

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
July 2, 2015

SUBJECT: Request to partition an approximately 13,000 square foot parcel on Territorial Drive

FILE: PA-15-26

ATTENDEES: Applicant/Consultants: Nancy Westermeijer and Todd Spencer
Staff: Zach Pelz, Associate Planner, Khoi Le, Development Engineer

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: 5083 Territorial Drive

Site Area: 13,666 square feet

Neighborhood: Bolton

Comp. Plan: Medium-density Residential

Zoning: R-5 Residential

Applicable Criteria: CDC Chapters 13 (R-5 Zoning District); 27 (Flood Management Areas); 28 (Willamette River Greenway); 85 (Subdivision and Partition Regulations).

Proposal

The applicant proposes to create an additional buildable lot, for the purpose of constructing a single-family detached residence, by partitioning an approximately 13,000 square foot lot at 5083 Territorial Drive. This use is permitted outright in the R-5 zoning district per CDC Section 13.030(1).

The Applicant has indicated that they have received confirmation from FEMA that the floodway boundary has been amended in a manner that removes the development site from the floodway. A review of submitted documentation from FEMA for the development site is needed before any final determination regarding the applicability of a Flood Management Area permit under CDC Chapter 27.

The Applicant will be pursuing an exemption from CDC Chapter 28 pursuant Section 28.040(S).

Engineering Comments: contact Khoi Le at Kle@westlinnoregon.gov

Building Department comments: for SDC's contact Jim Clark at jclark@westlinnoregon.gov

Tualatin Valley Fire and Rescue contact: Ty Darby at ty.darby@tvfr.com

Process

For the Partition Review, address the submittal requirements and responses to the criteria of 85 and associated/referenced regulations in Chapter 13. Review under the abovementioned environmental resource overlays (Flood Management Area and Willamette River Greenway) requires a response to Chapters 27 and 28 as well. N/A is not an acceptable response to the approval criteria.

Submittal requirements may be waived by the Planning Manager following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted to the Planning Manager (or designee) in letter form (email is acceptable).

A neighborhood meeting is not required per 99.038.

The deposit for a minor partition is \$2,800.

The deposit for a Flood Management Area permit is \$1,050.

The deposit for a Willamette River Greenway permit is \$1,700.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

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 declared complete, staff will prepare a staff report and schedule a date for the Planning Manager's decision. There is a 14-day window following the Planning Manager's decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's decision is 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.***