

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 15, 2017

SUBJECT: Proposed Four Story Self Storage Facility at 22150 Willamette Drive.

FILE: PA-17-09

ATTENDEES: Applicant: Frank Schmidt, Chuck Gregory, Zach Pelz,
Staff: Peter Spir, Jennifer Arnold, Associate Planners; Amy Pepper, Development Engineer; Ty Darby, TVFR; Martin Jensvold, ODOT
Public: Betsy Benson, Chuck Ferrel, Matt Epert, Nori Falconeri, Josh Reiter

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: 22150 Willamette Drive
Tax Lot No.: Tax lot 2000 of Assessor's Map 22E30CA (also tax lot 2400 west of Holly Street ROW)
Site Area: 20,233 square feet (also 1852 sq. ft. for tax lot 2400)
Zoning: GC (General Commercial)
Environmental Overlays: Habitat Conservation Area (HCA) and Water Resource Area (WRA)

Project Details

The applicant proposes to build a four story self-storage facility.

Discussion

A self-storage facility, defined in CDC Chapter 2 as: "Wholesale, storage, and distribution, mini-warehouses. Storage and warehousing service within a building(s) primarily for individuals to store personal effects and by businesses to store materials for operation of an industrial or commercial enterprise located elsewhere", is allowed in the GC zone by Conditional Use Permit (CUP). Class II Design Review is also required. Speaking to the question of allowable height, the GC zone (CDC 19.070) establishes height restrictions: "The maximum building height shall be two and one-half stories or 35 feet for any structure located within 50 feet of a low or medium density residential zone, and three and one-half stories or 45 feet for any structure located 50 feet or more from a low or medium density residential zone." (Sub grade basements do not count as a story.) Per CDC 60.070(C), the underlying GC zone's dimensional standards, including height, may be modified at the discretion of the Planning Commission. The design must incorporate the transparency requirements of 55.100(B) (6) (e). Also, attention to human scale should be included. Parking is per 46.090(E) (2) and (F). Off street loading is per 46.130.

The Hood Street Right of Way (ROW) extends from Holly Street and separates the two tax lots. Rather than improve the ROW to standard street design at this time, the Engineering Department recommends a fee in lieu for half street improvements to facilitate future construction per the Hwy 43/Willamette Drive conceptual plan design which is still being designed. (An alternate, but more problematic approach, would have the applicant move forward with design of the Hwy 43/Willamette Drive plan and install improvements as approved. Because the Hwy 43/Willamette Drive conceptual plan will require grading in the ROW to accommodate the ultimate design, and due to the presence of utilities in the ROW, vacation of the ROW is not an option. Access to Holly Street using the Hood Street ROW is not the preferred approach for vehicles. Previous applicants had negotiated an access easement through 1595 Holly Street. Pedestrian access should be incorporated into the ROW.

The northeast 7,934 square feet of the site is occupied by the Cascade Spring Pond Creek drainageway and is within the Water Resource Area (WRA) boundary. Development must be 50 feet back from the top of the ravine as defined by CDC Table 32-2 footnote 2. The WRA setback may be reduced to 25 feet if a geotechnical engineer can make findings that the site conditions are not prone to erosion or instability (footnote 4). A WRA permit is required if development is proposed within the WRA boundary. Per the Metro Habitat Conservation Area (HCA) map, the northeast area is also in a "Moderate" HCA. The HCA extends approximately 25 feet from the top of the ravine. HCAs are regulated under CDC Chapter 28: Willamette and Tualatin River Protection (WRG). A WRG permit is required if development is proposed within the HCA.

Engineering Division Comments

Contact Amy Pepper of the Engineering Department to determine required improvements at apepper@westlinnoregon.gov. Contact Ty Darby of TVFR at ty.darby@tvfr.com for comments. Contact Jim Clark, Building Official re: SDC's and building permits at jclark@westlinnoregon.gov.

Process

For the WRA permit, address the submittal requirements of CDC Chapter 32.050 and respond to the approval criteria of 32.060. The fee is \$2,600 plus a \$250 inspection fee. For the WRG permit, address the submittal requirements of CDC Chapter 28.090 (28.120-28.150) and the approval criteria of 28.110. The deposit fee is \$1,700. For the CUP, the deposit fee is \$4,500 plus a \$200 inspection fee. Address the submittal requirements of CDC Chapter 60.060 and 60.080 and the approval criteria of 60.070. For the Class II Design Review, the deposit fee is \$4,000 plus 4% of the construction costs to a maximum deposit fee of \$20,000 plus a \$300 inspection fee. Address the submittal requirements of CDC Chapter 55.070, 55.110-55.170. Address the approval criteria of 55.100. (A Traffic Impact Assessment (TIA) must be provided since the proposal meets the requirements of 85.170(B) (2). Scoping of the TIA requires consultation with ODOT and the City Public Works.)

N/A is not an acceptable response to the approval criteria. Submittal requirements may only be waived per 99.035. The entire application must be put onto disk for submittal in addition to the hard copies and maps. Staff needs three sets of hard copies and full sized drawings initially. Once the application is declared complete we will need 12 sets for the Planning Commission and staff.

A neighborhood meeting is required per 99.038. Follow the meeting and notice requirements exactly.

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, the staff will schedule a Planning Commission hearing. Staff will send out public notice of the Planning Commission hearing at least 20 days before it occurs. Notice will be published in the newspaper, a sign posted on the site, and the staff report released at least 10 days prior to the meeting. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

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.**