

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
October 2, 2014

SUBJECT: Conditional Use to open a retail home and garden boutique in the Willamette Neighborhood Mixed Use Transitional Zone

FILE: PA-14-34

ATTENDEES: Applicant: Kathleen Frydenlund
Staff: Sara Javoronok, Associate Planner; Khoi Le, Development Review Engineer
Other: Denise vonTagen, Owner; Elizabeth Rocchia, Willamette Neighborhood Association

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: 1593 Willamette Falls Drive
Area: 10,000 sq. ft.
Comprehensive Plan Designation: Mixed Use
Zoning Classification: Mixed Use
Overlays: None

Project Details

The applicant is proposing a retail home and garden boutique, which requires approval of a conditional use.

Site Analysis

The site is generally flat. It is not located in the flood management area or within a mapped Goal 5 resource area.

Process

A conditional use, which is a Planning Commission decision, is required. In addition, design review is also required for a conditional use. Prior to submitting the application for a conditional use, a neighborhood meeting is required. Contact Michael Selvaggio, President of the Willamette Neighborhood Association, at willamettena@westlinnoregon.gov. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting. The requirements are detailed in CDC 99.038 Neighborhood Contact Required for Certain Applications. The CDC is online at <http://westlinnoregon.gov/cdc>.

Prepare the application and submit to the Planning Department with deposit fees. The application form must be signed by the property owner. The deposit for a Conditional Use is \$4,500, plus a \$200 fee for eventual final inspection. As required, the fee for Class I Design Review is \$2,100 and the deposit for Class II Design Review is 4% of the project's construction value if the construction value is less than \$500,000 (minimum deposit \$2,000, maximum initial deposit \$8,000). If the construction value is more than \$500,000 the deposit is \$4,000 plus 4% of construction value (\$20,000 maximum initial deposit). There is also a Design Review inspection fee in addition to the deposit; this is \$300. **PLEASE NOTE that a deposit (not a fee) is an initial deposit, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.** Other fees may be required. Street improvements are required at the time of building permit.

The approval criteria are located in CDC Chapter 60 (Conditional Uses), CDC Chapter 59 (Willamette Neighborhood Mixed Use Transitional Zone) and CDC Chapter 55 (Design Review). The CDC is online at <http://westlinnoregon.gov/cdc>.

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.

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 the submittal is deemed complete, the staff will schedule a Planning Commission hearing. Staff will send out public notice of the Planning Commission hearing at least 20 days before it occurs. Notice will be published in the newspaper, a sign posted on the site, and the staff report released at least 10 days prior to the meeting. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

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.

Typical land use applications can take 6-10 months from beginning to end.

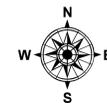
DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide 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. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***

