

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**May 2, 2019**

**SUBJECT:** Proposed Class II Design Review for a new single-story commercial building and Parking lot reconfiguration

**FILE:** PA-19-09

**ATTENDEES:** Applicant: Matt Grady (Gramor) and Kenneth Sandblast (Westlake Consultants)  
Staff: Jennifer Arnold, (Planning) Amy Pepper (Engineering)  
Other Attendees: Kathie Halicki, Gail Holmes, Alma Coston, and Claudia Davis

*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:** 5665 Hood Street

**Tax Not No.:** tax lots 700 and 900 of Assessor's Map 21E30CA

**Site Area:** 0.62 acres (27,016 sq. ft.)

**Neighborhood:** Bolton

**Comp. Plan:** Commercial

**Zoning:** GC (General Commercial)

**Environmental Overlays:** WRA

**Applicable CDC Chapters:** Chapter 19, General Commercial  
Chapter 32, Water Resource Area Protection  
Chapter 55, Design Review

Summary

The applicant proposes to construct a single-story commercial building in the north western corner of the post office parcel (TL 700). The applicant is also proposing to reconfigure the existing parking lot on tax lot 700. This reconfiguration will not adjust a common property line between TL 700 and 900 (5665 Hood Street and 5639 Hood Street), but assign an easement for parking. This parking easement allows those using services offered at commercial business on TL 700 or 900 to share the area for parking. This project will be completed in two phases with the parking lot reconfiguration being phase one. Phase two will be the actual construction of a new commercial building at 5665 Hood Street.

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

Process

The Class II Design Review 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 Community Development Code 99.038. The applicant must address the submittal requirements of the CDC from Chapters 19 and 55. The water resource area protection (WRA) application fee is \$2,650 and requires \$250 re-vegetation plan/inspection fee. There is no neighborhood meeting required per CDC 99.038. The applicant must address the submittal requirements of CDC Chapters 32 and 85. The applicant can apply for the WRA permit as part of phase one, which is reviewed by the Planning Manager. Another option is to apply for the design review and the WRA permits together and have all applications reviewed by the Planning Commission.

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: A member of the Bolton Neighborhood Association was concerned about design and screening between the back of the new commercial building and adjacent properties. A member of the Willamette Neighborhood Association wanted to note the neighborhood's desire to keep the Post Office in West Linn.

***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.***