

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
December 18, 2014

SUBJECT: Zone change and Comprehensive Plan amendment

FILE: PA-14-45

ATTENDEES: Applicant: Annette Chay, Chay LLC; Seth Brumley, ODOT; Avi Tayar, ODOT
Staff: Sara Javoronok, Associate Planner

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: 1720 Willamette Falls Drive
Area: 16,900 sq. ft.
Comprehensive Plan Designation: Commercial/Low Density Residential
Zoning Classification: GC/R-10
Overlays: Willamette Falls Drive Commercial District

Project Details

The applicant is proposing a zone and Comprehensive Plan change from R-10 to General Commercial (GC). Currently, the lot is split with approximately 5,500 square feet facing Willamette Falls Drive zoned GC and the remainder, facing 8th Avenue, and approximately 11,400 square feet, zoned R-10, Low Density Residential. The proposal would change the zoning designation for the residential portion of the property to GC and the Comprehensive Plan designation to Commercial. The applicant may also want to add the remainder of the property to the Willamette Falls Drive Commercial District, an overlay zone. The overlay zone includes the existing GC portion of the site.

Site Analysis

The former Willamette General Store, a single story commercial structure that appears to have several additions, is located on the existing GC portion of the property that faces Willamette Falls Drive. A two story extension of the main building, a greenhouse, yard area, and gravel driveway are on the side and rear of the property. There is a fence bordering much of the side and rear.

The site is flat. It is not located within a mapped Goal 5 resource area. There are several small trees on the site.

A zone change and Comprehensive Plan amendment are required. Prepare an application form, narrative and plans which respond to the applicable criteria of the Community Development Code (CDC) Chapter 105. The CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property owner. The Comprehensive Plan is online at <http://westlinnoregon.gov/planning/comprehensive-plan-and-neighborhood-plans>.

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.

A deposit of \$3,000 is required for the zone change and Comprehensive Plan amendment at the time of application. **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, including building, engineering, and SDCs may be required.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly.

Once the application and deposit 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, hearings will be scheduled. The zone change and Comprehensive Plan amendment require a hearing and recommendation by the Planning Commission, followed by a hearing and decision by the City Council.

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.***