



CITY OF  
**West  
Linn**

## LAND USE PRE-APPLICATION CONFERENCE

**Thursday, August 1, 2013**

**City Hall  
22500 Salamo Road**

**Willamette Conference Room**

**9:00 am Applicant proposes dividing the lot into 2 - 3 lots**

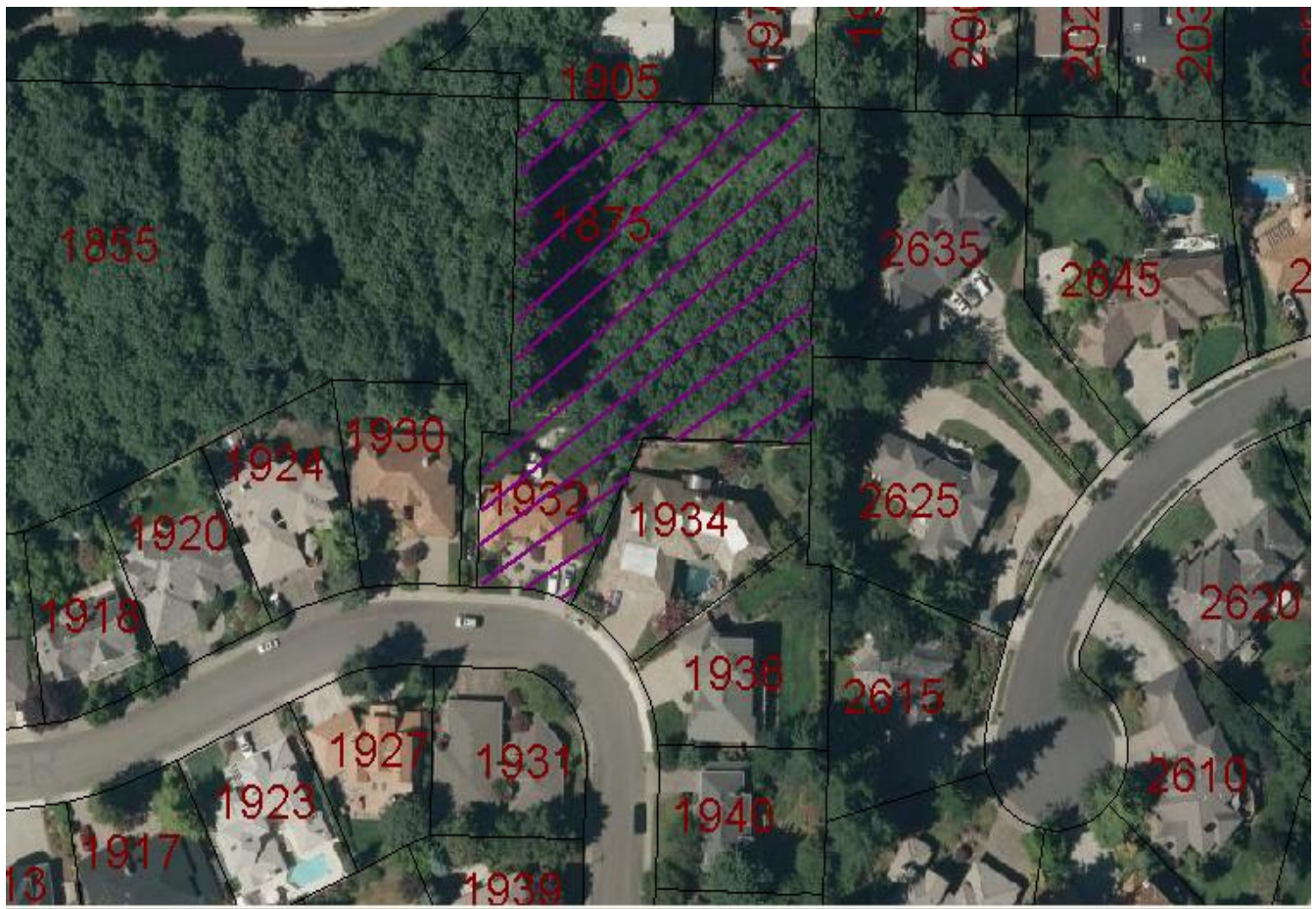
**Applicant: Andrew Tull, 3J Consulting/Daniel & Winifred Davis**

