

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 2, 2023

SUBJECT: Proposed Design Review and Class I Variance at 1593 Willamette Falls Dr for a new mixed-use building. Existing structure to remain.

FILE: PA-23-03

APPLICANTS PRESENT: Austin Walker (Owner) and Keith Abel (Design Professional)

STAFF PRESENT: Benjamin Gardner (Planning); John Floyd (Planning), Lynn Schroder (Planning)

PUBLIC PRESENT: Jody Carson (Historic Willamette Main Street – Design Committee)

These pre-application summary notes have been prepared for the applicant to identify applicable code sections, requirements, and key issues for the proposed application and summarize the application process and fees. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, or questions and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once an application is submitted, final decision can take 6-10 months.*

SITE INFORMATION:

Site Address: 1593 Willamette Falls Dr
Legal Description: Lots 1 and 2 of Block 6, Willamette Falls
Tax Lot No.: 31E02BC02000
Site Area: Approximately 10000 sqft
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Mixed Use
Zoning: Mixed Use, MU
Zoning Overlays: None

APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:

Approval standards and criteria in effect at the time an application is *received* will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 38: Additional Yard Area Required; Exceptions to Yard Requirements; Storage in Yards; Projections into Yards](#)
- [Chapter 42: Clear Vision Areas](#)
- [Chapter 48: Access, Egress, and Circulation](#)
- [Chapter 54: Landscaping](#)
- [Chapter 55: Design Review](#)
- [Chapter 59: Willamette Neighborhood Mixed Use Transitional Zone](#)
- [Chapter 75: Variances and Special Waivers](#)
- [Chapter 96: Street Improvement Construction](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

PROJECT DESCRIPTION:

The applicant proposes to construct a new mixed-use structure on 1593 Willamette Falls Drive attached to the existing residence via a covered walkway. The new addition is proposed to have a 1300 sqft office space on the main floor, a 515 sqft alley-loaded garage in the rear with a driveway, and a 1937 sqft second floor with 3 residential units.

KEY ISSUES & CONSIDERATIONS

- Submit copy of final plat for previously completed lot consolidation to Planning
- A particular portion of Chapter 55 we pointed out to the applicant for ease of submittal was 55.100 (Class II Design Review Approval Standards) and the subsequent sections that outline the standards for each document to be submitted (i.e. site analysis, site plan, architectural drawings, etc.).

RESPONSE TO APPLICANT QUESTIONS:

- Timeline estimates may be found below in the 'Process' section
- See 'Trees' section below for City Arborist contact information.
- Neighborhood contact requirements mentioned in Chapter 55 approval standards are outlined in 99.038. See also the 'Neighborhood Meeting' section below

PUBLIC COMMENT:

Jody Carson, representing the Design Committee for the Historic Willamette Main Street expressed that while parking is not required for this project, she would encourage the developer to consider adding diagonal parking on the portion of 15th St that abuts the property in question. The applicants responded, stating it is likely not possible to do so given the area to be taken up by improvements as part of the project.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Jameson Lumpkin at 503-722-4739 or jlumpkin@westlinnoregon.gov

BUILDING:

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

TUALATIN VALLEY FIRE & RESCUE:

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

TREES:

For information on the tree requirements for this proposal, contact the Mike Perkins, City Arborist at mperkins@westlinnoregon.gov or 503-742-6046.

PROCESS:

A Class II Design Review with a variance is a Planning Commission decision. A public hearing is required. Once the application is deemed complete, staff will send a 20-day public comment notice and post a sign on the property. When the public comment period closes, the Planning Commission will hold a public hearing and make a decision. There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may move forward with the development.

NEIGHBORHOOD MEETING:

Before applying for the Class II Design Review, the applicant must conduct a neighborhood meeting to discuss the proposed development with the Willamette Neighborhood Association, per [CDC 99.038](#). The meeting should be scheduled at the association's regularly scheduled monthly meeting or at another time at the association's discretion. The neighborhood meeting aims to identify potential issues or conflicts regarding a proposed application so that they may be addressed before the application is submitted. Please email Kathie Halicki at willamettena@westlinnoregon.gov to schedule a meeting.

HOW TO SUBMIT AN APPLICATION:

Submit a complete application in a .pdf format through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. A project summary outlining the scope of the project;
3. Full written responses to approval criteria in the identified CDC chapters;
4. A Service Provider Letter from Tualatin Valley Fire and Rescue; and
5. Demonstration of compliance with Neighborhood Association meeting requirement per CDC 99.038.

COMPLIANCE NARRATIVE:

Written responses supported by substantial evidence are necessary to address all applicable approval standards and criteria. Written materials need to explain how and why the proposed application will meet each of the applicable approval criteria. "Not Applicable" is not an acceptable response to the approval criteria. Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waiver the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request.

PAYMENT:

- deposit for a Class II Design Review = 4% of Project Valuation (see fee schedule online)
- fee for a Class 1 Variance = \$825
- fee for inspection = \$300

Applications with deposits will be billed for time and materials monthly.

Timelines:

Once the application and payment are received, the City has 30 days to determine if the application is complete. 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 completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

*** DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*



CITY OF
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Pre-app Comments

**Project Number: PA-23-03
1593 Willamette Falls Drive:
Proposed Design Review**

Engineering Contact:

Jameson Lumpkin
jlumpkin@westlinnoregon.gov
Telephone: (503) 722-4739

Project Description: Proposed Design Review

Pre-application meeting date: March 2nd, 2023

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

TRANSPORTATION

Minimum Required Improvement:

- Willamette Falls Drive Improvements:
 - Old River Drive is classified as a Minor Arterial
 - Existing right-of-way width is 120 feet.
 - No right-of-way dedication will be required.
 - Frontage improvements will not be required. Recent improvements have already been constructed along Willamette Falls Drive.
- 15th Street
 - 15th Street is classified as a local street
 - Existing right-of-way width is 60 feet
 - No right-of-way dedication will be required
 - Frontage improvement will be required including curb/gutter and sidewalk construction.
- Knapps Alley
 - Knapps Alley is classified as an Alley
 - Existing right-of-way width is 20 feet
 - No right-of-way dedication will be required
 - Frontage improvements will be required including paving of alley way.
- Street trees: coordinate with the Park Department to install appropriate number and type of tree, as applicable:
 - Parks Contact: Ron Jones
rjones@westlinnoregon.gov
- All new distribution and communication franchise utilities and their services must be placed underground.
- An 8 foot public utility easement shall be dedicated on the plat along Willamette Falls Drive, 15th Street, and Knapps Alley.



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SANITARY SEWER

Minimum Required Improvement:

- There is an existing 8" PVC main in Knapps Alley with capacity to serve the new structure.
- If a new connection to the main is deemed necessary to serve the new structure, System Development Charges will apply.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing water meter connection for 1593 Willamette Falls Drive. Water meter may need to be replaced with a larger meter to account for the new structure. Size to be determined during development. System Development Charges apply if meter upgrade is necessary.

SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Onsite run-off generated from new impervious areas of greater than 1000 square feet must be captured, treated, detained and conveyed to the nearest public stormwater system in accordance with the *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards*.
- Paving of Knapps alley does not require private stormwater treatment.
- There is not a comprehensive piped system in 15th Street or Knapps Alley.
- There is a newly constructed pipes system in Willamette Falls Drive.
- Stormwater facilities installed to capture, treat, detain and convey stormwater from the private improvements shall be privately owned and maintained.

OTHER

- Any private services crossing property lines shall be located in an easement.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of construction.
- The proposed development will disturb less than 1 acre, therefore a West Linn Erosion Control Permit Application, as outlined in Section 2.0065 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.