

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 20, 2025

SUBJECT: Proposed 3-lot Minor Partition and Class I Variance

FILE: PA-25-08

APPLICANTS PRESENT:

STAFF PRESENT: Chris Myers, Associate Planner

PUBLIC PRESENT:

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: 4625 Calaroga Avenue
Tax Lot No.: 21E13CC01000
Site Area: 0.707 Acres/30,781 Square Feet
Neighborhood: Robinwood NA
Comp. Plan: Low Density
Zoning: Residential, R-10
Zoning Overlays: None

PROJECT DESCRIPTION:

The applicant proposes to partition one lot of record into 3 parcels. The applicant also proposes a Class I Variance to lower the minimum lot size from 10,000 square feet (the minimum required by the R-10 zone) to approximately 9500 square feet as allowed with a Class I Variance on proposed parcel 1.

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](#)
- [Chapter 11: Residential R-10](#)
 - 11.030 Permitted Uses
 - 11.070 Dimensional Requirements
 - 11.090 Other Applicable Development Standards
- [Chapter 75: Variances and Special Waivers](#)
 - 75.020 Classifications of Variances
 - 75.030 Approval Process
 - 75.050 Application
- [Chapter 85: Land Division – General Provisions](#)
 - 85.020 Scope
 - 85.130 Land Division Application in Conjunction
 - 85.150 Application – Tentative Plan
 - 85.160 Submittal Requirements
 - 85.200 Approval Criteria

- 85.220 Expedited Land Divisions
- 85.230 Middle Housing Land Divisions
- [Chapter 89: Subdivisions and Partition Plats](#)
 - 89.010 Submission of Partition Plat
 - 89.020 Information Required on Plat
 - 89.050 Approval and Approval Criteria
 - 89.060 Process Following Approval
 - 89.070 Filing of Plat
 - 89.090 Effective Date of Final Approval
- [Chapter 92: Required Improvements](#)
 - 92.010 Public Improvements for Land Divisions
 - 92.020 Improvements in Partitions
- [Chapter 96: Street Improvement Construction](#)
 - 96.010 Construction Required
 - 96.020 Fee-in-Lieu
 - 96.030 Standards
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
 - 99.030 Application Process
 - 99.060 Approval Authority (staff level 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:

RESPONSE TO APPLICANT QUESTIONS:

1. Explain the process and time frame for approval of the application.
Staff Response: See process section below.
2. What is the likelihood of a Variance getting approved?
Staff Response: If the criteria from Chapter 75 are met than the variance must be approved.
3. Is there an objection to the use of a drywell?
Staff Response: See Engineering Notes attached below
4. Requirements for fee-in-lieu.
Staff Response: Refer to Chapter 96 for the fee-in-lieu criteria. This project will qualify for a fee-in-lieu

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 Mike Perkins, City Arborist at mperkins@westlinnoregon.gov or 503-722-4728.

PROCESS:

A Minor Partition and Class I Variance are staff level decisions. A public hearing is not required. Once the application is declared complete, staff will review the application, send a 14-day public comment notice, and post a notice sign on the property. When the public comment period closes. 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 not required for a Minor Partition or a Class I Variance

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 = \$4400
= \$1500 Plat Review Fee
- **Fee** for a Class I Variance = \$1000

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 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.*