

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 15, 2018

SUBJECT: Proposed Class II Design Review for a new commercial building and a building pad at 2180 8th Court

FILE: PA-18-36

ATTENDEES: Applicant: Willamette Capital Investments, LLC, Tim Tofte, Ed Bruin, Scott Elliott, and Patrick Hansin
Staff: Jennifer Arnold, (Planning) Amy Pepper (Engineering)
Other Attendees: Gail Holmes, Kaycie Bingham, and Stacie Burck

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 55, Design Review

Summary

The applicant proposes to construct a commercial building for office use on the southern parcel after a partition is complete. The applicant is proposing to construct a building pad on the north parcel of the property. The northern parcel development, other than the proposed construction pad, will be required to complete a separate land use process. The partition file is currently being processed by the Planning Department under file number MIP-18-04.

The applicant should contact Amy Pepper of the Engineering Department to determine required improvements and stormwater requirements at apecpper@westlinnoregon.gov. Also, contact Jason Arn of TVFR at jason.arn@tvfr.com for comments.

Process

The application will be a Planning Commission Decision with a public hearing. The Class II Design Review fee depends on the construction value of the project. Fee example: project construction value less than \$100,000 the fee is 4% of the construction value (minimum deposit of \$2,000). This application requires a neighborhood meeting per CDC 99.038. The applicant must address the submittal requirements of the Community Development Code from Chapters 19 and 55. 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. Appeals of the Planning Commission'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.

Public Comments/Concerns: Members of the public present during this meeting expressed concern over parking on the subject property. Parking must be provided for the proposed use which includes employee parking and patron parking.

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.***