

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 3, 2023

SUBJECT: Proposed Class I Design Review at 1750 Blankenship Rd.

FILE: PA-23-13

APPLICANTS PRESENT: Desmond Amper

STAFF PRESENT: Chris Myers (Planning), Lynn Schroder (Planning),

PUBLIC PRESENT: Kathie Halicki (WNA President)

These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical 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, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

SITE INFORMATION:

Site Address: 1750 Blankenship Rd.
Legal Description:
Tax Lot No.: 21E35CB 01200
Site Area: 3.23 Acres +/-
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Office Business Center (OBC)
Zoning: Office Business Center (OBC)
Zoning Overlays: None

PROJECT DESCRIPTION:

The applicant proposes to demolish and replace the existing 1st floor storefront glazing system on the northeast end of the building and replace with a new rollup door system. The new rollup door will match the existing size of the glazing system to be replaced. All existing finishes and color will remain the same.

APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:

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

- [Chapter 21: Office Business Center, OBC](#)
- [Chapter 55: Design Review](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

KEY ISSUES & CONSIDERATIONS

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

- This is a Class I Design Review based upon language from 55.020 A.1.
- Pay close attention to 55.070 Submittal Requirements. Although this is a relatively simple Class I Design Review you still need to ensure the submittal is done properly.
- Also pay close attention to 55.090 Approval Standards.

- 55.110 - Site Analysis will apply to this application
- 55.120 - Site Plan will apply to this application
- 55.125 – You do NOT need a transportation analysis
- 55.130 – You do NOT need a grading and drainage analysis
- 55.140 - Architectural Drawings will apply to this application
- 55.150 – Does NOT apply to this application
- 55.170 – 55.195 – Do NOT apply to this application

RESPONSE TO APPLICANT QUESTIONS:

- Question 1 – Do I need elevations for all four sides of the building or just for the east side where the door is going to be placed.
 - Answer: You will not need to submit elevations for the east side (elevation from the pre-app will work fine).
- Question 2 – Can I submit for permits as an addition to a TI permit that has already been applied for with the City.
 - Answer: I believe you can do that however I will check with the Building Department and let you know the answer.

PUBLIC COMMENT:

No public comments were made during the pre-application conference.

ENGINEERING:

The Engineering department did not have any comments or questions. 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.

TREES:

For information on the tree requirements for this proposal, contact the Ron Jones, City Arborist at rjones@westlinnoregon.gov or 503-722-4728.

PROCESS:

A Class I Design Review is a Planning Director’s decision. No public hearing is required. Once the application is declared complete, staff will review the application, send a 14-day public comment notice, and post a notice sign on the property. When the comment period closes, the Planning Director will prepare a decision. A final decision can take 3-4 months.

After the Planning Director decides, there is a 14-day appeal period. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

No neighborhood meeting is required for a Class I Design Review.

HOW TO SUBMIT AN APPLICATION:

Submit a complete application in a single PDF document 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;

COMPLIANCE NARRATIVE:

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each 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 waive 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 before applying.

APPLICATION FEES & DEPOSITS:

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- **FEE** for a Class 1 Design Review = \$2800

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

Timelines:

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it 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.*