



## LAND USE PRE-APPLICATION CONFERENCE

Thursday, March 18, 2010

City Hall  
22500 Salamo Road

Willamette Conference Room

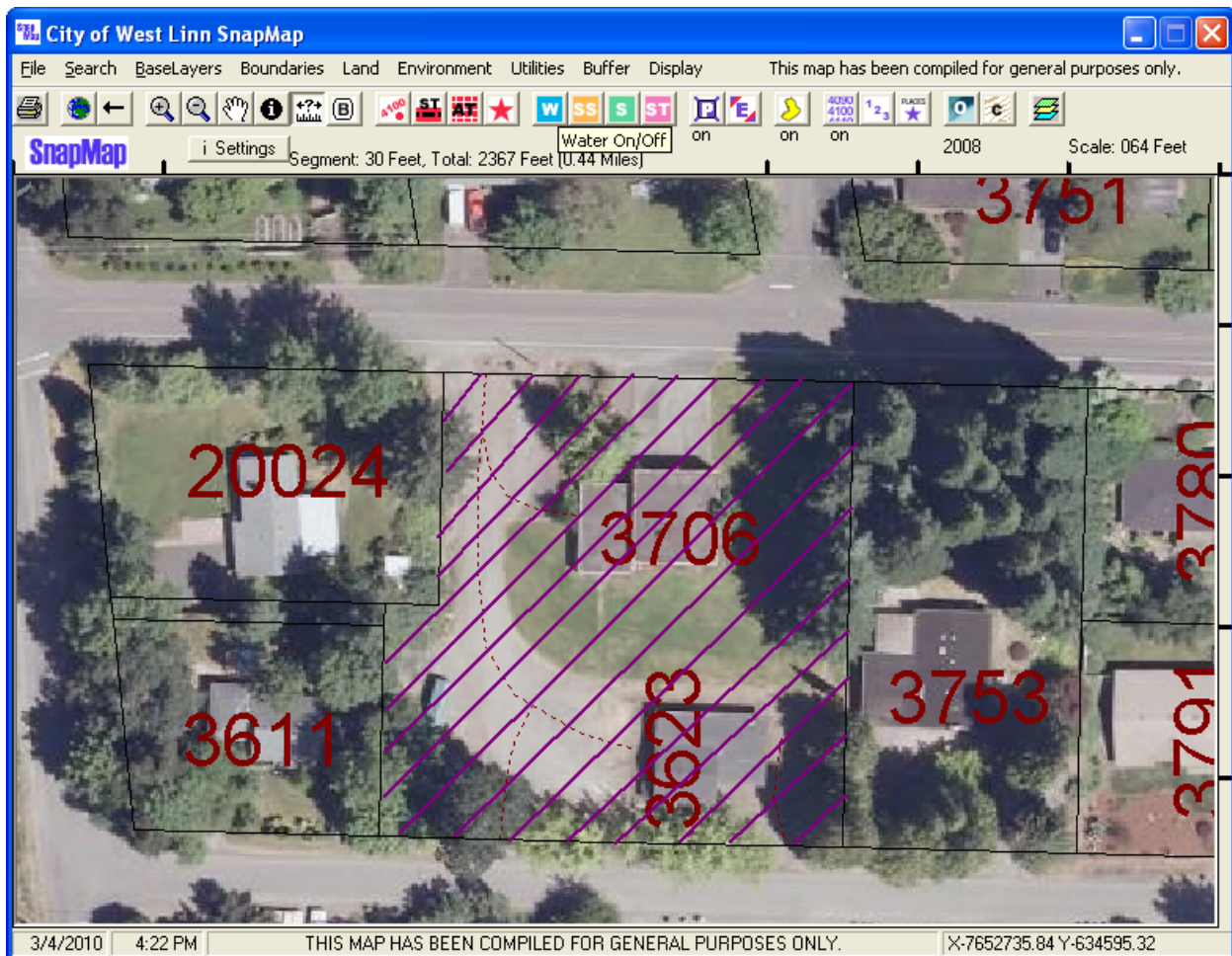
**9:00am** Conversion of fire station to a community center.

**Applicant:** City of West Linn

**Address:** 3706 Cedaroak Dr.

**Neighborhood Assn:** *Robinwood*

**PA-10-04** **Planner:** Peter Spir



# CITY OF WEST LINN PRE-APPLICATION CONFERENCE

DATE OF CONFERENCE	<u>3/18/10</u>	TIME OF CONFERENCE	<u>9 AM</u>
FEE	<u>—</u>	PROJECT #	<u>PA-10.04</u>
		STAFF CONTACT	<u>Peter Spir</u>

(This section to be filled in by staff)

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four-hour notice is required to reschedule.

APPLICANT'S NAME City of West Linn PHONE NO. 503.557-4700

ADDRESS (or map/tax lot) OF SUBJECT PROPERTY 3706 Cedar oak Dr.

APPLICANT'S MAILING ADDRESS 22500 Salamo Rd

APPLICANT'S E-MAIL ADDRESS \_\_\_\_\_

BRIEF DESCRIPTION OF PROPOSAL: CONVERSION OF FIRE STATION To  
A COMMUNITY CENTER

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Access to and from the site, if applicable
- General location of existing trees
- Location of creeks and/or wetlands
- Location of existing utilities (water, sewer, etc.)
- Easements (access, utility, all others)

Please list any questions or issues that you may have for city staff regarding your proposal:

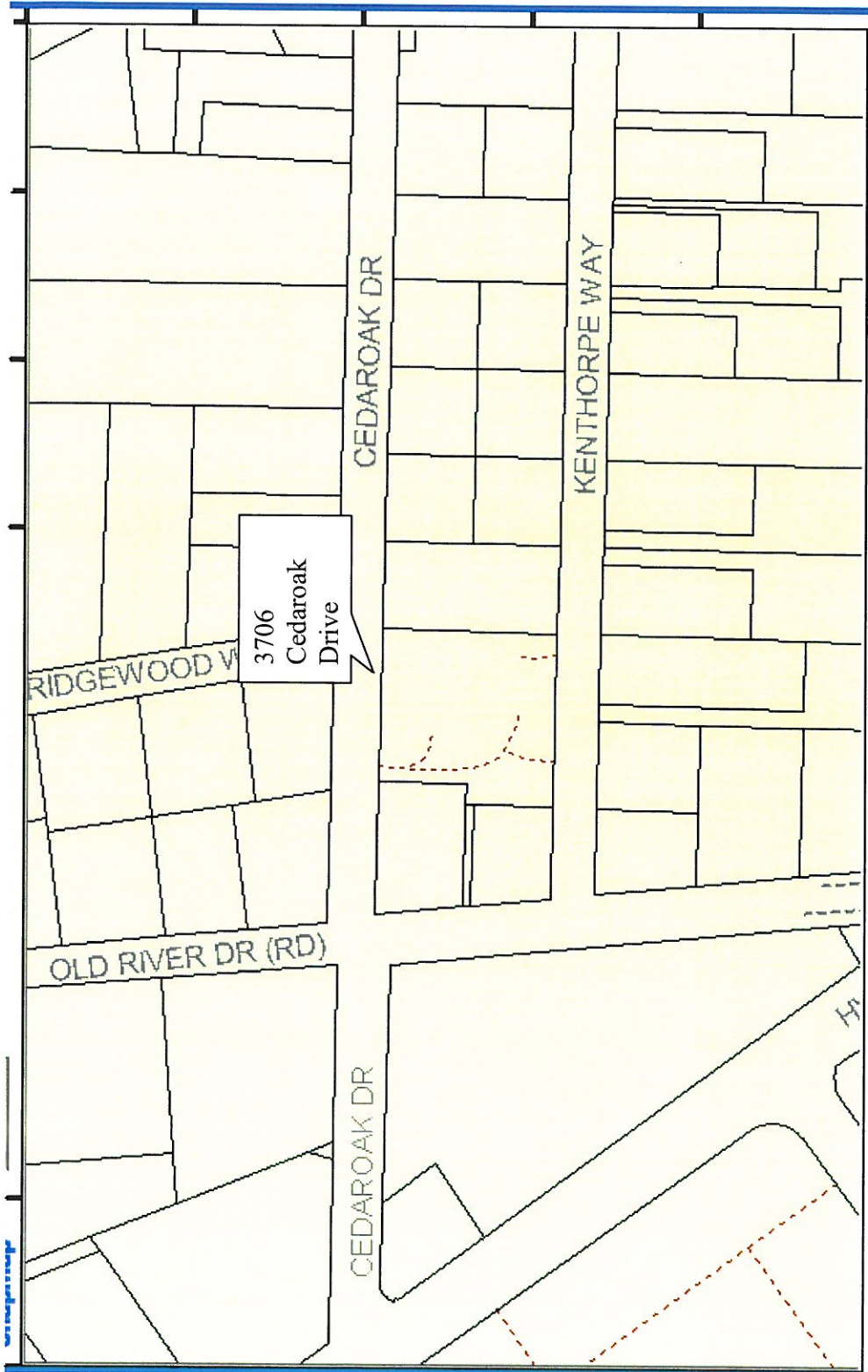
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

