



Memorandum

Date: September 1, 2010
To: Planning Commission
From: Tom Soppe, Associate Planner
Subject: New material for MISC-10-15 for September 15 Planning Commission hearing

Attached are the new submittals, other new communications, and the new notice materials for MISC-10-15 that have been received or produced since the publishing of the staff report.

Re-notice
AFFIDAVIT OF NOTICE

We, the undersigned do hereby certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

GENERAL

File No. MISC-10-15 Applicant's Name Canyon Development LLC
Development Name 6-lot subdivision 4111-4126 Elmran Dr.
Scheduled Meeting/Decision Date Sept 15, 2010

NOTICE: Notices were sent at least 20 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE A ☒

- ☒ A. The applicant (date) _____ (signed) _____
☒ B. Affected property owners (date) _____ (signed) _____
C. School District/ Board (date) _____ (signed) _____
D. Other affected gov't. agencies (date) _____ (signed) _____
☒ E. Affected neighborhood assns. (date) _____ (signed) _____
☒ F. All parties to an appeal or review (date) _____ (signed) _____

At least 10 days prior to the scheduled hearing or meeting, notice was published/posted:

Tidings (published date) September 2, 2010 (signed) [Signature]
City's website (posted date) August 19, 2010 (signed) [Signature]

SIGN

At least 10 days prior to the scheduled hearing, meeting or decision date, a sign was posted on the property per Section 99.080 of the Community Development Code.

(date) _____ (signed) _____

NOTICE: Notices were sent at least 14 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE B _____

- A. The applicant (date) _____ (signed) _____
B. Affected property owners (date) _____ (signed) _____
C. School District/ Board (date) _____ (signed) _____
D. Other affected gov't. agencies (date) _____ (signed) _____
E. Affected neighborhood assns. (date) _____ (signed) _____

Notice was posted on the City's website at least 10 days prior to the scheduled hearing or meeting.

Date: _____ (signed) _____

STAFF REPORT mailed to applicant, City Council/Planning Commission and any other applicable parties 10 days prior to the scheduled hearing.

(date) _____ (signed) _____

FINAL DECISION notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

(date) _____ (signed) _____

**CITY OF WEST LINN
PLANNING COMMISSION
PUBLIC HEARING NOTICE
FILE NO. MISC-10-15**

The West Linn Planning Commission is scheduled to hold a **public hearing, on Wednesday September 15, 2010, starting at 7:30 p.m. in the Council Chambers of City Hall** (located at 22500 Salamo Road, West Linn, OR,) to consider the request of Canyon Development LLC for a two-year extension of approval for their previously approved 6-lot subdivision (file SUB-07-01) at 4111-4125 Elmran Drive. **The public hearing originally scheduled for August 18, 2010 was cancelled.** . The site is in the R-10 zone. The criteria for that zone are found in CDC Chapter 11. Subdivision criteria are found in Chapter 85 of the CDC. Extension criteria are found in Section 99.325 of Chapter 99 of the CDC. Approval or disapproval of the request by the Planning Commission will be based upon these criteria and these criteria only. At the hearing, it is important that comments relate specifically to the applicable criteria listed.

