

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

SUBJECT: 2-lot minor partition at 19613 Suncrest Drive.

FILE: PA-14-03

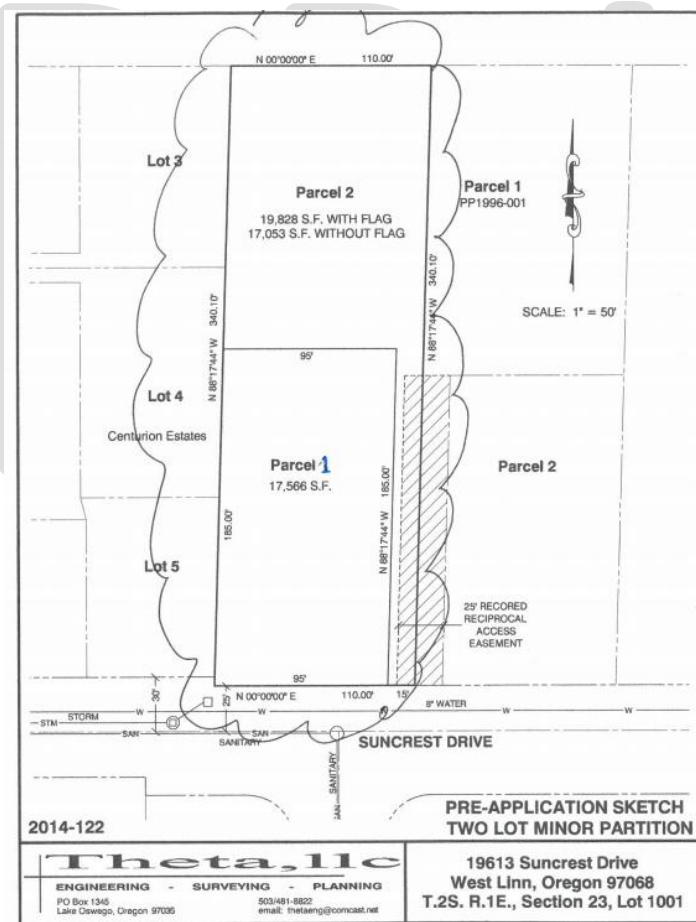
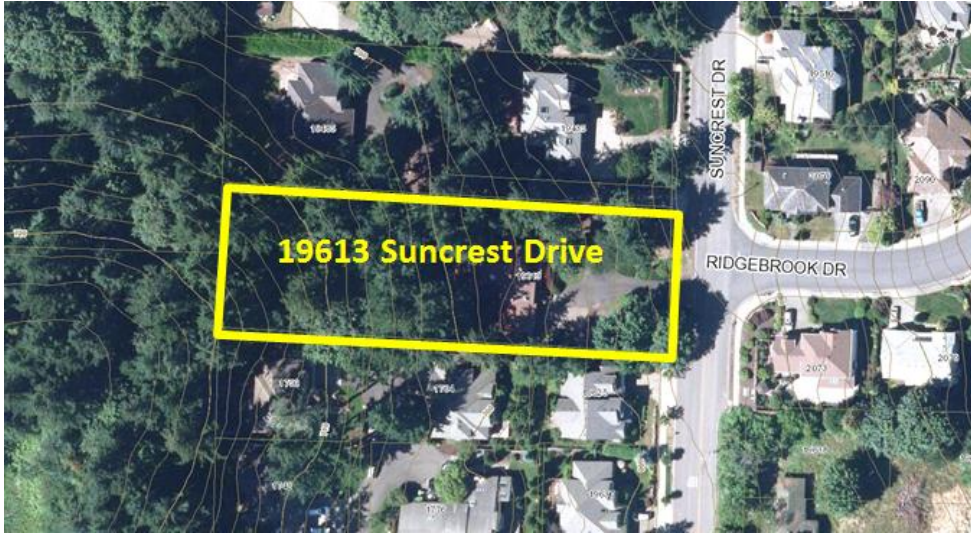
ATTENDEES: Applicants: Phil Gentemann, Bruce Goldson
Staff: Peter Spir (Planning Department); Khoi Le (Engineering Division)

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 0.85 acre (37,263 square foot) parcel is located along the west side of Suncrest Drive opposite Ridgebrook Drive's southern entrance. The zoning is R-10 (single family residential 10,000 square foot minimum lot size). Adjacent property to the west is zoned R-15 (single family residential 15,000 square foot minimum lot size) while the property to the south is R-7 (single family residential 7,000 square foot minimum lot size). All lots within this proposed minor partition will have to meet the size and dimensional standards of the R-10 zone. The applicant proposes each lot to be in excess of 17,000 square feet which exceeds the minimum lot size. Both lots are proportioned to exceed the minimum dimensional standards of the R-10 zone.