  
Property owner's signature

3/04/10  
Date

\_\_\_\_\_  
Property owner's mailing address (if different from above)



3706 Cedaroak Drive

CEDAROAK DR

KENTHORPE WAY

RIDGEWOOD V

OLD RIVER DR (RD)

CEDAROAK DR

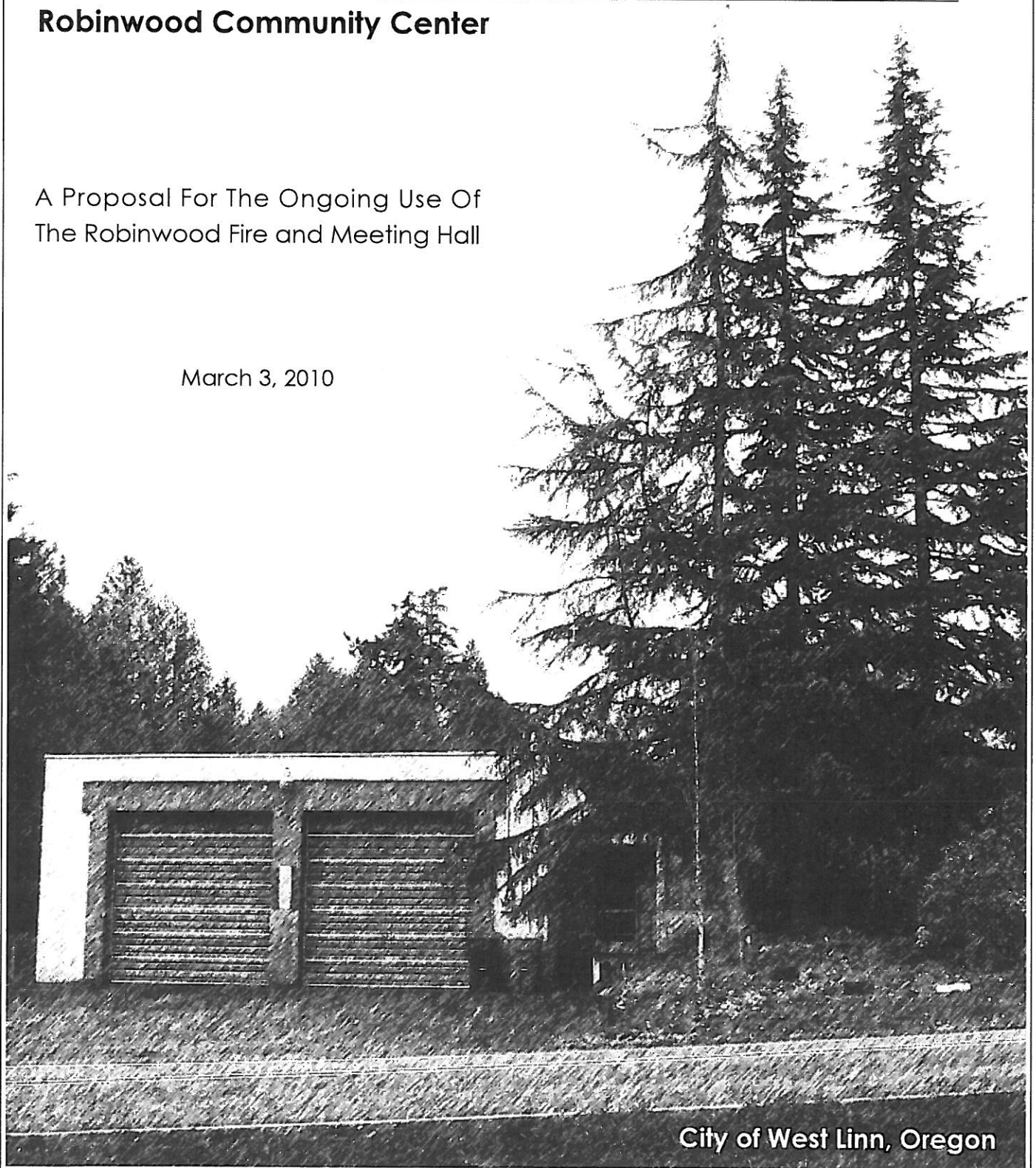
# the 'NODE'

---

## Robinwood Community Center

A Proposal For The Ongoing Use Of  
The Robinwood Fire and Meeting Hall

March 3, 2010



City of West Linn, Oregon

**TABLE OF CONTENTS**

<b>Program Narrative</b>	<b>2</b>
<b>Proposed Uses</b>	<b>3</b>
<b>Draft Bylaws</b>	<b>4</b>
<b>Site Photos</b>	<b>8</b>
<b>Drawings</b>	<b>14</b>
<b>Appendix</b>	<b>18</b>
Conditional Use Approval, 1964	
Pre-Application Summary, 2008	
Letter of Intention, 2009	
Letter of Endorsement, 2009	

## PROGRAM NARRATIVE

The Robinwood Fire Hall was built in 1964 under a Conditional Use designation (PCU-7-64) for a Community Fire Station and Meeting Hall. The building has served the Neighborhood in that capacity for over four decades. Today, the two buildings that reside on the property are used primarily by the City for storage. Building A, the primary structure along Cedaroak Drive, consists of the main equipment bays and attached support spaces houses West Linn - Tualatin Valley Fire Department Equipment. Building B, the closed support structure along Kenthorpe Way, serves as secure archival storage for the West Linn Police Department. Upon completion of the new Bolton Fire Station, the equipment stored in Building A will be relocated to the new facility. Planned new Police facilities will house the materials in Building B. As those relocations take place, the Robinwood Fire Station facility's future use is wholly uncertain .

As the City vacates the structures, they will be of no further use as a Fire Station. The Fire Hall remains, however, of profound significance to the Robinwood Neighborhood. This fact was recently confirmed in a Letter from the Robinwood Neighborhood Association, dated December 14th, 2009 to the Director of Parks & Recreation, endorsing the repurposing of the facility as a Neighborhood Center or similar asset. The facility is considered useful to its original Community and in its Historical dual permitted functional capacity as a Meeting Hall.

An Independent Committee comprised of dedicated individuals has come together to seek recognition from the West Linn City Council and the City Manager with the authorization to maintain and manage the Robinwood Meeting Hall as a City-owned asset in the function of a Community Center. A set of functioning Bylaws are to be established to guide a perpetual Committee of responsible volunteers that will act as City superintendents. Rules and Regulations approved by the City are to govern the use of the facility. And it will continue to serve the City and the local Community in a similar fashion to the McLean House and the Sunset Fire Hall.

It is understood, that the buildings of the Robinwood Fire Hall are aged and in need of improvement and modernization - in terms of general maintenance, Seismic upgrading, Fire, Life Safety, and ADA Accessibility. It is the intention of the aforementioned Committee to work with the City Parks & Recreation Department to address all aspects of needed improvements, given time and proper planning. Further, it is the goal of the Committee to demonstrate a significant need and support of the facility, such that designed expansion for optimized use will be inevitable.

The Committee, in conjunction with the Parks & Recreation Department, is therefore asking the Planning Department to consider a proposal for an extension of the facility's original Conditional Permit in order to continue using Building 1 only, upon its vacation by the WLTV Fire Department, as a Meeting Hall while we work with the City to plan, finance and effect all needed improvements and renovations in accordance with the current Community Development Code, and State and International Building Codes.

## PROPOSED USES

### BENEFITS:

Repurposing the Robinwood Fire Hall creates a public event and meeting space within easy walking distance of three significant nodes in the north part of West Linn: Robinwood Village Commercial district, Mary S. Young State Park and Cedaroak Primary School. Its existence would provide a venue for localized activities thereby reducing the need for automobile trips to Bolton, Parker Crest or Sunset for similar facilities. Furthermore, with the Sunset Fire Hall operating at capacity, and an extending waiting list, the additional event, meeting and class space will benefit the City as a whole.

