

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 3, 2017

SUBJECT: Proposed Zone Change/Comp Plan Map Amendment/Partition at 1791 Blankenship
FILE: PA-17-33
ATTENDEES: Applicant: Jeremy Barnett, Phil Stonor, Sebastian Montealegre
Staff: Darren Wyss (Planning), Amy Pepper (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: 1791 Blankenship Rd.
Tax Not No.: 21E35CB02600
Site Area: 15,315 square feet
Neighborhood: Willamette
Comp. Plan: MU – Mixed Use
Zoning: MU – Mixed Use Transition

Applicable code: CDC Chapter 105: Amendments to the Map and Code
CDC Chapter 16: R-2.1 Zoning
CDC Chapter 48: Access, Egress, and Circulation
CDC Chapter 85: Land Division
CDC Chapter 92: Required Improvements

Project Details: The applicant proposes a Comprehensive Map Amendment from Mixed Use to Medium High Density Residential and a corresponding zone change from Mixed Use Transition to R-2.1 at 1791 Blankenship Rd. The changes would create an opportunity to partition/subdivide the property for the purpose of constructing single-family attached residences. The existing home would be demolished. The Oregon Department of Transportation has submitted a letter determining there would be no significant impacts to state highway facilities. The applicant shall provide a Traffic Impact Analysis per CDC 105.050.D(3) assessing significant impacts to local streets.

Single-family attached homes are permitted in the R-2.1 zone. Any single-family homes would need to meet mix requirements found in CDC 85.200.J(8). All newly created parcels would need to meet size requirements found in CDC 16.070. Significant trees need to be identified and confirmed by the City Arborist.

Engineering Comments: contact Amy Pepper at apecpper@westlinnoregon.gov or 503-722-3437

City Arborist: contact Mike Perkins at mperkins@westlinnoregon.gov or 503-742-6046

Tualatin Valley Fire and Rescue Comments: contact Ty Darby at ty.darby@tvfr.com or 503-259-1409

Process

For the Comprehensive Plan Map Amendment and Zone Change Review, address the submittal requirements and criteria of CDC Chapter 105. A public hearing before the Planning Commission and City Council is required.

Partition/Subdivision shall address the submittal requirements and responses to the criteria of CDC Chapters 85 and 48, and associated/referenced regulations in Chapter 16. N/A is not an acceptable response to the approval criteria. A partition application (3 or fewer parcels) is a Planning Manager decision, while a subdivision application (4 or more parcels) is a public hearing before the Planning Commission.

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 letter form (email is acceptable).

A neighborhood meeting is required per 99.038 for a Comprehensive Map Amendment and Subdivision.

The applicant was advised of the expedited process as outlined in HB 3223.

The deposit for a map amendment/zone change is \$3,000, a minor partition is \$2,800 deposit, and a subdivision is \$4,200 deposit plus \$200 per lot.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

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 Commission and City Council hearings. There is a 14-day window following the decisions for a person with standing to appeal. If no appeal has been received by the close of the appeal period, the decision is 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. 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.