

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
April 18, 2024

SUBJECT: Proposed Cottage Cluster Development
FILE: PA-23-24
APPLICANTS PRESENT: Joey Patino, Ralph Tahrn
STAFF PRESENT: Chris Myers, Associate Planner; Jameson Lumpkin, Engineer;
PUBLIC PRESENT: Dawn Meaney, Kevin Bryck (Robinwood Neighborhood Association, Secretary), Ollie Olsen, Lonn Kilstrom

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: 3893 Cedaroak Drive
Tax Lot No.: 21E24BB00300
Site Area: 1.492 Acres/64,981 Square Feet
Neighborhood: Robinwood Neighborhood
Comp. Plan: Low Density
Zoning: R-10, Residential
Zoning Overlays:

PROJECT DESCRIPTION:

The applicant proposes the construction of approximately 11 cottages within 1 cluster.

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 2: Definitions](#)
 - **Cottage cluster**. A grouping of at least four detached dwelling units per acre. Dwelling units have a building footprint of less than 900 square feet per dwelling unit that includes a common courtyard with at least 150 square feet per cottage. Units may be located on a single lot or parcel, or on individual lots or parcels. A maximum of eight cottages shall be permitted per courtyard. For example, 150 square feet of common courtyard area for eight cottages equals 1,200 square feet of common courtyard area.
 - **Cottage cluster project**. A development site with one or more cottage clusters. Each cottage cluster as part of a cottage cluster project must have its own common courtyard.
- [Chapter 11: R-10](#)
 - 11.030 Permitted Uses
 - 11.070 Dimensional Requirements
 - Min lot width
 - Max lot coverage (does not apply to cottage clusters)
 - Maximum lot coverage does not apply to cottage clusters. However, the maximum building footprint for a cottage cluster is less than 900 sf per dwelling

unit. This does not include detached garages, carports, or accessory structures. A developer may deduct up to 200 sf for an attached garage or carport.

- Maximum FAR, does not apply to cottage cluster

- [Chapter 32: Water Resource Area Protection](#)
 - 32.010 Purpose
 - 32.020 Applicability
 - 32.030 Prohibited Uses (Table 32-1)
 - 32.040 Exemptions (F) Exempt areas. Description of which chapter is relevant
 - 32.050 Application.
- [Chapter 96: Street Improvements](#)
 - 96.010 Construction required
 - 96.020 Fee-in-lieu
 - 96.030 Standards (Local Functional Classification)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
 - 99.030 Application process and requirements
 - 99.035 Additional information required
 - 99.038 Neighborhood contact requirements
 - 99.060 Approval authority
 - 99.110 Decision making process of approval authority
 - 99.230 Effective date of decision

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:

- The subject property has a creek, identified wetland, and a riparian corridor. The developer will need to hire a professional and certified firm to identify if the wetland is accurately represented on the map. Also, will need to identify if cutting trees will have significant impact on the function of the wetland area.
- Stormwater, sewer, and water utilities will need to be addressed. The developer may utilize party line utilities if the cottage cluster units will not be sold individually. If the developer would like to divide the parent property into smaller properties and sell the cottages, then individual utilities will be required. No sale of the cottages will be allowed with party line utilities.
- The applicant renderings show 11 cottages. This arrangement won't work as the maximum number of cottages per cluster is 8.
- The applicant rendering does not show a common area for the cottage cluster. Each dwelling unit in a cottage cluster must include a common courtyard with at least 150 square feet per cottage.
- Street improvements will be required or pay a fee-in-lieu. Determination of exact street improvements or the amount for a fee-in-lieu will be completed after application.
- On-site utilities will need to be installed. If the Cottage Clusters are to be sold individually, each cottage must have its own utilities. If the cottages will not be sold individually, the utilities may be shared. See Engineering notes attached for further details regarding utilities.

PUBLIC COMMENT:

None.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Clark Ida at 503-722-3437 or CIda@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 Mike Perkins, City Arborist at mperkins@westlinnoregon.gov or 503-742-6046.

PROCESS:

A Water Resource Area Permit (WRA) 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.

An Expedited Land Division (ELD) for a Middle Housing development is a Planning Director’s decision. No public hearing is required. Once the application is submitted to the City, and paid for, staff have 21 days to deem the application complete or incomplete. Once the application is declared complete, staff will review the application, and send out a 14-day public comment notice. Staff have 63 days to get a decision for an Expedited Land Division (ELD). Appeals for an ELD go to a hearing’s officer contracted by the City.

NEIGHBORHOOD MEETING:

A neighborhood meeting is not required for a Water Resource Area Permit.

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 Water Resource Area Permit = \$2,850
- Fee for an Expedited Land Division = \$4900

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-24-03
**3893 Cedaroak Drive: Cottage
Cluster**

Engineering Contact:

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

Project Description: Proposed Cottage Cluster

Pre-application meeting date: April 18, 2024

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:

- Cedaroak Drive
 - Cedaroak Drive is classified as a local street.
 - Cedaroak Drive has 50 feet of ROW surrounding this property.
 - Frontage Improvements would be required including curb/gutter, sidewalk, planter strip, full depth asphalt and aggregate base.
- All new distribution and communication franchise utilities and their services must be placed underground.
- One driveway per frontage.

SANITARY SEWER

Minimum Required Improvement:

- Existing 8" main on Cedaroak Drive. Has the capacity to serve this development.
- If the cottages are divided and sold individually, each lot will require a 4" lateral. If the cottages are not divided and remain as one property, a shared lateral is allowed
- Development may run new sanitary main from Cedaroak on to property. 15' public utility easement would be required for any sanitary main within property boundaries.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing 8" DI water main in Cedaroak Drive. This main has adequate capacity for serving this development.
- If the cottages are divided and sold individually, each lot will require a meter. If the cottages are not divided and remain as one property, one meter can serve the entire development.



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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.
- All Stormwater facilities must be designed and accepted by a licensed engineer.
- City system on Cedaroak has the capacity to serve this development. 36" main on Cedaroak Drive that can be utilized.
- If the cottages are divided and sold individually, each lot will require a lateral. If the cottages are not divided and remain as one property, a shared conveyance is allowed.
- Development may run new storm main from Cedaroak on to property. 15' public utility easement would be required for any main within property boundaries.

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.
- 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 5 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.