

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
February 6, 2020

SUBJECT: Proposed multi-family housing (two triplexes) at 1791 Blankenship Road with potential zone change to R-2.1

FILE: PA-20-01

ATTENDEES: Applicant: Jeremy Barnett, Jerry Lawson
Public: Kathie Halicki (Willamette NA)
Staff: Darren Wyss (Planning), Amy Pepper (Engineering)

The following is a summary of the meeting discussion. Additional information may be provided to address any "follow-up" items identified during the meeting. These are PRELIMINARY comments. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note the disclaimer statement below.

Project Details

Site Address: 1791 Blankenship Road
Tax Not No.: 2S 1E 35CB tax lot 2600
Site Area: 15,315 sq. ft.
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Mixed-Use
Zoning: Willamette Neighborhood Mixed-Use Transitional
Environmental Overlays: None
Applicable CDC Chapters: Chapter 46: Off-Street Parking, Loading and Reservoir Areas
Chapter 48: Access, Egress, and Circulation
Chapter 54: Landscaping
Chapter 55: Design Review
Chapter 59: Willamette Neighborhood Mixed-Use Transitional Zone
Chapter 92: Required Improvements
Chapter 105: Amendments to the Code and Map

Summary

The applicant proposes to construct multi-family housing (two triplexes) at 1791 Blankenship Road. The development would take access from one curb cut on 13th Street. An eight-foot public utility easement will be dedicated along the street frontages. Blankenship Road is fully developed, and no street improvements are required. 13th Street has a functional classification of Local Street and has sufficient right-of-way width for required half-street improvements to include a parking lane. Water, stormwater, and sanitary sewer lines are available under 13th Street. Please contact the City Arborist to identify significant trees on the property.

The Mixed-Use (MU) zoning has a maximum building size of 6,000 square feet. A zone change to R-2.1 (previous zoning before the change to MU in 2004) would eliminate the maximum floor-to-area ratio for multi-family housing. Parking requirements for multi-family housing are found in Chapter 46, including exceptions to transfer spaces to public right-of-way or decrease minimum requirements for access to transit. Twenty-five percent of the site will require landscaping. Multi-family housing requires a shared outdoor space (play or picnic area, tennis/basketball court, etc.).

City Arborist: contact Mike Perkins at mperkins@westlinnoregon.gov or 503-742-6046

Engineering Comments: contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437

Tualatin Valley Fire & Rescue Comments: contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process

Multi-family housing requires a Class II Design Review and public hearing before the Planning Commission. Address the submittal requirements and respond to the criteria of CDC Chapter 55 and associated/referenced regulations in Chapters 46, 48, 54, 59, and 92. "Not applicable" is not an acceptable response to the approval criteria.

The Planning Manager may waive the submittal requirements if the applicant submits a written request. Such a request must identify the specific grounds for the waiver and must be submitted in letter form (email is acceptable).

A neighborhood meeting is required per 99.038. Contact the Willamette Neighborhood Association to request a meeting.

A zone change requires a public hearing before the Planning Commission, who makes a recommendation, and a public hearing before the City Council for a final decision. Address the submittal requirements and respond to the criteria in CDC Chapter 105.

The deposit for a Class II Design Review is four percent of construction value with a maximum of \$20,000, plus a \$300 inspection fee. A zone change application requires a \$3,000 deposit. The City recommends pursuing the zone change application before applying for design review.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>. Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete. If the City determines that 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 application is declared complete, staff will prepare a staff report and schedule a date for the Planning Commission public hearing (for either a zone change or design review) and City Council public hearing for a zone change. There is a 14-day appeal period following the decision. Appeals for design review decisions are made to the City Council. Appeals for zone change decisions are made to the Oregon Land Use Board of Appeals. If no appeal is received by the close of the appeal period, the decision is final, and the applicant may move forward with the development.

Pre-application notes expire after 18 months. After 18 months, if no application is 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. 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 develops. Pre-application notes expire after 18 months. After 18 months, if no application is approved or in process, a new pre-application conference is required. Any changes to the CDC standards may require a different design or submittal.