

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
June 16, 2011

SUBJECT: Class II Variance for sign height for Legacy Medical Group at 2020 8th Avenue (Willamette Marketplace)

ATTENDEES: Applicants: Landon Marsh, Michelle Kurzhals
Staff: Tom Soppe (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 Legacy Medical Group is located in a three-story building in the western part of the Willamette Marketplace shopping center in the Willamette neighborhood, between 8th Avenue, 10th Street, 13th Street, and I-205. The applicant is located in the eastern half of the second floor. The signage area above the first floor serves the first floor businesses, so the only area available for signage for Legacy on the building is on the eastern half of the area above the second floor, where the applicant proposes the signage. The applicant wishes to apply for a 2-foot sign height variance above the 25-foot sign height limit in the General Commercial zone. Per CDC Table 52.300, 25 feet is the maximum sign height for commercial uses in commercial zones.

Per CDC 52.110(C), “Sign height and sign area variances shall be a Class II variance, and shall be reviewed pursuant to the provisions of subsection C of this section and Chapter [75](#) CDC.” Therefore this shall be a Class II Variance, requiring a Planning Commission hearing.

Process

A Class II Variance permit is required.

A neighborhood meeting is not required for a Class II Variance, but neighborhood meetings are always encouraged by staff nonetheless. Contact Beth Kieres, President of the Willamette Neighborhood Association, at (503) 722-1531 or willametteneighborhood@gmail.com. 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 they choose to have the meeting.

The applicant shall submit a narrative responding to the criteria of 52.110(C) and 75.060. Each criterion must be met for the variance to be approved. The application should follow strictly the submittal requirements of 52.104(A)(2) and 75.050.

The deposit for a Class II Variance is Design Review permit is \$1,800. **PLEASE NOTE that this is an initial deposit, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than the deposits cover, and therefore additional billing is likely to occur.**

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. The waiver may or may not be granted by the Planning Director.

Once the submittal is deemed complete, the staff will schedule a public hearing before the Planning Commission and send out a notice to the applicant, neighbors, and other stakeholders at least 20 days in advance. The Planning Commission'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.