

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
December 19, 2019

SUBJECT: Proposed 2-parcel partition at 1434 Dollar Street
FILE: PA-19-24
ATTENDEES: Applicant: Don Burke, Paul Roeger (Consultant)
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: 1434 Dollar Street
Tax Not No.: 3S 1E 02BB tax lot 1600
Site Area: 21,407 sq. ft.
Neighborhood: Willamette 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 85: General Provisions
Chapter 92: Required Improvements

Summary

The applicant proposes to partition the property at 1434 Dollar Street into two parcels. Both parcels will exceed 10,000 sq. ft. with Parcel 1 retaining the existing single-family dwelling and Parcel 2 being a flag lot. The flag pole cannot be counted as part of lot area. A new single-family dwelling could be constructed on Parcel 2. Both parcels will take shared access from an existing curb cut in Dollar Street. An eight foot public utility easement will be dedicated along the Dollar Street frontage. Dollar Street has a functional classification of Local Street. No street improvements will be required. Water is available in Dollar Street. Stormwater and sanitary sewer lines are also available in Dollar Street. Please contact the City Arborist to identify significant trees on the property.

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

Engineering Comments: contact Amy Pepper at apepper@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 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. 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 the final plat fee is \$1,500.

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.