

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Summary Notes**  
**March 1, 2017**

SUBJECT: Class II Parks Design Review, Zone Change or Zoning Ordinance Text Amendment for Development of Park Facilities at Savanna Oaks Park (2425 and 2445 Tannler Drive)  
FILE: PA-17-07  
ATTENDEES: Applicant: Ken Worcester (WL Parks), Mike Perkins (WL Parks)  
Staff: Darren Wyss (Associate Planner)  
Amy Pepper (Development Engineer)  
Jennifer Arnold (Associate Planner)  
John Boyd (Planning Manager)

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*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: 2425 and 2445 Tannler Drive  
Area: 19.6 acres.  
Neighborhood: Savanna Oaks  
Comp. Plan: Commercial and Low Density Residential  
Zoning: OBC (Office Business Center) and R-10

Applicable Code: CDC Chapter 21: Office Business Center  
CDC Chapter 55: Design Review  
CDC Chapter 56: Parks Design Review  
CDC Chapter 105: Amendments to the Code and Map.

**Project Details**

The applicant proposes to construct accessible parking, washroom, playgrounds, paths and interpretative facilities at the Savanna Oak Open Space. The applicant also proposes to bring water service from Hall St. The lower half of the property, encompassing 2445 Tannler Drive, slopes uphill at 18 percent from Blankenship Road and Salamo Drive. The upper half of the property has an average slope of 35 percent. The Oregon White Oak groves occupy the west edge of the property with a smaller cluster of trees in the central-east portion of the site. The grading and work plan shall be prepared to avoid these trees. Trees near the grading areas will be tagged and mapped for easier identification. The City Arborist will recommend appropriate protective measures and setbacks from the trees. Contact Mike Perkins, the City Arborist ([mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov)). There are no other environmental constraints.

**Engineering Comments:** contact Amy Pepper at [apecpper@westlinnoregon.gov](mailto:apecpper@westlinnoregon.gov) or 503-722-5517

**Tualatin Valley Fire & Rescue Comments:** contact Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com) or 503-259-1409

## **Process**

The proposed park use is not permitted in the OBC zone. A Comprehensive Plan Map and Zone change from OBC to residential (e.g. R-10) is recommended since “*Community Recreation*” is a permitted use in residential zones. Alternately, a CDC text amendment could be undertaken to allow either “*Community Recreation*” or “*Participant sports or recreation, outdoor*” in the OBC zone as a permitted use, by prescribed conditions or by conditional use permit. It will be incumbent upon the applicant to demonstrate how these map/text changes are compatible with the criteria of CDC Chapter 105 and are consistent with the Comprehensive Plan. The process is quasi-judicial and requires a recommendation from the Planning Commission at a public hearing and approval by City Council at a public hearing.

The proposal also requires a Class II Parks Design Review, which is a quasi-judicial process at a public hearing before the Planning Commission. The submittal requirements and approval criteria of CDC Chapter 56 must be met. N/A is not an acceptable response to approval criteria.

Submittal requirements may be waived by the Community Development Director following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted in letter form (email is acceptable).

A neighborhood meeting is not required if the adopted community planning process for parks has been followed.

Class II Parks Design fees are calculated based on construction value. Please see the City of West Linn Planning Fee schedule for more information.

A zone change and/or map amendment has a deposit fee of \$3,000. The submittal requirements and approval criteria of CDC Chapter 105 must be met.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

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 declared complete, staff will prepare a staff report and schedule a date for the Planning Commission and City Council hearings.

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.***

<p><b>DISCLAIMER:</b> 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 <b><i>or provide any assurance of potential outcomes.</i></b> Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. <b><i>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.</i></b></p>
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