

**6-LOT MIDDLE HOUSING LAND DIVISION NARRATIVE  
TOWNHOMES  
2011 13<sup>th</sup> Street**

**I. GENERAL INFORMATION**

**Applicant:** Mark Lisac  
PO Box 2422  
Clackamas, OR 97015  
503-970-7723

**Applicant's Representative:** Paul H. Roeger  
CMT Surveying & Consulting  
20330 SE Hwy. 212  
Damascus, Oregon 97089  
503-850-4672  
503-860-2545 Cell

**Surveyor:** David Roeger, PLS  
CMT Surveying & Consulting  
20330 SE Hwy. 212  
Damascus, OR 97089  
503-850-4672

**Property Owners:** Laurie Huskey  
2008 13<sup>th</sup> Street  
West Linn, OR 97068  
503-939-6925

**Tax Lot Information:** Tax Map 2S-1E-35CC, Tax Lot 5001

**Location:** Behind 2011 13<sup>th</sup> Street

**Current Zoning:** R-7, Residential, which includes Middle Housing

**Site Area:** 18,696 square feet

**Water District:** City of West Linn

**Sanitary Sewer:** City of West Linn

**Surface Water Mgmt.:** City of West Linn

**Fire District:** Tualatin Valley Fire & Rescue

**Power:** Portland General Electric

**Telephone:** Century Link

**Cable:** Comcast

**DEVELOPMENT REVIEW APPLICATION**

STAFF CONTACT <b>Chris Myers</b>		PROJECT No(s). <b>ELD-25-02</b>		PRE-APPLICATION NO.
NON-REFUNDABLE FEE(S) <b>\$4,900</b>		REFUNDABLE DEPOSIT(S)	TOTAL	<b>\$4,900</b>

**Type of Review** (Please check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Annexation (AND)                          | <input type="checkbox"/> Final Plat (FP) <b>Related File #</b> _____ | <input type="checkbox"/> Subdivision (SUB)                               |
| <input type="checkbox"/> Appeal (AP)                               | <input type="checkbox"/> Flood Management Area (FMA)                 | <input type="checkbox"/> Temporary Uses (MISC)                           |
| <input type="checkbox"/> CDC Amendment (CDC)                       | <input type="checkbox"/> Historic Review (HDR)                       | <input type="checkbox"/> Time Extension (EXT)                            |
| <input type="checkbox"/> Code Interpretation (MISC)                | <input type="checkbox"/> Lot Line Adjustment (LLA)                   | <input type="checkbox"/> Right of Way Vacation (VAC)                     |
| <input type="checkbox"/> Conditional Use (CUP)                     | <input type="checkbox"/> Minor Partition (MIP)                       | <input type="checkbox"/> Variance (VAR)                                  |
| <input type="checkbox"/> Design Review (DR)                        | <input type="checkbox"/> Modification of Approval (MOD)              | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Tree Easement Vacation (MISC)             | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures      | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)    |
| <input checked="" type="checkbox"/> Expediated Land Division (ELD) | <input type="checkbox"/> Planned Unit Development (PUD)              | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)      |
| <input type="checkbox"/> Extension of Approval (EXT)               | <input type="checkbox"/> Street Vacation                             | <input type="checkbox"/> Zone Change (ZC)                                |

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the website.

Site Location/Address: <b>Behind 2011 13th Street</b>	Assessor's Map No.: <b>2-1E-35CC</b>
	Tax Lot(s): <b>5001</b>
	Total Land Area: <b>18,696 Sq. Ft.</b>

**Brief Description of Proposal:**

**6-Lot Middle Housing Land Division with 6 Townhouses, 1 on each lot**

Applicant Name*: Address: <b>Mark Lisac</b> City State Zip: <b>PO Box 2422</b> <b>Clackamas, OR 97015</b>	Phone: Email: <b>503-970-7723</b> <b>mlisac@comcast.net</b>
--	---

Owner Name (required): Address: <b>Laurie Huskey</b> City State Zip: <b>2008 13th Street</b> <b>West Linn, OR 97068</b>	Phone: Email: <b>503-939-6925</b> <b>scotthuskey60@gmail.com</b>
--	--

Consultant Name: Address: <b>Paul Roeger, CMT Surveying &amp; Consulting</b> City State Zip: <b>20330 SE Hwy 212</b> <b>Damascus, OR 97089</b>	Phone: Email: <b>503-860-2545</b> <b>paul@cmtsc.net</b>
---	---

- Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. **\*The applicant is financially responsible for all application costs.**
- All information provided with the application is considered a public record and subject to disclosure.
- The owner/applicant or their representative should attend all public hearings related to the application.
- A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
- Submit this form, application narrative, and all supporting documents as a single PDF through the web page: <https://westlinnoregon.gov/planning/submit-land-use-application>.

The undersigned property owner authorizes the application and grants city staff the right of entry onto the property to review the application. The applicant and owner affirm that the information provided in this application is true and correct. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

Applicant's signature  Date **3/13/2025** Owner's signature (required)  Date **3/13/2025**

**6-LOT MIDDLE HOUSING LAND DIVISION NARRATIVE  
TOWNHOMES  
2011 13<sup>th</sup> Street**

**Gas:** Northwest Natural

**II. REQUEST – APPROVALS SOUGHT**

The Applicant, Mark Lisac, desires to subdivide this property into 6-Lots for Middle Housing and construct 6 townhomes, one home on each lot. The subject site is approximately 18,696 square feet (0.43 Acres) in size and is located behind 2011 13<sup>th</sup> Street (Tax map 2S-1E-35CC, tax lot 5001). The parcel was created under City of West Line file MIP-22-06/WAP-22-04. It is Parcel 2 of Partition Plat 2024-015, Clackamas County Plat Records and is currently vacant with some trees that are intended to be removed before development. The minimum sized lot will be approximately 1,852 square feet. The existing 30-foot wide flagpole will be an Access and Utility Easement with a 20-foot wide driveway and underground utilities to 13<sup>th</sup> Street.

