

**STAFF REPORT
PLANNING MANAGER DECISION**

DATE: June 18, 2015

FILE NO.: MIS-15-05

REQUEST: To convert an existing garage into an accessory dwelling unit. The garage is a non-conforming structure due to an inadequate side street setback of two feet and rear yard setback of two feet.

PLANNER: Peter Spir, Associate Planner

Planning Manager _____ *ASB* _____

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GENERAL INFORMATION

OWNER:	Christopher Thorn, 5253 West A Street, West Linn
APPLICANT/ CONSULTANT:	same
SITE LOCATION:	5253 West A Street, West Linn
SITE SIZE:	5,250 square feet
LEGAL DESCRIPTION:	Assessor's Map 2-2E-30CD Tax Lot 4900
COMP PLAN DESIGNATION:	Medium-Density Residential
ZONING:	R-4.5, Single-Family Residential Attached and Detached/Duplex (4,500 square foot minimum lot size for single family homes)
APPROVAL CRITERIA:	Community Development Code (CDC) Chapter 66, CDC Chapter 66: Non-Conforming Structures; Chapter 14: R-4.5; CDC Chapter 34.030: Accessory Dwelling Units (ADUs).
120-DAY RULE:	The application became complete on May 28, 2015. The 120-day period therefore ends on September 23, 2015.
PUBLIC NOTICE:	Notice was mailed to property owners within 300 feet of the subject property and the Bolton neighborhood association on June 2, 2015. A sign was placed on the property on June 2, 2015. The notice was also posted on the City's website. Therefore, public notice requirements of CDC Chapter 99 have been met.

EXECUTIVE SUMMARY

The application is to convert a non-conforming garage into an accessory dwelling unit. The non-conformity is that the garage has a side street setback of two feet where 15 feet is required and a rear yard setback of two feet where 20 feet is required by the underlying R-4.5 zone. The footprint will not be expanded. The exterior changes will be removal of the garage door on West A Street and replacing it with a door and window. All other dimensional standards, setbacks, lot coverage and other provisions of the underlying R-4.5 zone are met.

Public comments:

No comments have been received at the close of comment period.

DECISION

The Planning Manager (designee) approves this application (MIS-15-05), based on: 1) the findings submitted by the applicant, which are incorporated by this reference, and 2) supplementary staff findings included in the Addendum below. With these findings, the applicable approval criteria are met. . The following condition of approval shall apply:

- 1.) The applicant shall build the ADU pursuant to plans in exhibit PD-4 “applicant’s submittal”.

The provisions of the Community Development Code Chapter 99 have been met.

Peter Spir

PETER SPIR, Associate Planner

June 18, 2015

DATE

Appeals to this decision must be filed with the West Linn Planning Department within 14 days of the mailing date listed below. The cost of an appeal is \$400. The appeal must be filed by an individual who has established standing by submitting comments prior to the date identified in the public notice. Appeals will be heard by City Council.

Mailed this 18th day of June, 2015.

Therefore, the 14-day appeal period ends at 5 p.m., on July 2, 2015.

ADDENDUM: STAFF FINDINGS IN RESPONSE TO APPROVAL CRITERIA

66.080 ENLARGEMENT OF OR ALTERATION TO A NON-CONFORMING STRUCTURE: PROCESS AND APPROVAL STANDARDS

A. *An enlargement of or alteration to a non-conforming structure containing a non-conforming use may be permitted subject to review and approval by the Planning Commission under the provisions of CDC [99.060\(B\)](#) and CDC [65.120](#) through [65.140](#).*

FINDING NO. 1: This criterion does not apply since this accessory structure/garage is not a “non-conforming use”. Single family homes are permitted uses in the R-4.5 zone.

B. *An enlargement or alteration to a non-conforming structure containing a conforming use may be permitted subject to the following:*

1. *If the enlargement, in and of itself, meets all provisions of this code, the enlargement will be permitted. This exception does not preclude design review or other applicable provisions of this code.*

FINDING NO. 2: The enlargement does not meet the required 15 foot side street and 20 foot rear setbacks of the R-4.5 zone. In these circumstances, the criterion of 66.080 (B) (2), below, applies. Design review is not applicable to detached single family homes and associated accessory structures per CDC 55.025 (A).

