

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

SUBJECT: Proposed commercial office building
FILE: PA-19-23
ATTENDEES: Applicant: Edward Radulescu, Stefan Campean
Public: Erich Kunrath, Robert McCarthy
Staff: Jennifer Arnold (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: 22150 Willamette Drive
Tax Not No.: Tax lot 2000 of assessor's map 22E30CA
Site Area: 20,233 square feet
Neighborhood: Bolton Neighborhood Association
Comp. Plan: Commercial
Zoning: GC (General Commercial)
Applicable code: CDC Chapter 55: Design Review
CDC Chapter 28: Willamette and Tualatin River Protection
CDC Chapter 19: General Commercial

Project Details

The applicant proposes to remove the existing single-family home and replace it with a 2-3 story commercial office building. The current zoning does not allow single-family residential use and any commercial use would not be permitted to utilize the existing Holly Street access because of its proximity to the Hwy. 43 intersection. An access easement across a neighboring property would need to be secured for commercial use, which has been problematic in the past. City Staff will begin conversations with neighboring property owners, in the upcoming weeks, to stress the importance of the access easement. Staff will also be available to answer any questions they may have as they consider granting an easement.

Any encroachment or boundary adjustment for the Habitat Conservation Area on the property requires a Willamette and Tualatin River Protection permit.

Public Comments

Both attendees were from the Bolton NA and expressed a concern of traffic through the residential neighborhood and a desire for the proposed structure to fit the existing architectural style of the area (Central Village).

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

Process

The proposal is for quasi-judicial Class II Design Review, which requires a public hearing for a Planning Commission recommendation. For the proposal, address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapters 55, 28, and 19. There is a deposit fee based on the construction value (CV) of the project. For a project with a CV of \$100,000 < \$500,000 the fee is 4% of the construction value (\$8,000 maximum deposit) plus a \$300 inspection fee. For projects with a CV of over \$500,000+ the deposit fee is \$4,000 plus 4% of the CV (\$20,000 maximum deposit). The fee for the Willamette and Tualatin River Protection permit is \$1,700.

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 (including an audio recording of the meeting). Follow the requirements of that section explicitly. The site is within the Bolton Neighborhood. Contact their 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 hearings with the Planning Commission and 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.