

**City of West Linn**  
**PRE-APPLICATION CONFERENCE**  
**MEETING SUMMARY NOTES**  
**July 16, 2020**

**SUBJECT:** Proposed tenant improvements of an existing commercial building for a medical office

**FILE:** PA-20-04

**ATTENDEES:** Applicant: Samuel Grosz, Mirta Villaran, Steve Johnson, Rachel Pulver  
Staff: Chris Myers, Associate Planner  
Public: None

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*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: 2130 8<sup>th</sup> Court  
Tax Not No.: Tax lot 0902 of Assessor's Map 21E35D  
Site Area: 5505 Square Feet  
Zoning: General Commercial, GC  
Neighborhood: Willamette  
Applicable Code: CDC Chapter 19: General Commercial, GC  
CDC Chapter 48: Access, Egress, and Circulation  
CDC Chapter 55: Design Review

**Project Details:** The applicant proposes constructing a medical office in an existing commercial building. Proposal includes infill of two exterior doors which will be covered with existing siding materials and colors to match. Interior changes to the spaces are not a part of this land-use file.

**Public Comments:** None

**Discussion:** Previously the proposed space was occupied by retail establishments such as a florist and salon as well as an insurance agency office. A medical office is an outright permitted use of this space. There aren't any environmental overlays for this property. A Class I Design Review does not require a neighborhood association meeting. Application must address the three chapters, listed above, and the specific criteria established in said chapters.

**Engineering Division Comments:** Engineering has no comments regarding tenant improvements at the proposed location.

**Process:** The proposal is for a quasi-judicial Class I Design Review, which is a Planning Director decision. For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters 19, 48, and 55.

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 deposit/fee are 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 declared complete, staff will send out public notice of the anticipated Planning Manager's decision date at least 20 days before it occurs. A sign posted on the site. The Planning Manager's decision may be appealed to City Council by the applicant or anyone with standing.

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.

***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. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***