2. *If the enlargement, in and of itself, does not meet all provisions of the code, review and approval by the Planning Director for single-family structures, and by the Planning Commission for non-single-family structures under the provisions of CDC [99.060\(B\)](#) is required subject to the following standards.*

a. *The enlargement or alteration will not change the non-conformity; and*

FINDING NO.3: The alteration of the garage into an accessory dwelling unit will not change the non-conformity. The existing garage footprint will remain unchanged. There will be no change or expansion of the building mass/envelope. The only exterior changes will be the removal of the garage door on West A Street and replacing it with a door and window.

b. *All other applicable ordinance provisions will be met.*

(Staff note: the following provisions of CDC 14.070 are the applicable dimensional standards of the R-4.5 zone which must be met.)

- A. *The minimum lot size shall be:*
 - 1. *For a single-family detached unit, 4,500 square feet.*
 - 2. *For each attached single-family unit, 4,000 square feet.*
- B. *The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet.*
- C. *The average minimum lot width shall be 35 feet.*
- E. *The minimum yard dimensions or minimum building setback areas from the lot line shall be:*
 - 1. *For a front yard, 20 feet*
 - 2. *For an interior side yard, five feet.*
 - 3. *For a side yard abutting a street, 15 feet.*
 - 4. *For a rear yard, 20 feet.*
- F. *The maximum building height shall be 35 feet*
- G. *The maximum lot coverage shall be 40 percent.*
- I. *The floor area ratio shall be 0.45.*
- J. *The sidewall provisions of Chapter [43](#) CDC shall apply.*

FINDING NO. 4: The lot size of 5,250 square feet (50' X 105') exceeds the minimum R-4.5 lot size of 4,500 square feet. The lot width of 50 feet exceeds the minimum lot width of 35 feet. The front setback of 29 feet exceeds the minimum front setback of 20 feet. The required R-4.5 side street setback of 15 feet is being addressed by this application as is the required 20 foot rear yard setback. The allowed R-4.5 building height of 35 feet is met with a height of 12 feet. The allowed R-5 lot coverage is 40 percent and the proposed lot coverage is 26 percent.

The maximum R-4.5 lot coverage is 40 percent which would be 2,100 square feet. The actual lot coverage at this address is 1,724 square feet. The required R-4.5 FAR is 2,362 square feet

(5,250 square foot lot X .45 = 2,362 square feet). Attached and detached garages or ADUs do not count in the FAR, therefore this criteria does not apply. The sidewall standards are met with a height from grade to eaves of 8 feet on the side and a roof gable end on both ends of the structure.

(Staff note: as an ADU, the structure must also meet the criteria of CDC Chapter 34)

34.030 ACCESSORY DWELLING UNITS (ADUs)

A. An accessory dwelling unit (ADU) may be allowed in conjunction with an existing primary single-family dwelling by conversion of existing space inside the primary dwelling; by means of an addition to an existing dwelling; by means of an addition as an accessory structure; or by converting or adding to an existing accessory structure, such as a garage, on the same lot with an existing primary dwelling, when the following conditions are met:

- 1. One off-street parking space for the ADU shall be provided in addition to the required parking for the primary dwelling except in those cases where the abutting street has a paved width of 28 feet or more and allows on-street parking.*
- 2. Public services can serve both dwelling units.*
- 3. The number of occupants is limited to no more than one family as defined by the Community Development Code.*
- 4. The ADU does not exceed one bedroom and has an area between 250 and 1,000 square feet. If the ADU is located in an accessory structure, then it shall not exceed 30 percent of the gross square footage of the primary dwelling, except that an ADU may be a minimum of 250 square feet in size regardless of the size of the primary dwelling. No more than one ADU is allowed.*
- 5. The ADU is in conformance with the setback and lot coverage requirements of the underlying zone.*
- 6. The following minimum area standards shall be met:*
 - 1 person – 250 square feet*
 - 2 persons – 500 square feet*
- 7. Existing accessory structures such as large workshops, offices, garages, etc., constructed prior to January 2000, that exceed dimensional standards prescribed above for ADUs may be converted into ADUs in the future so long as the occupied or inhabited*

area is restricted to less than 1,000 square feet. Existing structures are not required to meet the design standards of subsections (B) (1) through (9) of this section, but shall conform to them to the greatest extent feasible.

FINDING NO. 5: The off street parking requirement for the ADU is satisfied by the fact that West A Street has a curb to curb width of 42 feet which exceeds the required width of 28 feet for on-street parking. The existing house has parking off West A Street. The proposed ADU is fully serviceable by city utilities and services. There will be one bedroom in this ADU. The size of the ADU will be 551 square feet which falls within the permitted range of 250 to 1,000 square feet for an ADU.

