

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 18, 2022

SUBJECT: Two-Lot Partition

FILE: PA-22-23

ATTENDEES: Applicant: Scott Husky, Paul Roeger
Staff: John Floyd (Planning), Lynn Schroder (Planning); Benjamin Gardner (Planning);
Justin Loveland (Engineering)
Public: Kathie Halicki (Willamette Neighborhood Association)

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: 2011 13th Street
Tax Lot No.: 21E35C 01500
Site Area: 30,702 Square Feet +/- per survey submitted with application
23,245 Square Feet +/- per Clackamas County Assessor
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Low Density Residential
Zoning: Single-Family Residential Detached and Attached, R-7
Zoning Overlays: Water Resource Area
Applicable CDC Chapters: Chapter 12: Single-Family Residential Detached and Attached, R-7
Chapter 32: Water Resource Area Protection (may be deferred to future construction)
Chapter 48: Access, Egress and Circulation
Chapter 85: General Provisions
Chapter 92: Required Improvements
Chapter 99: Procedures for Decision Making: Quasi-Judicial
Chapter 105: Amendments to the Code and Map

Project Site

Relevant details of the project site include the following:

- The site contains numerous large trees and is presently developed with a single-family home constructed circa 1949 per Clackamas County Assessment Records.
- A 10" sewer main crosses the property within an easement along the north side of the property.
- The R-7 zone requires a minimum lot size of 7,000 SF. Based on the size of the existing parcel, up to 4 lots are possible.
- The cul-de-sac on the survey appears to have been constructed by ODOT as part of the I-205 project and subsequently transferred from ODOT to the City of West Linn in 1974. See the note on the Clackamas County Tax Map and recorded document 74-11996 which are attached for your review.
- Immediately north of the project site is a drainage way documented on the Water Resource Area Map, running parallel to the north property line.
- A majority of the property is located within Moderate and Low Habitat Conservation Areas.

Planning Staff Comments

The proposal is to partition the existing lot into two lots approximately 10,463 SF (Parcel I) and 20,239 SF (Parcel 2) in size. Preliminary staff feedback includes the following:

- See CDC 85.150-170 and CDC 32.070-090 for minimum content requirements of an application.
- The preliminary plat will need to be revised to address the transfer of the cul-de-sac to the City via ODOT, per recorded document 74-11996, as referenced on the Clackamas county tax map.
- All existing and proposed easements will need to be included on the preliminary plat.
- The proposed configuration of Parcel I will not comply with the minimum rear setback requirement (20 feet) unless the existing carport is removed.
- Buildings cannot be located on property lines, therefore, the small accessory structure at the southeast corner of Parcel I will need to be removed or the property line relocated.
- There is a 65 foot wide water resource area along both sides of the stream document just north of the site, which presumably occupies a portion of the property. All development within the Water Resource Area will need to comply with the provisions of CDC Chapter 32. The Natural Resource Assessment prepared by Cari Cramer in 2019 may be submitted for the purposes of reducing the WRA to 15 feet, provided a letter is provided by the author
- Street improvements will be required along the 13th Street Frontage of Parcel 2. See attached comments from City of West Linn Engineering for additional details.

Discussion:

Topics of conversation included the following:

- The ownership and survey history of the site;
- The drainageway north of the project site and a 2019 Natural Resource Assessment ;
- Required public improvements;
- Sanitary sewer connection options; and
- Minimum size of public utility easements.

Building: For building code and ADA questions, please contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054 or Alisha Bloomfield at abloomfield@westlinnoregon.gov or 503-742-6053.

Engineering: Please see attached comments from West Linn Engineering.

