

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 5, 2015

SUBJECT: Two lot minor partition at 2415 Dillow Drive

FILE: PA-15-41

ATTENDEES: Applicant: Mark Handris, Darren Gusdorf, Rick Givens, Bruce Goldson,
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: 2415 Dillow Drive (Tax Lot 7300 map 21E 24DC)
Site Area: 20,910 square feet
Neighborhood: Bolton 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 85: Land Division; CDC Chapter 11: R-10

Project Details

There is a single family home on the south half of the property. The proposal would create one additional 10,000+ square foot lot at the rear of the house with access along the east or right hand side of the property. Whereas the site exceeds 20,000 square feet, (20,010 square feet) the flag lot stem or access easement to the rear lot has to be at least 15 feet wide. The land within that stem or easement cannot count towards the square footage of either lot per 85.200 85.200 (B) (7) (c). (Note: staff is reviewing the applicability of 85.200 (B) (7) (c) to access easements instead of flag lot stems.) The issue of square footage is made more problematic by the required dedication of three feet towards the Dillow Street ROW.

Removing the house and dividing the lot on a north to south axis would not work because the average minimum lot width per CDC Chapter 11 is 50 feet while the lot is only 80 feet wide.

Another option was discussed: buying the property to the north east and creating an additional lot similar to the partition on the properties to the immediate west. Providing sewer facilities to rear lot(s) was also noted as a potential challenge.

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 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. 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.**