**III. SITE DESCRIPTION AND SURROUNDING AREA**

Location and Parcel Description:

The site is generally located on the East side of 13<sup>th</sup> Street and directly on the South side of Interstate 205. The property is described as Tax Lot 5001 of Tax map 2S-1E-35CC.

The site is bordered on the West by 13<sup>th</sup> Street and TL 5000 of Tax map 2S-1E-35CC, and on the North by Interstate 205. Property to the West, across 13<sup>th</sup> Street is zoned R-7, however, property to the Southwest is zoned R-10 and property to the South fronting 13<sup>th</sup> Street is zoned R-7 and property South and East is zoned General Commercial. This parcel of property is generally flat with only 6-feet of fall from 13<sup>th</sup> Street to 350 feet to the Eastern portion of the property.

The site is zoned R-7 Residential which allows Townhouses on the City of West Linn Zoning Map. The site is surrounded by developed commercial and single-family residential land with very little potential for additional development on any of the surrounding properties.

13<sup>th</sup> Street is classified as a Local Street with a current right-of-way width of 48-feet along the frontage and 55-feet of right-of-way width South of this property.

Site access:

Access to the property is directly from 13<sup>th</sup> Street with a new concrete driveway approach and sidewalk and gravel along the 30-foot wide flagpole. A new 20-foot wide asphalt paved driveway will be constructed up to the East line of Lot 2 and then narrow to 17-feet to Lot 6.

**6-LOT MIDDLE HOUSING LAND DIVISION NARRATIVE  
TOWNHOMES  
2011 13<sup>th</sup> Street**

**IV. PROPOSAL SUMMARY**

The applicant wants to subdivide the property into 6 new lots and develop middle housing townhomes on each lot. Two attached townhouses will be on lots 1 and 2, two on lots 3 and 4, and two on lots 5 and 6.

Transportation:

A Transportation Impact Analysis is not required for this 6-Lot Middle Housing Land Division. Only six additional dwelling units will be added to the site on this very low volume dead end local street.

Street:

13<sup>th</sup> Street is an existing 26- to 28-foot-wide asphalt paved street within a 48-foot right-of-way plus the paved cul-de-sac at the North end with curb only South of the cul-de-sac on the East side and even less on the West side opposite the frontage of this property. A new driveway approach and sidewalk have been constructed on the frontage of the flagpole. The curb extends South of this property all the way to 8<sup>th</sup> Avenue on both sides of 13<sup>th</sup> Street, but no sidewalk.

The 13<sup>th</sup> Street right-of-way ends with a cul-de-sac reserved by the City from right-of-way given to the City by ODOT in 1974. ODOT originally acquired the right-of-way in 1968 as part of property purchased for construction of I-205. In 2008 the City relinquished part of what ODOT had given them in 1974 back to ODOT but kept a cul-de-sac configuration as shown on our Existing Conditions Site Plan, per City Resolution No. 08-36. The cul-de-sac area is paved.

Storm Drainage:

Onsite run-off generated from new impervious surfaces greater than 1,000 square feet will be captured and conveyed per City requirements to the nearest public stormwater system or to the drainage system at the rear of this property along I-205.

Water:

The property is served domestic water by the City of West Linn. There is an 8-inch ductile iron water main in the center of 13<sup>th</sup> Street. The intent is to install six new water meters within the 13<sup>th</sup> Street right-of-way with individual services to each new home. The nearest existing fire hydrant is located across the street near the Southwest corner of the property.

**6-LOT MIDDLE HOUSING LAND DIVISION NARRATIVE  
TOWNHOMES  
2011 13<sup>th</sup> Street**

Sanitary Sewer:

Sanitary sewer is available from a 10-inch main line in 13<sup>th</sup> Street and along the North side of the property. The desire is to install one new individual lateral from the main along the North property line for each new home.

Other Utilities:

There is existing power within 13<sup>th</sup> Street right-of-way from which to install service to these six lots. All new power, telephone and cable may or may not be installed underground, depending on the utility company allowances and requirements, since City of West Linn requirements do not require undergrounding on parcels less than 1-acre in size.

There is an existing 1-inch gas main on the West side of 13<sup>th</sup> Street should new gas service be desired for these new homes.

Water Resource Area:

Bernert Creek is located within the I-205 right-of-way approximately 10 to 12-feet North of the Northern property line and flows from West to East parallel with the property line. A Natural Resource Assessment was conducted in 2019 by Cari Cramer, Schott and Associates and updated in 2022. A copy was included with the previous Partition application. We believe the Water Resource Area has been reduced to the Northern 20-feet of this property during the approval of Partition Plat 2024-015.

**V. WLCDC 12 – RESIDENTIAL, R-7**

This property is zoned R-7, which allows Townhouses, and that is what is being proposed with this submittal. The minimum lot size proposed in this 6-lot subdivision is 1,852 square feet, which is greater than the average minimum lot size allowed for townhouses in this zone. There is no minimum lot width at the front lot line or average minimum lot width for townhouses. Exterior side yard setbacks are 7.5-feet and the interior side yard setbacks are 3-feet to meet applicable building code requirements and there are common walls on the attached townhouses. All front yard setbacks are 20-feet and all rear yard setbacks are a minimum of 23-feet from the I-205 right-of-way.

Maximum building height will not exceed 35-feet. The maximum lot coverage for any of these lots is 35% and the maximum floor area ratio will be less than 0.45. Lot areas and Building areas are shown on each Lot. Floor area will be addressed at Building Permit time.

**6-LOT MIDDLE HOUSING LAND DIVISION NARRATIVE  
TOWNHOMES  
2011 13<sup>th</sup> Street**

**VI WLCDC 46 – OFF-STREET PARKING**

One off-street parking space will be provided for each of the lots in a garage within each townhouse.

**VII – WLCDC 48 – MINIMUM VEHICULAR REQUIREMENTS FOR RESIDENTIAL USES**

Paved driveway access will be provided by a 20-foot wide paved driveway along the 30-foot wide flagpole from 13<sup>th</sup> Street through Lot 2 to the West line of Lot 3 and then be narrowed to a 17-foot wide paved driveway to the garage on Lot 6. This entire driveway area will be at approximately 2 percent grade.

