

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 16, 2023

SUBJECT: 1470 Rosemont Rd – 3-lot partition
FILE: PA-24-20
APPLICANTS PRESENT: Alec Shah (Applicant); Jennifer Arnold (Project Manager – Emerio Engineering)
STAFF PRESENT: Clarke Ide, Assistant City Engineer; Aaron Gudelj, Associate Planner
PUBLIC PRESENT: N/A

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: 1470 Rosemont Rd
Tax Lots No.: 21E25CA01500
Site Area: 53,474 square feet (1.228 acres)
Neighborhood: Parker Crest Neighborhood Association
Comp. Plan: Low Density Residential
Zoning: R-10, Residential
Zoning Overlays: N/A

PROJECT DESCRIPTION:

The applicant proposes a 3-lot partition of a 53,474 square foot R-10 zoned lot. The existing lot has a single-family home with the majority of the lot consisting of grass, trees, and shrubs.

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 11: Residential, R-10](#)
- [Chapter 48: Access, Egress and Circulation](#)
- [Chapter 85: Land Divisions – General Provisions](#)
- [Chapter 92: Required Improvements](#)
- [Chapter 96: Street Improvement Construction](#)
- [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:

1. Pursuant to [West Linn CDC 48.025\(B\)\(3\)](#) the proposed lots at the rear will be required to provide access from Ridge Lane.

2. Pursuant to [West Linn CDC 48.060\(D\)](#) the minimum distance between curb cuts on a collector street (Rosemont Rd) is 75 feet. The proposed curb cut and access at the east end of the property along Rosemont Rd would not comply with this requirement given the location of the neighboring properties curb cuts.
3. The proposed multiple right angles for the northern most proposed lot do not comply with West Linn CDC 85.200(B)(3) for “buildable”. A compliant lot line would be a straight line running east → west along the lot at a minimum of 20’ from the rear of the existing house.

RESPONSE TO APPLICANT QUESTIONS:

Applicant Question: How much right-of-way dedication, if any will be required for Rosemont?

Answer: The City will require approx. 7 feet of right-of-way dedication on Rosemont Road.

Applicant Question: Will the City require the overhead power lines along Rosemont to be placed underground?

Answer: No. The existing overhead utilities can remain.

Applicant Question: What type of frontage improvements will be required?

Answer: The City will require full half-street frontage improvements on Rosemont Road. This will include curb/gutter, sidewalk, planter strip, full depth asphalt and aggregate base. The City will also require a 32-foot-wide street cross section be constructed along the Ridge Lane frontage to align with the existing cross section to the east of the property. The improvements shall include curb/gutter, sidewalk, planter strip, full depth asphalt and aggregate base.

Applicant Question: Is a TVFR service provider letter the only one required or are there others?

Answer: A TVF&R Service Provider Permit will be required with the submittal. No other permits from TVF&R would be required at the time of submittal for the proposed partition.

PUBLIC COMMENT: None.

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 Michael Perkins, City Arborist at mperkins@westlinnoregon.gov or 503-742-4726.

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 4-6 months.

There is a 14-day appeal period after the Final Decision. If the Final Decision is not appealed, the applicant may proceed with the building related permits and subsequent development.

NEIGHBORHOOD MEETING:

Minor Partitions are not required to complete a neighborhood meeting.

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 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.*



Pre-app Comments

Project Number: PA-24-20
1470 Rosemont Rd: MIP

Engineering Contact:

Clark Ide
cide@westlinnoregon.gov
Telephone: (503) 722-3437

Project Description: 3-Lot Minor Partition

Pre-application meeting date: November 21, 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:

- Rosemont Road
 - Rosemont Road is classified as a collector street.
 - Rosemont Road has approx. 64 feet of ROW along the frontage of the proposed development lot. The City would request an additional 7 feet of ROW be dedicated to align with the existing ROW width at 1490 Rosemont Rd.
 - Frontage Improvements would be required including curb/gutter, sidewalk, planter strip, full depth asphalt and aggregate base.
 - Only one driveway approach per frontage is permitted. Driveway approaches need to meet distance standards for a collector street. Please refer to the City of West Linn Design Standards for additional information.
- Ridge Lane
 - Ridge Lane is classified as a local street.
 - Ridge Lane has approx. 30 feet of ROW along the frontage of the proposed development lot. The City would request an additional 10 feet of ROW be dedicated to align with the existing ROW to the east of the property.
 - Applicant would be required to construct an approx. 32-foot-wide street cross section along the property frontage to align with the existing Ridge Lane cross section to the east. The improvements shall include curb/gutter, sidewalk, planter strip, full depth asphalt and aggregate base.

SANITARY SEWER

Minimum Required Improvement:

- There are currently no mains constructed that provide direct access to the proposed site. An existing 8" main terminates in the Ridge Lane ROW at the east property line. This main would need to be extended with the construction of the Ridge Lane improvements to provide sewer access to the proposed development.



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- The development may run a new sanitary main from Ridge Lane on to the property to serve future dwellings. A 15' public utility easement would be required for any sanitary main within property boundaries.
- It appears that the current property has a septic system. This will need to be properly abandoned/decommissioned/removed as part of the development and the applicant will need to supply the City with approved documentation from the respective regulatory authority.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing 8" DI water main in Rosemont Road and an existing 8" DI water main in Ridge Lane. Both of these mains have adequate capacity to serve their respective areas of the proposed development.

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.
- There is currently no City system directly connected to the property. The nearest City system is located on Ireland Lane. Applicant's engineer will need to determine if this system has capacity to serve the stormwater requirements of the proposed development. If capacity exists, Applicant will be responsible for constructing the necessary storm infrastructure to tie into the system from the property.
- Development may run a new storm main from Ridge Lane on to property. 15' public utility easement would be required for any main within property boundaries.

OTHER

- Please refer to Planning's summary notes for answers to specific questions requested in the Pre-Application Conference Meeting application.
- All required improvements shall be constructed to meet current City of West Linn Design Standards.
- An 8' PUE will be required along the Rosemont Road and Ridge Lane frontages.
- Any laterals crossing property lines shall be located in an easement.



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- 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.