

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 7, 2024

SUBJECT: Proposed Minor Partition at 2830 Coeur D Alene Drive
FILE: PA-24-04
APPLICANTS PRESENT: Gary Alfson, owner; Carolyn Alfson, owner; Cathy McNaughton, Broker
STAFF PRESENT: John Floyd, Senior Planner; Aaron Gudelj, Associate Planner; Jameson Lumpkin, Associate Engineer; Tyler Bobbett, Associate Engineer
PUBLIC PRESENT: Frank Carini, Savanna Oaks Neighborhood Association President

These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical 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, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

SITE INFORMATION:

Site Address: 2830 Coeur D Alene Drive
Tax Lot No.: 21E35DA04400
Site Area: 39,752 SF +/-
Neighborhood: Savannah Oaks
Comp. Plan: Medium Density Residential
Zoning: Residential, R-7
Zoning Overlays: N/A

PROJECT DESCRIPTION:

The applicant proposes to divide the existing parcel into three lots, including abandonment of the existing well and septic sewer system. Access would be provided by an existing access and public sewer easement across 2934 and 2826 Coeur D Alene Drive (Teresa's Vineyard Subdivision, Lots 22 and 23, Plat Number 4339).

APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:

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

- [Chapter 12: Single-Family Residential Detached and Attached, R-7](#)
- [Chapter 48: Access, Egress and Circulation](#)
- [Chapter 75: Variances](#) (if applicable)
- [Chapter 85: General Provisions](#) for Land Division
- [Chapter 92: Required Improvements](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

KEY ISSUES & CONSIDERATIONS

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

- A preliminary review of access rights granted by the adjoining plat appears to necessitate a reconfiguration of access for the existing home. Specifically, you'll need to take access from Tract C along your northerly property line, allowing the two new lots to access via the access easement between lots 22 and 23 to the east. See Plat notes 8, 9, 24, and 25 of Teresa's Vineyard Subdivision, Plat Number 4339.
8. TRACT "C" IS A TRACT FOR THE PURPOSE OF PUBLIC PEDESTRIAN ACCESS, LOCAL ACCESS TO LOTS 10 AND 20, EMERGENCY VEHICULAR ACCESS, AND A PUBLIC WATER LINE OVER ITS ENTIRETY AND IS GRANTED TO THE CITY OF WEST LINN PER INSTRUMENT NO. 2012-001411, CLACKAMAS COUNTY DEED RECORDS. TRACT "C" IS SUBJECT TO THE 8-FOOT PRIVATE UTILITY EASEMENT FOR THE BENEFIT OF LOTS 10 AND 20 FOR THE PURPOSE OF SANITARY SEWER, WATER LINE AND STORM DRAINAGE AS SHOWN HEREON.
 9. TRACT "C" WILL PROVIDE ACCESS TO A MAXIMUM OF TWO FUTURE LOTS IN THE ADJOINING PARCEL TO THE SOUTH DESCRIBED IN FEE NO. 84-13907.
 24. LOTS 22 AND 23 ARE SUBJECT TO A 20-FOOT ACCESS EASEMENT AND JOINT MAINTENANCE AGREEMENT PER INSTRUMENT NO. 2012-001415, CLACKAMAS COUNTY DEED RECORDS. THE ACCESS EASEMENT WILL PROVIDE ACCESS FOR THE ADJOINING PARCEL TO THE WEST DESCRIBED IN FEE NO. 84-13907, OR A MAXIMUM OF TWO LOTS IF SAID ADJOINING PARCEL TO THE WEST IS DEVELOPED. LOTS 22 AND 23 ARE ALSO SUBJECT TO A 15-FOOT PUBLIC SANITARY SEWER EASEMENT AS SHOWN HEREON.
 25. LOT 22 IS SUBJECT TO A 4.5-FOOT PRIVATE WATER LINE EASEMENT FOR THE BENEFIT OF THE PARCEL DESCRIBED IN FEE NO. 84-13907 AND A PUBLIC UTILITY EASEMENT AS SHOWN HEREON.

RESPONSE TO APPLICANT QUESTIONS:

The applicant understood the restrictive plat notes to possibly be stricter than those discussed during the approval of Teresa's Vineyard, and there was discussion of how the plat could be amended.

- A preliminary review of SUB-07-02 et. al., including the approved preliminary plat and conditions of approval, did not suggest an intent to permit more than two lots per access point. Further review of that file may reveal additional information, but such review is outside the scope of a pre-application meeting.
- City staff recommends you review the specific language of Instrument No. 2012-001415 regarding the access easement and the maximum number of lots that could be permitted.

PUBLIC COMMENT:

Questions from the public pertained to estimate project schedules, which are discussed on page 3 of these notes.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or CIde@westlinnoregon.gov.

BUILDING:

For building code and ADA questions, contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054 or Alisha Bloomfield at abloomfield@westlinnoregon.gov or 503-742-6053.

TUALATIN VALLEY FIRE & RESCUE:

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

TREES:

For information on the tree requirements for this proposal, contact the Ron Jones, City Arborist at rjones@westlinnoregon.gov or 503-722-4728.

PROCESS:

A Minor Partition is a Planning Director's decision. No public hearing is required. Once the application is declared complete, staff will review the application, send a 20-day public comment notice, and post a notice sign on the property. When the public comment period closes, the Planning Director will prepare a decision. A final decision can take 6-10 months.

There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

A neighborhood meeting is **NOT** required for a minor land partition.

HOW TO SUBMIT AN APPLICATION:

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

1. A [development application](#);
2. Application materials identified in the [Development Review Checklist](#);

COMPLIANCE NARRATIVE:

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each 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 waive 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 before applying.

