

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 20, 2014

SUBJECT: 3-lot Minor Partition on lot west of 2791 Cambridge Street.

ATTENDEES: Applicants: Monica Lorts, Pat Sisul
Staff: Tom Soppe (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 plans to partition an existing R-7 zoned parcel (now containing only a shed) into three parcels, each of which would be for a single-family house. This lot is west of another lot owned by the applicant at 2791 Cambridge Street, but has no address of its own. Cambridge Street dead ends at this lot. An access easement hammerhead proposed as part of the partition would provide a proper emergency vehicle turnaround for the dead end of Cambridge which does not exist today. As this hammerhead would be in the southeast area of the rectangular property, houses would be in the other three corners. The proposed parcels are shaped accordingly, with the hammerhead area to be within parts of parcels 1 and 3, although it can count towards the base minimum parcel size (7,000 square feet) for neither. The access easement connecting the hammerhead to proposed Parcel 2 at the opposite corner is proposed to be 25 feet wide but only needs to be 15 feet wide to be a vehicular access easement. It can also not count towards the base minimum parcel size for any parcel it crosses. The applicant should be sure that all parcels have 7,000 square feet and enough parcel depth and width per the minimum standards in Chapter 12 (R-7 chapter) of the Community Development Code (CDC). Vehicle access easements cannot count towards any of these dimensions (but areas across the easements from the rest of the lots, such as the south end of Parcel 3, can).

It appears that this needed adjustment in base lot size outside vehicle access easements can be accomplished a) by adjusting the size of the easement to Parcel 2, b) by adjusting the lot line between parcels 1 and 3, c) by moving the adjusting the angle of the hammerhead’s south wing, d) by moving the hammerhead south, and/or e) by making the hammerhead a “y” shape that is within the existing right-of-way west of the fork.



Dead end of Cambridge, site and its shed in background behind fence



Some of neighboring front yard is actually right of way; east end of hammerhead curve will swing through here. (Photo faces east at end of street)



East end of site, from SE corner



Hammerhead and driveways would take out some of these trees

Engineering Notes

Refer to approved expired Planning file. Please contact Khoi Le at 503-793-5267 or kle@westlinnoregon.gov with any questions.

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 Tony Breault, Sunset NA president at sunsetna@westlinnoregon.gov and/or Bill Relyea, Parker Crest NA president at parkercrestna@westlinnoregon.gov or 503-636-1292. The site is in Sunset but borders Parker Crest. If the applicant does a neighborhood meeting, conceptual plans of the development should be submitted to the neighborhood association at least 10 days before the meeting.

The Minor Partition (or 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 deposit discussed below, and a narrative responding to the appropriate criteria. The appropriate criteria are in Section 85.200.

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 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.