and NE Birch Lane. Each street type has defined right-of-way, cross-section, sidewalk, and multimodal standards that must be reflected on the site plan.

See attached Civil drawings included with this application. C230, C231, C232

(11) Street Cross-Sections (2.140(14))

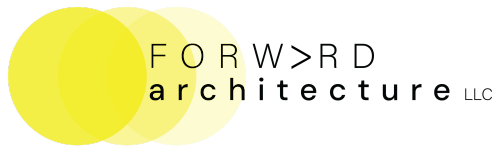
Collector and Local Street cross-sections are missing or incomplete. Full cross-sections are required to verify right-of-way width, pavement width, sidewalks, planter strips, and bicycle facilities.

See attached Civil drawings included with this application. C240, C241

(12) Estimated Site Population (2.140(18))

Provide an estimate of students, staff, and visitors so the City can evaluate traffic, circulation, loading, parking, and overall site capacity.

The Santiam Christian Schools campus has an existing staff of approximately 90, and an existing enrollment of 742 students from Pre-K through High School. This replacement elementary school will serve as a replacement facility for grades Kindergarten through 5th grade.



(13) Trip Generation / Traffic Assessment (2.140(19))

No trip generation summary or bus circulation analysis was submitted. A trip generation estimate and circulation analysis are required, including evaluation of whether a Traffic Impact Study is warranted. The analysis must encompass the entire parcel and designated adjacent intersections.

See the Traffic Impact Study (TIS) by Clemow Associates, included with this application.

(14) Hours of Operation (2.140(20))

Submit hours and days of operation to evaluate traffic generation, peak-hour impacts, parking demand, and compatibility with surrounding uses.

The campus operates Monday through Friday from 7:00 am - 5:30 pm.

The drop-off for morning Pre-K and K-12 students is 8:00 am, with an early drop-off (7:00 am) for approximately 30 students K-6th grade.

Afternoon pick-up times are staggered:

**Noon- morning preschool and 1/2 day kindergarten students*

**3:00pm - Pre-K (afternoon kids) through 6th grade*

**3:10pm - 7th through 12th.*

**Afterschool care 5:30pm K - 6th grade*

(15) Nuisance / Emission Narrative (2.140(21))

Submit a narrative addressing potential noise, lighting, odor, dust, and other operational impacts, consistent with Review Criterion 2.400(2)(g).

Not applicable. The proposed elementary school is consistent with the existing campus use, and is replacing an existing elementary school.

(16) Construction & Phasing Schedule (2.140(22))

Submit a construction timeline and identify whether development will occur in phases. If the project is not phased, a statement confirming single-phase development is sufficient.

Estimated construction timeline is 14-months from permit issuance within a single phase development.

(17) Site Plan Review Narrative (2.140(23))

A full narrative responding to the Site Plan Review criteria in AVDC § 2.400(2)(a)–(h) is required.

(a) That the proposed development complies with the intent of the City's Comprehensive Plan.

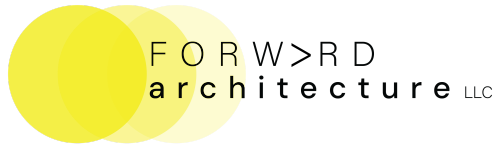
The overall development will comply with the intent of the City's Comprehensive Plan.

(b) That there is compliance with City codes and ordinances.

The overall development will comply with the City codes and ordinances.

(c) That traffic congestion is avoided, pedestrian and vehicular safety are protected, and future street rights-of-way are protected.

Refer to included TIS for traffic related assessment. See included civil design for compliance with street ROW protection.



(d) That proposed signs or lighting will not, by size, location or color, interfere with traffic, limit visibility or impact on adjacent properties.

All proposed site signage and site lighting will comply with City requirements.

(e) That adequate water, sewage disposal system and utilities for the proposed use are available.

Maintenance and/or expansion of existing utility infrastructure is not anticipated or can be achieved utilizing existing systems.

(f) The proposed development is designed to protect drainage-ways, and will provide drainage facilities as required.

See Civil stormwater design for conformance with City requirements.

(g) That the extent of emissions and potential nuisance characteristics are compatible with the land use zone, adjacent land uses, and the standards of all applicable regulatory agencies having jurisdiction.

No elements of the new development conflict with the stated requirements.

The proposed elementary school is consistent and compatible with the existing land use zone (Educational). We believe the surrounding area and potential impacts have been mitigated to the maximum extent possible.

(18) Fire Submission (2.140(23))

A Fire Apparatus Access & Circulation Plan is required and must include:

Fire lane routes and required width; Turning radii for apparatus access; Hydrant locations and spacing; Fire Department Connection (FDC) location; Fire lane striping and signage

See attached Civil drawings. C270

Enclosed:

- Traffic Impact Study and Site Circulation Plan
- Drawings: Architectural (LU-Series), Civil (C-Series), and Landscaping (L-Series)

Thank you,

A handwritten signature in black ink, appearing to read "KF", with a stylized flourish at the end.

Kaley Fought, AIA, NCIDQ
Principal Architect
FORWARD Architecture, LLC