

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 19, 2018

SUBJECT: Proposed Zone Change from Commercial to Residential
FILE: PA-18-21
ATTENDEES: Applicant: Jason Hess, Mark Reed
Public: Leann Curry, Hannah Berkowitz
Staff: Darren Wyss (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: 22150 Willamette Drive
Tax Not No.: Tax lot 2000 of assessor's map 22E30CA
Site Area: 20,233 square feet
Neighborhood: Bolton Neighborhood Association
Comp. Plan: Commercial
Zoning: GC (General Commercial)
Applicable code: CDC Chapter 105: Amendments to the Code and Map

Project Details

The applicant proposes to rezone the property from General Commercial to Single-Family Residential. This would allow for the existing single-family home to be utilized for residential use, which is the last use of the building before being vacant. The current zoning does not allow single-family residential use and any commercial use would not be permitted to utilize the existing Holly Street access because of its proximity to the Hwy. 43 intersection. An access easement across a neighboring property would need to be secured for commercial use, which has been problematic in the past.

Public Comments

Both attendees preferred either a pocket park or a return to single-family residential use over the property's current commercial zoning.

Engineering Division Comments

Contact Amy Pepper at apecpper@westlinnoregon.gov or 503-722-3437 for engineering requirements.

Tualatin Valley Fire & Rescue Comments

Contact Ty Darby at ty.darby@tvfr.com or 503-259-1409

Process

The proposal is for quasi-judicial Comprehensive Map and Zone Change Amendments, which requires a public hearing for a Planning Commission recommendation, then a public hearing for the City Council decision. For the proposal, address the submittal requirements and standards for decision-making in

Community Development Code (CDC) Chapter 105. Applicable Comprehensive Plan policies include, but are not limited to, Goal 2: Land Use, Goal 9: Economic Development, Goal 10: Housing, Goal 12: Transportation, and the West Linn Economic Opportunities Analysis. There is a deposit fee of \$3,000.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived under CDC 99.035.B, 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>.

You may access the West Linn Comprehensive Plan online at https://westlinnoregon.gov/sites/default/files/fileattachments/planning/page/6526/west_linn_comp_plan_-_updated_07-31-2017.pdf

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The site is within the Bolton Neighborhood. Contact their president at BoltonNA@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 hearings with the Planning Commission and 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.