

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
May 7, 2015

SUBJECT: New Sunset Elementary School

FILE: PA-15-16

ATTENDEES: Applicant (and consultants): Tim Woodley, Remo Douglas, Anthony Vandenburg, Karina Ruiz, Ken Riddle, Keith Liden, Mark Wharry, Matt Johnson
Staff: Peter Spir (Associate Planner) Khoi Le (Development Engineer) Ty Darby (TVFR)
Public: Doug Vokes, Bill Dahl, Pamela Peet

*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.*

Site Information

Site Address: 2351 Oxford Street

Area: 273,945 sq. ft. / 6.2 acres

Comprehensive Plan Designation: Low Density Residential

Zoning Classification: R-10 (10,000 square foot minimum lot size)

Overlays: None

Applicable CDC Chapters: 60 (Conditional Use Permit), 55 (Design Review), 75 (Class II Variances)

Site Analysis and Project Details

The north or main portion of the site is generally flat with a modest slope towards the east and southeast. A forested area occupies the eastern boundary.

The proposal is to construct a new Sunset elementary school to the east of the existing school in the area currently used for playing fields. Once the new school is completed, the existing school will be demolished to make way for a new playing field, parking and bus drop off/pickup area.

Schools are required to obtain a CUP in the underlying R-10 zone. Design Review is required for non-residential development. Class II Variances are anticipated for an inadequate number of parking spaces and for locating the parking area more than 200 feet from the main school entrance (see CDC Chapter 46: Parking).

For Engineering comments contact Khoi Le at kle@westlinnoregon.gov and for TVFR comments contact Ty Darby at ty.darby@tvfr.com.

Process

This application is required to hold a neighborhood meeting pursuant to the provisions of CDC 99.038. Please follow the standards for the meeting exactly. The Sunset Neighborhood Association president is Tony Breault. He may be contacted at SunsetNA@westlinnoregon.gov.

The applicant shall meet the submittal requirements and approval criteria of CDC 60 (CUP) (including 60.100), 55 (Design Review), 75 (Class II Variances). Noise, light and traffic studies are required.

N/A is not an acceptable response to the approval criteria. The 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 Manager and must identify the specific grounds for that waiver. The application form must be signed by the property owner.

The deposit fee for CUP is \$4,500, Design Review has a deposit fee of \$4,000 plus 4% of the construction value with a maximum fee deposit of \$20,000, Class II Variances have a deposit fee of \$2,900 with all subsequent variances being charged \$1,450. **Please note that fees may change after July 1, 2015, with a new Master Fee Schedule.** The CDC is online at <http://westlinnoregon.gov/cdc>.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, the staff will schedule the Planning Commission hearing date and post notice. The Planning Commission will hold the public hearing and either approve, approve with conditions or deny the application. There is a 14-day window to appeal the decision of the Planning Commission to City Council. If no appeal has been received by the close of the appeal period, the Planning Commission decision becomes final and the applicant may move forward with the development of their proposal.

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 **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**