This ADU makes use of an existing accessory structure constructed, circa 1919, prior to January 2000. As such, it is not required to meet the design standards of subsection (B) (1) through (9) this chapter. Having said that, the removal of the garage door and replacement with a paneled door with window and multi-pane window as well as the retention of the knee brackets on the front elevation will make the ADU compatible with the architecture of nearby homes. The setbacks of the underlying zone are addressed by the application for a non-conforming structure.

PD-1 AFFADAVIT OF NOTICE

AFFIDAVIT OF NOTICE

We, the undersigned do hereby certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

GENERAL

File No. MISC-15-05 Applicant's Name Christopher Thorn
Development Name _____
Scheduled Meeting/Decision Date 6-18-15

NOTICE: Notices were sent at least 20 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE A _____

- A. The applicant (date) _____ (signed) _____
- B. Affected property owners (date) _____ (signed) _____
- C. School District/Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) _____ (signed) _____
- E. Affected neighborhood assns. (date) _____ (signed) _____
- F. All parties to an appeal or review (date) _____ (signed) _____

At least 10 days prior to the scheduled hearing or meeting, notice was published/posted:

Tidings (published date) _____ (signed) _____
City's website (posted date) _____ (signed) _____

SIGN

At least 10 days prior to the scheduled hearing, meeting or decision date, a sign was posted on the property per Section 99.080 of the Community Development Code

(date) June 2 2015 (signed) [Signature]

NOTICE: Notices were sent at least 14 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE B /

- A. The applicant (date) 6-3-15 (signed) S. Skoyer
- B. Affected property owners (date) 6-3-15 (signed) S. Skoyer
- C. School District/Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) _____ (signed) _____
- E. Affected neighborhood assns. (date) 6-3-15 (signed) S. Skoyer
Bolton

Notice was posted on the City's website at least 10 days prior to the scheduled hearing or meeting.
Date: 6-3-15 (signed) S. Skoyer

STAFF REPORT mailed to applicant, City Council/Planning Commission and any other applicable parties 10 days prior to the scheduled hearing.

(date) _____ (signed) _____

FINAL DECISION notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

(date) 6-18-15 (signed) S. Skoyer

PD-2 NOTICE

**CITY OF WEST LINN
NOTICE OF UPCOMING
PLANNING MANAGER DECISION
FILE NO. MIS-15-05**

The West Linn Planning Manager is considering a request for an enlargement or alteration to a non-conforming structure at 5253 West A Street.

The decision will be based on the approval criteria in chapters 66 of the Community Development Code (CDC). The approval criteria from the CDC are available for review at City Hall, at the City Library, and at <http://www.westlinnoregon.gov/cdc>.

You have received this notice because County records indicate that you own property within 300 feet of this property (Tax Lot 4900 of Clackamas County Assessor's Map 22E 30CD) or as otherwise required by Chapter 99 of the CDC.

All relevant materials in the above noted file are available for inspection at no cost at City Hall, and on the city web site <http://westlinnoregon.gov/planning/5253-west-street-enlargementalteration-non-conforming-structure> or copies may be obtained for a minimal charge per page. A public hearing will not be held on this decision. **Anyone wishing to present written testimony for consideration on this matter shall submit all material before 4:00 p.m. on June 17, 2015. Persons interested in party status should submit their letter along with any concerns related to the proposal by the comment deadline.** For further information, please contact Peter Spir, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, (503) 723-2539, pspir@westlinnoregon.gov.

Any appeals to this decision must be filed within 14 days of the final decision date with the Planning Department. **It is important to submit all testimony in response to this notice. City Council will not accept additional evidence if there is an appeal of this proposal.** Failure to raise an issue in person or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes the raising of the issue at a subsequent time on appeal or before the Land Use Board of Appeals.

p:\devrww\projects folder\projects 2015\mis-15-05 west A street\300 foot notice

PD-3 COMPLETENESS LETTER



City of
West Linn

May 28, 2015

Christopher Thorn
5253 West A Street
West Linn, OR. 97068

SENT VIA EMAIL

SUBJECT: MIS-15-05 (Non-Conforming Structure-Alteration)

Dear Mr. Thorn:

Your application received on May 27, 2015, is **complete**. The City has 120 days to exhaust all local review. That period lapses on September 23, 2015.

