

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
January 16, 2013

SUBJECT: 2-lot Minor Partition at 1754 Willamette Falls Dr.

ATTENDEES: Applicants: Dave and Jillian Smith
Staff: Sara Javoronok (Planning), Khoi Le (Engineering)

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.

Project Details

The applicant proposes to partition an existing General Commercial (GC) zoned parcel into two parcels. There are currently two structures on the property, a former residence that is now used as an office, and a shed that is located in the rear yard. The applicant is proposing to create at a minimum a 50' x 100' lot from the west side of the parcel where the driveway and shed are currently located. The lot could potentially increase to 53'-54'x 100' lot. The existing home would remain on the other lot.

The adjacent properties to the northeast are zoned single family residential (R-10), while those to the southeast are zoned GC. The surrounding parcels vary in size from 5,450 square feet to the north and half an acre to the east.

The GC zone requires an average minimum lot width of 50 feet and average minimum lot depth of 90 feet. The City's GIS shows the lot to be approximately 9,746 square feet, but the County Assessor map shows it as 10,900 square feet. City staff checked with Clackamas County and the Assessor map shows the correct property line.

The site is generally flat. There are no natural hazards or environmental constraints, such as wetlands, on this property.

There is currently one access point that is located on what is proposed to be the new lot. Typically, the access spacing standards in Chapter 8 of the TSP would require 300 feet between private driveways on an arterial. However, this property is located in the area where there are frontage streets off of Willamette Falls Drive and it does not front on the primary travel lanes.

If a curb cut is needed, staff recommends a shared driveway between the partitioned properties rather than two separate curb cuts.



Existing Lot – Aerial

Existing Lot



Site Photo

Engineering Notes

STREET AND ACCESS

Existing driveway would be removed and replaced with standard curb, gutter, and sidewalk matching existing.

Provide street improvement or request for a fee in lieu.

UTILITIES

Water

Public water main is available in adjacent parking lane of Willamette Falls Dr.

Sewer

Pubic sewer main is available in adjacent parking lane of Willamette Falls Dr.

Stormwater

Run-off from new impervious areas must be collected, detained and treated prior to discharge to public storm system.

Treatment facility is required to capture run-off from impervious area greater than 500 square foot.

Detention facility is required to capture run-off from impervious area greater than 5,000 square foot.

Stormwater can discharge to Willamette Falls Dr.

Alternative option is to test soil for infiltration. Minimum infiltration is 2 inches/hour.

Power – Communication – Telecommunication

All new services must be placed underground.

SYSTEM DEVELOPMENT CHARGE

A. STREET SDC AND BIKE/PEDESTRIAN EFFECTIVE JULY 1ST 2013

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$2,201	\$4,717	\$179	\$7,079
Retail	Per 1000 ft ²	2.536	\$5,582	\$11,962	\$454	\$17,998
Office	Per 1000 ft ²	1.314	\$2,892	\$6,198	\$235	\$9,325

Bike/Ped SDC

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$0	\$1,542	\$40	\$1,582
Retail	Per 1000 ft ²	2.536	\$0	\$3,911	\$101	\$4,012
Office	Per 1000 ft ²	1.314	\$0	\$2,026	\$53	\$2,079

B. SURFACE WATER SDC EFFECTIVE JULY 1ST 2013

Unit	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1	1.00	\$793	\$238	\$52	\$1,083

C. SANITARY SEWER SDC EFFECTIVE JULY 1ST 2012

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$612	\$2,385	\$111	\$3,108
Commercial	5/8"	1.00	\$612	\$2,385	\$111	\$3,108
Commercial	1"	2.5	\$1,533	\$5,964	\$274	\$7,771

A. WATER SDC EFFECTIVE JULY 1ST 2012

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$585	\$6,969	\$196	\$7,750
5/8" Meter	1		\$585	\$6,969	\$196	\$7,750
1" Meter	2.5		\$1,463	\$17,423	\$490	\$19,376

SDCs must be paid at the time of building permit.

Process

A Minor Partition application is required.

No neighborhood meeting is required for a partition. However, these meetings are always encouraged to solicit public input and make the public more informed of an applicant's plans. Contact Julia Simpson, President of the Willamette Neighborhood at willamettena@westlinnoregon.gov. If the applicant does present at a neighborhood meeting, conceptual plans of the proposal should be submitted to the neighborhood association at least 10 days before the meeting.

The Minor Partition application will require a full and complete response to the submittal requirements of CDC 85.150-170, which include a site plan, tree survey, utilities, a city-wide map showing the site, the Development Review Application Form, the deposit discussed below, and a narrative responding to the appropriate criteria in Section 85.200.

The property is located in the Willamette Falls Drive Commercial Overlay Zone and CDC 99.060(D)(2) requires Historic Review Board review of any required design review or new construction on the site, but not the partition of the property.

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 Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

The CDC is online at <http://westlinnoregon.gov/cdc>.

N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The deposit for a Minor Partition is \$2,800 dollars. **PLEASE NOTE that this is an initial deposit, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.**

Once the submittal is deemed complete, staff will send out public notice of the pending Planning Director decision, which can be expected to be 4-5 weeks after completeness in most cases. The decision may be appealed by the applicant or anyone with standing to City Council, requiring at least one City Council hearing.

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. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no "shelf life" for pre-apps.