

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 16, 2016

SUBJECT: Changes to tentative partition lot line and parking areas at 23000 Horizon Drive.
FILE: PA-16-11
ATTENDEES: Applicants: Robin Miller
Staff: Jennifer Arnold and Peter Spir (Planning), Khoi Le (Engineering)

*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: 2300 Horizon Drive
Lot Area: 194,963 square feet
Neighborhood: Savanna Oaks NA
Comp. Plan: Medium High density residential
Zoning: R-3 (Single family and Multiple Family residential / 3,000 square foot minimum lot size)
Applicable code: CDC Chapter 85: Land Division
CDC Chapter 15: R-3
CDC Chapter 55: Design Review
CDC Chapter 99.120: Amendments
CDC Chapter 80: Unlisted Uses

Project Details: The applicant received tentative plan approval for a two lot minor partition of this property on November 20, 2014 (MIP-14-01). The applicant proposes to shift the common lot line, between Parcels A and B, 45 feet north to accommodate a future 32 independent living (IL) unit project on Parcel B (southern lot).

CDC 99.120 Amendments applies: *"An amendment application shall be required if the Planning Director determines that the proposed revisions will change the project by a factor greater than 10 percent in a quantifiable manner..."*

The proposed adjusted area of 15,885 square feet represents 7.8 percent of the gross site area of 202,247 square feet. Therefore, the change in the lot line does not trigger an amendment of the minor partition. The adjustment would require a mutual parking and access easement to allow cross traffic and use between parcels A and B.

The Assisted Living Facility (ALF) currently has 57 parking spaces and the proposed reconfiguration would result in the loss of nine spaces and the addition of 13 new spaces. This impacts 38 percent of the total parking; thus a new Class II Design Review is required per CDC 99.120(D): *"If the proposed revisions will change the project by a factor greater than 25 percent in a quantifiable manner...then a new application shall be required."*

The applicant has at least three options: 1) proceed with final partition platting with no modification of the lot line and parking (with all future IL housing and parking on parcel B); 2) proceed with final partition platting with modified lot line and a Class II design review to modify the existing site plan and developed areas; or 3) same as (2) above but expand the Class II design review application to include both parcels A and B and the 32 IL unit proposal and apply for CUP as needed. **Prior to making an application, the applicant MUST consult with staff to discuss which option they will use and to refine the City's requirements.**

A Class II Variance may be needed to allow reduced parking for the IL units. Alternately, the applicant may propose a parking requirement per 46.100 Parking Requirement for an "Unlisted Use". (This would avoid being designated as a Multi-Family residence with a parking requirement of 1.25 spaces per unit.) Similarly, the applicant may propose to the Planning Commission, a special IL use designation, under CDC Chapter 80: "Unlisted Uses; Authorization of Similar Uses". If the "Senior Housing" designation is proposed it would have to meet the definition in Chapter 2 and 15. A CUP would be required. Also, with a 50% increase in density above the allowed R-3 density, only 28 units would be permitted (net square footage after ROW dedication divided by 3,000 X 1.5).

Engineering Division Comments

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

Process

For the Class II Design Review, address the applicable submittal requirements of CDC Chapters 46, 54 and 55 and provide responses to the approval criteria of CDC 46.050, 46.090, 46.150, 54.020, 54.070, and 55.100(C) (D) (J). For projects with a construction value over \$500,000, there is a deposit fee of \$4,000 plus 4% of construction value to a maximum of \$20,000. A Class II Variance has a fee of \$2,900. Address the submittal requirements and approval criteria of CDC Chapter 75. CDC Chapter 80: "Unlisted Uses; Authorization of Similar Uses" has a fee of \$850. Address the approval criteria of 85.050.

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 decision date by the Planning Manager. There is no public hearing required. Appeals of the Planning Manager's decision are heard by City Council.

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. 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.**