

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
January 18, 2018

SUBJECT: Application for Conditional Use Permit, Class II Design Review, Class II Variances and Replat for a pre-school to grade eight school at 19915 Old River Road

FILE: PA-18-04

ATTENDEES: Applicants: Sheila Walker, Debbie Pearson; Other Attendees: Jim O'Toole (Robinwood Neighborhood Association/RNA), Mark Wharry, Andrew Veitch, Dale Austen, Beth Cantrell; Staff: Peter Spir (Planning) Amy Pepper (Engineering) Ty Darby (TVFR) Joshua Brooking (ODOT) Katie Bell (ODOT)

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: 19915 Old River Road (21E 23AA tax lots 500 and 400)
Site Area: 43,303 square feet (tax lot 500) 20,625 square feet (tax lot 400)
Neighborhood: Robinwood N.A.
Comp. Plan: Low density residential (West Linn)
Zoning: R-10 (10,000 square foot minimum lot size, single family residential)
Applicable code: Community Development Code (CDC) Chapter 60: Conditional Use Permit (CUP); Chapter 55: Class II Design Review; Chapter 85: Land Division (for replat); Chapter 75: Class II Variance; Chapter 96: Street Improvement Construction

PROJECT DETAILS: The existing church is already being used for a pre-school program for 195 children (80 all day). The existing northernmost building will be used for school assemblies, activities, etc. The church use will be discontinued. A new two-story school will be built on the vacant north portion of the site and will accommodate 12 classrooms serving pre-school through grade eight. The proposed building footprint has a six percent downslope towards Old River Road and is occupied by a small grove of trees. A Conditional Use Permit (CUP) will be required for the school as well as Class II Design Review. A replat will be required to consolidate the property by eliminating the property line that bisects the site. On-site parking shall comply with 46.090(B) (6) (8), the dimensional standards of CDC 46.150. Particular attention should be paid to the drop-off/pickup driveway requirement of CDC 46.120. Access requirements of CDC Chapter 48 shall be met. A Class II Variance will be needed from the loading bay standards of 46.130. A second Class II Variance will be required from CDC 46.070 which states that all parking shall be located not farther than 200 feet from an entryway to the building they are required to serve. (The proposed school is over 200 feet from the southern half of the parking lot.) Bike and ADA parking is required. A vehicle, pedestrian and bicycle circulation plan is required. A Traffic Impact Analysis (TIA) is required per CDC 85.170 (B) (2). (Contact Katie Bell (ODOT) (Katherine.e.bell@odot.state.or.us) for scoping of the TIA as well as Amy Pepper (City of West Linn) (Apepper@westlinnoregon.gov).) Landscaping must be in compliance with CDC Chapter 54. Refuse and recycling facilities must meet CDC Chapter 55 requirements.

Engineering/TVFR Comments: Contact Amy Pepper at apepper@westlinnoregon.gov for Engineering comments and Ty Darby at ty.darby@tvfr.com for TVFR comments.

Public Comments: Jim O'Toole of R.N.A. expressed concern about the City's requirement for sidewalks.

PROCESS: For the CUP, the submittal requirements and approval criteria of CDC Chapter 60 apply. The CUP has a deposit fee of \$4,500. CDC Chapter 55 contains the submittal requirements and approval criteria for Class II Design Review. The Class II Design Review deposit fee is \$4,000 plus 4% of the construction value to a maximum of \$20,000. Class II Variances require response to submittal requirements and approval criteria of CDC Chapter 75. The Class II Variance fees are \$2,900 for the first variance and \$1,450 for the second.

A neighborhood meeting per CDC 99.038 is required. Please follow the standards of CDC 99.038 explicitly.

Once the application and deposit/fees are submitted, the City has 30 days to determine if the application is complete or not. Once the submittal is deemed complete, the City has 120 days to exhaust all local review. The review includes providing notice per CDC Chapter 99 and scheduling a public hearing with the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council and subsequently by the Land Use Board of Appeals.

After 18 months with no application approved or in process, a new pre-application conference is required.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. **These notes are not minutes.** 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. **Any changes to site conditions or CDC standards between the date of this pre-app and the date of submittal of an application may require a different design or submittal.** (n)