



## PRE-APPLICATION MEETING NOTES

**Project Number:** PA 13-34  
**Project Name:** John McLoughlin Elementary communication facility  
**Meeting Date:** September 18, 2013

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### Proposed Project:

The applicant has proposed a new 75-foot monopole communication facility and auxiliary equipment to be located behind the elementary school.

### General Information:

- Location: 19230 South End Road
- Zoning: "R-10" Residential Dwelling District
- Applicable Overlay Districts: None (NROD on site but not near construction area)
- Applications anticipated: Type III modification of Conditional Use (CU 01-06), Site Plan and Design Review

### Planning Comments:

- The monopole is considered a support tower, which requires a conditional use permit when in a residential zone. A hearing before the Planning Commission is required.
  - The setbacks shown appear to meet code. ✓
  - The base of these facilities shall not be located closer to the property line than a distance equal to the height of the structure.
  - Landscaping shown appears to meet code. It must be at least 6 feet high at the time of planting.
  - Are any access drives proposed?
  - New support towers of a height between 60 feet and 75 feet shall be designed to accommodate co-location of a minimum of one additional provider either outright or through future modification of the tower.
  - Auxiliary support equipment shall be located underground or completely screened by landscaping or an architecturally significant masonry wall. The wall shall be finished with brick, stone, or stucco. The Community Development Director may approve an alternate screening material if it is compatible with adjacent development and is architecturally significant. No exposed CMU is allowed on the exterior of the wall.
  - Security lighting for equipment shelters or cabinets and other on-the-ground auxiliary equipment shall be initiated by motion detecting lighting. The lighting shall be the minimal necessary to secure the site, shall not cause illumination on adjacent properties in excess of a measurement of 0.5 footcandles at the property line, and shall be shielded to keep direct light within the site boundaries.
  - Unless otherwise required by the Federal Aviation Administration, all support towers and antennas shall have a non-glare finish and blend with the natural background.
  - Noise: the sound level shall not be greater than 40 dB when measured at the nearest residential parcel's property line.
  - Location Requirements:
- 153
- stucco finish





- A. No existing support towers or support structures are located within the geographic area required to meet the applicant's engineering requirements;
- B. Existing support towers or support structures are not of sufficient height to meet the applicant's engineering requirements;
- C. Existing support towers or support structures do not have sufficient structural strength to support the applicant's proposed antenna(s) and related equipment.
- D. The applicant's proposed antenna would cause electromagnetic interference with the antenna(s) on the existing support tower or support structure, or the existing antenna would cause interference with the applicant's proposed antenna(s);
- E. The applicant demonstrates that there are other limiting factors that render existing support towers and support structures unsuitable; or
- F. That fees, costs, or contractual provisions required by the owner in order to share or adapt to an existing support tower or support structure for collocation are unreasonable.

#### Required Application Materials:

- Pre-application notes
- A written response demonstrating compliance with each criterion listed in the Site Plan and Design Review Standards of Chapter 17.62.050, 17.56
- Responses to Conditional Use Review criteria under Chapter 17.56.010
- For an application under Section 17.80.070.B Construction or Modification of a Support Tower, rationale for being unable to collocate in areas identified in Section 17.80.070.A shall be provided
- The capacity of the support tower in terms of the number and type of antennas it is designed to accommodate
- A signed agreement, as supplied by the City, stating that the applicant shall allow collocation with other users, provided all safety, structural, technological, and monetary requirements are met. This agreement shall also state that any future owners or operators will allow collocation on the tower
- Documentation demonstrating that the Federal Aviation Administration has reviewed and approved the proposal, and Oregon Aeronautics Division has reviewed the proposal. Alternatively, a statement documenting that notice of the proposal has been submitted to the Federal Aviation Administration and Oregon Aeronautics Division may be submitted. The review process may proceed and approval may be granted for the proposal as submitted, subject to Federal Aviation Administration approval. If Federal Aviation Administration approval requires any changes to the proposal as initially approved, then that initial approval shall be void. A new application will need to be submitted, reviewed, and approved through an additional Site Plan and Design Review or Conditional Use Review process. No building permit application shall be submitted without documentation demonstrating Federal Aviation Administration review and approval and Oregon Aeronautics Division review
- A visual study containing, at a minimum, a graphic simulation showing the appearance of the proposed tower, antennas, and auxiliary support equipment from at least 5 points within a 1-mile radius. Such points shall be chosen by the provider with a review and approval by the Community Development Director to ensure that various potential views are represented





