LAND USE PRE-APPLICATION CONFERENCE

Thursday, April 2, 2015

City Hall
22500 Salamo Road

Willamette Conference Room

9:00 am **Request for a community center at "Robinwood Station".**

Applicant: **Friends of Robinwood Station**

Subject Property Address: **3706 Cedaroak Drive**

Neighborhood Assn: **Robinwood**

Planner: Zach Pelz **Project #: PA-15-12**

City of West Linn Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov

PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE: 4-2-15	TIME: 9:00 am	PROJECT #: PA-15-12
STAFF CONTACT: Zach Pelz		FEE:

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): **3706 Cedaroak Drive, West Linn, OR**

Brief Description of Proposal: **To manage and operate the Robinwood Station as a community center with a community garden. No changes to the existing structures that fall under the purview of WL City Planning are proposed. Community center events may include: civic meetings, private parties, youth gatherings, and gardening.**

Applicant's Name: **TBD**

Mailing Address:

Phone No: Email Address:

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Property owner's signature 3/23/2015 Date

Property owner's mailing address (if different from above)

Activities proposed: Community center events will be similar to those events held at the West Linn Adult Community Center and the Sunset Firehall. Occupancy is limited in the main space (Garage Bay) to 83 people as per WL Building Department.

Building 1: Internal changes to the structure that do not change building footprints or elevations are not part of the CUP. If a sloped roof system is installed on Building 1, this may change the visible elevations and may require an Architectural Review.

Building 2: Currently used for storage by the West Linn Police Department. FORS anticipates future use for storage and community center activities.

Operations: FORS is operating and will continue to operate the facility under a Memorandum of Understanding with the City of West Linn. This document delineates operating hours, activities, restrictions and responsibilities.

Building #1 is currently being utilized as a community center. FORS anticipates in the future that Building #2 will be utilized as storage and support structure for community center activities and therefore under FORS management.