

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
February 21, 2013

SUBJECT: 7 lot subdivision at 1475, 1485 and 1495 Rosemont Road.

ATTENDEES: Applicants: Rick Saito, Kelly Pyrch, Mark Pyrch, Ralph Henderson,
Staff: Peter Spir (Planning Department); Khoi Le (Engineering Division);
Rosemont Summit Neighborhood: Randall Jackson

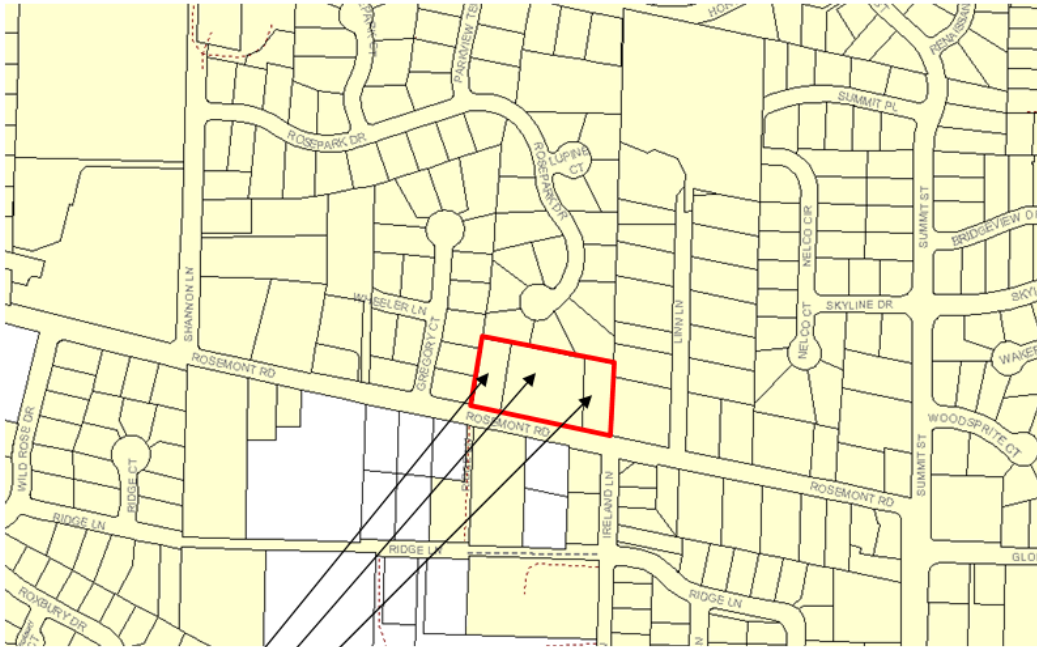
The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The three lots of record comprise 1.94 acres, and are located on the north side of Rosemont Road between Linn Lane and Gregory Court. The zoning is R-10 (single family residential 10,000 square foot minimum lot size). The applicant is proposing to subdivide the three lots into seven lots. All lots will have to meet the size and dimensional standards of the R-10 zone. The applicants propose single storey home construction and retaining the existing home if possible.



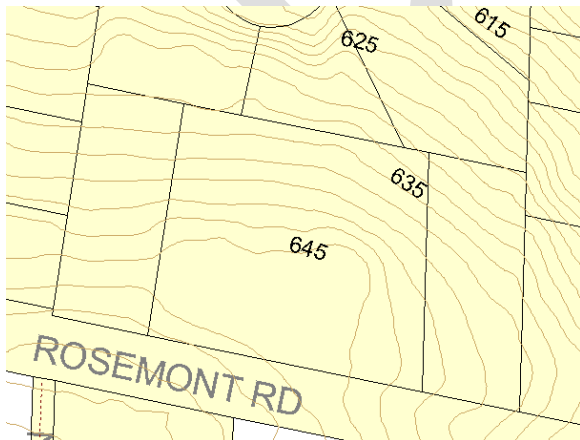
The surrounding zoning is R-10 (single family residential 10,000 square foot minimum lot size) to the east, west and north and a mix of R-10 and unincorporated County land south of Rosemont Road. The surrounding land use is single family residential.



