

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Notes**  
**October 16, 2014**

SUBJECT: Proposed 3-lot partition

FILE: PA-14-36

ATTENDEES: Applicant: Phil Gentemann, Centurion Homes; Bruce Goldson  
Staff: Sara Javoronok, Associate Planner; Noah Brennan, Associate Engineer  
Other: Ty Darby, TVF&R

***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: 19345 Suncrest Drive  
Area: 49,300 sq. ft.  
Comprehensive Plan Designation: Low Density Residential  
Zoning Classification: R-10  
Overlays: None

**Project Details**

The applicant is proposing a 3-lot partition. The proposal creates three lots, two of which are accessed through a flag stem. It retains the existing single family home on the site at the rear of the lot as Parcel 1 (28,064 sq. ft.) and creates two new lots in front, each 10,620 sq. ft.

**Site Analysis**

There is an existing single family home on the property. The proposed plan preserves the existing home on the largest lot, Parcel 1. The site slopes gently upward from Suncrest Drive, approximately 10 percent. The site is not located within a mapped Goal 5 resource area. There are a number of trees on the site. Per Mike Perkins, the City Arborist, some may be significant trees. The Parks Department expressed interest in a trail easement to provide access to Marylhurst Park. Contact Mike Perkins ([mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov)) and Ken Worcester ([kworcester@westlinnoregon.gov](mailto:kworcester@westlinnoregon.gov)) in Parks at 503-557-4700 for more information.

Contact Khoi Le at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) or 503-722-5517 for engineering requirements.

Contact Ty Darby from TVF&R at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com) or 503-259-1409 for their requirements.

## **Process**

A minor partition is required. Prepare an application form, narrative and plans which respond to the applicable criteria of the Community Development Code (CDC). Follow 85.160 and 85.170 for what to submit in addition to the narrative responding to all criteria of 85.200. The CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property owner.

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.

A deposit of \$2,800 is required for the partition at the time of application. **PLEASE NOTE that a deposit (not a fee) is an initial deposit, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.** For the partition, the applicant must apply for Final Plat after improvements are complete. The fee is \$1,500. Other fees, including building, engineering, and SDCs may be required.

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, the staff will notify the affected parties of the proposal and invite comment. The Planning Manager will issue a decision to approve, approve with conditions or deny the application and notify affected parties. There is a 14-day window to appeal the decision of the Planning Manager following notice of the decision. If no appeal has been received by the close of the appeal period, the Planning Manager decision becomes final and the applicant may move forward with the development of their proposal.

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.**