

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**February 2, 2023**

**SUBJECT:** Proposed Minor Partition of a double frontage property between Old River Drive and Ridgewood Way

**FILE:** PA-23-01

**ATTENDEES:** Applicant: Jesse Coefield  
Staff: Chris Myers (Planning), Jameson Lumpkin (Engineering), Maryna Asuncion (Engineering)  
Public: No public in attendance

*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: 19790 Old River Drive  
Tax Lot No.: 21E24BB01600  
Site Area: .739 Acres  
Neighborhood: Robinwood Neighborhood Association  
Comp. Plan: Low Density Residential  
Zoning: Residential, R-10  
Zoning Overlays: N/A

**Project Site and Proposed Project**

Relevant details of the project and project site include the following:

- The proposed project is to partition a double frontage lot between Old River Drive and Ridgewood Way.
- The property is in the R-10 zone, is 32,178 square feet, both proposed parcels would meet the R-10 minimum standard of 10,000 square foot lots.
- Street improvements will be required on Ridgewood Way (or potential pay the fee-in-lieu) if the property meets the criteria for a fee-in-lieu
- Owner proposes future construction of a single-family home on the proposed parcel
- There are no environmental constraints on the property. No streams, no riparian corridor restrictions, no easements on any of the property, and the property is not located within a Flood Management Area.

**Planning Staff Comments**

Planning staff has the following comments on the application:

- For a Class II Variance there are four total Community Development Code (CDC) chapters that apply:
  - Chapter 11 Single-Family Residential Detached R-10
  - Chapter 48 Access, Egress, and Circulation
  - Chapter 85 Land Division, General Provisions
  - Chapter 99 Procedures for Decision Making: Quasi-Judicial
- The West Linn Public Works and Engineering Department attended the meeting. See attached document for Engineering comments and notes regarding the proposed partition.

## **Discussion:**

Staff :

- Staff discussed each chapter that is applicable to the variance application with notations of relevant sub-chapters.
  - Chapter 11: Single-Family Residential Detached, R-10
  - Chapter 48: Access, Egress, and circulation
    - 48.020 Applicability and General Provisions
    - 48.025 Access Control
    - 48.030 Minimum Vehicle Requirements for Residential Uses
    - 48.060 Width and Location of Curb Cuts and Access Separation Requirements
  - Chapter 85: Land Division, General Provisions
    - 85.080 Substantial Deviation from approved plan prohibited
    - 85.200 Approval Criteria, streets, right-of-way widths, sidewalks, planter strips, flag lots, storm detention and treatment, utility easements...
  - Chapter 92: Required Improvements
  - Chapter 99: Procedures for Decision Making Quasi-Judicial
    - 99.030 Application Process: Who May Apply, Pre-Application Conference, Requirements...
    - 99.060 Approval Authority

Staff discussed with the applicant the proposal to have two driveways, which is not allowed for one parcel. Applicant indicated he could/would make a change and remove one proposed driveway at time of application.

The applicant indicated he would like to pay a fee-in-lieu rather than build sidewalks or half-street improvements. This would save some of the trees at the front of the proposed property on Ridgewood Way. Applicant expressed the desire to potentially construct an ADU in the future. Staff discussed that based upon the size of the property and the zone, that an ADU would more than likely be allowed.

Further discussion during the pre-app conference:

- Tualatin Valley Fire & Rescue service provider permit required prior to land use application

## **Engineering:**

The Engineering department provided the following comments. For further details, please contact Maryna Asuncion at 503-722-3436 or [MAasuncion@westlinnoregon.gov](mailto:MAasuncion@westlinnoregon.gov).

## **Building:**

For building code and ADA questions, please contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto:abloomfield@westlinnoregon.gov) or 503-742-6053.

## **Tualatin Valley Fire & Rescue:**

Please contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1510 with any questions. **Note that a Service Provider Permit must be presented with the application in order for the application to be deemed complete.**

<https://www.tvfr.com/399/Service-Provider-Permit>

## **Process:**

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

- Chapter 11: Residential, R-10
- Chapter 48: Access, Egress, and Circulation
- Chapter 75: Variances and Special Waivers (if needed)
- Chapter 92: Street Improvement Construction
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

**Compliance Narrative:**

When preparing the compliance narrative, 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.

**Fees:**

The **fee** for a Class II Variance is \$2900.

**Timelines:** 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.