

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
PROJECT NO. MI-12-07	STAFF CONTACT Tom Soppe	
NON-REFUNDABLE FEE(S) 0	REFUNDABLE DEPOSIT(S) 0	TOTAL 0

Type of Review (Please check all that apply):

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

Home Occupation, Pre-Application, Sidewalk Use Application*, Sign Review Permit Application*, and Temporary Sign Permit Application require different or additional application forms, available on the City Website or at City Hall.

Site Location/Address	Assessor's Map No. 21E24BB
3706 CEDAROAK DRIVE	Tax Lot(s) 2800
WEST LINN, OREGON 97068	Total Land Area 0.85 AC

Brief Description of Proposal

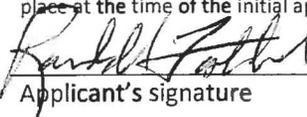
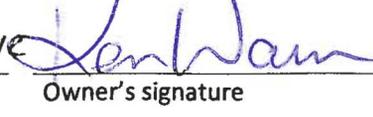
THE CARETAKERS OF THE FACILITY (FORS) IS ASKING FOR A 1 YR EXTENSION OF THE CURRENT TEMPORARY USE PERMIT IN ORDER TO DEVELOP A MASTERPLAN AND FUNDING PROPOSAL FOR FINAL PERMITTING AND PERMANENT OCCUPANCY OF THE FACILITY NOW KNOWN AS THE 'ROBINWOOD STATION COMMUNITY CENTER.'

Applicant Name: FRIENDS OF ROBINWOOD STATION <small>(please print)</small>	Phone: (503) 635-0830
Address: 18717 TRILLIUM DRIVE	Email: NA
City State Zip: WEST LINN, OREGON 97068	
Owner Name: CITY OF WEST LINN <small>(please print)</small>	Phone: (503) 657-0331
Address: 22500 SALAMO ROAD	Email: NA
City State Zip: WEST LINN, OREGON 97068	
Consultant Name: THOMAS BOES - GERBER+BOES ARCHITECTURAL <small>(please print)</small>	Phone: (503) 869-4705
Address: 421 HIGH STREET, SUITE 222	Email: TBOES@GERBER-BOES.COM
City State Zip: OREGON CITY, OREGON 97045	

1. All application fees are non-refundable (excluding deposit). Any overruns to deposit will result in additional billing.
2. The owner/applicant or their representative should be present at all public hearings.
3. A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
4. Three (3) 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.
If large sets of plans are required in application please submit only two sets.

* No CD required / ** Only one copy needed

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. Acceptance of this application does not infer a complete submittal. The applicant waives the right to the provisions of ORS 94.020. All amendments to the Community Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

 Applicant's signature	May 21, 2012 Date	 Owner's signature
	Date	Date

Use and Operations Agreement between the City of West Linn and the Friends of the Robinwood Station

The CITY OF WEST LINN, hereafter called the CITY, and the Friends of the Robinwood Station hereafter called the FRIENDS, do hereby establish this agreement for the operation, maintenance and development of the Robinwood Fire Station property located at 3706 Cedaroak Drive known as the Robinwood Station, to be used as a public meeting space for the benefit of West Linn Citizens.

1. The FRIENDS shall operate the facility as a public event, meeting and recreation space for the benefit of all citizens of West Linn for a period of one year commencing with a valid certificate of occupancy. Priority shall be given to official civic groups, non-profits, educational programs and youth programs.
2. The FRIENDS shall form a non-profit corporation dedicated to the operation, maintenance and development of the Robinwood Station. In addition, the FRIENDS will develop a budget based on available funds, revenues and funds raised by the FRIENDS.
3. The FRIENDS will work with the CITY to develop a master plan for facility repairs and future development.
4. The City shall provide insurance coverage for the building and its operations.
5. Representatives of the CITY and the FRIENDS shall meet on a regularly scheduled basis to discuss duties, projects and items of interest.
6. The FRIENDS shall be responsible for daily operation of the public facility and shall be responsible for all scheduling and activities.
7. The FRIENDS shall produce procedures for operation subject to approval by the CITY. The FRIENDS and THE CITY shall work out a set of Facility Use Rules and Regulations and a Facility Use Application and Agreement. All users shall complete a Use Agreement.
Fees for use of the facility shall be incorporated into the City's Annual fee schedule.
8. The FRIENDS shall operate the facility in compliance with the procedures and the regulations and restrictions of the CITY and as set forth in the temporary use permit.
9. The CITY shall perform the mowing of the grounds and the FRIENDS shall assist in the maintenance and upkeep e.g. watering and weeding of the grounds whenever possible.
10. The FRIENDS shall redecorate, refurbish, and furnish the building. Improvements requiring building permits shall have prior written approval of the City before they are performed.

11. The FRIENDS shall pursue funding through memberships, grants, donations and fund raising activities to assist in the development of the property.
 12. Since the CITY is ultimately the owner, the CITY shall have the final decision in all matters. It shall be understood that the CITY shall attempt to follow the recommendations of FRIENDS except in those instances where the CITY feels that it is not in the Public's best interest to do so.
 13. The FRIENDS hereby agrees to indemnify, defend, and protect the City of West Linn against, and hold and save harmless from, any and all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which may arise out of any action or failure to act of the FRIENDS. Including, but not limited to claims of damage to the person or loss to the property of any person invited by or permitted by the FRIENDS upon or off the premises or from or out of any damage loss harm or injury to the person or any property of FRIENDS or any of its representatives
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Dated this 29th day of July, 2010


Randall Fastabend, President

Friends Robinwood Station


Tony Bracco, Vice President Tony Bracco

Friends Robinwood Station


Chris Jordan, City Manager

City of West Linn

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.

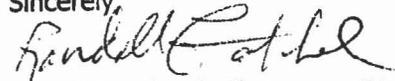
Phase 4: Expansion Stage (Complete facility make-over)

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

4110-08
APR 27
PLANNING & BUILDING
CITY OF WEST LINN
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) _____ Date 04/26/2010

SIGNATURE OF APPLICANT(S) _____ 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