



## LAND USE PRE-APPLICATION CONFERENCE

**Thursday, July 21, 2016**

**City Hall  
22500 Salamo Road**

**Willamette Conference Room**

**11:00 am    Proposed 2-lot partition**

**Applicant:    Zach Pelz, AKS Engineering & Forestry**

**Subject Property Address:    1009 9<sup>th</sup> Street**

**Neighborhood Assn: Willamette**

**Planner: Darren Wyss**

**Project #: PA-16-13**







CITY OF  
**West Linn**

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068  
Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov

## PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE: <u>7-21-16</u>	TIME: <u>11:00 am</u>	PROJECT #: <u>PA-16-13</u>
STAFF CONTACT: <u>Darren Wyss</u>		FEE: <u>\$1,000-</u>

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 1009 9th Street

Brief Description of Proposal: 2 Lot Partition

Applicant's Name: Zach Pelz, AICP, AKS Engineering & Forestry, LLC

Mailing Address: 12965 SW Herman Road, Suite 100, Tualatin, OR 97062

Phone No: (503) 563-6151 Email Address: pelzz@aks-eng.com

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:  
See attached list of questions.

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Ann H. Miller  
Property owner's signature

6/29/16  
Date

1009 9th Street, West Linn, OR 97068

Property owner's mailing address (if different from above)



July 6, 2016

Planning Department  
City of West Linn  
22500 Salamo Road  
West Linn, OR 97068

**RE: Pre-application conference questions for 2-parcel Partition at 1009 9<sup>th</sup> Street  
Clackamas County Assessor's Map 3 1E 2AC Lot 1201**

In an effort to facilitate a constructive dialogue at our July 21, 2016, pre-application conference, regarding a 2-parcel partition at 1009 9<sup>th</sup> Street, we have prepared the following list of questions and attached exhibits. We'd like to thank you in advance for your responses to these questions:

- 1) The property is located in West Linn's R-10 Zoning District which requires a minimum parcel size of 10,000 square feet per lot. Please confirm that the proposed layout appears to meet all applicable dimensional requirements of the zone.
  - 2) West Linn CDC Section 85.200.J.7. exempts land divisions of three lots or less from the minimum density requirement in this section. Please confirm that a two lot partition at this site is exempt from the minimum density standard of CDC Section 85.200.J.7. and elsewhere.
  - 3) The existing property has frontage on 9<sup>th</sup> and Volpp Streets. The new parcel will front only Volpp Street. Our research shows that Volpp Street is not public right-of-way. Will the City require any improvements to 9<sup>th</sup> and/or Volpp Streets?
  - 4) Are there any other required on- or off-site improvements we should be aware of?
  - 5) Please describe the available options for completing required public improvements after recordation of the partition plat. Specifically, we are interested in whether the City will allow bonding for (rather than constructing) the required public improvements at final plat approval.
  - 6) Please confirm that a traffic impact analysis is not required for a two-lot residential partition.
  - 7) What is the minimum spacing between residential driveways on local streets in West Linn?
  - 8) Please provide as-built drawings for adjacent utilities in Volpp Street and/or 9<sup>th</sup> Street.
  - 9) Please confirm that sufficient sanitary sewer capacity exists to serve the additional parcel.
  - 10) Please confirm that sufficient water system capacity and pressure exists.
  - 11) Please discuss possible stormwater discharge locations. Please discuss stormwater requirements for infiltration, water quality, and detention.
  - 12) Please confirm requirements for fire suppression sprinkler systems, street grades, turn-arounds, and fire hydrants.
  - 13) Are there any special requirements or considerations for connecting to sanitary sewer, storm drain, or water?
-

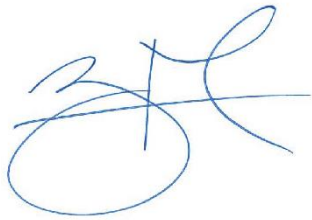


- 14) CDC Section 55.100.B.2.b. says that residential projects shall set aside up to 20 percent of the area to protect trees and tree clusters. This provision goes on to say that if the City Arborist determines a significant tree cluster exists at a development site, then up to 20 percent of the non-Type I and II lands shall be devoted to the protection of those trees. Since this provision provides for a range from between zero and 20 percent of the site for tree protection, please clarify how the final area of non-Type I and II lands that will be required to be set aside is determined.
- 15) Please list all applicable CDC Chapters and permits that will apply to a 2-parcel partition on this site.

We look forward to working with West Linn Staff through the implementation of this partition. Please do not hesitate to call or email anytime with questions or comments regarding this project.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

A handwritten signature in blue ink, appearing to be 'Zach Pelz', with a large circular flourish at the bottom left.

