

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Summary Notes**  
**April 16, 2015**

SUBJECT: Pet Aquamation at 4795 Willamette Falls Drive  
FILE: PA-15-15  
ATTENDEES: Applicant: Lori Gibson, D.V.M.; Property Owner: Dean Mackeson  
Staff: Peter Spir, Associate Planner; TVFR: Ty Darby

*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: 4795 Willamette Falls Drive  
Tax Not No.: Tax lot 1300 of assessor's map 22E31BA  
Area: 14,905 sq. ft.  
Neighborhood: Bolton N.A. (Sunset N.A. immediately west of property)  
Comp. Plan: Commercial  
Zoning: GC (General Commercial)  
Applicable code: CDC Chapter 66: Non-Conforming Structures  
CDC Chapter 19: General Commercial  
CDC Chapter 75: Class II Variances

**Proposal**

The existing single family home would be converted into a business run by a doctor of veterinary medicine with the principal activity being off-site euthanasia of family pets, transporting them to this address and then disposing of them through a process known as aquamation. The house will be used for office activities and the detached garage will be used for the aquamation equipment.

**Details**

Since this activity is not identified or listed in CDC Chapter 19 as permitted, permitted by prescribed conditions or by conditional use permit, the applicant will be required to apply as an "Unlisted Use" under CDC Chapter 80. When the use changes from residential to non-residential, as is the case here, Section 66.060 "DISCONTINUANCE OR CHANGE OF CONFORMING USE IN A NON-CONFORMING STRUCTURE" requires that the following shortcomings be addressed:

- The gravel parking lot must be paved (per ADA standards) and sized to meet the proposed use's parking requirements per CDC Chapter 46.
- A 15 foot wide landscaped strip between the parking lot/driveway area and the Willamette Falls Drive ROW is required.

- The driveway width for non-residential access must be 15 feet for one way traffic.

The applicant has the option of correcting the three shortcomings and bringing the site into compliance. If that option is not fulfilled, and since the Non-Conforming Structure chapter lacks criteria to address these shortcomings, the applicant shall apply for Class II Variances for each of the three shortcomings listed above.

### **Process**

The Unlisted Use application requires meeting the standards of CDC Chapter 80. The fee is \$850. The Non-Conforming Structure requires meeting the standards of CDC Chapter 66. There is a fee of \$3,000. The Class II Variances for required for access, the paving and number of parking spaces, and landscaping requires meeting the standards of Chapter 75. There is a fee of \$2,900 for the first variance and \$1,450 for every variance thereafter. The total fee amount is \$9,650. **Please note that fees may change after July 1, 2015, with a new Master Fee Schedule.** The CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property owner.

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 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, staff will provide notice per CDC Chapter 99 and schedule a Planning Commission hearing. The Planning Commission will approve, approve with conditions or deny the application. Appeals of the Planning Commission's decision are heard by 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.***