

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
April 7, 2011

SUBJECT: Class I Design Review for trash compactors and surrounding fencing at Cedaroak Park Primary School at 4515 Cedaroak Drive and Bolton Primary School at 5933 Holmes Street

ATTENDEES: Applicants: Travis Butler, Nancy Hubbard
Review Staff: Tom Soppe (Planning Department)
Neighborhood: Kevin Bryck (Robinwood NA)

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 applicant, West Linn-Wilsonville School District, proposes new trash compactors surrounded by fencing, west of the main buildings at both the Bolton Primary School at 5933 Holmes Street in the Bolton Neighborhood and Cedaroak Park Primary School in the Robinwood Neighborhood. Both sites are located in the R-10 zone, and both schools have been approved as conditional uses with Class II Design Review in previous application, as this is required for schools in the R-10 zone. Community Development Code 55.020(C) requires Class I Design Review for new “Fences and walls (at non-single-family/duplex residential sites.” Therefore a Class I Design Review permit is needed for each of these trash compactor/fence proposals. As these are separate sites in separate neighborhoods, each should have its own Class I Design Review permit.

The compactor and fence proposed at Cedaroak Park appears on the map to be more than 65 feet from the storm channel just to the northwest on site, so the Water Resources Area permit should not be needed. If the new surfaces proposed near the compactor are 50 feet or less from the channel or if the fencing and compactor themselves are proposed less than 65 feet from the channel, the Water Resources Area permit would be needed. The proposed compactor complex at Bolton is more than 115 feet from the significant riparian corridor on the north edge of that site, so the Water Resource Area permit is not needed there either. At Bolton, a section of a pedestrian path will be relocated several feet over to make room for the proposed compactor

(revised circulation is also a Class I Design Review when minor in nature per 55.020[J], so the relocation of this path does not trigger the higher level Class II Design Review).



Cedar Oak Park proposed compactor location between trees and driveway, looking from southeast.



Bolton proposed compactor location in center left of photo where shelves and rosebush are now, looking from southwest along Holmes Street.

Process

A separate Class I Design Review permit is required for each site.

A neighborhood meeting is not required for a Class I Design Review permit, but neighborhood meetings are always encouraged by staff nonetheless. Contact Sally McLarty, President of the Bolton Neighborhood Association, at (503) 722-2137 or gbryck@easystreet.net, and Thomas Boes, President of the Robinwood Neighborhood Association, at 503-699-6112 or PresidentRNA@gmail.com. Follow the provisions of 99.038 precisely.

The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

The criteria of 55.090 shall be responded to individually in a narrative. CDC 55.100(B)(1-4) shall be responded to per 55.090(A)(1) but the applicant can explain in responding to 55.090(A)(2) that CDC [55.100](#)(B)(5) and (6) do not apply in this case. As provided for under 55.090(C) other 55.100 criteria not listed under 55.090 shall be required to be responded to in the narrative as appropriate. Therefore the applicant shall respond also to 55.100(A)(5), (A)(6), (A)(10), (C), (D)(3), (I)(5), (J)(8), and (O). These deal with storm drainage, clear vision areas, fences, landscaping, buffering and screening, privacy and noise, and refuse/recycling facilities. 55.100(A)(5) regarding clear vision areas only needs to be responded to in the Bolton application since the compactor location proposed at Cedaroak Park is not near any vehicle driveway entrances to the site. N/A is not an acceptable response to the approval criteria listed.

Prepare the application and submit to the Planning Department with deposit fees and signed application form. Follow 55.070 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form.

The deposit for each Class I Design Review permit is \$850. **PLEASE NOTE that these are initial deposits, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than the deposits cover, and therefore additional billing is likely to occur.**

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 Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. Since the applicant is another City department, the Planning Department plans to waive application fees.

Once the submittal is deemed complete, the Planning Director will send out public notice of the pending decision then render a decision in two to four weeks. The decision may be appealed by the applicant or anyone with standing to City Council, requiring at least one City Council hearing.

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. 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.