

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 18, 2015

SUBJECT: Development of a mixed use commercial/multi-family project on approximately 10.1 acres on the west side of Tannler Drive.

FILE: PA-15-23

ATTENDEES: Applicant/Consultants: Rob Morgan, Peter Miller, Michael Robinson, Brent Ahrend, Jaymie Johnson, Gary Alfron, Mandy Flett, Avi Tayar, Joshua Brooking, Janet Jones
Staff: Peter Spir, Associate Planner, Khoi Le, Development Engineer
ODOT: Pam Johnson, Doug Baumgartner; TVFR: Ty Darby
Public attendees: Charles Mathews, Roberta Schwarz, Henry Achcar, Susanne Achcar

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: 2444, 2422 and 2410 Tannler Drive
Site Area: 10.1 acres
Neighborhood: Willamette (Savanna Oaks/within 500 feet)
Comp. Plan: Commercial
Zoning: OBC (Office Business Center)

Proposal: The applicant proposes to build seven multi-story blocks of mixed development comprising commercial on the first floor and multi-family residential above. Per CDC Chapter 21.050(2) the proposed uses are permitted under prescribed conditions:

2. *Multiple-family units, as a mixed use in conjunction with commercial development, only above the first floor of the structure.*

Class II Design Review is required per CDC Chapter 55.020(B). Compliance with the criteria of Chapter 55, other chapters referenced in Chapter 55 and the underlying OBC zone (CDC Chapter 21) is required.

Engineering Comments: contact Khoi Le at Kle@westlinnoregon.gov

Building Department comments: for SDC's contact Jim Clark at jclark@westlinnoregon.gov

Tualatin Valley Fire and Rescue contact: Ty Darby at ty.darby@tvfr.com

Process

For the Class II Design Review, address the submittal requirements and responses to the criteria of 55 and associated/referenced chapters and Chapter 21 standards. 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 neighborhood meeting is required per 99.038. Follow the procedures explicitly. Please contact the Willamette Neighborhood Association president at WillametteNA@westlinnoregon.gov and the Savanna Oaks president at SavannaOaksNA@westlinnoregon.gov.

The deposit fee for both Design Reviews is \$4,000 plus 4% of the construction value to a maximum amount of \$20,000. The CDC is online at <http://westlinnoregon.gov/cdc>.

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 declared complete, staff will schedule the Planning Commission hearing date and post notice. Following the Planning Commission hearing and decision there is a 14-day window to appeal the Planning Commission's decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Commission'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.

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.***