

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 3, 2015

SUBJECT: Application for a 34 lot subdivision and a Water Resource Area (WRA) permit at 1800 Upper Midhill Drive.

FILE: PA-15-33

ATTENDEES: Applicants: Ryan Zygar, Andrew Tull, Aaron Murphy, David Noren
Staff: Peter Spir (Planning), Khoi Le (Engineering)
ODOT: Avi Tayar, Joshua Brooking
Public: Kevin Bryck, Dorianne Palmer

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: 1800 Upper Midhill Drive (21E14CA tax lot 200)
Site Area: 266,726 square feet
Neighborhood: Robinwood NA
Comp. Plan: Medium density residential
Zoning: R-4.5 (Single Family Residential Attached and Detached/Duplex / 4,500 square foot minimum lot size for detached homes)
Applicable code: CDC Chapter 32: Water Resource Area (WRA) permit
CDC Chapter 85: Land Division
CDC Chapter 14: R-4.5

PROJECT DETAILS:

The site comprises a tree covered hillside that slopes down from west to east at a fairly constant 14 percent. There are some small isolated wetlands at the north end of the site as well as a potential ephemeral stream along the north property line.

The proposal is to develop a 34 lot subdivision with all lots over 4,500 square feet. Two existing street right of ways (ROW): Upper Midhill and Hillside Drive will be connected to access the lots. Issues raised included the disposition of an unused section of Upper Midhill Drive ROW and the appropriateness of a sidewalk and planter strip on the west/uphill side of Hillside Drive.

Engineering/TVFR Comments: Contact Khoi Le at kle@westlinnoregon.gov for Engineering comments and Ty Darby at tdarby@tvfr.com for TVFR comments.

PROCESS:

The application requires a neighborhood meeting per CDC 99.038. Please follow those requirements very carefully. Contact the Robinwood Neighborhood Association, at RobinwoodNA@westlinnoregon.gov and Skyline Ridge Neighborhood Association, at SkylineNA@westlinnoregon.gov.

Land use applications include subdivision (Chapter 85) and a WRA permit (Chapter 32). Staff recommends the Alternate Review Process (32.070 and 32.080) for the WRA permit. The CDC is online at <http://westlinnoregon.gov/cdc>.

Required specialist studies include an arborist's tree inventory, wetland delineation, geotechnical (including drainage) report and traffic study.

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. The waiver may or may not be granted by the Planning Director. Waivers may also be subsequently overruled by the decision making body.

Submit the application to the Planning Department with an application form signed by the property owner. The deposit for a subdivision is \$4,200 plus \$200 per lot. The final plat fee is \$2,000. There is also a \$500 fee for final site inspection. The deposit for a WRA is \$2,600 and an inspection fee of \$250.

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 deemed complete, staff will provide notice per CDC Chapter 99 and schedule a public hearing with the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council.

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.**