

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
February 20, 2014

SUBJECT: 2-lot Minor Partition at 1519 6th Avenue with possible Class II Variance for curb cut distance to intersection.

ATTENDEES: Applicants: Mark Handris, Darren Gusdorf, Rick Givens
Staff: Tom Soppe (Planning), Khoi Le (Engineering)

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any “follow-up” items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The applicant plans to partition an existing R-10 zoned parcel into two parcels. The existing house on Parcel 1, the front, would be kept. The existing garage along the east end would be removed as it straddles the line between the two parcels. The applicant’s submitted conceptual plans created Parcel 2 as a flaglot that would access via a stem on the west end of the site, here there is currently an informal driveway with no curb cut. This is right at the intersection of 6th Avenue, 16th Street, and Cheryl Drive. The existing single-family house has its own driveway at the east end of the site off of 6th Avenue. This would not meet 48.060(C)(6) which requires 35 feet from an intersecting right of way line to a curb cut, and would not meet Engineering standards for a safe driveway location due to its location at the intersection.

Since the garage along the east end is to be removed anyway, the applicant was fine with using the existing driveway to serve both parcels; this driveway would use an access easement across Parcel 1 to access Parcel 2, and the stem on the west end would no longer be needed. An easement is needed on the east end for this scenario instead of a stem, so the existing house can meet the 7.5 minimum side setback standard from an actual property line. The easement should be 15 feet wide. Parcel 1 should retain off street parking stemming in a driveway or also garage from this shared driveway, in the rear of the existing house if need be.

Both lots on the conceptual plan have over 10,000 square feet, and otherwise have dimensions that fulfill R-10 standards. This should easily be able to be the case with the parcels in the eastern driveway scenario also, even with how the access easement cannot count towards the base lot minimum.

Engineering Notes

Property Address: 1519 6th Ave

I. TRANSPORTATION

6th Ave

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Local	Local
Zone	R-10	R-10
Right of Way Width	60'	60'
Full Pavement Width	34'	34'
Bike Lane	No	No
Curb and Gutter	No	Curb and Gutter. Match Cheryl Dr
Planter Strip	No	6' Planter Strip
Sidewalk	No	6' Sidewalk
Street Light	No	Yes – LED Fixtures optional
Utility Pole	Yes	Underground existing service. New services to be placed underground
Street Tree	None	Yes
ADA Ramps	None	None
Post Speed	25 MPH	25 MPH
Stripe	None	None

Cheryl Dr

	EXISTING CONDITIONS	POTENTIAL POST DEVELOPMENT CONDITIONS
Classification	Local	Local
Zone	R-10	R-10
Right of Way Width	48-60' (Corner	48-60'
Full Pavement Width	24'	24'
Bike Lane	No	No
Curb and Gutter	Curb and Gutter	Curb and Gutter
Planter Strip	No	No
Sidewalk	No	6' Sidewalk
Street Light	No	Yes – LED Fixtures optional
Utility Pole	None	New services to be placed underground
Street Tree	None	No

ADA Ramps	Curb depression	Sidewalk corner ramp
Post Speed	25 MPH	25 MPH
Stripe	None	None