Address	Tax lot number	Square footage	Zoning
1475 Rosemont	1002	17,791	R-10
1485 Rosemont	1000	48,385	R-10
1495 Rosemont	1001	18,188	R-10

Site Analysis/Trees

The site topography slopes from Rosemont Road downhill to the rear of the lot. There is a 16 foot drop in elevation from front to rear. There are no natural hazards or environmental constraints (wetlands etc.) noted on this property. The rear or north half of the lot is a grass field.



There are number of mature trees on the site; especially around the house and in the upper portion of the site (see photos below).

The applicant will need to prepare a tree survey of the property, indicating location, size, and species of each tree on the site. Each tree needs to be tagged in the field with a number that corresponds to the tree inventory map. The City Arborist will then determine which trees are significant. CDC Section 55.100(B) (2) requires that up to 20% of the site shall be set aside to protect the “dripline plus 10 feet” of significant trees. This requirement is expected to have a significant impact on this application in terms of the number of lots allowed, the configuration of the lots and/or the available building envelopes.





Status of the three tax lots

The property comprises three tax lots. However, it is not known if the three lots were just created for tax purposes (e.g. through the County Assessor's office) or if they are legal lots of record. The 1990 plat for the Rosemont Heights 2 subdivision, which is contiguous to this property, did not show three lot lines and we have no record of a partition subsequent to that plat. For that reason, the applicant should have a title search conducted to determine the origin of those lot lines and to demonstrate that two legal lots of record exist.

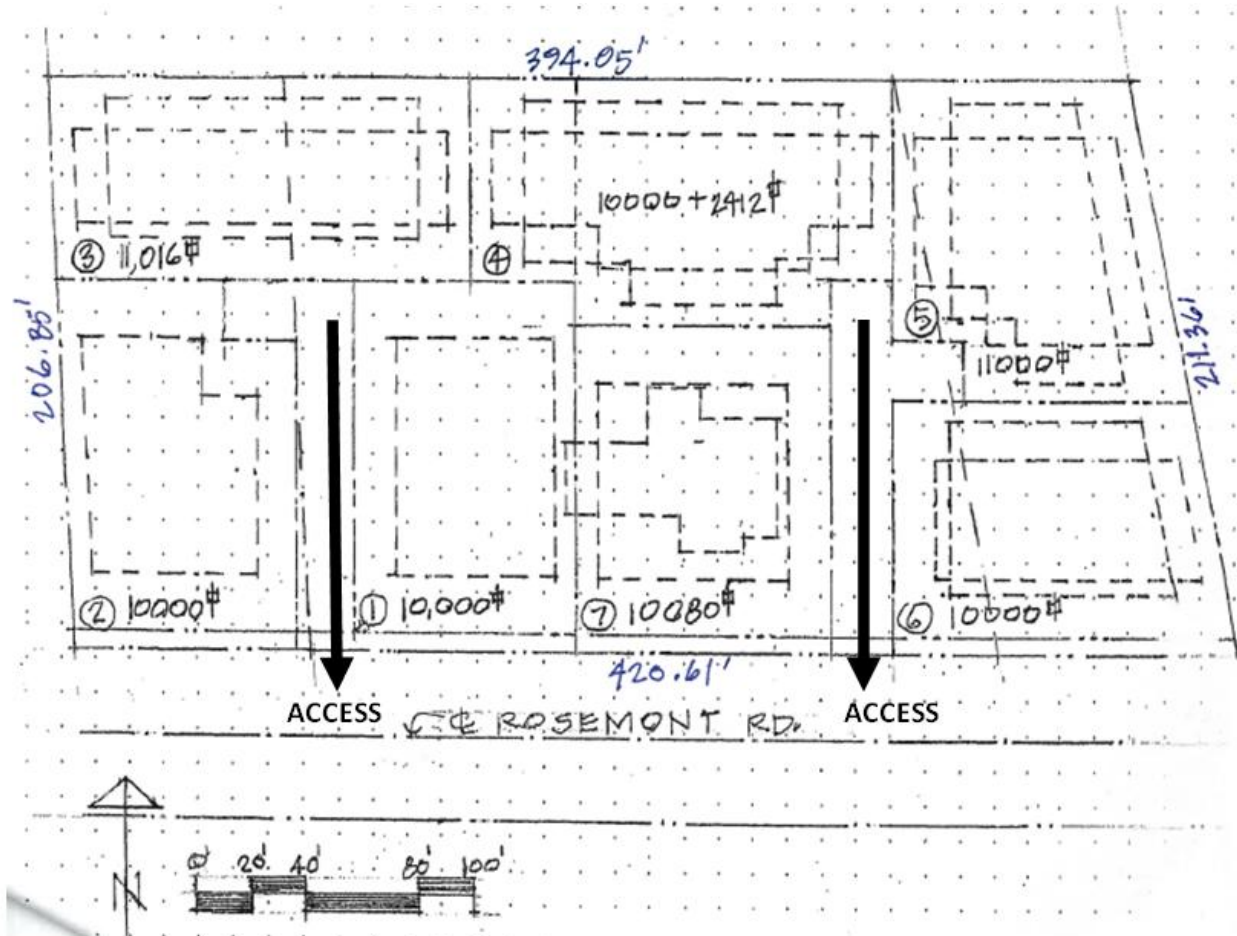
Please note that a title search would only be required in the event that a lot line adjustment is proposed as part of this application. If no lot line adjustment is proposed and only a subdivision is being applied for then the origin of the lots is irrelevant since all the lot lines will be newly created.

