

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**September 1, 2016**

SUBJECT: Proposed conversion of existing laundry room to studio apartment in a Non-Conforming Structure (Apartment complex)

FILE: PA-16-19

ATTENDEES: Applicant: Reed Stager  
Staff: Jennifer Arnold (Planning)

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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: 2118 19<sup>th</sup> Street  
Tax Not No.: tax lots 1000 & 1004 of Assessor's Map 21E34DA  
Site Area: 67,518 square feet  
Neighborhood: Willamette  
Comp. Plan: Low density residential  
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)  
Applicable code: CDC Chapter 66: Non-Conforming Structure  
CDC Chapter 11: R-10

**Project Details:** The applicant proposes to convert an existing 325 square foot public laundry room to a studio apartment in an existing apartment complex. The existing property has 9 buildings, set up as duplexes, and the property is zoned R-10. Multi-family housing is not a permitted use in this zone, thus a Non-Conforming Structure permit is required. After further review of the application, the proposal would create a triplex. A triplex would increase the Non-Conforming use, thus the application will not be permitted to move further in the process as proposed. During the pre-application conference there was discussion of altering the existing duplex and increasing the size of one of the units, rather than creating a triplex. This option would need to proceed with an Alteration of a Non-Conforming Structure permit.

**Process**

For the Non-Conforming Structure permit, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 66.080(B) (2) (a-b). There is a fee of \$1,000.

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 CDC 99.038.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete. 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, notice of a Planning Director Decision will be sent to the applicant and neighboring property owners. Appeals of Planning Director decisions are heard by Planning Commission.

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.***