

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
April 18, 2019

SUBJECT: Proposed Class II Variance for 20% Driveway Grade at 1875 Carriage Way
FILE: PA-19-08
ATTENDEES: Applicant: Ivan Cam
Public: n/a
Staff: Darren Wyss (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.

Project Details

Site Address: 1875 Carriage Way
Tax Not No.: 2S 1E 23CA tax lot 2101
Site Area: 35,147 sq. ft.
Neighborhood: Hidden Springs Neighborhood Association
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 75: Variances and Special Waivers

Summary

The applicant proposes to construct a new single-family home on the property. The property is currently vacant and the only access is from Carriage Way. The existing slope of the property would require nine-foot tall retaining walls to achieve the required 15 percent slope for driveways. The applicant has proposed a 20 percent slope for the driveway with three-foot retaining walls. A Class II Variance is required.

Engineering Comments: contact Morgan Palmer at mpalmer@westlinnoregon.gov or 503-722-3437

Tualatin Valley Fire & Rescue Comments: contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process

For the Class II Variance, address the submittal requirements and approval criteria of CDC Chapter 11, 48.030(B & C), and 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 fee for a Class II Variance is \$2,900.

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 deemed complete, staff will provide notice per CDC Chapter 99 and schedule a public hearing date for 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.

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.