



## PRE-APPLICATION CONFERENCE MEETING

February 16, 2016

SUBJECT: Construct a new 2-story home with full basement and detached 2-car garage at 1689 6<sup>th</sup> Ave.

FILE: PA-17-04

ATTENDEES: Applicant: Home Guardian NW  
Staff: Jennifer Arnold, Associate Planner; Erich Lais, Assistant City Engineer  
NA: Willamette

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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: 1689 6<sup>th</sup> Avenue  
Site Area: 5,000 square feet  
Neighborhood: Willamette NA  
Comp. Plan: medium density residential  
Zoning: R-5 (Single family residential detached and attached/duplex/ 5,000 square foot minimum lot size)  
Applicable code: Community Development Code (CDC) CDC Chapter 11: R-13; Chapter 25: Historic District

### **Project Details**

#### *Historic Design Review Process*

After this Pre-Application Conference a Development Review Application must be submitted. The requirements for this are detailed in CDC 25.050 and below. Once submitted, staff has 30 days to determine if the application is complete. Applications are often incomplete. If an application is incomplete, staff will notify you and you have 180 days to make the application complete, or provide written notice that some or all of the requested information will not be submitted.

Once an application is determined to be complete, the application must be reviewed by the Historic Review Board (HRB) and any local level appeals, which would be to the City Council,

must be held within 120 days. Typically, the process takes less time than this, but large or complex projects may take the full time permitted. If necessary, an applicant may grant an extension to the 120 day period.

New construction requires a public hearing. It's recommended that you attend the hearing. Conduct of quasi-judicial hearings conform to the requirements of ORS 197.763 and the City's CDC. Staff will provide a report at least 10 days in advance and will present a summary of it at the hearing. You will also be given time to present your application. The HRB may ask questions of both staff and the applicant. There will also be time for public comment. The decision by the HRB may be appealed to the City Council and all local appeals will be exhausted within the 120 day period after the application is determined to be complete.

Application submission- The Planning Department will need 3 large sets of plans and 3, 11X17 sets of plans. We will also need an electronic version on a disk in pdf format. Once the project is deemed complete, the Planning Department will need a total of 10 large sets of plans.

### **ENGINEERING COMMENTS**

Contact Erich Lais in Engineering at [elais@westlinnoregon.gov](mailto:elais@westlinnoregon.gov) or 503-722-5500 for more information.

### ***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" of 18 months in that future changes to the CDC standards may require a different design or submittal. Any applications submitted in excess of 18 months from the date of this pre-application conference will require an additional pre-application meeting with the City unless waived by the Planning Director.