Aerial



Legend

Tax Lot Lines Light



Scale 1:600 - 1 in = 50 ft
Scale is based on 8-1/2 x 11 paper size

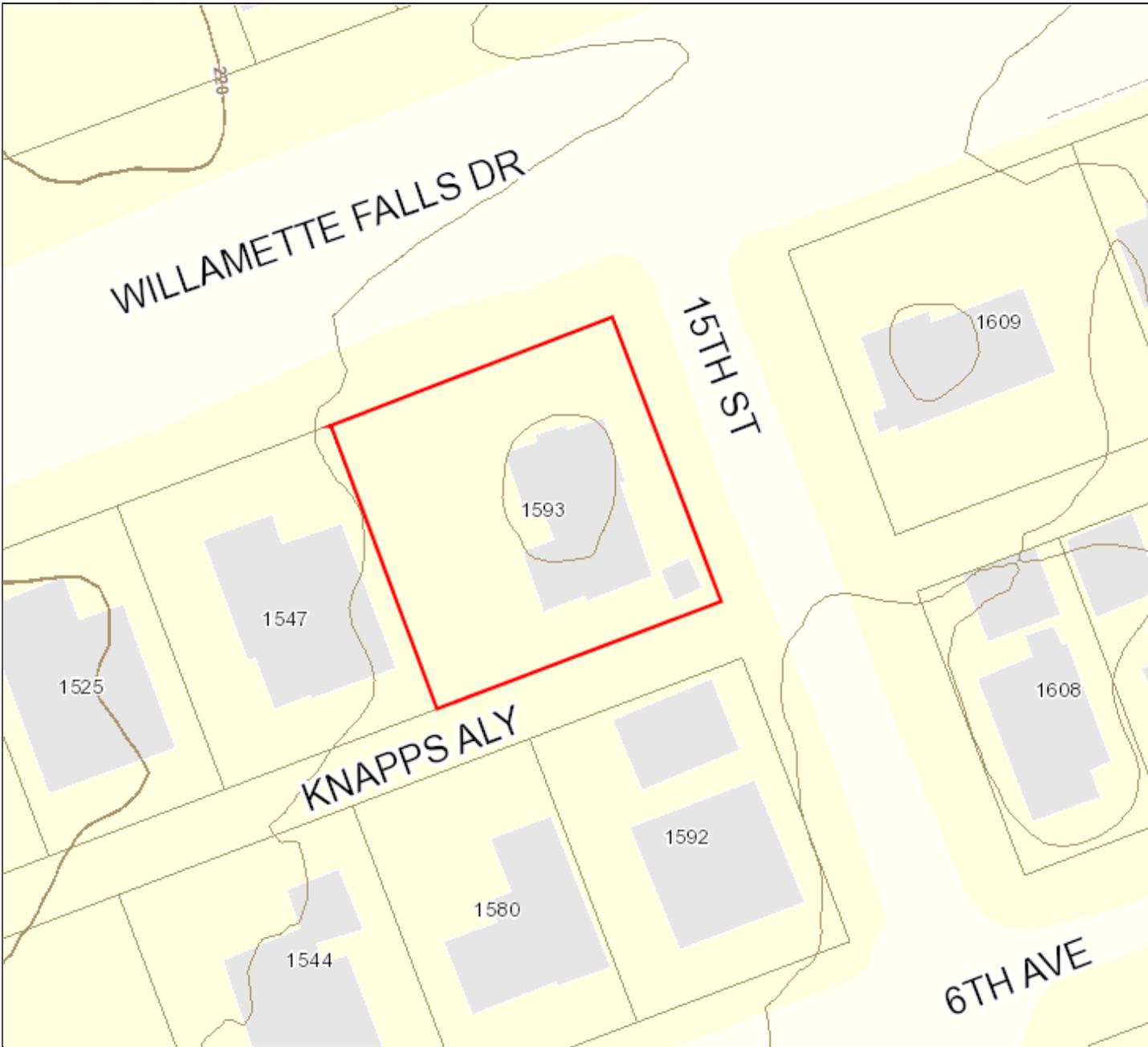


Map created by: SJAVORONOK
Date Created: 26-Sep-14 12:05 PM

WEST LINN GIS

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Source: West Linn GIS (Geographic Information System) MapOptix.

