

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**April 3, 2014**

SUBJECT: 2-lot Minor Partition at 5651 Cascade Street.

ATTENDEES: Applicants: Bruce Goldson  
Staff: Tom Soppe (Planning), Khoi Le (Engineering)

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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 Details**

The applicant plans to partition an existing R-10 zoned parcel into two parcels, keeping the existing single-family house. The parcel that would contain the existing house would have over 18,000 square feet, and the other parcel over 12,000 square feet. While there is a steep slope on the rear there are no drainageways or floodplains overlapping the site with protected areas, and there are not many major trees where development would likely be.

The rear parcel can be accessed by a 15-foot stem or 15-foot access easement per 85.200(B)(7). Neither a stem nor a vehicular access easement can be counted towards the base minimum lot size of 10,000 for either lot. 85.200(B)(7)(d) indicates there should be a practical reason for proposing an easement instead of a stem.

The front lot line of the main area of the lot (not stem) has to be 35 feet per 11.070(2), and for this reason the proposed new vacant parcel on the east will have to be reshaped. As there is enough room for the existing structure’s 7.5-foot side setback and for two parcels over 10,000 square feet, this should be achievable. Staff has provided the applicant with some visual examples of some acceptable tentative plat scenarios along these lines.

New developments have to meet TSP standards referred to in 48.025(B)(6), which require a 50-foot separation between new driveways. The driveway pavement must be 10 feet wide yet 50 feet from where the existing driveway intersects with the street pavement. This might require modification of the existing driveway. The code and the TSP do not clarify whether this minimum should be measured from the driveway edges or the centerlines.

## **Engineering Notes**

### **STREET AND ACCESS**

Driveway requires an access easement for shared access. Driveways as shown are separated by 40'.

Street improvement including planter strip, sidewalk, curb and pavement must be provided. Fee in lieu for street improvement can be requested by Developer. Fee in lieu is subject to review and approval of City Manager or City Manager Designee.

### **EASEMENTS**

No recorded easements exist on the subject property.

### **UTILITIES**

#### **Water -**

Public water main is available on Cascade Street for connection. Meters shall be placed outside of driveway approach.

#### **Sewer**

Public sewer main is available on Cascade Street for connection.

#### **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.

Connections to public storm system are limited on Cascade Street, test soil for infiltration. Minimum infiltration is 2 inches/hour.

#### **Overhead Power**

Existing overhead services shall be placed underground. New services must also be placed underground

**SYSTEM DEVELOPMENT CHARGE**

**A. 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	\$7,079
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	1.01	\$0	\$1,557	\$40	\$1,597

**B. 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	\$1,083

**C. 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

**A. WATER SDC EFFECTIVE JULY 1<sup>ST</sup> 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 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 Sally McLarty, Bolton NA president at [boltonna@westlinnoregon.gov](mailto:boltonna@westlinnoregon.gov) or 503-722-2137.

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.