

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 18, 2017

SUBJECT: Proposed addition of two entrance doors into the space from the front of the building.

FILE: PA-17-17

ATTENDEES: Applicant/Consultants: Darren Gusdorf
Gail Holmes, WNA President
Staff: Jennifer Arnold, Associate Planner, Erich Lais, 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: 1980 Willamette Falls Drive, STE: 120
Neighborhood: Willamette
Comp. Plan: Commercial
Zoning: GC (General Commercial)
Overlays: Willamette Commercial Historic Overlay Zone

Project Details:

The applicant proposes to install two doors leading into an existing space from the front of the building. Currently, the entry to the space is through an interior hallway. The intention is to have more direct access for commercial business. The proposed doors would match existing doors on similar buildings on Willamette Falls Drive.

Engineering Division Comments

Engineering Comments: contact Erich Lais at elais@westlinnoregon.gov

Process

This proposal requires a Class I Design Historic Review. The applicant must address the submittal requirements and approval criteria of CDC Chapter 58 and CDC Chapter 55 for a Class I Design Review. The fee for the Class I Commercial Design Review is \$250. The CDC is online at <http://westlinnoregon.gov/cdc>.

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.

Once the application and 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, staff will provide notice per CDC Chapter 99 and schedule a Hearing date by the Historic Review Board (HRB). The HRB will be tasked with making a recommendation to the Planning Manager. Appeals of the Planning Manager's decision are heard by City Council.

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.**