

AGENDA BILL 2010-06-28-06

Subject: Hearing for a Temporary Use application to allow use of a former fire station as a community center on a trial basis (MISC-10-08).

For Council: June 28, 2010

Land Use Case Number: MISC-10-08

Public Hearing: Yes

City Manager's Initials: _____

Attachments:

1. Memo to Chris Jordan
2. Applicant's (Friends of Robinwood Station) submittal
3. Letter from TVFR
4. Affidavit of Notice and Notice Mailing Packet
5. Completeness Letter
6. Citizen Comments

Initiated by:

- Friends of Robinwood Station and the Robinwood Neighborhood Association

Budget Impact:

- None (although the applicants may request City support if the Temporary Use Permit is approved).

Sustainability Considerations:

- The proposal is compatible with sustainability goals as it provides for re-purposing of an existing building that is unused, except for vehicle storage in the garage bays, in an existing neighborhood.

Policy Questions for Council Consideration:

- Whether Council wants to allow the use of this City-owned building as a community center on a temporary, trial basis or, alternatively, have the applicant go through the conditional use and design review process.

Summary:

- The applicable R-10 District allows lodges and places accommodating fraternal and civic assembly subject to Conditional Use and Design Review approval. The applicant requests approval to use a vacant, former fire station as a community center for a 12-month trial period rather than requesting Conditional Use and Design Review approval. Subsection 35.030(C) allows the City Council to approve temporary uses for up to 12 months in duration. Typically, temporary uses are limited duration uses such as a fruit and fireworks stands and construction trailers. However, Chapter 35 does not limit the Council's ability to consider non-business uses as temporary uses. The applicant indicates that a Conditional Use Permit/Design Review application will be submitted prior to the expiration of the requested Temporary Use Permit.

Options:

1. Approve the requested temporary use, subject to conditions
2. Deny the request. Under this option the applicant may pursue Conditional Use and Design Review approval.

Recommended Action: Approve a Temporary Use Permit subject to conditions.

Council Action Taken:

- Approved
- Denied
- Continued

Memorandum

Date: June 28, 2010

To: Chris Jordan, City Manager

From: Tom Soppe, Associate Planner

Subject: City Council hearing to consider a request for a Temporary Use Permit to allow use of a vacant fire station/community meeting hall as a community center.

File: MISC-10-08

Background

In 1964, a fire station with a meeting hall at 3706 Cedaroak Drive received conditional use approval (PCU 7-64). The City owned site has been vacant for approximately 5-6 years, except for truck storage in the garage bays by both the City and Tualatin Valley Fire and Rescue (TVFR).

The applicants for the Temporary Use Permit are Friends of Robinwood Station and the Robinwood Neighborhood Association. During the spring of 2010 the applicants convened neighborhood meetings to assess community interest and concerns regarding the proposed re-purposing of the building as a community center. Parks and Recreation staff attending these meetings found that there was community interest in holding many types of activities at the site including classes, youth activities, community meetings, and gardens on site. In addition, project proponents attended a pre-application meeting with City staff.

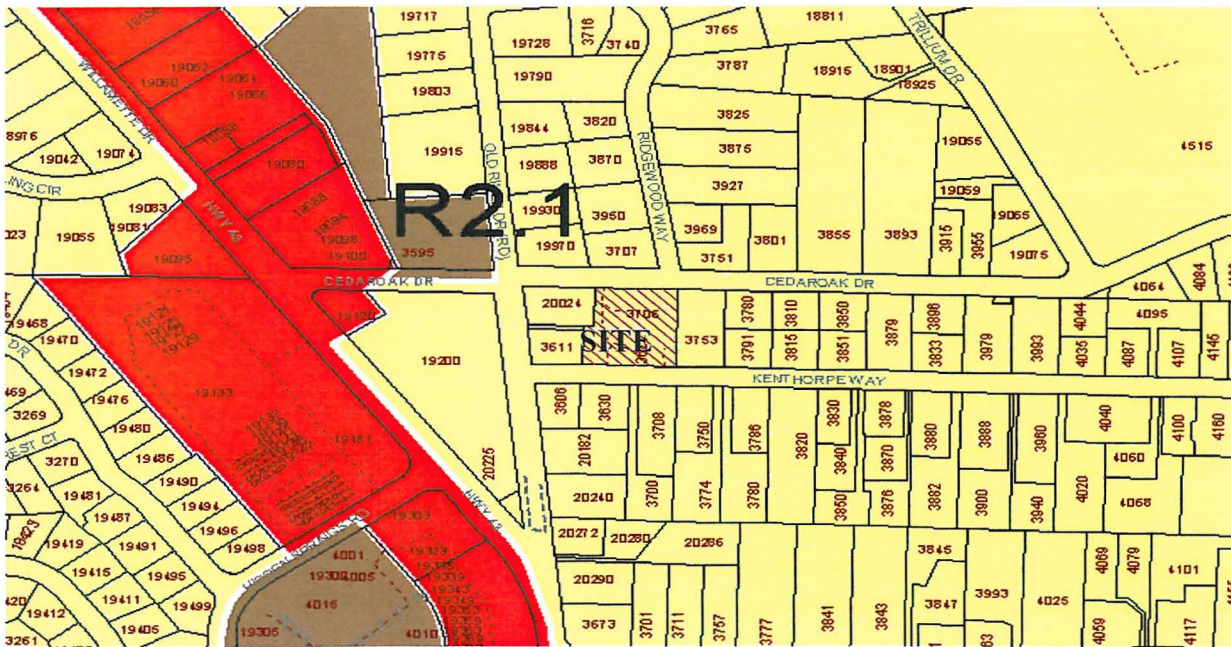
On April 28, 2010, the applicants submitted a temporary use application to allow the former fire station to be used as a community center. The application was declared complete on May 19, 2010. The 120-day period to process the application expires on September 16, 2010.

