



TOM SOPPE
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City of West Linn
PRE-APPLICATION CONFERENCE
Notes
April 15, 2010

SUBJECT: Garage addition and roof addition to deck at 5743 River Street, in Flood Management Area

ATTENDEES: Applicants: Greg Mitchell
Staff: Tom Soppe (Planning Department)

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 proposes a frontward one-story extension of a two-story garage structure detached from the main house. The applicant also proposes the addition of a roof and support structures atop an existing deck on the front of the house itself. The property is located at 5743 River Street. Per City GIS the entire property is located in the FEMA 100-year floodplain. Therefore the proposals require a Flood Management Area permit to be approved by Planning before a building permit is issued. Per Community Development Code (CDC) 27.020, "A flood management area permit is required for all development in the Flood Management Area Overlay Zone."

The area of the lot where most of the construction is proposed is within the Willamette River Greenway Overlay Zone as well. In Metro's Habitat Conservation Area (HCA) classifications these areas are in a part of the property classified "Allow Development". Per CDC 28.040(T), "The construction, remodeling or additions of home and accessory structures that take place completely within the 'Not Affected by Recommendation' or 'Allow Development' of Metro's Habitat Conservation Maps shall be exempt from a Willamette or Tualatin River Protection Area permit." Therefore the proposed development is exempt from a Willamette River Greenway (aka a Willamette River Protection Area permit in 28.040[T]).

Process

The Flood Management Area permit is required.

No neighborhood meeting is required for a Flood Management Area Permit 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. If the applicant decides to

present at a neighborhood meeting, contact Sally McLarty, Bolton Neighborhood President, 503-722-2137 or gbryck@easystreet.net. If the applicant presents at a NA meeting, the applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

The Flood Management Area Permit will require a full and complete response to the submittal requirements per CDC 27.050 and approval criteria of CDC 27.060, 27.070, and 27.080. These include a site plan, pre-alteration site information, a topographic map, and the lowest floor elevation for all existing and proposed building footprints, as well as the criteria response narrative, the Development Review Application Form, and the deposit (see below). The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

Submittal requirements may be waived. For this, 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.

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 Flood Management Area Permit is \$1,050. Any cost overruns will result in additional billings.

Once the submittal is deemed complete, the Planning Director will send out public notice of the pending decision then render a decision in two to four weeks. 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.

27.060

- A. Excavation for foundation and footing only. Very little removal or fill needed.
- B. All fill will be balanced with any removal
- C. Excavation and fill balance will conform to basic standards
- D. Floor will be below flood level to match existing garage floor
- E. Any fill will be removed
- F. No encroachment will occur
- G. No improvements will impact the floor plain
- H. No culverts or stream crossing
- I. No detention facilities will be used
- J. No extra permits required.

27.070

- A. All material will conform
- B. No electric, heating, ventilation, plumbing will be needed
- C. No new water system needed
- D. No new sanitary sewage system needed
- E. No waste disposal needed
- F. All new construction shall conform to prevent flotation, collapse or lateral movement

27.080

- A. Foundation will conform with existing garage
- B. No floor below garage level
- C. No crawl space
- D. New garage floor will match the existing garage floor
- E. All post will be anchored to ground

. All property at 5743 River St.
is in the floodplain.



City of West Linn GIS (Geographic Information System), SnapMap Date: 4/1/2010

Scale: 078 Feet

MAP DISCLAIMER:

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

M1-10-16



DEVELOPMENT REVIEW APPLICATION

RECEIVED
JUN 17
PLANNING & BUILDING
CITY OF WEST LINN
IN PLAN OR ZONE CHANGE

TYPE OF REVIEW (Please check all boxes that apply):

- | | | | |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Annexation | <input type="checkbox"/> | Non-Conforming Lots, Uses & Structures |
| <input type="checkbox"/> | Appeal and Review * | <input type="checkbox"/> | One-Year Extension * |
| <input type="checkbox"/> | Conditional Use | <input type="checkbox"/> | Planned Unit Development |
| <input type="checkbox"/> | Design Review | <input type="checkbox"/> | Pre-Application Meeting |
| <input type="checkbox"/> | Easement Vacation | <input type="checkbox"/> | Quasi-Judicial Plan or Zone Change |
| <input type="checkbox"/> | Extraterritorial Ext. of Utilities | <input type="checkbox"/> | Street Vacation |
| <input type="checkbox"/> | Final Plat or Plan | <input type="checkbox"/> | Subdivision |
| <input checked="" type="checkbox"/> | Flood Plain Construction | <input type="checkbox"/> | Temporary Uses * |
| <input type="checkbox"/> | Hillside Protection and Erosion Control | <input type="checkbox"/> | Tualatin River Greenway |
| <input type="checkbox"/> | Historic District Review | <input type="checkbox"/> | Variance |
| <input type="checkbox"/> | Legislative Plan or Change | <input type="checkbox"/> | Water Resource Area Protection/Wetland |
| <input type="checkbox"/> | Lot Line Adjustment * /** | <input type="checkbox"/> | Willamette River Greenway |
| <input type="checkbox"/> | Minor Partition (Preliminary Plat or Plan) | <input type="checkbox"/> | Other/Misc |

Home Occupation / Pre-Application / Sidewalk Use Application * / Permanent Sign Review * / Temporary Sign Application require individual application forms available in the forms and application section of the City Website or at City Hall.

