

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**June 6, 2024**

**SUBJECT:** Class I Design Review for a new DISH Wireless Antenna Co-Location on an existing city-owned Water Tank at 19739 Suncrest Drive (Rosemont Reservoir).

**FILE:** PA-24-11

**APPLICANTS PRESENT:** Marina Monihan (Applicant, TAEC/DISH Wireless);

**STAFF PRESENT:** Aaron Gudelj, Associate Planner; Clark Ide, Assistant City Engineer

**PUBLIC PRESENT:** None

*These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical issues for the proposed application and summarize the application process and fees\*. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

**SITE INFORMATION:**

Site Address: 19739 Suncrest Drive  
Tax Lot No.: 21E23CA05500  
Site Area: 0.875 acres (38,130 sq. ft.)  
Neighborhood: Hidden Springs  
Comp. Plan: Low Density  
Zoning: R-10 Residential  
Zoning Overlays: N/A

**PROJECT DESCRIPTION:**

The applicant proposes to collocate DISH wireless antennas on top of an existing water tower with existing antenna attachments and install associated equipment within the base enclosure of the water tower. The existing water tower has antennas installed at 134' ft above grade; DISH proposes antennas to be installed at 116' above grade.

The proposed scope of work includes the following:

- Install (3) antennas, (6) antenna mounts, (6) radios, (3) OVP Devices, and (6) cables on existing water tank hand railing.
- Install (1) steel platform, (2) equipment cabinets, and associated wireless equipment within the base of the water tower.

**APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:**

Approval standards and criteria in effect when an application is received will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 11 Residential, R-10](#)
- [Chapter 55: Design Review](#)
  - Class I Design Review
- [Chapter 57: Wireless Communication Facilities](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

**KEY ISSUES & CONSIDERATIONS**

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

1. Wireless Communications Facilities proposed to be less than 10’ above an existing public building are required to go through a Class I Design Review (Section 57.040).
2. Installation of associated operating equipment within the base of the existing water tower may need more analysis and representation. A site plan of the base inside of the water tower would need to be provided showing existing conditions in the base of the water tower and proposed conditions after equipment installation.

**RESPONSE TO APPLICANT QUESTIONS:**

N/A

**PUBLIC COMMENT:**

None.

**ENGINEERING:**

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or [CIde@westlinnoregon.gov](mailto:CIde@westlinnoregon.gov).

**BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto:abloomfield@westlinnoregon.gov) or 503-742-6053.

**TUALATIN VALLEY FIRE & RESCUE:**

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1510 with any questions.

**TREES:**

For information on the tree requirements for this proposal, contact the City Arborist at [treepermits@westlinnoregon.gov](mailto:treepermits@westlinnoregon.gov).

**PROCESS:**

A Class I Design Review is the approval authority of the Planning Director, no public hearing is required. Once the application is declared complete, staff will review the application, mail a public comment notice to property owners with 400 ft of the property. The public comment period will last for 20 days. When the public comment period closes, the Planning Director will prepare a final decision within 120 days of application completeness.

There is a 14-day appeal period after the Planning Director decision. If the decision is not appealed, the applicant may proceed with submittal of building permits for review.

**NEIGHBORHOOD MEETING:**

A neighborhood meeting is not required for a Class I Design Review.

**HOW TO SUBMIT AN APPLICATION:**

Submit a complete application in a single PDF document through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. Application materials identified in the [Development Review Checklist](#).

**COMPLIANCE NARRATIVE:**

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each applicable approval criteria. "Not Applicable" is not an acceptable response to the approval criteria.

Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request before applying.

**APPLICATION FEES & DEPOSITS:**

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- Fee for a Class 1 Design Review= \$2,800

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

**Timelines:**

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

**\* DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*