

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 19, 2016

SUBJECT: Proposed TVFR Fire Station adjacent to 20800 Hidden Springs Road.
FILE: PA-16-06
ATTENDEES: Applicants: Siobhan Kirk, Frank Angelo, Todd Mobley, Bruce Baldwin, Ty Darby, Tim Woodley, Jenny Jenkins, Darci Rudzinski, Jeff Hepe
Staff: Peter Spir, Darren Wyss, Jennifer Arnold (Planning)

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: No assigned address (adjacent to 20800 Hidden Springs Road)
Tax Not No.: Tax lots 12301 of assessor's map 21E23CD
Site Area: 113,272 square feet
Neighborhood: Hidden Springs (HSRS)
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)
Applicable code: CDC Chapter 55: Design Review
CDC Chapter 60: Conditional Use Permit (CUP)
CDC Chapter 11: R-10
CDC Chapter 32: Water Resource Area (WRA)*
CDC Chapter 28: Willamette and Tualatin River Protection Area permit*

Project Details: The site comprises a grass pasture sloping downhill at approximately 10 percent towards Trillium Creek on the adjacent school property. In the middle of the site, fronting on Hidden Springs Road, is a single family home which will remain and is not part of this application. The applicant proposes a single story hip roofed fire station to be staffed 24-hour a day by a crew of four. A community meeting room is also proposed in the station design. The station, driveways and parking will be to the east of the home. A trail/footpath from the Trillium School property is expected to connect to Hidden Springs Road.

*Staff notes that Trillium Creek and associated wetlands are located on the adjacent school property to the south. The wetland is mapped on the City of West Linn's adopted WRA Map and agrees with the wetland delineation prepared in 2009. The 65 foot WRA setback shall be measured from this wetland boundary. Also there is a 1,074 square foot area comprising a Riparian Corridor and Habitat Conservation Area (HCA) in the southeast corner of the property. If all development and grading can be done outside of those areas (WRA, Riparian Corridor and HCA), then no WRA or Willamette and Tualatin River Protection Area permits are required. Findings to that effect will be needed.

Required parking will rely on the standard used by the Planning Commission for the Failing Street and Willamette Falls Drive TVFR stations: one space for every 28 square feet of community meeting room

plus one space per each employee during peak shift. Provided parking may only exceed the minimum amount required by 10 percent. Discussion is needed in the TIA to explain the need for that study per 85.170(B) (2) (c). The TIA was prepared with the assumption that a west driveway would be provided. Please provide an addendum that discusses the elimination of that driveway and its effect on the TIA.

Fire stations and emergency vehicles are exempt from City noise standards per Municipal Code exemption 5.487(5) (a). No acoustic study is required. A lighting/illumination study is needed. A geotechnical report is needed. A tree inventory is required.

Engineering Division Comments

Contact Khoi Le at kle@westlinnoregon.gov or 503-722-5517 for engineering requirements.

Process

For the CUP, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 60, including 60.100. There is a deposit fee of \$4,500 plus a \$200 final inspection fee. For the Class II Design Review, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 55. There is a deposit fee of \$4,000 plus four percent of construction value to a maximum deposit fee of \$20,000.

Please provide a limited discussion of the inapplicability of the WRA Chapter per 32.020(A) assuming that development will not occur in the WRA. Please provide a limited discussion of the inapplicability of the Willamette and Tualatin River Protection Area permit per 28.040(S) assuming that development will only occur in areas identified as “Habitat and Impact Areas not Designated as HCAs”. The CDC is online at <http://westlinnoregon.gov/cdc>.

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 required per CDC 99.038. Follow the requirements of that section explicitly. The site is within the Hidden Springs neighborhood. Contact their president is available at HiddenSpringsNA@westlinnoregon.gov.

Once the application and deposit/fee are 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 deemed complete, staff will provide notice per CDC Chapter 99 and schedule a hearing with the Planning Commission. Appeals of the Planning Commission’s decision are heard by City Council.

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. 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. Any changes to the CDC standards may require a different design or submittal. Substantive changes to the design may require a new pre-application conference.