Staff will now prepare the staff report and public notice of the Planning Manager's decision. There will be a 14 day public notice period followed by the Planning Manager's decision. The notice should give you a better indication of expected decision date.

Please contact me at 503-723-2539, or by email at pspir@westlinnoregon.gov if you have any questions or comments, or if you wish to meet with me.

Sincerely,

Peter Spir

Peter Spir
Associate Planner

PD-4 APPLICANT'S SUBMITTAL

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <i>PETER SPIR</i>	PROJECT NO(S). <i>MI-15-05</i>	
NON-REFUNDABLE FEE(S) <i>1000</i>	REFUNDABLE DEPOSIT(S) <i>0</i>	TOTAL <i>1000</i>

Type of Review (Please check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Annexation (ANN) | <input type="checkbox"/> Historic Review | <input type="checkbox"/> Subdivision (SUB) |
| <input type="checkbox"/> Appeal and Review (AP) * | <input type="checkbox"/> Legislative Plan or Change | <input type="checkbox"/> Temporary Uses * |
| <input type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Lot Line Adjustment (LLA) */** | <input type="checkbox"/> Time Extension * |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Minor Partition (MIP) (Preliminary Plat or Plan) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Easement Vacation | <input checked="" type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP) |
| <input type="checkbox"/> Final Plat or Plan (FP) | <input type="checkbox"/> Pre-Application Conference (PA) */** | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG) |
| <input type="checkbox"/> Flood Management Area | <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Hillside Protection & Erosion Control | | |

Home Occupation, Pre-Application, Sidewalk Use, Sign Review Permit, and Temporary Sign Permit applications require different or additional application forms, available on the City website or at City Hall.

Site Location/Address: <i>5253 WEST A STREET</i>	Assessor's Map No.:
	Tax Lot(s): <i>22E30CDD04900</i>
	Total Land Area: <i>5,250</i>

Brief Description of Proposal: *SEE ATTACHED*

Applicant Name: (please print) <i>CHRISTOPHER THORN</i>	Phone: <i>971-801-3054</i>
Address: <i>5253 WEST A STREET</i>	Email: <i>CHRISTOPHERNTHORN@GMAIL.COM</i>
City State Zip: <i>WEST LINN, OR 97068</i>	

Owner Name (required): (please print) <i>CHRISTOPHER THORN</i>	Phone: <i>971-801-3054</i>
Address: <i>5253 WEST A STREET</i>	Email: <i>CHRISTOPHERNTHORN@GMAIL.COM</i>
City State Zip: <i>WEST LINN, OR 97068</i>	

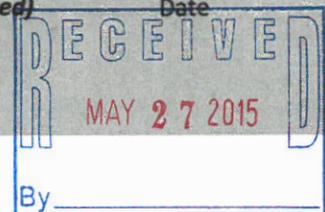
Consultant Name: (please print)	Phone:
Address:	Email:
City State Zip:	

- All application fees are non-refundable (excluding deposit). Any overruns to deposit will result in additional billing.
- The owner/applicant or their representative should be present at all public hearings.
- A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
- Three (3) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format. If large sets of plans are required in application please submit only two sets.

* No CD required / ** Only one hard-copy set needed

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. All amendments to the Community Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

[Signature] _____ *5/20/15* _____ *[Signature]* _____ *5/20/15*
Applicant's signature Date Owner's signature (required) Date



City of West Linn
Planning & Development
22500 Salamo Rd #1000
West Linn, OR 97068

RE: Development Review Application

The intent of this remodel is to keep the charm of the existing garage built in 1919, and convert the function of the garage into a single bedroom, livable space. The exterior cedar shingles, wood corbels, and windows will remain. A new door and window (craftsman in style) will replace the existing coiling garage door (not original to the garage), and bring it to a more period appropriate look. Below is a sketch of the existing vs. proposed. No other modifications will be made to the west, north, or east elevations of the building.

Existing



Proposed



In response to the criteria identified in 66.080(B)(2)(a-b):

1. The existing garage structure will not be expanded in any way (horizontally or vertically), thus there will be no change to the non-conforming setbacks of the garage.
2. No trees will be cut/modified/removed during the garage conversion (ref. Ordinance 1192, 1987)

Sincerely,
Christopher Thorn

A handwritten signature in blue ink, appearing to read 'C. Thorn'.

