

City of West Linn Pre-Application Conference Summary

6-lot PUD Subdivision (PA-14-25)

Location: 2900 Haskins Rd.

May 1, 2014

Proposal: 6-lot PUD Subdivision

Applicants: Mark Handris, Rick Givens

Staff: Khoi Le (Engineer), Chris Kerr and John Boyd (Planning)

Public Attendees: Anthony & Brenda Perry, Paul Pieper, Elaine Madey, Roberta Schwarz

*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 planner listed above 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 six lots and an open space tract. The property is narrow and deep. The only street it borders is Haskins Road, to the northeast. To the southeast, the site borders Douglas Park. Developed subdivision lots lie in the other two directions.

The applicant proposes a Planned Unit Development (PUD) subdivision which requires both PUD and Subdivision applications concurrently.

The only house on site is in the central area of the site and is proposed for retention. It would have three new lots in front of it, and two lots and the open space tract to the rear. Haskins Road is a local street. Per 48.025(B)(6), new developments must follow the driveway distance separation table in the Transportation System Plan (TSP). 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 opening is proposed 50 feet northwest of this, serving lots 1 and 2. This is also 50 feet from the existing driveway for the next property to the northwest. Therefore, unlike another plan for this property seen in a recent pre-application conference, the spacing requirement is satisfied.

Lots 3-6 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.

Lot sizes and dimensions are flexible as long as the maximum density (in this case approximately 8 lots) is not exceeded, so having six lots of varying sizes and varying depths as measured from Haskins is acceptable if all criteria of Chapter 24 (PUD) are met.

As a subdivision this must fulfill the minimum of 70% density of the site’s acreage excluding right of ways which this appears to do (excluding private right of way). If this is to be an expedited land division it must fulfill 80% minimum density however per ORS 197.160.1.a.E. The applicant should calculate whether this would be the case, as the applicant expressed being possibly interested in the expedited land division process prior to attending this conference.

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 ¾” -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 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 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 Work 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.

Process

PUD and Subdivision requests are required for the proposal.

A neighborhood meeting is required regarding this proposal per 99.038 as it includes a Subdivision request and because it is a PUD of more than 4 lots. 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. Contact Julia Simpson, Willamette NA President, at 503-636-1292 or 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 PUD Subdivision application will require a full and complete response to the submittal requirements of CDC 85.150-170 and 24.080, which include a site plan, utilities, a city-wide map showing the site, the Development Review Application Form, fees and deposits (see below), land and density tables as appropriate from Chapter 24, and a narrative responding to the appropriate criteria. The appropriate criteria are in sections 85.200, 24.100, and 24.110.

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 \$5,400 total plus a \$500 inspection fee for a total of \$5,900 in subdivision fees and applications. PUD is a separate concurrent application for the same subdivision; this requires a \$4,200 deposit plus a deposit of \$400 per acre for a (the per acre part being about \$860 for this site) plus a \$500 inspection fee. This makes a total of \$5,560 in PUD fees and applications. Therefore the total initial charge when applying would be \$11,460, combining Subdivision and PUD fees and deposits. As this is a PUD, expedited review would not be available because this allows subdivisions to go directly to City Council, but PUD requires a Planning Commission hearing and is not specifically allowed to avoid this via the expedited review statutes. **PLEASE NOTE that the deposit parts of all of this are an initial deposits, 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.**

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.

Preap05.01.2014/PA-14-25 summary notes