

**APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 1, 2016**

SUBJECT: Landscaping of the back yard near the Willamette River including irrigation in lower yard, planting native plants/ grasses, formalize slope and add natural stairs, but no removal of materials within 100 feet of the riverbank.

FILE: PA-16-18

ATTENDEES: Applicant: Brian & Tamara Glover and Noel Nichols of Sunrise Landscape Services Inc.
Staff: Jennifer Arnold (Planning)

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: 18414 Old River Landing
Site Area: 52,390 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 28: Willamette and Tualatin River Protection Area
CDC Chapter 27: Flood Management Areas
CDC Chapter 11: R-10

Project Details: The applicant's proposal is to landscape the back yard and area along the Willamette River. The landscaping plan consists of irrigation in lower yard, planting native plants/ grasses, formalize slope and add natural stairs, but no removal of materials within 100 feet of the riverbank. A portion of the existing home, back deck/ patio area, and yard are in the 100 year floodplain. An elevation certificate by an Oregon licensed Surveyor will be required for the area in the floodplain. The lower portion of the yard is entirely in the Habitat Conservation Area, associated with the Willamette River Greenway, and a portion of this area is in the Water Resource Area associated with the Willamette River.

Development includes all structures, all graded areas that are not restored to original grades and replanted with native material and all non-native landscaping, driveways, patios, etc.

One to one (on-site) mitigation for the proposed development is required. Removal of invasive vegetation, like blackberries, and reestablishing native plant material is the preferred option. Off-site mitigation or fees in lieu, if allowed, is assessed at a 2:1 rate.

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 the Willamette and Tualatin River Protection Area permit address the submittal requirements and approval criteria of CDC Chapter 28. The deposit fee is \$1,700. For the Flood Management Area permit, a written narrative addressing the requirements of CDC Chapter 27 is required. The deposit fee of \$1,700. 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. 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.

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. ***Any changes to the CDC standards or subsequent substantial changes to this proposal may require a different design and/or a new pre-application conference... This pre-application is void after 18 months.***