Site conditions. The subject lot (approximately 37,000 square feet) contains the former fire station (approximately 2,400 square feet), a storage building (see the aerial photograph below), and two parking areas (including a paved area near the main building and a gravel area near the storage building) with room for approximately 11 parking spaces total. The applicants plan to only use the approximately 900 square foot area of the main building that is not used for the truck bays. The lot and its driveway extend from Cedaroak Drive to Kenthorpe Way, approximately one-half block east of the intersection of these streets with Old River Drive. The lot is zoned R-10. The fire station fronts on Cedaroak Drive. The storage building is located behind the fire station approximately 15 feet north of the Kenthorpe Way right-of-way. Both buildings are one story.



Aerial of site (bordered in purple)

Surrounding land use. The land uses surrounding the site are predominately single-family residential with scattered non-residential uses. Single-family residential uses immediately surround the site. The Emmanuel Presbyterian Church lies west of the site between Old River Drive and Willamette Drive, south of Cedaroak Drive. A General Commercial district accommodating several, mostly retail, commercial uses lies two blocks further west along Willamette Drive (see the vicinity map below). Two R-2.1-zoned parcels accommodating apartments lie at the northwest corner of Cedaroak Drive and Old River Drive.



Vicinity Map with Zoning (Red diagonal lines denote the site; light yellow is R-10 District; red is General Commercial District; brown is R 2.1).

Project description. The applicants propose to work with the City to upgrade the former fire station and site as necessary to enable them to be used on a one year, trial basis as a community center. If the use is successful, they would apply would apply for permanent approval through the conditional use process (see Attachment 2, letter from Friends of Robinwood Station, dated March 22, 2010).

Discussion: Applicable regulations and analysis.

Zoning code. As previously noted, the applicants request temporary use approval to allow establishment of the community center on a trial basis. For the applicable R-10 District, Community Development Code (CDC) Subsection 11.060(3), allows “Lodges, fraternal, and civic assembly” as conditional uses. Design review would also be required for such uses.

CDC Chapter 35 provides for temporary uses in the R-10 District. Section 35.030(C) states: “The City Council may issue temporary use permits that will terminate between six months and one year.” Section 35.040(D) states: “The applicable approval authority may attach reasonable conditions to any temporary use permit approval which will protect the health, safety, and welfare of the City’s residents.”

CDC Chapter 2 defines Temporary use as “A use which, by its nature, will last under two years. Examples of temporary uses are uses associated with the sale of goods for a specific holiday, activity or celebration, uses associated with construction, and seasonal uses. The temporary uses provisions do not apply to businesses seeking a temporary or interim location.”

Typically, as described in the above definition, temporary uses are limited duration uses such as fruit and fireworks stands, construction trailers, and real estate sales offices in new residential developments. The Planning Director is authorized to approve these types of uses for up to 6 months in duration. However, the CDC does not limit the City Council’s ability to approve other non-business uses as temporary uses for up to 12 months, nor does it specify approval criteria.

The applicant’s request is unusual. As proposed in the letter from Friends of Robinwood Station, dated March 22, 2010 (Attachment 2), the applicants seek temporary use approval to get a community center started and presumably to test its viability. If all goes well, the proposed community center would be permanently established though conditional use approval. Typically such a project would be processed as a conditional use. But, as stated above, the Council has purview to approve the applicant’s request.

Approval of the requested Temporary Use Permit would allow a one-year maximum occupancy period for the site. To use the site permanently as a community center, the applicant would have to submit applications for Conditional Use and Design Review approval, achieve approval of these permits, and make all improvements that may be required by these permits. This would take several months. The requested Temporary Use Permit would allow the applicant to operate the site as a community center upon the fulfillment of any conditions of approval,

during which time the applicant plans to prepare to submit the Conditional Use and Design Review applications.

Building code requirements. Some upgrades to the building and site will be needed to comply with building code requirements for places of assembly (e.g., an ADA compliant accessible parking space, a paved pathway to the parking lot, installation of internal doors 32 inches wide, tempered glass sidelights on the front door, replacement of thumb turn locks and installation of lever hardware). Compliance with the building code would be required prior to occupancy.

Fire Protection. Tualatin Valley Fire and Rescue (see Attachment 3) indicated that a fire flow test would be needed. (Only the italicized language in the letter is specific to the project; the remainder of the letter is standard TVFR letter language.) Condition of Approval 6 reflects this request.

Parking requirements. As a community center of approximately 900 square feet, this use at this location would require 1 parking space per 200 square feet of floor area per CDC Subsection 46.090(B)(9) if it was a permanent use. This would total 5 required spaces. Per staff measurements there appears to be room for 8 spaces including an accessible space for persons with disabilities in the paved area of the parking lot closest to the building, plus three spaces in the rear gravel parking area near the storage building.

