

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

SUBJECT: Proposed 2-lot Partition at 5560 River Street
FILE: PA-17-05
ATTENDEES: Applicant: Matthew St. Mary, Donna Brown
Staff: Peter Spir (Planning), Erich Lais (Engineering)

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: 5560 River Street
Tax Not No.: Tax lot 2700 of assessor's map 22E30DB
Site Area: 26,004 square feet
Neighborhood: Bolton
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 sq. ft. minimum lot size)
Applicable code: Community Development 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, by minor partition, an additional buildable lot, for the purpose of constructing a single-family residence. The new lot would be to the north of the existing house. The location of the existing house requires that part of the proposed lot will extend in front of the house to achieve the required 10,000 square foot lot size. The proposed lot line in front (east) of the existing house needs to provide for the 20 foot front setback of the house and the minimum 7.5 foot side yard setback per the R-10 zone.

Cascade Spring Pond Creek runs along the southern border of this property. Because the associated Water Resource Area (WRA) setbacks and Riparian Corridor boundary do not extend north of the house and would not affect development of the proposed lot means that no WRA permit is required. Also, the Habitat Conservation Area (HCA) associated with the creek does not impact the proposed lot. Therefore, no Willamette River Greenway/HCA permit is required. The Tentative Plan map shall include an inventory of trees by location, type and size. Each tree must be tagged/numbered. The City Arborist will determine which trees are significant. Significant trees are regulated under 85.200(J) (9) and 55.100(B) (2). Contact Mike Perkins, Arborist, at 503-723-2554.

Engineering Comments: contact Erich Lais at elais@westlinnoregon.gov or 503-722-5514 regarding required street and sidewalk improvements (CDC 92.110 (C)). Fees in lieu for the street improvements may be considered. Because the lot frontage exceeds 200 feet, the applicant will need to underground overhead utilities per 85.200(J) (6). (See supplemental Engineering notes.) **Tualatin Valley Fire and Rescue Comments:** contact Ty Darby at ty.darby@tvfr.com or 503-259-1409. For building permit questions, including SDC's, please contact Jim Clark, Building Official at jclark@westlinnoregon.gov or 503-723-2536.

Process

For the Minor Partition application, address the submittal requirements of CDC 85.150 and 85.160 (no Traffic Impact Analysis (TIA) required). Respond to the approval criteria of CDC Chapter 85.200 and associated/referenced regulations in Chapter 11 (11.070) and 48 (48.025, 48.030, and 48.060). N/A is not an acceptable response to the approval criteria. Required improvements outlined in CDC Chapter 92 should be addressed including storm water. You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

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 writing.

A neighborhood meeting is not required per 99.038. The applicant was advised of the expedited land division process as outlined in Oregon Revised Statute 197.360.

The deposit fee for a minor partition (preliminary plat approval) is \$2,800.

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 no hearing. There is a 14-day appeal period after 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 any required infrastructure improvements and the final plat. The final plat fee is \$1,500.

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.