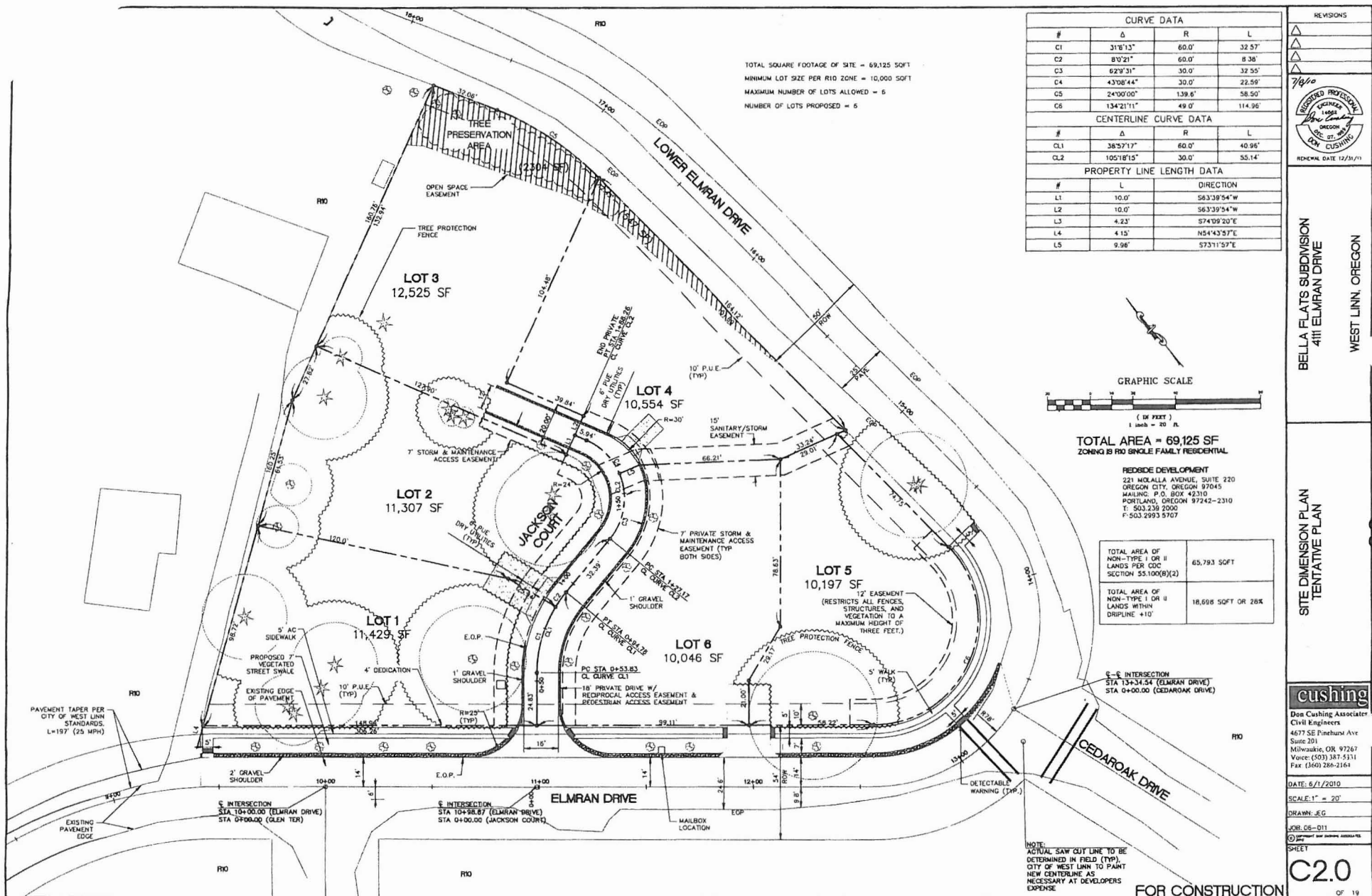
You have been notified of this proposal because County records indicate that you own property within 500 feet of the proposal site located at tax lots 3100 and 3201 of Clackamas County Assessor's Map 2-1E-13CD and/or as required by Chapter 99 of the West Linn Community Development Code.

The complete application in the above noted file is available for inspection at no cost at City hall or via the web site <http://westlinnoregon.gov/planning/4111-elmran-drive-extension-approval-6-lot-subdivision>, or copies can be obtained for a minimal charge per page. A copy of the staff report is available for inspection. A site plan is attached. For further information, please contact Tom Soppe, Associate Planner, at City Hall, 22500 Salamo Road, West Linn, OR 97068, tsoppe@westlinnoregon.gov, or 503-742-8660.

The hearing will be conducted in accordance with the rules of Section 99.170 of the Community Development Code. Anyone wishing to present written testimony on this proposed action may do so in writing prior to, or at the public hearing. Oral testimony may be presented at the public hearing. At the public hearing, the Planning Commission will receive a staff report presentation from the City Planner; and invite both oral and written testimony. The Planning Commission may continue the public hearing to another meeting to obtain additional information, or close the public hearing and take action on the application. If a person submits evidence in support of the application, any party is entitled to request a continuance of the hearing. If there is no continuance granted at the hearing, any participant in the hearing may request that the record remain open for at least seven days after the hearing. Failure to raise an issue in person or by letter at some point prior to the close of the hearing, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes an appeal to the Land Use Board of Appeals (LUBA) based on that issue.

