

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
April 2, 2015

SUBJECT: Manage and operate the former Robinwood Fire Station as a community center with a community garden.

FILE: PA-15-12

ATTENDEES: Applicants: TBD

Staff: Zach Pelz AICP, Associate Planner; Khoi Le P.E., Development Engineer; Lance Calvert P.E., Public Works Director

Public Attendees: Randall Fastabend, Ken Chappuis, Lisa Clifton, Kevin Bryck

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: 3706 Cedar Oak Dr., West Linn, OR 97068

Tax Not No.: 2 1E 24BB lot 02800

Site Area: 38,525 sq. ft.

Neighborhood: Robinwood

Comp. Plan: Low-density Residential

Zoning: R-10 (Single-family residential, 10,000 sq. ft. minimum lot size)

Overlay Zones: none

Criteria

CDC Chapter 11: R-10 (Single-family residential detached)

CDC Chapter 60: Conditional Uses

CDC Chapter 55: Design Review

CDC Chapter 34: Accessory Structures and Uses

CDC Chapter 38: Additional Yards, Exceptions, Storage and Projections in Yards

CDC Chapter 40: Building Height Limitations and Exceptions

CDC Chapter 42: Clear Vision Areas

CDC Chapter 44: Fences

CDC Chapter 46: Off-street Parking, Loading and Reservoir Areas

CDC Chapter 48: Access, Egress and Circulation

CDC Chapter 52: Signs

CDC Chapter 54: Landscaping

Project Details

The City has made two local land use decisions regarding the subject property in recent years. One involves a Planning Director's Interpretation of the status of the approved use on this site and the other is the City Council's approval for temporary use as a Community Center.

On April 13, 1964, Clackamas County approved a fire station and meeting room at the subject property through a conditional use process. In 2013, a Planning Director's Interpretation (MISC-13-04) confirmed a community center would constitute a change from the originally approved use and would therefore require a new conditional use review. The Planning Director's decision dated, May 17, 2013, was not appealed and became effective on May 31, 2013.

The FORS received temporary approval from the City Council (MISC-12-07) to occupy the site in the manner of a community center on June 23, 2012; however, that approval expired on June 24, 2013.

FORS is requesting approval for the permanent use of this site as a community center (expected uses identified by FORS may include, civic meetings, private parties, and youth gatherings) and a community garden.

Site Details

The site has access from Kenthorpe Way and Cedar Oak Drive and is relatively flat to moderately sloping (there is an 8 percent average grade as measured from the southwest to northeast corner of the site, which is the predominant drainage characteristic of the site). The site includes a number of trees of unknown significance. The applicant is responsible for inventorying tree location, type, and size for determination of significance by the City Arborist.

Comments from Other City Departments and Outside Agencies

Engineering comments are attached. Please contact Khoi Le at kle@westlinnoregon.gov or (503) 722-5517 for questions regarding engineering requirements. Also contact Ty Darby at Tualatin Valley Fire and Rescue at ty.darby@tvfr.com or (503) 259-1409 for requirements of that agency.

Process

It's imperative that FORS determine who will be the applicant responsible for preparing and submitting the documents required for the application.

The deposit¹ for a Conditional Use Permit is \$4,500 plus a \$200 inspection fee². The deposit for a Class II Design Review is based upon the estimated construction value and is as follows:

- a. Less than \$100,000 = 4 percent of const. value (\$2,000 minimum)
- b. \$100,000-500,000 = 4 percent of const. value (\$8,000 maximum)
- c. Greater than \$500,000 = \$4,000 plus 4 percent of const. value (\$20,000 max. deposit)

The inspection fee for a Class II Design Review is \$300.

Prepare an application form, narrative and plans which respond to the applicable criteria from the above-mentioned chapters of the West Linn Community Development Code (CDC). The CDC is available online at <http://westlinnoregon.gov/cdc>. The application must be signed by the property owner.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, 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.

Once the application and deposit/fee 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.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99. The Planning Commission will issue a decision to approve, approve with conditions or deny the application. An appeal of the Planning Commission's decision would be heard by City Council.

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.

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.

¹ Staff tracks all time spent on the project and bills against the deposit. The applicant will be billed for any staff time spent on the project in excess of the deposit and similarly will be refunded any unused portion of the deposit.

² These fees may change after July 1, 2015, with a new Master Fee Schedule.

