

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**July 18, 2019**

**SUBJECT:** Proposed construction of a new fieldhouse-style event shelter on an existing concrete pad at 5350 River Street.

**FILE:** PA-19-18

**ATTENDEES:** Applicant/Consultants: Ken Warner (COWL Parks)  
Staff: Jennifer Arnold, Associate Planner  
Others in Attendance: Mike Watters & Lonny Jochim

*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.*

Site Information

Site Address: 5350 River Street  
Site Area: 84,157 square feet (1.93 ac)  
Neighborhood: Bolton  
Comp. Plan: Commercial  
Zoning: R-10 (Single-family Residential)  
Overlays: Landmark Historic Property

Proposal: The applicant proposes to build a new fieldhouse-style event shelter in the location of an existing concrete pad and temporary event tent. The proposed location is outside of environmental overlays such as floodplain, water resource area protection and habitat conservation.

Engineering Comments: contact Amy Pepper at [apecpper@westlinnoregon.gov](mailto:apecpper@westlinnoregon.gov)

Tualatin Valley Fire and Rescue contact: Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com).

Process

A Class II Historic Design Review application is required because of the landmark historic structure on the property (The McLean House). For the Class II Design Review, address the submittal requirements and responses to the criteria of 25. This application is also considered a Class I Parks and Recreation Design Review. Due to conflicting decision body authority, Planning Staff has asked the City Attorney for clarification. The applicant will be notified of the process once Staff has the requested information.

N/A is not an acceptable response to the approval criteria. The 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 Manager and must identify the specific grounds for that waiver.

A neighborhood meeting is not required per 99.038.

Once the application is submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is declared complete, staff will schedule the Historic Review Board (HRB) hearing for recommendation to the Planning Commission. After the HRB hearing, an additional hearing before the Planning Commission will be scheduled for a final decision. A 14 day appeal period of the Planning Commission decision applies. If no appeal has been received by the close of the appeal period, the Planning Commission's decision becomes final and the applicant may move forward with the development of their proposal.

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 ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***