



CITY OF
**West
Linn**

LAND USE PRE-APPLICATION CONFERENCE

Thursday, June 6, 2013

**City Hall
22500 Salamo Road**

Willamette Conference Room

10:00 am Applicant proposes a subdivision application to create 4 lots for single family detached homes

Applicant: John Wyland, JT Smith Companies

Subject Property Address: 4997 Summit St

Neighborhood Assn: Sunset, Rosemont Summit, & Parker Crest

Planner: Tom Soppe

Project #: PA-13-17



PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE: <u>6/6/13</u>	TIME: <u>10AM</u>	PROJECT #: <u>DA-B-17</u>
STAFF CONTACT: <u>PETER SPIR</u>		FEE: <u>1000⁰⁰</u>

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 4997 Summit Road (2s1e25db 00500)

Brief Description of Proposal: Applicant proposes a subdivision application to create 4 lots for single family detached homes.

Applicant's Name: John Wyland, JT Smith Companies

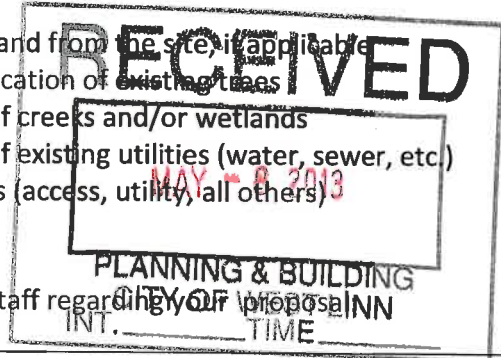
Mailing Address: 5285 Meadows Road, Suite 171 Lake Oswego, OR 97035

Phone No: (503) 209-7555

Email Address: jwyland@stsmithco.com

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ North arrow ➤ Scale ➤ Property dimensions ➤ Streets abutting the property ➤ Conceptual layout, design and/or building elevations | <ul style="list-style-type: none"> ➤ Access to and from the site, if applicable ➤ General location of existing trees ➤ Location of creeks and/or wetlands ➤ Location of existing utilities (water, sewer, etc.) ➤ Easements (access, utility, all others) |
|--|--|



Please list any questions or issues that you may have for city staff regarding your proposal.
Please see the attached plans and letter.

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Property owner's signature

Date

5/7/15

Property owner's mailing address (if different from above)



May 8, 2013

City of West Linn
C/O Mr. Peter Spir
Associate Planner
22500 Salamo Road
West Linn, OR 97068

**Rosemont II - Subdivision
West Linn, OR**

Dear Peter,

3J Consulting, Inc. acts on behalf of JT Smith Companies regarding a property located at 4997 Summit Road (Tax lot number 2s1e25db 00500). This letter and the attachments hereto have been submitted in order to request a Pre-Application Conference to discuss the submittal requirements for the subdivision of the subject property.

The property is located entirely within the City of West Linn and it is zoned R-10. The site is approximately 0.93 acres in size. The site appears to be free from wetlands and streams. The trees on the site include a mixture of conifers and deciduous ornamentals and are largely overgrown. The site is bordered by similar R-10 subdivisions with existing single family homes.

The Applicant is proposing to create four (4) new lots on the property which will allow for the construction of four (4) new single family homes. The Applicant has also proposed to vacate existing right-of-way along Gloria Rd. as the existing ROW is in excess for required for a residential street section. Access to all of the proposed lots will be from Gloria Drive.

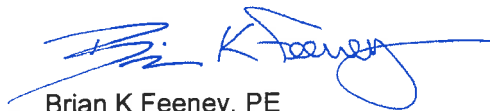
The following list of questions has been provided for staff's consideration:

1. Please confirm any required dedications or frontage improvements which may be required along Summit Street and Gloria Rd. It appears that both roads have sufficient ROW but we would like confirmation.
2. Please advise on the process for a Right-of-Way Vacation process with the City. Attached we have provided a sketch illustrating the area we believe required approval for the vacation. We would ask that you please confirm the following:
 - The City has no formal vacation application form. The request should be made by a letter. The letter should reference the applicable ORS standards and provisions.
 - The Applicant should also submit a petition to vacate form showing the printed owner's name, signature, address, and taxlot number
 - Abutting or affected property requires 100% support
 - Properties identified as affected but not adjoining will need to document a 2/3 majority in support of the vacation
 - Following completeness, the Applicant will need to post the site but the City will handle all notifications and mailings.
 - The Applicant will need to submit mailing labels from the title company for properties within 500 feet of the subject property.
 - The City has no formal application criteria which need to be addressed.
 - The City Council will be the approval authority for the application.
 - Please confirm the City's fee for the vacation.

3. What specialist reports or studies will be required in support of the Land Use Applications? Geotechnical Report, Traffic Study, Arborist Report?
4. Please confirm whether or not any significant trees appear to be present on the property and indicate the location of any significant trees which would require mapping and further investigations.
5. Will any other trees within either the site or the adjoining right-of-ways be considered to be significant or trigger any protective mechanisms?
6. Please advise as to whether a neighborhood meeting will be required for the proposed Subdivision Application?
7. Could you please provide us with any other pertinent information regarding the proposed land division?

