City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES

May 1, 2014

Proposal: Landis Properties Subdivision (7 lots) with Class I and II Variances. (PA-14-24)
Location: 21E 36BA tax lot 6300 (4096 Cornwall Street)
Applicant: Andrew Tull, Ed Freeman, Stuart Freeman
Staff: Khoi Le (Engineer), Peter Spir (Associate Planner), Ty Darby (TVF&R)

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. <u>These comments are PRELIMINARY in nature</u>. 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.

OVERVIEW

The proposal is to develop a seven lot subdivision on a 94,678 square foot parcel located between Landis Street stubout and the Cornwall Street undeveloped ROW. The zoning is R-10 which allows single family detached housing on 10,000 square foot lots.

The applicant offers two design options with both showing Landis Street extending easterly through the site and connecting with the undeveloped Cornwall Street ROW. and the possibility of accessing tax lot 7701 to the east. The lots are all over 10,000 square feet except lot 3. The main difference between the options 1 and 2 is the access driveway to serve the northern tier of lots would be the configured differently.

In addition to the subdivision application, a Class I Variance would be needed per 75.020(A)(2)(d) which allows deviation from the minimum lot size by up to five percent. Class II Variances would also be needed for the southern lots because of their inability to meet the minimum lot depth of 90 feet. A Planned Unit Development (PUD) may be required if more than 25% of site comprises 25% slope or greater.

OPTION 1

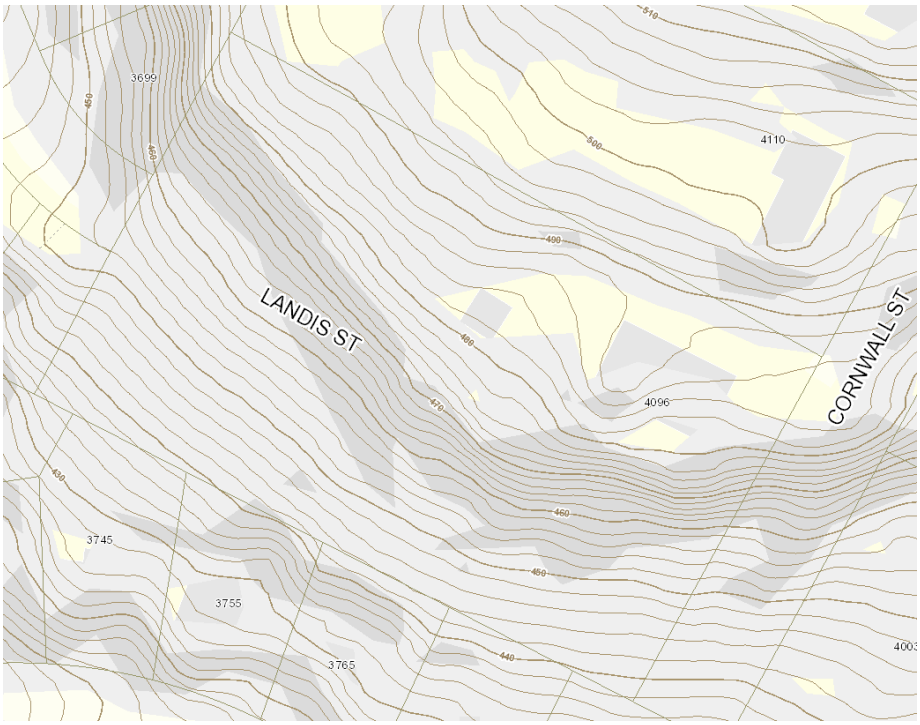
OPTION 2

Staff's preferred choice is Option 3 which would connect Landis Street with Cornwall Street at the northeast corner of the site. The advantage of this alignment would be that it avoids or minimizes exposure to the steep grades near the lower section of the Cornwall Street ROW. It would also provide a physical connection of the streets. The challenge of this design would be accessing tax lot 7701 to the east of the subject parcel (4003 Cornwall Street). This option is also proposed as a PUD with the possibility that it could be developed in a similar fashion to Tanner Stonegate subdivision to the west.

