

## Friends of Robinwood Station

3706 Cedaroak Drive  
West Linn, Oregon 97068

Thursday, March 22, 2010

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

RE: Summary of Intention for the repurposing of Cedaroak Fire Station

Dear Mr. Worcester,

The Robinwood Fire Station is of profound significance to the Robinwood Neighborhood. The Fire Station 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. The Robinwood Neighborhood Association supports the repurposing of the facility as a Neighborhood Center or similar asset and has voted several times to endorse a committee to look into this possibility. This committee assembled and researched the issue with the City, held open houses and discussed the issue with neighbors and is now taking the proper steps necessary to re-purpose this neighborhood treasure. The original committee, now called The Friends of the Robinwood Station is an Independent organization, comprised of dedicated individuals, that has come together to seek authorization from the West Linn City Council and the City Manager to maintain and manage the Robinwood Station all as a City owned asset in the function of a Community Center. A set of functioning Bylaws has been 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.

### **Implementation**

It is understood, that the buildings of the Robinwood Station 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 Friends of the Robinwood Station (FRS) to work with the City Parks & Recreation, Planning and Public Works to address all aspects of needed improvements, given time, resources and adequate consideration. The FRS will communicate regularly with the City regarding ongoing function, planning and progress, and intends to work closely with officials and the NA to implement a reasonable schedule of repairs. It is understood that the FRS has at its disposal able volunteers of which many are of professional grade status. However, some repairs and renovations may require the participation of City staff and contracted Trades to be completed. Improvements are expected to occur in three distinct Phases.

**Phase 1: Mitigation Stage** (pending Permit period - 60 days)

A list of immediate site improvements have been recommended by the City Planning Department prior to occupancy. That list includes:

- Create a defined Accessible parking space with access aisle.
- Replace glass in sidelights with tempered panes (or remove and replace with solid assembly.)
- Upgrade Front (North) Door with lever hardware.
- All Interior doors should be no less than 32"
- Add compacted gravel path from Rear (South) Exit Door to the parking lot.
- In order to use existing Garage Bay, must install an ADA Man Door, either through an existing OH Door assembly, or by replacing existing OH door assembly with a qualifying Exit assembly. In lieu of door replacement, a sign that reads, DOOR MUST BE OPEN AT ALL TIMES DURING OCCUPANCY, may be sufficient.

Upon affecting the necessary Phase 1 repairs, the trial year would commence under FRS Supervision and occupancy with full access to Building 1 provided to the Board Chairperson.

**Phase 2: Evaluation Stage** (Temporary Use Permit period - 12 months)

A master calendar and usage rules would be placed in effect. Registration processes by phone and on-line would be publicized to groups needing a meeting space along with a commensurate rental scale. This scale would be in compliance with other city owned spaces. Additional repairs and improvements would follow, including but not limited to:

- Complete the small section of missing concrete walkway connecting the front door to the parking lot.
- Install rain barrels or a landscape rain garden to accommodate overflowing stormwater drainage.
- Remove the existing partition wall between the two main rooms of the suite to create one larger open activity room.
- Repair exterior cladding where necessary.
- Inspect roofs and repair as necessary.
- Inspect wiring and repair as necessary.
- Install a Refrigerator
- Install Ceiling Fan(s)
- Clear debris from site parking areas. Reuse as much as possible. Remit to City or donate and discard unused materials.

During this Phase 2 Improvement Period, the FRS would draft a **Project Development Master Plan** in collaboration with the City and Robinwood Neighborhood outlining future improvements, providing narratives, drawings, diagrams, schedules and estimates (where possible) of future phased improvements of the facility and its environs. The initial draft of this report is to be due 60 days prior to the expiration of the 12 month Temporary Use Permit, giving the City ample time to evaluate the future of the facility and assist in the preparation of the final **Project Development Master Plan** in preparation of a final phased commitments

**Phase 3: Investment Stage** (Conditional Use Permit - permanent status)

During this Phase, if determined by the City, the Neighborhood and the Independent Committee to be feasible, the facilities will be upgraded according to the requirements outlined by the Planning Department in their February 2010 Pre-Application Summary for a New Conditional Use Permit.

**Phase 4: Expansion Stage** (Complete facility make-over)

During this Phase, if determined by the Residents and City of West Linn, the facilities will be expanded according to the **Project Development Master Plan**.

To date, FRS has received meeting space interest from Robinwood Neighborhood Association, Hidden Springs NA, Marylhurst NA, Scout groups, local artists, OMSI, and a Lego Robotics coach. In addition to this, the FRS plans on larger day events including the annual RNA Picnic, Fall Neighborhood cleanup & garage sale, a Winter craft fair, and a neighborhood emergency preparedness activity day. City wide class usage through West Linn Parks and Recreation would be sought and encouraged.

Thank you for your assistance in this matter.

Sincerely,



Randall Fastabend, *Chairperson*, Friends of Robinwood Station  
18787 Trillium Drive  
West Linn, Oregon 97068  
p 503.635-0830 c 503.475-8976  
*ChairFRS@gmail.com*





