

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
February 7, 2019

SUBJECT: Proposed Flood Management Area (FMA) Permit for an interior bathroom remodel at 4981 Mapleton Drive

FILE: PA-19-01

ATTENDEES: Applicant: Neil Kelly Portland Design Center: Jeremy Jernigan, Shane Patrick, Fabian Genovesi, & Doug Kensil
Staff: Jennifer Arnold, Associate Planner

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: 4981 Mapleton Drive
Tax Not No.: Tax lot 800 of Assessor's Map 21E 24AC
Site Area: 12,947 square feet
Zoning: R-10 (Single-family residential, 10,000 sq. ft. minimum lot size)
Environmental Overlays: FMA, HCA and WRA

Project Details

The applicant proposes to remodel the basement bathroom in the existing single-family home.

Discussion

The property is almost entirely encompassed by the 100-year floodplain with an expected flood elevation of approximately 46 feet. Minimum finished floor elevations must be at least one foot above the design flood height or highest flood of record, whichever is higher, for new habitable structures in the flood area. Therefore, the finished floor area of the home must be built to one foot above the base flood elevation. A Flood Management Area (FMA) permit is required. An elevation certificate by a licensed Surveyor is required. Staff recommends asking the property owner if they have ever received a Letter of Map Amendment (LOMA) or Letter of Map Amendment- Removal (LOMA-R) from FEMA. Staff also recommends a follow up meeting when/if a LOMA-R or LOMA is obtained and after an elevation certificate is completed. Once Staff has a better understanding of where the home is in relation to the base flood elevation, we will know how to better advise the applicant. There is no charge to the applicant for follow up meetings regarding this pre-application conference.

Process

The FMA permit, address the submittal requirements of CDC Chapter 27.050 (including a topographic survey of the property) and respond to the criteria of 27.060 and 27.080 (the applicant must also address CDC Chapter 11.070). The deposit fee is \$1,050. Pre and post construction elevation certificates will be required. You should contact the Federal Emergency Management Agency (FEMA) regarding any additional permits.

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 send out public notice of the Planning Manager Decision at least 20 days before it occurs.

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.***