OPTION 3

SITE CONDITIONS

The site comprises a vacant hillside that slopes down from northeast to southwest at 22 percent on the west edge of the property and at a very steep 29 percent near the Cornwall Street ROW. The steepness of the east portion of the site was amplified during the site visit. Although the City hazards map and DOGAMI maps do not identify any on-site slope failures or similar hazards, a geotechnical report would be appropriate plus a discussion of drainage.



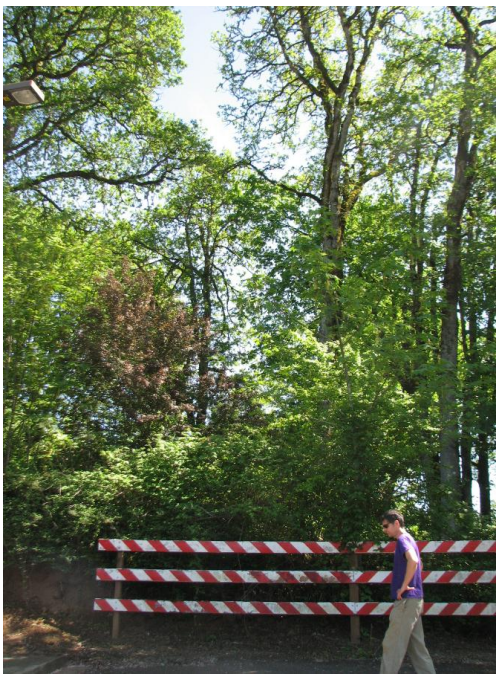
Two foot contour intervals with darker shaded area representing 25% slopes or greater

The property has a collection of accessory buildings in the northeast corner that are accessed off Cornwall Street. Most of the site is covered by an understory of grasses, bushes and blackberries. The most attractive feature of the west portion of the property is the extensive collection of significant oak trees. (City arborist, Mike Perkins, accompanied Planning and Engineering staff on the site visit.)

ISSUES

Trees

Trees are a significant feature of the site. There are Community Development Code (CDC) provisions (55.100(B) (2)) which will require a full inventory of trees and setting aside up to 20 percent of the site for significant tree protection. As part of the submittal, the applicant will be required to map/inventory all trees on the site.



Trees shall be identified in the field by tree markers (numbers) which will be also tied to a map. An arborist shall prepare a report which determines the health, size, type and significance of the trees on an individual basis. The City Arborist will then use this inventory to make his own findings. If there are differences in findings regarding a tree's significance, the City Arborist's findings prevail.

Staff would like to maximize the retention of the trees but recognizes that the CDC only requires 20% retention per CDC section 55.100(B)(2). Additionally, significant trees that are in line with the extension of Landis Street may be removed. Street, planter and sidewalk widths may be modified to save significant trees.

Allowed Density

CDC section 85.200(J)(7) requires density to occur at 70% or more of the maximum density allowed in the underlying (R-10) zoning. The CDC has no other definition or method of determining the net allowable density other than that found in CDC section 24.110 and 24.120. Allowable density is gross site area less any ROW, open space areas dedicated to the City and any public and private facilities such as a storm detention and treatment facility and access thereto. (Additional reductions are allowed in the context of a Planned Unit Development.) Staff applied only the ROW deduction to the following calculations to determine net developable area:

Beginning with a gross area of 94,678 square feet we subtract about 19,200 square feet for the proposed ROW and 2,776 square feet for storm water facility) to yield a net developable square footage of 72,702 square feet. The maximum number of lots is seven while the minimum number is five. (Seventy percent of 72,702 is 50,891 square feet which is then divided by the underlying R-10 zone's minimum lot size of 10,000 square feet to produce a minimum requirement of five lots.)

