

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**May 16, 2013**

SUBJECT: 3-lot Minor Partition at 22985 Bland Circle

ATTENDEES: Applicants: Terry Bostwick, Ed Brockman  
Staff: Tom Soppe (Planning), Khoi Le and Eric Lais (Engineering)

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***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 applicant plans to partition an existing R-10 zoned parcel of approximately 46,000 square feet into three parcels. There is an existing house on what would become the front parcel, and the other two parcels would be flaglots behind this lot that would share a driveway with each other. The applicant plans the flaglots to be oriented the same way as the front lot, so each flaglot would stretch north to south through the original parcel. The criteria of Chapter 85 of the Community Development Code (CDC) provide for land divisions. Chapter 11 has the minimum dimensions and other provisions for lots in the R-10 zone.

Section 11.070(4) requires an average lot depth of 90 feet. Section 85.200(B)(7)(d) requires that flaglot depth be measured perpendicularly to the street from which the flaglots take access. Therefore all three lots need to have an average east-west dimension of 90 feet. The applicant’s plan proposes the flaglots be 109 feet from east to west, leaving a lot that is likely only an average of 70-80 feet wide on the east end of the site. The parcel is over 270 feet wide east to west even in the southern half. (The northern half of the property is wider as Bland Circle starts to curve to the east here.) Therefore the applicant can adjust the lot lines so the tentative plan provides at least 90 feet east to west on average for each lot, including after dedicating right of way on Bland Circle. The final configuration should also ensure that the existing house is at least 20 feet from the rear lot line of its proposed lot.



**Existing home situated close to Bland Circle**

Most areas proposed for the two flaglots have a tree canopy, which extends as a larger woods onto other surrounding properties. This canopy as a whole might be considered a significant tree area by the City Arborist as is often the case with persistent canopy. However the trees in this wooded area vary in size and species to a great extent, so some areas might not be considered significant depending on the Arborist's eventual inspection. At least 20% of the site as a whole has to be preserved as significant tree preservation area in an easement per 55.100(B)(2)(b), which is referred to by 85.200(J)(9). The City Arborist Mike Perkins can be contacted at 503-723-2554 or [mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov).



**Some of the largest trees are in the same area of the site as the proposed shared driveway. The large trees in the background are in the south central area of the site, as seen from the driveway entrance.**

From Bland Circle, to the southeastern area of what would be the westernmost lot, there is a slope of approximately 17% overall. Section 85.200(B)(4) requires that land divisions comply with Chapter 48's access provisions. Section 48.030(B)(4) requires a maximum driveway grade of 15%. Grading may be able to accomplish this despite the 17% overall existing slope to the proposed flaglots. If this cannot be done, a Class II Variance for driveway slope would be needed, but would likely have a good chance of approval if Tualatin Valley Fire and Rescue would support it.



### **Bland Circle in front of project site**

A minimum 15-foot access strip connecting Bland Circle with the two flaglots cannot count towards base lot size, and the applicant actually proposes a 25-foot easement. Staff calculates that proposing a 25-foot easement would take likely less than 5,000 square feet of the site, so there is still enough square footage to have three lots. If the shared driveway to the rear lots wound in a more northern trajectory through the front lot this would split the front lot and possibly the rear lot in two, but still only the area of the access easement itself is subtracted from the lot size. Therefore if it still allows practical and achievable house placement, and three lots that are large enough despite the access easement, it can be allowable and may be the most workable solution to the driveway grade issue and to the potential issue of saving enough significant trees.

Due to the tree issue and possibly other issues, having flexibility in lot sizes, proportions, and building setbacks may be what makes this development work. This flexibility is allowed by applying for Planned Unit Development (PUD). Chapter 24 has criteria, alternative setbacks, density calculation requirements, and other requirements for PUD applications.

One important aspect of this potential project is that the dedication required by Engineering for Bland Circle is 12 feet, and the corner of the existing house is less than 12 feet from the current right of way line. For this project to occur the house would have to be moved out of the right of way or demolished due to this. That is unless the applicant presents Engineering with an alternative plan where the engineering for both sides of the road can be achieved without dedication from this side along this property, despite the alignment of the road. The file (SUB-07-06) for the expired subdivision across the street did not reveal any alternative ways of

configuring this road or right of way when researched by staff after the pre-application conference. If the existing house is moved it must be moved 20 feet away from the post-dedication right of way line because 66.070(B) states, "Should such a structure be moved for any reason for any distance whatever, excluding elevating the structure to construct or replace the foundation, it shall thereafter conform to the regulations for the zone in which it is newly located." This is unless a PUD with smaller front setbacks is proposed in which case it would not have to be moved as far.



