

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**March 16, 2023**

**SUBJECT:** Proposed Flood Area Management Permit and Class I Variance at 5650 River St for the expansion of an existing garage.

**FILE:** PA-23-05

**APPLICANTS PRESENT:** Mike Webber (Owner)

**STAFF PRESENT:** Benjamin Gardner (Planning)

**PUBLIC PRESENT:** None

*These pre-application summary notes have been prepared for the applicant to identify applicable code sections, requirements, and key issues for the proposed application and summarize the application process and fees\*. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, or questions and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once an application is submitted, final decision can take 6-10 months.*

**SITE INFORMATION:**

Site Address: 5650 River St  
Legal Description: Lot 8 of the Arbordale Subdivision  
Tax Lot No.: 22E30AC01608  
Site Area: Approximately 18800 sqft  
Neighborhood: Bolton Neighborhood Association  
Comp. Plan: Low Density Residential  
Zoning: Residential, R10  
Zoning Overlays: Flood Management Area, FEMA National Flood Hazard Layers (100yr)

**APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:**

Approval standards and criteria in effect at the time an application is *received* will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 11: Residential R-10](#)
- [Chapter 75: Variances and Special Waivers](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

**PROJECT DESCRIPTION:**

The applicant proposes to expand their existing garage space by approximately 450sqft, extending out from the existing house an additional 20ft. It would encroach on the required front yard by no more than 4ft on one side. The residence proposed to be altered is within the Flood Management Area, being encumbered by the FEMA 100 year / 1 % annual chance flood hazard area.

**KEY ISSUES & CONSIDERATIONS**

- A Flood Management Area permit is required for this application.
- Elevation certificates will be required during construction for the portion of the existing garage being raised above the base flood elevation (will not be required for the new garage below the base flood elevation)
- The proposed garage is below the base flood elevation and will therefore need to adhere to relevant flood-resistant construction methods.

**RESPONSE TO APPLICANT QUESTIONS:**

- See the ‘Trees’ section below for any needed information regarding the trees on site. For the proposed scope the only requirements are showing the locations of those trees on the front of the site that are greater than 12” in diameter.

-The interior portion of the existing garage is to be raised above the base flood elevation. This is what will need to be shown on elevation certificates (not the proposed garage elevation below the base flood elevation)

**PUBLIC COMMENT:**

No members of the public attended the meeting or provided comments.

**ENGINEERING:**

The Engineering department comments are attached. For further details, contact Jameson Lumpkin at 503-722-4739 or [jlumpkin@westlinnoregon.gov](mailto:jlumpkin@westlinnoregon.gov)

**BUILDING:**

For building code and ADA questions, 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.

**TREES:**

For information on the tree requirements for this proposal, contact the Mike Perkins, City Arborist at [mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov) or 503-742-6046.

**PROCESS:**

A Flood Development Permit and a Class I Variance is a Planning Manager decision. A public hearing is not required. Once the application is deemed complete, staff will send a 14-day public comment notice and post a sign on the property. When the public comment period closes, the Planning Manager will make a decision. There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may move forward with the development.

**HOW TO SUBMIT AN APPLICATION:**

Submit a complete application in a .pdf format through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. A project summary outlining the scope of the project;
3. Full written responses to approval criteria in the identified CDC chapters;

**COMPLIANCE NARRATIVE:**

Written responses supported by substantial evidence are necessary to address all applicable approval standards and criteria. Written materials need to explain how and why the proposed application will meet each of the applicable approval criteria. “*Not Applicable*” is not an acceptable response to the approval criteria. Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waiver the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request.

**PAYMENT:**

- deposit for a Flood Development Permit = \$1050
- fee for a Class 1 Variance = \$825

Applications with deposits will be billed for time and materials monthly.

**Timelines:**

Once the application and payment are received, 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 complete, the City has 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

**\* DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*