

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
September 5, 2013

SUBJECT: Four lot subdivision at 1770 Ostman Road

ATTENDEES: Monty Hurley (AKS Engineering and Forestry), Chris Goodell (AKS Engineering and Forestry), Jeff Shrope (Renaissance Homes), Amy Schnell (Renaissance Homes), Randy Sebastian (Renaissance Homes), Sara Javoronok (Planning), Khoi Le (Engineering), Noah Brennan (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 subject property is at 1770 Ostman Road in the Willamette neighborhood. It has frontage on Ostman Road and Willamette Falls Drive. The property is just over an acre at 44,947 square feet and is zoned R-10 (single family residential/10,000 square foot minimum lot size). The applicant is proposing 4 lots, each 10,000 square feet. The existing parcel is generally rectangular with Willamette Falls Drive cutting across the southern boundary at an angle. Approximately 350 feet of the parcel fronts Ostman Road and 150 feet fronts Willamette Falls Drive.

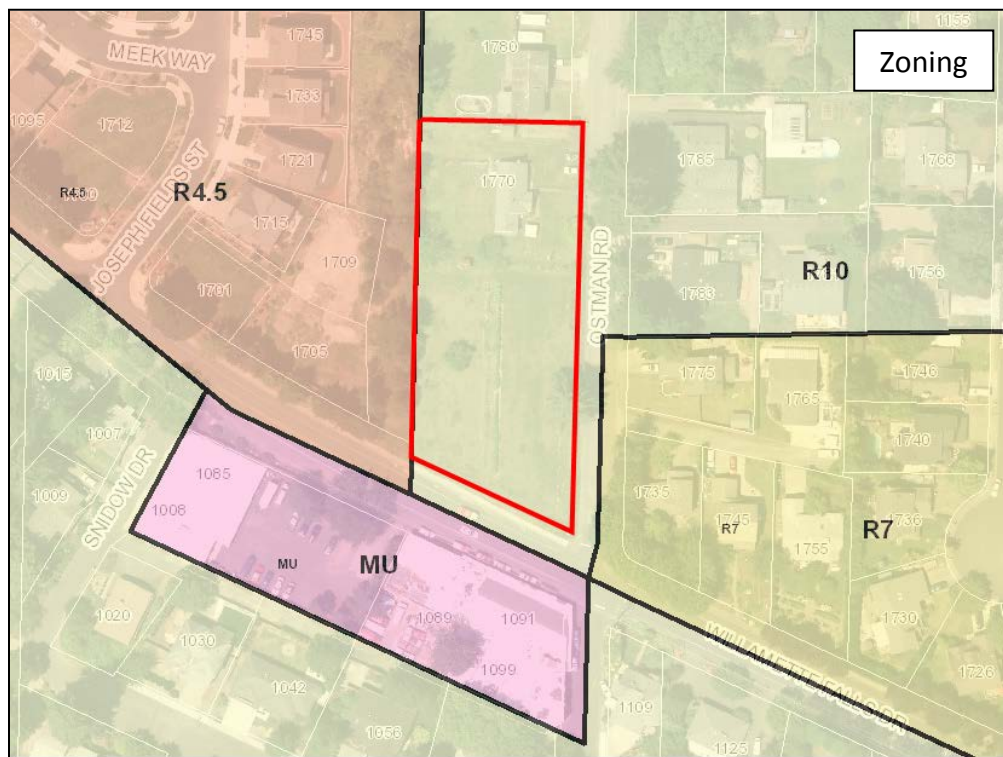


Site Analysis

Existing Conditions: The proposed site has an existing single family home and two accessory structures. Much of the site is grass with some small trees and grape vines. Per the City Arborist, there are no significant trees on the site that must be saved. The only significant tree is dying. There is an existing sidewalk along Willamette Falls Drive that appears to have been built at the same time as the sidewalk at the adjacent development to the west, Arbor Cove. There is no sidewalk along Ostman Road. There is a bus stop at Ostman and Willamette Falls Drive.