Comprehensive Plan. Goal 2, Land Use Planning, in the Comprehensive Plan contains several policies related to protecting existing residential areas from loss of privacy, noise, lights, and glare. Also in Goal 2, Land Use Planning, under Section 4, Residential Development, Policy 8 states, "Protect residentially zoned areas from the negative impacts of commercial, civic, and mixed-use development, and other potentially incompatible land uses." Policies 1 and 2 under Section 4, Noise Control, of Goal 6: Air, Water, and Land Resources Quality state:

1. Require measures to adequately buffer residential developments and other noise sensitive uses that are proposed to be located in noise-congested areas.
2. Require development proposals that are expected to generate noise to incorporate landscaping and other techniques to reduce noise impacts to levels compatible with surrounding land uses.

Sub-Goal 1 of Goal 10, Housing, in the Comprehensive Plan states, "Preserve the character and identity of established neighborhoods." Policy 1 under Pedestrians in Goal 12, Transportation, in the Comprehensive Plan states that the City should "Promote a comprehensive cohesive network of pedestrian paths, lanes, and routes that... (b) Provides connections to schools, recreation facilities, community centers, and transit facilities."

Typically, community buildings have potential to generate noise, traffic, and parking problems that can create a nuisance for neighbors. In this case, potential impacts to the surrounding residential area may include increased traffic on Cedaroak Drive, Kenthorpe Way, and

surrounding streets; increased pedestrian traffic in this neighborhood with few sidewalks; increased noise during events at the site; increased light and glare due to vehicle use during evening events at the site; and overflow parking.

Options:

1. Deny the request for a Temporary Use Permit.
2. Approve the Temporary Use Permit with conditions to minimize the potential for adverse impacts on surrounding residents.

Recommendation:

Staff recommends approval of the request subject to the following conditions:

1. One-year approval period. The primary building at 3706 Cedaroak Drive may be used as a community center for one year, beginning on the date that the Building Official issues the certificate of occupancy. At the end of the one-year period, the temporary use shall terminate.
2. Hours of operation. Hours of operation shall be limited to 7:30 AM - 10:00 PM Monday – Thursday and Sunday and 7:30 AM - 11:00 PM on Friday and Saturday.
3. Parking and walkway. Establish a van accessible parking space consistent with CDC Subsection 46.150B (6) and install a paved walkway at least 36 inches in width between the building entrance and the parking lot/van assessable parking space.
4. Site lighting. Any new site lighting shall be designed to prevent illumination and glare beyond property lines shared with residences.
5. Site plan. Submit for Planning Department approval a site plan in conformance with these conditions of approval.
6. Fire flow test. Provide a current fire flow test conforming to Tualatin Valley Fire and Rescue standards.

Spir, Peter

From: Worcester, Ken
Sent: Monday, May 17, 2010 3:42 PM
To: Spir, Peter
Subject: FW: Node,

Ken Worcester, Parks and Recreation Director
Parks and Recreation, #1555

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Thomas Boes [mailto:presidentrna@gmail.com]
Sent: Monday, May 17, 2010 3:33 PM
To: Worcester, Ken
Cc: Randall Fastabend; Kevin Bryck
Subject: Fwd: Node,

here's that list...

- 1). Establish an accessible parking space and access aisle.
1. Once we clean the parking area of dirt moss, can we have a city crew paint an accessible parking stencil and provide a sign?
- 2). Main entry door at least needs tempered glass sidelights, no thumb-turn locks, install lever hardware.
2b. We intend to remove the existing glass and frame and clad the openings.
2a. We'll try to find necessary door hardware at the RE-build Center.
- 3). Internal doors need to be 32" min.
3. Once we get access to the building, we'll correct any restricted openings.
- 4). Provide paved path from rear exit door to parking lot.
4. We began to excavate a 5' wide level path from the back door to the nearest paved surface. Since that is to be a relatively temporary path, can we construct that surface in a flush PT Lumber frame with compacted gravel infill surface? We'd rather not pour concrete only to demolish it later.
- 5). Occupancy would 43-44 people without bays, to include bays we need an ADA "man door" installed. The rolling doors can't be counted for ingress/egress.
5. Our intention with the OH Bay door is to frame in the opening with an appropriate egress door. Is it possible to temporarily provide a sign that reads, "THIS DOOR MUTS BE OPEN AT LL TIMES DURING OCCUPANCY" until we can get the new exterior wall built?

----- Forwarded message -----

From: Worcester, Ken <KWorchester@westlinnoregon.gov>
Date: Fri, Apr 9, 2010 at 12:52 PM
Subject: Node,
To: Kevin Bryck <KEVINBRYCK@comcast.net>, President RNA <presidentrna@gmail.com>

Hi guys,

Our building official visited the node and determined;

- 1). Establish an accessible parking space and access aisle.
- 2). Main entry door at least needs tempered glass sidelights, no thumb-turn locks, install lever hardware.
- 3). Internal doors need to be 32" min.
- 4). Provide paved path from rear exit door to parking lot.
- 5). Occupancy would 43-44 people without bays, to include bays we need an ADA "man door" installed. The rolling doors can't be counted for ingress/egress.