5253 West A Street
West Linn, OR 97068
971-801-3054
christophernthorn@gmail.com

GARAGE CONVERSION

WEST LINN, OR

Existing



Proposed

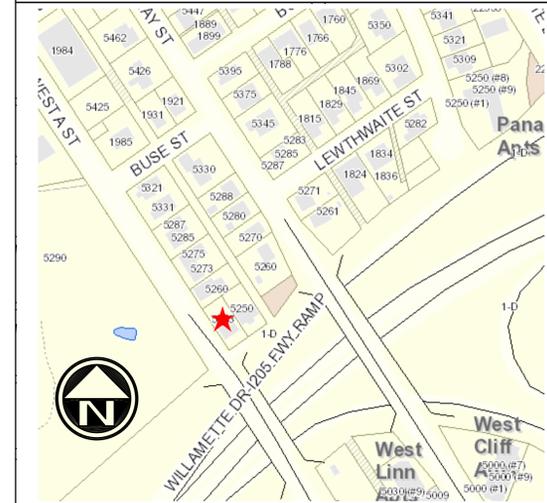


The intent of this remodel is to keep the existing charm of the 1919 Garage, and convert the garage into a single bedroom livable space. The exterior cedar shingles, wood corbels and windows will remain. A new door and window will replace the existing coiling garage door (not original to the garage) and bring it to a more period appropriate look.

