

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**November 17, 2011**

**SUBJECT:** Class I Design Review for new antenna and equipment at existing wireless communication facility (WCF) stealth tower at Emmanuel Presbyterian Church site at 19200 Willamette Drive

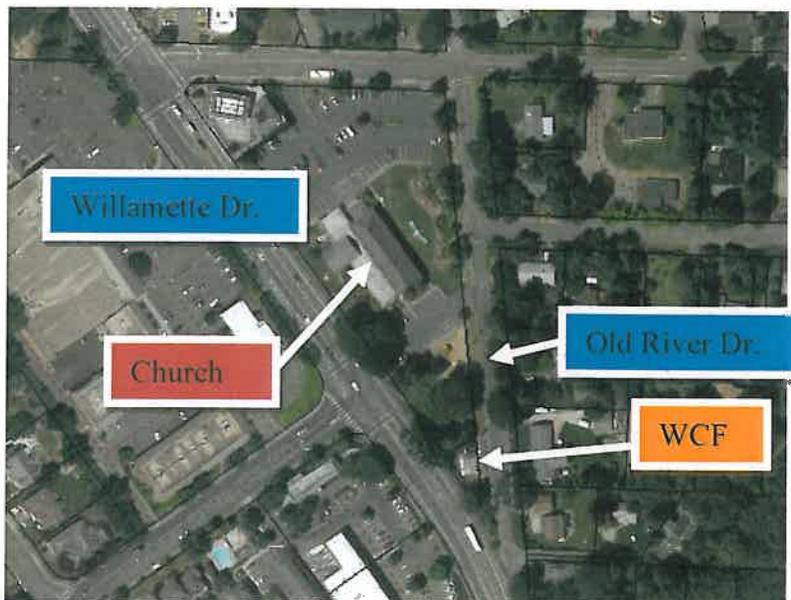
**ATTENDEES:** Applicants: Zach Phillips  
Staff: Tom Soppe (Planning)

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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 Emmanuel Presbyterian Church property is located along the east side of Willamette Drive, just south of Cedaroak Drive, in the Robinwood neighborhood in the R-10 zone. The church building and parking lot are in the central and northern areas of the site, and an existing wireless communications facility is on the south end of the site across a grassy lawn area.





**View of church building from edge of wireless communication facility on site**

The site also has an existing wireless communication facility (WCF) tower and surrounding fenced equipment area at the south end of the site, near where the Old River Drive and Willamette Drive right-of-ways intersect.



**Tower rising above fenced-off equipment area**

The fenced in equipment area, where the base of the tower also is, is mainly surrounded by screening bushes, and there are trees separating it from nearby Willamette Drive.



**Equipment area, and tower base inside, from the east. Trees separating equipment area from Willamette Drive are in the background.**

The applicant plans three new antennas to be located with existing antennas behind the existing shroud in the stealth tower. The applicant also proposes new equipment on the ground within the existing fenced area. Both of these aspects of the proposal require Class I Design Review in the R-10 zone, per the table in Community Development Code (CDC) Section 57.040. Design review is required for new equipment and the new antenna whether or not they are visible outside the tower structure or outside the fenced area surrounding this tower. One proposed piece of equipment will be visible above the fencing however, per the applicant's submitted elevations. This will be on the side facing Willamette Drive, where there is already the screening of the trees, but Class I Design Review is still required. Although the antenna itself will not be visible, its addition requires the adjoining wood siding section of tower façade to be replaced with a fiberglass panel similar to those in front of other existing antennas inside the tower.



**Area where additional proposed equipment, similar to what is seen here now, will be visible. Tower rises from fenced area on right.**

While technically this is a change to an existing conditional use's (church) site in the R-10 zone, the proposal is not part of the church conditional use nor will it interfere with or change the function of the conditional use on site in terms of parking, access, the church building, or other aspects of the conditional use on site. Therefore a conditional use permit is not needed.

### **Process**

Class I Design Review is required. This is a Planning Director decision.

No neighborhood meeting is required for Class I Design Review. However, these meetings are always encouraged to solicit public input and make the public more informed of an applicant's plans. Contact Thomas Boes, Robinwood Neighborhood Association President, at 503-699-6112 or [PresidentRNA@gmail.com](mailto:PresidentRNA@gmail.com).

As a Class I Design Review for a WCF, the application will involve submittal requirements from both CDC Chapter 55 Design Review and Chapter 57 Wireless Communication Facilities.

The Class I Design Review will require a full and complete response to the submittal requirements of CDC 55.070(D), which include a site plan and elevations, and 57.070 which includes multiple other requirements specific to WCFs. There shall be a narrative submitted in

response to Section 57.080(E) through (N), as required by 57.080(B). Also per 57.080(B) a response to the criteria of Class I Design Review in Chapter 55 is required. This is located in 55.090. Because the proposal does not impact the site's remaining natural features or result in the construction of new building, response to 55.100(B)(1-5) is not necessary. Therefore the only criteria in 55.090 that are applicable is 55.090(B), and 55.100(B)(6) (as required by 55.090[A][2]). 55.100(B)(6) consists of the architecture criteria and applies due to the new fiberglass panel on the visible areas of the tower. The applicant shall respond to the other criteria in 55.090 also, explaining why they are not applicable. N/A is not an acceptable response to the approval criteria.

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.

The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The deposit for Class I Design Review is \$1,050 dollars. **PLEASE NOTE that this is an initial deposit, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.**

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 three 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.