### USERS:

Residents, Business Owners, Teachers, Students, Volunteers, Neighborhood Associations, Committees, League of Neighborhoods, Clubs, Organizations, Trainers, City Employees, Emergency Personnel.

### ACTIVITIES ( In and around the Buildings ):

Association and Committee meetings	Music instruction
Emergency preparedness assembly and staging	Music programs and 'jam' sessions
Afterschool programs and activities	Personal finance classes
Boy Scouts and Girl Scouts meetings and activities	Science activities
Art fair	Visual arts demonstrations
Religious services	Yoga classes
Classes and instruction	Movie night
Academic tutoring and coaching	Neighborhood cleanup day
Adult Learning	Neighborhood garage sale
Continuing professional education	Neighborhood picnic
Bicycle repair and safety training	Recycling collection center
Home brewing and winemaking classes	Community garden
Computer tutorials	Performing arts demonstrations
CPR and first aid training	Badminton
Dances and dance classes	Bocce
Canine obedience training	Croquet
Fitness classes and training	Horseshoes
Gardening classes and training	Parties
Health education	Senior activities
Martial Arts and Self Defense training	Teen activities

## **DRAFT BYLAWS** (of the Membership Organization)

### **ARTICLE I: NAME, PURPOSE AND LOCATION**

The name of this corporation is The Robinwood Neighborhood Node.

This corporation shall be organized and operated exclusively for charitable and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and Section 501(c)(3) of the Internal Revenue Code (or its corresponding future provisions).

This corporation's primary purpose shall be to operate the City owned Cedaroak Fire Station, at 3706 Cedaroak Drive and 3623 Kenthorpe Way, as a nonprofit neighborhood activity center, for general public use, in conjunction with the City of West Linn Parks Department.

### **ARTICLE II: MEMBERS**

Section 1. Classes and Voting. There shall be one class of members of this corporation. Each member shall be entitled to one vote on all matters for which a membership vote is permitted by law, the Articles of Incorporation, or the bylaws of this corporation.

Section 2. Qualifications. A person shall become a member of the corporation by being an eligible voter per the Robinwood Neighborhood Association bylaws and attending the Robinwood Neighborhood Node Annual Meeting.

Section 3. Termination of Membership. Membership may be terminated by the Board of Directors after giving the member at least 15 days written notice by certified mail of the termination and the reasons for the termination, and an opportunity for the member to be heard by the Board, orally or in writing, not less than five days before the effective date of the termination. The decision of the Board shall be final and shall not be reviewable by any court.

Section 4. Annual Meeting. The annual meeting of the members shall be held annually on the first Saturday in May at the Robinwood Neighborhood Node.

Section 5. Special Meetings. Special meetings of the members shall be held at the call of the Board of Directors, or by the call of the holders of at least five percent of the voting power of the corporation by a demand signed, dated, and delivered to the corporation's Secretary. Such demand by the members shall describe the purpose for the meeting.

Section 6. Notice of Meeting. Notice of all meetings of the members shall be given to each member by posting at the Node website or by any form of electronic communication, at least 14 but not more than 30 days before the meeting. The notice shall include the date, time, place, and purposes of the meeting.

Section 7. Quorum and Voting. Those votes represented at a meeting of members shall constitute a quorum. A majority vote of the members voting is the act of the members, unless these bylaws or the law provide differently.

Section 8. Proxy Voting. There shall be no voting by proxy.



**DRAFT BYLAWS** (continued...)

Section 9. Action by Consent. Any action required by law to be taken at a meeting of the members, or any action which may be taken at a members' meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the members.

**ARTICLE III: BOARD OF DIRECTORS**

Section 1. Duties. The affairs of the corporation shall be managed by the Board of Directors.

Section 2. Number. The number of Directors may vary between a minimum of three and a maximum of fifteen.

Section 3. Term and Election. The term of office for Directors shall be two years. A Director may be reelected without limitation on the number of terms she or he may serve. The Board shall be elected by the members at the annual meeting of the members by a majority vote of the members represented and voting.

Section 4. Removal. Any Director may be removed, with or without cause, at a meeting called for that purpose, by a vote of a majority of the members entitled to vote at an election of Directors.

Section 5. Vacancies. Vacancies on the Board of Directors and newly created board positions shall be filled by a majority vote of the Directors then on the Board of Directors.

Section 6. Quorum and Action. A quorum at a board meeting shall be a majority of the number of Directors prescribed by the Board, or if no number is prescribed, by a majority of all Directors in office immediately before the meeting begins. If a quorum is present, action is taken by a majority vote of directors present. Where the law requires a majority vote of directors in office to establish committees that exercise Board functions, to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, to dissolve, or for other matters, such action is taken by that majority as required by law.

Section 7. Regular Meetings. Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. No other notice of the date, time, place, or purpose of these meetings is required.

Section 8. Special Meetings. Special meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each Director personally or by telephone or by email not less than two days prior to the special meeting.

Section 9. Alternative Meeting Venue. Any regular or special meeting of the Board of Directors may be conducted through use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting.

Section 10. No Salary. Directors shall not receive salaries for their Board services but may be reimbursed for expenses related to Board service.

Section 11. Action by Consent. Any action required by law to be taken at a meeting of the board, or any action which may be taken at a board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the Directors.

**DRAFT BYLAWS** (continued...)

**ARTICLE IV: COMMITTEES**

Section 1. Executive Committee. The Board of Directors may elect an Executive Committee. The Executive Committee shall have the authority to make ongoing decisions between Board meetings and shall have the authority to make financial and budgetary decisions.

Section 2. Other Committees. The Board of Directors may establish such other committees as it deems necessary and desirable. Such committees may exercise the authority of the Board of Directors or may be advisory committees.

Section 3. Composition of Committees Exercising Board Authority. Any committee that exercises any authority of the Board of Directors shall be composed of two or more Directors, elected by the Board of Directors by a majority vote of the number of Directors prescribed by the Board, or if no number is prescribed, of all Directors in office at that time.

Section 4. Quorum and Action. A quorum at a Committee meeting exercising Board authority shall be a majority of all Committee members in office immediately before the meeting begins. If a quorum is present, action is taken by a majority vote of Directors present.

Section 5. Limitations on the Powers of Committees. No committee may authorize payment of a dividend or any part of the income or profit of the corporation to its directors or officers; may approve dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporation's assets; may elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; nor may adopt, amend, or repeal the Articles, bylaws, or any resolution by the Board of Directors.

**ARTICLE V: OFFICERS**

Section 1. Titles. The officers of this corporation shall be the President, Treasurer and Secretary.

Section 2. Election. The Board of Directors shall elect the President, Treasurer and Secretary to serve one year terms. An officer may be reelected without limitation on the number of terms the officer may serve.

Section 3. Vacancy. A vacancy of the office of President, Treasurer and Secretary shall be filled not later than the first regular meeting of the Board of Directors following the vacancy.

Section 4. Other Officers. The Board of Directors may elect or appoint other officers, agents and employees as it shall deem necessary and desirable. They shall hold their offices for such terms and have such authority and perform such duties as shall be determined by the Board of Directors.

Section 5. President. The President shall be the chief officer of the corporation and shall act as the Chair of the Board. The President shall have any other powers and duties as may be prescribed by the Board of Directors.

**DRAFT BYLAWS** (continued)

Section 6. Treasurer. The Treasurer shall have overall responsibility for all corporate funds. The Treasurer shall perform, or cause to be performed, the following duties: (a) keeping of full and accurate accounts of all financial records of the corporation; (b) deposit of all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors; (c) disbursement of all funds when proper to do so; (d) making financial reports as to the financial condition of the corporation to the Board of Directors

Section 7. Secretary. The Secretary shall have overall responsibility for all recordkeeping. The Secretary shall perform, or cause to be performed, the following duties: (a) official recording of the minutes of all proceedings of the Board of Directors and members' meetings and actions; (b) provision for notice of all meetings of the Board of Directors and members; (c) authentication of the records of the corporation; (d) maintaining current and accurate membership lists; and (e) and any other duties as may be prescribed by the Board of Directors.

**ARTICLE VI: CORPORATE INDEMNITY**

This corporation will indemnify to the fullest extent not prohibited by law any person who is made or threatened to be made a party to an action, suit, or other proceeding, by reason of the fact that the person is or was a director or officer of the corporation or a fiduciary within the meaning of the Employee Retirement Income Security Act (or its corresponding future provisions) with respect to any employee benefit plan of the corporation. No amendment to this

Article that limits the corporation's obligation to indemnify any person shall have any effect on such obligation for any act or omission that occurs prior to the later of the effective date of the amendment or the date notice of the amendment is given to the person. The corporation shall interpret this indemnification provision to extend to all persons covered by its provisions the most liberal possible indemnification--substantively, procedurally, and otherwise.

