

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 5, 2022

SUBJECT: Proposed Minor Partition

FILE: PA-22-12

ATTENDEES: Applicant: Dale Lumpkin, Peggy Lumpkin
Staff: Chris Myers (Planning), Lynn Schroder (Planning), Maryna Asuncion (Engineering) and Justin Loveland (Engineering)
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: 5435 Summit Street
Tax Lot No.: 21E25BA13700
Site Area: 26,928 Square Feet +/-
Neighborhood: Rosemont Summit Neighborhood Association
Comp. Plan: Low Density Residential
Zoning: Single-Family Residential Attached, R-10
Zoning Overlays: N/A
Applicable CDC Chapters: Chapter 11: Single-Family Residential Attached and Detached/Duplex, R-5
Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
Chapter 48: Access, Egress, and Circulation
Chapter 75: Variance
Chapter 99: Procedures for Decision Making: Quasi-Judicial

Project Details

Partition one 27,000 square foot lot into two buildable lots.

Pertinent Factors:

The lot and the proposed partitioned second lot do not have any environmental constraints such as habitat conservation overlays, riparian corridors, or other constraints. There are some steep slope at the back of the property near Randall Street. The nearly 27,000 square foot property has more than enough square footage to partition a second property and maintain the minimum 10,000 square foot lot size required of the R-10 zone.

Discussion was had regarding the potential development of each of the two properties. It was discussed that the shared access driveway will need an access easement to ensure the proposed newly created lot has access to the property in perpetuity. Further discussion was had regarding multiple access points rather than one shared drive. Multiple access points will depend on site design and distance between the two access points.

Setbacks were discussed during the conference. Side and rear setbacks will be the standard dimensional requirements for the zone. The zoning requirements are applicable to the proposed new lot. Those include lot coverage, floor-to-area ratio, setbacks, height restrictions, sidewall transitions, and others.

Note that the City is nearing finalization of text amendments related to the implementation of Oregon House Bill 2001 and related legislation. These changes are not expected to substantially change the proposed design, but staff wants you to be aware that a broader variety of housing types may be permitted on your properties. For more information please visit the following website: <https://westlinnoregon.gov/planning/house-bill-2001-phase-2>

Building: For building code and ADA questions, please contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054.

Engineering: For work in the right of way and utility questions, please contact Erich Lais at elais@westlinnoregon.gov or 503-722-3434.

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

Process: For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 11: Single-Family Residential Detached, R-10
- Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
- Chapter 48: Access, Egress, and Circulation
- Chapter 75: Variance
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

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.

The fee for a Minor Partition is \$2800 deposit.

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 complete, the City has 120 days from the date of completeness to make a final decision on the application.

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.