

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**July 17, 2008**

SUBJECT: 6-lot PUD subdivision at 19650 Suncrest Drive.

ATTENDEES: Applicants: Mark Handris, Kirsten Van Loo, Eric Evans; Staff:  
Tom Soppe (Planning Department); Khoi Le (Engineering  
Division); Neighborhood: Lynn Fox (Hidden Springs NA)

---

*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.*

**Project Details**

The 3.75-acre parcel is located along the east side of Suncrest Drive, between Carriage Way and Ridgebrook Drive in the Hidden Springs neighborhood of West Linn. Suncrest Drive, a designated collector street, provides the only street access to the property, which is 247 feet wide along Suncrest Drive, but is 660 feet deep to the east. The site was recently annexed as R-10 zoning, and is surrounded by other R-10 zoning and some small areas of R-7 zoning, including the Gallery Way area across Suncrest Drive. Much of the immediate area consists of relatively new neighborhoods that are built to their capacity of density within their respective zones, but some other subdividable or partitionable parcels, mainly smaller than the site, still exist in the area, including the three that border the site to the south.

Approximately the eastern two-thirds of the site consists of Fern Creek and its ravine. This area of the property is undevelopable, and the east side of it is not even accessible by a street or other public ROW. The applicant proposes a planned unit development (PUD) with 6 single family home lots and two open space tracts, one of which at least roughly coincides with the boundaries of the water resource transition area. All six lots will be on the west end of the site due to the location of the creek and transition area. On the conceptual plan lots 1-3 will front on Suncrest Drive, and lots 4-6 behind these will take access from a hammerhead access easement that enters the site at its southwest corner. Because Suncrest is a collector, a minimum of 75 feet between driveways must be maintained. For this reason, one of the three front lots will have to take access from the access easement as well, to maintain this standard. It appears it would be most practical to do this with Lot 3. The house on whichever lot, 1-3, takes driveway access from the easement can still have a front façade and front door facing Suncrest. Up to four houses may take access from a single shared driveway/private street; therefore having one of the

three front lots taking access from the access easement along with lots 4-6 is feasible without a variance.

The lots as shown on the preliminary plan range in size from 7,700-11,778 square feet. This is the R-10 base zone with a minimum lot size of 10,000, but lots can be smaller in a PUD as long as the number of lots does not exceed the non-ROW areas of the site divided by 10,000. That being said, the applicant could theoretically propose up to 15 lots on the site and still maintain this average. If the applicant was to propose more houses here, 15 lots would likely not be achieved due to the ROW that would be needed with more houses sharing non-Suncrest access, and also due to the fact that only detached single family dwellings are permitted in the R-10 zone. However, the applicant would likely be able to achieve more than 6 lots here and still meet code not only in terms of PUD density but other code provisions as well. However, this 6-lot proposal would also meet code and the applicant is not obligated to apply for more. The requirement in 85.200(J)(7) that a site be developed to 70% of base zone density excludes both Type I and II lands (which include the drainageway and the steep slopes that make up its transition area) and density transfers from Type I and II lands. Therefore only the western 2/3 of the site counts as areas to be measured to the 70%, and the conceptual plan meets the density requirement. If the applicant applies for a straight subdivision where all lot sizes have to be 10,000 square feet in buildable area, applicant should know that buildable area does not include access easements that are within the lot boundaries.

There is an undeveloped trail easement along Fern Creek on the property to the north, so the applicant should dedicate a trail easement to connect with this one along Fern Creek on this site; since the trail system should connect to a public ROW in the area, the applicant should also dedicate a trail easement uphill west from the creek. This should be proposed to go through Tract A and the public access easement to connect with Suncrest Drive. Applicant shall construct a four foot wide gravel path down towards the creek that could reasonably be extended by the City to provide a path along the creek corridor in the future. This path can consist of steps in steep areas. The applicant shall install permanent and visible markers at 40 foot intervals that delineate the west, north and south edge of tract B west of the creek and identify the tract as owned by the City of West Linn.

Tract A is presumably provided for a storm treatment/detention facility. Per GIS it is at an elevation higher than the house will be on lot 6. Perhaps the lots on the east side of the access easement should be reversed with the treatment facility.