**ARTICLE VII: AMENDMENTS TO BYLAWS**

Both the Board of Directors and the members must vote to amend or repeal these Bylaws or to adopt new ones. The Board of Directors must vote to amend or repeal these Bylaws or to adopt new ones by a majority vote of directors present, if a quorum is present. Prior to the adoption of the amendment, each Director shall be given at least two days notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and shall contain a copy of the proposed amendment. The members must vote to amend or repeal these Bylaws or to adopt new ones by a majority vote of the members represented and voting. Prior to the adoption of the amendment, each member shall be given the notice of meeting required by these Bylaws and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and shall contain a copy of the proposed amendment.

ADOPTED: \_\_\_\_\_

SIGNATURE BY CORPORATE OFFICER: \_\_\_\_\_

SITE PHOTOS



Figure 1: Parking Area, West Facade



Figure 2: Street Approach, Cedaroak Drive

SITE PHOTOS



Figure 3: Exterior Wall, West



Figure 4: Exterior Wall, South

SITE PHOTOS



Figure 5: Garage Bay, North Facade



Figure 6: Street Presence, Cedaroak Drive

SITE PHOTOS



Figure 7: Garage Bay, Rear



Figure 8: Garage Bay, Doors

SITE PHOTOS



Figure 9: Main Room



Figure 10: Office



SITE PHOTOS



Figure 11: Kitchen



Figure 12: Main Room

DRAWINGS



Figure 13: Site Plan - Existing Conditions

DRAWINGS

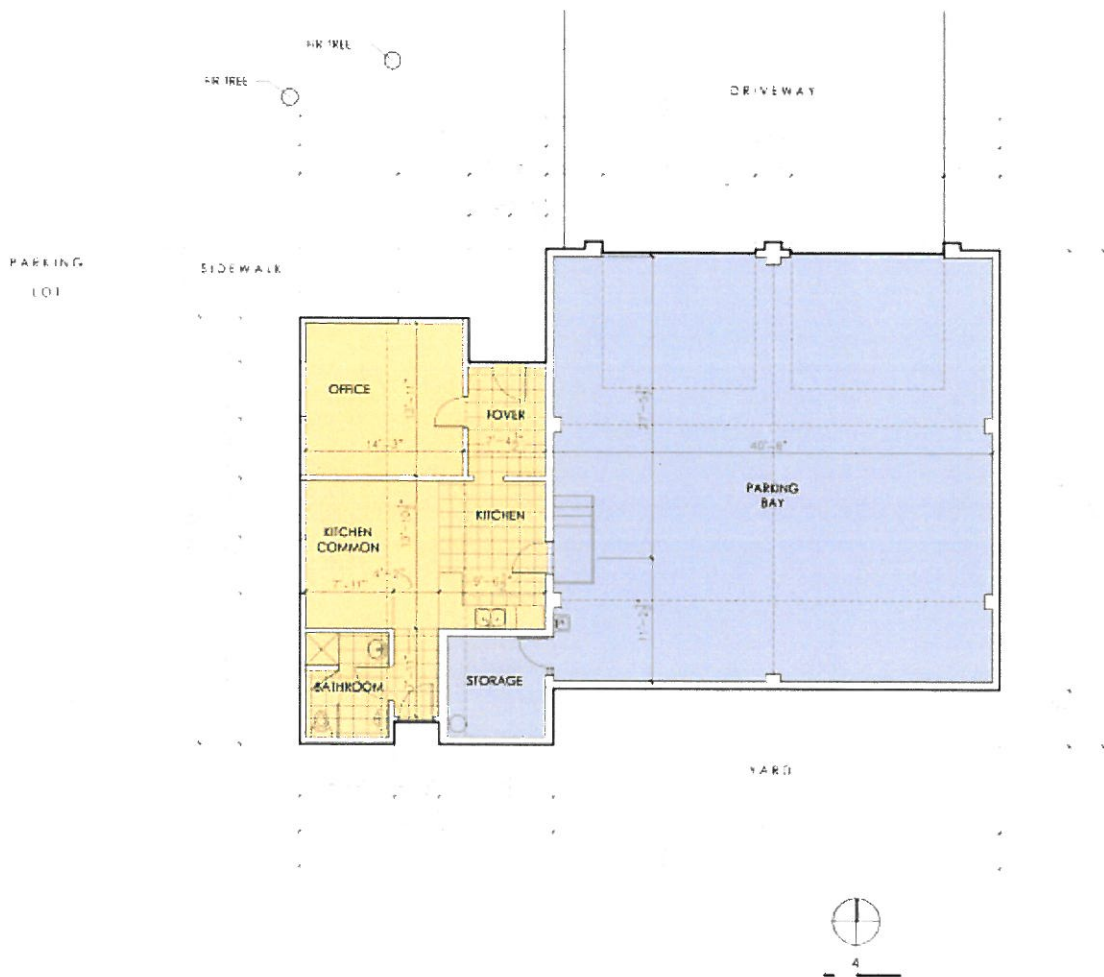


Figure 14: Floor Plan, Building A - Existing Conditions

DRAWINGS

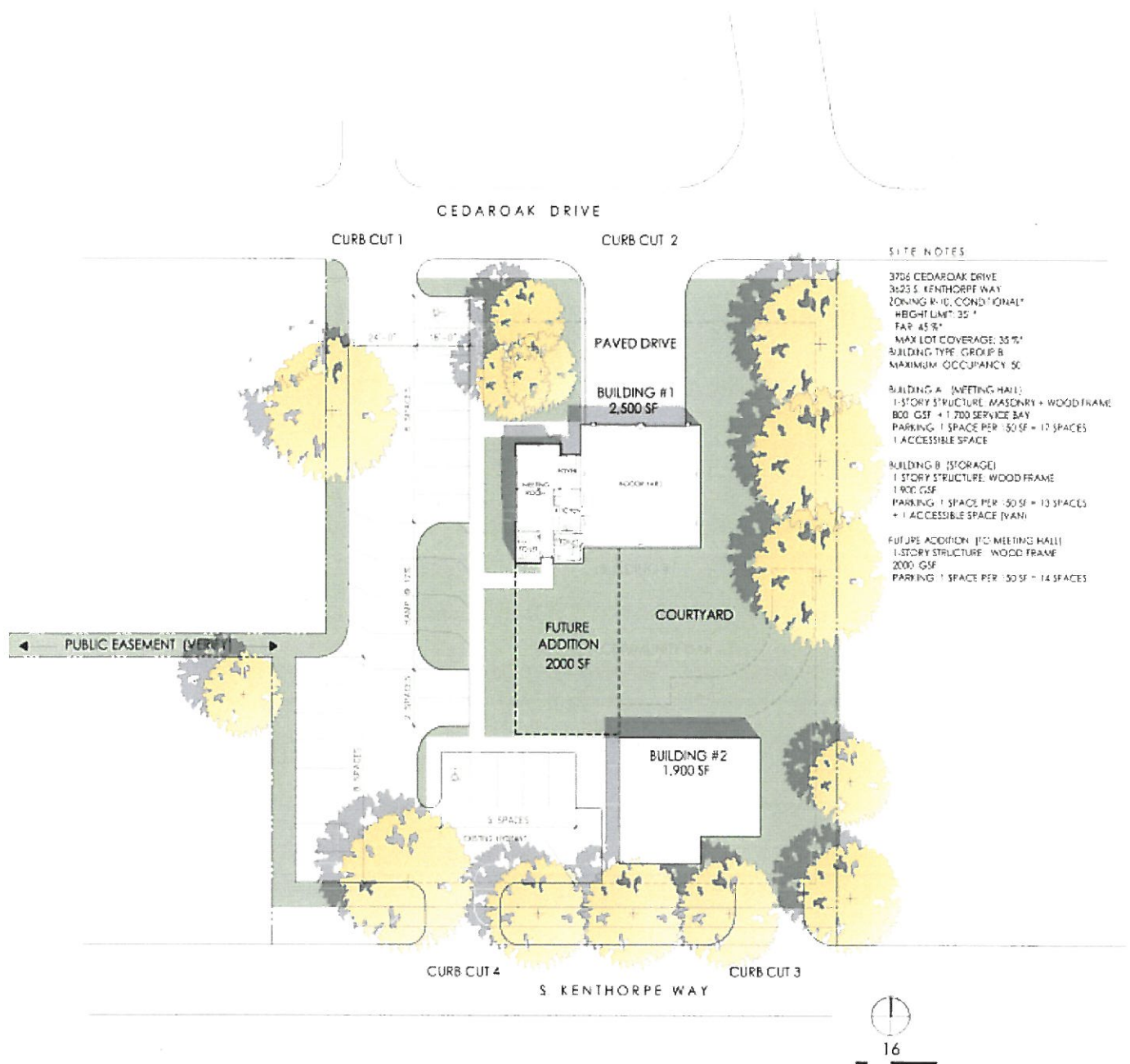


Figure 15: Site Plan - Phase 1 Improvements

**DRAWINGS**

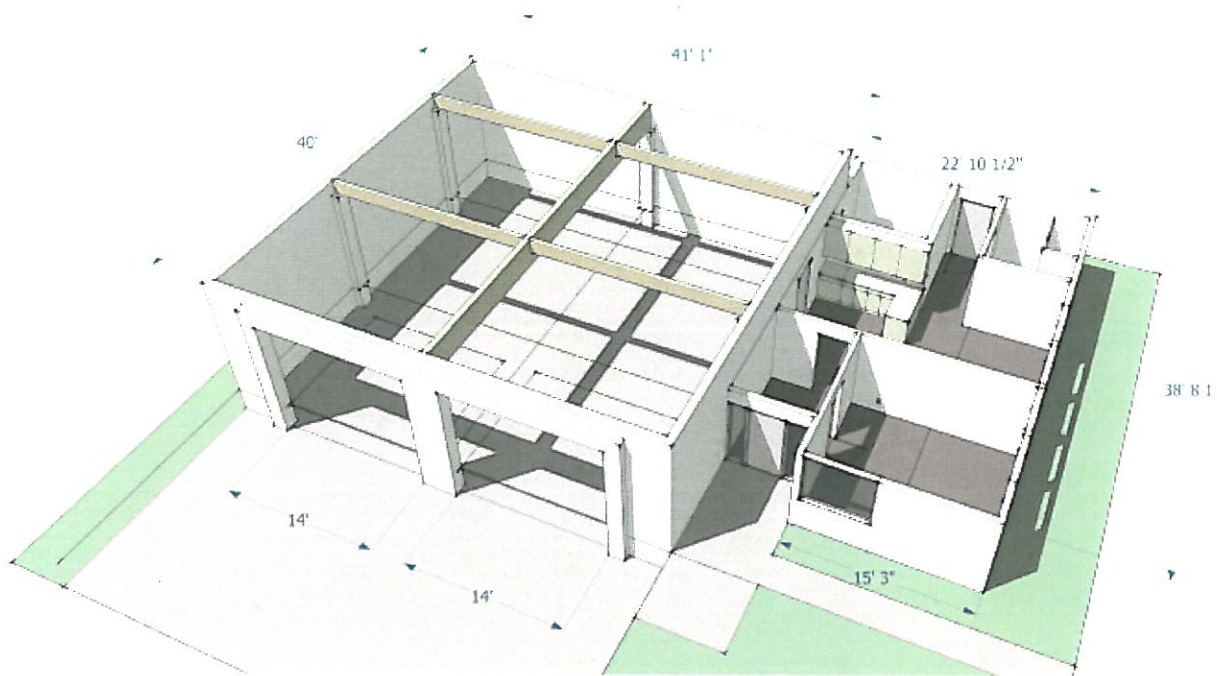


Figure 14: Dimensioned Axonometric, Building A

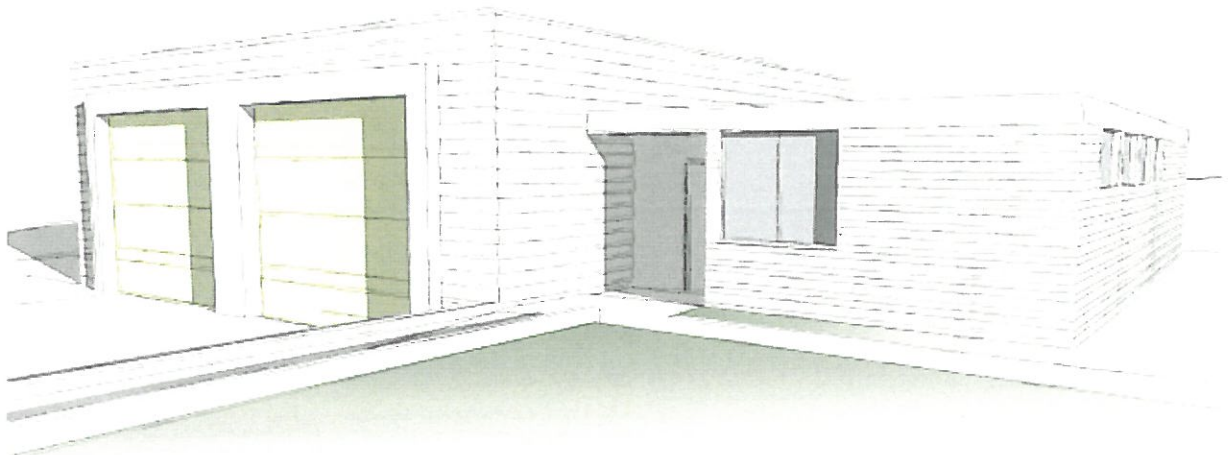


Figure 16: 3D Sketch of North Elevation, Building A

**APPENDIX: ADDITIONAL DOCUMENTS**

Conditional Use Approval, 1964  
Pre-Application Summary, 2008  
Letter of Intention, 2009  
Letter of Endorsement, 2009

**SITE APPROVED FOR CONDITIONAL USE  
AS FIRE STATION AND MEETING HALL**

April 1, 1964

Robinwood Water District  
3705 S. Kenthorpe Way  
Lake Oswego, Oregon

Re: Conditional Use (POU-7-64) for Fire Station and Meeting Room

Gentlemen:

The plans that are included with the conditional use application that has been filed for the establishment of a fire station and meeting room do not specify how the off-street parking requirements of the ordinance will be complied with.

