

**City of West Linn**  
**PRE-APPLICATION CONFERENCE**  
**MEETING SUMMARY NOTES**  
**October 21,**  
**2020**

**SUBJECT:** Modification of front building entry to comply with ADA standards and provide enhanced security. New rooftop mechanical equipment is proposed.

**FILE:** PA-20-09

**ATTENDEES:** Applicant: West Linn – Wilsonville School District, Keith Liden  
Staff: Chris Myers, Associate Planner  
Public: Kathie Halicki

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*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: 1403 12<sup>th</sup> Street  
Tax Lot No.: 31E02BA 06300  
Site Area: 156,001 Square Feet, 3.58 Acres  
Zoning: Single Family Residential Detached, R-10  
Neighborhood: Willamette  
Applicable Code: CDC Chapter 11: Single-Family Residential  
CDC Chapter 55: Design Review

**Project Details:** The applicant proposes a modification of the front building entry. This includes the addition of an ADA compliant ramp to comply with federal standards. The entry stairs will also move to the outside of the building. These modifications will help with access and with security.

There will also be the addition of new rooftop mechanical equipment.

**Public Comments:** Ms. Kathie Halicki asked whether the student painted tiles at the entry way to the school could be saved. The consultant response was that based on the adhesive/epoxy used to adhere the tiles to the wall there is little chance the tiles can be removed without breaking. Ms. Halicki suggested that the School District take photos of each tile and either post on the website or at least have in the archive for future use or reference.

Ms. Halicki also asked about the timeline for the project. The school district/consultant expressed that construction would be next summer (2021) with the plan of having the project completed in time for the start of the 2021 school year.

**Discussion:** Discussion for this proposed application focused on the two applicable chapters of the Community Development Code: Chapters 11 – Single-Family Residential and Chapter 55 – Design Review. For Chapter 11 there is very little that needs to be addressed. The School District operates Willamette Elementary School on a conditional use permit (CUP). This project is not considered an expansion or alteration of the CUP and therefore does not require the Planning Commission’s approval.

Chapter 55 is where the school district/consultant will need to spend the bulk of their time in preparation

for this application. Specifically addressing 55.090 Approval Standards – Class I Design Review. Further conversation was had regarding the removal of the two trees to accommodate the ADA ramp. Staff suggested that the school district/consultant look at, and address, the tree code and the removal of the trees. Furthermore, staff mentioned that the city arborist reviewed the pre application packet and did not have an issue with the tree removal.

**Engineering Division Comments:** No Comments from Engineering

**Process:** The proposal is for a quasi-judicial Class I Design Review, which is a Planning Director decision. For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters 11 and 55.

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 declared complete, staff will send out public notice of the anticipated Planning Manager's decision date at least 20 days before it occurs. A sign posted on the site. The Planning Manager's decision may be appealed to City Council by the applicant or anyone with standing.

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.***

<p><b>DISCLAIMER:</b> 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 <b><i>or provide any assurance of potential outcomes.</i></b> Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. <b><i>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.</i></b></p>
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