

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
July 18, 2019

SUBJECT: Tennis Court Cover at Tanner Creek Park
FILE: PA-19-17
ATTENDEES: Applicant: Ken Warner (West Linn Parks & Rec)
Public: None
Staff: Darren Wyss (Planning)

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: 3456 Parker Road
Tax Not No.: 2S 1E 26DA 7800
Site Area: 6.7 acres
Neighborhood: Parker Crest Neighborhood Associations
Comp. Plan: Medium/High Density Residential
Zoning: R3
Applicable code: CDC Chapter 15: Single-Family and Multiple-Family Residential, R-3
CDC Chapter 56: Parks and Natural Area Design Review

Project Details

The applicant proposes to cover one of the two existing tennis courts with a semi-permanent structure. No other changes are proposed for Tanner Creek Park.

Public Comments

N/A

Engineering Division Comments

Contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437 for engineering requirements.

Tualatin Valley Fire & Rescue Comments

Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process

The proposal requires a Class I Parks Design Review. The land use process is performed by the Planning Manager. No public hearing is required. For the proposal, address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapters 15 and 56. N/A is not an acceptable response to the approval criteria.

The submittal requirements may be waived under CDC 99.035.B, 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.

There is a fee of \$2,100 for the Class I Parks Design Review.

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

A neighborhood meeting is not required per CDC 56.07.B(3).

Once the application and fee is 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 decision date. Appeals are heard by City Council.

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. 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. Any changes to the CDC standards may require a different design or submittal. Substantive changes to the design may require a new pre-application conference.