Tualatin Valley Fire & Rescue: TVF&R indicated they will require a current fire flow. Please contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions. **Note that a Service Provider Permit must be presented with the application in order for the application to be deemed complete.** <https://www.tvfr.com/399/Service-Provider-Permit>

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

- Chapter 12: Single-Family Residential Detached and Attached, R-7
- Chapter 32: Water Resource Area Protection (may be deferred to future construction)
- Chapter 48: Access, Egress and Circulation
- Chapter 85: General Provisions
 - 85.160 Submittal Requirements
 - 85.170 Supplemental Submittal Requirements
 - 85.200 Approval Criteria
- Chapter 92: Required Improvements
 - 92.020 Improvements in Partitions
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

Compliance Narrative: When preparing the compliance narrative, 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.

Fees: The deposit for Preliminary Approval of a Minor Partition is \$2,800, and the fee for a water resource area review is \$2,600.

Timelines: 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.



CITY OF
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Pre-app Comments

**Project Number: PA-22-23
Proposed Minor Partition at 2011
13th Street**

Engineering Contact:

Justin Loveland, PE
jloveland@westlinnoregon.gov
Telephone: (503) 722-3437

Project Description: Proposed minor partition at 2011 13th Street

Pre-application meeting date: August 18, 2022

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

TRANSPORTATION

Minimum Required Improvement:

- 13th Street:
 - 13th Street is identified as a local road in the City's *Transportation System Plan*.
 - The existing right-of-way varies near the cul-de-sac, but the right-of-way near 13th Street is approximately 44 feet wide.
 - The right-of-way dedication shall be determined after the surveyor rectifies the area owned by the City of West Linn into the existing survey.
 - Half-street improvements will not be required, since the road was recently improved by the adjacent Fire Hall project.
 - Frontage improvements will be required along lot 2, depending on the area of the property owned by the city. These improvements will include sidewalk, curb and gutter, etc. per City Standards.
- Street trees: coordinate with the Park Department to install appropriate number and type of tree, as applicable:
 - Parks Contact: Ron Jones
rjones@westlinnoregon.gov
503-722-4728
- All new distribution and communication franchise utilities and their services must be placed underground.
- The applicant will be required to dedicate an 8 foot public utility easement along all street frontages.
- A Traffic Impact Analysis (TIA) is not anticipated to be required. Review CDC Chapter 85 and Section 5 of the *City of West Linn Public Works Standards*.
- TVFR may have comments that would affect the cul-de-sac at the northern end of 13th Street.

SANITARY SEWER



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Minimum Required Improvement:

- There is an existing sanitary sewer main in 13th Street. It is unclear what size that the sanitary sewer is (likely 10"), but it is assumed to have capacity for a second line. Party laterals are not allowed per City Standards, so the sewer main may need to be extended to provide access to the proposed 2nd lot.
- Depending on the outcome of the water resource area permit, the applicant may tap into the existing 10" Line near the NE portion of the property.
- New Sewer Easements will be required wherever the sewer infrastructure crosses adjacent properties.
- The existing home is already connected to sewer. If demolished, the replacement home shall reuse the lateral if in acceptable condition as verified by the City based upon a sewer lateral tv inspection.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing 8 inch DI water main in 13th Street available for connection.
- Any additional lots may need an additional pressure reducing valve depending on the pressure at the connection.
- The additional lots will need their own water meter, located near the property line.

SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Onsite run-off generated from new impervious area of greater than 1,000 square feet must be captured, treated, and conveyed to nearest public stormwater system or to the drainage system at the rear of the property. This can be evaluated at home construction for each single family residence and will require a Stormwater Report from a licensed engineer in accordance with the *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards*.
- If infiltration rates on site are 2 in/hr or greater, infiltration is the preferred stormwater management method.
- Stormwater facilities installed to capture, treat, detain and convey stormwater from the private improvements shall be privately owned and maintained.

OTHER

- The proposed development will disturb less than one acre, therefore a West Linn Erosion Control Permit Application, as outlined in Section 2.0065 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.



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- The proposed development is exempt from the requirement to underground overhead utilities as it is less than 1 acre. The applicant may choose to underground the utilities voluntarily.
- All system development charges are due at the time of building permit issuance. If the existing house is demolished, there will be SDC credits available for one single family residence.