Attachment: Engineering Comments

SECTION 55.100.I PUBLIC FACILITIES
CDC 85.200(A)(3)

SECTION 55.125 TRANSPORTATION ANALYSES
CDC 185.170.B TIA

SECTION 60.070 (C)

The Planning Commission may impose conditions on its approval of a conditional use which it finds are necessary to assure the use is compatible with other uses in the vicinity. These conditions may include, but are not limited to, the following:

6. Requiring street right-of-way to be dedicated and the street to be improved including all steps necessary to address future street improvements identified in the adopted Transportation System Plan.

Therefore the approval can require street improvements.

CEDAROAK DRIVE

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Neighborhood	Neighborhood
Right of Way Width	50'	52' Min.
Full Pavement Width	28'	28' Min.
Bike Lane	Fog Line with space for Bike without pavement marking symbol.	Combination width for travel lane and bike lane is 14' min.
Curb and Gutter	None – Along the frontage	Curb and Gutter
Planter Strip	Undefined	5.5'
Sidewalk	None	6'
Street Light	None	New street lights if Street Improvement required.
Utility Pole	Yes	New services to be placed underground
Street Tree	None	Yes
ADA Ramps	None	None
Post Speed	25 MPH	25 MPH
Stripe	Double Center Line and Fog Line	Restriping

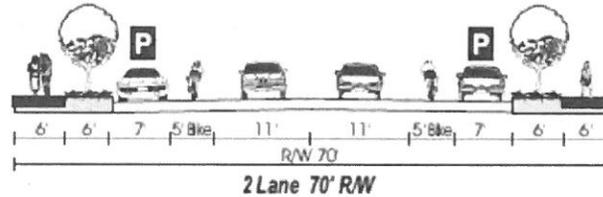
Green street variations of each cross section may be recommended by the City Engineer or Planning Director. These variations may include replacing the standard six foot planter strip with a five and a half to eight foot wide rain garden, or swale, or substituting the concrete

sidewalk for an asphalt pathway and in some cases providing such a pathway on only one side of the street.

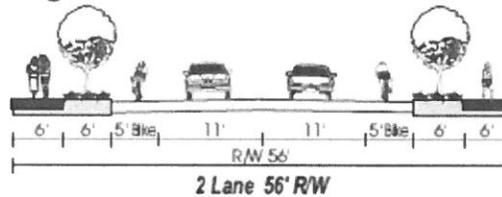


Transportation System Plan

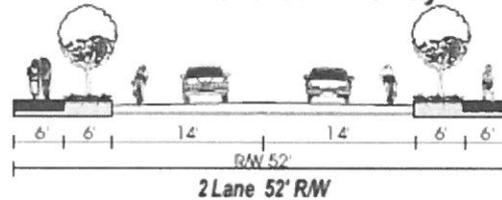
Neighborhood Route With Parking & Bike Lane *



Neighborhood Route Without Parking *



Neighborhood Route Without Parking * ** and with Shared Bikeway



Standards Neighborhood Route

Vehicle Lane Widths:	10-12 ft.
On Street Parking:	7-8 ft. ***
Bicycle Lanes: (See Chapter 5)	4-6 ft.
Sidewalks:	4-6 ft.
Landscape Strips:	0-6 ft.
Medians/Turn Lane Widths:	None
Neighborhood Traffic Management:	Under Special Conditions

* Note: When shown as a bicycle route on the Bicycle Route Plan.

** Note: Shared Bikeway will be used when volumes < 3,000 ADT.

*** Note: Allowance of on-street parking shall be based upon the nature and intensity of adjacent development and physical constraints.

Green street variations of each cross section may be recommended by the City Engineer or Planning Director. These variations may include replacing the standard six foot planter strip with a five and a half to eight foot wide rain garden or swale, or substituting the concrete sidewalk for an asphalt pathway and in some cases providing such a pathway on only one side of the street.