**Subject Property Address: 1932 Sunburst Terrace**

**Neighborhood Assn: Hidden Springs**

**Planner: Tom Soppe**

**Project #: PA-13-21**





### PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE:	TIME:	PROJECT #:
8/1/13	9 AM	PA-13-21
STAFF CONTACT:		FEE:
TOM SOPPE		1000-

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): **1932 Sunburst Terrace (2s1e23ca 02100)**

Brief Description of Proposal: **Applicant proposes to subdivide the property.**

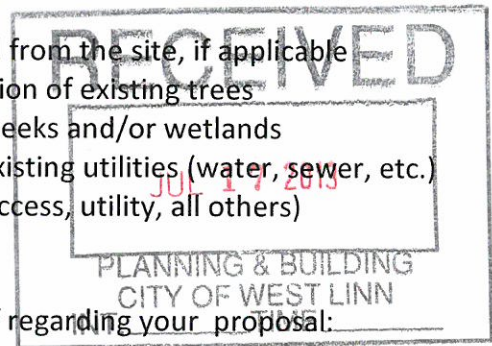
Applicant's Name: **Andrew Tull, 3J Consulting**

Mailing Address: **10445 SW Canyon Road, Suite 245 Beaverton, OR 97005**

Phone No: **(503) 545-1907** Email Address: **andrew.tull@3j-consulting.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:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- 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.

*Andrew Tull*  
Property owner's signature

7-15-13  
Date

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



July 16, 2013

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

**Davis Land Division  
West Linn, OR**

Dear Peter,

3J Consulting, Inc. acts on behalf of Daniel and Winifred Davis regarding their property located at 1932 Sunburst Terrace (taxlot number 2s1e23ca 02100). 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 is zoned R-10. The site is approximately 1.29 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 to the south and west by R-10 subdivisions with existing single family homes. The site includes roughly one acre of undeveloped land with partial frontage onto Carriage Way. The northern acre has a 15 foot wide access easement which connects the property to a 15 foot extension of Carriage Way. The property also includes a 16 foot wide tract along Derby Street which is a remnant tract from a previous access drive.

The Applicant is considering a series of development options for the property. Within the first option, the Applicant would propose to create a single lot behind the existing single family home, with future development potential. The second option would create two or three lots behind the existing home. In both options, the land shown as Tract A would be separated from the parent parcel to create a tract which could be disposed of to one or more of the neighboring property owners.

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 Carriage Way. We note that Carriage Way appears to be functionally complete with a full paved section and a sidewalk.
2. Would a partition application be sufficient to create a lot for the existing home (Sunburst Access), two new lots which would take access from Carriage Way, and the remnant tract labeled as Tract A.
3. Please comment upon whether or not a variance application would be required to permit the access to the site if more than one home were to be served by the Carriage Way easement? Would a variance application be supported by staff?
4. Please provide information the City's preferred utility connections for the lots which would take access from Carriage Way.
5. What specialist reports or studies will be required in support of the land division application?
6. 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 further consideration.

7. Please confirm whether a neighborhood meeting will be required for the proposed land division application.
8. What site plans or other materials will the City require in support of the proposed access easement?
9. Please comment as to whether the City would allow for a phased development plan, permitting the separation and sale of the Sunburst Property without the completion of improvements related to any newly created lots.
10. If one or more of the neighbors adjacent to the Derby Street tract were interested in taking ownership of Tract A, would the City allow for a partial replat of the original subdivision to consolidate the lots, processed through either the partition or subdivision application?
11. Could you please provide us with any other pertinent information regarding the proposed land division?

Attached hereto is a preliminary site plan, 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,



Andrew Tull  
Senior Planner  
3J Consulting, Inc.

copy: Mr. & Mrs. Davis  
File

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



SITE NOTE	
Size:	1.30 Acres
Jurisdiction:	City of West Linn
Dimensional Requirements:	
Zoning:	R-10
Minimum Lot Size:	10,000 SF
Setbacks:	
Front:	20'
Side:	7.5'
Street Side:	15'
Rear:	20'

**SITE NOTE**

Site map has been prepared using data from existing tax maps and Metro's RLIS GIS Data. This map has been prepared for illustrative purposes only. All boundary and dimensional information should be verified by a professional land surveyor.



**Dan Davis Property - Sunburst - R-10 - Option 1**  
**Preliminary Partition Concept**



July 2013



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**Dan Davis Property - Sunburst - R-10 - Option 2**  
**Preliminary Partition Concept**



July 2013