

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 15, 2015

SUBJECT: Three lot minor partition, lot line adjustment (LLA) and Water Resource Area (WRA) permit for Map 21E13CB tax lot 3001 at 18822 Old River Road. Possible two lot partition of tax lot 3000. WRA permit may be required.

FILE: PA-15-38

ATTENDEES: Applicant: Jeff Parker, Jaymie Johnson, Ray Moore
Public: Kevin Bryck
Staff: Peter Spir (Planning) 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.*

Site Information

Site Address: 18822 Old River Road
Site Area: 75,430 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: Community Development Code (CDC) Chapter 32: WRA; CDC Chapter 85: Land Division and LLA; CDC Chapter 11: R-10

Project Details: There is an extensive WRA associated with Trillium Creek which bisects the south edge of the properties, generally on an east-west axis. There is a single family home on tax lot 3001 and a garage on tax lot 3000.

The applicant proposes a three lot partition of tax lot 3001 which would be expanded eastwards by LLA. The applicant proposes either a two lot partition of tax lot 3000 or leaving it undivided with one single family home on that lot. The development options at the site will be better understood once a survey of the property slopes is complete and the WRA boundary is determined. For ravines, the WRA boundary is 50 feet beyond the point at which the slope diminishes to less than 15% for at least 50 feet. The 50 foot setback may be reduced to 25 feet if the applicant submits a geotechnical report per 32.060 Table 32-2 sub note 4. No WRA permit would be required if development takes place outside of the WRA boundary. If the

applicant proposes to develop just one house on tax lot 3000, the “hardship” provisions of CDC 32.110 may be used. This would require a WRA permit. CDC 32.110 allows 5,000 square feet or 30% of the WRA for development (whichever is greater) in addition to developable non-WRA lands. It also allows reduced setbacks. Utilization of the hardship provisions prohibits partition of that tax lot.

The applicant must inventory and map all trees on the upper/flat portion of 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 the on-site trees (mperkins@westlinnoregon.gov). An existing tree conservation easement is noted on the south edge of tax lot 3001.

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 WRA permit address the submittal requirements and approval criteria of CDC Chapter 32. There is a deposit fee of \$2,600 and an inspection fee of \$250. For a minor partition, address the submittal requirements and approval criteria of CDC Chapter 85. The fee is \$2,800 with a final plat fee of \$1,500 and an inspection fee of \$500. A LLA has a fee of \$800 and final plat fee of \$200. 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. A decision is usually rendered within 5 weeks of the determination of completeness. 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.***