



CITY OF  
**West  
Linn**

## PRE-APPLICATION CONFERENCE

Thursday, October 19, 2023

Willamette Room  
City Hall  
22500 Salamo Rd  
West Linn

**11:00 am:** Proposed Middle Housing Development  
**Applicant:** Pat O'Brien  
**Property Address:** Taxlot 3800 Evah Lane  
**Neighborhood Assn:** Willamette Neighborhood Association  
**Planner:** Chris Myers

**Project #:** PA-23-20





## Pre-Application Conference Request

For Staff to Complete:

PA 23-20

Conference Date: 10-19-23

Time: 11:00AM

Staff Contact: Chris Myers

Fee: \$1,200

Pre-application conferences are held on the first and third Thursdays of the month between 9:00 am and 1:00 pm. Appointments must be made by 5:00 pm, 15 days before the meeting date. The applicant has a choice of an in-person or virtual meeting. To schedule a conference, submit this form, a site plan, and accompanying materials through the [Submit a Land Use Application](#) web page. The City will contact you to collect payment. Pre-application notes are valid for 18 months.

### Property Owner/Applicant

Name:

Email:

Phone #:

Address:

### Applicant's Consultant

Name:

Email:

Phone #:

Address:

Address of Subject Property (or tax lot):

### REQUIRED ATTACHMENTS:

- A project narrative with a detailed description of the proposed project. Briefly describe the physical context of the site.
- A list of questions or issues the applicant would like the City to address.
- A dimensional site plan that shows:
  - North arrow and scale
  - Location of existing trees (a tree survey is highly recommended)
  - Streets Abutting the property and width of right of way
  - Location of creeks and/or wetlands (a wetland delineation is highly recommended)
  - Property Dimensions, existing buildings, and building setbacks
  - Slope map (if slope is 25% or more)
  - Location of existing utilities (water, sewer, etc.)
  - Conceptual layout, design, proposed buildings, building elevations, and setbacks
- Location of all easements (access, utility, etc.)
- Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building), if applicable
- Location of existing and proposed access and driveways. Include the proposed circulation system for vehicles, pedestrians, and bicycles, if applicable.
- Proposed stormwater detention system with topographic contours

I certify that I am the owner or authorized agent of the owner:

APPLICANT:

*Patrick R. O'Brien*

DATE:

The undersigned property owner authorizes the requested conference and grants city staff the **right of entry** onto the property to review the application.

PROPERTY OWNER:

*Patrick R. O'Brien*

DATE:

September 22, 2023



City of West Linn  
Planning Department  
22500 Salamo Road  
West Linn, OR 97068

**RE: Pre-Application Conference Narrative and Questions Regarding a Potential Middle Housing Land Division Located on Tax Lot 3800 of Clackamas County Tax Map 3 1E 02BC**

West Linn Planning Staff:

The purpose of this pre-application conference is to elicit feedback from the City of West Linn (City) and other affected agency stakeholders regarding a potential application for a middle housing land division and associated homes to be completed on a ±1-acre property (Tax Lot 3800 of Clackamas County Tax Map 3 1E 02BC) located south of Evah Lane in the City of West Linn. The subject site is within the City's Residential (R-10) zoning district.

Applicant received approval for a 3-parcel partition of the subject site in 2018, and Applicant's civil engineering construction plans were approved by the City in January 2022. Applicant's 3-parcel partition expired in February 2023. Applicant wishes to restart the land division process taking advantage of new middle housing land division procedures that have been enacted since the original partition approval.

At this time, the applicant is considering the following options for moving forward to execute needed housing on the subject site:

- Option A Pursue a four-lot middle housing land division in accordance with ORS 92.031 to construct a detached four-plex/detached townhomes on the property where each dwelling occupies its own lot;
- Option B Re-submit substantially the same 3-parcel partition as was approved in 2018; or
- Option C Submit a building permit application for a detached four-plex on the existing parcel with the intent to submit a 4-lot middle housing land division application at a later date.

Conceptual layouts for Options A and B are included in attachments A and B. We would like to discuss the following topics at the pre-application conference.

**Land Use – General**

1. Please discuss the anticipated timelines, procedure types, and required fees necessary to permit each of the two alternative layouts shown in attachments A and B. Does the City anticipate any cost- or time-savings in this re-review, considering the City's recent review and approval of the 3-parcel partition?
2. Please confirm that a detached quadplex residential unit (West Linn Community Development Code Section 2.030) is permitted in the R-10 zoning district on lots with a minimum area of 10,000 square

feet and that as such, the existing parcel would be eligible for a middle housing land division per ORS 92.031 to create four discrete lots housing each dwelling in the quadplex.

