

City of West Linn  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
August 4, 2016

SUBJECT: Proposed mixed use 8,000 square feet commercial building with commercial on the first floor and residential on the upper two levels. Parking will be in an attached two level parking structure

FILE: PA-16-17

ATTENDEES: Applicants: Kim Wright  
Staff: Jennifer Arnold (Planning)  
Khoi Le and Morgan Palmer (Engineering)

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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.*

**Site Information**

Site Address: 1575 Burns Street  
Tax Not No.: Tax lot 2501 of assessor's map 21E30BD  
Site Area: 27,093 square feet  
Neighborhood: Bolton Neighborhood Association  
Comp. Plan: General Commercial  
Zoning: OBC (Office Business Center)  
Applicable code: CDC Chapter 21: Office Business Center  
CDC Chapter 55: Design Review

**Project Details:** The applicant proposes an 8,000 square feet mixed use commercial building with commercial on the first floor and residential on the upper two floors. Parking for this proposal will be in a two story attached parking structure and at grade parking spaces adjacent to the parking structure.

The proposed use is permitted subject to prescribed conditions by the Planning Director and explained in CDC Chapter 21.

The preliminary concept shows elevations generally consistent with the neighboring Bolton Commercial Area.

Engineering Comments: contact Khoi Le at [Kle@westlinnoregon.gov](mailto:Kle@westlinnoregon.gov)

Building Department comments: for SDC's contact Jim Clark at [jclark@westlinnoregon.gov](mailto:jclark@westlinnoregon.gov))

Tualatin Valley Fire and Rescue contact: Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com)

City Arborist: Mike Perkins [mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov)

**Process:**

The Design Review process is required per CDC Chapter 55.020.A. The application goes to the Planning Commission for a public hearing and decision. The Planning Commission will focus upon the design's compliance with CDC Chapter 55.

For the Class II Design Review, address the submittal requirements and responses to the criteria of 55. 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.

A neighborhood meeting is required per 99.038. Follow the procedures explicitly. Please contact the Bolton Neighborhood Association president at [BoltonNA@westlinnoregon.gov](mailto:BoltonNA@westlinnoregon.gov)

The deposit fee for both Design Reviews is based on the estimated construction value to a maximum amount of \$20,000. The CDC is online at <http://westlinnoregon.gov/cdc>.

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 declared complete, staff will schedule the Historic Review Board's (HRB) advisory hearing decision date and post notice. Following the HRB hearing, the Planning Commission will schedule, post notice and hold a public hearing to render the decision. There is a 14-day window to appeal the Planning Commission's decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Commission's decision becomes final and the applicant may move forward with the development of their proposal.

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.**