

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 20, 2015

SUBJECT: Proposed zone change from R-10 to R-7 at 1943 and 1983 13th Street and a subsequent two lot minor partition of 1943 13th Street.

FILE: PA-15-29

ATTENDEES: Applicants: Terry Moberly and Thomas Corff
Staff: Peter Spir (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.*

Site Information

Site Address: 1943 and 1983 13th Street
Site Area: 10,070 square feet (1983 13th Street) 14,405 square feet (1943 13th Street)
Neighborhood: Willamette NA
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)
Applicable code: CDC Chapter 85: Land Division
CDC Chapter 105: Zone Change
CDC Chapter 12: R-7

Project Details: The applicants propose to change the zoning for the two lots from R-10 to R-7. If successful, the zone change would facilitate the subsequent minor partition of 1943 13th Street into two lots. Each lot would have direct frontage on 13th Street. There are homes at each of the two addresses. No additional ROW dedication is needed. Required improvements include 6' sidewalk and 6' planter strip for the entire frontage. No street improvements are required.

Site Analysis: The property that will be partitioned is flat. The trees that appear to be on the property are actually on an adjoining one with the exception of a small conifer located to the south of the existing house. The applicant must inventory and map all trees by location, type, size and tag them in the field. Mike Perkins, the City Arborist, will then make a determination of significance for the on-site trees (mperkins@westlinnoregon.gov).

Engineering Division Comments

Contact Khoi Le at kle@westlinnoregon.gov or 503-722-5517 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com regarding fire hydrant requirements.

Process

For the zone change address the submittal requirements and approval criteria of CDC Chapter 105. Specifically: 105.050(A) (B) and (C). (No TPR compliance study or traffic impact analysis per 105.050(D) is required since this zone change does not involve a comprehensive plan amendment.) There is a deposit fee of \$3,000. For the minor partition, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 85. There is a deposit fee of \$2,800 plus a final plat fee of \$1,500 and a final inspection fee of \$500. The CDC is online at <http://westlinnoregon.gov/cdc>.

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 Manager and must identify the specific grounds for that waiver. No neighborhood meeting is required per CDC 99.038 since no plan change is needed.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a hearing with the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council.

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 **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**