

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Notes**  
**February 20, 2014**

SUBJECT: Minor Partition and Water Resource Area (WRA) permit to partition one parcel into three at 3777 Mapleton Dr.

ATTENDEES: Applicant: Tony Weller  
Staff: Tom Soppe (Associate Planner), Khoi Le, (Engineering)  
Neighborhood: (Robinwood NA)

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***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 Summary**

The applicant proposes to partition a vacant parcel into three parcels, which would result in a front parcel and two flaglots with stems along the same shared driveway on the west end of the site. Until the last few years there was a house on the site, and the driveway stub still exists. By using this existing driveway (even if widened) the applicant avoids meeting new Chapter 48 standards referencing the Transportation System Plan that requires a 150-foot separation between driveways on collector streets such as Mapleton. Because of this Parcel 1 should also access from the stems/access easement that will serve the other two parcels. All lots have over 10,000 square feet without counting the stem, which is the required way to measure the lots to meet base zone requirements (the parcel is in R-10). The Parcel 3 stem would coincide with the continuance of an easement that would have to be 15 feet wide, stretching seven more feet east into Parcel 2. Because this also counts against meeting the 10,000 of the base zone, the applicant may have to move the proposed rear property line of Parcel 2 slightly further back for it to be 10,000 square feet excluding access easements and stems.

The applicant can also have an access easement across the front two parcels in lieu of stems. The area in the easement would also not count towards the required 10,000 square feet, but having this may help due to the slope on the west side. For example areas west of the easement, even though they are not really buildable as they are cut off from the rest of the lot, would count towards the 10,000. Required minimum setbacks would be counted from lot lines and not the easement.

Two creeks that are classified as significant riparian corridors pass near the site, one to the northwest and one to the southeast. Trillium Creek is to the southeast, the one to the northwest does not have a name on GIS. While the creeks themselves do not traverse the property, their protected areas do overlap with the property. Therefore a Water Resource Area permit is required, even if no development takes place in the protected areas. However the required street improvements will overlap with the protected area of the corridor to the east and appears to possibly overlap with where the entrance to the driveway will be. As it is not next to steep slopes, the setback from Trillium Creek should be measured from the edge of maximum bankfull flow, 115 feet north into the front of the property or 107.5 feet into the side of it (the creek runs diagonal but also curves through this area). Trillium is piped through the neighboring property, but significant corridors still count (measured from above the edge of the pipe) as protected areas measured with the same required width from 32.050(E) and (L).

As the other creek to the northwest is surrounded by steep slope, the significant riparian corridor measurement would be 107.5 feet from the creek or 57.5 feet from the top of bank, whichever is larger. Structures have to stay out of the extra 7.5 feet of side setback from 32.050(L) (or 15 feet of front/rear setback as discussed above) but other development can be within this extra setback. All protected area remaining undeveloped should be protected in conservation easements.

Any part of the protected area that is to be developed including with usable yard should be mitigated for under the provisions of 32.070. Off-site mitigation is available through Parks and Recreation Department as they work on the restoration of publicly owned protected areas in the City. On site mitigation must contiguously add land (which would also go in the conservation easements) to the already protected area setback. Doing only off-site mitigation is fine if this is not possible.

Per a LUBA ruling regarding another site in the City, temporarily disturbed areas must be both revegetated under the provisions of 32.080 AND mitigated for.

The applicant should look into using the zoning setback adjustment provision 32.050(O) if this helps with house placement in keeping development out of the protected area. On flaglots the front and rear can be parallel or perpendicular to the street, as long as these two setbacks are opposite each other on the lot.

Due to the wording of 32.050(K) the applicant may be required to also restore some of the areas on site that are not proposed for disturbance, depending on how much they are dominated by invasive species.

## **Engineering Notes**

**Property Address: 3777 Mapleton Dr.**

## I. TRANSPORTATION

### MAPLETON DRIVE

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Collector	Collector
Zone	R-10	R-10
Right of Way Width	50'	50'
Full Pavement Width	20'	36'
Bike Lane	No	No
Curb and Gutter	No	Curb and Gutter
Planter Strip	No	Yes
Sidewalk	No	6' Sidewalk
Street Light	Yes, on utility pole	Yes – LED Fixtures optional
Utility Pole	Yes	New services to be placed underground
Street Tree	None	Yes
ADA Ramps	None	None
Post Speed	25 MPH	25 MPH
Stripe	Double Yellow	Double Yellow

#### 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 ¾" -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: 0.5 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.
9. **Fee in lieu for street improvement is an option.**

**B. CITY TRANSPORTATION MASTER PLAN**

**PEDESTRIAN MASTER PLAN**

Mapleton Drive is indicated in the City Pedestrian Master Plan as a roadway with sidewalk deficiencies between Willamette Drive and Nixon Avenue. Mapleton Drive is Project #26 with a medium level of priority on the Pedestrian Master Plan Project List for sidewalks on both sides of the street. A 6' sidewalk will be included as part of street improvement requirements, being classified as a collector.

