

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

**SUBJECT:** Proposed Class I Design Review.  
**FILE:** PA-23-19  
**APPLICANTS PRESENT:** Tom Irely, Linda Ballou, Rick Carlson  
**STAFF PRESENT:** Chris Myers (Planning)  
**PUBLIC PRESENT:** None

*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: 18740 Willamette Drive  
Tax Lot No.: 21E14DD06400  
Site Area: 0.397 Acres +/-, 17,272 Square Feet  
Neighborhood: Robinwood Neighborhood Association  
Comp. Plan: Commercial  
Zoning: General Commercial  
Zoning Overlays: None

**PROJECT DESCRIPTION:**

The applicant is interested in replacing an existing courtyard roof cover with no increase in the footprint of the courtyard or cover.

This is a link to a previously approved Class I Design Review. This may help in preparing the application. No need to pay attention to chapters that don't apply to your application. Focus on how the applicant addressed Chapters 19 and 55.

<https://westlinnoregon.gov/planning/18825-willamette-drive-class-i-design-review>

**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 2: Definitions](#)
- [Chapter 19: General Commercial, GC](#)
- [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:

## **Chapter 2: Definitions**

- This chapter included as a good reference for information when putting together the application. No requirements need to be addressed for the application.

## **Chapter 19 General Commercial, GC**

- The subject property is located in the General Commercial Zone.
- 19.030 – Permitted use, eating and drinking establishments.
- 19.070 – Dimensional Requirements, ensure dimensional requirements are met.
  - Maximum building setback, 20 feet.

## **Chapter 55: Design Review**

- 55.020 Classes of Design Review – Section A1 – Class I Design Review.
  - 1. Modification of an office, commercial, industrial, public or multi-family structure for purposes of enhancing the aesthetics of the building and not increasing the interior usable space (e.g., covered walkways or entryways, addition of unoccupied features such as cupolas, clock towers, etc.).
- 55.025 Exemptions – Take a close look at section D (see below)
  - D. Architectural replacements in kind, or replacement of building materials that are equal or superior to existing materials (in terms of performance or quality) but that do not alter the architectural style of the structure. Retrofitted awnings, changes in color schemes, wall art, and freestanding statuary or art under five feet tall are exempt from design review, but shall be subject to Planning Director review under the provisions of CDC [99.060\(A\)\(2\)](#), prescribed conditions, and the approval criteria of CDC [55.100\(B\)\(6\)\(a\)](#) and (b).
- 55.030 Administration and Approval Process – This is helpful to understand the design review process and which authority will make the final decision.
- 55.070 Submittal Requirements – Read carefully to ensure all required portions of the application are addressed. Incomplete applications delay the process.
- 55.090 Approval Standards – Read the approval standards carefully. This may help with your application.
- 55.110 Site Analysis – Ensure all items listed in this subsection are submitted with the application.
- 55.120 Site Plan – Ensure all items listed in this subsection are submitted with the application.
- 55.125 Transportation Analysis – This project will not require a Traffic Impact Analysis (TIA).
- 55.140 Architectural Drawings – Submit the required drawings
- 55.150 Landscape Plan – May not need to submit a landscape plan if not changing. Address in application.

## **Chapter 99: Procedures for Decision Making Quasi-Judicial**

- This chapter applies to the proposed application however, there is no need to address in the application. Good to read and understand the procedure, timelines, notice and appeal processes.

## **RESPONSE TO APPLICANT QUESTIONS:**

- The applicant did not ask any questions as part of the

## **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](mailto:Jlumpkin@westlinnoregon.gov).

## **BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto: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](mailto: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 I 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.*