

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
July 20, 2017

SUBJECT: Application for a 6,000 square foot addition to the Rose Linn Care Facility (nursing home) at 2330 Debok Road

FILE: PA-17-31

ATTENDEES: Applicants: Robin Scholetzky, Mark Miller Attendees: Gail Holmes, Kathy Halicki, Staff: Peter Spir (Planning); Amy Pepper (Engineering)

*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: 2330 Debok Road
Site Area: 101,494 square feet
Neighborhood: Willamette
Comp. Plan: Low density residential
Zoning: R-4.5 (single family residential attached and detached duplex)
Applicable code: Community Development Code (CDC) Chapter 60 (Conditional Use Permit (CUP)) 55 (Design Review) 14 (R-4.5) Option: 66 (Alteration/Enlargement of a Non-Conforming Structure)

PROJECT DETAILS: The owners of the Rose Linn Care facility received approval of a significant expansion in 1998 (CUP-98-05 and DR-98-19). The owner now wants to demolish about 3,600 square feet of the building at the southeast corner of the property and replace it with a 6,000 square foot single story addition. The 1998 staff report noted that the site was also non-conforming regarding access separation on Debok Road. Since then, the TSP was amended to reclassify Debok Road as a Neighborhood Route which is between a Collector and a Local Street on the classification hierarchy. CDC 48.060 (C) (5) only requires a 35 foot separation between the driveway curb cut for this nursing home and the Summerlin Drive (private street) intersection. The intersection separation is 40 feet so the structure is conforming in terms of access. Another non-conformity is parking. According to the submittal, the total bed count will remain at its current amount of 111. The property has 58 parking spaces (including ADA spaces). That number will be reduced by one space to 57 to accommodate the addition. Based on the land use category of "nursing facilities", CDC 46.090 requires one parking space for each three beds and one per every two employees. The 111 beds require 37 spaces. The peak shift employment, which will not change with the addition, is 54 employees which requires 27 spaces. Total on-site parking is seven spaces shy of the required 64 parking spaces. The shortfall can be addressed by responding to 55.170(B) which allows for a 10 percent reduction of 6.4 spaces which arguably could be rounded up to cover the seven space shortfall. Also, whereas Parking Demand Management plans are only listed as appropriate for office and industrial office uses in 46.150(E), the applicant could propose that their use is similar to an office use and then go ahead and provide a PDM plan to address the shortfall. An option would be to apply for an alteration of a non-conforming structure permit per CDC Chapter 66.

46.150(D) explains the bicycle parking requirement. If no bike parking is available, that would be a non-conformity. The applicant could propose that this is an unlisted use and therefore exempt. More likely is the finding that this is similar to the “hospital” category which could be satisfied by 22 bicycle parking spaces. Landscaping criteria 54.020(E) (3) (e) is met since the parking lot does not comprise 50 percent or more of frontage on Debok Road. Thirteen percent of the parking lot is landscaped which exceeds the required 10 percent. Total site landscaping exceeds the requisite 20 percent. Tree removal is permitted in the building footprint and graded areas with one to one mitigation as addressed in 55.100 (B) (2) (f). The setbacks and dimensional standards of the underlying zone is R-4.5 are met, but the Planning Commission has the authority under Chapter 60 to modify the appropriate lot or parcel size for a conditional use based upon the criteria set forth in CDC [60.070\(A\)](#) and (B). Design review will focus on the architectural design of the addition, design compatibility, and defensible space/surveillance/lighting. Shared outdoor recreation areas are not required.

Engineering Comments: Contact Amy Pepper at apepper@westlinnoregon.gov for Engineering comments. The applicant should address and resolve the issue of vacated ROW on the north edge of the site. Contact ODOT for traffic study requirement; otherwise, no Traffic Impact Analysis is required by the City. See also storm water detention and treatment facility requirements.

PROCESS: The Conditional Use Permit (CUP) submittal requirements and approval criteria are explained in CDC Chapter 60. Class II Design Review submittal requirements and approval criteria are explained in CDC Chapter 55. Also address the discuss compliance with the provisions of the R-4.5 zone, CDC Chapters 52, 54, 46, 48, and 96 shall be addressed where applicable. (Option: The Expansion of a Non-Conforming Structure submittal requirements and approval criteria are explained in CDC Chapter 66.) The CUP deposit fee is 4,700. The Class II Design Review deposit fee is \$4,000 plus four percent of the construction value to a maximum deposit fee of \$20,000. (Option: The Non-Conforming Structure fee is \$3,000.)

A neighborhood meeting is required by CDC Chapter 99.038. Please follow the procedures exactly. The Willamette Neighborhood Association may be contacted at WillametteNA@westlinnoregon.gov. The applicant should initiate this neighborhood meeting as soon as possible. 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 Planning Commission. Appeals of the Planning Commission’s decision are heard by City Council and subsequently LUBA. The City has 120 days from date of submittal of a complete application to exhaust all local review.

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 6-12 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 after 18 months and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***