

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 4, 2018

SUBJECT: Proposed Class I Design Review for exterior remodeling at 2100 8th Court
FILE: PA-18-07
ATTENDEES: Applicant: Matt Grinnell (Freiheit Architecture), Jamie Trendera, Doug Bates, Bob Mooney
Staff: Jennifer Arnold, (Planning)

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 901 of Assessor's Map 21E35D
Site Area: 0.76 acres (33,069 sq. ft.)
Neighborhood: Willamette
Comp. Plan: Commercial
Zoning: GC (General Commercial)
Environmental Overlays: WRA, WRG
Applicable CDC Chapters: Chapter 19, General Commercial
Chapter 55, Design Review

Summary

The applicant proposes to alter the roof and modify the parapets and new paint and siding to the existing McDonalds structure at 2180 8th Court. The applicant will also be doing some interior changes but not increasing the square footage. The site is encumbered by the Habitat Conservation area associated with the Willamette and Tualatin River Protection (WRG) and by the Water Resource Protection Area (WRA) due to proximity to Bernert Creek. The applicant does not propose any alterations within these environmental overlay protection areas.

The applicant should contact Amy Pepper of the Engineering Department to determine required improvements and stormwater requirements at apepper@westlinnoregon.gov. Applicable CDC provisions include Chapter 96. Also, contact Jason Arn of TVFR at jason.arn@tvfr.com for comments. The applicant should contact Jared Bradbury at jbradbury@westlinnoregon.gov with any questions regarding building permits.

Process

The application will be a Planning Manager Decision with no public hearing. The Class I Design Review fee is \$2,100. This application does not require a neighborhood meeting per CDC 99.038. The applicant must address the submittal requirements of the Community Development Code from Chapters 19 and 55, but if any work is to be done on the drive through configuration the applicant must address approval

criteria in Chapters 28, and 32. The community development code can be found at <http://www.codepublishing.com/OR/WestLinn/CDC.html> . A right-of-way permit will be required for any sidewalk or road work within the public right-of-way.

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.

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.***