A. MINIMUM REQUIRED IMPROVEMENT

1. Provide a minimum 17' pavement improvement on 6th Avenue frontage with the following sections:
 - 10" of 1-1/2"-0 Crush Rock
 - 2" of 3/4" -0 Leveling Course
 - 4" of AC Pavement consisting of 2" Class "C" over 2" Class "B"
 See Public Works Standards Section 5.0030 Pavement Design for design requirements.
2. Provide curb and gutter on 6th Avenue frontage. Connecting to Cheryl Street curb and gutter See WL-501 Detail for technical and construction specifications. See Public Works Standards Section 5.0040 Concrete Curb for design requirements.
3. Provide 6' wide concrete sidewalk with corner sidewalk ramp to allow access for disability. Curb tight sidewalk along Cheryl Drive and Planter strip and away from curb with planter strip along 6th Avenue. See WL-508 for sidewalk technical and construction specifications. See WL-507A for ADA technical and construction specifications. See Public Works Standards Section 5.0050 Sidewalks and Section 5.0051 Sidewalk Ramps for design requirements.
4. Provide illumination analysis of the existing conditions. Install street lights as recommended in accordance to the followings:
 - Average Maintained Illumination: 0.6 foot-candles (Residential)
 - Uniformity Average to Minimum: 6 to 1
 - Street Light should match with existing surrounding lights – with LED Beta Fixtures.
5. Provide Street Trees. Coordinate with Parks Department for requirements.
6. Driveway Approach: 36' maximum width including wings. See WL-504A, 504B, and 505 for technical and construction specifications
- 7. Driveway for Parcel 2 requires special provisions.**
 - **Transportation system plan Table 8-3 – Access spacing standard for local street is 100 ft from intersection and 50 ft from other private driveways.**
 - **Recommend proposed driveway on east side of property. Remove existing garage.**
- 8. Place existing overhead underground. All new utilities along the development must be placed underground.**

B. CITY TRANSPORTATION MASTER PLAN

PEDESTRIAN MASTER PLAN

6th Avenue and Cheryl Drive are not indicated in the City Pedestrian Master Plan as one of the roadways with sidewalk deficiencies.

BICYCLE MASTER PLAN

6th Avenue and Cheryl Drive are not indicated in the City Bicycle Master Plan as a roadway with bicycle deficiencies. No bicycle lane improvements were listed on Bicycle Master Plan.

MOTOR VEHICLE MASTER PLAN

6th Avenue and Cheryl Drive are not indicated in the City Vehicle Master Plan as a roadway or intersections with deficiencies. No planned future improvements are listed in the Motor Vehicle Master Plan.

C. STREET SDC AND BIKE/PEDESTRIAN EFFECTIVE JULY 1ST 2013

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$2,201	\$4,717	\$179	\$7,097
Single Family	Per House	1.01	\$2,223	\$4,764	\$181	\$7,168

Type of Use	Trip per Use	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$0	\$1,542	\$40	\$1,582
Single Family	Per House	1.00	\$0	\$1,557	\$40	\$1,597

II. STORM DRAINAGE

A. EXISTING CONDITIONS

1. There is public storm main available for connection in Kimberly drive. Discharge to public stormwater from parcel 2 would need to run through existing utility easement between 25710 and 25730 Kimberly Dr.
2. Stormwater may be retained on property without overflow if infiltration rate is 2 in/hr or greater.
3. As Built: Tualatin River Bluff

B. MINIMUM REQUIRED IMPROVEMENT

1. Provide treatment for new impervious of 500 square feet or more.
2. Provide detention for new impervious of 5000 square feet or more.
3. Storm Drainage Analysis Report is required.

- Individual lots can collect, treat and detain storm run-off with rain gardens or equal storm treatment/detention facilities.

C. SURFACE WATER SDC EFFECTIVE JULY 1ST 2013

Unit		Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$793	\$238	\$52	\$1,083
Single Family	Per House	1.00	\$793	\$238	\$52	\$1,083

III. SANITARY SEWER

A. EXISTING CONDITIONS

- Public sanitary sewer connection available at manhole in Southwest corner of lot.

B. MINIMUM REQUIRED IMPROVEMENT

- If the existing house is on septic, decommission the septic tank and drain field in accordance with DEQ requirements and submit the City with proper paper work.
- Existing clean out may need to be replaced with manhole.**

A. SANITARY SEWER SDC EFFECTIVE JULY 1ST 2013

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$612	\$2,385	\$111	\$3,108
Single Family	Per House	1.00	\$612	\$2,385	\$111	\$3,108

Tri-City Service District Sewer SDC 1 EDU = \$2,020

IV. WATER

A. PRESSURE ZONE

- Zone: Willamette Pressure
- Overflow Elevation: 351 Upper Elevation: 280 Lower Elevation: river

B. RESERVOIR AND PUMP STATION

- Reservoir: Willamette Reservoir is located on Salamo Road. The reservoir usable capacity is approximate 0.6 million gallon. The reservoir is filled by a transmission main along Willamette Falls Drive from Bolton pressure zone.
- Pump Station: Willamette Pump Station consists of 3 pumps at 500 gpm with total capacity of 1,500 gpm and a nominal capacity of 1,000 gpm. There is an emergency standby diesel generator onsite in case power failure.

