

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 1, 2018

SUBJECT: Proposed 2-lot partition and Water Resource Area (WRA) Permit for 2180 8th Ct.
FILE: PA-18-07
ATTENDEES: Applicant: Willamette Capital Investments, LLC, Tim Tofte, Ed Bruin, Scott Elliott, Patrick Hansin
Staff: Jennifer Arnold, (Planning); Amy Pepper (Engineering); Gordon Monro (Tetra Tech); Joshua Brooking (ODOT)
Public: Gail Holms, Willamette Neighborhood Association President

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.

Project Details

Site Address: 2180 8th Court
Tax Not No.: tax lot 903 of Assessor's Map 21E35D
Site Area: 1.4 acres (45,491 sq. ft.)
Neighborhood: Willamette
Comp. Plan: Commercial
Zoning: GC (General Commercial)
Environmental Overlays: WRA
Applicable CDC Chapters: Chapter 19, General Commercial; Chapter 85, General Provisions; Chapter 32, WRA

Summary

The applicant proposes to partition the lot into two lots, and demolish the existing restaurant on the property. There is a Water Resource Area overlay on the north half of this property associated with Bernert Creek. The applicant proposes to install an access easement through the property per the West Linn Transportation Systems Plan. The site plan submitted for the pre-application conference indicates two commercial buildings (one on each lot). A pre-application conference for each commercial structure will be required to discuss the design review process.

The applicant should contact Amy Pepper of the Engineering Department to determine required improvements at apepper@westlinnoregon.gov. Applicable CDC provisions include Chapter 96. Also, contact Ty Darby of TVFR at ty.darby@tvfr.com for comments.

Process

The minor partition, respond to the submittal requirements and approval criteria of CDC Chapter 85. The deposit fee required for a partition is \$2,800 plus \$1,500 final plat fee. For the WRA permit, address the submittal requirements of CDC Chapter 32 and respond to the criteria of 32.060. The "Alternate Review Process" of 32.070 and 32.080 may be applicable. The deposit fee is \$1,850. The community development code can be found at <http://www.codepublishing.com/OR/WestLinn/CDC.html>.

This application does not require a neighborhood meeting per CDC 99.038.

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 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 deemed complete, staff will provide notice per CDC Chapter 99. The Planning Manager will issue a decision to approve, approve with conditions or deny the application. Appeals of the Planning Manager's decision are heard by City Council and subsequently by the Land Use Board of Appeals.

Public Comments: Gail Holmes requested the stairs leading from Willamette Falls Drive to the subject property be maintained by the property owner. Holmes also offered up some potential tenant ideas for the eventual commercial space. Holmes also wanted the applicant to be aware of potential tree protection requirements for large trees near the property lines.

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.*