There is a distinct top of ravine, but it is over 150 feet from the creek itself throughout the property. Therefore the border of the transition area should be considered to be the line 200 feet from the creek, rather than measuring this from the top of the ravine (per Table 32-1 in CDC 32.050[D]). This "200 foot line" happens to be similar in location, but not exactly so, to the top of the ravine, so it would require virtually no reconfiguration of the conceptual plan except for modification of Tract B's boundaries. Since the transition area itself is required to be dedicated as its own tract or easement, Tract B should include anything between this "200 foot line" and the creek, and is welcome to include any areas further west than this that are still below the top of the ravine. Per Table 32-1, no

structures shall be built within 215 feet of the creek (15 feet from this line), and no development at all (minus city-requested trails) can be within 200 feet of the creek without both a Water Resources Area permit and a Class II Variance as well. It appears as if all of the houses will easily be able to be built further away than this. The City prefers Tract B to be dedicated to the City rather than a conservation easement; it is possible for the applicant to apply for areas on the far west end of the 200 foot transition area to be conservation easements while leaving the rest for City dedication as Tract B; this may help the applicant fit houses onto the lots as setbacks would be measured from the edge of the lot line, as long as development stayed out of the easement and structures stayed out of the additional 15-foot structural setback.

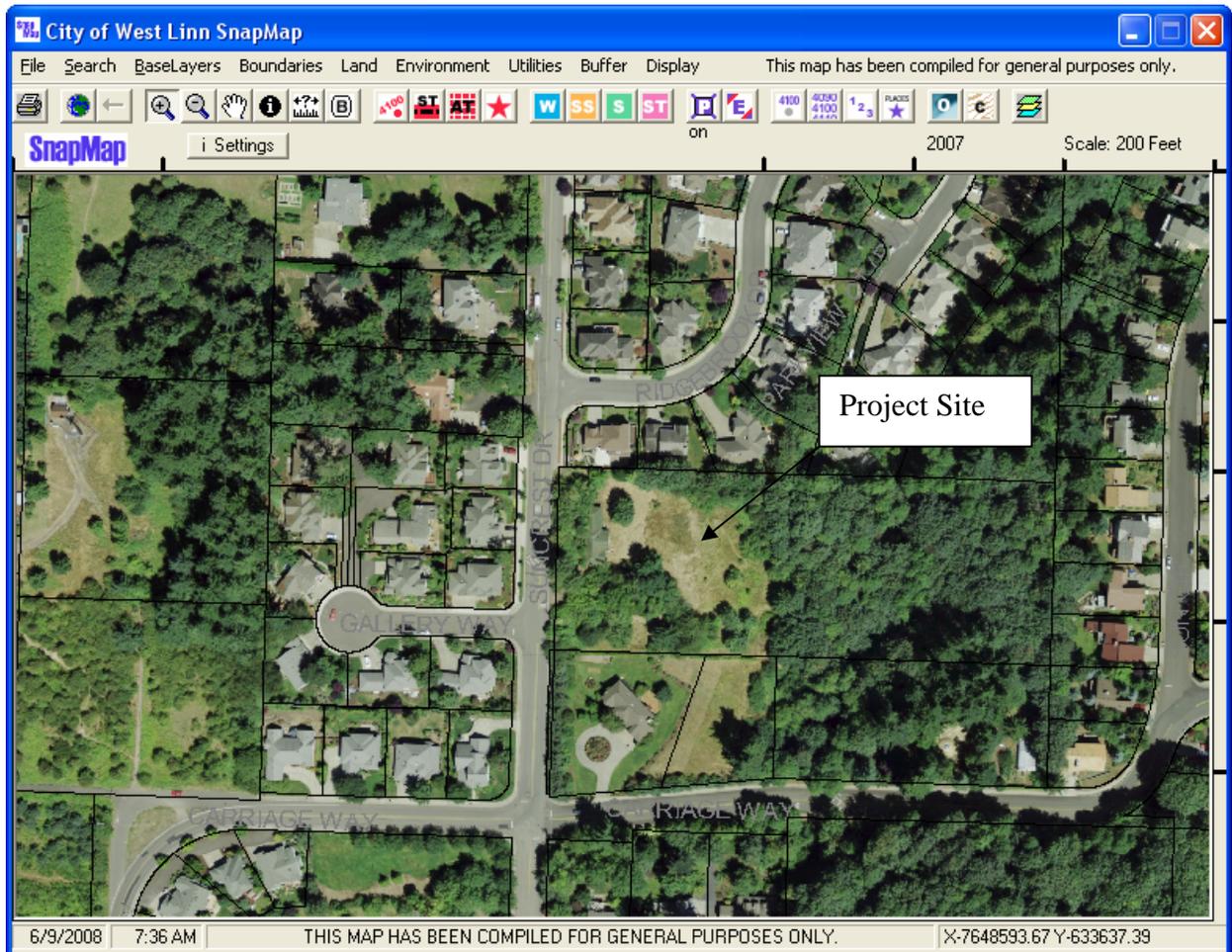
The applicant will need to prepare a tree survey of the property, indicating location, size, and species of each tree on the site. Each tree needs to be tagged in the field with a number that corresponds to the tree inventory map. CDC Section 55.100(B)(2) requires that up to 20% of the relatively flatter non-type I and II lands can be set aside to protect the dripline plus 10 feet of significant trees. (B)(2) also requires that all trees on Type I and II lands be preserved. That requirement can have a significant impact on some applications. Significant trees that need to be removed for ROW development have to be mitigated for, but can be counted towards the 20% due to the mitigation. The large tree near where the sidewalk would go on Suncrest Drive is an example of a tree that may be affected this way, but all efforts to configure the sidewalk and planter strip to preserve the tree should be considered first.