TOTAL FEES/DEPOSIT \$1050.00 * No CD required / ** Only one copy needed

<u>Greg & Kathy Mitchell</u>	<u>5743 River St</u>	<u>West Linn</u>	<u>97068</u>	<u>503-320-3578</u>
OWNER'S	ADDRESS	CITY	ZIP	PHONE(res. & bus.)
<u>same</u>				

<u>Streitberger home Design</u>	<u>Buck St.</u>	<u>West Linn</u>	<u>97068</u>	
APPLICANT'S	ADDRESS	CITY	ZIP	PHONE(res. & bus.)

	<u>5743 River St</u>			
CONSULTANT	ADDRESS	CITY	ZIP	PHONE

SITE LOCATION 5743 River St

Assessor's Map No.: 22E30BD Tax Lot(s): 500 Total Land Area: 6 acres

- All application fees are non-refundable (excluding deposit).
- The owner/applicant or their representative should be present at all public hearings.
- A denial or grant may be reversed on appeal. No permit will be in effect until the appeal period has expired.

4. **Four (4) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format.**

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application.

SIGNATURE OF PROPERTY OWNER(S)
 X Greg Mitchell Date 6/17/10
 SIGNATURE OF APPLICANT(S)

X _____ Date _____

BY SIGNING THIS APPLICATION, THE CITY IS AUTHORIZED REASONABLE ACCESS TO THE PROPERTY. ACCEPTANCE OF THIS APPLICATION DOES NOT INFER A COMPLETE SUBMITTAL. COMPLETENESS WILL BE DETERMINED WITHIN 30 DAYS OF SUBMITTAL.

PLANNING AND BUILDING; 22500 SALAMO RD #1000; WEST LINN, OR 97068; PHONE: 656-4211 FAX: 656-4106

CITY OF WEST LINN
 22500 Salamo Rd.
 West Linn, OR. 97068
 (503) 656-4211

PLANNING RECEIPT
 Receipt: # 935807
 Date : 06/17/2010
 Project: #MI-10-16
 BY: SR

NAME : GREG & KATHY MITCHELL

ADDRESS : 5743 RIVER ST

CITY/STATE/ZIP: WEST LINN OR 97068

PHONE # : 503-320-3578

SITE ADD. : 5743 RIVER ST.

TYPE I HOME OCCUPATIONS		HO	\$
PRE-APPLICATIONS	Level I (), Level II ()	DR	\$
HISTORIC REVIEW	Residential Major (), Minor (), New ()	DR	\$
	Commercial Major (), Minor (), New ()		
SIGN PERMIT	Face (), Temporary (), Permanent ()	DR	\$
SIDEWALK USE PERMIT		DR	\$

APPEALS	Plan. Dir. Dec. (), Subdivsion (),	DR	\$
	Plan Comm./City Coun. (), Nbhd ()		

LOT LINE ADJUSTMENT		LA	\$
CITY/METRO BUSINESS LICENSE		BL	\$

The following items are paid by billing against the up-front deposit estimate.
 If the amount of time billed to your project exceeds the amount covered by the
 deposit, additional payment may be required.

DESIGN REVIEW	Class I (), Class II ()	RD	\$
VARIANCE	Class I (), Class II ()	RD	\$
SUBDIVISION	Standard (), Expedited ()	RD	\$
ANNEXATION	"Does Not Include Election Cost"	RD	\$
CONDITIONAL USE		RD	\$
ZONE CHANGE		RD	\$
MINOR PARTITION		RD	\$
MISCELLANEOUS PLANNING		RD	\$ 1050.00
Boundry Adjustments	()		
Modification to approval	()	Water Resource	
Code Amendments	()	Area Protection	()
Comp. Plan Amendments	()	Street Vacations	()
Temporary Permit Admin.	()	Easement Vacations	()
Temporary Permit Council	()	Will. River Greenway	()
Flood Management	(X)	Tualatin River Grwy.	()
Inter-Gov. Agreements N/C	()	Street Name Change	()
Alter Non-Conforming Res.	()	Code Interpretations	()
Alter Non-Conforming Comm.	()	Type II Home Occ.	()
Measure 37 Claims	()	Planned Unit Dev. PUD	()

TOTAL REFUNDABLE DEPOSIT		RD	\$ 1050.00
GENERAL MISCELLANEOUS Type:		PM	\$

TOTAL	Check #	Credit Card (X)	Cash ()	\$ 1050.00
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