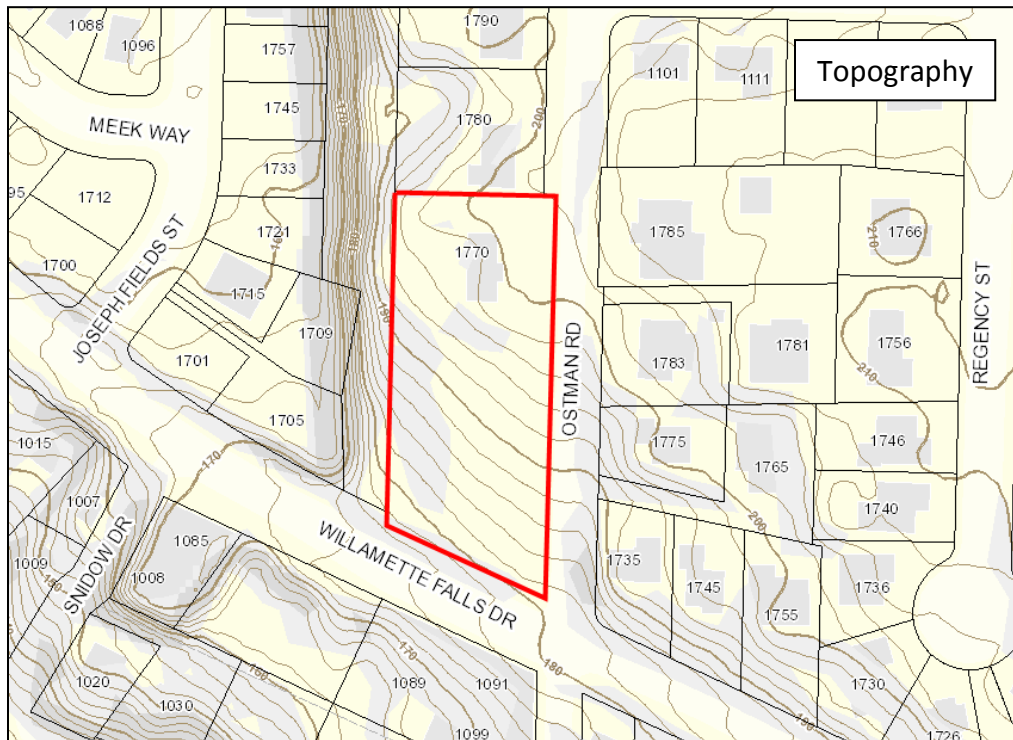
The lot is part of the Willamette Falls Acreage Tracts, which was platted in 1901. This parcel appears to have been part of the same lot as surrounding parcels. The applicant will need to present proof that this is a legal lot of record.

Surrounding Land Uses and Zoning: To the north and northeast are properties that are zoned R-10 and are part of early plats in the City and also more recent partitions and subdivisions. To southeast is Ostman Corner a five lot subdivision from 1987 that is zoned R-7. To the west is the 2007 Arbor Cove development, which is zoned R-4.5. To the south, are several properties that are zoned mixed use. The applicant plans on maintaining the existing R-10 designation.



Topography: The site slopes downhill an average of 8% from about 202 feet elevation at the northeast corner to about 177 feet in the southwest corner. A portion of the site along the western perimeter has slopes between 10-25% (light grey). This falls much more steeply on the

adjacent tract that is part of the Arbor Cove subdivision (25% and higher is shown in dark grey). There are no natural hazards or environmental constraints.



Subdivision and Lot Access: The applicant is proposing four lots that are each 10,000 square feet and dedicating 10' of ROW on both Ostman Road and Willamette Falls Drive. Staff notes that the preliminary site plan shows a 12' front yard setback rather than the 20' that is required. All of the lots would be accessed off of Ostman rather than Willamette Falls. **Staff would make this a condition in the subdivision approval.** This stretch of Ostman exceeds the block length in CDC 85.200(B)(2); however, the existing pattern of development in the area precludes any increased street connectivity.