A fire truck will be able to use the 20-foot wide section of the driveway, approximately 150-feet, and then the fire fighters will be able to extend their hose less than 150-feet to reach the furthest corner of the townhouse on Lot 6. Tualatin Valley Fire and Rescue has provided a Service Provider Letter confirming their approval of this subdivision layout.

**VIII – WLCDC 85 – LAND DIVISIONS**

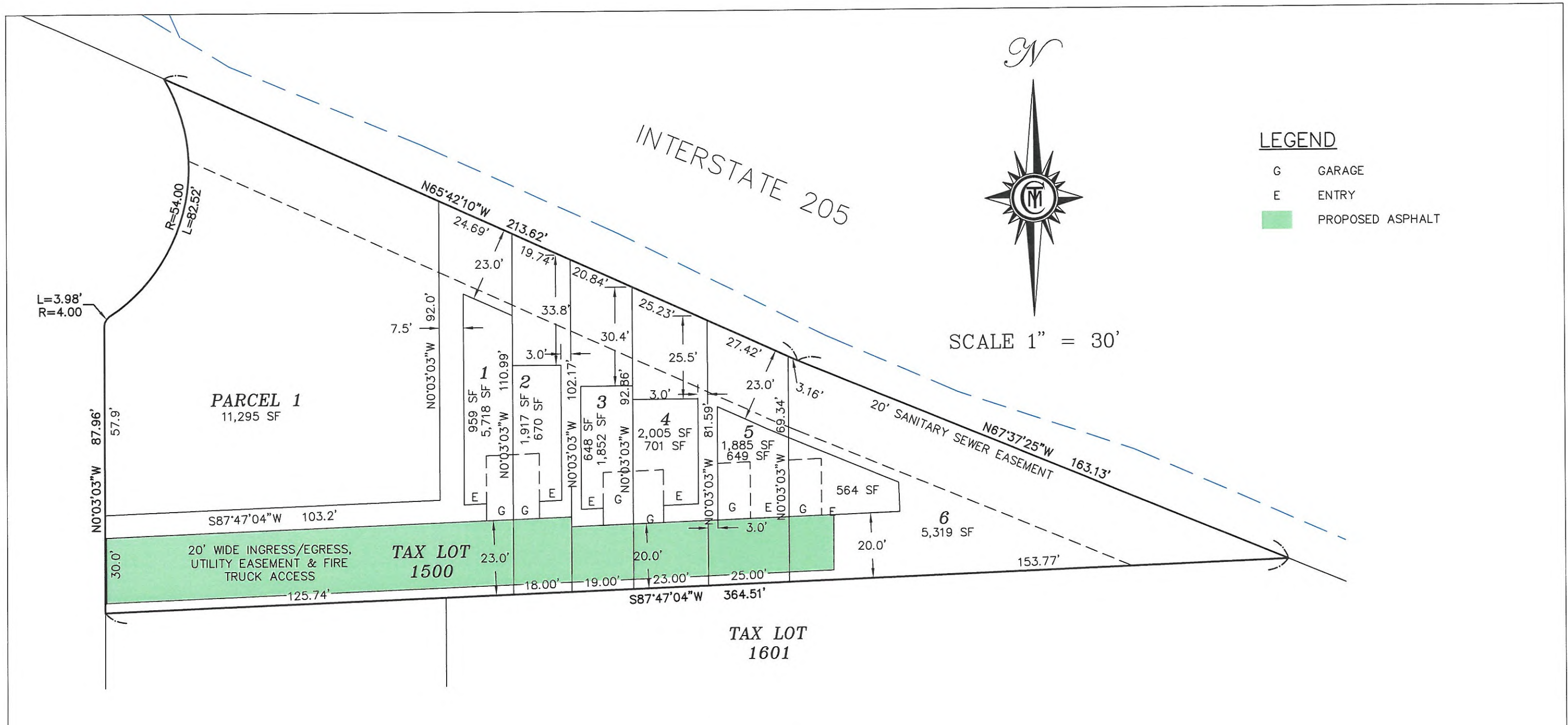
A Pre-Application Conference (PA-25-04) was held with City representatives on February 6, 2025. A Vicinity Map is being provided with this submittal. No lots will be sold until the subdivision plat is recorded. No public roads are being created, nor are any additional public street improvements required. Access to all lots will be from the flagpole 20-foot paved driveway. No staged development is anticipated at this time. A Traffic Impact Analysis is not required for this 6-Lot Middle Housing Land Division.

Domestic water, sanitary sewer and storm drainage are addressed earlier in this Narrative. Plans will be submitted to Engineering as required.

The City has told us we can do an Expedited Land Division without a Neighborhood Association meeting, so that is what we are submitting for.

**IX – WLCDC 99 – PROCEDURES FOR DECISION MAKING**

This application is for a Middle Housing Townhouse Land Division which is under the authority of the Planning Director.



**LEGEND**

- G GARAGE
- E ENTRY
- PROPOSED ASPHALT



SCALE 1" = 30'