Ken

[cid:image9fc9cb.gif@21d58cd2.7f294d51]

Ken Worcester
KWorchester@westlinnoregon.gov<mailto:KWorchester@westlinnoregon.gov>
Parks and Recreation Director
22500 Salamo Road, Box 1100
West Linn, OR, 97068
P: (503) 557-4700
F: (503) 656-4106
Web: westlinnoregon.gov<<http://westlinnoregon.gov>>

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

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.

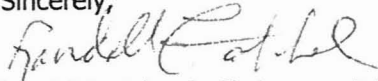
Phase 4: Expansion Stage (Complete facility make-over)

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**.

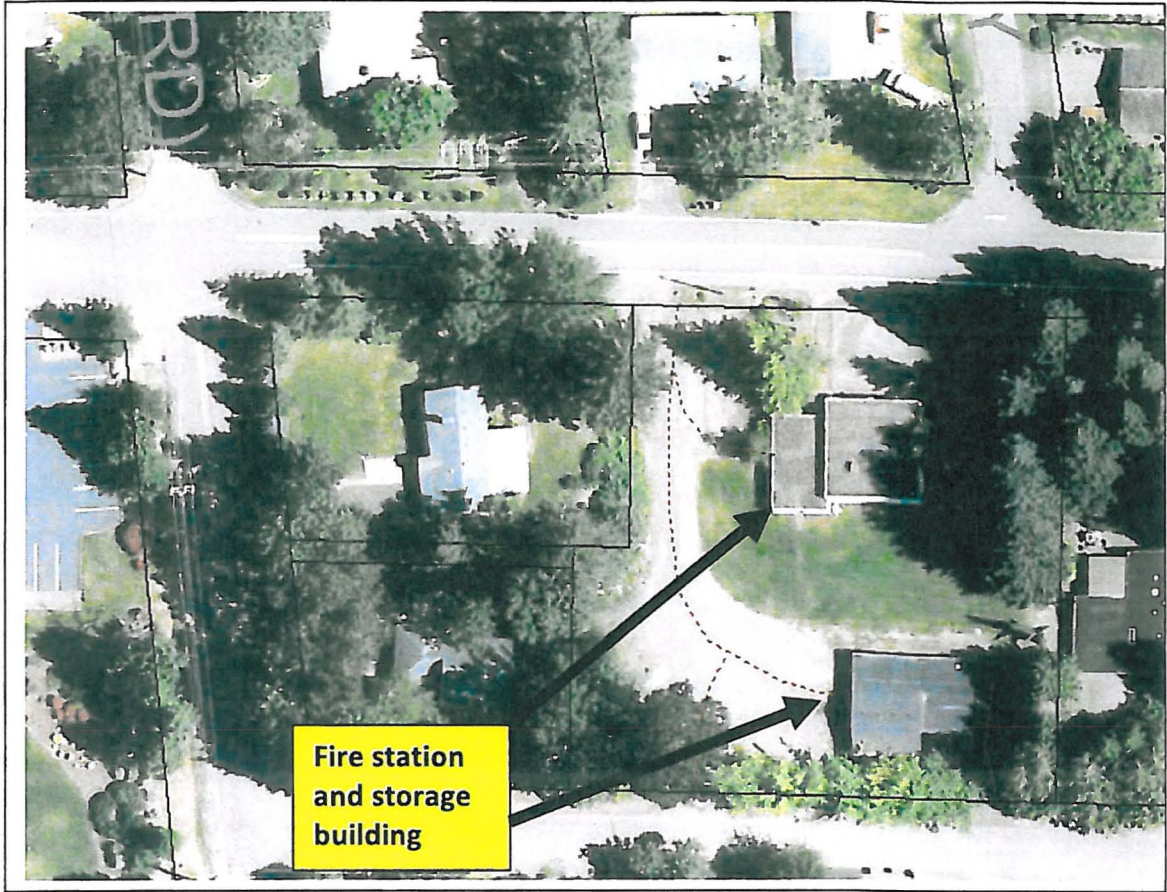
To date, FRS has received meeting space interest from Robinwood Neighborhood Association, Hidden Springs NA, Marylhurst NA, Scout groups, local artists, OMSI, and a Lego Robotics coach. In addition to this, the FRS plans on larger day events including the annual RNA Picnic, Fall Neighborhood cleanup & 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 REVIEWED APPLICATION

made of recycled paper
M140-08
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.

