

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**February 6, 2025**

**SUBJECT:** Proposed Middle Housing Cottage Cluster development.

**FILE:** PA-25-04

**APPLICANTS PRESENT:** Mark Lisac, Brian Lisac, Paul Roeger

**STAFF PRESENT:** Chris Myers, Associate Planner

**PUBLIC PRESENT:** Beau Genot (WNA Vice 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: No Address  
Tax Lot No.: 21E35CC05001  
Site Area: .425 Acres  
Neighborhood: Willamette NA  
Comp. Plan: Low Density  
Zoning: Residential R-7  
Zoning Overlays: Riparian Corridor

**PROJECT DESCRIPTION:**

The applicant proposes an Expedited Land Division for the construction of a 4-unit cottage 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 12: Residential R-7](#)
  - 12.030 Permitted Uses
  - 12.070 Dimensional Standards
- [Chapter 48 Access, Egress, and Circulation](#)
  - 48.010 Purpose
  - 48.020 General Provisions
  - 48.025 Access Control
  - 48.030 Minimum Vehicle Requirements for Residential Uses (see 48.030.B/C)
- [Chapter 85 Land Divisions – General Provisions](#)
  - 85.010 Purpose
  - 85.150
  - 85.170 Submittal Requirements
  - 85.200 Approval Criteria
  - 85.220 Expedited Land Divisions
  - 85.230 Middle Housing Land Divisions
- [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. Applicant should check with TVF&R regarding whether a hammerhead turnaround will be required.
2. The current configuration of the common courtyard will not meet the City's interpretation of a common courtyard. Applicants asked if two courtyards could be built rather than one. Staff was unsure and will find out.

## **RESPONSE TO APPLICANT QUESTIONS:**

1. Applicant question 5. Will need a TVF&R Provider Permit (see below). The provisions of Chapter 48.030.C shall apply. The Community Development Code does not reference that the accessway cannot be more than 150 feet. It can. For 4 houses/units you may have an accessway that is 14-20 feet of pavement. However, the horizontal clearance must remain at a minimum of 20 feet.
  2. Applicant question 6 – No, a TIA is not required
  3. Applicant question 7 – Confirmed, the WRA has been reduced to 20 feet on the property
  4. Applicant question 8 – Confirmed, a cottage cluster has 10 foot external setbacks, no internal setbacks
  5. Applicant question 9 – No required parking spaces
  6. Applicant question 10 - Confirmed, the WRA setback is zero. Build up to it but stay out of it.
  7. Applicant question 11 – Tree removal permits will be reviewed and issued through the building permit process. I cannot confirm tree removal, the City Arborist will do so at time of building permit review.
  8. Applicant question 12 – No, the proposed common space does not meet the City's interpretation of a common courtyard.
  9. Applicant question 13 – Confirmed, no further street improvements are required as part of this project.
  10. Applicant question 14 – Confirmed. See above.
- All other applicant questions have been answered by the Public Works and Engineering Department. Answers to those questions are part of the Engineering notes attached.

## **ENGINEERING:**

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or [Cide@westlinnoregon.gov](mailto:Cide@westlinnoregon.gov).

## **BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto: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](mailto: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](mailto:mperkins@westlinnoregon.gov) or 503-722-4728.

## **PROCESS:**

An Expedited Land Division for Middle Housing is a Planning Manager 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 required for an Expedited Subdivision.

**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>

- Deposit for a Subdivision = \$4500  
= \$500 Inspection fee  
= \$2000 Final Plat Review

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 21 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 63 days from the completeness determination to make a final decision on the application. Typical land use applications can take 3-4 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.*



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## Pre-app Comments

**Project Number: PA-25-04**  
**2011 13<sup>th</sup> Street: Cottage Cluster**

### Engineering Contact:

Tyler Bobbett  
tbobbett@westlinnoregon.gov  
Telephone: 503-722-3424

**Project Description:** Proposed Cottage Cluster

**Pre-application meeting date:** February 6, 2025

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:

- 13<sup>th</sup> Street
  - 13<sup>th</sup> Street is classified as a local street.
  - 13<sup>th</sup> Street has approximately 48.5 feet of ROW surrounding this property.
  - Frontage Improvements are not required.
- 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 13<sup>th</sup> Street has the capacity to serve this development. The 10" main in the sewer easement on the northern side of the lot can also 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.

### DOMESTIC WATER

#### Minimum Required Improvement:

- There is an existing 8" DI water main in 13<sup>th</sup> Street that 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.

### 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



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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.
- The 15" main on 13<sup>th</sup> Street has the capacity to serve this development.
- 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.

### OTHER

- Any laterals crossing property lines shall be located in an easement.
- 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.

### QUESTIONS

1. *Can we connect sewer to the North within the Water Resource Area (WRA)? If not, we propose to connect 4 private sewer lines to the West in the existing street which shall meet plumbing code, one sewer line per house within a joint ingress/egress/utility easement.*  
Connecting to the sewer main to the north is allowed if remediation is done to reduce the impact on the WRA to the maximum extent possible. It also allowable to connect to the existing sewer in 13<sup>th</sup> Street.
2. *Can roof stormwater/driveway stormwater discharge to the ditch/WRA to the North? If not, can we discharge to the existing stormwater system to the West in the cul-de-sac?*  
The ditch to the north is in ODOT right-of-way, so that would require an ODOT Miscellaneous Permit. The main in 13<sup>th</sup> can be used.
3. *Is stormwater quality and/or retention required for the private driveways/roof drains?*  
Once the threshold of 1000 square feet of new impervious area is reached on a lot, all new impervious area for that lot must be treated. The shared drive will also need to be treated if the surface is impermeable. This can be done with a stormwater facility that the four lots sign a shared maintenance agreement for, and this will be recorded on the plat. The facility must be in an easement. Detention, treatment, and infiltration of runoff can be avoided by using a permeable surface for the shared drive (infiltration rates allowing).
4. *We propose to bank 4 meters at the property line to the West along the cul-de-sac and serve each*



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*house privately with independent water lines – comments?*

This is the preferred method.

**5.** See planning department's notes.

**6.** *Is a traffic impact study required for 4 houses?*

No.

**7. - 13.** See planning department's notes.

**14.** *Verify no additional public improvements are required including any improvements to the WRA?*

No.