

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 1, 2015

SUBJECT: Construction of a detached three car garage at Historic Landmark property at 20375 Willamette Drive.

FILE: PA-15-37

ATTENDEES: Applicants: Sharon Burch
Staff: Peter Spir (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.

Site Information

Site Address: 20,375 Willamette Drive
Site Area: 81,387 square feet
Neighborhood: Bolton NA
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)
Applicable code: Community Development Code (CDC) Chapter 25: Historic District
CDC Chapter 11: R-10

Project Details: The house on the property is a 1927 Mediterranean Revival style with stucco exterior. The house is a historic landmark subject to CDC Chapter 25. The property owner proposes to build an 832 square foot three car detached garage (accessory structure) to the south of the house. Accessory structures over 120 square feet in size must apply for Historic Design review. The specific standards that apply to accessory structures include CDC section 25.060(B) (1) (a) (3) which states that detached accessory structures "...shall be in the rear yard". The proposed garage location does not meet that standard. Rather than apply for a variance, this chapter offers CDC section 25.080 "Modification to Design Standards". (Providing the HRB with nearby examples of detached garages near landmark structures would be an example of how those provisions would work.)

Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com for their requirements.

Process

For the Historic Resource permit, address the submittal requirements of CDC section 25.050 and approval criteria of CDC 25.060 (A) and (B). The application must include and address preliminary building plans for the proposed accessory structure, plus list of materials and proposed color scheme. There is a fee of \$100. The CDC is online at <http://westlinnoregon.gov/cdc>.

N/A is not an acceptable response to the approval criteria. The 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 Manager and must identify the specific grounds for that waiver.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a hearing date with the Historic Review Board. A decision is usually rendered within six weeks of the determination of completeness. Appeals of the Historic Review Board's decision are heard by City Council.

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 ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***