C. EXISTING POPULATION AND PROJECTED POPULATION AT SATURATION

- Existing Population: 4,898

2. Projected Population at Saturation: 6,064

D. WATER DEMAND AT SATURATION

Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
0.9	2.0	3.1

E. RESERVOIR AND PUMP STATION CURRENT OPERATING CONDITIONS

1. In accordance with Water System Plan, both the reservoir and pump station are listed appearing to be in good conditions.

F. WILLAMETTE PRESSURE ZONE PERFORMANCE

Year	MDD (mg)	Fire Flow (mg)	Total Supply Need (mg)	Normal Supply Capacity (mg)	Emergency Supply Capacity (mg)	Normal Supply Deficit (mg)	Emergency Supply Deficit (mg)
Current	2.2	0.5	2.7	2.6	1.6	0.1	1.1
2015	2.3	0.5	2.8	2.6	1.6	0.2	1.2
2030	2.6	0.5	3.1	2.6	1.6	0.5	1.5
Saturation	2.7	0.5	3.2	2.6	1.6	0.6	1.6

1. The table above indicates that there is a deficiency in supply capacity during a normal condition. However there is no improvement project adjacent to development listed in the Water System Master Plan.

G. WILLAMETTE PRESSURE ZONE SUPPLY AND STORAGE DEFICIT

Year	Normal Conditions			Emergency Conditions		
	Supply Deficit (mgd)	Storage Volume (mg)	Overall Deficit (mgd)	Supply Deficit (mgd)	Storage Deficit (mgd)	Overall Deficit (mgd)
Current	0.1	0.8	0	1.1	0.8	0.3
2015	0.2	0.8	0	1.2	0.8	0.4
2030	0.5	0.8	0	1.5	0.8	0.7
Saturation	0.6	0.8	0	1.6	0.8	0.8

1. The table above indicates that there is no storage volume deficit during a normal condition but deficient during emergency condition.

H. WILLAMETTE PRESSURE ZONE MASTER PROJECT LIST

1. There are 34 water improvement projects listed in the City Water System Plan under the Willamette Pressure zone. However none of them is along the subject development frontage. Thus there is no improvement required along the proposed project frontage.

I. MINIMUM REQUIRED IMPROVEMENTS

1. Existing public water system is available on 6th Ave. for connection.
2. New water meter shall be set behind curb and out of driveway approaches.
3. As-Built: Tualatin River Bluff

J. WATER SDC EFFECTIVE JULY 1ST 2013

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
Per Factor of 1		1.00	\$585	\$6,969	\$196	\$7,750
5/8” Meter		1	\$585	\$6,969	\$196	\$7,750

Process

A Minor Partition application is required.

No neighborhood meeting is required for a partition. However, these meetings are always encouraged to solicit public input and make the public more informed of an applicant’s plans. Contact Julia Simpson, Willamette NA president, at willamettena@westlinnoregon.gov or 503-655-5819. If the applicant does a neighborhood meeting, conceptual plans of the development should be submitted to the neighborhood association at least 10 days before the meeting.

The Minor Partition application will require a full and complete response to the submittal requirements of CDC 85.150-170, which include a site plan, utilities, a city-wide map showing the site, the Development Review Application Form, the deposit discussed below, and a narrative responding to the appropriate criteria. The appropriate criteria are in Section 85.200. Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The deposit for Minor Partition is \$2,800 dollars. **PLEASE NOTE that this is an initial deposit, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.**

When the submittal is deemed complete, staff will send out public notice of the pending Planning Director decision, which can be expected to be 4-5 weeks after completeness in most

cases. The decision may be appealed by the applicant or anyone with standing to City Council, requiring at least one City Council hearing.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no “shelf life” for pre-apps.