CITY OF WEST LINN PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES November 16, 2023

SUBJECT: Class I Design Review for a new exterior door and minor revisions to parking lot pavement

markings and signage.

FILE: PA-23-24

APPLICANTS PRESENT: Heather Edmiston; Stephanie Lunsford; Michael Nasland, PE

STAFF PRESENT: John Floyd, Senior Planner

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: 19133 Willamette Drive

Legal Description:

Tax Lot No.: 21E23AD06101 Site Area: 6.153 Acres

Neighborhood: Neighborhood Association

Comp. Plan: Commercial

Zoning: General Commercial

Zoning Overlays: N/A

PROJECT DESCRIPTION:

The applicant proposes an interior remodel with no change of use, construction of a new exterior door, and minor revisions to parking lot pavement markings and signage.

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 19: General Commercial
 - o 19.090 Other Applicable Development Standards
- Chapter 42: Clear Vision
- Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
 - o 46.150 Design and Standards
- Chapter 54: Landscaping
- Chapter 55: Design Review
 - o 55.070 Submittal Requirements
 - 55.090 Approval Standards Class I Design Review
 - o 55.100(B)(5) and (6)
 - o 55.110 Site Analysis
 - o 55.120 Site Plan
 - o 55.140 Architectural Drawings
- 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:

- Changes to the front façade (new access door) and circulation meet the threshold of Class I Design Review (CDC 55.020.A).
- Per recent <u>Climate Friendly and Equitable Communities State Rules</u>, the city is pre-empted from requiring a minimum parking count on your property. Dimensional and landscaping standards remain applicable and can be found in CDC 46.150 and CDC 54.
- As the site is substantially built out, changes to the façade are limited to the standards of CDC 55.100.B.6.

PUBLIC COMMENT:

None.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Clark Ida at 503-722-3437 or Clde@westlinnoregon.gov.

BUILDING:

For building code and ADA questions, contact Adam Bernert at <u>abernert@westlinnoregon.gov</u> or 503-742-6054 or Alisha Bloomfield@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 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 20-day public comment notice, and post a notice sign on the property. When the public comment period closes, the Planning Director will prepare a decision. A final decision can take 6-10 months.

There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

A neighborhood meeting is not required for a Class I Design Review.

HOW TO SUBMIT AN APPLICATION:

Submit a complete application in a single PDF document through the <u>Submit a Land Use Application</u> web portal. A complete application should include:

- 1. A development application;
- 2. Application materials identified in the Development Review Checklist.

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 = \$2,800

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 <u>CDC Section 99.030.B.7.</u> 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.



PRE-APPLICATION CONFERENCE

Thursday, November 16, 2023

Willamette Room City Hall 22500 Salamo Rd West Linn

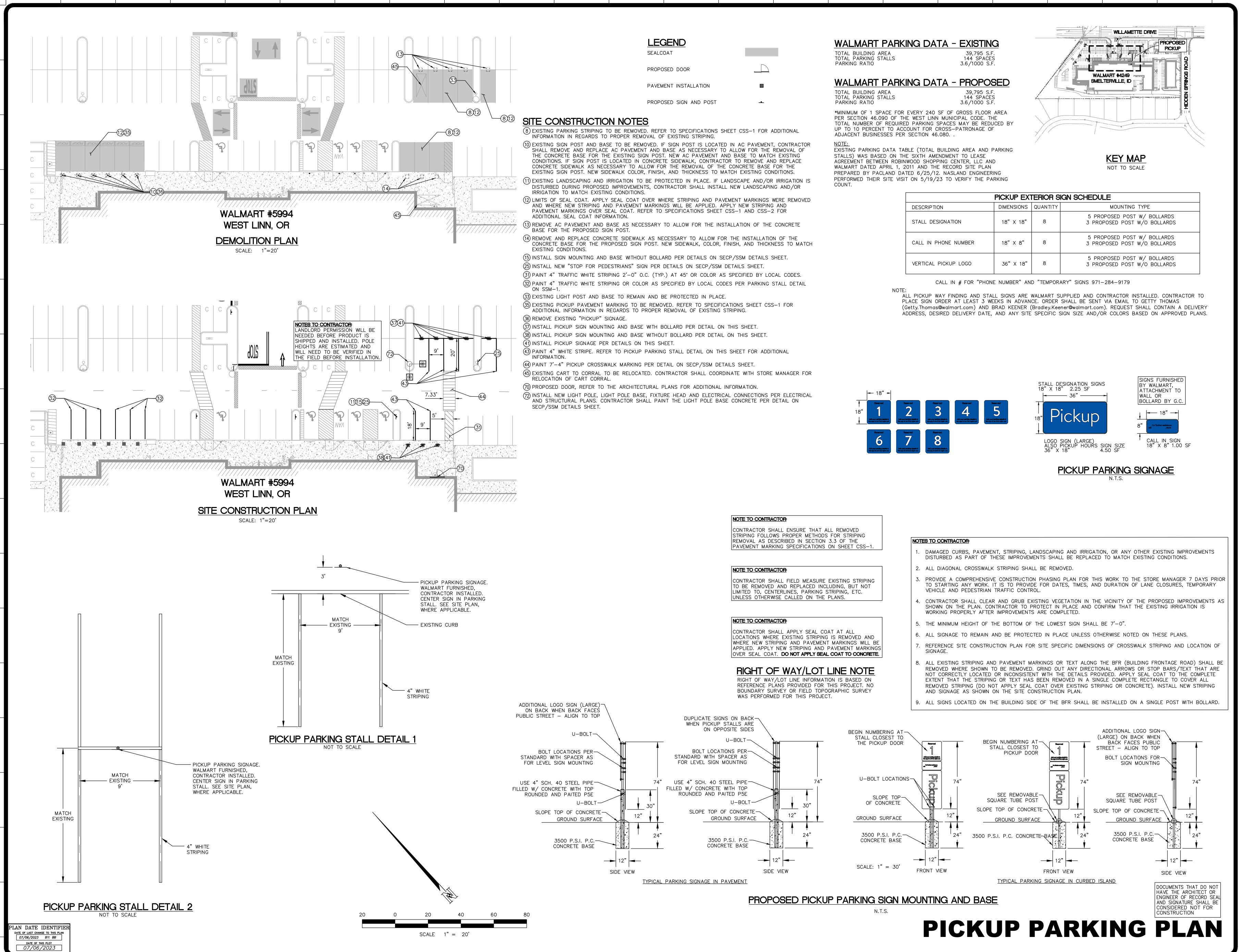
11:00 am: Proposed Class 1 Design Review for a Storefront Remodel

