

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**December 3, 2015**

SUBJECT: Five multi-family units at the southeast corner of Salamo Road and Hoodview Avenue. Class I Variance for five percent lot size reduction, Class II Variances for driveway separation and driveway setback from intersection. Class II Design Review.

FILE: PA-15-43

ATTENDEES: Applicant: Mark Britcliffe  
Staff: Peter Spir, Jennifer Wells (Planning Department); Khoi Le (Engineering Division) Public: Bill Relyea (Parker Crest NA)

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*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 property is zoned R-3 which is a multi-family residential zone. The existing 17,517 square foot parcel, located at the southeast corner of Salamo Road and Hoodview Avenue, is proposed to be developed for five multi-family units. The applicant has anticipated that the lot area will be reduced by dedication of ROW for the existing planter strip and sidewalk areas. Since the dedication will reduce the lot area to 14,682 square feet, which is below the required 15,000 square feet, a Class I Variance is needed to allow a fifth unit. CDC 75.020(A)(1) allows: "Required yards may be modified up to 20 percent, lot dimensions by up to 10 percent and lot area by up to five percent..." Depending on the site design, two Class II Variances may be needed to allow reduced driveway separation (CDC 48.060(D) (3) requires a 30 foot separation between curb cuts) and to allow less than a 35 foot setback from a driveway to the intersection of local street ROWs per 48.060(D)(3). Class II Design Review is required for attached multi-family housing. Contextual architecture is proposed. The design will have to meet the Floor Area Ratio, Lot Coverage and other dimensional standards of the R-3 zone.

Please contact Khoi Le at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) to discuss engineering issues and Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com) to discuss TVFR requirements.

PROCESS

A formal meeting (e.g. CDC section 99.038) with the Parker Crest Neighborhood Association is required for a multi-family project. You must follow the steps explained in

section 99.038 explicitly. Please contact the NA president, Bill Relyea at ParkerCrestNA@westlinnoregon.gov

The multi-family project requires a full and complete response to the submittal requirements and approval criteria of Chapter 55 Design Review (Class II) and CDC Chapter 75 Class I and II Variances. (A survey of the lot to verify lot area after ROW exaction will be required.)

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 Director and must identify the specific grounds for that waiver. Prepare the application and submit it to the Planning Department with deposit fees. The application form must be signed by the property owner.

Class II Design Review has a deposit fee of \$4,000 plus 4% of construction value if the project has a construction value of over \$500,000. There is an additional \$300 final inspection fee. The first Class II Variance has a fee of \$2,900. The second Class II Variance fee would be reduced in half to \$1,450 since this application involves more than one variance. A Class I Variance has a fee of \$825 which would be reduced in half to \$412. Staff bills hours against the deposit fee and returns any surplus at the conclusion of the process, regardless of whether it is approved or denied. If the application is more complex and time consuming, the applicant will be billed above and beyond the deposit fee that has been received.

Once the application and deposit fees are submitted, the City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals. Staff will schedule the Planning Commission hearing about 4-6 weeks after completeness determination. In the event of an appeal, the review body is the City Council. Subsequent appeals go to LUBA.

***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. Also note that these notes have a limited "shelf life" in that changes to the CDC standards may require a different design or submittal. Pre-application reviews are only valid for 18 months. A new pre-application conference would have to be scheduled once that period lapses.

Preap-sumry- Fiveplex at Hoodview and Salamo.