Lots failing to meet Dimensional Standards

The applicant seeks variances from the minimum lot depth and the minimum lot size (options 1 and 2). Staff could support the minimum depth variance but is not fully supportive of the variance on minimum lot size with a straight subdivision application. Based on the submitted subdivision drawings, lot 3 is right at, or close to, 10,000 square feet. It is only because the access easement runs behind that lot that it drops below the required square footage. Staff recognizes that the rear driveway idea eliminates the need for steep driveways to each lot off Landis Street. Staff also recognizes that if the driveway at the rear is denied, the applicant will be applying for four Class II variances for driveway grades over 15%. Driveway grades for the downhill lots may also trigger the need for Class II Variances.

A more agreeable solution would be to apply for a Planned Unit Development (PUD). So long as the applicant meets the density calculations of 24.120, and there are no deductions for site conditions per section 24.130, the proposed seven lots would be allowed. Also, according to section 24.180(A), the PUD application would relieve the applicant from having to apply for all the variances.

Street Vacation

Currently, the undeveloped Cornwall Street right of way extends along the east edge of the property.

Per section 85.200(A)(1)(third paragraph) all streets bordering the development site are to be developed by the developer or pay a fee in lieu. The applicant proposes not to develop the southern portion of the Cornwall Street ROW because of the steep grades. Staff agrees with that assessment of the step grades and the impracticality of constructing that street.

The applicant may request a Class II Variance from the street improvement requirement. Alternately, the applicant could apply for a street vacation under the provisions of ORS 271. (That process requires all abutting property owners adjacent to the ROW to support the vacation and the support of owners of 66.6% of property in the affected area.) If a vacation was proposed the City would reserve a 20 foot corridor for pedestrian and bicycle access to Fairhaven Drive.

Traffic

No traffic study is required.

Connectivity

The connection of Landis Street with Cornwall Street (option 3) will enhance connectivity in this area and help meet the Transportation Planning Rule. Options 1 and 2 will provide a connection to tax lot 7701 to the east but will turn Landis Street into a 1,150 foot long cul de sac when the maximum allowed length is 200 feet.

Constructing a Water Quality and Detention Facility in the ROW

The applicant asked if building this facility in the Cornwall Street ROW would be permitted. Since this would be a private facility and not a regional one, the facility must be on private property and not in the ROW.

Engineering Comments

I. TRANSPORTATION

LANDIS ST AND CORNWALL ST

	EXISTING CONDITIONS		POTENTIAL POST DEVELOPMENT CONDITIONS	
	LANDIS ST	**CORNWALL ST**	**LANDIS ST**	**CORNWALL ST**
Classification	Local	Local	Local	Local
Zone	R-10	R-10	R-10	R-10
Right of Way Width	52’	60’	52’	60’
Full Pavement Width	24’-28’	16’ Off Center	28’	12’ + 10’ travel lane
Bike Lane	No	None	No	No
Curb and Gutter	Curb and Gutter	None	Curb and Gutter	Curb and Gutter
Planter Strip	No	None	Yes	Yes
Sidewalk	6’ Sidewalk	None	6’ Sidewalk	6’ Sidewalk
Street Light	Yes	Yes	Yes – Match existing light	Yes- Match existing light
Utility Pole	None	Yes	New services to be placed underground	New services to be placed underground
Street Tree	None	None	Yes	Yes
ADA Ramps	Yes	None	Yes as needed	Yes as needed
Post Speed	Assumed 25 MPH	Assumed 25 MPH	25 MPH	25 MPH
Stripe	None	None	None	None

A. MINIMUM REQUIRED IMPROVEMENT

1. Provide a minimum 28’ and 22’ pavement improvement on Landis St and Cornwall St respectively 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.
8. 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.
9. All new utilities along the development must be placed underground.
10. **Connection between Landis St and Cornwall St is necessary. There are waterline and sanitary sewer improvement required on Cornwall St, street grade can be modified as needed to provide adequate connection between the two streets.**
11.

B. CITY TRANSPORTATION MASTER PLAN

PEDESTRIAN MASTER PLAN

Cornwall St between Sunset Ave and Oxford St is indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficiency. However no sidewalk improvement on Cornwall St adjacent to the proposed development was listed on Bicycle Master Plan. Sidewalk improvement is a standard requirement.

