

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Summary Notes**  
**December 20, 2018**

SUBJECT: Alteration of an approved Design Review application (DR-17-01) at 1748 Willamette Falls Drive

FILE: PA-18-38

ATTENDEES: Applicant: Kevin Godwin and Scot Sutton (SG Architecture), Jenny and Trent Doman  
Staff: Jennifer Arnold, Associate Planner  
Public: Kathy Halicki

*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: 1748 Willamette Falls Drive  
Tax Not No.: Tax lot 1902 of Assessor's Map 31E02BA  
Area: 5,153 sq. ft. (0.12 ac)  
Neighborhood: Willamette N.A.  
Zoning: General Commercial (Willamette Falls Drive Commercial Design District)  
Applicable code: CDC Chapter 58: Willamette Falls Drive Commercial Design District;  
Chapter 55.020(A) (1): Design Review

**Proposal** The applicant's proposal to construct a new 2-story mixed-use building was recommended for approval by the Historic Review Board (HRB) and approved with conditions by the Planning Commission on May 11, 2017. The applicant now proposes different window configurations on the west side elevation. The applicant is also requesting the use of HardiePlank siding and trim instead of wood siding as originally submitted and approved.

**Public Comments:** None

**Process** These changes represent a modification to the approved plans and require a Class I Design Review under the provisions of 55.020(A) (1). It requires going to the HRB for an initial hearing and recommendation. The HRB's recommendation will then move forward to the Planning Manager who will approve, approve with conditions or deny the application. The fee for a Class I Design Review is \$2,100. A completed Development Review application form must be submitted.

The modification is limited to window placement, number, and sizing, as well as the proposed change in materials for the siding and trim on the building. Consequently, the applicant's submittal should include written response to CDC 58.090 (C) (6) Building form, scale and depth (10) Building materials and orientation and (16) Second floor and other windows. The substitution of HardiePlank for wood will require a variance per 58.100(B).

The submittal also requires a site plan, scaled architectural drawings showing a "side by side" comparison of the front, side and rear elevations to facilitate comparison between the approved and the proposed plans by the HRB and Planning Manager.

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 fee are 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. The HRB will hold a public hearing (third Tuesday of the month) to make a recommendation which then proceeds to the Planning Manager to approve, approve with conditions or deny the application. Appeals of the Planning Manager decision are heard by City Council.

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.***

<p><b>DISCLAIMER:</b> This summary discussion covers issues identified to date. It does not imply that these are the only issues. <b>These notes are not minutes.</b> The burden of proof is on the applicant to demonstrate that all approval criteria have been met. <b>These notes do not constitute an endorsement of the proposed application or provide any assurance of potential outcomes.</b> Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. <b>Any changes to the CDC standards between the date of this pre-app and the date of submittal of an application may require a different design or submittal.</b></p>
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