

City of West Linn
PRE-APPLICATION CONFERENCE
MEETING SUMMARY NOTES
November 18,
2020

SUBJECT: Proposal to build new Athey Creek Middle School at 840 and 945 Dollar Street.

FILE: PA-20-15

ATTENDEES: **APPLICANT:** West Linn – Wilsonville School District
Keith Liden WWSD, Angela Caffrey WWSD, Remo Douglas WWSD, Matt Manzer KPFF, Mark Wharry KPFF, Mercedes Serra 3J Consulting, Rebecca Grant IBI Architecture, Ian Holzworth IBI Architecture, Kate Barbaria IBI Architecture
STAFF: Chris Myers Associate Planner, Darren Wyss Interim Planning Manager, Jennifer Arnold Associate Planner, Lynn Schroder Administrator, Erich Lais Assistant City Engineer
PUBLIC: Jim Byaosai, Dana Clarke, Kathie Halicki, Shannen Knight, John McCabe, Elizabeth Rocchia

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: 840 and 945 Dollar Street
Tax Lot No.: 21E34C 600, 21E34DC 900 and 1001
Zoning: Single Family Residential Detached, R-10
Neighborhood: Willamette
Applicable Code: CDC Chapters:
11: Single-Family Residential
27: Flood Management
28: Willamette and Tualatin River Protection
32: Water Resource Area Protection
41: Building Height, Structures on Steep Lots, Exceptions
42: Clear Vision Areas
44: Fences
46: Off-Street Parking, Loading, and Reservoir Areas
48: Access, Egress, and Circulation
52: Signs
54: Landscaping
55: Design Review
60: Conditional Uses
75: Variances and Special Waivers
92: Required Improvements
96: Street Improvements Construction
99: Procedures for Decision Making: Quasi-Judicial

Project Details: The applicant proposes construction of a new middle school at 840 and 945 Dollar Street.

Public Comments: Public comments received during the pre-application meeting focused on several

issues. The first is storm water and how this will be handled. Mark Wharry of KPFF explained that due to the proximity to the river, storm water will need to be collected and treated. The School District will follow all City of West Linn codes and guidelines for this process.

It was also asked if Clackamas County has been involved in the process due to the potential that Fields Bridge on Willamette Falls Drive will be compromised. It was explained that the County will be consulted once an application has been turned in.

One further question focused on the required neighborhood association meeting and the corresponding notice. Specifically the timing for the pre-application and the neighborhood association meeting.

Discussion: Discussion for this proposed application focused on the applicable chapters of the Community Development Code listed under Site Information in this report.

Engineering Division Comments: Assistant City Engineer, Erich Lais, discussed the utility and infrastructure needs that the School District will have based upon the proposed project. Discussion was focused on potential water line locations, potential sewer line locations, and storm water needs such as retention and treatment. Further discussion was had regarding the need for street improvements along Willamette Falls Drive and Dollar Street. And what type of improvements would be required.

Process: The proposal is for a quasi-judicial Conditional Use Permit, which is a Planning Commission decision. For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters 11, 27, 28, 32, 41, 42, 44, 46, 48, 52, 54, 55, 60, 75, 92, 96, and 99.

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.

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.**

Pre-application Conference PA 20-15 Athey Creek Middle School

Community Development Code applicable chapters:

Chapter 11: Single-Family Residential Detached, R-10

- 11.060-7 Conditional Use Permit
- 11.080 Dimensional Requirements

Chapter 27: Flood Management Area

- 27.020 Applicability
- 27.050 Application
- 27.060 Approval Criteria
- 27.070 Construction Materials and Methods
- 27.090 Non-Residential Construction

Chapter 28: Willamette and Tualatin River Protection

- 28.030 Applicability
- 28.040 Exemption/Uses Permitted Outright
- 28.090 Submittal Requirements: Application
- 28.110 Approval Criteria

Chapter 32: Water Resource Area Protection

- 32.050 Application
- 32.060 Approval Criteria (Standard Process) Table 32-2
- 32.090 Mitigation Plan

Chapter 41: Building Height, Structures on Steep Lots, Exceptions

- 41.005 Determining Height of Building
- 41.020 Height Exceptions
- 41.040 Places of Worship or Government Buildings

Chapter 42: Clear Vision Areas

- 42.020 Clear Vision Areas Required, Uses Prohibited
- 42.030 Exceptions
- 42.050 Computation; Accessway Less than 24 Feet in Width

Chapter 44: Fences

- 44.020 Sight-Obscuring Fence; Setback and Height Limitations
- 44.040 Landscaping
- 44.050 Standards for Construction

Chapter 46: Off-Street Parking, Loading and Reservoir Areas

- 46.020 Applicability and General Provisions

- 46.040 Approval Standards
- 46.070 Maximum Distance Allowed Between Parking Area and Use
- 46.080 Computation of Required Parking Spaces and Loading Area
- 46.090 Minimum Off-Street Parking Space Requirements

Chapter 48: Access, Egress, and Circulation

- 48.020 Applicability and General Provisions
- 48.025 Access Control
- 48.040 Minimum Vehicle Requirements for Non-Residential Uses
- 48.050 One-Way Vehicular Access Points

Chapter 52: Signs

- 52.210 Approval Standards
- 52.300 Permanent Sign Standards

Chapter 54: Landscaping

- 54.020 Approval Criteria
- 54.030 Planting Strips for Modified and New Streets
- 54.40 Installation

Chapter 55: Design Review

- 55.020 Classes of Design Review
- 55.030 Administration and Approval Process
- 55.070 Submittal Requirements

Chapter 60: Conditional Uses

- 60.030 Administration and Approval Process
- 60.100 Additional Criteria for Schools and Other Government Facilities

Chapter 75: Variances and Special Waivers

- 75.020 Classification of Variances
- 75.030 Administration and Approval Process

Chapter 92: Required Improvements

- 92.010 Public Improvements for All Development
- 92.030 Improvement Procedures

Chapter 96: Street Improvements Construction

- 96.010 Construction Required
- 96.020 Standards

Chapter 99: Procedures for Decision Making: Quasi-Judicial

- 99.038 Neighborhood Contact Required for Certain Applications

- 99.060 Approval Authority
- 99.080 Notice
- 99.125 Staged or Phased Development
- 99.325 Extension of Approval