

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**STAFF SUMMARY NOTES**  
**March 15, 2017**

SUBJECT: Application for a 5 lot subdivision at 2015 19<sup>th</sup> St.  
FILE: PA-17-10  
ATTENDEES: Applicants: Adam Hoesly, Zach Pelz, Monty Hurley  
Staff: Darren Wyss (Planning), Erich Lais (Engineering), Mike Perkins (Arborist)  
TVF&R: Ty Darby

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*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: 2015 19<sup>th</sup> Street (21E34DD tax lot 1200)  
Site Area: 61,744 sq. ft.  
Neighborhood: Willamette NA  
Comp. Plan: Low Density Residential  
Zoning: R-10 (Single Family Residential Detached / (10,000 square foot 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  
CDC Chapter 99.060(E) and ORS 197.360-380: Expedited Land Division (ELD)

**PROJECT DETAILS:**

The site has approximately 110 lineal feet of frontage along 19<sup>th</sup> Street and extends east approximately 465 linear feet to the back property line. There is an "extension" to the north at the rear of the property that is large enough to satisfy minimum lot requirements. The property slopes gently to the northeast. There are no environmental overlays on the property, however there is a stand of trees that will need to be inventoried and assessed for significance. Please contact City Arborist Mike Perkins ([mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov) or 503-723-2554) to schedule a site visit with the project arborist before submitting an application.

The proposal is to develop a 5 lot subdivision with single-family homes at 2015 19<sup>th</sup> Street. The property currently has one single-family home that is proposed to remain on Lot 2. A maximum of four lots can take access from the proposed private drive, which will need to be paved, 20 feet wide and named for addressing purposes. Each lot is required to have one off-street parking space that may or may not be in a garage (CDC 46.090.A.1). For a subdivision, the lots must be flagged to provide access to the public right-of-way. Based on current fire hydrant locations, it is likely a new hydrant will be required to ensure less than 600 feet distance to the farthest point of all structures.

As an option to the standard land division procedure, the City is required by the State to make the applicant aware they may be eligible to apply for an ELD per ORS 197.360. The applicant was notified of

the ELD process and informed that he must declare his intent to use either the standard procedure set forth in the City of West Linn CDC or the ELD procedure. A form to declare intent to use the ELD procedure or to use the standard procedure was distributed.

Engineering/TVFR Comments: Contact Erich Lais at [elais@westlinnoregon.gov](mailto:elais@westlinnoregon.gov) for Engineering comments and Ty Darby at [tdarby@tvfr.com](mailto:tdarby@tvfr.com) for TVFR comments.

**PROCESS:**

The application requires a neighborhood meeting per CDC 99.038. Please follow those requirements very carefully. Contact the Willamette Neighborhood Association, at [willametteNA@westlinnoregon.gov](mailto:willametteNA@westlinnoregon.gov).

The proposal will need to address Community Development Code Chapters 11, 48, 85, and 92 in the application narrative, as well as submitting all necessary supporting materials as outlined in Chapter 85. 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 Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. Waivers may also be subsequently overruled by the decision making body.

Submit the application to the Planning Department with an application form signed by the property owner. (The signed standard procedure or ELD declaration document must be submitted.) The deposit for a subdivision is \$4,200 plus \$200 per lot. The final plat fee is \$2,000. There is also a \$500 fee for final site inspection. An ELD deposit fee is \$4,000 plus \$300 per lot plus referee costs.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not; 21 days in the case of an ELD. 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 or per ORS 197.365 in the case of an ELD. For a standard subdivision application, staff will schedule a public hearing with the Planning Commission. For an ELD, the Planning Commission will hold a meeting and render a decision with no testimony taken at the meeting. Appeals of the Planning Commission's decision on a standard subdivision application are heard by City Council. Appeals of the ELD are heard by a referee.

***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. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**