

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**August 7, 2008**

SUBJECT: Class I Design Review for replacement restrooms and water playground areas at Hammerle and Willamette Parks

ATTENDEES: Applicant: Ken Worcester (Parks Department); Staff: Peter Spir (Planning)

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*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.*

**Project Details**

The proposal is to build replacement restrooms at Willamette and Hammerle Parks. Also, the children’s wading pools will be resurfaced and replaced with similarly dimensioned water playground areas. The footprint of the new restrooms will be slightly bigger than the existing ones and the cost of the rebuilding will exceed 50% of the valuation of the existing restrooms. Thus, they are not exempted from design review per 56.025(1). A Class I Design Review is required per 56.020(C)(6). Meanwhile the transformation of the wading pools to water play areas is also a Class I Design Review per CDC 56.020(C)(4). Ken Worcester explained that the removal of the existing pools is required by the State because of prohibitively expensive requirements for water quality treatment, lifeguards and fencing. Having said that, staff noted that the water playgrounds are extremely popular for both children and their parents. They also offer a vertical dimension (like a water fountain) that is attractive and fun to watch for all ages.

**Process**

Prepare the application and submit to the Planning Department. The submittal standards are contained in CDC section 56.075(A). Specifically, a site plan (56.120) and architectural drawings (56.140) with discussion of materials and colors to be used is required.

The approval criteria of CDC section 56.090(A)(2) shall apply. That section requires that 56.100(D) be addressed relating to Architecture. Also 56.100(G) Crime Prevention and Defensible Space and 56.100(J). ADA/Accessibility must be responded to.

The application must respond to all these approval criteria. If some of the approval criteria do not apply, then the applicant needs to briefly explain in the narrative why the criteria are not applicable. There can be no waivers of the approval criteria. No neighborhood meeting per

CDC 99.038 is required although public informational meetings would be helpful. A completed application form is required. All application fees are waived.

The City has 30 days to determine if the application is complete or not (most applications are incomplete). Once it is deemed complete, then staff prepares public notice. Normally, the final decision is reached within two months of determination of completeness; however, the City has up to 120 days to exhaust all local review under state statute. This is a Planning Director decision. There will be no public hearing. There will be a Class B public notice which requires a 10 day public notice. Therefore from date of determination of completeness to date of the Planning Director decision could be a period of about 20 days.

*Typical land use applications can take 6-10 months from beginning to end. Street improvements typically increase the amount of time 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.