PROPERTY INFORMATION

YEAR BUILT: 1919
 TAX LOT: 22E30CD04900
 PLAT NO: 366
 5253 WEST A STREET, WEST LINN,
 CLACKAMAS COUNTY, OREGON

VACINITY MAP



SHEET INDEX

- A.1 COVER SHEET
- A.2 SITE/UTILITY PLAN
- A.3 EXISTING FLOOR PLAN
- A.4 NEW FLOOR PLAN
- A.5 ELECTRICAL PLAN

OWNER

CHRISTOPHER THORN
 5253 WEST A STREET
 WEST LINN, OR
 97068
 971-801-3054
 CHRISTOPHERTHORN@GMAIL.COM

January 16, 2015

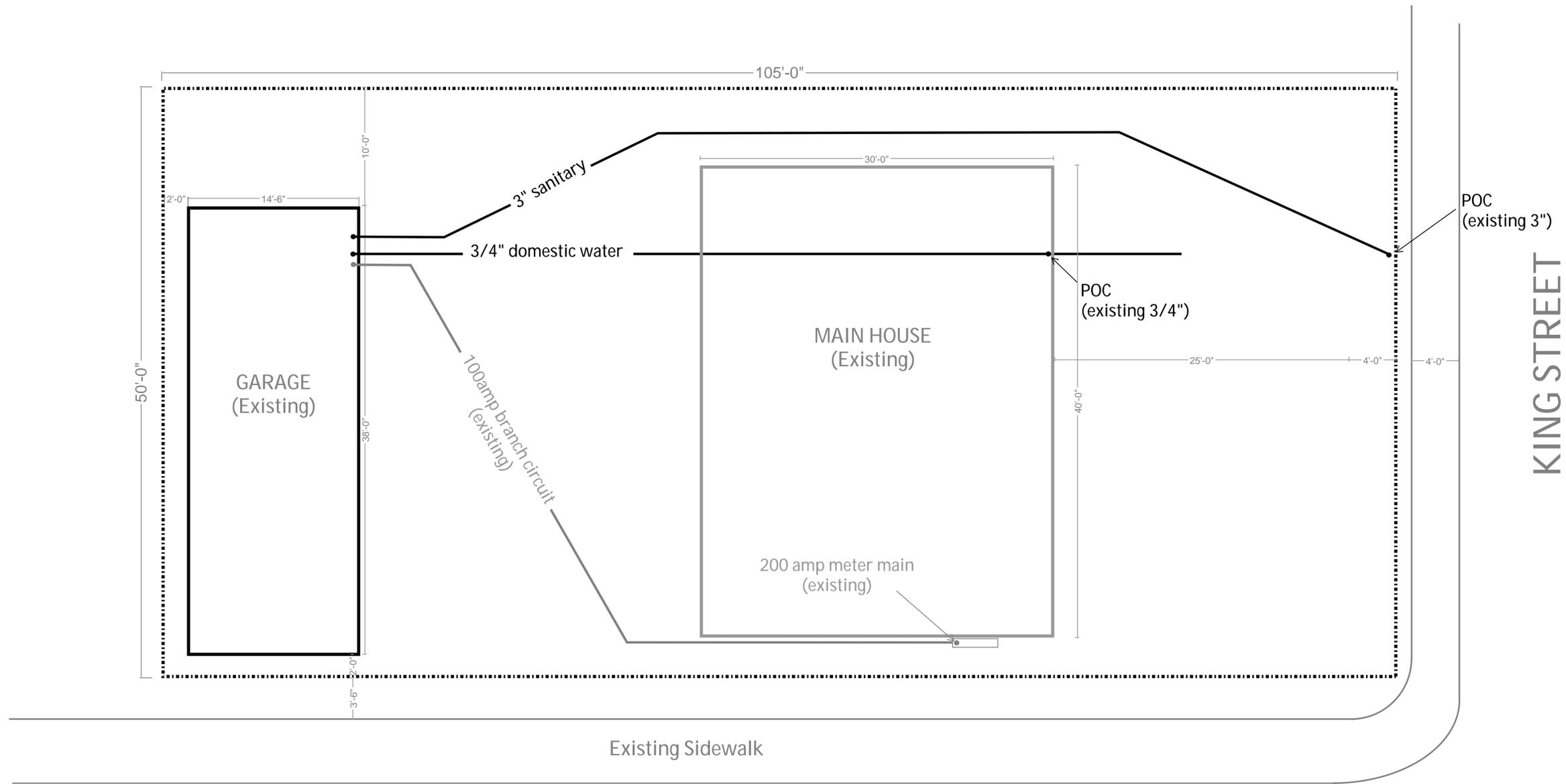
Revisions

1 5.20.15

A.1
 Cover Sheet

GARAGE CONVERSION

WEST LINN, OR



KING STREET

WEST A STREET

OWNER
 CHRISTOPHER THORN
 5253 WEST A STREET
 WEST LINN, OR
 97068
 971-801-3054
 CHRISTOPHERTHORN@GMAIL.COM

January 16, 2015

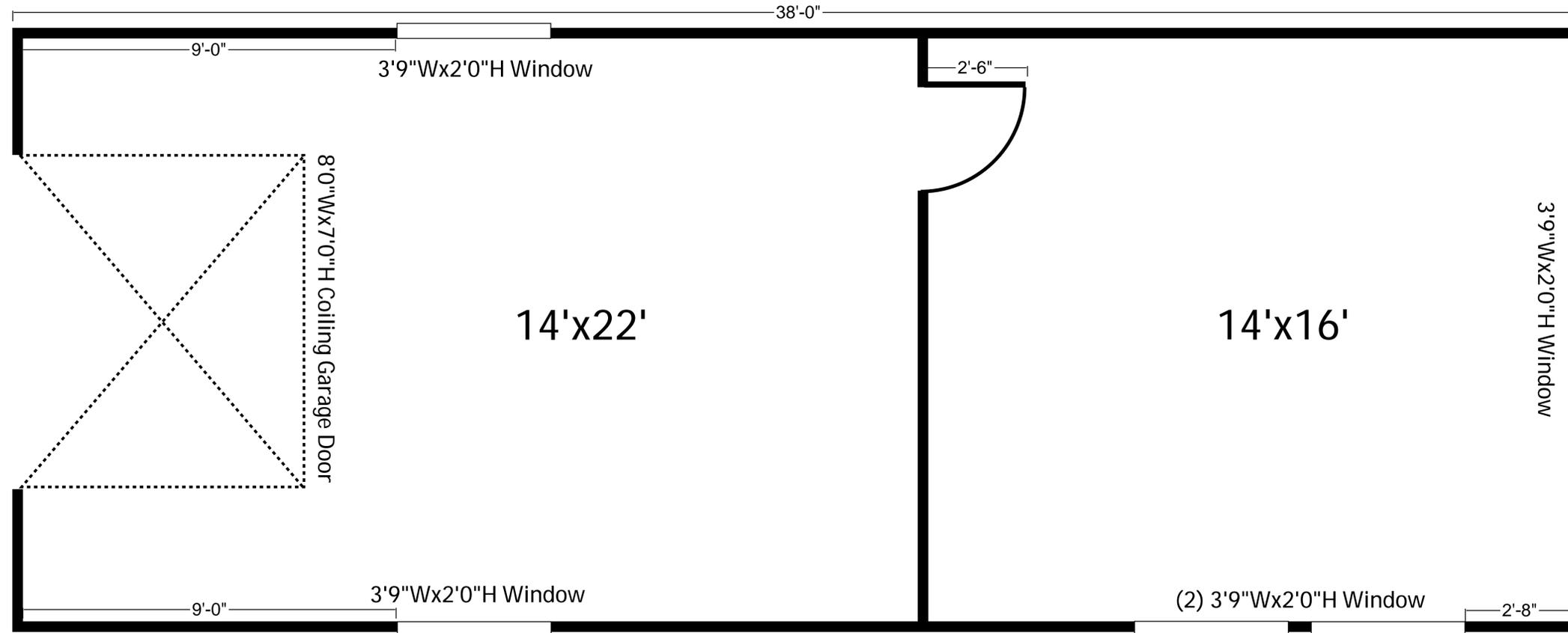
Revisions
 ▲ 5.20.15



A.2
