

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**June 2, 2022**

**SUBJECT:** Lot Line Adjustment  
**FILE:** PA-22-17  
**ATTENDEES:** Applicant: Michael Trusheim, Daisy Goebel (AKS), Zach Pelz (AKS)  
Staff: Chris Myers (Planning), Lynn Schroder (Planning)  
Public: Kathy Halicki (WNA President)

*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: 1686 19<sup>th</sup> Street  
Tax Lot No.: 31E03AA01700, 31E03AA01600  
Site Area: 10,314 square feet and 11,823 square feet +/-  
Neighborhood: Willamette Neighborhood Association  
Comp. Plan: Low-density residential  
Zoning: Single-Family Residential Attached, R-10  
Zoning Overlays: N/A  
Applicable CDC Chapters: Chapter 11: Single-Family Residential Attached, R-10  
Chapter 85: Land Division

**Project Details**

Proposed lot line adjustment between two legal lots of record.

**Pertinent Factors:**

The applicant is proposing a lot line adjustment that would increase the size of the property at 1688 19<sup>th</sup> street and decrease the property size at 1686 19<sup>th</sup> street. Both properties would meet the minimum 10,000 square foot lot requirement.

A lot line adjustment does not require a pre-application conference however, the complexity of this property and the access to it, indicated that a pre-application conference would be the most efficient way to ensure future development of the site has been adequately discussed and prepared for.

Discussion was centered around the access to 1688. The partition decision from 2008 has a condition of approval that required an access easement across the north side of 1686 that would allow access to 1688. At this time, it is unclear if that access easement was recorded since the partition was finalized. The applicant or applicant's agent will send proof of easement record.

The potential for the property at 1688 to take access from the existing shared access drive was discussed. However, the Community Development Code allows for only 4 single-family homes to take access from a shared access drive. Currently four single-family homes utilize the shared access drive. Therefore, this is not an option for access to 1688.

The applicable Community Development Code chapters for a lot line adjustment are listed above. Criteria for those chapters must be addressed in the lot line adjustment application. Access to the property at 1688 does not have to be addressed for the lot line adjustment but will need to be addressed at time of development.

**Building:** For building code and ADA questions, please contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054.

**Engineering:** For work in the right of way and utility questions, please contact Erich Lais at [elais@westlinnoregon.gov](mailto:elais@westlinnoregon.gov) or 503-722-3434.

**Tualatin Valley Fire & Rescue:** Please contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1510 with any questions.

**Process:** For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 11: Single-Family Residential Attached, R-10
- Chapter 85: Land Division

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 complete, the City has 120 days from the date of completeness to make a final decision on the application.

***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. 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. Any changes to the CDC standards may require a different design or submittal.