**BICYCLE MASTER PLAN**

Mapleton Drive 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**

Mapleton Drive is not indicated in the City Vehicle Master Plan as a roadway or intersections with deficiencies. No planned future improvements are 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 Mapleton Drive. (See TSP Figure 8.4)

**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	Per	1.00	\$0	\$1,557	\$40	\$1,597

Family	House					
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**II. STORM DRAINAGE**

**A. EXISTING CONDITIONS**

Limited options are available for discharge to public stormwater system.

**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. Stormwater may be retained on site if soil infiltration meets or exceeds 2 in/hr
5. 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 in the Mapleton Drive ROW.

**B. SANITARY SEWER SDC EFFECTIVE JULY 1<sup>ST</sup> 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: Robinwood Pressure zone
2. Overflow Elevation: 328      Upper Elevation: 300 Lower Elevation: 220

**B. RESERVOIR AND PUMP STATION**

- C. Reservoir: View Drive Reservoir is located on View Drive in the Robinwood Neighborhood. The reservoir usable capacity is approximate 0.5 million gallon. View Drive Reservoir also supplies water to Rosemont Reservoir through View Drive Pump Station.

**D. EXISTING POPULATION AND PROJECTED POPULATION AT SATURATION**

- E. Existing Population: 1,915  
 F. Projected Population at Saturation: 2,476

**G. WATER DEMAND AT SATURATION**

Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
0.3	0.8	1.2

**H. 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.

**I. 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	1.6	0.5	2.1	3.1	0.5	1.0	0.6
2015	1.7	0.5	2.2	3.1	0.5	0.9	0.7
2030	1.9	0.5	2.4	3.1	0.5	0.7	0.8
Saturation	2.0	0.5	2.5	3.1	0.5	0.6	0.8

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

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

Year	Normal Conditions			Emergency Conditions		
	Supply Deficit (mgd)	Storage Volume (mg)	Overall Deficit (mg)d	Supply Deficit (mgd)	Storage Volume (mg)	Overall Deficit (mg)d
Current	0	0.4	0	0.6	0.4	0.2
2015	0	0.4	0	0.7	1.1	0.3
2030	0	0.4	0	0.8	0.4	0.4
Saturation	0	1.1	0	0	1.1	0.4

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

**K. ROBINWOOD PRESSURE ZONE MASTER PROJECT LIST**

1. Mapleton Dr is not listed on the Robinwood Master Project list. However the 6” water main on Mapleton is being replaces with 8” ductile iron pipe.

**MINIMUM REQUIRED IMPROVEMENTS**

1. Existing public water system is available on Mapleton Drive 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.

**K. WATER SDC EFFECTIVE JULY 1ST 2013**

<b>Unit</b>	<b>Meter Size</b>	<b>Factor</b>	<b>Reimbursement</b>	<b>Improvement</b>	<b>Administrative</b>	<b>Total</b>
Per Factor of 1		1.00	\$585	\$6,969	\$196	\$7,750
5/8” Meter		1	\$585	\$6,969	\$196	\$7,750

**Process**

A Minor Partition and a Water Resource Area (WRA) permit are required. (This is a Planning Director’s decision and does not require a public hearing.) A neighborhood meeting per section 99.038 is NOT required for this application. Such meetings are always encouraged however to let the neighborhood know about an applicant’s plans and obtain input. Contact Aaron Buffington, President of the Robinwood Neighborhood Association, at [robinwoodna@westlinnoregon.gov](mailto:robinwoodna@westlinnoregon.gov). The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting, if the applicant decides to have a meeting.

For the Minor Partition the submittal requirements of 85.150-170 shall be addressed and the approval criteria of Section 85.200 shall be addressed in a narrative. For the WRA permit the submittal requirements of section 32.040, 32.070, and 32,080 and the approval criteria of sections 32.050, 32.070, and 32.080, must be addressed. N/A is not an acceptable response to the approval criteria.

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 Planning Director’s waiver may be subsequently overturned on appeal at the City Council level.

The deposit for Minor Partition is \$2,800 dollars, and the WRA deposit is \$1,850, for a total initial up front deposit of \$4,650. **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, the staff will schedule a Planning Director's decision date and will send out public notice at least 20 days before the decision. The Planning Director's decision may be appealed to City Council by the applicant or anyone with standing.

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.