4. **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)

X [Signature]

Date 04/26/2010

SIGNATURE OF APPLICANT(S)

X [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

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	\$

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

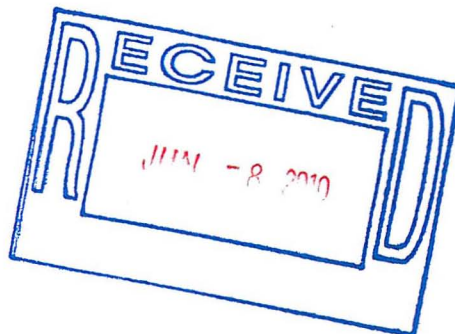
TOTAL	Check #	Credit Card ()	Cash ()	\$	0.00
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TUALATIN VALLEY FIRE & RESCUE - SOUTH DIVISION
COMMUNITY SERVICES • OPERATIONS • FIRE PREVENTION

June 8, 2010

Tom Soppe
Associate Planner
West Linn Planning Department
22500 Salamo Rd.
West Linn, OR 97068



Re: Cedaroak Fire Station – Change of Use

Dear Mr. Soppe;

Thank you for the opportunity to review the proposed site plan surrounding the above named development project. Tualatin Valley Fire & Rescue endorses this proposal predicated on the following criteria and conditions of approval:

- 1) **FIRE APPARATUS ACCESS ROAD EXCEPTION FOR AUTOMATIC SPRINKLER PROTECTION:** When buildings are completely protected with an approved automatic fire sprinkler system, the requirements for fire apparatus access may be modified as approved by the fire code official. (IFC 503.1.1)
- 2) **COMMERCIAL BUILDINGS - REQUIRED FIRE FLOW:** The required fire flow for the building shall not exceed 3,000 gallons per minute (GPM) or the available GPM in the water delivery system at 20 psi, whichever is less as calculated using IFC, Appendix B. A worksheet for calculating the required fire flow is available from the Fire Marshal's Office. (IFC B105.3) ***Please provide a current fire flow test of the nearest fire hydrant demonstrating available flow at 20 psi residual pressure, OR, if the West Linn water system can supply 1500 gpm @ 20 psi in the distribution system serving the affected site, no flow test is required.***
- 3) **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system. (IFC 508.5.1)
- 4) **FIRE HYDRANT/FIRE DEPARTMENT CONNECTION:** If the building will be protected with an automatic fire sprinkler system, a fire hydrant shall be located within 100 feet of the fire department connection (FDC). Fire hydrants and FDCs shall be located on the same side of the fire apparatus access roadway. FDCs shall normally be remote except when approved by the fire code official. Fire sprinkler FDCs shall be plumbed to the fire sprinkler riser downstream of all control valves. Each FDC shall be equipped with a metal sign with 1 inch raised letters and shall read, "AUTOMATIC SPRINKLERS OR STANDPIPES" or a combination there of as applicable. (IFC 912.2)
- 5) **KNOX BOX:** A Knox Box for building access may be required for this building. Please contact the Fire Marshal's Office for an order form and instructions regarding installation and placement. (IFC 506)
- 6) **PREMISES IDENTIFICATION:** Buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers

shall be Arabic numerals or alphabet numbers. Numbers shall be a minimum of 4 inches high with a ½ inch stroke. (IFC 505.1)

- 7) **FIRE DEPARTMENT ACCESS TO EQUIPMENT:** Fire protection equipment shall be identified in an approved manner. Rooms containing controls for HVAC, fire sprinklers risers and valves or other fire detection, suppression or control features shall be identified with approved signs. (IFC 510.1)

If you have questions, please feel free to contact me at (503) 259-1512.

Sincerely,

Karen Mohling

Karen Mohling
Deputy Fire Marshal

AFFIDAVIT OF NOTICE

We, the undersigned do hereby certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

GENERAL

File No. MISC-10-08 Applicant's Name Friends of Robinwood Station
Development Name Robinwood Fire Station temp use
Scheduled Meeting/Decision Date 6/28/2010

NOTICE: Notices were sent at least 20 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE A X

- A. The applicant (date) 6/7/10 (signed) SK
- B. Affected property owners (date) 6/7/10 (signed) SK
- C. School District/Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) 6/7/10 (signed) SK
- E. Affected neighborhood assns. (date) 6/7/10 (signed) SK
- F. All parties to an appeal or review (date) 6/7/10 (signed) SK

At least 10 days prior to the scheduled hearing or meeting, notice was published/posted:

Tidings (published date) June 17 2010 (signed) TJ
City's website (posted date) June 8 2010 (signed) TJ

SIGN

At least 10 days prior to the scheduled hearing, meeting or decision date, a sign was posted on the property per Section 99.080 of the Community Development Code.
(date) 6-8-10 (signed) [Signature]

NOTICE: Notices were sent at least 14 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE B _____

- A. The applicant (date) _____ (signed) _____
- B. Affected property owners (date) _____ (signed) _____
- C. School District/Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) _____ (signed) _____
- E. Affected neighborhood assns. (date) _____ (signed) _____

Notice was posted on the City's website at least 10 days prior to the scheduled hearing or meeting.
Date: _____ (signed) _____

STAFF REPORT mailed to applicant, City Council/Planning Commission and any other applicable parties 10 days prior to the scheduled hearing.

(date) _____ (signed) _____

FINAL DECISION notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

(date) _____ (signed) _____

**CITY OF WEST LINN
CITY COUNCIL
PUBLIC HEARING NOTICE**

FILE NO. MISC-10-08

The West Linn City Council, at its scheduled meeting on Monday, June 28, 2010, starting at **6:30 p.m.** in the Council Chambers of City Hall (located at 22500 Salamo Road, West Linn, OR) will hold a public hearing to consider a request by applicant Randall Fastabend, Chairperson of the Friends of Robinwood Station for a 12-month temporary permit to use the Robinwood fire station as a neighborhood center or community meeting hall. The property is located at 3702 Cedaroak Drive. The decision by City Council shall be based on the criterion of CDC Chapter 35.