- Documentation that one or more wireless communications service providers will be using the support tower within sixty (60) days of construction completion.
- A site plan, drawn to scale, that includes:
  - existing and proposed improvements
  - adjacent roads
  - parking, circulation, and access
  - connections to utilities, right-of-way cuts required, and easements required
  - a landscape plan describing the maintenance plan and showing areas of existing and proposed vegetation to be added, retained, replaced, or removed; and
  - setbacks from property lines or support structure edges of all existing and proposed structures. Plans that have been reduced, but have not had their scale adjusted, will not be accepted as satisfying this requirement.
- An alternatives analysis for new support towers demonstrating compliance with the Support Tower Location Requirements of Chapter 17.80.100

## GENERAL ENGINEERING COMMENTS

1. The Applicant is responsible for this project's compliance with Engineering Policy 00-01. The policy pertains to any land use decision requiring the Applicant to provide any public improvements.
2. The Applicant shall sign a Non-Remonstrance Agreement for the purpose of making sanitary sewer, storm sewer, water or street improvements in the future that benefit the Property and assessing the cost to benefited properties pursuant to the City's capital improvement regulations in effect at the time of such improvement.
3. The Applicant shall provide an Erosion Prevention and Sedimentation Control Plan to the City for approval.
4. All applicable System Development Charges (SDC) shall be due and payable upon building permit issuance.
5. A grading permit shall be obtained from Development Services for the on-site work.

## Informing the City:

All service providers with facilities within the City of Oregon City shall be required to report in writing to the Community Development Director any changes in the status of their operation.

1. An annual written statement shall be filed with the Planning Manager verifying continued use of each of their facilities in the City's jurisdiction as well as continued compliance with all state and federal agency regulations.
2. The report shall include any of the following changes:
  - a. Changes in or loss of Federal Communication Commission license from the Federal Communication Commission to operate;
  - b. Receipt of notice of failure to comply with the regulations of any other authority over the business or facility;
  - c. Change in ownership of the company that owns wireless communication facility or provides telecommunications services; or
  - d. Loss or termination of lease with the telecommunications facility for a period of six (6) months or longer.





## Clackamas County Fire:

Your application was reviewed by Mike Boumann, Lieutenant Deputy Fire Marshal of Clackamas County Fire District #1. You may contact Mr. Boumann at (503)742-2660 or [michaelbou@ccfd1.com](mailto:michaelbou@ccfd1.com).

## Notes:

- A neighborhood meeting is required with the Hazel Grove- Westling Farms NA.
- Kathy Hogan, *Co-Chair*  
503-657-9435  
[hogansbluff@aol.com](mailto:hogansbluff@aol.com)
- Tom O'Brien, *Co-Chair*  
503-723-3334  
[tom.obrien4@comcast.net](mailto:tom.obrien4@comcast.net)
- The planning department provided notice of your proposed development to the State Historic Preservation Office (SHPO) and all affected tribes per OCMC chapter 17.62.040.H. This notice requirement applies to any project that involves ground disturbance involving movement of native soils.

## Planning Review and Application Fees:

The 2013 Planning applications and fees include-

- Conditional Use: \$3,636
- Site Plan and Design Review

Project Cost	Fee
Less than \$500,000	\$1,983 plus 0.7% project cost
\$500,000 to \$3,000,000	\$3,304 plus 0.5% project cost
Over \$3,000,000	\$11,237 plus 0.3% project cost (Max \$52,710)

- Mailing Labels: ~~\$15~~ Optional

## ***Pre-application conferences are required by Section 17.50.050 of the City Code, as follows:***

***A. Preapplication Conference.*** Prior to submitting an application for any form of permit, the applicant shall schedule and attend a preapplication conference with City staff to discuss the proposal. To schedule a preapplication conference, the applicant shall contact the Planning Division, submit the required materials, and pay the appropriate conference fee. At a minimum, an applicant should submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the City, which identifies the proposed land uses, traffic circulation, and public rights-of-way and all other required plans. The purpose of the preapplication conference is to provide an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal. The Planning Division shall provide the applicant(s) with the identity and contact persons for all affected neighborhood associations as well as a written summary of the preapplication conference. Notwithstanding any representations by City staff at a preapplication conference, staff is not authorized to waive any



*requirements of this code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.*

*B. A preapplication conference shall be valid for a period of six months from the date it is held. If no application is filed within six months of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. The community development director may waive the preapplication requirement if, in the Director's opinion, the development does not warrant this step. In no case shall a preapplication conference be valid for more than one year.*

**NOTICE TO APPLICANT:** *A property owner may apply for any permit they wish for their property. HOWEVER, THERE ARE NO GUARANTEES THAT ANY APPLICATION WILL BE APPROVED. No decisions are made until all reports and testimony have been submitted. This form will be kept by the Community Development Department. A copy will be given to the applicant. IF the applicant does not submit an application within six (6) months from the Pre-application Conference meeting date, a NEW Pre-Application Conference will be required.*