

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
February 1, 2018

SUBJECT: Proposed collocation of 12-20 node locations of small cell antennas located on utility and/or light poles within the City right-of-way.

FILE: PA-18-03

ATTENDEES: Applicant/Consultants: Verizon Wireless/Tilson Technology, Sue Leslie, And Noah Grodzin
Ed Schwarz, Savanna Oaks NA
Staff: Jennifer Arnold, Associate Planner, Erich Lais, Engineer

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: City of West Linn
Neighborhood: All
Comp. Plan: Variable
Zoning: Variable
Overlays: Variable

Project Details:

The applicant proposes to collocate of 12-20 node locations of small cell antennas located on utility and/or light poles within the City right-of-way. This application did not describe specific locations for these small cell antennas. Prior to submittal of an application, Staff recommends a follow up meeting regarding land use requirements. The applicant must secure a franchise agreement with the City of West Linn prior to beginning this project.

Engineering Division Comments

Engineering Comments: contact Erich Lais at elais@westlinnoregon.gov

Process

This proposal requires a Class II Design. The applicant must address the submittal requirements and approval criteria of CDC Chapter 55 for Class II Design Review and CDC Chapter 57 for Wireless Communication Facilities. The fee for the Class II Commercial Design Review is based on project value. For a project construction value (CV) of \$100,000<\$500,000 the fee is 4% of CV and \$8,000 deposit). 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 in each neighborhood association (NA) of the proposed work. Contact information for each NA can be found at <http://westlinnoregon.gov/neighborhoods>

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 deemed complete, staff will provide notice per CDC Chapter 99 and schedule a Hearing date by the Planning Commission (PC). Appeals of the Planning Commission decisions are heard by City Council.

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.

Public Comments:

Ed Schwarz, Savanna Oaks NA, expressed concerns about design, location, and time frame. He also encouraged a neighborhood meeting to inform the residents of their proposal.

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.**