Attached hereto is a preliminary site plans, the City's fee for a Pre-Application conference, and the City's Pre-Application Conference request form. We thank you for your consideration of these questions. Please feel free to give me a call if you have any questions or need any additional clarification.

Sincerely,

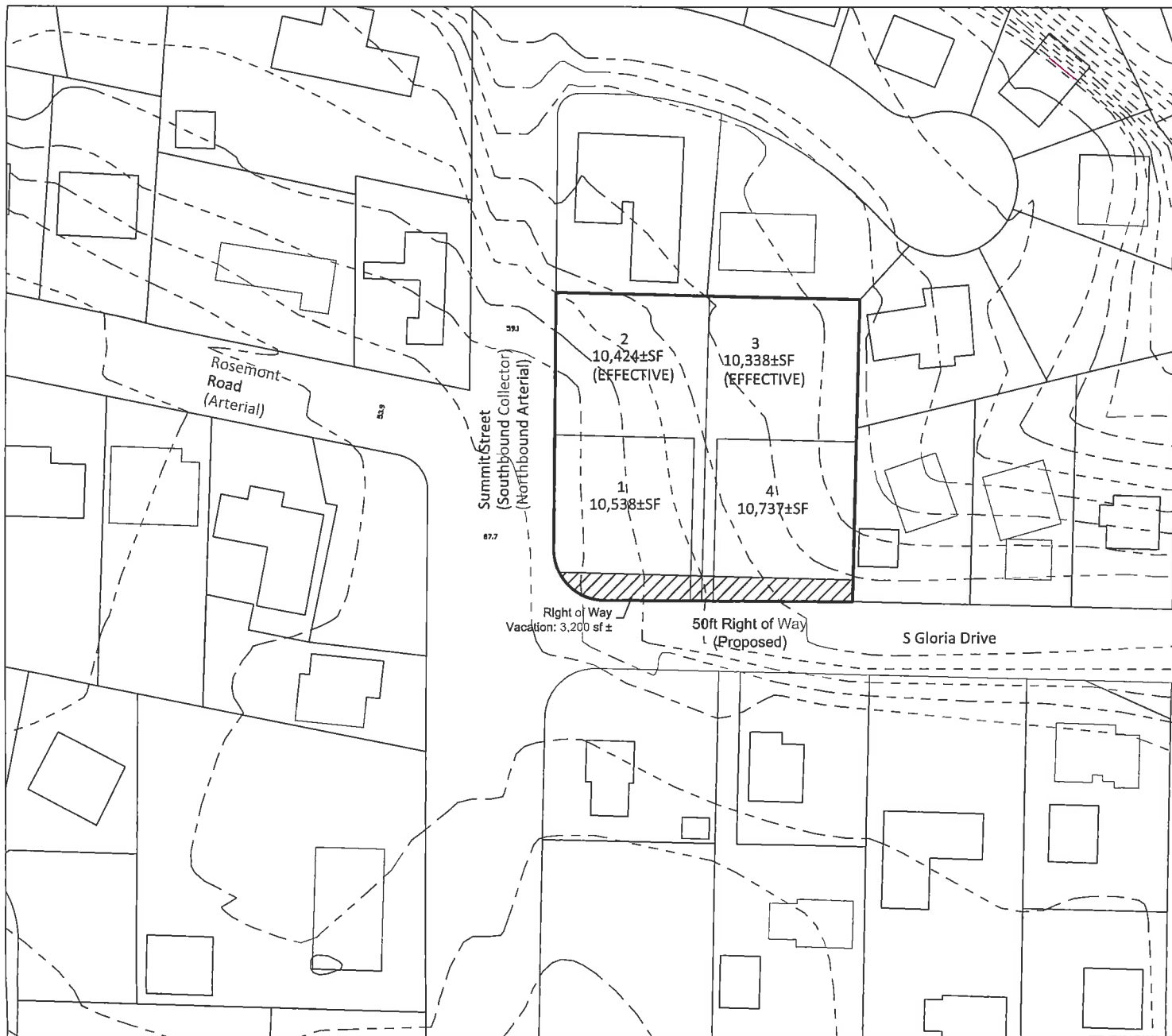


Brian K Feeney, PE
Project Manager
3J Consulting, Inc.

copy: Mr. Jeff Smith
Mr. John Wyland
Mr. Andrew Tull
File

Attch: Fee for Pre-App
Pre-App Request Form
Preliminary Land Division Plan
Preliminary ROW Vacation Notification



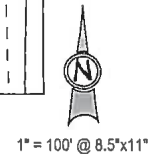


SITE STATISTICS	
Site:	4997 Summit Road
Taxlot:	2s1e25DB 00500
Size:	0.93 Acres
Jurisdiction:	City of West Linn
Dimensional Requirements:	
Zoning:	R-10
Maximum Density:	4 Units
Minimum Lot Size:	10,000 SF
Setbacks:	
Front:	20'
Side:	7.5'
Rear:	20'
Street Side:	15'
Max. Height:	35'