TERESA ZAK
Planning Administrative Assistant

p:\devrvw\projects folder\projects 2010\mis-10-15 notice 2



BAKER THOMAS C
4111 ELMRAN DR
WEST LINN OR 97068

BALES SHIRLEY A TRUSTEE
18855 NIXON AVE
WEST LINN OR 97068

BEAN DAVID H
4154 CALAROGA CIR
WEST LINN OR 97068

BECKETT DONNA LOUISE TRUSTEE
18670 NIXON AVE
WEST LINN OR 97068

BELL MARTY C TRUSTEE
4552 CEDAROAK DR
WEST LINN OR 97068

BERGER MICHAEL J & PEGGY E
4081 ELMRAN DR
WEST LINN OR 97068

BOGDAN JANUSZ G & BARBARA K
16872 CHERRY CREST DR
LAKE OSWEGO OR 97034

CANYON DEVELOPMENT LLC
PO BOX 42310
PORTLAND OR 97242

COKER PEGGY M SHAFFER & RUSSELL
3950 ELMRAN DR
WEST LINN OR 97068

CRAINE DIANA L
18560 NIXON AVE
WEST LINN OR 97068

DENEKAS BRIAN D & NAOMI K
4131 GLEN TER
WEST LINN OR 97068

DONOVAN KEVIN & DIANA KENDALL
4250 ELMRAN DR
WEST LINN OR 97068

ELLIOT JAMES H & BERDELLA K
4722 CALAROGA DR
WEST LINN OR 97068

FISHER DONALD D TRUSTEE
5882 NW HIGHLAND PL
CORVALLIS OR 97333

FOSBERG DAVID
54876 JUNIPER FLAT RD
MAUPIN OR 97037

GERBER CLIFFORD B & MARNI L
18406 NIXON AVE
WEST LINN OR 97068

GOLD JACK C & WENDY M
4778 CALAROGA DR
WEST LINN OR 97068

GRANT JUDITH A
PO BOX 647
WEST LINN OR 97068

GREILING RODNEY & JEANETTE
4040 ELMRAN DR
WEST LINN OR 97068

GUIMARY FLORENCE
4022 ELMRAN DR
WEST LINN OR 97068

GUNTHER STEPHAN W & DAWN G
18665 NIXON AVE
WEST LINN OR 97068

HARMON DAVID W & JUDITH N
4312 STANFORD ST
CHEVY CHASE MD 20815

HAYES ROBERT L TRUSTEE
4424 CEDAROAK DR
WEST LINN OR 97068

HOLM DARIN R TRUSTEE
4785 CALAROGA DR
WEST LINN OR 97068

HOXHA ARTAN
4064 GLEN TER
WEST LINN OR 97068

IUS GINO L & GERMAINE A
4040 GLEN TER
WEST LINN OR 97068

JACOBSEN CRAIG R & JOYCE H H
18444 NIXON AVE
WEST LINN OR 97068

JAEGER CRAIG L & KATHLEEN A
18705 NIXON AVE
WEST LINN OR 97068

JAMESON PETER W & PAMELA
18480 NIXON AVE
WEST LINN OR 97068

JOHNSON BARBARA A
4270 CALAROGA CIR
WEST LINN OR 97068

KEARNS DIANE R
4255 CALAROGA CIR
WEST LINN OR 97068

KIDD STEPHANIE ANN
4550 ELMRAN DR
WEST LINN OR 97068

KILIAN RICHARD M & SHARON L
18837 NIXON AVE
WEST LINN OR 97068

KING MARSHALL R & NANCY L
18687 NIXON AVE
WEST LINN OR 97068

KURZENBERGER CARL T
4148 ELMRAN DR
WEST LINN OR 97068

LANGMAN ROBERT TRUSTEE
4151 CALAROGA CIR
WEST LINN OR 97068

LESSER KATY V E & KEVAN J
18690 NIXON AVE
WEST LINN OR 97068

LORANCE ESTHER I & MICHAEL C
18735 NIXON AVE
WEST LINN OR 97068

MANSON RICHARD W
4233 CALAROGA CIR
WEST LINN OR 97068

MCCOY KRISTIN
18428 STEAMBOAT WAY
WEST LINN OR 97068

MCNAMARA JOHN E & MARIANA
19005 NIXON AVE
WEST LINN OR 97068

MEANEY DAWN M
4745 CALAROGA DR
WEST LINN OR 97068

MILLER MILES J
18595 NIXON AVE
WEST LINN OR 97068

MORSE GREGORY G & ANNE E
18335 NIXON AVE
WEST LINN OR 97068

NICHOLS JAMES M & SHEILA M