Legend

P - On-street Parking Lane

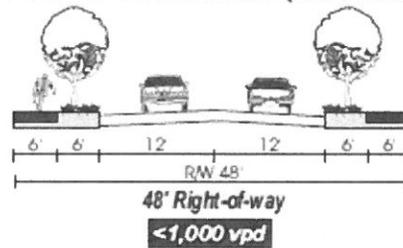
Figure 8-4
NEIGHBORHOOD ROUTE
STREET CROSS SECTIONS

KENTHORPE WAY

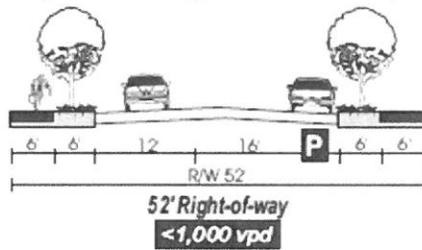
	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Local	Local
Right of Way Width	50'	48' Min.
Full Pavement Width	18'	24' Min.
Bike Lane	None	None shows on any of the street cross sections in the TSP.
Curb and Gutter	None – Along the frontage	Curb and Gutter
Planter Strip	Undefined	5.5'
Sidewalk	None	6'
Street Light	None	Yes
Utility Pole	None	New services to be placed underground.
Street Tree	Yes – Along the frontage	Yes
ADA Ramps	None	None
Post Speed	25 MPH	25 MPH
Stripe	None	None

Green street variations of each cross section may be recommended by the City Engineer or Planning Director. These variations may include replacing the standard six foot planter strip with a five and a half to eight foot wide rain garden, or swale, or substituting the concrete sidewalk for an asphalt pathway and in some cases providing such a pathway on only one side of the street.

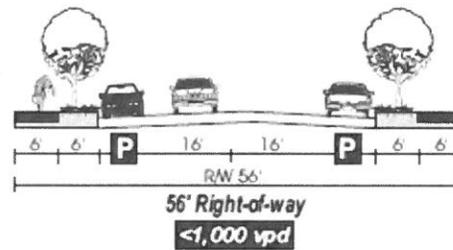
24' Local Residential (No Parking)



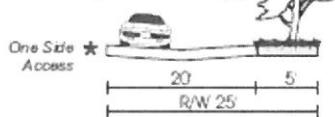
28' Local Residential (No Parking On One-side)



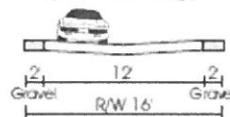
32' Local Residential



Alley (No Parking)



Alley (No Parking)



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Legend

P - On-street Parking Lane

Note: Landscape stripe may be narrowed or eliminated and sidewalks may be narrowed to 4 feet and/or placed on one-side of the street in areas of severe physical constraints or constraints from existing development.

**Figure 8-5
RESIDENTIAL LOCAL
STREET CROSS SECTIONS**

TRIP GENERATION

For Creational Community Center, Average Vehicle Trip during Peak PM Hour is 1.45 per 1000 square of gross floor area.

Existing gross floor area = 2,065 square foot, the Trip Generation = 2.99 = 3 Trips

Fore Government Office Building, Average Vehicle Trip during Peak PM Hour is 1.21 per 1000 square of gross floor area.

Existing gross floor area = 2,065 square foot, the Trip Generation = 2.99 = 2.50 Trips

RECOMMEND OF STREET IMPROVEMENT

See Site Plan Attached.

UTILITY IMPROVEMENT

SURFACE WATER

If created 500 square feet or more of new impervious, water quality improvement will be required.

If created 5000 square feet or more of new impervious, detention improvement will be required.

Additional off site storm drainage improvement may be required as part of street improvement.

WASTE WATER

Existing building is currently having sewer service connected to public sanitary sewer on Cedaroak Drive. No improvement is needed.