# DEVELOPMENT REVIEW RECEIVED APPLICATION

M110-08  
APR 27  
PLANNING & BUILDING  
CITY OF WEST LINN  
IN TIME

TYPE OF REVIEW (Please check all boxes that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation                                 | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures |
| <input type="checkbox"/> Appeal and Review *                        | <input type="checkbox"/> One-Year Extension                     |
| <input type="checkbox"/> Conditional Use                            | <input type="checkbox"/> Planned Unit Development               |
| <input type="checkbox"/> Design Review                              | <input type="checkbox"/> Pre-Application Meeting *              |
| <input type="checkbox"/> Easement Vacation                          | <input type="checkbox"/> Quasi-Judicial Plan or Zone Change     |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities         | <input type="checkbox"/> Street Vacation                        |
| <input type="checkbox"/> Final Plat or Plan                         | <input type="checkbox"/> Subdivision                            |
| <input type="checkbox"/> Flood Plain Construction                   | <input checked="" type="checkbox"/> Temporary Uses *            |
| <input type="checkbox"/> Hillside Protection and Erosion Control    | <input type="checkbox"/> Tualatin River Greenway                |
| <input type="checkbox"/> Historic District Review                   | <input type="checkbox"/> Variance                               |
| <input type="checkbox"/> Legislative Plan or Change                 | <input type="checkbox"/> Water Resource Area Protection/Wetland |
| <input type="checkbox"/> Lot Line Adjustment * /**                  | <input type="checkbox"/> Willamette River Greenway              |
| <input type="checkbox"/> Minor Partition (Preliminary Plat or Plan) | <input type="checkbox"/> Other/Misc                             |

Home Occupation / Pre-Application / Sidewalk Use Application \* / Permanent Sign Review \* / Temporary Sign Application require individual application forms available in the forms and application section of the City Website or at City Hall.

TOTAL FEES/DEPOSIT \_\_\_\_\_ \* No CD required/ \*\* Only one copy needed

City of West Linn      22500 Salamo Road      West Linn      97068      503-657-0331

OWNER'S	ADDRESS	CITY	ZIP	PHONE(res.& bus.)
Robinwood Neighborhood Association	Same			

APPLICANT'S	ADDRESS	CITY	ZIP	PHONE(res.& bus.)
Friends of Robinwood Station (EIN # 27-2381504)	18787 Trillium Drive	97068	(503) 635-0830	

CONSULTANT	ADDRESS	CITY	ZIP	PHONE
	3706 Cedaroak Drive			

SITE LOCATION \_\_\_\_\_

Assessor's Map No.: 21E24BB Tax Lot(s): 2800 Total Land Area: 0.85

- All application fees are non-refundable (excluding deposit).
- The owner/applicant or their representative should be present at all public hearings.
- A denial or grant may be reversed on appeal.. No permit will be in effect until the appeal period has expired.
- Four (4) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format.**

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application.

SIGNATURE OF PROPERTY OWNER(S)  
*[Signature]*

Date 04/26/2010

SIGNATURE OF APPLICANT(S)  
*[Signature]*

Date Apr 20, 2010

BY SIGNING THIS APPLICATION, THE CITY IS AUTHORIZED REASONABLE ACCESS TO THE PROPERTY. ACCEPTANCE OF THIS APPLICATION DOES NOT INFER A COMPLETE SUBMITTAL. COMPLETENESS WILL BE DETERMINED WITHIN 30 DAYS OF SUBMITTAL.

**PLANNING AND BUILDING; 22500 SALAMO RD #1000; WEST LINN, OR 97068; PHONE: 656-4211 FAX: 656-4106**

CITY OF WEST LINN  
 22500 Salamo Rd.  
 West Linn, OR. 97068  
 (503) 656-4211

PLANNING RECEIPT  
 Receipt: # 935646  
 Date : 04/28/2010  
 Project: #MI-10-08  
 BY: SR

\*\*\*\*\*

NAME : COWL PARKS/FRIENDS OF ROBINWOOD STA

ADDRESS : 22500 SALAMO RD

CITY/STATE/ZIP: WEST LINN OR 97068

PHONE # : 503-557-4700

SITE ADD. : 3706 CEDAROAK DR

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TYPE I HOME OCCUPATIONS		HO	\$
PRE-APPLICATIONS	Level I ( ), Level II ( )	DR	\$
HISTORIC REVIEW	Residential Major ( ), Minor ( ), New ( )	DR	\$
	Commercial Major ( ), Minor ( ), New ( )		
SIGN PERMIT	Face ( ), Temporary ( ), Permanent ( )	DR	\$
SIDEWALK USE PERMIT		DR	\$
APPEALS	Plan. Dir. Dec. ( ), Subdivsion ( ),	DR	\$
	Plan Comm./City Coun. ( ), Nbhd ( )		
LOT LINE ADJUSTMENT		LA	\$
CITY/METRO BUSINESS LICENSE		BL	\$

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The following items are paid by billing against the up-front deposit estimate.  
 If the amount of time billed to your project exceeds the amount covered by the  
 deposit, additional payment may be required.

DESIGN REVIEW	Class I ( ), Class II ( )	RD	\$
VARIANCE	Class I ( ), Class II ( )	RD	\$
SUBDIVISION	Standard ( ), Expedited ( )	RD	\$
ANNEXATION	"Does Not Include Election Cost"	RD	\$
CONDITIONAL USE		RD	\$
ZONE CHANGE		RD	\$
MINOR PARTITION		RD	\$
MISCELLANEOUS PLANNING		RD	\$
Boundry Adjustments	( )		
Modification to approval	( )	Water Resource	
Code Amendments	( )	Area Protection	( )
Comp. Plan Amendments	( )	Street Vacations	( )
Temporary Permit Admin.	( )	Easement Vacations	( )
Temporary Permit Council	( )	Will. River Greenway	( )
Flood Management	( )	Tualatin River Grwy.	( )
Inter-Gov. Agreements N/C	( )	Street Name Change	( )
Alter Non-Conforming Res.	( )	Code Interpretations	( )
Alter Non-Conforming Comm.	( )	Type II Home Occ.	( )
Measure 37 Claims	( )	Planned Unit Dev. PUD	( )

TOTAL REFUNDABLE DEPOSIT RD \$ 0.00

GENERAL MISCELLANEOUS Type:TEMPORARY USE PM \$ 0.00

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TOTAL Check # Credit Card ( ) Cash ( ) \$ 0.00