

City of West Linn
PRE-APPLICATION CONFERENCE
MEETING SUMMARY NOTES
November 4, 2020

SUBJECT: Construction of a new gangway to access an existing joint use boat dock at 2115/2125 Windam Oaks Ct.

FILE: PA-20-12

ATTENDEES: Applicant: Zach Pelz (AKS), Alex Fonseca, Jon Morse (AKS), and Greg Harris (AKS)
Staff: Jennifer Arnold (Planning); Amy Pepper (Engineering)
Public: None

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.

Site Information

Site Address: 2115/2125 Windam Oaks Ct.
Tax Lot No.: 21E 24DD 00205 & 00204
Site Area: 5.6 acres
Zoning: Single-Family Residential Attached, R- 10 & Single-Family Residential Detached and Attached, R-7
Neighborhood: Bolton
Applicable Code: **CDC Chapter 11:** Single-Family Residential Detached, R-10
CDC Chapter 12: Single-Family Residential Detached and Attached, R-7
CDC Chapter 27: Flood Management Areas
CDC Chapter 28: Willamette and Tualatin River Protection

Project Details: The applicant proposes a new gangway to an existing joint use dock on the Willamette River. The area of the proposed gangway is within the Willamette River Greenway protection, Habitat Conservation, and flood management area. The gangway will cross the property line from 2115 Windam Oaks Ct onto 2125 Windam Oaks Ct.

Process: The applicant proposes a new gangway to an existing joint use dock on the Willamette River. This area of the property where the gangway will be located is in the 100 year floodplain and floodway, thus will need to apply for a flood management permit. Docks and gangways are permitted uses. The proposed location crosses a sewer easement that will need to be surveyed to locate the sewer line. No structural supports can be located within the easement and any aspect of the Gangway over the easement must be designed for easy access to the utility. The area of the proposed gangway is also located within the Willamette River Greenway and Habitat Conservation area. For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters 11, 12, 27, and 28. The applicant will need to submit a letter from an engineer certifying that the proposal does not increase the base flood level per FEMA standards. For the Flood Management Area permit, a written narrative addressing the requirements of CDC Chapter 27 is required and the deposit fee of \$1,050. The applicant will need to address the requirements in CDC Chapter 28 in a narrative. The deposit fee for the Willamette River Greenway permit is \$1,700. An easement between the two properties is required to be submitted with the application showing the gangway is permitted to cross property lines. The CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property

owners of both properties.

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 declared complete, staff will send out public notice of the anticipated Planning Manager's decision date at least 20 days before it occurs. A sign posted on the site. The Planning Manager'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.***