

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 15, 2016

SUBJECT: Development of a two story 6,000 (+/-) square foot commercial structure in the Willamette Commercial Historic Overlay Zone at 0 Willamette Falls Drive (in between 1754 and 1742 Willamette Falls Drive).

FILE: PA-16-23

ATTENDEES: Applicant/Consultants: Kevin Godwin, Scot Sutton, Michael Ard, Trent Doman, Jenny Doman
Staff: Jennifer Arnold and Darren Wyss (Planning); Khoi Le, Development Engineer

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: 0 Willamette Falls Drive
Site Area: 5,153 square feet
Neighborhood: Willamette
Comp. Plan: Commercial
Zoning: GC (General Commercial)
Overlays: Willamette Commercial Historic Overlay Zone

Proposal: The applicant proposes to build a two story 6,000 (+/-) square foot commercial structure. Please note that, per CDC 46.140, development on Willamette Falls Drive between 10th and 16th Streets is exempt from the parking standards of CDC Chapter 46.

The lists of uses allowed outright, by prescribed conditions and by conditional use permit, are explained in CDC Chapter 19 and include retail, offices, hotels, etc.

The preliminary concept shows elevations generally consistent with the Willamette Commercial Historic Overlay Zone design standards. The proposed awning does not extend to the outer edge of the sidewalk, so a variance per 58.100(A) "Variance Procedures" is required. Class II Design Review is required per CDC Chapter 55.020(B).

Engineering Comments: contact Khoi Le at Kle@westlinnoregon.gov

Building Department comments: for SDC's contact Jim Clark at jclark@westlinnoregon.gov

Tualatin Valley Fire and Rescue contact: Ty Darby at ty.darby@tvfr.com.

Process

This is a two-step process. Design Review, per the Willamette Falls Drive Commercial District Design Standards, is required. See CDC Chapter 58.030. The first review body is the Historic Review Board. They will hold a public hearing to determine the design's compliance with CDC Chapter 58. Their findings are only advisory. From there, 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 Chapters 55 and 58.

For the Class II Design Review, address the submittal requirements and responses to the criteria of 55. For the Willamette Falls Drive Commercial District Design Standards Design Review address the submittal requirements and responses to the criteria of 58. 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 Willamette Neighborhood Association president at WillametteNA@westlinnoregon.gov.

The deposit fee for both Design Reviews is \$4,000 plus 4% of the 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.***