Prior to the time that a building permit could be issued for the proposed development, (should the conditional use request be granted) these provisions will have to be satisfied.

The ordinance requires one street space for each (8) eight seats in the main assembly room; or if no fixed seating, one (1) space per each 100 square feet, or portion thereof, of assembly area, exclusive of stage.

The submitted plan has approximately 1,248 square feet of meeting room area which means that thirteen off-street parking spaces will be required. An off-street parking space is defined as an area of ten (10) by twenty (20) feet, having access to a public street.

The off-street parking spaces may not be located closer than twenty-five (25) feet from either street.

Enclosed find the off-street parking regulations of the zoning ordinance. Please indicate the proposed method of compliance with the ordinance on this matter prior to the time that the Planning Commission hears this matter.

If you have any questions on this matter, please feel free to contact this office.

Sincerely,

CLACKAMAS COUNTY PLANNING COMMISSION

RONALD D. BOLTON  
Zoning Administrator

REB:rb

*File  
9/4/64  
JPM*

April 7, 1964

Clackamas County Planning Commission  
Room 9, County Courthouse  
Oregon City, Oregon

Re: Robinwood Water District request  
to construct fire station and  
meeting room

Gentlemen:

Since I shall be unable to attend the public hearing on April 9th, I am writing to express my complete approval of the Robinwood Water District's proposed construction of a fire station and meeting hall on their property between Cedaroak Drive and Kenthorpe Way.

I urge that you grant their request.

Very truly yours,

*Virginia M. Dorney*  
(Mrs.) Virginia M. Dorney  
20024 S. Old River Drive  
Lake Oswego, Oregon



APR 16 1964

April 13, 1964

Mr. Albert Smith, Chairman  
Robinwood Water District  
3705 S. Kenthorpe Way  
Lake Oswego, Oregon

Dear Mr. Smith:

At a special meeting held April 9, 1964, the Clackamas County Planning Commission approved your application for a fire station and meeting room as a conditional use in an R-10 Single Family Residential District. Approval is subject to the regulations of the Clackamas County Zoning Ordinance pertaining to such uses.

There is a fifteen (15) day waiting period provided as an "appeal Period" which must be satisfied before any other action can be taken; therefore, after April 24, 1964, you may proceed with your plans, unless, however, an appeal is filed opposing the Planning Commission's decision.