3. Please discuss the City's process for approving a middle housing land division to permit the creation of individual lots for detached quadplexes and confirm that this can be done concurrently with building permit submittal.
4. Please confirm, per Option C, that Applicant may submit an application to the building department for a detached quadplex residential unit on the existing parcel. Please further confirm that such application would not be subject to any requirement to make public improvements to Evah Lane.
5. Please provide a summary of the changes, if any, to the CDC that have been adopted since the 2018 preliminary partition approval, and what implications these changes may have for the development.
6. Please confirm that both layouts provided in attachments A and B are acceptable, given the current requirements of the CDC.
7. Please confirm that the planned lots and building footprints conform to applicable setback, orientation, dimension, and other land division standards, and address any additional lot and development standards that may pertain to the project.
8. Please discuss the applicable requirements for noticing, hosting, and following-up on a neighborhood meeting as required by CDC 99.038. Are virtual neighborhood meetings allowed?
9. Please confirm that the neighborhood meeting requirements do not apply to applications for middle housing land divisions.
10. Please discuss any additional site development standards that will apply to the planned layouts.
11. Please discuss any upcoming code amendments that may affect the site.

### Public Improvements/Utilities/Circulation

1. Please confirm that the middle housing land division rules allow this configuration of lots, including the adjacent parcel to the west, to be afforded access via a shared easement.
2. Please confirm that the public and private improvement plans approved in 2022 are acceptable for the development, with the inclusion of revisions that reflect the new lot and associated private services and are not impacted by the expiration of the approved preliminary partition plat.
3. Please confirm that adding an additional lot to the site, as shown on Attachment A, would be considered substantially conforming with the approved public improvement plans. Please discuss the process necessary to modify the approved plans to accommodate a fourth lot.
4. Please confirm that no traffic analysis will be required in conjunction with any of the options A-C discussed here.
5. Please confirm that the conceptual layout complies with fire and emergency access standards.
6. Please discuss any additional public utility and infrastructure requirements and review procedures that may apply to the planned land division.

## Natural Resources

7. Please summarize the relevant criteria from the City's steep slopes, landslide hazards, and natural resource regulations that may affect the planned land division.
8. Please explain the relevant criteria from the City's Flood Management Area that may apply to this land division application.
9. Please summarize additional relevant criteria related to Type I and II lands in the City of West Linn.
10. Please discuss the scope of any required natural resource studies required for the wetland area mapped on the City's GIS.
11. Please confirm whether a geotechnical study will be required as part of this land division application or building permits on the individual lots.
12. Please explain the City's current applicable tree preservation/removal criteria as they apply to the planned land division.
13. Please confirm that the City's tree preservation/removal criteria would not apply to a middle housing land division.

## Other

14. Please discuss the City's system development charges (SDCs) and any anticipated changes to the SDC rates and/or methodology.
15. Are there any anticipated future changes in building permit fees, engineering design standards, etc. that may affect this project?

Thank you in advance for your time and consideration of this project.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**



Daisy Goebel, Land Use Planner  
3700 River Road N, Suite 1  
Keizer, OR 97303  
(503) 400-6028 | GoebelD@aks-eng.com

### **Attachments:**

- A. Preliminary 4-Parcel Subdivision Plan
- B. Preliminary 3-Parcel Subdivision Plan

**PRELIMINARY EXISTING CONDITIONS PLAN**  
**EVAH LANE SUBDIVISION**  
**O'BRIEN AND COMPANY, LLC**  
**WEST LINN, OREGON**

