

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

SUBJECT: Proposal for a Minor Partition at 2185 Willamette Falls Drive
FILE: PA-20-09
ATTENDEES: Applicant: Ryan Hixson
Staff: Chris Myers, Associate Planner; Amy Pepper, Engineer (Public Works)
Public: None in Attendance

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: 2185 Willamette Falls Drive
Tax Lot No.: 31E02BA03600
Site Area: 20,870 Square Feet, 0.4791 Acres
Zoning: Single Family Residential Detached, R-10
Neighborhood: Willamette
Applicable Code: CDC Chapter 11: Single-Family Residential
CDC Chapter 48: Access, Egress, and Circulation
CDC Chapter 75: Variances and Special Waivers
CDC Chapter 85: Land Division, General Provisions
CDC Chapter 92: Required Improvements
CDC Chapter 99: Procedures for Decision Making: Quasi-Judicial

Project Details: The applicant proposes partitioning a single property in order to create a second property for potential future development. The total lot size is 20,870 in the R-10 zone, which requires a minimum lot size of 10,000 square feet. Due to the need for a shared access way, which does not count towards total lot size, the applicant will need to apply for a variance.

Discussion was had regarding where the internal property lines might be drawn. Staff reminded the applicant to be careful when drawing internal property lines as they will determine total lot size.

It was discussed that the City Arborist did not have comment regarding the trees in the backyard. It was also discussed that the applicant will not need to build sidewalks or make any street improvements as those have already been completed.

Engineering staff discussed the availability of utilities in the area and that street improvements are not needed. There were no concerns regarding this application from the Engineering/Public Works Department.

Public Comments: No public comments.

Discussion: Discussion for this proposed application was primarily directed at the need for a variance. This need is due to the required access way for the new lot created with the partition. The access way does not count towards the total lot square footage. Thus the need for a variance. The applicant can apply for a variance which would allow the minimum lot size to be 9500 square feet not the 10,000 square feet minimum for the R-10 zone.

Engineering Division Comments: No Comments from Engineering

Process: The proposal is for a Minor Partition, which is a Planning Director decision. For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters 11, 48, 75, 85, 92, and 99.

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.***