

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 15, 2018

SUBJECT: Proposed 2-lot partition and Class I Variance for 2332 Arbor Drive
FILE: PA-18-31
ATTENDEES: Applicant Representatives: Kevin Kashoro & Ryan Pfeifer (Hamilton Kashoro)
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.

Project Details

Site Address: 2332 Arbor Drive
Tax Not No.: 2S 1E 14CA tax lot 1000
Site Area: 20,000 sq. ft.
Neighborhood: Robinwood
Comp. Plan: Low Density Residential
Zoning: R-10: Single-Family Residential, Detached
Environmental Overlays: None
Applicable CDC Chapters: Chapter 11: R-10 Zoning; Chapter 48: Access, Egress, and Circulation, Chapter 85: General Provisions, Chapter 75: Variances and Special Waivers, and Chapter 92, Required Improvements

Summary

The applicant proposes to create one additional lot, for the purpose of constructing a detached-single-family home, by partitioning an approximately 20,000 sq. ft. parcel. There is an existing home that is proposed to be demolished and replaced with a new single-family home. This use is permitted outright. The applicant will be required to dedicate an additional one foot along its Arbor Drive frontage, a local street, to accommodate a 52 foot right-of-way. This required dedication will make one proposed lot 100 square feet short of the 10,000 square foot minimum lot size. A Class I Variance allows a five percent reduction in lot area. Access to the proposed rear lot will be by an access easement. Contact TVF&R for private drive clearance/turnaround requirements. The subject property will require a stormwater infiltration report. A significant tree inventory is required. Please contact the City Arborist to coordinate a significance determination (Mike Perkins 503-742-6046 or mperkins@westlinnoregon.gov).

There are existing water, sanitary sewer, and stormwater lines located in Arbor Drive.

Engineering Comments: contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3434

Tualatin Valley Fire & Rescue Comments: contact Jason Arn at jason.arn@tvfr.com or 503-259-1500

Process

For the Partition Review, address the submittal requirements and responses to the criteria of CDC Chapter 85 and associated/referenced regulations in Chapters 11, 48, and 92. For the Class I Variance address requirements of CDC Chapter 75. N/A is not an acceptable response to the approval criteria.

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 not required per 99.038.

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

The deposit for a minor partition is \$2,800 and a Class I Variance fee is \$825.

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 Manager's decision. There is a 14-day window following the Planning Manager's decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's 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.