

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 5, 2020

SUBJECT: Proposed modifications to the West Linn High School Stadium and surrounding parking lots

FILE: PA-20-05

ATTENDEES: Applicant: Andrew Tull, Remo Douglas, Jim Fitzpatrick, Scott Johnson, Ryan Carlson, Mercedes Serra, John Howorth, and Steve Winkle
Staff: Chris Myers and Darren Wyss (Planning), Amy Pepper (Engineering)
Public: Kathie Halicki, Willamette Neighborhood Association, Lynn McKelvey, Vince Miles

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: 5464 West A Street
Tax Not No.: Tax lot 0800 of Assessor's Map 22E30
Site Area: 31.449 Acres
Zoning: Single-Family Residential Detached, R-10
Neighborhood: Bolton
Applicable Code: Community Development Code:
Chapter 11: Single-Family Residential Detached, R-10
Chapter 32: Water Resource Area Protection
Chapter 41: Building Height, Structures on Steep Lots, Exceptions
Chapter 42: Clear Vision Areas
Chapter 44: Fences
Chapter 46: Off-Street Parking, Loading and Reservoir Areas
Chapter 48; Access, Egress, and Circulation
Chapter 52: Signs
Chapter 54: Landscaping
Chapter 55: Design Review
Chapter 60: Conditional Uses
Chapter 92: Required Improvements
Chapter 96: Street Improvement Construction
Chapter 99: Procedures for Decision Making, Quasi-Judicial

Project Details: The applicant proposes modifying the current stadium at West Linn High School. The modifications include constructing a new parking lot, expanding an existing parking lot, creating a promenade, increasing the seating capacity, improved concession stand, and improved stadium entry.

Public Comments: None

Discussion:

Community Development Code Chapters to address in application, based on the preliminary proposal, with a few sections are highlighted:

Chapter 11: Single-Family Residential Detached, R-10

- 11.060(7) Conditional Uses, Schools
- Alteration to Conditional Use Permit

Chapter 32: Water Resource Area Protection

- This will be relevant IF the impervious surface is being increased/changed for the pathway leading from the south parking lot to the stadium

Chapter 41: Building Height, Structures on Steep Lots, Exceptions

- 41.040 Places of Worship or Government Buildings, Exception up to 50ft

Chapter 42: Clear Vision Areas (parking lot specific)

- 42.040 Computation; Street and Accessway 24 feet or more in width. Ensure 30 foot clear distance from each side of accessway. Can have up to 3 foot tall fence, limited height landscaping, tree ok if pruned for sight lines.

Chapter 44: Fences (parking lot and possibly promenade)

- 44.020 Sight-Obscuring Fence; Setback and Height Limitations.
- 44.040 Landscaping

Chapter 46: Off-Street Parking, Loading and Reservoir Areas

- Pay attention to the entire chapter. Pay particular attention to 46.150 Design and Standards. Your starting point is existing 423 spaces required in previous conditional use permit review, build off of that. The number of parking spaces that you will create will determine how large the seating expansion can be.

Chapter 48; Access, Egress, and Circulation

- 48.060 Width and Location of Curb Cuts and Access Separation Requirements.

Chapter 52: Signs (primarily for new parking lot, promenade)

- 52.210 Approval Standards, 52.300 Permanent Sign Design Standards

Chapter 54: Landscaping

- This chapter will apply to the ROW corner of Skyline and to the parking lot on Skyline. No specific call out, abide by approval criteria 54.020

Chapter 55: Design Review

- Most of this chapter is in reference to commercial properties. Pay close attention to 55.100 Approval Standards – Class II Design Review. Make note of significant tree protection (55.100.A(9))
- Lighting, safety in parking lots

Chapter 60: Conditional Uses

- West Linn High School has an existing conditional use permit (CUP). The

proposal is an alteration of the CUP. Discuss or highlight the benefit to the City. All CUPs are decided by the Planning Commission.

- 60.070.A.1(B) and 60.070(C)

Chapter 92: Required Improvements

- 92.010 Public Improvements for All Development
- Remodel of an existing building

Chapter 96: Street Improvement Construction

- No street improvements anticipated

Chapter 99: Procedures for Decision Making, Quasi-Judicial

- 99.030 Application Process: Who May Apply, Pre-Application Conference, Requirements, Refusal of Application, Fees.
- 99.038 Neighborhood Contact Required for Certain Applications
- Good chapter as a reference for the Quasi-Judicial process and what is generally required of the applicant.

City Arborist: contact Mike Perkins at mperkins@westlinnoregon.gov or 503-742-6046

Engineering Comments: contact Amy Pepper at apecpper@westlinnoregon.gov or 503-722-3437

Tualatin Valley Fire & Rescue Comments: contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process: For an alteration to an existing Conditional Use Permit (CUP) and Class II Design Review, address the submittal requirements and standards for decision making listed above. Pay particular attention to the sections called out under each chapter. N/A is not an acceptable response to approval criteria.

Submittal requirements may be waived by the Planning Manager following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted to the Planning Manager (or designee) in letter form (email is acceptable).

A neighborhood meeting is required per 99.038.

The deposit for a Conditional Use alteration is \$4,500 with a \$200 inspection fee. The deposit for a Class II Design Review is 4% of construction value with a maximum of \$20,000. If a Water Resource Area Permit is required, the deposit is \$1,850.

Once the application and fees/deposits 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.

An alteration of a Conditional Use Permit and Class II Design Review requires approval by the West Linn Planning Commission (PC). Once the submittal is declared complete, staff will schedule a public hearing date, send a 20-day public hearing notice, and complete a staff report with a recommendation. There is a 14-day window following the PC decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the PC decision is final and the applicant may move forward with the development of their proposal.

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. 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.