

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Summary Notes
July 3, 2019

SUBJECT: Class II Historic Design Review for proposed stone façade at 1887 Willamette Falls Drive

FILE: PA-19-16

ATTENDEES: Applicant: Nathan Dunithan (not in attendance) and Ross Williams
Staff: Jennifer Arnold, Associate Planner
Public: Jody Carson

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: 1887 Willamette Falls Drive
Tax Not No.: Tax lot 3200 of Assessor's Map 31E02BA
Area: 4,200 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;

Proposal The applicant's proposal is to install a 30-36" high stone "wainscot" façade. No other changes are proposed for this building that require review by staff or the Historic Review Board.

Process The applicant's proposal will require approval of a CDC Chapter 58.100 variance to the standards to Chapter 58. This requires going to the Historic Review Board (HRB) for a public hearing to make a decision. The fee for a Class II Historic Design Review is \$250. A completed Development Review application form must be submitted along with a narrative addressing all submittal requirements of CDC Chapter 58.

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. 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 decision to approve, approve with conditions or deny the application. Appeals of the HRB's decision are heard by City Council.

Pre-application conference 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. **These notes are not minutes.** 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. **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.**