

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 5, 2022

SUBJECT: Class II Historic Design Review for a new commercial building at 1919/1949 Willamette Falls Dr.
FILE: PA-22-09
ATTENDEES: Applicant: Icon Construction & Development; SG Architecture LLC
Staff: John Floyd (Planning), Lynn Schroder (Planning) , Maryna Asuncsion (Engineering)
Public: Kathie Halicki (Willamette NA)

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: 1719 & 1749 Willamette Falls Drive
Tax Lot No.: 31E02BA04300 & 4400
Site Area: 15,000 Square Feet +/-
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial (GC)
Zoning Overlays: Willamette Falls Drive Commercial Design District
Applicable CDC Chapters: Chapter 19: General Commercial (GC)
Chapter 41: Building Height
Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
Chapter 55: Design Review
Chapter 58: Willamette Falls Drive Commercial Design District
Chapter 99: Procedures for Decision Making: Quasi-Judicial

Project Details

Demolish two existing structures to be replaced with a three-story commercial building with underground parking. The underground parking will utilize the existing entrance from the adjoining building, as approved in DR-16-01.

Pertinent Factors:

The proposed work will require a Class II Design Review. The Planning Commission is the deciding authority on such applications, following a recommendation by the Historic Review Board.

The existing building located at 1919 Willamette Falls Drive is documented as being a potentially eligible contributing historic resource, but is not part of the City's historic resource inventory and is **not** subject to CDC 25 (Historic District).

Staff has reviewed the concept drawings and has the following preliminary comments:

- The proposed building height was not specified. Please include measurements on the proposed site elevations, consistent with CDC Chapter 41 (Building Height).
- Per CDC 46.140, no off-street parking is required, but any spaces voluntarily provided shall be designed and installed consistent with CDC 46 (Off-Street Parking)
- Internal property lines shall removed prior to construction of the building, per the building official. You may wish to include a property line adjustment with your application.

- A cross-access agreement for the underground garage may be required. However, as the site is not subject to minimum parking agreements, this may only be advised and not required.
- A preliminary review of the project revealed the following design exceptions. Note that this is not an exhaustive list and explanatory findings might justify the absence of an exception:
 - Use of non-wood siding
 - Use of metal canopies

Note that the City Council is nearing finalization of text amendments to CDC Chapter 58 (Willamette Falls Drive Commercial Design District).

Building: For building code and ADA questions, please contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054, or Alisha Bloomfield at 503-742-6053 or abloomfield@westlinnoregon.gov.

Engineering: For work in the right of way and utility questions, see attached notes and/or contact Maryna Asuncion at masuncion@westlinnoregon.gov or 503-722-3436.

Tualatin Valley Fire & Rescue: Please contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions. Note that a Service Provider Permit will need to be presented with the application in order for it to be deemed complete. <https://www.tvfr.com/399/Service-Provider-Permit>

Process: For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 19: General Commercial (GC)
- Chapter 41: Building Height
- Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
- Chapter 55: Design Review
- Chapter 58: Willamette Falls Drive Commercial Design District (note that updates to this chapter are being adopted under CDC-22-01). <https://westlinnoregon.gov/planning/community-development-code-chapters-2-25-58-and-99-historic-code-amendments>
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

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.

The fee for a Class II Design Review is a deposit of \$4,000 plus 4% of construction value (\$20,000 maximum). Preliminary approval of a property line adjustment is \$800.

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 complete, the City has 120 days from the date of completeness to make a final decision on the application.

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.