The surrounding land use to the east, south and north is single family residential homes. These lots range in size from 10,000 to 21,000 square feet. The property to the northwest is Marylhurst Park owned by the City of West Linn. To the southwest is a 2.29 acre Oregon Department of Transportation property which is used to accommodate an antenna/communications relay facility.



NET



Site Analysis/Trees

The site topography gently slopes 32 feet (from 686 to 718 foot elevation) upwards to the rear of the lot at a nine percent grade. There are no natural hazards or environmental constraints (wetlands etc.) on this property.

The site is heavily treed, particularly to the west. According to a preliminary assessment by the City Arborist Mike Perkins it's an attractive stand of mostly Douglas Fir, most are significant and probably difficult to carve into without exposing interior trees, although the trees that take the brunt of the big storms are on the park property on the property to the west.

The applicant will need to prepare a tree survey of the property, indicating location, size, and species of each tree on the site. Each tree needs to be tagged in the field with a number that corresponds to the tree inventory map. The City Arborist will then determine which trees are significant. CDC Section 55.100(B)(2) requires that up to 20 percent of the relatively flatter non-type I and II lands shall be set aside to protect the "dripline plus 10 feet" of significant trees. That requirement can have an impact on this application. Tree mitigation (inch by inch basis) for the removal of trees that would otherwise have constituted 20 percent of the site is required. Removal of trees above the 20 percent figure shall only be as needed and do not need mitigation.

Potential Park Access

At present, one has to walk all the way around to Carriage Way or Valley View to get to Marylhurst Park from mid-block of Suncrest Drive. Given that fact, a public access easement through this partition property would be welcomed. Staff recognizes however that the applicant could not be compelled to provide it without a clear demonstration of nexus and proportionality, which, in this case, would be very difficult. The applicant stated that they would not be willing to provide that access.



Forested area at the rear of the applicant’s home (at left) is the site of the proposed second lot. The shared access driveway that will be used to access the proposed rear lot is shown in the foreground at right.

Engineering Comments:

I. TRANSPORTATION

SUNCREST ROAD

| | EXISTING CONDITIONS | POTENTIAL POST DEVELOPMENT CONDITIONS |
|---------------------|---------------------|---------------------------------------|
| Classification | Collector | Collector |
| Zone | R-10 | R-10 |
| Right of Way Width | 61’ | 65’ |
| Full Pavement Width | 29’ | 40’MIN |
| Bike Lane | No | No |

| | | |
|-----------------|-------------------------|---------------------------------------|
| Curb and Gutter | No | Curb and Gutter |
| Planter Strip | No | Yes |
| Sidewalk | No | 6' Sidewalk |
| Street Light | No | Yes – LED Fixtures |
| Utility Pole | None | New services to be placed underground |
| Street Tree | None | Yes |
| ADA Ramps | None | No |
| Post Speed | 25 MPH | 25 MPH |
| Stripe | Double Yellow, Fog Line | Double Yellow, Fog Line |

A. MINIMUM REQUIRED IMPROVEMENT

1. Provide a minimum 18' pavement improvement with the following sections:
 - 12" of 1-1/2"-0 Crush Rock
 - 2" of 3/4" -0 Leveling Course
 - 5" of AC Pavement consisting of 2" Class "C" over 3" 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 to the followings:
 - 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 6' Planter Strip. Provide Street Trees. Coordinate with Parks Department for requirements.
6. Driveway Approach: 36' maximum width including wings. See WL-504A, 504B, and 505 for technical and construction specifications.
7. All new utilities along the development must be placed underground.
8. Street improvement including planter strip, sidewalk, curb and pavement must be provided to match neighboring properties and to meet City of West Linn Standards for collector streets.

