

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Notes**  
**June 4, 2015**

SUBJECT: Concession/restroom/team room facility east of, and adjacent to, Rosemont Middle School athletics fields

FILE: PA-15-22

ATTENDEES: Applicant (and consultants): Tim Woodley, Anthony Vandenburg, Karina Ruiz,  
Staff: Peter Spir (Associate Planner)

*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: 2001 Salamo Road  
Area: 20.61 acres  
Comprehensive Plan Designation: Low Density Residential  
Zoning Classification: R-7 (7,000 square foot minimum lot size)  
Overlays: None  
Applicable CDC Chapters: 55 (Design Review)

**Project Details**

The proposal is to construct a single story 1,241 square foot concession/restroom and team room. The proposed site, immediately north of the softball field, was previously graded as part of the development of the athletic fields. It has a 0-3% slope with no trees or other natural features adjacent to, or within, the proposed footprint. The applicant is also proposing to install a sidewalk from Salamo Road to the school to improve pedestrian access and circulation patterns.

Class I Design Review is permitted for buildings/additions if the criteria of 55.020 are met. Staff finds that the proposal meets the criteria of 55.020(A) (8):

*3. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multi-family, or industrial building.*

*8. Other land uses and activities may be added if the Planning Director makes written findings that the activity/use will not increase off-site impacts and is consistent with the type and/or scale of activities/uses listed above*

Per 55.080(A)(3), staff finds that the use comprises about 1.4% of the square footage of the main school building which is less than the five percent addition. Per 55.020(A) (8) staff finds the use will not increase off-site impacts and is at a scale consistent with uses (e.g. 55.080 (A) (3)) that are reviewed by a Class I Design Review.

For Engineering comments contact Khoi Le at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) and for TVFR comments contact Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com).

### **Process**

A neighborhood meeting is not required per 99.038.

The applicant shall meet the submittal requirements of CDC 55.070(D)(1)(b)(c) and approval criteria of CDC 55.090(A)(2)(3). Regarding 55.090(A) (3), a response to 55.100(J) (K) is required.

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. The application form must be signed by the property owner.

The deposit fee for Class I Design Review is \$2,100. **Please note that fees may change after July 1, 2015, with a new Master Fee Schedule.** The CDC is online at <http://westlinnoregon.gov/cdc>.

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, the staff will schedule the Planning Manager's decision date and initiate a 14 day public notice process. The Planning Manager will decide to approve, approve with conditions or deny the application. There is a 14-day window to appeal the decision of the Planning Manager to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's decision becomes 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. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**