

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 15, 2016

SUBJECT: Proposed 2-lot Partition at 18902 Walling Circle
FILE: PA-16-21
ATTENDEES: Applicant: Xuan Cen Cheng
Applicant Representatives: Tzer En Cheng, Chien Ju Lez, Xuan Teng Cheng
Staff: Darren Wyss (Planning), Khoi Le (Engineering)
Public: n/a

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: 18902 Walling Circle
Tax Not No.: Tax lot 2200 of assessor's map 21E23AA
Site Area: 26,942 square feet
Neighborhood: Robinwood
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 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 27,000 square foot parcel at 18902 Walling Circle. This use is permitted outright and both lots would meet minimum size requirements. The applicant has proposed reconfiguring the existing house's rear deck and stairs to provide a 20-foot access easement from Walling Circle for the benefit of the new parcel. The property has frontage along Walling Circle and Highway 43 and will make half-street improvements to both or pay fees-in-lieu. ODOT has confirmed the applicant can connect both sanitary sewer and stormwater into existing infrastructure in Highway 43. The existing house will remain.

Depending on the location of the new house, a fire turnaround or sprinkler system may be required if any part of the house is greater than 150 feet from the right-of-way. Please contact TVF&R for more information.

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. 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 applicant was advised of the expedited process as outlined in HB 3223.

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

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.