B. CITY TRANSPORTATION MASTER PLAN

PEDESTRIAN MASTER PLAN

Suncrest Drive is indicated in the City Pedestrian Master Plan as a roadway with sidewalk deficiencies. A sidewalk project along Suncrest Drive from Hillcrest Drive to Carriage Way is identified as project 78 with low level of priority on the Pedestrian Master plan Project list (See TSP page 5-7). **A 6' sidewalk will be included as part of street improvement requirements.**

BICYCLE MASTER PLAN

Suncrest Drive is not indicated in the City Bicycle Master Plan as one of the roadways with bicycle deficiencies. No bicycle lane improvements were listed on Bicycle Master Plan.

MOTOR VEHICLE MASTER PLAN

Suncrest Drive is not indicated in the City Vehicle Master Plan as a roadway or near intersections with deficiencies. No planned future improvements were listed in the Motor Vehicle Master Plan. **Being classified as a Collector requires street improvements to match standard cross section for collector streets for any development along Suncrest Drive. (See TSP Figure 8.4)**

C. 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 | \$7,097 |
| 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 just south of the SE corner of the lot.
2. As Built: Fern Creek Place, Centurion Estates

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. 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 1ST 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 main is available for connection in Suncrest Drive.

B. MINIMUM REQUIRED IMPROVEMENT

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

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 | Per | 1.00 | \$612 | \$2,385 | \$111 | \$3,108 |

| | | | | | | |
|--------|-------|--|--|--|--|---|
| Family | House | | | | | 8 |
|--------|-------|--|--|--|--|---|

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

IV. WATER

Applicant is requesting to keep well water for existing house, one new connection required.

V. WATER

A. PRESSURE ZONE

1. Zone: Rosemont Pressure Zone
2. Overflow Elevation: 860 Upper Elevation: 750 Lower Elevation: 220

B. RESERVOIR AND PUMP STATION

1. Reservoir: Rosemont Reservoir is located on Suncrest Drive. The reservoir usable capacity is 0.4 million gallon. The reservoir is filled by Horton and View Drive Pump Station.
2. Pump Station: Horton Pump Station has total of 4 pumps. 2 pump at 1300 gpm and 2 pumps at 900 gpm. View Drive has 4 pumps at 600 gpm.

C. EXISTING POPULATION AND PROJECTED POPULATION AT SATURATION

1. Existing Population: 5,435
2. Projected Population at Saturation: 7,130

D. WATER DEMAND AT SATURATION

| Average Day Demand (mgd) | Maximum Day Demand (mgd) | Peak Hour Demand (mgd) |
|--------------------------|--------------------------|------------------------|
| 1.0 | 2.3 | 12.6 |

E. 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.

F. ROSEMONT PRESSURE ZONE PERFORMANCE

| Year | MD D (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 | 1.9 | 0.5 | 2.4 | 6.2 | 1.7 | (3.8) | 0.7 |
| 2015 | 2.0 | 0.5 | 2.5 | 6.2 | 1.7 | (3.7) | 0.8 |

| | | | | | | | |
|-------------------|------------|------------|------------|------------|------------|--------------|------------|
| 2030 | 2.2 | 0.5 | 2.7 | 6.2 | 1.7 | (3.5) | 1.0 |
| Saturation | 2.3 | 0.5 | 2.8 | 6.2 | 1.7 | (3.4) | 1.1 |

1. The table above indicates that there is NO deficiency in supply capacity during a normal condition. There is project adjacent to development listed in the Water System Master Plan.

G. ROSEMONT PRESSURE ZONE SUPPLY AND STORAGE DEFICIT

| Year | Normal Conditions | | | Emergency Conditions | | |
|-------------------|----------------------|---------------------|-----------------------|----------------------|-----------------------|-----------------------|
| | Supply Deficit (mgd) | Storage Volume (mg) | Overall Deficit (mgd) | Supply Deficit (mgd) | Storage Deficit (mgd) | Overall Deficit (mgd) |
| Current | 0 | 0.3 | 0 | 0.7 | 0.3 | 0.4 |
| 2015 | 0 | 0.3 | 0 | 0.8 | 0.3 | 0.5 |
| 2030 | 0 | 0.3 | 0 | 1.0 | 0.3 | 0.7 |
| Saturation | 0 | 0.3 | 0 | 1.1 | 0.3 | 0.8 |

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

H. ROSEMONT ZONE MASTER PROJECT LIST

1. There are 10 water improvement projects listed in the City Water System Plan under the Rosemont Pressure zone. Project number 37 addresses expanding the waterline on Suncrest Drive from Carriage Way to Valley View Drive from 8" to 12" diameter and has a priority of 2.

