

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 1, 2017

SUBJECT: Proposed dismantling and reconstruction of an existing garage in the same location at 1296 12th Street

File: PA-17-23

ATTENDEES: Applicant: John Klatt and Todd Iselin
Staff: Jennifer Arnold, Associate Planner
Public: Gail Holmes

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: 1296 12th Street
Site Area: 26,619 square feet
Neighborhood: Willamette
Comp. Plan: Low Density Residential
Zoning: R-10 (Single-Family Residential Detached)
Overlays: Willamette Historic District Overlay Zone

Project Details

The applicant is proposing dismantle the existing garage on the 4th Ave side of the property and reconstruct it in the same location. The existing garage is not structural sound and is in need of some improvements. The proposal includes a new concrete foundation pad and modifications to the roof slope to match the existing home. The existing garage doors will be reused on the rebuild structure and there are not proposed changes to the existing paint color. The applicant proposes to use the garage for a studio accessory to a previously approved home occupation permit. This garage is a noncontributing structure according to the applicant. All modifications will be subject to Chapter 25 of the Community Development Code.

Process

This is a Class II Historic Design Review process with the deciding body being the Historic Review Board. See Chapter 25 of the Community Development Code for application requirements. You can find the Community Development Code at <http://www.codepublishing.com/OR/WestLinn/CDC.html>. 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. In addition to the narrative and application requirements, a fee of \$100 must be paid.

A neighborhood association meeting is not required for this application.

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) hearing decision date and post notice. Following the HRB hearing there is a 14-day window to appeal the HRB's decision to City Council. If no appeal has been received by the close of the appeal period, the HRB'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.***