

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
July 20, 2017

SUBJECT: Class II Variance for a 20% driveway to get up to the lot at 1875 Carriage Way
FILE: PA-17-28
ATTENDEES: Applicant: Ivan Cam
Kevin Sullivan (OSFM), Ty Darby (TVFR)
Staff: Jennifer Arnold (Planning) Morgan Palmer (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: 1875 Carriage Way (Tax Lot 2101 map 21E 23CA)
Site Area: 35,147 square feet (0.81 ac)
Neighborhood: Hidden Springs NA
Comp. Plan: Residential
Zoning: R-10 (Single-Family Detached Residential)
Applicable code: Community Development Code (CDC) Chapter 75: Variances and Special Wavers;
CDC Chapter 11: R-10;

Project Details

The property is currently vacant with a steep slope leading up to the property. The applicant proposes to build a new Single Family home on the property and construct a driveway via Carriage Way. The proposed driveway is a 20% slope which would match the neighboring driveway near the top of the hill. The West Linn Community Development code requires driveways to be no more than 15% slope, thus a Class II variance is required.

Engineering Division Comments

Contact Morgan Palmer at mpalmer@westlinnoregon.gov or 503-722-3437 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com for their requirements.

Process

For a Class II Variance, address the submittal requirements and approval criteria of CDC Chapter 75. The fee is \$2,900. 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 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, staff will provide notice per CDC Chapter 99 and schedule a decision date by the Planning Commission. Notice will be sent out with the first available date for a public hearing by the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council.

A neighborhood association meeting is not required for this application.

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.**