 Site Utility Plan

GARAGE CONVERSION

WEST LINN, OR



Existing Garage Notes

1. 24" OC 2x4 stud framing
2. 24" OC 2x4 rafters with various size/spaced ceiling joists/collar ties (see image to left)
3. No existing sheetrock/plaster/insulation



OWNER
 CHRISTOPHER THORN
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January 16, 2015

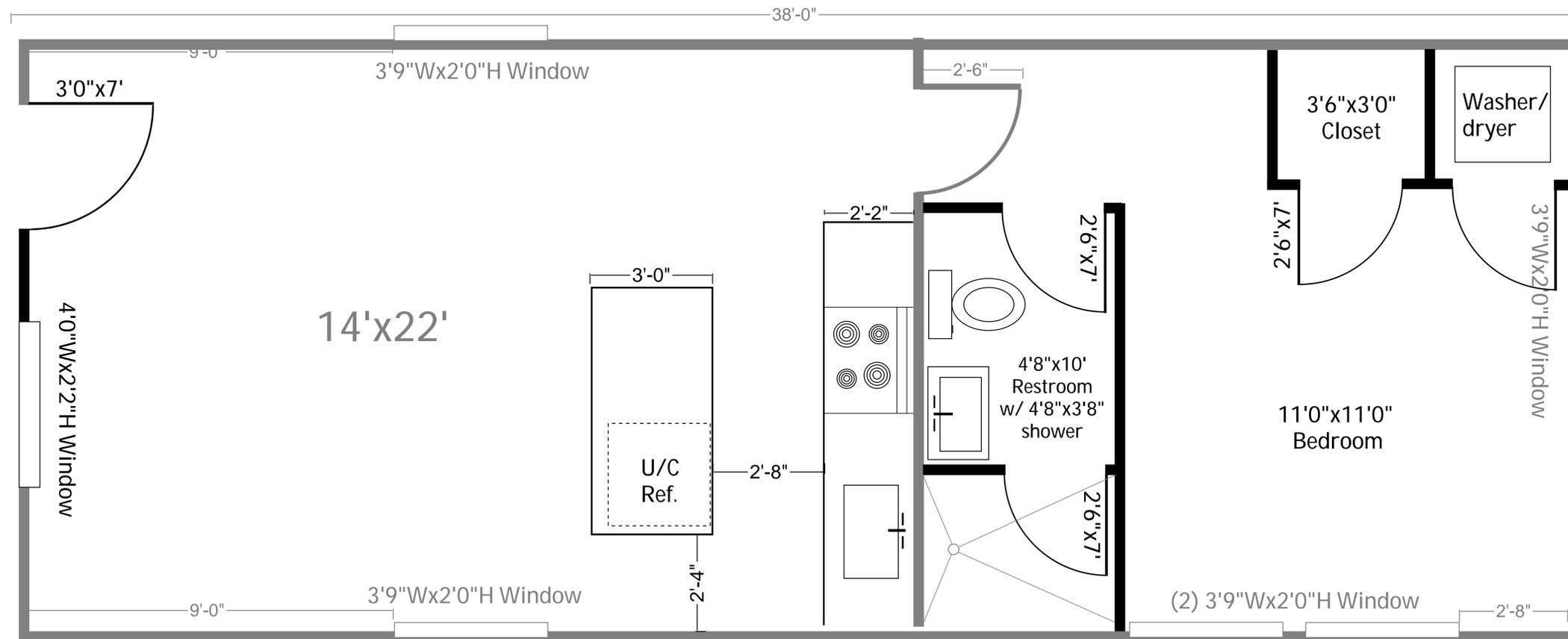
Revisions

△ 5.20.15

A.3
 Existing Floor Plan

GARAGE CONVERSION

WEST LINN, OR



General Notes

1. 4" batt insulation added to all interior/exterior walls
2. 4" rigid insulation added to ceiling rafters
3. 5/8" sheetrock added to interior walls/rafters
4. exposed ceiling joists/collar ties
5. hardwood flooring in living/bedroom/closet
6. tile in restroom