**NOTES**

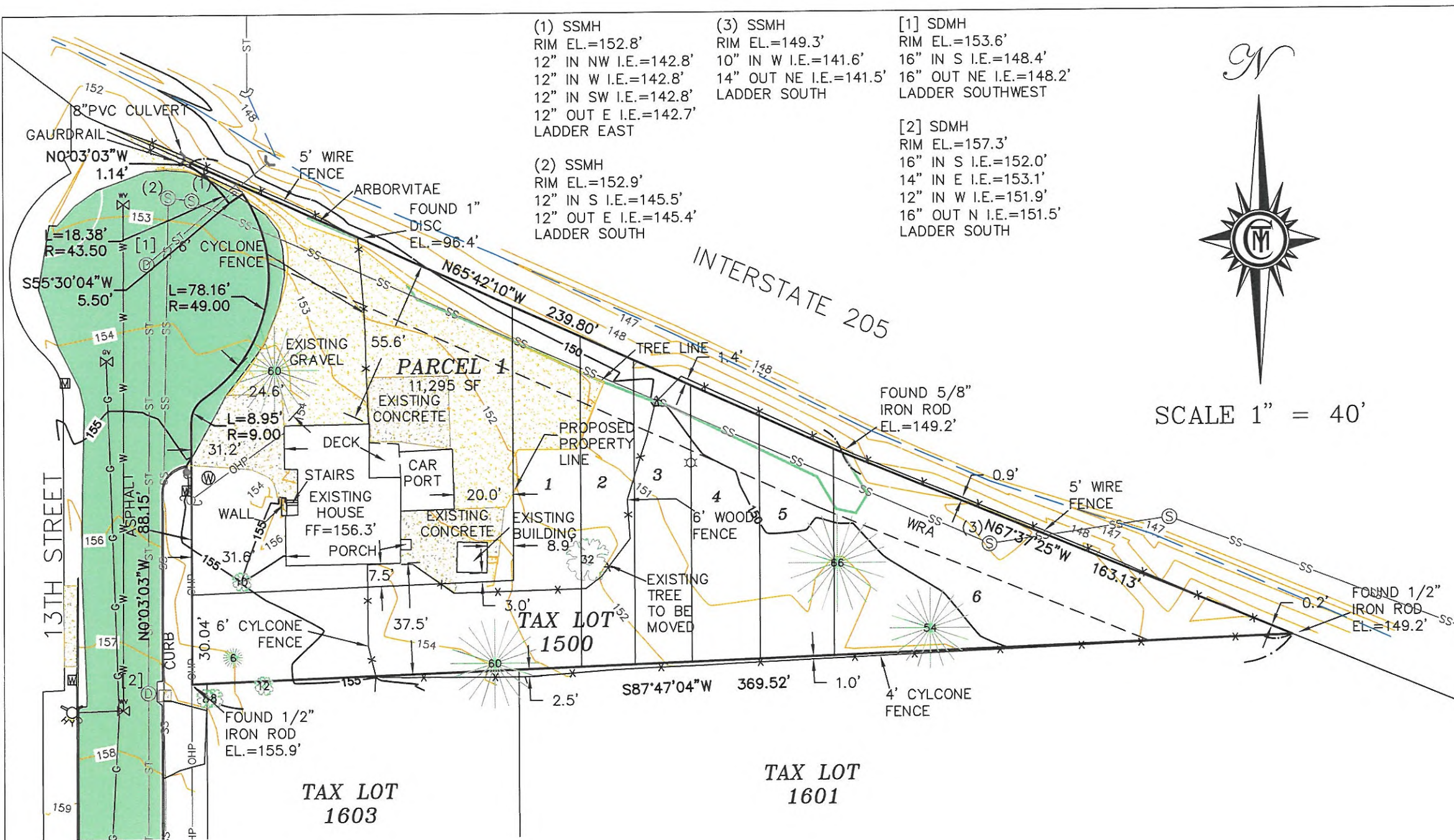
1. THE BASIS OF BEARINGS WAS PER PARTITION PLAT NO. 2008-068 CLACKAMAS COUNTY RECORDS.
2. LOCAL DATUM WAS ESTABLISHED BY GPS OBSERVATION NAVD 88.
3. THIS MAP WAS PREPARED FOR THE EXCLUSIVE USE OF MARK LISAC.
4. THIS MAP WAS PREPARED BY PLAT RECORDS, CALCULATED DATA, AND FIELD MEASUREMENTS, A RECORDED PARTITION PLAT WILL NOT BE FILED AT A DATE TO BE DETERMINED.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
SEPTEMBER 11, 2018  
DAVID ROEGER  
86811

EXPIRES DECEMBER 31, 2026

<b>PROPOSED SUBDIVISION PLAT WITH UNITS</b>	<b>2011 13TH ST</b>
SW 1/4 SEC 35, T2S, R1E, W.M.	 <b>CMT SURVEYING AND CONSULTING</b> 20330 SE HIGHWAY 212 DAMASCUS, OR 97089 PHONE (503) 850-4672 FAX (503) 850-4590
CITY OF WEST LINN	
CLACKAMAS COUNTY, OREGON	
MARCH 12, 2025	
DRAWN: JMR CHECKED: DMR	
SCALE 1"=30' ACCOUNT # 400	
Y: \400-001\DWG\400001SITEPLAN	



- (1) SSMH  
RIM EL.=152.8'  
12" IN NW I.E.=142.8'  
12" IN W I.E.=142.8'  
12" IN SW I.E.=142.8'  
12" OUT E I.E.=142.7'  
LADDER EAST
- (2) SSMH  
RIM EL.=152.9'  
12" IN S I.E.=145.5'  
12" OUT E I.E.=145.4'  
LADDER SOUTH
- (3) SSMH  
RIM EL.=149.3'  
10" IN W I.E.=141.6'  
14" OUT NE I.E.=141.5'  
LADDER SOUTH
- [1] SDMH  
RIM EL.=153.6'  
16" IN S I.E.=148.4'  
16" OUT NE I.E.=148.2'  
LADDER SOUTHWEST
- [2] SDMH  
RIM EL.=157.3'  
16" IN S I.E.=152.0'  
14" IN E I.E.=153.1'  
12" IN W I.E.=151.9'  
16" OUT N I.E.=151.5'  
LADDER SOUTH



SCALE 1" = 40'

**LEGEND**

- EXISTING DECIDUOUS TREE W/ TRUNK DIAMETER (INCHES)(CL=CLUSTER)
- EXISTING CONIFEROUS TREE W/ TRUNK DIAMETER (INCHES)(CL=CLUSTER)
- EXISTING GUY ANCHOR
- EXISTING LIGHT POLE
- EXISTING OVERHEAD POWER LINES
- EXISTING FIRE HYDRANT
- EXISTING WELL
- EXISTING WATER METER
- EXISTING WATER VALVE
- EXISTING UNDERGROUND WATER
- EXISTING GAS VALVE
- EXISTING UNDERGROUND GAS LINE
- EXISTING SANITARY MANHOLE
- EXISTING STORM MANHOLE
- EXISTING SANITARY SEWER LINE
- EXISTING STORM SEWER LINE
- EXISTING MAILBOX
- EXISTING FENCE
- EXISTING STREAM
- FOUND MONUMENTS
- EXISTING GRAVEL
- EXISTING CONCRETE
- EXISTING ASPHALT