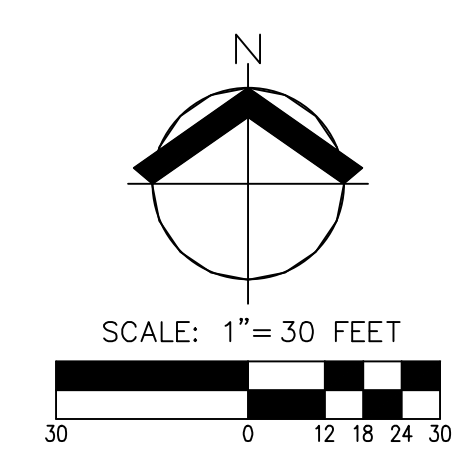
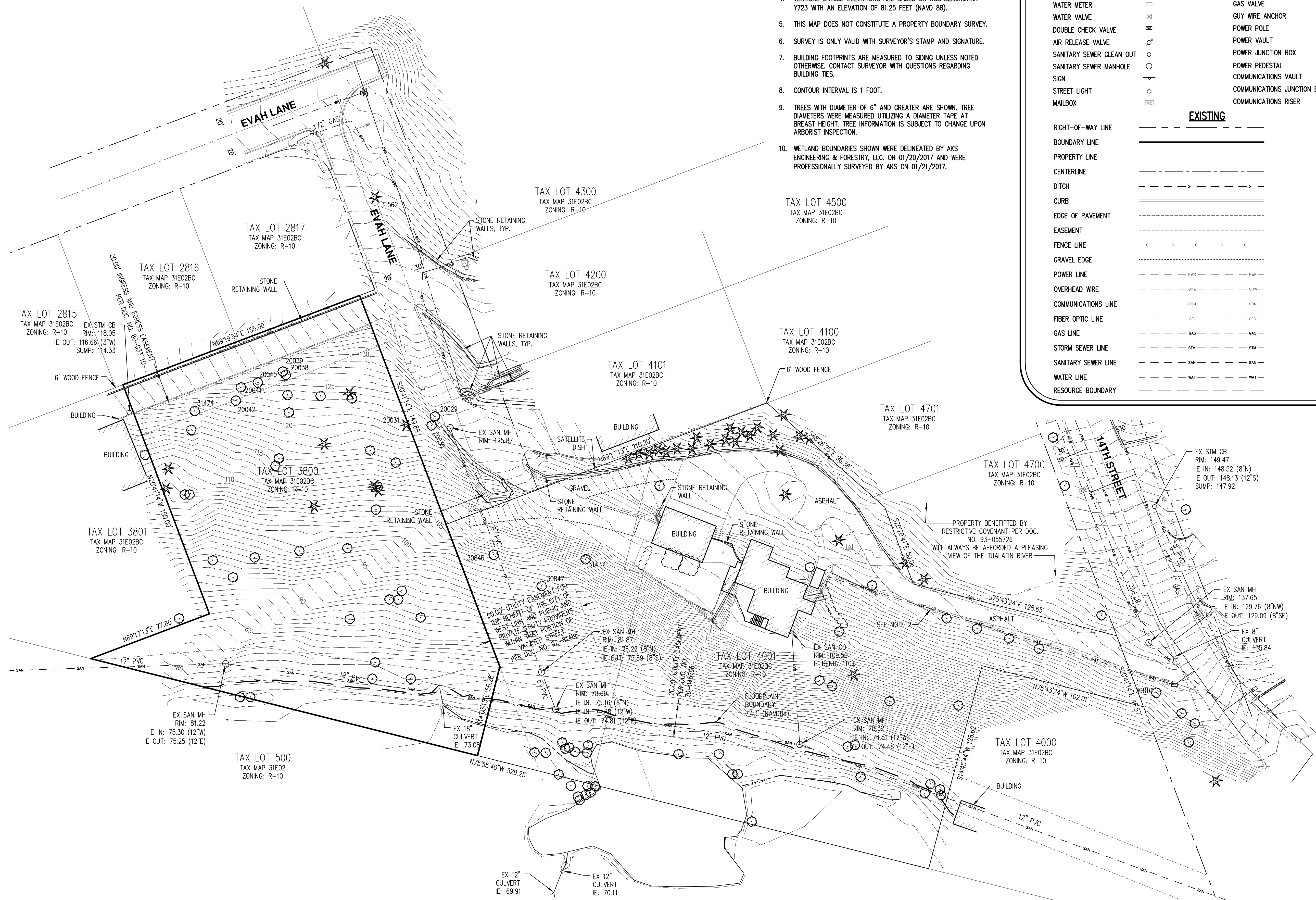
**PRELIMINARY**  
**NOT FOR**  
**CONSTRUCTION**