Water meters shall be located on Suncrest as that is the public street. According to the Public Works Water Division, if TVFR requires the fire hydrant is required on site versus on Suncrest then the private drive will need to be made a public street built to City standards in terms of width, etc. This would require resizing lots. This is unlikely to be demanded by TVFR however.

## **ENGINEERING REVIEW AND COMMENTS**

For 6 lot subdivision, followings are general comments on the requirements for street and utility improvements.

## STREET



The property is located along Suncrest Drive and Suncrest Drive is classified as a Collector.

From the City Assessor map, Suncrest Drive current right-of-way is approximately 50' wide with a 36' wide roadway pavement section. Property opposite side of the proposed development had been developed with sidewalk consisting of curb and gutter along their properties. Right-of-way for collector varies between 48', 58', and 72' depending upon whether or not parking, median, and bike lane is required.

***In order to be consistent with adjacent developed property and preserving the right-of-way for future roadway widening, this property shall be required to dedicate 10' along the property frontage.***

The City TSP identifies that pedestrian access is deficient along part of Suncrest Drive. The TSP also identifies that sidewalk is only available on the opposite side of the proposed development. ***Thus constructing new sidewalk connected to the existing sidewalk from the north shall definitely be required for this development.***

The TSP does not identify bike lane is required along Suncrest Drive. However the City SDC Capital Improvement Projects has indicated that bike lane plus sidewalk between Carriage Way and Valley View Drive must be added. ***Therefore bike lane and striping shall be required along this project frontage.***