**NOTES**


1. THE PURPOSE OF THIS MAP WAS TO SHOW THE EXISTING CONDITIONS FOR 2011 13TH STREET.
2. THE BASIS OF BEARINGS WAS PER PARTITION PLAT NO. 2008-068 CLACKAMAS COUNTY RECORDS.
3. LOCAL DATUM WAS ESTABLISHED BY GPS OBSERVATION NAVD 88.
4. THIS MAP WAS PREPARED FOR THE EXCLUSIVE USE OF SCOTT HUSKEY.
5. THIS MAP WAS PREPARED BY PLAT RECORDS, CALCULATED DATA, AND FIELD MEASUREMENTS, A RECORDED PARTITION PLAT WILL NOT BE FILED AT A DATE TO BE DETERMINED.
6. ALL UTILITY LOCATIONS ARE SHOWN BY ABOVE GROUND FEATURES AND LOCATION OF PAINT MARKS SUPPLIED BY THE LOCAL UTILITY COMPANIES. CMT TAKES NO RESPONSIBILITY OF UNDERGROUND LOCATION. PLEASE NOTIFY THE UTILITY NOTIFICATION CENTER BEFORE ANY DIGGING 1-800-332-2344.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*David Roeger*  
OREGON  
SEPTEMBER 11, 2018  
DAVID ROEGER  
86811

EXPIRES DECEMBER 31, 2026

**SHEET 1 OF 2**

<b>EXISTING CONDITIONS &amp; PROPOSED SUBDIVISION PLAT</b>		<b>2011 13TH ST</b>	
SW 1/4 SEC 35, T2S, R1E, W.M.		 <b>CMT SURVEYING AND CONSULTING</b> 20330 SE HIGHWAY 212 DAMASCUS, OR 97089 PHONE (503) 850-4672 FAX (503) 850-4590	
CITY OF WEST LINN			
CLACKAMAS COUNTY, OREGON			
JANUARY 16, 2025			
DRAWN: JMR CHECKED: DMR			
SCALE 1"=40' ACCOUNT # 400			
Y:\400-001\DWG\400001BASE			



**FIRE CODE / LAND USE / BUILDING REVIEW  
APPLICATION**



**North Operating Center**  
11945 SW 70<sup>th</sup> Avenue  
Tigard, OR 97223  
Phone: 503-649-8577

**South Operating Center**  
8445 SW Elligsen Rd  
Wilsonville, OR 97070  
Phone: 503-649-8577

REV 6-30-20

**Project Information**

Applicant Name: Mark Lisac  
Address: PO Box 2422 Clackamas OR 97015  
Phone: 503.970.7223  
Email: mlisac@comcast.net  
Site Address: Next to: 2011 13 Street  
City: West Linn OR 97068  
Map & Tax Lot #: 21E35CC05001  
Business Name: Lisac Brothers Construction, Inc.  
Land Use/Building Jurisdiction: Residential / West Linn  
Land Use/ Building Permit # To Follow

Choose from: Beaverton, Tigard, Newberg, Tualatin, North Plains, West Linn, Wilsonville, Sherwood, Rivergrove, Durham, King City, Washington County, Clackamas County, Multnomah County, Yamhill County

**Project Description**

**Lot partition with new fire access roadway.**

**Permit/Review Type (check one):**

- Land Use / Building Review - Service Provider Permit
- Emergency Radio Responder Coverage Install/Test
- LPG Tank (Greater than 2,000 gallons)
- Flammable or Combustible Liquid Tank Installation (Greater than 1,000 gallons)
  - \* Exception: Underground Storage Tanks (UST) are deferred to DEQ for regulation.
- Explosives Blasting (Blasting plan is required)
- Exterior Toxic, Pyrophoric or Corrosive Gas Installation (in excess of 810 cu.ft.)
- Tents or Temporary Membrane Structures (in excess of 10,000 square feet)
- Temporary Haunted House or similar
- OLCC Cannabis Extraction License Review
- Ceremonial Fire or Bonfire (For gathering, ceremony or other assembly)

**For Fire Marshal's Office Use Only**

TVFR Permit # 2025-0029  
Permit Type: SPP West Linn  
Submittal Date: 03-10-25  
Assigned To: DFM Arn  
Due Date: NA  
Fees Due: NA  
Fees Paid: NA

**Approval/Inspection Conditions**

(For Fire Marshal's Office Use Only)

