

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 16, 2014

SUBJECT: Proposed Lot Line Adjustment (LLA), Water Resource Area (WRA) Permit, Flood Management Area (FMA) Permit, Willamette River Greenway (WRG) Permit for development of two homes for tax lot 1205 of Assessor's Map 31E2AC

FILE: PA-14-35

ATTENDEES: Applicant: Steve Teakander
Staff: Peter Spir, Associate Planner; Ty Darby, TVFR

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

Site Address: none (north of 1033 Ninth Street).
Tax Not No.: tax lot 1205 of Assessor's Map 31E2AC
Site Area: 102,044 square feet
Neighborhood: Willamette

Regulations

Comp. Plan: Low-Density Residential
Zoning: R-10 (Single-family residential, 10,000 sq. ft. minimum lot size)
Environmental Overlays: 100-year floodplain, WRA, Willamette River Greenway

Criteria

CDC Chapter 85: Lot Line Adjustment, criteria in 85.210
CDC Chapter 32: Water Resource Area, criteria in 32.060-32.110
CDC Chapter 28: Willamette River Greenway, criteria in 28.110
CDC Chapter 27: Flood Management Area, criteria in 27.060, 27.080

Engineering Division Comments

The applicant should contact Khoi Le of the Engineering Department to determine required improvements at Kle@westlinnoregon.gov. Applicable CDC provisions include Chapter 96.

TVFR

Contact Ty Darby of TVFR at ty.darby@tvfr.com for comments.

Site and proposal analysis

The subject property is, according to City Mapotix and the adopted WRA map, within the 100-Year Floodplain, the WRG, the wetlands and associated riparian areas. The applicant is considering reconfiguring two existing lots of record by LLA per 32.110(G) to accommodate two homes.

Process

For the LLA application, prepare a survey showing old and new lot lines and the size of the lots in square feet before and after the LLA. Submit the survey with a narrative that responds to the approval criteria of 85.210(A) (1-6). The deposit required for a LLA is \$800 plus final plat fees.

For the WRA permit, a wetland delineation prepared by a wetland biologist or similarly accredited professional is required plus Oregon Department of State Lands (DSL) verification of the wetland. Address the submittal requirements of CDC Chapter 32 and respond to the criteria of 32.060 which is the standard process, or 32.080 which is the Alternative Review Process. The applicant should also consider using the hardship provisions of 32.110. The fee is \$2,600 plus a \$200 inspection fee. Additionally, a DSL removal-fill permit may be required as well as a US Army Corps of Engineer (USACE) Section 404 permit if the proposal involves work within or adjacent to the wetland areas.

For the FMA permit, address the submittal requirements of CDC Chapter 27 and respond to the criteria of 27.060 and 27.080. The deposit is \$1,050. An elevation certificate is required. You should contact the Federal Emergency Management Agency (FEMA) regarding any additional permits.

For the WRG permit, address the submittal requirements and approval criteria of CDC Chapter 28 and respond to the criteria of 28.110. The fee is \$1,700.

N/A is not an acceptable response to the approval criteria. The 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 Manager and must identify the specific grounds for that waiver.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, the staff will schedule a Planning Commission hearing. Staff will send out public notice of the Planning Commission hearing at least 20 days before it occurs. Notice will be published in the newspaper, a sign posted on the site, and the staff report released at least 10 days prior to the meeting. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

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 **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**