

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Summary Notes
April 20, 2017

SUBJECT: Proposed lot line adjustment with historic lot line and Class I variance for lot size

FILE: PA-17-16

ATTENDEES: Applicant: Phil Chek, Naomi Schiesel , and Mathew Newman
Staff: Jennifer Arnold (Associate Planner)

*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: 1822 5th Ave

Area: 10,000 sq. ft.

Zoning Classification: R-5 (5,000 square foot minimum lot size)

Applicable CDC Chapters: Variances and Special Waivers Chapter 75; R-5 zone Chapter 13;

Project Details

The applicant proposes to reestablish the existing historical lot line and adjust it so as to make the existing home conform to the setback requirements. The two legal lots were created by the original plat "Willamette Falls" Block 12; Lots 7 and 8 (TL 6800). In adjusting the lot line to reestablish two legal lots and maintaining setback requirements, Lot 8 would be reduced below the 5,000 square feet requirement of the R-5 underlying zone. The Class I variance would be to reduce the lot dimensions requirement by the zone by up to 10 percent.

Discussion

The lot line adjustment did not require a pre- application conference. The Class I variance did require a type I pre-application conference. In the pre-application conference the applicant mentioned the possibility of requesting a second Class I variance for the average lot width requirement. Only two variance requests are allowed per application. The lot line adjustment application would be submitted and reviewed congruently with the Class I variance request.

Process

A Class I Variance permit is required. The submittal requirements and approval criteria of CDC Chapter 75 must be met. A fee of \$2,100 is required. The CDC is online at <http://westlinnoregon.gov/cdc>. A Lot Line Adjustment permit is also required. The submittal requirements and approval criteria of CDC Chapter 85 must be met. A fee of \$800 is required. At the time of final plat submittal a fee of \$200 is required.

N/A is not an acceptable response to any of 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 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 deemed complete, the staff will notify the affected parties of the proposal and invite comment. The Planning Manager will issue a decision to approve, approve with conditions or deny the application and notify affected parties. There is a 14-day window to appeal the decision of the Planning Manager following notice of the decision. If no appeal has been received by the close of the appeal period, the Planning Manager decision becomes 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. ***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.***