

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**March 18, 2010**

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

ATTENDEES: Applicants: Stephen Gerber, Thomas Boes, Kevin Bryck, Randall Fastabend, Anthony Bracco  
Staff: Peter Spir (Planning Department); Khoi Le (Engineering)  
Ken Worcester (Parks Department)

***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 applicants, representing the Robinwood Neighborhood Association (R.N.A.), would like to convert the largely unused fire station on Cedaroak Drive to a community center. Two buildings occupy the site. The building nearest Cedaroak Drive is of cinderblock construction with a flat roof and was the original fire station. The two large doors on the front elevation remain and provided access for emergency vehicles. The building nearest Kenthorpe Way is of wood construction and features a hipped roof. 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 conifers mark 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. The grade is eased by terraced gravel parking areas with connective sloped driveways. The property is surrounded by single family residential housing.

The property belongs to the City of West Linn and at least one of the buildings is still used for storage. Assuming the City is agreeable to the proposed use, the applicants envision a centrally located/accessible facility that provides for meetings, programs and other activities for the benefit of the neighborhood.

There was even discussion of incorporating “green” building features into the community center such as green roofs and walls as well as other demonstration projects. Attendees acknowledged that resources to develop the facility are limited.

The underlying zoning is R-10 single family residential with 10,000 square feet per lot. In that zone, is the proposed use allowed? The lodge, fraternal and civic assembly category is applicable as defined below:

**Lodge, fraternal, and civic assembly.** Meetings and activities primarily conducted for the members of a particular group. Excluded from this use types are uses classified as "group residential," "residential care facilities," "senior centers," and "transient lodging." Typical uses include meeting places for civic clubs, **community centers**, lodges, or fraternal or veteran organizations.

This use is permitted in the R-10 zone by Conditional Use Permit (CUP) and Design Review. 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 (Non-conforming Structure CDC Chapter 66) might not be required.

Community Centers must have one parking space per 200 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 12 parking spaces. The southern building comprises about 1,900 square feet. Rounded up, that would require another 10 parking spaces. Total parking need is 22 spaces. Staff prepared a rough parking/circulation plan in association with a pre-app for this site in 2008 and found that at least 23 spaces could be provided. The large gravel area allows for the possibility that a drop-off space could be provided. All gravel parking areas would have to be paved. (The city would be willing to consider alternate materials such as porous paving and rain gardens.)

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.

The subject was raised as to whether the community center could simply be started in one of the buildings with no significant exterior changes so as to avoid going through land use permits. (This would mean leaving the site essentially "as is" with gravel parking areas and gravel access ways and no formal landscaping or ADA facilities.) Can that be done? No. Staff explained that these buildings are non conforming structures and the following provision would apply and trigger design review and associated permits:

**66.060 DISCONTINUANCE OR CHANGE OF CONFORMING USE IN A  
NON-CONFORMING STRUCTURE**

*Should the owner or occupant discontinue or change the use of a non-conforming structure, it shall be unlawful and a violation of this Code to begin or maintain such altered use until the off-street parking spaces and loading area requirements of Chapter 46, and the access, egress, and circulation requirements of Chapter 48 are met, or until the appropriate approval authority under Chapter 99 has approved the change.*

A parallel can be drawn here. Certainly there was strong community support for a senior center in West Linn and despite the fact that there was empathy for the user group and the fact that the permitting and construction process would be costly and time consuming, they were not granted any special consideration in the land use permitting process.

#### Temporary permit

An alternative to the expenses associated with full on and off-site improvements would be to apply for a temporary permit (CDC Chapter 34). The Planning Director, Planning Commission and City Council can all offer such permits but the longest ones, from 6-12 months, are available only through City Council. Only one temporary permit is allowed. Once the 12 month City Council permit lapses, the buildings would have to come into conformance with the CDC or the R.N.A. would have to stop use of the facility.

#### Trees

As part of a formal CUP and Design Review application, 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.

#### Mitigating Impacts

A noise study is required per CDC Chapter 55. Please refer to CDC 55.100(C and D).

Solid wood fences along the lot perimeter may be needed to mitigate glare/noise. Limitations of hours of operation and program restrictions would likely be required given the fact that this is first and foremost a residential neighborhood.

### Building Department Issues

The applicant should contact David Davies, Building Official, (656-4211) to determine necessary upgrades to address the building code (fire, life and safety ), ADA requirements, etc. It is understood that the building roofs have numerous leaks.

### Other Ideas

Staff suggested that the City might sell or exchange the property for a parcel on, or closer to, Willamette Drive where a community center could be built. The advantage of that approach would be that the streetscape and the design of Willamette Drive would be enhanced. The north Willamette Drive commercial area would have a defined and readily identifiable central meeting/social place and the site would be more accessible (physically and cognitively) to City residents and residents of the R.N.A. Typically, that kind of improvement would be part of a corridor plan.

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### Engineering Comments

#### TRAFFIC REQUIREMENT AND IMPACT ANALYSIS SCOPE OF WORKS

Traffic Impact Study shall be required. Traffic Impact Study shall provide following information and analysis.