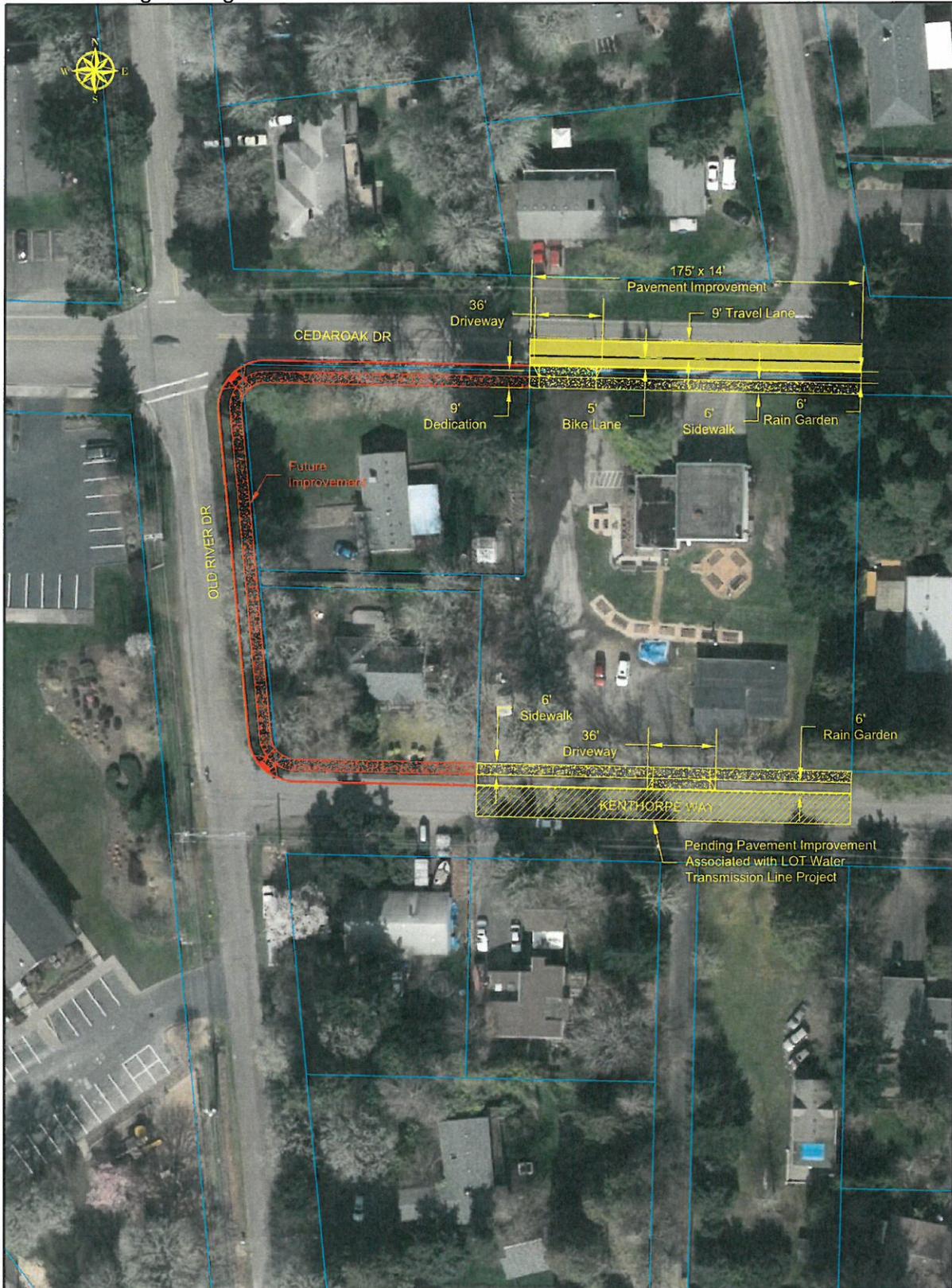
DRINKING WATER

Existing building is currently having water service connected to public water main on Cedaroak Drive. No improvement is needed. Future facility expansion will be subject to evaluation whether larger size meter is needed.

EXISTING OVERHEAD UTILITIES

Existing overhead utility must place underground.

Attachment: Engineering Comments



<p>GENERAL NOTE</p> <p>All work within the public right-of-way shall conform to the current City of West Linn Public Works Design Standards, Standard Construction Specifications, and Standard Drawings.</p>		<p>GIS BASE MAP INFORMATION</p> <p>Data Source: West Linn GIS OGI/C Disclaimer: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary date and information sources to ascertain the usability of the information.</p>		<p>ATTENTION</p> <p>Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Note: the telephone number for the Oregon Utility Notification Center is (503) 232-1587).</p>															
<table border="1"> <thead> <tr> <th>REVISION</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		REVISION	DATE	DESCRIPTION										<p>CEDAROAK COMMUNITY CENTER</p>		<p>CONSULTANT OR CONTRACTOR</p> <p>NAME: _____ ADDRESS: _____ PHONE: _____ FAX: _____</p>			
REVISION	DATE	DESCRIPTION																	
<p>COVER SHEET</p> <p style="font-size: 2em; font-weight: bold;">C1</p> <p>SHEET 1 OF 1</p>		<p>STREET IMPROVEMENT EXHIBIT</p>		<p>PROJECT NO.: _____ DESIGNED BY: KLE DRAWN BY: _____ CHECKED BY: _____ DATE: JUNE 06, 2013</p>		<p>CITY OF WEST LINN 22500 SALAMO ROAD WEST LINN, OREGON 97068 WWW.WESTLINNOREGON.GOV PHONE: (503) 567-0331 FAX: (503) 650-9041</p>													