

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**November 6, 2014**

SUBJECT: Proposed construction of an unstaffed radio telecommunications facility consisting of a 3-sector antenna array inside a stealth black canister design on shopping center roof. New equipment will be located on a 10x15' steel platform on rooftop.

FILE: PA-14-40

ATTENDEES: Applicants: Owen Whitcomb, T-Mobile  
Staff: Zach Pelz AICP, Associate Planner  
Public Attendees:

---

*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.*

Project Details

Site Address: 22340 Salamo Rd  
Tax Not No.: Map 2S 1E 26D lot 900  
Site Area: 6.19 acres  
Neighborhood: Savanna Oaks and Parker Crest

Regulations

Zoning: GC (General Commercial)  
Overlay Zones: none

Criteria

CDC Chapter 57: Wireless Communication Facilities

- If height of new WCF does not exceed height of existing WCF on this building, use is permitted outright subject to CDC 57.080(L)-(N).
- If elevation of new WCF exceeds existing WCF by up to 10', Class I Design Review is required.

- Applicable criteria include CDC 57.080(E)-(N) and applicable criteria in 55.100(B)(1)-(6).

Comments from Other City Departments and Outside Agencies

None

Recommended Next Steps and Procedures

1. Determine height of existing WCF on this building;
  - a. If elevation of proposed WCF is below that of existing, use is permitted outright. Please submit evidence to demonstrate compliance with 57.080(L)-(N). Necessary electrical permits are handled through Clackamas County.
  - b. If elevation of proposed WCF is above that of existing, use is subject to Class I Design Review. Please proceed to steps 2 through 9 below.
2. Prepare an application form, narrative and plans which respond to applicable criteria from the above-mentioned chapters of the West Linn Community Development Code (CDC);
3. Submit your application package to the City of West Linn’s Planning Department;
4. The City will review your application to determine whether all of the required information has been submitted and request additional information if not;
5. Staff will prepare findings regarding whether the applicable CDC criteria have been met;
6. The Planning Director will notify affected parties of the proposal and invite comment;
7. The Planning Director will issue a decision to approve, approve with conditions or deny the application and notify affected parties;
8. There is a 14-day window to appeal the decision of the Planning Director following notice of the decision;
9. If no appeal has been received by the close of the appeal period, the Planning Director decision becomes final and the applicant may move forward with the development of their proposal.

**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. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed.

Also note that these notes have a limited “shelf life” in that changes to the CDC standards may require a different design or submittal. Pre-application reviews are valid for 18 months. A new pre-application conference is required once that period lapses.