

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Notes**  
**June 7, 2018**

SUBJECT: Proposed construction of one single family home on a lot of record within a Water Resource Area (WRA) at 19738 Wildwood Drive

FILE: PA-18-19

ATTENDEES: Applicant: Max Eckelman  
Staff: Darren Wyss, Associate Planner; 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: 19738 Wildwood Drive  
Area: 10,669 square feet  
Neighborhood: Hidden Springs Neighborhood Association  
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  
CDC Chapter 32: Water Resource Area (WRA)  
CDC Chapter 96: Required Improvements

**Project Details:** The applicant proposes to build a single family home, approximately 2,000 square feet in size, on the lot. A tributary to "Robin Creek" traverses the north or rear of the lot on a general west to east axis. There are no associated wetlands. The creek represents a "water resource" and its geomorphology qualifies under 32.060(D) Table 32-2 and Figure 32-4 as a "Well Defined Ravine". Setbacks associated with "Well Defined Ravine" extend to the top of slope (curb on Wildwood Drive) and extend a further 50 feet: effectively covering the entire lot. A WRA permit is required.

The applicant should use the standard process described in CDC 32.060 and the hardship provisions of CDC 32.110. The hardship provisions allow up to 5,000 square feet of disturbed area per lot to accommodate a house and associated permanent improvements. One to one on-site mitigation and revegetation is required (2:1 for off-site). Mitigation through payment of fees in lieu to the Parks Department is an option.

Under the hardship provisions, the minimum required distance from the creek to the house and associated improvements is 15 feet. The applicant is proposing a 65 foot setback from the creek. Staff recommends that the applicant place the home as close to Wildwood Drive as practical. To that end, front and side setbacks may be reduced up to 50 percent per Chapter 32.110(F). Additional setback reduction is possible through a Class I or II Variance per CDC Chapter 75. Also, the garage may be three feet from the front property line per CDC 41.010. (The applicant is not required to use the reduced

setback provisions.) Other dimensional standards (height, FAR, lot coverage etc.) of the underlying R-10 zone will apply, although CDC Chapter 41.020 allows height exceptions that may be utilized.

Per applicant's submitted questions, staff recommendation is to show full build-out of basement and include the potential fireplace to avoid the need to modify an approval in the future.

**Engineering Division Comments:** Contact Amy Pepper at [apepper@westlinnoregon.com](mailto:apepper@westlinnoregon.com) or 503-722-3437 for engineering requirements which may include right of way improvements (e.g. sidewalk, etc.) per CDC Chapter 96.010 (A).

Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com) or 503-259-1409 for their requirements.

**Process:** This land use application will require response to the submittal requirements and approval criteria for the WRA (Chapter 32) permit. Please also submit responses to dimensional requirements found in CDC Chapter 11. The CDC is online at <http://westlinnoregon.gov/cdc>.

A topographic survey prepared by a licensed engineer or surveyor is required with the creek identified as well as the proposed house footprint. Storm water treatment will be required. A significant tree inventory is needed. Also please show any proposed storm water outfall/discharge towards the creek. A geotechnical report will be required to demonstrate the lot's buildability and to satisfy the Building Department's standards.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived or increased per CDC 99.035. 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(s). The WRA deposit fee is \$2,850.

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 followed by the Planning Manager's decision. (There is no public hearing.) Appeals of the Planning Manager's decision are heard by City Council and subsequently by the Land Use Board of Appeals.

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. **These notes are not minutes.** 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. **Any changes to the CDC standards between the date of this pre-app and the date of submittal of an application may require a different design or submittal.**