**Existing driveway could be used as access point from Bland Circle. Shared driveway would be extended forward into the woods in the background.**

**Engineering Notes**

**I. TRANSPORTATION**

**BLAND CIRCLE**

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Collector	Collector
Zone	R-10	R-10
Right of Way Width	34'-36'	58'
Full Pavement Width	14'	36'
Curb and Gutter	None	Curb and Gutter

Planter Strip	None	5.5' Planter
Sidewalk	None	6' Sidewalk
Bike Lane	None	None
Street Light	None	Yes
Street Tree	Yes – Not intentionally Planted	Yes
ADA Ramps	None	
Post Speed	25 MPH	25 MPH
Stripe	None	

## A. MINIMUM REQUIRED IMPROVEMENTS

1. Provide at least 12' of dedication for a complete full build out right of way width of 60'.
2. Provide a minimum 16' pavement improvement with the following sections:
  - 12" of 1-1/2"-0 Crush Rock
  - 2" of ¾" -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 curb and gutter. See WL-501 Detail for technical and construction specifications. See Public Works Standards Section 5.0040 Concrete Curb for design requirements.
4. 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.
5. 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 Pole.
  - Bulb: Flat lens 100 watts maximum
6. Provide Street Tree. Coordinate with Parks Department for requirements.
7. Provide necessary striping.
8. All new and existing overhead utilities along the development must be placed underground.

## B. ADDITIONAL COMMENTS

Past expired approval land use application for the Maslen property indicated that the street cross section was designed for a potential 60 foot wide right of way with center line of the road located 30' from Maslen property right of way and 45' wide right of way. The intention was that property on the opposite site will dedicate another 15' to make a full 60 foot wide right of way.

**C. CITY TRANSPORTATION MASTER PLAN**

**PEDESTRIAN MASTER PLAN**

Bland Circle is indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficient. Sidewalk project along Bland Circle from the North Limit to Salamo Road is identified as project number 47 with medium level of priority on Pedestrian Master Plan Project list (See TSP page 5-7). This will conclude that sidewalk improvement shall be a “must” on any development along Bland Circle especially from the North Limit to Salamo Road.

**BICYCLE MASTER PLAN**

Bland Circle is not indicated in the City Bicycle Master Plan as one of the roadways with bicycle deficient. No bicycle lane improvement was listed on Bicycle Master Plan.

However being classified as a Collector, Bland Circle cross section must include 6' wide bicycle lane for any development along Bland Circle.

**MOTOR VEHICLE MASTER PLAN**

**Existing Operations Conditions**

Salamo Road and Bland Circle intersection was analyzed in TSP Existing Operation Conditions Section. The intersection has a LOS A/B. No collision occurs at this intersection. Truck Freight section indicated there were 24 trucks drove by this intersection when data was collected.

**Future Operations Conditions**

Salamo Road and Bland Circle intersect will have LOS A/D in 2030. This intersection will be operated at adequate level up to 2030. No further analysis was done beyond 2030.

**D. STREET SDC AND BIKE/PEDESTRIAN EFFECTIVE JULY 1<sup>ST</sup> 2012**

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$2,146	\$4,597	\$175	\$6,918
Single Family	Per House	1.01	\$2,115	\$4,643	\$177	\$6,987

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$0	\$1,503	\$39	\$1,542
Single Family	Per House	1.00	\$0	\$1,503	\$39	\$1,542

**I. STORM DRAINAGE**

**A. 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. As-Built: Ridgeview Estate 2&3 and City GIS available per request.

**B. SURFACE WATER SDC EFFECTIVE JULY 1<sup>ST</sup> 2012**

Unit		Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$773	\$232	\$51	\$1,056
Single Family	Per House	1.00	\$773	\$232	\$51	\$1,056

**II. SANITARY SEWER**

**A. MINIMUM REQUIRED IMPROVEMENTS**

1. New sanitary sewer system installing to serve the development must be 8" main.
2. Existing public sanitary sewer system is available on Bland Circle for connection.
3. Existing public sanitary sewer system is also available on Killarney Dr. for connection if a private sanitary sewer easement is granted by the adjacent neighbor.
4. As-Built: Ridgeview Estate 2&3 and City GIS available per request.

**B. SANITARY SEWER SDC EFFECTIVE JULY 1<sup>ST</sup> 2012**

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$597	\$2,325	\$108	\$3,030
Single Family	Per House	1.00	\$597	\$2,325	\$108	\$3,030

**Tri-City Service District Sewer SDC 1 EDU = \$2,020**

**III. WATER**

**A. PRESSURE ZONE**

1. Zone: Horton
2. Overflow Elevation: 730      Upper Elevation: 620      Lower Elevation: 475
3. Sub pressure zone serves customer at ground elevation as low as 340.

**B. RESERVOIR AND PUMP STATION**

1. Reservoir: Horton is located at the intersection of Horton Rd and Santa Anita Dr. The reservoir usable capacity is approximate 1.5 million gallon. The reservoir is filled by Bolton Pump Station. Horton Reservoir also supplies water to Rosemont Reservoir through Horton Pump Station.
2. Pump Station: Horton Pump Station consists of 4 pumps. Two can pump 900 gpm and two can pump 1,300 gpm with total capacity of 4,400 gpm and a nominal capacity of 3,100 gpm. There is an emergency standby diesel generator onsite in case power failure.