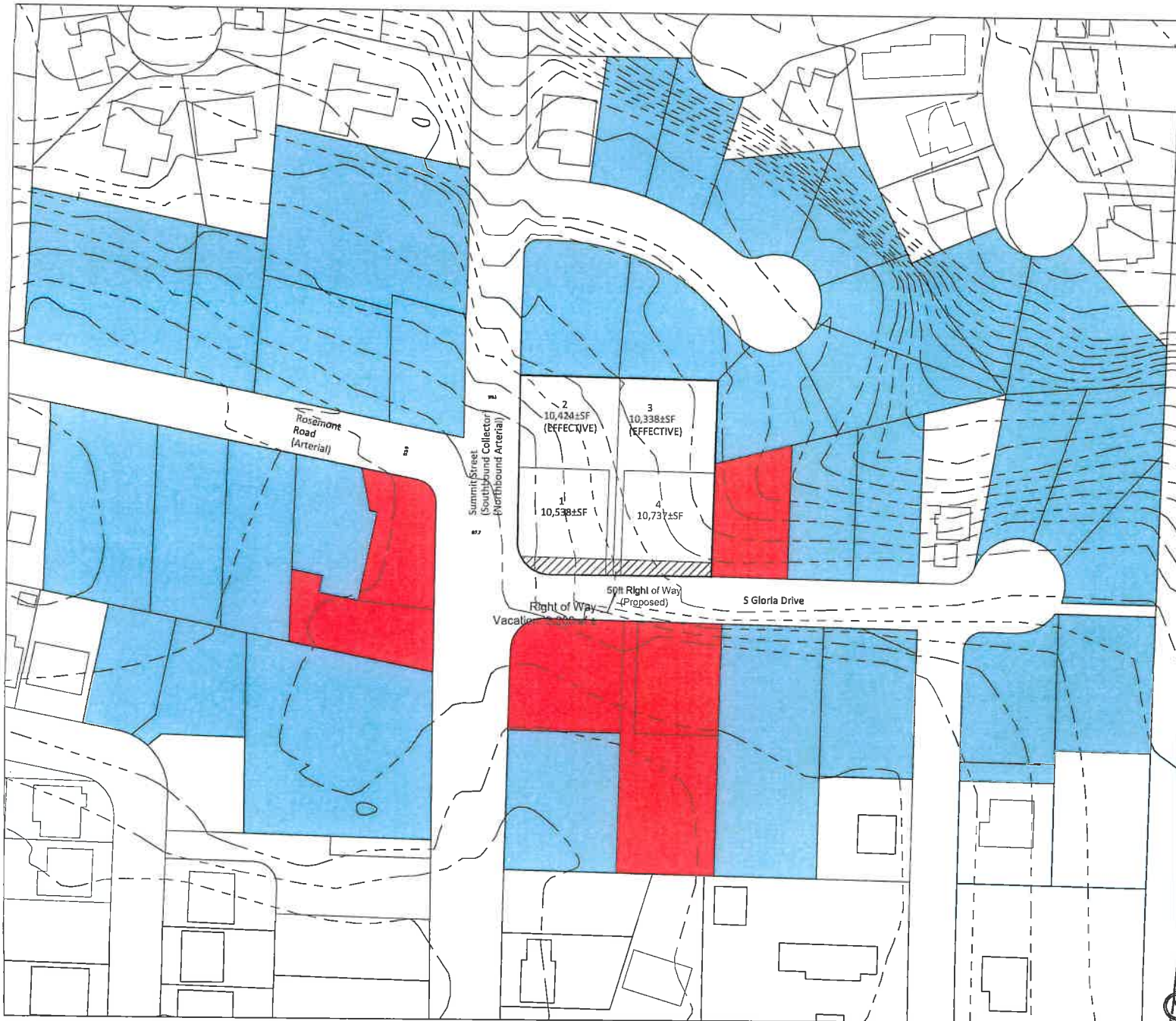
SITE NOTE

Site map has been prepared using data from multiple sources including Aerial Photos, Portland Metro's GIS Data, and taxmap information. This map has been prepared for illustrative purposes only. All boundary and dimensional information should be verified by a professional land surveyor.

The Summit Subdivision
 A JT Smith Development



May 2013



SITE STATISTICS

Site: 4997 Summit Road
 Taxlot: 2s1e25DB 00500
 Size: 0.93 Acres
 Jurisdiction: City of West Linn

Dimensional Requirements:
 Zoning: R-10
 Maximum Density: 4 Units
 Minimum Lot Size: 10,000 SF
 Setbacks:
 Front: 20'
 Side: 7.5'
 Rear: 20'
 Street Side: 15'
 Max. Height: 35'

SITE NOTE

Site map has been prepared using data from multiple sources including Aerial Photos, Portland Metro's GIS Data, and taxmap information. This map has been prepared for illustrative purposes only. All boundary and dimensional information should be verified by a professional land surveyor.

NEIGHBORHOOD AREAS

- Neighboring Properties
- Notification Area Properties

The Summit Subdivision
 A JT Smith Development

1" = 150' @ 8.5"x11"



May 2013