I. MINIMUM REQUIRED IMPROVEMENTS

1. Existing public water system is available on both Suncrest Drive for connection. However the Fern Creek Place Subdivision upgraded the waterline to 12" from Gallery Way to Ridgebrook Drive. Possible connection to 12" main prior to tee with Ridgebrook drive is available. However upgrading 8" main to 12" main is preferable during half street improvements. .
2. New water meter 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: Fern Creek Place Subdivision

J. WATER SDC EFFECTIVE JULY 1ST 2012

| Unit | Meter Size | Factor | Reimbursement | Improvement | Administrative | Total |
|-----------------|------------|--------|---------------|-------------|----------------|---------|
| Per Factor of 1 | | 1.00 | \$576 | \$6,863 | \$193 | \$7,632 |

| | | | | | |
|------------|---|-------|---------|-------|---------|
| 5/8" Meter | 1 | \$576 | \$6,863 | \$193 | \$7,632 |
|------------|---|-------|---------|-------|---------|



Access

CDC subsection 48.025(B) (6) requires new access driveways to meet the access separation standards in Chapter 8 of the Transportation System Plan (TSP). Specifically, it states, "The access spacing standards found in Chapter 8 of the adopted TSP shall be applicable to all newly established public street intersections, private drives, and non-traversable medians". Suncrest Drive is a collector and, as such, requires a 150 foot separation between the driveways on that street. However, the applicant has a mutual access easement with the owners of the property to the north which will allow access to the new lot via their existing driveway. Thus no additional driveways will be created.

Per 48.020(F) a flag lot stem does not need to be provided for the proposed lot. Instead, the applicant should use an access easement over the existing shared driveway. The width for access driveways serving 2-4 homes is 14-20 feet.



The driveway to the existing home is shown at the left. The shared driveway, which will provide access to the proposed rear lot, is shown at the right. Since both driveways are existing, the limitations of 48.025 (B) (6) do not apply.

Traffic Impact Analysis

According to 85.170 (B) (2), a Traffic Impact Analysis is not required because the one additional households will not trigger any of criteria of that section.

PROCESS

A formal meeting (e.g. CDC section 99.038) with the Marylhurst Neighborhood Association is **NOT** required for a minor partition. If you want to conduct an informal meeting at their regular meeting, that is your option. Contact the NA president, Jef Treece at MarylhurstNA@westlinnoregon.gov

The minor partition (MIP) requires a full and complete response to the submittal requirements and approval criteria of CDC Chapter 85 Land Division. 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 Director and must identify the specific grounds for that waiver. Prepare the application and submit it to the Planning Department with deposit fees. The application form must be signed by the property owner.

An MIP has a deposit fee of \$2,800. There is an additional \$1,500 final plat review fee. Staff bills hours against the deposit fee and returns any surplus at the conclusion of the process, regardless of whether it is approved or denied. If the application is more

complex and time consuming, the applicant will be billed above and beyond the deposit fee that has been received.

The City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals. Staff will schedule the Planning Commission hearing about 4-6 weeks after completeness determination. In the event of an appeal, the review body is the City Council. Subsequent appeals go to LUBA.

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. Also note that these notes have a limited "shelf life" in that changes to the CDC standards may require a different design or submittal. Pre-application reviews are only valid for 18 months. A new pre-application conference would have to be scheduled once that period lapses.

Preap-sumry- 2 lot partition at 19613 Suncrest Drive.



(Above) Applicant's house with treed area behind where the second lot is proposed.



(Above) Shared access driveway looking from rear lot towards Suncrest Drive



(Above) View of applicant's house, the treed area to the rear that is proposed to be partitioned and the shared access driveway and curb cut



(Above and below) Looking south on Suncrest Drive with the shared access driveway in the foreground. Note area where half street improvements including curb/sidewalk will have to go.



(Above) Looking north from shared driveway/curb cut on Suncrest Drive.
(Below) Looking across Suncrest Drive with applicant's home obscured by trees.



White house is to the south of the project site which is obscured by row of trees.

DRAFT