4073 ELMRAN DR
WEST LINN OR 97068

NIELSON JAY & LISA M
4344 CEDAROAK DR
WEST LINN OR 97068

OREILLY MARGARET TESKE
4025 ELMRAN DR
WEST LINN OR 97068

OSTERGARD WALTER A & BONNIE J
4450 ELMRAN DR
WEST LINN OR 97068

PALMER DAVID & JANICE A
18741 NIXON AVE
WEST LINN OR 97068

PARMAN LINDA M
18472 STEAMBOAT WAY
WEST LINN OR 97068

PASS DAVID A & MARLYNN A
PO BOX 382
WEST LINN OR 97068

RALSTON MARTIN ROBERT
18490 NIXON AVE
WEST LINN OR 97068

RICHARDSON JOHN MILAS &
GRETCHEN
4211 CALAROGA CIR
WEST LINN OR 97068

ROBINS NEIL E & SUSAN M
4468 ELMRAN DR
WEST LINN OR 97068

SCHELOT STEVEN N & SUSAN I
4167 GLEN TER
WEST LINN OR 97068

SCOFIELD RAY C & ANDREA P
4114 CALAROGA CIR
WEST LINN OR 97068

SMITH PATRICK N & VICTORIA R
4448 MAPLETON DR
WEST LINN OR 97068

SOMMERSET SCOTT T & DENAIRE N
PO BOX 62
WHEELER OR 97147

SPEARS TONY L & LINDA L
4138 ELMRAN DR
WEST LINN OR 97068

STOUT ROBERT L
18455 STEAMBOAT WAY
WEST LINN OR 97068

SWIGART CHRISTOPHER
18489 NIXON AVE
WEST LINN OR 97068

TOMIC RANDY R & LINDA S
PO BOX 522
MARYLHURST OR 97036

WEDDLE CARSON FRANCIS &
NORMA R
18675 NIXON AVE
WEST LINN OR 97068

WESCOTT ROSS E & CONNIE L
18463 NIXON AVE
WEST LINN OR 97068

WEST LINN-WILS SCH DIST #3J
PO BOX 35
WEST LINN OR 97068

WIITANEN RICHARD M & SHEILA
4092 ELMRAN DR
WEST LINN OR 97068

WILHELMI RICHARD S & KELLY M
4153 CALAROGA CIR
WEST LINN OR 97068

MELYNDA RETALLACK AND
GARRIN ROYER
CANYON DEVELOPMENT LLC
221 MOLALLA AVE STE 220
OREGON CITY OR 97045

DON CUSHING
DON CUSHING ASSOCIATES
4677 SE PINEHURST AVE STE 201
MILWAUKIE OR 97207

MICHAEL BERGER
4081 ELMRAN DR
WEST LINN OR 97068

STEVE GARNER
BHT NA PRESIDENT
3525 RIVERKNOLL WAY
WEST LINN OR 97068

SALLY MCLARTY
BOLTON NA PRESIDENT
19575 RIVER RD # 64
GLADSTONE OR 97027

ALEX KACHIRISKY
HIDDEN SPRINGS NA PRESIDENT
6469 PALOMINO WAY
WEST LINN OR 97068

JEFF TREECE
MARYLHURST NA PRESIDENT
1880 HILLCREST DR
WEST LINN OR 97068

BILL RELYEA
PARKER CREST NA PRESIDENT
3016 SABO LN
WEST LINN OR 97068

THOMAS BOES
ROBINWOOD NA PRESIDENT
18717 UPPER MIDHILL DR
WEST LINN OR 97068

DEAN SUHR
ROSEMONT SUMMIT NA PRESIDENT
21345 MILES DR
WEST LINN OR 97068

DAVE RITTENHOUSE
SAVANNA OAKS NA PRESIDENT
2101 GREENE ST
WEST LINN OR 97068

KRISTIN CAMPBELL
SKYLINE RIDGE NA PRESIDENT
1391 SKYE PARKWAY
WEST LINN OR 97068

TROY BOWERS
SUNSET NA PRESIDENT
2790 LANCASTER ST
WEST LINN OR 97068

BETH KIERES
WILLAMETTE NA PRESIDENT
1852 4TH AVE
WEST LINN OR 97068

ALMA COSTON
BOLTON NA DESIGNEE
PO BOX 387
WEST LINN OR 97068

SUSAN VAN DE WATER
HIDDEN SPRINGS NA DESIGNEE
6433 PALOMINO WAY
WEST LINN OR 97068

KEVIN BRYCK
ROBINWOOD NA DESIGNEE
18840 NIXON AVE
WEST LINN OR 97068

DOREEN VOKES
SUNSET NA SEC/TREAS
4972 PROSPECT ST
WEST LINN OR 97068

