

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 18, 2017

SUBJECT: Proposed zone change and comprehensive plan amendment to accommodate a 4-lot subdivision at 65 Dollar Street. Willamette and Tualatin River Protection Permit and Flood Management Area permits and a Street Vacation may also be required.

FILE: PA-17-18

ATTENDEES: Applicant: Brandon Sauer, Kelli Grover, Tracy Brown, Will Huffman, Gail Holmes
Staff: Peter Spir, Associate Planner; Erich Lais, Development Engineer

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: 65 Dollar Street
Tax Not No.: Tax lot 3900 of Assessor's Map 21E34CA
Site Area: 72,851 square feet
Neighborhood: Willamette
Comp. Plan: Commercial
Zoning: Neighborhood Commercial (NC)
Applicable code: CDC Chapter 85: Land Division (Subdivision)
CDC Chapter 105: Zone Change and Comprehensive Plan Amendment
CDC Chapter 28: Willamette and Tualatin River Protection Zone (WRG)
CDC Chapter 27: Flood Management Area (FMA)

Project Details: The applicant proposes a four lot subdivision with three lots in the east half of the site fronting on Brandon Place and a fourth lot comprising the west half of the site and the existing house. The current NC zone does not allow single family residential development (except on the second floor of commercial use) so a zone change from NC to R-10 (single family residential 10,000 square foot minimum lot size) and Comprehensive Plan Amendment from Commercial to Low Density Residential is required. WRG and FMA permits may be required if development (including ROW improvements) occurs within those boundaries. The Tualatin River Protection (WRG) Boundary, which extends 100 feet from the Tualatin River's OLWM, plus Medium Habitat Conservation Areas (HCAs) cover the western half of the site. For the subdivision, all street frontage (streets, curb, gutter, sidewalk, planter strip) on Brandon Place and Dollar Street will have to be improved and may require, dependent on testing, reconstruction of Dollar Street.

The vacation of a portion of Dollar Street west of Brandon Place would require PGE support and would have to meet the requirements of ORS 271. A utility easement, emergency turnaround and public pedestrian/bike path/easement would also have to be incorporated.

CDC 85.180 will require that the applicant provide a re-division plan for the west parcel. An inventory of trees is required. Contact City Arborist Mike Perkins at mperkins@westlinnoregon.gov to verify your inventory.

Engineering Division Comments: The applicant should contact Erich Lais of the Engineering Department to determine required improvements at elais@westlinnoregon.gov. Applicable CDC provisions include Chapter 92.

Process: For the Zone Change from Neighborhood Commercial to R-10 and the Plan Amendment from Commercial to Low Density Residential, address the submittal requirements and provide responses to the approval criteria of Chapter 105. Please note that a Traffic Impact Analysis (TIA) is required per 105.060. There is a deposit fee of \$3,000. The plan amendment (and zone change) is a two-step process. First, it goes to the Planning Commission who make a recommendation; then it proceeds to the City Council, for the final decision. Although you may elect to consolidate all applications (zone changes, plan amendment, subdivision etc.) and have them jointly decided by the Planning Commission and City Council, staff would recommend submitting the zone change/plan map amendment for a decision first and then submitting the other applications for a decision by the Planning Commission once the R-10 zone is in place.

The street vacation fee is \$6,000 and is decided by the City Council. The street vacation would be one of the first actions to undertake concurrent with the zone change. In addition to the support of all adjacent land owners, the support of the Public Works Director (Lcalvert@westlinnoregon.gov) is needed.

For the Subdivision, address the submittal requirements and provide responses to the approval criteria of Chapter 85. There is a deposit fee of \$4,200 plus \$200 a lot plus final plat fee of \$2,000 and a final inspection fee of \$500. The Planning Commission decides the Subdivision, WRG and FMA applications.

For the WRG, address the submittal requirements and provide responses to the approval criteria of Chapter 28. There is a deposit fee of \$1,700. (If the applicant keeps development out of the WRG/HCA boundary, no WRG permit is required.)

For the FMA, address the submittal requirements and provide responses to the approval criteria of Chapter 27. There is a deposit fee of \$1,050. (If the applicant keeps development out of the 100-year flood boundary, no FMA permit is required.)

N/A is not an acceptable response to the approval criteria. Specific submittal requirements may be waived, but the applicant must first identify the specific submittal requirement (e.g. TIA) and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly.

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, hearings will be scheduled.

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.**

