

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Summary Notes**  
**April 6, 2017**

SUBJECT: Class I Design Review for Cedaroak Primary School (4515 Cedaroak Drive)

FILE: PA-17-12

ATTENDEES: Applicant: Tim Woodley (WLWV SD)  
Keith Liden (WLWV SD Consultant)  
Staff: Darren Wyss (Associate Planner)

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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: 4515 Cedaroak Drive

Area: 11.19 acres.

Neighborhood: Robinwood

Comp. Plan: Low Density Residential

Zoning: R-10

Applicable Code: CDC Chapter 44: Fences  
CDC Chapter 55: Design Review

**Project Details**

The West Linn-Wilsonville School District proposes to install sections of six-foot high security fencing at five locations around the Cedaroak Primary School. The proposed fencing will enclose and restrict access to areas between buildings. Each of the five sections will provide appropriate gates that meet required building egress standards. The proposal will also create two new planting areas on the school campus. There are no environmental overlay permits required for the proposal and no significant trees will be impacted.

**Building Comments:** contact Jim Clark at [jclark@westlinnoregon.gov](mailto:jclark@westlinnoregon.gov) or 503-723-2536

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

## **Process**

The proposal requires a Class I Design Review per CDC 55.020.A(4): Modification of Landscape Plan. This is a quasi-judicial process with a decision by the Planning Manager.

The submittal requirements for Class I Design Review are found in CDC 55.070.D(1). Also submit responses to approval criteria found in CDC 55.090 and address standards of CDC Chapter 44: Fences. 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 for a Class I Design Review.

Class I Design Review fees are \$2,100.00.

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 provide notice as required by CDC Chapter 99 and prepare a staff report for Planning Manager review and decision.

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.***