

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Summary Notes**  
**November 4, 2020**

SUBJECT: Boat dock and ramp at 5527 River Street

FILE: PA-20-13

ATTENDEES: Applicant: Rick Givens (Consultant)  
Staff: Jennifer Arnold (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.*

**Site Information**

Site Address: 5527 River Street  
Tax Not No.: Tax lot 700 of Assessor's Map 22E30DB  
Area: 0.62 acres  
Neighborhood: Bolton  
Zoning: R-10  
Applicable code: CDC Chapter 28: Willamette and Tualatin River Protection (WRG)  
CDC Chapter 27: Flood Management Areas (FMA)  
CDC Chapter 11: Single-Family Residential Detached, R-10

**Proposal**

The applicant proposes to install a private use dock and ramp on the Willamette River adjacent to 5527 River Street. The subject property has approximately 3 feet of river frontage near the southeast corner of the property. The remainder of the perceived river frontage for the subject property is under different ownership.

**Details**

An easement will be required to place a dock on an adjacent property. FMA and WRG permits are also required. Applicable US Army Corps of Engineers and Oregon Department of State lands permits are the responsibility of the applicant and are not processed or handled by the City. The applicant must also obtain an easement as the applicant's proposal crosses an adjoining property prior to the Willamette River.

## Process

The FMA permit requires meeting the standards of CDC Chapter 27. This requires an analysis of the hydrostatic/hydrodynamic forces on the dock, a no-rise base flood elevation certification, and providing the exact location in river mile and other site identifiers. There is a FMA deposit fee of \$1,050. The WRG permit requires meeting the standards of CDC Chapter 28. There is a WRG deposit fee of \$1,700. The CDC is online at <http://westlinnoregon.gov/cdc>. Pay particular attention to the provisions of 28.110(I). At minimum, the dock and ramp must meet the R-10 zoning side-yard setback of 7.5 feet from the extended property line. The application form must be signed by the property owners.

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 fee are submitted, the City has 30 days to determine if the application is complete. 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. The Planning Manager will approve, approve with conditions or deny the application. Appeals of the Planning Manager'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. **These notes are not minutes.** 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. **Any changes to the CDC standards between the date of this pre-app and the date of submittal of an application may require a different design or submittal.**