JOB NUMBER:	5579
DATE:	02/09/2017
DESIGNED BY:	
DRAWN BY:	MEB
CHECKED BY:	RDR

**NOTES:**

- UTILITIES SHOWN ARE BASED ON UNDERGROUND UTILITY LOCATE MARKINGS AS PROVIDED PER UTILITY LOCATE TICKET NUMBER 17010983. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND LOCATES REPRESENT THE ONLY UTILITIES IN THE AREA. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
- UTILITIES ON TAX LOT 4001 SHOWN PER CLIENT DIRECTION AND ARE NOT BASED ON LOCATE MARKINGS.
- FIELD WORK WAS CONDUCTED JANUARY 21-30, 2017.
- VERTICAL DATUM: ELEVATIONS ARE BASED ON NGS BENCHMARK Y723 WITH AN ELEVATION OF 81.25 FEET (NAVD 88).
- THIS MAP DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY.
- SURVEY IS ONLY VALID WITH SURVEYOR'S STAMP AND SIGNATURE.
- BUILDING FOOTPRINTS ARE MEASURED TO SIDING UNLESS NOTED OTHERWISE. CONTACT SURVEYOR WITH QUESTIONS REGARDING BUILDING TIES.
- CONTOUR INTERVAL IS 1 FOOT.
- TREES WITH DIAMETER OF 6" AND GREATER ARE SHOWN. TREE DIAMETERS WERE MEASURED UTILIZING A DIAMETER TAPE AT BREAST HEIGHT. TREE INFORMATION IS SUBJECT TO CHANGE UPON ARBORIST INSPECTION.
- WETLAND BOUNDARIES SHOWN WERE DELINEATED BY AKS ENGINEERING & FORESTRY, LLC. ON 01/20/2017 AND WERE PROFESSIONALLY SURVEYED BY AKS ON 01/21/2017.

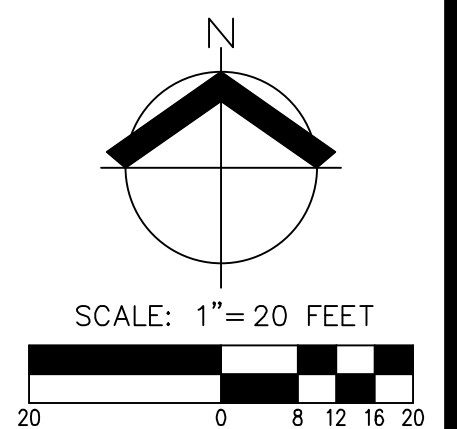
EXISTING		EXISTING	
DECIDUOUS TREE		STORM SEWER CLEAN OUT	
CONIFEROUS TREE		STORM SEWER CATCH BASIN	
FIRE HYDRANT		STORM SEWER AREA DRAIN	
WATER BLOWOFF		STORM SEWER MANHOLE	
WATER METER		GAS METER	
WATER VALVE		GAS VALVE	
DOUBLE CHECK VALVE		GUY WIRE ANCHOR	
AIR RELEASE VALVE		POWER POLE	
SANITARY SEWER CLEAN OUT		POWER VAULT	
SANITARY SEWER MANHOLE		POWER JUNCTION BOX	
SIGN		POWER PEDESTAL	
STREET LIGHT		COMMUNICATIONS VAULT	
MAILBOX		COMMUNICATIONS JUNCTION BOX	
		COMMUNICATIONS RISER	
EXISTING			
RIGHT-OF-WAY LINE			
BOUNDARY LINE			
PROPERTY LINE			
CENTERLINE			
DITCH			
CURB			
EDGE OF PAVEMENT			
EASEMENT			
FENCE LINE			
GRAVEL EDGE			
POWER LINE			
OVERHEAD WIRE			
COMMUNICATIONS LINE			
FIBER OPTIC LINE			
GAS LINE			
STORM SEWER LINE			
SANITARY SEWER LINE			
WATER LINE			
RESOURCE BOUNDARY			

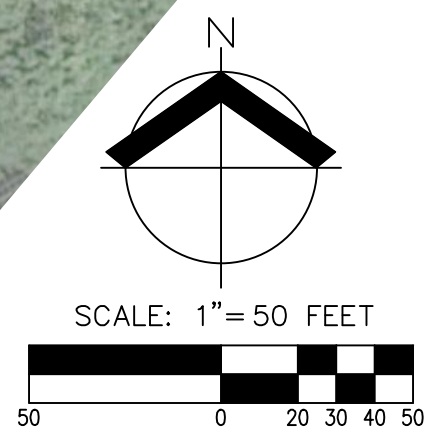


**PRELIMINARY SUBDIVISION PLAT (OPTION A)  
 EVAH LANE SUBDIVISION  
 O'BRIEN AND COMPANY, LLC  
 WEST LINN, OREGON**

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

JOB NUMBER:	5579
DATE:	09/21/2023
DESIGNED BY:	JDS
DRAWN BY:	JDS
CHECKED BY:	JMM





**PRELIMINARY AERIAL PHOTOGRAPH PLAN**  
**EVAH LANE SUBDIVISION**  
**O'BRIEN AND COMPANY, LLC**  
**WEST LINN, OREGON**

