

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 6, 2013

SUBJECT: 4-lot subdivision and street vacation needing variance for number of houses on a cul-de-sac at 4997 Summit Street (accesses from cul-de-sac Gloria Drive)

ATTENDEES: Applicants: Brian Feeney, Andrew Tull, John Wyland
Staff: Tom Soppe (Planning), Khoi Le (Engineering)

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 subdivide an existing R-10 zoned parcel of approximately 41,000 square feet into four lots. The property borders both the local dead-end street Gloria Drive and Summit Street. Summit Street is a collector street along the southern half of the property and an arterial along the northern half. The arterial street Rosemont Road heads west from the intersection where Summit Street switches its classification, so the site is located at this “T” intersection. A house accessing from Summit Street existed at this location until several years ago when it was torn down in anticipation of redevelopment; file MIP-07-03 was approved at that time as a 3-lot minor partition for this site but it expired before platting or improvements were done. To increase the parcel’s area before dividing it, the applicant plans to apply for a Street Vacation to vacate a 15-foot-wide strip of right of way all along the Gloria Drive frontage on site. This is where the Gloria Drive right of way is 15 feet wider (only on this side of the street) than it is along the entire rest of this short street.



Fifteen feet at the right edge of this right of way are proposed for vacation so the subject site can include this edge as part of the proposed lots.

The applicant proposes all four lots to access off of Gloria Drive, which would make the northern two lots flaglots despite one of them bordering Summit Street. Community Development Code (CDC) Section 85.200(A)(11) forbids cul-de-sacs from providing vehicular access to more than 12 houses. Gloria Drive is a cul-de-sac with 13 houses currently. It does intersect the undeveloped section of the Prospect Street right of way a block east of here, but Prospect Street is highly unlikely to ever be connected through to Gloria Drive for topographic reasons. Therefore functionally Gloria Drive is and will remain a cul-de-sac. Therefore while providing access to the individual houses from Gloria instead of the collector/arterial Summit is a good idea, it does require a Class II Variance to get around the provisions of 85.200(A)(11). The criteria of Chapter 85 of the Community Development Code (CDC) provides for land divisions. Chapter 11 gives the minimum dimensions and other provisions for lots in the R-10 zone.

Flag lots must measure the minimum depth of 90 feet perpendicularly from the street which they take access, and each flaglot must be served by an access strip at least 8 feet wide (the easement serving both can overlap both stems). Any lot including the front lots must meet the base zone lot size requirement by having at least 10,000 square feet free of access easements. With these stipulations and with the possible approval of the variance, flag lots should be achievable here. Alternately access easements across the two non-flaglots can substitute for stems if the applicant prefers.



Standing at the Rosemont/Summit intersection, looking east approximately down the line that would separate lots 2 and 3 from lots 1 and 4.

While the applicant's proposed plan shows similarly sized and squared-off lots, the exact sizes and shapes of lots may be affected by the need to achieve the minimum 20% of the site for significant tree dripline-plus-10-foot area preservation as required by 55.100(B)(2)(B) (referred to in subdivision criterion 85.200[J][9]). While varying and curved/multi-directional lot lines are otherwise discouraged, they are encouraged to reasonably achieve significant tree preservation as much as possible.



The shared driveway location as proposed may take down this large evergreen.



This grove dominates what is proposed to be Lot 3.

Grading is also to be kept as minimal as possible per 85.200(E) so if the steep bowl in the middle area can be graded minimally instead of more severely by modifying lot lines, this would also be encouraged.



The steep bank that runs diagonally through the site creates the “bowl” effect in the northeast half of the site.

A Planned Unit Development allows trees and/or hillside area to be in an open space tract without reducing the number of lots, and/or allows lot sizes to be modified independent of the base zone minimum (as long as there are not more than four lots) may also be a way to deal with these tree and topographic issues.

Engineering Notes

Property Address: 4997 Summit Street– West Linn, OR 97068

I. TRANSPORTATION

SUMMIT STREET

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Collector	Collector

Zone	R-10	R-10
Right of Way Width	60'-88'	60' Minimum
Full Pavement Width	22'-31'	36'
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	Yes
ADA Ramps	None along the frontage	Yes
Post Speed	25 MPH	25 MPH
Stripe	Double Center Line and Fog Line	Provide proper stripe as part of street improvement

A. MINIMUM REQUIRED IMPROVEMENTS

1. None
2. Provide a minimum 18' 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 150 watts maximum
5. Provide Street Tree. Coordinate with Parks Department for requirements.
6. No access on to Summit will be permitted.
7. All new and existing overhead utilities along the development must be placed underground.

