



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, June 6, 2024

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

10:00 am: Proposed Middle Housing Land Division
Applicant: Beau J Genot, applicant
Property Address: 1679 Timothy Ln
Neighborhood Assn: Willamette Neighborhood Association
Planner: Aaron Gudelj

Project #: PA-24-10





Pre-Application Conference Request

For Staff to Complete:

PA PA-24-10

Conference Date: 6/6/24

Time: 10:00 am

Staff Contact: Aaron Gudelj

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: Beau J. Genot
Email: Contact Applicant's Consultant
Phone #:
Address: 1679 Timothy Lane
West Linn, OR 97068

Applicant's Consultant

Name: Grace Wolff, AKS Engineering and Forestry
Email: wolffg@aks-eng.com
Phone #: (503) 400-6028
Address: 3700 River Road N. Suite 1
Keizer, OR 97303

Address of Subject Property (or tax lot): 1679 Timothy Lane, West Linn, OR 97068
Tax Lot 4108 of Clackamas County Tax Map 2 1E 35CC

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 all easements (access, utility, etc.)
- N/A Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building), if applicable
- N/A Location of creeks and/or wetlands (a wetland delineation is highly recommended)
- Property Dimensions, existing buildings, and building setbacks
- N/A Location of existing and proposed access and driveways. Include the proposed circulation system for vehicles, pedestrians, and bicycles, if applicable.
- N/A Slope map (if slope is 25% or more)
- Location of existing utilities (water, sewer, etc.)
- Proposed stormwater detention system with topographic contours
- Conceptual layout, design, proposed buildings, building elevations, and setbacks

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

APPLICANT: *Ben J Genot*

DATE: 5/7/2024

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: *Ben J Genot*

DATE: 5/7/2024



May 7, 2024

City of West Linn
Planning & Development Department
22500 Salamo Rd #1000
West Linn, Oregon 97068

RE: Pre-Application Conference Narrative and Questions Regarding a Potential Middle Housing Land Division on Tax Lot 4108 of Clackamas County Tax Map 2 1E 35CC

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 on the ±0.23-acre property located at 1679 Timothy Lane (Clackamas County Assessor's Map 2 1E 35CC, Tax Lot 4108, Attachment A). The subject property is zoned for residential use under the City's Single-Family Residential Detached (R-10) zoning designation. A single-family home currently occupies the site. Similarly, the surrounding properties are also zoned R-10 and developed with single-family detached homes.

Applicant wishes to pursue a four-lot middle housing land division of the subject property, in accordance with Oregon Revised Statutes (ORS) 93.031, to accommodate detached townhomes. A preliminary Site Layout is provided as Attachment B.

In addition to other items of interest from staff, we would like to discuss the following:

Land Use / Zoning

1. Please discuss the anticipated timelines, review procedure types, applicable submittal requirements, and required fees associated with the potential middle housing land division.
2. Please discuss the City's process for approving a four-lot middle housing land division for detached townhomes and confirm that this can be done concurrently with building permit submittal.
3. Please confirm that parking requirements do not apply to middle housing land divisions, and therefore, individual driveways are not required for each lot.
4. If driveways are not included, please confirm the minimum front setback.
5. Please discuss any additional site development standards that will apply to the planned layout.
6. Please confirm that the neighborhood contact requirements do not apply to applications for middle housing land divisions.
7. Please confirm that the City's tree preservation/removal criteria would not apply to a middle housing land division application.
8. Please discuss any recent or upcoming code amendments or comprehensive plan updates that may affect the site.

Transportation/Access

9. The subject property has frontage along Timothy Lane which is classified as a local street in the City's Transportation System Plan (TSP). As shown on the local street cross sections in the TSP, local streets may have a right-of-way between 36 feet and 58 feet, depending on the parking and landscape strips provided. Timothy Lane currently has a ±50-foot-wide right-of-way with sidewalks and a narrow landscape strip. Please confirm no frontage improvements will be required.
10. Please discuss any driveway placement requirements that would apply if driveways were provided.
11. Please confirm that a traffic analysis will not be required for the potential four-lot middle housing land division per CDC (B)(2)(d)(6), because it will not generate more than 250 average daily trips.