Applicant: Heather Edmiston **Property Address:** 19133 Willamette Drive

Neighborhood Assn: Robinwood Neighborhood Association

Planner: John Floyd Project #: PA-23-24





ISSUE BLOCK

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nasland.com

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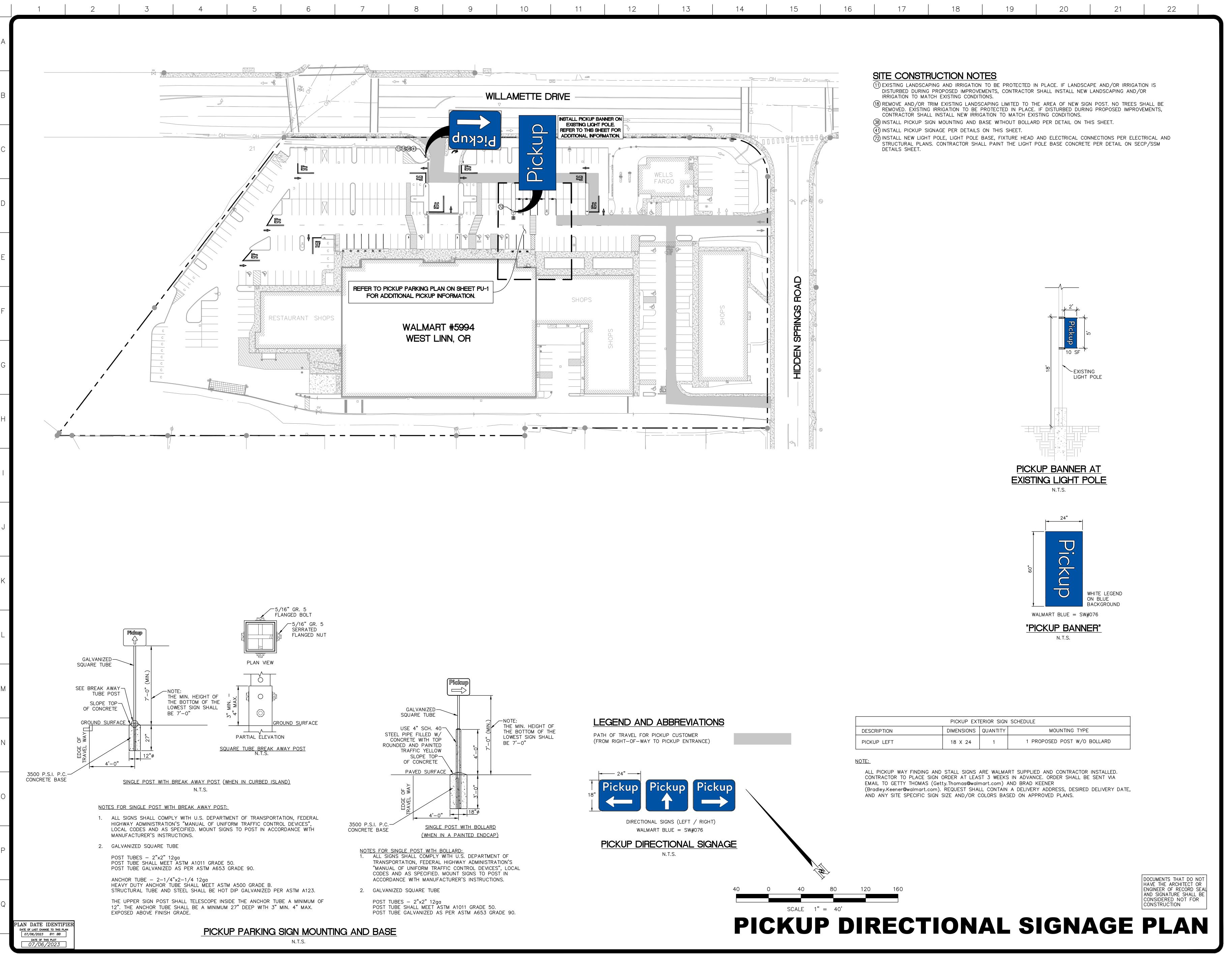
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