Sincerely,

CLACKAMAS COUNTY PLANNING COMMISSION

RONALD D. BOLTON  
Zoning Administrator

RDB:nb

cc: Board of County Commissioners  
Persons corresponding  
Persons heard at meeting

FILE COPY

ROBINWOOD

RECOMMENDATION

CONDITIONAL USE: PCU-7-64

APPLICANT: Robinwood Water District

SUBJECT: Conditional Use in a C-3 Community Commercial District (for a fire station, and meeting hall, Robinwood)

PLANNING COMMISSION POLICY:

(See above sheet)

RECOMMENDATION:

To be approved providing that off-street parking requirements are met. The submitted plot plan does not provide for the 13 off-street parking spaces that will be necessary.

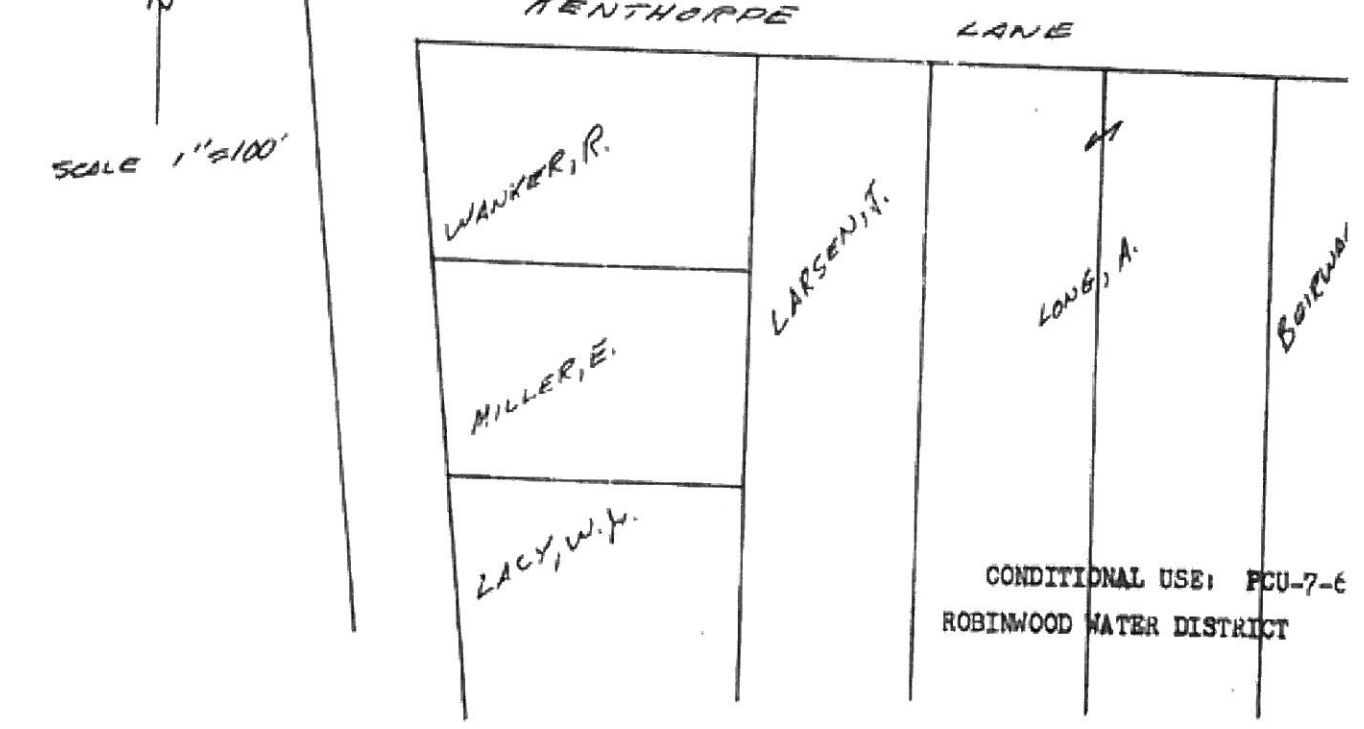
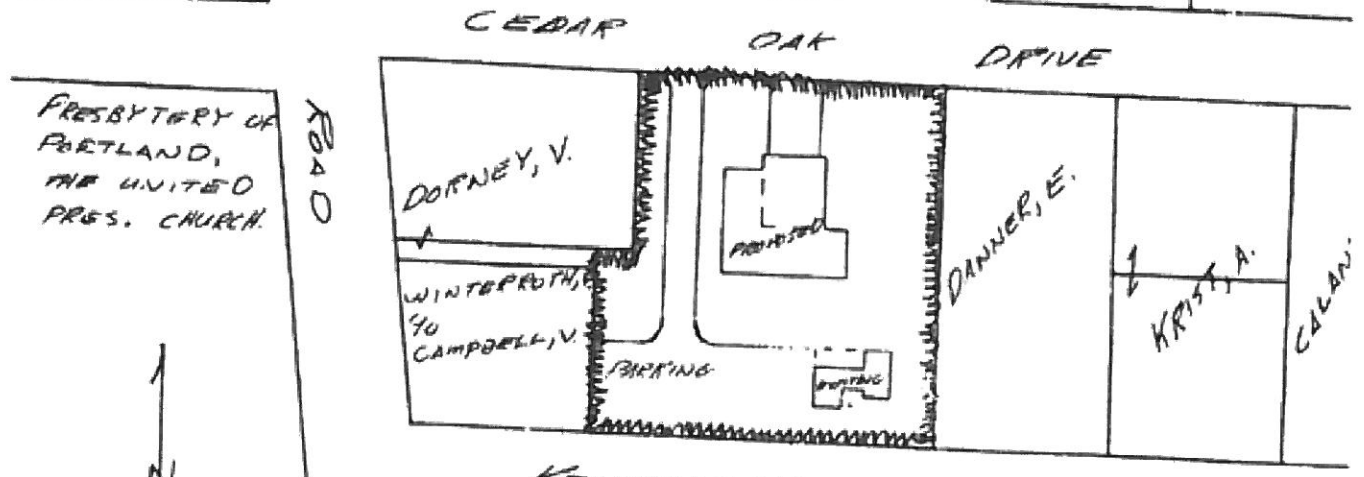
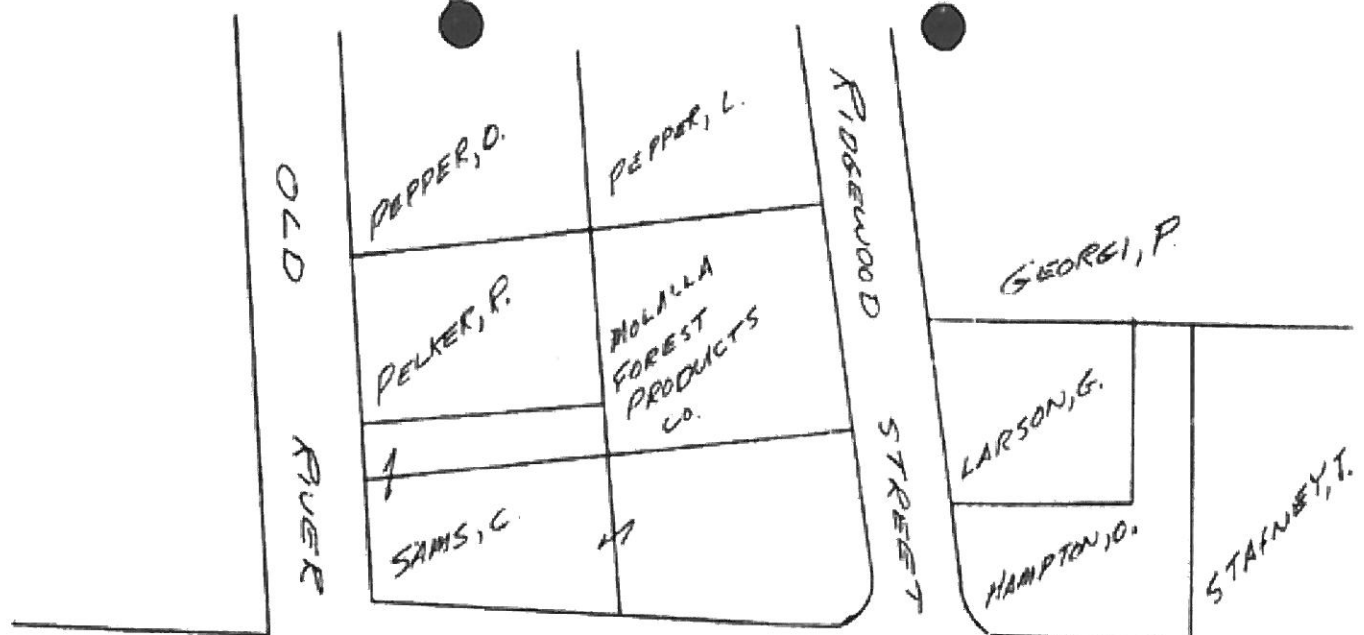
BASIS:

This municipal facility performs a necessary community service and is located close to the major arterial, thus minimizing any traffic conflict that could result from this use.

