

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 21, 2015

SUBJECT: Proposed conversion of non-conforming structure to accessory dwelling unit at 5253 West A Street

FILE: PA-15-19

ATTENDEES: Applicant: Chris Thorn
Staff: Peter Spir, Associate Planner
Public: Gail Holmes, Karen Park

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: 5253 West A Street
Site Area: 5,252 square feet
Neighborhood: Bolton
Comp. Plan: Medium density residential
Zoning: R-4.5 (4,500 square foot minimum lot size)
Environmental Overlays: None

Proposal: The applicant proposes to convert an existing garage, which is a non-conforming structure by virtue of inadequate setbacks, into an accessory dwelling unit (ADU). The elevation of the garage on West A Street will be modified by removing the garage door and replacing it with a door and window. An Alteration/Expansion of a Non-Conforming Structure permit is required per CDC Chapter 66. The ADU will be built per CDC Chapter 34.

Process

For the Alteration/Expansion of a Non-Conforming Structure permit, provide a scaled site plan and elevations and respond to the criteria of 66.080(B)(2)(a-b). 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.

The fee is \$1,000. **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>.

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, the staff will schedule the Planning Manager's decision date and post notice (there is a 14 day public notice period). After the Planning Manager's decision, there is a 14-day window for persons with standing to appeal to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's decision becomes final and the applicant may move forward with the development of their proposal.

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.

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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.***