CDC 48.060(C)(4) states that there shall be no curb cuts on a collector (Ostman) within 100 feet of intersecting an arterial (Willamette Falls Dr.). In addition, CDC 48.060(D)(2) states that there shall be a minimum distance of 75 feet between any two adjacent curb cuts on the same side of a collector. All curb cuts shown on plans must comply with these requirements. One option to address this is applying for a Class II variance for CDC 48.060(C)(4) and having lots 1 and 2 share a driveway. Lots 3 and 4 could share another driveway and the spacing would meet CDC 48.060(D)(2).

Engineering Notes

I. TRANSPORTATION

WILLAMETTE FALLS DRIVE

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Minor Arterial	Minor Arterial
Zone	R-10	R-10
Right of Way Width	60'-76'	76'
Full Pavement Width	43'	48'
Bike Lane	Along the frontage	6'
Curb and Gutter	Curb	Curb and Gutter
Planter Strip	None	5.5' Planter
Sidewalk	Yes - Substandard	6' Sidewalk
Street Light	None	Yes – LED Fixtures
Utility Pole	None	New services to be placed underground
Street Tree	None	Yes
ADA Ramps	Yes	None
Post Speed	25 MPH	30 MPH
Stripe	Double Center Line and Bike Line	Provide proper stripe as part of street improvement

A. MINIMUM REQUIRED IMPROVEMENT

1. Dedication: 10' to match adjacent development to the West.
2. Provide a minimum 24' half street pavement improvement with the following sections:
 - 12" of 1-1/2" -0 Crush Rock
 - 2" of 3/4" -0 Leveling Course
 - 6" 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 – with LED Beta Fixtures.
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: Arbor Cove As-Built.

OSTMAN ROAD

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Collector	Collector
Zone	R-10	R-10
Right of Way Width	44'	54'
Full Pavement Width	33'	36'
Bike Lane	Yes	6'
Curb and Gutter	Yes	Curb and Gutter
Planter Strip	None	5.5' Planter
Sidewalk	Yes	6' Sidewalk
Street Light	On the opposite side	Yes – LED Fixtures
Utility Pole	1 overhead anchor pole.	New services to be placed underground
Street Tree	None along the frontage. Not on the opposite.	Yes
ADA Ramps	Yes	None
Post Speed	25 MPH	25 MPH
Stripe	Double Center Line	Provide proper stripe as part of street improvement

B. MINIMUM REQUIRED IMPROVEMENT

1. Dedication: 10' to match adjacent development to North.
2. Provide a minimum 18' half street 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 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 – with LED Beta Fixtures.
4. All new and existing overhead utilities along the development must be placed underground.
5. Reference: Ostman Corner As-Built.

C. CITY TRANSPORTATION MASTER PLAN

PEDESTRIAN MASTER PLAN

Willamette Falls Dr is indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficient. Sidewalk project along Willamette Falls Drive between Ostman Rd and Dollar St is identified as project number 81 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.**

Ostman Rd is indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficient. Sidewalk project along Ostman Rd between Blankenship and Willamette Falls Dr is identified as project number 31 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

Willamette Falls Dr is indicated in the City Bicycle Master Plan as one of the roadways with bike lane deficiency. Bike lane project along Willamette Falls Drive between Willamette Dr and City Limit is identified as project 12 and 13 on the Bicycle Plan Project List (See TSP page 6-8) **6' bike lane along project frontage will be included as part of the street improvement requirements.**

MOTOR VEHICLE MASTER PLAN

Existing Operations Conditions

Intersection	LOS	Average Delay (sec)	Volume/Capacity (v/c)	Measure of Effectiveness Administrative		MOE Met?
				Agency	Maximum	
Willamette Falls Dr/Ostman Rd	A/C	0.8	0.03/0.06	City	LOS D	YES

Intersection will still continue to operate at adequate level until 2030. No improvement needed at this point.

