

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
November 7, 2013

SUBJECT: Class I Design Review for revamped parking, and new roll-up (garage-style) door on north side of building, at 2070 8th Ave.

ATTENDEES: Applicants: Kevin Kincaid, Craig Olson
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 Willamette Marketplace shopping center is located at the northwest corner of 8th Avenue and 10th Street, bordering I-205 to the north. 2070 8th Avenue is a space in this shopping center. To serve the loading and display needs of a possible tenant in this space, the applicant is interested in eliminating five parking spaces in front of this building, replacing them in a currently unstriped but paved area at the west end of the site, placing a concrete patio where the eliminated parking spaces would be. This would also involve moving the ADA parking in front of this building to another location in the parking lot along the front of the same building. The applicant also plans to possibly include a request for a new roll-up door (similar to garage door but for displays and not vehicles) along the north side of the building, which may be glass or metal.

Parking alignment and location is allowed to be changed at an existing site under a Class I Design Review approval, per Community Development Code (CDC) 55.020(H, I). It would be granted only if all Community Development Code (CDC) provisions are met, including but not limited to a) whether the shopping center still has sufficient parking, b) whether the parking spaces are still grouped and separated according to landscaping provisions, c) whether all parking is still within the required maximum distance from buildings, and d) whether ADA parking is still just as close to a building entrance. Class I Design Review also applies to aesthetic changes to a commercial building per 55.020(D) so this would include the roll-up door. All these Class I Design Review-related changes can be done as the same Class I Design Review application.

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 Julia Simpson, Willamette NA President, at 503-655-9819, 503-819-2370 or Willamettena@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 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 additional 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)(7) Parking/loading- refers to Chapter 46
- 46.070(B)(1) Distance from parking spaces to buildings
- 46.070(B)(5) Distance from ADA spaces to buildings
- 46.150(A)(1, 2, 4, 5, 6, 17, 19, 20, 21, 22) parking pace design, location, etc.
- 46.150(B)(1-6) ADA space design, location, etc.
- 46.150(F) Layout of spaces
- 55.100(B)(6)(a, c, d) Architectural compatibility
- 55.100(C)(2) If not sufficiently compatible, should new garage door be screened from nearby ROW view?
- 55.100(D)(3) Would metal door create glare in this direction also?
- 55.100(K) ADA compliance
- 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.

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.