One additional condition that might be considered in this request would be the requirement of a sight-obscuring screening on the side lot lines.

NOTE: A letter has been directed to the applicants requesting how the off-street parking requirements will be satisfied.

FILE COPY



PRESBYTERY OF PORTLAND, THE UNITED PRES. CHURCH.



SCALE 1"=100'

CONDITIONAL USE: FCU-7-6  
ROBINWOOD WATER DISTRICT

APPLICATION FOR CONDITIONAL USE

NO. RCU-7-64 **CU**

EXISTING ZONE residential <u>R-10</u>	PROPOSED CONDITIONAL USE fire station
---	--

DATE OF APPLICATION: 3-23-64

RECEIPT NO.: 1230 FEE: 20.00

DATE OF HEARING: 4-27-64

NAME OF APPLICANT: ROBINWOOD WATER DISTRICT PHONE: NE 6 4410

ADDRESS: 3705 S Kenthorpe Way, Lake Oswego, Oregon  
LEGAL OWNER: (  ) OPTION HOLDER: ( ) CONTRACTOR: ( ) AGENT: ( )

WHO HOLDS THE TITLE TO THE PROPERTY? Robinwood Water District

IF YOU DO NOT HOLD THE TITLE TO THE PROPERTY, WHAT IS YOUR INTEREST? \_\_\_\_\_

LOCATION OF THE PROPERTY: Between Cedaroak Drive & Kenthorpe Way Lake Oswego  
House Number Street City

DESCRIPTION OF PROPERTY: 1/4 Sec. 24 T. 2 S, R 1 E. Tax Lot: 11-4, 11-7, & E 75' of 26

Unrecorded plat of  
SUBDIVISION: Kenthorpe Tracts NO.: \_\_\_\_\_ LOT: " " BLOCK 38 D.L.C. George Walling  
all of 39

DIMENSIONS OF PROPERTY: WIDTH: 197.9(Kent) LENGTH: 198.46 TOTAL SQ. FT.: 73,589  
172.9(Cedaroak)

STATE SPECIFIC CONDITIONAL USE: \_\_\_\_\_

NUMBER OF PEOPLE TO USE WATER AND SANITARY FACILITIES: 4

SQUARE FEET OF DRAINAGE AREA AVAILABLE: 3000 sq.ft.

TYPE OF "EXISTING STRUCTURES": Cement block and wood frame

SIZE OF EXISTING STRUCTURES: SQ. FT.: 1307

WIDTH: 36.5 ft.

LENGTH: 44.0 ft.

USE OF EXISTING STRUCTURES: Water District office, shop, and garage

TYPE OF PROPOSED STRUCTURES: Cement block and wood frame

SIZE OF PROPOSED STRUCTURES: Width: 72 ft. Length: 66.5 ft.

Total sq. ft.: 3585

USE OF PROPOSED STRUCTURES: Fire Station & Meeting Room

FUTURE EXPANSION PLANS: None

PARKING PROVISIONS: SQ. FT. AVAILABLE: 7200 sq. ft.

PROPOSED CONDITIONS OF PARKING AREA: GRAVELED:  PAVED: \_\_\_\_\_

DATE: 3-23-64 STAFF: 

Ralph E. Krellwitz  
Signature of Applicant  
Ralph E. Krellwitz  
ROBINWOOD WATER DISTRICT

DATE OF PLANNING COMMISSION MEETING: 4-27-64

COUNTY HEALTH DEPARTMENT RECOMMENDATION:

*To be approved on Conditional Basis  
Building to be connected to Existing System  
Letter of Responsibility required - muna*

(DO NOT WRITE IN SPACE ABOVE)

PILOT PLAN: (Must include a drawing showing the exact dimensions of the lot; exact dimensions of existing and proposed buildings; the distance of buildings from all lot lines; and the location of streets) (Indicate North arrow)

City of West Linn  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
March 6, 2008

SUBJECT: Proposed conversion of old Cedaroak fire station buildings to Youth Center at 3706 Cedaroak Drive.

ATTENDEES: Applicants: Ken Worcester, City of West Linn Parks Director  
Staff: Peter Spir (Planning Department); Khoi Le (Engineering Division)  
Neighborhood Representatives:

---

*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 property belongs to the City of West Linn. The original use of the site, as a fire station, has been abandoned. It is understood that the Police Department has been using one of the buildings as their evidence storage facility. It is also understood that the Police Department may have ongoing need for both buildings and that they would not be available for the proposed use. It is recommended that the applicant discuss this proposal with the police department first to see if the concept of turning the property into the Youth Center is feasible at all.

Two buildings occupy the site. The buildings are cinderblock and boxlike in their architecture with flat roofs. Most of the site is covered with gravel driveways and parking. There are some small trees, particularly along the southern edge of the site. Large Douglas Fir trees form the eastern property line. There is a modest change in elevation at this site dropping ten feet from the south edge to the north edge over 200 feet for a five percent grade change.

The underlying zoning is R-10 single family residential with 10,000 square feet per lot. In that zone, is the proposed use allowed?

- \* *Community recreation* is permitted outright. But *community recreation* is defined as parks and similar outdoor spaces. Staff finds that there is no specific category for youth centers. When there is no specific category, it is in the purview of the Planning Director make a determination for unlisted uses per CDC Ch 99. It is determined that since a *Senior Center* requires a conditional use permit (CUP) and a *senior center* is an indoor

SEE COMM. DEVELOPMENT CODE (CDC)

space that offers programs and activities for a specific age group, a facility that serves a younger age group should have to meet the requirements of a CUP too.

The site is a non-conforming structure by virtue of inadequate parking and landscaping. If the applicant proposes to provide all needed improvements to meet the standards of CDC Chapter 46 (Parking), 48 (Access) and 52(Landscaping) then this permit would not be required. Otherwise, the alteration of a non-conforming structure triggers the provisions of CDC Chapter 66.

Senior centers require one parking space per 150 sq. ft. and drop-off facility per CDC Section 46.120. ADA parking and accessibility is required. The north building is about 2400 square feet. That would trigger a parking requirement of 16 parking spaces. The southern building comprises about 1900 square feet. That would require another 12 parking spaces. Total parking need is 28 spaces. Staff prepared a rough parking/circulation plan and at least 23 spaces could be provided. The large gravel area allows for the possibility that the drop-off space could be provided.

The minimum landscaping for public facilities is 20%. Parking areas need to be buffered from the ROW by a ten foot wide landscaped strip. If that standard can't be met, then a Class II Variance must be applied for. Interior circulation lanes and exit driveways must be at least 24 feet wide.

Design Review is required. The determination as to whether it will be a Class I or Class II Design Review will be made when staff knows more about the project. That determination will be based upon CDC section 55.020.

### Trees

The applicant shall provide an inventory of trees, which will be reviewed by the City Arborist. *(Please note: No trees at this site may be removed without permit or land use application approval.)* Contact the City Arborist, Mike Perkins, at (503) 557-4700, to conduct a site visit and identify significant trees, which may need to be protected through tree easements. No site clearing, grubbing, or grading is permitted without approval. Up to 20 percent of the site may be set aside for protection of significant trees.

### Buffering

Noise generated by the use will have to be buffered. A solid six foot high wood fence on the west and east property line may be required. It is even possible that an acoustic study will be required. Please refer to CDC 55.100(C and D).

---

### Engineering Comments

STREET

SEE CHAP 55 RESIDENTIAL.

SEE CHAPTER 56 (PARKS SECTION ... WEST LINN)  
UPTO 50% CREDIT FOR ON-STREET

Cedar oak Drive is specified as Neighborhood Route on the City of West Linn Road Map. The current right of way appears to be 56' wide. 56' wide right of way can accommodate 2 way traffic and 5' bike lane on each side. Thus no additional right of way is required.

Kenthorpe Way is specified as Local Road on the City of West Linn Road Map. The current right of way appears to be 50' wide. 50' wide right of way can accommodate 2 way traffics without parking lane. Unless parking lane is required otherwise no additional right of is required.