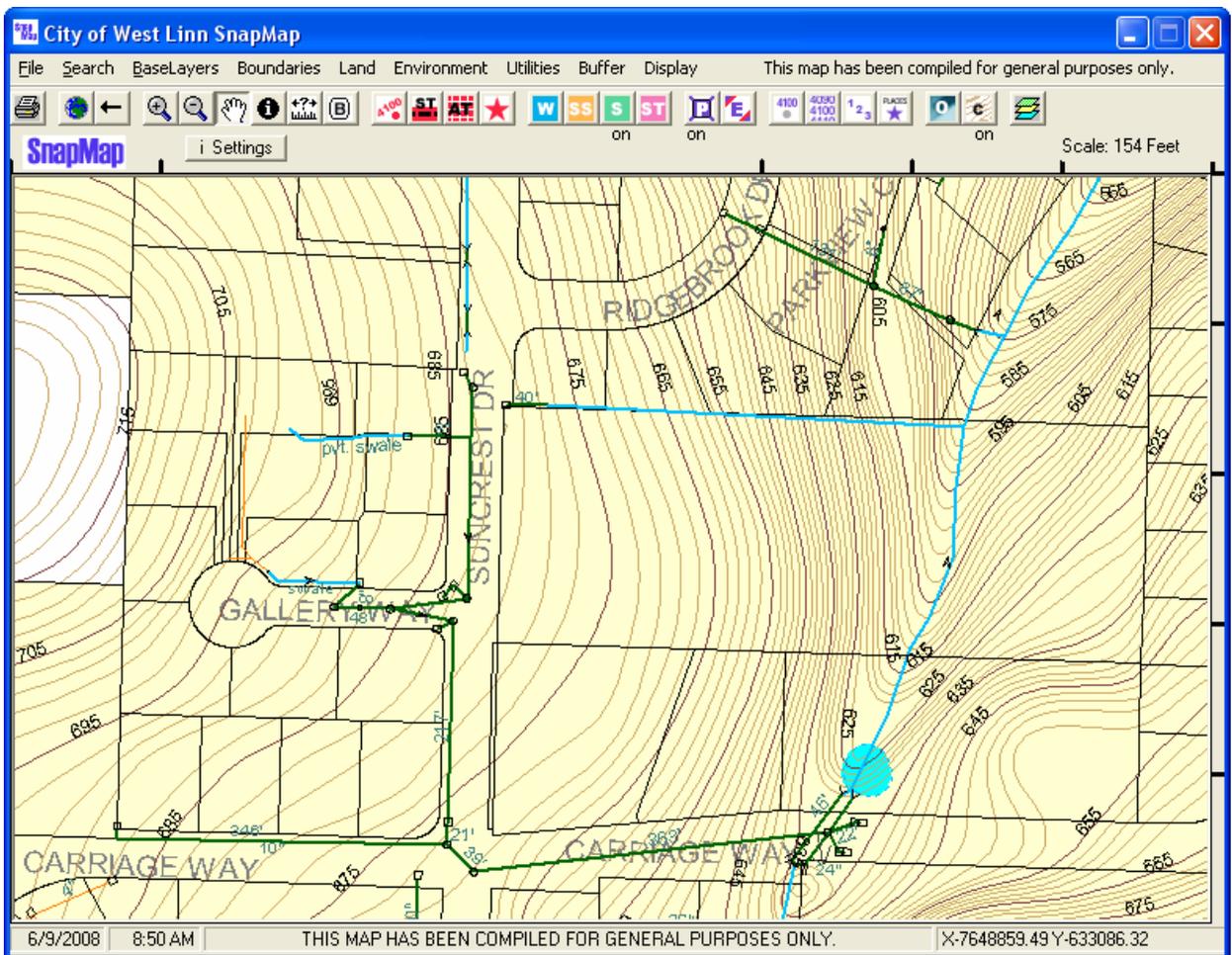
***Half-street improvement normally consists of improving the pavement of the roadway to the center line of the travel lane and constructing of curb and gutter as well as providing adequate water quality treatment and stormwater conveying system along project frontage on Suncrest Drive shall be required.***

***Since improving Suncrest Drive between Carriage Way and Valley View Drive is identified on the City SDC CIP list, the developer is eligible for SDC credit. (55% SDC credit is available)***

***New roadway that feeds more than 4 homes shall be constructed per the current City of West Linn Public Work Design and Construction Standards. Developer shall be responsible for the cost of the new roadway.***

***Development shall be subject to Street SDC charge.***

# STORM DRAINAGE



From the City GIS snap map, run-off flows from the front of the property toward the middle of the property where the existing creek located.

From city record indicates that the property is currently undeveloped. Run-off is sheet flow over the pervious area from front to the wooded area in the back of the property and eventually ending up in the existing creek in the back.

When the property going to be developed, street run-off along the project frontage shall be captured and treated as well as detained before discharging to the existing public storm system. Stormwater treatment facilities designed in according to the City of Portland Stormwater Management Manual. The City of West Linn Public Works is in the process of developing and implementing the use of rain garden as a stormwater treatment facility. Detail of rain garden will be handed out during the pre-app meeting if needed.

