

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**February 6, 2014**

SUBJECT: 7-lot subdivision with variances for lot depth on two lots at 2900 Haskins Road

ATTENDEES: Applicants: Jonathan Morse, Chomo Santana, Chuck Gregory, Wynne Delozier  
Staff: Tom Soppe (Planning), Khoi Le (Engineering)  
Neighborhood: Anthony & Brenda Perry, Roberta Schwarz (Savanna Oaks NA)

---

***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 plans to subdivide an existing R-10 zoned parcel of approximately 93,000 square feet into seven lots. The property is narrow and deep, bordering only Haskins Road to the northeast. This is the only area of street access. To the southeast, the site borders Douglas Park. Developed subdivision lots lie in the other two directions. The only house on site is in the central area of the site and is to be kept, with three new lots in front of it and three to the rear. Haskins Road is a local street. Per 48.025(B)(6) the driveway distance separation table in the Transportation System Plan (TSP) must be followed for new developments. This requires a 50-foot separation between driveways (measured wing to wing). The applicant plans for four of the lots to use the existing driveway, which is more than 50 feet from the driveway of the next residential property southeast along Haskins, so this is not an issue. The other driveway proposed is along the northwest corner of the site. This is less than 50 feet from the driveway of the next property to the northwest. Therefore this driveway and associated easement should be located at the southeast instead of the northwest edge of Lot 1, where it can be more than 50 feet from the existing driveways it is in between. There would not be able to be another separate driveway for lot 1 or 2 so they can access off of this easement meant for Lot 3 as well.

The other four lots would take access from a widened existing driveway along the southeast edge. This is acceptable as shared driveways/private streets can have up to four lots accessing

from them. All four “rear” lots including Lot 4 (which has the existing house) would access from this easement. A turnaround is proposed at the rear as is desirable.

Although they utilize an easement and not stems, all lots that do not directly front onto a public street are considered flaglots per CDC definitions. The applicant should note that per 85.200(B)(7)(b) the lot depth requirement (90 feet minimum) has to be measured perpendicular to Haskins Road regardless of how lot setbacks are measured in the end. Therefore two Class II Variances are needed as both lots 1 and 3 would not have adequate depth per this section. Also, regarding the shared driveway easements, lot size conformance with the base size of 10,000 square feet must be calculated independent of vehicle access easements. This is per the “lot area” definition in Chapter 2. Lots 1-3 would have to be reshaped to meet this minimum size. As Lot 4 is large and has major areas to the northwest that do not include the existing house, this might be accomplished by extending the western area of Lot 3 into what is Lot 4 on the concept plan, then adjusting Lot 1’s boundaries into Lot 3’s and Lot 2’s into 1’s or 3’s accordingly. Another thing that might help get acceptable lot sizes is if the shared driveway’s easement is 15 feet instead of 20, as long as there are 20 feet of horizontal clearance and at least 14 feet of pavement. This would be acceptable per the CDC, but also check with TVFR’s service needs. Subdivisions should meet the minimum 70% density requirement; if variances to lot dimensions are needed and this is the only way to achieve the density, that should be argued as part of the variance by the applicant. The density is based on the net area of the site after the subtraction of public or private right of ways on the site including shared driveways or private streets.

## **Engineering Notes**

### **I. TRANSPORTATION**

#### **HASKINS ROAD**

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Local	Local
Zone	R-10	R-10
Right of Way Width	56-57’	56-57’
Full Pavement Width	32’	32’
Bike Lane	No	No
Curb and Gutter	Curb and Gutter	Curb and Gutter
Planter Strip	Yes	Yes
Sidewalk	6’ Sidewalk	6’ Sidewalk
Street Light	Yes	Yes – LED Fixtures optional
Utility Pole	None	New services to be placed underground

Street Tree	None	Yes
ADA Ramps	None	None
Post Speed	25 MPH	25 MPH
Stripe	None	None