KARIE OAKES
1125 MARYLHURST DR
WEST LINN OR 97068

Soppe, Tom

From: Soppe, Tom
Sent: Friday, August 20, 2010 2:54 PM
To: 'GREG MORSE'
Subject: RE: 4111 Elmran hearing

September 15 at 7:30.

Tom Soppe
Associate Planner
City of West Linn
22500 Salamo Road
West Linn, OR 97068
ph. (503) 742-8660
fax (503) 656-4106
tsoppe@westlinnoregon.gov

From: GREG MORSE [mailto:gmorse@q.com]
Sent: Friday, August 20, 2010 2:51 PM
To: Soppe, Tom
Subject: 4111 Elmran hearing

Tom,

Can you tell me the date that has been selected for the Planning Commission to hear this extension application? the 18th was cancelled.

Greg Morse



Zak, Teresa

From: Zak, Teresa
Sent: Thursday, August 19, 2010 9:55 AM
To: 'Karie Oakes'
Subject: RE: FYI and Posting CANCELLED August 18, 2010 Planning Commission Meeting

Good Morning Karie,

We apologize for your wasted trip but when we could not verify a quorum by 4:00PM we felt it was necessary to cancel and let all parties such as the applicant, video tech, City Attorney, etc. know so they could contact the related parties before the close of business day as not to have many wasted trips. I was hoping to catch as many citizens and interested parties as I could with my e-mail.

Of course you will be included in the notice for re-scheduling with the preservation of your standing.

Again we apologize and I hope you are enjoying your summer.

Teresa Zak



From: Karie Oakes [mailto:kariookee@aol.com]
Sent: Thursday, August 19, 2010 9:37 AM
To: Zak, Teresa
Subject: Re: FYI and Posting CANCELLED August 18, 2010 Planning Commission Meeting

Hi Teresa,

I appreciate your sending this email, however, I did not see it until this morning and wasted a trip to city hall last night. Can you please tell me why the meeting was canceled at the last minute?

I would like to preserve my standing and be notified of the hearings for each of these land-use decisions when they are rescheduled.

Thank you,

Karie Oakes

-----Original Message-----

From: Zak, Teresa <tzak@westlinnoregon.gov>
Sent: Wed, Aug 18, 2010 4:14 pm
Subject: FYI and Posting CANCELLED August 18, 2010 Planning Commission Meeting

The City web site has been updated with a [REVISED AGENDA OF CANCELLATION](#) of tonight's August 18, 2010 Planning Commission Meeting. MISC-10-12 a 6-Lot Subdivision at 2929 Parker Road and MISC-10-15 6-Lot Subdivision at 4111 Elmran Drive will be re-scheduled and re-noticed.

Please note I am attaching a pdf for posting.

Thank you,

Soppe, Tom

From: Melynda Retallack [mel@redsidedevelopment.com]
Sent: Wednesday, August 18, 2010 8:01 AM
To: Soppe, Tom
Cc: Don Cushing; Garrin Royer
Subject: FW: questions re extension hearings
Attachments: FW: Garrin Royer's Project on Elmran Drive.