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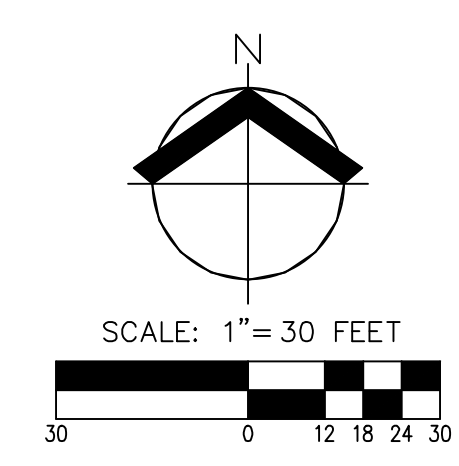
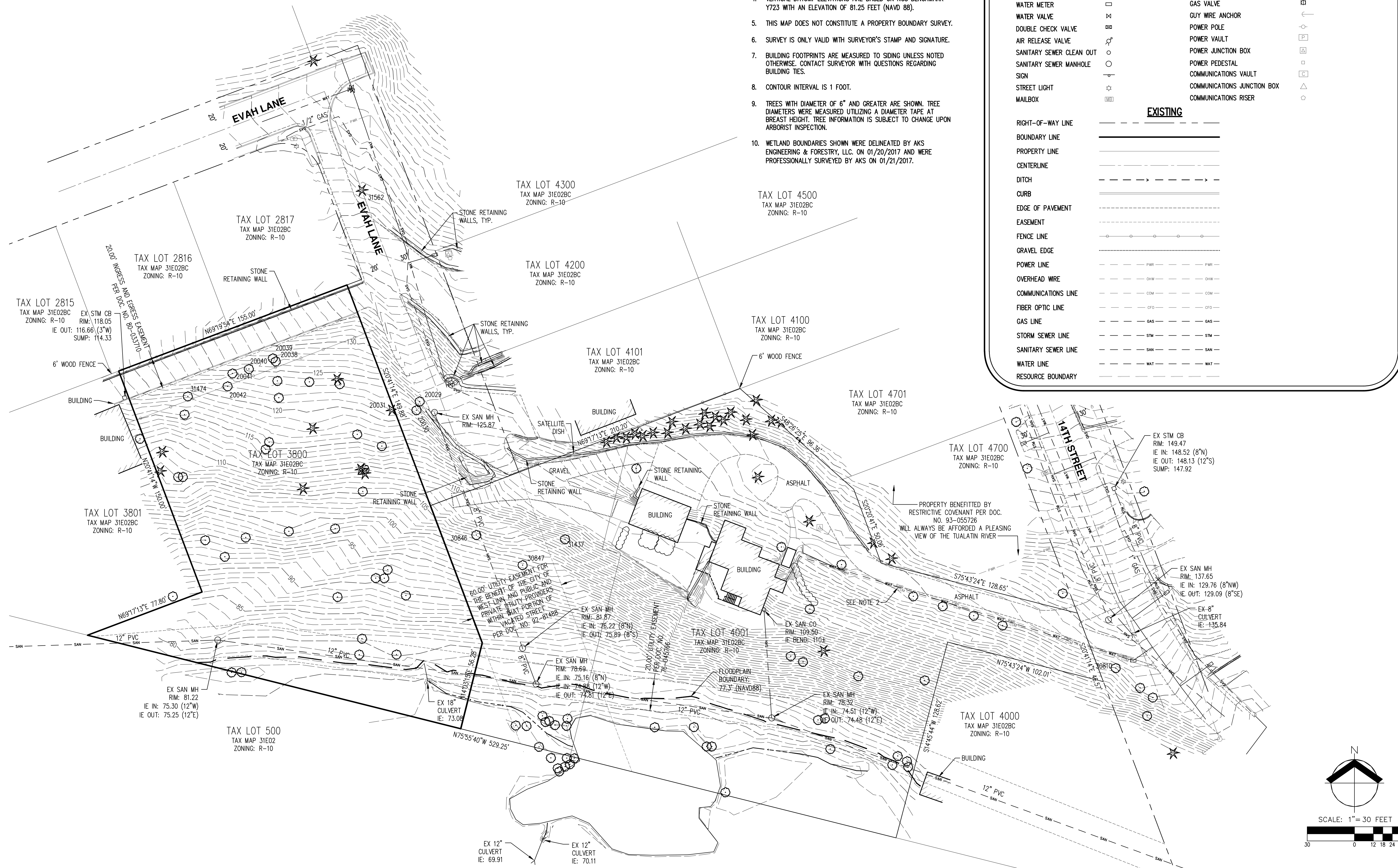


