

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 17, 2019

SUBJECT: Bolton Station Improvements

FILE: PA-19-21

ATTENDEES: Applicant: Ken Warner and Ken Worcester (West Linn Parks & Rec)
Public: Stacy Epsteen, Alma Coston, Kathie Halicki, Peggy Kirkendall, Holly Bartholomew (West Linn Tidings)
Staff: Darren Wyss (Planning), Chris Myers (Planning)

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: 6000 Failing Street
Tax Not No.: 2S 1E 25AD 2700
Site Area: 0.46 acres
Neighborhood: Bolton Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial
Applicable code: CDC Chapter 19: General Commercial, GC
CDC Chapter 46: Off-Street Parking, Loading and Reservoir Areas
CDC Chapter 48: Access, Egress and Circulation
CDC Chapter 54: Landscaping
CDC Chapter 55: Design Review
CDC Chapter 85: General Provisions
CDC Chapter 92: Required Improvements

Project Details

The applicant proposes to convert the Bolton Station to a community center use. The building is currently used for storage of Parks Dept. equipment. The applicant is also exploring the lease of a portion of the building to a child care provider. Community Centers and Family Day Care are permitted uses in the General Commercial zoning, while Certified Child Care Centers are a conditional use. The applicant also plans to make ADA access and aesthetic improvements to the exterior of the building. New parking areas and landscaping will be installed to meet code provisions. Street improvements will be required if the Community Development Director determines the improvements to be a change of use.

Public Comments

Can on-street parking along the TVF&R station frontages be counted towards required parking for Bolton Station? No, the City Engineer may allow on-street parking to count towards the minimum required, but only the area adjacent to the Bolton Station property.

Can parking be shared with TVF&R or the commercial building across the street? Yes, if in compliance with Community Development Code Chapter 46.050.

Engineering Division Comments

Contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437 for engineering requirements.

Tualatin Valley Fire & Rescue Comments

Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process

The proposal requires a Class I Design Review. The land use review is performed by the Planning Manager. No public hearing is required. If it is determined a change in use, it will require a Class II Design Review and a public hearing before the Planning Commission. For the proposal, address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapters 19, 46, 48, 54, 55, and 92. N/A is not an acceptable response to the approval criteria.

The property is comprised of two legal lots of record (Lots 29 & 30, Moody Investment Co. Plat of Holly Gardens). The two lots must be combined into one legal lot. A lot line adjustment application should be submitted to accomplish this requirement. Address the submittal requirements and standards for decision-making in Community Development Code (CDC) Chapter 85.210.

The submittal requirements may be waived under CDC 99.035.B, 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.

There is a fee of \$2,100 for the Class I Design Review. A Class II Design Review is a deposit based on the construction value of the improvements. Lot Line Adjustment fee is \$1,000.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

A neighborhood meeting is required per CDC 99.038.

Once the application and fee is 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 decision date. Appeals are heard by City Council.

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. 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. Any changes to the CDC standards may require a different design or submittal. Substantive changes to the design may require a new pre-application conference.