

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 1, 2024

SUBJECT: Proposed Cottage Cluster Development
FILE: PA-24-08
APPLICANTS PRESENT: Don Burke, Tom Watton
STAFF PRESENT: Chris Myers, Associate Planner; Clark Ide, Assistant City Engineer; Dario Rolon-Manzo, Associate Engineer
PUBLIC PRESENT: Kathie Halicki (Willamette 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: 2015 19th Street
Tax Lot No.: 21E34DD
Site Area: 1.4127 Acres/61,744 Square Feet
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Low Density
Zoning: R-10, Residential

PROJECT DESCRIPTION:

The applicant proposes partitioning the property creating 3 new lots for a total of 4 lots.

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](#)
 - **Partition land.** To divide land to create not more than three parcels of land within a calendar year.
 - **Subdivide land.** To divide an area or tract of land into four or more lots within a calendar year when such area or tract of land exists as a unit or contiguous units of land under a single ownership at the beginning of such year.
- [Chapter 11: R-10](#)
 - 11.030 Permitted Uses
 - 11.070 Dimensional Requirements
 - Min lot width
 - Max lot coverage (does not apply to cottage clusters)
- [Chapter 42: Clear Vision Areas](#)
 - 42.020 Clear Vision Areas Required
 - 42.030 Exceptions
 - 42.050 Computation; Accessway Less Than 24 Feet in Width

- [Chapter 44: Fences](#)
 - 44.020 – 44.050 (Entire Chapter)
- [Chapter 46: Off-Street Parking, Loading, and Reservoir areas](#)
 - 46.030 Submittal Requirements
 - 46.040 Approval Standards
 - 46.080 Computation of Required Parking Spaces
 - 46.090 Minimum Off-Street Parking Space Requirements
 - 46.150 Design and Improvement Standards
- [Chapter 48: Access, Egress, and Circulation](#)
 - 48.020 Applicability and General Provisions
 - 48.025 Access Control
- [Chapter 54: Landscaping](#)
 - 54.020 Approval Criteria (tree preservation, inventory required, Landscaping (trees) in new subdivision).
 - 54.040 Installation
 - 54.070 Specification Summary
- [Chapter 85: Land Division – General Provisions](#)
 - 85.010 Purpose
 - 85.020 Scope
 - 85.030 Sale or Negotiation to Sell
 - 85.070 Administration and Approval Process
 - 85.100 Non-compliance Bond
 - 85.110 Staged Development
 - 85.120 Partial Development
 - 85.200 Approval Criteria
 - 85.210 Property Line Adjustments – Approval Standards
- [Chapter 89: Subdivision and Partition Plats](#)
 - 89.010 Submission of Subdivision Plat
 - 89.020 Information Required for Final Plat
 - 89.050 Approval and Approval Criteria
 - 89.090 Effective Date of Final Approval
- [Chapter 92: Required Improvements](#)
 - 92.010 Public Improvements for Land Divisions
- [Chapter 96: Street Improvements](#)
 - 96.010 Construction required
 - 96.020 Fee-in-lieu
 - 96.030 Standards (Neighborhood Route 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 (required as part of application)
 - 99.060 Approval authority (Expedited Land Divisions)
 - 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 does not have any environmental protections such as a Water Resource Area.
- Stormwater, sewer, and water utilities will need to be addressed at development (see Engineering comments below).
- 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.
- The application for a Subdivisions will need a TVF&R provider permit (see link below).

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 Subdivision is Planning Commission decision. A public hearing is required unless the application is for an Expedited Land Division (ELD). 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 subdivision will be scheduled to go to the Planning Commission. 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 required for Subdivision. Contact Willamette Neighborhood Association

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 Subdivision = \$4500 + \$500 inspection fee + \$2000 Final Plat Review

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.

Expedited Land Divisions (ELD) have a 21-day completeness determination and a 63 day maximum decision timeline.

** **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.*