**This section is for application approval only**

[Signature] 03-11-25  
Fire Marshal or Designee Date

Conditions: **See approved fire service plan.**

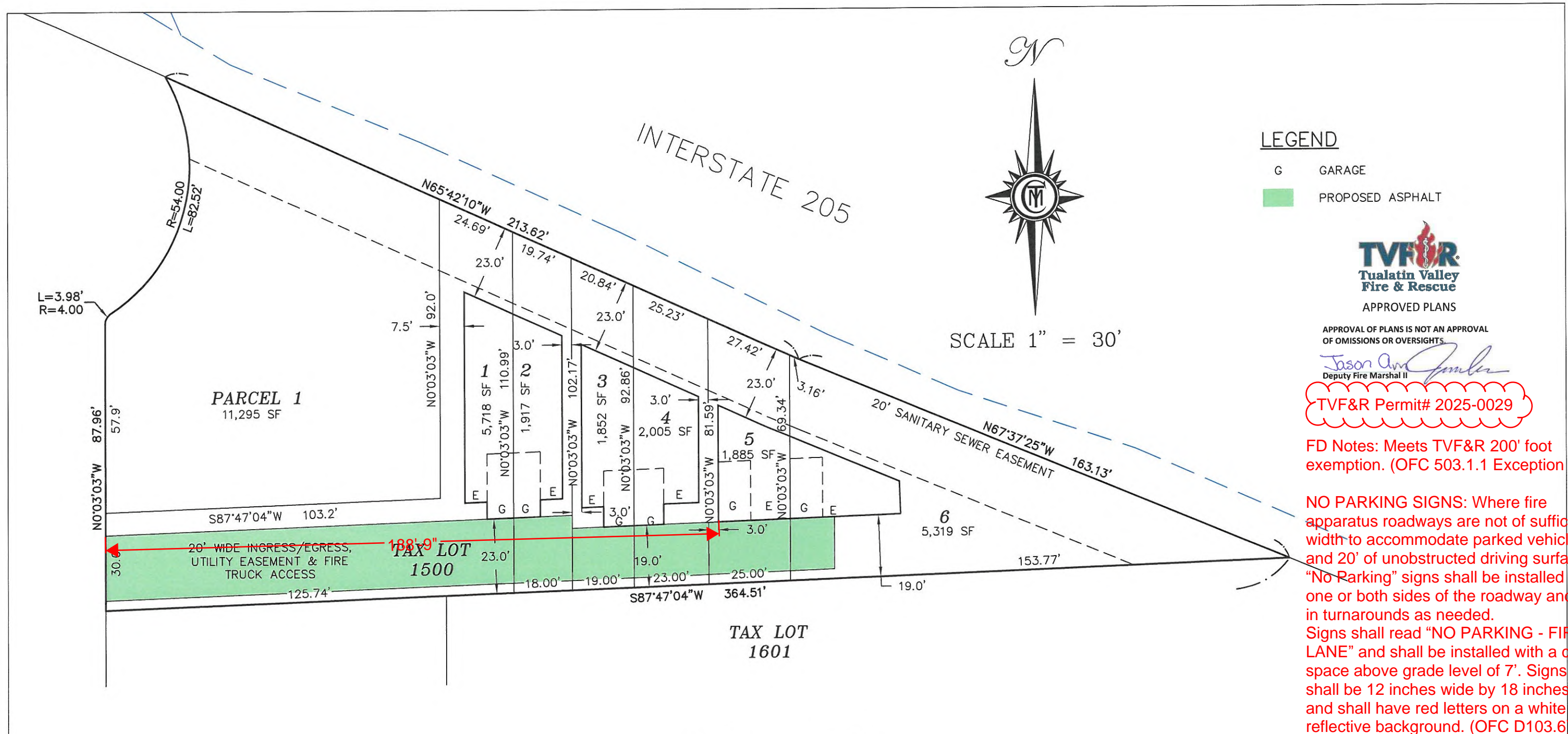
See Attached Conditions:  Yes  No

Site Inspection Required:  Yes  No

**This section used when site inspection is required**

Inspection Comments:

Final TVFR Approval Signature & Emp ID \_\_\_\_\_ Date \_\_\_\_\_



**LEGEND**

- G GARAGE
- PROPOSED ASPHALT



APPROVED PLANS

APPROVAL OF PLANS IS NOT AN APPROVAL OF OMISSIONS OR OVERSIGHTS.

*Jason Am...*  
Deputy Fire Marshal II

TVF&R Permit# 2025-0029

FD Notes: Meets TVF&R 200' foot exemption. (OFC 503.1.1 Exception 1.3)

**NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20' of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7'. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)