Subdivision and Lot Access

After ROW dedication along Rosemont Road and assuming all lots meet the minimum lot size and dimensional standards of the R-10 zone, the proposed arrangement of lots is four lots across the Rosemont Road frontage and three lots in the rear (see drawing below). The rear lots may be accessed by access easements or flag lot stems. Flag lot stems are connected to and owned fee simple by the lot that they serve. The square footage in the flag lot stem cannot count to the square footage of the flag lot. Meanwhile, the square footage of access easements or mutual access easement has to be deducted from the square footage of the lots that they traverse. There are no setbacks as measured from access easements but setbacks do apply to flag lot stems. Staff can support either access option.

Staff finds that the property is too small to accommodate a public street built to public street standards.

Prior to recording the subdivision plat, the existing house (lot 7 below) must be either demolished or the lot will have to be designed around the house with the appropriate setbacks and lot size.



Access onto Rosemont Road

CDC subsection 48.025(B) (6) requires new access driveways to meet the access separation standards in Chapter 8 of the Transportation System Plan (TSP). Specifically, it states, “The access spacing standards found in Chapter 8 of the adopted TSP shall be applicable to all newly established public street intersections, private drives, and non-traversable medians”. Rosemont Road is an arterial and, as such, requires a 300 foot separation between the driveways on that street. Because there is an existing driveway to the house the applicant does not have to count that driveway since table 8-3 only applies to newly established driveways so an additional driveway is permitted assuming the applicant proposes a total of two consolidated driveways to serve all the lots including the lot with the existing home.

Paved or all weather surface driveways serving 2-4 homes must be 14-20 feet wide. Width shall be based on line of sight and number of homes. (Home and structural setbacks are measured

to property lines so an access easement or driveway adjacent to a house does not factor into the setbacks.)

If the applicant wants to retain the existing driveway to serve only the existing house on lot 7 the two additional driveways serving the other lots would require a Class II Variance from the access separation standards.

Other

The applicants asked if they could start building a house on one of the existing lots of record prior to the final plat being recorded. The answer is that the City has allowed this in the past, with conditions, as long as the house can meet both the existing setback from property lines and the lots to be created. Another concern is that the subdivision may not get final platted and the improvements may not be completed (utilities, streets, adequacy of fire flow, etc.). To guard against this bonding or deposits would be a solution. Case by case evaluation is needed to allow it. Certainly occupancy would not be allowed until the improvements in the contiguous ROW (incl. streets and utilities) had been completed and any necessary ROW on Rosemont Road conveyed to the City. Given the fact that this is a unique and variable process, the applicant should make their plans clear to the City before considering this option.