BICYCLE MASTER PLAN

Cornwall St between Sunset Ave and Summit St currently has bicycle lane. However no bicycle lane improvement on Cornwall St adjacent to the proposed development was listed on Bicycle Master Plan.

MOTOR VEHICLE MASTER PLAN

None of the nearby intersection are 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.

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 in front of 2595 Haskins Rd as long as the elevation on proposed development is adequately higher than street. For lots that are unable to connect due to elevation, a few options are available:
2. As Built: Renaissance Heights, Douglas Park

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. 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 are available at manhole in Landis St and in an easement south of Cornwall St for connection.
2. As-Built: Tanner Stonegate

B. MINIMUM REQUIRED IMPROVEMENT

1. If the existing house is on septic, decommission the septic tank and drain field in accordance with DEQ requirements and submit the City with proper paper work.
2. A public main may be required to serve lots in the back.
3. There is no sewer main on Cornwall St. At the time of development, a sewer main may be needed. Sanitary sewer main improvement will be responsible by the City.

A. 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 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: 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 OPERATNG 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 PEFORMANCE

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	**1.9**	**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 no improvement 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. However none of them is along the subject development frontage. Thus there is no improvement required along the proposed project frontage.

I. EXISTING CONDITIONS

Existing public water system is available on Landis St for connection.

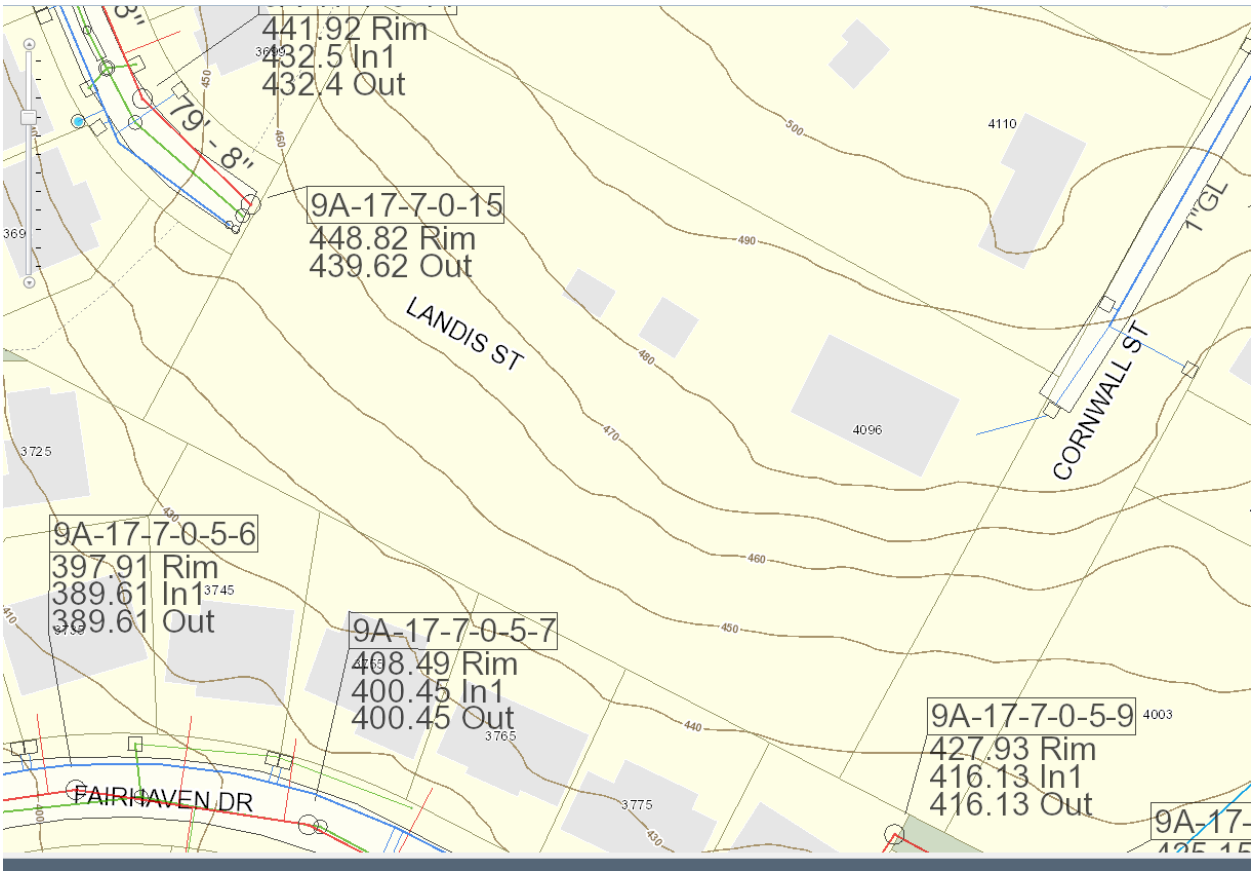
Existing public water system is also available on Cornwall St for connection.