D. STREET SDC AND BIKE/PEDESTRIAN EFFECTIVE JULY 1ST 2013

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$2,201	\$4,717	\$179	\$7,097
Single Family	Per House	1.01	\$2,223	\$4,764	\$181	\$7,168

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
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Per Factor of 1		1.00	\$0	\$1,542	\$40	\$1,582
Single Family	Per House	1.00	\$0	\$1,557	\$40	\$1,597

II. STORM DRAINAGE

A. EXISTING CONDITIONS

1. There is public storm main along the back of the property located inside Tract B of Arbor Cove Subdivision for connection with permission of Arbor Cove HOA. Public storm main is also available along Willamette Drive for connectivity.
2. As-Built: Arbor Cove

B. MINIMUM REQUIRED IMPROVEMENT

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 Ostman Rd with street swale.
5. Individual lot can collect, treat and detent storm run-off with rain gardens or equally storm treatment/detention facilities.

C. SURFACE WATER SDC EFFECTIVE JULY 1ST 2013

Unit		Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$793	\$238	\$52	\$1,083
Single Family	Per House	1.00	\$793	\$238	\$52	\$1,083

III. SANITARY SEWER

A. EXISTING CONDITIONS

1. Public sanitary sewer main is available along Ostman Rd for connectivity.

B. MINIMUM REQUIRED IMPROVEMENT

1. 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 paperwork.

C. SANITARY SEWER SDC EFFECTIVE JULY 1ST 2013

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$612	\$2,385	\$111	\$3,108
Single Family	Per House	1.00	\$612	\$2,385	\$111	\$3,108

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

IV. WATER

A. PRESSURE ZONE

- 1. Zone: Willamette Pressure Zone
- 2. Overflow Elevation: 351 Upper Elevation: 280 Lower Elevation: 100

B. RESERVOIR AND PUMP STATION

- 1. Reservoir: Willamette Reservoir is located on Salamo Rd. The reservoir usable capacity is 0.6 million gallon. The reservoir is filled by Bolton Pressure Zone.
- 2. Pump Station: Bolton Pump Station has total of 3 pumps at 1,500 gpm each.

C. EXISTING POPULATION AND PROJECTED POPULATION AT SATURATION

- 1. Existing Population: 4,898
- 2. Projected Population at Saturation: 6,064

D. WATER DEMAND AT SATURATION

Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
0.9	2.0	3.1

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 condition.

F. WILLAMETTE 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	2.2	0.5	2.7	2.6	1.6	0.1	1.1
2015	2.3	0.5	2.8	2.6	1.6	0.2	1.2
2030	2.6	0.5	3.1	2.6	1.6	0.5	1.5
Saturation	2.7	0.5	3.2	2.6	1.6	0.6	1.6

- 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. WILLAMETTE 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	0.8	0	1.1	0.8	0.3
2015	0.2	0.8	0	1.2	0.8	0.4
2030	0.5	0.8	0	1.5	0.8	0.7
Saturation	0.6	0.8	0	1.6	0.8	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. WILLAMETTE PRESSURE ZONE MASTER PROJECT LIST

1. There are 26 water improvement projects listed in the City Water System Plan under the Willamette Pressure zone. **Project number 14 is along the subject development frontage. Thus improvement is required along the proposed project frontage but with financial sponsorship from the City from SDC fund. Payment may be made out with Water SDC Certificate.**

I. MINIMUM REQUIRED IMPROVEMENTS

1. Existing public water system is available on both Ostman Rd 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. Developer shall work with City to replace 500 lineal feet existing 6" CI Water line between Willamette Falls Dr and Bexhill St with 6" DI Water line.
4. As-Built: Arbor Cove.

J. WATER SDC EFFECTIVE JULY 1ST 2012

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$585	\$6,969	\$196	\$7,750
5/8" Meter		1	\$585	\$6,969	\$196	\$7,750

Site Photos



Existing house



Ostman frontage



Facing southwest



Facing south



Rear of property, trees are on adjacent lot



Facing northeast



Willamette Falls Drive frontage

Process

A subdivision approval is required, which is a Planning Commission decision. **If a variance is required, follow the requirements for Class II variances in Chapter 75.** Follow CDC 85.150-170 strictly and completely regarding submittal requirements (including plans, maps, etc.). **Follow CDC Chapter 89 for the subdivision plat.** Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in writing, 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. Waivers may also be subsequently overruled by the decision making body. The approval criteria of 85.200 shall be responded to in a narrative as well.

