

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 19, 2022

SUBJECT: Flood Management Area Permit
FILE: PA-22-16
ATTENDEES: Applicant: J5 Infrastructure Partners
Staff: Chris Myers (Planning), Lynn Schroder (Planning)
Public: None

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: 21400 Salamo Road
Tax Lot No.: 21E26D00900
Site Area: 6.187 acres +/-
Neighborhood: Savanna Oaks Neighborhood Association
Comp. Plan: General Commercial
Zoning: General Commercial
Zoning Overlays: N/A
Applicable CDC Chapters: Chapter 19: General Commercial
Chapter 55: Design Review
Chapter 57: Wireless Communication Facilities

Project Details

Proposed modification with extension of RFP screening and adding/replacing equipment within the existing area.

Pertinent Factors:

The applicant is proposing the expansion of a wireless facility located on top of the same building that houses Safeway on Salamo Road. The proposed project will add and replace some of the existing equipment. This will require extending the height of the facility by roughly 4 feet. This will increase the height to the point at which a Class I Design Review will be required.

Discussion was had regarding the size and height of the new/replaced equipment. Further discussion was had regarding the shroud or stealth design required to surround the facility.

Applicants discussed the need for improved facilities in the fast changing world of wireless communications. The need to move quickly when possible.

The design review, application, and approval process was discussed. The applicant will need to address the applicable criteria in the relevant chapters listed above.

The Engineering Department does not have any comments for the applicant. Building permits will be required when work on the facility begins.

Building: For building code and ADA questions, please contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054.

Engineering: For work in the right of way and utility questions, please contact Erich Lais at elais@westlinnoregon.gov or 503-722-3434.

Tualatin Valley Fire & Rescue: Please contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

Process: For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 19: General Commercial
- Chapter 55: Design Review
- Chapter 57: Wireless Communication Facilities

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 complete, the City has 120 days from the date of completeness to make a final decision on the application.

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. 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. Any changes to the CDC standards may require a different design or submittal.