

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

SUBJECT: Addition to a skilled nursing facility

FILE: PA-20-08

ATTENDEES: Applicant: Robin Scholetzky
Staff: Chris Myers, Associate Planner; Darren Wyse, Planning Manager; Amy Pepper Senior Project Engineer
Public: None

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: 2330 Debok Road
Tax Lot No.: 21EBC03000
Site Area: 101,037 Square Feet
Zoning: Single-Family Residential Attached and Detached/Duplex,
R- 4.5
Neighborhood: Willamette
Applicable Code: CDC Chapter 14: Single-Family Residential Detached and
Attached Duplex, R- 4.5
CDC Chapter 44: Fences
CDC Chapter 46: Off-Street Parking, Loading, Reservoir
Areas
CDC Chapter 55: Design Review
CDC Chapter 60: Conditional Use Permit

Project Details: The applicant proposes remodeling an existing nursing facility which will result in an addition of 2534 square feet to the ground floor of the structure. Total number of beds will remain the same. The proposal does not include any changes to the number of parking spaces or the circulation of the site.

Public Comments: None

Discussion: The current business is under a conditional use permit approved in 1998. The proposed expansion will need to meet the zoning setbacks for the R-4.5 zone. Lot coverage may be an issue as the code for lot coverage in the R-4.5 zone is 40% and the FAR is 45%. A survey will be required to show lot dimensions and setbacks for the entire structure.

Parking should be addressed in the application. Staff agree with the earlier classification that this facility is considered a Nursing Facility as defined in Community Development Code Chapter 46.090 B1. This requires 1 parking stall for every 3 beds and 1 parking stall for every 2 employees. The application should address these requirements.

There is potential for a fence to be erected near the proposed addition, if so, ensure chapter 44 of the CDC is applied.

The applicant will need to confirm that the proposed addition meets the tree code requirements and ensures protection of any significant or heritage trees on the site.

There are two parcels of land to the North and West of the applicant's property. There has been some long-standing confusion as to the ownership of the parcels and whether they are tax lots or ROW. West Linn Planning Staff will continue to research this issue. If these pieces of property are City-Owned Right-Of-Way then the applicant may be responsible for street improvements.

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 14, 44, 46, 55, and 60.

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.**