A neighborhood meeting is required for a subdivision approval per CDC 99.038. Follow the requirements of that code section explicitly. The site is within the Willamette neighborhood. Contact Julia Simpson, President of the Willamette Neighborhood Association via the method identified in CDC 99.038. She can also be contacted at willametteNA@westlinnoregon.gov. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting. Because of the time and scheduling requirements of CDC 99.038, the applicant should address this requirement as soon as possible.

Submit the Development Review form for a subdivision to the Planning Department with a signed application form. The deposit for a subdivision application is \$4,200, plus \$200 per lot, for a total initial deposit in this case of \$5,000. The final plat fee is \$2,000. There is also a \$500 fee for final site inspection. **A Class II variance is a \$2,900 fee. PLEASE NOTE** that the deposits are initial deposits, 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.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission. Staff will send out public notice of the Planning Commission hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

The CDC is online at <http://westlinnoregon.gov/planning/cdc>.

Pre-application notes are void after 18 months and a new pre-application conference is required.

Specific Questions

Land Use:

- 1) Yes, it is zoned R-10.
- 2) No, there are not overlay zones, wetlands, hazardous soil designations, habitat, Metro Title 3 or 13 or other natural resource designations that affect the property.
- 3) The layout is acceptable; **however, a may be required to meet CDC 48.060(C)(4) and 48.060(D)(2). See the site analysis section.**
- 4) CDC Chapters 5 and 11 call for 4.35 dwelling units per acre and a minimum lot size of 10,000 square feet in the R-10 zone. CDC 85.200(J)(7) requires the density to be at 70% or more of the maximum allowed.
- 5) The minimum lot size in R-10 is 10,000 square feet. Lots can be smaller if developed as part of a PUD; however, it is unlikely that this site would qualify to develop as a PUD since there are not natural resources lands or density transfer proposed.
- 6) **Staff would prefer a dedication of 10' of ROW. If necessary, staff would support placing the sidewalk in an easement.**
- 7) Staff identified that the stormwater should be treated on each lot, so this would not be an issue.
- 8) The applicant could apply for a variance. Proposed amendments to the variance criteria and process (<http://westlinnoregon.gov/planning/economic-development-code->

[amendments](#)) may result in a variance that would be more likely for the applicant to obtain.

- 9) The City Arborist evaluated the site and determined that the only significant tree is dying and that it does not need to be saved. Note on the subdivision plans which trees will be removed and this will be reviewed as part of the subdivision review process.
- 10) Subdivisions are a Planning Commission decision. See information above in Process. Typical land use applications can take 6-10 months from beginning to end.
- 11) **A variance may be required, see the site analysis section.**
- 12) There is not a record of a land use application for 1770 Ostman from 1997-present.
- 13) See the comment in (8) regarding variances. The Planning Commission reviewed these amendments at a public hearing on September 4, 2013 and has continued their discussion to September 11, 2013. Staff is also working on changes to the City's infill and PUD requirements. These are unlikely to affect the property, but may provide additional options for development. These are not currently scheduled for a public hearing and are not anticipated to be in place until next year.

Streets/Transportation/Circulation:

- 14) No new streets or pedestrian accessways are required for the subdivision.
- 15) **Staff would prefer a dedication of 10' of ROW. If necessary, staff would support placing the sidewalk in an easement.**
- 16) Yes, see the Engineering Notes.
- 17) **Staff would prefer a dedication of 10' of ROW. If necessary, staff would support placing the sidewalk in an easement.**
- 18) Yes, see the Engineering Notes.
- 19) **There may be access restrictions to Ostman Road. See the site analysis section and questions (3) and (8) above.**

Public Services/Utilities:

See the Engineering Notes.

City Fees:

- 28) See the fees identified in the Engineering and Process sections above. Planning deposits and fees are due with the submittal of an application. Plan review fees must be paid when a permit application is submitted. SDCs must be paid when a permit is issued.

Expedited Land Divisions:

The City provides for Expedited Land Divisions in CDC 99.060(E). It still requires a Planning Commission meeting, but not a public hearing. They also follow the requirements of ORS 197.360-380 which provide for this process when there are three or fewer lots.

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.