#### **A. MINIMUM REQUIRED IMPROVEMENT**

1. Provide a minimum 16' pavement improvement with the following sections:
  - 10" of 1-1/2"-0 Crush Rock
  - 2" of 3/4" -0 Leveling Course
  - 4" of AC Pavement consisting of 2" Class "C" over 2" Class "B"
  - See Public Works Standards Section 5.0030 Pavement Design for design requirements.
2. Provide curb and gutter. See WL-501 Detail for technical and construction specifications. See Public Works Standards Section 5.0040 Concrete Curb for design requirements.
3. Provide 6' wide concrete sidewalk with sidewalk ramp at each end to allow access for disability. See WL-508 for sidewalk technical and construction specifications. See WL-507A and WL-507B for ADA technical and construction specifications. See Public Works Standards Section 5.0050 Sidewalks and Section 5.0051 Sidewalk Ramps for design requirements.
4. Provide illumination analysis of the existing conditions. Install street lights as recommended in accordance with the following:
  - Average Maintained Illumination: 0.6 foot-candles (Residential)
  - Uniformity Average to Minimum: 4 to 1
  - Street Light should match with existing surrounding lights – with LED Beta Fixtures.
5. Provide Street Trees. Coordinate with Parks Department for requirements.
6. In case the access road is determined to be a private road the driveway approach shall be designed with the following requirements:
7. Driveway needs to be structurally constructed according to West Linn Public Works Standard Indicated in section 1 above.
  - Driveway Approach: 36' maximum width including wings. See WL-504A, 504B, and 505 for technical and construction specifications. Driveway approach serving 3 lots or more should be designed in accordance with Commercial Driveway Design Guidelines and Standards. Intersection of new driveway to existing roadway should be designed in accordance with Public Works Standards Section 5.0015 Intersections.
8. All new utilities along the development must be placed underground.

#### **B. CITY TRANSPORTATION MASTER PLAN**

#### **PEDESTRIAN MASTER PLAN**

Haskins Road is not indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficiencies.

## **BICYCLE MASTER PLAN**

Haskins Road is not indicated in the City Bicycle Master Plan as a roadway with bicycle deficiencies. No bicycle lane improvements were listed on Bicycle Master Plan.

## **MOTOR VEHICLE MASTER PLAN**

Haskins Road and connected intersections at Remington Drive and Rogue Way are not indicated in the City Vehicle Master Plan as roadways or intersections with deficiencies. No planned future improvements are listed in the Motor Vehicle Master Plan.

### **C. STREET SDC AND BIKE/PEDESTRIAN EFFECTIVE JULY 1<sup>ST</sup> 2013**

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$2,201	\$4,717	\$179	\$7,097
Single Family	Per House	1.01	\$2,223	\$4,764	\$181	\$7,168

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$0	\$1,542	\$40	\$1,582
Single Family	Per House	1.00	\$0	\$1,557	\$40	\$1,597

## **II. STORM DRAINAGE**

### **A. EXISTING CONDITIONS**

1. There is public storm main available for connection at manhole in front of 2495 Haskins Rd. The proposed stormwater facility in Tract A of Preliminary Layout 3 has limited options for discharge to public stormwater system.
2. As Built: Renaissance Heights, Douglas Park

### **B. MINIMUM REQUIRED IMPROVEMENT**

1. Provide treatment for new impervious of 500 square feet or more.
2. Provide detention for new impervious of 5000 square feet or more.
3. Storm Drainage Analysis Report is required.
4. Individual lots can collect, treat and detain storm run-off with rain gardens or equal storm treatment/detention facilities.

### **C. SURFACE WATER SDC EFFECTIVE JULY 1<sup>ST</sup> 2013**

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

### III. SANITARY SEWER

#### A. EXISTING CONDITIONS

1. Public sanitary sewer connection available at manhole in Haskins road near east corner of property.

#### B. MINIMUM REQUIRED IMPROVEMENT

1. If the existing house is on septic, decommission the septic tank and drain field in accordance with DEQ requirements and submit the City with proper paper work.

#### A. SANITARY SEWER SDC EFFECTIVE JULY 1ST 2013

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$612	\$2,385	\$111	\$3,108
Single Family	Per House	1.00	\$612	\$2,385	\$111	\$3,108

**Tri-City Service District Sewer SDC 1 EDU = \$2,020**

### IV. WATER

#### A. PRESSURE ZONE

1. Zone: Horton Pressure zone
2. Overflow Elevation: 730      Upper Elevation: 620      Lower Elevation: 475
3. Sub pressure zone serves customer at ground elevation as low as 340.

#### B. RESERVOIR AND PUMP STATION

- C. Reservoir: Horton is located at the intersection of Horton Rd and Santa Anita Dr. The reservoir usable capacity is approximate 1.5 million gallons. The reservoir is filled by Bolton Pump Station. Horton Reservoir also supplies water to Rosemont Reservoir through Horton Pump Station.
- D. Pump Station: Horton Pump Station consists of 4 pumps. Two can pump 900 gpm and two can pump 1,300 gpm with total capacity of 4,400 gpm and a nominal capacity of 3,100 gpm. There is an emergency standby diesel generator onsite in case power failure.

#### E. EXISTING POPULATION AND PROJECTED POPULATION AT SATURATION

- F. Existing Population: 6,192
- G. Projected Population at Saturation: 7,843

#### H. WATER DEMAND AT SATURATION

Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
1.1	2.3	12.6

#### I. RESERVOIR AND PUMP STATION CURRENT OPERATING CONDITIONS

1. In accordance with Water System Plan, both the reservoir and pump station are listed appearing to be in good conditions.

