

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**June 7, 2018**

SUBJECT: Proposed re-opening of automotive services and retail center  
FILE: PA-18-17  
ATTENDEES: Applicant: Chris Rhom  
Owners: Scott Santiani & Elizabeth Stein  
Public: Elizabeth Rocchia (WNA), Rae Gordon (Main St.)  
Staff: Darren Wyss (Planning), Amy Pepper (Engineering),  
Tom Moody (TVF&R)

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*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: 1590 Willamette Falls Drive  
Tax Not No.: Tax lot 5800 of assessor's map 31E02BB  
Site Area: 10,500 square feet  
Neighborhood: Willamette Neighborhood Association  
Comp. Plan: Commercial  
Zoning: GC (General Commercial)  
Applicable code: CDC Chapter 60: Conditional Use Permit (CUP)  
CDC Chapter 19: General Commercial (GC)  
CDC Chapter 58: Willamette Falls Drive Commercial Design District

**Project Details:** The applicant proposes to open an automotive service and retail center, primarily engaging in light maintenance/service of vehicles and the sale of parts/accessories. The site is zoned General Commercial and located within the boundaries of the Willamette Falls Commercial Design District. The property is home to structures associated with a gas station once operational on the property. The automotive service use requires a Conditional Use Permit in the General Commercial zone. Any improvements, including painting, to the existing buildings or any new construction requires a Design Review application and comply with the requirements of the design district overlay.

No on-site parking is required per the design district overlay. There are no environmental overlays on the property. The operation of a food/coffee cart on-site requires a separate application for a temporary use permit and these regulations can be found in Community Development Code Chapter 35.

**Engineering Division Comments**

Contact Amy Pepper at [apepper@westlinnoregon.gov](mailto:apepper@westlinnoregon.gov) or 503-722-3437 for engineering requirements.

**Tualatin Valley Fire & Rescue Comments**

Contact Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com) or 503-259-1409

## Process

For the CUP, address the submittal requirements and provide responses to the approval criteria of CDC Chapters 60 and 19. A public hearing before the Planning Commission is required. There is a deposit fee of \$4,500 plus a \$200 final inspection fee. A Class I Design Review is required for repainting. The applicant is required to address the CDC Chapter 55 criteria for the Class I Design review. A fee for a Class I Design Review within the Commercial Design District is \$250. Another pre-application conference and separate application process is required for any future modifications to the structures on the property.

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.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The site is within the Willamette neighborhood. Contact their president is available at [WillametteNA@westlinnoregon.gov](mailto:WillametteNA@westlinnoregon.gov)

Once the application and deposit/fee is 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 with the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council.

### ***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. 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. Any changes to the CDC standards may require a different design or submittal. Substantive changes to the design may require a new pre-application conference.