8. Reference: No recent as-built of adjacent developments available.

GLORIA DRIVE

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Local	Local
Zone	R-10	R-10
Right of Way Width	65'	65' As Existing Conditions
Full Pavement Width	24'	24'
Bike Lane	None – Along the frontage	None
Curb and Gutter	None – Along the frontage	Curb and Gutter
Planter Strip	None Defined	5.5' Planter
Sidewalk	None	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	Yes
ADA Ramps	None along the frontage	Yes
Post Speed	25 MPH	25 MPH
Stripe	None	None

1. None
2. Provide a minimum 12' pavement improvement with the following sections:
 - 10" of 1-1/2"-0 Crush Rock
 - 2" of ¾" -0 Leveling Course
 - 4" of AC Pavement consisting of 2" Class "C" over 2" Class "B"
 - See Public Works Standards Section 5.0030 Pavement Design for design requirements.
3. 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 150 watts maximum
4. Provide Street Tree. Coordinate with Parks Department for requirements.
5. No access on to Summit will be permitted.
6. All new and existing overhead utilities along the development must be placed underground.

7. As-Built: No recent as-built of adjacent developments available.

B. CITY TRANSPORTATION MASTER PLAN

PEDESTRIAN MASTER PLAN

Summit St is indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficient. Sidewalk project along Summit from Skyline Dr to Oxford St is identified as project number 77 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

Summit St is indicated in the City Bicycle Master Plan as one of the roadways with bike lane deficiency. Summit St bike lane improvement is listed as project number 10 on 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

Rosemont Rd and Summit St intersection was analyzed in TSP and currently it serves at LOS A. No additional improvement is required aside from frontage improvement.

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 Summit St. The closest storm conveying system is on Gloria Dr and Woodsprite Ct for connection.
2. As-Built: No recent as-built of adjacent developments available.

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 Summit St and Gloria Dr.
5. A public storm drainage easement through adjacent property, large enough to accommodate necessary infrastructure, shall be required if conveying through Woodsprite Ct.

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 on adjacent property to the East within a public easement for connection.

B. MINIMUM REQUIRED IMPROVEMENTS

1. Existing cleanout must be replaced with a manhole if connection is made to the main between the existing cleanout and 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.
6. As-Built: No recent as-built of adjacent developments available.

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.

- 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

- Existing Population: 5,435
- 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

- 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

- 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

- 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 Summit St and Gloria Dr 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: No recent as-built of adjacent developments available.

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

Street vacation is required, Subdivision is required, and Class II Variance is required to add four lots to a cul-de-sac already providing access to 13 developed lots.

Street vacation should be done separately and first, since this is a City Council decision without CDC criteria. The other two are quasi-judicial Planning Commission applications with CDC criteria.

A neighborhood meeting is required regarding this proposal per 99.038 as it includes a Subdivision request. The property is in the Sunset neighborhood but is adjacent to the Parker Crest and Rosemont Summit neighborhoods across Summit Street, located south and north of Rosemont Road respectively. Contact Troy Bowers, Sunset NA president at 503-703-7303 or sunsetna@westlinnoregon.gov. Contact Bill Relyea, Parker Crest NA President, at 503-636-1292 or parkercrestna@westlinnoregon.gov. Contact Dean Suhr, Rosemont Summit NA President, at 503-656-4808 or rosemontsummitna@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 applicant will need to go to a title company to find out the names and addresses of the property owners within 500 feet for notification.

The Street Vacation will require sign off from the property owners abutting the strip to be vacated (only the property owner for the site and the site to the east) and property owners

representing 2/3 of the land area in an area 200 feet on each side of the strip and 400 feet beyond each end of the strip. Specifically this means 2/3 of the area in a rectangle drawn from these two dimensions. These signatures and a map of how they fulfill the requirements shall be submitted with the application, plus a description of why the applicant requests the vacation. The City Council first decides at a meeting whether the petition should be heard. If they decide it should, notice and hearing then proceed. Oregon Revised Statutes (ORS) 271.110 require the noticing process start at least 2 weeks prior to the hearing. After the testimony of the hearing, the City Council decides whether to approve the requested vacation. All relevant ORS provisions can be found at <http://www.leg.state.or.us/ors/271.html>.

The Subdivision 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.

The 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.

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 fee for Street Vacation is \$6,000. The deposit for Subdivision is \$4,200 plus \$200 per lot, which in this case would be \$5,000 total. **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 is \$2,900.

When the Subdivision and Variance applications are submitted concurrently and deemed complete, staff will schedule a Planning Commission hearing regarding the concurrent application approvals and send out notice at least 20 days before the hearing. 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.