

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 5, 2019

SUBJECT: Robinwood Station Improvements
FILE: PA-19-20
ATTENDEES: Applicant: Ken Warner and Ken Worcester (West Linn Parks & Rec)
Dan Symons and Todd Iselin (Consultants)
Public: Kevin Bryck (Friends of Robinwood Station)
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: 3706 Cedaroak Drive
Tax Not No.: 2S 1E 24BB 2800
Site Area: 0.88 acres
Neighborhood: Robinwood Neighborhood Association
Comp. Plan: Low Density Residential
Zoning: R-10
Applicable code: CDC Chapter 11: Single-Family Residential Detached, R-10
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
CDC Chapter 85: General Provisions
CDC Chapter 92: Required Improvements

Project Details

The applicant proposes to make aesthetic improvements to the exterior of the building. No increase in interior usable space is proposed. New parking areas and landscaping will be installed on the west side of the existing building to meet code provisions. New parking stalls and landscaping is proposed on the east side of the building and will utilize the existing driveway.

The existing garage in the rear of the property is non-conforming as it only has a 15-foot setback. No changes are proposed at this time, but any expansion of the structure would require a non-conforming structure permit.

Public Comments

N/A

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 requires a Class I Design Review. The land use review is performed by the Planning Manager. No public hearing is required. For the proposal, address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapters 11, 46, 48, 54, 55, and 92. N/A is not an acceptable response to the approval criteria.

The property is comprised of three legal lots of record (Kenthorpe Tracts Plat). The three lots must be combined into one legal lot. A lot line adjustment application should be submitted to accomplish this requirement. Address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapter 85.200.

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.

There is a fee of \$2,100 for the Class I Design Review. Lot Line Adjustment fee is \$1,000.

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.

Once the application and 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 decision date. Appeals are heard by City Council.

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.