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**LEGEND**

EXISTING	EXISTING	EXISTING
DECIDUOUS TREE	○	STORM SEWER CLEAN OUT
CONIFEROUS TREE	★	STORM SEWER CATCH BASIN
FIRE HYDRANT	⊕	STORM SEWER AREA DRAIN
WATER BLOWOFF	⊖	STORM SEWER MANHOLE
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WATER VALVE	⊞	GAS VALVE
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AIR RELEASE VALVE	⊚	POWER POLE
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STREET LIGHT	⊙	COMMUNICATIONS VAULT
MAILBOX	⊞	COMMUNICATIONS JUNCTION BOX
		COMMUNICATIONS RISER
RIGHT-OF-WAY LINE	---	EXISTING
BOUNDARY LINE	——	
PROPERTY LINE	——	
CENTERLINE	---	
DITCH	- - - - -	
CURB	——	
EDGE OF PAVEMENT	- - - - -	
EASEMENT	---	
FENCE LINE	——	
GRAVEL EDGE	——	
POWER LINE	— PWR — PWR —	
OVERHEAD WIRE	— OHW — OHW —	
COMMUNICATIONS LINE	— COM — COM —	
FIBER OPTIC LINE	— CFO — CFO —	
GAS LINE	— GAS — GAS —	
STORM SEWER LINE	— STM — STM —	
SANITARY SEWER LINE	— SAN — SAN —	
WATER LINE	— WAT — WAT —	
RESOURCE BOUNDARY	---	



**PRELIMINARY EXISTING CONDITIONS PLAN**

**EVAH LANE PARTITION  
 O'BRIEN AND COMPANY, LLC  
 WEST LINN, OREGON**

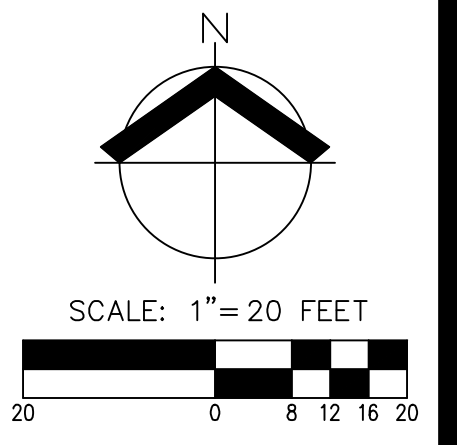
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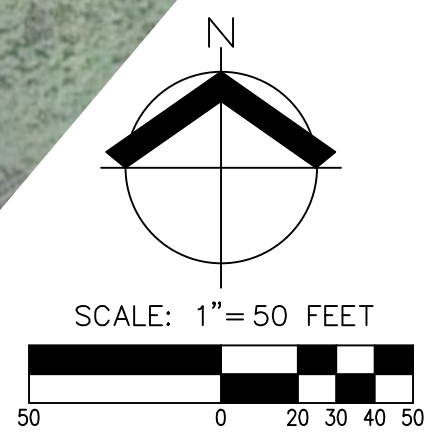
JOB NUMBER:	5579
DATE:	02/09/2017
DESIGNED BY:	
DRAWN BY:	MEB
CHECKED BY:	RDR

**PRELIMINARY 3-PARCEL PARTITION PLAT (OPTION B)  
 EVAH LANE PARTITION  
 O'BRIEN AND COMPANY, LLC  
 WEST LINN, OREGON**

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

JOB NUMBER:	5579
DATE:	09/18/2023
DESIGNED BY:	GSH
DRAWN BY:	JDS
CHECKED BY:	JMM





**PRELIMINARY AERIAL PHOTOGRAPH PLAN**  
**EVAH LANE PARTITION**  
**O'BRIEN AND COMPANY, LLC**  
**WEST LINN, OREGON**

**PRELIMINARY**  
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