***Developments that create 500 square feet of new impervious shall provide treatment for stormwater run-off.***

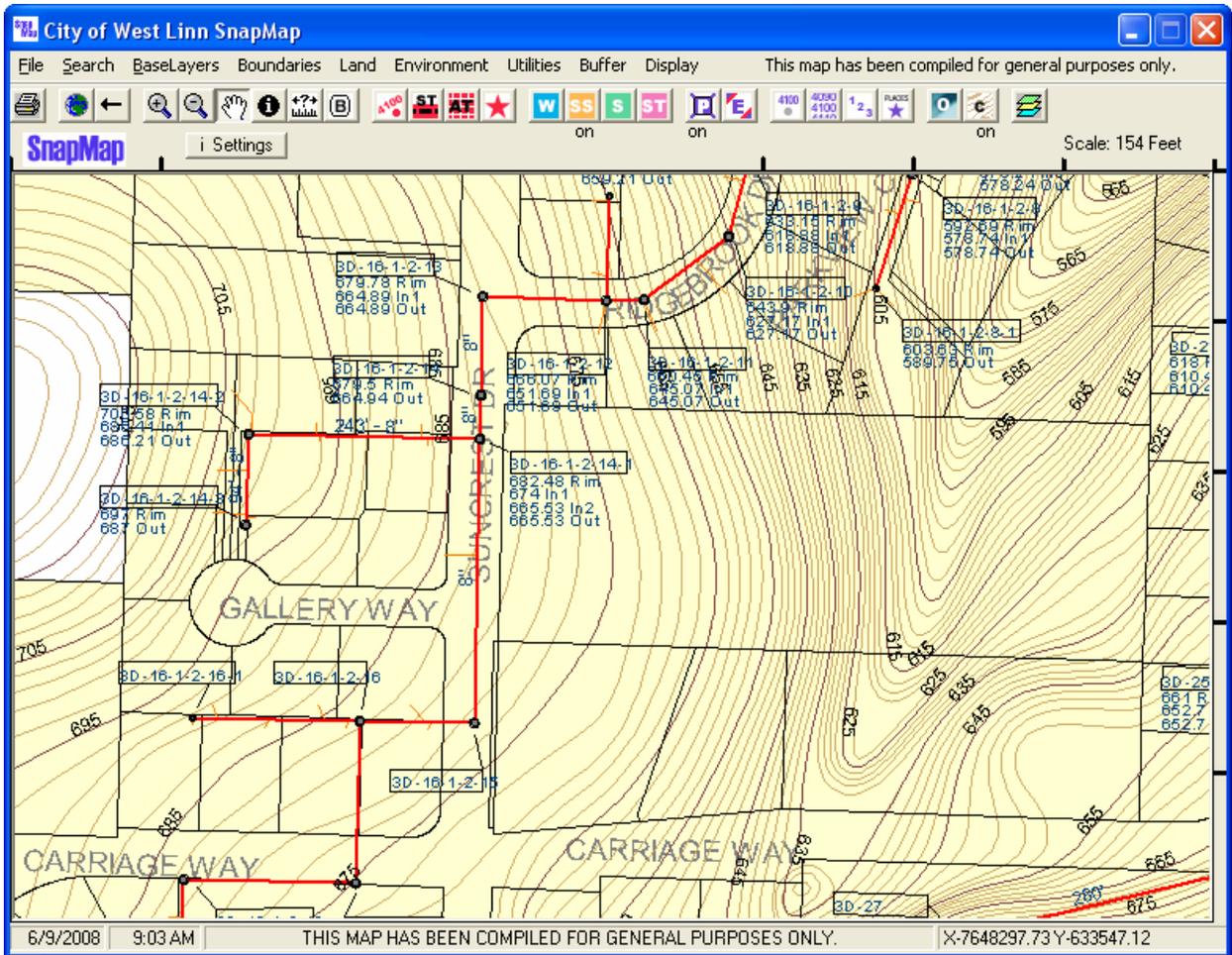
***Developments that create 5,000 square feet of impervious area shall provide detention for stormwater run-off.***

Onsite stormwater facility such as water quality/detention facility shall be located in designate area such as storm easement or tract to provide City employees access to the facility for annual inspection.

All private stormwater treatment facilities shall be subject to maintenance agreement with the City of West.

Storm drainage service connection shall be subject to Storm SDC fee.

**SANITARY SEWER**



From the City record indicates that there is existing public sanitary sewer system available for connection along Suncrest Drive. However the topography indicates that constructing gravity feed sanitary sewer to the existing sanitary sewer system on Suncrest Drive may be a challenge since the property is much lower in the back in comparison to the roadway.

