

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
June 5, 2014

SUBJECT: Class I Design Review for pillars and band wall, clock tower.

ATTENDEES: Applicants: Jim Walker, David Cason, John Wynton, Robert Doran,
Brian Bennett
Staff: Tom Soppe, Chris Kerr (Planning Department)

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.

Project Details

The Robinwood Shopping Center is located at the northwest corner of Willamette Drive and Hidden Springs Road in the Robinwood neighborhood. It faces Willamette Drive but is uphill from the street. The main vehicle entrance is from Willamette Drive directly in front of anchor tenant Walmart.

The applicant proposes a band wall of signs along the southern wing of the main building facing the main parking area and Willamette Drive. This horizontal band of signs would be at the same height as the existing wall signs for the stores in this wing, which it would replace. It would be held in place by a series of pillars, and a clock tower is proposed to project upwards from a perpendicular solid wall extending east-west along the landscaped area at the south end. A trellis is proposed to cover the walkway halfway down the wall, almost connecting overhead to the existing building. Also proposed are new brick pavers at the main entrance to the site.

Section 55.020 lists items proposed in applications that are covered under Class I Design Review. Below are the sections of 55.020 that apply to this proposal.

55.020 APPLICABILITY

This chapter provides two levels of design review: Class I and Class II. Class I design review applies to land uses and activities that require only a minimal amount of review. Class II design review is reserved for land use and activities that require

comprehensive review. Class I design review applies to the following land uses and activities:

C. Fences and walls (at non-single-family/duplex residential sites).

D. Modification of an office, commercial, industrial, public or multi-family structure for purposes of enhancing the aesthetics of the building and not increasing the interior usable space (e.g., covered walkways or entryways, addition of unoccupied features such as cupolas, clock towers, etc.).

As seen from the excerpt, the pillars, band wall, trellis, and clock tower are covered under Design Review. The proposal for new brick pavers at the entrance is not required to be reviewed by the Design Review process and is therefore allowed outright (check with the Building Department if it needs a building permit however).

Architectural criteria in 55.100(B)(6) mainly discuss compatibility of materials and scale with surroundings, the city's general look, and the existing development. Adding earth-toned brick or stone walls and pillars and a clock to this existing earth-toned and relatively unadorned shopping center should meet the criteria. The scale appears compatible as it does not make the complex look too close to the street downhill, and as it is not taller than the existing building.

This can be considered a new wall and extension of the arcade effect of the existing building, so these would be considered on-wall signs that replace the on-wall signs on the main building now. Therefore the calculation of allowed signage does not change and these are allowable under sign code.

Process

A Class I Design Review approval is required.

A neighborhood meeting is NOT REQUIRED for this application, but neighborhood meetings are always encouraged by staff nonetheless. Contact Aaron Buffington, Robinwood NA President, at Robinwoodna@westlinnoregon.gov. Follow the provisions of 99.038 precisely. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting, if the applicant decides to have a meeting.

For Design Review, the criteria of 55.090 shall be responded to individually in a narrative. Subsection 55.090(C) allows Planning to determine which approval criteria in 55.090(A) are appropriate; 55.090(A)(1) does not apply as no development will take place on what is currently natural or undeveloped land. 55.090(A)(2) is appropriate as it requires responses to the criteria related to architecture in the code. Subsection 55.090(A)(4) allows Planning to require responses to additional criteria from 55.100 as

appropriate. For the improvements proposed, the following criteria implied by 55.090(A)(2) and/or 55.090(A)(4) as appropriate for this project shall be responded to in a narrative:

- 55.100(A)(9) Signs- confirm if they will be the same size, height, etc. as what they replace.
- 55.100(B)(6)(a-d, f-h) Architecture
- Be sure to also respond to 55.090(B) as that is the only section of 55.090 that is its own criterion, as opposed to the sections of 55.090 that just refer to sections of 55.100. This is probably a very easy one to meet with this application as it would not require more service provision.

The fee for a Class I Design Review request is \$2,100. Prepare the application and submit to the Planning Department with the fee and signed application form. Follow 55.070 for Design Review submittal requirements that should accompany the narrative and the application form.

Submittal requirements may be waived. To allow this to possibly happen, the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director, identifying the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

Once the submittal is deemed complete, the staff will schedule a Planning Director decision date and send out a notice to the applicant, neighbors, and other stakeholders at least 14 days in advance. The Planning Director's decision may be appealed by the applicant or anyone with standing to City Council, requiring at least one City Council hearing.

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. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no "shelf life" for pre-apps.