Engineering Comments





Traffic Impact Analysis (TIA)

According to 85.170 (B) (2), a TIA is not required when only one access point is created. The specific standards are as follows:

- 1) *The development application involves one or more of the following actions:*
 - (A) *A change in zoning or a plan amendment designation; or*
 - (B) *Any proposed development or land use action that ODOT states may have operational or safety concerns along a State highway; and*
 - (C) *The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation manual; and information and studies provided by the local reviewing jurisdiction and/or ODOT:*
 - (1) *An increase in site traffic volume generation by 250 average daily trips (ADT) or more (or as required by the City Engineer); or*
 - (2) *An increase in use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day; or*
 - (3) *The location of the access driveway does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the State highway, creating a safety hazard; or*
 - (4) *The location of the access driveway does not meet the access spacing standard of the roadway on which the driveway is located; or*

(5) A change in internal traffic patterns that may cause safety problems, such as backup onto the highway or traffic crashes in the approach area.

The only criterion that is potentially applicable is (4) above relating to access spacing. Staff finds that CDC subsection 48.025(B) (6) requires new access driveways to meet the access separation standards in Chapter 8 of the Transportation System Plan (TSP). Specifically, it states, “The access spacing standards found in Chapter 8 of the adopted TSP shall be applicable to all newly established public street intersections, private drives, and non-traversable medians”. Rosemont Road is an arterial and, as such, requires a 300 foot separation between the driveways on that street. Because there is an existing driveway to the house the applicant does not have to count that driveway since table 8-3 only applies to newly established driveways so an additional driveway is permitted assuming the applicant proposes a total of two consolidated driveways to serve all the lots including the lot with the existing home. Therefore, a TIA would not be required so long as no more than two driveways were built.

I. TRANSPORTATION

ROSEMONT ROAD

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Minor Arterial	Minor Arterial
Zone	R-10	R-10
Right of Way Width	55'	72'
Full Pavement Width	24'	48'
Bike Lane	None – Along the frontage	6'
Curb and Gutter	None – Along the frontage	Curb and Gutter
Planter Strip	Along the frontage. Not on the opposite	5.5' Planter
Sidewalk	6' wide along the frontage - Not on the opposite	6' Sidewalk
Street Light	None along the frontage	Yes – Cobra Head
Utility Pole	None	New services to be placed underground
Street Tree	None along the frontage. Not on the opposite.	Yes
ADA Ramps	None in front of the development	None
Post Speed	25 MPH	25 MPH
Stripe	Double Center Line	Provide proper stripe as part of street improvement

A. MINIMUM REQUIRED IMPROVEMENTS

1. Dedication: 8.5' for a half street with 36' right of way.
2. Provide a minimum 24' pavement improvement with the following sections:
 - 12" of 1-1/2"-0 Crush Rock
 - 2" of 3/4" -0 Leveling Course
 - 5" of AC Pavement consisting of 2" Class "C" over 3" Class "B"
 - See Public Works Standards Section 5.0030 Pavement Design for design requirements.
3. Provide striping including double yellow line and 6' bike lane.
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 – Cobra Head on Bronze Pole.
 - Bulb: Flat lens 100 watts maximum
5. Provide Street Tree. 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:
 - 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 design in accordance with Public Works Standards Section 5.0015 Intersections.
7. All new and existing overhead utilities along the development must be placed underground.
8. Reference: Gregory Estate and LDS Church As-Built.

B. CITY TRANSPORTATION MASTER PLAN

PEDESTRIAN MASTER PLAN

Rosemont Road is indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficient. Sidewalk project along Rosemont Road from Ridge Lane to Carriage Way

is identified as project number 34 and 35 respectively with medium level of priority on Pedestrian Master Plan Project list (See TSP page 5-8). 6' sidewalk along the project frontage will be included as part of the street improvement requirements.

BICYCLE MASTER PLAN

Rosemont Road is indicated in the City Bicycle Master Plan as one of the roadways with bike lane deficiency. In fact, Rosemont Road bike lane improvement is listed as project number 1 in Bicycle Master Plan. 6' bike lane along project frontage will be included as part of the street improvement requirements.

MOTOR VEHICLE MASTER PLAN

Existing Operations Conditions

The nearest intersection is 128' to the northwest and 174' to the southeast of the site. Gregory Court and Linn Lane were not analyzed and indicated as intersection with deficient level of service. Thus no improvement is required of the development.