**C. EXISTING POPULATION AND PROJECTED POPULATION AT SATURATION**

- Existing Population: 6,192
- Projected Population at Saturation: 7,843

**D. WATER DEMAND AT SATURATION**

Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
1.1	2.3	12.6

**E. RESERVOIR AND PUMP STATION CURRENT OPERATING CONDITIONS**

- In accordance with Water System Plan, both the reservoir and pump station are listed in good conditions.

**F. HORTON 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	3.1	0.5	3.6	4.3	1.3	(0.7)	1.3
2015	3.2	0.5	3.7	4.3	1.3	(0.6)	1.4
2030	3.6	0.5	4.1	4.3	1.3	(0.2)	1.7
Saturation	3.8	0.5	4.3	4.3	1.3	0	1.8

- The table above indicates that there is a surplus in supply capacity during a normal condition.

**G. HORTON 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	1.1	0	1.3	1.1	0.2
2015	0	1.1	0	1.4	1.1	0.3
2030	0	1.1	0	1.7	1.1	0.6
Saturation	0	1.1	0	1.8	1.1	0.7

- The table above indicates that there is no storage volume deficit during a normal condition.

**H. HORTON PRESSURE ZONE MASTER PROJECT LIST**

Number	Location	Ex. Diameter (inches)	Proposed Diameter (inches)	Priority	Length (ft)	SDC Allocation	Unit Cost (\$/lf)	Estimated Project Cost (\$)
29	Weatherhill Rd. from Salamo Rd		8	4	2,312	100%	125	\$289,000

	to S Bland Cir. and then South							
31	Sussex St. south of Sunset Ave.	4	8	5	248	0%	125	\$31,000
32	From River View Ave. to Falls View Dr.	4	8	5	213	0%	125	\$26,625
39	Clark St. south of Skyline	6	8	5	425	0%	125	\$53,125
42	North of Linn Ln.	6	8	5	369	0%	125	\$46,125
43	Parkview Ter. And Rosepark Dr.	6	8	5	765	0%	125	\$95,625
47	Apollo Rd. west of Athena Rd.	6	8	5	385	0%	125	\$48,125
48	Palomino Wy. from Saddle Ct. to Palomino Cir.	6	8	4	246	100%	125	\$30,750

1. The table above indicates that there is no improvement required along the proposed project frontage.

**I. MINIMUM REQUIRED IMPROVEMENTS**

1. New water system installing to serve the development must be 10" main
2. Extend existing 10" on Bland Circle.
3. Existing water main on Killarney Dr is on a different zone and not recommend for connection.
4. As-Built: Ridgeview Estate 2&3 and City GIS available per request.

**J. WATER SDC EFFECTIVE JULY 1ST 2012**

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$571	\$6,793	\$191	\$7,555
5/8" Meter	1		\$571	\$6,793	\$191	\$7,555

## Process

Minor Partition application is required. A Class II Variance for driveway grade may be required depending on whether the applicant can avoid this via grading.

Minor Partition is a Planning Director decision. Class II Variance is a Planning Commission decision, so if this was needed and applied for, the entire application would be heard concurrently in a Planning Commission hearing.

No neighborhood meeting is required for either of these possible approvals. However, these meetings are always encouraged to solicit public input and make the public more informed of an applicant's plans. The property is in the Savanna Oaks neighborhood but is within 500 feet of the Willamette neighborhood. Contact Ed Schwarz, Savanna Oaks NA president at 503-723-5015 at [savannaoaksna@westlinnoregon.gov](mailto:savannaoaksna@westlinnoregon.gov). Contact Beth Kieres, Willamette NA President, at 503-722-1531 or [Willamettena@westlinnoregon.gov](mailto:Willamettena@westlinnoregon.gov). If the applicant does a neighborhood meeting, conceptual plans of the development should be submitted to the neighborhood association at least 10 days before the meeting.

The Minor Partition application will require a full and complete response to the submittal requirements of CDC 85.150-170, which include a site plan, utilities, a city-wide map showing the site, the Development Review Application Form, the aforementioned fee, and a narrative responding to the appropriate criteria. The appropriate criteria are in Section 85.200.

Any Variance application will require a complete response to the submittal requirements of 75.050. It will also require a narrative response to the criteria of 75.060.

If a PUD is applied for follow the submittal requirements of 24.080 and respond to the criteria of 24.100 and 24.180. Like a Class II Variance, including an application for PUD would require a Planning Commission hearing.

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.

The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The deposit for Minor Partition is \$2,800 dollars. **PLEASE NOTE that this 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.** The fee for Class II Variance, if this is needed, is \$2,900. The deposit for PUD, if this is applied for \$4,200 plus \$400 per acre (approximately \$4,625 total for this application). The PUD deposit is in addition to the subdivision deposit as it is a supplemental application concurrent with a partition application, not a substitute for it.

Once the submittal is deemed complete, staff will send out public notice of the pending decision. Then the Planning Director will render a decision in two to three weeks. If the application does include a Class II Variance and/or PUD, staff will send out public notice of a scheduled Planning Commission hearing. Under either scenario the 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.

***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. Thus, there is no “shelf life” for pre-apps.