

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 19, 2017

SUBJECT: Proposed alteration of a non-conforming structure and Class II design review for major remodel and ADU addition in Mixed Use zone.

File: PA-17-40

ATTENDEES: Applicant: Ralph Tahran, Amy Johnston, Jason Johnston
Staff: Jennifer Arnold, Associate Planner

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: 1693 12th Street
Site Area: 9,535 square feet
Neighborhood: Willamette
Comp. Plan: Mixed Use
Zoning: MU (Willamette Neighborhood Mixed Use Transitional Zone)
Overlays: None

Project Details

The applicant is proposing a remodel and addition to an existing single-family home in the mixed use zone. The proposed work on the home would include the addition of an ADU. The home owner is also proposing two home occupations to be conducted in the home.

Process

This application requires an application for Class I Design Review for any changes to the structure and a decision by the Planning Director is required. The application fee for a Class I Design Review is \$2,100.

The application requires an alteration of a non-conforming structure due to the attached garage's proximity to the north property line. An application for an alteration of a non-conforming use and decision by the Planning Commission are required. The fee for this application is \$1,000. If the applicant decides to remove the garage, the alteration of a non-conforming structure is not required.

A home occupation is approved through a ministerial process, but an application and fee are required to be filed online with the City. A written narrative is required along with the applicable applications

addressing the Community Development Code. See Chapters 42, 43, 55, 59, 66, 96 and 99 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.

Street improvements will be required with this application. For questions about the street improvements please contact Amy Pepper at apecpper@westlinnoregon.gov.

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. 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 Planning Commission hearing decision date and post notice if an alteration of a non-conforming use application is in the application packet. If the garage is removed, staff will mail notice of an upcoming Planning Manager decision and post notice on the site. Following a decision there is a 14-day window to appeal the decision (Planning Commission or Planning Manager) to City Council. If no appeal has been received by the close of the appeal period, the 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.***