

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 20, 2011

SUBJECT: Class I Design Review for changes to existing commercial space at Cascade Summit Shopping Center at 21500 Salamo Road

ATTENDEES: Applicants: Jon McAuley, Jon Thornburg, Peter Apalakias
Staff: Chris Kerr (Planning)

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 applicant plans a new Chase Bank branch in the former Blockbuster Video site at the Cascade Summit Shopping Center in the Savanna Oaks neighborhood. The site is zoned General Commercial. Several exterior and interior changes are planned, as can be seen on the applicant’s pre-application conference submittal. Community Development Code (CDC) 55.020 requires Class I Design Review for the following specific items that are proposed for change or installation:

- 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.).
- O. Heating, ventilation, and air conditioners (HVAC) that are visible from right–of–way or abutting property.

Therefore, triggering design review for this project are the proposed addition of wall space and/or window film where panels of transparent windows currently exist, as well as the addition of rooftop mechanical equipment (if visible and different from than current visible HVAC equipment). For the former, the most important criterion will be 55.100(B)(6)(f) which provides for the required level of transparency for the walls of commercial buildings. The applicant also proposes two new wall ATM machines and associated lighting.

Since design review is already to be required due to the changes related to walls, windows, HVAC, etc., the design review criteria for crime prevention, safety, and defensible space should also be reviewed under the proposal due to the proposed ATMs and lighting. The 55.100(B)(7) criteria relating to orientation and the location of entrances also apply, since entrances and exits to the space are being relocated as part of the proposed remodel.



Cascade Summit Shopping Center; Purple arrow points to space where bank is proposed

For the HVAC equipment, design review is not needed if the equipment proposed will not be visible from the abutting property, and/or if it is not larger in size or height, or different in color, than current equipment. If the applicant plans replacement in kind of HVAC rooftop equipment and this is not visible from the right-of-way or abutting property, the applicant can submit pictures proving this in order to prove that this aspect of the design review is not necessary. If new equipment proposed will not be visible from the right-of-way or abutting property, this aspect of the design review is likewise not necessary, whether or not the equipment constitutes replacement in kind. Any visual HVAC change, that constitutes a visual change from the current view of the HVAC equipment from the right-of-way or off-site, does require this aspect of the design review.

Process

Class I Design Review is required. This is a Planning Director decision.

No neighborhood meeting is required for Class I Design Review. However, these meetings are always encouraged to solicit public input and make the public more informed of an applicant's plans. The site is in the Savanna Oaks neighborhood but borders the Parker Crest neighborhood. Contact Dave Rittenhouse, Savanna Oaks NA President, at daver@europa.com or 503-635-0800, and/or Bill Relyea, Parker Crest NA President, at wrelyea@comcast.net at 503-636-1292.

The Class I Design Review will require a full and complete response to the submittal requirements per CDC 55.070(D-F), which include a site plan, architectural drawings, building materials, the Development Review Application Form, the aforementioned fee, and a narrative responding to the appropriate criteria. There shall also be a narrative submitted in response to Section 55.090. This should include responses to 55.090(A)(2) and (B); responses to 55.090(A)(1) are not necessary as this is a site that is built out and there will be no effects on landscaping, trees, etc. The response to 55.090(A)(2) shall be itemized by the 55.100 sections included under 55.100(B)(5) and (6).

Section 55.090(C) allows staff to require narrative responses to other 55.100 criteria not listed specifically under 55.090, as appropriate to the proposal in question. The following criteria of 55.100 shall therefore be responded to in a narrative, in addition to what is discussed above:

- 55.100(B)(7)(a) (orientation)
- 55.100(B)(7)(f) (entrances)
- 55.100(C)(3) (rooftop utilities, if applicable- see discussion above)
- 55.100(J) (crime prevention and safety/defensible space)

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 Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The deposit for Class I Design Review is \$1,050 dollars. **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 deposits cover, and therefore additional billing may be likely to occur.**

Once the submittal is deemed complete, the Planning Director will send out public notice of the pending decision then render a decision in two to three weeks. The 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.

Preap-PA-11-26 Chase Bank