

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
February 16, 2017

SUBJECT: Proposed Zone Changes and Partitions at 6085/6090 Holmes St.
FILE: PA-17-06
ATTENDEES: Applicant: Kaaren Pixton
Staff: Darren Wyss (Planning), Erich Lais (Engineering)
Public: Steve Miesen, Shela Lane, Lynn & Debbi Allmeyer

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:	6085 Holmes St.	6090 Holmes St.
Tax Not No.:	22E30BC02400	21E25AD03000
Site Area:	15,037 square feet	19,989 square feet
Neighborhood:	Bolton	Bolton
Comp. Plan:	Low density residential	Median Density Residential
Zoning:	R-10	R-10

Applicable code: CDC Chapter 105: Amendments to the Map and Code
CDC Chapter 12: R-7 Zoning
CDC Chapter 13: R-5 Zoning
CDC Chapter 32: Water Resource Area Protection
CDC Chapter 48: Access, Egress, and Circulation
CDC Chapter 85: Land Division
CDC Chapter 92: Required Improvements

Project Details: The applicant proposes a zone change from R-10 to R-7 at 6085 Holmes St. to create an opportunity to partition the property and create an additional buildable lot for the purpose of constructing a single-family residence. The applicant proposes a zone change from R-10 to R-5 at 6090 Holmes St. to create an opportunity to partition the property and create two additional buildable lots for the purpose of constructing single-family residences. Existing homes on both lots would remain. The proposed zone changes correspond to existing Comprehensive Plan designations and would not require a Comprehensive Plan Map Amendment. The intended use is permitted outright and both lots would meet minimum size requirements after zone changes and partitions. There is an existing stream along the north side of both properties. The stream is in a degraded and incised channel along 6090 and is contained in a concrete channel along 6085. The applicant would need to evaluate the function of the streams through the alternative review process as outlined in CDC Chapter 32 to make an assessment of the required setback distance from the stream. The 6085 property has frontage along Holmes St. that is already improved to City standards. The 6090 property has frontage along Holmes St. that needs improved to City standards. The 6090 property also has frontage along Greer St that needs sidewalk/curb/gutter. The existing stream is located in an unimproved right-of-way that is necessary to

provide access to 6119 Greer St. Another option is to perform the function analysis of the stream and potentially pipe the stream and eliminate the need for setbacks from the stream. Water and sewer is readily available to serve the proposal.

Engineering Comments: contact Erich Lais at elais@westlinnoregon.gov or 503-722-5514

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

Process

For the Zone Change Review, address the submittal requirements and criteria of CDC Chapter 105. A public hearing before the Planning Commission and City Council is required. For the Partition Review, address the submittal requirements and responses to the criteria of CDC Chapters 85 and 32 and associated/referenced regulations in Chapters 12 or 13. 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 zone change is \$3,000, the minor partition is \$2,800, and the water resource permit is \$2,600.

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 Commission and City Council hearings. The Minor Partitions are a Planning Manager's decision. There is a 14-day window following the decisions for a person with standing to appeal. If no appeal has been received by the close of the appeal period, the 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.