All documents and applicable criteria in the above-noted file are available for inspection at no cost, or copies can be obtained for a minimal charge per page. At least 10 days prior to the hearing, a copy of the staff report will be available for inspection. For further information, please contact Tom Soppe, Associate Planner, at City Hall, 22500 Salamo Road, West Linn, OR (for fastest results E-mail at tsoppe@westlinnoregon.gov , alternately, phone 503-742-8660).

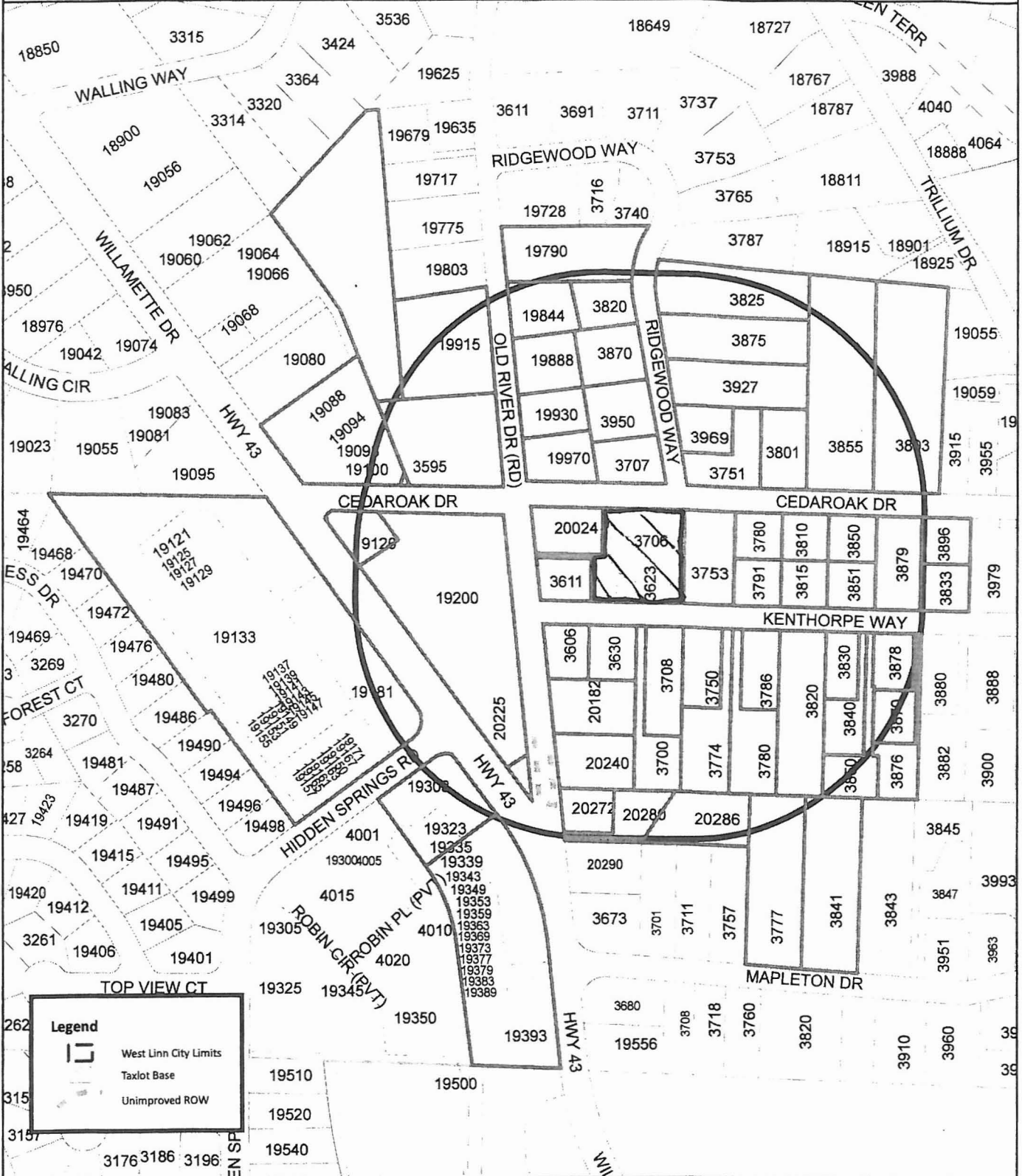
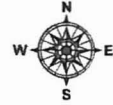
You have been notified of this proposal because County records indicate that you own property within 500 feet of the proposed site located at tax lot 2800 of Clackamas County Assessor's Map 2-1E-24BB and/or as required by Chapter 99 of the West Linn Community Development Code.

Anyone wishing to present written testimony on this proposed action may do so in writing prior to, or at the public hearing. Oral testimony may be presented at the public hearing. At the public hearing, the City Council will receive a staff report presentation from the City Planner; and invite both oral and written testimony. The City Council may continue the public hearing to another meeting to obtain additional information, or close the public hearing and take action on the application.

Failure to raise an issue in person or by letter at some point prior to the close of the hearing, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes an appeal to the Land Use Board of Appeals based on that issue.

TERESA ZAK
Planning Commission
Administrative Asst.

