

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 16, 2018

SUBJECT: Proposed Design Review and Willamette River Greenway (WRG) permits for a 2,588 square foot office building plus on-site improvements at 3501 Willamette Falls Drive. A Minor Partition is also proposed as well as a Class II Variance.

FILE: PA-18-22

ATTENDEES: Applicant: Michael Nyland, Joe Karman
Public: Kathi Halicki (WNA)
Staff: Peter Spir (Planning), Amy Pepper (Engineering), Ty Darby (TVFR)

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: 3501 Willamette Falls Drive
Tax Not No.: Tax lot 1704 of assessor's map 21E36
Site Area: 52,499 square feet
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Industrial
Zoning: GI (General Industrial) and CI (Campus Industrial)
Applicable code: Community Development Code (CDC) Chapter 22, 23, 28, 48, 46, 55, 75, 85, 92 and 96

Project Details

The applicant proposes to build a 2,588 square foot office to support the storage and distribution of paint in the existing on-site structure which would also be expanded. All proposed activities are permitted outright in GI zone which covers the 95% of the site. The CI zone covers the small west portion of the site which comprises 5,011 square feet (4.6% of site). Only parking and access to the site will occupy the CI zoned portion of the property and those uses are allowed in the CI zone. The applicant will be required to pave and install parking per CDC Chapter 46; install access driveways onto Willamette Falls Drive per CDC Chapter 48, install parking per CDC Chapter 46 and install landscaping per CDC Chapter 54 (20% of site to be landscaped plus 15 foot wide landscape buffer along Willamette Falls Drive). The applicant may apply to have the 15 foot landscape buffer requirement reduced by a Class II Variance or a Special Waiver per CDC Chapter 75. The architecture of the proposed building will be reviewed per CDC Chapter 55. The proposal to divide the GI zoned portion of the property into two lots will require a minor partition under the provisions of CDC Chapter 85. The GI zone has no minimum lot size (just 50 foot minimum lot frontage and width).

A geotechnical study will be required due to the adjacent steep slopes and the presence of SLIDO landslide hazards to the north and east of this site. A storm water study will be required with appropriate storm water facilities.

The site is within the Willamette River Greenway (WRG) boundary. A WRG permit is required unless the applicant can demonstrate eligibility for an exemption under CDC 28.040.

Public Comments: Kathie Halicki (WNA) discussed alternate land uses for this site, including a restaurant. She also discussed concerns that this facility might pose an environmental threat to local fish habitat in the event of an earthquake or similar disaster.

Engineering Division Comments

The property has 1,054 lineal feet of frontage on Willamette Falls Drive. Willamette Falls Drive is classified as a Minor Arterial. Please contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437 for engineering requirements including ROW improvements.

Tualatin Valley Fire & Rescue Comments

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

Process

Class II Design Review and a Minor Partition are required. Unless found to be exempt, the applicant will also apply for a WRG permit. A Class II Variance or Special Waiver to reduce the 15 foot wide landscaping may be appropriate. The applicant is required to address the submittal requirements and approval criteria of CDC Chapter 55: Design Review plus all cross referenced chapters (e.g. 22, 23, 46, 48, 54, and 96); CDC Chapter 28: WRG; CDC Chapter 75: Class II Variance or Special Waiver; and, CDC Chapter 85 and 92 for Land Division (Minor Partition). You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>. 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.

Assuming the total construction value of the project will exceed \$500,000, the design review deposit fee is \$4,000 plus 4% of the construction value to a maximum deposit of \$20,000. The WRG deposit fee is \$1,700. The minor partition deposit fee is \$2,800 and final plat review has a \$1,500 fee. A Class II Variance or Special Waiver has a fee cost of \$2,900.

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, Andrew Mallory, at 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.

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. This summary is not intended to represent "minutes" of the meeting. 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.