**Complete redeveloping of this property will trigger the following requirements:**

Frontage Improvement on Cedar oak Drive and Kenthorpe Way is required including curb and gutter plus 6' of side walk and 6' of planter strip. However Cedar oak Drive and Kenthorpe Way currently only have one section that have curbs and sidewalk, therefore curb and gutter and sidewalk requirements may be waived. Fee in lieu will be required instead.

Pavement along the frontage of the property on Cedar oak Drive and Kenthorpe Way is not in good condition. Applicant must verify the pavement structure of these two roadways. If structural sections comply with West Linn standards, only full street overlay along the frontage is required. If the structural sections are deficient, half street road rebuild along that frontage is required.

#### STORM DRAIN

Existing public storm drainage system is available along Cedar oak Drive. Connecting to existing storm drainage system will not be an issue.

**Complete redeveloping of this property will trigger the following requirements:**

Water Quality Treatment is required since existing facilities currently does not have any type of facility for storm water treatment. The development may consider onsite storm water treatment facility such as water quality swale or rain garden with an over flow connected to the existing storm drainage system on Cedar oak Drive.

Currently there are two existing buildings as well as an AC driveway plus a parking onsite therefore applicant may be able to get credit for the existing impervious area in regarding the Public Works requirements for detention facility. Onsite detention will be required if the project creates more than 5,000 square feet of new impervious area.

Run-off from the project frontage on Cedar oak Drive must be collected and treated in street swale and conveyed to the existing storm drainage system on Cedar oak Drive.

Run-off from the project frontage on Kenthorpe Way must be collected and treated in street swale and conveyed to existing storm ditch on the south side of the roadway.



## WATER

The property is located in the Robinwood pressure zone.

Currently, the property is getting water service from the existing 8" DI Water main on Cedaroak Drive. Getting water service will not be an issue.

Complete redeveloping of this property will trigger the following requirements:

If buildings are going to have sprinkler systems, separate fire line is required including installation of fire vault with back flow device.

There is existing water well located in the building in the back of the site. This well must be protected.

## SANITARY SEWER

Currently, the property is getting sanitary sewer service off existing public sanitary sewer system on Cedaroak Drive. Sanitary sewer main is also available along Kenthorpe Way.

Sanitary sewer master plan shows that sanitary sewer systems along Cedaroak Drive and Kenthorpe Way are satisfactory. Applicant can use the existing sanitary sewer service for the development.

All public improvements must be constructed in accordance with City of West Linn Public Works Design and Construction Standards.

A noise study is required per CDC Chapter 55. Fences along the lot perimeter may be needed to mitigate glare/noise.

## PROCESS

A neighborhood meeting is required per CDC Section 99.038. Contact Kevin Byrk, Robinwood Neighborhood President, at 675-7301. Follow the instructions of that Code section explicitly.

Permits to be obtained are

- Conditional Use Permit per CDC Chapter 60
- Class I or II Design Review per CDC Chapter 55
- Expansion/Alterations to Non-Conforming Structure per CDC Chapter 66
- Class II Variance per CDC Chapter 75 if needed

The submittal requirements and approval criteria of the applicable Community Development Code Chapters must be addressed on a point-by-point basis. Waivers of specific submittal requirements can be granted but the applicant must first state to the

Planning Director the grounds for the waiver. No waivers of the approval criteria are allowed. Deposit fees are based on valuation of the project. Please refer to Development Permit charge list to determine amount owed.

Prepare the application and submit to the Planning Department with deposit fees. The City has 30 days to determine if the application is complete or not (**most applications are incomplete**). The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals.

- 1) Staff prepares public notice and schedules the hearing. The first hearing is usually four weeks from the date the application is deemed complete.
- 2) Planning Commission would decide the CUP, Class I or II Design Review, Alteration of non-conforming structure and any Class II Variances for amount/width of landscaping, driveway locations etc.

The decisions may be appealed to the City Council. If appealed, the City Council hearing is 6-8 weeks from the Planning Commission hearing date. Subsequent appeals go to LUBA.

Once approved, the applicant has three years to commence substantial construction before approval lapses and is void.

*Typical land use applications can take 8-10 months from beginning to end. Street and utility 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.

Jeff Bryan - Jeff@JeffbryanConstruction.com  
503-816-7043

Shumaker

---

Youth Center

Ken Warner & Worcester

Ron Adams

dja1494@comcast.net

Kevin Bryk

KEVTHEDRES@COMCAST.NET

John Borden

jborden@comcast.net

Jack Norby

✓ JNORB@comcast.net

Mike Watters

plamymike@aol.com

# THE ROBINWOOD NEIGHBORHOOD NODE

## Letter of Intention

We have drafted bylaws for a not-for-profit corporation to enter into an agreement with the City of West Linn, to operate the Cedaroak Fire Station, at 3400 Cedaroak Drive, as a community center to benefit all West Linn citizens.

The Robinwood Neighborhood Node will function as available community space like the Sunset Fire Hall, but be operated by volunteers, like McLean House. A cooperative agreement with the West Linn Parks and Recreation Department will save the City staff resources and money.

The Cedaroak Fire Station was built and paid for by the citizens of Robinwood around 1964, when we were in unincorporated Clackamas County. When Robinwood annexed to the City of West Linn in 1967, the Fire Station became City of West Linn property, operated as a fire station, then an ambulance garage, and now as storage for the spare and antique engines.

These engines could easily be stored at the Rosemont Fire Station until the new Bolton Fire Station is completed.

Over the years, the facility has degenerated into a negative, a neighborhood eyesore. The need to clean up and remediate the site and the desire for a community center is recommended in the Robinwood Neighborhood Plan, Policy 3.10.

The Robinwood Neighborhood Node plans to repurpose and beautify the buildings and grounds to create an asset for community education, recreation and other endeavors.

The center could serve everyone from tots to teens, and seniors to civic organizations with flexible space for classes, meetings and events. The Node would also serve as a rally point and depot for supplies for neighborhood emergency preparedness.

We ask the Council to approve a memorandum of agreement in principle, prior to tasking our volunteers to invest more time to create the formal legal and financial structure necessary.

In this era of financial constraints, we need to optimize the utility of all of our City assets. The Sunset Fire Hall is currently operating at capacity. The Robinwood Neighborhood Node could benefit the entire City by providing additional space.

We ask the City of West Linn to join with us, to re-knit our neighborhood fabric, and to restore this neighborhood built structure to its former prominence as a symbol of community.

## The Robinwood Neighborhood Node Committee

Anthony Bracco

Mary Hill

Kevin Bryck

Don Kingsborough

Randall Fastabend

Maureen Perry

Lorie Griffith

Sharon Pollman

# Robinwood

Neighborhood Association

City of West Linn , Oregon, USA

Monday, December 14, 2009

TO: Ken Worcester, *Director*  
Department of Parks & Recreation  
City of West Linn  
22500 Salamo Road  
West Linn, OR 97068  
*kworcester@westlinnoregon.com*

RE: Letter of Endorsement for the repurposing of Cedaroak Fire Station

Dear Mr. Worcester,

At the regular monthly meeting of the City of West Linn's Robinwood Neighborhood Association, Tuesday, December 8<sup>th</sup>, 2009, the topic of discussion once again focused on the future use of the Cedaroak Fire Station. It was therefore decided that the Neighborhood Association should issue to the City a formal declaration of its desires regarding this matter.

Pursuant to the policy recommendations in Section 3.10 of the Robinwood Neighborhood Plan, the Robinwood Neighborhood Association endorses the remediation and re-purposing of the City-owned buildings and property of the Cedaroak Fire Station for use by said neighborhood for public purpose as a Community Center or similar function. The RNA further recommends the City approve the creation of an independent Committee charged with evaluating options, and providing recommendations to that purpose. Further, we seek support and assistance from the City of West Linn, the County of Clackamas, and other local groups and organizations that might likewise benefit from the use of this potentially valuable public resource.

Given the site's prominent central location in this community, its proximity to both Cedaroak Park Primary School and the nexus of commerce on Highway 43, and its history of use as a public service node, the Neighborhood Association believes it to be an asset worth maintaining by restoring its historic use as a neighborhood center.

Thank you for your consideration and for any assistance you can render in this matter.

Sincerely,



Thomas Clayton Boes, *RNA President*  
18717 Upper Midhill Drive  
West Linn, Oregon 97068  
o 503.699.6112 c 503.869.4705  
*PresidentRNA@gmail.com*

Robinwood Neighborhood Association

Thomas Boes, President  
Jennifer Weltin, Vice President  
Anthony Bracco, Secretary

Robert Bjere, Treasurer  
Andy Harris, Member at Large  
*contact: PresidentRNA@gmail.com*