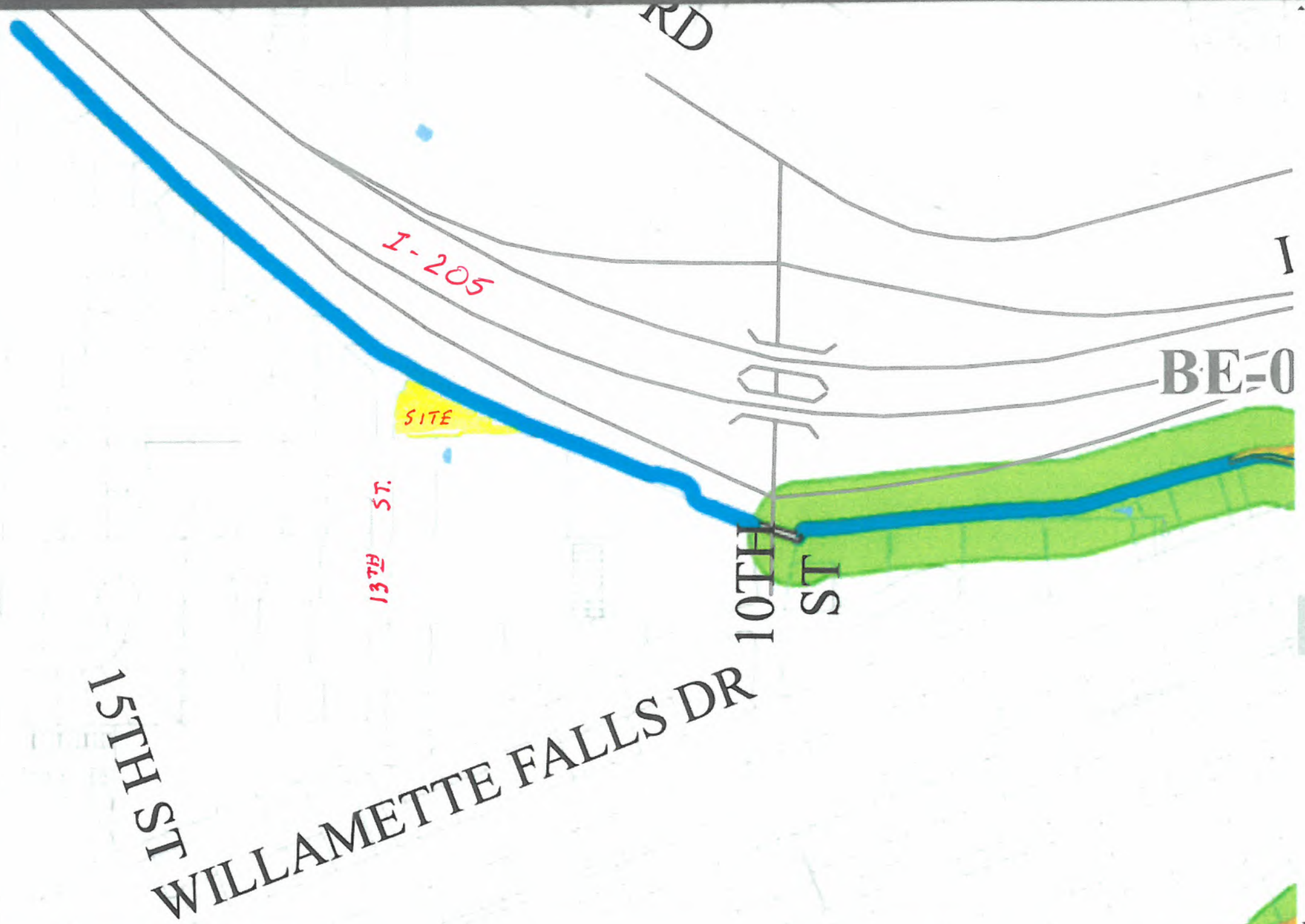
**NOTES**

1. THE BASIS OF BEARINGS WAS PER PARTITION PLAT NO. 2008-068 CLACKAMAS COUNTY RECORDS.
2. LOCAL DATUM WAS ESTABLISHED BY GPS OBSERVATION NAVD 88.
3. THIS MAP WAS PREPARED FOR THE EXCLUSIVE USE OF MARK LISAC.
4. THIS MAP WAS PREPARED BY PLAT RECORDS, CALCULATED DATA, AND FIELD MEASUREMENTS, A RECORDED PARTITION PLAT WILL NOT BE FILED AT A DATE TO BE DETERMINED.

REGISTERED PROFESSIONAL LAND SURVEYOR  
*David Roeger*  
OREGON  
SEPTEMBER 11, 2018  
DAVID ROEGER  
86811

EXPIRES DECEMBER 31, 2026

PROPOSED SUBDIVISION PLAT WITH UNITS	2011 13TH ST
SW 1/4 SEC 35, T2S, R1E, W.M.	
CITY OF WEST LINN CLACKAMAS COUNTY, OREGON FEBRUARY 18, 2025	
DRAWN: JMR CHECKED: DMR	
SCALE 1"=30' ACCOUNT # 400	
Y: \400-001\DWG\400001BASE	
 <b>CMT SURVEYING AND CONSULTING</b> 20330 SE HIGHWAY 212 DAMASCUS, OR 97089 PHONE (503) 850-4672 FAX (503) 850-4590	



I-205

13th St

10th St

15th St

WILLAMETTE FALLS DR

BE=0

SITE

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**February 6, 2025**

**SUBJECT:** Proposed Middle Housing Cottage Cluster development.

**FILE:** PA-25-04

**APPLICANTS PRESENT:** Mark Lisac, Brian Lisac, Paul Roeger

**STAFF PRESENT:** Chris Myers, Associate Planner

**PUBLIC PRESENT:** Beau Genot (WNA Vice President)

*These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical issues for the proposed application and summarize the application process and fees\*. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

**SITE INFORMATION:**

Site Address: No Address  
Tax Lot No.: 21E35CC05001  
Site Area: .425 Acres  
Neighborhood: Willamette NA  
Comp. Plan: Low Density  
Zoning: Residential R-7  
Zoning Overlays: Riparian Corridor

**PROJECT DESCRIPTION:**

The applicant proposes an Expedited Land Division for the construction of a 4-unit cottage cluster.

**APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:**

Approval standards and criteria in effect when an application is *received* will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 12: Residential R-7](#)
  - 12.030 Permitted Uses
  - 12.070 Dimensional Standards
- [Chapter 48 Access, Egress, and Circulation](#)
  - 48.010 Purpose
  - 48.020 General Provisions
  - 48.025 Access Control
  - 48.030 Minimum Vehicle Requirements for Residential Uses (see 48.030.B/C)
- [Chapter 85 Land Divisions – General Provisions](#)
  - 85.010 Purpose
  - 85.150
  - 85.170 Submittal Requirements
  - 85.200 Approval Criteria
  - 85.220 Expedited Land Divisions
  - 85.230 Middle Housing Land Divisions
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

## **KEY ISSUES & CONSIDERATIONS**

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

1. Applicant should check with TVF&R regarding whether a hammerhead turnaround will be required.
2. The current configuration of the common courtyard will not meet the City's interpretation of a common courtyard. Applicants asked if two courtyards could be built rather than one. Staff was unsure and will find out.

## **RESPONSE TO APPLICANT QUESTIONS:**

1. Applicant question 5. Will need a TVF&R Provider Permit (see below). The provisions of Chapter 48.030.C shall apply. The Community Development Code does not reference that the accessway cannot be more than 150 feet. It can. For 4 houses/units you may have an accessway that is 14-20 feet of pavement. However, the horizontal clearance must remain at a minimum of 20 feet.
  2. Applicant question 6 – No, a TIA is not required
  3. Applicant question 7 – Confirmed, the WRA has been reduced to 20 feet on the property
  4. Applicant question 8 – Confirmed, a cottage cluster has 10 foot external setbacks, no internal setbacks
  5. Applicant question 9 – No required parking spaces
  6. Applicant question 10 - Confirmed, the WRA setback is zero. Build up to it but stay out of it.
  7. Applicant question 11 – Tree removal permits will be reviewed and issued through the building permit process. I cannot confirm tree removal, the City Arborist will do so at time of building permit review.
  8. Applicant question 12 – No, the proposed common space does not meet the City's interpretation of a common courtyard.
  9. Applicant question 13 – Confirmed, no further street improvements are required as part of this project.
  10. Applicant question 14 – Confirmed. See above.
- All other applicant questions have been answered by the Public Works and Engineering Department. Answers to those questions are part of the Engineering notes attached.

## **ENGINEERING:**

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or [Cide@westlinnoregon.gov](mailto:Cide@westlinnoregon.gov).

