

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

SUBJECT: Proposed three lot minor partition of 18480 Nixon Avenue plus subsequent Willamette and Tualatin River Protection (WRG) and Flood Management Area (FMA) permits.

FILE: PA-15-30

ATTENDEES: Applicants: Peter Jameson
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: 18480 Nixon Avenue
Site Area: 96,989 square feet
Neighborhood: Robinwood 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 28: Willamette and Tualatin River Protection (WRG)*
CDC Chapter 27: Flood Management Area (FMA)*
CDC Chapter 11: R-10

Project Details: The applicant proposes a three lot minor partition. Each lot would have direct frontage on Nixon Avenue and extend towards the river where each lot would have river frontage. The existing house at this address would be removed. If the development site's square footage comprises more than 25% Type I or II lands (e.g. 100 year floodplain) then a Planned Unit Development would be required. By directing development away from Type I and II lands, (e.g. 100 year floodplain) the applicant may not be required to apply for a PUD.

*The property is also within the WRG and FMA boundaries. Because the WRG and FMA permitting process deals specifically with structures and not land divisions, those permits will be required only when actual building permits are being sought. Those permits are not required at the time of the minor partition.

Site Analysis: The property that will be partitioned is flat. Forty-five feet from the rear of the house, the river embankment slopes steeply down to the ordinary high water mark. The 100-year floodplain extends west about 40 feet from the top of bank. The applicant must inventory and map all trees on the property by location, type, size and tag them in the field. Mike Perkins, the City Arborist, will then make a determination of significance for these 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 for their requirements.

Process

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. For future reference, the WRG permit requires addressing the submittal requirements and approval criteria of CDC Chapter 28 and the FMA submittal requirements and approval criteria of CDC Chapter 27. The WRG deposit fee is \$1,700 and the FMA deposit fee is \$1,050. 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.

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 decision date by the Planning Manager. There is no public hearing required. Appeals of the Planning Manager'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.**