

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**November 6, 2014**

SUBJECT: Proposed access easement vacation between properties at 6210 and 6250 Haverhill Court.

FILE: PA-14-39

ATTENDEES: Applicant: Joseph Williams Staff: Peter Spir, Associate Planner

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*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: 6210 and 6250 Haverhill Court.  
Tax Lot No.: tax lots 3003 and 3004 of Assessor's Map 21E26AD  
Site Area: Approximately 137 feet X 16 feet  
Neighborhood: Hidden Springs  
Comp. Plan: Low density residential  
Zoning: R-10 (Single family residential/10,000 square foot minimum lot size)

Project Details: The applicant proposes to vacate a 16 foot wide public access easement that extends southerly from Haverhill Court and is centered on the common lot line of lots 3 and 4 of Haverhill Estates. The public access easement was established and recorded on the Haverhill Estates plat in response to a condition of approval for the Haverhill Estates subdivision (SUB-91-06). Condition of Approval 8 stated: *"The applicant shall be responsible for providing a 16 foot wide unrestricted access easement between lots 3 and 4. The access easement will allow development of the Mischel property to the southwest."*

Process

It will require an amendment to the Haverhill Estates subdivision decision to delete condition of approval 8. The standards are in 99.120 "AMENDMENTS". If the amendment is approved, removal or vacation of the public access easement from the recorded plat can, according to the County Surveyor, be done by re-plat (Partition or a Subdivision Plat) per ORS 92.185.

There is a \$1,500 fee for the easement vacation. The fee for modification to approval of COAs is 50% of the original deposit for the Haverhill Estates subdivision.

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, hearings will be scheduled.

Applications for a subdivision amendment will be heard by the original decision making body: the Planning Commission.

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.***