OWNER
 CHRISTOPHER THORN
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 CHRISTOPHERTHORN@GMAIL.COM

January 16, 2015

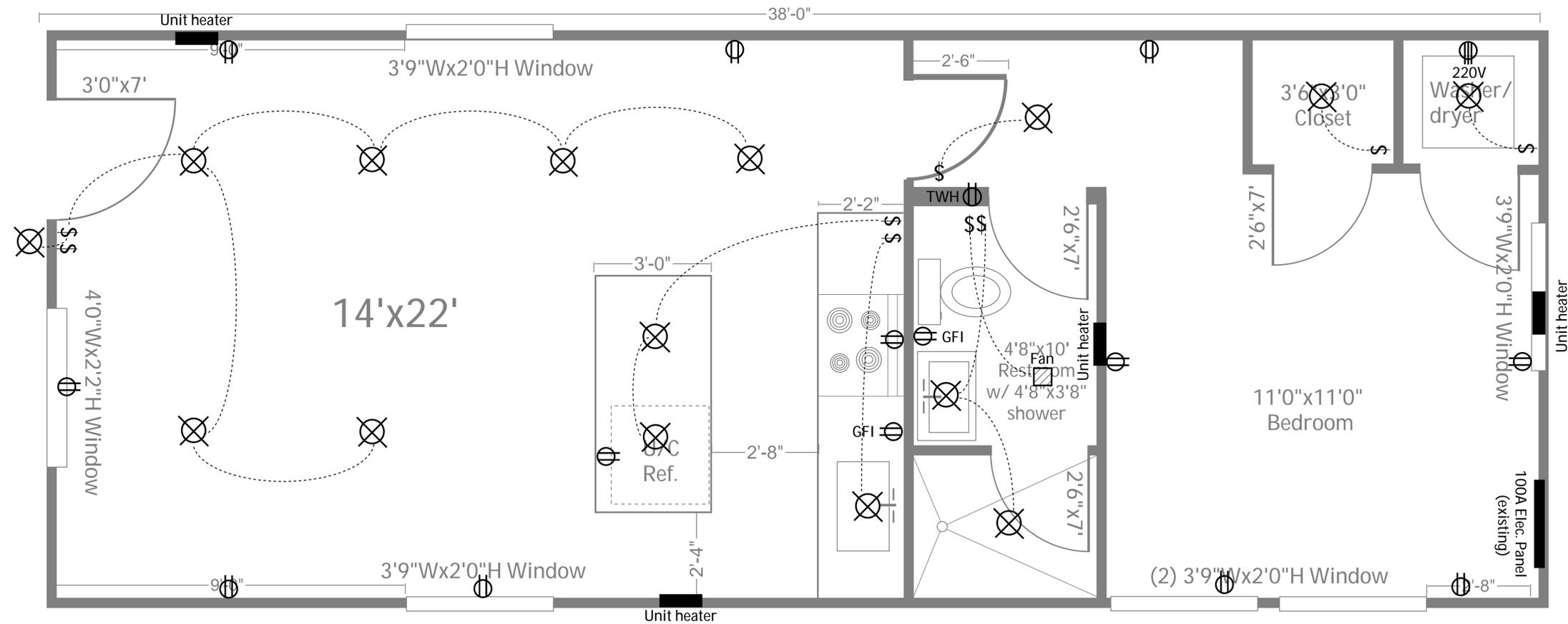
Revisions

△ 5.20.15

A.4
 New Floor Plan

GARAGE CONVERSION

WEST LINN, OR



OWNER
 CHRISTOPHER THORN
 5253 WEST A STREET
 WEST LINN, OR
 97068
 971-801-3054
 CHRISTOPHERTHORN@GMAIL.COM

January 16, 2015

Revisions
 ▲ 5.20.15

A.5
 Electrical Plan

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.

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.***