- Executive Summary
- Introduction
- Location Description
- Trip Generation
- Trip Distribution
- Operational Analysis
- Safety Analysis

Analysis shall also be done for the following intersection.

- Cedaroak Drive and Hwy 43

#### STREET IMPROVEMENT

#### **CEDAROAK DRIVE**

**Current Street and Right of Way conditions:**

Cedaroak Drive:	Neighborhood Route
Existing Right of Way Width:	54'
Existing Pavement Width:	29' Total Pavement Width
Sidewalk:	None
Planter:	None Defined
Parking:	None Defined
Bicycle Lane:	None

**Requirement Improvement:**

Right of Way Width:	No additional Right of Way is required
Pavement Width:	14' to 16'
Sidewalk:	4' to 8'
Planter Strip:	4' to 8'
Bicycle Lane:	4'

Pavement improvement shall consist of the following structural section improvements.

- 10" of 1-1/2" – 0 crushed rock for sub-base
- 2" of ¾"-0 rock for leveling course
- 2" of Class "B" Asphalt Concrete Pavement
- 2" of Class "C" Asphalt Concrete Pavement

Pavement improvement shall be from the existing center line of the street to the face of the new curb for the length of the applicant property frontage.

The width of the new half street along the project frontage shall be 14' wide minimum to provide adequate room for a shared bicycle lane.

Street parking can be used in place of bike lane. Half street along the project front shall be 16' wide minimum to provide adequate room for on street parking.

4'-8' wide sidewalk will be required since the City TSP indicates pedestrian pathway is required for this area.

4'-8' wide planter strip shall be required.

**KENTHORPE WAY**

**Current Street and Right of Way conditions:**

Kenthorpe Way:	Local Street
Existing Right of Way Width:	50'
Existing Pavement Width:	18' Total Pavement Width
Sidewalk:	None
Planter:	None Defined

Parking: None Defined  
Bicycle Lane: None

**Requirement Improvement:**

Right of Way Width: No additional Right of Way is required  
Pavement Width: 12' to 16"  
Sidewalk: 4' to 8'  
Planter Strip: 4' to 8'  
Bicycle Lane: None

Pavement improvement shall consist of the following structural section improvements.

- 10" of 1-1/2" – 0 crushed rock for sub-base
- 2" of ¾"-0 rock for leveling course
- 2" of Class "B" Asphalt Concrete Pavement
- 2" of Class "C" Asphalt Concrete Pavement

Pavement improvement shall be from the existing center line of the street to the face of the new curb for the length of the applicant property frontage.

The width of the new half street along the project frontage shall be 12' wide minimum without street parking. 16' wide will be required with street parking.

**STORM DRAINAGE IMPROVEMENT**

The existing facilities onsite do not have any types of onsite storm water facility to provide detention or treatment purposes. Onsite storm water detention and treatment facilities shall be highly recommended.

Rain garden along street in place of planter strip shall be required to collect and treat run-off from new sidewalk.

**SANITARY SEWER IMPROVEMENT**

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

Sanitary sewer master plan shows that sanitary sewer systems along Cedar Oak Drive and Kenthorpe Way are satisfactory.

Applicant can use or upgrade the existing sanitary sewer service to meet the demand of the development.

**WATER IMPROVEMENT**

This property is currently located in the Robinwood Pressure Zone. The City Water Master Plan shows that the supply capacity is currently deficient under emergency conditions.

Water improvement shall be required. The magnitude of improvement shall depend upon how much fire flow and demand the development is going to be needed. The impact can be analyzed and determined through hydraulic modeling report. The developer shall be responsible paying the City Water Consulting Engineering to run the analysis.

#### OTHER UTILIY IMPROVEMENTS

Development shall require analyzing the existing illumination level on both Cedaroak Drive and Kenthorpe Way. Street lights shall be required as necessary.

Existing overhead utilities along the project frontages shall be placed underground.

No utility poles shall be allowed along the project frontages.

#### PROCESS

A neighborhood meeting is required per CDC Section 99.038. Contact Tom Boes, Robinwood Neighborhood President, at 699-6112. Follow the instructions of that Code section explicitly as there have been some recent code changes.

Permits to be obtained are:

- Conditional Use Permit per CDC Chapter 60 (\$3,650)
- Class II Design Review per CDC Chapter 55 (\$850)
- Expansion/Alterations to Non-Conforming Structure per CDC Chapter 66 (\$1,200)
- Class II Variance per CDC Chapter 75 if applicant proposes to waive code requirements (\$1,800)
- Option: One-year Temporary Permit through City Council CDC Chapter 35 (\$1,090)

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. **Please also note that these pre-application notes have an 18-month shelf life and are invalid after that time.** Also, new state laws and development code amendments can impact the feasibility of a project.



View from  
Cedaroak Drive



View from  
Cedaroak Drive







Old fire station site on CedarOak Drive, which is being considered for use as a community center