Fire Department

12. Please discuss any fire/emergency access standards that apply to the potential four-lot middle housing land division and address such requirements, if any, that are not currently being met by the attached preliminary Site Layout.
13. Please confirm whether sufficient water system capacity and pressure exists for domestic and fire services. If available, please provide any water flow testing results for nearby hydrants.

Public Works / Utilities

14. Please provide as-builts for adjacent public utilities (storm, sewer, water).
15. Please discuss any identified utility capacity concerns that may impact this development.
16. Please address any stormwater retention or treatment requirements that would apply to the four-lot middle housing land division.
17. Please discuss any additional public utility and infrastructure requirements and review procedures that may apply to the planned middle housing land division.

General

18. Please review the included preliminary Site Layout and discuss any potential areas of concern.
19. What additional studies, analyses, or reports may be required?
20. Is the City aware of any historic, cultural, or natural resources and/or features that might impact the development of the site?
21. Please discuss the City's system development charges (SDCs) and any anticipated changes to the SDC rates and/or methodology.
22. Are there any anticipated future changes in SDC fees, building permit fees, engineering design standards, development code standards, etc. that may affect this project?

Please identify any other issues or site constraints of which you are aware. Thank you in advance for your time and consideration of this project.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC



Grace Wolff

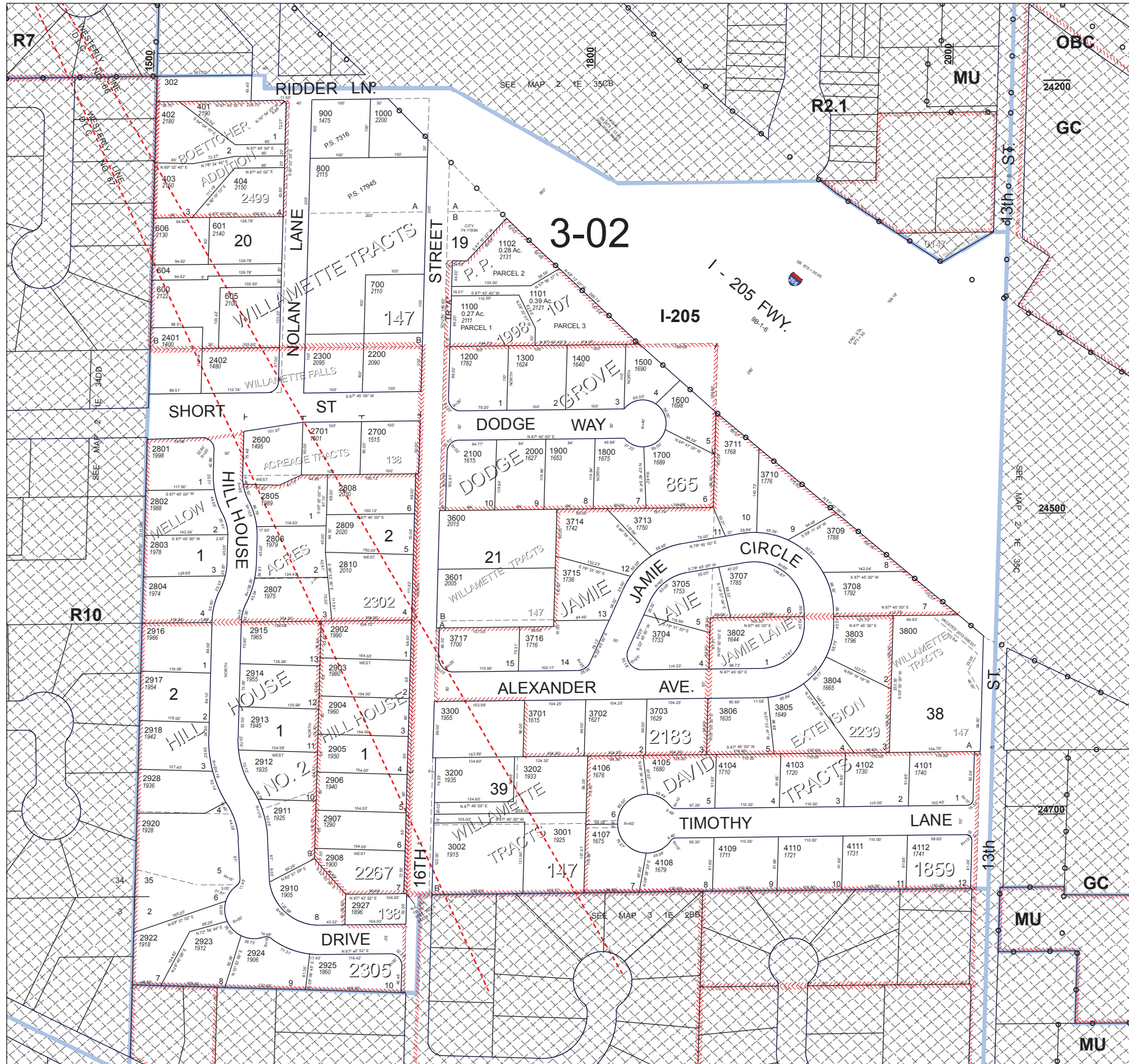
3700 River Road N, Suite 1

Keizer, OR 97303

(503) 400-6028 | wolffg@aks-eng.com

Attachments:

- A. Clackamas County Assessor's Map
- B. Preliminary Site Layout
- C. Pre-Application Conference Request Form

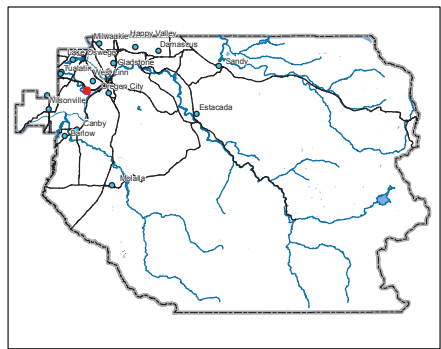


21 E 35CC
WEST LINN
S.W.1/4 S.W.1/4 SEC.35 T.2S. R.1E. W.M.
CLACKAMAS COUNTY
1" = 100'
D. L. C.
MARSHALL PERRIN NO. 66
JOSEPH A. FIELDS NO. 67

Cancelled Taxlots

- 300
- 2901
- 301
- 400
- 500
- 602
- 603
- 2400
- 2500
- 2800
- 2900
- 2901
- 2909
- 2919
- 2921
- 2926
- 3000
- 3100
- 3201
- 3301
- 3400
- 3500
- 3602
- 3700
- 3706
- 3712
- 3801
- 3900
- 4000
- 4100
- 100
- 200

- Parcel Boundary
- Private Road ROW
- Historical Boundary
- Railroad Centerline
- TaxCodeLines
- Map Index
- WaterLines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 1/16th Line
- Govt Lot Line
- DLC Line
- Meander Line
- PLSS Section Line
- Historic Corridor 40'
- Historic Corridor 20'