Tom-

With regards to Laura's question 3, what exactly do you plan to discuss tonight at the hearing? COA 1 and 2 seem pretty clear to me, and have been resolved in the current plans and the water line cost sharing is in progress with Khoi. COA 4 is also clearly defined in the current plans (that were submitted as part of this extension application), what is there left to discuss? What would be the point of designating the tree preservation area as a separate tract?

Thanks,
Melynda



R E D S I D E

Melynda Retallack, AIA NCARB
Development and Sustainability Services
Office: 221 Molalla Avenue, Suite 220 Oregon City, Oregon 97045
Mailing: PO Box 42310 Portland, Oregon 97242-0310
T 503.239.2000 ext. 23 F 503.296.5707 C 503.701.5277
www.redsidecre.com

From: Soppe, Tom [mailto:tsoppe@westlinnoregon.gov]
Sent: Tuesday, August 17, 2010 4:59 PM
To: Melynda Retallack
Subject: FW: questions re extension hearings

Melynda,

FYI that a commissioner has asked some questions below, and the answers I have given her thusfar.

Tom Soppe
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fax (503) 656-4106
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Tom Soppe
tsoppe@westlinnoregon.gov
Associate Planner
22500 Salamo Rd

Soppe, Tom

From: Soppe, Tom
Sent: Tuesday, August 17, 2010 4:54 PM
To: Horsey, Laura
Cc: Zak, Teresa; Babbitt, Michael; Steel, Christine; Dean Wood; Horsey, Laura; Jennifer Tan; Jones, Mike; Martin, Robert; Sonnen, John
Subject: RE: questions re extension hearings
Attachments: FW: Garrin Royer's Project on Elmran Drive.

Laura and commission:

In response to Laura's questions:

- 1) The 30 x 30 triangles of Chapter 42 apply for visibility. The driveway is outside the triangle for the intersection. COA 3 from the original final decision also establishes the easement that is now proposed on the current site plan where there a visibility area around the curve is restricted from having anything over 3 feet tall. As for the distance between the private street and the lot 5-6 shared driveway, the CDC does not have a minimum driveway spacing requirement if there is no curb (because 48.060 deals with the distance between curb cuts). This street improvement will have no curb. 48.025(B)(6) says the access spacing requirements in Ch 8 of the TSP "shall be applicable". Chapter 8 of the TSP deals with this in Table 8-3 on Page 8-12. It says "New development... should meet the recommended access spacing standards summarized in Table 8-3." Table 8-3 then recommends 150 foot spacing between private driveways on collectors. These two driveways are not this far apart. However by saying "should meet" instead of "shall" and having it be a "recommended" standard, the TSP indicates that flexibility is allowed respecting each individual situation.
- 2) See attached email where Chris Jordan referred this to Planning. As we told them verbally then, we would be treating this like any other application, which is what we have done.
- 3) We'll answer this tomorrow.
- 4) By my estimates Lot 6 will have approximately 3,300 square feet of area to build a house on once the transition area, structural setback from the transition area, and R-10 rear and site setbacks are subtracted. All other lots should have considerably more than this. The applicant is aware of the limitations. Owners won't be able to develop anything in that area, and will have to keep the area as native plants. The condition can be amended to state that the easement shall be recorded on the plat. Everything except access easements and/or stems count towards the base lot size calculation.

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From: Laura Horsey [<mailto:laura@easystreet.net>]
Sent: Tuesday, August 17, 2010 12:44 AM
To: Soppe, Tom
Cc: Zak, Teresa; Babbitt, Michael; Steel, Christine; Dean Wood; Horsey, Laura; Jennifer Tan; Jones, Mike; Martin, Robert
Subject: questions re extension hearings

Hello Tom:

I have a few questions about the two hearings this week and ask that you reply to the Planning Commission as a whole. I appreciate the solid analysis you did for these extension applications -- the first that the PC will hear I believe. On the Parker Rd application I particularly value the clear explanation you gave for applying the code at approval to the completed work, and the revised code to the yet to be done portion of the project.

On Elmran MISC-10-15

1. The double driveway off Elmran and the private lane Jackson Ct. seem quite close to each other and to the "hairpin" turn / intersection with Cedar Oak Dr. Would you (or perhaps city engineer Khoi Le?) comment on what standard applies for spacing and visibility? (Apologies if I missed it; I did see that a traffic study was not required.)