APPLICATION FEES & DEPOSITS:

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- fee for a Minor Land Partition = \$4,400

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

Timelines:

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it 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.*



CITY OF
**West
Linn**

Pre-app Comments

Project Number: PA-24-04
**2830 Coeur D'Alene Drive Minor
partition**

Engineering Contact:

Jameson Lumpkin
jlumpkin@westlinnoregon.gov
Telephone: (503) 722-4739

Project Description: Minor partition

Pre-application meeting date: March 7, 2023

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

TRANSPORTATION

Minimum Required Improvement:

- Coeur D Alene Drive:
 - Coeur D Alene Drive is classified as a local street.
 - Coeur D Alene Drive has 54 feet of ROW surrounding this property.
 - No frontage improvements will be required. Coeur D Alene has existing improvements.
- All new distribution and communication franchise utilities and their services must be placed underground.

SANITARY SEWER

Minimum Required Improvement:

- Existing 8" main was constructed for the benefit of this lot if it were to develop and has the capacity to serve 3 lots.
- The existing sewer main will need to be extended into property to serve the 3 lots.
- 15' easement will be required for any main within the property boundaries.
- Each individual building must be connected by a separate sewer-service-line connected to the public sewer. No shared laterals.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing 6 inch DI water main in Coeur D Alene Drive. This main has adequate capacity for serving this development.
- Existing 4.5' wide private water easement for the benefit of this lot. Easement is located on lot 22 of the Teresa's Vineyard Subdivision (2934 Coeur D Alene Drive).
- Four water meter boxes along the 2934 Coeur D Alene Drive frontage were installed previously for the benefit of this lot. Water lines from meter to property line were also installed and capped for the benefit of this lot.



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SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Onsite run-off generated from new impervious areas of greater than 1000 square feet must be captured, treated, detained and conveyed to the nearest public stormwater system in accordance with the *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards*.
- Preferred stormwater management would be to capture, treat, and infiltrate on site. If infiltration is not feasible, conveyance to the City system would be required.
- City system within the City tract along the South border of this lot appears to have capacity to serve new development if required. Design Engineer verification would be required
- All Stormwater facilities must be designed and accepted by a licensed engineer.

OTHER

- Any laterals crossing property lines shall be located in an easement.
- Any required public improvements shall be constructed, inspected and accepted by the City prior to signing the plat.
- Plat for neighboring subdivision have limitation on access easement and access through tract to this property. Access limitation will need to be satisfied for this development.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of home construction for newly created lots. Existing home will need to pay all applicable SDC fee at the time of connection to the City system (water meter, sewer).
- The proposed development will disturb less than 1 acre, therefore a West Linn Erosion Control Permit Application, as outlined in Section 2.0065 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.
- Septic tank decommissioning will be approved by the County. Copy acceptance by the County will be supplied to the City.
- Applicant request a well remains on the property for the use of irrigation. The City does not have oversight over this request. Applicant will need to confirm with appropriate County or State department on whether a well would be permitted to stay.



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, March 7, 2024

**Willamette Room
City Hall
22500 Salamo Rd
West Linn**

11:00 am: Proposed Class 1 Design Review for a Storefront Remodel
Applicant: Gary Alfson, applicant
Property Address: 2830 Coeur D Alene Drive
Neighborhood Assn: Savanna Oaks Neighborhood Association
Planner: John Floyd **Project #:** PA-24-04





PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE:	3/7/24	TIME: 9:00 am
		PROJECT #: PA-24-04
STAFF CONTACT:	Joh Floyd	FEE: \$1,200

Pre-application conferences occur on the first and third Thursday of each month. To schedule a conference, submit this this form with the property owner’s signature, the fee, and accompanying materials by 4:00pm at least **15** days before the conference date. Twenty-four hour notice is required to reschedule. Pre-application notes are valid for 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Address of Subject Property (or map/tax lot): 2830 Coeur D Alene Drive

Partition of existing one acre parcel into 3, or possibly 4 parcels with accesses from the existing access off Coeur D Alene Drive

Applicant’s Name: Gary Alfson
Mailing Address: 2830 Coeur D Alene Drive
Phone No: 971-712-4293 Email Address: galfson2@comcast.net

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Mary Alfson
Property owner’s signature

1/30/24
Date

Gary Alfson
Property owner’s printed name and mailing address if different from above.

TO: City of West Cinn

From: Gary Alfson

Re: Partition of tax lot 4400

I am requesting a preapplication meeting on Feb 15th ^{9AM} to discuss the partition of my 1+L acre. The one acre property is bordered on two sides by Crystal Terrace Subdivision and on the other two sides by Theresa Subdivision. The property is accessed from Coeur D Alene Drive via by a 20' wide access easement between two parcels, #22 & #23. Utilities are provided from this access easement including Water, Sanitary Sewer, Power & Communications. There is an existing well on site which we would request to remain for irrigation of the remaining lot. There is also a septic tank and leach field which

will be abandoned.

Tree removal will be necessary to construct an access to lots 1 & 2, utility service to all lots, and the construction of the houses on tax lot 1 & 2.

The site slopes to the South at 6%-10% therefore some leveling of Taxlot 1 & 2 will be necessary.

Thank You
Gary Alfson



Harper
Houf Peterson
Righellis Inc.

ENGINEERS • PLANNERS
LANDSCAPE ARCHITECTS • SURVEYORS

COMMUNICATION RECORD

TO FROM MEMO TO FILE

PHONE NO.: _____ PHONE CALL: MEETING:

BY: Sara Johnson

DATE: 1/30/24

JOB NO.:

OF

PROJECT: 2030 Cedar Avenue Dr
ParkView Trl Lot 21535040406

02400

