

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
July 21, 2016

SUBJECT: Proposed 2-lot Partition at 1009 9th Street
FILE: PA-16-13
ATTENDEES: Applicant: Ann Miller
Applicant Consultants: Zach Pelz and Paul Selke (AKS Engineering)
Staff: Darren Wyss (Planning), Khoi Le and Morgan Palmer (Engineering)
Public: Gail Holmes (Willamette NA)

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: 1009 9th Street
Tax Not No.: Tax lot 1201 of assessor's map 31E02AC
Site Area: 33,224 square feet
Neighborhood: Willamette
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 sq. ft. minimum lot size)
Applicable code: CDC Chapter 11: R-10 Zoning
CDC Chapter 28: Willamette River Greenway
CDC Chapter 48: Access, Egress, and Circulation
CDC Chapter 85: Land Division
CDC Chapter 92: Required Improvements

Project Details: The applicant proposes to create an additional buildable lot, for the purpose of constructing a single-family residence, by partitioning an approximately 33,000 square foot parcel at 1009 9th Street. This use is permitted outright. The applicant has developed two alternatives, the first shows the new parcel taking access from Volpp Street and the second taking access from 9th Street via a flag lot configuration. Upon a determination on the legality of taking access from Volpp Street, which is not a dedicated right-of-way, the applicant will choose the appropriate alternative. The outcome of the legality issue involving Volpp Street will also affect the extent of street improvements required for the partition. Both alternatives meet minimum lot size requirements for the R-10 zone and the existing home will remain on Parcel 1.

Engineering Comments: contact Khoi Le at kle@westlinnoregon.gov or 503-722-5517

Tualatin Valley Fire and Rescue Comments: contact Ty Darby at ty.darby@tvfr.com or 503-259-1409

Process

For the Partition Review, address the submittal requirements and responses to the criteria of 85 and associated/referenced regulations in Chapter 11. Review under the abovementioned environmental resource overlays (Willamette River Greenway) requires a response to Chapter 28 as well. N/A is not an acceptable response to the approval criteria.

Submittal requirements may be waived by the Planning Manager following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted to the Planning Manager (or designee) in letter form (email is acceptable).

A neighborhood meeting is not required per 99.038.

The deposit for a minor partition is \$2,800.

The deposit for a Willamette River Greenway permit is \$1,700.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

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 declared complete, staff will prepare a staff report and schedule a date for the Planning Manager's decision. There is a 14-day window following the Planning Manager's decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's decision is 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. 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. Any changes to the CDC standards may require a different design or submittal.