Zach Pelz, AICP

Attached: Preliminary Existing Conditions Plan  
Preliminary Layout Alt. No. 1  
Preliminary Layout Alt. No. 2



AKS DRAWING FILE: 5353 PRELIM EX COND.DWG | LAYOUT: LAYOUT1



SCALE 1" = 20 FEET



- NOTES:**
- UTILITIES SHOWN ARE APPROXIMATE. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
  - VERTICAL DATUM: ELEVATIONS ARE BASED ON A BRASS DISK LOCATED AT THE PUBLIC BOAT RAMP NEAR VOLPP ROAD. THE BRASS DISK IS INSCRIBED "OSMB 0313 C3 1997" AND HAS AN ELEVATION=70.08 NAVD 88 (CONVERTED FROM NVGD 1929 USING VERTCON CONVERSION FACTOR OF 3.514).
  - THIS MAP DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY.
  - SURVEY IS ONLY VALID WITH SURVEYOR'S STAMP AND SIGNATURE.
  - BUILDING FOOTPRINTS ARE APPROXIMATE.
  - TREES WITH DIAMETER OF 6" AND GREATER ARE SHOWN.

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1009 9TH STREET

WEST LINN

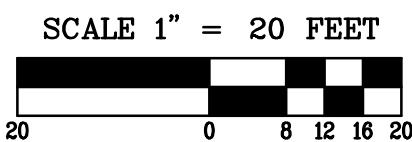
TAX LOT 1201

PRELIMINARY  
EXISTING CONDITIONS  
PLAN

DESIGNED BY:	
DRAWN BY:	BRH
CHECKED BY:	RDR
SCALE:	AS NOTED
DATE:	07-06-2016
REGISTERED PROFESSIONAL LAND SURVEYOR	
OREGON JANUARY 11, 2005 ROBERT D. RETTIG 60124LS	
RENEWALS: 12/31/16	
REVISIONS	
JOB NUMBER 5353	
SHEET C101	



AKS DRAWING FILE: 5353 PRELIMINARY LAYOUT 1.DWG | LAYOUT: LAY 01



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**1009 9TH STREET**  
**PARTITION**  
**WEST LINN**  
**OREGON**  
TAX MAP 3S 1E 24C  
TAX LOT 1201

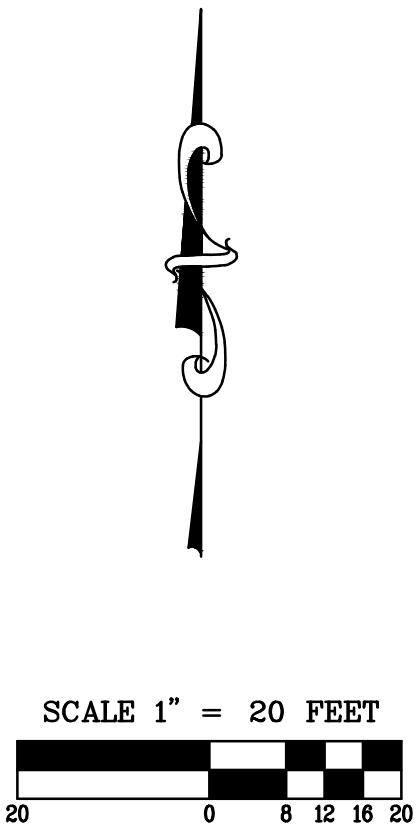
**PRELIMINARY LAYOUT #1**

DESIGNED BY: DS  
DRAWN BY: DS  
CHECKED BY: AHH  
SCALE: AS NOTED  
DATE: 07-06-2016

REVISIONS
JOB NUMBER 5353
SHEET LA01



AKS DRAWING FILE: 5353 PRELIMINARY LAYOUT 1.DWG | LAYOUT: LAY 01 W-AERIAL



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1009 9TH STREET  
PARTITION  
WEST LINN  
TAX LOT 1201