**J. HORTON PRESSURE ZONE PERFORMANCE**

Year	MDD (mg)	Fire Flow (mg)	Total Supply Need (mg)	Normal Supply Capacity (mg)	Emergency Supply Capacity (mg)	Normal Supply Deficit (mg)	Emergency Supply Deficit (mg)
Current	3.1	0.5	3.6	4.3	1.3	(0.7)	1.3
2015	3.2	0.5	3.7	4.3	1.3	(0.6)	1.4
2030	3.6	0.5	4.1	4.3	1.3	(0.2)	1.7
Saturation	3.8	0.5	4.3	4.3	1.3	0	1.8

1. The table above indicates that there is a surplus in supply capacity during a normal condition.

**K. HORTON PRESSURE ZONE SUPPLY AND STORAGE DEFICIT**

Year	Normal Conditions			Emergency Conditions		
	Supply Deficit (mgd)	Storage Volume (mg)		Supply Deficit (mgd)	Storage Volume (mg)	
Current	0	1.1	Current	0	1.1	Current
2015	0	1.1	2015	0	1.1	2015
2030	0	1.1	2030	0	1.1	2030
Saturation	0	1.1	Saturation	0	1.1	Saturation

1. The table above indicates that there is no storage volume deficit during a normal condition.

**L. HORTON PRESSURE ZONE MASTER PROJECT LIST**

Number	Location	Ex. Diameter (inches)	Proposed Diameter (inches)	Priority	Length (ft)	SDC Allocation	Unit Cost (\$/lf)	Estimated Project Cost (\$)
29	Weatherhill Rd. from Salamo Rd to S Bland Cir. and then South		8	4	2,312	100%	125	\$289,000
31	Sussex St.	4	8	5	248	0%	125	\$31,000

	south of Sunset Ave.							
32	From River View Ave. to Falls View Dr.	4	8	5	213	0%	125	\$26,625
39	Clark St. south of Skyline	6	8	5	425	0%	125	\$53,125
42	North of Linn Ln.	6	8	5	369	0%	125	\$46,125
43	Parkview Ter. And Rosepark Dr.	6	8	5	765	0%	125	\$95,625
47	Apollo Rd. west of Athena Rd.	6	8	5	385	0%	125	\$48,125
48	Palomino Wy. from Saddle Ct. to Palomino Cir.	6	8	4	246	100%	125	\$30,750

1. The table above indicates that there is no improvement required along the proposed project frontage.

#### **M. MINIMUM REQUIRED IMPROVEMENTS**

1. Existing public water system is available on Haskins Rd for connection.
2. New water meters shall be set behind curb and out of driveway approaches. No water meters or water main shall allow to be placed in private drive way.
3. As-Built: Renaissance Heights 3, Douglas Park

#### **N. WATER SDC EFFECTIVE JULY 1ST 2013**

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

## Process

A Subdivision request is required for the proposal. Also two Class II Variances are required to develop this with the specified lot depths (as defined above) for lots 3 and 5.

A neighborhood meeting is required regarding this proposal per 99.038 as it includes a Subdivision request. The property is in the Savanna Oaks neighborhood but is within 500 feet of the Willamette neighborhood. Contact Ed Schwarz, Savanna Oaks NA president at [savannaoaksna@westlinnoregon.gov](mailto:savannaoaksna@westlinnoregon.gov). Contact Julia Simpson, Willamette NA President, at 503-636-1292 or [willamettena@westlinnoregon.gov](mailto:willamettena@westlinnoregon.gov). Conceptual plans of the development should be submitted to the neighborhood association at least 10 days before the meeting. The applicant will need to go to a title company to find out the names and addresses of the property owners within 500 feet for notification. Follow 99.038 precisely in terms of what to do for the meeting and what to submit with the eventual application regarding the meeting.

The Subdivision application will require a full and complete response to the submittal requirements of CDC 85.150-170, which include a site plan, utilities, a city-wide map showing the site, the Development Review Application Form, the aforementioned fee, and a narrative responding to the appropriate criteria. The appropriate criteria are in Section 85.200.

The Variance applications will require a complete response to the submittal requirements of 75.050. It will also require a narrative response to the criteria of 75.060.

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/planning/community-development-code-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 Subdivision is \$4,200 plus \$200 per lot, which in this case would be \$5,600 total plus a \$500 inspection fee for a total of \$6,100 in subdivision fees and applications. **PLEASE NOTE that the deposit part of 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.** The fee for the first Class II Variance is \$2,900 and the fee for an additional one is \$1,450 for a total of \$4,350 in variance fees. The upfront cost to make



the application at the beginning is therefore \$10,450, with potentially more charged later per the sentence in bold above.

When the combined application is submitted concurrently and deemed complete, staff will schedule a Planning Commission hearing regarding the concurrent approval requests and send out notice at least 20 days before the hearing. 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.