

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**May 15, 2014**

SUBJECT: Proposal to change the condition of approval for the Rosemont Middle School Class II Design Review application (DR-09-05) to allow athletic field lights to be left on until 10 p.m. instead of 9 p.m. as currently allowed.

ATTENDEES: Applicants: Tim Woodley, Remo Douglas (WLWV School District) Keith Liden, (Planning Consultant for WLWV School District)  
Staff: Peter Spir, John Boyd (Planning)

---

*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 with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.***

**Proposal:**

The district described their proposal in an e-mail as follows: *"The school district and city worked through a Class II design review process (DR-09-05) that culminated in a planning commission approval in February 2010 with a short list of conditions. One of those conditions (3b) affected the sports field lighting for the all-weather softball field and football field at Rosemont Ridge Middle School. The condition stated that **"All lighting shall be oriented to create no off site illumination and the light fixtures shall be screened to allow no off-site glare. The pole lighting must be turned off at 9 p.m. including game days."** Several years have passed, and the District is not aware of any complaints regarding the use of the athletic field lighting.*

*The District's athletics programs continue to grow and seek space for practices and games, particularly in inclement weather that renders grass fields unplayable. Each spring and fall has multiple outdoor sports, with multiple teams for each sport. At other District facilities there are a number of days where field lighting is used through 10:00 or 10:30 p.m. This minor extension allows sufficient time for an additional game or practice to occur on each field, and is not required every day. The 9:00 p.m. constraint at Rosemont Ridge leaves some teams with partial practices and delayed game schedules. The District would like to request a minor adjustment to the above-mentioned condition so that athletic field lighting at Rosemont Ridge Middle School could be used until 10:00 p.m. to accommodate the athletics programs' needs. The District is already committed to concentrating the use of sports fields into the earlier hours of the day, and would continue to do so if such an adjustment was made."*



**Discussion:**

The pole lighting was an area of concern in the 2009 design review application. At that time, staff made findings in the staff report that, *“There are two households in close proximity to the site. If the lights at the playing fields are poorly positioned and inadequately screened, direct glare and illumination could be a problem. The applicant has provided supplemental discussion addressing this concern. There is also a map that shows foot candle measurements around the site perimeter. Staff notes that the measurements are close to zero so no illumination of the nearby homes should occur. Also, with shielded lighting and existing vegetative screening the concerns about glare should be addressed.”*



Since that application, approved in 2010, the pole lights have been in place and operational for evening practices and games. Staff is not aware of any complaints relating to the lights. However, staff is mindful that the lighting may result in secondary impacts associated with field activities going until 10 p.m., such as the sound of cars, public address speakers, and human activity.

The applicant explained that the lights can be programmed to turn off automatically at a set time to ensure that the COA would be met. The applicants and staff also discussed the possible scenario of a game going into overtime and the appropriateness of allowing a limited number of extensions past 10 p.m. to accommodate those cases.

**Process**

To amend the condition of approval limiting the field lights to 9 p.m. will require a Planning Commission hearing per 99.330(B) and 99.120.

*Per 99.120(C) "Rather than provide full submittal, the Planning Director shall identify the parameters of the submittal appropriate to the amendment and applicable approval criteria. For example, if the applicant only requests to redesign the architecture of a building, but not increase square footage or building mass, then the submittal of a site plan, architectural elevations, material/color board, and narrative specific to the architecture and relevant design*

*review approval criteria would be appropriate. Conversely, no new landscaping, grading plans, etc., would be necessary since no changes are proposed for those items. The submittal should be comprehensive and sufficient to provide the decision-making authority with all necessary information while not being redundant and requiring information which is already part of the record of the original application.”*

Consequently, the applicant’s submittal should address the Design Review approval criteria sections 55.100(C) and (D) below:

*C. Compatibility between adjoining uses, buffering, and screening.*

*1. In addition to the compatibility requirements contained in Chapter 24 CDC, buffering shall be provided between different types of land uses; for example, buffering between single-family homes and apartment blocks. However, no buffering is required between single-family homes and duplexes or single-family attached units. The following factors shall be considered in determining the adequacy of the type and extent of the buffer:*

- a. The purpose of the buffer, for example to decrease noise levels, absorb air pollution, filter dust, or to provide a visual barrier.*
- b. The size of the buffer required to achieve the purpose in terms of width and height.*
- c. The direction(s) from which buffering is needed.*
- d. The required density of the buffering.*
- e. Whether the viewer is stationary or mobile.*

*2. On-site screening from view from adjoining properties of such things as service areas, storage areas, and parking lots shall be provided and the following factors will be considered in determining the adequacy of the type and extent of the screening:*

- a. What needs to be screened?*
- b. The direction from which it is needed.*
- c. How dense the screen needs to be.*
- d. Whether the viewer is stationary or mobile.*
- e. Whether the screening needs to be year-round.*

*3. Rooftop air cooling and heating systems and other mechanical equipment shall be screened from view from adjoining properties.*

*D. Privacy and noise.*

*1. Structures which include residential dwelling units shall provide private outdoor areas for each ground floor unit which is screened from view from adjoining units.*

*2. Residential dwelling units shall be placed on the site in areas having minimal noise exposure to the extent possible. Natural-appearing sound barriers shall be used to lessen noise impacts where noise levels exceed the noise standards contained in West Linn Municipal Code Section 5.487.*

*3. Structures or on-site activity areas which generate noise, lights, or glare shall be buffered from adjoining residential uses in accordance with the standards in subsection C of this section where applicable.*

*4. Businesses or activities that can reasonably be expected to generate noise in excess of the noise standards contained in West Linn Municipal Code Section 5.487 shall undertake and submit appropriate noise studies and mitigate as necessary to comply with the code. (See CDC 55.110(B)(11) and 55.120(M).)*

*If the decision-making authority reasonably believes a proposed use may generate noise exceeding the standards specified in the municipal code, then the authority may require the applicant to supply professional noise studies from time to time during the user's first year of operation to monitor compliance with City standards and permit requirements.*

Staff finds that the 2009 photometric plan which shows expected illumination levels at grade relative to the light poles was useful and should be included in this submittal. The submittal should also include a site plan showing the location of the pole lighting.

Per section 99.038, no neighborhood meeting is required. However, meetings are always encouraged to solicit public input and make the public more informed of an applicant's plans. Applicable neighborhood contacts are:

Bill Relyea, Parker Crest NA president at [ParkerCrestNA@westlinnoregon.gov](mailto:ParkerCrestNA@westlinnoregon.gov)

Erik Van de Water, Hidden Springs NA president at [HiddenSpringsNA@westlinnoregon.gov](mailto:HiddenSpringsNA@westlinnoregon.gov)

Dean Suhr, Rosemont Summit NA president at [RosemontSummitNA@westlinnoregon.gov](mailto:RosemontSummitNA@westlinnoregon.gov)

Direct contact with residents/property owners of the nearest homes/townhomes would be most appropriate.

The deposit fee would be \$9,500 (half of the cost of the original Class II Design Review application). Once the application is complete, the case will be scheduled for the earliest available Planning Commission hearing date. You will receive mailed notice of the exact hearing date.

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.

**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.