

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
December 1, 2011

SUBJECT: Class I Design Review for changes to exterior wall of commercial space at Willamette Village shopping center, 19064 Willamette Drive

ATTENDEES: Applicant: Vince Galea (Ankrom Moisan Architects)
Staff: Tom Soppe (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 represents a new US Bank branch planned for a vacant space at the Willamette Village shopping center in the Robinwood neighborhood. The site is zoned General Commercial. The applicant plans to replace some window area with an ATM, drop box, and infill wall area. Community Development Code (CDC) 55.020(C) requires Class I Design Review for new wall area at a commercial building.

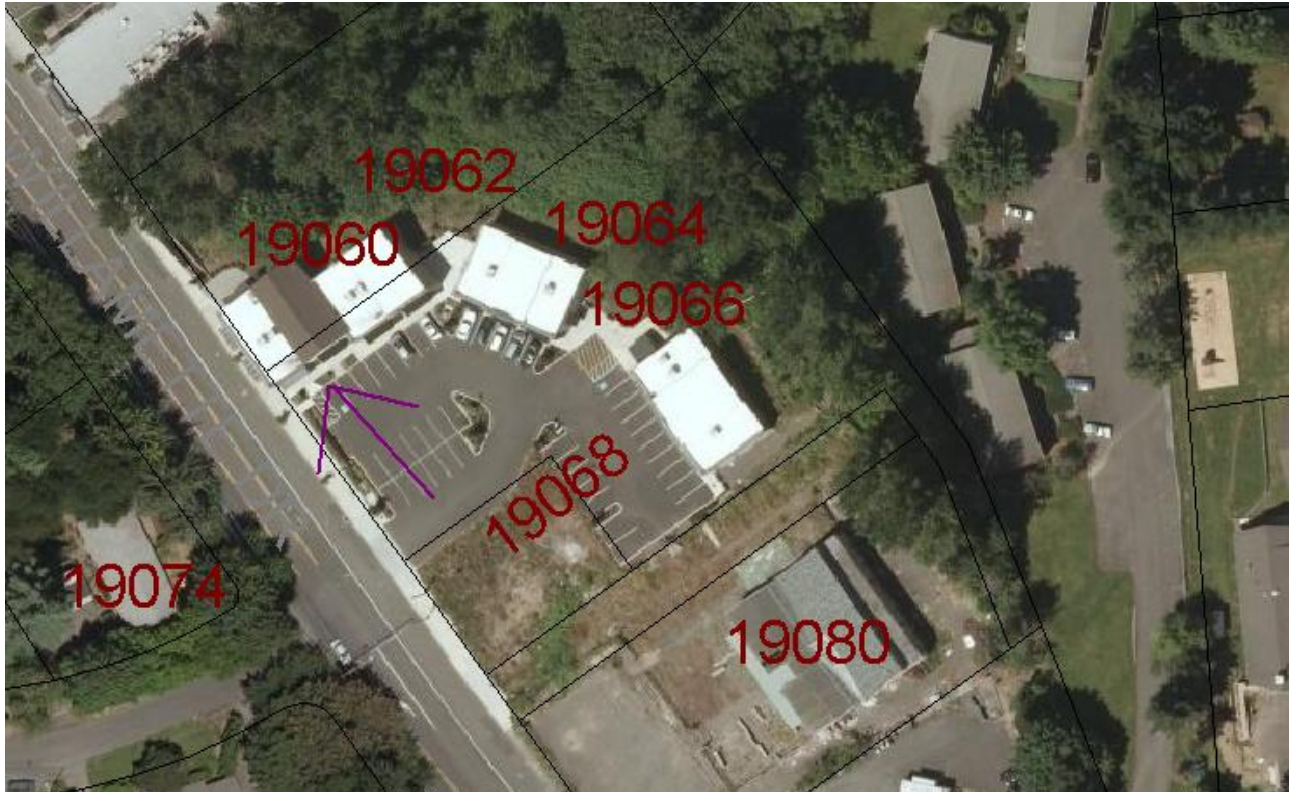


View of space to be occupied by bank. Part of set of windows on the right is proposed for ATM, drop box, surrounding wall area

Since design review is already to be required due to the changes related to the wall, the design review criteria for crime prevention, safety, and defensible space should also be reviewed under the proposal due to the proposed ATM and drop box (including for any lighting that may be installed to aid in the use and safety of these features).

Some of the main issues in this design review would be matching existing architecture, and ensuring that transparency requirements continue to be met. Transparency is the amount of wall space featuring windows of at least 3 feet in height. There is approximately 50% transparency along the Willamette Drive side of the building and just over 60% transparency on the parking lot side of the building. The latter is the case whether the bank and 1st Choice Market spaces are counted separately or together as one building. They are one continuous frontage but were applied for as two buildings during the design review for Willamette Village (file DR-06-43) and should be able to stand alone in terms of transparency. 55.100(B)(6)(f) requires 60% transparency on the front of a building and 30% or more on a side visible from a major street. For DR-06-43 the side facing the parking lot was apparently considered the front and the side facing Willamette Drive was considered a side.

The photo caption next to 55.100(B)(6)(f) in the CDC says windows can be transferred between sides so transparency requirements can be met. This would be necessary here as the proposal would take the front transparency below 60%. If transparency is counted via transferral as discussed above, subtracting the width of the proposed wall panel and ATM from the amount of transparency along the street side would reduce this side's transparency to approximately 30% transparency. This would be the minimum amount for a side of a building facing an arterial street such as Willamette Drive. The applicant will have to be sure that a small enough portion of the building is converted from window to wall/ATM/box in order to continue to meet transparency requirements one way or another.



Willamette Village shopping center; Arrow points to proposed bank space.



Entire structure, labeled buildings "A" and "B" in original design review. The left half is where the bank is proposed, in Building A.

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 Robinwood neighborhood. Contact Thomas Boes, Robinwood NA President, at PresidentRNA@gmail.com or 503-699-6112.

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, and a narrative responding to the appropriate criteria. The narrative is to be 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)(6); response to 55.100(B)(5) is not necessary as there are no new buildings or additions.

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(J)(1, 4, 5, 6) (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. The applicant 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>. West Linn Interactive Mapping is available online at <http://westlinnoregon.gov/maps/west-linn-interactive-mapping>. Click on "Click here to use West Linn Interactive Mapping Public Access".

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 the processing of applications to consume more staff time 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.