MISC-10-08 3706 Cedaroak Drive Fire Station



Legend

- West Linn City Limits
- Taxlot Base
- Unimproved ROW

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Taxlot Base Source: Metro RLIS

NOT TO SCALE

SNAPNOTIFY.MXD / AHA APP 6-16-09



User Name: T Zak
Map Creation Date: Jun 07, 2010

MAILED6/7/10 SK
Plot 3

ALLEN WILLIAM A & DORIS J
3870 RIDGEWOOD WAY
WEST LINN OR97068

BARNES ANNETTE D
3840 KENTHORPE WAY
WEST LINN OR97068

BAY LORENE M
2045 OSTMAN RD
WEST LINN OR97068

BELDEN WILLIAM P & KELSEY A
PO BOX 388
WEST LINN OR97068

BELLE JOHN C II & DONNA J
2155 WINDHAM OAKS CT
WEST LINN OR97068

BRADY BYRON A & SUSAN K
20182 OLD RIVER DR
WEST LINN OR97068

BUCHOLZ DAVID R
3774 KENTHORPE WAY
WEST LINN OR97068

BUFFINGTON PATRICIA J
3820 RIDGEWOOD WAY
WEST LINN OR97068

CARLSON BRENT
19930 OLD RIVER DR
WEST LINN OR97068

CARLSON ERIC R & MARYANNE
3875 RIDGEWOOD WAY
WEST LINN OR97068

CEDAR LINN LLC
PO BOX 69506
PORTLAND OR97230

CIMINSKI KEITH A & GINNY T
3753 KENTHORPE WAY
WEST LINN OR97068

COX AMY E
3841 MAPLETON DR
WEST LINN OR97068

CURTISS ALAN C & JACQUELYN M
18812 UPPER MIDHILL DR
WEST LINN OR97068

DASSO JAMES F TRUSTEE
3893 CEDAROAK DR
WEST LINN OR97068

DURHAM KATHERINE A
3833 KENTHORPE WAY
WEST LINN OR97068

EHLINGER DAVID P & KATHERINE L
19790 OLD RIVER DR
WEST LINN OR97068

ERFAN INC
3480 RIVERKNOLL WAY
WEST LINN OR97068

ESNARD STEPHEN M & DARLA R
3786 S KENTHORPE WAY
WEST LINN OR97068

FOSTER BENJAMIN R & LINDA M
3707 CEDAROAK DR
WEST LINN OR97068

GOLDENBERG HAYDEE
3850 KENTHORPE WAY
WEST LINN OR97068

GORGONE FRANK R JR
19970 OLD RIVER DR
WEST LINN OR97068

HAJIHASHEMI ALI REZA & AMY M
3780 KENTHORPE WAY
WEST LINN OR97068

HAMERSLY FAMILY LLC
2695 SURREY LN
WEST LINN OR97068

HANSEN PAUL F & ELLEN E
3810 CEDAROAK DR
WEST LINN OR97068

HENRY DONALD J & VIRGINIA J
3870 KENTHORPE WAY
WEST LINN OR97068

HOYT CAROL E
3791 KENTHORPE WAY
WEST LINN OR97068

HUGET MATT A
3700 KENTHORPE WAY
WEST LINN OR97068

KILSTROM LONN K & ANN M
3855 CEDAROAK DR
WEST LINN OR97068

LAND FINDING LLC
120 CABANA POINTE
LAKE OSWEGO OR97034

P2 of 3

LARSON ELEANORA H
3969 RIDGEWOOD WAY
WEST LINN OR97068

LEATHERBERRY JOSEPH B &
CYNTHIA
3815 KENTHORPE WAY
WEST LINN OR97068

LEVEE NORMAN JAY & GAY J
PO BOX 450
CLACKAMAS OR97015

MEYER ROBERT M & CAROLE ANN
3830 KENTHORPE WAY
WEST LINN OR97068

MICETIC JOHN S
20024 OLD RIVER DR
WEST LINN OR97068

MILLER JOHN M & DONNA D
3825 RIDGEWOOD WAY
WEST LINN OR97068

MORE WILLIAM
222 N RAMPART ST
NEW ORLEANS LA70112

MOXON CHRISTOPHER J
3850 CEDAROAK DR
WEST LINN OR97068

MURRAY SETH H & TYRA
805 NW ALDER ST
MCMINNVILLE OR97128

MYHRE TERESA C
3780 CEDAROAK DR
WEST LINN OR97068

NEMER JERRY
3876 KENTHORPE WAY
WEST LINN OR97068

NEW LIFE CHURCH ROBINWOOD
PO BOX 5
WEST LINN OR97068

POLLMANN DENNIS A & SHARON M
3879 KENTHORPE WAY
WEST LINN OR97068

PORTER MICHELLE P
3927 RIDGEWOOD WAY
WEST LINN OR97068

PRANZ RICHARD L & LORI M
3751 CEDAROAK DR
WEST LINN OR97068

PRESBYTERY OF PORTLAND
19200 WILLAMETTE DR
WEST LINN OR97068\

RIEFF KEITH J
PO BOX 12
LYLE WA98635

SMITH JACK MICHAEL & KATHLEEN
3950 RIDGEWOOD WAY
WEST LINN OR97068

SMITH STEVEN K & HEIDI L
3750 KENTHORPE WAY
WEST LINN OR97068

STEPTO ANN M
19844 OLD RIVER DR
WEST LINN OR97068

STONEKING RAYMOND D & GERALDINE
1040 CEDAR ST
LAKE OSWEGO OR97035

STONEKING TODD K & WENDY J
20240 OLD RIVER DR
WEST LINN OR97068

TRIBBETT FAMILY LTD PRTNSHP
1942 WESTLAKE LOOP
NEWBERG OR97132