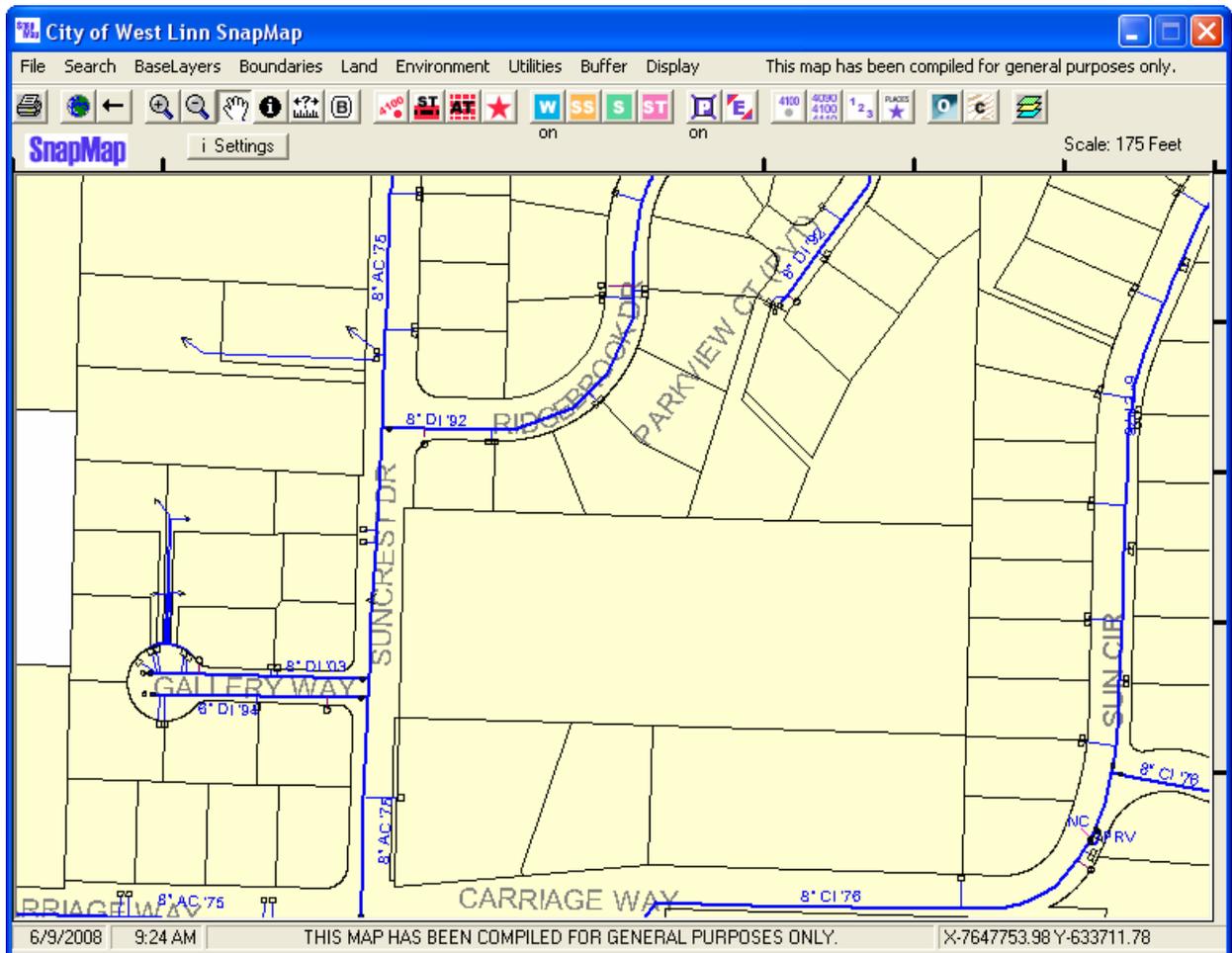
*Another possible connection can be obtained is through the existing sanitary sewer located on 2269 Parkview Court. It will be an optimal gravity feed connection if the developer can obtain an easement from this property owner and extend the existing sanitary sewer to feed the onsite proposed sanitary sewer system.* He may also be able to partner/share costs with 1810 and 1822 Carriage Way who may be interested in hooking up to sanitary sewer as well. A minor partition was done in the last 2 – 3 years creating 1810 and I don't know if the City's code allows for new septic tank installations. This may be a way to share the potential costs of obtaining the easement through Parkview Court instead of having to pump by ejector pumps up to Suncrest Drive.

