

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 6, 2016

SUBJECT: Conversion of two existing outdoor instructional areas (880 square feet each) to indoor instructional areas on the second floor of Trillium Creek Elementary School.

FILE: PA-16-25

ATTENDEES: Applicant: Tim Woodley, Karina Ruiz, Remo Douglas, Keith Liden
Staff: Peter Spir, Associate Planner,

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: 1025 Rosemont Road
Site Area: 18.32 acres
Neighborhood: Hidden Springs
Comp. Plan: Low Density Residential
Zoning: R-10
Environmental Overlays: None at building site

Proposal

The applicant proposes to convert two existing outdoor instructional areas (classrooms) on the second floor of Trillium Creek Elementary School to indoor instructional space. These two areas individually comprise 880 square feet for a total of 1,760 square feet. Each instructional area will have a tall ceiling (approx. 20 feet) which will extend to be on level with the existing roofline on the top of the school building. The existing contemporary architectural style will be carried through with this remodel. The enclosure will not result in an increase in the number of staff or students.

Because these two instructional areas comprise less than five percent of total built space, Design Review Class I is required per CDC 55.020(A) (1) (3): "Addition or reduction of less than five percent of total square footage of a commercial, office, public, multi-family, or industrial building." This is a Planning Director decision.

Building Department contact: Jim Clark at jclark@westlinnoregon.gov. Tualatin Valley Fire and Rescue contact: Ty Darby at ty.darby@tvfr.com.

Process

For the Class I Design Review, address the submittal requirements of 55.070 (D) (1) (b) (specifically 55.120 (A-D), and 55.070 (D) (1) (c) specifically 55.140. The approval criteria that must be addressed is 55.090(A) (2), specifically 55.100(B) (6) "Architecture" and 55.100(J) "Crime prevention and safety/defensible space".

No neighborhood meeting is required per 99.038 based on the finding that this is not new instructional square footage being created; the developed square footage already exists.

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.

The Design Review non-refundable fee is \$2,100. The CDC is online at <http://westlinnoregon.gov/cdc>.

Once the application and 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 declared complete, staff will schedule the Planning Manager's decision date and post notice. There is a 14-day window to appeal the Planning Manager's decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager'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.***