VANACKER JUDY R
3708 KENTHORPE WAY
WEST LINN OR97068

VARELA FRANCISCO
20286 OLD RIVER DR
WEST LINN OR97068

WEST LINN PROPERTIES
10250 SW NORTH DAKOTA ST
TIGARD OR97223

WILLIAMS PATRICIA B TRUSTEE
3896 CEDAROAK DR
WEST LINN OR97068

WILLIAMS SHARON C & BILL A
4210 Q ST
WASHOUGAL WA98671

WYSE INVESTMENT SERVICES CO
1501 SW TAYLOR ST STE 100
PORTLAND OR97205

KAREN MOHLING
TVF&R
7401 SW WASHO CT STE 101
TUALATIN OR97062

7 3 of 3

KEN WORCESTER
CITY OF WEST LINN, PARKS DEPT.
22500 SALAMO RD STE 1100
WEST LINN OR97068

STEVE GARNER
BHT NA PRESIDENT
3525 RIVERKNOLL WAY
WEST LINN OR97068

SALLY MCLARTY
BOLTON NA PRESIDENT
19575 RIVER RD # 64
GLADSTONE OR97027

ALEX KACHIRISKY
HIDDEN SPRINGS NA PRESIDENT
6469 PALOMINO WAY
WEST LINN OR97068

JEFF TREECE
MARYLHURST NA PRESIDENT
1880 HILLCREST DR
WEST LINN OR97068

BILL RELYEA
PARKER CREST NA PRESIDENT
3016 SABO LN
WEST LINN OR97068

THOMAS BOES
ROBINWOOD NA PRESIDENT
18717 UPPER MIDHILL DR
WEST LINN OR97068

DEAN SUHR
ROSEMONT SUMMIT NA PRESIDENT
21345 MILES DR
WEST LINN OR97068

DAVE RITTENHOUSE
SAVANNA OAKS NA PRESIDENT
2101 GREENE ST
WEST LINN OR97068

KRISTIN CAMPBELL
SKYLINE RIDGE NA PRESIDENT
1391 SKYE PARKWAY
WEST LINN OR97068

TROY BOWERS
SUNSET NA PRESIDENT
2790 LANCASTER ST
WEST LINN OR97068

BETH KIERES
WILLAMETTE NA PRESIDENT
1852 4TH AVE
WEST LINN OR97068

ALMA COSTON
BOLTON NA DESIGNEE
PO BOX 387
WEST LINN OR97068

SUSAN VAN DE WATER
HIDDEN SPRINGS NA DESIGNEE
6433 PALOMINO WAY
WEST LINN OR97068

KEVIN BRYCK
ROBINWOOD NA DESIGNEE
18840 NIXON AVE
WEST LINN OR97068

DOREEN VOKES
SUNSET NA SEC/TREAS
4972 PROSPECT ST
WEST LINN OR97068

76 total
6/3/10



Randall Fastabend
Chairperson, Friends of Robinwood Station
18787 Trillium Drive
West Linn, OR 97068

SUBJECT: MISC-10-08

Dear Mr. Fastabend:

The Planning and Engineering departments find that the application for the 12-month Temporary Use Permit is **complete**. The City now has 120 days to exhaust all local review which will lapse on September 16, 2010. Staff tentatively expects that the City Council hearing will be on June 28, 2010. That date is subject to change depending upon City Council caseload. You will receive formal notice at least 20 days prior to the scheduled hearing date.

In order for the Planning Department to ensure workload balance among staff, I am now the project manager and staff contact for this application. Please contact me at 503-742-8660, or for fastest response, email me at tsoppe@westlinnoregon.gov if you have any questions or comments, or if you wish to meet with planning and engineering staff regarding your case.

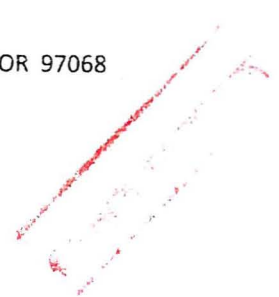
Sincerely,

A handwritten signature in black ink, appearing to read "Tom Soppe".

Tom Soppe
Associate Planner

C: Thomas Boes, Robinwood Neighborhood Association, 18717 Upper Midhill Dr., West Linn, OR 97068

p:/devrvw/projects folder/projects 2010/MISC-10-08/compl-MIS-10-08-temp use robinwood





May 18, 2010

To: Robinwood Neighborhood Association

From: Bolton Neighborhood Association

We are pleased to learn that you are wanting to re-purpose the former Robinwood Fire Station building for the use of the community.

Bolton Neighborhood Association voted at their regular May meeting to document our support for this project.

Sincerely,

A handwritten signature in cursive script that reads "Sally J. McLarty".

Bolton Neighborhood, Pres.

Copy to West Linn City Council