*Developer may also consider speaking with property owners at 1810 and 1822 Carriage Way about sharing a cost in hooking up to the sanitary sewer system since*

The City Sanitary Sewer Master plan indicates that existing sanitary system around the proposed development is adequate.

*Sanitary sewer service connection shall be subject to Sanitary Sewer SDC fee.*

## WATER



This project site is located within the Rosemont pressure zone.

From the City GIS snap map, the existing public water main along Suncrest Drive is an 8" AC line. The City Water Master Plan indicates that this existing 8" water line only has less than 50% asset life remained. The Water Master Plan recommends that line shall be replaced with a 10" DI pipe.

*Since the Water Master Plan recommends the existing water main along Suncrest Drive to be replaced, the developer shall be required replacing the existing 8" AC water line along the project frontage with a 10" DI pipe.*

*Replacing this line is listed as one of the City SDC Capital Improvement Projects; therefore, the developer is eligible for SDC credit. (50% SDC credit is available)*

*Public water line shall not be allowed installing in Private Street.*

*Providing loop system for proposed water line may be required.*

*Water service connections shall be subject to SDC fee.*

## **FIRE**

There are existing fire hydrants located at the intersection of Ridgebrook Drive and Suncrest Drive as well as at the intersection of Gallery Way and Suncrest Drive. A new fire hydrant may or may not be required depending upon whether or not the distance from the proposed building structure to the existing fire hydrant exceeds 500' in length.

The minimum required fire flow for one and two-family dwellings served by a municipal water supply shall be 1,500 gallon per minute. If structure(s) is (are) 3,600 square feet or larger, the required fire flow shall be determined according to OFC Appendix B.

The minimum fire flow and flow duration for buildings others than one and two-family dwellings shall be determined according to OFC Appendix B. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi.

Within the boundaries of Lake Oswego Fire Department and TVF&R the maximum allowed fire flow is 3,000 gpm at 20 psi.

Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building. Access roads that is measured greater than 150 feet shall provide a fire turnaround.

Fire apparatus access roadway grades shall not exceed 10 percent. Intersection and turnarounds shall be level (maximum 5 percent) with the exception of crowing for water run-off. When fire sprinklers are installed, a maximum grade of 15% may be allowed.

**Fire comments above are general comments. All designs and constructions related to fire shall be reviewed and approved by TVF&R Fire Marshal.**

## **FRANCHISED UTILITIES**

Any overhead lines along the property frontage shall be underground. Street lighting analysis shall be required. If the analysis indicates that additional lighting is required

along the property frontage, developer shall be required installing new light on their expense.

## **PROCESS**

A meeting with Hidden Springs Neighborhood Association is required for a subdivision application, and the applicant should schedule and conduct a neighborhood meeting pursuant to CDC Section 99.038. Follow the requirements exactly. The Hidden Springs Neighborhood Association meets on the third Tuesday of each month. Contact the NA president, Lynn Fox, at 503-655-6347 or [wlhsna@msn.com](mailto:wlhsna@msn.com).

The next step is full and complete response to the submittal requirements and approval criteria of CDC Chapter 85 Land Division and 24 PUD. 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 Director and must identify the specific grounds for that waiver. Prepare the application and submit to the Planning Department with deposit fees.

The deposit fee is \$4,200 + \$200/lot for a subdivision. The planned unit development deposit is \$3,000 plus \$400/acre. Final subdivision plat deposit fees of \$1,520 plus city surveyor costs are also charged. Staff bills hours against the deposit fee and returns any surplus at the conclusion of the process, regardless of whether it is approved or denied.

The City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals. Staff will schedule the Planning Commission hearing about 4-6 weeks after completeness determination. In the event of an appeal, the review body is the City Council. Subsequent appeals go to LUBA.

*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. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Also note that these notes have a limited “shelf life” in that changes to the CDC standards may require a different design or submittal.