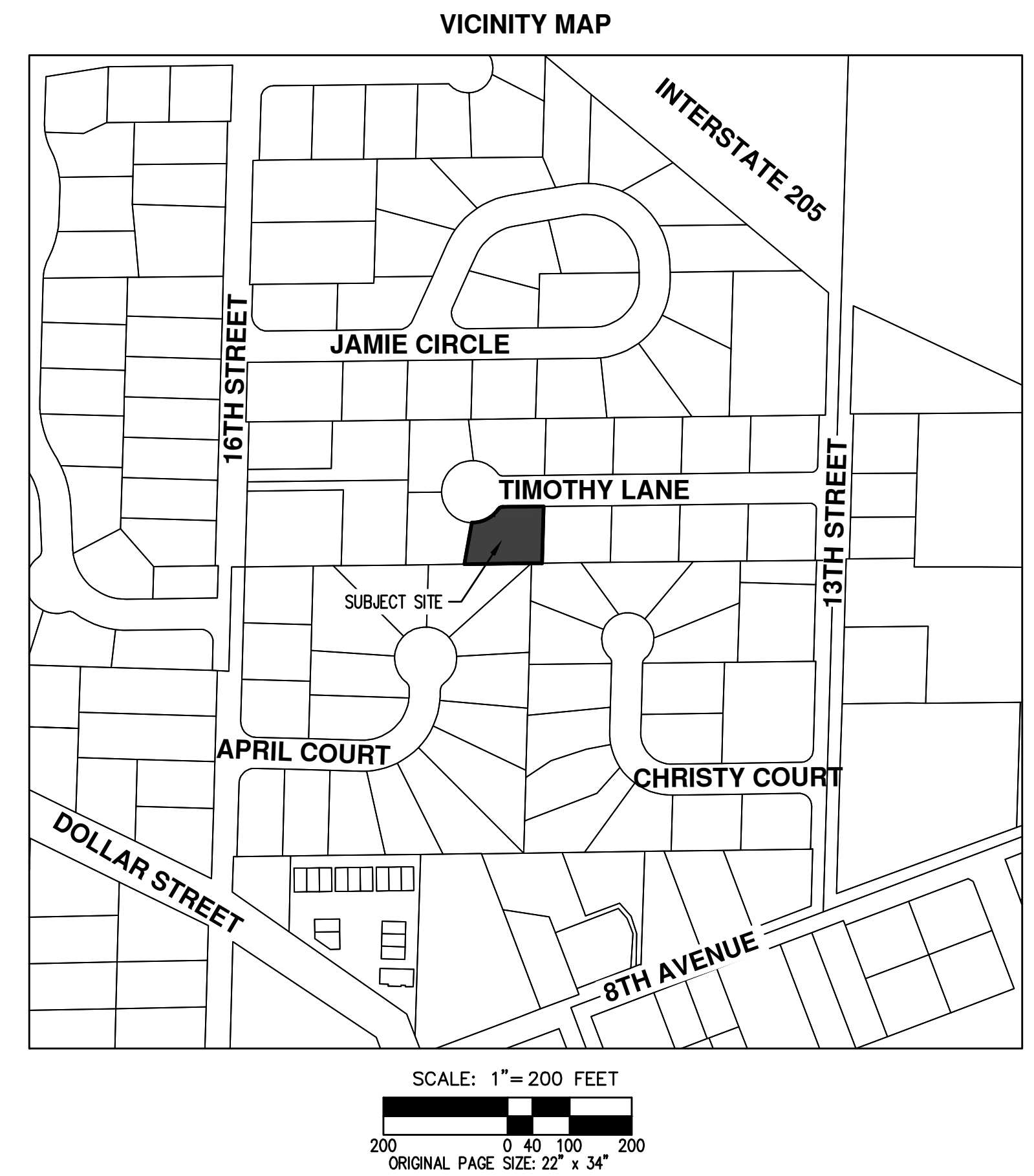
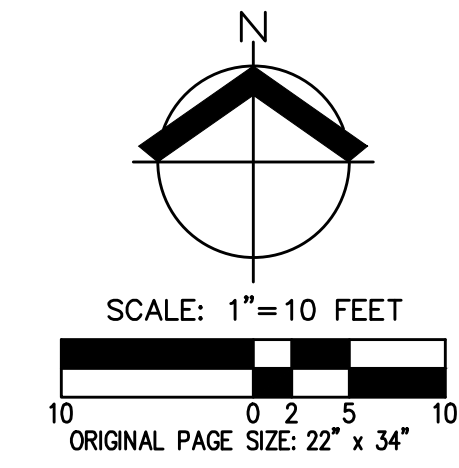


THIS MAP IS FOR ASSESSMENT
PURPOSES ONLY



6/23/2014

21 E 35CC
WEST LINN



DATE: 5/6/2024 AKS JOB: 11250

AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM



ENGINEERING · SURVEYING · NATURAL RESOURCES
 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

SITE LAYOUT

1679 TIMOTHY LANE

MIDDLE HOUSING LAND DIVISION