2. Melynda Retallack's pre-app conference minutes on page 103 (1.10) reads: "Jack plans to talk to Chris Jordan again when the team has a plan of how we are proceeding to see if he will help us expedite this process." If there are any notes of the meeting(s) between Jack Hoffman (listed as an attendee to the pre-app) and Chris Jordan can they be made part of the record?

Note: Looks like the order of the preceding pages got transposed. It reads correctly I think in the page order 98, 101, 100, 99.

3. Several original conditions of approval are vague or defer to future plans. Do we have an opportunity to make them more clear now in the interest of executing well downstream? For example it is not clear who makes the judgement calls in COA 1&2. On COA 4 I am surprised that a final storm drainage plan wasn't part of the application; should it be now? On COA 9 as a practical matter should the area dedicated as open space ("tree preservation area") be more clearly defined and dimensioned as a tract?

On Parker Rd. MISC-10-12

4. I have a couple of concerns about Lot 6 which is most affected by the new Chapter 32. Your report pays close attention to correcting lot size calculations so I have to assume that the riparian transition zone is correctly included in the lot size calculation. (On Wed would you review for us what is and isn't included in determining lot size?) While I know we are not doing a design review, would you comment on how much build-able area is left after applying R10 setbacks and accounting for the wetland transition no build/no disturb area? Is the applicant fully aware of the limitations? Is the size of structure that can be built consistent with R10? Secondly, what will inform a future owner of Lot 6 (and Lot 5) about the limitations on use? Say they want to build a pool, a deck, a play structure, a veggie garden, etc. in the wetland transition portion of their lot. (I am assuming the mitigation is for the driveway only.)

Best regards, Laura

Laura Horsey
Planning Commissioner
laura@easystreet.net
503.381.3265 cell

Soppe, Tom

From: Sonnen, John
Sent: Tuesday, August 17, 2010 3:05 PM
To: Soppe, Tom
Subject: FW: Garrin Royer's Project on Elmran Drive.

John Sonnen, Planning Director
Planning and Building, #1524

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Jordan, Chris
Sent: Tuesday, June 01, 2010 4:15 PM
To: 'Jack D. Hoffman'
Cc: Jan C. MacDonald; Sonnen, John
Subject: RE: Garrin Royer's Project on Elmran Drive.

Jack -

Thanks for the e-mail. Staff is fairly swamped right now, but they will certainly do their best to review the application as quickly as possible. John Sonnen as Planning director will be assigning the project to the appropriate planner - likely Tom Soppe - who will have the lead on the project.

Chris

Chris Jordan, City Manager
Administration, #1422

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Jack D. Hoffman [mailto:jhoffman@dunncarney.com]
Sent: Tuesday, June 01, 2010 2:52 PM
To: Jordan, Chris
Cc: Jan C. MacDonald
Subject: Garrin Royer's Project on Elmran Drive.

Chris;

This will be an update on Garrin's project. We are in the process of filing our Extension of Approval for this 6 lot infill subdivision. We are working as quickly as we can to get this matter before the Planning Commission on July 21st. This date is important to us and the city so that we can begin the site work on August 5th, and finish before the fall rains come. But to get that done, I will need a little help from you.

One complicating issue has arisen with respect to the original application. Apparently our people and your staff made an error with respect to the calculation of lot sizes. Tom Soppe has brought this to our attention and we are making the required corrections to be included in our approval extension. This has set us back, but with a little

assistance from the city we can make the July 21st meeting.

The most critical step is to get the city staff to make a determination on the completeness of our application in two weeks, rather than taking the entire 30 days.

We can, and will submit multiple drafts of the application early to get staff feedback. To move this matter along as quickly and efficiently as possible, I would request you consider designating a "point person" to shepherd this application through the various city departments, making sure that the application is given as high a priority as possible. The goal is that only two weeks will be needed to review the application.

Thanks for your attention to this matter.

Jack D. Hoffman

jhoffman@dunncarney.com

Direct 503-306-5324 | Fax 503-224-7324 | www.dunncarney.com

Dunn Carney Allen Higgins & Tongue LLP

851 SW Sixth Ave. Suite 1500 | Portland, OR 97204

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