Topography



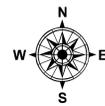
Legend

Tax Lot Lines Light



Contours 2 Foot Interval

Contours 10 Foot Interval



Scale 1:600 - 1 in = 50 ft
Scale is based on 8-1/2 x 11 paper size

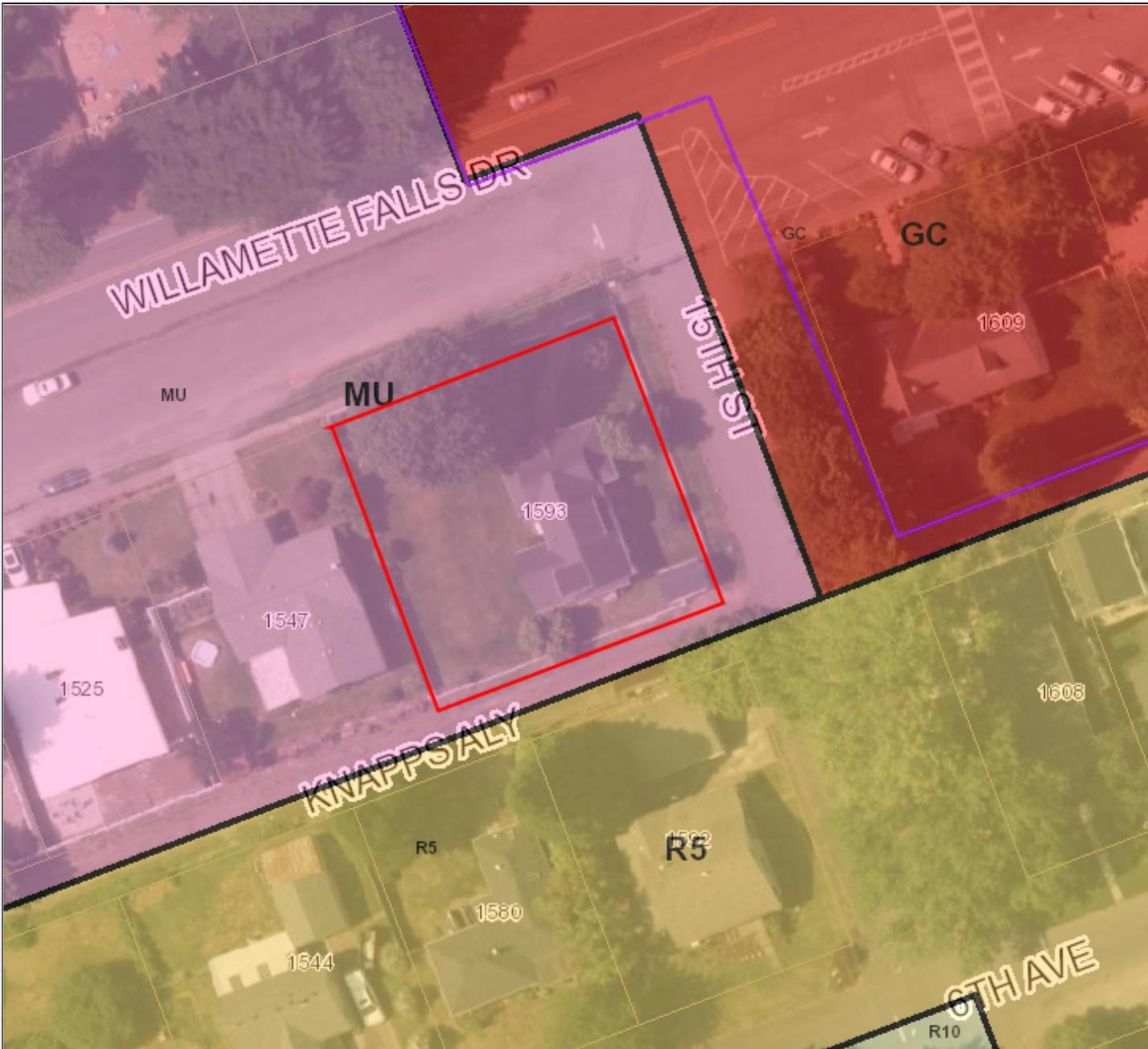


Map created by: SJAVORONOK
Date Created: 26-Sep-14 12:03 PM

WEST LINN GIS

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Source: West Linn GIS (Geographic Information System) MapOptix.

Zoning

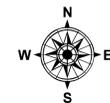


Legend

Willamette Commercial
Historic Overlay Zone



Tax Lot Lines Light



Scale 1:600 - 1 in = 50 ft
Scale is based on 8-1/2 x 11 paper size



Map created by: SJAVORONOK
Date Created: 26-Sep-14 12:07 PM

WEST LINN GIS

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Source: West Linn GIS (Geographic Information System) MapOptix.

1593 Willamette Falls Drive—Site Photos

