

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**October 18, 2012**

SUBJECT: Flood Management Area permit for additions at 5650 River Street

ATTENDEES: Applicant: Phil Sydnor  
Staff: Tom Soppe (Planning)

---

***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 house and surrounding areas of the site are in the 100-year floodplain. The northeast corner of the house and the surrounding areas are also in the 1996 flood area. Development in areas with either or both of these designations requires a Flood Management Area permit.

The applicant proposes a 65-square-foot addition of an entry way at the front door, below an existing roof over the current outdoor entry area. The addition of the wall below the roof is new development and therefore requires a Flood Management Area, even though the addition is small. In addition the applicant is considering additions on the east and west sides of the house as well. Any or all of this development requires a Flood Management Area permit.



Front entry area to be enclosed



West end of house where addition may be proposed



East end of house where addition may be proposed

The provisions of this permit, for residential additions such as this, mainly focus on balancing cut and fill, having appropriate construction methods and material, crawl spaces, and floor level. As long as these provisions are met and the proposed additions are all within the 7.5-foot side zoning setbacks, other R-10 provisions of CDC Chapter 11, and do not encroach (with eaves less than 12 feet tall) over the 6-foot side easements, the proposal should be able to be approved.



## **Process**

The Flood Management Area permit is required.

No neighborhood meeting is required per CDC 99.038. However, these meetings are always encouraged to solicit public input and make the public more informed of an applicant's plans. The site is in the Bolton Neighborhood. Contact Sally McLarty, Bolton Neighborhood Association president, at 503-722-2137 or gbryck@easystreet.net.

The application will require a full and complete response to the submittal requirements per CDC 27.050. 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.

In providing the elevation of floors in relation to mean sea level, the applicant can check with the Clackamas County Surveyor's Office to see if up-to-date benchmark data is available. The City does not have updated benchmark information, but the County Surveyor's Office also acts as the West Linn city surveyor.

The submittal shall include responses to each approval criterion in sections 27.060, 27.070, and 27.080. N/A is not an acceptable response to any approval criteria. The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

Prepare the application and submit to the Planning Department with a deposit of \$1,050. Submit a completed application form as well.

**PLEASE NOTE that the deposit fee quoted represents an initial deposit. Staff time is charged against this deposit. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing is possible.**

The Flood Management Area permit is a Planning Director decision with a 14-day public notice period. The Planning Director will send out a notice soliciting comments after application completeness. A Planning Director 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. Any code amendments to the CDC during that period would have to be addressed by the applicant and could affect the proposal.

***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.

Preapps 2012.10.18/Pre ap summary FMA River St