J. MINIMUM REQUIRED IMPROVEMENTS

1. Existing public water system is available on Landis St for connection.
2. New water system must be looped. Existing main on Cornwall St is currently sub-standard. This system must be upgraded prior to allow connection. Upgrading of this system can be done by City or Developer. Developer will get full reimbursement.
3. 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.
4. As-Built: Tanner Stonegate and Tanner Creek Estate.

K. 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



TVFR Comments

Hydrants shall be a maximum of 600 feet to any home. Need 1,000 gpm for the largest home (about 3,200 square feet) Spacing between roads cannot be less than one half of the longest diagonal dimension of the plat. Street grades of 15% are the standard maximum grade but anything over 10% grade requires sprinklers. Hydrants need to be within 150 feet of all parts of structures or sprinklers would be in the homes.

PROCESS

A neighborhood meeting is required per CDC 99.038. Please follow those requirements very carefully. Contact Tony Breault, President of the Sunset Neighborhood Association, at SunsetNA@westlinnoregon.gov and Steve Garner, President of the Barrington Heights Neighborhood Association, at BHTNA@westlinnoregon.gov. (You are only required to hold a meeting with the Sunset Neighborhood Association.)

Land use applications include subdivision (Chapter 85), a Class I for lot 3's smaller lot size and Class II Variances for not meeting the minimum lot depth (Chapter 75). A PUD may be required if site analysis determines that over 25% of the site comprises 25% slope (Chapter 24).

Street vacations are processed separately through City Council. The criterion for street vacations is contained in ORS 271. (Please confirm with the staff the boundaries of the "affected" area.)

Follow the submittal requirements of those chapters strictly and completely. Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in writing, 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. Waivers may also be subsequently overruled by the decision making body.

Required specialized studies include a complete tree inventory, a geotechnical and drainage study.

The approval criteria of 85.200 shall be fully responded to in a narrative. The date of the application will determine what CDC language will apply to the application. Code amendments relating to residential infill and related subjects are expected to be considered by City Council in May or June. If the application is submitted prior to the adoption of these amendments, the existing CDC standards will apply.

Submit the application to the Planning Department with an application form signed by the property owner. The deposit for a subdivision is $4,200 plus $200 per lot. The final plat fee is $2,000. There is

also a $500 fee for final site inspection. The fee for a Class I Variance is $825. Class II Variances have a fee of $2,900. A PUD has a deposit fee of $4,200 plus $400 per acre.

A street vacation has a fee of $6,000, exclusive of County recording fees. The street vacation process is separate from the subdivision application and requires public hearing before the City Council. The provisions of ORS 271 must be complied with. This process takes approximately four months.

PLEASE NOTE that the deposits are 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 occur.

Once the submittal is deemed complete, the staff will schedule the hearing with the Planning Commission. Staff will send out public notice of the Planning Commission hearing at least 20 days before the decision. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing. Subsequent appeals are to LUBA.

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. 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.


Landis St
Landis St


3640 Landis St, West Linn, Oregon
Address is approximate
Landis St
Landis St


4020 Cornwall St, West Linn, Oregon
Address is approximate
Cornwall St


4138 Cornwall St, West Linn, Oregon
Address is approximate
Cornwall St
Cornwall St
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