OREGON  
TAX MAP 3S 1E 24C

PRELIMINARY LAYOUT #1  
WITH AERIAL

DESIGNED BY: DS  
DRAWN BY: DS  
CHECKED BY: AHH  
SCALE: AS NOTED  
DATE: 07-06-2016

PRELIMINARY  
LAYOUT

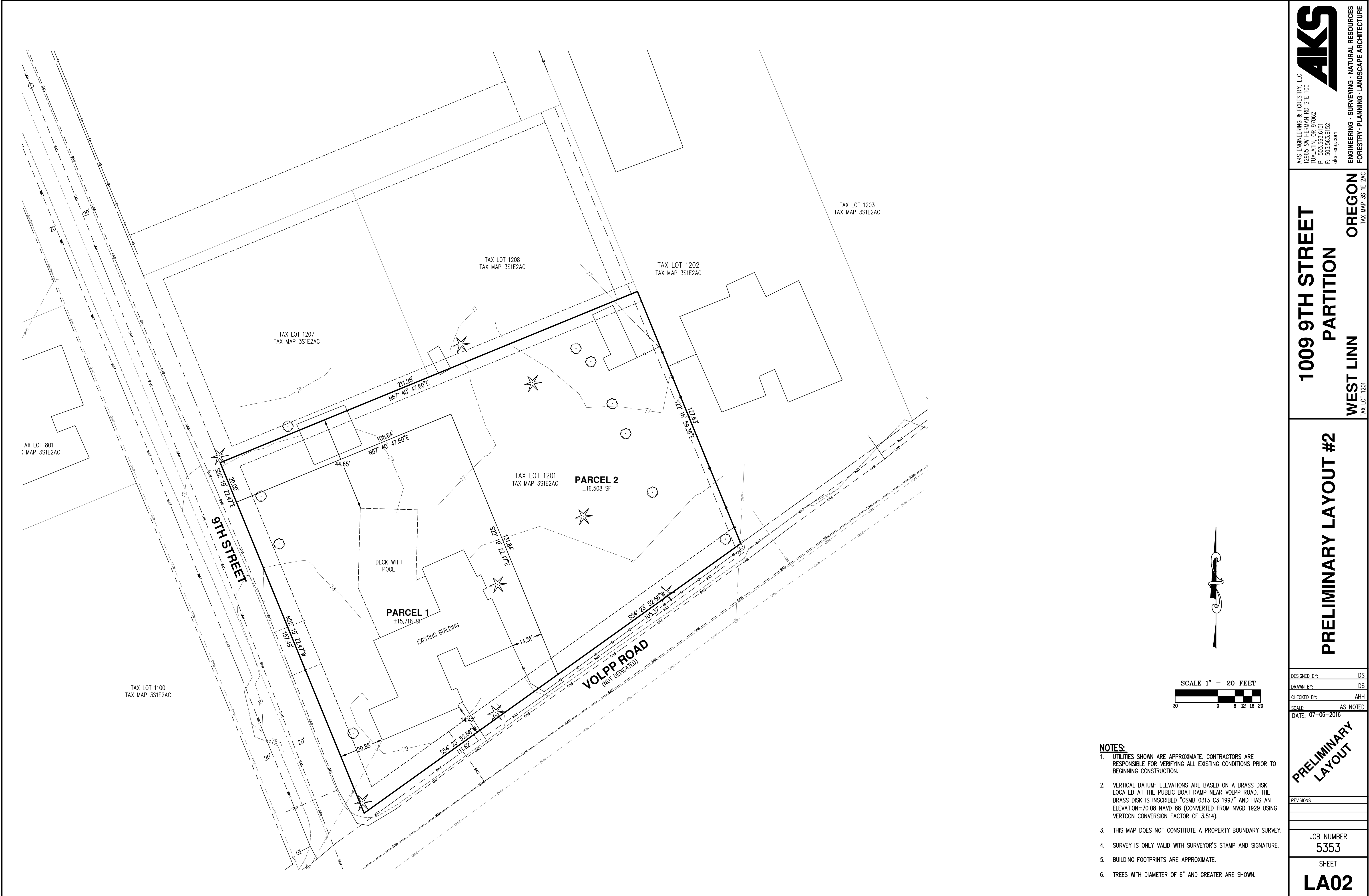
REVISIONS

JOB NUMBER  
5353

SHEET  
LA01



AKS DRAWING FILE: 5353 PRELIMINARY LAYOUT 2.DWG | LAYOUT: LAY 02



AKS

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1009 9TH STREET

PARTITION

WEST LINN

TAX MAP 3S 1E 2AC

PRELIMINARY LAYOUT #2

DESIGNED BY: DS

DRAWN BY: DS

CHECKED BY: AHH

SCALE: AS NOTED

DATE: 07-06-2016

PRELIMINARY LAYOUT

REVISIONS

JOB NUMBER

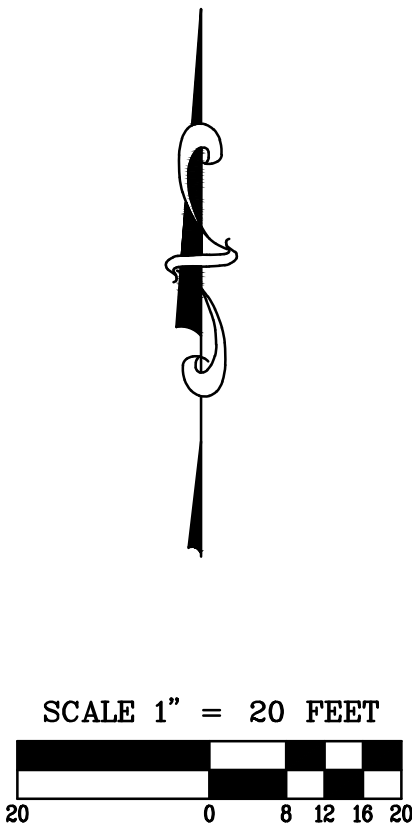
5353

SHEET

LA02



AKS DRAWING FILE: 5353 PRELIMINARY LAYOUT 2DWG | LAYOUT: LAY 02 W-AERIAL



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1009 9TH STREET  
PARTITION  
WEST LINN  
TAX LOT 1201

OREGON  
TAX MAP 3S 1E 2AC

PRELIMINARY LAYOUT #2  
WITH AERIAL

DESIGNED BY: DS  
DRAWN BY: DS  
CHECKED BY: AHH  
SCALE: AS NOTED  
DATE: 07-06-2016

PRELIMINARY  
LAYOUT

REVISIONS

JOB NUMBER  
5353

SHEET  
LA02