

City of West Linn Pre-Application Conference Summary

Adult Community Center expansion (PA-14-22)

Location: 1180 Rosemont Rd.

May 1, 2014

Proposal: CUP and Class II DR for expansion of City's Adult Community Center
Applicants: Ken Worcester and Ken Warner (West Linn Parks and Recreation

Department)

Staff: Khoi Le (Engineer), Tom Soppe (Associate Planner)

Public Attendees: Doug Dickston

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department planner listed above with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The applicant, the City Parks and Recreation Department, proposes an expansion of the building footprint for the existing Adult Community Center on Rosemont Road. Community centers are a conditional use in the R-7 zone per Community Development Code (CDC) Section 12.060(3). Any change to a conditional use site plan requires a new Conditional Use approval, and a major addition to an existing non-residential building requires Class II Design review. The addition will be compatible with the existing architecture.

As this is an extension towards the street, the applicant should make sure has an entrance on the front end, because 55.100(B)(7)(f) requires a main entrance to a non-residential building be as close as possible to the street. The applicant should emphasize that this criteria is met as there is already a main entrance that is as close as possible to the street in terms of how the building is already designed, despite the addition getting closer to the street.

Condition of Approval 2 of file CUP-01-02/DR-01-06 (the original file to build the center) requires the four significant trees along the front be preserved, so the addition should not remove these or cause them to die.

There are currently 47 parking spaces. Community centers are required to have one space for every 200 square feet of covered floor area per 46.090(B)(9). The applicant should check if more parking spaces have to be required, based on the proposed square footage added to the existing square footage, divided by 200. The applicant should also be sure that 20% or more of the site remains landscaped as requires by 54.020(E)(2). The applicant can share parking with the nearby school if the requirements of 46.050(A)

are met. If the applicant cannot add more parking to accommodate the enlarged building but is required to by code, the applicant can apply for a Class II Variance and make the case that this is a unique situation if the elderly users of the center are less likely to drive.

If the driveway is moved to the west as part of parking reconfiguration that may happen for this project, the applicant should apply for a permit to Enlarge/Alter a Non-Conforming Structure, as the driveway's non-conformingly short distance from the school driveway to the east would be improved but not brought into full compliance with TSP/Chapter 48 standards. See 48.025(B)(6).

Engineering Notes

- Provide traffic impact report since existing driveway separation does not meet current spacing standard requirement. The Traffic Impact Analysis reports done recently for Trillium Creek Primary and Rosemont Ridge Middle School can be utilized as references.
- Relocating existing driveway further north to allow room for additional parking spaces is an option.
- Treatment and detention for stormwater run-off generated from new impervious area required. Analyzing and improving existing stormwater facility onsite to accommodate additional run-off is an option.
- Placing low voltage distribution PGE power line and other franchised overheads may be required.

Process

Conditional Use and Class II Design Review approvals are required. Therefore this will be a Planning Commission decision.

A neighborhood meeting is required for a Conditional Use approval. The site is in the Parker Crest neighborhood and is within 500 feet of the Hidden Springs and Rosemont Summit neighborhoods. Contact Bill Relyea, President of the Parker Crest Neighborhood Association, at (503) 503-636-1292 or parkercrestna@westlinnoregon.gov. Contact Dean Suhr, President of the Rosemont Summit Neighborhood Association, at (503) 503-656-4808 or rosemontsummitna@westlinnoregon.gov. Contact Erik Van De Water, President of the Hidden Springs Neighborhood Association, hiddenspringsna@westlinnoregon.gov. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting. Be sure to follow 99.038 precisely regarding procedure and what to submit regarding the neighborhood meeting in the application.

The criteria of 60.070 and 55.100 shall be responded to individually in a narrative. The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>. N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

Prepare the application and submit to the Planning Department with a signed application form. No deposits are required as the City is the applicant. Follow 60.060 and 55.070 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form.

If the applicant needs a permit to Enlarge/Alter a Non-Conforming Structure, respond to the criteria of 66.080(B)(2). If the applicant requires a Class II Variance respond to 75.060 and fulfill the submittal requirements of 75.070.

Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. Since the applicant is another City department, the Planning Department plans to waive application fees.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission and will send out public notice of the hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no "shelf life" for pre-apps.