

City of West Linn
PRE-APPLICATION CONFERENCE
MEETING SUMMARY NOTES
September 16,
2020

SUBJECT: Lot line adjustment and partition of three properties located at the corner of Webb and Broadway Streets.

FILE: PA-20-07

ATTENDEES: Applicant: James Cullison
Staff: Chris Myers, Associate Planner; Amy Pepper Senior Project Engineer
Public: None

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: 19115 Webb Street and 5823 Broadway
Tax Lot No.: 22E30BC05900, 22E30BC06000, 22E30BC05700
Site Area: 21,600 Square Feet
Zoning: Single Family Residential Detached and Attached/Duplex, R-5
Neighborhood: Bolton
Applicable Code: CDC Chapter 13: Single-Family Residential Detached and Attached Duplex, R-5
CDC Chapter 48: Access, Egress, and Circulation
CDC Chapter 75: Variances and Special Waivers
CDC Chapter 85: General Provisions
CDC Chapter 92: Required Improvements

Project Details: The applicant proposes adjusting lot lines between three contiguous lots of record. This proposal will shrink the lot size with the current structure and partition the remainder of the property thus creating three buildable lots.

Public Comments: None

Discussion: Currently two of the three properties are undeveloped. Both Webb Street and Broadway have unimproved streets. The proposed partition will require street improvements on both Webb and Broadway streets, see attached Engineering comments.

Coordination with the city arborist will be required to ensure all, if any, significant or heritage trees are protected to the extent possible.

There is a potential need for a Class I Variance based on the property dedication for street improvements along Webb Street.

Engineering Division Comments: See attached comments

Process: The proposal is for a quasi-judicial Minor Partition, which is a Planning Director decision. For the proposal, address the submittal requirements and standards for decision making in the Community

Development Code (CDC) chapters 13, 48, 75, 85, and 92.

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 declared complete, staff will send out public notice of the anticipated Planning Manager's decision date at least 20 days before it occurs. A sign posted on the site. The Planning Manager's decision may be appealed to City Council by the applicant or anyone with standing.

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.***

 CITY OF West Linn	Pre-app Comments	Engineering Contact:
	Project Number: PA-20-07 1915 Webb Street	Amy Pepper, PE apepper@westlinnoregon.gov Telephone: (503) 722-3437

Project Description: Creation of 3 additional buildable lots

Pre-application meeting date: September 16, 2020

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

TRANSPORTATION

Minimum Required Improvement:


- Webb Street Improvements:
 - Existing right-of-way width: 30 feet.
 - Classification: Local
 - Right-of-way dedication will be required.
 - Improvements to Webb Street will be required along frontage: 6’ sidewalk, 6’ planter, curb, and 20’ asphalt pavement. Ultimately, Ridge Lane will have 28’ asphalt pavement.
- Broadway Street Improvements:
 - Existing right-of-way width: 60 feet.
 - Classification: Local
 - No right-of-way decidication will be required.
 - Improvements to Broadway Street will be required along the frontage: 6’ sidewalk, 6’ planter, curb, minimum 20’ asphalt pavement. Ultimately, Broadway will have 28’ asphalt pavement.
- Street trees: coordinate with the Park Department to install appropriate number and type of tree, as applicable:
 - Parks Contact: Mike Perkins
mperkins@westlinnoregon.gov
503-723-2554
- All new distribution and communication franchise utilities and their services must be placed underground.

SANITARY SEWER

Minimum Required Improvement:

- A new sanitary sewer main will need to be extended up from the sewer main in Broadway.

DOMESTIC WATER

	Pre-app Comments Project Number: PA-20-07 1915 Webb Street	Engineering Contact: Amy Pepper, PE apepper@westlinnoregon.gov Telephone: (503) 722-3437
<p>Minimum Required Improvement:</p> <ul style="list-style-type: none"> A new water main will need to be extended in Broadway. <p>SURFACE WATER (STORM SEWER)</p> <p>Minimum Required Improvement:</p> <ul style="list-style-type: none"> Onsite run-off generated from new impervious areas of greater than 5,000 square feet must be captured, treated, detained and conveyed to the nearest public stormwater system in accordance with the <i>Portland Stormwater Management Manual</i>, the Uniform Plumbing Code, and <i>City of West Linn Public Works Standards</i>. Onsite run-off generated from new impervious area of greater than 500 square feet must be captured, treated, and conveyed to nearest public stormwater system. There is an existing privately owned and maintained drainage channel crossing the property. For development, it will need to be relocated and an easement provided over it. Stormwater facilities installed to capture, treat, detain and convey stormwater from the private improvements shall be privately owned and maintained. <p>OTHER</p> <ul style="list-style-type: none"> All public improvements shall be constructed, inspected and accepted by the City prior to signing the plat. Development shall pay all applicable System Development Charges (SDC) fees at the time of home construction. The proposed development will disturb less than 1 acre, therefore a West Linn Erosion Control Permit Application, as outlined in Section 2.0065 of the <i>City of West Linn Public Works Standards</i>, will be required prior to the commencement of construction. 		