## **BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto:abloomfield@westlinnoregon.gov) or 503-742-6053.

## **TUALATIN VALLEY FIRE & RESCUE:**

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1510 with any questions.

## **TREES:**

For information on the tree requirements for this proposal, contact the Mike Perkins, City Arborist at [mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov) or 503-722-4728.

## **PROCESS:**

An Expedited Land Division for Middle Housing is a Planning Manager decision. No public hearing is required. Once the application is declared complete, staff will review the application, send a 20-day public comment notice, and post a notice sign on the property. When the public comment period closes, the Planning Director will prepare a decision. A final decision can take 6-10 months.

There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may proceed with the development.

**NEIGHBORHOOD MEETING:**

A neighborhood meeting is required for an Expedited Subdivision.

**HOW TO SUBMIT AN APPLICATION:**

Submit a complete application in a single PDF document through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. Application materials identified in the [Development Review Checklist](#).

**COMPLIANCE NARRATIVE:**

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each applicable approval criteria. “Not Applicable” is not an acceptable response to the approval criteria.

Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request before applying.

**APPLICATION FEES & DEPOSITS:**

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- Deposit for a Subdivision = \$4500  
= \$500 Inspection fee  
= \$2000 Final Plat Review

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

**Timelines:**

Once the application and payment are received, the City has 21 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it or provide written notice to staff that no other information will be provided. Once complete, the City has 63 days from the completeness determination to make a final decision on the application. Typical land use applications can take 3-4 months from beginning to end.

**\* DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*



CITY OF  
**West  
Linn**

## Pre-app Comments

**Project Number: PA-25-04**  
**2011 13<sup>th</sup> Street: Cottage Cluster**

### Engineering Contact:

Tyler Bobbett  
tbobbett@westlinnoregon.gov  
Telephone: 503-722-3424

**Project Description:** Proposed Cottage Cluster

**Pre-application meeting date:** February 6, 2025

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:

- 13<sup>th</sup> Street
  - 13<sup>th</sup> Street is classified as a local street.
  - 13<sup>th</sup> Street has approximately 48.5 feet of ROW surrounding this property.
  - Frontage Improvements are not required.
- All new distribution and communication franchise utilities and their services must be placed underground.
- One driveway per frontage.

### SANITARY SEWER

#### Minimum Required Improvement:

- Existing 8" main on 13<sup>th</sup> Street has the capacity to serve this development. The 10" main in the sewer easement on the northern side of the lot can also serve this development.
- If the cottages are divided and sold individually, each lot will require a 4" lateral. If the cottages are not divided and remain as one property, a shared lateral is allowed.

### DOMESTIC WATER

#### Minimum Required Improvement:

- There is an existing 8" DI water main in 13<sup>th</sup> Street that has adequate capacity for serving this development.
- If the cottages are divided and sold individually, each lot will require a meter. If the cottages are not divided and remain as one property, one meter can serve the entire development.

### SURFACE WATER (STORM SEWER)

#### Minimum Required Improvement:

- Onsite run-off generated from new impervious areas of greater than 1000 square feet must be captured, treated, detained, and conveyed to the nearest public stormwater system in accordance



CITY OF  
**West  
Linn**

## Pre-app Comments

**Project Number: PA-25-04**  
**2011 13<sup>th</sup> Street: Cottage Cluster**

### Engineering Contact:

Tyler Bobbett  
tbobbett@westlinnoregon.gov  
Telephone: 503-722-3424

with the *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards*.

- Preferred stormwater management would be to capture, treat, and infiltrate on site. If infiltration is not feasible, conveyance to the City system would be required.
- All Stormwater facilities must be designed and accepted by a licensed engineer.
- The 15" main on 13<sup>th</sup> Street has the capacity to serve this development.
- If the cottages are divided and sold individually, each lot will require a lateral. If the cottages are not divided and remain as one property, a shared conveyance is allowed.

### OTHER

- Any laterals crossing property lines shall be located in an easement.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of home construction for newly created lots. Existing home will need to pay all applicable SDC fee at the time of connection to the City system (water meter, sewer).
- The proposed development will disturb less than 1 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.

### QUESTIONS

1. *Can we connect sewer to the North within the Water Resource Area (WRA)? If not, we propose to connect 4 private sewer lines to the West in the existing street which shall meet plumbing code, one sewer line per house within a joint ingress/egress/utility easement.*  
Connecting to the sewer main to the north is allowed if remediation is done to reduce the impact on the WRA to the maximum extent possible. It also allowable to connect to the existing sewer in 13<sup>th</sup> Street.
2. *Can roof stormwater/driveway stormwater discharge to the ditch/WRA to the North? If not, can we discharge to the existing stormwater system to the West in the cul-de-sac?*  
The ditch to the north is in ODOT right-of-way, so that would require an ODOT Miscellaneous Permit. The main in 13<sup>th</sup> can be used.
3. *Is stormwater quality and/or retention required for the private driveways/roof drains?*  
Once the threshold of 1000 square feet of new impervious area is reached on a lot, all new impervious area for that lot must be treated. The shared drive will also need to be treated if the surface is impermeable. This can be done with a stormwater facility that the four lots sign a shared maintenance agreement for, and this will be recorded on the plat. The facility must be in an easement. Detention, treatment, and infiltration of runoff can be avoided by using a permeable surface for the shared drive (infiltration rates allowing).
4. *We propose to bank 4 meters at the property line to the West along the cul-de-sac and serve each*





CITY OF  
**West  
Linn**

## Pre-app Comments

**Project Number: PA-25-04**  
**2011 13<sup>th</sup> Street: Cottage Cluster**

### Engineering Contact:

Tyler Bobbett  
tbobbett@westlinnoregon.gov  
Telephone: 503-722-3424

*house privately with independent water lines – comments?*

This is the preferred method.

**5.** See planning department's notes.

**6.** *Is a traffic impact study required for 4 houses?*

No.

**7. - 13.** See planning department's notes.

**14.** *Verify no additional public improvements are required including any improvements to the WRA?*

No.