

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Notes**  
**August 20, 2015**

SUBJECT: Flood Management Area (FMA) permit

FILE: PA-15-31

ATTENDEES: Applicant: David Alt  
Staff: Peter Spir (Associate Planner)

*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: 5650 River Street  
Area: 19,001 sq. ft.  
Comprehensive Plan Designation: Low Density Residential  
Zoning Classification: R-10 (10,000 square foot minimum lot size)  
Overlays: Flood Management Area (FMA) (100 and 500 year flood areas)

**Project Details**

The applicant proposes to construct a 1,051 square foot addition at the rear of the existing single family home, plus a new entryway at the front.

**Site Analysis**

The property slopes down from River Street at 6% with a low spot at the rear of the house. This 70 foot wide low area is within the 100 year flood boundary. The 120 feet from River Street towards the rear of the lot is within the 500 year flood boundary. The rear 80 feet of the property slopes steeply uphill at over 25% and is outside of the flood boundaries.

There are a number of trees on the site. The applicant will be required to obtain a tree removal permit from Mike Perkins, the City Arborist ([mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov)) if any trees are proposed to be removed for the addition.

**Process**

A FMA permit is required for development within the flood boundaries. The FMA permit fee is \$1,050 is required. The submittal requirements of CDC 27.050 and approval criteria of CDC 27.060, 27.070, 27.080 must be met. The CDC is online at <http://westlinnoregon.gov/cdc>.

The elevation certificate must provide the pre-construction elevation of the site to be developed and post construction elevation per FEMA's online elevation certificate <http://www.fema.gov/media-library/assets/documents/160>

N/A is not an acceptable response to the FMA 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. The application form must be signed by the property owner.

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, the staff will notify the affected parties of the proposal and invite comment. The Planning Manager will issue a decision to approve, approve with conditions or deny the application and notify affected parties. There is a 14-day window to appeal the decision of the Planning Manager following notice of the decision. If no appeal has been received by the close of the appeal period, the Planning Manager decision becomes final and the applicant may move forward with the development of their proposal.

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.***