

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
December 4, 2014

SUBJECT: Proposed 2-lot partition

FILE: PA-14-43

ATTENDEES: Applicant: Brad Miller
Staff: Peter Spir, Associate Planner; Khoi Le, Development Engineer
Other: 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. 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.

Site Information

Site Address: 19055 Walling Circle
Area: 32,072 sq. ft.
Comprehensive Plan Designation: Low Density Residential
Zoning Classification: R-10 (10,000 square foot minimum lot size)
Overlays: Water Resource Area (WRA) (partially)

Project Details

There is an existing single family home towards the front of the property. The proposed plan preserves the home on Lot 1 and considers two options: a 2-lot and 3-lot partition. The two lot option would have a flag lot (lot 2) at the rear of the house. The three lot option would have two flag lots behind the house. The southernmost lot would be located substantially within the WRA setback. Any square footage in the flag lot stem cannot count to the square footage of any lot.

Site Analysis

There is a modest west to east downslope. The significant natural feature is a tributary of Robin Creek and associated water resource area (WRA) which traverses the southern edge of the site. The creek will need to be surveyed and mapped and the appropriate WRA setback established.

There are a number of trees on the site including a mature tree on a slight rise on the west side of lot 2. Mike Perkins, the City Arborist, will need to make a determination of significance for the on-site trees (mperkins@westlinnoregon.gov).

Contact Khoi Le at kle@westlinnoregon.gov or 503-722-5517 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com or 503-259-1409 for their requirements.

Process

A minor partition is required. Prepare an application form, narrative and plans which respond to the applicable criteria of the CDC. Follow 85.160 and 85.170 for what to submit in addition to the narrative responding to all criteria of 85.200. The CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property owner.

A WRA permit is only required if physical development, grading, utilities, etc. are proposed within the WRA. If a WRA is required, the provisions of CDC Chapter 32 must be met and a permit fee of \$2,600 is required. The three lot option 2, as proposed, would trigger a WRA permit.

N/A is not an acceptable response to the minor partition (or WRA) approval criteria. The 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 Manager and must identify the specific grounds for that waiver.

A deposit of \$2,800 is required for the minor partition at the time of application. **PLEASE NOTE that a deposit (not a fee) 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.** For the partition, the applicant must apply for Final Plat after improvements are complete. The fee is \$1,500. Other fees, including building, engineering, and SDCs may be required.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, the staff will notify the affected parties of the proposal and invite comment. The Planning Manager will issue a decision to approve, approve with conditions or deny the application and notify affected parties. There is a 14-day window to appeal the decision of the Planning Manager following notice of the decision. If no appeal has been received by the close of the appeal period, the Planning Manager decision becomes final and the applicant may move forward with the development of their proposal.

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 **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**