

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 16, 2019

SUBJECT: Proposed construction of an 8,500 sq. ft. two-story commercial building

FILE: PA-19-10

ATTENDEES: Applicant: Kim Wright, Lee Gwyn, Sam Thomas, Roland Boshmann, Scott Emmett, Josh Wells
Public: Bob McCarthy (BNA), Jan McCarthy, Alma Coston
Staff: Darren Wyss (Planning), Amy Pepper (Engineering)

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: 1575 Burns Street

Tax Not No.: Tax lot 2501 of assessor's map 22E30BD

Site Area: 0.62 acres (~27,100 sq. ft.)

Neighborhood: Bolton Neighborhood Association

Comp. Plan: Commercial

Zoning: Office Business Center, OBC

Applicable code: CDC Chapter 21: Office Business Center, OBC
CDC Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
CDC Chapter 48: Access, Egress and Circulation
CDC Chapter 54: Landscaping
CDC Chapter 55: Design Review
CDD Chapter 92: Required Improvements

Project Details

The applicant proposes to remove the existing single-family home on the property and develop a two-story, 8,500 square foot building with a physical therapy business on first floor, dental office on second floor, and an additional tenant space for professional/medical office use. The applicant has also proposed potential future live/work units on the east end of the property. Multi-family units are allowed above first floor commercial in the OBC zone. The property is adjacent to City right-of-way on three sides. No new streets are proposed. Access will be from Hood Street and parking will be provided in accordance with City standards. Right-of-way dedication and street improvements will be required. There is existing sanitary sewer, stormwater, and municipal water infrastructure in the adjacent right-of-ways.

Public Comments

Felt the two-story design fit with the neighborhood and appreciate the effort to save the magnolia tree. Supports a t-intersection with stop sign at east end of property for Burns Street. Expressed concern about on-street parking along Burns Street and the issue of having to drive past the on-street parking and turnaround to utilize the spots.

The applicant requested additional information on the configuration of the future live/work units and whether the existing, non-conforming single-family use is vested and can be moved to another location on the property.

Engineering Division Comments

Contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437 for engineering requirements.

Tualatin Valley Fire & Rescue Comments

Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process

The proposal is for a Class II Design Review. This requires a quasi-judicial public hearing before the Planning Commission. For the proposal, address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapters 21, 46, 48, 54, 55, and 92. There is a deposit of 4% of Construction Value (minimum deposit of \$2,000/maximum of \$20,000) and an inspection fee of \$300 for the Class II Design Review.

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.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The site is within the Bolton Neighborhood. Contact the president at boltonna@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. 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.