C. STREET SDC AND BIKE/PEDESTRIAN EFFECTIVE JULY 1ST 2012

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$2,167	\$4,644	\$177	\$6,988
Single Family	Per House	1.01	\$2,189	\$4,690	\$179	\$7,058

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$0	\$1,518	\$40	\$1,558
Single Family	Per House	1.00	\$0	\$1,533	\$40	\$1,573

II. STORM DRAINAGE

A. EXISTING CONDITIONS

1. There is no public storm main along the project frontage on Rosemont Road. The closest storm conveying system is on Linn Street. However this conveying system is not the very best for connection.
2. As-Built: Gregory Estate As-Built, Rosemont Pointe, and LDS Church.

B. MINIMUM REQUIRED IMPROVEMENTS

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. Collect, treat, detain, and provide proper conveying system for new impervious area created along Rosemont Road.
5. A public storm drainage easement through adjacent property shall be required if conveying through Linn Lane or other mean of easement will be required.
6. Downstream storm drainage improvement on Linn Lane may be required.

C. SURFACE WATER SDC EFFECTIVE JULY 1ST 2012

Unit		Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$780	\$234	\$52	\$1,066
Single Family	Per House	1.00	\$780	\$234	\$52	\$1,066

III. SANITARY SEWER

A. EXISTING CONDITIONS

1. There is existing 8" sanitary sewer main located in a public sewer easement along the northern property line for connection.

B. MINIMUM REQUIRED IMPROVEMENTS

1. Existing cleanout must be replaced with a manhole.
2. If the existing house is on septic, decommission the septic tank and drain field in accordance to DEQ requirements and submit the City with proper paper works.
7. As-Built: Gregory Estate As-Built, Rosemont Pointe, and LDS Church.

C. SANITARY SEWER SDC EFFECTIVE JULY 1ST 2012

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$603	\$2,348	\$109	\$3,060
Single Family	Per House	1.00	\$603	\$2,348	\$109	\$3,060

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 OPERATING 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 PERFORMANCE

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. MINIMUM REQUIRED IMPROVEMENTS

1. Existing public water system is available on both Rosemont Road for connection.
2. 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.
3. As-Built: Gregory Estate As-Built, Rosemont Pointe, and LDS Church.

J. 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

PROCESS

A formal meeting, per section 99.038, with Rosemont Summit Neighborhood Association (NA) is required for a subdivision. Follow the procedures of 99.038 explicitly. Contact the NA president, Dean Suhr at deansuhr@deansuhr.us or at (503)656-4808.

The subdivision requires a full and complete response to the submittal requirements and approval criteria of Chapter 85 Land Division. N/A is not an acceptable response to the 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 Director and must identify the specific grounds for that waiver. Prepare the application and submit it to the Planning Department with deposit fees. The application form must be signed by the property owner.

A Class II Variance for access separation (if three or more driveways are proposed) requires full response to the submittal requirements and the approval criteria of Chapter 75.

A subdivision has a deposit fee of \$4,200 plus \$200 per lot. There is an additional \$2,000 final plat review fee. If a Class II Variance is required for access separation, the fee is \$2,900. Staff bills hours against the deposit fee and returns any surplus at the conclusion of the process, regardless of whether it is approved or denied. Conversely, if the application is more complex and time consuming, the applicant will be billed above and beyond the deposit fee that has been received.

The City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete,

the City has 120 days to exhaust all local review and appeals. Staff will schedule the Planning Commission hearing about 4-6 weeks after completeness determination. In the event of an appeal, the review body is the City Council. Subsequent appeals go to LUBA.

Typical subdivision applications take 12 months from date that the application is deemed complete to the final plat being recorded. That time period can increase or decrease depending on the amount of public improvements that are required and seasonal conditions.

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. Also note that these notes have a limited “shelf life” in that changes to the CDC standards may require a different design or submittal. Pre-application reviews are only valid for 18 months. A new pre-application conference would have to be scheduled once that period lapses.

Preap-sumry- 7 lot subdivision on Rosemont Road

DRAFT